

Planning and Development Industry Reference Group Agenda

Date:	9 November 2021	Start Time:	9am	Location:	Cairns Performing Arts Centre
Meeting Chairs:	Martin Garred – Interim General Manager Planning and Environment Industry Co-Chair TBC				
Attendees:	Planning and Development Industry Reference Group Members				
Visitors:	Matthew Bryant – MacDonnells Law, Keanu Johnson – Team Leader Development Assessment				
Apologies:					

Proposed Agenda Items

#	What	Timing	Who
1	Cairns Regional Council CEO Welcome <ul style="list-style-type: none"> No agenda brief or supporting materials 	9am 5 mins	Mica Martin
2	Appointment of Industry Co-Chair <ul style="list-style-type: none"> Agenda sheet attached (DM #6780626) Planning and Development Industry Reference Group Terms of Reference (DM #6738055) 	9:05am 15 mins	Martin Garred
3	Development Assessment Timeframes <ul style="list-style-type: none"> Agenda sheet attached (DM #6780618) 	9:20am 15 mins	Evan Yelavich
4	Infill Development / 1 into 2 RaL Applications <ul style="list-style-type: none"> Agenda sheet attached (DM #6780622) 	9:35am 15 mins	Nathan Lee Long
5	Standard Conditions Project Update <ul style="list-style-type: none"> Agenda brief attached (DM #6780637) Presentation to be separately distributed 	9:50am 30 mins	Matthew Bryant MacDonnells Law
6	Pre-lodgement Process Review Update <ul style="list-style-type: none"> Agenda brief attached (DM # 6780651) Presentation (DM # 6780656) 	10:20am 20 mins	Keanu Johnston

Proposed Agenda Items

#	What	Timing	Who
7	Towards 2050 – Project Introduction <ul style="list-style-type: none"> • Agenda brief attached (DM # 6780695) • Presentation (DM # 6780686) 	10:40am 15 mins	Deb Wellington
8	Proposed 2022 Meeting Dates <ul style="list-style-type: none"> • Tuesday 8 February 2022 – 9am • Tuesday 5 April 2022 – 9am • Tuesday 7 June 2022 – 9am • Tuesday 9 August 2022 – 9am • Tuesday 11 October 2022 – 9am • Tuesday 6 December 2022 – 9am 	10:55am 5 mins	Martin Garred

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Appointment of Industry Reference Group Co-Chair
Raised By:	Martin Garred
Supporting Docs:	Cairns Regional Council Planning and Development industry Reference Group Terms of Reference (DM # 6738055)
Background / Overview:	
1. In accordance with Section 4 of the Terms of Reference, 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.	
2. The Terms of Reference also note that at the first meeting following each appointment of the industry representatives, the industry representatives shall discuss and appoint the co-chair for that term.	
3. Any member (other than a Council officer) is eligible to be appointed as the Co-Chair.	
4. The Co-Chair would work collaboratively with Council's General Manager in preparing agenda items and facilitating each meeting.	

Discussion Requested and Suggested Actions (if any)	
1. Nomination and appointment of Co-Chair	

Terms of Reference

Cairns Regional Council Planning and Development Industry Reference Group
Version 3 – 20 October 2021

1.0 Intent

The Cairns Regional Council (**Council**) Planning and Development Industry Reference Group seeks to bring together a diverse cross section of development, planning and design professionals. The reference group will work collaboratively with Council on long-term strategic planning for the region and strategic advice about Council's planning and development functions.

To support a collaborative working arrangement, the industry reference group will also be used by Council to provide feedback and improvement opportunities to its industry partners.

2.0 Detailed Objectives

The 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
- Manager – Development Planning and Property
- Coordinator – Development Services
- Coordinator – Regional Sustainability
- Coordinator – Strategic Planning and Growth Management

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

Other Council officers 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 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.

5.0 Administration and Operating Principles

5.1 Meetings

The Planning and Industry Reference Group will meet six (6) 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) 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) business day 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 General Manager, Planning and Environment

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.

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Development Assessment Timeframes
Raised By:	Evan Yelavich
Supporting Docs:	
Background / Overview:	
1. Currently experiencing delayed decision-making timeframes, particularly with Operational Works applications.	
2. Have recently had several Operational Works applications run several weeks beyond statutory decision timeframes (one currently 3 weeks late and undecided).	
3. Significant pressures on developers occur when approvals run late due to contractual obligations, funding requirements, etc. Costs can also be significant, running into tens of thousands of dollars per week.	
4. Recently lodged a 'deemed approval notice' as a result of abovementioned pressures and was somewhat vilified by several officers.	
Discussion Requested and Suggested Actions (if any)	
1. Just wanting to understand internal processes regarding the identification and prioritisation of late approvals.	
2. Understand that Council is busy, but can the system be improved to ensure that prioritisation occurs so that timeframes are met?	

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Infill Development / 1 into 2 RaL Applications
Raised By:	Nathan Lee Long
Supporting Docs:	N/A
Background / Overview:	
1. Numerous refusals of this type of development applications of late	
2. Infill development incentivised by Council	
3. Dual-occupancy applications would be accepted/approved – verbal advice from planning officers. The result is no different	

Discussion Requested and Suggested Actions (if any)	
1. Discussion on the benefit of this type of development – low impact on trunk infrastructure, housing affordability, densification for better use of land?	
2. Reasons for recent refusals – how do these applications not comply with the planning scheme when there are numerous precedence cases previously approved.	
3. Agreement on merits (or not) moving forward on infill development applications and application of the planning scheme.	

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Standard Condition Project Update
Raised By:	Martin Garred Presenter: Matthew Bryant, MacDonnells Law
Supporting Docs:	Presentation to be separately distributed
Background / Overview:	
1. In May 2021, Council endorsed a number of strategic initiatives and projects to be delivered in the Development, Planning and Property Branch. One of the critical projects is the Standard Conditions Project.	
2. Council engaged MacDonnells Law to undertake this project.	
3. Council's objectives for this project are: <ul style="list-style-type: none">a. Simplify our current conditioning approachb. Reflect contemporary business practices for development assessment conditioningc. Improve efficiencies in assessing DA'sd. Improve transparency to applicants –finalised conditions will be published on our websitee. Reduce argument about minor condition matters	
4. Before the project is finalised and the new conditions start being implemented, industry consultation is to occur.	
Discussion Requested and Suggested Actions (if any)	
1. A three (3) week consultation period is proposed from 15 November to 3 December.	

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Pre-lodgement Process Review Update
Raised By:	Martin Garred Presenter: Keanu Johnston, Team Leader – Development Assessment
Supporting Docs:	<ul style="list-style-type: none">• Presentation (DM #6780656)• Prelodgement Enquiry Form (DM #6769979)• Prelodgement Enquiry Response Template (DM #6769971)• Example Written Response (DM #6769974)• Development Services Meeting Minutes Template (DM #6769976)
Background / Overview:	
1. In May 2021, Council endorsed a number of strategic initiatives and projects to be delivered in the Development, Planning and Property Branch. One of the critical projects is the Pre-lodgement process review.	
2. Council engaged Reel Planning to undertake this project.	
3. The attached presentation provides an update on the project, including refined service offerings and associated target KPI timeframes for each service.	
4. Draft updated templates are also attached.	

Discussion Requested and Suggested Actions (if any)	
1. New pre-lodgement process to commence on 29 November 2021.	
2. Discussion and feedback regarding proposed service levels, timeframes and templates.	
3.	

PRE-LODGEMENT PROCESS REVIEW UPDATE

DATE: 9 November 2021

PRESENTER: Keanu Johnston

DM Ref #: 6772765



EXISTING SERVICE & INDUSTRY FEEDBACK

Council's Development Assessment and Development Engineering teams currently provide a prelodgement service for development enquiries. The prelodgement service currently involves either written advice, meetings or a combination of both.

Industry and Internal Feedback

- There is a need to define the level of service to be offered. There is a perception that the advice provided as part of the prelodgement process is of poor value/substance.
- There needs to be a much clearer set of requirements and minimum standards of information when Applicants lodge a prelodgement request (i.e. plan drawn to scale / agenda / items for discussion);
- There is a need for improved templates; and
- Minutes should be circulated after every meeting and in a timely manner.

REVISED SERVICE

Response Type & Timing	Description
General Enquiry (2 business day)	Enquiries of a general nature (i.e. Dwelling House on vacant lot) will be re-entered as a Customer Enquiry, which have a two (2) business day response time.
Scope Meeting / TAPS (5 business days)	Where the Applicant submits a general development query or proposal, there will be the option for a 'Scope Meeting', which is a half an hour face-to-face meeting with an Officer in the Development Services team. No minutes are distributed in a Scope Meeting, with the intended purpose for a quick, informal discussion.
Prelodgement Meeting and Minutes (15 business days)	The Development Services team have prepared a prelodgement meeting minutes template that is now completed 'on the fly' during the meeting, and distributed at the end of the prelodgement meeting.
Prelodgement Advice (Written) (15 business days)	The Development Services team have revised the written prelodgement advice template to provide more a direct response to identified topics by the Applicant.

