

# Community Participation Plan - Planning

Narrandera Shire Council

NOVEMBER  
2019



## Introduction

This Community Participation Plan (CPP) is only applicable to Council's planning functions exercised in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* (the Act). Community participation relating to other functions of the Council is addressed in Council Policy ES310 Community Engagement.

## Where Does this CPP apply?

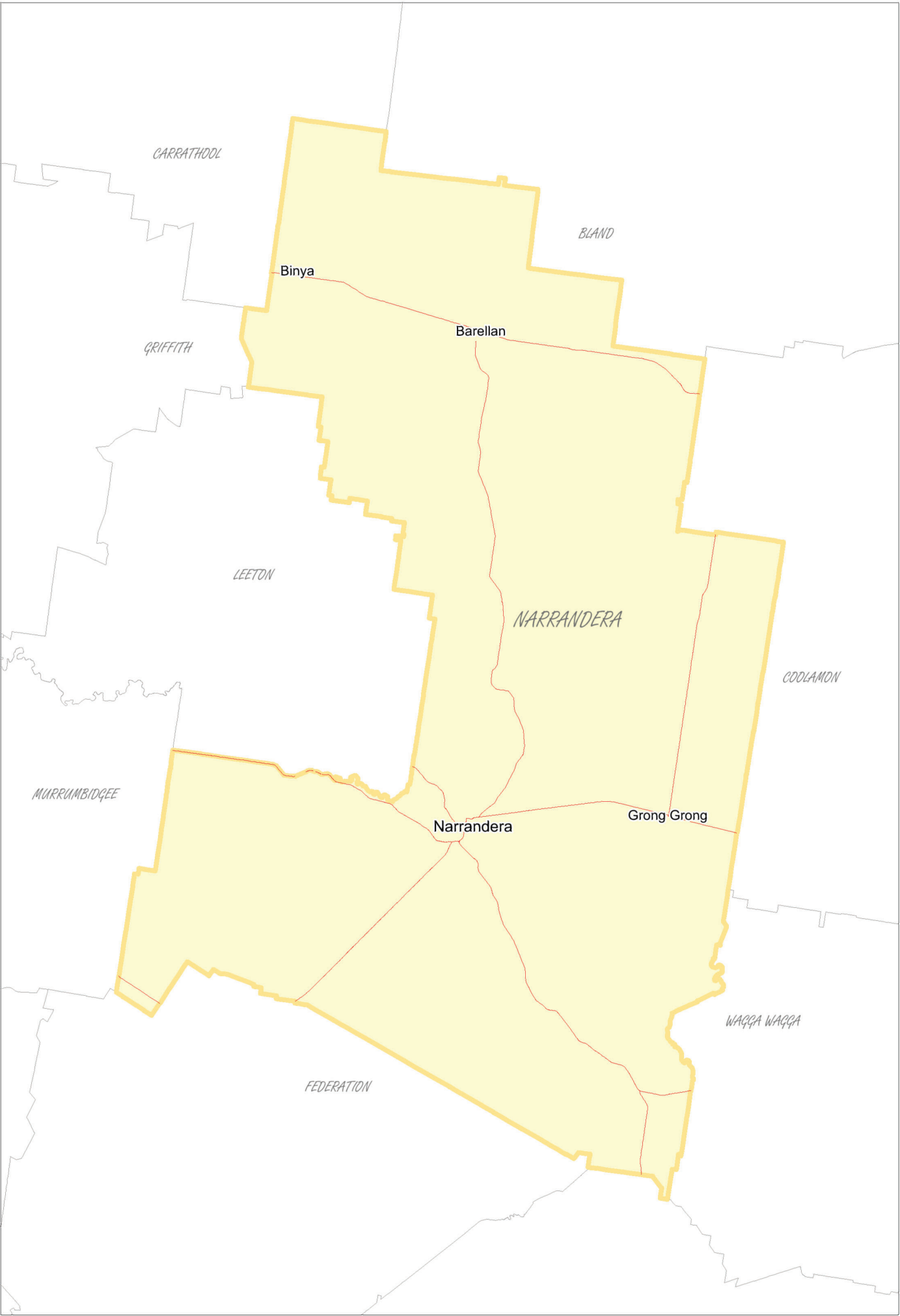
This CPP applies to the Narrandera Shire Council Local Government Area (LGA). Where development or policies may impact on others in adjoining local government areas consultation may occur outside of the Narrandera Shire Council LGA boundaries.

## Objectives of the CPP

The objectives of this CPP are to ensure:

- That the community is informed about planning matters that affect it,
- Effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning,
- Planning information is conveyed in a manner which is easy to access and understand,
- That the community is given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered,
- That community participation is inclusive and that community views are actively sought,
- That proponents of major developments are actively engaging with affected stakeholders before an application is lodged with Council,
- That planning decisions are made in an open and transparent way which clearly outlines how community views have been taken into account, and
- That there is a clear understanding of the methodology Council uses to engage with the community in accordance with the Act.





