

COMMUNITY ENGAGEMENT STRATEGY

2022-2026

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SUTHERLANDSHIRE



Acknowledgement of Country

Sutherland Shire Council acknowledges the Dharawal people as the Traditional Custodians of the land within Sutherland Shire.

We value and celebrate Dharawal culture and language, and acknowledge Dharawal people's continuing connection to the land, the sea and community.

We pay respect to the Elders and their families, past, present and emerging, and through them, to all Aboriginal and Torres Strait Islander peoples.

Image: Fire Stories, April 2022

Prepared by
Sutherland Shire Council

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Contact Details
4-20 Eton Street Sutherland NSW
Australia

Locked Bag 17,
Sutherland NSW 1499

T 02 9710 0333
ssc@ssc.nsw.gov.au
sutherlandshire.nsw.gov.au

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Introduction

Sutherland Shire Council works in collaboration with our community to achieve our shared vision of ‘a connected and safe community that respects people and nature, enjoying active lives in a strong local economy’ and to meet the needs of our community now and into the future. Achieving this shared vision requires a commitment from all in the community to play an active role in working towards our desired outcomes. Through our Integrated Planning and Reporting framework, Council has made a commitment to empowering the community to participate in decision making by providing meaningful opportunities for all members of our community to have their say on the services, plans and policies we develop on their behalf.

We recognise and value that the Sutherland Shire community has a diverse range of experience and knowledge.

We want to leverage this to improve service delivery outcomes, understand varied points of view, identify shared solutions and build local connections and trust.

Purpose

This strategy outlines our approach to engaging with our community and stakeholders. It provides transparency and clarity for all stakeholders so they can understand their role in the decision-making process. The strategy outlines who, when and how we will engage on the plans and policies of Council. The level of community involvement will vary depending on the project and the potential impact of the decision.

This strategy ensures a consistent and transparent approach to engagement and decision-making.



What is community engagement?

Community Engagement is the process of involving the community to provide feedback about the plans, projects and policies that Council develops on behalf of our community and considering that input when decisions are made. It is at the very core of our democratic processes in local government. Sutherland Shire Council has an organisation-wide commitment to undertake consistent and best practice stakeholder engagement. We aim to provide transparency, openness and a sense of accountability through a range of inclusive engagement methods with our community, stakeholders and visitors.

Why do we engage?

People have a right to participate in civic decision-making and to have their views and voices heard.

Engaging with our community provides numerous benefits including improving service delivery outcomes, understanding varied points of view, identifying shared solutions, building partnerships, as well as the opportunity to educate and inform community stakeholders on Council's priorities and challenges. It also increases community understanding and support for Council's purpose and goals, improves transparency and accountability, and can assist to build trust within the community.

Legislative requirements

In addition to Council's commitment to meaningful engagement to ensure our community is informed and engaged in its future, we are committed to acting in accordance with our legislative obligations including:

- *Local Government Act 1993 (NSW)*
- *Environmental Planning and Assessment (EPA) Act 1979 (NSW)*
- *State Records Act 1998 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*

- *Government Information (Public Access) Act 2009 (NSW)*

Under section 402 of the *Local Government Act 1993 (NSW)* Councils must develop and implement a community engagement strategy based on social justice principles as part of the strategic planning process to ensure ongoing collaboration with communities remains integral to Council's strategic planning and service delivery.

Implementing Community Participation Plan requirements

The *Environmental Planning and Assessment Act 1979 (NSW)* stipulates a range of mandatory, minimum requirements for engaging in relation to Council's planning functions. The Act also requires that Councils develop a Community Participation Plan (CPP) that outlines how and when they will engage the community across their planning functions.

The requirements of the CPP have been incorporated into this strategy, including Appendix A which specifically addresses community engagement in planning functions.



Our principles

Council's approach to all community and stakeholder engagement activities reflects the social justice principles of equity, access, participation and rights. Our approach is guided by the following set of principles.

Right to be involved

We believe our stakeholders have a right to be involved in decisions that affect them and we are genuine, responsive and transparent in seeking valuable input from our community and considering that input when decisions are made.

Timely

We respect people's time and provide sufficient timeframes for stakeholders to participate and provide input.

Transparent

We make our decisions in an open and transparent way and provide feedback to our stakeholders to explain our decisions and how their input has influenced the outcome.

Accessible and inclusive

We are inclusive and accessible to all stakeholder groups, incorporating all ages, abilities, genders and cultural backgrounds. We provide a range of engagement activities to ensure the broadest possible range of stakeholders have the opportunity to participate.

Learning from practice

We evaluate our engagement activities and are committed to continuous improvement.

