



Development Contributions Projects - s7.11, s7.12, s7.13 and Voluntary Planning Agreements

	Critical Tasks / Activities	Start Date	End Date	Duration in Days	Progress	Responsibility
1	Former Kogarah Section 7.11 (previously S94) Calculator into Tech1					
1.1	Transfer of Kogarah S7.11 calculator into Tech One		19/06/2020		Completed	John Hair/Mechtild Stander/IMT
1.2	Go Live		22/06/2020		Completed	John Hair/Andy Zhou/Mechtild Stander
1.3	Monitoring and Review	22/06/2020	30/07/2020	30	Ongoing	Andy Zhou/John Hair/Mechtild Stander
1.4	Provide training on an ongoing support to DA officers and users	22/06/2020	31/08/2020	30	Ongoing	Andy Zhou/John Hair
1.5	Document the process (Promap)	3/08/2020	31/08/2020	10		Andy Zhou/John Hair
1.6	Project Exit Review and Report		31/08/2020	6		John Hair/ Catherine McMahon/Fresia Segovia
2	Kogarah Development Applications with unpaid S7.11 charges lodged into TechOne					
2.1	Create a contributions register and extract development application and payment information from Dataworks/Authority and update monthly with assessment and receipting information		30/09/2019		Completed	Mechtild Stander/Melissa Barecca
2.2	Create import worksheets for outstanding Kogarah DA's attracting S7.11 charges and transfer to TechOne		28/02/2020		Completed	Mechtild Stander/John Hair
2.3	Transfer DA data for outstanding Kogarah DA's attracting S7.11 charges to TechOne		26/03/2020		Completed	John Hair, Suze Djakovic, Alex Kontakos
2.4	Create a Contributions repository for all Kogarah DA's not yet assessed by utilising the TechOne calculator	10/07/2020	14/07/2020	3	Completed	Mechtild Stander/Andy Zhou
2.5	Create a contributions repository for all Kogarah DA's, contributions not yet paid and outstanding. Agree calculation to Excel calculator, evaluate material differences	20/07/2020	21/08/2020	15	In progress	Mechtild Stander
2.6	Refresher Training for DA officers, Customer Services/Other staff	20/07/2020	21/08/2020	30	Ongoing	Andy Zhou/John Hair/Mechtild Stander
2.7	Monitoring and Review	21/08/2020	31/08/2020	6		Andy Zhou/John Hair/Customer Services
2.8	Develop reporting capabilities - in DA and Finance systems in TechOne	28/08/2020	28/09/2020	20		Mechtild Stander/Nass Jelwan/Customer Services
2.9	Update GRC process documentation to include new information (Promap)	14/09/2020	28/09/2020	10		Mechtild Stander/Andy Zhou/Melissa Higgins
2.10	Project Exit Review and Report	14/09/2020	28/09/2020	6		Mechtild Stander/Andy Zhou/Catherine McMahon
3	Kogarah Development Applications with unpaid S7.12 charges (to 1 July 2017) lodged into TechOne					
3.1	Create a contributions register and extract development application and receipting information from Dataworks/Authority		30/09/2019		Completed	Mechtild Stander/John Hair
3.2	Add development contribution fees and receipting information from TechOne to the register and update monthly		31/12/2020		Ongoing	Mechtild Stander/John Hair
3.3	Create import worksheets for outstanding Kogarah DA's attracting S7.12 charges (from Authority)	24/08/2020	7/09/2020	15		Mechtild Stander/Andy Zhou
3.4	Transfer Development Application data for outstanding DA's in Authority to TechOne	7/09/2020	21/09/2020	10		Mechtild Stander/Suze Djakovic/Alex Kontakos
3.5	Review and test data transferred and ensure contributions correctly reflected for each DA	7/09/2020	21/09/2020	10		Mechtild Stander/Andy Zhou
3.6	Refresher Training of Customer Services/Other staff		18/09/2020		Ongoing	Mechtild Stander/Andy Zhou/Alex Kontakos
3.7	Project Exit Review and Report	21/09/2019	2/10/2020	6		Mechtild Stander/Andy Zhou/Catherine McMahon
4	Former Hurstville Section 7.11 (previously S94) Calculation and Receipts Script for Credits in Tech1					
4.1	Develop script to allocate credits against correct development contribution charge type		24/06/2020		Completed	Catherine McMahon/Andy Zhou