TALK TO A PLANNER SESSION (TAPS)

- 20 – 30 minute 1-on-1 session with a Planning Officer or Development Engineer (pending nature of advice sought).
- Open to the public, allowing for mums and dads to developers to canvas preliminary concept for predominantly lower risk development (1 into 2 lot subdivision, domestic scale development, etc.).
- Option for a virtual meeting (Microsoft Teams) or in person (Spence Street).
- Meeting times will be once a week (Wednesday 9:00am – 12:00pm), booked in advance. Given the last minute nature of the meetings, the discussions are intended to be high level with no formal minutes distributed.
- There is longer term scope for the TAPS process to extend offsite, leaning into the “Talk to a Planner” deliverable of the Service Charter.

PRELODGEEMENT MEETING AND MINUTES

- Historically, Council has not had a formal meeting minute process in place.
- Where subsequent Written Advice is not being sought, meeting minutes will be pre-populated with responses to identified matters, and any additional comments/actions/agreements recorded 'on the fly'.
- Minutes are typically distributed at the commencement of the meeting.
- Officers will look to facilitate a meeting (depending on necessary attendees and scale of development) within fifteen (15) business days.

PRELODGEMENT MINUTES (EXAMPLE)



DEVELOPMENT SERVICES MEETING MINUTES

PRELODGEMENT DEVELOPMENT APPLICATION OTHER:

Date: 15/10/2021 Start Time: 2pm Finish Time:

Council Officers Attendees: Officer, Officer
 External Attendees: Consultant
 Apologies:

Register Reference: 123/2021
 File Reference: 70/4/2 (123456)
 Property address: 119-145 Spence Street, Portsmith
 Property description: Lot 1 on RP12345
 Application proposal: Showroom & Warehouse

MATTERS AND ACTION/AGREEMENTS

Item	Matter	Action/Agreement
1	Landscaping	Officers would like to see more landscaping incorporated. Possibly some space on the front <u>right hand</u> side of lot (when looking from the street)
2	Setback of new building	Proposed setbacks look okay and are consistent with other buildings in this part of Scott Street
3	Parking & Access	No issues. Look like there is access via second driveway on left hand side of lot. Demonstrate where refuse area and collection <u>is</u> and how this is accessed. Applicant mentioned some parking and manoeuvring may occur within warehouse – to be discussed in an application and accompanied with GFA breakdown



4	Flood	Not overly concerned. Application should be supported by management plan. Recommended that all electrical, plant, equipment etc. are above the flood level to reduce risk to property
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All attendees agree to these minutes (Print/Email to attendees at meeting conclusion)

*Items agreed to in this meeting are only based on the information provided.
 These agreements are not applicable if the proposal is changed from that which formed the basis of this advice.
 These agreements may be affected by change in legislation and/or policy.*

PRELODGE MENT ADVICE (WRITTEN)

- Council has updated the Prelodgement Enquiry Form and Written Advice Template to provide direct responses to identified matters and queries.
- Officers will seek to provide Written Advice within fifteen (15) business days.
- Rollout of entire service 29 November 2021.

TEMPLATES / EXAMPLES

Cairns REGIONAL COUNCIL FORM

Prelodgement Enquiry

Purpose
Council's prelodgement service is a free development advice service to provide written prelodgement advice prior to the lodgment of a development application.
The prelodgement service is not suitable for general enquiries. If a prelodgement enquiry is submitted and the enquiry is of a general nature, Council will not continue to process the prelodgement enquiry and you will be advised to submit a general enquiry online at <https://www.cairns.qld.gov.au/home/contact-us/contact-us-online/contact-us-other>.
Council endeavors to provide a written response to your prelodgement enquiry within 10 business days. If there will be a delay in responding, a Council officer will contact you.
If your prelodgement enquiry involves a meeting, a Council officer will be in contact within 5 business days to arrange a convenient meeting time. Meeting minutes will be provided within 5 business days after the meeting.

Applicant details
Name/s (individual name/s or company name in full) _____
Company contact name _____
Postal address _____
Suburb _____ State _____ Post code _____
Contact telephone number _____
Email address (providing your email address, gives Council your consent to send all correspondence [electronically](mailto:electronic@rc.qld.gov.au)) _____

Site details
Site address _____
Real property description (lot and RP) _____
Current use _____
Existing approval/past enquiries (include relevant Development Application reference numbers, CRM reference numbers) _____

Description of proposal

Type of enquiry
 Planning
 Engineering

Following items must be provided
 Description of the proposal
 Proposal plan/s
 Technical reports and supporting information
 Identification of key issues

Office use only
Date _____ Application number _____

Page 1 of 3

Cairns REGIONAL COUNCIL FORM

List of reports, proposal plan/s and document/s attached to the enquiry	Plan/report title	Author	Reference Number	Version/date

Key issues seeking a response
Must be specific and list all matters the Applicant is seeking a response on (the written response will be based upon this information and if a meeting is requested, the items will form the agenda at the meeting)

Meeting requested
 Yes
 No

If a meeting is requested

Preferred date and time

Meeting attendees

Name/company/area of expertise
Name _____
Company _____
Area of expertise _____

Page 2 of 3

Cairns REGIONAL COUNCIL FORM

Applicant declaration
I declare that the information provided on this form and attachments is true and correct in every detail.
Signature _____ Date ____/____/____

Privacy collection statement
Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. The information will be used to process this application for a referral agency response, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

Submit the form
Email: Email your application to planningadmin@cairns.qld.gov.au
By mail: Cairns Regional Council
Attention: Manager Development, Planning & Property
PO Box 359
Cairns QLD 4870
In person: Present your application at a Customer Service Centre located at:
119-145 Spence Street, Cairns QLD 4870
This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)

Page 3 of 3

TEMPLATES / EXAMPLES



ENQUIRY: Keanu Johnston
PHONE: 1300 692 247
FILE REF: 70/4/2 (#12345678)

3 November 2021

Landowner
c/- Town Planning
Address **Address**
CAIRNS QLD 4870

By Email: email@townplanning.com.au

Dear Sir/Madam

RESPONSE TO PRELODGE MENT ENQUIRY – PROPOSED LOW IMPACT INDUSTRY

Register Reference: 2021/1234
Property Address: 119-145 Spence Street, Portsmith
Property Description: Lot 1 on RP12345

Reference is made to your Prelodgement Enquiry received on 1 January 2021 (Council Reference: #123456) in relation to the proposal located at the abovementioned address. Council Officers have carried out an initial review and the following information is provided based on the supplied material.

SITE DETAILS

Property Address	119-145 Spence Street, Portsmith
Property Description	Lot 1 on RP12345
Existing Use	Warehouse
Relevant Site History	Development Permit 8/7/1234 for Warehouse Town Planning Consent C123 for Light Industry

PLANNING SCHEME CAIRNSPLAN 2016 v3.0

CairnsPlan 2016	Version 3.0
Zone	Low Impact Industry
Local Plan	Not Applicable
Overlays	Acid Sulfate Soils Overlay Airport Environs Overlay Flood and Inundation Hazard Overlay

COUNCIL'S UNDERSTANDING OF THE PROPOSAL

The development seeks to expand operations within the existing building to establish additional warehouse space and a showroom at ground level.

The proposed development is defined under the CairnsPlan 2016 v3.0 as a:

*Showroom - Premises used primarily for the sale of goods of a related product line that are of a size, shape or weight that requires:
a large area for handling, display or storage
direct vehicle access to the building by members of the public for loading and unloading items purchased or hired.*

Any future Development Application would be subject to Code Assessment.

SUPPORTING INFORMATION LODGED WITH THE ENQUIRY

Plan/Report Title	Author	Ref No.	Version / Date
Proposed Carport	HUMAC Design	1640-A-00	2021.09.08
Proposed Carport	HUMAC Design	1640-A-01	2021.09.08
Proposed Carport	HUMAC Design	1640-A-02	2021.09.08
Proposed Carport	HUMAC Design	1640-A-03	2021.09.08

Refer to Appendix 1.

KEY ISSUES IDENTIFIED BY THE APPLICANT

- Car Parking
- Front Boundary Setback
- Flood and Inundation Hazard Overlay

OFFICER RESPONSE

Generally, Officers are comfortable with the proposal in its current form, subject to amended plans that address the concerns raised below.

Item	Advice
Car Parking	
1.	The proposal seeks to retain the existing car parking arrangement in lieu of establishing additional car parking spaces in accordance with Acceptable Outcome AO1 of the Parking and Access Code. Preliminarily, Council has no concerns with this as ...
Front Boundary Setback	
2.	The proposal seeks a dispensation from the prescribed front boundary setback of 6 metres, per Acceptable Outcome AO2 of the Industry Design Code. Council has no concerns with this matter as ...