Tailored

We use a range of engagement and communication methods that suit the purpose of engagement and the range of stakeholders involved, including groups of our community that may be difficult to reach.

WE COMMIT TO PUTTING COMMUNITY AT THE HEART OF EVERYTHING WE DO.

Community vision

A connected and safe community that respects people and nature, enjoying active lives in a strong local economy.

This Strategy aligns to the Community Strategic Plan, which outlines the community's aspirations and long-term vision for Sutherland Shire, as follows:

Strategic Outcome 1

We make our decisions in an open and transparent way and provide feedback to our stakeholders to explain our decisions and how their input has influenced the outcome.

Strategy 1.1

Our community and leadership will collaborate to support the lifestyle and environment to which we aspire.

Strategy 1.2

Our leadership develops and maintains strong partnerships with a broad range of stakeholders to advocate effectively on behalf of the broader community.

Key goal

Our goal is that each stakeholder feels empowered to state their views and play an active role in shaping the future of our community.

We know that an engaged and informed community is more able to participate in a meaningful way about decisions for Sutherland Shire's future, particularly on areas of concern including development, growth, facilities and services. Council is committed to developing improved engagement strategies that increase community confidence in Council making decisions in the best interests of the community.



Our planning process

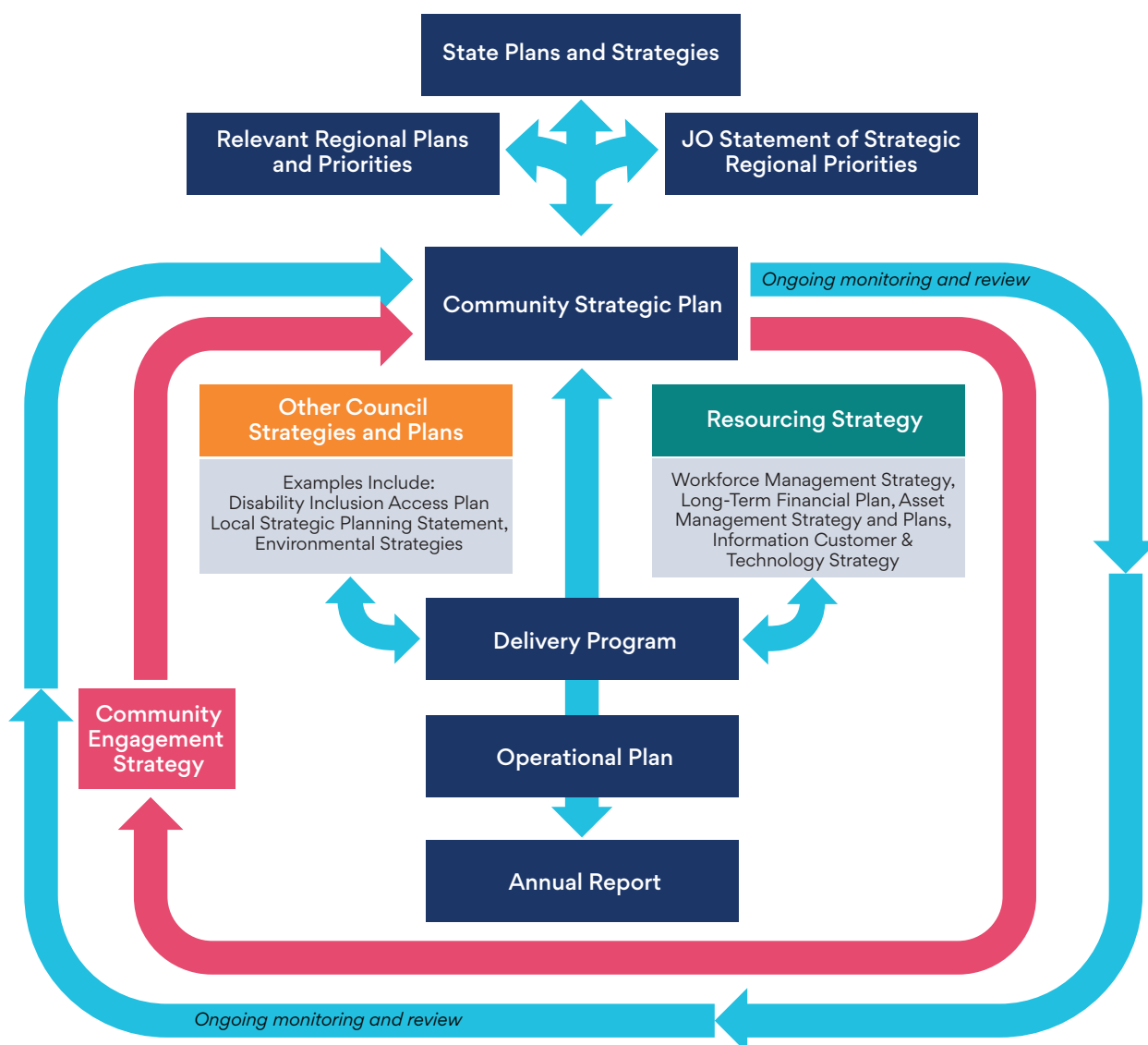
Integrated planning and reporting framework