# Planning Community Participation Plan

## Consultation

Consultation with the community occurs in a range of different ways including through face to face meetings, group discussions, exhibition of documents online and in Council offices and at times through direct notification to individuals. The manner in which we consult is dependent on the nature of the proposal, the stage of the process and legislative requirements.

Ordinarily Council will consult early and broadly regarding any proposed changes to planning controls. Consultation regarding development applications generally occurs once an application has been lodged with Council. However, proponents of major developments are strongly encouraged to consult with those who may be impacted prior to lodging an application.

Some minor developments are not subject to any form of consultation such as those which are classified as exempt or complying development under *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and others outlined below.

Where a matter is reported to a meeting of Council interested parties may address Council in accordance with the provisions of Council's Code of Meeting Practice.



## Exhibition Periods

Exhibition periods for Council's Strategic Planning Projects and for Development Applications and related processes are outlined in the tables below. A person wishing to make a submission is required to do so in writing during the specified exhibition period which will be outlined in a notice or advertisement. The following points should be noted when interpreting these tables:

- The requirements listed represent minimum standards and are expressed in calendar days (not working days). The Council may extend exhibition periods, send additional notices and engage in other ways at the discretion of the General Manager or delegate where it is considered in the public interest to do so.
- Where any matter is the subject of exhibition or notification copies will be made available for inspection at the Council's head office located at 141 East Street Narrandera during ordinary business hours.
- If the last day of an exhibition period falls on a Saturday or Sunday, or on a day that is a public holiday or bank holiday the exhibition period is taken to be extended to the next available working day.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition to allow more time for the community to provide feedback.
- Minimum exhibition periods are defined under the Act and as such change from time to time. Requirements of the Act take precedence over those listed in this Community Participation Plan. Where there is an inconsistency between the Act and this Plan, the longer exhibition period will be applied.

# Strategic Planning

Document Type	Minimum Exhibition Period	Minimum Notice	Optional Notice	Mandatory Engagement	Optional Engagement
Draft Community Participation Plans	28 Days	-Newspaper -Council Website	-Council Social Media	-Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Workshops with interested parties.
Draft Local Strategic Planning Statements	28 Days	-Newspaper -Council Website	-Council Social Media	-Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Event stalls -Street stalls -Workshops with interested parties.
Planning proposals for Local Environmental Plans subject to a gateway determination	28 days or: (a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period so specified, or (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.	Where Exhibition is Required: -Newspaper -Council Website	-Council Social Media  - Where a Planning Proposal is specific to a particular location rather than applying to a broad area, notice may be given directly to impacted landholders at the discretion of the General Manager or delegate.	Where Exhibition is Required:  -Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Event stalls -Street stalls -Workshops with interested parties.
Draft Development Control Plan	28 Days	-Newspaper -Council Website	-Council Social Media - Where a DCP or DCP amendment is specific to a particular location rather than applying to a broad area, notice may be given directly to impacted landholders at the discretion of the General Manager or delegate.	-Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Event stalls -Street stalls -Workshops with interested parties.
Draft Contribution Plans	28 Days	-Newspaper -Council Website	-Council Social Media	-Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Event stalls -Street stalls -Workshops with interested parties.
Background Studies	At discretion of General Manager or Delegate. Where exhibition is deemed necessary minimum of 21 days.	If Exhibited: -Newspaper -Council Website	-Council Social Media - Where a study or significant elements of that study is specific to a particular location rather than applying to a broad area, notice may be given directly to impacted landholders at the discretion of the General Manager or delegate.	If Exhibited: -Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Event stalls -Street stalls -Workshops with interested parties.
Planning Agreement	28 Days	-Newspaper -Council Website  -Where practicable to be aligned with related processes. This may include neighbour notification. Refer to Regulation for details.	-Council Social Media	-Consideration of written submissions -Consideration at Council Meeting	-Community Meetings -Workshops with interested parties.



# Development Assessment

Application Type	Development Type	Minimum Exhibition Period	Minimum Notice
Local & Integrated Development (any that is not Exempt, Permitted Without Consent, Complying, Designated or State Significant)	Minor Farm Buildings or Structures in Zones RU1, RU3 or RU4 and Located >500 metres from any dwelling in separate ownership and >500 metres from any residential zone (currently RU5 Village, R5 Large Lot Residential & E4 Environmental Living)	NIL	NIL
	Dwellings		Written notice to adjoining and adjacent land owners.
	Dual Occupancies		
	Sheds (residential)		
	Swimming Pools (residential)	10 Days	This includes notice to properties separated only by a road, pathway, driveway, easement, watercourse or similar division.
	Signs		
	Fences		
	Boundary Adjustments		
	All other Local and Integrated Development*	14 Days*	Advertisement in Local Newspaper & written notice to adjoining and adjacent land owners.
			This includes notice to properties separated only by a road, pathway, driveway, easement, watercourse or similar division.

