



Griffith City Council

Community Engagement &
Communication Strategy

2022 - 2024

With Council's
Community Participation Plan



Acknowledgement of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

Message from the Mayor



Meaningful communication between Council and the community is essential for our City's continued growth and success.

This two-way process furthers our connection, engagement and ability to drive action based on our community's needs.

Griffith City Council recognises that community members and other stakeholders have a lot to offer through their expertise, skills and experience, and we want to make the most of your knowledge when making Council decisions.

We want our City to be inclusive for all. This means that communication needs to be clear, accessible and delivered to a standard that effectively meets the requirements of our community.

This strategy will help Council maintain an environment where the voice of the community is at the heart of the services and infrastructure that Council provides.

I urge all residents within our diverse community to help by actively participating whenever they can. This will help Council make the best decisions for us all into the future.

Councillor Doug Curran

Mayor, Griffith City Council



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Introduction

The term 'Community Engagement' covers information sharing, consultation and active participation between government and communities.

This Strategy guides Council's communications and engagement approach across the organisation and has been developed in association with Council's Community Participation Plan which details how Council informs and notifies the community around environmental planning functions.

Council is required to prepare these documents under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993.

As well as meeting legislative requirements, the purpose of the Communications and Community Engagement Strategy is to provide staff and Councillors with a strategy to guide Griffith City Council's approach to informing and engaging with our community.

We believe it's important that the community is given the opportunity to help shape the decisions of Council.

Objective

In accordance with s402 (4) Local Government Act 1993, Council must establish and implement a strategy (called its Community Engagement Strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters). Each Council must prepare and implement a Community Engagement Strategy based on social justice principles for engagement with the local community when developing all its plans, policies, programs and key actions. The overarching plan for Council is the Community Strategic Plan which sits above all other Council plans and policies in the planning hierarchy.

Informing this strategy

Over the last 2 years, we have opened up a dialogue with many of our key audiences so we could better understand what our community wants.

Through our monthly Council Cafes, including those held at major events, we have connected with hundreds of people who have shared their thoughts, experiences and feelings about Griffith.

Our quarterly Community Opinion Group (COG) Meetings also allow us to hear from a wide range of people.

The feedback has been invaluable and has helped us identify communication and engagement needs, what we are doing well and what we can improve on.

It is clear that our community wants to:

- Have face-to-face communication in informal and relaxed settings with evening or lunch the preferred times for interactions
- Be heard on projects and issues that are important to them, and be kept up to date with progress
- Be informed about Council events and news in a variety of ways such as social media, email newsletter, radio, website, print, information sessions and television
- Have a mix of Councillors, senior staff and other staff present at information sessions

They also said that Council needs to:

- Be more responsive and explain 'why' we are doing what we do
- Clarify in simple terms why the community needs to provide input by explaining the impacts

- Explain how the feedback was considered in the decision-making process and if feedback did not influence the decision, why not?

- Recognise and acknowledge feedback or input received.

This Strategy will be used to help us develop new and creative methods of communicating and engaging so that we can create genuine opportunities to connect with our community.



What is community engagement?

Community engagement is the process of involving residents and stakeholders in decisions made by Council which affect them.

It involves the process of communicating with the community on a variety of levels to promote good decision making and shared outcomes for the Griffith community.

How does Council decide when to engage?

Engagement can be used to share information, educate, gather views and opinions, develop options, or make decisions.

Not every program or project requires engagement; however, we have identified some of the main reasons that would trigger an engagement activity. These include:

- Council resolution - Council decides to change its services, regulations or initiate a major development, and would like to know the community's view on a matter
- Statutory requirement - this includes planning, budget consultations or similar, which have clearly defined engagement requirements or methodologies. For example the Community Strategic Plan (CSP), the Delivery Program and Operational Plan (Budget) and the like.
- Public exhibition – proposals relating to policy changes, development applications and strategic plans that impact on our region. These are placed on public exhibition so residents can provide comment and input
- Projects and Major Projects – time-limited projects and initiatives of which Council seeks community views and input into plans, strategies, policy, projects and programs
- Ongoing engagement – foster long-term relationships and partnerships and consistent connection through our programs and services. The Council Catch Up (community newsletter) is printed

and delivered to over 20 locations around the city to ensure a diverse range of residents have access to it. It and other facility e-Newsletters, are also emailed to thousands of subscribers.

- Community satisfaction – gain an indication of Council's performance in delivery of key services, e.g. customer satisfaction surveys. This ongoing feedback ensures our services meet community needs
- Community interest – in response to an issue or proposal where the community or stakeholders have indicated they have significant concerns, interests, or that issues have not been adequately considered.

There are many drivers for engagement, and a number of factors will influence the form of engagement undertaken.

Council has the responsibility of making decisions for and on behalf of the community, therefore, we are required to ensure that appropriate community input and/or statutory requirements are considered in that process. Collaboration and participation is a key priority for Council.

Who are our stakeholders?

A vital component of the community engagement process includes identifying and understanding key stakeholders who will be impacted by or who have an interest in a decision. Our engagement aims to reach everyone in the community to ensure a range of views are heard. Our stakeholders include, but are not limited to:

Internal and external committees:

Council has a number of Committees made up of staff, Councillors and external community members and they convene on issues relevant to specific topic areas. These Council Committees include:

- Audit Risk & Improvement Committee
- Cultural Precinct Masterplan Committee
- Disability Inclusion & Access Committee
- Floodplain Management Committee
- Local Emergency Management Committee
- Memorial Park Gardens Embellishment Committee
- New Cemetery Masterplan Committee
- Pioneer Park Museum Committee
- Traffic Committee
- Lake Wyangan & Catchment Management Committee

External:

The list of external stakeholders is long and varied. Stakeholder groups who may be identified in a community engagement process include:

- People who live, work, or visit Griffith
- Investors (existing/new/potential)
- Businesses operating in Griffith
- Active industry groups or associations
- Community, sporting, cultural and environmental groups
- Culturally and Linguistically Diverse (CALD)
- Refugee community
- Young people
- Students
- Children and families
- Retirees/mature aged people
- LGBTQI+ community
- Aboriginal and Torres Strait Islander community
- Not-for-profits and non-government organisations
- State and federal government agencies/service
- Neighbouring/other local Councils

Why engage?