Council's plans and strategies work together to make Sutherland Shire a connected and safe community that respects people and nature, enjoying active lives in a strong local economy.

Council takes an integrated approach to the implementation of the priorities and aspirations of the community as identified in the Community

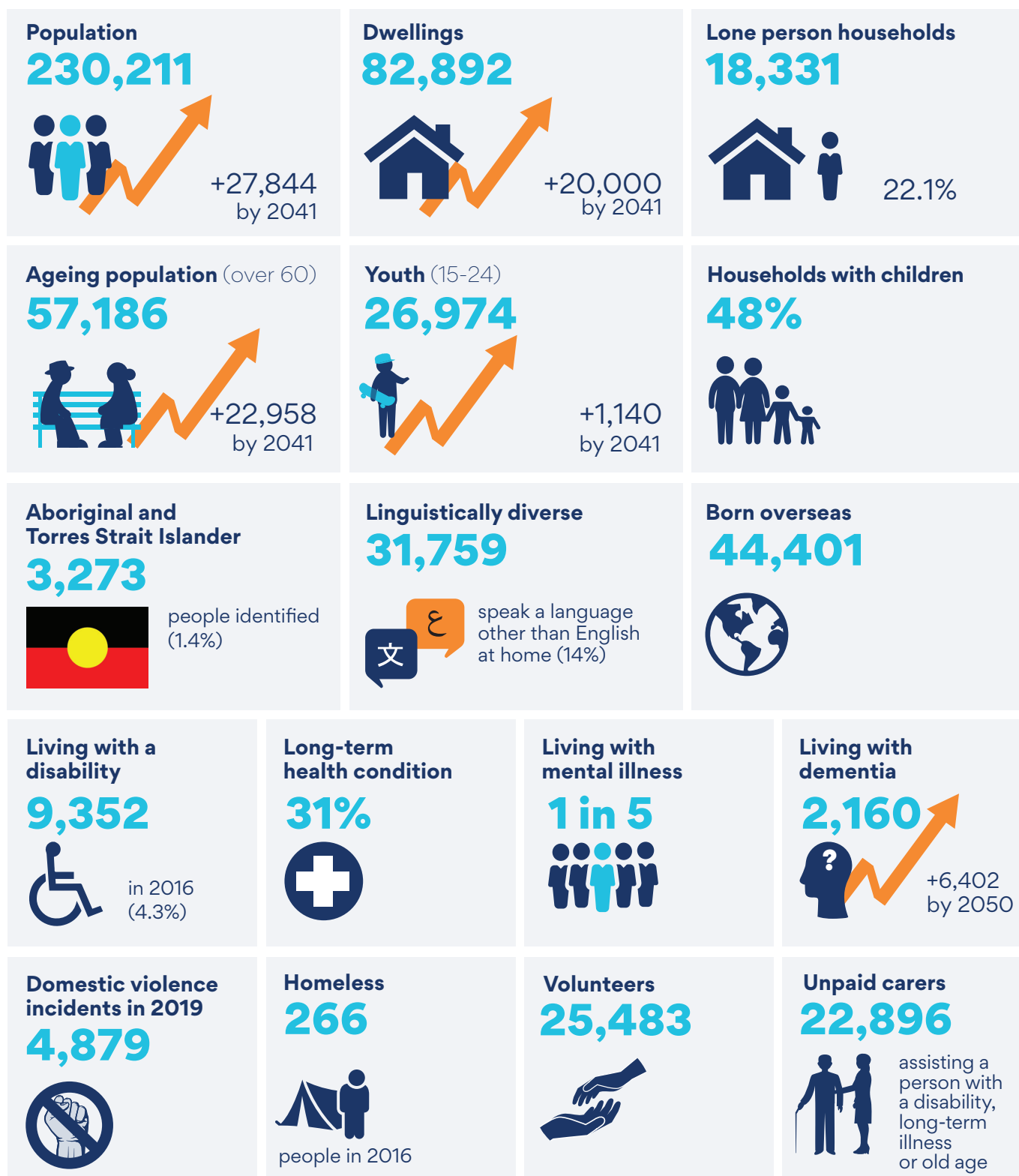
Strategic Plan. Supporting documents transform the community's priorities and aspirations identified in the Community Strategic Plan into clearly defined strategies and actions.