4.2	Testing - calculations and input of data, posting to financial system in TechOne	6/07/2020	27/07/2020	10	In progress	Andy Zhou/Nass Jelwan
4.3	Go Live		27/07/2020			Andy Zhou/Nass Jelwan/Warren Keen
4.4	Refresher Training of Customer Services/Other staff	27/07/2020	27/07/2020	10	Ongoing	Andy Zhou/John Hair/Alex Kontakos
4.5	Monitoring and Review	27/07/2020	10/08/2020	10	Ongoing	Andy Zhou/Alex Kontakos
4.6	Project Exit Review and Report		17/08/2020	6		Andy Zhou/Catherine McMahon

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5	Implement automated reporting capability for the Contributions register (Georges River Council)					
5.1	Meeting with Stakeholders - Identify Reporting Requirements	16/03/2020	30/03/2020		Completed	Mechtild Stander/John Hair/Andy Zhou
5.2	Create a Dashboard to capture s7.12 transactions from TechOne	30/03/2020	30/06/2020	30	Completed	Mechtild Stander/Andy Zhou/Nass Jelwan
5.3	Testing	30/06/2019	3/08/2020	20	In progress	Mechtild Stander/Andy Zhou/Nass Jelwan
5.4	Go Live		3/08/2020			Mechtild Stander/Andy Zhou/Nass Jelwan
5.5	Review data and fees and obtain sign off on legacy entries/corrections for S7.12 charges	30/06/2020	17/08/2020			Mechtild Stander/Andy Zhou
5.6	Create a Dashboard to capture s7.11 transactions from TechOne	20/04/2020	30/06/2020	30	Completed	Mechtild Stander/Andy Zhou/Nass Jelwan
5.7	Testing	30/06/2019	14/09/2020	15	In progress	Mechtild Stander/Andy Zhou/Nass Jelwan
5.8	Go Live		21/09/2020			Mechtild Stander/Andy Zhou/Nass Jelwan
5.9	Review data and fees and obtain sign off on legacy entries/corrections for S7.11 charges	14/09/2020	28/09/2020	10		Mechtild Stander/Andy Zhou
5.10	Integrate former Kogarah Council data into existing Dashboards	21/09/2020	12/10/2020	15		Mechtild Stander/Andy Zhou/Nass Jelwan
5.11	Monitoring and Review	21/09/2020	26/10/2020	30		Mechtild Stander/Andy Zhou
5.12	Project Exit Review and Report	26/10/2020	9/11/2020	6		Mechtild Stander/Andy Zhou/Catherine McMahon
6	Investigate the feasibility of recovering contributions retrospectively					
6.1	Review the process for recovering charges/court awarded costs from Applicants and develop management systems and financial reporting for recoveries of outstanding debts		30/06/2020		Completed	Catherine McMahon/Danielle Parker/Mechtild Stander
6.2	Prepare a listing of s7.11 Outstanding and owing amounts for DA's		14/02/2020		Completed	Mechtild Stander/John Hair
6.3	Select appropriate collection strategies and commence collection process		18/02/2020		In progress	Catherine McMahon/John Hair/Mechtild Stander
6.4	Prepare a listing of s7.12 Outstanding and owing amounts for DA's and CDC's		27/07/2020		In progress	Mechtild Stander
6.5	Select appropriate collection strategies and commence collection process	30/06/2020	17/08/2020		In progress	Catherine McMahon/Mechtild Stander
6.6	Develop procedures manual and capture processes in Promap	21/09/2020	28/09/2020			Mechtild Stander/Andy Zhou
6.7	Monitoring and Review		28/09/2020		Ongoing	Mechtild Stander/Andy Zhou/John Hair
6.8	Project Exit Review and Report	28/09/2020	19/10/2020	6		Mechtild Stander/John Hair/Catherine McMahon
7	Voluntary Planning Agreements					
7.1	Develop criteria to set up Voluntary Planning Agreements in TechOne	30/03/2021	3/05/2021	10		Nerida Stores/John Hair/Andy Zhou
7.2	Incorporate audit recommendations and develop events to capture key delivery stages in DA system	30/03/2021	3/05/2021	15		Nerida Stores/John Hair/Andy Zhou
7.3	Development Application/Consent staff to review calculations and input	3/05/2021	24/05/2021	10		Andy Zhou/Nerida Stores
7.4	Financial and Project module development in TechOne	3/05/2021	24/05/2021	10		John Hair/Finance
7.5	Update Production Environment	24/05/2021	7/06/2021	10		Nass Jelwan
