


GUIDE TO USING THE IDAS DEVELOPMENT APPLICATION FORMS
*Guide 6***Referral coordination**

Referral coordination was deleted from the IPA from 31 March 2007. Referral coordination only applies to applications made up until 30 March 2007.

Referral coordination, as a process for the coordination of information requests by the chief executive of the Department of Local Government, Planning, Sport and Recreation, no longer applies to development applications made after 31 March 2007. Instead, applicants are responsible for the referral of applications to any applicable referral agencies, and responding to any information requests made by the referral agencies or the assessment manager.

Impact assessable applications that previously were required to undergo referral coordination, are still required under the IPA to be publicly notified for 30 business days, instead of a 15 business day notification period. A 30 day public notification period applies if any of the following apply to the application [IPA s6.7.1A]—

1. there are 3 or more concurrence agencies;
2. all or part of the development—
 - is assessable under a planning scheme; and
 - is prescribed under a regulation;
3. all or part of the development is the subject of an application for a preliminary approval mentioned in section 3.1.6 of the IPA

The Integrated Planning Regulation 1998, schedules 7 and 8 outline the developments or areas prescribed under a regulation, where a 30 business day notification period is required for development that is subject to impact assessment and is assessable under a planning scheme.

The following information about the Referral Coordination process only applies to development applications made prior to 31 March 2007.

What is referral coordination?

Referral coordination is a process where the chief executive of the Queensland Department of Local Government, Planning, Sport and Recreation makes a State coordinated information request for a development application.

This coordinated information request replaces the need for individual requests from the assessment manager and any IDAS referral agency.

The chief executive decides whether to issue an information request and if so, the content of the request after consulting with the assessment manager and each

IDAS referral agency for the application. Advice may also be sought from third parties to assist with the preparation of the information request.

Referral coordination applies to applications following code or impact assessment processes and those for preliminary approval or a development permit.

If triggered, referral coordination occurs after an application has been lodged with the assessment manager and all referrals have been made to relevant IDAS referral agencies.

When is referral coordination triggered?

There are three (3) ways in which referral coordination may be triggered for your application if -

1. it involves three (3) or more concurrence agencies; or
2. it involves development for a prescribed purpose or in a prescribed area; or
3. is for a preliminary approval pursuant to section 3.1.6 of the IPA.

Three (3) of more concurrence agencies

Regardless of the aspects of development applied for, referral coordination must be undertaken if three (3) or more concurrence agencies are triggered for the application (rather than the proposal as a whole).

When determining if an application triggers referral coordination in this instance it is important to distinguish between three (3) or more concurrence agencies and three (3) or more referral triggers. For example, an application involving a non-devolved environmentally relevant activity (ERA) and contaminated land matters involves 2 referral triggers but not 2 referral agencies. This is because the Environmental Protection Agency (EPA) had jurisdiction for both non-devolved ERAs and contaminated land matters. So, while the application involves two (2) referral triggers, this situation only equates to one (1) referral agency.

If the ERA was a devolved activity making the local government the administering authority for its assessment and the local government is also the assessment manager for the application, the local government is not considered to also be a concurrence agency with respect to the ERA for the purpose of determining the number of concurrence agency for referral coordination.

Prescribed purposes and areas

A development application may involve a purpose prescribed in schedule 7 of the *Integrated Planning Regulation 1998 (IP Regulation)* or an area prescribed in schedule 8 of the IP Regulation. In these instances, referral coordination applies regardless of whether or not the local government has an IPA scheme or a transitional planning scheme.

Schedule 7 triggers (Prescribed Purposes)

Schedule 7 of the IP Regulation prescribes that an application will trigger referral coordination if the application involves a material change of use for any of the following purposes -

1. **aerodrome** that is (or proposed to be) used by commercial operators not normally living at the premises;
2. **large outdoor sport and recreation facility** including, for example, a golf course, major sporting venue or racing circuit, but not including a golf course of 30ha or less or a golf driving range;
3. **tourist resort** -
 - (a) with accommodation for more than 1000 people, including staff; or
 - (b) on an offshore island;
4. **a body of water**, including for example, an artificial lake, that has, or would have after the change of use, a total surface area of more than 5000m².