Flood and Inundation Hazard Overlay Code

3.	The propose development seeks a performance solution with respect to the prescribed finished floor level of 3.4m AHD, per Acceptable Outcome AO1 of the Flood and Inundation Hazard Overlay Code. Council has no concerns with this matter as ...
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Note: The above information is based on the supplied material and offered in the context of providing open comment from Council Officers in relation to the proposed development. Determination of any future application is a matter for Council following detailed assessment.

OTHER KEY MATTERS

Item	Advice
Flood Storage	
1.	Acceptable Outcome AO3.1 of the Flood and Inundation Hazard Overlay Code states development in the CBD and Environs sub-overlay of the Flood and Inundation Hazard Overlay must not exceed 60% of the flood storage capacity. The proposed development ...
Sewer Infrastructure	
2.	The subject site is traversed by a sewer main contained within an easement. Future development must remain clear of the easement.

MISCELLANEOUS

Item	Advice
Planning Scheme	
1.	The CairnsPlan 2016 v3.0 is the current planning scheme for the Cairns Local Government Area. The complete version of the CairnsPlan 2016 v3.0 can be found on Council's website. https://www.cairns.qld.gov.au/property-and-business/planning-schemes/current
Infrastructure Charges	
2.	Infrastructure Charges may be applicable in accordance with Council's Infrastructure Charges Resolution. Further information on Infrastructure Charges can be found on Council's website https://www.cairns.qld.gov.au/building-planning-business/development/infrastructure-contributions

TEMPLATES / EXAMPLES

Development Application Fees and Charges	
3.	Information on the relevant Development Application fee in accordance with Council's Fees and Charges Schedule 2021 – 2022 can be found on Council's website. https://www.cairns.qld.gov.au/online/rates-fees-and-charges/fees-and-charges
Local Government Infrastructure Plan (LGIP)	
4.	The LGIP identifies trunk infrastructure plans for the following five networks that provide essential services for development: <ul style="list-style-type: none"> • water supply; • wastewater; • stormwater; • transport; • public parks and land for community facilities. Any future Development Application must identify if the provision of trunk infrastructure is required for the development. Information on trunk infrastructure can be found on Council's website. https://www.cairns.qld.gov.au/property-and-business/planning-schemes/lqip
State Assessment and Referral Agency (SARA)	
5.	Future development may be subject to referral to the State Government as a Concurrence or Advice Agency. Council recommends the Applicant identifies whether referral to the State Government is required for any future Development Application prior to lodgement . Information can be found on the State Government's website. https://www.statedevelopment.qld.gov.au/
FNQROC Development Manual	
6.	The FNQROC Development Manual sets out development guidelines, standard drawings and specifications for development in the Cairns Local Government Area. Information can be found on the Far North Queensland Regional Organisation of Councils' website. https://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual
Property Search	
7.	There are a number of Council searches available which may assist prospective land and property owners. Further information can be found on Council's website https://www.cairns.qld.gov.au/online/apply/searches

APPLICATION PROCESS

In accordance with Section 51 of the *Planning Act 2016* a 'Properly Made Application' lodged with Council must include the following:

- The approved forms, DA Form 1, DA Form 2 and/or DA Form 5 are to be submitted and correctly completed;
- Application fee;
- Written consent of the owner of the premises to the application;
- Planning report and/or other technical reports that demonstrate how the development complies with *CairnsPlan 2016 v3.0*; and
- Scaled and dimensioned site, floor and elevation plans.

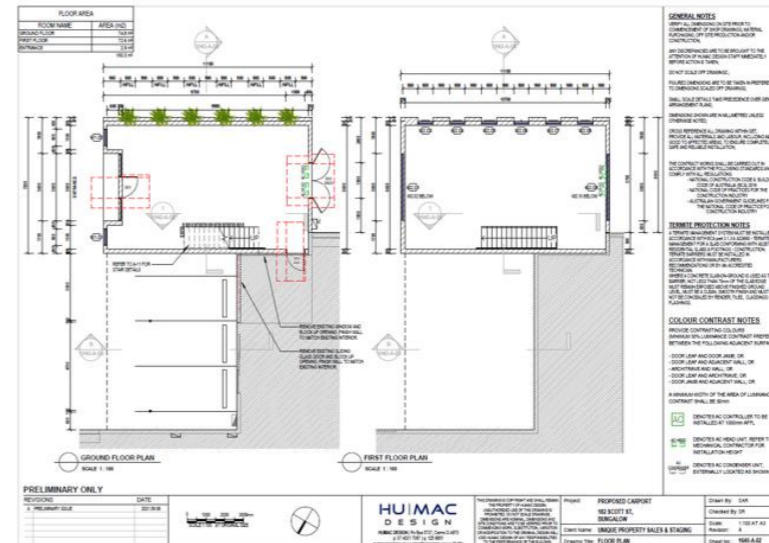
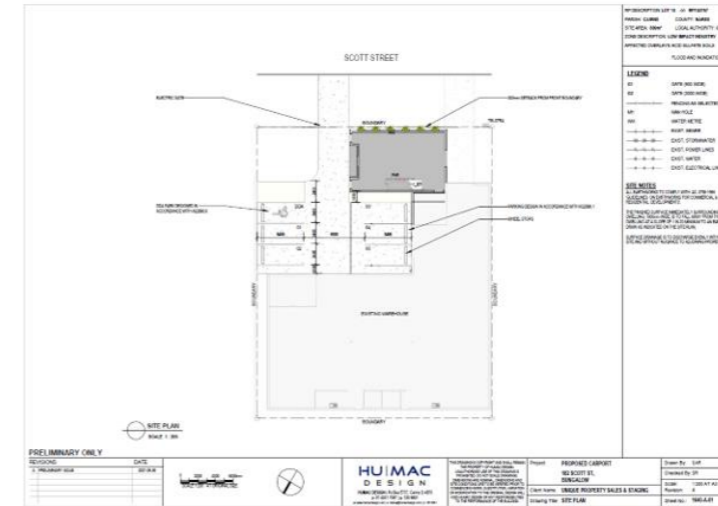
Should you require any further assistance with preparing a development application it is advisable that you engage a private Town Planning consultant.

Should you require any further information in relation to this matter, please do not hesitate to contact Keanu Johnston of Council's Development Assessment Team on telephone number 4044 3600.

Yours faithfully

Team Leader
Team Leader – Development Assessment

APPENDIX 1: Proposal Plans



THANKS!

Questions?



Prelodgement Enquiry

Purpose	<p>Council's prelodgement service is a free development advice service to provide written prelodgement advice prior to the lodgment of a development application.</p> <p>The prelodgement service is not suitable for general enquiries. If a prelodgement enquiry is submitted and the enquiry is of a general nature, Council will not continue to process the prelodgement enquiry and you will be advised to submit a general enquiry online at https://www.cairns.qld.gov.au/home/contact-us/contact-us-online/contact-us-other.</p> <p>Council endeavors to provide a written response to your prelodgement enquiry within 15 business days. If there will be a delay in responding, a Council officer will contact you.</p> <p>If your prelodgement enquiry involves a meeting, a Council officer will be in contact within 5 business days to arrange a convenient meeting time. Meeting minutes will be provided at the end of the meeting.</p>		
Applicant details	<p>Name/s <i>(individual name/s or company name in full)</i> _____</p> <p>_____</p> <p>Company contact name _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Post code _____</p> <p>Contact telephone number _____</p> <p>Email address <i>(providing your email address, gives Council your consent to send all correspondence electronically)</i> _____</p> <p>_____</p>		
Site details	<p>Site address _____</p> <p>Real property description <i>(lot and RP)</i> _____</p> <p>Current use _____</p> <p>_____</p> <p>Existing approval/past enquiries <i>(include relevant Development Application reference numbers, CRM reference numbers)</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
Description of proposal	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Type of enquiry	<p><input type="checkbox"/> Planning</p> <p><input type="checkbox"/> Engineering</p>		
Following items must be provided	<p><input type="checkbox"/> Description of the proposal</p> <p><input type="checkbox"/> Proposal plan/s</p> <p><input type="checkbox"/> Technical reports and supporting information</p> <p><input type="checkbox"/> Identification of key issues</p>		
Office use only	<table border="1"> <tr> <td data-bbox="526 1927 1013 1978">Date</td> <td data-bbox="1013 1927 1507 1978">Application number</td> </tr> </table>	Date	Application number
Date	Application number		

Applicant declaration	<p>I declare that the information provided on this form and attachments is true and correct in every detail.</p> <p>Signature _____ Date ____ / ____ / ____</p>
Privacy collection statement	<p>Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the <i>Information Privacy Act 2009</i>. We are collecting your personal information in accordance with the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i>. The information will be used to process this application for a referral agency response, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.</p>
Submit the form	<p>Email: Email your application to planningadmin@cairns.qld.gov.au</p> <p>By mail: Cairns Regional Council Attention: Manager Development, Planning & Property PO Box 359 Cairns Qld 4870</p> <p>In person: Present your application at a Customer Service Centre located at: 119-145 Spence Street, Cairns Qld 4870</p> <p>This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)</p>

[DATE]

[applicant name]
[applicant address1]
[applicant address2]
[APPLICANT ADDRESS3]

By Email: [applicant contactemail]

Dear Sir/Madam

RESPONSE TO PRELODGE MENT ENQUIRY – PROPOSED USE DESCRIPTION

Register Reference: [document number]/[document year]
Property Address: {{{[related property address], "titlecase"}}}
Property Description: Lot [related property title field 1] on <<Select the plan Type "RP,SP,C, Plan,BUP,N">>[related property title field 5]

Reference is made to your Prelodgement Enquiry received on <<Date Prelodgement Received>> (Council Reference #[document field1]) in relation to the proposal located at the abovementioned address. Council Officers have carried out an initial review and the following information is provided based on the supplied material.

