

ITEM 5

PUBLIC EXHIBITION - DRAFT COMMUNITY PARTICIPATION PLAN AMENDMENTS AND DRAFT POLICIES FOR COUNCIL RELATED DEVELOPMENT

The *Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2023* will commence on 3 April 2023. The purpose of the amendment is to ensure the planning system remains transparent and accountable in relation to Council-related development.

The Amendment Regulation requires Council to prepare a formal policy for the management of any potential conflicts that may arise in relation to Council-related development, and prepare a management strategy to be published on the NSW Planning Portal with exhibited development applications. The Amendment Regulation also require an update to Council's Community Participation Plan.

The purpose of this report is to seek a Council resolution to exhibit a suite of documents to comply with the *Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2023*, to allow community and stakeholder feedback.

RECOMMENDATION

The following documents be exhibited for a minimum period of 28 days to enable community and stakeholder feedback:

- a Draft Council Policy: Managing Conflict of Interest for Council related Development,
- b Draft Management Statement: Council-related Development,
- c Draft updated Community Participation Plan;
- d Draft Register of Development Applications and development consents for Council-related development.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy

Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

- 1 Draft Updated Community Participation Plan (with tracked changes)
- 2 Draft Conflict of Interest Management Statement: Council Related Development
- 3 Draft Council Policy: Managing Conflict of Interest for Council Related Development
- 4 Draft Register

BACKGROUND

A Council-related development application is defined as a development application for which the Council is the consent authority, that is –

- (a) *made by or on behalf of the Council, or*
- (b) *for development of land –*
 - (i) *of which the council is an owner, a lessee or a licensee, or*
 - (ii) *otherwise vested in or under the control of the council. Land vested in or under the control of the Council includes public land within the meaning of the Local Government Act 1993.*

Council prepares local planning policies and assesses and determines development applications. Council can also be a developer, landowner or hold a commercial interest in land. Where Council has this dual role, an inherent conflict can arise. Identifying these conflicts early and finding ways to address them is crucial to good governance and allows Council to strengthen its relationship with communities and build and enhance trust.

The Regulation requires Council to manage conflicts of interest that may arise in connection with Council-related development applications because the Council is often the consent authority. The amendment to the Regulation commences on 3 April 2023. Existing Council Development Applications currently under assessment are not affected.

PROPOSAL

The Amendment Regulation has resulted in the need to -

- 1 Update Council's Community Participation Plan;
- 2 Prepare a conflict of interest management statement to be published on the NSW Planning Portal with exhibited council-related development applications;
- 3 Adopt a formal policy for the management of any potential conflicts that may arise in relation to Council-related development; and
- 4 Keep a register of development applications and development consents for Council-related development.

1 Update Council's Community Participation Plan (CPP)

On 18 November 2019 Council adopted the Community Participation Plan. Schedule 1 of the *Environmental Planning and Assessment Act 1979* specifies the community participation requirements in relation to planning matters, particularly in relation to how Development Applications and draft Planning Proposals are exhibited.

The Amendment Regulation requires an update to Schedule 1 to introduce a minimum public exhibition period for a Council-related development application of 28 days.

A review of the CPP has also identified the need for further updates and edits, as follows -

- Updating the document date from 2019 to 2023.
- Update references to Department of Planning and Environment (from previous Department of Planning, Industry and Environment).
- Procedures for Planning Proposals to be updated to reflect Department of Planning and Environment's publication "Local Environmental Plan Making Guideline 2021".
- Additional information to be included under Planning Proposals: "Once lodged and accepted, preliminary consultation may be undertaken to inform the preparation of the report, depending on the complexity of the proposal. Council will prepare an exhibition web page for each Planning Proposal request."
- "Where you can view proposals" - bullet point explaining the community can find information about DAs for integrated and designated developments from the newspaper to be replaced with the Public Notices web page. This change reflects the 2020 amendment to the former Regulations, that no longer require Development Applications to be advertised in local papers.
- Updating some links (e.g. to external websites) throughout the document.
- "How you can Participate" – email address option to be added. Submit your feedback – "ourwollongong" page to be referenced for Planning Proposals, Planning Agreements and Council Policies.
- "How we will respond" – the following to be added: "When we receive your submission by email an automated response will be sent to confirm we have received your submission".
- Schedule 1: Planning Proposals for Local Environmental Plans subject to a Gateway Determination – updated time frames for consultation to be included to reflect Department of Planning and Environment's publication "Local Environmental Plan Making Guideline 2021".
- Schedule 3: references to SEPPs to be updated.
- Appendix 1: website links to be updated.

Attachment 1 contains a copy of the updated draft CPP.

2 Draft Conflict of Interest Management Statement: Council-related Development

The Amendment Regulation requires Council to prepare a conflict of interest management statement to be published on the NSW Planning Portal with exhibited Council-related development applications.

Schedule 2 of the *Local Planning Panels Direction – Development Applications and Applications to Modify Development Consents* includes development where there potentially may be a conflict of interest:

SCHEDULE 2

1. Conflict of interest

Development for which the applicant or land owner is:

- (a) the council,
- (b) a councillor,
- (c) a member of council staff who is principally involved in the exercise of council's functions under the *Environmental Planning and Assessment Act 1979*,
- (d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth), or
- (e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in (b) to (d).

but not development for the following purposes which requires:

- (a) internal alterations and additions to any building that is not a heritage item,
- (b) advertising signage,
- (c) maintenance and restoration of a heritage item, or
- (d) minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

The Local Planning Panels Direction identifies the development applications and modifications to be referred to the Local Planning Panel for determination on behalf of Councils.

Under State Environmental Planning Policy (Planning Systems) 2021 Schedule 6, Council is also currently required to refer Council-related development over \$5 million to the State Regional Planning Panel for determination.

A draft Management Statement: Council Related Development has been prepared, based on a template provided for this purpose by the Department of Planning and Environment (Attachment 2).

