

# Planning and Development Industry Reference Group Minutes

<b>Date:</b>	21 November 2023	<b>Start Time:</b>	1pm	<b>Location:</b>	Cairns Regional Council Civic Reception Rooms
<b>Meeting Chair:</b>	Pat Flanagan				
<b>Attendees:</b>	Planning and Development Industry Reference Group Members:  Brett Nancarrow, Gavin Allwood, Gisela Jung, Greg Gould, Keith Savage, Kristy Gilvear, Lisa Mackee, Mark Conlan, Paul Steele, Peter Fry, Rodney Byl, Claire Simmons, Ed Johnson, Fleur Anderson, James McPeake (UDIA proxy), Mica Martin				
<b>Visitors:</b>	Deborah Wellington				
<b>Apologies:</b>	Andrew Prowse, Stuart Ricketts, Elisha Vi Raso, Jacqui Sue Yek, Cr Terry James				

#	Minutes	Actions
1	<p><b>Future of Housing Growth in Cairns – Chair.</b></p> <p>Consumption of available greenfield development areas (Mt Peter) will bring forward the timing for when Brownfield redevelopment (medium density) will be the only solution for meeting housing demand. How do we incentivise an increase in the proportion of brownfield development progressively over time, to slow down the consumption of the available greenfield areas and to gradually densify the existing urban footprint?</p> <p>Opportunity for presentations from IRG membership, and or open discussion:</p> <ul style="list-style-type: none"> <li>• What town planning levers are available to change?</li> <li>• What council levers are there to assist?</li> <li>• What is a way forward that is acceptable to the community?</li> <li>• How as an industry, can we bridge the gap between the housing we need and the housing the community struggle to accept (smaller lots, townhouses etc, height etc)?</li> <li>• If there's one thing that could be done - what would you do?</li> </ul>	

	How do we get ourselves on the front foot? – open discussion.	
<b>2</b>	<p><b>Update to P&amp;D IRG TOR – Ed Johnson</b></p> <p>Minor administrative amendments proposed to current TOR, indicated within the attached. Put to members for approval/adoption. – all in favour.</p>	<p>KD to provide updated TOR to members and upload to CRC website.</p>

# Terms of Reference

Cairns Regional Council Planning and Development Industry Reference Group  
Version 4 – 6 December 2024

## 1.0 Intent

The Cairns Regional Council (**Council**) Planning and Development Industry Reference Group brings together a diverse cross section of development, planning and design professionals. The reference group, incorporating representatives from within Council and the broader development industry, will work collaboratively to investigate and discuss long-term strategic planning for the region and provide strategic advice to Council representatives regarding Council's planning and development functions.

To support a collaborative working arrangement, two way feedback regarding improvement opportunities and best practice approaches regarding delivery of strategic and development assessment processes will be provided between Council and industry representatives on the reference group.

Group Members are expected to actively and constructively participate in discussions, engagement and communication with the group generally.

## 2.0 Detailed Objectives

### 2.1 Overall

A key objective of the group is to foster a high level of collaboration between Council industry professionals, share information and provide two-way feedback in relation to Council's planning and development functions. Specifically, the group will:

- a) Provide advice and feedback on strategic planning projects, including:
  - Strategic advice about approaches being progressed by Council to support the long-term sustainable management, liveability and economic prosperity of the region;
  - Early input and advice regarding strategic planning projects, including Council's local planning instruments; and
  - Advice regarding other initiatives, including sustainability projects, being progressed by Council.
- b) Provide advice and input into business improvement initiatives related to Council's planning and development functions, including:
  - Provide advice on best practice business approaches to delivering local government planning and development functions;
  - Testing and early input about business improvement projects being progressed by Council; and
  - Bring forward ideas and process improvement projects for Council's consideration.

- c) Provide high-level feedback about Council's service delivery associated with its planning and development functions, including:
- General high-level feedback about Council's planning and development functions, in the context of Council's Planning and Development Service Charter; and
  - Council to provide general high-level feedback and improvement opportunities for industry, to assist the way in which industry works with Council across its planning and development functions.

## 3.0 Membership

### 3.1 Council Representatives

The following Council representatives will form part of the Planning and Development Industry Reference Group:

- ~~General Manager – Planning and Environment~~ Director Planning Growth & Sustainability
- ~~Manager – Development Planning and Property~~ Executive Manager Development & Planning
- ~~Coordinator – Development Services~~ Executive Manager Growth & Sustainability
- ~~Coordinator – Regional Sustainability~~ Executive Manager Licensing & Compliance
- ~~Coordinator – Strategic Planning and Growth Management~~

The Chief Executive Officer will be invited as an optional representative to each meeting.

Other Council ~~officers, including the General Manager – Community Development and / or General Manager – Infrastructure and / or General Manager – Water and Waste,~~ representatives may attend depending on the nature of the meeting and/or agenda items to be discussed.

### 3.2 Industry Representatives

The following peak industry bodies will be invited to nominate a representative on the Planning and Development Industry Reference Group:

- One (1) representative from the Planning Institute of Australia (PIA);
- One (1) representative from the Urban Development Institute of Australia (UDIA);
- One (1) representative from the Housing Industry Association (HIA);
- One (1) representative from ~~the~~ Building Designers ~~Association of~~ Queensland (BDAQ); and
- One (1) representative from the Australian Institute of Architects (AIA).