7.6	Testing	7/06/2021	14/06/2021	5		Nerida Stores/Andy Zhou/John Hair
7.7	Go Live		14/06/2021			Nass Jelwan
7.8	Develop training manuals and capture processes in Promap	14/06/2021	28/06/2021	10		Andy Zhou/Nerida Stores
7.9	Monitoring and Review	14/06/2021	14/07/2021	30		Andy Zhou/Nerida Stores/Customer Services
7.10	Develop reporting capabilities - Dashboard to reflect Voluntary Planning Agreement transactions - monetary & non monetary	5/07/2021	26/07/2021	15		Andy Zhou/Nerida Stores/Nass Jelwan
7.11	Project Exit Review and Report	26/07/2021	2/08/2021	6		Nerida Stores/Andy Zhou/Catherine McMahon

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8	Section 7.13 - Court Ordered Development Consent Contributions					
8.1	Develop systems for including Court Ordered Development Contributions in TechOne Repositories	2/11/2020	23/11/2020	10		Andy Zhou/John Hair/Nass Jelwan
8.2	Development Application/Consent events to be created for calculations and input	23/11/2020	14/12/2020	10		Andy Zhou/John Hair/Nass Jelwan
8.3	Financial and Project module development in TechOne for non monetary contributions	23/11/2020	14/12/2020	10		Mechtild Stander/Finance
8.4	Update Production Environment	11/01/2021	25/01/2021	8		Nass Jelwan
8.5	Testing		15/02/2021	5		Andy Zhou/Nass Jelwan
8.6	Go Live		22/02/2021			Andy Zhou/Nass Jelwan
8.7	Develop training manuals and capture processes in Promap	22/02/2021	15/03/2021	10		Andy Zhou/Mechtild Stander
8.8	Monitoring and Review	15/03/2021	15/04/2021	30		Andy Zhou/John Hair
8.9	Develop reporting capabilities - Dashboard to include Sec7.13 monetary and non-monetary contributions	15/03/2020	12/04/2021	15		Andy Zhou/Nass Jelwan
8.10	Project Exit Review and Report		10/05/2021	6		Andy Zhou/Catherine McMahon
Follow up A Follow up Actions from Audit Reports						
9	Compile a s7.11 and s7.12 Contributions Register to comply with Div5 Clause 34 of EPA Regulation 2000					
9.1	Develop a contributions register for development consents with s7.11 & s7.12 conditions for former Kogarah Council				Completed	Administration/Mechtild Stander/John Hair
9.2	Investigate automated reporting capability for the Contributions register (Georges River Council) - Dashboards				In progress	Strategic Planning/Finance/IMT
10	Extended Audit - Development Application calculations and related payments received by Council					
10.1	Obtain the amount paid for s7.11 and s7.12 contributions levied from the Authority and/or Tech1 system				Completed	Mechtild Stander
10.2	Obtain development Consent and assessment information and the amount of s7.12 or 7.13 contributions levied from Dataworks/Tech1				Completed	Mechtild Stander/John Hair
10.3	Compare information and determine additional steps required				Completed	Mechtild Stander/Internal Audit
11	s7.11 Contributions errors detected by Strategic Planning					
11.1	Appointment of dedicated Development Contributions officer to reduce potential for errors and loss of funding		2/10/2019		Completed	John Hair (Appointed)/Mechtild Stander ongoing review
12	Reduce key personnel dependency for s7.11 management					
12.1	Develop an internal procedures manual for administering s7.11 contributions & provide internal training		30/06/2020		Completed	John Hair/Mechtild Stander/Alex Kontakos
12.2	Automate the financial management and reporting of s7.11 contributions (Dashboard)		30/06/2020		In progress	Strategic Planning/IMT
12.3	Resource and upskill staff and hand over from former Coordinator Financial Management		31/12/2019		Completed	Strategic Planning/Finance
13	Staff training on Development Contributions					
13.1	Development assessment - Develop manual/training video to ensure correct contributions are levied				In progress	John Hair/Development Assessment