The key proposed strategies for Council to manage potential conflicts of interest are listed in the draft Statement as follows -

- Council-related applications and approvals to modify development consents will be referred to the Wollongong Local Planning Panel for determination, as required by Schedule 2 of the Local Planning Panels Direction – Council is not the consent authority.
- Council-related development over \$5 million will be referred to the Southern Regional Planning Panel for determination – Council is not the consent authority.
- Certification of Council-related development must be undertaken in accordance with the requirements of the Conflict-of-Interest Provisions detailed in the Building and Development Certifiers Act 2018 and the Building and Development Certifiers Regulation 2020.

3 Draft Council Policy: Managing Conflict of Interest for Council Related Development

The Amendment Regulation requires Council to adopt a formal policy for the management of any potential conflicts that may arise in relation to council-related development. The policy is to -

- a) Specify how the Council will manage conflicts of interest that may arise in connection with Council-related development applications because the council is the consent authority; and
- b) Comply with the *Council-related Development Application Conflict of Interest* Guidelines published by the Department of Planning and Environment.

A draft Council Policy: Managing Conflict of Interest for Council Related Development (Attachment 3) has been prepared, based on the "Sample Policy" provided by the NSW Department of Planning and Environment. This Policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for Council-related development and meet the legislative requirements of Section 66A *Environmental Planning and Assessment Regulation 2021*.

The main objectives of this draft Policy are to -

- 1 Manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development;
- 2 Avoid any occasion for suspicion of improper conduct in the exercise of development assessment functions for council-related development;
- 3 Outline the process for identifying and managing potential conflicts of interest; and
- 4 Comply with the Council-related Development Application Conflict of Interest Guidelines published by the Department of Planning and Environment.

The draft Policy reflects the scope of development situations, where a conflict of interest or a perceived conflict of interest may exist, in Schedule 2, being -

- a) the Council;
- b) a Councillor;
- c) a member of Council staff who is principally involved in the exercise of Council's functions under the EP&A Act 1979;
- d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth);
- e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in b) to d) but not development for the following purposes -
 - internal alterations and additions to any building that is not a heritage item;
 - advertising signage;
 - maintenance and restoration of a heritage item; or
 - minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

The draft Policy outlines the following proposed management controls to be applied -

- A The assessment and determination of an application for Council-related development.
 - Council-related applications and approvals to modify development consents will be referred to the Wollongong Local Planning Panel for determination, as required by Schedule 2 of the Local Planning Panels Direction – Council is not the consent authority.
 - Council-related development over \$5 million will be referred to the Southern Regional Planning Panel for determination – Council is not the consent authority.
 - Certification of Council-related development must be undertaken in accordance with the requirements of the Conflict-of-Interest Provisions detailed in the Building and Development Certifiers Act 2018 and the Building and Development Certifiers Regulation 2020.

B The regulation and enforcement of approved Council-related development.

Dependent on the regulation and enforcement activity required, may be undertaken by -

- a) a private certifier, where appointed to be the Principal Certifier (within their area of responsibility/authority), or
- b) Council, under delegation for building and subdivision work where Council is nominated as the Principal Certifier or required to by the Act or
- c) Council staff under delegation in accordance with Council's compliance policy ensuring separation of regulation/enforcement activities and project management or
- d) engagement of an independent third party.

The draft Policy proposes that development applications lodged with Council that are Council-related development are to be referred to the General Manager or delegate for a conflict-of-interest risk assessment.

4 Draft Register

With the commencement of the Amendment Regulation, Council is required to keep a register of Development Applications and development consents for Council-related developments. The register must list -

- a) Conflicts of interest that may arise in connection with the application because Council is the consent authority; and
- b) Measures taken by Council to manage the conflicts of interest.

Council holds a number of Information Registers on its website, including registers for Development Applications and approvals, planning agreements, and variations to development standards (among others). A draft Register of development applications and development consents for Council-related developments has been prepared for Council's website (Attachment 4).

CONSULTATION AND COMMUNICATION

Internal consultation has been conducted with relevant Council Divisions including Development Assessment and Compliance, Governance and Risk, Land Use Planning, Communications and Marketing, and Legal.

If the draft Policy and associated materials are supported by Council, the suite of documents will be exhibited for a minimum 28 days. All submissions will be reviewed and any post exhibition revised amendments will be reported to a future Council meeting for adoption.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2032 Community Strategic Plan Goal 5 *"We have a healthy community in a liveable city"*. It specifically delivers on the following –

- 5.2 Urban areas are created and maintained to provide a healthy and safe living environment for our community.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this Council report.

CONCLUSION

A draft Council Policy: Managing Conflict of Interest for Council Related Development, Draft Management Statement: Council-related Development, draft updates to Council's Community Participation Plan, and a draft Register of development applications and development consents for council-related development have been prepared in response to requirements outlined in Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2023, due to commence on 3 April 2023.

It is recommended that Council support the public exhibition of this suite of documents to allow community and stakeholder feedback.



COMMUNITY PARTICIPATION PLAN



~~2019~~2023



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Document Control			
Document ID:: Community Participation Plan			
Rev No.	Adoption Date	In Force Date	Revision Details.
0	18/11/19		Adopted by Council
1	XX/XX/23		<u>Council-related development application amendments</u>

INTRODUCTION

The Community Participation Plan (CPP) outlines how Council will inform and engage with the community about planning and development matters. The CPP also provides information on how you, as the community, can participate in planning matters.

Council's [Community Engagement Policy](#) covers other matters not directly related to planning.

The CPP applies to all land within the Wollongong Local Government Area (LGA) and sets out public exhibition requirements for planning matters, as required by the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 (EP&A Act).

This plan replaces the Wollongong Development Control Plan 2009 – Appendix 1 Public Notification and Advertising Procedures.