Community engagement is the basis to good governance. By using best practice community engagement approaches, we seek to involve the community in decision making. It provides a valuable link between Councillors, Council staff and the community by:

- Enabling Council to gain a better understanding of local needs
- Enabling the community to be informed
- Reducing the level of misconception or misinformation
- Ensuring greater community understanding of decision making and outcomes
- Encouraging the community to participate in engagement activities and put forward ideas
- Helping to identify issues that the community feel are important and asking for solutions by those who are most affected
- Acknowledging the basic need for people to be involved in decisions that impact them
- Enabling Council to make informed and sustainable decisions.

It is important to understand that not every decision before Council requires engagement. Councillors are elected by the community to lead the strategic direction of Council on behalf of residents. Therefore, community engagement does not replace the statutory decision-making functions of Council. Rather, it informs and guides it.



Who does what?

Councillors

As elected members, Councillors play a crucial role in community engagement. Councillors listen to the views of the community and consider those views when making decisions.

Councillors then work together to make decisions about what Council will do to meet community needs and how money should be spent in the best interests of the whole community.

There are a number of opportunities for our Councillors to engage with residents. These include:

- Council meetings
- Council Café (held on the third Thursday of each month)
- Community Opinion Group (COG) Meetings (held quarterly)
- Involvement on Council Committees and other Committees external to Council
- Public forums and workshops
- Face-to-face meetings with residents
- Councillor Column in Council Catch Up (Community newsletter)
- Attending Council and non-Council events
- Conferences and networking

Senior staff

The role of Council's Senior staff is to carry out the operational functions of Council, in order to deliver the aims and actions set out in the Community Strategic Plan. The General Manager and the Senior Management Team take the feedback provided by Councillors, staff and the community and put into action the decisions they make.

Council staff

The role of Council staff members in community engagement is to organise and facilitate the discussion, record, provide feedback, evaluate the engagement and consider the community's views when making unbiased recommendations to Council.

Committee members

The role of Council Committee Members in community engagement is to act as champions for the community they are representing on the Committee, and then to act as advocates for Council to encourage residents to provide feedback and attend Information Sessions. Council will ensure all Committee Members are included in any outgoing media such as Media Releases and eNewsletters, such as Council Opinion Group (COG), so they have access to up to date information and can help spread Council news.

Community members

Residents can help Council make important decisions by completing surveys, watching online presentations, providing feedback to items placed on exhibition and attending Council Cafe or COG Meetings. They can also contact Councillors and Council customer service to provide feedback and ask for information.





How will Council carry out community engagement

There are a number of ways in which Council may choose to carry out its community engagement process. The preferred method or methods of engagement will be determined by the plan or project and its possible impact on the community.

While some plans or projects require simple notification, others may require greater community consultation.

Council is continually working to improve its community engagement and communication strategies and activities.

Some of the following methods may be used for current community engagement:

- Informative letters
- Door knocking, signage and notification
- Community pop-up information booths – ie Council Café
- Drop-in sessions eg Community Opinion Group (COG) Meetings, Council Café
- Online and traditional surveys
- Have Your Say online community consultation via the Council website
- Community workshops/forums/focus groups
- Social media platforms
- Radio, TV and print media
- Council and Facility Newsletters
- Stakeholder meetings and roundtables
- Council Committee Meetings
- Interactive, online presentations.

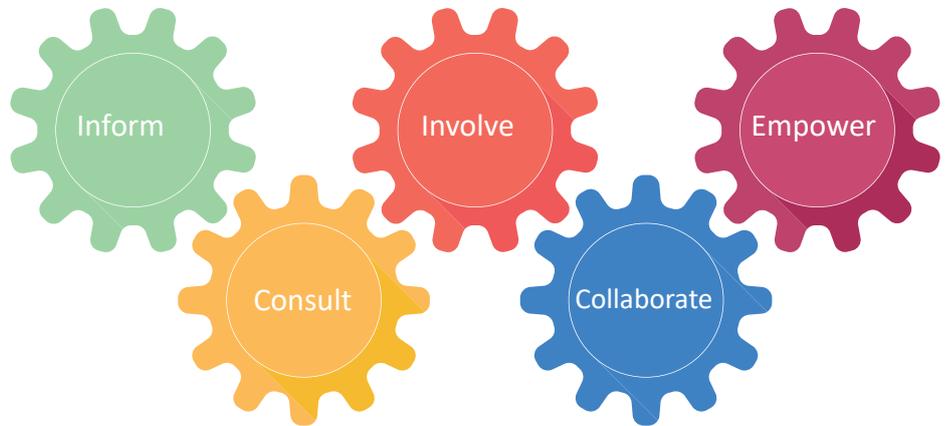
How we engage

Our approach to community engagement is based on a spectrum developed by the International Association for Public Participation (IAP2).

IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

The Community Engagement and Communications Strategy must be based on social justice principles of equity, access, participation and rights.

The five levels of public participation are:



Council’s role	Inform	Consult	Involve	Collaborate	Empower
	We will provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	We will obtain public feedback on analysis, alternatives and/ or decisions	We will work with the community throughout the process to ensure that your concerns and aspirations are consistently understood and considered	We will work together with you in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will place final decision making in the hands of the public

Community's role	Listen	Contribute	Participate	Partner	Lead
Examples of what you can do	Keep informed about issues affecting the local community in a range of ways such as, listening to Council's regular radio spot, subscribing to the Council Catch Up and other newsletters	Participate in online engagement activities and surveys. Have your say by attending Council Cafe, the Community Opinion Group Meetings or submitting feedback online	Provide input to develop options for infrastructure projects in Griffith. Join a Council Committee or volunteer at a Council facility	Work with Council to help develop a long-term vision and strategic plan or partner with Council to present community projects and programs	Join Council Committees that directly influence change or stand for election





Events
What would you like?

MULTICULTURAL EVENTS

COME & TRY PUMP
TRACK DEMO DAY

OUTDOOR
EVENTS

SIDEWALK SALES



CHILDREN'S
EVENTS



ADULTS EVENTS

OUTDOOR ICE SKATING
TEMPORARY (2 WEEK)

SENIORS EVENTS



Griffith city council
...love the lifestyle

When we engage

The following tables outline how and when we will engage the community on a range of plans, proposals and projects, as well as other work we do, to provide guidance to the community on what to expect from Council regarding community engagement.

