

# Shoalhaven Development Industry Reference Group – Terms of Reference

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## 1. Purpose

The purpose of the Shoalhaven Development Industry Reference Group (SDIRG) is to provide a forum for dialogue on the pressures of development for:

- Industry in the pursuit of viable, region specific built outcomes; and,
- Council in our provision of core statutory outcomes on behalf of our community.

The group is not intended to discuss individual development applications, but more broadly enter into strategic discussion on the pressures of growth and development in line with maintaining and enhancing our natural environment and endowments through evidence-based approaches.

## 2. Interpretation

For the purpose of this document:

*Member* means a member of the advisory and representative group

*Group* means Shoalhaven Development Industry Group

*Council* means Shoalhaven City Council

*Chairperson / Chair* means the chairpersons of the group

## 3. Background

Council has been entrusted by its residents to shape a future for the region that generates employment opportunities, better access to facilities and services, greater connectivity between communities and enhancing an outstanding natural environment.

Council's existing policy framework provides a strong foundation for managing the pressures of growth. The Community Strategic Plan 2032 clearly articulates the Vision, Guiding Principles and Key Priorities of Council. Council's Vision eloquently captures the remit under which the pressures of growth should be managed:

***“We will work together in Shoalhaven to foster a safe & attractive community for people to live, work, stay & play; where sustainable growth, development & environmental protection are managed to provide a unique & relaxed lifestyle”.***

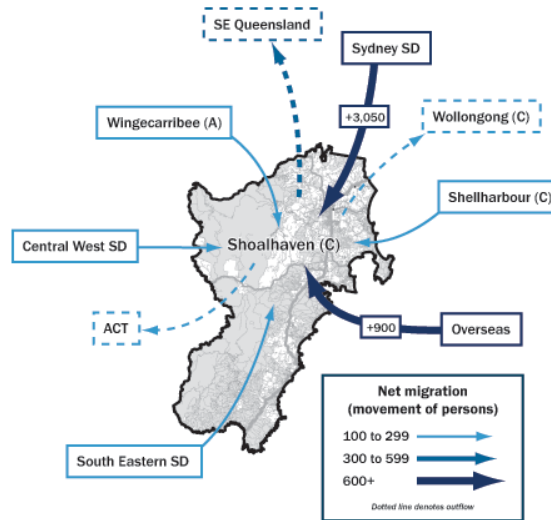
Council's Delivery Plan and Operational Plan translate this vision and the communities priorities into actionable outcomes. Further detailed planning on specific topic areas will inevitably be laid out through strategic thinking that will enable further strategies, plans and actions to be developed.

Population growth is not new to the Shoalhaven. The region has been a steady regional growth area in Australia since the early 1990's and projections predict that the Shoalhaven will continue to grow consistently over the coming 30 years.

Population in the Shoalhaven steadily increased by over 15% since 2001, with an average annual growth rate of 1.15%, being higher than the NSW average of 0.8%. Population is projected to increase by a further 29.02% as we progress towards 2051. Along with the increase

in number of residents, the number of tourists and day trippers are also expected to substantially increase. This increase is forecast to arise predominantly as migration from overseas and the greater Sydney area (see Figure 1, below).

FIGURE 1 – Migration patterns for the Shoalhaven.



The continued strong growth through to 2051 will impact all aspects of the region and council operations and presents a range of opportunities and challenges. It is critical that the Council and Industry play a proactive role in planning for growth in a way that considers the impacts on the community, infrastructure and the preservation of the region’s natural assets and lifestyle advantages.

The servicing of this growth assumes that residential development will grow by 473 equivalent dwellings (ED’s) per annum through to 2051, delivered through a variety of housing types depending on the availability of land. Concurrently, a sufficient range of industrial, commercial and retail space will be required to sufficiently support our population.

#### 4. Objectives

The SDIRG is in place to enable two-way communication between industry representatives and council, facilitating and enabling discussions to assist in development process that will contribute to the future shape of our region. The Group provides non-binding advice to Council for consideration in its role as a statutory approval authority. Council provides non-binding advice to representatives for consideration in facilitating development in line with our Vision, Key Priorities, and this Terms of Reference.

The Group will develop an evidence-based approach to facilitating strong development outcomes to nurture growth in a manner that defines the Shoalhaven, informed by strategic discussion on the pressures of growth, the delivery of built outcomes and the enhancement of our natural endowments.

Over the longer-term, the Group will provide Council with a formal platform to more broadly inform industry of changes, shifts, trends and impacts being (or likely to be) experienced in the planning and development sectors, based on historical data and future projections.

## 5. Role of the Shoalhaven Development Industry Reference Group

To meet the 'Purpose' above, the Group will primarily advise Council on strategic matters pertaining to the development sector and built form outcomes. Likewise, Council will advise industry representatives on relevant policies, procedures, resourcing, statutory requirements, and any specific needs or changes from industry that will assist in progressing development outcomes.

