

DEVELOPMENT SERVICES HIGHLIGHTS & SIGNIFICANT ISSUES REPORT - MONTH ENDED 30TH APRIL 2011

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Purpose

To review Development Services Department highlights and performance for the month ended 30 April 2011.

Background and Discussion

Key Performance Indicators for 30 April 2011 are as follows: -

1. DEVELOPMENT ASSESSMENT

a) Applications Received

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly Average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Development Applications	72	74	75	-	-	-	-
Material Change of Use - Code	8	11	21	-	-	-	-
Material Change of Use - Impact	2	3	5	-	-	-	-
Reconfiguration of a Lot - Less than 6	8	9	9	-	-	-	-
Reconfiguration of a Lot - More than 6	3	0	1	-	-	-	-
Combined Applications	1	2	2	-	-	-	-
Number of Concurrence Applications Received	28	20	13	-	-	-	-
Change of Approval, Change of Conditions & Extension of Currency Period	6	11	7	82% in 30 Days	78% in 30 Days	83% in 30 days	85% in 30 days
Certificates	16	7	6			-	-
Pre-Lodgement Meetings	7	6	6			-	-
Average Acknowledgement Notice Period (Days)	8	7	6	83% in 10 Days	97% in 10 days	94% in 10 days	85% in 10 days
Average Information Request Period (Days)	10	12	6	100% in 10 Days	66% in 10 Days	79% in 10 days	85% in 10 days
MCU and ROL requiring an information request	1	12	15	5%	48%	37%	No more than 40%
Notices of Appeal	4	0	1	-	-	-	-

b) Applications Decided - Code

Description	Apr 2011	Monthly Average - Jan Feb, Mar	Monthly average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Number of current MCU and ROL applications (at end of month)	114	127	120	-	-	-	-
Number of applications in Decision Making Period	21	19	32	-	-	-	-
Number of applications Decided	22	19	30	-	-	-	-
Average Number of days in Decision Making Period (Days)	25	18	20	95% in 40 Days	100% in 40 Days	91% in 40 Days	85% in 40 days
Average number of days to Decide Application (lodgement to decision) (Days)	74	58	57	73% in 80 Days	75% in 40 Days	81% in 80 Days	85% in 80 days

c) Applications Decided - Impact

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Number of current MCU and ROL applications (at end of month)	49	59	67	-	-	-	-
Number of applications in Decision Making Period (at end of month)	8	6	22	-	-	-	-
Number of applications Decided	2	3	6	-	-	-	-
Average Number of days in Decision Making Period (Days)	21	23	32	100% in 40 Days	78% in 40 Days	60% in 40 days	50% in 40 days
Average number of days to Decide Application (lodgement to decision) (Days)	144	131	162	100% in 230 Days	94% in 230 Days	79% in 230 days	85% in 230 days

d) *Negotiated Decisions*

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Negotiated Decision Request's received	2	4	6	4%	11%	12%	No more than 20%
Negotiated Decision Request's decided	2	2	6	-	-	-	-
Negotiated Decision Making Period (Days)	23	43	25	50% in 20 Days	67% in 20 Days	49% in 20 days	85% in 20 days

e) *Concurrency Agency Responses*

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Concurrency Agency Response	19	16	12	95% in 10 Days	82% in 10 Days	82% in 10 days	85% in 10 days

f) *Town Planning Certificates*

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly average since July 2008	KPI Apr 2011	KPI for Jan, Feb, Mar	KPI Since July 2008	Target
Limited	19	15	15	100% in 5 Days	94% in 5 Days	97% in 5 days	85% in 5 days
Standard	1	1	2	100% in 10 Days	100% in 10 Days	63% in 10 days	85% in 10 days
Full	N/A	N/A	1	N/A	N/A	100% in 30 days	85% in 30 days

g) *Duty Planner Enquiries*

Enquiries	Apr 2011	Apr 2010	Monthly Average Since July 2008
Email and Fax requests responded to	87	137	112

h) *Project Management Meetings with Developers*

Officer	Meeting Details
Acting Manager Development Assessment	<p>1 April - Training facility on-site in Paget. 13 April - Pointglen Pty Ltd - with Manager Development Engineering (MDE) 14 April - Blacks Beach developer - Principal Planner North (PP North) 18 April - Discuss developer options at Westlake Drive along with Director, MDE 21 April - Pointglen Pty Ltd - with MDE, PP North.</p>
Principal Planner - CBD/Sarina	<p>4 April – Discussion with owners 8 River Street (JD Dodds Valuers) about possible change to the approved plans of development subsequent to CBD EbD. Cr Hatfield in attendance. 20 April - Discussion with Architect & Town Planner - Central Street, Sarina - proposed extension to use. 18 April - Telephone discussion with of Lend Lease regarding conditions of signage approval, finalisation of pedestrian movement paths and organisation of site meeting to review landscaping requirements.</p>
Principal Planner - South/Mirani	Nil appointments
Principal Planner - North	<p>4 April – Northern Beaches Masterplan Workshop. 7 April – applicant - DA-2010-193 – Teleconference. 15 April – WS Group –Shoal Point Road. 15 April – Phillip Lane –Pheasant Street, Slade Point. 18 April – Kerridale. 21 April - ULDA Sod Turning Ceremony. 21 April –Whitsunday Anglican School. 21 April –Pointglen – Shoal Point Waters.</p>

2. DEVELOPMENT ENGINEERING

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	KPI Apr 2011	KPI for Jan, Feb, Mar	Target
Operational Works					
Applications Received	10	13	-	-	-
Number of Current Applications	70	78	-	-	-
Applications Finalised	5	9	-	-	-
Applications Requiring an Acknowledgement Notice	0	2	-	-	-
Average Acknowledgement Notice Period (Days)	N/A	7	N/A	100% in 10 Days	85% in 10 days
Applications Requiring an Information Request	2	4	14% of all lodged	32% of all lodged	No more than 50%
Average Information Request Period (Days)	6	20	50% in 10 Days	37% in 10 Days	85% in 10 days
Average Decision Making Period (Days)	18	16	93% in 40 Days	97% in 40 days	85% in 40 days
Average from Lodged to Decided (Days)	63	93	100% in 80 Days	77% in 80 Days	85% in 80 days
Survey Plans					
Applications Received	10	13	-	-	-
Applications Finalised	7	10	-	-	-
Number of Lots Sealed	19	73	-	-	-
Average from lodged to Signing (Days)	12	46	71% IN 15 Days	74% in 15 days	85% in 15 days
Minor Works					
Applications Received	70	54	-	-	-
Applications finalised	66	50	-	-	-
Average days from lodged to decided	5	4	100% in 10 Days	99% in 10 Days	85% in 10 days