Our framework shows how community engagement is a critical part of Council processes, with feedback from our community a key part of decision-making across Council.



Our community at a glance

The demographic profile of our community is changing, and this affects how and when we engage with our community. Council's engagement approach will ensure current and future needs of our community are understood. Stats from 2021 unless stated.



Engaging our community

We understand that community engagement and access to information about decisions is a high priority for our community.

We aim to empower our community to better understand the challenges posed by change and growth and evolve a partnership where we can each share our aspirations, concerns and values.

Engagement at a glance

Between July 2021 and June 2022 on our Join the Conversation online engagement platform:



Our consultation projects included:

- masterplans for the future of our parks and reserves
- a range of new and updated Council policies
- a range of long-term strategies and implementation plans including sport, disability inclusion, libraries, open space and play, housing, coastal and waterway management, leisure centres, culture, property, active and public transport
- upgrades to Council facilities such as playgrounds, community venues, public amenities, ovals and dog parks.



WE TALK WITH OUR COMMUNITY AND ASK FOR IDEAS AND FEEDBACK TO HELP MAKE DECISIONS ABOUT COUNCIL SERVICES AND PROJECTS.

What engagement looks like at Sutherland Shire Council

In demonstrating our commitment to engaging with our community to inform Council decision-making, we will ensure:

- 1 We will engage with our community and key stakeholders about:
 - strategies, plans, projects and policies that have a direct impact on our community and their quality of life
 - changes to services or infrastructure.
 All engagement will be in line with our statutory requirements.
- 2 In planning engagement activities, the level of engagement is determined by the anticipated impact of the decision – **the greater the impact, the greater the engagement**. When assessing the level of impact of each matter or decision, factors including financial, environmental, reputational, quality of life and alignment to Community Strategic Plan priorities will inform planning for community engagement.
- 3 Councillors are advised and consulted in the planning for all engagement activities in their ward and/or impacting their constituents.
- 4 Engagement activities are designed to maximise opportunities for individual community members and/or stakeholder groups with an interest in the matter or decision to participate and contribute their feedback.
- 5 Engagement activities will seek to ensure a balanced representation relevant to the matter or decision.
- 6 Each engagement activity clearly provides:
 - well defined objective/s
 - supporting information that is factual, accessible and in plain language
 - reasonable timeframes and a range of ways to provide feedback
 - explanation of how the feedback will be used.
- 7 Engagement is done as early in the process as reasonably practical to allow for effective community participation and a range of options and solutions to emerge and be considered.
- 8 We will review and analyse the feedback received from stakeholders through engagement activities to inform the decision-making process.
- 9 We will report to the community on the engagement outcomes and how feedback was considered and/or incorporated into the final decision in a timely manner.
- 10 Engagement will not occur in circumstances that relate to internal operational matters, confidential or commercial in confidence information, or when Council must make emergency or safety related decisions.

Who we engage with

Our stakeholders

Effective engagement means identifying and understanding our key stakeholders. Our stakeholders are the groups and individuals who have an interest in the decisions of Council and are directly impacted by their outcomes. We aim to reach as many people as possible in the community to ensure a range of views are shared.

Key stakeholders include:

- Sutherland Shire residents and ratepayers
- Federal and State Members
- relevant government agencies (including Department of Planning and Environment, Transport for NSW, Department of Communities and Justice, NSW Health, Office of Local Government, Destination NSW, Create NSW, NSW Office of Sport and Recreation, NSW Department of Education)
- local business community
- service providers
- interest and industry groups
- community, sporting, cultural, volunteer and environmental groups
- Council reference groups and committees
- schools and educational services
- emergency services

- local Aboriginal land councils, elders and other representative bodies
- neighbouring councils and regional bodies
- visitors to the Sutherland Shire
- local media
- our employees.

Inclusive participation

Sutherland Shire Council recognises that some communities may experience barriers to participating in engagement. We are committed to providing opportunities for all voices in our community to be heard. This includes:

- using plain language that is easy to understand
- providing information in accessible formats
- ensuring a variety of engagement tools are available to reach those without internet access, people with disability, people for whom English is not their primary language, and people with low literacy levels
- translating information, where necessary
- ensuring venues are accessible
- meeting commitments outlined in our Disability Inclusion Action Plan (DIAP)
- meeting commitments outlined in our Reconciliation Action Plan (RAP).