Schedule 8 triggers (Prescribed Areas)

Schedule 8 of the IP Regulation prescribes that an application will trigger referral coordination if the application involves a material change of use (*other than for a dwelling house, outbuilding or farm building*) assessable against a planning scheme, or reconfiguration a lot, if the premises -

1. are wholly or partly below a floodline adopted by the local government if the application involves filling an area greater than 5000m² below the floodline;
2. shares a common boundary with a protected area or registered place under the *Queensland Heritage Act 1992*;
3. contains or shares a common boundary with or is within 100 metres of the boundary of:
 - (i) an area that is critical habitat, a protected area, subject to a conservation agreement or an area of major interest under the *Nature Conservation Act 1992*;
 - (ii) the wet tropics area under the *Wet Tropics World Heritage Protection and Management Act 1993*; or
 - (iii) a fish habitat under the *Fisheries Act 1994* if the proposed development:
 - (A) has impact on riparian vegetation; or
 - (B) results in alteration of natural flow patterns;
 - (C) requires the construction of a levee;
 - (D) does not contain stormwater management;

- (E) allows contaminated runoff;
 - (F) requires drainage of fish habitat;
- (iv) an area listed as a wetland of international importance under the Ramsar Convention as defined under the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*;
 - (v) an area listed as a wetland of importance within the Queensland chapter of *A Directory of Important Wetlands in Australia* as published by the Australian Nature Conservation Agency, 2001, Canberra
 - (vi) an area of permanent, periodic or intermittent inundation, whether natural or artificial (other than an area for liquid waste disposal), with water that is static or flowing, fresh, brackish or salt (including areas of marine water the depth of which is not more than 6m at low tide) that -
 - (A) under the document called *the State of the Environment Report 1999*, is a good example of a wetland type occurring within a bioregion under the report;
 - (B) plays an important ecological or hydrological role in the natural functioning of a major wetland system or complex;
 - (C) is important as the habitat for terrestrial and aquatic animal taxa at a vulnerable stage in their life cycles, or provides a refuge when adverse conditions, such as drought, prevail;
 - (D) supports a significant number of the bioregional populations of any native terrestrial and aquatic animal or plant taxa;
 - (E) supports native terrestrial and aquatic animal or plant taxa, or communities that are endangered or vulnerable at the bioregional level.

However, the referral coordination arrangements for prescribed purposes and areas do not apply to an application if the assessment manager is of the opinion that the proposal would be **unlikely** to have a significant effect on the environment. In this instance the standard IDAS process and timeframes apply (including the standard notification period of 15 business days if applicable).

(Note: Reference to the term 'minor' was removed through the IPOLAA 2003. This term caused confusion and its removal acts to confirm that it is the environmental effects of the proposal, rather than simply its scale, which are the key factors in determining whether referral coordination is appropriate)

Examples - Here are some examples of development that could reasonably be considered to be unlikely to have a significant effect on the environment and therefore not trigger transitional referral coordination -

- the erection of a golf buggy storage shed at a golf course adjoining prescribed land; and
- alterations to a sugar mill to include a staff cafeteria.

Section 3.1.6 trigger

If an application seeks (either in whole or in part) preliminary approval to override a local planning instrument, the application will trigger referral coordination.

What to do if referral coordination is triggered

If an application triggers referral coordination the application will need to -

1. refer the application to all IDAS referral agencies (if there are any);
2. send the following items to the chief executive of the Department of Local Government and Planning -
 - (i) a complete copy of the application that was sent to the assessment manager;
 - (ii) a copy of the acknowledgement notice you received from the assessment manager;
 - (iii) pay the fee (there is currently no charge); and
 - (iv) provide a notice stating the day all referrals were completed to each referral agency (if any).

The chief executive has **20 business days** to conduct referral coordination for an application. This period starts automatically the day after the items detailed above are received.

Does anything else in IDAS change?

For applications requiring impact assessment i.e. where the notification stage of IDAS applies, the notification period must be a minimum of **15 business days**. If referral coordination is triggered and the application requires notification, the notification period is a minimum of **30 business days**.