



GLEN INNES SEVERN COUNCIL  
**COMMUNITY  
PARTICIPATION PLAN**







## ACKNOWLEDGEMENT TO COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngarabul people and their Elders, both past and present, as the traditional custodians of this land



# 1. INTRODUCTION

## 1.1 WHAT IS OUR COMMUNITY PARTICIPATION PLAN?

The Glen Innes Severn Community Participation Plan (CPP) sets out how and when Council will engage with the community when undertaking its town planning functions under the *Environmental Planning and Assessment Act 1979* (the Act). It applies to the entire Glen Innes Severn Local Government Area and has been prepared in accordance with Section 2.23 and Schedule 1 of the Act.

Community participation is a vital aspect of the planning and development of the Local Government Area (LGA). The CPP acts as an invitation to the community to communicate with Council about planning decisions to achieve better economic, environmental and social outcomes for present and future stakeholders.

Our CPP is designed to make the process of participation in planning clearer for the community. It does this 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 also establishes our community participation objectives, which we use to guide our approach to community participation.

An effective community consultation program does not necessarily mean that all interested parties will be satisfied with an outcome. Rather, effective community consultation is about ensuring that a proposal has been fully explored and that community concerns are identified and considered.

## 1.2 WHAT IS COMMUNITY ENGAGEMENT IN GLEN INNES SEVERN?

This CPP does not outline our 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 revised by Council in 2022.

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

Community engagement can involve a broad variety of activities. One way to understand the different types of engagement is through a continuum from informing (reflecting a low level of engagement) through to active participation (reflecting a high level of engagement).

Council carries out a variety of engagement activities at different points on this continuum.

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**Informing** takes place when a decision has been made or an action is required, such as a new policy direction or change in services.

**Consulting** takes place when a project or activity requires some input or feedback before a decision is made, such as a draft plan or design for a community facility.

**Active** participation takes place when we collaborate with or involve specific groups or community.

### 1.3 OUR APPROACH TO COMMUNITY ENGAGEMENT

**Meaningful engagement helps to shape the strategic direction of our LGA, as well as informing the various policies and plans that support this vision.**

We are committed to providing best practice engagement based on our principles of engagement and guided by the International Association for Public Participation (IAP2). Council’s community engagement principles aim to ensure:

- Community engagement will be inclusive, transparent and ensure fair participation.
- Community engagement is about informed decisions – not necessarily full consensus.
- Communities will be engaged around decisions that are yet to be made.
- Engagement activities aim to build trust and understanding.
- Engagement activities will only occur when there is a real opportunity for people to influence or change decisions or services.
- Engagement will have a clear purpose, objectives and approach.
- Activities will be timely, appropriate and not raise unrealistic expectations.

### 1.4 WHAT PLANNING FUNCTIONS DOES OUR COMMUNITY PARTICIPATION PLAN APPLY TO?

Council’s planning functions are divided into two key areas “**strategic planning**” and “**development assessment**”.

Strategic planning is an essential aspect of Council’s work where we set the strategic direction, vision and context for the planning system in the Glen Innes Severn Local Government Area.

Once the strategic direction has been established, Council makes planning decisions on a range of Development Applications. Development Applications assessed by Council include but are not limited to residential dwellings, unit development, subdivisions, commercial and industrial development, quarries, agricultural developments and infrastructure upgrades.

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This Community Participation Plan applies to the following planning functions:

Strategic Planning	Development Assessment
<ul style="list-style-type: none"> <li>• Planning Proposals (rezonings)</li> </ul>	<ul style="list-style-type: none"> <li>• Development Applications (other than Complying Development Certificates)</li> </ul>
<ul style="list-style-type: none"> <li>• Local Strategic Planning Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Applications for modification of development consents</li> </ul>
<ul style="list-style-type: none"> <li>• Development Control Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Agreements</li> </ul>
<ul style="list-style-type: none"> <li>• Contribution Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Impact Statements under Division 5.1 of the Act</li> </ul>

Some types of development do not need development consent from Council and therefore there is no pathway for formal community participation or consultation.

