



**SUSTAINABLE ASSESSMENT
DA INDUSTRY REFERENCE GROUP MEETING MINUTES**

TUESDAY 22 JANUARY 2013

Attendees

**Bruce Macnee, Daniel Zilli, David Jeanes,
Crystal Burrows, Gary Photinos, Martin Hunt**

Minutes

Crystal Burrows

Agenda Items

1. Charter/ terms of reference

- Agreement that a charter/ terms of reference needs to be established to ensure the Industry Group Meetings are successful
- Further discussion to occur around charter prior to first Industry Reference Group Meeting
- Charter will be on the agenda at the first Industry Reference Group Meeting for discussion and agreement

Action – David to provide charter example, or alternately SE Thornlands Charter

2. Industry Reference Group Membership

- Preferred to limit industry representatives to a maximum of 12
- Suggestion for expressions of interest for membership and potential rotating positions
- Agreement that there needs to be a balance of both developer and consultant representatives
- Concerns raised about wider communication from Industry Reference Group Meetings – selected representatives need to ensure that they are representing the views of the industry, and communication meeting outcomes back out to industry
- Potential Council attendees include:
 - SAG - Bruce Macnee, David Jeanes, John Bretz, Daniel Zilli, Crystal Burrows
 - CP&E - Gary Photinos, Martin Hunt
 - Other Council representatives as required
 - State representatives as required
- Potential Industry attendees include:
 - Brent Fletcher, Ron or Michael Loney, Phil Cockrel, Vadim Rabinsky, Adam Souter, Suzanne Hembrow, Trent Williamson, Chris Isles, Peter Endacott
- Suggestion for expressions of interest for membership and potential rotating positions

Action – Crystal to run reports on list of biggest planning and engineering applicants

3. Aim of Group/ General Comments

- Focus of Group Meetings will be Development Assessment and Strategic Planning
- Will be a forum for communication between Council and Industry
- Intended to improve business relationships and solve problems/ improve processes

Action Items

Item	Officer	Due Date	Comments
Charter/ Terms of Reference	David Jeanes	As soon as possible	David to supply example of charter, or alternately the SE Thornlands Charter
Report on biggest applicants	Crystal Burrows	As soon as possible	Crystal to report on who our biggest planning and engineering applicants for reference in selecting industry representation

Next meeting

Next meeting scheduled: TBA



DA Industry Reference Group

Building a Sustainable Future in Redlands

9.00 – 10.30 am
Wednesday 20 March 2013
North and South Stradbroke Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Minutes



Introductions

- Michael Loney – Joint Managing Director, Ausbuild.
- Shane Talty – Town Planning Consultant, JFP.
- Phil Cockerill – Consulting Engineer, Sheehy & Partners.
- Michael Anderson – Senior Planner, Cardno HRP (Humphries Reynolds Perkins).
- Ching Meng Tan - Consultant Engineer – specialising in stormwater, Civil Section Manager, Structerre Consulting Engineers.
- Susanne Hembrow - Town Planner, Bartley Burns Certifiers and Planners
- Peter Endacott – Project Manager, Redlands Constructions.
- Alasdair Begley - Surveyor and Associate Partner, Saunders Havill.
- Phil Impey – Architect & Urban Designer with Phil Impey Architect & Urban Designer.
- Jeremy Bell – Project Director, Heritage Pacific (new to Redlands).
- Brent Hailey - Developer and Consultant, The Potter Group.
- John Bretz – Service Manager, Engineering Assessment, RCC
- Crystal Burrows – Business and Systems Team Leader, Sustainable Assessment
- Jill Driscoll – Group Support for Bruce Macnee, Group Manager ,Sustainable Assessment
- Gary Photinos – Acting General Manager, Environment, Planning and Development – (Managing review of RPS).
- Greg Henwood – Engineer, HCE Engineers. (A local with 20 yrs in SEQ – Logan and Brisbane – primarily residential).
- David Jeanes – Service Manager, Planning Assessment RCC – (keen to engage with all – tap into the knowledge this group can bring)

- Martyn Osborn – Owner and Consultant, Bay Island Designs (resident of the Bay islands).
- Dan Zilli – Service Manager, Design & Coordination, RCC (and also involved as a private consultant in a similar group set up at Logan City Council)
- Bruce Macnee – Group Manager Sustainable Assessment (overseeing Planning, Engineering, Design and Coordination and Development Control).



Membership/make up of group

- **Comments from group**
 - Should there be a real estate representative within the group?
 - Frequency – monthly at first. Drop back to 2 monthly later.
 - Location- option given to have the meeting external but all were happy to come to Council rooms
 - Milestones or target dates – open ended as it depends on the issues identified – item to discuss at next meeting.
 - Dan provided information on Projects – single landscape approval project (SLAP). Could be continued discussion for this group.
 - Accelerated Plan Sealing Process aiming for 5 day turnaround.
 - Chair – agreed that Bruce Macnee to chair meetings with the option for rotation within the group.



Charter

- Two way process
- Agenda items from all participants.
- Constructive – positive criticism
- Solution based.
 - **Comments from group**
 - Greg Henwood - encourage development, seek a better outcome and not just address time frames.
 - facilitate growth
 - Peter Endacott - looking for consistency – easy doesn't mean poor outcomes performance based.
 - Michael Loney & Brent Hailey - Must consider the end user. Encourage a culture of cooperation and collaboration from both sides – issue draft conditions to enable negotiation instead of going to Negotiated Decision Notices.
 - Michael Loney recognized that a call for consistency of outcome risks a return to a prescriptive approach.
 - Communication – open honest and fair and early in the process.
 - Phil Cockerill – everyone is bogged down in risk assessment and the requirements implemented to cover risk – need to be more realistic instead of creating paperwork. Focus on managing the common sense approach.
 - “Chatham House” rules – discussions are without prejudice and kept within the walls of the room.
 - Can we use our contacts and experiences in other cities to improve development prospects here in The Redlands.



Rules of Engagement

- **Comments from Group**
- Monthly meetings initially
- If possible the same time slot and room suits all.

- Bruce to chair initially – possible rotation
- Minutes taken & sent out ASAP along with requests for next meeting agenda items.
- Sub group possible if an issue needs further discussion.
- “Chatham House” rules.
- Two way process that is solution based.
- Positive comments
- Opportunity to discuss specific issues – equal participation for all and opportunity for feedback from group.



General Business

- **Final comments and opportunities for all.**
- Suzanne Hembrow – asked about the timing of SLAP? - Dan advised that one month is ideal but cannot guarantee as IT are currently working on process.
- Suzanne – implement risk smart process for Landscaping applications same as Brisbane City Council
- Martyn Osborn – RPS should be easier for SMBI. RCC need to streamline development.
- Greg Henwood - would like to be involved in process for self certification and better allocation of risk – infill projects – clarify the outcome so the engineers can design it.
- Crystal – SmarteDA – encourage applicants to move more electronically by submitting through SmarteDA –will help streamlining and speed up process.
- John Bretz - define and address issues – Council is aware of the different issues involving the islands.
- Brent Hailey– inter allotment drainage issues
- Brent Hailey – Consider using senior officers for more complex assessments. Suggestion of a grading of officers for allocation to a graded application complexity.
- Look at the projects list to focus on the main ones e.g. Plan sealing — high costs to developer so keen to speed up process. Streamlining On and Off Maintenance process.
- Jeremy Bell – also stormwater issues
- Phil Impey – also stormwater issues. Seeking to simplify the formal process.
- Alasdair Begley – how far can we stretch consultant accreditation?
- Peter Endacott – better scrutiny of code vs. impact - need a better code and more flexible impact.
- Ching Tan – stormwater – lack of knowledge within Engineering team and need to update using the late Maurice Hee’s data base. (JB: Work is being undertaken to better understand the legacy systems now within Council and a hydraulic modelling consultant is still available to RCC)
- Michael Anderson – collaboration and communication – explore the political dimension and sharing of information with Councillors. Undertake to give feedback to the portfolio councillor and invite to the meeting on an as needs basis.
- Phil Cockerill – positive comments with working in Redlands – wants the Council to look at sound arguments that are performance based outcomes rather than prescriptive. Noting the extent of specialist consultant reports required at times. Working with four different Councils and 4 schemes and numerous applicable engineering standards.
- Shane Talty – unit densities – UR1
- Michael Loney – infrastructure charges. Structure plans – other investigation areas such as Bunker Rd and Redland bay. Opportunity for growth by extending the boundaries of the Urban Footprint, as opposed to

remote locations separated from existing urban footprint. The presence of overlays can create yield/viability issues on some of these sites.

- Acknowledgement that “getting things through” on one application can create issues for later applications.
- Stormwater emerged as a key theme.



Agenda items for next and/or future meetings.

- Plan sealing/bonds
- On and Off maintenance process,
- Project list priorities
- SLAP
- Accreditation
- SmarteDA
- Smaller developments
- SMBI islands,
- Code and Impact. (need a better code and more flexible impact?)
- Intra allotment drainage
- Stormwater
- Compliance with planning scheme - Code and Impact
- Unit densities
- Infrastructure charges
- Infrastructure areas
- Milestones/target dates
- Projects
- Draft Leading practice framework – send out for all to view.



DA Industry Reference Group

Building a Sustainable Future in Redlands

9.00 – 11.00 am
Friday 19 April 2013
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Minutes

Attendees:

Alasdair Begley, Michael Anderson, Jeremy Bell, Brent Hailey, Garry Hargrave, Phil Cockerill, Greg Henwood, Shane Talty, Peter Endacott, Philip Impey, Bruce Macnee, Andrew Veres, John Bretz, Daniel Zilli, Martin Hunt, Rob Jones, Suzanne Hembrow, Michael Loney, Louise Rusan, Chris Taylor, Kim Peeti

Apologies:

**Ching Meng Tan, Martyn Osborne, John Pappas, Brent Liddell
Gary Photinos**

Minutes:

Hayley Saharin



Introductions:

- Louise Rusan – General Manager – Community & Customer Services
 - Chris Taylor – Group Manager – Process and Performance
 - Martin Hunt – Principal Advisor – City Wide Planning – City Planning & Environment Group
 - Hayley Saharin – Business Support Officer – Development Assessment Team
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Item 1. - The application of Planning Codes and the need for experienced staff to assess performance-based applications i.e.: addressing specific outcomes by methods other than probable solutions – Philip Impey

- ✚ The changes that were introduced through IPA and SPA promoted performance based planning as opposed to the prescriptive P&E Act. The introduction of SPA meant that the changes encouraged applicants to go to Court without the opportunity to discuss options to solve issues. –Certain areas in Council that don't have the expertise (i.e.: architectural design). Industry identified the need for officers to have sufficient experience and decision making power to enable them to make decisions on applications which proposed alternative solutions.
- ✚ There is a need for Council officers to be dedicated to appeals and have a good understanding of requirements for Court.
- ✚ Brent H – Supports the idea of a single assessment officer with the ability to make decisions on alternative solutions and escalate if necessary.
- ✚ Suzanne – DA Planners are showing a real attempt to provide assistance prior to lodgment. What if there was a Major Projects Planner who could make decisions quickly with the aim to avoid appeals. It is pleasing to note that successful solutions are being found with the smaller projects.
- ✚ Phil – pre-lodgment stage should be quick. Performance criteria should be ticked prior to meeting. If we can work as a team, the outcome will be beneficial to all.
- ✚ Change to culture to improve the decision making process and give good structure. Improve the skill base within DA.. Same issues at Maroochydore 10-15 years ago. Michael A –Pre lodgment meetings need decision makers there. We need someone there to give a straight answer. Need preparation prior to meeting going ahead to avoid a response such as “we'll find out for you.”
- ✚ Bruce – Leading Practice Framework encourages not charging for Pre Lodgment meetings – discussion regarding level of service relating to free or paid service. Would rather charge the fee.
- ✚ Phil – Pre Lodgment meetings shouldn't be happening at Development Design stage. Maybe only charge for major projects? Not small jobs?
- ✚ Applicants need to make decisions, need to know what the indications are and need a sense of urgency. Michael L – applicants should undertake their due diligence in order to gain certainty before lodging a DA or attending a pre-lodgment meeting.
- ✚ Industry representatives suggested that RCC should look at what is being assessed as a whole. Example - BCC look at a 20 storey building application in its entirety and determine if it is an acceptable use in that area.

