

Planning and Development Industry Reference Group Agenda

| 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: | Planning and Development Industry Reference Group Members | | | | |
| Visitors: | Keanu Johnson – Team Leader Development Assessment, Sean Lisle – Senior Strategic Planner | | | | |
| Apologies: | | | | | |
| Proposed Agenda Items | | | | | |
| # | What | Timing | Who | | |
| 1 | Terms of Reference <ul style="list-style-type: none"> Agenda sheet attached (DM #6770788) Industry proposed amendments to the TOR (#6833164) | 9am 20 mins | Martin Garred / Kristy Gilvear | | |
| 2 | Establishment of Development Assessment Sub Working Group <ul style="list-style-type: none"> Agenda sheet attached (DM #6780626) | 9:20am 10 mins | Martin Garred | | |
| 3 | Discussion regarding Development Assessment Escalation Process <ul style="list-style-type: none"> No agenda sheet or supporting attachments. | 9:30am 5 mins | Martin Garred | | |
| 4 | Towards 2050 – Project Introduction <ul style="list-style-type: none"> Agenda brief attached (DM # 6780695) Presentation (DM # 6780686) | 9:35am 40 mins | Martin Garred / Sean Lisle | | |
| 5 | Pre-lodgement Process Review Update <ul style="list-style-type: none"> Agenda brief attached (DM # 6780651) Presentation (DM # 6780656) | 10:15am 15 mins | Keanu Johnston | | |

Proposed Agenda Items

| # | What | Timing | Who |
|---|--|--------------------|--------------------------------|
| 6 | Draft Cairns Regional Council 2030 Climate Change Strategy <ul style="list-style-type: none"> • Agenda brief attached (DM #6821453) • Presentation (DM # 6821449) | 10:30am 15 mins | Sophie Barrett |
| 7 | General Business <ul style="list-style-type: none"> • Reminder next meeting Tuesday 8 February 2022 – 9am | 10:45am 15 mins | Martin Garred / Kristy Gilvear |

Planning and Development Industry Reference Group Agenda Sheet

| | |
|---|---|
| Agenda Topic: | Amendments to the Planning and Development Industry Reference Group Terms of Reference (TOR) |
| Raised By: | Martin Garred / Kristy Gilvear |
| Supporting Docs: | Industry proposed amendments to the TOR (#6833164) |
| Background / Overview: | |
| 1. At the previous IRG meeting, suggestions were made that changes to the TOR would assist in achieved the intended group outcomes. | |
| 2. Industry representatives have collated feedback on suggested changes in the attached tracked changed version of the TOR. | |
| Discussion Requested and Suggested Actions (if any) | |
| 1. Discussion and agreement about proposed industry amendments to the TOR | |

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 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 with Council on long-term strategic planning for the region and provide strategic advice to Council representatives regarding about 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 the industry representatives on the reference group will also be used by Council to provide feedback and improvement opportunities to its industry partners.

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 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.

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. Base data regarding Development Assessment processes will be made available for review and monitoring on Councils' website, and to the Reference Group more broadly;
- B. "Not properly made" notifications for Development Applications submitted with Council will reduce by at least 50%;
- C. Development Applications submitted, declared Properly Made and for which no information request is issued, will be assessed and determined by Council within twenty (20) business days or less;
- D. Council Officers will present a Report for consideration and determination of Councillors regarding the potential for establishment of a panel for streamlined or simplified development assessment processes in the Cairns Region, similar to approaches taken in other local governments in Queensland;
- E. 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;
- F. The Reference Group membership will have collaborated and provided inputs to assist Council to progress completion of Technical Inputs required to facilitate preparation of a Growth Management Strategy for the Region.
- G. The Reference Group members will have completed an end-to-end business process map for submitting applications and correspondence to Council, including user testing from the customer perspective and have a defined, clear process for external engagement with Council.

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 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.

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 [General Manager, Planning and Environment](#)[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.

Planning and Development Industry Reference Group Agenda Sheet

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|--|---|
| Agenda Topic: | Establishment of Development Assessment Sub Working Group |
| Raised By: | Martin Garred |
| Supporting Docs: | N/A |
| Background / Overview: | |
| 1. Feedback was received through the first meeting that there was a high focus on development assessment matters. | |
| 2. As such, it is proposed that a sub-group be formed to discuss and progress matters that exclusively relate to development assessment. | |
| 3. The membership of the proposed sub-group at this stage would be open to any member of the IRG who wishes to elect. | |

| | |
|--|--|
| Discussion Requested and Suggested Actions (if any) | |
| 1. Support the establishment for a Development Assessment Sub Working Group | |
| 2. If the above is supported, nominations sought to join the Sub Working Group | |