3. ePLANNING

Description	April 2011	Monthly Average - last 3 months	Monthly Average since Feb 2011	KPI April 2011	KPI for last 3 months	KPI Since Feb 2011	Target
Applications lodged through Smart eDA (MCU, ROL & OW)	28	24	24	87%	67%	67%	75%
Applications assessed electronically	32	35	35	100%	100%	100%	90%

4. HEALTH & REGULATORY SERVICES

a) Compliance

i) Status of Compliance Activities:

Description	April 2011	April 2010
Requests for action received for the month	26	33
Requests for action finalised for the month	59	62
Show Cause Notices issued	23	7
Enforcement Notices issued	2	0
Local Laws Notices Issued	0	0
Infringements issued	3	0
Cases - under investigation	28	65
Cases – legal action commenced	30	36
Cases in process	58	101

Note: Cases in process refers to amount at end of month either under investigation or in legal action commenced.

- 30 Cases currently at 'Legal Action Commenced' phase, of which 23 are intending to lodge MCU applications or engagement of Private Certifier, and are pending that result.
- On 21st April, community consultation took place with stakeholders in the resite dwelling industry. Appreciated support of Councillors' Di Hatfield, Wendy Cameron and Paul Steindl. Seeking advice from DLGP on certain aspects. Report to Council for resolution for Amenity & Aesthetics. Providing email updates to participants.
- Review of legal notices conducted, with wording changed and irrelevant information removed.

ii) Complaints received

Category	April 2011			
	Received	In Process	Finalised	Ave days
Illegal building works	6	21	12	15
Non-compliance of conditions	0	5	0	0
Heavy Vehicle Parking	1	0	2	21
Unapproved earthworks	0	1	1	80
Pools & pool fencing	3	13	14	33
Home based business	2	3	2	2
Illegal land use	4	5	3	69
Plumbing miscellaneous	5	6	4	30
Stormwater	4	4	18	16
Onsite sewerage plants/septics	0	0	2	35
Advertising signs	1	0	1	3

- The reporting of average days is distorted by occasional drawn out matters. However, demonstrates our desire to finalise matters within 60 days. The average days to finalise across the figures is 27 days.
- Significant drop in complaints when wet weather ended. Only 25 received compared with 88 last month.

- Compliance conducts the vetting process of heavy vehicle parking complaints. The majority of complaints received are for Technical Services of which four were referred to that area in April.
- Finalised protracted unapproved earthworks complaint at Grasstree Beach with persons lodging OW application.
- Only two non-conformity notices received from swimming pool inspectors. However, it appears that people are switching inspectors to gain a certificate prior to the 90 days without the original inspector being aware. We identify this through preliminary investigation process.
- One prolonged land use issue at Beaconsfield resolved. This caused distortion of the average. Other matters resolved within 3 days.
- Considerable drop in stormwater complaints only 4 compared with 26 last month.

iii) *Proactive Audits – Compliance*

Note: a MCU Audit is an audit of planning approvals and associated approvals, e.g Operational Works or Building Approvals. A Planning Audit is an audit of a property to ascertain if planning approvals are adequate.

Category – Status	April 2011
MCU Audit - Allocated	18
MCU Audit – Auditing	2
MCU Audit – Legal Action Commenced	5
MCU Audit – Finalised	23
Planning Audit – Allocated	0
Planning Audit – Auditing	1
Planning Audit – Legal Action Commenced	0
Planning Audit – Finalised	1

- \$139,600.38 in recovered contributions through MCU audits for the month.
- 22% (5) of audits conducted, the development had not yet commenced.
- Progressed with development of enhanced Pathways audit system. All audit activities will be conducted against the application which Jacqui Bullock is trialling. Intention is to cease use of the customer request system in audits by the end of May.
- Since the audit process began in May 2010, we have recovered \$1,407,728 that would not otherwise have been obtained.

iv) *Key Performance Indicators - Compliance*

Key Performance Indicator	Target	April 2011	Last Quarter
Complainant contacted and investigation commenced	≥ 85% within 5 days	93%	91%
Investigation conducted and finalised	≥ 85% within 20 days	96%	96%
Decision on action Upon receipt of investigation report	≥ 85% within 5 days	100%	100%
Decision on final action if non-compliant in legal action	≥ 85% within 20 days	100%	100%
Report that compliance achieved	≥ 85% within 60 days	100%	93.5%
Percentage of Building Application audits to amount lodge in calendar month	≥ 10% applications	22%	8%

- Overall complaints finalised, 93.5% were within 60 days.

v) *Governance*

Description	April 2011	April 2010
Building Application Audits (<i>Audits of building files by Building Surveyor</i>)	44	16
Building Application Audits (<i>Audits of building/plumbing files by Plumbing Inspector</i>)	0	0
Final inspections (<i>Building inspections of aged Council files</i>)	1	7
Building inspections (<i>Council Private Certification files</i>)	5	16
Issuance of Certificate of Classifications (<i>Research/inspections of Council building files leading to issuance</i>)	4	7
Building Records Searches (<i>A database search of approved structures on properties</i>)	42	43

- Large number of building application audits conducted to meet KPI's and trial new approach of paperless records.