- ✦ Gary H. Notation of Building Format Plans need not include an assessment of the conditions of development. BCC currently take this approach
- ✦ Dan – currently working towards the path that BCC take in respect of Building Format Plans – internal processes to be looked at. Looking at ways that we can change the triggers in our conditions.
- ✦ Bruce – Dan is the decision maker on Plan Sealing – there is a level of accountability and there are clear delegations within our teams,. The level of delegation to sign reports depends on the category of the application.
- ✦ David J – One year ago every recommendation had to go through the Divisional Councilor (included Sheds, Carports etc). We are now focused on the role of application coordinator being responsible. They make a balanced recommendation. Coordinator contacts applicant as soon as application comes in.
- ✦ John Bretz – culture was that every staff member would run things by him. There has been ongoing training with the introduction of SPA
- ✦ Bruce – We have developed an Assessment Coordinator Manual which addresses many of the issues that have been raised in today's discussion. . The manual includes decision making advice for officers. The Development Assessment Group used to be divided into discrete development focused silos. This has been restructured to a discipline based structure thereby promoting accountable, consistent decision making for the group. Assessment Manager – Planner – has the right to make the decisions within their delegations and is aware of the issue of accountability.
- ✦ Michael L - Matter of speaking to the right people in Council. Needs concession from project level.
- ✦ Garry – Pre Lodgment meetings are not needed and are not user friendly, especially for mums and dads, as well as business men that aren't town planners. There is a solution if you know what you're doing / talking about. Taking culture from the top to the bottom, looking at delegations, high quality in the Planning area and Pre Lodgment meeting area.
- ✦ Bruce – regular meetings are held with planning / senior staff across all disciplines. We are all working towards being a better team.. Performance based reporting is not fully understood at a political level..
- ✦ Michael L – There needs to be consistency in what is being told. Stop repetitive conversations.
- ✦ Public doesn't understand what performance based is.
- ✦ Bruce – We are running a series of training sessions, once a fortnight. Councillors are invited to every single one. Targeted at ALL staff (Planners, Landscapers, Engineers, and BSO's). Open to suggestions. If we don't know the problem, we don't know how to fix it. Go to David / Dan, snapshot

of 6/9/12 months (what are our Customer Service goals). Not adverse to discussions well ahead to Pre Lodgment Meetings.

- ✦ From an engineering perspective, coming to Council, can be difficult. Urgency in response is an issue.
- ✦ Stop worrying about individuals – comes down to management.
- ✦ Bruce – applications are only taken to Workshop if they are controversial.
- ✦ David – look at where the delegation sits to make the decision of an application.
- ✦ Introduce fee structure for further Pre Lodgment meetings. Perhaps free for first meeting and charge for any thereafter.

✦ **Item 2. - Plan sealing/bonds– Brent Hailey**

- ✦ Making it proactive rather than reactive.
- ✦ Suggested that condition templates could be prepared and populated by the consultants and issued to council for review and ultimately approval.
- ✦ Bruce – Suggested Pre Lodgment Meetings for Plan Sealing? A number of elements for Plan Sealing are inspected and signed off. Sign off electronically as we go.
- ✦ Dan – No fundamental issues with the suggestions that have been tabled and the proposal to fast track plan sealing. Development Assessment is currently working on an Inspection Coordinator Manual (similar to Application Coordinator Manual) – inspecting officers can follow, to be shared with the industry in time. Will be looking at MCU's, ROL's.
- ✦ Single Landscape Approval Process (SLAP) fact sheet will be distributed to meeting members. We use an electronic checklist. Need an agreed template to use.
- ✦ Michael L – When a development reaches plan sealing it is the risky part of the project, Properly made lodgment and moving within 5 business days, RFI meeting, another 5 business days = 10 business days in total. This timeframe could be an appropriate model.
- ✦ Alasdair - Logan and Brisbane have templates of checklists – these appear to be solving all problems up front. Brisbane aiming for 48 hours for lodgment to sealing. Logan aiming for 5 days for lodgment to sealing.
- ✦ Some ROL's (1 into 30) can take 20 business days, can cost up to \$1000 a day. By the end of it all you have a \$20000 interest bill.
- ✦ David - Standard conditions package, simplifies things.
- ✦ Bruce – “Mum and dad” developers don't understand what they're taking on and end up in financial strife.
- ✦ Brent – There's a list of discretionary and non-discretionary items.

✦ **Item 3. – on/off maintenance processes – Brent Hailey**

- ✦ Discussed under Item 2.

- ✦ **Item 4. - Update on planning scheme – Martin Hunt**

- ✦ Amendment package (5.2) came into force on the 15th April, 2013. 100 changes in State Planning Policies.
- ✦ Council was asked what their risk appetite was. Domestic Works tested.
- ✦ Trying to pull the old scheme up to modern standards. Out of date. Different ideology from old scheme to new.
- ✦ Changes to Island planning applications.
- ✦ Introduction to Self Assessable criteria for Small Lot Houses in specific zoned areas.
- ✦ Removal of planning assessment for domestic additions.
- ✦ Medium Density Residential and SMBI – no requirement for Domestic Outbuildings.
- ✦ Removal of Private Swimming Pool Code.
- ✦ ROL applications – realigned to match Queensland Development Code, ROL sizes – 450m2 minimum lot size. Anything below is Small Lot House.
- ✦ Habitat Protection Overlay – rewritten. Looking at simplifying it. Taken out a lot of info.
- ✦ Poultry Overlay doesn't affect if rebuilding a dwelling on an existing site where a dwelling was relocated / removed. Does not need Planning Assessment.
- ✦ Change to car parking for commercial tenancies – if you do a change in tenancy, no need to be assessed as it's assumed you'll have the parking already.
- ✦ Definition of a Small Lot house – taken out of the Planning Scheme.

- ✦ **Charter – Bruce**

- ✦ Agreed to adopt as is.

- ✦ **Action Items for next meeting**

- ✦ Form a subcommittee to discuss accelerated Plan Sealing –
- ✦ Development Coordinator Manual send to attendees.

Notes:

The “Action Plan” will be used when notes are being prepared to capture the information so that there is a work program to be able to track the issues raised and where to from there.

[..\Action Plan\20130416DAindustry \(4\).docx](#)



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

2.00 – 4.00 pm
Tuesday 14 May 2013
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

**Brent Hailey, Peter Endacott, Philip Impey,
Michael Loney, Phil Cockerill, Ching Meng Tan,
Bruce Macnee, Kim Peeti, John Bretz, Daniel Zilli, Martin Hunt, David Jeanes**

Apologies:

**Alasdair Begley, Michael Anderson, Suzanne Hembrow
Shane Talty, Jeremy Bell, Gary Photinos, Chris Taylor. Louise Rusan Garry Hargrave
Greg Henwood, Brent Liddell Martyn Osborne,
John Pappas, Rob Jones**

Minutes:

Jill Driscoll

Welcome to all attendees

- Kim – new attendee

Apologies

- As above.

Action items from previous meeting.

- Action plan recognises that a small group stands separately from this group who are dealing with Plan Sealing.

Agenda Items

- **Application Coordinator Manual – Bruce**

- **Sent out to all – shows that we are changing the culture.**
- Bruce ran through the manual on the screen for everyone
- The manual aims to be an “*idiots guide*” to DA. Officers who have systems well in hand helped to create document.
- It is used to empower the coordinator and beds down role of coordinator in terms of managing timeframes and customer service.
- It is available on Council’s intranet site for all teams to use.
- New technical officers who may have not worked in Local Government now have something to assist in daily tasks.
- The Manual identifies roles, responsibilities and processes.
 - “Buck stops with you”
- Description of the checklist showing contact with applicants is encouraged to avoid delays.
- We are all part of a process including the developers. All after the same goals internal and external.
- Toolbox talks are also part of assisting the coordinators to manage timeframes and the expectation of increased knowledge.
- Phil Impey recognised that Council Engineers are not fully qualified in all aspects of engineering e.g. traffic studies
- There has been a 90% turn around in the last quarter – an improvement showing that the new processes are working. Down from 60% to 20% of Information Requests going out – due to proactive actions from the coordinators.
- Michael Loney – draft conditions in an Information Request sets out what may be required in future op works applications.
- Phil Impey – for major projects there should be two levels of process. A formal IDAS process and a lesser level with an informal process to lead to a solution and faster decisions.

Action item - Add in to manual – contact applicant prior to issuing a formal request.

- In the past we improved customer service by meeting IDAS timeframes. Now we are not so IDAS driven with more focus on customer service. Reporting on % exceeding 20 business day timeframes
- Site inspections
- Assessment process
- IA
- Survey plans
- Legislation
- Worksites
- Internal it systems
- Time management

- Brent – perhaps we should advise external consultants of this manual, it would be helpful and keep them informed.

Action item - Consider publishing.

- David advised - We are now at the point where we are able to engage fully with the industry.
- Peter Endacott – the manual aligns the visions and he supports publishing a document as it keeps everyone informed.
- David commented on SARA (meeting today at Nerang) – Planning is to be the one coordinating body. Same issues just different levels of government.
- Brent Hailey – our Manual could be a template document for the Paul Eagles’ group that includes Rockhampton, Redlands and Mackay

- **Planning Scheme Review – Martin Hunt to provide a brief update on progress**

V5.2 handout and 2a3a PowerPoint presentation – emailed with Agenda.

Quick overview of the scheme and where we are up to.

- SEQ regional plan due mid next year
 - Need to review our scheme to stay in line
 - Constant process of amendments
 - Strategic elements
 - Draft written and being discussed at the moment
- Planning Scheme draft
 - Mostly there - ongoing challenges to keep up due to constant changes
 - Cloud based system for all to view.
 - Reviewing all current overlays – with a view to combine or delete.
 - Zoning, overlay, general use and other codes – reviewing all 125 and looking to simplify.
 - Put into new design manual.
 - Policies – reviewing deleting or upgrading or moving to City Design Manual.
 - Draft scheme around Christmas time. To Council and State interest for review March next year.
 - Community engagement - waiting till draft is prepared.
 - Supporting programs - assigned an officer from DDSIP to look after our area – will have 5 Councils to review – no resources to assist.
 - NSI program underway in consultation with Quandamooka people
 - PDA – minister to make statement later in the week.
 - PDAs
 - A plan that sits outside the scheme with its own provisions.
 - Applications will be assessed under the Economic Development Act. Pilot.
 - Partnership with state and local authorities.

- PIP – being rewritten with new PIP due in Dec – Currently in draft with the new planning scheme to come out in December.
 - SEQ regional plan – Michael Loney asked if the State or Council consulted to see what Council wants within the regional plan – Martin advised to some extent – just waiting to see if there will be general guidance or more specific.
 - Discussion re Silkwood
 - Michael asked if there are any new development areas. Martin advised can't give any indication at this stage.
 - Ideas – Bruce asked for ideas on some things being run past this group prior to publication?
 - Phil – information he would use daily, such as the use codes.
 - Multiple use code or City Design Manual? Split up and put relevant sections to the industry group for suggestions?
 - Martin Hunt sees a possibility for this to happen and a need to refer to his Manager for agreement.
 - Run a beta version through the DA group for early review and test to highlight any issues, then to Industry Group.
 - Possible sign up to confidentiality agreement during the consultation period.
 - Very restricted by the act as to what goes into the planning scheme in relation to building.
- **Single Landscape Approval Process (SLAP) – Dan.**
 - Draft of phase 1 fact sheet has been finalised and will be rolled out at the beginning of next week (22 April)
 - Applicant submits application for Dual Occupancy. They will nominate areas to be set aside for landscaping – this will be approved in accordance with agreed species list and density
 - Works will go ahead, followed by an inspection.
 - Dual Occupancies won't necessarily require applications for subsequent landscaping compliance approvals
 - Plan is to see how this goes for 3 months and then roll out for 'up to 9 units'.

