

Summary of Changes

Recommended Change (include "from" and "to")	Why	Section	Page No.
Update all references of 'Department of Planning and Environment' to 'Department of Planning, Housing and Infrastructure'	They've restructured, so a new name applies for the State Government agency.	Throughout document	16, 21
Under definitions for higher impact and lower impact matters remove the word 'controversy' and replace with 'being contentious'.	Consistency with website terminology	4 First paragraph of Definition of higher impact and Definition of lower impact subheadings	17
Delete section in italics " <i>VPA Letters of Offer to be exhibited for the same period of time as the DA</i> ".	To reduce unnecessary delays in DA assessment processes because it is our understanding that VPA Letter of Offer do not need to be publicly exhibited under the EP&A Act, EP&A Regulations, VPA Practice Note or Waverley PA Policy. Such offers often occur towards the end of the DA assessment, so logistically this reference is impractical, as it will create delays for assessment timeframes. Rather, it is the actual VPA (not letter of offer) that will be exhibited at a later stage (often post DA consent) in accordance with the Regulations.	4 Community Engagement Matrix under Minimum engagement period for Legislated plans and other matters	20

<p>Change table categories as per the following: Include "notify application and invite submissions to proposal" for 'Suggested engagement level' Include "Notification letter, documents available on DA Tracker on Councils website" under 'Suggested communication'.</p> <p>For Type C Impacts Designated development and Integrated development, these will also be publicly exhibited (via the 'Have Your Say' page) in addition to notification letter, documents available on DA Tracker on Councils website and site notice. Suggested engagement activities for Type C to be "notify application and invite submissions to proposal during notification period".</p>	<p>To ensure terminology is consistent with the rest of the document</p>	<p>4 Community Engagement Matrix under Development Applications Impacts</p>	<p>21</p>
<p>'Impact' column in table:</p> <ul style="list-style-type: none"> Replace 'higher impact' to 'Type C' for applications for designated development. <p>Replace 'higher impact' to 'Type C' for applications for integrated or threatened species development.</p>	<p>Relevance and consistency of terminology</p>	<p>4 Community Engagement Matrix</p>	<p>21</p>

<p>‘Suggested engagement level’ column in table:</p> <ul style="list-style-type: none"> - All items in table should read ‘inform’ and ‘consult’ <p>Exception is last line (environmental impact statements line) should read ‘inform’ only.</p>	Correction	4 Community Engagement Matrix	21
<p>‘Suggested communication’ column in table:</p> <ul style="list-style-type: none"> - Website notice: correct to read ‘Council website via DA Tracker’ - Written notice: correct to read ‘Notification letter of proposal’ <p>For the 3 x Type C rows– add ‘Public exhibition on Councils website’ into column</p>	Make clearer and consistent terminology throughout the document	4 Community Engagement Matrix	21
<p>In ‘suggested engagement activities’ column: Delete ‘written submissions’</p>	Once deleted, the new additional notes will override.	4 Community Engagement Matrix	21
<p>Include at end of introductory paragraph Section 5 "The classification of the three public exhibition procedures are outlined in the table below."</p>	To provide greater clarity of the document as the table is not mentioned in the preceding paragraph	5 Requirements for notification for development related matters	22
<p>"Website notice" should be removed from Type B - 21 day notification type.</p>	To use consistent terminology so as to avoid confusion and misinterpretation of requirements	5 Types of development and notification sub-heading	22

