



October 2023

Development and Planning Industry Initiative

Terms of Reference



Vision and Purpose

The Development & Planning Industry Initiative (The Industry Initiative) is a group of industry professionals, with experience in development, building, planning, engineering and design.

Members of the group are professionals in both local government and private enterprise and are experts in their respective fields.

The Industry Initiative is a collaborative and innovative forum, which seeks to share knowledge, information and ideas which contribute to the facilitation of quality development outcomes and appropriate growth across the region. The group has a specific focus on the effective and efficient delivery of Council's development and planning functions, and a best practice approach within the legislative and policy framework which encompasses development.

Vision: Shaping the Future

The purpose of The Industry Initiative is to collaboratively work toward strategic and operational initiatives which assist the broader development industry, with a fresh and innovative ethos to how we operate as an industry.

Detailed objectives

Overall

The primary objective of the group is to foster a high level of collaboration as industry professionals to innovate, develop and implement key priorities and strategic initiatives, which enable improved planning, development, and infrastructure outcomes for our region. More specifically, the group will:

- Provide input and advice regarding strategic and operational initiatives related to Council's development and planning functions, including:
 - Provide advice on best practice business approaches to delivering local government development and planning functions;
 - Testing and early input regarding business improvement initiatives being progressed by Council; and
 - Bring forward ideas and process improvement projects for Council's consideration.
- Provide high-level feedback regarding Council's service delivery associated with its development and planning functions, including:
 - General high-level feedback regarding Council's development and planning functions, in the context of Council's Development & Planning Service Charter; and
 - General high-level feedback and improvement opportunities for industry, to assist the way in which industry works with Council across its development and planning functions.





Key Performance Indicators

By December 2023 (being twelve (12) months from the date of inception of the Industry Initiative), the following outcomes will be achieved:

1. The establishment of The Industry Initiative Industry Outcomes Strategy. The Strategy will be used to identify and deliver initiatives and drive outcomes which align to the vision and purpose of the group.
2. Outcomes identified in the Industry Outcomes Strategy will be delivered in accordance with the identified timeframes as agreed by the group.
3. Identification of collaborative opportunities for recognition and/or nomination for development and planning outcomes in the region.

Key Performance Indicators will be reviewed annually, or more regularly, where deemed appropriate by the group.

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

Membership

Council Representatives

The following Council representatives will form part of The Industry Initiative:

- Executive Manager Development & Planning (Chair);
- Coordinator Development Services (Planning); and
- Coordinator Development Services (Engineering); and
- Director Planning Growth & Sustainability (as needed).

The Chief Executive Officer and Chair of the Planning & Environment Committee will be invited as an optional representative to each meeting.

Other Council Officers, including the Executive Leadership Team (or proxy) may attend depending on the nature of the meeting and/or agenda items to be discussed.

Industry Representatives

The following peak industry bodies will be invited to nominate a representative on The Industry Initiative:

- One (1) representative from the Planning Institute of Australia (PIA);
- One (1) representative from the Urban Development Institute of Australia (UDIA) ;
- One (1) representative from the Housing Industry Association (HIA);
- One (1) representative from the Building Designers Association of Queensland (BDAQ); and
- One (1) representative from the Master Builders Association (MBA).

Membership (cont'd)

Council will also issue an expression of interest seeking nominations for up to ten (10) industry representatives. Generally, the number of representatives will be consistent across disciplines being:

- Development proponents/representatives;
- Town planning or related field representatives;
- Engineering or related field representatives; and
- Building and Design or related field representatives.

The industry representative's role within The Industry Initiative will be in a voluntary and unpaid capacity. The role of the representatives above is to represent the views and opinions of their broader industry/sector to their greatest ability.

Representatives appointed on behalf of the peak industry bodies listed above are required to represent the views and positions of the peak body.

An Expression of Interest will be sought for industry representatives' roles at the start of every year. The Council representatives will have full discretion to assess and appoint industry representatives from the pool of Applicant's in response to the Expression of Interest.