General Business

- **Plan sealing sub committee**
 - Reminder to respond to Dan with attendance
 - Michael Loney and Ching Meng Tan wish to be on committee
 - Inter-allotment drainage – private easements – further discussion.

- **Retaining wall confusion re: position – upper lot or lower lot. - Tan**
 - Dan Zilli advised - Built to boundary walls can dictate the position as well as access to solar.
 - Michael Loney – as a developer he would look for benefits - visual amenity and save environment, storm water but notes that it is not listed in the policy. Discussion re: costs between split level housing as opposed to retaining walls.
 - PSP on retaining walls? Need to be addressed so is this a topic for discussion at this group?

- **Coordinator Manual discussion**
 - Phil Impey – says its great step forward with the Coordinator Manual -
 - Peter Endacott will supply comments after reviewing
 - Michael Loney – qualitative information could be included – Coordinator Manual great
 - Be “blob-like” when structure planning
 - Think about tenure – where the boundaries are
 - Who pays for it and what is the land owners intent.

 - **Urban Design Course – great internal attendance - Bruce**
 - There are a series of courses for up skilling planners.
 - Opportunity to become a certified practicing planner.
 - Very positive course – opportunity to lend the manual to anyone who is interested to read.
 - Relevant to the CBD of Cleveland at the moment
 - No cost or low cost solutions
 - Highly recommended.
 - Details provided below for anyone who is interested.
 - <http://www.placefocus.com>
 - Andrew Hammonds - 0407466615 [3102 1976](tel:31021976)

Action Items for next meeting

Action Item - Roll over to next meeting - discussion re: City Design Manual and Multiple Use code.

Action Item for plan sealing sub group - Inter-allotment drainage – private easements – Dan / John



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

10.00 am – 12.00 noon
Friday 21 June 2013
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Brent Hailey, Garry Hargrave, Philip Impey, Jeremy Bell, Phil Cockerill, Alasdair Begley, Michael Anderson, Shane Talty, Bill Lyon, Kim Peeti, Chris Taylor, Stephen Hill, Daniel Zilli, Louise Rusan, David Jeanes, Chris Vize.

Apologies:

Ching Meng Tan, Michael Loney, Brent Liddell, Martyn Osborne, Suzanne Hembrow, Peter Endacott, Rob Jones, John Pappas

Minutes:

Jill Driscoll

Welcome to all attendees

- Chris Vize – new attendee

Action items from previous meeting.

For the plan sealing sub group - Inter-allotment drainage – private easements – Dan.

Agenda Items

- **Council's Organisational Structure: What has changed and why? – Chris Taylor**
 - Louise Rusan address to group regarding new structure
 - We have taken strategic planning and planning assessment and created a new group called City Planning and Assessment. The new position, Group Manager,

City Planning and Assessment has been advertised – David Jeanes is currently acting. This group now head up:

- Combined city wide and local area strategic planning – Stephen Hill is now Service Manager – Strategic Planning
 - Design and co-ordination has been combined with engineering with Dan Zilli now the Manager of Operations Works - Managing Engineering, Design and Coordination and Plan Sealing
 - Chris Vize is managing – Design and Coordination - Environmental Assessment, Landscaping, Appeals and continuous improvements–
 - Economic Development – Doug Hunt
 - New role – 2 year - Planning Scheme Project Director – assists with new planning scheme – has been advertised.
 - New role – 3 years – Project Director – Priority Development Areas. – Toondah Harbour and Weinam Creek – has been advertised
 - Plumbing and Building are now combined – lead by Alex Sellentin Service Manager Building and Plumbing Services.
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- Now looking for feedback from the industry.
 - Question asked - Are there sub breakdowns again?
 - David advised we can provide the names of the team leaders.
 - Everyone is welcome to ask the officers what their discipline is.
 - Chris Taylor informed the group that the meeting he and David Jeanes attended at Gold Coast was positive.
 - Embracing reform and making well informed decisions.
 - Bill Lyon – Welcome to everyone. Trying to move RCC into a new and modern era. Customer focused and making things simple. Listen to the voice of the customer knowing that we have constraints.
 - Listen to elected representatives and sit in between customer, councillors and RCC.
 - RCC is looking at the process structure for empowering people to make decisions.
 - Brent Hailey – agreed strip out the numbers and get down to the details. Bill Lyon confirmed that is why we are working with Healthcheck. Chris Taylor – Health check will set measures for performance and provide a checklist for developers. General discussion on assessment timeframes. - Phil Cockerill - Says that DA has improved and Phil Impey agreed and said that improvements had been made from the DA (planning) side and now op works now needs to come up to same.

- David Jeanes – advised that we are on that journey. Have come a long way over the past 2 years. Committed to continue improving. Restructure is to align the scheme with the practical assessment.
- Stephen Hill – making the process simpler.
- Louise Rusan– condense timeframes
- Phil Cockerill – lack of certainty that application will be approved. Lots of work goes into lodgment and then goes to Council who say they don't want it.
- Phil Impey - Being asked for reports - prohibitive costs.
- David Jeanes – will always be exceptions but generally speaking this group is about agreeing on rules
- Garry Hargrave – need to educate everyone, from mums and dads to developers and councillors. – looking for consistency
- Bill Lyon – advised that Andrew Ross is Group General Counsel – assists in achieving outcomes from a legal point of view. Working though this process to assist councillors
- Michael Anderson – biggest challenge is in the planning scheme certainty. Engage members of the public so they understand and have confidence in the planning scheme.

- **Cleveland CBD Incentives Program – David Jeanes**

- David Jeanes advised that the CBD Incentives Program is currently in Draft and we are looking for feedback.
- Committee consists of Cr Mayor Williams, Councillors Ogilvie, Edwards, Talty and Elliott, a committee manager and relevant officers.
- PowerPoint Presentation by Chris Vize.
 - Has been distributed to the group.
- No applications have been lodged yet.
- There was an information stand at the Redlands Ignite Event last weekend to promote.
- Discounts relate to new applications only.
- Discussion re: Cleveland Master Plan and what it is.
 - How do you give it legal effect?
 - Contemporary expression of policy.
- Discussion over parking numbers detailed in the kit.
 - It is a short term incentives package.
 - Based on best practice guideline from State Government.
 - Need a long term parking strategy for Cleveland future.
- David advised that Council has endorsed Doug Hunt as a development advocate.
- Phil Impey raised issues with garbage truck access – major design issue.
 - Brisbane City Council – unit developments have corrals for multiple bins to be collected rather than the trucks having to enter the sites.

- **David Jeanes - Encourage everyone to have a look at over the next few days and provide your feedback – due by 28 June.**
 - **Do you think there is a different approach?**
 - **If you think the kit won't work please let us know? Come in and talk to us.**
- David Jeanes - Please provide feedback to council on any other issues you see as relevant.
- Jeremy Bell asked - are there options for incentives in other areas?
 - Kim Peeti – Currently there are accelerated kits for smaller domestic proposals. With recent scheme amendments, they are being reviewed;
 - 9 units or less.
 - Op works kit in process.
 - Discounts for lodging through eDA.
- Will these kits take up manpower from the medium to larger size developments?
 - Kim advised the kits will actually free up the time to assess the larger applications.
- Garry Hargrave asked for an accelerated Building format plan kit.
 - Dan advised work being done around how we condition these
 - Garry says this is just a notation process.
 - Dan agreed and advised his team is working towards solving.
 - Accelerated kit for standard format plan sealing currently being worked on.
- Garry Hargrave asked where this is all heading – actions don't marry up with words.
 - Toondah Harbour is not within the central CBD.
 - Weipin St. Redland Bay medical precinct conflicts with CBD incentives package.
 - Would like to see private enterprise involved with CBD committee.
 - Suggest an overall steering committee including members of the community.
- Louise Rusan – We will take all your suggestions on board.
 - Louise and CEO are both from private enterprise and are working with Local Government - Baby steps but moving in the right direction.
- **David – noted and closed the meeting with thanks.**

General Business

- N/A

Action Items for next meeting

Action Item - CBD Incentives Package - feedback by 28 June.

Action Item - Roll over to next meeting - discussion re: City Design Manual and Multiple Use code.



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

02.00 pm – 04.00 pm
Thursday 18 July 2013
North and South Stradbroke Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Brent Hailey, Ching Meng Tan, Peter Endacott, Phil Cockerill
Michael Loney, Alasdair Begley, Jeremy Bell, Chris Taylor, Daniel Zilli,
David Jeanes, Richard Braithwaite, Juan Pardo Cortes, Chris Vize;

Apologies:

Michael Anderson, Garry Hargrave, Martyn Osborn, Philip Impey, Brent Liddell,
Rob Jones, John Pappas, Shane Talty, Stephen Hill, Louise Rusan, Andrew Veres

Minutes:

Jill Driscoll

Welcome to new attendees

- Richard Braithwaite – Senior Engineer
- Juan Pardo Cortes – Senior Engineer

Action items from previous meeting.

- Action Item - CBD Incentives Package - feedback by 28 June.

Agenda Items

- Maintenance Inspections – Dan Zilli
 - Timeframes to call for inspections

- **General process: The good, the bad, the ugly**
- **Other Council's processes**
 - Brent Hailey – raised the issue of turf/seeding at on maintenance – time involved with whole process
 - Discussion held on pros and cons of seeding – relates to time of year and whether site is Hydro Mulched or seeded.
 - How do we capture in terms of standard conditions –. They need to be flexible in terms of policy and conditions - conditions encourage all to do the right thing
 - Can be dealt with Erosion and sediment control plan – which looks at seasons to decide on seeding, turfing and mulching.
 - Compliance can monitor but be on the forefront to manage before issues arise.
 - Michael Loney gives his contractors a letter advising WHS obligations but could also include an erosion & sediment control advice sheet as well.
 - Chris Taylor – we should take a practical approach. Council can give guidelines. Developers make decisions and there are consequences if not complied with. Compliance if needed as a last resort.
 - Show pragmatic approach to those not doing the right thing.
 - RCC can provide developers like Ausbuild, Villaworld, Silkwood, ERA etc fact sheets to provide to their builders or contactors.
 - Phil Cockerill – build a good track record that can be relied on when unforeseen issues develop.
 - David asked for any other issues.
 - Phil Cockerill says disconnect the landscaping and civil inspections as there are conflicts with control over the site. E.g. as Civil works finish early the civil contract carries the landscaper with respect to WHS or insurance etc.
 - Planning scheme policy says on and off maintenance for landscaping and civil components occur together
 - Landscaping seems to be a longer process.
 - There is value in separating the two processes as long as bio basins are managed appropriately. Bio basin is a crossover from Civil to Landscaping.
 - Will benefit plan sealing and improve timeframes as well.
 - Monetary benefit to developer.
 - Healthy Waterways dictate that bio basins be “On Maintenance” for 2 years. Other contributed assets are only “On Maintenance” for 12 months – ‘On Maintenance’ is accepted with the condition that Healthy waterways assets are 2 years.
 - Peter Endacott – non refunded bonds are still an issue.
 - Council is currently working on a list to refund outstanding bonds where appropriate.