The CPP provides notification and engagement requirements for all planning matters, including;

- Development Application (DA) determinations
- Preparation of strategic plans
- Planning proposals
- Other relevant planning policies
- Decisions made by the Local Planning Panel (LPP).

The CPP reflects our community engagement objectives which we use to guide our notification strategies when inviting you to participate in local planning.

We will review this Plan, periodically.

WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is how we reach out and encourage you, our community, to talk with us about plans, projects and policies that may affect you. It is about asking and listening to the community to help us make decisions. We recognise that the community has an interest, and a right, to be informed about planning matters and given opportunities to participate in strategic planning for our LGA.

Community Engagement is important, it:

- Informs decision making
- Builds relationships and trust
- Strengthens community
- Builds a sense of belonging, and
- Keeps the community informed.

Our commitment to community engagement is detailed in the [Community Engagement Policy](#). This policy can be found on our website.

We are committed to the following principles for community engagement:

1. We aim to be flexible
2. We will be inclusive
3. We believe community engagement is important for good governance
4. We aim to effectively plan each engagement
5. We will give you feedback.

Public Exhibition

Public exhibition is when we put documents and information on public display, for people to learn about and comment on. There are mandatory and non-mandatory consultation and exhibition requirements for planning matters which we must follow. Mandatory requirements for community participation are set out ~~by Section in Division~~ 2.6 of the EP&A Act and the Environmental Planning & Assessment (EP&A) Regulation 2021~~00~~⁹⁰. This includes the minimum exhibition periods, the way public notification should happen and the requirement to provide reasons for planning decisions made, such as for development assessments. If a particular matter has a different exhibition or notification period that applies under the EP&A Act, the longer period applies.

Exhibition Types

If a planning matter needs to be exhibited, we may do any, or all, of the following:

- make documents publicly available
- decide an appropriate exhibition timeframe (where non-mandatory)
- give written notice to individual land owners / occupiers
- advertise the exhibition notice and advise how submissions can be made
- use social media
- hold an information session or workshop.

Plan Making and Strategic Planning

Council manages how most land in our LGA is used, protected, or developed. This includes where new roads or buildings should go, or how many houses can be built in a certain area. We have development controls to make sure buildings and public areas are safe, well designed, and meet planning rules set by the State Government. Development also includes activities like holding a big event, running a business or demolishing a building.

When we prepare new policies, such as Local Strategic Planning Statements, Planning Proposals, [Local Environmental Plans](#) (LEPs), [Development Control Plans](#) (DCPs), Community Participation Plans (CPPs) and [Development Contributions Plans](#), we will seek comments from the community. We will also consult with the community, in line with the EP&A Act, when we seek to amend a policy, or rezone a parcel of land. We want to hear your views, [and](#) involve you in creating shared visions, and finding solutions to [issues questions](#) affecting our community.

Development Applications

A Development Application (DA) is a formal request for consent to carry out a proposed development, such as erecting a building, subdividing land, or changing the use of land. DAs have different classifications and these determine the length of the notification period. This ranges from no exhibition or short exhibition periods for minor proposals [through to and](#) longer exhibition periods for more complex DAs.

The length of time a DA is notified, if required, is shown in **Schedule 2** at the end of this policy. If a DA needs to be notified or advertised, the applicant will be charged a notification fee, in line with the [adopted fees and charges](#).

Schedule 3 lists DA types which don't require notification because they propose minor development. Development not mentioned in the schedules will only be notified if the responsible Assessing Officer, or Area Manager, decides this should happen.

There are [types of development](#), such as Exempt and Complying, which may not need to be notified. They are assessed under various state policies and not always by Council. Further information is available on the website.

If you are unsure if a DA should be notified, please call us on 4227 7111.

Our Commitment

We are committed to listening to community support, or concerns, that may arise from DAs and other planning matters.

All involved can be confident of an impartial, fair, and transparent assessment process.

Before Lodgement

Before you lodge a DA or Planning Proposal, we highly recommend that you discuss your draft proposal with adjacent landowners, and neighbours who may be interested. This allows any potential issues to be discussed early in the process and may allow some matters to be resolved before lodgement.

Complex and larger proposals, which have the potential to be controversial, should be raised with those in the community who may be affected, before the proposal is lodged with Council to be assessed. This can include:

- Local Community Groups
- Chambers of Commerce
- Neighbourhood Forums.

KEEPING YOU INFORMED

How you will be notified of a proposal

Council will write to you if you or your property is likely to be affected by a DA, or new policy. This includes land owners, occupants, neighbours, businesses and the general public. This is so everyone has a chance to raise any concerns, provide support, make a comment or provide useful information - before a planning decision is made.

If you think you should have been notified about a planning matter, but did not receive a letter, please call us on 4227 7111 and let us know.

1. Development Applications

If a complete DA is lodged, notification normally happens within a few days. If more information is required from the applicant, notification will be delayed until this information is received.

Generally, written notification of an application will be sent to adjoining property owners and occupants. Some notifications may extend to include those within the immediate locality.

For major or potentially contentious applications, the notification area may be extended, depending upon the nature and potential environmental impacts associated with the proposal.

If a design changes greatly during the assessment period, or additional supporting information is supplied, a DA may need to be re-notified. The decision to re-notify will be made by the responsible Assessing Officer and Area Manager.

Some proposals require the DA, letters or emails to be shared with a public authority, (e.g. government departments and statutory authorities like the NSW Rural Fire Service) where approval is required, or where we require specialist advice.

[Council will keep you informed as follows:](#)

- Where a DA may affect property owners of land outside Wollongong City LGA, Council will write to the neighbouring Council to alert them to the proposal.
- Where the DA has an associated **Planning Agreement**, the Draft Planning Agreement will be reported to Council for endorsement and exhibited for a minimum period of 28 days.
- If a DA is subject to an appeal in the NSW **Local Environment Court**, and you sent in a submission, you will be notified of the appeal where it has been listed for conciliation or hearing.
- If a DA is subject to a **Review of Determination** (via [Division Section 8.2](#) of the EP&A Act) we will notify the application in the same way as the original application.