This Plan does not relate to the following development categories:

- Development which is **exempt development** under the provisions of the *Glen Innes Severn Local Environmental Plan 2012* or any applicable State Environmental Planning Policy; or
- Development which is **complying development** or **development permitted without consent** (Part 5) under the provisions of any applicable State Environmental Planning Policy.

## 1.5 COMMUNITY PARTICIPATION PLAN AND INTEGRATED PLANNING & REPORTING

The CPP will be exhibited as an individual strategy. Figure 1 shows the general separation of the engagement between the Community Engagement Strategy and the Community Participation Plan (this plan).

Community Engagement Strategy Local Government Act	Community Participation Plan Environmental Planning and Assessment Act 1979
<ul style="list-style-type: none"> <li>• Community Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Community Participation Plan (this Plan)</li> </ul>
<ul style="list-style-type: none"> <li>• Community Engagement Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Community Contributions to:</li> </ul>
<ul style="list-style-type: none"> <li>• All Council Functions                             <ul style="list-style-type: none"> <li>• Fees and Charges</li> <li>• Asset Management Plans</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local Strategic Planning Statement</li> <li>• Local Environmental Plan</li> <li>• Development Control Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Local Approval Policies – significant changes – new uses added or significant amendment made</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Proposals including reclassification of land</li> </ul>
	<ul style="list-style-type: none"> <li>• Contributions Plan</li> </ul>

*(Figure 1: Community Engagement separation)*

## 1.6 WHAT ARE THE PRINCIPLES OF COMMUNITY PARTICIPATION?

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Glen Innes Severn Council recognises community participation within the planning system is not only the community’s right but also helps to deliver better planning results for the people of the Glen Innes Severn LGA.

Community participation is an overarching term covering how we engage the community in our town planning work under the Act including legislative reform, plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, local government, and State and Commonwealth government agencies.

The Act guides Council to ensure that it will be clearer and easier for the Glen Innes Severn community to understand how it can participate in town planning decisions. Section 2.23 of the Act outlines the principles that underpin the Glen Innes Severn Community Participation Plan. These principles are outlined below:

- (a) The community has a right to be informed about planning matters that affect it;
- (b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning;
- (c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning;
- (d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered;
- (e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community;
- (f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made;
- (g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account); and
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

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Consistent with Council’s Community Strategic Plan, the above principles support Council’s vision of being:

***“A prosperous connected community that nurtures its people and places”***

## 1.7 Aims and Objectives

- Clearly state Council’s requirements for the notification of development applications and formulation of guidelines and policy.
- Provide for public participation in the DA process for certain development proposals.
- Provide a direct avenue of access to the application process by affected residents and owners who wish to express their concerns about proposals to Council staff, Councillors or the relevant Council Committee.
- Explain matters for which the Council will have regard when forming its opinion as to whether or not the enjoyment of adjoining land may be detrimentally affected by a proposed development.
- Specify the circumstances when notification is not required.
- Detail the form that notification will take and an applicant’s responsibility to provide a notification plan.

## 2. MINIMUM EXHIBITION REQUIREMENTS

The opportunity for community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

A regular and valuable way for the communities of the Glen Innes Severn LGA to participate in the planning system is by making a **“written submission”** on a proposal during an **“exhibition period”** for both **“strategic planning”** and **“development assessment”** projects.

The types of Strategic Documents and Applications that must be publicly exhibited and the minimum timeframes for exhibition are set out below in the **Table 1 (Strategic Planning)** and **Table 2 (Development Assessment)**. These are mandatory and the same as Section 2.21(2) and Schedule 1 of the Act respectively. In the event of an inconsistency Schedule 1 of the Act prevails over this plan.

Council will always exhibit a proposal for this minimum timeframe and may consider an extended timeframe for exhibition based on the scale and nature of a proposal.