Planning and Development Industry Reference Group Agenda Sheet

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|---|-------------------------------------|
| Agenda Topic: | Towards 2050 – Project Introduction |
| Raised By: | Sean Lisle |
| 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

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

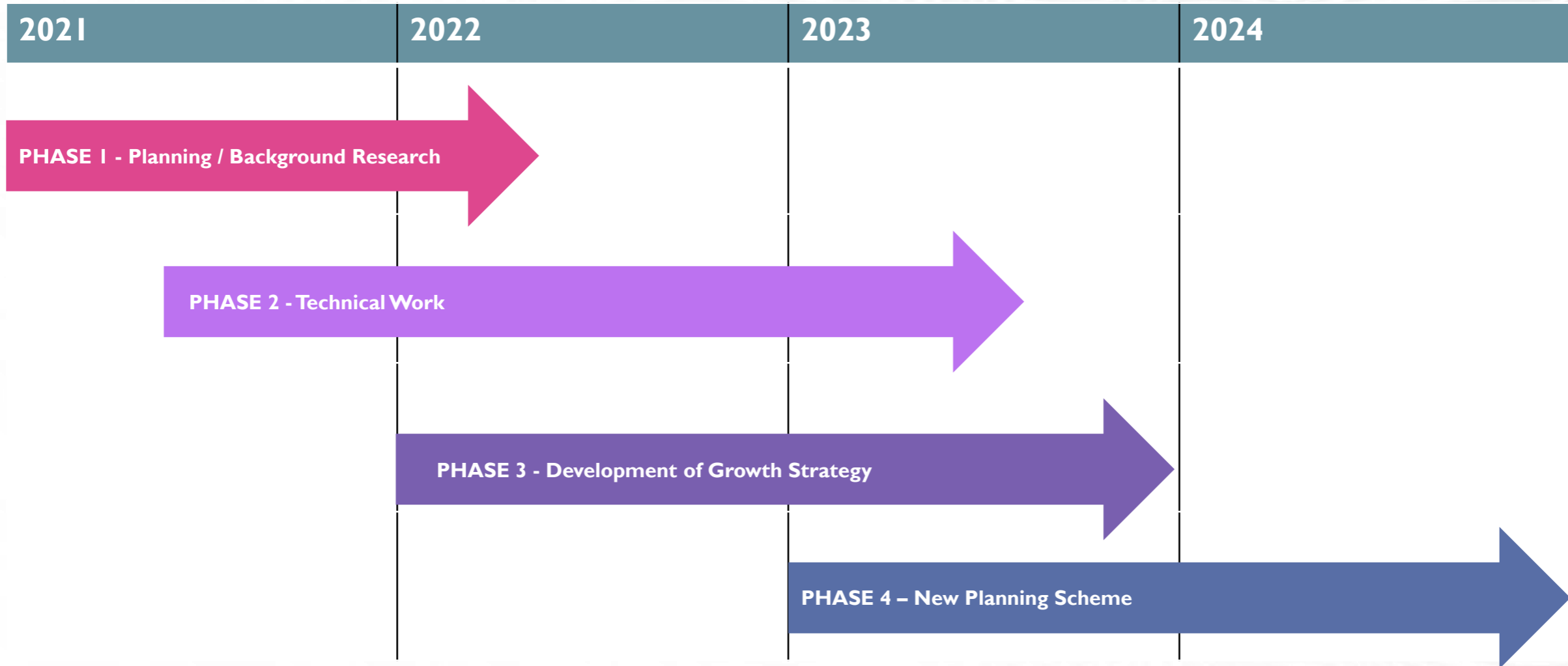
- Growth scenarios and options will be developed and tested in this stage and an agreed vision for the growth and development of the Region
- Agreed policy positions to inform new Planning Scheme and other Council policies

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?



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)• |
| 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. | |
| | |

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|---|--|
| Discussion Requested and Suggested Actions (if any) | |
| 1. New pre-lodgement process has commenced | |
| 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.

PRELODGE MEETING AND MINUTES

- Historically, Council has not had a formal meeting minute process in place.
- 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 upon conclusion of the meeting.
- Officers will look to facilitate a meeting (depending on necessary attendees and scale of development) within fifteen (15) business days. This will allow time for referral internally to other Council departments, if necessary.

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@calq.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 _____ Applicant number _____

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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 |
|--|-------------------|--------|------------------|--------------|
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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 _____

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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)

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PRELODGEEMENT MINUTES (EXAMPLE)



DEVELOPMENT SERVICES MEETING MINUTES

PRELODGEEMENT 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 |
|---|-------|---|

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. This will allow any internal Council departments to review the development and provide feedback.
- Rollout of updated service 29 November 2021.