- Chris Taylor asked if you could please provide any details of outstanding bonds and we will investigate immediately.
 - Michael Loney - Conditioning for 'On Maintenance' for landscaping – smaller value issues could be conditioned instead of delaying sign off.
 - General discussion relating to minor issues preventing 'On Maintenance'.
 - Dan advised he has no issue with a landscaping development being accepted 'On Maintenance' although there may be very minor issues outstanding e.g. missing tree.
 - Richard - On Maintenance does not apply where there are no contributed assets – Council has an expectation that the consulting engineer ensures that the driveways and concrete footpaths conform to standard and ensure no public liability risk to Council .
 - Ching Meng tan – why are plumbing asking for Ascons. – this needs to be followed up by our plumbing group as they are not contributed assets.
 - Will Council accept smaller plumbing plan sizes as they are too large- Brisbane City Council accepts them electronically?
 - Plumbing in general - Suggested topic for further discussions
 - Juan asked if anyone has any view on the quantity of inspections.
 - General view is that inspections are an opportunity to have rapport with our clients and there are no issues with quantity
 - Alasdair Begley – Brisbane moving towards an accredited engineer program using an RPEQ, instead of inspections by council.
 - The program rewards good developers
 - Chris Vize asked about insurances and how long do they go for – bio basins may fail after the 2 year maintenance period.
 - The program is saving Council money so fee reductions are suggested
 - Comments - Not really saving much time.
- **Action Items**
 1. Consider splitting civil/landscaping inspections, maintenance periods and approvals (review PSP)
 2. Consider plumbing plan size
 3. Amend standard conditions for donated assets, flexible
 4. Develop Standard Operating Procedures (SOP) around inspections and minor non-compliances.
 5. Bond Refunds
 6. Standard Conditions for SESP and turf etc.
 7. Why are we asking for plumbing as cons?
- **Storm water Quality/Quantity - Dan Zilli.**

○ **Level of Information: Are we asking for too much?**

- Healthy waterways don't relate directly to what Council policy says.
- Need to achieve water quality outcomes as per the RPS.
- Peter Endacott – example given – his commercial situation – uses less water but had to supply 3 different water storage
- Ching Meng Tan - Should Council apply water quality principles below the SPP recommendation? Our planning scheme still applies.
 - Defer to state planning policy.
- David asked for Thoughts on deemed to comply solutions?
 - SPP says nothing under 6
 - Over 6 is conditioned
 - Do we do something different below 6?
 - David - Suggested we will do some Benchmarking against other councils.
- At MCU ROL stage it is conceptual – making sure it's working
- David Jeanes - Training session on Monday week for Council staff. Should start to see some real changes
- Planning scheme mapping – issues.
- Dan – We are having ongoing discussion with City Infrastructure – regarding the level of information asked for including private assets under control of Body Corporate.

• **Action Items**

1. Benchmarking against other councils where SPP 4/10 does not apply
2. Practice note for S/W quality. What info at what stage
3. Roll out information request training.

○ **Legal Point of Discharge**

- Round the room – any difficulties?
- Is there an opportunity to talk to neighbours early on in the process, to agree on drainage through their land? Before the application on neighboring property proceeds too far.
- Michael Loney has had very little luck with that so far. He uses a 'no worsening' solution.
- Brent Hailey referred to scheme running in Victoria. There is a separate authority to control storm water which works really well.
- David Jeanes - In terms of what Council does – any improvements?
 - Michael Loney says example where Council assisted - Sewer at Erapah – council voted to place an easement over the adjacent property which was not part of the development.

- Richard example – 1 into 2 – basic issues of local point of discharge – bring in documentation from neighbour re gravity solution for a lawful point of discharge.
 - Assists with speed of applications when made.
- **Action items**
 1. Review Victorian solutions and consider further actions.
 - **Quantity and quality on site – Michael Loney asked about a regional solution for farm land.**
 - Dams – farm dams should be assessed for structural integrity. No report will tell you its sound even though it's been there 50 years. So no point asking for one. Cost of \$160,000 to remove and rehabilitate.
 - Richard advised - City Infrastructure Group are concerned about risk
 - How does this inflow compare to inflow for bio retention basins?
 - David advised this can be a Case Study to look at outside this meeting.
- **Action Items**
 1. Use the Ausbuild dam at their Birkdale site as a case study regarding dams in development sites/urban areas.

General Business

N/A

Action Items

- Action Item - Bond refunds – Dan to investigate outstanding bonds.
- Action Item – Discussion Paper on Infrastructure Charges – Jill to send link out to group.
<http://www.dsdip.qld.gov.au/resources/paper/infrastructure-charges/discussion-paper.pdf>

Suggested topics for future meetings

- Stephen Hill - Strategic planning – overview of where we are at in that process and how we can engage with this group regarding the Planning Scheme.
- Jeremy Bell – asked for a discussion on Infrastructure charges – noting that the State Discussion Paper was released recently - comments back by 09 August.



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

10.00 am – 12.00 noon
Tuesday 13 August 2013
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Ching Meng Tan, Phil Cockerill, Michael Loney, Jeremy Bell, Daniel Zilli, David Jeanes, Sven Ljungberg, Kim Peeti

Apologies:

**Brent Hailey, Michael Anderson, Garry Hargrave, Peter Endacott Alasdair Begley
Chris Taylor Martyn Osborn, Philip Impey, Brent Liddell, Rob Jones, John Pappas,
Shane Talty, Stephen Hill, Louise Rusan.**

Minutes:

Jill Driscoll

Welcome to new attendees

- Sven Ljungberg – planning scheme project manager – bachelor in architecture and 25 years experience in the industry.
- Deliver the Planning Scheme and relationships from council point of view with the industry. Best practice being the primary driver

Action items from previous meeting.

- Bond refunds – Dan to investigate outstanding bonds
 - Working through the list and returning the bonds.
 - Any specific ones please let Dan know.
- Discussion Paper on Infrastructure Charges –link sent out to group.
 - UDIA, PIA and the Council of Mayors are significantly involved

Agenda Items

- **Draft Charter – David Jeanes**

- A suggestion that these meetings should be held quarterly
 - Preference is every two months from now on.

Action Item - Jill to adjust the calendar bookings accordingly.

- We need to expand the group
 - Discuss the economics of development
 - Profitability of planning scheme.
- Possible site visits to gain perspective from external point of view.
- Interested topics from the group
 - Guest speakers could come from within the group –
 - Jeremy Bell has provided seminars to Moreton Bay Council
- Roll out presentations to this group
 - Planning scheme presentation – Sven advised that Doug Hunt can assist in the one.
 - Housing affordability
- Come up with ways to improve the efficacy of the group
- How do we provide the info discussed at this group to the wider community?
 - Agenda items will be provided for the next few meetings to encourage all to attend.
 - Advance notice for preparation
- Rotating chair could be used.

Action Item – Everyone to provide suggestions for agenda items for the next six months.

Action Item – David to Re-draft Terms of Reference and send around for comment.

- **State Assessment – Chris Taylor**

- **REMINDER - Stakeholder survey for the Queensland Government Planning Healthcheck – extended till 14/08/13**
- Redlands, Mackay, Townsville all participated in the survey – everyone is encouraged to respond. Your responses help to work out what works well in terms of planning scheme.
- Restructure aimed to join strategic and DA

- **Planning Scheme Overview – Sven - Strategic planning – presenting a broad overview of the proposed planning scheme review.**

- Broader Community Engagement Strategy and involvement of this group
- PowerPoint presentation

- Overview of 4 phases.
- 1 – Review
 - Round Table Briefing Paper (Rural Strategies Futures Strategy Jan 2013 AECOM) – send out to group

Action Item – Jill to send out Round Table Briefing Paper to the group.

- 2 – Draft
 - City Design and Infrastructure Manual – complimentary to the Planning Scheme and covers both design and engineering.
 - Easy point of reference for developers as well as the Mums and Dads
 - Hope to ‘workshop’ with the Industry to get feedback.
 - Michael asked if the MDR area in Cleveland between CBD and Toondah Harbour can be reviewed with a view to encouraging the young people to stay/move back into the local area.
 - Sven advised this would be taken on board
 - There is a CBD Revitalisation Survey on the website to which everyone is encouraged to respond. We need to drive a successful CBD and need affordable housing to stop the drain to Brisbane’s inner city unit developments.

Action Item – Everyone please provide a response to the CBD Revitalisation Survey on the Website

<http://clevelandcbdrevitalisation.com.au/>

- 3 – Engage
 - Electronic, interactive planning scheme is to be introduced
- 4 – Implement
 - Assessment phase – enhance the process
 - Will bring efficiency and savings
 - Provide transparency
 - Integrate with State Referral Agencies.
 - Previous decisions – history available
 - Ability to track applications.
- Align planning schemes and PIP to be more in line with the State.
- Further discussion re the policy decisions once they have been endorsed through Council. Approx 3 months

Action Item – Jill to email the PowerPoint out to the group

General Business

- Michael Loney – There is an infrastructure report that explains the economics of lots and % applied to development for the addition of one lot.

- Where is this report and can it be viewed externally? Michael says he needs to be informed before making statements to buyers. These statements need to be correct.
- David advised it is likely to be an agenda item on Council's website.
- Giles Tyler can present on this topic.
 - Costing in the PIP
 - Recover about 60%
 - Under Capped about 40%
- General discussion on infrastructure recovery
- General discussion on affordability
- Recognise the importance of being aware of everyone's stake.

Action Items

Action Item - Jill to adjust the calendar bookings to every 2 months.

Action Item – David to Re-draft the Terms of Reference and send around for comment.

Action Item – Jill to email the PowerPoint out to the group.

Action Item – Jill to send out Round Table Briefing Paper to the group.

Action Item – Everyone - please provide a response to the CBD Revitalisation Survey on the Website

Action Item – Everyone to provide suggestions for agenda items for the next six months.

Suggested topics for future meetings

- Infrastructure planning generally – overview; and
- The Implications of the state's Infrastructure discussion paper – high level policy discussions pushed back to Local Government to manage – inconsistencies.
- Infrastructure charges – noting that the State Discussion Paper was released recently – from last meeting.
- Plan the Agenda items for next three meetings to provide some notice for all attendees.



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

10.00 am – 12.00 noon
Thursday 31 October 2013
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Ching Meng Tan, Phil Cockerill, Michael Loney, Jeremy Bell, Philip Impey, Shane Talty, Michael Anderson, Alasdair Begley, Miguel Diaz, Adam Souter.
David Jeanes, Kim Kerwin, Sven Ljungberg, Chris Taylor,
Stephen Hill, Kim Peeti, Daniel Zilli, Bernard Houston, Louise Rusan.

Apologies:

Brent Hailey, Jill Driscoll, Peter Endacott, Garry Hargrave.

Minutes:

Cathy Sutherland / Deb Weeks

Welcome to new attendees

- Kim Kerwin – Project Manager, Planning Scheme Review.

Action items from previous meeting.

- *Jill to adjust the calendar bookings to every 2 months.*
 - Completed – next booking to be sent shortly
- *David to Re-draft the Terms of Reference and send around for comment.*
 - Prepared and distributed.
- *Jill to email the PowerPoint and the Round Table Briefing Paper out to the group.*
 - Completed
- *Everyone - please provide a response to the CBD Revitalisation Survey on the Website.*
 - Completed
- *Everyone to provide suggestions for agenda items for the next six months.*
 - Ongoing.

Agenda Items

- **Terms of Reference – review and agree – David Jeanes.**
 - Accepted by exception
 - No comments.

- **Planning Healthcheck – David Jeanes.**
 - **Action Items.**
 - Implemented and results to be distributed.
 - DSDIP will roll out across the State next year.
 - **General discussion**
 - Incorporate feedback items into planning scheme issues register
 - Planning scheme should be supported by Council
 - Format must allow for change
 - The DA Industry Reference Group (DIRG) will participate in the new scheme preparation.

Action item – Sven to review Planning Health Check document

- **Future Meetings agenda items – David Jeanes.**
 - PDA's – Peter Kelley.

- **CBD Application Kits – David Jeanes.**
 - Kits finalised and their use is encouraged.

- **Planning Scheme:**
 - **Update on Planning Scheme Project (Kim Kerwin)**
 - Health check report 41% satisfaction in PD – very important
 - Drill down into looking at issues revealed in Health check later in discussion .

 - **Workshop discussion on planning scheme issues (Facilitated)**
 - **Workshop Structure (Item 2).**
 - Reference Group members are encouraged to provide specific examples of where the current Redlands Planning Scheme may not be adequately meeting industry needs.
 - Discussion will be facilitated under the following broad areas:
 - **Planning Scheme structure:**
 - Does the planning scheme provide a clearly worded, structured framework with appropriate levels of assessment for specific areas/ constraints/ land uses? What are the roadblocks in the planning scheme to developing in the city?
 - Examples may be around onerous levels of assessment; complexity and possible conflict between provisions; unclear expression of desired outcomes.
 - **Planning Scheme policy:**
 - Are the policy settings contemporary, appropriate and capable of delivering city building outcomes? What are the policy gaps that contribute to developer/ community uncertainty?
 - **Engineering Standards and infrastructure matters:**
 - General feedback and areas of concern (examples).