How we engage

Council's approach to community engagement is built upon the International Association for Public Participation (IAP2) Spectrum – the international standard for best-practice methodology.

The spectrum contains five levels of engagement: *Inform, Consult, Involve, Collaborate and Empower*. The spectrum is designed to assist in identifying the appropriate level of community engagement depending on the goals, timeframes, resources and levels of impact of the decision to be made.

The highest level of engagement in the spectrum, Empower, represents where final decision-making is placed in the hands of the public. While this level of community engagement is important in appropriate circumstances, it has limited application in local government where final decision-making rests with the Councillors who are elected by the community as their representative.

Increasing impact on our decision

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternative and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Engagement priorities

In determining the priority of our engagement projects, we consider the complexity of the plan, policy or program and the extent of impact on the community. The scale of the engagement is reflected in the resourcing allocated and the channels and activities used.

Level of complexity	Description	Criteria (one or more may apply)	Level/s of engagement
Extreme	Issue has higher level of real or perceived impact on the whole or large parts of Sutherland Shire community.	<ul style="list-style-type: none"> Existing or potential for conflict or controversy High level of interest from the community Potential to impact on regional or state strategies or direction Significant impact on attributes that are valued by the residents of Sutherland Shire, e.g. art, culture, multiculturalism Any impact on health, safety and wellbeing of the broader community. 	<ul style="list-style-type: none"> Involve Collaborate
High	Issue has higher level of real or perceived impact on a specific suburb, local areas, community or user group.	<ul style="list-style-type: none"> Removal or significant changes to a facility or service to a local community/user group Existing or potential for conflict or controversy at a local level High level of community or sectional interest Significant construction impacts e.g. increase in duration, geographic area, increase in impact on business or community. 	<ul style="list-style-type: none"> Consult Involve
Medium	Issue has lower level of real or perceived impact on the whole or large parts of Sutherland Shire community.	<ul style="list-style-type: none"> Potential for some controversy or conflict Potential for some, although not significant impact on regional or state strategies or direction Minor changes to recurring large scale programs Minor construction impacts e.g. slight delay in timeframe, geographic area, minor increase of impact on business or community. 	<ul style="list-style-type: none"> Consult
Low	Issue has lower level of real or perceived impact on a specific suburb, local areas, community or user group.	<ul style="list-style-type: none"> Minor changes to a facility or services at a local level Low potential for controversy or conflict at local level. 	<ul style="list-style-type: none"> Inform Consult

When we engage

The following table outlines how we engage with our community about key priorities, plans and strategies. Planning-related projects have specific exhibition timeframes which must be met.

Project type	Level of engagement	How we will communicate	What we will do	Exhibition period
Council key long-term plans: <ul style="list-style-type: none"> • Community Strategic Plan • Delivery Program • Resourcing Strategy • Community Engagement Strategy • Strategies • Masterplans 	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	28 days
Council's key Policies	Consult	Ask for community views about options identified by Council.	Acknowledge concerns and provide feedback on how community input influenced the decision.	28 days (or as specified by legislative requirements)
Council's Annual Plan – operational plan and budget	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	28 days
New capital work and placemaking (including playgrounds and draft masterplans)	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	28 days

Project type	Level of engagement	How we will communicate	What we will do	Exhibition period
Maintenance and renewal capital work	Inform	Share balanced information on current activities and plans. Take all reasonable steps to ensure stakeholders are advised of Council's proposal.	Communicate updates to keep community informed.	We will let you know at least 14 days before work starts.
Draft Local Strategic Planning Statement (LSPS)	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 Days
Planning Proposals for local environmental plans subject to gateway determination	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	As per the requirements of the Gateway determination which is generally 20 working days for standard planning proposals (noting it may be more or less depending on the category of planning proposal and it may be no exhibition for minor proposals)

Project type	Level of engagement	How we will communicate	What we will do	Exhibition period
Draft Development Control Plans	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 Days
Application for development consent where engagement is required under the Community Participation Plan	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	14 days* (or as specified in the relevant community participation plan, which may find public exhibition is not required). Refer to Appendix A
Application for modification of development consent where engagement is required under the Community Participation Plan	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	The period (if any) determined by the consent authority in accordance with the relevant community participation plan* Refer to Appendix A
Environmental impact statement obtained under Division 5.1	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 days*
Fast-Track Development Applications	Nil	Certain types of development that are minor in nature and fully compliant do not require engagement.	These forms of development can be processed under the fast-track process	Nil, Refer to Appendix A

*The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Public exhibition

Public exhibition plays an important role in community participation in the planning process. Public exhibition is the official period in which draft documents or certain development applications are made available for consultation and feedback. Public exhibition of draft documents and development applications must first be endorsed by Council before being made available for public comment.