SITE DETAILS

Property Address	{{{[related property address], "titlecase"}}}
Property Description	Lot [related property title field 1] on <<Select the plan Type "RP,SP,C, Plan,BUP,N">>[related property title field 5]
Existing Use	Existing Use of Land
Relevant Site History	Relevant Site History

PLANNING SCHEME CAIRNSPLAN 2016 v2.1

CairnsPlan 2016	Version 2.1
Zone	[Property Zoning]
Local Plan	Local Plan or Not Applicable
Overlays	Acid Sulfate Soils Overlay
	Airport Environs Overlay
	Building Height Overlay
	Bushfire Hazard Overlay
	Coastal Processes Overlay
	Flood and Inundation Hazard Overlay

	Hillslopes Overlay
	Landscape Values Overlay
	Natural Areas Overlay
	Neighbourhood Character Overlay
	Places of Significance Overlay
	Potential Landslip Hazard Overlay
	Transport Network Overlay

COUNCIL'S UNDERSTANDING OF THE PROPOSAL

Brief Summary and/or dot points

- Dot Point
- Dot Point

The proposed development is defined under the *CairnsPlan 2016 v2.1* as a:

definition

Any future Development Application would be subject to Code / Impact Assessment.

SUPPORTING INFORMATION LODGED WITH THE ENQUIRY

Plan/Report Title	Author	Ref No.	Version / Date

Refer to Appendix 1.

KEY ISSUES IDENTIFIED BY THE APPLICANT

Brief Summary and/or dot points as per forms

- Dot Point
- Dot Point

MEETING DETAILS Delete if no meeting

Delete if not applicable

Meeting Date: **Date of Meeting**

In Attendance: **Attendees - Organisation**

Council	Applicant
Prompt – officer name and role	Prompt – name and role

MEETING OUTCOME Delete if no meeting

Enter outcome

Eg Agreed in principal that the land use is not envisaged in the Rural Zone, however considering the scale and proposal operation of the use compliance with the Planning scheme provisions could be achieved subject to addressing the key matters addressed above.

Note: The above information is based on the supplied material and offered in the context of providing open comment from Council Officers in relation to the proposed development. Determination of any future application is a matter for Council following detailed assessment

OFFICER RESPONSE

Enter Response

Eg. Agreed in principal that the land use is not envisaged in the Rural Zone, however considering the scale and proposal operation of the use compliance with the Planning scheme provisions could be achieved subject to addressing the key matters addressed above.

Item	Advice
Heading eg. Drainage	
#.	
Heading eg Site Cover	
#.	
Heading eg Parking	
#.	
Heading eg Traffic	
#.	

Note: The above information is based on the supplied material and offered in the context of providing open comment from Council Officers in relation to the proposed development. Determination of any future application is a matter for Council following detailed assessment.

OTHER KEY MATTERS

Item	Advice
Matter	
#.	
Matter	

#.	
----	--

MISCELLANEOUS

Item	Advice
Planning Scheme	
#.	<p>The CairnsPlan 2016 v2.1 is the current planning scheme for the Cairns Local Government Area. The complete version of the CairnsPlan 2016 v2.1 can be found on Council's website.</p> <p>https://www.cairns.qld.gov.au/property-and-business/planning-schemes/current</p>
Development Assessment (DA) Rules	
#.	<p>The Development Assessment (DA) Rules explain how development applications in Queensland must be lodged, assessed and decided. A copy of the DA Rules can be found on the State Government's website.</p> <p>https://planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/da-rules</p>
Infrastructure Charges	
#.	<p>Infrastructure Charges may be applicable in accordance with Council's Infrastructure Charges Resolution. Further information on Infrastructure Charges can be found on Council's website</p> <p>https://www.cairns.qld.gov.au/building-planning-business/development/infrastructure-contributions</p>
Development Application Fees and Charges	
#.	<p>Information on the relevant Development Application fee in accordance with Council's Fees and Charges Schedule 2021 – 2022 can be found on Council's website.</p> <p>https://www.cairns.qld.gov.au/online/rates,-fees-and-charges/fees-and-charges</p>
Local Government Infrastructure Plan (LGIP)	
#.	<p>The LGIP identifies trunk infrastructure plans for the following five networks that provide essential services for development:</p> <ul style="list-style-type: none"> • water supply; • wastewater; • stormwater; • transport; • public parks and land for community facilities.

	<p>Any future Development Application must identify if the provision of trunk infrastructure is required for the development. Information on trunk infrastructure can be found on Council's website.</p> <p>https://www.cairns.qld.gov.au/property-and-business/planning-schemes/lqip</p>
State Assessment and Referral Agency (SARA)	
#.	<p>Future development may be subject to referral to the State Government as a Concurrence or Advice Agency. Council recommends the Applicant identifies whether referral to the State Government is required for any future Development Application prior to lodgement. Information can be found on the State Government's website.</p> <p>https://www.statedevelopment.qld.gov.au/</p>
FNQROC Development Manual	
#.	<p>The FNQROC Development Manual sets out development guidelines, standard drawings and specifications for development in the Cairns Local Government Area. Information can be found on the Far North Queensland Regional Organisation of Councils' website.</p> <p>https://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual</p>
Property Search	
#.	<p>There are a number of Council searches available which may assist prospective land and property owners. Further information on can be found on Council's website.</p> <p>https://www.cairns.qld.gov.au/online/apply/searches</p>
Pest Management – Yellow Crazy Ants	
#.	<p>Yellow crazy ants are designated as invasive biosecurity matter under the Biosecurity Act 2014. All parties (whether landholders or not) have a General Biosecurity Obligation to take all reasonable measures to prevent movement of yellow crazy ants. This includes restrictions on movement of any materials deemed to be infested with yellow crazy ants. Further information can be found on the Wet Tropics Management Authority website.</p> <p>www.wettropics.gov.au</p>
Pest Management – Electric Ants	
#.	<p>There are restrictions in place on the movement of electric ants within and out of electric ant biosecurity zones and places certain obligations and restrictions on land. For further information, please consult either the Department of Agriculture and Fisheries or Biosecurity Queensland.</p>

APPLICATION PROCESS

In accordance with Section 51 of the *Planning Act 2016* a 'Properly Made Application' lodged with Council must include the following:

- The approved forms, DA Form 1, DA Form 2 and/or DA Form 5 are to be submitted and correctly completed;
- Application fee for each aspect of development applied for;
- Written consent of the owner of the premises to the application;
- Planning report and or other technical reports that demonstrate how the development complies with *CairnsPlan 2016 v2.1*; and
- Scaled and dimensioned site, floor and elevation plans.

Should you require any further assistance with preparing a development application it is advisable that you engage a private Town Planning or Engineering consultant.

Should you require any further information in relation to this matter, please do not hesitate to contact <<Enter Officer Name>> of Council's Development Services Team on telephone number 4044 <<Officer extension>>.

Yours faithfully

Team Leader
Team Leader – Development Assessment

APPENDIX 1: Proposal Plans

3 November 2021

Landowner
c/- Town Planning
Address Address
CAIRNS QLD 4870

By Email: email@townplanning.com.au

Dear Sir/Madam

RESPONSE TO PRELODGE MENT ENQUIRY – PROPOSED LOW IMPACT INDUSTRY

Register Reference: 2021/1234
Property Address: 119-145 Spence Street, Portsmith
Property Description: Lot 1 on RP12345

Reference is made to your Prelodgement Enquiry received on 1 January 2021 (Council Reference: #123456) in relation to the proposal located at the abovementioned address. Council Officers have carried out an initial review and the following information is provided based on the supplied material.