- **Power point presentation by Sven Ljungberg**
 - **Land availability study**
 - Perception of incorrect data
 - Assumption on viability of land to develop
 - Poultry farms create generational lock out of land available
 - Yield 10% variation can throw out viability
 - Overlays – boundaries are not always clear and can incur substantial costs to applicant.

- **General discussion**
 - **Various interpretations of the Planning Scheme**
 - Council pressure on officers to be consistent in interpreting the Legislation.

 - **Relaxations to be consistent**
 - Building over sewer
 - Setbacks
 - Building envelopes despite doing Planning and Development to be included in ROL but remain impact
 - Volumetric building envelope
 - Cost and risk of dealing with impact level of assessment
 - Below 14m impact assessment
 - Is 10m block appropriate 12.5 m wide smallest for double lock up garage (single story).

 - **Amalgamation for MD Minimum size 1200m²**
 - General discussion allowing greater number of units on blocks 1 per 200m² and possible 40 % coverage of site.
 - Downsize demographic
 - Freehold title preferred
 - Land cost highest in Redlands
 - Car parking.

 - **Residential 3D type model** general agreement appropriate for Greenfield and model for future subdivision
 - **Write the rules to protect the community** but get the outcome.
 - Setback for units
 - Planning Scheme 6m Queensland Development Code (QDC)

 - **Engage SEQ with SS code**
 - Easement requirement Local Government needs to champion issues
 - Future Agenda item

 - **Density below what scheme sets out-**
 - General discussion on area required for residential and apartment blocks.
 - End user determined what can be built – no demand for Multiple Dwelling type living in the Redlands.

 - **Car parking**
 - Domestic and Commercial
 - Street boat parking.

 - **Key area for future development**
 - Area between CBD and Toondah.

- Policy of open space dedication needs work - greater clarity
- Koala provision
- Infrastructure charges → subject to structure change / smaller lots may need reduced rate?

- **General Business**
 - N/A.



DA Industry Reference Group MINUTES

Building a Sustainable Future in Redlands

2.00 pm – 4.00 pm
Wednesday 05 February 2014
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Ching Meng Tan, Phil Cockerill, Michael Loney, Philip Impey, Michael Anderson, Adam Souter, Brent Hailey, Garry Hargrave, Peter Johnson, David Jeanes, Kim Kerwin, Kim Peeti, Peter Kelley

Apologies:

Miguel Diaz, Peter Endacott, Susanne Hembrow, Chris Taylor, Louise Rusan, Shane Talty, Stephen Hill, Alasdair Begley, Sven Ljungberg, Doug Hunt

Minutes:

Leah Moir

Welcome to new attendees

- Peter Kelley – Project Director, Priority Development Areas - RCC
- Peter Johnson – Development Manager - Villaworld

Action items from previous meeting.

- *Everyone to provide suggestions for agenda items for the next six months*
 - Ongoing.

Agenda Items

- Priority Development Areas (PDAs) PowerPoint presentation by Peter Kelley

- Two PDAs (Toondah & Weinam) – key transport notes, infill sites, regionally significant. Has State behind it.
- PDAs are assessed under the Economic Development Act not SPA.
- All decisions are approved by the Minister.
- Extensive planning/work-shopping to come up with draft development scheme.
- Need to improve links to NSI. Transport node to SMBI needs to be improved to cover growth.
- There is more private ownership in Weinam Creek than Toondah Harbour.
- No code or impact assessment, they are performance based schemes. Structural plan and precinct plan.
- No State Agency referrals. Development applications will be made to RCC, which are then referred to Economic Development QLD, who will discuss and seek advice from other government agencies, but they control the advice.
- Website provides more details.
- Toondah - 18 hectares of land, 49 hectares over water.
- Development has to be sustainable and avoid/mitigate any damage that may occur. Offsets have to be applied.
- Toondah has to remain a transport hub; there will be no monopoly of transport.
- There has been significant consultation with QYAK regarding the site.
- Potential marina use. Important to separate commercial and recreational use.
- Q: Are we hoping for one developer for the whole site?
- A: It points towards a master plan-one developer.
- Q: The 15 storey limit, is it a State or Local government rule?
- A: It would be best to look at density rather than height to give the developer a revenue base that will absorb infrastructure costs.
- Q: Would there be opportunities for maintaining heights to stop views being blocked from developers behind.
- A: You can go up to 15 but the market will dictate how much you could build there.
- Q: Is it developer driven rather than code driven?
- A: It is performance based. Open space, height etc. We assess the total outcome on how the development application performs.
- Dredging - consultancy has been undertaken.
- Suggestion: It would work to have an over-arching developer as master developer who will contract to the smaller developers.
- We don't want too many offices which will detract from Cleveland CBD.
- A development management agreement would sit over the lot, but there will be the opportunity for a "super lot". It would be poor to sell things "cash 30 days". We have to ensure the community outcomes are provided along the way, we can't let the key sites be developed and nothing else done. Could be the case where the State says we can provide this bit of land as long as you do XXX. Its efficient development wise and stamp duty wise if Redland City Council are the holders.
- We will have a number of expressions of interest on car parking, taking into consideration native title etc., which will set the parameters on what outcomes should be achieved. We will look at overall

design, capacity to complete the process, and monetary benefit to Council. It will be assessed as per pre-advised weightings and a developer chosen.

- Comment: This is an opportunity to open up what views may have been lost.
- Q: Will the dredging be done from south east or north east?
- A: It would cost around \$60-\$70m to reclaim land at north to have ferries arrive in that area so we are looking at south east.
- The State Government will want to see improvements to the transport system. The vehicular ferry is the monopoly at the moment. Makes sense to improve it and make it more passenger friendly to improve access to Stradbroke.
- Comment: I have difficulty imagining how you are going to get developers to spend any money on the southern end (dirty end).
- Infrastructure charges will be negotiated via Infrastructure Agreements.
- Q: Would it be more viable to have high intensity around the outside with lower public spaces at the front.
- A: A design solution will be looked at.
- We are maintaining the 7 level height restrictions along Shore Street East. There is very little major infrastructure required.
- Suggestion: Light rail from Cleveland to Toondah to bridge the gap from Cleveland Station.
- Q: Is the new planning scheme going to address the zoning issues around Oyster Point etc.
- A: This is something that will be address in the scheme.
- Development would be staged over approximately 20 years.
- Comment: State/Government funding would be helpful.
- As part of EOI campaign we have done a lot of environmental reports. Heritage reports are done. Geotech reports are done. We will put together a due diligence package which make decision a lot easier on the way through. There will be extensive modeling on storm surge and flood impacts to decide minimal fill requirements.

Weinam Creek

- Currently parking issues throughout site. The plan is to move the car park further back and the ferry terminal further down the creek to open up the front area. There needs to be a number of options for car parking – short term/long term/strata solution.
- DA received for residential area.
- There is an allowance for a yacht club or public entertainment areas.
- The RSL would like to build in one of the available areas.
- Maximum heights are 5 to 7 levels in Weinam Creek.

CBD

- An accommodation review is happening for Council. We have 600-700 admin staff. Buildings have reached their use-by dates. Significantly cheaper for us to have a new building rather than maintain the old. Building required to be about 8-10,000sqm.
- An accommodation package outlining requirements will be available.

- We are looking at a CBD wide car parking strategy. We need to know where we will be located to do that strategy.

PDAs, we are still in community consultation stage. By June this year it should be out as a gazette scheme. EOI end of April to beginning of July.

- **Planning Scheme Project – update by Kim Kerwin**

Since last meeting:

- QPP finalised
- Single State Planning Policy commenced
- Received State Planning Interests in mid-January: work-shopping with State
- Drafting team formed, commences next week
- Workshops with Councillors presenting feedback from officers and development industry stakeholders; Drafting principles and vision
- Future Workshop Program based on 5 SPP themes of:
 - Liveable Communities and Housing
 - Hazards and Safety
 - Economic Growth
 - Environment and Heritage
 - Infrastructure

Looking at:

- ✓ Requirements to meet SPP
- ✓ Outcomes and recommendations of background studies and reports
- ✓ Current policy position – draft Strategic Framework
- ✓ Policy/information gaps and recommendations
- ✓ Matters requiring decision
- ✓ Directions for drafting team

Outstanding work includes:

- Rerunning land availability study to plan horizon 2041 (involve UDIA, PCA)
- PIP
- Review engineering standards
- Environmental mapping
- Other gaps arising from SPP workshops

Timelines:

- Draft Planning scheme to Council July /August
- 1st State Interest Review later this year
- Public Notification late 2014 or early 2015
- We will continue to maintain awareness of state planning reform program and monitor for project impact and opportunities
- Pre submissions are being added to a data based, acknowledged and are all being considered.

- Considerable amount of work has been done by consultants to get clarity and accuracy in mapping layers. We have to work within zoning mist in QLD planning provisions.
- Looking at a communication strategy. At what point will it go out to the community?
- Councillors are interested in having early engagement with the community.
- Planning to have first draft to council by July. State review by September. Late this year for public notification or early 2015. Regional plan will be out on public display in a few months, our draft scheme will have to reflect what is in the Regional Plan.
- Council will have to weigh up whether to go out to the public with the draft SPA or wait.
- The planning scheme needs to be written as a reality so it can be delivered.
- We are working with other Councils (Gold Coast tomorrow) for drafting team to learn from their experiences.

- **Streamlining the process for release of uncompleted works/maintenance security bonds – Brent Hailey**

- Brent has concerns that after “Off Maintenance” when you try to get bonds back it takes weeks for bonds to get returned. He suggests that a month before the Off Maintenance the internal process could start, or when the inspection is called for.
- Also Brent put in a bonding request for uncompleted works. Works were water supply and sewerage which has to be 100%. You should be able to go to the inspection in 5 days time.
- Now there is a bond for as constructed drawings. No trigger point for return of the bond.

- **New Customer Information Guide being sent following lodgement of an application – Kim Peeti**

- New service we have introduced this year. Came about due to the planning health check.
- We have a focus on customer service and improving our relationship with our customers.
- For Code, Impact and Compliance applications, an information sheet will be sent from the assessment manager.
- You should get a call from the assessment manager to let you know they’re looking after your application, and follow up with an information sheet with contact details.
- We are personalising our service to you.
- It will also include our commitment to you, what you can expect from us.
- Draft conditions can be provided.
- Not for accelerated applications or when we are the referral agency.
- Contact us if you aren’t receiving the service.

General Business

- Gary discussed the building format plan notation process. Council’s policy on certificate of notification is a burden. They are using the notation process to get other things done.

Action: Kim Peeti to confirm that Dan finalised new procedure.

- Landscaping outcomes – required to have a landscape architect. The landscaping is being paired back, which they believe is due to maintenance required.

Action: To be added to agenda for the next meeting.

- They need to have a better understanding in Engineering. A developer received a request to empty a bin in a park because it was on maintenance.

Action: To be added to agenda for the next meeting. Invite asset owners (Parks Manager and Engineering Manager) to next meeting.

- Developer advised that he had plans approved in 2010, however brought in updated plans. This resulted in a request from Engineering for items to be changed on the new plans. At the on maintenance meeting, the developer was advised that RCC don't want it done as shown on the amended plans, RCC want it done in a particular way, which turned out to be the way it was on the original plans.

Action: Matter to be investigated.



Industry Reference Group MINUTES

Building a Sustainable Future in Redlands

9.00 am - 11.00 am
Wednesday 14 May 2014
North and South Stradbroke Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Phil Cockerill, Michael Loney, Michael Anderson, Alasdair Begley, Brent Hailey, Garry Hargrave, Peter Johnson, Malcolm Aikman; David Jeanes, Chris Vize; Kim Kerwin, Michael Beekhuyzen, Kim Peeti, Peter Kelley, Miguel Diaz, Tanya Stainton.