vi) *Domestic Building Works Statistics*

Description	Apr 2011	Monthly Average - Jan, Feb, Mar	Monthly Average since July 2008
Applications - All	200	186	232
Value of Building Works - All \$	\$22,470,756	\$26,375,471	\$51,568,036
Applications - Residential	42	51	68
Value of Building Applications - Residential \$	\$12,051,383	\$16,242,853	\$21,316,824
Average Application Value	\$286,938	\$320,583	\$312,133
Average Dwelling Size m ²	221	245	238
Average Residential Land Size	790	-	-
Detached Dwellings	41	50	67
Value of Detached Dwellings \$	\$11,675,673	\$15,616,509	\$19,354,876
Average Value of Detached Dwelling	\$284,773	\$312,330	\$290,922
Attached Dwellings	2	11	11
Value of Attached Dwellings	\$375,710	\$1,879,031	\$2,779,427
Average Cost of Attached Dwelling	\$187,855	\$170,821	\$243,453
Additions and Alterations	18	25	26
Value of Additions and Alterations \$	\$802,017	\$738,511	\$1,299,784

Significant Applications

- App No. PC-2011-588 - New Restaurant - Rosewood Drive, Rural View - Value \$1,650,000.
- App No. CP-2011-734 - Refurbishment of Aged Care Facility - McIntyre Street, East Mackay - Value \$1,718,388.
- App No. PC-2011-566 - Addition to School - Boarding House & Dining Room - Celeber Drive, Andergrove - Value \$2,107,511.

b) *Local Laws*

i) *Complaints Completed*

Category	Apr 2011	Apr 2010	Monthly Average since July 2008
Abandoned Vehicles	54	23	26
Dogs Barking	9	25	32
Dogs Aggressive	47	47	46
Dogs Straying	111	127	122
Dogs Excessive numbers/Unregistered	9	9	10
Livestock/Poultry/Birds	30	39	27
Overgrown/Untidy allotments	102	100	72
Total All Complaints Received	429	502	395

ii) *Local Laws Infringements*

Description	Apr 2011	Apr 2010	Monthly Average since July 2008
Number of Infringements Issued	17	22	16

iii) *Parking*

Description	Apr 2011	Apr 2010	Monthly Average since July 2008
Number of Infringements Issued	389	617	622

iv) *Paid Parking Machines*

Description	Apr 2011	Apr 2010	Monthly Average since July 2008
Paid Parking Tickets Sold	11,150	12,254	10,474
Machine Faults Received	25	36	38

v) *Dog and Cat Registrations*

Description	Apr 2011	New Registrations for the Month	Number Registered at end of 2009/2010 Period
Number of Current Dog Registrations	15,033	77	13,699
Number of Current Cat Registrations	2,755	19	N/A

*Cat registration commenced July 2010

c) *Environmental Health*

i) *Received Complaints*

Type	Apr 2011	Apr 2010
Complaints received regarding licenced activities	3	4
Public health - requests that may be considered a public health risk (eg: mosquito's, asbestos, rats, mice, sewerage/waste water)	10	7
Environmental nuisance - residential (eg: odour, noise, light, dust, stormwater, smoke > 100m from neighbouring building/residents)	7	3

ii) *Inspections - Licensed Premises (Calendar Year)*

Premises	Premises Inspected Apr 2011 YTD	Premises Inspected Apr 2010 YTD	Total No. of Licensed Premises	Target Measure - % Inspected of Premises YTD
Caravan Parks	21	22	23	91%
Flammable Liquids	35	15	144	24%
Food	200	231	575	35%
Accommodation (Hotel, Motel, Backpackers, Holiday Flats & Units, Bed & Breakfast)	36	28	66	55%
Swimming Pools	11	41	73	15%
Footpath Dining, Itinerant & Static Vendors	0	0	30	0%

iii) *Inspection Types for the Month*

Premises Type	Routine Work Inspection	Complaint Inspections	Follow-up Inspection	Initial Inspection	Final Inspection	Other Inspection
Flammable Liquids	1	0	1	0	0	0
Food	13	2	12		1	2
Accommodation (Hotel, Motel, Backpackers, Holiday Flats & Units, Bed & Breakfast)	14	0	0	0	0	0
Swimming Pools	11	0	0	0	0	0

iv) *Inspection Results for the Month*

Premises Type	Compliant	Non compliant - Major	Non compliant - Minor
Flammable Liquids	0	0	2
Food	3	4	23
Accommodation (Hotel, Motel, Backpackers, Holiday Flats & Units, Bed & Breakfast)	7	0	7
Swimming Pools	4	0	7

v) *New Applications*

Application Type	Number
Food	1

vi) *Officer General*

Emails sent	File Searches (Health requisition enquiry)	Letters/correspondence from Inspections
252	1	8

Miscellaneous Items

- Finalisation of infringement briefing for Council scheduled for 11th May, 2011.
- Ongoing preparation for implementation of MRC local laws for those administered by the environmental health team.
- Priority tasking to food businesses that have failed to renew their 2010/2011 food business licence.
- Priority tasking for routine compliance inspections of accommodation providers licenced as rental accommodation across the Region.
- 5/4/11 Training for Co-ordinators role - monthly reports.
- 6/4/11 All Officers attended SPP Training for air, noise and water.
- 7/4/11 Two by Environmental Health Officers attended McCullough Robertson Training P&E Update and Enforcement/PINs (Environmental Health Co-ordinator attended afternoon session).

- 14.04.2011 Two by Environmental Health Officers attended WH&S Meeting
- 20.04.2011 Environmental Health Officer AnneMarie Farrelly and Environmental Health Co-ordinator delivered Food Hygiene Training Session River Rock to Mountain Top.

d) Environmental Protection

i) Environmentally Relevant Activity Registrations

Categories	Enquiries	Inspections	Complaints
Asphalt Manufacturing	1	0	0
Chemical Storage	8	0	0
Abrasive Blasting	1	0	0
Boiler Making or Engineering	2	4	0
Motor Vehicle Workshop	6	5	0
Surface Coating	1	0	0

ii) Complaints - Environmental Harm or Nuisance

Categories	Inspections	Total Infringements / Notices
Operating without an approval	1	3
Backyard Operators	0	1
Over Spray	0	1
Odour	3	4
Noise	0	1
Water	6	11

e) Vector Control

Sites Inspected	Sites Treated	Hectares Treated
51	47	2,150 Ha

f) Pest Management

i) Declared Weeds

Plants:	Enquiries	Inspection
Parthenium Weed	1	0
Giant Rats Tail Grass	12	12
Sicklepod	17	18
Tobacco Weed	1	0
Singapore Daisy	1	1
Lantana	1	0

ii) *Declared Animals*

Animals	Enquiries	Traps	Shed Meetings
Dingo/Wild Dog	10	1	0
Feral Pig	7	1	1
Feral Cat	1	0	0