SITE DETAILS

Property Address	119-145 Spence Street, Portsmith
Property Description	Lot 1 on RP12345
Existing Use	Warehouse
Relevant Site History	Development Permit 8/7/1234 for Warehouse Town Planning Consent C123 for Light Industry

PLANNING SCHEME CAIRNSPLAN 2016 v3.0

CairnsPlan 2016	Version 3.0
Zone	Low Impact Industry
Local Plan	Not Applicable
Overlays	Acid Sulfate Soils Overlay Airport Environs Overlay Flood and Inundation Hazard Overlay

COUNCIL'S UNDERSTANDING OF THE PROPOSAL

The development seeks to expand operations within the existing building to establish additional warehouse space and a showroom at ground level.

The proposed development is defined under the *CairnsPlan 2016 v3.0* as a:

*Showroom - Premises used primarily for the sale of goods of a related product line that are of a size, shape or weight that requires:
a large area for handling, display or storage
direct vehicle access to the building by members of the public for loading and unloading items purchased or hired.*

Any future Development Application would be subject to Code Assessment.

SUPPORTING INFORMATION LODGED WITH THE ENQUIRY

Plan/Report Title	Author	Ref No.	Version / Date
Proposed Carport	HUMAC Design	1640-A-00	2021.09.08
Proposed Carport	HUMAC Design	1640-A-01	2021.09.08
Proposed Carport	HUMAC Design	1640-A-02	2021.09.08
Proposed Carport	HUMAC Design	1640-A-03	2021.09.08

Refer to Appendix 1.

KEY ISSUES IDENTIFIED BY THE APPLICANT

- Car Parking
- Front Boundary Setback
- Flood and Inundation Hazard Overlay

OFFICER RESPONSE

Generally, Officers are comfortable with the proposal in its current form, subject to amended plans that address the concerns raised below.

Item	Advice
Car Parking	
1.	The proposal seeks to retain the existing car parking arrangement in lieu of establishing additional car parking spaces in accordance with Acceptable Outcome AO1 of the Parking and Access Code. Preliminarily, Council has no concerns with this as ...
Front Boundary Setback	
2.	The proposal seeks a dispensation from the prescribed front boundary setback of 6 metres, per Acceptable Outcome AO2 of the Industry Design Code. Council has no concerns with this matter as ...

Flood and Inundation Hazard Overlay Code	
3.	The propose development seeks a performance solution with respect to the prescribed finished floor level of 3.4m AHD, per Acceptable Outcome AO1 of the Flood and Inundation Hazard Overlay Code. Council has no concerns with this matter as ...

Note: The above information is based on the supplied material and offered in the context of providing open comment from Council Officers in relation to the proposed development. Determination of any future application is a matter for Council following detailed assessment.

OTHER KEY MATTERS

Item	Advice
Flood Storage	
1.	Acceptable Outcome AO3.1 of the Flood and Inundation Hazard Overlay Code states development in the CBD and Environs sub-overlay of the Flood and Inundation Hazard Overlay must not exceed 60% of the flood storage capacity. The proposed development ...
Sewer Infrastructure	
2.	The subject site is traversed by a sewer main contained within an easement. Future development must remain clear of the easement.

MISCELLANEOUS

Item	Advice
Planning Scheme	
1.	The CairnsPlan 2016 v3.0 is the current planning scheme for the Cairns Local Government Area. The complete version of the CairnsPlan 2016 v3.0 can be found on Council's website. https://www.cairns.qld.gov.au/property-and-business/planning-schemes/current
Infrastructure Charges	
2.	Infrastructure Charges may be applicable in accordance with Council's Infrastructure Charges Resolution. Further information on Infrastructure Charges can be found on Council's website https://www.cairns.qld.gov.au/building-planning-business/development/infrastructure-contributions

Development Application Fees and Charges

3.	Information on the relevant Development Application fee in accordance with Council's Fees and Charges Schedule 2021 – 2022 can be found on Council's website. https://www.cairns.qld.gov.au/online/rates,-fees-and-charges/fees-and-charges
----	--

Local Government Infrastructure Plan (LGIP)

4.	<p>The LGIP identifies trunk infrastructure plans for the following five networks that provide essential services for development:</p> <ul style="list-style-type: none">• water supply;• wastewater;• stormwater;• transport;• public parks and land for community facilities. <p>Any future Development Application must identify if the provision of trunk infrastructure is required for the development. Information on trunk infrastructure can be found on Council's website.</p> <p>https://www.cairns.qld.gov.au/property-and-business/planning-schemes/lqip</p>
----	---

State Assessment and Referral Agency (SARA)

5.	Future development may be subject to referral to the State Government as a Concurrence or Advice Agency. Council recommends the Applicant identifies whether referral to the State Government is required for any future Development Application prior to lodgement. Information can be found on the State Government's website. https://www.statedevelopment.qld.gov.au/
----	---

FNQROC Development Manual

6.	The FNQROC Development Manual sets out development guidelines, standard drawings and specifications for development in the Cairns Local Government Area. Information can be found on the Far North Queensland Regional Organisation of Councils' website. https://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual
----	--

Property Search

7.	There are a number of Council searches available which may assist prospective land and property owners. Further information on can be found on Council's website https://www.cairns.qld.gov.au/online/apply/searches
----	---

APPLICATION PROCESS

In accordance with Section 51 of the *Planning Act 2016* a 'Properly Made Application' lodged with Council must include the following:

- The approved forms, DA Form 1, DA Form 2 and/or DA Form 5 are to be submitted and correctly completed;
- Application fee;
- Written consent of the owner of the premises to the application;
- Planning report and or other technical reports that demonstrate how the development complies with *CairnsPlan 2016 v3.0*; and
- Scaled and dimensioned site, floor and elevation plans.

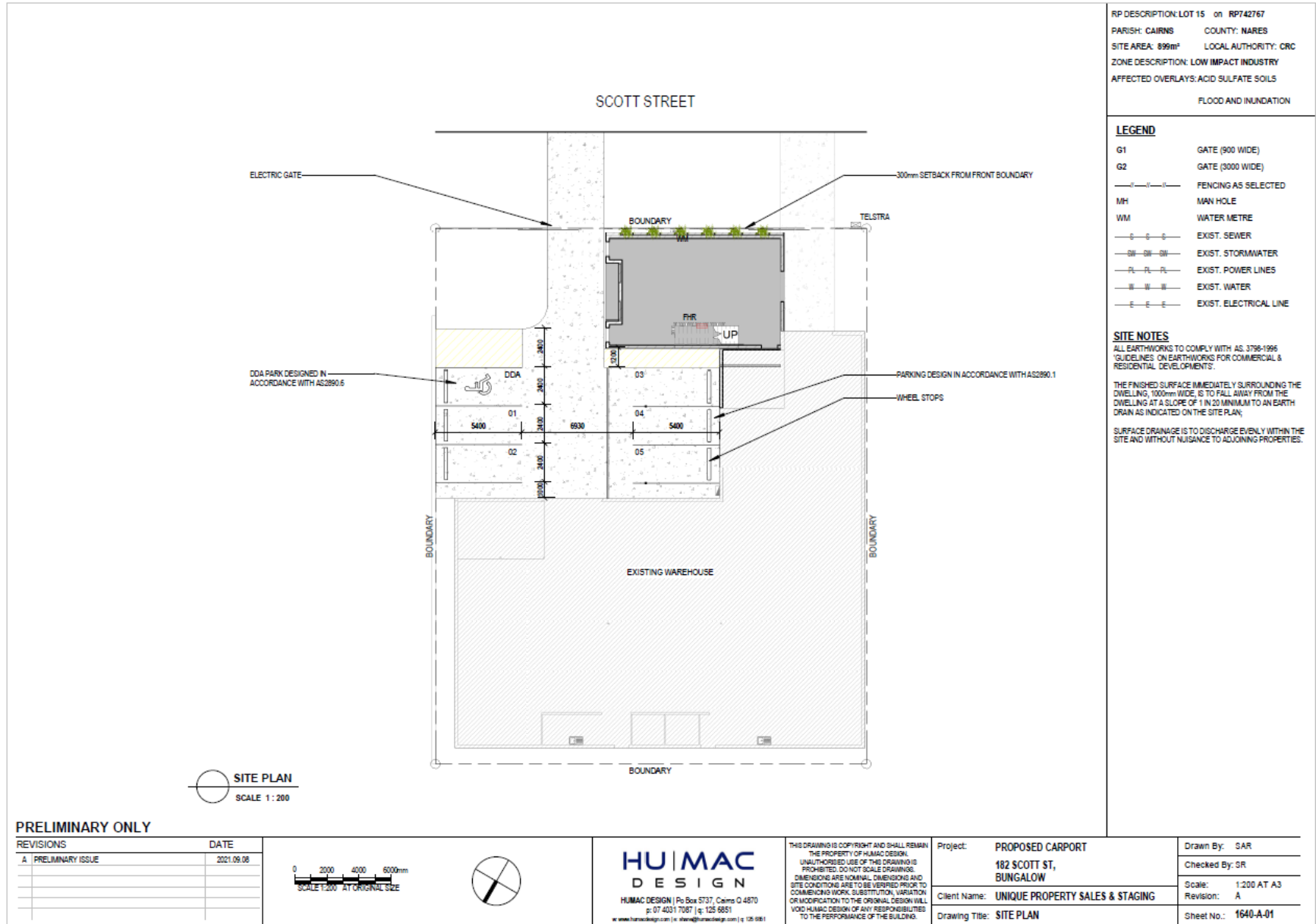
Should you require any further assistance with preparing a development application it is advisable that you engage a private Town Planning consultant.