Christmas period.

We will not start the exhibition of any DAs between 20 December and 10 January (inclusive); the next year, and these days are not counted within an exhibition period which has already started. Following this, any DAs that are required to be exhibited, will be exhibited for at least 14 calendar days, or longer if required by Schedule 1.

2. Planning Proposals

A planning proposal is a request to change how land is zoned, [development standards applying to the land or permitted uses](#) so certain types of development can go ahead. [Once lodged and accepted, preliminary consultation may be undertaken depending on the complexity of the proposal.](#) ~~When we prepare or assess a Planning Proposal, the public will be notified as soon as possible, to measure community interest. For minor proposals, the Planning Proposals are may not be exhibited once until~~ we receive the Gateway Determination from the Department of Planning, ~~Industry~~ and Environment, ~~advising the minimum level of consultation needed.~~ [Council will prepare an exhibition web page for each Planning Proposal request.](#) The exhibition of new or amended Planning Proposals will not start, or finish, during school holidays.

We recommend discussing a planning proposal with adjacent landowners before submitting it to Council. This allows any potential issues to be discussed early on in the process, and may allow some matters to be resolved before it is considered by Council.

A report on feedback received in submissions will be considered by Council, after exhibition. If you made a submission, Council will let you know the report dates and what decisions have been made. You may also have [the](#) opportunity to address Councillors at Council meetings, through a Public Access Forum.

Public hearings may be held for some Planning Proposals, such as the reclassification of community land to operational land. Where the Planning Proposal has an associated Planning Agreement, the Draft Planning Agreement will be reported to Council for endorsement and exhibited for a minimum period of 28 days.

If there are significant changes to a Planning Proposal before it is adopted, and you were originally notified or made a submission, we will notify you of those changes. Minor changes are unlikely to be re-notified. Specific detail on [The Gateway Process](#) and the making of Local Environmental Plans can be found on the [Department of Planning, Industry and Environment's](#) website and in Council's [Planning Proposal Policy](#).

Christmas period.

We will not start the exhibition of any Planning Proposals between 20 December and 10 January (inclusive) the next year and these days are not counted within an exhibition period which has already started.

3. Planning Policies

Planning policies are prepared by Council to inform and guide development decisions within the LGA, such as Development Control Plans. We update them regularly and will generally invite the community to comment on new policies, or changes to existing policies, before they are put into place.

We will tailor community engagement strategies in the lead up to notification and exhibition, to target those who may be interested or impacted. Methods may include reviewing documents and providing comment, community surveys and workshops, or we may ask you to visit [Council's website](#).

When Council makes or amends a Planning Policy, the public will generally be notified when the draft policy is ready for public exhibition. The exhibition timeframe depends on the type of document prepared or updated, as well as the level of community interest. **Schedule 1** lists the minimum mandatory timeframes for the various planning functions. When we prepare some policies, we may seek community input before the policy is drafted, so that the community has an opportunity to help inform the plan.

Following exhibition of a draft policy, we will review all submissions received and the draft policy will be updated to include any relevant or necessary changes.

When a new, or amended, Planning Policy is to be adopted, Council's website will be updated with the relevant details.

School Holidays

The exhibition of a new or amended Planning Policy will not start, or finish, during school holidays.

WHERE YOU CAN VIEW PROPOSALS

If you receive a notification letter, it will explain how you can view the relevant documents.

For everyone else, you can find information about proposals that are open for comment via the following:

- The [View an Application](#) page on our website
- Council's online [community engagement site](#)
- Council's Customer Service Centre, Ground Floor Administration Building, 41 Burelli Street Wollongong, between 9am and 5pm weekdays
- For some DAs, information may be available in your nearest [library](#) branch
- [Current LEP Proposals](#) on The Department of Planning ~~Industry~~ and Environment [Planning Portal](#) website
- [Council's Public Notices webpage](#) ~~Newspaper~~ (Integrated and Designated development only)
- **Planning Alerts** - Email alerts of planning applications near you: www.planningalerts.org.au.

HOW YOU CAN PARTICIPATE

Submissions – Join the Conversation

Anyone with an interest in a planning matter is welcome to make a submission. If you're objecting or supporting, you need to give a clear reason why, e.g. how the proposed development may impact on you, or your property. We also encourage people to share positive suggestions or recommendations to improve the final outcome. Submissions must be received by close of business on the last day of the notification period and include the following information:

- (a) Addressed to the GENERAL MANAGER;
- (b) Application Number and location, or policy name;
- (c) Address of the property; subject of the application;
- (d) Your address [or email address](#); (so we can inform you of the outcome);
- (e) Date of submission;
- (f) State the reasons for support or objection expressed in the submission. You may include maps and photos;
- (g) Solutions or suggestions for possible changes that could provide a better outcome; [and &](#)
- (h) [Reply postal address and d](#)~~d~~Daytime contact telephone number.

Extensions

In certain circumstances, the relevant Area Manager may approve an extension to the closing date for submissions. Extensions will generally only occur for major applications and when it is considered reasonable. This may allow people who are interested in the proposal the opportunity to thoroughly review it and any accompanying specialist report(s), before making a submission. Such extensions will appear on the relevant website.

Privacy

Submissions are public documents, and other people can view them on request, so make sure you read our [privacy statement](#) before you comment.

You are required to tell us if you have made a reportable [political donation or gift](#). It is an offence not to make this information known under the EP&A Act. It is also an offence to make an incorrect disclosure statement. Under the Local Government Act 1993, submissions must be made available for public inspection and will not remain confidential.

If you wish to keep personal details within your submission private, a statutory declaration must be completed along with a request to keep the information private. These requests are considered and determined in accordance with the Privacy and Personal Information Protection Act 1998.

All submissions received within the notification period will be considered when the notification period finishes. Comments on social media will not be treated as submissions.