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 ... |
|----|---|

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.

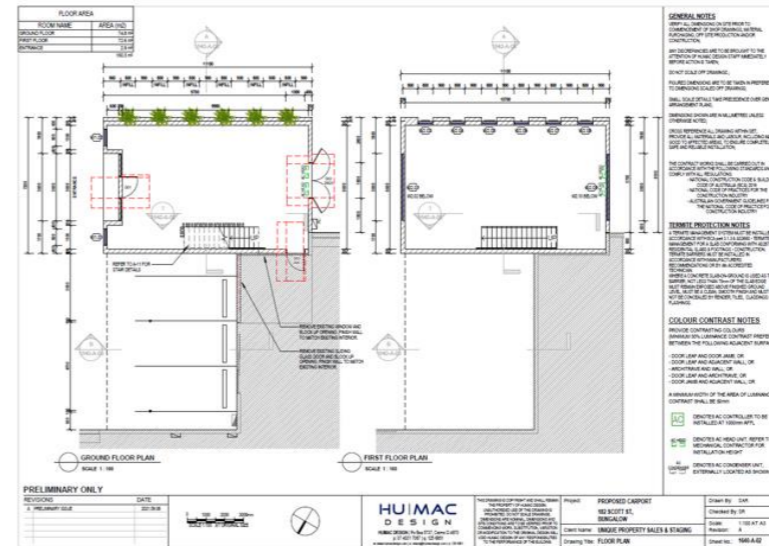
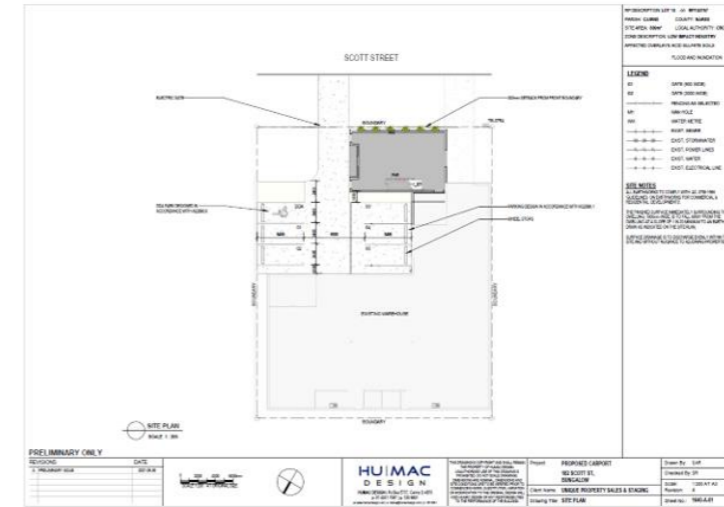
Should you require any further assistance with preparing a development application it is advisable that you engage a private Town Planning consultant.

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?



Planning and Development Industry Reference Group Agenda Sheet

| | |
|---|---|
| Agenda Topic: | Draft Climate Change Strategy 2030 |
| Raised By: | Sophie Barrett |
| Supporting Docs: | Presentation #6821449-Planning and Devt Industry Reference Group - Climate Change Strategy 2030 |
| Background / Overview: | |
| 1. Draft Climate Change Strategy out on engagement https://www.cairns.qld.gov.au/council/projects-and-priorities/have-your-say/open/cairns-climate-change-strategy-2030-feedback | |
| 2. Review actions including those for Built Environment | |
| 3. General feedback on built environment section and strategy | |
| Discussion Requested and Suggested Actions (if any) | |
| 1. Distribute Climate Change Strategy 2030 Your Say Page to groups to distribute to their networks | |
| 2. Submissions can be made via email to sustainability@cairns.qld.gov.au | |
| 3. | |

CAIRNS CLIMATE CHANGE STRATEGY 2030

PLANNING AND DEVELOPMENT
INDUSTRY REFERENCE GROUP
6 DECEMBER 2021



DM Ref #: 6821449

CONTEXT

- Climate Change Strategy for the next decade of climate action including a pathway towards net zero emissions