Should you require any further information in relation to this matter, please do not hesitate to contact Keanu Johnston of Council's Development Assessment Team on telephone number 4044 3600.

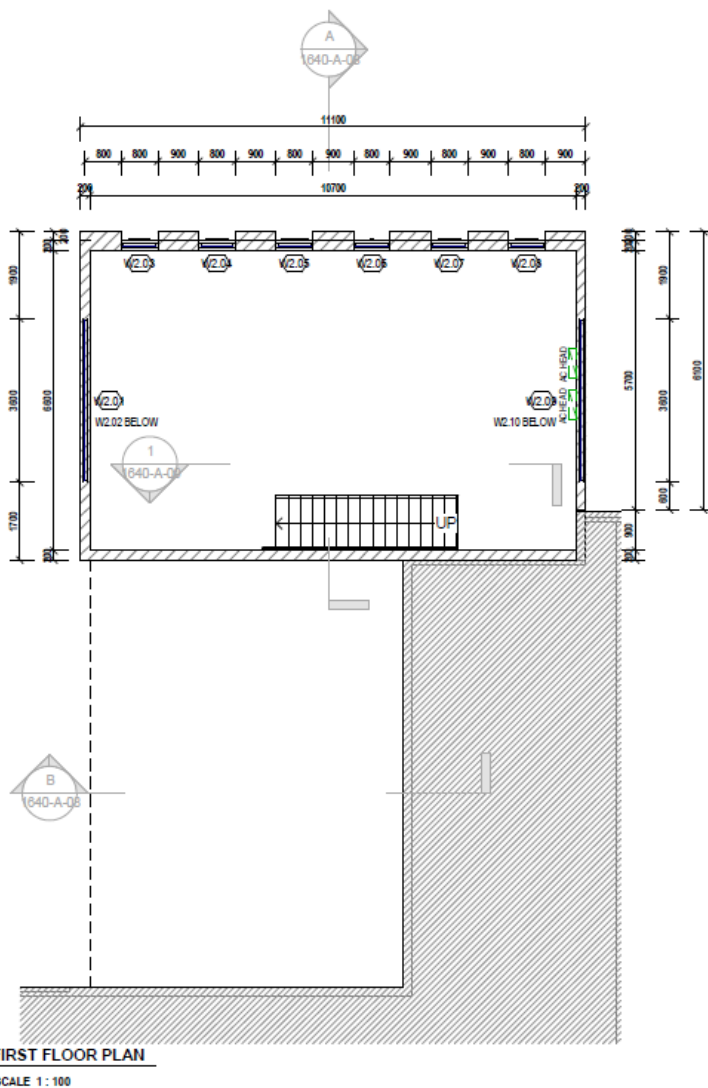
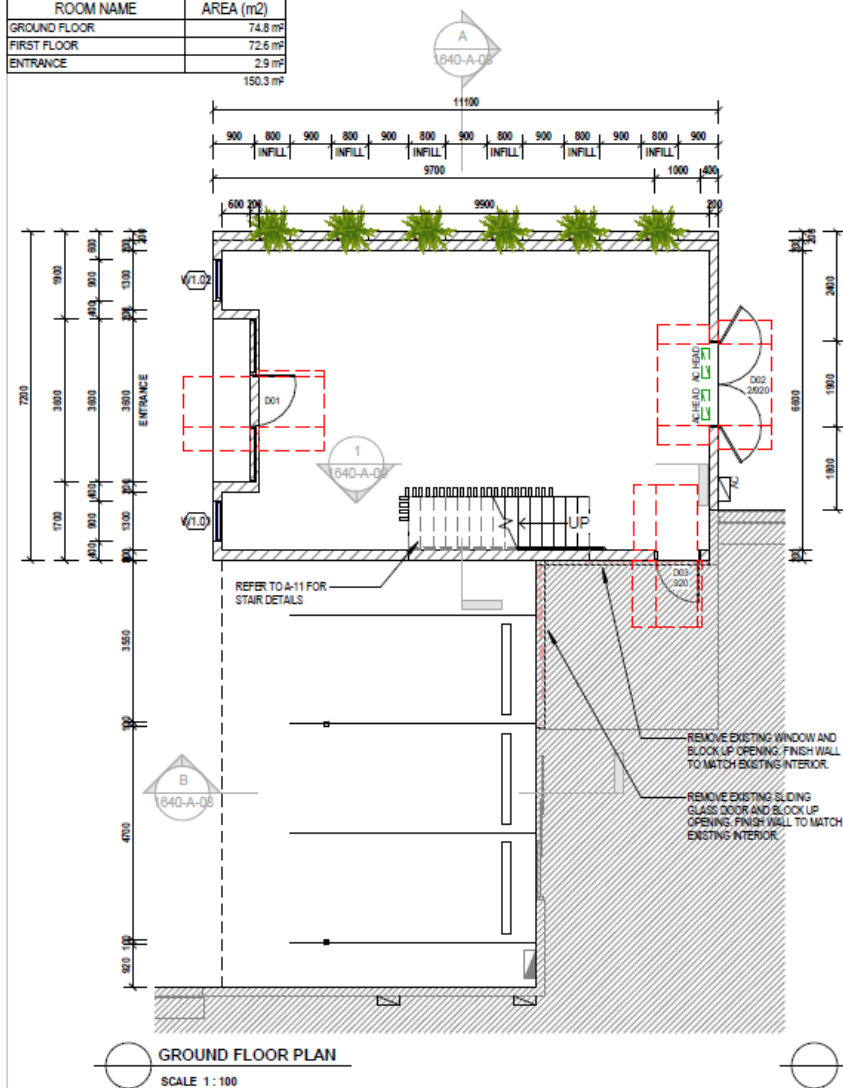
Yours faithfully

Team Leader
Team Leader – Development Assessment

APPENDIX 1: Proposal Plans



FLOOR AREA	
ROOM NAME	AREA (m ²)
GROUND FLOOR	74.8 m ²
FIRST FLOOR	72.6 m ²
ENTRANCE	2.9 m ²
	150.3 m ²



GENERAL NOTES

VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF SHOP DRAWINGS. MATERIAL PURCHASING, OFF-SITE PRODUCTION AND/OR CONSTRUCTION;

ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF HUMAC DESIGN STAFF IMMEDIATELY BEFORE ACTION IS TAKEN;

DO NOT SCALE OFF DRAWINGS;

FIGURED DIMENSIONS ARE TO BE TAKEN IN PREFERENCE TO DIMENSIONS SCALED OFF DRAWINGS;

SMALL SCALE DETAILS TAKE PRECEDENCE OVER GENERAL ARRANGEMENT PLANS;

DIMENSIONS SHOWN ARE IN MILLIMETRES UNLESS OTHERWISE NOTED;

CROSS REFERENCE ALL DRAWING WITHIN SET; PROVIDE ALL MATERIALS AND LABOUR, INCLUDING MAKING GOOD TO AFFECTED AREAS, TO ENSURE COMPLETELY SAFE AND RELIABLE INSTALLATION;

THE CONTRACT WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH THE FOLLOWING STANDARDS AND COMPLY WITH ALL REGULATIONS:

- NATIONAL CONSTRUCTION CODE & BUILDING CODE OF AUSTRALIA (BCA) 2016
- NATIONAL CODE OF PRACTICES FOR THE CONSTRUCTION INDUSTRY
- AUSTRALIAN GOVERNMENT GUIDELINES FOR THE NATIONAL CODE OF PRACTICE FOR THE CONSTRUCTION INDUSTRY

TERMITE PROTECTION NOTES

A TERMITE MANAGEMENT SYSTEM MUST BE INSTALLED IN ACCORDANCE WITH BCA part 3.1.3 AS 3665 - TERMITE MANAGEMENT FOR A SLAB CONFORMING WITH AS 2870 - RESIDENTIAL SLABS & FOOTINGS - CONSTRUCTION. TERMITE BARRIERS MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS OR BY AN ACCREDITED TECHNICIAN.

WHERE A CONCRETE SLAB-ON-GROUND IS USED AS THE BARRIER, NOT LESS THAN 75mm OF THE SLAB EDGE MUST REMAIN EXPOSED ABOVE FINISHED GROUND LEVEL. MUST BE A CLEAN, SMOOTH FINISH AND MUST NOT BE CONCEALED BY RENDER, TILES, CLADDINGS OR FLASHINGS.