Key points to note about public exhibitions include the following:

- Timeframes are in calendar days and include weekends;
- If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day;

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- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition;
- **“Written notices”** in regard to either a strategic planning matter or a development assessment matter are sent to the property owner at their nominated postal address, not a tenant or occupant. It is then at the discretion of a property owner to disclose any written notice to the property tenant or occupant. It is the property owners' responsibility to advise the Council of postal address changes in a timely manner to enable this.
- If a property is owned by more than one person, a written notice to one (1) owner is taken to be a written notice to all the owners of that land; and
- A public authority is not required to make available for public inspection any part of an Environmental Impact Statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.



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## 2.1 STRATEGIC PLANNING – COMMUNITY PARTICIPATION REQUIREMENTS

### 2.1.1 Mandatory Minimum Public Exhibition Timeframes for Strategic Planning Functions

Planning Matter	Minimum Exhibition Timeframe
Draft Community Participation Plan	28 days
Draft Local Strategic Planning Statements	28 days
Planning proposals for Local Environmental Plans	<ul style="list-style-type: none"> <li>• 28 days; <u>or</u></li> <li>• as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required</li> </ul>
Draft development control plans	28 days
Draft contribution plans	28 days
Planning Agreements	28 days
Draft Regional or District Strategies Plans	45 days

*(Table 1 – Exhibition Timeframes for Strategic Planning Functions)*

### 2.1.2 How Strategic Planning Functions may be exhibited

The following methods of public exhibition will be used to inform the community for the strategic planning functions of Council:

- Council Notices within the Glen Innes Examiner;
- Council’s website;
- Council’s social media;
- New South Wales Planning Portal
- Public Exhibition at Council’s Administration Buildings and library; and
- Other locations (as applicable) such as village post offices.

Depending on the specific strategic planning matters being considered, Council may also undertake one or more of the following public exhibition methods:

- Targeted stakeholder consultations/meetings;
- On-line surveys;
- One-on-one engagement with Council staff;
- Open days/drop in sessions;

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- Letters to stakeholders;
- Notices within other regional newspaper/s; and
- Notices on the land.

**Stakeholders include, but are not limited to:**

Landowners	Local Aboriginal Land Councils
Business owners	Council committees
Developers	Other Councils
Real estate agents	Sporting groups
Chamber of Commerce	Government agencies
Community groups	Village associations
Members of Parliament	

## 2.2 DEVELOPMENT ASSESSMENT - COMMUNITY PARTICIPATION REQUIREMENTS

### 2.2.1 Mandatory Minimum Exhibition Timeframes for Development Assessment

Planning Matter	Minimum Exhibition Timeframe
Application for development consent (other than for complying development certificate, designated development or for State significant development)	<ul style="list-style-type: none"> <li>• <b>14 days</b>, with reference to Sections 2.2.2 and 2.2.3 below.</li> </ul>
Application for development consent for designated development	<ul style="list-style-type: none"> <li>• <b>28 days</b>; and</li> <li>• in accordance with the Environmental Planning &amp; Assessment Regulation 2021</li> </ul>
Application for development consent for nominated integrated development	
Application for development consent for threatened species development	
Application for development consent for State significant development	
Environmental Impact Statement under Division 5.1	
Environmental Impact Statement for State significant infrastructure under Division 5.2	
All council-related application for development consent	

**Table 2 – Minimum Exhibition timeframe for Development Applications**

### 2.2.2 Notification of Development Applications

A “**written notice**” of a Development Application will be sent to the persons who own adjoining land and/or neighbouring land (Figure 4) when a Development Application has

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been received where, in Council’s opinion, the enjoyment of the adjoining land or neighbouring land may be affected by the development in relation to:

- The views to and the views from the adjoining land or neighbouring land;
- Overshadowing;
- Privacy and amenity;
- Noise, odour, dust, light spill or other polluting emissions;
- Proposed hours of use for the development;
- The scale or bulk of the proposed development;
- The visual quality of the development in relation to the streetscape;
- The location of the proposed development in relation to the site boundaries;
- The means of disposing of roof drainage water from the building and any potential adverse effect of drainage on adjoining sites;
- Whether any fuel burning equipment or mechanical devices are to be installed as part of the development;
- The relationship of the proposed development to existing development on adjoining land or neighbouring land;
- The amount of traffic likely to be generated by the development and the capacity of the site to handle the associated traffic movements; or
- The effect the development is likely to have on the future amenity of the neighbourhood.

