

## Planning and Development Industry Reference Group Minutes

<b>Date:</b>	6 October 2022	<b>Start Time:</b>	11.30 am	<b>Location:</b>	Cairns Regional Council Civic Reception Rooms
<b>Meeting Chairs:</b>	Ed Johnson – Director Planning, Growth & Sustainability Kristy Gilvear - Industry Co-Chair				
<b>Attendees:</b>	Planning and Development Industry Reference Group Members:  Ed Johnson, Kristy Gilvear, Nikki Huddy, Keith Savage, Lisa Mackee, Greg Gould, Mark Conlan, Nathan Lee Long; Gavin Allwood; Stuart Ricketts; Kylie Nolan; Paul Steele, Peter Fry; Andrew Prowse; Javier Samanes; Gisela Jung; Kelly Barnes, Fleur Anderson; Claire Simmons; Terry James; Mica Martin; Shane Moon; Rodney Byl; Leah Lang; Brett Nancarrow.				
<b>Visitors:</b>					
<b>Apologies:</b>	Lisa Law				

#	Minutes	Actions
1	<p><b>Review of IRG Minutes 9/8 and DA Sub Working Group Minutes 27/9 (cancelled due to school holidays) – Next DA Sub Working Group set for 22/11</b></p> <ul style="list-style-type: none"> <li>IRG Actions Register attached #<a href="#">6862322</a></li> </ul>	Ongoing
2	<p><b>Terms of Reference Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Industry Reference Group (IRG) has been occurring for a year.</li> <li>Review undertaken of the 4 benchmarks set to be achieved by November 2022: <ul style="list-style-type: none"> <li>Council's development assessment timeframes be at or below the Urban Development Institute of Australia 'Quarterly Avg of LGAs'</li> </ul> </li> </ul> <p><i>Cairns Regional Council (CRC) is exceeding the LGA average for Development Applications except for Operational Works. Confirming that work is currently undergoing in this space to improve.</i></p>	

	<ul style="list-style-type: none"> <li>○ “Not properly made” Development Applications submitted to Council will reduce by at least 50%.</li> </ul> <p><i>A reduction has been seen, with at the time of setting the KPI 32 Not Properly made notices were sent with the April to June quarter 19 notices sent. Council acknowledge that a lot of this is out of the IRG due to range of applicants and skillsets involved in making applications..</i></p> <ul style="list-style-type: none"> <li>○ Council will establish a streamlined development assessment processes in the Cairns Region for low risk development applications, similar to approaches taken in other local governments in Queensland.</li> </ul> <p><i>This is currently in the business improvement space and advice will be issued at the appropriate stage.</i></p> <ul style="list-style-type: none"> <li>○ Council will have partnered with member/s of the reference group and / or broader industry to nominate for industry award/s for strategic planning and / or development outcomes in the Cairns Region.</li> </ul> <p><i>Has not occurred at this stage – ongoing action item.</i></p>	
<p><b>3.</b></p>	<p><b>IRG Terms of Reference Touchpoint</b></p> <ul style="list-style-type: none"> <li>● Review of the terms of reference of the IRG including: <ul style="list-style-type: none"> <li>○ Provide advice and feedback on strategic planning projects,</li> <li>○ Provide advice and input into business improvement initiatives related to Council’s planning and development functions;</li> <li>○ Provide high-level feedback about Council’s service delivery associated with its planning and development functions</li> </ul> </li> </ul>	

<p><b>4. IRG Moving Forward</b></p>	<p>Open discussion with all attendees contributing to ideas for moving forward with future meetings.</p> <ul style="list-style-type: none"> <li>• Agenda Timing: <ul style="list-style-type: none"> <li>○ Agreed that a request for agenda items will occur 4 weeks out from the meeting;</li> <li>○ Agenda items/documents to CRC 2 weeks out from the meeting;</li> <li>○ Agenda issued 1 week out from the meeting with the presentations/topics to allow time for review</li> </ul> </li> <li>• Future topics <u>may</u> include: <ul style="list-style-type: none"> <li>○ New mobility</li> <li>○ Treescape design and urban heat</li> <li>○ 2050 studies – acknowledging these studies have yet to commence</li> <li>○ LGIP and infrastructure</li> <li>○ Carparking strategies for CBD.</li> <li>○ Update on key strategies (Towards 2050 and Regional Plan)</li> </ul> </li> <li>• Minutes – as a group record, rather than attributable to individuals</li> <li>• Items discussed but not resolved: <ul style="list-style-type: none"> <li>○ Meeting chair and independence</li> <li>○ Frequency of meetings (suggested 8 weeks)</li> <li>○ Allocation of topics to members for presentations and timing.</li> </ul> </li> </ul>	
<p><b>5. Towards 2050 Update</b></p>	<ul style="list-style-type: none"> <li>• Not addressed – will roll over to next meeting if needed.</li> </ul>	

**6. Next Meeting**

- Tuesday 6 December 2022 – 9am.:
- Reminder about shared responsibility and approach to bringing forward agenda items, as the IRG terms of reference seeks to ensure that both Council and industry
- members are bringing forward matters for discussion, to reflect the collaborative approach of the IRG.