5. STRATEGIC PLANNING

a) *Waterways & Open Space*

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Stormwater Studies		
Kellys Road Catchment Stormwater Trunk Infrastructure Study	<ul style="list-style-type: none"> - Discussions with landholders affected with easements progressing in conjunction with Property Services. 	<ul style="list-style-type: none"> - Technical Services preparing amended easement drawings. - Ongoing discussions.
McCreadys Creek South Stormwater Trunk Infrastructure Study	<ul style="list-style-type: none"> - WRM finalising report following meeting to discuss draft report. 	<ul style="list-style-type: none"> - Model & report being updated.
Review of 2006 Mackay Stormwater Quality Management Plan (SQMP)	<ul style="list-style-type: none"> - Implications of new State Planning Policy 4/10 for Healthy Waters (SPP) being considered in revision. 	<ul style="list-style-type: none"> - Ongoing.
Example Site Based Stormwater Management Plan	<ul style="list-style-type: none"> - First draft of the Site Based Stormwater Management Plan received. - Awaiting internal comments to finalise report. 	<ul style="list-style-type: none"> - Incorporate internal comments into the final report.
WSUD for Flat Sites	<ul style="list-style-type: none"> - Completed 	<ul style="list-style-type: none"> - Document to be released in mid 2011.
Deemed to comply Solutions	<ul style="list-style-type: none"> - Completed 	<ul style="list-style-type: none"> - Document to be released in mid 2011.
Onsite Detention for Small Lots	<ul style="list-style-type: none"> - Draft report received. - Distributed internally for comments. 	<ul style="list-style-type: none"> - Incorporate comments into the final version.
ii) Flood Studies		
Goosepond Creek Flood Study	<ul style="list-style-type: none"> - Ongoing. 	<ul style="list-style-type: none"> - Reconsider study options after completion of the Pioneer River flood study. Ongoing.
Pioneer River Flood Study	<ul style="list-style-type: none"> - Investigation and survey into abnormalities in Bakers Creek gauge. - Discussion with residents in Bakers Creek township and survey re flood levels in 1970s. 	<ul style="list-style-type: none"> - Revised draft to be received by end of May.

iii) Open Space		
Open Space Policy Review	- Discussion Paper on Open Spaces and Places in preparation.	- Complete discussion paper and prepare briefing to Council on 8 June.
iv) Erosion and Sediment Control		
Review policies to incorporate Best Practice Erosion and Sediment Control	- Consider requirements of new SPP Healthy Waters in ESC review	- Ongoing.
v) Catchment Management Plans		
Gooseponds Catchment Management Plan	- Under review.	- Commence internal consultation.

b) Local Area Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Planning Scheme Maintenance		
Mackay / Mirani / Sarina PS Amendments : 1 of 2010 – Housing diversity and affordability	- Community consultation commenced 20 th April 2011	- Consultation period ends 10 th June 2011. - Report summary of submissions to Council.
Mackay PS Amendments 2 of 2010 – Minimum development levels	- Letter sent to DIP regarding clarification of amendment process.	- Await advice from DIP
Mackay PS Amendments 4 of 2010 PS, Mirani and Sarina PS Amendments 2 of 2010 – Urban uses in rural areas	- State agency issues reviewed and addressed. Letter forwarded to Minister requesting authorisation to commence public consultation.	- Await advice from DIP
ii) Local Planning Instruments		
Marian and Mirani LAP	- Ongoing.	- Summary of public consultation outcomes document to be prepared. - Compile drafting instructions for Mackay 200k Planning Scheme.
Sarina and Coastal Communities LAP	- Ongoing.	- Summary of public consultation outcomes document to be prepared and forwarded to submitters. - Compile drafting instructions for Mackay 200k Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
		scheme.
Ooralea LAP	- Ongoing	- Briefing to Council on summary of submissions and way forward for project scheduled for April.
City Centre LAP	- Commenced development of an EbD outcomes report.	- Commence report on City Centre Vision.
Northern Beaches (Rural View/ Blacks Beach) Masterplan	- Progressed with the development of a structure plan for the study area.	- Prepare draft structure plan.
iii) SPA Planning Scheme		
Mackay 200k+ Planning Scheme	- Ongoing.	- Commence scheme drafting in June.
Mackay 200k+ Strategic Framework	- Updated Version 0.2	- Commence internal consultation after release of MWI Draft Regional Plan.
iv) Heritage Planning		
Heritage Advisory Committee	- The first HAC meeting was held on 25 February 2011. - A workshop was held on 25 February for the 2012 Sesquicentennial Heritage celebrations.	- Next HAC meeting is scheduled for Friday 13 May 2011.

c) Regional Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) WHAM Regional Plan		
Statutory Regional Plan	- Await release of Draft Regional Plan in May 2011.	- Comment on draft regional plan upon publication. - Expecting a minimum 2 month period of consultation.
Regional Industrial Land Demand Study	- Await copy of final report.	- Await copy of final report (assume to be released with draft regional pan) - Consider results of study and impact on new planning scheme.

Low Impact Industry Study	<ul style="list-style-type: none"> - Appointed consultants to commence study on 8 April 2011. - Held inception meeting with site visits on 19 April 2011. - Collected data to underpin study, including population modelling. 	<ul style="list-style-type: none"> - Progress in accordance with project timeline in May 2011 (i.e. analyse existing supply, determine future demand, identify future precincts)
Broadhectare Study 2010	<ul style="list-style-type: none"> - Used data for population projections towards new planning scheme - Converted data to enable usage in MILIS 'development activity' layer. 	<ul style="list-style-type: none"> - Await final report from OESR (QLD Treasury).
ii) Region-wide Strategies		
Residential Densities Strategy	<ul style="list-style-type: none"> - Public consultation ended on the 29th April 2011 (21 submissions received). 	<ul style="list-style-type: none"> - Summarise and consider submissions – briefing to Council.
Centres Strategy	<ul style="list-style-type: none"> - 1st Draft Centres GFA Study completed - 1st Draft Centre Role and Function Study completed 	<ul style="list-style-type: none"> - Finalise 1st draft of Centres Strategy for internal distribution and discussion.
iii) Other projects		
Mackay Airport – Land Use Plan	<ul style="list-style-type: none"> - Await response from Airport Company to council's comments. 	<ul style="list-style-type: none"> - Schedule meeting with Airport company to discuss submission.