<p>In Type A part:</p> <ul style="list-style-type: none"> - Relabel heading from '14days website and written notice' to 'Type A'. - Delete the word 'adverse'. <p>Reword last sentence to: These applications require notification letter of proposal, site notice and can be viewed on Councils website via the DA Tracker</p>	<p>Repetitious and simpler. Text below speaks to the consultation. The terminology otherwise doesn't align with rest of document (i.e. inconsistent language)</p>	<p>5 Types of development and notification sub-heading</p>	<p>22</p>
<p>In Type B part:</p> <ul style="list-style-type: none"> - Relabel heading from '21days website and written notice and site notice' to 'Type B'. <p>Reword 2nd sentence to: These applications require notification letter of proposal, site notice and can be viewed on Councils website via the DA Tracker</p>	<p>Repetitious and simpler. Text below speaks to the consultation. The terminology otherwise doesn't align with rest of document (i.e. inconsistent language)</p>	<p>5 Types of development and notification sub-heading</p>	<p>22</p>
<p>In Type C part:</p> <ul style="list-style-type: none"> - Relabel heading from '28 days website and written notice and site notice' to 'Type C'. - Reword 2nd sentence to: These applications require notification letter of proposal, site notice and to be publicly exhibited on Councils website. 	<p>Repetitious and simpler. Text below speaks to the consultation. The terminology otherwise doesn't align with rest of document (i.e. inconsistent language)</p>	<p>5 Types of development and notification sub-heading</p>	<p>22</p>
<p>Add an asterisk to 'Amended Plans' in the 'Other' table and note that the corresponding Type A - 14 day notification type may be reduced if the amendments are deemed to be of 'minor impact' by an authorised Council officer.</p>	<p>To provide flexibility in the renotification process for amended plans that are of a minor impact and to not delay the overall assessment timeframe</p>	<p>5 Development application advertising and notification requirements tables</p>	<p>24</p>

Add an asterisk to 'Council-related application' in the 'Other' table and note that the corresponding Type C - 28 day notification type may not be required for modification applications made under section 4.55(1), or s4.55(1A) of the Act if in the opinion of an authorised Council officer, the proposed modifications are deemed to have no or minimal impact. A second sentence in the note can say that for modification applications made under section 4.55(2) of the Act for Council related applications, a Type A - 14 day notification type applies.	To provide flexibility in the notification process to lessen the notification extent and duration for minor or other modifications to Council projects, particularly for modification applications resulting in no impact, and reduce delays in the overall assessment timeframe	5 Development application advertising and notification requirements tables	24
Include "(excludes 'letter of offers') to 'Planning Agreement' in the 'Other' table.	To reduce delays in the overall assessment timeframe as formal Planning Agreements are negotiated and publicly exhibited for 28 days post development consent and outside of the DA assessment process	5 Development application advertising and notification requirements tables	24
Remove all dot points except for the first one that directly relates to exempt and complying developments. All other points are irrelevant to exempt and complying developments.	To correct anomalies and avoid confusion of the definition of exempt and complying developments	5 Exempt and Complying Developments sub-heading	24
Table notation addition: “For clarity this table only refers to Development applications (including Review applications and excluding Modification applications).”	To reduce confusion	5 Exempt and Complying Developments sub-heading	24
Change first paragraph to ‘this section details the procedures for notification of development related matters’.	For consistent terminology	6 Process to determine the extent of notification	25

Remove the wording "...and on the NSW Government Planning Portal." Replace with "...and on the online engagement portal."	The planning portal only identifies the DA and not the notification material and can be unreliable	6 Website notice procedures subheading	26
In paragraph 3, page 26: Change 'all advertised' to 'all publicly exhibited'	Terminology has changed in the regulations	6 Extent of notification subheading	26
In first dot point expand the 'lesser or the same effect' to "lesser or the same environmental impact."	For resident receiver clarification on the determination of the renotification process	6 Amended applications procedures subheading	27
Under Amended applications heading, change first sentence, from 'a DA' to 'An application'	Updated to apply to all amendments, no matter which type of application (DA or Mod)	6 Amended applications (re-notification) procedures subheading	27