Publicly exhibited plans, applications and other matters cannot be made, determined or finalised until after the minimum public exhibition period. If a plan, application or other matter is placed on public exhibition for a specified longer period, submissions may be made during that specified longer period and the plan or application is not to be made, determined or finalised until after that specified longer period.

Anyone with an interest in a planning matter is welcome to make a submission. Submissions by the community, with respect to a plan, application or other matter, may be made during the period of its public exhibition.

Public exhibition for strategic planning functions

At a minimum, we will notify the community about public exhibitions of Planning Proposals, new or amended Development Control Plans and new or revised Contribution Plans via newspaper advertising and on our website. A letter will be distributed to an entire block or precinct as appropriate for Planning Proposals and DCP amendments that are site-specific or precinct-based. Tailored engagement activities such as focus groups will form part of the public exhibition for a comprehensive review of the primary Planning Instrument (LEP).



*PUBLIC EXHIBITION PLAYS AN IMPORTANT ROLE IN
COMMUNITY PARTICIPATION IN THE PLANNING PROCESS*

Engagement activities

The diverse nature of our community and stakeholders highlights that a one-size-fits-all engagement approach will not work. Engagement activities are opportunities for Council and the community to educate and inform each other about priorities and challenges. We employ a range of engagement methods and communication channels to effectively reach our community.

Some communication and engagement activities that Council may use are listed below.



Engagement activities:

- Online tools at Join the Conversation Sutherland Shire website
- Surveys
- Submissions
- Drop-in information session
- Workshops
- Events / pop-up displays
- Briefings
- Focus groups
- Reference groups
- Working parties
- Meetings
- Webinars
- Co-design
- Site visits
- Interviews
- Citizen juries
- Public exhibitions.

How we listen and respond

It is important to us that the feedback of people we engage with is genuinely considered when decisions are made. Once feedback has been considered, Council staff recommend next steps or outcomes. As part of the process to close the loop, we will:

- update the Join the Conversation project page with a summary of the feedback received, outcomes and next steps
- email those who provided feedback with the results of the consultation and link to the project page for more information
- include the results in our monthly Join the Conversation e-newsletter
- email those who provided feedback once a Council resolution has been made.

Development applications

We will acknowledge the receipt of submissions during the exhibition period. We will consider the matters raised in submissions received during public exhibition. The number of submissions and issues raised in relation to application for development consent will be addressed within the assessment report. This report will be published on Council's website (DA Tracker). Individual submissions are available to be viewed under a Government Information (Public Access) 2009 (GIPA) Open Access Application.



Our responsibilities

Councillors

Councillors are the elected representatives of the community and engage in a range of ways to hear the views, concerns and aspirations of their constituents. This includes at community events and meetings, engagement activities, through committee and reference groups, at Council meetings and through individual contact.

Councillors may attend planned engagement activities on specific topics or decisions. At these community engagements the Councillors' role is to listen and discuss community feedback so it can be considered in decision-making.

Council staff

Council staff are responsible for providing clear and unbiased information to help the community understand a project or decision, the ways they can have their say, and how the feedback received will be reported. Council staff will engage in a respectful and genuine way. Council staff will use agreed processes and protocols in implementing community engagement activities.

Measurement and evaluation

We evaluate our engagement activities to monitor progress and effectiveness, consider costs and efficiency. It is useful to show where changes are needed and help to plan more effectively for future engagement.

Evaluation will focus on four key areas:

- **Efficiency** – review how well engagement activities were performed and ensuring they were on time and on budget.
- **Effectiveness** – participants understood the process, the methods used, and the decision reached. Feedback received assisted council to make community informed decisions.
- **Appropriateness** – analyse whether the community engagement methods matched the level of engagement, the correct stakeholders were identified, and the communication was accessible to all stakeholders.

- **Impact** – determine if a better decision resulted from the engagement and if it helped to build trust and commitment.

Methods we use for capturing feedback about engagement approaches and activities may include:

- Asking survey participants how they became aware of the consultation
- Tracking online traffic sources to the Join the Conversation website
- Our biennial Community Satisfaction Survey
- Feedback forms from engagement events such as workshops, meetings, information sessions, forums etc.

This strategy will be reviewed every four years or when relevant legislation changes and within three months of local government elections.

Appendix A – Community engagement in planning functions

The following section sets out Council's minimum engagement requirements in exercising its planning functions, consistent with schedule 1 in the *Environmental Planning and Assessment Act 1979 (NSW)* and other provisions contained within the Sutherland Shire Community Engagement Strategy.