Submit your feedback, in writing, in the following ways:

- Personal delivery: Council's Customer Service Centre, Ground Floor Administration Building, 41 Burelli Street Wollongong, between 9am and 5pm weekdays;
- Post: Locked Bag 8821, Wollongong DC, NSW 2500
- Email: council@wollongong.nsw.gov.au
- [Online](#): A submission may be made for each exhibited application directly via the online [Application tracking page for DAs](#).
- [Online: A submission may be made for exhibited Planning Proposals, Planning Agreements and Council Policies via the online ourwollongong community engagement page.](#)

If you need assistance to provide feedback in a different format please contact 4227 7111, or visit our Customer Service Centre at 41 Burelli Street Wollongong.

HOW WE WILL RESPOND

When we receive your submission, we will write to you within 7 days confirming that it has been received. If there are numerous names on the submission, or it is a petition, we will send the reply to the head signatory. This letter will not respond to any issues raised in the submission.

[If your submission is made by email and submitted to Council's email address council@wollongong.nsw.gov.au , you will receive an automated response to let you know we have received it.](mailto:council@wollongong.nsw.gov.au)

If a proposal is amended while it is being considered, any person who has provided feedback on the application may be contacted about the amendments. The decision to do this is made by the Assessing Officer/Area Manager. Minor changes are generally not re-notified.

All submissions received within the exhibition period will be considered, and referenced in the Assessing Officer's report. If a submission is received after the closing date, it may not be possible to consider it in the assessment. Individual replies to questions raised in submissions are not guaranteed.

HOW TO VIEW DECISIONS

All [Development Determinations and Assessment Reports](#) are available on Council's website. If you were notified about a DA, or you wrote a submission, you will be contacted to let you know what decision was made. We will also tell you where you can review the reasons for the decision, and how submissions were taken into account.

Decisions made by the [Wollongong Local Planning Panel](#) and the [Southern Regional Planning Panel](#) are available on their respective webpages. If you made a submission, or addressed the panel, you will be notified of the decision. You can also view the decision, assessment report and panel commentary on the respective web pages.

Planning proposals can be tracked on The Department of Planning, ~~Industry~~ and Environment's [online tracking system](#). [Planning Portal](#).

When a new or amended Planning Policy is to be adopted, Council's website will be updated with the relevant details.

SCHEDULE 1- MINIMUM EXHIBITION TIMES

Plan or Application Type	Minimum Community Participation Requirement
Draft Community Participation Plans	28 days
Draft Local Strategic Planning Statements	28 days
Planning Proposals for Local Environmental Plans subject to a Gateway Determination	<p>28 days or:</p> <p>(a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period so specified, or</p> <p>(b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.</p> <p>NB Gateway Determination specifies duration and extent of public exhibition according to Category of Planning Proposal:</p> <p>Category Basic: 10 working days</p> <p>Category Standard: 20 working days</p> <p>Category Complex: 30 working days</p> <p>Category Principal: 20 working days</p>
Draft Development Control Plans and amendments	28 days
Draft Development Contribution Plans and amendments	28 days
Development Consent (other than for Complying Development Certificate, for Designated Development or for State Significant Development)	<p>14 days or:</p> <p>(a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or</p> <p>(b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition.</p>
Development Consent for council-related development	28 days
Designated Development	30 days
Modification of Development Consent - that is required to be publicly exhibited by the EP&A Regulations	14 days or:

	The period (if any) determined by the consent authority in accordance with the relevant community participation plan.
Development Consent for Nominated Integrated Development and Threatened Species Development	30 days
Development Consent for Integrated Development	14 days
Environmental Impact Statement obtained under Section 5.1	28 days
Review of Determination	14 days

SCHEDULE 2 - NOTIFICATION REQUIREMENTS

- ✓ Notification / Consultation required (starting on the day provided in the notification letter)
- x Notification / Consultation not required
- Area Development Manager decides whether to notify

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Designated Development	✓	✓	30 Days
Development involving an exception to a development standard	✓	✓	14 Days
Nominated Integrated Development	✓	✓	30 Days
Integrated Development	✓	✓	14 Days
Advertising Structures / Signs	✓	✓	14 Days
Agriculture	✓	●	14 Days
Amusement Centres	✓	✓	14 Days
Ancillary structures less than 0.9m from side and rear property boundaries.	✓	●	14 Days
Animal Boarding or Training Establishment	✓	✓	14 Days
Any application associated with/or without a Building Certificate seeking to legitimise illegal works	✓	●	14 Days
Any structures encroaching on building alignment (front, rear or secondary for corner allotments)	✓	●	14 Days
Attached Dwellings	✓	●	14 Days
Boarding Houses	✓	●	14 Days
Boat Building and Repair Facilities	✓	●	14 Days
Boat Launching Ramps	✓	●	14 Days

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Boat Sheds	✓	●	14 Days
Brothels (Sex Services Premises)	✓	✓	14 Days
Business Premises	✓	●	14 Days
Camping Grounds	✓	✓	14 Days
Caravan Parks	✓	✓	14 Days
Car Parks	✓	✓	14 Days
Cemeteries	✓	✓	14 Days
Centre-based Child Care Facilities	✓	✓	14 Days
Charter and Tourism Boating Facilities	✓	✓	14 Days
Commercial Premises	✓	✓	14 Days
Community Facilities	✓	✓	14 Days
Crematoria	✓	✓	14 Days
Drainage Works / Flood Mitigation Works	✓	●	14 Days
Dual Occupancies	✓	●	14 Days
Dwelling-houses (where not specified in Schedule 3) <ul style="list-style-type: none"> New dwelling-houses regardless of side setback Alterations & Additions to existing dwelling-houses 	✓	●	14 Days
Earthworks (Excavation or Land Filling Works)	✓	●	14 Days
Educational Establishments	✓	✓	14 Days
Emergency Service Facilities	✓	●	14 Days
Entertainment Facilities	✓	✓	14 Days
Environmental Protection Works	✓	●	14 Days
Exhibition Homes & Exhibition Villages	✓	●	14 Days
Extractive Industries	✓	✓	14 Days
Farm Buildings	✓	x	14 Days
Forestry	✓	●	14 Days
Function Centres	✓	✓	14 Days
Group Homes	✓	✓	14 Days
Health Services Facility or Consulting Rooms	✓	✓	14 Days
Heavy Industrial Storage Establishments	✓	●	14 Days
Helipad	✓	✓	14 Days
Heliport (or Air Transport Facilities)	✓	✓	14 Days
Home-based Child Care	✓	●	14 Days
Home Business	✓	●	14 Days
Hospitals (where Council is the consent authority)	✓	✓	14 Days
Hostels	✓	✓	14 Days
Industrial Retail Outlet	✓	●	14 Days