Council will mandatorily notify and or advertise development types listed in Table 3.

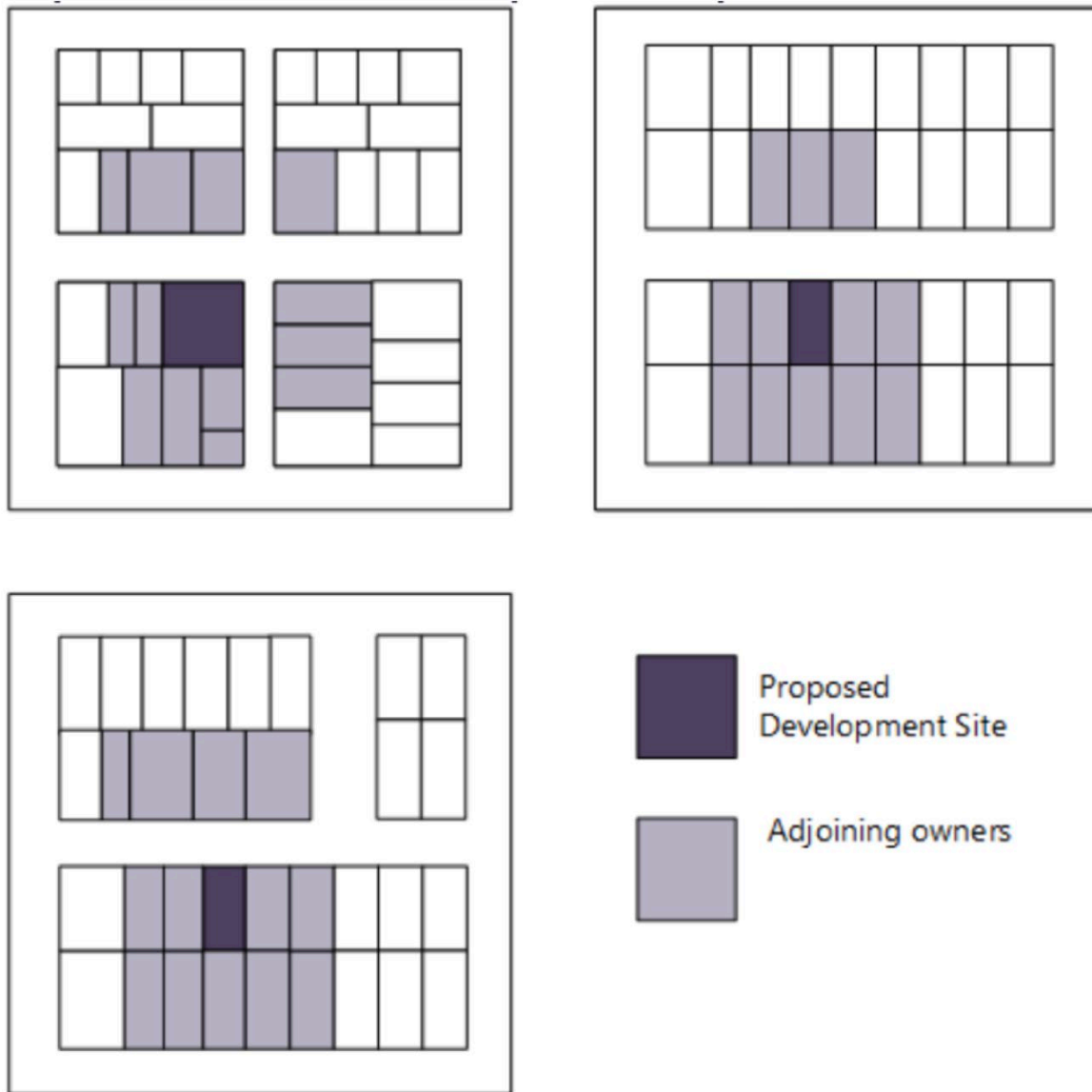
### 2.2.3 Circumstances where notification will not occur.