COLOUR CONTRAST NOTES

PROVIDE CONTRASTING COLOURS (MINIMUM 30% LUMINANCE CONTRAST PREFERRED) BETWEEN THE FOLLOWING ADJACENT SURFACES:

- DOOR LEAF AND DOOR JAMB; OR
- DOOR LEAF AND ADJACENT WALL; OR
- ARCHITRAVE AND WALL; OR
- DOOR LEAF AND ARCHITRAVE; OR
- DOOR JAMB AND ADJACENT WALL; OR

A MINIMUM WIDTH OF THE AREA OF LUMINANCE CONTRAST SHALL BE 50mm

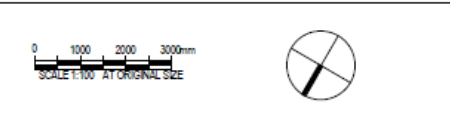
AC DENOTES AC CONTROLLER TO BE INSTALLED AT 1000mm AFFL

AC HEAD DENOTES AC HEAD UNIT, REFER TO MECHANICAL CONTRACTOR FOR INSTALLATION HEIGHT

AC CONDENSER DENOTES AC CONDENSER UNIT, EXTERNALLY LOCATED AS SHOWN

PRELIMINARY ONLY

REVISIONS	DATE
A PRELIMINARY ISSUE	2021.09.06



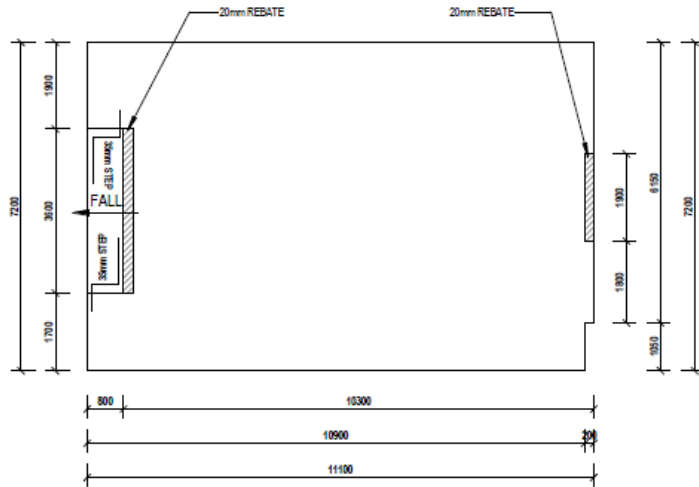
HUMAC DESIGN

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p: 07 4031 7087 | e: 125 6851
www.humacdesign.com | n: shen@humacdesign.com | e: 125 6851

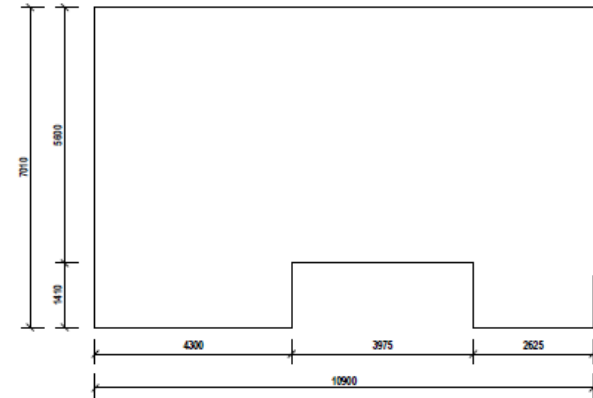
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Project:	PROPOSED CARPORT 182 SCOTT ST, BUNGALOW
Client Name:	UNIQUE PROPERTY SALES & STAGING
Drawing Title:	FLOOR PLAN

Drawn By:	SAR
Checked By:	SR
Scale:	1:100 AT A3
Revision:	A
Sheet No.:	1640-A-02



GROUND FLOOR SLAB PLAN
SCALE 1:100



FIRST FLOOR SLAB PLAN
SCALE 1:100

PRELIMINARY ONLY

REVISIONS	DATE

HUIMAC
DESIGN

HUMAC DESIGN | Po Box 5737, Cairns Q 4870
p: 07 4031 7087 | e: info@humacdesign.com | c: 125 9881
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Project: **PROPOSED CARPORT
182 SCOTT ST,
BUNGALOW**

Client Name: **UNIQUE PROPERTY SALES & STAGING**

Drawing Title: **SLAB PLAN**

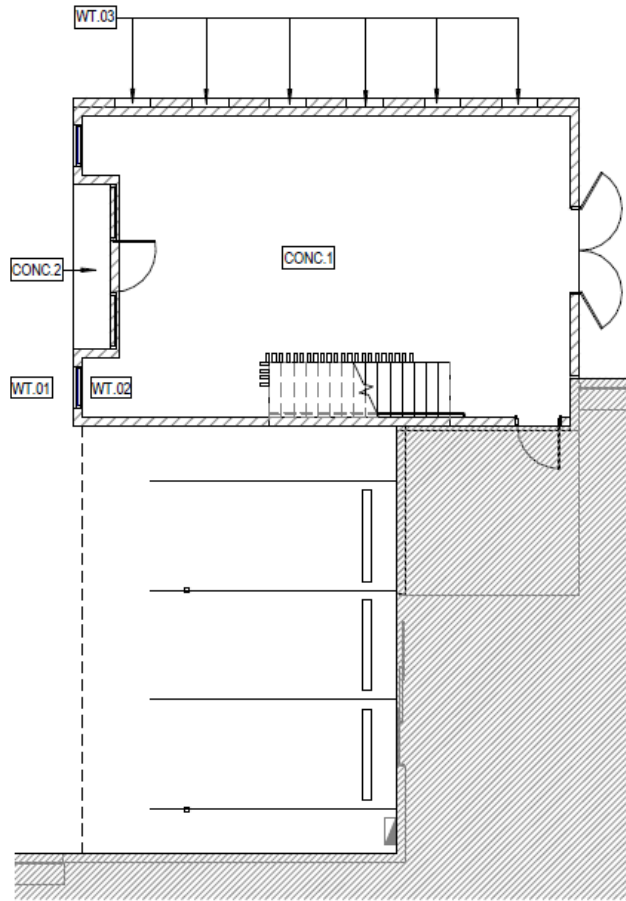
Drawn By: SAR

Checked By: SR

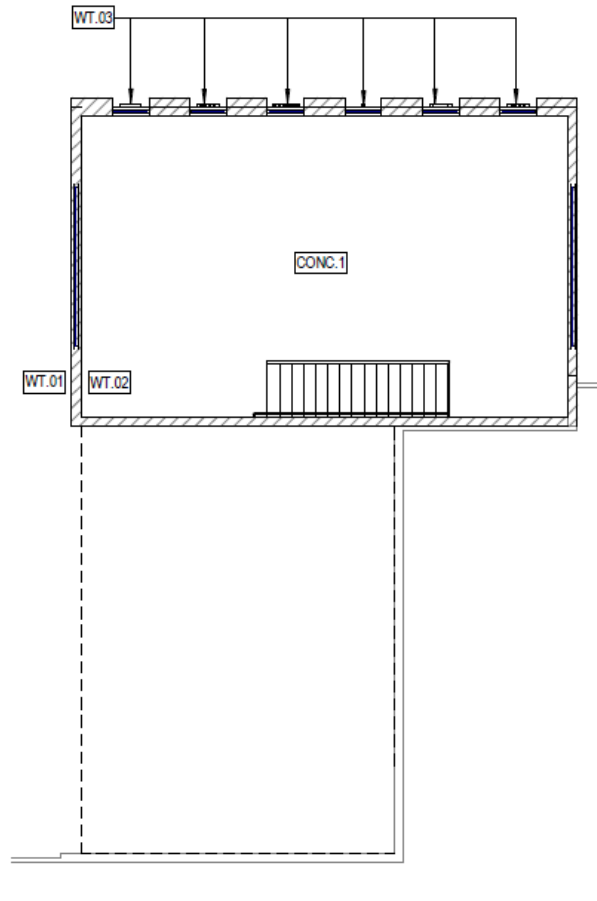
Scale: 1:100 AT A3

Revision:

Sheet No.: 1640-A-03



GF WALL & FLOOR FINISHES
SCALE 1:100



FF WALL & FLOOR FINISHES
SCALE 1:100

FLOOR LEGEND

CONC.1 CONCRETE FLOORING:
- POLISHED CONCRETE
- REFER COLOUR & FINISHES SCHEDULE FOR SELECTION

CONC.2 CONCRETE FLOORING:
- BROOM FINISHED CONCRETE

WALL LEGEND

WT.01 WALL TYPE 01:
- SMOOTH RENDER FINISH
- CMB WALL
- DULUX SURFMIST
- APPLIED TO EXTERIOR OF BUILDING

WT.02 WALL TYPE 02:
- 10mm PLASTERBOARD DIRECT FIX TO CMB
- CMB WALL
- SQUARE SET CORNERS
- APPLIED TO INTERIOR OF BUILDING

WT.03 WALL TYPE 03:
- STACKER STONE TO FACE OF WALL
- CMB WALL
- APPLIED TO FACADE INFILLS
- REFER TO COLOUR & FINISHES SCHEDULE FOR SELECTION

NOTE:
ALL INTERNAL FLOORING (INCLUDING WET AREAS) SHALL BE FIRM, EVEN AND FEATURE A LEVEL TRANSITION BETWEEN ABUTTING SURFACES OF A MAXIMUM VERTICAL TOLERANCE OF 3mm OR 5mm (PROVIDED THE LIP IS ROUNDED OR BEVELLED)

ALL INTERNAL FLOOR FINISHES SHALL HAVE A MIN. SLIP RESISTANCE OF P3 OR R10.