<p>Add a table of specific notification requirements for each type of modification application, such as:</p> <ul style="list-style-type: none"> - Section 4.55(1) Modification Applications - No notification required - Section 4.55(1A) Modification Application - No notification required, unless there is an impact, and if so, a Type A - 14 day notification or reduced notification period based on the opinion of an authorised Council officer - Section 4.55(2) Modification Application - a minimum of Type A -14 day notification and/or dependent on scope of the modification and associated impact, either Type B or C based on type of development and to the discretion of an authorised Council officer. - Section 4.55(8) Modifications by the Court - a minimum of Type A - 14 day notification and/or dependent on scope of the modification and associated impact, either Type B or C based on type of development and to the discretion of an authorised Council officer. - Section 4.56 Modification Application - a minimum of Type A - 14 day notification and/or dependent on scope of the modification and associated impact, either Type B or C based on type of development and to the discretion of an authorised Council officer. 	<p>To provide flexibility and distinguish requirements applicable to various types of modification applications, as there are four types, and to be consistent with the EP&A Act and Regulations. The intent is to reduce delays in the overall assessment timeframe and to avoid confusion and misinterpretation of requirements</p>	<p>5 Modification and Reviews subheading</p>	<p>28</p>
<p>Change wording from: "Council will notify those persons who were notified of the original development application and any other person who may be affected by the modification" To: "Council will notify all properties that are deemed to be affected by the proposed modification based on the opinion of an authorised Council officer".</p>	<p>To tailor the extent of properties to be notified based on the scope of modification and its associated impacts and reduce delays in the overall assessment timeframe and costs to customers</p>	<p>5 Modification and Reviews subheading</p>	<p>28</p>

Post determination notification – change reference from ‘DA’ to ‘development related application’ (2 instances)	Ensure that all development related applications are included, not just DAs (i.e. Reviews, Modifications, Footpath Seating Applications)	6 Post determination subheading	28
Add the sentence "anyone who made a submission to the original application will be notified, or reasonable attempts will be made, by sending written notice to the last address known to Waverley Council of the submitter".	For resident clarification on the process of notification	6 Modification and reviews subheading	28
Change table heading 'Update 2022' to 'Update 2024'.	Update table information to relevant time period	7 Actions to improve community engagement table	29-32
Update Action Item 1.1 under ‘Update’ column to read “Ongoing - Manager visited a variety of management team meetings articulating corporate comms and engagement techniques. Social PinPoint training package for improving engagement techniques includes regular training sessions available to teams and quarterly meetings to discuss features and troubleshoot issues.”	Update actions for the 2024 review	7 Actions to improve community engagement table	29
Update Action Item 1.3 under ‘Timeframe’ column to be “Ongoing”. Update Action Item 1.3 under ‘Update’ column to read “Ongoing - Project Control Group meetings held regularly for interdepartmental information sharing. Engagement team are involved with internal groups and events committee which evaluate engagement.”	Update actions and status for the 2024 review	7 Actions to improve community engagement table	29

<p>Update Action Item 2.1 under ‘Timeframe’ column to be “Completed 2022”.</p> <p>Update Action Item 2.1 under ‘Update’ column to read “Complete - Continuously working with website developers to improve user journey and have gathered feedback from Council management on success.”</p>	Update actions and status for the 2024 review	7 Actions to improve community engagement table	30
<p>Update Action Item 2.3 under ‘Timeframe’ column to be “Ongoing”.</p> <p>Update Action Item 2.3 under ‘Update’ column to read “Lack of centralised CRM as of 2023/24 period with investigation ongoing.”</p>	Update actions and status for the 2024 review	7 Actions to improve community engagement table	30
<p>Update Action Item 2.5 under ‘Timeframe’ column to be “Underway”. Update Action Item 2.5 under ‘Update’ column to read “Underway – communications channels, Have Your Say platform, consultation reports and pop-ups used to evaluate effectiveness and outcomes of community interactions and expectations of projects.”</p>	Update actions and status for the 2024 review	7 Actions to improve community engagement table	30
<p>Update Action Item 2.6 under ‘Timeframe’ column to be “Complete”.</p> <p>Update Action Item 2.6 under ‘Update’ column to read “Completed - Engagement Plan templates developed. Consultation reports and close the loop process in place.”</p>	Update actions and status for the 2024 review	7 Actions to improve community engagement table	30
<p>Update Action Item 2.7 under ‘Timeframe’ column to be “2025”.</p>	Update status for the 2024 review	7 Actions to improve community engagement table	30

