



Gladstone Regional Council

Council Policy

Title	DEVELOPMENT INTERACTION PROTOCOL
Policy Number	P-2018-06
Business Unit/s	CUSTOMER EXPERIENCE FINANCE GOVERNANCE AND RISK
Date of Adoption	20 MARCH 2018
Resolution Number	G/18/3349
Date Review Due	20 MARCH 2021
Date Repealed	

1.0 PURPOSE:

To provide a protocol for interaction between development applicants, submitters and Council at various stages of the development process.

2.0 SCOPE:

This protocol applies to all development application stakeholders where a development application has been lodged with Council, and Council is the decision-making authority.

Development Applicant/s: This protocol applies from the time a development application is lodged with Council until the decision is in effect. Until the formal application process commences, Development Applicants are free to interact with elected members and staff in an informal manner.

Submitter/s: This protocol applies from the time a formal development application submission is lodged with Council. Until a formal development application submission has been lodged with Council, submitters are free to interact with elected members and staff in an informal manner.

3.0 RELATED LEGISLATION:

Planning Act 2016
Planning Regulation 2017
Local Government Act 2009
Local Government Regulation 2012

Sustainable Planning Act 2009
Sustainable Planning Regulation 2009
Integrated Planning Act 1997

4.0 RELATED DOCUMENTS:

Councillor Conduct Code Policy.
Form - Request for Deputation under the Development Interaction Protocol Policy

5.0 DEFINITIONS:

Development Applicant: Is a development proponent who has lodged a development application under the *Planning Act 2016* and is listed on the Development Application Form 1.

Submitter: A party that has lodged a submission on a development application lodged under the *Planning Act 2016*, whether submission is 'properly made' or not.

6.0 POLICY STATEMENT:

The following protocols apply:

1. All enquiries in respect to an application must be made to Development Services.
2. Should a Development Applicant wish to make representations to elected members they should make the request to officers of Development Services who will set a date, time and venue for a meeting involving available elected members and officers. At least 7 days advance notice shall be given to all parties via the appropriate form.
3. Once a Submitter has formally lodged a submission, all requests for representations to elected members should be lodged and coordinated through Development Services in a similar manner to which applies to Development Applicants.
4. Once an appeal is lodged with the Court in respect to a development application, all parties to the appeal should lodge requests for discussions with elected members through their legal representative who will coordinate discussions through Council's legal advisors.
5. All meetings and deputations under this protocol will be conducted outside the formal general meetings of Council and as such, records of formal minutes, decisions or commitments will not be made.
6. This protocol does not apply to applications for development approval where Council is not the decision maker. For example, applications for development within the Gladstone State Development Area where the Queensland State Government Minister is the decision maker.
7. Nothing in this protocol prevents an elected member referring a request for a meeting to Development Services on behalf of the Development Applicant / Submitter.
8. Council encourages developers to organise pre-lodgement meetings with Council Officers to assist Development Applicants in meeting the relevant planning scheme requirements.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced.
2. Other circumstances as determined by resolution of Council or the CEO with Executive Team endorsement.
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	23 September 2008	08/565	
Amendment 1	18 March 2014	G/14/1926	
Amendment 2	20 March 2018	G/18/3349	Changes to provide more clear and concise expectations of elected members in relation to interaction with development applicants and submitters.
Amendment 3			

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ROSLYN BAKER
CHIEF EXECUTIVE OFFICER