

Planning and Development Industry Reference Group Minutes

Date:	9 November 2021	Start Time:	9am	Location:	Cairns Performing Arts Centre
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Meeting Chairs: Martin Garred – Interim General Manager Planning and Environment

Attendees: Mica Martin, Kristy Gilvear, Deb Wellington, Claire Simmons, Lisa Mackee, Stuart Ricketts, Kelly Barnes, Sophie Barrett, Gavin Allwood, Nathan Lee Long, Geisha Jung, Lisa Law, Brett Nancarrow, Peter Fry, Paul Pommer, Keith Savage, Mark Conlon, Martin Garred, Nikki Huddy, Andrew Prowse, Evan Yelavich, Greg Gould

Visitors: Matthew Bryant – MacDonnells Law, Keanu Johnson – Team Leader Development Assessment

Apologies: Leah Lang

#	Minutes	Actions
1	<p>Cairns Regional Council CEO Welcome</p> <ul style="list-style-type: none"> Mica Martin (CEO – Cairns Regional Council) provided a welcome address 	
2	<p>Appointment of Industry Co-Chair</p> <ul style="list-style-type: none"> Kristy Gilvear appointed as Industry Co-Chair Agreement that Industry Co-Chair would be initially trialled, with review in coming months. If co-chair arrangement not working that an alternative model involving an independent chair would be adopted. Paul Pommer made suggestions as to potential candidates for independent chair. Council noted that the group is a new initiative and that Council is open to be flexible with the operation of the group over time to ensure the intended outcomes of collaboration and information sharing are achieved. Council noted that it is open to sub-groups of specialists forming, particularly where matters may be very development assessment focussed. Discussion undertaken about further amendments to the Terms of Reference, to include refinement to objectives, behaviour and focus, with key performance indicators to measure the success of the group. 	<p>1. IRG to provide feedback or suggested changes on Terms of Reference to Co-Chair's by 26 November 2021</p>

<p>3</p>	<p>Development Assessment Timeframes</p> <ul style="list-style-type: none"> • Council acknowledged development assessment timeframes are longer than normal, due to the significant increase in applications being received. • Short term staffing solutions are being put in place, but recruitment for these roles remains ongoing. • Council noted a commitment to start reporting its timeframes so there was transparency around assessment timeframes. • General agreement from the group that the shift to new standard conditions should significantly assist. • Council noted ongoing business improvement initiatives that are being delivered, with a particular focus on timeframes and streamlining the assessment process. 	<ol style="list-style-type: none"> 2. Council to investigate providing further guidance on how to be a good customer (i.e. lodgement pathways, contact points etc). 3. Peter Fry (HIA) to review what other Council across Queensland are doing in terms of using local laws rather than the Planning Scheme for minor matters. 4. Council to investigate release of development assessment timeframes. 																		
<p>4</p>	<p>Infill Development / 1 into 2 RaL Applications</p> <ul style="list-style-type: none"> • Council provided statistics for RaL 1 into 2 lot application for the period 01/11/2020 to 31/10/2021, as noted below. <table border="1" data-bbox="376 858 1261 1225"> <thead> <tr> <th>Determination</th> <th>Instrument</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>Under Delegation</td> <td>57</td> </tr> <tr> <td>Preliminary Approval</td> <td>Council Meeting</td> <td>1</td> </tr> <tr> <td>Refused</td> <td>Council Meeting</td> <td>1</td> </tr> <tr> <td>Refused</td> <td>Under Delegation</td> <td>1</td> </tr> <tr> <td>Withdrawn</td> <td>Applicant</td> <td>4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Council advised that its position was articulated through the industry alert that was sent and that lot size was to be considered against the relevant assessment benchmarks. • Council noted and accepted this is a shift. 	Determination	Instrument	Number	Approved	Under Delegation	57	Preliminary Approval	Council Meeting	1	Refused	Council Meeting	1	Refused	Under Delegation	1	Withdrawn	Applicant	4	<ol style="list-style-type: none"> 5. Council to review and provide advice to industry on ability to lodge combined Dual occupancy and Reconfiguration of a lot applications.
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	<ul style="list-style-type: none"> • General agreement from industry representatives that the communication from Council on this matter was poor and has led to the confusion. • Questions raised regarding Dual occupancy and combined subdivision application. 	
5	<p>Standard Conditions Project Update</p> <ul style="list-style-type: none"> • Presentation provided by Matthew Bryant of MacDonnells Law. • General support for the initiative amongst the group. • Agreement amongst industry members that three (3) week consultation period is too short, given workloads and time of year. Also agreement that it is better to take a little longer and get this right upfront. • Based on above, consultation period to run over Christmas, with comments to be provided by 14 January 2021. • Council noted that draft package would be released through Branch Alert email in the week commencing 15 November 2021. • Some discussion about technical aspects of the conditions. Council confirmed that the process is very open and all feedback is encouraged. 	
6	<p>Pre-lodgement Process Review Update</p> <ul style="list-style-type: none"> • Deferred. 	
7	<p>Towards 2050 – Project Introduction</p> <ul style="list-style-type: none"> • Deferred. 	
8	<p>Proposed 2022 Meeting Dates</p> <ul style="list-style-type: none"> • General agreement for a meeting to be scheduled in December to cover the agenda items not addressed due to time and any other timely discussion matters. • Confirmed meeting dates for 2022: <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 	6. Council to send meeting invites for 2022 dates.

	<ul style="list-style-type: none"> ○ Tuesday 11 October 2022 – 9am ○ Tuesday 6 December 2022 – 9am 	
<p>9</p>	<p>General Business</p> <ul style="list-style-type: none"> ● Commencement of CairnsPlan Version 3 too quick. This had implications to industry in terms of reports already progressed. Council noted it would consider fee reduction requests on a case by case basis for applications under a Superseded Planning Scheme. ● General agreement for the discussion at the IRG to be more strategic, rather than focussed on Development Assessment matters. <p>Topics for future agendas:</p> <ul style="list-style-type: none"> ● Introduction of Risk Smart service. ● Planning and Development Service Charter – Feedback and refinements, noting Townsville City Council example. ● Report Templates for DA Applicants to Use. ● Planning Department needs to publish more information about the work that is being delivered. Share the good news. ● Engagement associated with the Growth Strategy. ● Review mix of skills around the table – i.e. economist, certifiers ● First nations overlay ● Opportunities to explore collaboration with universities. ● Self assessable OPW applications to reduce workload 	