Planning and Development Industry Reference Group Minutes

Date:	6 December 2021	Start Time:	9am	Location:	Cairns Regional Council Administration Building – Committee Room
Meeting Chairs:		Martin Garred – Interim General Manager Planning and Environment Kristy Gilvear - Industry Co-Chair			
Attendees:		Mica Martin, Stuart Ricketts, Leah Lang, Peter Fry, Brett Nancarrow, Sophie Barrett, Nikki Huddy, Nathan Lee Long, Lisa Mackee, Claire Simmons, Kelly Barnes, Gavin Allwood, Paul Pommer, Mark Conlon, Evan Yelavich, Greg Gould			
Visitors:		Ian Elliot-Smith, Nicole Tsakissiris, Sean Lisle			
Apologies:		Deb Wellington, Geisha Jung, Lisa Law, Keith Savage, Andrew Prowse			

#	Minutes	Actions
1	**Terms of Reference** • Industry feedback and suggested changes to TOR collated by Kristy Gilvear prior to the meeting and attached to the meeting agenda. • Council presented a revised version of the amended TOR for discussion and adoption. • Discussion about potential to report on the number of information requests issued by Council in relation to development applications. Council did not support including key performance indicator about information request, as this is dependent upon the quality of applications being received and not necessarily within Council's control. • Agreed that further key performance indicators could be reviewed at future meetings, particularly focussed on lifting the quality of applications and the subsequent assessment timeframes by Council. • Amended TOR (Version 4 – dated 6 December 2021) were adopted. Amended TOR **attached** to these meeting minutes (Council DM Ref #6738055).	
2	**Establishment of Development Assessment Sub Working Group** • Generally all members of the IRG supported the establishment of a Development Assessment Sub Working Group. • IRG nominees for the Development Assessment Sub Working Group:	1. **Council to arrange Development Assessment Sub Working Group Meetings starting in January 2022**

	o General Manager, Planning and Environment o Manager, Development, Planning and Property o Coordinator Development Services o Stuart Ricketts o Evan Yelavich o Kristy Gilvear o Paul Pommer o Gavin Allwood	
3	**Towards 2050 – Project Introduction** • Copy of IRG members feedback through interactive session **attached** to the meeting minutes. • Suggestion that the project number and/or associated collateral could be changed to be the projected 2050 population, rather than the year. • IRG members encouraged to send any feedback about interactive questions that were skipped directly to Sean Lisle.	
4	**Pre-lodgement Process Review Update** • Presentation of new pre-lodgement process provided to IRG. • Discussion that industry feedback should have been sought before commencement, as timeframes for advice too long. • Council noted that it will commit to continually reviewing this process, noting that the extended 15 business day timeframe was driven by a desire to have more fulsome comments provided by Council, including Council's relevant internal teams.	
5	**Draft Cairns Regional Council 2030 Climate Change Strategy** • Due to time constraints presentation was skipped, however, Sophie Barratt provided email update following the IRG meeting. • Invite to be distributed to IRG members to attend webinar held on 13 December about the draft strategy should there be an interest for more information. • Note that submissions on the draft strategy close on 31 January 2022.	

6	**General Business**	**2. Council to update website to**
	• Discussion regarding Development Assessment Escalation Process. Council noted that it has an issue resolution process specific to its development assessment functions published on the website (https://www.cairns.qld.gov.au/property-and-business/development/service-charter).	**include officer names and contact details for the escalation process.**

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.

2.2 Key Performance Indicators

By November 2022 (that is, within twelve (12) months of inception of the Reference Group), the following will be achieved:

A. **Council Benchmark**: Council's development assessment timeframes be at or below the Urban Development Institute of Australia 'Quarterly Avg of LGAs';

B. **Industry Benchmark**: "Not properly made" Development Applications submitted to Council will reduce by at least 50%;

C. **Council Benchmark**: 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; and

D. **Joint Benchmark**: 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.

Key Performance Indicators will be reviewed and updated annually, or more regularly, by the Reference Group.

Progress toward achievement of Key Performance Indicators will be an ongoing Agenda Item for Reference Group meetings.

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, including the General Manager – Community Development and / or General Manager – Infrastructure and / or General Manager – Water and Waste, 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 or 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 discus 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.

5.0 Administration and Operating Principles

5.1   Meetings

The Planning and Industry Reference Group will meet no less than 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 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.

Key themes - What are your top three (3) regional growth related issues / aspects the strategy needs to address?