d) Infrastructure and Transport Planning

PROJECT	PROGRESS	PLANNED ACTIVITIES
i) Indexation		
Indexation of Contribution Rates	<ul style="list-style-type: none"> - New Indexation Contribution Rates are current from 1 February 2011. 	<ul style="list-style-type: none"> - Next indexation applicable on 1 June 2011.
ii) PIPs		
Mackay City Planning Scheme Area PIP	<ul style="list-style-type: none"> - Council considered the draft Mackay PIP on 17 November Council and submitted draft PIP for first state interest review. 	<ul style="list-style-type: none"> - Awaiting response from DIP on PIA Planning Assumptions. - Awaiting response from DIP on draft PIP.
Sarina Planning Scheme Area PIP	<ul style="list-style-type: none"> - Commenced compilation of Part 1 (Planning Assumptions) for submission to DIP. 	<ul style="list-style-type: none"> - Develop employment and population projections. - Ongoing development of Part 1.

Mirani Planning Scheme Area PIP	<ul style="list-style-type: none"> - Commenced compilation of Part 1 (Planning Assumptions) for submission to DIP. 	<ul style="list-style-type: none"> - Develop employment and population projections. - Ongoing development of Part 1.
iii) Transport Planning		
Mackay Area Transport Study (MATS) – Traffic Model	<ul style="list-style-type: none"> - Consultant conducted an overview on Traffic Modelling capabilities for Mackay (from 2008 DTMR Model and 2010 GHD Model). - Discussions were held with DTMR on the way forward. 	<ul style="list-style-type: none"> - Review of assumptions of existing traffic modelling completed. - Consultants AECOM produced Model Options Discussion Paper for consideration of way forward. - DTMR to advise on adoption of various Model platforms and data needs.
Mobility and Transportation Access Strategy (MTAS)	<ul style="list-style-type: none"> - Development of overarching Mobility and Sustainable Transport Strategy (to encompass other transportation and access management strategies). - A meeting with Senior Staff was held on 18th March 2011. Minor amendments to be undertaken and circulated back to senior staff. 	<ul style="list-style-type: none"> - Establish internal working group and develop action plans. - Draft Mobility and Sustainable Transport Strategy completed, and awaits final discussion with Senior Staff.
Cost Impact Assessment Guidelines (CIA)	<ul style="list-style-type: none"> - Cost Impact Assessment Guidelines. 	<ul style="list-style-type: none"> - Awaiting outcome of State Infrastructure Taskforce recommendations (PIP and application to areas outside PIA). - Await adoption of PIP.
Transport Impact Assessment Guidelines (TIA)	<ul style="list-style-type: none"> - Final Draft prepared April 2011. 	<ul style="list-style-type: none"> - Recommend further discussions with Industry and internal staff.
Road Hierarchy	<ul style="list-style-type: none"> - Adjustments on Marian/Mirani and Sarina underway as part of LAP. 	<ul style="list-style-type: none"> - Internal consultation on road hierarchy levels underway. - Need to amalgamate with “Complete Streets” document.
CBD Car Parking Study	<ul style="list-style-type: none"> - Ongoing. 	<ul style="list-style-type: none"> - Input into City Centre LAP. - Development of draft strategy underway for comment as part of EbD outcomes report. - Initial Report prepared in two parts. Part A-Public and Part B –Private Car Parking. Report being reviewed by Local Law section for enforceability and comments.
DART Committee Meetings	<ul style="list-style-type: none"> - Attend regular weekly DART Committee Meeting as required. 	<ul style="list-style-type: none"> - Ongoing

Provide Advice on transport and traffic matters to staff	- Provide advice on an on-going basis as requested.	- Ongoing
Pedestrian /Bicycle Strategy	- Provide advice on strategy for Mackay. - Integrate with Open Space Strategy. - Provide comments on strategy as LAPs for various areas evolve. - Check with Road Hierarchy Strategy for consistency.	- Ongoing.
TMR Integrated Transport Plan	- Prepare Bus/Transit Strategy to comply with current Government policies	- Ongoing

6. HOUSING AFFORDABILITY FUND

Construction of Rosewood Drive

- Preliminary lot layouts for Plantation Palms designed to allow for infrastructure planning and road alignment for Rosewood Drive.
- Detail design for Rosewood Drive complete based on current information.
- Utility services provided for in road infrastructure.
- Tender documentation complete and advertised.
- Consultation with developers has continued to progress.

Planning Forum

- Northern Beaches Structure Plan– the consultant has completed a final draft of the Structure Plan and is working on the next level of detail in the Masterplan.
- Residential Densities Strategy– public consultation on the Draft Strategy has finished and the feedback is being reviewed.
- District Centres Strategy– the consultant has completed a working version of a Centres Role and Function Study (an additional supporting document); work on the overall strategy document is continuing to progress.
- Building & Planning Guidelines – consultant is continuing work on the guidelines.
- Planning Scheme Amendment and Implementation – progress dependent on the completion of the above projects.