Level of engagement	When - examples	Why	Commitment	Method
Inform	Council closures Events	To advise users of changed conditions To share information on current activities and plans to ensure stakeholders are aware of Council's proposal	We will keep you informed	<ul style="list-style-type: none"> - Media releases - Community newsletters - Online: website, email, social media, forums, e-newsletters - Distribution of in-house documents and publications - Notification letters - Letter box drops - Internal Communication/consultation - Official opening/launch - Displays

Level of engagement	When - examples	Why	Commitment	Method
Consult	Council's key planning documents such as the Community Strategic Plan and Delivery Program and Operational Plan Policies, Plans of Management and Road naming	To gauge community feedback on Council's long-term plans and give stakeholders the opportunity to provide feedback	<p>We will listen to you, consider your ideas and concerns and keep you informed</p> <p>Planning decisions will be made in an open and transparent way and the community provided with reasons for those decisions</p>	<ul style="list-style-type: none"> - Media releases - Community newsletters - Online: website, email, social media, forums, e-newsletters - Distribution of in-house documents and publications - Public meetings - Surveys - Public forums - COG meetings - Council Cafe

Level of engagement	When - example	Why	Commitment	Method
Involve	Council's Delivery Program and Annual Operational Plan (Budget)	To give residents the opportunity to provide feedback	We will work with the community to ensure that ideas, concerns and aspirations are understood. While 'involve' assumes a greater level of participation by stakeholders as they work through issues and alternatives to assist in the decision-making process, Council retains overall decision making responsibility	<ul style="list-style-type: none"> - Media releases - Community newsletters - Online: website, email, social media, forums, e-newsletters - Distribution of in-house documents and publications - Notification letters - Public consultation - Letter box drops - Internal Communication/consultation - Official opening/launch - Displays - COG and Council Cafe

Level of engagement	When - example	Why	Commitment	Method
Collaborate	<p>Council's Community Strategic Plan</p> <p>Other Plans such as the Disability Inclusion Action Plan (DIAP), Reconciliation Action Plan</p>	<p>To give residents the opportunity to plan for the future by providing feedback</p> <p>To gauge community feedback on Council's long-term plans</p>	We will work together in seeking the best outcomes for Griffith and provide opportunities for input into Strategic Direction	<ul style="list-style-type: none"> - Surveys and questionnaires - Online: website, email, social media, forums, e-newsletters - Focus groups - Forums and Workshops - Media releases - Committees - Public exhibition - Letter box drops - Internal communication/consultation - Official opening/launch - Displays - COG - Council Cafe

Level of engagement	When - example	Why	Commitment	Method
Empower	Very specific community projects where Council has the ability to delegate decision making authority	To ensure information and tools are available for meaningful participation	We will collaborate with the community so Council can implement agreed decisions	<ul style="list-style-type: none"> - Surveys and questionnaires - Online: website, email, social media, forums, e-newsletters - Focus groups - Forums and Workshops - Media releases - Committees - Public exhibition - Letter box drops - Internal communication/consultation - Official opening/launch - Committee Meetings - COG and Council Cafe



Encouraging participation

Council recognises that views gathered through engagement should be representative of a broad cross-section of our community. Griffith is home to more than 60 nationalities including people from, India, Italy, Pacific Islander communities, the United Kingdom, the Philippines, Malaysia and Pakistan.

Where possible, Council is committed to ensuring open access through:

- Accessible venues
- The use of easy to read materials
- Easy to understand language
- Using a range of engagement methods

We have identified some specific groups that may be 'harder to reach' as they may have barriers to participation such as experience, language and accessibility.

People with a disability



- Use clear and simple language without jargon and acronyms
- Encourage participants to bring support people
- Ensure adequate lighting
- Avoid or reduce background noise if possible

Working families

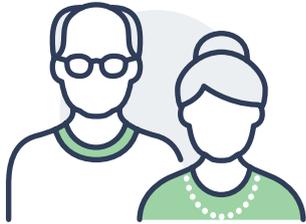


- Consider timing and childcare needs
- Consider venues that are appropriate for children

Culturally diverse community

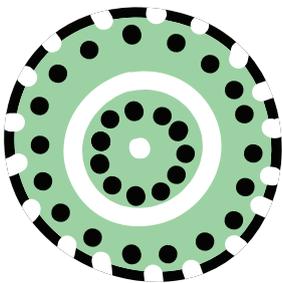


- Use clear and simple language
- Consider using translated material
- Respect cultural differences
- Invite respected community leaders
- Use existing relationships



Older people

- Use large print
- Choose accessible venues
- Consider transport options
- Use existing relationships



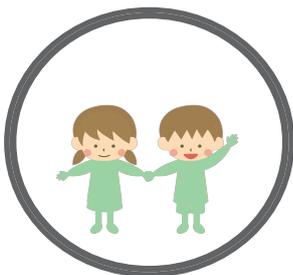
Aboriginal people

- Invite and encourage involvement of respected elders and other leaders
- Use existing relationships (eg. Griffith Local Aboriginal Land Council, Griffith Aboriginal Medical Service)



Young people

- Use clear, simple language, free from jargon and acronyms
- Consider incentives
- Choose venues they feel comfortable attending or use online engagement
- Use existing relationships (eg. Youth Interagency)



Children

- Use clear, simple language, free from jargon and acronyms
- Inform them about what Council does in a fun and creative way
- Use existing relationships (eg. schools)



Communication tools

Method	Description
Media Releases	To be issued to all print, radio and television contacts across the Griffith area in a timely manner to support engagement
Rates Notices	Rates notices are distributed to all Griffith City Council ratepayers quarterly. This may provide a direct communication with ratepayers at the beginning of the engagement process
Newsletters	Use of existing electronic newsletters issued by a range of Council facilities or departments (ie Council, Library, Theatre, Aquatic Centre, Visitors Centre, Economic Development etc) to deliver key messages and links for participation
Special Publications	Brochures, fliers, notices which can be used in a variety of ways to promote the events or activities of Council
Advertisements	Use of newspaper or newsletter advertising to advise the community of the exhibition period and opportunities for the community to be involved
Social Media	Use of Council's social media platforms to inform the community of the engagement, encourage participation and provide information on how people can become involved. Encourage cross-promotion on other Council social media spaces
Video	A short video created to promote the Community Strategic Plan and other engagement activities. To be used on the website and social media
Television	Television advertising to be used on an ad hoc basis for special projects, important notices and events to reach a wider cross section of the community
Extranet	Provides details of engagement opportunities on a regular basis to both involve and inform staff. This will assist staff to be advocates for the process in the community. Staff will also be asked to encourage those members of the community they are regularly in touch with to be part of the process
Radio	Provide an update to the community through our regular weekly radio spot to raise awareness and encourage participation
Email updates to Councillors	Regular updates to Councillors to ensure they are kept up to date with the timing and location of engagement activities
Website	Cross promotion on a range of Council websites back to the 'have your say', online survey and discussion board section of Council's main website
Council Cafe	The monthly information booth where residents are invited to provide feedback
Community Opinion Group Meetings	The quarterly COG Meetings allow Council to hear from a wide range of people on important issues

Evaluation

Griffith City Council will evaluate the effectiveness of Community Engagement activities by:

- Reviewing results of any surveys, feedback forms and public sessions
- The overall level of outreach achieved by community engagement across the community
- Measure and review Council performance against service standards related to engagement approaches
- Releasing the results where appropriate through reports, infographics and social media posts or via Council website
- Use the feedback and results to improve future Community Engagement activities and plans
- Council also commits to establishing a continuous improvement process to ensure the Community Engagement Framework is continually evolving.