Apologies:

Ching Meng Tan, Philip Impey, Doug Hunt, Adam Soutar, Shane Talty, Peter Endacott, Susanne Hembrow, Stephen Hill, Sven Ljungberg, Chris Taylor, Louise Rusan

Minutes:

Jill Driscoll

Welcome to new attendees

- Tanya Stainton – Building Industry Online
- Malcolm Aikman - Urbis

Action items from previous meeting.

- *Everyone to provide suggestions for agenda items for the next six months*
 - Ongoing.

Agenda Items

- **Presentation of the local economic development portal concept – Tanya Stainton – Building Industry Online. (approx 30 mins)**
 - PowerPoint included with emailed minutes

- An online portal created to provide a central tool to connect all key stakeholders within a region, enabling regional centers to capture and deliver as many local opportunities as possible to local businesses. The portal is based on free registration for businesses that are located in Redlands as well as free registration for all Developers, Builders or Project Managers who have projects located in Redlands. The portal profiles are self managed and have capacity to hold as much information as required to support individual businesses. The portal is not just a directory listing, although it does have this basic capacity to enable maximum exposure to those registered.
- The portals are predominately driven by construction projects, but do not need to be limited to construction projects. As long as you create the desired criteria for registration, projects can be created and distributed across all industry.
- Ipswich City Council (Alan Brown awbrown@ipswich.qld.gov.au) uses this, has approx 100 members and is still developing
- Not linked to 'eTender'.
- Funding model – portal is free within Redlands –as long as the project is within Redlands – it is about supporting Redlands - Outside Redlands info is available for a cost.
 - Premium membership is \$10,000
- The portal funding model is \$16,000.00 per annum (offset by a profit share on advertising. 80 banner ads at \$500.00 each) this brings the portal cost to \$0 and BIO funding to \$40K to support and run the system for the region. (Tanya can provide a full fee proposal outlining services if required)
- Third party audits – BIO don't validate other than in the disaster portal. It does give access to documents for your use.
- Help desk provided
- Tanya is happy to provide individual presentations for any interested parties.
- David asked for feedback:
 - Need patronage to generate the income stream to keep the portal working
 - Council needs to know if there is interest – do we host and fund it.
 - Need change of mindset and activity to allow BIO to be successful
 - Need feedback from industry

Action Item – Council is interested to know your thoughts on this so please send through your comments to jill.driscoll@redland.qld.gov.au

- **Economic Development Strategy (EDS) – Miguel Diaz –**
Confidential item in accordance with section 9 of the Reference Group Terms of Reference.
- PowerPoint included with emailed minutes.

- Introduction - Owner of consulting company in the Redlands. He was asked to review strategies late last year with outstanding projects yet to be implemented
- Draft presentation presented on 22 April
- Still waiting on final data on numbers from the State to arrive
- It is about Creating a destination – jobs and growth and challenging the idea of being a dormitory suburb of Brisbane
- Michael Loney – seen this before but needs to be stronger.
- Garry Hargrave
 - Should include a statement saying there is a need to Increase development strategy – decrease dependence on Brisbane.
 - Population target – needs further discussion
 - Demographic discussion very important to maintain younger generation.
 - Tourism at 2% is very low – would like to see it higher - Miguel advised was initially at 1.4% - 3% would be difficult in the early stages to reach so decided on 2%
- Michael Loney – needs vibrancy how do we fix Cleveland CBD?
- Advisory Committee Charter being created
- Mayor is keen to get this moving very quickly – aim is July 1
- Garry Hargrave
 - need to lobby the State to attract investment into the local community
- Peter Endacott
 - Infrastructure discounts or waivers attract businesses
 - need to look at this as a clear catalyst
 - as incentives Gold Coast Council are looking at removing the need for an application for new tenancies – trying to make it uncomplicated - just come in and pay rent
- David Jeanes
 - CBD incentive package is available but it needs demand.
- Councillors are being asked to consider this at a high level – with final endorsement in the next 6 to 8 weeks, followed by community consultation
- Economic development board created.
- Study will be made available for public comment in the future. This is an opportunity for the industry reference group to provide initial input.
- Comments due 28 May

Action Item – Make presentation available to group – Confidentiality please in accordance with section 9 of the reference group terms of reference.

- **Residential Land Supply – Malcolm Aikman – Urbis**
Confidential item in accordance with section 9 of the Reference Group Terms of Reference.

- PowerPoint and feedback questions included with emailed minutes
- Update from 2012 study
- Your feedback and insights into what we are using is welcome.
- A few scenarios for Redlands
- Ties in with Economic Development Strategy
- Lifecycle - Need a first and second home product available to encourage baby boomers to move into something smaller.
- Could end up similar to Noosa where most of the population is aging
- Future is in our hands
- Malcolm will finalise this work and will be sent out for public comment for critical analysis
- Needs to feed into planning scheme
- Study will be made available for public comment in the future. This is an opportunity for the industry reference group to provide initial input.
- Feedback survey – included with emailed minutes.
- Comments due 28 May

General Business

- Kim Kerwin provided a brief update on planning scheme.
- Consultation with the Industry Reference Group was built into Urbis brief.
- The Urbis report, when finalised will be placed on Council's website with opportunity for feedback using an on-line engagement tool.
- The Urbis work will inform the draft planning scheme.
- The Industry Reference Group will be invited to provide preliminary feedback on the presentation. Urbis is framing some prompt questions to be circulated to members.
- Garry Hargrave
 - – everyone needs to work on the same set of figures
- Michael Beekhuyzen
 - advised that they will make sure there is clarity in methodology

Future agenda item

- Certificates of classification - risk management strategies.
- Maintenance periods

Action items 16/05/14

- Please provide comments on all three presentations.
- Comments for Economic Development Strategy due 28 May

- Comments for Residential Land Supply due 28 May



DA Industry Reference Group Minutes

Building a Sustainable Future in Redlands

10.00 am – 12.00 noon
Tuesday 13 August 2014
East and West Cassim Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Phil Cockerill, Michael Loney, Shane Talty, Michael Anderson, Brent Hailey,
Garry Hargrave, Peter Johnson, Adam Soutar.
David Jeanes, Kim Kerwin, Stephen Hill, Peter Kelley, Louise Rusan, Richard Braithwaite

Apologies:

Kim Peeti, Alasdair Begley, Chris Vize, Peter Endacott, Ching Meng Tan,
Susanne Hembrow, Philip Impey, Doug Hunt,

Minutes:

Jill Driscoll

Welcome to new attendees

- N/A

Action items from previous meeting

- Everyone to provide suggestions for agenda items for the next six months
 - ongoing
- Please provide comments on all three presentations
 - COMPLETED
- Comments for Economic Development Strategy due 28 May
 - COMPLETED
- Comments for Residential Land Supply due 28 May
 - COMPLETED

Agenda items

- **Tourist Accommodation Incentives Package – David**
 - Council is adopting a tourism package from the incentives program.
 - The package runs until 2016 and is for any scale tourist accommodation.
 - 1.5M infrastructure charges concessions.
 - 0.25M application fees concessions.
 - Rating concessions during construction.
 - 20 day turn around for applications.
 - Applies across the whole city except the PDA areas.
 - New planning scheme is removing any impediments for tourism.
 - Leverage off recent changes.
 - Comment provided that it would be good to have an incentive package for uni students.
 - Jointly fund a precinct planning process for the Redland hospital area.
 - Needs to be robust.

- **PDAs – David**
 - Tender has now closed and 9 groups have submitted EOI's.
 - All of a high quality.
 - National type groups involved.
 - To be assessed with the State over the next 2 months and then a short list will be compiled. Hopeful for end of year results.

- **Timing of Certificates of Compliance – BFP Notation Process – Garry Hargrave**
 - Building Format Plan is really an endorsement and not a process and Richard has put in place the work that Dan Zilli did reducing the information required to be submitted by applicants.
 - The planning team check for approvals and then advise if it is generally in accordance.
 - Signing process has been reduced with Jenny Kidd now able to sign off.
 - Question - could this be an over the counter process?
 - Discussion over the items requiring checking e.g. rates paid.
 - Alasdair suggested we get together to reduce the process and requirements
 - Other issues
 - Customer Service process can be quite lengthy - can someone be delegated to speed this up?
 - It is noted there are new staff on front counter and in the contact centre.
 - Need to submit paperwork 2 week ahead.

Action item Engineering Assessment to arrange a meeting with Garry Hargrave, Alasdair Begley and Shane Talty to discuss BFP process.

- **Maintenance Periods – Phil Cockerill**
 - Separate maintenance periods for civil and landscaping are required but there are issues with WHS re principal contractor once civil works are complete and site waits for landscaping to complete.
 - Richard advised that preference is to receive combined civil and landscaping operational works applications but we are happy to manage those received separately.
 - Civil first then Landscaping at a later date.
 - Separate bonds make it easier for developer and Council.
 - Through policy development we can make it clear about what the requirements are.
 - Asset owners are now informed when the development is lodged so they are aware of future plans.
 - Kim Kerwin advised that under Planning Scheme Policy 9 there is a sub project to look at what needs review. This also relates to the PIP.
 - We recognise the importance of getting it right.
 - Suggestion that we still need to ensure capture items such as bikeways, bubblers, lighting, BBQs, playgrounds etc and but small items such plants types.

- Civil can go on maintenance first and follow up with landscaping. There is a small overlap with bio basins.
 - David noted and advised that we will review.
- **City Planning and Assessment (one year on and looking forward) - David**
 - Our new group was formed approximately one year ago.
 - Looking forward to next year.
 - The reference group is a key group in how the CPA team work.
 - With a 40% increase in applications lodged in the year and a decrease in staff we were still able to maintain timeframes.
 - Strategic Planning are working on catching up on the amendments.
 - Customer Service has improved.
 - We are turning our attention to eplanning - PD online.
 - On line lodgements and tracking.
 - Thoughts from around the table.
 - Peter Kelly - work on aligning the hard side (infrastructure groups) with the soft side (planning) which is working well.
 - David Jeanes - we need to work with our asset owners to get the policies right and clear roles and processes in place. Kim's project is crucial to get the policy right and the rest will follow.
 - Michael Loney - huge change over the past few years. We now have the right people and the right structure in place. There is a long way to go but we are positive about the future.
 - Priorities are risk smart - 5 day process. Brisbane City Council has now implemented a 5 day turnaround for up to 65 lots. They have moved from first 10 lots to 30 lots and now 65. Time is everything.
 - Further comments - Our team is outcome driven now and timeframes are very good compared to a few years ago. Very positive.
 - David - We are trying to build the culture and now we are looking at the systems to keep improving.
 - Brent Hailey - don't lose the current risk profile. Being risk averse is very frustrating.
 - Phil Cockerill - historically it has been quite difficult but recent years have seen improvement with standard conditions introduced. Draft conditions are a great idea. General feeling is that engineering is honourable.
 - Michael Anderson - new staff as well as existing staff improvement in the culture. It is easy to pick up the phone.
 - Shane Talty - electronic lodgement needs improving. Would like to see solutions for applications other than MCUs and ROLs.
 - Garry Hargrave - praise for what has been happening in the past 12 months.
 - David - happy to hear that and we will let the teams know they have been doing a good job.
 - Any issues please let us know.

General Business

N/A

Action items

Action item Engineering to arrange a meeting with Garry Hargrave and Alasdair Begley to discuss BFP process.

Suggested topics for future meetings.

N/A

Suggested topics for future meetings.

**MEETING
CANCELLED**



Industry Reference Group Minutes

Building a Sustainable Future in Redlands

2.00pm to 3.30 pm
Tuesday 16 December 2014
North and South Stradbroke Rooms
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Phil Cockerill, Brent Hailey, Ching Meng Tan, Philip Impey, Adam Soutar, Peter Johnson, Louise Rusan, David Jeanes, Kim Kerwin, Peter Kelley, Chris Vize, Rocco Petrillo, Graham Simpson, Rebekah Kenna, Paul Hoelscher, Giles Tyler.

