



# Community Participation Plan

NOVEMBER 2019

## Narromine Shire Council (2019) Revision History

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## Introduction

Narromine Shire Council recognises that community participation throughout the planning system is not only your right but is essential to delivering better and improved planning outcomes for the residents of the Narromine Shire.

Council's responsibility is to deliver the objectives of the *Environmental Planning & Assessment Act 1979* (EP&A Act) including the promotion of the orderly and economic use of the land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

The NSW Government requires Council to prepare a Community Participation Plan (CPP), to set out how and when we will engage with our community on the planning functions that Council performs under the EP&A Act.

Community Participation, concerning this CPP, is an overarching term covering how we engage the community in our work under the EP&A Act, including legislative reform, plan making and decision making on proposed developments.

## Our Community Participation Plan

Good planning is all about looking ahead and ensuring we have the housing, employment, infrastructure, services and environment to support our lives now, and for the future. We aim to do this while protecting and enriching the characteristics that make living in the Narromine Shire so special.

Community participation is a crucial part of good planning and seeks to gather local knowledge, ideas and expertise to create better urban environments while protecting our natural environment and preserving local character.

Community participation is an overarching term, covering how we engage the community in our work under the Environmental Planning and Assessment Act 1979, including plan making and making decisions on proposed developments.

The level and extent of community participation will vary depending on the community, the scale of the proposal under consideration and the potential impacts of the decision.

Our CPP is designed to make participation in planning clearer for the community. It does by setting out, in one place, how and when the community can participate in the planning system, our functions and different types of proposals.

This CPP does not outline engagement strategies for the delivery of other Council services, functions or infrastructure. Community engagement of these activities is developed considering the requirements of Council's Community Engagement Strategy which was adopted by Council in 2017 as part of the Community Strategic Plan.