Council proposes that this Engagement and Communication Strategy be reviewed in line with the Integrated Planning and Reporting Guidelines. Updated September 2022.

Community Participation Plan

For Council's Planning functions

The Griffith Community Participation Plan (CPP) sets out when and how the community will be engaged regarding Council's planning related functions. The preparation and implementation of a CPP is a requirement of the Environmental Planning and Assessment Act, 1979 (EP&A Act).

The CPP has been designed to make public participation in planning clearer for the community, by identifying, in one document, how and when the community can participate in the planning system.

The level and extent of community participation will vary depending on the location, scope of the proposal under consideration and potential impact of the decision.

The Griffith CPP sets out Council's planning functions and includes exhibition timeframes associated with all Development Assessments and Strategic Planning matters.



Griffith City Council

Community Participation
Plan 2019

16 December 2019 in response to Section 2.23 of the
Environmental Planning and Assessment Act, 1979



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Commencement of the Community Participation Plan

This Community Participation Plan came into effect on 16 December 2019 by resolution of Council dated 12 November 2019.

1.0 WHAT IS A COMMUNITY PARTICIPATION PLAN?

The Griffith Community Participation Plan (CPP) sets out when and how the community will be engaged regarding Council's planning related functions. The preparation and implementation of a CPP is a requirement of the *Environmental Planning and Assessment Act, 1979* (EP&A Act).

The CPP has been designed to make public participation in planning clearer for the community, by identifying, in one document, how and when the community can participate in the planning system.

The CPP does not outline Council's engagement strategies for the delivery of other Council services, functions or infrastructure. These have been established in Griffith's Community Engagement Strategy, which was adopted in 2016 as part of the Community Strategic Plan.

2.0 PRINCIPLES OF THE COMMUNITY PARTICIPATION PLAN

The EP&A Act has established a set of principles to guide community participation in planning across the State. These include:

- The community has a right to be informed about planning matters that affect it;
- Council will encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning;

- Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning;
- The community will be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered;
- Community participation will be inclusive and Council will actively seek views that are representative of the community;
- Planning decisions will be made in an open and transparent way and the community will be provided with reasons for those decisions (including how community views have been taken into account); and
- Community participation methods (and the reasons given for planning decisions) will be appropriate having regard to the significance and likely impact of the proposed development.

3.0 WHO DOES THIS COMMUNITY PARTICIPATION PLAN APPLY TO?

The CPP applies to the exercise of planning functions by Council. Planning functions are vast and may include determining Development Applications, preparing Local Environmental Plans or Development Control Plans and also preparing strategic documents including the Local Strategic Planning Statement.

4.0 LAND TO WHICH THE COMMUNITY PARTICIPATION PLAN APPLIES

The CPP applies to all land in the Griffith Local Government Area.

5.0 EXEMPT AND COMPLYING DEVELOPMENT AND DEVELOPMENT PERMISSIBLE WITHOUT CONSENT

Some types of development, such as exempt and complying development under the *State Environmental Planning Policy (SEPP) (Exempt and Complying Development Codes) 2008*, does not allow opportunities for community engagement.

6.0 WHAT ARE COUNCIL'S PLANNING FUNCTIONS?

Council's planning functions are divided into two streams: Development Assessment and Strategic Planning, under the EP&A Act.

6.1 Development Assessment

**Table 1 includes the public exhibition periods required for different types of development applications*

Local Development

This is the most common type of development in NSW and includes projects ranging from the construction of a fence to industrial developments. The *Griffith Local Environmental Plan 2014 (GLEP)* outlines those developments and land uses which require development consent.

Integrated Development

This type of development requires development consent to be issued by Council and an approval under an Act other than the EP&A Act by another authority. An example of a development which requires an approval under another Act would be a winery which requires an Environment Protection Licence under the *Protection of the Environment Operations Act 1997* (POEO Act) from the Environment Protection Authority or a water use approval under the *Water Management Act 2000* from the Natural Resources Access Regulator.

Advertised Development

Refers to development which the EP&A Act specifically requires a consent authority to give public notice which includes nominated Integrated Development and also:

- Threatened species development (development affecting threatened species which requires a species impact statement).
- Class 1 aquaculture development (development that is Class 1 aquaculture under SEPP 62- Sustainable Aquaculture).

Designated Development

Are types of development considered high-impact (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. wetland). There are two ways a development can be categorised as 'designated development':

- The class of development can be listed in Schedule 3 of the EP&A Regulation as being designated development, or

- An LEP or SEPP can declare certain type of development to be designated.

State Significant Development

Some types of development are deemed to have State significance due to size, economic value or potentials impacts. Development that is State significant development (SSD) is identified in the State and Regional Development SEPP. The Minister for Planning and Public Spaces (or delegate) is the consent authority for SSD.

Modifications of Development Consents

After a development consent has been issued, the Applicant or anyone entitled to act on the Applicant's behalf can apply to Council for approval to modify that development consent under Section 4.55 of the EP&A Act (provided the modified development is substantially the same as that which was originally approved).

Draft Planning Agreements

Planning Agreements entered into between Council and a developer allow contributions for land dedication, recreation, community and transport facilities to be provided in lieu of development contributions.

6.2 Strategic Planning

Council's strategic planning function incorporates the preparation of plans including:

Community Participation Plan

This Plan as amended.

Local Strategic Planning Statements (LSPS)

The LSPS sets out the 20 year vision for land use in Griffith. It provides the basis for strategic planning in Griffith having regard to economic, social and environmental matters. It also identifies the planning priorities for Griffith, consistent with the Riverina Murray Regional Plan and the actions required to achieve the priorities.

The LSPS will shape how the development controls in the Griffith Local Environmental Plan (GLEP) evolve over time to meet the community's needs, with the LEP the main planning tool to deliver Council's and the community's plan.

Strategic Land Use Plans, Strategies and Studies

Council often develops long-term plans and strategies to inform land use planning. Examples of these include the Griffith Land Use Strategy: Beyond 2030 and the Griffith Housing Strategy (2019). These documents support and inform the LSPS and the GLEP.

