

## Conflict of Interest Management Strategy

*Council-related Development Applications Policy* – applies to all applications lodged from 3 April 2023

This policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development by publishing a Management Strategy containing a Risk Assessment and Management Controls to manage any conflicts.

Note: Green cells denotes selections and responses

Application number:	DA2025/1033
Address:	North Steyne, Manly – Queenscliff Surf Club
Description:	Alterations to Queenscliff Surf Club for use of part of the building as an ancillary kiosk – The predominant use as a surf club (Community facility) is retained.
Applicant:	Ben Matthews
Land owner:	Northern Beaches Council & Department of Land & Water Conservation

**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)

### Conflict of Interest risk assessment

Does a potential conflict of interest exist:	Council is the land owner for part of the Queenscliff Surf Club building Part of the Queenscliff surf club is being altered within the existing footprint to be used as an ancillary kiosk. The predominant use as a surf club (Community facility) is retained. Property have confirmed income from the kiosk goes to the surf club	
Phase of development process in which conflict arises:	Preliminary advice - Assessment - Determination - Construction Certificate -	NA Yes Yes Yes
Level of risk at each phase:	Preliminary advice - Assessment - Determination - Construction Certificate -	N/A Medium Medium Medium
Additional Management Controls:		

### Level of Risk

#### Policy Definitions

Low	Medium	High
See below Determined under delegation by Council staff if not required by Ministerial Direction to be determined by LPP	Any application where the <u>Local Planning Panel is the consent authority</u> or where council has resolved to provide a grant	Any application where <u>the Sydney North Planning Panel is the consent authority</u> or where the CEO determines it high risk
Level of Risk		
	Medium	

**Low Risk category**

- Advertising signage on council properties.
- Internal fit outs and minor changes to the building façade.
- Internal alterations or additions to buildings that are not a heritage item.
- Council-related development in respect of which council may receive a small fee for the use of their land (such as outdoor dining areas for which fees are or may be payable under legislation).
- Alterations and additions to minor structures in parks and other public spaces (such as shade structures in playgrounds).
- Minor building structures projecting from a building façade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services).

**Management Controls**

<b>Policy Controls</b>		
<b>Low</b>	<b>Medium</b>	<b>High</b>
NA	Written records kept of all correspondence with applicant or representative of applicant, all substantial discussions are held in formal meetings which are documented	Written records kept of all correspondence with applicant or representative of applicant, all substantial discussions are held in formal meetings which are documented
Public exhibition 28 days	Public exhibition 28 days	Public exhibition 28 days
Assessed by Council staff	External independent assessment	External independent assessment
Determined by Local Planning Panel unless excluded in Ministerial Directions	Determined by Local Planning Panel	Determined by Sydney North Planning Panel
	External Certification of Construction Certificate	External Certification of Construction Certificate
<b>Additional Controls</b>		

Completed by:



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