\*Certain development known as *Nominated Integrated Development* or *Threatened Species Development* has a minimum exhibition period of 28 Days. Refer to Clauses 89(3) & (4) of the *Environmental Planning and Assessment Regulation* for details.

# Development Assessment

Application Type	Minimum Exhibition Period	Minimum Notice
Designated Development	28 Days	Includes neighbour notification and advertising.  Refer to the Act and Regulation for details.
Environmental Impact Statement obtained under Division 5.1	28 Days	Includes neighbour notification and advertising.  Refer to the Act and Regulation for details.
State Significant Development	Not Assessed By Narrandera Shire Council.	Refer to the Act and consult with the NSW Department of Planning, Industry and Environment.
Application for modification of development consent that is required to be publicly exhibited by the regulations.	At the discretion of the General Manager or Delegate.  Generally in accordance with the original application unless reduced due to the modification being of minimal impact.	Varies-Refer to the Act and Regulation.

## Engagement Regarding Development Applications

Where a development application, environmental impact statement or application to modify a consent has been exhibited through advertising or direct notice Council will consider all written submissions received during the exhibition period. Applications may also be reported to a meeting of Council at the discretion of the General Manager or Delegate. Examples of when an application may be reported to a meeting of Council for determination are when the application is recommended for refusal or when written submissions warrant consideration by elected Councillors.

## Pre Lodgement Consultation By Proponents

Council encourages proponents for development to engage with neighbours and others who may be impacted prior to lodging an application. This provides an opportunity for all interested parties to understand a proposal and discuss possible adjustments to address any concerns which may arise. Where a major or high impact development is proposed Council strongly encourages early engagement with neighbours and the broader community.

Council **will not** supply landowner details to prospective applicants. However, Council will facilitate early engagement through mailing information to landowners at a proponent's request. This service is provided on a cost recovery basis. In order to use this service a proponent is required to:

- provide a list of addresses or an aerial map identifying selected properties;
- supply copies of a covering letter with proponent contact details, plans and other supporting information they wish to be sent (if sufficient physical copies are not provided printing costs will be charged);
- payment for postage, envelopes, administration and any printing is required prior to the mail out occurring.

## How To Make a Submission

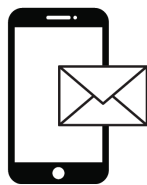
### Email:

council@narrandera.nsw.gov.au

**Post:** 141 East Street  
Narrandera NSW 2700

**In Person:** 141 East Street  
Narrandera 8:30am-4:30pm  
Monday to Friday (excluding  
public holidays)

TO QUALIFY AS A SUBMISSION, THE SUBMISSION MUST:



be in writing  
by email or  
letter



be submitted  
within the  
nominated  
exhibition  
time period



reference the  
application,  
policy or plan  
being  
exhibited



be based on  
planning  
grounds in  
support or  
objection to  
the proposal



include the  
name, address  
and daytime  
telephone of  
the author

Submissions must be lodged with Council by midnight on the final day of the exhibition period.



## Privacy of Persons Lodging Submissions

Persons making submissions should be aware that their submissions may be the subject of an information request under the *Government Information (Public Access) Act 2009* – the GIPA Act. The Council will treat each request according to the provisions of the Act and Regulation. A submitter may request that the Council redact any identifying details from their submission before releasing that submission.

It is the Council's policy to publish redacted submissions to development applications in Council reports which are available on the Council website.

If submissions to a development application are received by the Council, the Council will provide the applicant with a redacted copy of submissions to enable the applicant the opportunity to respond to the submissions prior to determination of the application.

## Outcomes of Development Applications

Council notifies the public of the outcomes of the assessment of development applications through periodic reports to Council meetings. The reports can be accessed on the Council website or at the main Council office during ordinary business hours.

Council will also give notice of the determination of an application to each person who provided a written submission and in the instance of a petition, the instigator of the petition.

Notice by Council includes:

- the decision;
- the date of the decision;
- the reason/s for the decision;
- how community feedback was considered.

The notice provided is a summary of key points. Where Council receives objections to a development application a report is provided to a meeting of Councillors to allow consideration and determination. In such cases, further details on the assessment, consideration of submissions and decision can be found in Council Business Papers and Minutes. Details for all other applications are available on request subject to the exclusion of sensitive personal and commercial information.

In the case of a matter which is referred to a planning panel, Council will write to each individual who made a submission and in the instance of a petition, the instigator of the petition to notify them of the time and date of the meeting.

## **Appendix – Example Template Submission Form**

The General Manager  
Narrandera Shire Council  
141 East Street  
Narrandera NSW 2700

Subject: Submission regarding

Dear Sir/ Madam,

I refer to the abovementioned Development Application/ Strategic Planning Project and wish to lodge a submission in support/objection. The matters I would like considered are the following:

Kind regards,

[NAME]

[ADDRESS]

[PHONE NUMBER]

[EMAIL ADDRESS]