Structure Plans, Master Plans and Precinct Plans

Larger areas of undeveloped land and urban release areas which have been identified in the LSPS or LEP as growth areas will often be subject to a more detailed planning exercise to ensure efficient and coordinated development occurs.

Draft Contributions Plans

A Contribution Plan prepared under 7.11 or 7.12 of the EP&A Act that levies a monetary contribution against new development for facilities such as transport, community and recreational facilities required to service new development.

Planning Proposals for Local Environmental Plans

The GLEP guides the planning decisions for Griffith through zoning and development controls. The GLEP is the main planning tool used to ensure local development is achieved in a manner which protects and enhances the built and natural environment. A Planning Proposal is required to amend the GLEP. A Planning Proposal must be submitted to the Department of Planning, Industry and Environment for Gateway Determination. The Gateway Determination will indicate the form that public consultation must take and the duration of the public exhibition period.

Development Control Plans (DCP)

DCP's are prepared by Council to guide the development of land through guidelines and controls. Only one DCP can apply to a portion of land. Council will prepare a comprehensive DCP and on occasion will prepare site specific DCP's to guide the development of growth areas. Council will periodically amend DCP's to introduce new controls or clarify the intent of an existing control.

Reclassification of Land

Land owned by Council must be classified as either community or operational under the *Local Government Act 1993*. Should Council wish to re-classify lands or if Council acquires additional lands, the public are invited to participate and a public hearing is held.

GRIFFITH COMMUNITY PARTICIPATION PLAN

TABLE 1: EXHIBITION TIMEFRAMES FOR PLANNING FUNCTIONS

<i>Council's Planning Function</i>	<i>Minimum Exhibition Timeframe</i>
Development Assessment	
Local Development	In accordance with Appendix 1
Advertised Development	28 days
Integrated Development	28 days
Designated Development	28 days
Regionally Significant Development	14 days
Section 4.55 Modifications	In accordance with Appendix 1
Section 8.3 Review of Determination	In accordance with Appendix 1
State Significant Development	28 days (to be carried out by NSW Department of Planning, Industry and Environment)
Strategic Planning	
Draft Community Participation Plan (this Plan)	28 days
Planning Proposals for the Griffith Local Environmental Plan (GLEP), subject to Gateway Determination <ul style="list-style-type: none"> ❖ Planning Proposals can be prepared by Council or on behalf of landowners to amend the GLEP. 	28 days (or as specified by the Gateway Determination, which may find that due to the minor nature of the proposal that no public exhibition is required or only 14 days exhibition is required)
Reclassification of Land	28 days and a public hearing scheduled for at least 21 days after the public exhibition commences
Draft Development Control Plans <ul style="list-style-type: none"> ❖ Once completed, the Griffith Comprehensive Development Control Plan 	28 days
Planning Strategies, Structure Plans and Master Plans <ul style="list-style-type: none"> ❖ Examples include the preparation of a master plan for an urban release area such as Lake Wyangan or Collina. 	28 days

7.0 WHAT IS THE ROLE OF EXHIBITIONS IN THE PLANNING SYSTEM?

There are several opportunities for the public to participate in the planning system. The level of participation and the scope of Council's notification and exhibition will depend on the nature, scale and likely impact of the proposal, strategy, plan or development. Table 2 provides the various types of exhibition carried out by Council for each planning function. During public exhibition, Council will make available relevant documents that could include a draft strategic plan or plans and supporting documents relating to a development application.

7.1 WRITTEN NOTIFICATION (BY LETTER OR EMAIL)

Written notification is a letter served on a landowner by post or personal delivery, regarding a proposal. The types of planning functions, including development applications which require written notification are detailed in Table 2 and Appendix 1.

Persons to be Notified

Written notification is to be sent to all adjoining landowners and occupants who appear on Council's records, to own or occupy land:

- a) abutting a site;
- b) separated from it by a pathway, road, channel, driveway or similar thoroughfare; and
- c) directly opposite to the site (refer to Figure 1).

Where adjoining or neighbouring land comprises strata titled or community titled land, Council may notify, in addition to the relevant 'Owners Corporation' or 'Association', those individual

owners/occupiers of land within the complex, which may be detrimentally affected by the proposed development or use.



FIGURE 1: WRITTEN NOTIFICATION TO ADJOINING LANDOWNERS

Broadened Notification Area

At Council's discretion and in accordance with Appendix 1, the area to be notified may be broadened based on the nature of the proposal or where in Council's opinion other landowners or residents may be detrimentally affected by the proposal. Examples include land which may be affected by a proposal in the following ways:

- the view to and the views from nearby land;
- potential overshadowing;
- potential for loss of privacy on nearby land;
- potential noise or air quality impacts on nearby land;
- traffic impacts considering haul and travel routes;
- likely visual impact of the proposed development in relation to the streetscape;
- potential to impact natural drainage on nearby land; and
- any relevant matter for consideration under Section 4.15 of the EP&A Act 1979.

Reduced Notification Area

At Council's discretion and in accordance with Appendix 1, the area to be notified may be reduced based on the nature of the proposal or where in Council's opinion other landowners or residents would not be affected by the proposal. The following examples have been provided to give context to how Council would determine a reduced notification area:

- A varied development standard that only could impact some neighbours
 - example: a proposed shed less than 900 mm from a side setback – only the adjacent neighbour would be notified
- A front fence higher than 1.2 m – only the adjacent properties and the properties across the road which would have a view of the fence would be notified.

Information to be Included in the Notification Letter

Notification letters shall include at least the following information:

- a brief description of the proposed development, plan or strategy;
- the DA number or other reference number;
- a description of the land to which the matter relates;
- name of the applicant;
- dates of exhibition period;
- a statement that any person may make a submission during the exhibition period;
- a due date for any submissions;
- a statement that any submission objecting to the proposal must state the grounds of objection;
- a statement that any submission may not be kept confidential and may be disclosed to either Councillors, Council staff, applicant(s), consultants or members of the public. Under the *Government Information (Public Access) Act 2009* (GIPA Act), Council is obliged to allow for the public inspection of its documents, including any submission made to an application. Additionally, a person may make an application for access to documents including submissions, under the GIPA Act;
- a statement that any person who makes a submission must complete a Political Donation and Gifts Disclosure Statement where that person has made a reportable political donation or gift to a Councillor or Council employee within a two (2) year period before the date of this application. The statement will also indicate that the failure to disclose relevant information is an offence

under the Act and it is also an offence to make a false disclosure statement;

- where and during which hours the application may be inspected; and
- contact details and office hours of Council.

