

Example material required to adopt the Model Code under a section 18 (s18) streamlined planning scheme amendment process

The *Planning Act 2016* (the Planning Act) does not state what must be given to the chief executive with the notice under section 18(2). However, it is advantageous for the Local Government to provide enough information to the chief executive to enable the chief executive to consider what would be an appropriate process to prescribe in a notice given to the Local Government under section 18(3) of the Planning Act. Based on recent requests, the Department of State Development, Infrastructure and Planning (the Department) suggests the following:

1. Cover Letter

- **Purpose:** A formal letter outlining the intent to adopt the model code and proceed with a streamlined s18 amendment process.
- **Key Details:** this should be a brief description of the amendment (i.e. to state if the amendment is purely to deliver the model code or if there are other policy changes involved). It also needs to confirm that the amendment aligns with the Planning Act and the Minister's Guidelines and Rules (MGR). It is useful to also reference the date of the council meeting at which this decision was made (enclosing a copy of the resolution where possible).

2. Brief overview - report

Given this is for the use of a model code, the Department has drafted some text that Local Governments could use to provide a Statement of Nature and Objectives of the Amendment (using some of the wording in the draft model code and guidance document):

- Nature of the Amendment – The proposed amendment seeks to incorporate the Model Code for Community Housing in the Community Facilities Zone (the model code) into the [insert name of Local Government] Planning Scheme. The model code provides a framework to facilitate the delivery of community housing that is well-located, well-designed, and integrated with the surrounding neighbourhood, while maintaining the capacity of the Community Facilities Zone to meet current and future community facility needs. This amendment will [edit where appropriate]:
 - Introduce specific provisions to guide the assessment of community housing proposals within the Community Facilities Zone.
 - Align local planning outcomes with state-level objectives to address housing affordability and supply challenges.

- Ensure consistency with the statutory framework established under the Planning Act, Planning Regulation 2017, and other relevant legislation.
- Objectives of the Amendment – The objectives of this amendment are to [edit where appropriate – the following are suggestions only]:
 - Facilitate the delivery of community housing: Enable the development of community housing that meets the needs of vulnerable and low-income groups, in alignment with the administrative definition of "community housing" under the *Housing Act 2003*.
 - Promote housing diversity and density: Encourage innovative and flexible housing solutions that support social and affordable housing outcomes without imposing rigid minimum standards.
 - Integrate community housing with existing planning frameworks: Minimise duplication and conflict with existing planning scheme provisions by incorporating the model code as a complementary framework.
 - Support local context and community needs: Allow for local refinements to the model code to reflect the unique characteristics and priorities of the [insert name of Local Government] area.
 - Maintain the functionality of the Community Facilities Zone: Ensure that community housing developments are compatible with the intended purpose of the zone and do not compromise the operation of existing or future community facilities.
 - Provide clarity and certainty in the development assessment process: Establish clear assessment benchmarks and acceptable outcomes for community housing proposals, reducing ambiguity for applicants and decision-makers.
- Scope of the Amendment - The amendment will apply to [edit where appropriate]:
 - Material Change of Use applications for community housing within the Community Facilities Zone.
 - Specific sites or precincts identified as suitable for community housing, as outlined in the accompanying maps and GIS data.
 - Any associated administrative definitions, tables of assessment, and performance outcomes required to operationalise the model code within the planning scheme.
 - This amendment will not alter existing statutory processes or definitions under the Planning Act, Planning Regulation 2017, or Queensland Development Code. It will operate within the statutory limits of the current planning framework.
- Proposed process and timeline – a draft copy of the preferred process (s18 notice) to be followed in order to facilitate the proposed amendment and timeline to deliver the amendment (i.e. aiming to adopt the proposed amendment in mid-2026 etc) See: **[Streamlining the planning scheme amendment process under section 18 of the Planning Act 2016 | Planning](#)**

3. Communications strategy

To propose a strategy for public consultation in line with the MGR requirements. Table or dot point format is acceptable, to outline how the Local Government will approach the public consultation steps of the process – methods, and minimum requirements are spelt out in the MGR. the Department has prepared a [community engagement toolkit](#) to provide Local Government with best practice ideas and tools to engage with their communities. The toolkit is available on the department’s website and provides a suite of practical theories, tools and templates for Local Governments to choose from to help them develop a fir-for-purpose communications strategy.

4. Enclosures/attachments

Depending on the scope of the proposed change, the overview report may include the following supporting information:

Maps and GIS Data - To identify the scope of the proposed amendment and sites that may be impacted by the proposed amendment. This will be particularly useful where the Local Government may need to locally refine the parcels of land that the model code is intended to apply to. In this instance, please include. However, it is recognised that at the time of requesting a s18 streamlined process, Local Government’s may not have fully completed the process of locally refining the amendment:

- Maps (snipped into the report or attached as a PDF attachment) clearly showing the locations and boundaries of affected areas
- GIS data files (if available) to support spatial analysis.
- Identification of any precincts/sub-precincts that are at play within the Community Facilities Zone where the model code will apply

Copy of the model code with mark-ups – Confirmation as to whether the Local Government intends to adapt the model code to local context. Please note, if changes to the model code are proposed, a word or pdf copy of the model code with tracked changes or annotations showing proposed modifications will be required at the State Interest Review (SIR) stage – it may not be necessary at the early stages (ie. when requesting a s18 streamlined process). When provided, this will need to include justification for each modification to ensure it reflects local needs while maintaining consistency with the Planning Regulation 2017. Not required if adopting the model code without changes.

Tables of Assessment – Similar to the above, Local Governments are requested to confirm if the proposed amendment will require changes to the tables of assessment, or if the drafted tables of assessment from the model code are intended to be utilised “as is” – again, it may not be entirely necessary at the “request for the s18 streamlined process” stage to have all of this detail confirmed, but an indication as to whether or not changes to the levels of assessment will occur as a result of the proposed amendment. Again, the marked up version would be required at the State Interest Review (SIR) stage to nominate development types as accepted development, accepted subject to requirements, code assessable, or impact assessable (detailing if

these are increase/decreases in assessment and why). Clear identification of any changes to existing assessment benchmarks.

Administrative definitions and Strategic framework changes – Local Governments are requested to provide confirmation as to whether new definitions or strategic changes required to support the proposed amendment. Should the Local Government wish for early advice on these sorts of changes, they can be included as part of the s18 streamlined amendment request.

Early engagement – This is perhaps the most critical part of streamlined amendment processes – it allows for a quasi “Prelodgement meeting” to be held with relevant agencies to discuss the scope of the amendment and gain insights into the expected supporting material that may be required to support a proposed amendment. Local Governments should identify key stakeholders that they believe are relevant to the proposed amendment. Based on previous s18 processes, from a Queensland Government perspective this should include Department of Housing and Public Works (DHPW), Department of Transport and Main Roads (DTMR), and other relevant agencies (particularly those that may own parcels of land that are affected by the amendment – most commonly education, energy, health and housing agencies).

Local Governments are requested to provide a summary of planned engagement activities with the key stakeholders. At a minimum, the Department suggests this includes a plan for an agency briefing in the early stages of considering the s18 notice (ideally before the s18 notice is finalised so that Local Governments have adequate time to consider any early commentary from agencies prior to lodging for SIR)

Supporting Documentation - To provide additional evidence or analysis supporting the amendment. A package at this stage of the process does not need to include technical reports – but it could be useful to identify what reports may be provided if/when the amendment progresses to SIR steps as relevant stakeholders may wish to review particular documents and can provide feedback on what reports they specifically wish to see.