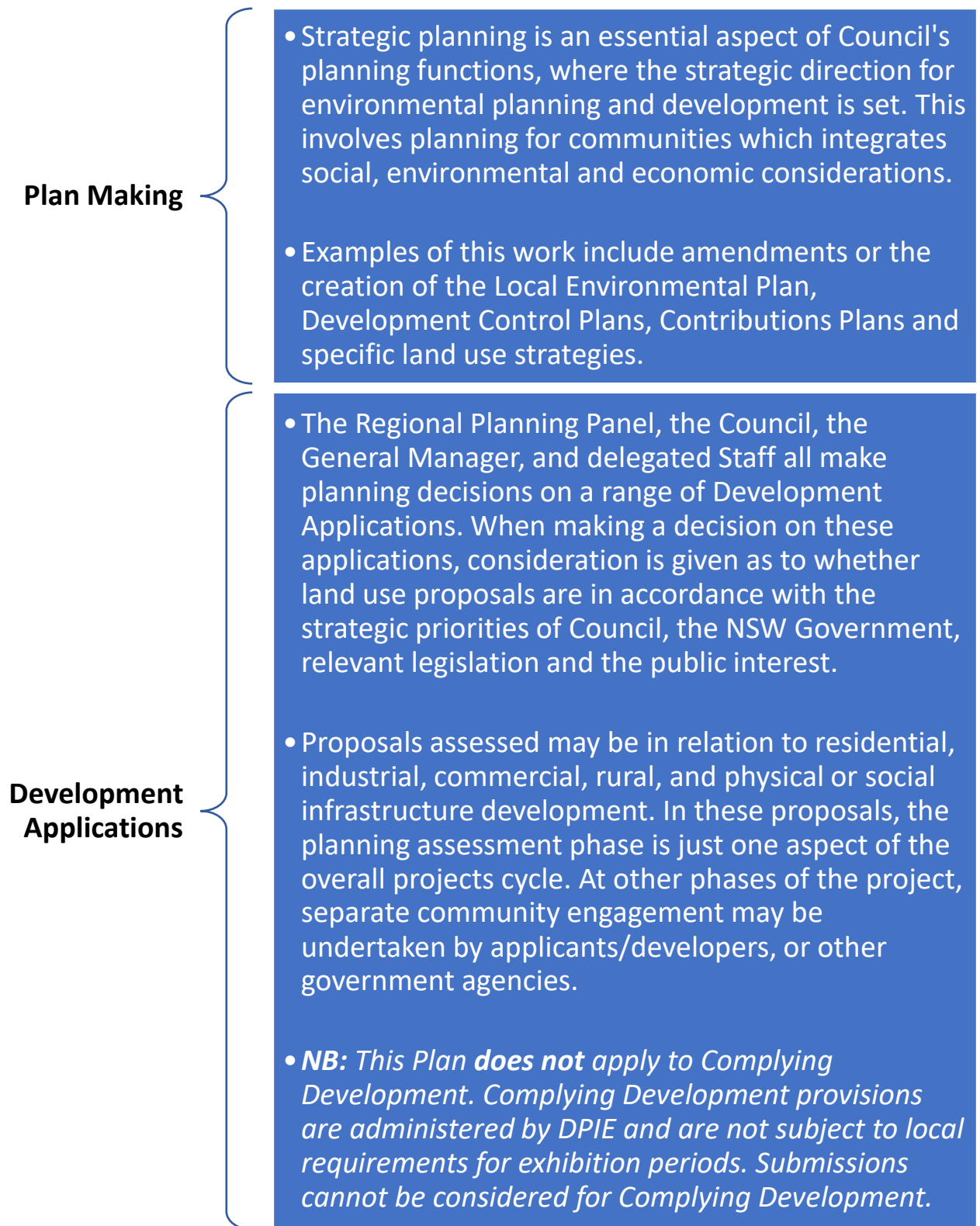


Figure 1 Functions to which this Plan applies

## Principles of the Community Participation Plan

The EP&A Act guides Council to ensure that it will be clearer and easier for the community to understand how it can participate in planning decisions. The EP&A Act outlines the principles that underpin Council's CPP. These principles are:



Figure 2 Principles of the CPP

## Our Community Participation Objectives

Figure 3 illustrates the types of actions we will undertake to deliver our community participation objectives. These objectives have been developed having regard to the community participation objectives set out in Section 2.23(2) of the EP&A Act. These objectives will be supported by measurable actions that we will use to develop, implement and evaluate community engagement.



Figure 3 Objectives of the CPP



## Our Approach to Community Participation

**Community engagement is the process of involving people in decisions that affect their lives and the environment. It is proactive and ongoing, promoting open discussion and shared responsibilities for decisions.**

We will tailor community participation methods for our plan making and development assessment functions to achieve the benefits of community engagement across the planning system. We use a combination of engagement participation techniques that cater to a broad audience as well as different requirements based on the nature, scale and likely impacts of the proposal being considered or assessed.

Our approach to community engagement is broadly informed by the internationally recognised Public Participation Spectrum developed by the International Association for Public Participation which outlines five levels of public participation



Figure 4 Public Participation Spectrum

## How we will seek Community Participation

Table 1 Approach to community participation

What	When	How
<b>Inform</b> We will tell you about plans/proposals and give you accurate and relevant information as they progress through the planning system	As soon as possible following lodgement, with updates at key milestones when accurately captured.	Newspaper notices, media releases, Council website, information sessions, discussion papers and technical reports.
<b>Consult</b> We will keep you informed, listen to and acknowledge your concerns and aspirations, and provide feedback on how your input influenced the decision	Once plans or policies reach draft state, we will exhibit them and ask for your feedback.	Public exhibition, drop in sessions, surveys, meetings, newspaper notices, Council website.
<b>Involve and Collaborate</b> We respond to the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal	Through submissions and feedback, we identify your key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Public meetings, pop up events, feedback sessions and workshops.
<b>Empower</b> We will let you know the decisions regarding proposals and how your views were considered in reaching the decision	In reaching a decision, we consider your views and concerns, notify you of the decision and how community views were considered.	Online updates, letters to submitters, post exhibition reports, determination notices and notices of decisions in the local newspaper.

## Exhibition in the Planning System

Opportunities to participate in the planning system will respond to the nature, scale and likely impact of the proposal being considered or assessed. A regular or valuable way for communities to participate in the planning system is by making a submission on a proposal during the exhibition period.

A key technique used by Council to encourage community participation is formal exhibitions. During an exhibition period, we make available relevant documents that may include a draft policy, plan or proposed development that we are seeking feedback on.

In reaching a decision on proposals that have been exhibited, Council balances a wide range of factors to ensure that decisions are in the public interest. This includes considering the objectives of the EP&A Act, the strategic priorities of Council, community input, land use priorities identified in our strategic plan and applicable policies and guidelines.

## Exhibition Timeframes

Section 2.21(2) of the EP&A Act details the types of proposals that must be considered in the CPP and Schedule 1 sets out a minimum exhibition timeframe for most of these proposals. We will always exhibit a proposal for the minimum timeframe (except where the CPP specifies a different period) and will consider extended timeframes for an exhibition based on the scale and nature of the proposal.