Notification Period

The length of the notification period is provided in Table 1 and at Appendix 1. The public notification period expires at 4:00 pm on the last day of exhibition. Council may extend a notification period when such periods coincide with public holidays.

GRIFFITH COMMUNITY PARTICIPATION PLAN

TABLE 2: HOW ARE COUNCIL'S PLANNING FUNCTIONS NOTIFIED AND EXHIBITED

Planning Function	Written Notification (if specified as being required in this Plan)	Published Notification	Council website	Site notice	Viewing options at other venues (ie. Library)
Local Development	Refer To Appendix 1				
Advertised Development	✓	✓	✓		
Integrated Development	✓	✓	✓		
Designated Development	✓	✓	✓	✓	✓
Regionally Significant Development	Refer To Appendix 1 – Unless development is also considered designated, integrated or advertised development.				
State Significant Development	Exhibition Carried out by the Department of Planning, Industry and Environment				
Modifications					
Draft Planning Agreements	✓	✓	✓		✓
Local Strategic Planning Statement		✓	✓		✓
Strategic Land Use Plans, Strategies and Studies		✓	✓		✓
Draft Contributions Plan		✓	✓		✓
Planning Proposals	✓	✓	✓		✓
Development Control Plans	✓	✓	✓		✓

7.2 PUBLISHED NOTIFICATION

Published notification involves placing a notice in the local newspaper. The types of planning functions which require published notification are provided in Table 2 and development proposals which require published notification are detailed in Appendix 1. The public exhibition period commences the day after the notice is published in the newspaper on at least one occasion.

Information to be Included in the Published Notification

Published notifications shall include at least the following information:

- a brief description of the proposed development, plan or strategy;
- the DA number or other reference number;
- a description of the land to which the matter relates;
- where relevant – the name of the applicant;
- a due date for any submissions;
- where and during which hours the application, plan or strategy may be inspected; and
- contact details and office hours of Council.

Published Notification Period

The length of the published notification period is provided in Table 1 and at Appendix 1 for local development. The public notification period expires at 4:00 pm on the last day of exhibition. Council may extend a published notification period when such periods coincide with public holidays.

7.3 SITE NOTICE

Any development application which is classified as designated development will require a specific site notice to be prepared in accordance with the requirements of the *EP&A Act and Regulations*. At the discretion of the Director Sustainable Development, Council may also elect to erect a site notice for major development not considered designated development.

The site notice will be generally erected upon the front property boundary of the site by a sign post or alternatively, the site notice may be affixed to a fence or part of the building façade where the notice will be more prominently displayed. The site notice will be displayed so it is capable of being read from the road reserve (footpath area) or other public domain area, wherever practicable.

Where the site is a corner site or has two frontages, the site notice will be placed on the primary street frontage. The site notice will contain all relevant information on the development proposal as required by the *Environmental Planning and Assessment Regulation 2000*.

7.4 COUNCIL WEBSITE

Council's website is an important community consultation tool which will be used whenever appropriate. For development applications, Council has a DA Tracker on its website to help Applicant's and the community track the progression of development applications. Key dates regarding the assessment period are provided on the DA Tracker.

8.0 SUBMISSIONS

8.1 MAKING A SUBMISSION

Any person is entitled to make a submission relating to a planning matter by way of objection, support or comment within the public exhibition or notification period, whether or not a notification letter has been forwarded to that person. Submissions must be made in writing and delivered to Council prior to 4:00 pm on the last day of the submission period. The following delivery methods may be used:

- on Council's website (if the option is made available)
- Personal delivery: Griffith City Council, 1 Benerambah Street, Griffith
- Post: Griffith City Council, PO Box 485, Griffith NSW 2680
- Email: admin@griffith.nsw.gov.au

8.2 DEVELOPMENT APPLICATION SUBMISSIONS

What form should a submission take?

A submission in response to a written or published notification must:

- clearly identify the matter to which the submission relates (including DA number and address of the property);
- state the grounds of support or objection expressed in the submission. If objecting, the objection must be based on specific planning grounds;
- be signed by the person making the submission (except if transmitted by email);
- the submission must include the sender's postal address and phone number (especially daytime contact) to

enable Council to establish contact, and if necessary, enable Council staff to clarify issues raised in the submission; and

- the submissions must be addressed to the General Manager.

Failing to provide the above information may impact adversely on your submission.

Will Council accept late submissions?

No. However, Council will consider the merits only of late submissions received prior to determination.

Are submissions kept confidential?

No. The public may access submissions through the *Government Information (Public Access) Act 2009*. The substance of submissions may be included in reports for consideration by Council, which are public. The name and address of the person making the submission will be included in Council's Business Paper should the development application be referred to an Ordinary Meeting of Council for determination.

Anonymous Submissions

Anonymous submissions will not be considered by Council.

Will Council acknowledge the submissions?

Yes. An acknowledgement letter will be sent to the submitter to the address provided on the submission. Should the application be referred to an Ordinary Meeting of Council for determination,

submitters will be advised in writing of the date of the meeting which the application is to be heard at.

Should the application be referred to the Joint Regional Planning Panel for determination, the applicant will be advised in writing of the date of the hearing in which the application is to be determined at.

Will the applicant be advised of objections?

Yes. The applicant is entitled to read and obtain all submissions received. However, the names and addresses of the objectors will be withheld until provided in the Business Paper should the application be referred to an Ordinary Meeting of Council. The Applicant will be asked to provide a response to submissions received as part of the development assessment process.

Will Council notify objectors of the outcome of the application?

Yes, following the determination of an application, all persons who made a submission will be notified of the decision regarding the application as soon as possible after that determination has been made.

Is there a mediation process?

Yes. When objections are received Council staff may apply mediation to resolve issues prior to determination of a development application where deemed appropriate. Should the Authorised Officer choose to use mediation, the applicant and those persons who lodged submissions may be invited to attend a mediation meeting, where it will be attempted to resolve issues through discussion.

When will an application be determined by council?

Where resolution cannot be reached with respect to objections, staff will refer the application to an Ordinary Meeting of Council for determination. The applicant and objectors will be notified of the Ordinary Meeting of Council no later than the publishing of the Business Paper on the Friday before the Meeting. The applicant and objectors may have the opportunity to address the Council at the Meeting.

Note: Council Meetings occur on every second Tuesday throughout the year. Some exceptions apply so please contact Council's Customer Service Officers for a list of Council Meeting Dates or visit www.griffith.nsw.gov.au.