Notification of development applications

The Environmental Planning and Assessment Act 1979 sets the framework for public participation within the development assessment process, it requires the Council to formalise its notification procedures through its community participation plan. Council consults where there may be a significant impact on the surrounding locality as a result of the proposed development. How an application is notified is dependent on the scale of development and not all applications require notification.

All development applications received by Council will be published on DA Tracker on Council's webpage. Not all applications for development consent require direct neighbour notification. Where a proposal may have a significant impact on the neighbourhood, Council will advise adjoining and neighbouring landowners via letter and in some instances include a site sign, as stated below. Where an application for development falls into one or more category, engagement will be in accordance with the requirements for the most intensive form of development.

The following types of development do not require neighbour notification in the specified zones where they are permissible and do not contravene the development standards of the Sutherland Shire Local Environmental Plan 2015

or the development controls of the Sutherland Shire Development Control Plan 2015 and where the site or a part of the site is not heritage listed.

- In all zones:
 - Privacy Screens
 - Access ramps
 - Awnings
 - Cabanas
 - Rainwater tanks
 - Strata and stratum subdivision
- In Residential Zones (R2-R4)
 - Residential alterations and additions that are internal only
 - Sheds and general ancillary structures to the rear of the dwelling where walls are set back at least 0.9m from boundaries
 - Swimming pools less than 500mm above existing ground level
 - Single or double garages or car ports behind the front building line that are a minimum of 900mm from boundaries and no greater than 5.5m long and 5.7m wide in size
 - Balconies, decks and patios 500mm or less above existing ground level and set back at least 0.9m from boundaries

- In Employment zones (note – notification may be required if the site adjoins or is in proximity to residential zones)
 - Changes of use to Offices
 - Changes of use to Retail, excluding pubs and small bars (where permitted)
 - Signage that is not on a classified road, not illuminated, and complies with DCP controls relating to size and height
 - Strata and stratum subdivision
 - ‘Industrial changes of use where permitted and not adjoining or opposite a residential zone
- Alterations or additions to commercial or industrial buildings within an employment zone that does not increase the number of storeys or height
- In Conservation zones (C3/C4):
 - Single storey alterations or additions to existing dwellings where the addition is less than 10% of the original dwelling gross floor area, the lot size is greater than 700m², the lot is not affected by a Foreshore Building Line, and walls are set back at least 1.5m from boundaries

	To receive letter:	To receive letter and site sign:
Residential development	<ul style="list-style-type: none"> • New dwelling house • Alterations and additions to a dwelling house 	<ul style="list-style-type: none"> • Secondary dwellings • Dual occupancy • Multi dwelling* • Residential flat buildings* • Attached dwellings • Housing for seniors or people with disability • Group homes • Boarding homes • Shop top housing • Hostels.
Ancillary development	<ul style="list-style-type: none"> • Garages and carports forward of the building line • Garages larger than a double garage • Swimming Pools greater than 500mm above existing ground level • Swimming Pools forward of the building lines • Fences greater than 1.8m in height • Retaining walls greater than 1m in height 	
Waterfront structures	<ul style="list-style-type: none"> • Boat sheds • Inclinator • Water recreation structures 	<ul style="list-style-type: none"> • Marinas.

	To receive letter:	To receive letter and site sign:
Commercial and other development	<ul style="list-style-type: none"> • Home business • Bed and breakfast. 	<ul style="list-style-type: none"> • Uses that propose operating hours outside of 6am-10pm (other than those listed below) • Food and drink premises in RE1 & B1 zones • Pubs and Small Bars* • Health Consulting Rooms • Place of Public Worship* • Respite Day Care • Tourist and visitor accommodation • Recreation Facility (indoor, outdoor, major) • Animal boarding and training facilities • Registered clubs* • Childcare centres* • Passenger transport facilities • Sex services premises.
Miscellaneous	<ul style="list-style-type: none"> • Environmental facilities • Commercial or industrial- building more than 2 storeys. 	<ul style="list-style-type: none"> • Subdivision to create a new vacant residential lot (Torrens) • Demolition (Heritage) • Alterations and additions (Heritage) • Works on a site containing a heritage item or site • Information and education facilities • Helipads • Carparks • Entertainment facility • Hotel /Motel • Industrial and warehousing adjacent or opposite residential development • SP1 & SP2- The purpose shown on the Land Zoning Map, including any development that is ordinarily incidental or ancillary to development for that purpose.

**Applications for these types of development will be subject to additional neighbour notification requirements, see below.*

If the proposal is potentially contentious or likely to be of significant interest to the community, Council has the discretion to determine if additional engagement methods will be used. Where a development is not specified in the above tables, the application will be notified by way of a letter to adjoining neighbours at a minimum.

