



Council-Related Development Application Conflict of Interest Policy

SD-CP-201

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13/12/2022	22/332	13/01/2023

2 Policy Objective

2.1 Aim of Policy

This policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

2.2 Scope

This policy applies to all council-related development or development on Council land that requires development consent.

3 Policy Statement

3.1 Process for identifying and managing potential conflicts of interest

3.1.1 Management controls and strategies:

3.1.1.1 Management controls may be applied to:

- a. the **assessment** of an application for council-related development
- b. the **determination** of an application for council-related development
- c. the **regulation and enforcement** of approved council-related development

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

- a. 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 facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)
- e. development where the council might receive a small fee for the use of their land.

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

3.2.1 Development applications lodged with the council that are council-related development are to be referred to the Director Sustainable Development (or a delegate) for a conflict-of-interest risk assessment.

Note: Council-related development is defined in section 4.

3.2.2 The Director Sustainable Development or delegate (e.g. Planning & Environment Manager) must comply with Clause 3.2.2.1:

3.2.2.1 The following management controls may be applied 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 (such as final assessment and determination),
- c. assess the level of risk involved at each phase of the development process,

Note:

1. *Controls for dealing with conflict will be based on the level of risk. For example, councils could set their controls based on:*

- a. *risk category – low, moderate, high, very high*
- b. *types of development – non-controversial small-scale development, development of a certain value with/without a commercial interest, controversial development, or even capital investment value of the proposed development.*
- c. *capital investment value of the proposed development.*

- 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) having regard to any controls and strategies outlined in clause 5 of the policy and the outcome of the Director Sustainable Development’s assessment of the level of risk involved as set out in clause 3.2.2.1(c) of this policy,

Note:

2. *There are a range of management controls that could be applied in particular circumstances; such as:*



- a. **Assessment and determination**
- i. *The assessment and/or determination of an application are to be undertaken by council staff under delegation – this might be appropriate if the proposal is considered to be a low-level risk or non-controversial. For more controversial projects, this might only be effective if strict role separation controls are imposed.*
 - ii. *The application could also be referred for external assessment and/or determination to either:*
 1. *another council*
 2. *a local planning panel if one is in place*
 3. *a regional planning panel (may require negotiation – RPPs are not required to accept referrals)*
 4. *a consultant.*

The involvement of an external third party might be appropriate for development where council has a commercial interest in the land, or the development is seen to be a political priority for the council.
- b. **Regulation and enforcement**
- i. *Engagement of a private certifier*
 - ii. *Publication of certificates issued under Part 6 of the Act on the NSW Planning Portal*
 - iii. *Peer review by a neighbouring council and/or entering into a shared services arrangement with a neighbouring council*
 - iv. *Reporting of key milestones to the full council.*
- e. document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal.

Note: The following is an example of a statement that will be published by council to document its proposed management approach in a particular circumstance.

Example management statement

Council Conflict of Interest management statement	
Project Name	Griffith Civic Place
DA Number	300/2022
Potential Conflict	Griffith City Council is the applicant. Griffith Civic Place has an estimated capital investment value of \$4.9 million and the council expects to receive revenue through renting commercial office spaces.
Management Strategy	<p>The council is managing potential conflicts of interest in this matter as follows:</p> <ul style="list-style-type: none"> • The application will be referred to the local planning panel to determine the development application. • Council development assessment staff not involved with preparing the application will assess the DA. The staff will remain separated from the project team. • A private certifier will be engaged to undertake the certification for the development. • XXXX Council has agreed to peer review any regulatory decisions should compliance decisions be made.



	<ul style="list-style-type: none">• 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.

3.3 Notification of Council related applications

3.3.1 All Council related development applications will be notified for a period of 28 days in accordance with Schedule 1 Community participation requirements Section 9B Council-related development applications.

3.4 Exemptions

None



4 Definitions

4.1 In this policy:

application means an application for consent under Part 4 of the Act 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 Griffith 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

development process means application, assessment, determination, and enforcement

the Act means the Environmental Planning and Assessment Act 1979.

4.2 A word or expression used in this policy has the same meaning as it has in the Act, and any instruments made under the Act, unless it is otherwise defined in this policy.

4.3 Notes included in this policy do not form part of the policy.

5 Exceptions

None

6 Legislation

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2021

7 Related Documents

Department of Planning and Environment - Council-related Development Application
Conflict of Interest Guidelines

8 Directorate

Sustainable Development