The Group will develop an approach that assists in facilitating development to meet growth demands in line with community expectations. This will include:

- Enabling a forum that will respond to the opportunities and challenges presented by the pressure of growth and associated development.
- Communication that encourages a positive dialogue, information sharing and promotes the inclusion members participating in the Group.
- Upholding an advocacy mentality that positively positions the Shoalhaven for the right types of development, in the right locations, within relevant planning frameworks to facilitate ongoing investment.

The Group will:

- Identify opportunities to streamline development processes.
- Identify issues in planning and development processes that can be addressed to meet community expectations.
- Identify barriers to investment.
- Identify issues causing protracted development assessment timeframes.
- Identify critical growth milestones, including housing targets.
- Identify opportunities for housing diversity and housing availability.
- Identify gaps in current Council processes and Industry approaches to identify new mechanisms to streamline statutory approval outcomes, environmental outcomes and delivery of quality developments.
- Identify and assist in shaping design criteria.

The Group will assess what opportunity and risks are presented through development processes to:

- Shoalhaven City Council as an organisation;
- the provision of core and region making development applications; and,
- development assessment and statutory planning impacts on the region and its community as a whole throughout future growth periods.

## 6. Delegations

The Group has no formal delegation from Council to undertake or enact decisions.

The Group will enter into strategic discussion on all matters within the role as outlined above. The Chair and other Council representatives will consider any recommendations for implementation.

Substantial issues and recommendations (possibly including expenditure) raised by the Group will be reported where required to Council by the Chair (Director, City Development) or a relevant Council representative.

The Group does not have the power to incur expenditure, or the power to bind Council. Financial expenditure is limited to that required to arrange and hold the SDIRG meetings.

## 6. Membership

Membership of the Group includes:

Council staff:

- Director, City Development (Chair).
- Chief Executive Officer (as available).
- Director, City Futures (or delegate).
- Manager, Development Services.
- Manager, Compliance and Certification.
- Executive Principal, Development Projects.

Industry representatives:

- High volume application Planning Consultants (x2).
- Shoalhaven based Engineering Consultant (x1).
- Shoalhaven based Environmental Consultant (x1).
- Shoalhaven based Private Certifiers (x2).
- Shoalhaven based Builders (x2).
- Developers undertaking projects within the Shoalhaven at a: low density residential (x1), medium density residential (x1); and, commercial (x1) scale.
- Urban Development Industry Association (UDIA) (x1).
- Property Council of Australia (PCA) (x1).
- Housing Institute of Australia (HIA) (x1).
- Real Estate Institute of NSW (REINSW) (x1).

Membership of the Group may be amended at the discretion of the Chair, based on the need for input, dissemination of information, or relevant pressures being experienced within the development industry.

### ***Councillor Representatives***

There are no Councillor representatives appointed to the Group.

### ***Local Representatives***

Council will seek to appoint representatives who can adequately represent and contribute to discussion for entire Shoalhaven region.

### ***Council Representatives***

Council representatives (staff) are present to disseminate advice on Council policy, growth trends, statutory processes and operational matters. Representatives from Council will facilitate discussion and use industry feedback on key discussion topics to assist in delivery of Councils statutory functions.

## 7. Shoalhaven Development Industry Reference Group Meetings

### ***Agenda***

The agenda will be developed by the Chair. Group members can contribute to the agenda by requesting inclusion of a particular issue eight (8) weeks prior to the scheduled meeting. The final agenda will be distributed four (4) weeks prior to the meeting, subject to approval of the Chair.

### ***Minutes***

Minutes will be taken and compiled by Council at the scheduled Group meetings, and distributed to members

### ***Quorum***

A quorum is not required for the Group to meet, as there are no formal voting rights, delegations or decision-making.

### ***Frequency***

Meetings will occur at a minimum of three (3) times per calendar year, or as otherwise arranged by the Chair. Meeting invitations will be distributed to members a minimum of four (4) weeks before the scheduled meeting

### ***Voting***

It is expected that the Group, and any working group, develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

### ***Meeting Schedule***

In general, meeting frequency should be conducted on an as required basis.

### ***Minutes***

The Group provides advice to the Council for consideration. The Group's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Group, any resolution determined by Council, will be posted on the Council website.

### ***Confidentiality And Privacy***

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use, or remove any information, unless the member is authorised to do so.

### ***Communication***

In relation to the communication functions of the Group, the following applies:

- Members of the Group are not permitted to speak to the media as Council representatives of the Group unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Group and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Group is the point of contact for communication between Group members and Council staff.

## **8. Code of Conduct**

All members of the Group are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Group.

A breach of the Code of Conduct may lead to the member being expelled from the Group.

## **9. Document Control**

These Terms of Reference will be reviewed annually.