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Industrial Training Facility	✓	●	14 Days
Industries	✓	✓	14 Days
Information and Education Facilities	✓	✓	14 Days
Intensive Livestock Agriculture	✓	✓	14 Days
Intensive Plant Agriculture	✓	✓	14 Days
Light Industries	✓	✓	14 Days
Markets	✓	✓	14 Days
Medical Centres	✓	✓	14 Days
Mixed Use Development	✓	✓	14 Days
Multi-Dwelling Housing	✓	✓	14 Days
Neighbourhood Shops	✓	✓	14 Days
Office Premises	✓	●	14 Days
Open Cut Mining	✓	✓	14 Days
Passenger Transport Facilities	✓	✓	14 Days
Places of Public Worship	✓	✓	14 Days
Port Facilities	✓	✓	14 Days
Public Administration Buildings	✓	●	14 Days
Public Utility Undertakings	✓	●	14 Days
Pubs and Registered Clubs	✓	✓	14 Days
Recreation Areas	✓	●	14 Days
Recreation Facilities (Indoor)	✓	✓	14 Days
Recreation Facilities (Major)	✓	✓	14 Days
Recreation Facilities (Outdoor)	✓	✓	14 Days
Residential Flat Buildings	✓	✓	14 Days
Respite Day Care Centres	✓	●	14 Days
Restricted Premises	✓	✓	14 Days
Retail Premises	✓	✓	14 Days
Rural Industries	✓	●	14 Days
Rural Supplies	✓	●	14 Days
Secondary Dwellings	✓	●	14 Days
Semi-detached Dwellings	✓	●	14 Days
Seniors Housing / Residential Care Facilities	✓	●	14 Days
Service Station	✓	✓	14 Days
Shop Top Housing	✓	●	14 Days
Storage Premises	✓	●	14 Days
Subdivision	✓	✓	14 Days
Swimming Pools with a setback from any side or rear property boundary less than 0.9m	✓	●	14 Days

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Swimming Pools located less than 3m from any side or rear property boundary with coping greater than 0.3m wide and higher than 0.6m above natural ground level.	✓	●	14 Days
Telecommunications & Radio-communications Facilities	✓	✓	14 Days
Temporary Uses of Land	✓	●	14 Days
Tourist and Visitor Accommodation	✓	✓	14 Days
Transport Depot	✓	✓	14 Days
Vehicle Body Repair Shop	✓	✓	14 Days
Vehicle Repair Station	✓	✓	14 Days
Veterinary Hospitals	✓	✓	14 Days
Warehouse or Distribution Centre	✓	●	14 Days
Waste or Resource Management Facility	✓	✓	14 Days
Waste or Resource Transfer Station	✓	✓	14 Days
Water Recreation Structures	✓	✓	14 Days
Water Supply System	✓	✓	14 Days
Wholesale Supplies	✓	●	14 Days

SCHEDULE 3 - APPLICATIONS WHERE EXHIBITION IS NOT REQUIRED

The following application types will **not** be notified:

1. Activity Applications under section 68 of the Local Government Act 1993
2. Minor alterations or additions to a building that are:
 - (a) to commercial or industrial buildings within a business or industrial zone (respectively), except if the site is in proximity to a dwelling, residential zone or other land use likely to be affected by the proposal; or
 - (b) internal only and are not visible from any adjoining property
3. Minor amendments to undetermined Development Applications which are, in the opinion of Council, unlikely to impact any adjoining property.
4. Ancillary structures with:
 - (a) a maximum height of 3.5m above natural ground level;
 - (b) a maximum wall/eave height of 2.7m above natural ground level and a minimum 0.9m setback from any side or rear property boundary.
5. Applications where insufficient information has been provided.
6. Balconies, decks, patios, terraces or veradahs which are greater than 3m from side and rear property boundaries and less than 1m in height from natural ground level.
7. Building Certificate applications.
8. Bushfire hazard reduction work.
9. Business identification signage applications.
10. Change of Use of premises within a Business or Industrial zone, that is not in close proximity* to a dwelling, Residential zone or other land use likely to be adversely impacted, and is not:
 - (a) a Non-Commercial land use in a Business zone;
 - (b) a Non-Industrial land use in an Industrial zone;
 - (c) a Restricted Premises;
 - (d) operating before 7am or later than 10pm;
 - (e) a development involving Sex Services;

* close proximity = adjoining / adjacent or sharing an interface.
11. Community events carried out by or on behalf of Council on Council owned or controlled land for a maximum 5 days and anticipated attendance of less than 100 people.
12. Complying Development as referred to in either: Schedule 3 of Wollongong LEP 2009 or a State Policy.
13. Demolition works for any building or structure (except where the site contains an item of environmental heritage or is within a Heritage Conservation Area).
14. Exempt development as referred to in either: Schedule 2 of Wollongong LEP 2009, or a State Policy.
15. First use of an approved light industry or warehouse distribution building.
16. Innovation Campus development proposals which are consistent with the Wollongong Innovation Campus Master Plan as approved by Council.
17. Kiosk identified within any Plan of Management for a specific public reserve.
18. Manufactured home placement within an approved manufactured home estate.
19. Modification of development consent under Section 4.55 of the EP&A Act that:
 - (a) involves the proposed correction of a minor error, misdescription or miscalculation only.
 - (b) are of minimal environmental impact and involve:
 - i. Internal alterations / additions to a dwelling-house or semi-detached dwelling, and/or
 - ii. Minor external changes which, in the opinion of Council, will not cause any adverse impact on any adjoining properties
 - (c) was previously notified and the amendment is minor and in the opinion of Council is unlikely to cause any adverse impact on any adjoining property.
20. Moveable dwelling installation or placement on a site within an approved caravan park (excluding any camping ground site).