## Plan Making

The minimum community participation requirements for *plan making* are shown in the table below:

Table 2 Plan Making Timeframes

Plan Types	Minimum Community Participation Requirements
<b>Draft Community Participation Plan</b>	28 days
<b>Draft Development Control Plan (DCP)</b>	28 days
<b>Draft Contribution Plans</b>	28 days
<b>Draft Local Strategic Planning Statements (LSPS)</b>	28 days
<b>Planning Proposals for Local Environmental Plans (LEPs)</b>	28 days for exhibition or as specified by the gateway determination

## Development Applications

The minimum community participation requirements for *development applications* are shown in the table below:

Table 3 Development Application Timeframes

Development Application Types	Minimum Community Participation Requirements
<b>Advertised development</b>	14 days
<b>Neighbour notified development</b>	14 days
<b>Designated development</b>	28 days
<b>Nominated integrated development</b>	28 days
<b>Threatened species development</b>	28 days
<b>Modification of Development Application, made under s4.55(2) or s4.56 of the EP&amp;A Act</b>	As long as the original development application was exhibited for
<b>Re-exhibition of any of the above, which is required due to substantial changes being put forward in revised plans/documents received during the assessment phase</b>	14 days

## Key points to note about public exhibition

- Timeframes are in calendar days and include weekends.
- Development Applications may be notified for longer than the minimum days if deemed necessary.
- If the exhibition is due to close on a weekend or a public holiday, we may extend the exhibition to finish on the first available work day.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a public exhibition period. A public exhibition period will not commence during these dates.
- Council is not required to make available for public inspection, any part of an EIS whose publication would, in the opinion of Council, be contrary to the public interest because of its confidential nature or for any other reasons i.e., for commercial reasons.

### Notification and Exhibition of Development Applications

The notification and public exhibition provisions in this Plan will apply to all development applications lodged in relation to land that is located within the Narromine Shire LGA where Council is of the opinion that the enjoyment or use of the land may be detrimentally affected by the development proposal.

**Neighbour Notification:** where Council writes to owners of properties identified as requiring notification, advising of the proposed development. Notification is for a minimum period of 14 days unless otherwise specified by *Table 3*.

**Advertising:** in addition to writing to owners of properties identified as requiring notification, a newspaper notice is placed in the local newspaper advising of the proposed development. Advertising is for a minimum period of 14 days unless otherwise specified by *Table 3*.

#### Persons to be Notified – Neighbour Notification

For Development Applications requiring neighbour notification under this Plan, written notification of the proposed development will be provided to:

- The owner(s) of land immediately adjoining the side and rear boundaries of the subject land.

- The owner(s) of any other land adjacent to the subject land including land that is separated by a road, pathway, driveway, railway or similar thoroughfare.
- The owner(s) of any other land, which may, in the opinion of Council or its delegated officers be affected by the proposed development.

Development that will be neighbour notified is listed below:

- Dual occupancy
- Innominate use
- Pub
- Recreation area
- Service Station
- Major alterations or additions
- Intensive plant agriculture
- Multi dwelling housing
- Major commercial and industrial works.
- Temporary use of land, if the use would ordinarily be prohibited on that land.

## Advertised Development

Advertised Development is development that is also subject to neighbour notification requirements of this Plan. If a Development Application is lodged for a land use listed below, an advertisement is required to be placed in the local newspaper.

The following development is advertised development for the purposes of this Plan:

- Caravan Parks
- Correctional Centres
- Demolition of a Heritage Item
- Extractive Industries
- Freight or Transport Facilities
- Hazardous or offensive industries
- Heavy industrial storage establishments
- Highway Service Centres

*Note: Other types of development applications could be neighbour notified or advertised, depending on the assessing officer's initial view as to the potential impacts of the development.*

## Information to be publicly exhibited

During the public exhibition period, Council must make available, upon request extracts of the Development Application to any interested persons. The information shall include:

- Details of the applicant and the land to which the Development Application relates
- Plans of the development proposal
- Where relevant, a copy of the Statement of Environmental Effects accompanying the Development Application
- Where relevant, a copy of the Environmental Impact Statement (EIS) accompanying the Development Application.

## Development Applications where notification is not required

Some minor development is of a scale and nature that does not require formal notification of neighbouring properties. Provided the proposal complies with all applicable development controls (LEP, DCP & other relevant policies) and is considered unlikely to detrimentally impact neighbouring properties, no formal notification period applies. This applies to development such as:

- Landscaping
- Minor alterations and additions
- Residential dwellings
- Residential sheds and garages, fences, pools and other minor ancillary development
- Rural buildings
- Strata subdivisions of existing developments.