Apologies:

Garry Hargrave, Stephen Hill, Michael Loney, Michael Anderson, Kim Peeti, Doug Hunt. Shane Talty, Peter Endacott, Susanne Hembrow, Alasdair Begley,

Minutes:

Jill Driscoll

Welcome to new attendees

- Giles Tyler - Infrastructure Planning and Charging Unit
- Rebekah Kenna - Development Control
- Graham Simpson - Development Control
- Rocco Petrillo - Team Leader, Landscaping and Environmental Assessment.

Action items from previous meeting.

- *Everyone to provide suggestions for agenda items for the next six months*
 - Ongoing.

Agenda Items

- Planning Scheme Project update - Kim Kerwin

- Council has signed off on the draft planning scheme for State interest review with comments due back from State agencies to DSDIP's regional SARA unit by end of this week
- DSDIP aiming to put a Briefing Note to Deputy Premier mid-January ahead of election being possibly called late January.
- Response from the minister for agreement to publicly notify due end-February but this is dependent on election timing
- Additional work is being done on draft policies. They follow a different process and timeframe. Reference Group members are urged to provide comments/feedback/ideas on current policies, in particular on Infrastructure Works Policy 9. This might include redundant provisions, operational issues etc.
- The new policies need to be focused and workable.
Timeframe: back to Kim ASAP preferably by end January.

Current policies can be located on the web site.

<http://www.redland.qld.gov.au/PlanningandBuilding/RPS/Pages/v6-2-documents.aspx>

- The scheme will not be available for review until on public consultation. Role for this group when scheme is out for public consultation?
 - This group is a key user so feedback would be valuable
 - Happy to run a workshop through this group if you wish
 - Encouraged to review document and provide individual feedback
- Discount on SmarteDA has been discontinued with immediate effect.
 - State is closing down the system
 - RCC was a pilot council and provided discount as an incentive
 - Now that it is up and running no incentives needed
 - Our own system will be up and running mid next year which will include a whole e- planning system for lodge, track and planning scheme.
- **Overview of the recently established Infrastructure Planning and Charging Unit - Giles Tyler**
 - PowerPoint presentation by Giles Tyler
 - Unit set up and running for 2 months - team is working on the unit and its relationship with others.
 - Infrastructure unit is crucial to provide growth
 - Link to providers
 - Open to suggestions
 - More clarity and transparency
 - SPA says you cannot condition to enter into an IA so you condition what needs to be provided and then you can enter into an IA to negotiate.
 - We issue draft conditions to provide a heads up for developers
 - Agreed value or actual costs?
 - Flexibility available.

- Fee for charges with forms available on line early next year.
- ICNs reveal creditable works
- New resolution spells out the process for contributed assets, land in lieu of charges etc.
 - Very detailed.

Action Item - Resolution to be attached to the minutes – (prepared by CBP lawyers and Ian Wright)

<http://www.redland.qld.gov.au/PlanningandBuilding/ArcGIS%20Mapping%20Configuration%20Files/Adopted%20Infrastructure%20Charges%20Resolution%202.1%20-%20draft%202024-06-14.pdf>

- Are we looking at fair value framework?
 - Some discussions with EDQ
 - LGIP is not being reviewed as part of the new planning scheme
 - We can roll over the current one
 - A lot of work has been done in recent years - Remodeling the City
 - July 2016 timeframe for a new LGIP
 - Anticipate one amendment to the current PIP sometime next year.
 - Current strategies re open space network
 - Negotiated decision notice for Era development. Why did this go to Council in the first place?
 - General comment – Council is the ultimate decision making authority which gives a delegation to officers for decision making. Councillors may call into Council for decision at any time.
- **MDAP - IECA/best practice/current dust nuisance issues - Presentation by Development Control Unit - Rebekah Kenna.**
 - Development Control have a proactive and reactive development compliance team and we appreciate opportunity to present Council's position on erosion and sediment control (ESC) and dust management
 - Redland Waterways were graded an F in the Healthy waterways report card for 2014
Costs of releases of sediment are being paid for by the community
 - Council wants to improve the overall performance in this area and we need your help to do this.
 - A study on the Sunshine Coast revealed an estimated 300 to 400 tonnes of sediment can be lost from a 1 hectare construction site with a 5% slope per year.
 - Be aware of obligation and responsibility under the Environmental Protection Act (everyone has a responsibility)
 - State Government has significantly increased the penalties for offences, which signals the importance that the State puts on environmental protection
 - Note since the forum these have substantially increase again.

- Council has provided the industry a lot of advice and education over the past year.
- Council does not like issuing fines, but recognise they are a tool to achieve compliance and is issuing them .The main offence for ESC under the EPA:

A person must not—

(a) unlawfully deposit a prescribed water contaminant (sediment)—

(i) in waters; or

(ii) in a roadside gutter or stormwater drainage; or

(iii) at another place, and in a way, so that the contaminant could reasonably be expected to wash, blow, fall or otherwise move into waters, a roadside gutter or stormwater drainage; or

(b) unlawfully release stormwater run-off into waters, a roadside gutter or stormwater drainage that results in the build-up of earth in waters, a roadside gutter or stormwater drainage.

- Therefore includes the potential for release
- Best defense is to do everything reasonable and practical to avoid a release of sediment.
 - Following an accepted industry standard such as IECA Best Practice 2008 would provide your defence
- If fully compliant with this it would be difficult for us to show that you have not done everything that is reasonable and practical
- Ensure you have access to the appropriate level of expertise such as a CPESC (Certified Professional in Erosion and Sediment Control).
 - Council current concerns
 - Christmas shut down period (obligations remain)
 - Capacity of sediment basin when water is being used for dust suppression.
 - Capacity of sediment basin, based on area of disturbance, during conversion to biobasin.
 - Lack of stabilisation of site at time of hand over
 - Releases to internal roads when stormwater connected (even when sw improvements devices installed).
 - Too many dust complaints being taken at the moment.
 - Council expects management controls in place; no release or potential release to waterways or no nuisance or potential for nuisance.
 - Lack of dust management can be very costly.

Please refer to the following web pages for reference.

- Healthy Waterways <http://healthywaterways.org/about>
- Catchments and Creeks http://www.catchmentsandcreeks.com.au/esc_field_guide.html
- International Erosion Control Association <http://www.austieca.com.au/>

- **Monetary contribution rather than construction - stormwater treatment - Ching Meng Tan.**
 - Toowoomba and Ipswich have been asking developers for money for trunk infrastructure in lieu of construction
 - Can be beneficial to ensure the main trunk infrastructure is appropriate for the whole area rather than a number of small solutions in the infill lots.
 - What is the trigger – SPP – (6 lot/2500m2)
 - How does this tie in with the planning scheme?
 - PIP to consider and deliver regional solutions.
 - Discussions will ramp up in the coming months with the new planning scheme.
 - You will have an opportunity to review the policies when made public
 - General discussion over sediment, dumping of rubbish and building related items.

- **Splitting Civil and Landscaping components at On-maintenance - Richard Braithwaite.**
 - We know the industry would prefer separate on maintenance inspections.
 - We still prefer to do a single on maintenance to cover both civil and landscaping including the electrical plans up until the prestart stage.
 - Prefer a single meeting for the prestart with all the relevant people there but this can be separated. Civil inspections also need attendance by Environmental Assessment Team and the Arborist. Rocco and John can be advised later.
 - If separate ones are required then please communicate with us as a lot of work goes on behind the scenes to process this.
 - Bonds
 - If separate on maintenance inspections then please have separate bonds.
 - Road opening permit / bond – contractor pays -
 - Works done and then if separate landscaping works to commence - another road opening permit / bond will need to be paid.
 - New planning scheme – we can formalise the process but in the interim an advisory note to be completed.

Action item - Richard to arrange in the interim – advisory note to the industry

- Outstanding smaller bonds – if you have money outstanding please ask for it so it can be returned.

- **Uncompleted Works Bond/Maintenance Bond release process - Brent Hailey**
 - Wish list on day one has significantly improved – thank you
 - Uncompleted works bond – a six monthly fee is paid to the bank so if three six month periods go by so you pay the fee 3 times

- Suggestion that the UCW bond can be an immediate return once the on maintenance commences even if pending 'fix ups' by contractor. That is what the maintenance bond is for.
- Recently commenced the business transformation process. Is there anything that we should be doing differently
- We are happy to review.

Action item – Comments from the group to be provided to Jill Driscoll on the bond release process - Review to be commenced as required

General Business

- Adam Souter – Mapping update - planning applications for housing.
 - Mapping not updated yet
 - Is there a way we can get an earlier trigger rather than plan sealing? Understand the State Gov process and appreciate some changes in State Gov that may address this but we have issues
 - Under s242 you have the option to override the scheme.
 - Under the new Act you will be able to write to Council asking if the development can be classified as exempt.
 - We do amend the scheme twice a year to reflect approvals.
- Brent Hailey - Easements
 - Worth advising everyone that there are consents over easements
- Richard Braithwaite – In relation to fencing around open space donated as a Council asset.
 - Please be advised that pool fencing type product won't be accepted any more. Prefer something that is galvanised or welded together.

Action items

- *Richard to arrange – Advisory Note re: Splitting Civil and Landscaping components at On-maintenance.*
- *Jill to send out/attach to minutes - Fact sheet - best practice/current dust nuisance issues*
- *Jill to attach Infrastructure Charges Resolution to the minutes – (prepared by CBP lawyers and Ian Wright)*
- *Comments from the group to be provided to Jill Driscoll on the bond release process - Review to be commenced as required*
-

Suggested topics for future meetings.



Industry Reference Group Minutes

Building a Sustainable Future in Redlands

2.00pm – 3.30 pm
Tuesday 17 February 2015
East and West Cassim Rooms.
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Phil Cockerill, Michael Loney, Brent Hailey, Philip Impey, Adam Soutar, Vaughn Bowden, Garry Hargrave, Louise Rusan, David Jeanes, Kim Kerwin, Andrew Veres, Peter Kelley, Stephen Hill, Alex Sellentin, Richard Braithwaite, Sara Jensen

Apologies:

Chris Vize, Ching Meng Tan, Peter Johnson, Doug Hunt, Michael Anderson, Kim Peeti, Peter Endacott, Alasdair Begley, Shane Talty, Susanne Hembrow.

Minutes:

Jill Driscoll

Welcome to new attendees

- Vaughn Bowden - Land Development Manager - Fiteni Homes
 - Varied background including town planning
 - Couple of years in Sydney
- Sara Jensen – Environmental Assessment Team – now full time
- Alex Sellentin –Service Manager Building & Plumbing Services and Private certifier.

Action items from previous meeting.

- *Everyone to provide suggestions for agenda items for the next six months*
 - Ongoing.

Agenda Items

- **City Plan update - Kim Kerwin**

- Currently with State Government - awaiting ministerial agreement for us to publicly notify
 - Hopefully in May/June.
 - Anticipate approval without conditions but there is always the potential for change given the new State Government.
 - Matter for incoming minister although legislation hasn't changed
- Draft conditions have been taken through Council workshops
- Policy
 - Running concurrently with Planning Scheme review (a key one will be infrastructure)
 - There is no statutory requirement to put out for public display but you are invited to comment as per our advice in the previous meeting minutes
 - Comments are welcome and feedback will help us
 - Timeframe - ideally we would like to have ready at the same time as the Planning Scheme public consultation but preference is to get it right.
 - Call or email Kim to discuss.

- **Economic Development Framework – Doug**

- Detailed discussion for the next meeting
- Board being established

- **EPBC Referrals (specifically Koalas but could broaden)– Richard**

- Overview
- Environmental Protection Biodiversity Act 1999
 - Koala listed as vulnerable
 - Any action must be referred to the Department of Sustainability, Environment, Water, Population and Communities (the department) DSEWPC, who have developed a guideline.