Council will comply with any other legislative requirement relating to the notification of Development Applications as applicable, including the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations. Revised plans lodged during the assessment and before determination will be publicly exhibited in the same way as the original application, but only where the changes being sought intensify or change the external impact of the development to the extent that neighbours, in the opinion of Council, ought to be given the opportunity to comment.

Notification of Modification Applications

Council will notify Modification Applications in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021.

The below table outlines when notification is and is not required for a Modification Application.

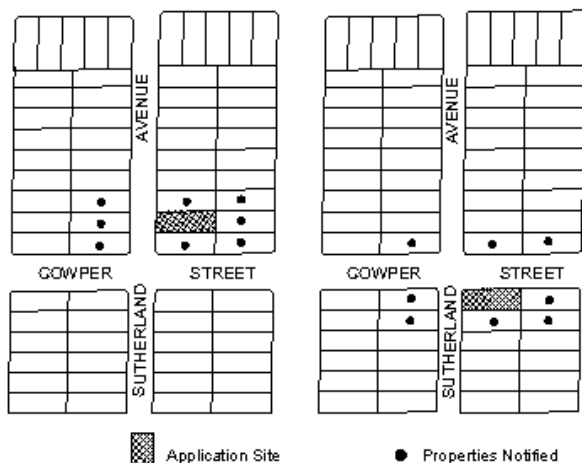
Type of Modification Application	Is Notification Required?
Section 4.55(1)	No
Section 4.55(1A)	No, if in the opinion of council, all alterations result in minor change to the approved development
Section 4.55(2)	Yes, if the original development application required notification, and in the same manner, except, where in the opinion of Council, all alterations result in minor change to the approved development
Section 4.56	Yes, if the original development application required notification, and in the same way, except where, in the opinion of council, all alterations result in minor change to the approved development. However, each person who made a submission in respect of the initial development application must be notified regardless of the extent of the impacts of the proposed modification

Notification methods

Notification letter

Where a notification letter is required a letter will be sent to:

- Persons who own adjoining or neighbouring land to an application site, according to Council's rates and property register.



- Any application for a development type indicated with an * in the above tables is to be neighbour notified by way of a letter to all neighbours within a 75m radius of the proposed development.
- Relevant community organisations which, in Council's opinion, may need to provide input on the proposed development
- The owners corporation and property owners where adjoining land is a lot within the meaning of the Strata Schemes Development Act 2015 No. 51 or the Strata Schemes Management Act 2015 No. 50
- Any other persons or parties that in Council's opinion are likely to be affected by the proposed development, where the enjoyment of the land may be detrimentally affected in relation to, but not limited to:
 - The views to and the view from the land
 - Overshadowing
 - Privacy
 - Noise
 - The visual quality of the building in relation to the streetscape
 - Existing amenity.

The notification letter must provide the following information:

- A description (including the address) of the land to which the development application relates
- A description of the proposed development
- An A4 copy of the site plan and elevations
- The name of the applicant

- The name of the contact person through which enquiries can be directed
- A statement specifying that the application may be inspected at the Administration Building of Council at any time during normal office hours for a period of 14 days.

The letter must specify that any person may make a submission in writing to Council in relation to the development application. Where the submission is by way of objection, the grounds of objection must be specified in the submission.

The letter must direct the receiver to Council's webpage and specifically to the following information:

- An explanation of the system of development application assessment
- The types of development permissible in the zone
- The location of the DA Tracker service, which enables applicants and the community to track the progress of an application.

Display of a Notice on the Land

The notice must be erected at the applicant's expense by Council on the land to which the development application relates.

The notice must:

- Be displayed on a signpost or board constructed in a sturdy manner and comprising durable and weatherproof materials
- Contain lettering which is clear, legible and able to be read from a public road, public place or public reserve
- Be written under the heading in bold type "DEVELOPMENT APPLICATION"
- Contain the following information:
 - A statement that the application has been lodged
 - The name of the applicant
 - A brief description of the development application
 - A statement specifying that any person may make a submission in writing to Council in relation to the development application. Where the submission is by way of objection, the grounds of objection must be specified in the submission
 - A statement outlining that any submissions are available for viewing by the applicant or any other person with a relevant interest in the application
 - Directions to Council's webpage and specifically to DA Tracker.

READY TO HAVE YOUR SAY?

Join our online community to stay informed and take part in shaping Sutherland Shire's future.



sutherlandshire.nsw.gov.au/jtc

4-20 Eton Street,
Sutherland NSW 2232
T: 02 9710 0333

SUTHERLANDSHIRE