Council will not notify development application in the following circumstances:

1. Council is of the opinion the development is of a minor or inconsequential nature that will not adversely affect the amenity of adjoining land or the or the locality.
2. Council is of the opinion an amended or substituted application (including applications under s4.55 or s8.3 of the Environmental Planning and Assessment Act) varies in a minor respect from the original application that was previously notified.
3. The application is for a temporary use as detailed in the Local Environmental Plan and in the opinion of Council will not adversely affect the amenity of the locality.
4. Development is for a residential dwelling, or additions to a residential dwelling, new attached or detached ancillary development to a residential dwelling, including but not limited to, secondary dwellings, sheds, pools, water tanks, decks etc provided the development:
  - a) is a maximum of two storey, and
  - b) has a maximum height of 8.5m measured from the existing ground level, and

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c) the external wall of the building is not within 900mm of any lot boundary.



(Figure 4: Example of adjoining land and/or neighbouring land)

### 2.2.3 Advertising of Development Applications

In addition to notification requirements outlined in Section 2.2.2, some types of development (as defined in the Environmental Planning Instruments, including *Glen Innes Severn Local Environmental Plan 2012*) are also required to be advertised within the local newspaper and on the NSW Planning Portal

The advertised period will commence from the date the advertisement first appears in the newspaper.

In certain circumstances, Council may choose to advertise a development if it is considered necessary on the basis that it is in the public interest.

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LAND USE	Notification	Advertise
Animal boarding or training establishment	Y	
Brothel (sex services premises)	Y	Y
Community facility	Y	
Dwellings greater than 2 storeys	Y	
Extractive industry	Y	Y
Feedlot	Y	Y
Hazardous industry	Y	Y
Hazardous storage establishment	Y	Y
Mine	Y	Y
Multi dwelling housing >20 units	Y	Y
Offensive industry	Y	Y
Offensive storage establishment	Y	Y
Residential flat building	Y	Y
Seniors housing >20 units	Y	Y
Windfarm	Y	Y

Table 3 Mandatory Notification development types

## 2.3 COUNCIL AND COMMUNITY INTERACTION

### 2.3.1 How Does the Community Get Involved with A Town Planning Matter?

Any person is entitled to make a “**written submission**” which may either object to or support a planning matter within the public exhibition, notification or advertising period. Submissions must be in writing and be received by Council by 4.30pm on the day on which the period for submissions close.

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged in writing by Council for the purpose of future contact regarding progress of the application.

Anonymous submissions will not be considered by Council.

### 2.3.2 How does Council consider Community input?

Submissions received within the public exhibition period will be considered in the Council officer’s assessment of the matter.

However, Council’s consideration of a submission is restricted to planning matters. Non-relevant planning issues, such as civil disputes between neighbours and private rights, cannot be considered.

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In certain circumstances, a planning matter and any submissions may be referred to a Council meeting for consideration in accordance with Council’s Limit of Delegated Authority Policy. Submissions will form part of the assessment report prepared by Council’s Planning staff for consideration by the Council. The report forms part of the Council’s Business Paper, which is a public document and available upon request. Business Papers can be downloaded from Council’s website ([www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au)).

An opportunity also exists for individuals in the community to participate in the “**Public Access Forum**” prior to a Committee or Council meeting. Any persons wishing to exercise this opportunity will need to complete a ‘Public Access Forum Application Form’ prior to the meeting day. Council will provide prior notice to a submission maker of a planning matter being considered at an upcoming Committee or Council meeting.