Petitions

Where petitions are received in respect to development applications, the head petitioner or where not nominated the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner will be advised of Council meeting times or receive written confirmation of the determination of an application.

Notification to adjoining Local Government Areas

Where adjoining properties not within the Griffith Local Government Area are considered to be affected by development in the Griffith Local Government Area, the owner(s) of such properties will be notified in accordance with the provisions of this plan.

APPLICATIONS FOR WHICH NOTIFICATION / ADVERTISING IS NOT REQUIRED

The following development does not warrant public notification:

- Exempt Development
- Complying Development
- Applications where insufficient information has been provided with the application and it is to be determined by way of a refusal or rejection for those reasons
- Single storey dwelling houses sited and designed to meet the requirements of the relevant DCP
- Garages, carports, sheds, outbuildings or other ancillary residential development that meets the required setbacks and are at least 900 mm clear of property boundaries
- Swimming pools associated with a dwelling which are at least 900mm clear of property boundaries and behind the building line;
- Internal and external alterations or additions to a single storey dwelling house which meet the requirements of the relevant DCP
- Ground-floor alterations or additions to an existing double storey dwelling house which meet the requirements of the relevant DCP
- Building identification signage
- Change of use of a premises (notification is at the discretion of the Manager of Planning)
- First use of an approved light industry building or a warehouse distribution building
- Demolition works for any building or structure which would not have an impact on neighbouring development (except where the demolition work is proposed upon a site which contains an item of environmental heritage or the site is within a Heritage Conservation Area)
- Subdivision of 5 or less allotments
- Strata subdivision
- Modification of a development consent under Section 4.55 of the Environmental Planning and Assessment Act 1979 where the original application was not notified and no additional impact is expected and the requirements of the relevant DCP are met

APPLICATIONS FOR WHICH NOTIFICATION / ADVERTISING MAY BE REQUIRED

For Definitions of each development description refer to the Dictionary in Griffith Local Environmental Plan 2014:

<https://www.legislation.nsw.gov.au/#/view/EPL/2014/137/dict1>

Y: Requires notification

N: Does not require notification

D: Notification is at the discretion of the Manager of Planning

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Development involving a variation to a development standard in Griffith LEP 2014	Y	Y	D	14 days	
Aquaculture	Y	Y	Y	14 days (excluding designated development)	
Advertising structures / signs	Y	D	D	14 days	Broadened notification based on visual prominence to receiver
Airstrips	Y	Y	D	14 days	
Air transport facilities	Y	Y	Y	14 days (excluding designated developments)	
Amusement centres	Y	D	Y	14 days	
Ancillary structures to dwellings (carports, sheds etc.)	Y	N	N	14 days	Do not meet the development standards in the DCP and neighbor potentially impacted
Animal boarding or training establishment	Y	D	D	14 days	
Any structures encroaching on building alignment (front, rear or secondary for corner allotments)	Y	N	N	14 days	Notification to those neighbours impacted by encroachment only
Any applications associated with / or without a Building	Y	D	D	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Certificate seeking to legitimise illegal works					
Attached dwellings	D	D	N	14 days	
Bottle shop, requiring a license under the Liquor Act 2008	Y	Y	Y	14 days	
Backpacker's accommodation	Y	Y	Y	14 days	
Bed and breakfast accommodation	Y	N	N	14 days	Unless complying development
Boarding houses	Y	D	D	14 days	
Boat building and repair facilities	Y	D	N	14 days	
Boat launching ramp	Y	D	N	14 days	
Boat sheds	Y	D	N	14 days	
Brothels (sex service premises)	Y	Y	Y	14 days	
Bulky goods premises	Y	Y	Y	14 days	
Business premises	Y	D	D	14 days	
Canal estate developments	Y	D	Y	14 days	
Car parks	Y	D	D	14 days	
Caravan Parks, camping grounds	Y	Y	Y	14 days	
Cellar door premises	Y	D	D	14 days	
Cemeteries, Crematoria and mortuaries	Y	Y	Y	14 days	
Centre-based child care facility	Y	D	D	14 days	
Community facilities	Y	Y	D	14 days	
Correctional centres	Y	Y	Y	14 days	
Depots	Y	D	D	14 days	
Drainage works / flood mitigation works	Y	D	D	14 days	
Drive through restaurants	Y	D	Y	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Dual occupancies	Y	N	N	14 days	
<i>Dwelling houses:</i>					
<ul style="list-style-type: none"> • Alterations and additions to existing single and two storey dwellings which do not fully comply with the DCP 	Y	N	N	14 days	
<ul style="list-style-type: none"> • New single dwellings which do not fully comply with the DCP 	Y	N	N	14 days	
<ul style="list-style-type: none"> • Two storey dwellings 	D	N	N	14 days	Notification will depend on location of dwelling relative to adjoining dwellings
Earthworks (excavation or land filling works)	Y	D	D	14 days	
Eco-tourist facility	Y	D	D	14 days	
Educational establishments	Y	Y	Y	14 days	
Electricity generating works (excluding solar panels for domestic use)	Y	Y	Y	14 days (excluding designated developments)	
Emergency service facilities	Y	D	N	14 days	
Environmental protection works	D	N	N	14 days	
Entertainment facilities	Y	Y	Y	14 days	
Exhibition homes and exhibition villages	Y	D	D	14 days	
Extensive agriculture	D	N	N	14 days	
Extractive industries	Y	Y	Y	14 days (excluding designated developments)	
Farm buildings	D	N	N	14 days	
Farm stay accommodation up to 12 bedrooms	D	D	N	14 days	
Flood mitigation works	Y	D	D	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Food and drink premises	D	D	N	14 days	
Freight transport facilities	Y	Y	Y	14 days	
Forestry	Y	D	N	14 days	
Function centres	Y	Y	Y	14 days	
Funeral chapels and funeral homes	Y	Y	Y	14 days	
Garden centres	Y	D	D	14 days	
Group home	D	D	D	14 days	
Helipad	Y	Y	Y	14 days	
Heliport	Y	Y	Y	14 days	
Health services facilities	Y	D	D	14 days	
Heavy Industrial storage establishments	Y	Y	Y	14 days (excluding designated developments)	
Highway service centres	Y	Y	Y	14 days	
Home-based child care	D	N	N	14 days	
Home business	D	N	N	14 days	
Home industries	D	N	N	14 days	
Hospitals	Y	Y	Y	14 days	
Hostels	Y	Y	Y	14 days	
Hotel or motel accommodation	Y	Y	Y	14 days	
Hotel requiring a license under the <i>Liquor Act 2008</i>	Y	Y	Y	14 days	
Industries	Y	D	D	14 days (excluding designated development)	
Industrial retail outlets	Y	D	D	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Industrial training facilities	Y	D	D	14 days	
Information and education facilities	Y	D	D	14 days	
Intensive livestock agriculture	D	D	D	14 days (excluding designated development)	
Intensive plant agriculture	D	D	D	14 days (excluding designated development)	if permitted only with consent
Kiosks	D	N	N	14 days	
Landscaping materials supplies	Y	D	D	14 days	
Light industries	D	D	N	14 days	
Liquid fuel depots	Y	Y	Y	14 days	
Livestock processing industries	Y	Y	Y	14 days (excluding designated development)	
Local distribution premises	Y	D	D	14 days	
Markets	Y	D	D	14 days	
Medical centres	Y	D	Y	14 days	
Multi-dwelling housing	Y	D	D	14 days	
Mixed use development	Y	D	D	14 days	
Neighbourhood shops	Y	D	N	14 days	
Neighbourhood supermarkets	Y	Y	Y	14 days	
Potentially offensive, hazardous, extractive and heavy industries	Y	Y	Y	14 days (excluding designated development)	
Office premises	D	D	D	14 days	
Passenger transport facilities	Y	Y	Y	14 days	
Places of public worship	Y	Y	Y	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Plant nurseries	Y	D	N	14 days	
Pubs	Y	Y	Y	14 days	
Public administration buildings	Y	D	N	14 days	
Public utility undertakings	D	D	D	14 days	
Rainwater tanks	D	D	D	14 days	
Recreation areas	Y	D	D	14 days	
Recreation facilities (major)	Y	Y	Y	14 days	
Recreation facility (indoor)	Y	D	D	14 days	
Recreation facility (outdoor)	Y	Y	Y	14 days	
Registered club	Y	Y	Y	14 days	
Research stations	D	D	D	14 days	
Residential flat buildings	Y	Y	Y	14 days	
Respite day care centres	Y	D	Y	14 days	
Restricted premises	Y	Y	Y	14 days	
Retail premises	D	D	D	14 days	
Roadside stalls	Y	D	N	14 days	
Rural industries	D	D	D	14 days	
Rural supplies	D	D	N	14 days	
Rural workers dwelling	Y	D	D	14 days	
School-based child care	Y	D	D	14 days	
Secondary dwellings	D	D	N	14 days	
Semi-detached dwellings	N	N	N	14 days	
Seniors housing	Y	Y	Y	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Service stations	Y	Y	Y	14 days	
Serviced apartments	Y	D	Y	14 days	
Sewerage systems, servicing or intending to service more than two (2) dwellings;	Y	D	D	14 days (excluding designated development)	
Sex services premises and brothels	Y	Y	Y	14 days	
Signage	D	D	D	14 days	
Shop top housing	Y	Y	Y	14 days	
Small bars	Y	D	Y	14 days	
Specialised retail premises	Y	D	Y	14 days	
Storage premises	Y	D	Y	14 days	
Subdivision of land (five or more lots)	Y	D	D	14 days	
Subdivision of land creating more than 10 lots in a bushfire prone area	Y	D	Y	14 days	
Swimming pools with a setback from any side or rear property boundary less than 900mm	Y	N	N	14 days	
Telecommunications and radio communications facilities	Y	Y	Y	14 days	
Temporary uses of land	D	D	D	14 days	
Tourist and visitor accommodation comprising more than five (5) guest rooms	Y	D	D	14 days	
Transport depots	Y	D	D	14 days	
Truck depots	Y	D	D	14 days	
Vehicle body repair workshop	Y	D	Y	14 days	
Vehicle repair station	Y	D	Y	14 days	
Vehicle sales or hire premises	Y	D	Y	14 days	
Veterinary hospitals	Y	Y	Y	14 days	