21. Rainwater tanks which have a maximum storage capacity of 20,000 litres, are a maximum 3.5m height above natural ground level and are located at least 3m from any side or rear property boundary.
22. Single storey dwelling-houses, including applications for alterations and additions, with a setback of at least 0.9m from any side or rear property boundary.
23. Two Storey Dwelling-houses, with a setback greater than 1.5m from any side or rear property boundary.
24. Solar heating or photovoltaic cells on the roof of any residential dwelling, commercial office building or industrial building.
25. Strata subdivision of an existing or approved development, except where State Environmental Planning Policy (~~Affordable Rental~~ Housing) 20~~109~~¹⁰⁹ applies.
26. Torrens title subdivision or minor boundary adjustments.

APPENDIX 1 – WEBSITES LINKED WITHIN THIS DOCUMENT.

Adopted Fees and Charges	www.wollongong.nsw.gov.au/your-council/fees-and-charges/fees-and-charges?fee=Development%20Assessment
Application Tracking	www.wollongong.nsw.gov.au/development/view-an-application
Community Engagement Policy	www.haveyoursaywollongong.com.au/214/documents/95
Community Engagement Site	www.haveyoursaywollongong.com.au
Department of Planning, Industry and Environment	www.dpie.nsw.gov.au www.leptracking.planning.nsw.gov.au
Development Contributions Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/development-contributions
Development Control Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/development-control-plans
Development Determinations and Assessment Reports	www.wollongong.nsw.gov.au/development/determinations
The Gateway Process	www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/The-Gateway-Process
Library	http://council.wollongong.nsw.gov.au/Library/Pages/default.aspx
Local Environmental Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/local-environmental-plans
Planning Proposal Policy	www.wollongong.nsw.gov.au/_data/assets/pdf_file/0025/8890/Planning-Proposal.pdf
Political Donation or Gift	www.wollongong.nsw.gov.au/_data/assets/pdf_file/0020/9074/Political-Donations-and-Gifts-Disclosure-Statement-to-Council.pdf
Privacy Statement	www.wollongong.nsw.gov.au/links/privacy
Southern Regional Planning Panel	www.wollongong.nsw.gov.au/development/development-assessments/southern-regional-planning-panel
Types of Development	www.wollongong.nsw.gov.au/development/types-of-development
View an Application	www.wollongong.nsw.gov.au/development/view-an-application
Wollongong City Council	www.wollongong.nsw.gov.au
Wollongong Local Planning Panel	www.wollongong.nsw.gov.au/development/development-assessments/wollongong-local-planning-panel

Management Statement: Council-related Development

Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2023 requires Council to manage conflicts of interest that may arise in connection with Council-related development applications (DAs) because Council is often the consent authority. Wollongong City Council's Management Strategy for Council-related DAs is as follows:

Conflict of interest management statement	
Project name	
DA number	
Potential conflict	To be completed as identified (risk assessment).
Management strategy	<p>The Council is managing potential conflicts of interests in this matter as follows:</p> <ul style="list-style-type: none"> • Council-related applications and approvals to modify development consents will be referred to the Wollongong Local Planning Panel for determination, as required by Schedule 2 of the Local Planning Panels Direction – Council is not the consent authority. • Council-related development over \$5million will be referred to the Southern Regional Planning Panel for determination – Council is not the consent authority. • Certification of Council-related development must be undertaken in accordance with the requirements of the Conflict-of-Interest Provisions detailed in the Building and Development Certifiers Act 2018 and the Building and Development Certifiers Regulation 2020. • Key project milestones following the development consent will be reported at a public council meeting.
Contact	Anyone with concerns about Council fulfilling its obligations should report their concerns to the council on 4227-7111.



MANAGING CONFLICT OF INTEREST FOR COUNCIL RELATED DEVELOPMENT Draft COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY GOVERNANCE]

PURPOSE

This Policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development and meet the legislative requirements of Section 66A Environmental Planning and Assessment Regulation 2021.

POLICY INTENT

The main objectives of this policy are to:

1. Manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development;
2. Avoid any occasion for suspicion of improper conduct in the exercise of development assessment functions for council-related development;
3. Outline the process for identifying and managing potential conflicts of interest; and
4. Comply with the Council-related Development Application Conflict of Interest Guidelines published by the Department of Planning.

WOLLONGONG 2032 OBJECTIVES

This policy aligns with Goal 5 of our Community Strategic Plan, “*We have a healthy community in a liveable city*” and in particular the objective that suburbs and places are liveable and safe. This policy relates to Community Strategic Plan 5.2 Urban areas are created and maintained to provide a healthy and safe living environment for our community.

SCOPE

This Policy applies to council-related development.

POLICY

Councils are development regulators. However, they also can be the developer, landowner or hold a commercial interest in the land they regulate. Where councils have this dual role, an inherent conflict can arise. Identifying these conflicts early and finding ways to address them is crucial to good governance and allows council to strengthen its relationship with communities and build and enhance trust. Council is committed to ensuring that all involved are confident in an impartial, professional, fair and transparent development assessment process.