Council will also issue an expression of interest seeking nominations for up to ten (10) industry representatives. Generally, the number of representatives will be limited as follows:

- Two (2) – Development proponents;
- Two (2) – Town planning or related field representatives;
- Two (2) – Engineering or related field representatives;
- Two (2) – Design or related field representatives; and
- Two (2) – Sustainability and/or education institution representatives.

The industry representatives roles on the Planning and Development Industry Reference Group will be in a voluntary and unpaid capacity. The role of the representatives above is to represent the views and opinions of their broader industry/sector to their greatest ability.

Representatives appointed on behalf of the peak industry bodies listed above are required to represent the views and positions of the peak body.

~~The expressions of interest will be sought for industry representatives roles on the Planning and Development Industry Reference Group every two (2) years.~~ The Council will have full discretion to assess and appoint industry representatives from the pool of applicant's ~~in response responding~~ to the expression of interest.

Representatives of peak industry bodies listed above, must hold a current position with the peak body for the duration of the appointment. Where a representative appointed on behalf of a peak industry body listed above no longer holds a position with the body, an alternative representative will be appointed.

An industry representative appointment will be terminated due to two (2) or more instances of non-attendance at regular scheduled meetings each calendar year.

### 3.3 State Government Representatives

The Council will invite two representatives from relevant State Government agencies to nominate a representative on the Planning and Development Industry Reference Group.

## 4.0 Chair

The Planning and Development Industry Reference Group will be ~~co-chaired by the Council's General Manager Planning and Environment and one (1) industry representatives.~~

~~At the first meeting following each appointment of the industry representatives, the industry representatives shall discuss and appoint the co-chair for that term.~~

~~The Planning and Development Industry Reference Group may be chaired, as an alternative to the co-chair arrangement,~~ by an independent chair to be appointed following nomination and assessment of Reference Group members. An independent chair must have experience in the Region in Government or private sector (or both), and be suitably qualified to hold the position in the opinion of Reference Group members.

As an alternative to the independent chair arrangement, the Planning and Development Industry Reference Group may be co-chaired by the Councils Director of Planning Growth & Sustainability and one (1) industry representative.

## 5.0 Administration and Operating Principles

### 5.1 Meetings

The Planning and Industry Reference Group will meet no less than ~~six (6)~~four (4) times per calendar year, ~~generally on a bi-monthly basis~~. Notwithstanding, additional meetings can be called on an ad-hoc basis, upon agreement between the co-chairs.

For meetings to proceed, a minimum of ~~three (3)~~two (2) Council representatives and six (6) industry representatives must be present.

### 5.2 Meeting Agendas

- Council will be responsible for preparing and issuing a meeting agenda at least five (5) business days before any scheduled meeting.
- Any member of the Planning and Development Industry Reference Group can nominate an agenda item prior to the issuing of the agenda.

### 5.2 Meeting Minutes

- Council will be responsible for documenting meeting minutes and issuing the minutes to the Planning and Development Industry Reference Group within ~~three (3)~~seven (7) business days after each meeting for confirmation by all members.
- The minutes from each meeting will be published on Council's website to encourage non-members to review matters discussed and participate in discussion points outside of the meeting process, in accordance with the objectives of the Planning and Development Industry Reference Group.

### 5.3 Ad-hoc written feedback

- From time to time, the Council may issue a request to the Planning and Development Industry Reference Group seeking written advice or feedback on a specific project, where timing means that the matter cannot wait until the next scheduled meeting.
- Where practical, the Council will ensure members are provided with at least ten (10) business days to review and provide feedback to the Council.

### 5.4 Authority

The Reference Group's role is limited to the provision of advice and recommendations and to act as a conduit to the planning and development industry. There are no formal voting rights connected to Council policy or strategy.

The Reference Group or its members have no authority over Council management, cannot direct Council staff, and its members will have no involvement in day-to-day

operational matters at Council. Any concerns relating to the operation of the Reference Group may be taken up with the Chief Executive Officer, Cairns Regional Council.

## **5.5 Confidentially**

In all matters relating to discussions conducted at meetings of the Planning and Development Reference Group, together with any and all materials provided to members of the Reference Group where material is marked as confidential, members must ensure that these discussions and materials are not released to the general public.

Reference Group members should refrain from making any public comment or issuing any public statement regarding the Reference Group or its work or decisions without the authority of Council.

Minutes of discussions or materials pertaining to discussions conducted within the Reference Group may be released to the general public if directed by the General Manager Planning and Environment for the purposes of community or sector engagement.

All matters discussed at Reference Group meetings will be conducted in accordance with the requirements of the Information Privacy Act and the Right to Information Act.

All views of the members of the Reference Group will be treated with utmost respect but should not be discussed with parties external to the Reference Group.

## **5.6 Conflicts of Interest**

Reference Group members are required to act impartially and represent the interests of the broader community above their personal interests. Whilst members have a role in providing specific sector or interest group opinions the Reference Group must strive to provide a balanced view or opinion and advice on a project. Where consensus or balance of opinion cannot be achieved across the Reference Group, the various views and opinions of the Reference Group will be minuted.

In addition, all members will declare any conflicts of interest at the start of each meeting and where a conflict of interest is declared, that member shall leave the meeting when the item is discussed.

Conflicts of interest will be recorded in the meeting minutes.

## **5.7 Discussion of Individual Development Applications**

The Planning and Development Industry Reference Group will not discuss the Council's assessment of any individual or specific development application.