GRIFFITH COMMUNITY PARTICIPATION PLAN – APPENDIX 1

DEVELOPMENT DESCRIPTION	WRITTEN NOTIFICATION	BROADENED WRITTEN NOTIFICATION AREA	PUBLISHED NOTIFICATION	NOTIFICATION PERIOD	COMMENTS
Warehouse or distribution centre	Y	D	D	14 days	
Waste disposal facility	Y	Y	Y	14 days (excluding designated development)	
Waste management facility	Y	Y	Y	14 days (excluding designated development)	
Waste or resource management facility	Y	Y	Y	14 days (excluding designated development)	
Waste or resource transfer station	Y	Y	Y	14 days (excluding designated development)	
Waterbodies (artificial) (Farm dams etc.)	Y	D	D	14 days (excluding designated development)	
Wholesale supplies	Y	Y	Y	14 days	
Any other development that in the opinion of the consent authority is likely to have impacts beyond the immediate locality in which it is situated	D	D	D	14 days	
Any other development type not listed	D	D	D	14 days	
Section 8.3 review of determination applications.	As per the original development application				
Section 4.55(1A) and (2)	As per original development application unless minor in nature				

APPLICATIONS FOR WHICH NOTIFICATION / ADVERTISING IS REQUIRED

TYPE OF DEVELOPMENT APPLICATION	WRITTEN NOTIFICATION	WRITTEN NOTIFICATION (PROPERTIES IN PROXIMITY TO THE SITE)	SITE NOTICE	PUBLISHED NOTIFICATION	CONSULTATION WITH GOVERNMENT DEPARTMENTS / STATUTORY AUTHORITIES REQUIRED	NOTIFICATION PERIOD
Applications involving items of environmental heritage or sites within a heritage conservation area. (Development that is not considered minor work).	Y	Y	N	D	D	28 days after first notice in the letter / newspaper
Category 1 Remediation Works – SEPP 55.	Y	Y	N	D	D	28 days after first notice in letter / newspaper (except for Category 1 as part of designated development in which case the public exhibition period may be longer)
Development applications involving Voluntary Planning Agreements (VPAs).	Y	Y	N	Y	Y (Approval of Minister may be required)	28 days
Designated development.	Y	Y	Y	Y	Y	28 days after first notice in the letter / newspaper
Nominated integrated development (advertised development).	Y	Y	Y	Y	Y	28 days after first notice in the letter / newspaper
Other advertised development.	Y	Y	D	D	D	14 days
Potentially hazardous or potentially offensive industries (SEPP 33).	Y	Y	N	Y	Y	28 days after first notice in the letter / newspaper
Section 4.55 - Court approved	D	As per original development application (will be sent to the last known address)	As per original development application (will be sent to the last known address)	As per original development application (will be sent to the last known address)	D	14 days



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