For the purposes of this policy, there is a conflict of interest or a perceived conflict of interest for development applications for which the land owner, applicant or applicant’s consultant (who may represent the applicant and/or have prepared the Statement of Environmental Effects, architectural plans or other development application documentation) is:

- a) the Council;
- b) a councillor;
- c) a member of Council staff who is principally involved in the exercise of Council’s functions under the EP&A Act 1979;

MANAGING CONFLICT OF INTEREST FOR COUNCIL RELATED DEVELOPMENT

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- d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth);
- e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in b) to d)

but not development for the following purposes:

- internal alterations and additions to any building that is not a heritage item;
- advertising signage;
- maintenance and restoration of a heritage item; or
- minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

1. Management controls and strategies

1.1 The following management controls are to be applied to:

- A. The assessment and determination of an application for council-related development.
 - Council-related applications and approvals to modify development consents will be referred to the Wollongong Local Planning Panel for determination, as required by Schedule 2 of the Local Planning Panel Directions – Council is not the consent authority.
 - Council-related development over \$5million will be referred to the Southern Regional Planning Panel for determination – Council is not the consent authority.
 - Certification of Council-related development must be undertaken in accordance with the requirements of the Conflict-of-Interest Provisions detailed in the Building and Development Certifiers Act 2018 and the Building and Development Certifiers Regulation 2020.
- B. The regulation and enforcement of approved council-related development.

Dependent on the regulation and enforcement activity required, may be undertaken by:

- (i) a private certifier, where appointed to be the Principal Certifier (within their area of responsibility/authority), or
- (ii) Council, under delegation for building and subdivision work where Council is nominated as the Principal Certifier or required to by the Act. or
- (iii) Council staff under delegation in accordance with Council's compliance policy ensuring separation of regulation/enforcement activities and project management or
- (iv) engagement of an independent third party.

1.2 The management strategy for the following kinds of development is that no management controls need to be applied:

- a) commercial fit outs and minor changes to the building façade
- b) internal alterations or additions to buildings that are not a heritage item
- c) advertising signage
- d) minor building structures projecting from a building over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)

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e) development where Council only receives a small fee for the use of the land.

2. Identifying whether a potential conflict of interest exists, assessment of level risk and determination of appropriate management controls.

2.1 Development applications lodged with the Council that are council-related development are to be referred to the General Manager or delegate for a conflict-of-interest risk assessment.

2.2 The General Manager or delegate is to:

- a) assess whether the application is one in which a potential conflict of interest exists,
- b) identify the phase(s) of the development process at which the identified conflict of interest arises,
- c) assess the level of risk involved at each phase of the development process,
- d) determine what (if any) management controls should be implemented to address the identified conflict of interest (in each phase of the development process if necessary) Note: The General Manager or delegate could determine that no management controls are necessary in the circumstances.
- e) document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal.

LEGISLATIVE REQUIREMENTS

The following legislation is related to this Policy:

- o Environmental Planning and Assessment Act 1979
- o Environmental Planning and Assessment Regulation 2021
- o Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2022
- o Local Government Act 1993
- o State Environmental Planning Policy (Planning Systems) 2021)
- o Roads Act 1993

REVIEW

This Policy will be reviewed every two years from the date of each adoption of the policy, or more frequently as required.

REPORTING

There are no reporting requirements under this Policy.

ROLES AND RESPONSIBILITIES

Following are the roles responsible for implementation of actions under this policy:

Councillors

The Councillors shall provide leadership in adhering to the requirements of this Policy.

Executive

The Executive shall lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related documents.

MANAGING CONFLICT OF INTEREST FOR COUNCIL RELATED DEVELOPMENT

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Manager Development Assessment & Certification

The Manager Development Assessment shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- assist in investigations of alleged non-compliance with this Policy.

Managers

Managers shall provide guidance to Council staff within their respective Divisions as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

Council staff

Development Assessment and Certification staff shall read, understand, and comply with this Policy.

RELATED STRATEGIES, POLICIES AND PROCEDURES

The following documents are related to this Policy:

- Community Participation Plan
- Community Engagement Council Policy
- Code of Conduct Councillors
- Code of Conduct Staff
- DAC Procedures Manual

DEFINITIONS

A word or expression used in this policy has the same meaning as it has in the Environmental Planning and Assessment Act 1979 (the Act), and any instruments made under the Act, unless it is otherwise defined in this policy.

Application	means an application for development consent under Part 4 of the Environmental Planning and Assessment Act 1979 (NSW) to carry out development and includes an application to modify a development consent. It does not include an application for a complying development certificate.
Council	means Wollongong City Council.
Council-related development	means development for which the council is the applicant developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority. This definition excludes applications in relation to public roads. This Policy may apply to certain State Significant or Regionally Significant Developments which are defined under the Act. The Act specifies how these applications are to be determined.
Development process	means application, assessment, determination, and enforcement
The Act	means the Environmental Planning and Assessment Act 1979.
WLPP	means the Wollongong Local Planning Panel, or such other local planning panel as is constituted for all or part of the Wollongong local government area from time to time.

MANAGING CONFLICT OF INTEREST FOR
COUNCIL RELATED DEVELOPMENT

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POLICY

APPROVAL AND REVIEW	
Responsible Division	Development Assessment and Certification
Date adopted by Council	[To be inserted by Corporate Governance]
Date/s of previous adoptions	[List previous adoption dates]
Date of next review	[Not more than two years from last adoption]

Register of Development Applications and Development Consents: Council-related Developments

A Council-related development application is a development application for which the Council is the consent authority, that is – (a) made by or on behalf of Council, or (b) for development of land – (i) of which Council is an owner, a lessee or a licensee, or (ii) otherwise vested in or under the control of Council. Land vested in or under the control of the Council includes public land within the meaning of the Local Government Act 1993.

Development Application/ Development Consent Reference No	Address Lot and DP	Description of Development	Date of Application/ Consent	Potential Conflict of Interest Details	Measures to manage potential conflicts of interest