1

Identify emissions reduction pathways and targets for Council



2

Set goals and actions for Council's own operations



3

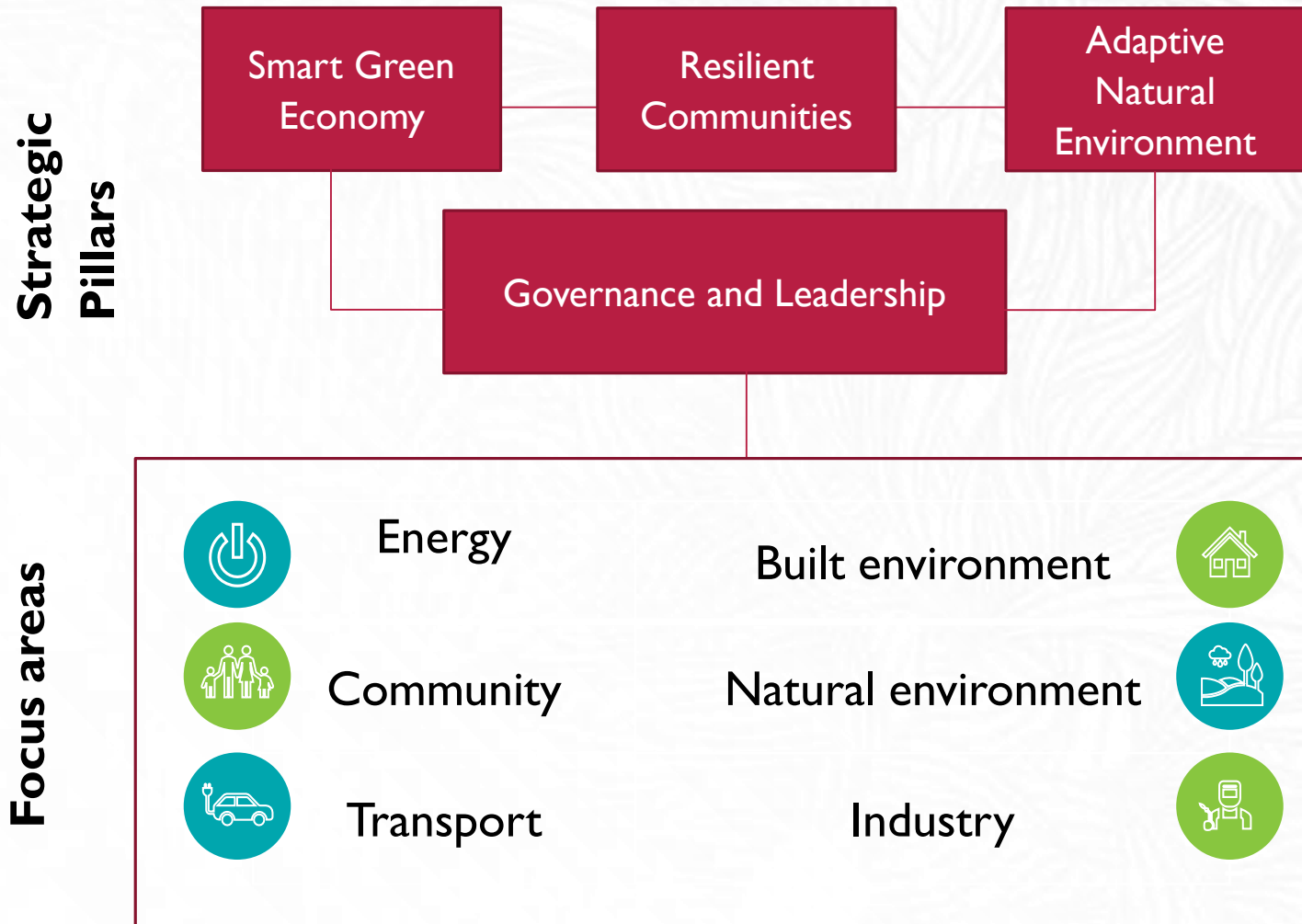
Identify actions to support the wider community in climate mitigation and adaptation



4

Identify opportunities for building prosperity through Cairns and FNQ region as the Smart Green Economy for Australia

STRATEGY AT A GLANCE



OUR VISION

We are leaders in **mitigating** and **adapting** to the impacts of climate change through:

- Supporting a smart green economy
- Prioritising a healthy natural environment
- Building resilient, informed, low emissions communities
- Embedding climate change considerations throughout our organisation and operations

FOCUS AREAS

planning for change

We have identified six focus areas where the most significant gains can be made to mitigate greenhouse gas emissions in the Cairns region and assist the natural environment, our communities and our economy to adapt to climate change impacts.

This strategy sets out more than 100 actions over 6 focus areas.

These objectives and actions will form the basis of our planning for the next decade of climate action.



NEXT STEPS

- Engagement
 - 24 November 2021 – 31 January 2022
 - Draft Strategy – [Your Say webpage](#)
- Final endorsement and launch plan in early 2022

THANKS!

Questions?