7. BUSINESS IMPROVEMENT

Project Title	Project Manager	Progress	Completion Date
1a. PIP Implementation	Darryl Jones	- Business solution design commenced - Project on hold pending outcome of Infrastructure Charges Taskforce	On Hold

1b. New Infrastructure Charges Regime	Darryl Jones	<ul style="list-style-type: none"> - Made detailed 16 page submission on the 14 recommendations - Co-chaired State wide Working Group on Transitional Issues - Detailed review of Infrastructure Charging groupings and definitions undertaken in collaboration with Gold Coast and Brisbane City Councils - Established definitions template for use State wide - On release of the Final Report of the ICT undertook a full review and initiated a State wide program to change some of the key recommendations of concern (transitional issues) - Drafted template submission for use by other local governments - State Governments on the Final Report of the ICT supported ICT recommendations. Undertook a full review and drafted correspondence to the State identifying areas of continued concern. - Drafted template submission for use by other local governments and lodged submission on behalf of regional Councils. 	30/06/11
2a. Electronic Assessment – MCU, RoL and Con Applications	Simon Halcrow	<ul style="list-style-type: none"> - PROJECT COMPLETED - 100% of new applications received in February allocated, assessed and decided electronically 	31/01/11
2b. Electronic Assessment – OW and ERA Applications	Simon Halcrow	<ul style="list-style-type: none"> - Hardware and software installed - Project initiation meeting with Development Engineering Officers held utilising the Planning manual as the guide - Project Early Adopters Group met 3 times during month - Internal Referrals refined and included into process - Amendments have been identified in existing manual and new template created - Testing of new system has commenced - Amendments to manual and new template refined 	30/03/11 30/06/11
3a. PD Online – MCU & RoL	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	1/11/10

3b. PD Online – OW & ERA	Darryl Jones	<ul style="list-style-type: none"> - Project initiation meeting with Development Engineering Officers held - Meeting held 4 May identifying tasks that need to be undertaken before go live date. - Stamps need to be created, data needs to be cleansed, acceptance into PD Online needs a note added for OW plans & amendments. 	30/06/11
4. Property Enquiry (PD Online)	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	1/11/10
5. Land Use Enquiry	Darryl Jones	<ul style="list-style-type: none"> - Configuration issues between Infomaster and GIS resolved - User Acceptance Test completed - Training of staff completed - Inputting of Planning Scheme data relating to 2 use types completed - Testing of data underway - HAFeDA project finalisation documents completed - To be publically released in conjunction with the Applicant and Assessor Modules (projects 6 and 7) 	31/01/10 31/03/11 30/06/11
6. Applicant Module	Darryl Jones	<ul style="list-style-type: none"> - Infomaster still developing and testing product - User Acceptance Testing completed - HAFeDA project finalisation documents completed - Project on hold pending Infomaster completing product development 	30/06/11
7. Assessor Module	Darryl Jones	<ul style="list-style-type: none"> - Infomaster still developing and testing product - User Acceptance Testing completed - HAFeDA project finalisation documents completed - Project on hold pending Infomaster completing product development 	30/06/11
8. Smart eDA for Building Applications (Concurrence Agency)	Darryl Jones	<ul style="list-style-type: none"> - Smart eDA priorities with pool register - Development of Building Applications capabilities in 2011 - MRC is a pilot Council - Advise received that project delayed until October 2011 - Contact has been made with Smart eDA to identify an interim solution for Mackay in relation to Councils role as concurrence agency for Building Work Applications – awaiting feedback - Given delay in the project also working with Customer Service regarding an interim email based solution - Facilitated training with industry on the use of Smart eDA to increase the 	30/07/11 30/11/11

		percentage of applications being lodged electronically – 23/03/11	
9. Automated Transfer of Data from Electronically Lodged Applications to Council's Systems	Darryl Jones	<ul style="list-style-type: none"> - Morton RC working with Infomaster to build eDAIS - They expect to complete mid 2011 - Contact made with Smart eDA and Mackay is one of the first to have the new system configured 	30/06/11
11a. Environmental Health Pathway Development	Sarah Shuttlewood	<ul style="list-style-type: none"> - Initial scoping meeting 25 August - Project team established and dates set for next stages - Required improvements have been documented - System established currently inputting data (approximately 50% completed) - Data imputing progressing to 95% completion. - Converting all new local laws into existing templates (new local laws to be implemented in June or July) - Once implemented into new template review of existing procedures and process to take place - Meeting to take place on the 11 May for the setting up of indexes and naming conventions for Pathway template documents. - Training in new process will take place around August / September with new local laws come into force. 	24/12/10 31/01/11 31/03/11 30/06/11
11b. Environmental Protection Pathway Development	Craig Sheppard	<ul style="list-style-type: none"> - PROJECT COMPLETED - Commenced first review of the implemented process - Minor changes have been made to improve efficiencies and remove glitches 	15/12/10
11d. Management of processes, Procedures and Standards	Margaret Gatt	<ul style="list-style-type: none"> - Document control management - Was proposed to be a Council wide initiative however now returned to Development Services 	30/06/11
12a. Review of Engineering Construction Specifications	Guy Stevenson	<ul style="list-style-type: none"> - Review of 22 of 44 complete – Inspection and Test Report Construction Specification Review, Standard Drawing review and Construction Policy Review. - Consultation with internal stakeholders 	30/06/11
13. Electronic Planning Scheme	Darryl Jones	<ul style="list-style-type: none"> - Infomaster – Master View product being used to draft electronic planning scheme in Toowoomba RC - Demonstration on Master View product undertaken - Capabilities match requirements - Discussions held with Toowoomba RC on drafting techniques 	2012 30/11/11

		<ul style="list-style-type: none"> - Investigations into software solutions undertaken and preferred system identified. - Attended the Local Government Queensland Planning Provision Working Group reviewing the new standard scheme template - Made detailed submission on behalf of Council and Regional Queensland Councils. 	
14. Online Public Consultation Submissions	Darryl Jones	<ul style="list-style-type: none"> - Online submissions for strategic projects completed - Request to change Statutory Forms sent to State Government to enable electronic receipt of public notification submissions for development applications - State Government currently reviewing and a response is expected by end of March 2011 - Have been advised verbally that changes will be made however still awaiting formal response. - Expected changes to occur mid June as advised by DLGP. 	31/01/11 30/06/11
15. Website Improvement	Margaret Gatt	<ul style="list-style-type: none"> - Initial scoping meeting held - Roles and responsibilities of each Program being drafted - Development Engineering information on the web has been rebuilt - With BSU Coordinator position filled work to commence. 	24/12/10 31/03/11 30/06/11
16. External Meeting Procedure	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	1/11/10
17. Fast Track – Risk Smart		<ul style="list-style-type: none"> - Awaiting on the outcome of the T5 HAF project to use as base. 	2011
18. Internal Referrals	Peter Bratt	<ul style="list-style-type: none"> - Design solution mapped - Procedure and associated forms drafted for internal consultation - Refinement of referral triggers completed - Detailed flow chart drafted - Meeting held with Water Services to review process - Procedure and associated forms being refined - Process has now begun to be implemented into the electronic Assessment projects (2a and 2b) - PROJECT COMPLETE 	18/02/11 31/03/11
19. Standard Conditions	Darryl Jones / Guy Stevenson	<ul style="list-style-type: none"> - Business rules for conditions established - Draft conditions package completed - Workshop held with development industry - Further refinement being undertaken before another workshop with 	24/12/10 18/02/11 31/03/11 31/05/11