Following determination of a Development Application, or the adoption of a strategic plan, all persons who made a written submission will be notified (in writing) of the decision, and reasons for the decision, regarding the application, strategy or plan.

### 2.3.3 Privacy

Submissions received on a Development Application are prescribed as open access information under the *Government Information (Public Access) Act 2009*. Any person (including the applicant) may obtain copies of written submissions unless the author of the submission can show good reason as to why the details should be kept confidential. If this is the case, this must be addressed in the written submission. Where a submission is provided to another party, Council will have consideration for the guidelines published for the *Government Information (Public Access) Act 2009*. If it is not considered in the public interest, Council may not disclose certain personal information, including contact details (mail address, phone numbers and e-mail).

## 3. CONCLUSION

Glen Innes Severn Council recognises community participation within the planning system is not only the community’s right, but it also helps to deliver better planning results for the people of the Glen Innes Severn LGA.

The Glen Innes Severn Community Participation Plan sets out how and when Council will engage with the community to encourage effective consultation and engagement when undertaking its town planning functions which includes **strategic planning** and **development assessment**.

The Glen Innes Severn Community Participation Plan has been prepared to meet the regulatory requirements contained in Schedule 1 of the Act and Division 2.6 of the Act and applies to the entire Glen Innes Severn Local Government Area.

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## 4. GLOSSARY OF TERMS

<b>Complying Development</b>	<b>Complying Development</b> is a combined planning and construction approval for low-impact development that can be determined through a fast-track assessment. Complying development applies to a range of development types like the construction of a new dwelling house, alterations and additions to a house, new industrial buildings, demolition of a building, and changes to a business use (identified in the <a href="#">State Policy</a> for exempt and complying development).
<b>Development Application</b>	A <b>Development Application (DA)</b> is a formal application to Council for carrying out various types of 'development' as defined by NSW Planning Legislation and Local Planning Instruments. Development includes activities such as new building works, alterations, additions, demolition, subdivision and the use of land.
<b>Development Assessment</b>	<b>Development Assessment</b> is the process where Council considers a specific proposal for development and decides whether or not it should be approved having regard to the criteria in the Act. After this process a recommendation is made to either grant consent to refuse a development.
<b>Development permitted without consent</b>	Not all development requires consent before work can start. <b>Development permitted without consent</b> includes some low-impact or routine activities and are outlined within the Local Environmental Plan and/or State Environmental Planning Policies that apply to the area or activity.
<b>Exempt Development</b>	<b>Exempt Development</b> is low-impact development that can be undertaken on certain residential, commercial and industrial properties, usually minor building renovations or ancillary works. As long as the proposed works meet all of the development standards (identified in the <a href="#">State Policy</a> for exempt and complying development), approval may not be needed.
<b>Exhibition period</b>	An <b>Exhibition Period</b> is the time frame that key documents and information will be displayed for review and comment by the public.
<b>Glen Innes Severn Community Participation Plan</b>	The <b>Glen Innes Severn Community Participation Plan</b> sets out how and when Council will engage with the community when undertaking its town planning functions under the Act and applies to the entire Glen Innes Severn Local Government Area.
<b>Strategic Planning</b>	<b>Strategic Planning</b> is the term that refers to the planning functions Council undertakes with regards to the use and development of land for the future of the Shire. It can include Local Environmental Plans, Development Control Plans and a range of other planning research documents which inform these statutory plans.
<b>Written notices</b>	<b>Written notices</b> are letters sent to landowners to notify them of a development and advise of the <b>exhibition period</b> within in which they can review and comment on the proposed development or plan.
<b>Written submission</b>	A <b>written submission</b> is a letter, e-mail or facsimile sent to Council in response to a matter on exhibition and should reference the development or plan, address/es, the views you want considered by Council and the submission makers contact information.

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