🚎

Density is not a dirty word

Public transport

Rural being valuedSmall villages growing but maintaining characterUrban growth options and costs for various options

DensityTransportOpen space

Density - around urban centres (Edge Hill, Toogood Road for a start)

Density and the locations of these areas
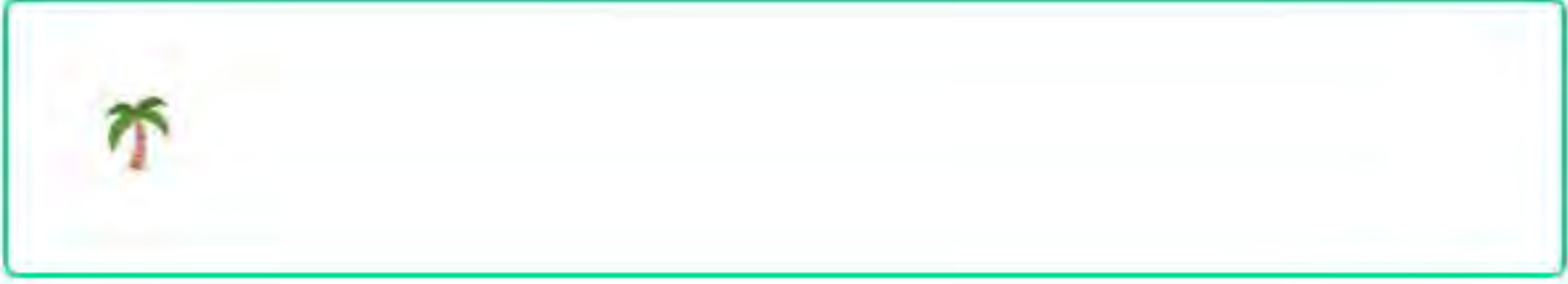
Funding for growth

Keeping us cool

18

Key themes - What are your top three (3) regional growth related issues / aspects the strategy needs to address?

Added industry for employmentIncreased density in housingProtecting the regional environment

Infrastructure

Growth and increasing density of the cbd and immediate surrounding areas to mitigate urban sprawl.

🌴

Green spaces

Height outside of the CBD

Effective Public TransportDecentralising employmentDeveloping defined precincts

Possible urban expansion areas like Myola and East Trinity

What is the sensible response to climate change.

18

Key themes - What are the biggest opportunities Cairns needs to capitalise on over the next 30 years?

DefenceRural value add

Potential new industries

Technology leapfrog - skip ordinary public transport and be a leader in new transport technology

Being the hub for pacific.. expand indusrty opportunities beyond tourism..

Manufacturing local hubs

Decentralisation

Regional environment accessibility and economic potential Alternate industries to support tourism

Central growth and redevelopment creating a much more livable and sophisticated built environment which attracts further investment and industry

13

Key themes - What are the biggest opportunities Cairns needs to capitalise on over the next 30 years?

Airport ✈ seaport ⚓

Lifestyle choiceAsia pacific connectionManufacturing

Affordable housing and emploment to encourage population growth.Diversity of employment to withstand ecomonic cycles.Keep Cairns unique to diiferentiate from other larger cities.

maintaining the city as a lifestyle destination

13

Key themes - Are there any other issues regional issues / aspects the strategy needs to address?

Water

Density - going up

Lack of infrastructure spending from state govt

Balancing competing interests, environmental constraints, need to manage and protect resources

triggers for public transport

Food Supply and connection to the Cape

Housing 300,000Employment for 300,000Holding on to Cairns-ness

Housing affordability and accessibility to maintain youth in the region rather than leaving to bigger cities

Climate change response which is pragmatic

11

Key themes - Are there any other issues regional issues / aspects the strategy needs to address?

Protection of the iconic aspects such as cane farming

Transport and parking there are changes in the technology this flows on to new ways

11

Engagement - Are there any specific engagement activities that you would expect to see included specifically targeted towards industry stakeholders

Two way input from start to finish

Models illustrating options, Costing for various options included in consultation activity, Scenario testing for options

Technology based to attract younger demographic

Collaborative consultation on technology use through residential construction process from greenfield to completion

School planning challenge/competition

5

Engagement- Have you heard of anything that has been done elsewhere that you would like to do here?

Engagement success - What would lead you to declare the community engagement process a success?

Engagement success - Were there particular things that happened? Or did not happen?