		<p>development industry</p> <ul style="list-style-type: none"> - Legal advice obtained for certain specific situations - Planning conditions finalised with further work required on engineering conditions - Engineering conditions initial review completed - Meeting with external stakeholders 23/03/11 to provide feedback on amendments and process to date - Structure for implementation into electronic assessment environment mapped - Amalgamation of Planning & Engineering conditions is underway. - Once conditions are combined they will be inserted into pathway expected end of June. 	
20. Enhance Tasking and Actioning of Customer Requests	Debbie Adams	<ul style="list-style-type: none"> - Correspondence collated and inputted into test environment - Testing of tasks and procedure underway - Inputting templates into live environment commenced - Due for completion in late June 	<p>31/01/11 28/02/11 31/03/11 30/06/211</p>
21. Improved Reporting of Development Compliance - Intervention Requests and KPI's	Mark Goodman	<ul style="list-style-type: none"> - Procedure drafted - Process associated with Audit mapped - Data inputted into Pathway - Rebuilding procedure in Application module to link with original development application - Finalising Procedure before release - Early adopter using the system to iron out any bugs before introducing to the rest of the staff. - Review of procedure being undertaken in conjunction with the early adopter using the new system - Meeting scheduled for the creation of reports in SQL - Meeting for SQL reports to take place on the 16 May. - Closing of the customer request module and training and activation of the applications module for compliance staff. 	<p>24/12/10 18/02/11 14/03/11 31/05/11 30/06/11</p>
22. Implement MCU Audit Process	Mark Goodman	<ul style="list-style-type: none"> - PROJECT COMPLETED 	20/09/10
24a. Review of the Plan Endorsement Process	Peter Bratt	<ul style="list-style-type: none"> - PROJECT COMPLETED - Commenced first evaluation and review of process based on feedback - Changes drafted to procedure to improve clarity - Procedure now broken down into levels (4 levels) 	28/02/11

		- Undertaking review of level 4	
24b. Review of the On Maintenance Process	Peter Bratt	- Leverage off project 24a so awaiting the completion of the first stage	30/06/11
24C. Review of Post Plan Registration Process	Michelle Walker	- Initial scoping meeting held - Initial review of existing processes complete - Consultation with internal stakeholders continuing	30/06/11
26. Development Services Library	Reyna Lewis	- Library Services prepared estimate of process, costing and timing - Work planned to commence 1/05/11	30/04/11 30/06/11
27. BSU Operational Review	Margaret Gatt	- Initial review of existing roles and responsibilities completed - Proposed roles and responsibilities identified and analysed	30/10/11
28. Enforcement Process Review	Mark Goodman	- PROJECT COMPLETED	1/12/10
29a. Management of Court Appeals	Darryl Jones	- PROJECT COMPLETED	3/11/10
29b. Management of Infrastructure Agreements	Darryl Jones	- Collation of data and background information undertaken - Project now with Service Enhancement Team - Was proposed to be a Council wide initiative however now returned to Development Services - Infrastructure Agreements has been built into the wider Infrastructure Coordination Project	30/06/11
30. Coordination of Regulatory Fees and Charges 2011/12	Darryl Jones	- Initial review of current regulatory fees and charges undertaken - Legal review commenced - Proposed philosophy drafted - Draft time table for adoption of regulatory fees and charges established - Briefing with Council on 9 February 2011 - Guideline for compiling fees and charges drafted - Project handed over to Financial Services - PROJECT COMPLETED - Undertaken Peer Review of Development Assessment and Engineering proposed fees for 2011/12	25/02/11
31. ePlanning Scheme Compilation	Darryl Jones	- New project - Scope of project established - Represented Council reviewing the Draft Queensland Planning Provision v3 – Local Government Review Group meeting – 25/03/11 - Initiated Regional wide submission on the draft v3 - Project plan drafted - Investigations into software solutions	30/11/11

		<p>undertaken and preferred system identified.</p> <ul style="list-style-type: none"> - Initial scoping meeting with DLGP organised for May 2011 	
32. Review of Limited Planning Certificates	Toni Maes	<ul style="list-style-type: none"> - PROJECT COMPLETED - Review undertaken 	11/03/11
33. Infrastructure Coordination	Darryl Jones	<ul style="list-style-type: none"> - New project - Created initial scoping document from Strategy to Charging to Delivery - Due to proposed changes to the Infrastructure Charges Regime the scope of this project has changed - Project plan including roles and responsibilities drafting commenced 	
34. Publically Available Document Review	Darryl Jones	<ul style="list-style-type: none"> - PROJECT COMPLETED 	28/01/11
35. Did You Know? Series	Darryl Jones	<ul style="list-style-type: none"> - New Project - Improve promotion of achievements of the Department - Established poster template in conjunction with Corporate Communications - Drafted first 3 posters in the series - PROJECT COMPLETED 	21/03/11

Regional Queensland (high growth) Planners Forum

First Meeting of the Regional Queensland (high growth) Planners Forum convened, agenda and presenters prepared for meeting on 26/11/10 representing local government planners from the 10 high growth Councils outside SEQ.

Second Meeting of forum organised and held in Brisbane on 18/03/11. The Forum Charter was confirmed, Darryl Jones was elected inaugural Chair with the Deputy Chairs being from Townsville CC and Cairns RC.

Main Items discussed was role of Reconstruction Authority in future planning; changed to State Government structure; Green Door initiative; Development Assessment Monitoring and Performance Project; Infrastructure Charges Taskforce Final Recommendations; Building Revival Forum and the Development and Building Pipeline Discussion Paper; DA Fees and Charges; and Queensland Planning Provisions.