<http://www.environment.gov.au/biodiversity/threatened/publications/epbc-act-referral-guidelines-vulnerable-koala>

- [EPBC Act referral guidelines for the vulnerable koala \(DOCX - 1.52 MB\)](#)
- [Koala referral guidelines Map \(PDF - 800.65 KB\)](#)
- [Koala habitat context map \(PDF - 768.59 KB\)](#)
- [Fact sheet - Koala referral guidelines, offsets and existing projects \(DOCX - 32.89 KB\)](#)
 - Bio assessment but not a bi lateral approval

Action Item - Peter Kelly to provide info on bi lateral agreement.

http://www.ehp.qld.gov.au/management/impact-assessment/epbc_bilateral_agreement.html

<http://www.environment.gov.au/system/files/pages/b44206bc-d8e5-450b-a05e-4d7c26d8afa1/files/qld-approval-draft-bilateral-agreement.pdf>

- **ICON – Kim P - (hold over till next meeting).**
 - Replacement for PD online and SmarteDA. Eplanning tool
 - Update at next meeting.

- **Major/Minor amendment packages – Steve**
 - Final ministerial approval to proceed with major amendments - commenced by Council in 2013.
 - Change of building heights in Cleveland CBD to align with master plan
 - Changes in the status of Redland Bay from District to Neighbourhood Centre.
 - New overlay dealing with canal and lakeside estates to deal both with structural integrity of revetment wall. (if within 9 metres - will trigger code assessment and amenity
 - Multiple dwellings no longer identified as an inconsistent use in the Urban Residential zone on lots between 1200 – 4000 sqm in size. Remain impact assessable
 - Package of Minor amendments approved by Council in December related to a number of zoning and overlay changes to reflect DA approvals
 - Expected commencement date for both packages – late March

- **Residential land development activity profile 13/14 – Steve**
 - Queensland Government Statistician – Residential Land Development Activity Profile – Redland City -June 2014
 - Council approved 845 new residential lots in 83 reconfiguration applications lodged between July 2013 to June 2014- representing a 172% increase on previous year
 - Out of the 83 Reconfiguration of a Lot (RoL) projects approved during the year, 76% (63) were 1 into 2's
 - Ranked sixth in Qld in terms of lot approvals for year
 - Total lot registrations up 91% ,and Dwelling approvals up 61%
 - Significant majority of approved lots within - 500 to 800 sqm size
 - In SEQ - of the 1200 approved lots below 350 sqm only 5 in the Redlands
 - Anticipate lot size will decrease as new lots within structure plan areas approved

General discussion on level of increased level of demand, importance of price and general land supply issues. Also discussed need for greater flexibility with new scheme in dealing both with smaller lot size and titling (freehold or CMS)

Action Item - Michael Loney = Industry update on sales would be a good idea to update the councillors

- **Building Certification – Alex**

- Overview
- We provide a full range of certification services
- Free advice on certification matters
 - 2 certifiers within unit
 - Council's certifiers are licensed with the QBCC at the license class of level 1 (no limits in the classification or size of building that can be certified).
 - 2 administration officers
 - Unique service within Redlands only
 - Commercialised business within Council
 - Always backs its service provider
 - Council will be here for years no chance of closing doors
 - Excellent customer service
 - Ensure final inspection certificate completed at end of building
 - Professional
 - What are your expectations – would be keen to chat on the services.
 - Promoting the same culture within the building team that you see in the rest of the group
 - Happy to run Training sessions or seminars

General Business

- Silkwood – Michael Loney - has an abundance of excess material – if anyone would like it
 - Rating CBR 5 days (7 or 8 or better)
 - Going to disposal so it would be nice to see it go to good use.
- PDA update – Peter Kelley - State Government - planning and development have split again
 - Jackie Trad is Deputy Premier, Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Anthony Lyneham is Minister for State Development and Minister for Natural Resources and Mines.
 - EDQ working together
- Planning and Development bill – Kim Kerwin
 - Interested in views around the room on how you see the amendments to planning reform

- UDIA – would like to see it go forward
 - Continue with SARA and the good reforms
 - Only concern – said they would go back and review policies relating to climate change
 - What is the new benchmark
- No discussion with the State on the Regional Plan
- Can we keep SPA and amend to fix things that need to be fixed or do we need a completely new piece of legislation?

Action items

Action Item - Michael Loney = Industry update on sales would be a good idea to update the councillors

Action Item - everyone - provide comments and feedback for City Plan and Policies to Kim Kerwin.

Suggested topics for future meetings.



Industry Reference Group Minutes

Building a Sustainable Future in Redlands

2.00pm – 3.30 pm
Thursday 14 May 2015
North and South Stradbroke Rooms.
Council Building 35 Middle Street, Cleveland

A group committed to promoting a partnership approach to development assessment, aimed at improving outcomes for all parties involved.

Attendees:

Michael Loney, Alasdair Begley, Adam Soutar, Garry Hargrave, Vaughn Bowden,
Peter Johnson, Louise Rusan, David Jeanes, Peter Kelley,
Chris Vize, Kim Peeti,

Apologies:

Phil Cockerill, Brent Hailey, Ching Meng Tan, Michael Anderson, Peter Endacott,
Shane Talty, Susanne Hembrow, Philip Impey, Kim Kerwin Doug Hunt, Stephen Hill,

Minutes:

Jill Driscoll

Welcome to new attendees

- Cr Boglary, Local Councillor for Wellington Point – welcomed today as an observer
- Brief introductions provided by each member of the Group
- Peter Kelley – New title – CEO Redlands Investment Corporation – deals with surplus RCC sites with the aim to maximise returns for Council

Action items from previous meeting.

- *Everyone to provide suggestions for agenda items for the next six months*
 - Ongoing.

- Action Item from previous meeting - Michael Loney - Industry update on sales - would be a good idea to update the councillors
 - General information provided by Michael who can present in a suitable format later
 - Examples of industry sales
 - Single man works away - \$420,000
 - A first investment property - 150sqm lot - detached & freehold \$400.000
 - Single local girl – 150sqm house/land package \$400.000
 - 250sqm - around \$400.000
 - Empty nesters – place to provide caravan.
 - 70 % owner occupiers local – 30% land owners
 - Cr Boglary advised this information would be beneficial to other Councillors.
 - General discussion held on popular choices of housing, supply and demand and densities and lot sizes. Comparisons with other areas of SEQ.
 - Question raised as to possible dual occupancy/dual title.

Action Item – Michael Loney to provide a brief summary of the Industry Sales for South East Thornlands

- Action Item from previous meeting - everyone - provide comments and feedback for City Plan and Policies to Kim Kerwin.
 - Encourage responses please especially from engineers as these are the policies we are working on.
 - No major impediment with doing business with Council. No major roadblocks in terms of Council responses.

Agenda Items

- **Terms of Reference – David**
 - There has been some recent media around this group and how it operates.
 - Follows from a resolution of Council dated 22 April 2015 item 14.1.1

<http://www.redland.qld.gov.au/AboutCouncil/CouncilMeetings/Documents/22%20April%202015%20-%20General%20Meeting%20Minutes.pdf>

- Putting a summary of these meetings on the RCC website
 - We are looking at this right now
- How many groups within Council are operating?
 - Make list publically available?
- How we operate within these groups
 - We will develop a protocol to write a Terms of Reference (T of R).
- This means we need to review the terms of reference for this group
 - Questions to consider

Action Item - David to provide a list of questions for the Group to consider after Council has adopted a policy as to how community and reference groups operate

- Louise Rusan asks for thoughts on publishing the T of R and how we do so.
- The T of R has email addresses. Are we happy to have them published?
- Garry Hargrave says members are giving up time to provide feedback and has no problem with the minutes being made public.
- Do we still have the group? The main reason was to iron out the bug bears – are they all now sorted. Are you all happy with the management of earlier issues?
 - Peter Johnson - Gold Coast have a DA Forum committee set up after the lobby group UDIA complained about ability of doing business with GCC. There were pages of issues but didn't appear to be solved.
 - Whereas the day to day business is running well in RCC.
 - Meet as required?
- Adam Soutar – Council is now using the Group to seek feedback.
- Louise Rusan – Group was established in 2013 from the DA Forum started by Toni Averay and Bruce Macnee.
 - Is it still working?
 - Don't want to waste each other's time
 - Do we continue to keep going
 - T of R was to encourage open and frank talk.
- Michael Loney – T of R was to encourage open and frank discussion. Has no problem with the information being publically available.
 - The discussion is purely technical
 - Biggest concerns are
 - politics
 - The press likes to sell papers.
 - Perhaps we don't need the group
 - The recent developments have affected the culture in the Group.
- Gary Hargrave - logical to have people who deal with Council daily give feedback. This is the logical forum for this.
 - If politicians think this gives an advantage then happy to disband.
 - This group is not political; it is about the day to day running.
- Cr Wendy Boglary
 - Was one of those encouraging a forum.
 - Initially difficult but had to happen and a lot of good came out of it.
 - Backed changing to a small group as a lot of issues were ironed out
 - Councillor/Councillors not included but didn't realise.
 - Feels that a lot can be learnt by sitting in on the discussions.
 - These groups are important and councillors can learn a lot.
- David Jeanes– we can look at the role for councillors.
 - What is the group view?

- Should we invite them to meetings?
 - (Garry H - this is just day to day, not really for councilors)
 - (Michael L – agree – just day to day – info in the paper will subside
 - How do we go forward)
 - Will need to revisit the T of R given the changes under the resolution – changes to T of R will apply to all groups with Council.
 - Confidentiality is working both ways.
- Alasdair Begley – confidentiality is important for both sides.
- Cr Wendy Boglary – Councillors could learn from the developers as they could also learn from us. The Group is a great place to obtain knowledge to nurture trust that the Redlands is moving in the right directions.
- Peter Kelley – Council officers follow the legislation and assessed expertly then councillors come along and call in the application.
 - Louise Rusan – officers won't change their view when an application is called in. Councillors have a right to do so and officers will work with them to assist. Officers are professional right down the line in every possible way.
 - Garry Hargrave – if it complies with the planning scheme then shouldn't need to be run past a workshop first. Brisbane City Councillors aren't involved in applications.
 - David Jeanes – a few years ago every application went to every Councillor before the decision was made. This created a bottle neck. No longer happens
 - Large applications are sent to workshop to update the councillors. We assess by legislation. Officers have delegation to decide every application subject to any application being called in to Council. Or will go to Council for any large project that will have a city wide impact.
 - Cr Wendy Boglary – not many applications are called in. We are not BCC. We know our people and our people know us so we are a lot more accountable. We have an intimate relationship with our division.
- Louise Rusan - We value the feedback you give us. And the fact you have given up your time for this Group.
 - There has been good work done including the work prior to David and Louise sitting on Group
 - Maintain the small Group to continue the open discussion.
- Adam Soutar – Previous Manager had limited understanding of development industry
- Michael Loney – Council meetings should be a forum for really good debate on important issues.
 - If this Group continues we need a guarantee that strict confidentiality is maintained. Doesn't want to read about comments in the paper.
 - Must be positive and not a waste of time.
- Cr Wendy Boglary – want to move forward.

- **City Plan update - Kim Kerwin/David Jeanes**
 - No update as yet – still sitting with the minister.
 - The Industry Reference Group has not seen the new scheme. Only discussion has been about what is not working on the current scheme
 - Group confirmed had not seen the land supply study, the PDAs schemes or the economic development framework

- **ICON – Kim P - (held over from last meeting).**
 - Replacement for PD online and SmarteDA. Eplanning tool
 - We have engaged ICON, who have recently been acquired by Technology One, as the service provider to replace PD Online and the State government eDA lodgement tool
 - TRACK will replace PD Online and will offer similar service to PD Online allowing you to search properties to view and track development applications
 - Expected live release for TRACK is July 2015
 - LODGE will replace the eDA system that the State is looking to shut down late 2015
 - LODGE will purely be an lodgement tool allowing you to electronically lodge all development application types, including building applications, compliance requests and concurrence requests to Council (i.e. design and siting)
 - Expected live release for LODGE is August/September 2015
 - We are hopeful of having access to a test environment for the DIRG before the live release
 - Welcome any feedback from DIRG on ePlanning initiatives and ideas.
 - Adam Souter advised – The new Redimap available is working very well and no longer clunky.

General Business

- N/A

Action items

David Jeanes to provide a list of questions regarding the future of the Group - for the Group to consider after Council has adopted a policy as to how community and reference groups operate

Michael Loney to provide a brief summary of Industry Sales for South East Thornlands

Suggested topics for future meetings.