Representatives of peak industry bodies listed above, must hold a current position with the peak body for the duration of the appointment. Where a representative appointed on behalf of a peak industry body listed above no longer holds a position with the body, an alternative representative will be appointed.

Attendance

An industry representative appointment may be terminated following two (2) or more instances of non-attendance at regular scheduled meetings each calendar year.

Conduct

The Industry Initiative is a professional forum. The engagement, communication and approach from all representatives is to be professional, respectful and in line with Council's Code of Conduct.

Inappropriate or unprofessional conduct will result in the permanent termination of the representative.

Chair

The Industry Initiative will be chaired by the Council's Executive Manager Development & Planning.

The Industry Initiative may be chaired, as an alternative, by an independent chair to be appointed following nomination and assessment of group members.

An independent chair must have experience in the region in Government or private enterprise (or both) and be suitably qualified to hold the position in the opinion of the members.



Administration and Operating Principles

Meetings

The Industry Initiative will meet no less than six (6) times per calendar year, generally on a bi-monthly basis. Notwithstanding, additional meetings can be called on an ad-hoc basis, upon agreement between the Co-chairs and broader members.

For meetings to proceed, a minimum of three (3) Council representatives and six (6) industry representatives must be present.

Meeting agendas

- Council will be responsible for preparing and issuing a meeting agenda at least five (5) business days before any scheduled meeting.
- Any member of The Industry Initiative can nominate an agenda item prior to the issuing of the agenda.

Meeting minutes

- Council will be responsible for documenting meeting minutes and issuing the minutes to The Industry Initiative within three (3) business days after each meeting for confirmation by all members.
- The minutes from each meeting will be published on Council's website to encourage non-members to review matters discussed and participate in discussion points outside of the meeting process, in accordance with the objectives of The Industry Initiative.

Ad-hoc written feedback

- From time to time, the Council may issue a request to The Industry Initiative seeking written advice or feedback on a specific project, where timing means that the matter cannot wait until the next scheduled meeting.
- Where practical, the Council will ensure members are provided with at least ten (10) business days to review and provide feedback to the Council.

Authority

The role of the group and its members is limited to the provision of advice and recommendations, and to act as a conduit to the development and planning industry. There are no formal voting rights connected to Council Policy or Strategy.

The group and its members have no authority over Council management, cannot direct Council staff, and its members will have no involvement in day-to-day operational matters at Council. Any concerns relating to the operation of the group may be taken up with the Executive Manager Development & Planning, or Director Planning Growth and Sustainability.

Confidentiality

In all matters relating to discussions conducted at meetings of The Industry Initiative, together with any and all materials provided to members of the group where material is marked as confidential, members must ensure that these discussions and materials are not released to the general public.

All members must refrain from making any public comment or issuing any public statement regarding the group or its work or decisions without the authority of Council.

Minutes of discussions or materials pertaining to discussions conducted within the group may be released to the general public if directed by the Director Planning, Growth & Sustainability for the purposes of community or sector engagement.

All matters discussed at group meetings will be conducted in accordance with the requirements of the Information Privacy Act 2009 and the Right to Information Act 2009.

All views of the members of the group will be treated with utmost respect but should not be discussed with parties external to the group.

Administration and Operating Principles (cont'd)

Conflicts of Interest

All members are required to act impartially and represent the interests of the broader community above their personal interests. Whilst members have a role in providing specific sector or interest group opinions the group must strive to provide a balanced view or opinion and advice on a project. Where consensus or balance of opinion cannot be achieved across the group, the various views and opinions of the group will be minuted.

In addition, all members will declare any conflicts of interest at the start of each meeting and where a conflict of interest is declared, that member shall leave the meeting when the item is discussed.

Conflicts of interest will be recorded in the meeting minutes.

Discussion of Individual Development Applications

The Industry Initiative will not discuss the Council's assessment of any individual or specific development application, however development applications and/or decisions may be used as examples to provide context to broader discussions.