Next Meeting 2 June 2011 and to be held jointly with SEQ DA Managers Forum to discuss best practice in DA by analysing the results of the DA Management and Performance Program – Supplementary Reports.

SEQ DA Manager Forum

Represented Mackay and regional Queensland at the SEQ DA Manager Forum including providing a presentation of planning issues in regional areas. Items discussed included DA Fees and the potential establishment by the State of a DA Fee Panel, Smart eDA and DA Monitoring.

Next Meeting 2 June 2011

Building Revival Forum

An invite has been received from the Premiers Office for the Mayor and Darryl Jones to be representatives on a Building Revival Forum (12 April 2011). Representatives to the forum include the planning, financing, development and building industries. To assist in the discussions a detailed gantt chart of the process and timelines from inception of a residential development to a house being completed – The Development and Building Pipeline was generated and sent to LGAQ. The process covers 77 individual activities over 13 stages of the process. Meetings have been held with industry and the state government to refine the stages and timelines.

The Final joint LGAQ and Mackay Regional Council, report titled *Development and Building Pipeline Discussion Paper – March 2011* was forwarded to the Premiers Office to be used as the basis for the step by step analysis of the issues at the Forum. The Paper has also been distributed to high growth Queensland Councils, State agencies and the Development and Building industries.

Darryl Jones present the *Development and Building Pipeline Discussion Paper – March 2011* to the SEQ Council of Mayors on 11 April 2011. prior to the Forum.

12 April the Mayor and Darryl Jones represented Council at the Building Revival Forum in Brisbane. There was concerns relating to the overall running and outcomes of the Forum which was conveyed to LGAQ who are on the steering committee.

New Infrastructure Charges Regime

In 2010 a 16 page submission on the draft 14 recommendations contained in the Interim Consultation Report was lodged with the Stage Government on behalf of Council. On 17 December 2010, Darryl Jones co-chaired a State wide Working group reviewing Transitional Issues for a new charging regime.

A detailed review of Infrastructure Charging groupings and definitions was undertaken in collaboration with Gold Coast and Brisbane City Councils to assist in the transition to a standard maximum charge for all use types. As part of this work Mackay established a standard definitions template for use State wide to assist in the transition and implementation.

On release of the Final Report of the ICT (in early March) a full review was undertaken reviewing the impacts on Mackay. Based on significant concerns the issue was raised with Regional Councils at the Regional Queensland (high growth) Planners Forum and a State wide program to change some of the key recommendations of concern (transitional issues) was initiated.

Obtained previously unpublished data on lag time with development to build the case for changes to the transitional arrangements from the office of Economic and Statistical Research. Subsequently drafted a template submission for use by other local governments

State Government released its position on the Final Report of the ICT recommendations and supported them all. Undertook a full review of the recommendations and drafted correspondence to the State identifying areas of continued concern.

Drafted template submission for use by other local governments and lodged a submission on behalf of regional Councils.

Green Door

Darryl Jones represented Regional Queensland (high growth) Councils on the Green Door Advisory Committee Meeting chaired by the Government Planner on 17/02/11. Further to the meeting detailed comments on the Issues Paper and Consultation Strategy have been provided.

Submitted a potential Green Door Project in Mackay for the Committee's consideration.

Attended the Green Door Advisory Committee Meeting on 17/03/11 by phone link. Provided advise on regional consultation to the organisers of the Green Door Workshop in Mackay on 28/03/11, which was attended by Darryl Jones. This workshop was used as the prototype for the State wide rollout of such Workshops.

Attended the Green Door Advisory Committee Meeting on 21/04/11 by phone link. Which reviewed the results of the first workshops and the finalisation of the performance criteria. One Mackay project is a potential first round project.

Development Assessment Monitoring and Performance Program (DAMPP)

Darryl Jones has represented Mackay Regional Council on the Reference Group for duration of the project. Attended the release of the Annual Report 2009 – 10 (coincided with SEQ DA Managers Forum).

Attended the DAMPP Reference Group meeting 13/04/11 by phone link. Main issues discussed was feedback on the Annual Report and Supplementary Reports as well as the consultation strategy and commencement of the 2010 – 11 data.

Smart eDA

Training session was held with industry on the introducing Smart eDA to an increased number of applicants. The aim was to increase the use of Smart eDA as a lodgement tool. Since February 2011 the use of Smart eDA has increased from 50% in February to 87% in April, with only 4 applications lodged as a hard copy in April 2011.

General

Darryl Jones had been invited to present a paper on 'Removing the DA Hurdles' at a Planning Scheme Symposium on 3/06/11, jointly facilitated by Planning Institute of Australia, Growth Management Queensland, Council of Mayors and LGAQ.

Darryl Jones had been accepted to do a presentation on 'ePlanning Mackay' at the State Planning Institute of Australia Conference in September 2011.

Darryl Jones had been invited to present a paper on 'The new Infrastructure Charges Regime and the Impact on Councils' at the Local Government Accountant Association Conference in November 2011.

8. WORKING GROUPS

▪ Development Industry Forum

Meeting held on 18 April 2011 and the below items were discussed.

- KPI's and Benchmarking;
- Risk Smart Assessments for Industrial Land Applications;
- Council Development Charges;
- Rain Water Tanks Exemption (Townsville);
- Development Incentives;
- Draft DIP Strategic Cropping Land Policy;
- Council contacting 10 key sites with DA's;
- Accelerated Compliance Assessment SPP - 2 lot subdivision;
- Infrastructure Charges Taskforce Report;
- Statutory Regional Plan
- Review Membership of DIF;
- Provision of Parkland in new Estates and tenure arrangements;
- Headwork's Contributions for Smaller lots;
- Fees and Charges;
- Engineering Standards / Development Requirements
- Completion of Civil Works, Plan Sealing and On-maintenance processes;
- Development Requirements (including standard conditions)
- CTS Plan Endorsement for older buildings.
- Use of PINs.

Next meeting will be held 18 July 2011.

▪ Smart Housing Working Group

Next meeting to be held 16 June 2011.

Consultation

There has been consultation with Development Services Program Managers.

Resource Implications

Nil.

Conclusion

All Programs are performing in accordance with agreed outcomes.

Officer's Recommendation

THAT the report be received.