# Submissions

## Submission Process

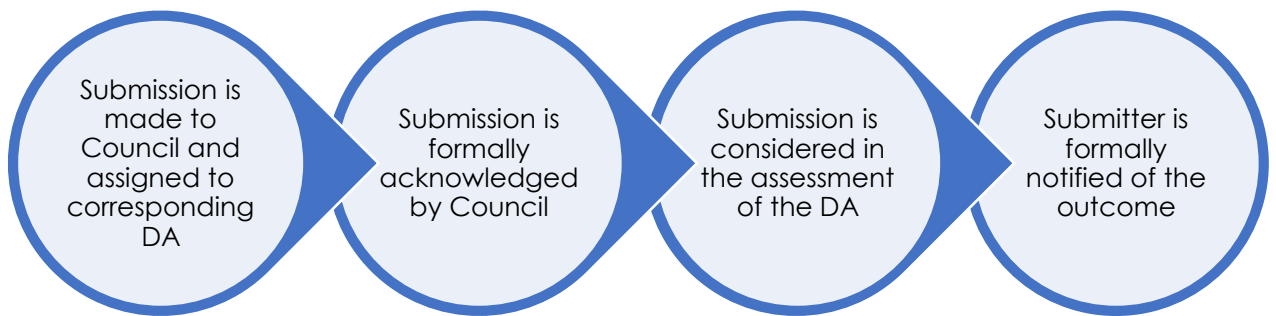


Figure 5 Submission process

## Making a submission

The exhibition period is also the submissions period for a proposal. Any submissions received before or after this period may not necessarily be considered in the making of a decision. If early/late submissions are considered they may not be explicitly mentioned in an assessment report. Submissions can be:

**Posted:**  
PO Box 115 NARROMINE  
NSW 2821

**Emailed:**  
[mail@narromine.nsw.gov.au](mailto:mail@narromine.nsw.gov.au)

**Delivered:**  
120 Dandaloo Street,  
NARROMINE NSW 2821

## What does my submission need to include?

To qualify as a submission, the submission must:

1. Be in writing by email or letter and addressed to the General Manager or other Council officers as nominated;
2. Be submitted within the nominated exhibition period;
3. Clearly identify the matter to which the submission relates; and
4. Include appropriate contact details.

## Consideration of submissions

Where a submission is received concerning a Development Application that has been notified or advertised under this Plan and the submission has been received in the time period allowed for making submissions, Council or its delegated officer must consider that submission prior to the Development Application being determined.

Nothing in this Plan prevents Council or its delegated officers from considering a submission that is received outside of the period allowed for making submissions under this Plan provided that the development application has not already been determined by Council.

All submission will be reviewed on merit. When submissions raise legitimate town planning considerations, the development application may be reported to Council for determination, as decided by Council staff.

## Disclosure of submissions

Submissions may be accessed by the public by way of a request to Council under the Government Information (Public Access) Act. Also, if the proposal is reported to a Council meeting the issues raised in that submission will be summarised in the Council report and the redacted submission will be attached to the report. Council's notification correspondence will indicate that all submission are public documents unless privacy is specifically requested by the submitter.



What are **not** planning matters?

- Speculation on devaluation of property or private market fluctuations
- Character assessments of the developer, future neighbours, or anyone else
- Heresay as to what other neighbours would or would not be concerned about
- Assumed bad faith or non compliance with road rules or other laws
- Commerical competition

What **are** planning matters?

- Air/odour impacts
- Biodiversity/ecological impacts
- Infrastructure impacts
- Land/soil suitability and capability
- Noise and vibration impacts
- Privacy impacts
- Solar access impacts
- Traffic impacts
- Visual amenity/streetscape impacts
- Waste Impacts
- Water (surface and groundwater) impacts

## Glossary

**Contribution plans.** Plans developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development.

**Designated development.** A proposed development that due to its scale, nature, or likely impacts – will require a higher standard of reporting to be undertaken by a proponent, in accordance with Secretarial requirements of the NSW Department of Planning, Industry & Environment (see 'Environmental Impact Statement' below).

**Development Application.** When a land-use or development requires consent under the Act (and its associated environmental planning instruments), one way to obtain this consent is through lodging a Development Application. The Development Application is assessed on its merits and considered against any statutory assessment requirements.

**Development control plans ('DCP').** These are plans that provide detailed planning and design guidelines to support the planning controls and objectives in a Local Environmental Plan.

**Environmental Impact Statement.** A statement prepared for a proposal where the statement must meet Secretarial requirements of the NSW Department of Planning, Industry & Environment.

**Environmental Planning and Assessment Act 1979.** The principle piece of legislation within which all planning functions exist. Referred to as 'the Act' throughout this Plan.

**Gateway determination.** A gateway determination is issued by the Department of Planning, Industry and Environment following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition.

**Local Environmental Plan ('LEP').** An environmental planning instrument developed by the Department, that relates to planning matters that are state significant or are applicable across the state.