Update Action Item 2.8 under 'Timeframe' column to be "Underway". Update Action Item 2.8 under 'Update' column to read "Underway – engagement statistics report across Council projects developed twice annually."	Update status and actions for the 2024 review	7 Actions to improve community engagement table	30
Update Action Item 3.1 under 'Timeframe' column to be "Completed 2023". Update Action Item 3.1 under 'Update' column to read "Completed – one pop-up per ward is delivered annually for wider feedback with collateral on hand for Have Your Say and Snap Send Solve platforms; across 2023-24 over 90 face to face discussions with community on Council projects, processes and service satisfaction."	Update actions and status for the 2024 review	7 Actions to improve community engagement table	31
Update Action Item 3.2 under 'Update' column to read "Completed 2022."	Update actions for the 2024 review	7 Actions to improve community engagement table	31
Update Action Item 3.3 under 'Timeframe' column to be "Completed 2023". Update Action Item 3.3 under 'Update' column to read "Completed – 40m minimum notification radius established for most projects."	Update actions and status for the 2024 review	7 Actions to improve community engagement table	31
Update Action Item 3.4 under 'Timeframe' column to be "Completed 2024". Update Action Item 3.4 under 'Update' column to read "Completed – close the loop process involves emails to those who have lodged submissions, are a project follower or are on project stakeholder lists. Have Your Say platform has Council communications methods listed for community contact regarding consultation."	Update actions and status for the 2024 review	7 Actions to improve community engagement table	31

Monthly Have Your Say emails directs receivers to provide feedback on the consultation process.”			
Update Action Item 3.5 under ‘Timeframe’ column to be “Completed 2023”. Update Action Item 3.5 under ‘Update’ column to read “Complete – this has been actioned and satisfies the requirements.”	Update actions and status for the 2024 review	7 Actions to improve community engagement table	31
Update Action Item 3.6 under ‘Timeframe’ column to be “Ongoing”. Update Action Item 3.6 under ‘Update’ column to read “Ongoing – have sought a formal cost estimate and projected timeline from the animation company producing the video.”	Update actions and status for the 2024 review	7 Actions to improve community engagement table	31
Update Action Item 4.1 under ‘Timeframe’ column to be “Underway”. Update Action Item 4.1 under 'Update' column to read "Underway - Multicultural Advisory Committee meets quarterly providing engagement platform and promote events, consultations and opportunities. Anti-racism campaign activities and connecting new young migrants to local information."	Update actions and status for the 2024 review	7 Actions to improve community engagement table	32
Update Action Item 4.2 under ‘Timeframe’ column to be “Underway”. Update Action Item 4.2 under 'Update' column to read "Underway - delivery of Communication Supports Policy and conducted ethical storytelling training for Council staff (2023) and overhauled Language Assistance Program. Held mentor program at local college for jobseeker support and staff awareness. Stories of Lived Experience project provides insight to living with disability.	Update actions and status for the 2024 review	7 Actions to improve community engagement table	32

<p>Update Action Item 4.3 under 'Timeframe' column to be "Underway".</p> <p>Update Action Item 4.3 under 'Update' column to read "Underway - youth reference group Culture Waves created for diverse communities' awareness. 2023 youth summit recommendations endorsed by Council; 2024 summit scheduled. Change process to Youth Week program with youth group collaboration - for improving active participation.</p>	<p>Update actions and status for the 2024 review</p>	<p>7 Actions to improve community engagement table</p>	<p>32</p>
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