13.2	Customer Service - Develop manual/training video to ensure correct payments are processed to the correct accounts					John Hair/Alex Kontakos
13.3	Establish training dates and include specific training in induction program for all new staff joining Council					John Hair/Andy Zhou/People & Culture
14	Prepare and complete a Schedule of Works for former Kogarah Council Development Contribution Plans					
14.1	Create a register for all capital works completed from 2012 to 2019 for Kogarah Council	3/12/2019	18/12/2019	10	Completed	Mechtild Stander
14.2	Allocate cost of works against appropriate plans and prepare a summary of expenditures incurred		2/03/2020	10	Completed	Mechtild Stander
14.3	Update funding allocations for each item listed and update contributions reserves funding sources to be carried forward to the new contributions plan for GRC		24/04/2020	5	Completed	Mechtild Stander

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15	New Development Contributions Plan for the Georges River Local Government Area					
15.1	Develop criteria for new contribution charges and incorporate into the development assessment framework				In Progress	John Hair/Nerida Stores
15.2	Set up new ledger accounts for charges to be levied under the GRC contributions plan					Mechtild Stander/John Hair/Finance
15.3	Calculate balances, consolidate and transfer reserves from repealed plans where appropriate					Mechtild Stander/John Hair/Finance
15.4	Indexed Development Contributions Rates on Council's Website					John Hair/IMT
15.5	Develop training manuals and capture processes in Promapp					John Hair/Nerida Stores
15.6	Incorporate new fees and charges into reports and Dashboards					John Hair/IMT
15.7	Monitoring and Review					John Hair/Nerida Stores/Finance/Customer Services
15.8	Project Exit Review and Report					John Hair/Nerida Stores/Catherine McMahon
16	Other Items					
16.1	Linking of GIS Intramaps and TechOne				Completed	
16.2	Investigate alternative payment methods and collaborate with Finance for implementation				In Progress	
16.3	Ensure the accurate and timely reporting of payments of the long service levy for Building and compliance to review prior to issuing construction certificates by entering an event in P&R					
17	Section 7.11 & Section 7.12 from Complying Development Certificates					
17.1	Review of Development Assessments/Issue of Construction Certificates and Complying Development Certificates - Contribution Levies					
17.2	Investigate the feasibility of appointing a dedicated assessment officer to evaluate estimated building costs, review and maximise development contributions to Council					
17.3	Issuing Quotes requested by Certifiers or Owners/Applicants for Estimated fees and Contributions payable to Council					
17.4	Working with the Prelodgement Advisory Services Team/Development Assessment Team to develop a customer facing and adopted Estimated Cost of Work Calculator based on Cordell's or some other appropriate market value calculator					
17.5	Verify as reasonable estimated cost of works provided by Private Certifiers					
17.6	Calculation of all relevant fees and contributions (7.11 or 7.12) payable on Private CDCs and Private CCs and raising these charges and repositories related to Private CDCs and Private CCs in TechOne					
17.7	Issuing letters to all Private Certifiers/Owners/Applicants with outstanding fees and contributions to advise them when CPI increases are effective					
17.8	Raising Invoices for outstanding fees and contributions if the initial payment request period expires					
17.9	Commencing the Debt Management Process if payments have not been made within the prescribed period					
17.10	Adding notations to Planning Certificates and Rates Certificates in TechOne to alert future owners of outstanding fees and contributions owed to Council					