REFER TO INTERIOR FINISHES AND FIXTURES SCHEDULE FOR ALL FLOOR FINISHES DETAILS

PRELIMINARY ONLY

REVISIONS	DATE
A. PRELIMINARY ISSUE	2021.09.08

HU | MAC
DESIGN

HUMAC DESIGN | Po Box 5737, Cairns Q 4870
p: 07 4031 7087 | q: 125 6851
www.humacdesign.com | e: shane@humacdesign.com | q: 125 6861

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Project: **PROPOSED CARPORT**
182 SCOTT ST,
BUNGALOW
Client Name: **UNIQUE PROPERTY SALES & STAGING**
Drawing Title: **WALL & FLOOR FINISHES**

Drawn By: SAR
Checked By: SR
Scale: 1:100 AT A3
Revision: A
Sheet No.: 1640-A-04

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DEVELOPMENT SERVICES MEETING MINUTES

PRELODGEMENT

DEVELOPMENT APPLICATION

OTHER: Please specify

Date:
Council Officers Attendees:
External Attendees:
Apologies:

Start Time:

Finish Time:

Register Reference: /2021
File Reference: 70/4/2 (DM number)
Property address:
Property description:
Application proposal:

MATTERS AND ACTION/AGREEMENTS

Item	Matter	Action/Agreement

All attendees agree to these minutes *(Print/Email to attendees at meeting conclusion)*

*Items agreed to in this meeting are only based on the information provided.
These agreements are not applicable if the proposal is changed from that which formed the basis of this advice.
These agreements may be affected by change in legislation and/or policy.*

Planning and Development Industry Reference Group Agenda Sheet

Agenda Topic:	Towards 2050 – Project Introduction
Raised By:	Deb Wellington
Supporting Docs:	Presentation (DM #6780686)
Background / Overview:	
1. Council has commenced early works to progress a new planning scheme.	
2. A key component is the preparation of a growth strategy (Towards 2050) which will identify the key policy positions for the new planning scheme.	
Discussion Requested and Suggested Actions (if any)	
1. For noting only.	
2. Industry Reference Group will be a key stakeholder in the delivery of the Towards 2050 Project and the new planning scheme.	

TOWARDS 2050

PLANNING A BETTER CAIRNS

FROM THE BEACHES TO THE BOULDERS

PROJECT OVERVIEW AND SCENE SETTING

9 NOVEMBER 2021



CONTEXT

- Why do a Growth Strategy? Its simple!
 - **Whether it be in our residential suburbs, our business precincts or our rural areas, it's all about shaping the future for better livability across the Cairns region.**
- Its also:

A chance to think big!

Leave a positive legacy for future generations

An opportunity to have meaningful engagement with our community

An acknowledgement Cairns will continue to grow and its Council's responsibility to manage that to retain our Cairns-ness!

OUR GROWTH STRATEGY



PROJECT OBJECTIVES

1. Shape a prosperous, resilient and sustainable future for the Cairns Region.
2. Deliver better outcomes for our communities.
3. Protect the things most important to the Cairns community – “Cairns-ness”.
4. Ensure we adapt to the inevitable changes in how we live and interact with our places and spaces.
5. Deliver land for new and diverse housing supported by essential infrastructure, services and facilities; and
6. Form the foundation for Council’s new planning scheme and be the driver for other growth-related initiatives being delivered by the Council.

METHODOLOGY

PHASE 1 - Planning / Background Research

- Preparation of Project Plan
- Preparation of Communications and Engagement Plan
- Audit and gaps analysis of current Planning Scheme

PHASE 2 - Technical Work

- Demographic trends analysis (population, economic and social)
- Individual technical studies and inputs completed
- (such as Housing needs analysis, Employment lands analysis, Rural land study, Flood study etc)

PHASE 3 - Development of Growth Strategy

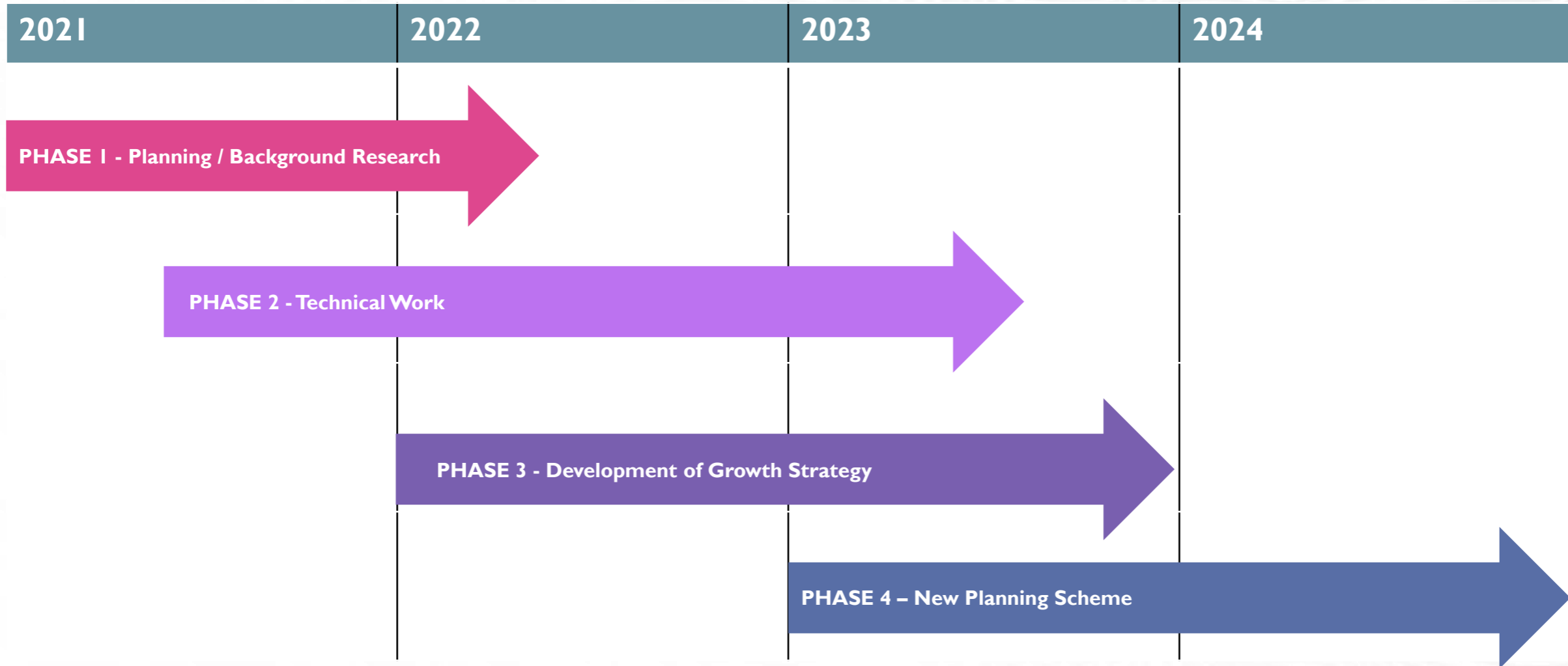
- Growth scenarios and options will be developed and tested in this stage and an agreed vision for the growth and development of the Region
- Agreed policy positions to inform new Planning Scheme and other Council policies

PHASE 4 - New Planning Scheme

- Using the community input and technical studies from the growth strategy, a new planning scheme will be developed to guide the region
- The Planning Scheme will give effect to policies to guide growth over a 20 year horizon
- As part of this stage, a new Local Government Infrastructure Plan would also be developed

Community engagement throughout

INDICATIVE PROJECT TIMING



NEXT STEPS



NEXT STEPS

- Development of Community Engagement Plan / Toolkit
- Finalisation of gaps analysis of current CairnsPlan 2016, including review the State Government
- Participate in Rural Land Use Study (Lead by Canegrowers / MSF Sugar)
- Commence technical studies for:
 - Demographic and Economic Trends Analysis (KPMG)
 - Employment lands and activity centres study
 - Natural hazard risk assessments

THANKS!

Questions?

