



PLANNING & DEVELOPMENT COMMITTEE MEETING

AGENDA

25 NOVEMBER 2014

Your attendance is required at a meeting of the Planning & Development Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 25 November 2014 commencing at 1.30pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the title of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
18 November 2014

Next Meeting Date: 09.12.14

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
Councillor S J Schwarten
Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Planning & Development Committee held 11 November 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND DEVELOPMENT COMMITTEE

File No: 10097

Attachments: 1. Business Outstanding Table for Planning and Development Committee

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Planning and Development Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Planning and Development Committee be received.

BUSINESS OUTSTANDING TABLE FOR PLANNING AND DEVELOPMENT COMMITTEE

Business Outstanding Table for Planning and Development Committee

Meeting Date: 25 November 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
07 October 2014	D/69-2014 - Development Application for Reconfiguring a Lot (three lots into three lots)	That the matter lay on the table pending further discussions to return to the Planning and Development Committee on 11 November 2014.	Alyce McLellan	21/10/2014	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

Nil

9 STRATEGIC REPORTS

9.1 PLANNING SECTION - MONTHLY OPERATIONS REPORT

File No: 7028
Attachments: 1. Planning Monthly Report
Authorising Officer: Robert Holmes - General Manager Regional Services
Author: Russell Claus - Manager Planning

SUMMARY

The monthly operations report for the Planning Section (Development Assessment, Strategic Planning and Building Compliance) as at 31 October 2014 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Planning Section (Development Assessment, Strategic Planning and Building Compliance) report be received.

COMMENTARY

The monthly operations report for the Planning Section is attached for Council's consideration. The performance information contained within the attached report relates directly to the adopted 2014/15 Operational Plan Key Performance Indicators.

The Manager's performance summary for each of the abovementioned Sections is provided below.

Development Assessment

The Development Assessment Unit has performed well over the past month and met all targets. More information about the new development assessment system proposed under the Planning and Development Bill has been released and is being analysed by the senior members of the team so that Council can provide feedback to the State government.

Strategic Planning

- Council consideration of public submissions on the proposed Rockhampton Region Planning Scheme commenced at workshops on 14 and 22 October.
- Workshops will continue through November. Once all issues raised have been considered by Council a final report formally recommending changes, an appropriate response to all issues and approval to progress to Final Ministerial Review stage will be submitted.
- Issues that may impact on finalising the planning scheme include the time to finalise Council policy, the final Ministerial review process, the upcoming state election and aspects of the Planning and Development Bill that is proposed to replace the *Sustainable Planning Act* in 2015

Building Compliance

The Building Act and the Plumbing and Drainage Act are still under review by the State Government with an outcome not expected until after the State Election.

The building and plumbing team has performed well over the last month dealing with a steady stream of building and plumbing approvals, including attending to a range of customer request matters. These have included plumbing issues around the self-certification provisions of the Plumbing and Drainage Act as well as a number of applications seeking alternate siting provisions under the Queensland Development Code, with not all of these applications being supported.

A review of the current customer complaints mechanisms is also under way with a view to make strategic improvements to the process and outcomes. In conjunction, new information sheets are being considered to improve the flow of information to residents.

CONCLUSION

It is recommended that the monthly operations report for the Planning Section (Development Assessment, Strategic Planning and Building Compliance) be received.

PLANNING SECTION - MONTHLY OPERATIONS REPORT

Planning Monthly Report

Meeting Date: 25 November 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
PLANNING SECTION
Period Ended October

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Staff continues to work on CBD revitalisation. Mayor, Planning Manager, Planning staff member, and community members recently attended QUT charette to assist in analysing options for riverfront development. This relationship will be leveraged into ongoing design assistance for RRC on urban development issues.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for October are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Building Enquiry - General Info/Admin etc	58	4	43	30	67	0	5	●	1.90	●	5.48	●	8.55	2.38
Other Building Compliant Issue	42	1	5	1	45	0	1	●	1.00	●	19.42	●	33.98	13.67
Planning Compliance Request/Enquiry	95	18	18	6	89	1	45	●	1.00	●	14.49	●	22.59	13.71
Duty Planner (New Enquiry)	2	2	147	143	4	1	1	●	0.16	●	0.37	●	0.60	0.32
Telephone Enquiry (Existing Application/Call Back)	3	2	59	55	5	1	1	●	0.36	●	0.64	●	0.80	0.54
Plumbing Issues General	57	1	7	5	58	0	5	●	1.60	●	4.77	●	6.73	3.54
Strategic Planning Development Certificates	0	0	51	51	0	0	3	●	1.84	●	1.96	●	4.16	4.06

Comments & Additional Information

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	Oct	Nov	Dec
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	0		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP)

Please Note: The risks listed below are 'what if' scenarios and do not necessarily reflect what has occurred.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to address general long term planning needs for the community will result in lower quality development, less development overall, continued poor economic and community performance indicators, and lost opportunities in pursuit of achieving elevation of Rockhampton's reputation to an exceptional regional city.	Very High	Develop strategies to address threat, train existing staff to address, and hire staff with required skill sets. Educate community, develop strategic partnerships, and identify external resources.	31/12/2014	5%	This is a very long term issue
Changes to State law that reduce revenues for essential Council services, e.g. Development Assessment will result in less capacity to provide planning services, requiring supplemental funding from other sources, e.g.	High 4	Monitor and respond when and as appropriate	N/A	N/A	Actively being monitored. Nothing immediate to respond to.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
increased rates.					
Failure to collect revenue results in fewer funds available and lack of confidence in Council business practices.	High 5	Process and workflow to address has been developed and approved by Council.	31/12/2015	0%	Working on logistics of collection
Continuing changes to state legislation and regulatory requirements on Council increase the risk of Council not being able to fully comply with all requirements. Consequences include possible fines, further limitations on Council functions, failure to provide essential resources to enable Council to achieve regional development objectives.	Moderate 5	Respond as events occur and provide submissions to articulate impacts on RRC operations	N/A	N/A	Staff have been monitoring proposed changes and have provided several submissions and alerted Council to potential impacts
Failure to manage hazard conditions and negative impacts on environmental resources will result in increased property damage and loss of environmental functionality and aesthetic amenity which will damage the reputation of Council for management of these services, as well as possible lawsuits for property damage.	Moderate 5	Have incorporated relevant measures in proposed Planning Scheme. Provided information to citizens and Councillors re purpose for inclusion and impacts.	31/12/2015	70%	Additional improvements will depend on future analysis and subsequent amendments of the Planning Scheme, development of effective public outreach messaging, and hiring of staff to specifically address additional analysis needs, particularly environmental and design.

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No capital projects are relevant to the Planning Section.

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Rockhampton Regional Planning Scheme	N/A	N/A	N/A	This project is a large operational plan that spans over several years

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Performance
Development Assessment		
Applications received: 23		
Applications decided: 30		
Acknowledgement notices (where required) sent out within 10 business days of application being properly made	100%	100%
Information requests (where required) sent out within timeframes required under SPA	100%	100%
Decisions are made within 20 business day timeframe once decision stage commences (or extended timeframe permitted under SPA)	100%	100%
Decision notices are issued within 5 business days of the decision being made	100%	100%
Building		
Applications received: 23		
Applications decided: 19		
Building Approvals - Decisions are made within 20 business day timeframe	100%	95%
Plumbing		
Applications received: 59		
Applications decided: 61		
Compliance request are decided within 20 business day timeframe	100%	100%
Strategic Planning		
Property Search – Planning and Development certificate sent out within timeframes required under SPA	100%	100%

FINANCIAL MATTERS

End of Month General Ledger - (Operating Only) - PLANNING

As At End Of October

Report Run: 06-Nov-2014 10:18:07 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	33.3% of Year Gone
PLANNING						
Strategic Planning						
1 - Revenues	(151,500)	(50,500)	(26,049)	(26,049)	17%	x
2 - Expenses	1,175,820	391,940	409,480	413,065	35%	x
3 - Transfer / Overhead Allocation	32,288	10,763	1,637	1,637	5%	✓
Total Unit: Strategic Planning	1,056,608	352,203	385,068	388,653	37%	x
Development Compliance						
1 - Revenues	(1,333,929)	(444,643)	(335,679)	(332,679)	25%	x
2 - Expenses	1,279,980	426,660	284,266	324,795	25%	✓
3 - Transfer / Overhead Allocation	145,629	48,543	28,556	28,556	20%	✓
Total Unit: Development Compliance	91,680	30,560	(22,857)	20,673	23%	✓
Land Use						
2 - Expenses	715,679	238,560	143,472	148,752	21%	✓
3 - Transfer / Overhead Allocation	0	0	103	103	0%	x
Total Unit: Land Use	715,679	238,560	143,575	148,855	21%	✓
Development Assessment						
1 - Revenues	(2,150,500)	(716,833)	(534,804)	(534,804)	25%	x
2 - Expenses	1,593,539	531,180	592,121	670,572	42%	x
3 - Transfer / Overhead Allocation	34,850	11,617	8,817	8,817	25%	✓
Total Unit: Development Assessment	(522,111)	(174,037)	66,134	144,585	-28%	x
Grand Total:	1,341,855	447,285	571,919	702,766	52%	x

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

13.1 Enforcement proceedings for development offences

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

13 CONFIDENTIAL REPORTS

13.1 ENFORCEMENT PROCEEDINGS FOR DEVELOPMENT OFFENCES

File No: 8431

Attachments:

1. Locality Plan
2. Site Photo (1)
3. Site Photo (2)
4. Site Photo (3)
5. Site Photo (4)
6. Site Photo (5)
7. Site Photo (6)
8. Decision Notice Refusal

Authorising Officer: Russell Claus - Manager Planning
Robert Holmes - General Manager Regional Services

Author: Judith Noland - Development Compliance Officer

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

This report summarises the unlawful importation of filling material to a premises in West Rockhampton.

14 CLOSURE OF MEETING