



COMMUNITY PARTICIPATION PLAN

APPENDIX 4

DISCLAIMER

Any information provided by Narrabri Shire Council in this document is provided in good faith. The inclusion of works or services in these documents is no guarantee that those works will be carried out by the indicative date or at all. This may be due to several factors including changing circumstances or priorities, adverse weather conditions or failure to obtain grant funding. Any person seeking to rely on any information contained in these documents relating to works or services is urged to contact Council.

DOCUMENT CONTROL

Issue	Revision	Date	Description	Resolution
Draft	1.1	November 2019	Endorsed for Public Exhibition	Minute 250/2019
Final	1.2	December 2019	Adopted	Minute 305/2019
Draft	2.1	January 2023	Review and Update	
Draft	2.2	April 2023	Endorsed for Public Exhibition	Minute 070/2023
Final	2.3	May 2023	Adopted	Minute 109/2023

Acknowledgement Of Country

“Narrabri Shire Council acknowledges Traditional Owners of Country throughout Australia. We recognise the continuing connection to lands, waters, and communities of people of the Gamilaraay/Gamilaroi/Gomeroi/Kamilaroi Nation, and pay respect to their Elders past, present and emerging.

Narrabri Shire Council acknowledges the various spellings of ‘Gamilaraay, Gamilaroi, Gomeroi, and Kamilaroi’ and as valid and interchangeable, guided by the Shire’s Local Aboriginal Land Councils.

The Narrabri Shire has a rich history of culture. Council endeavours to unite the Community in preserving the unique heritage, celebrating community strengths and diversities, and achieving social justice by redressing past wrongs through Aboriginal Reconciliation.

Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony.”

Contents

DISCLAIMER	2
1. What is a Community Participation Plan?	5
1.1 Where does this CPP apply?	5
1.2 What is included in the CPP?	6
1.3 How will the CPP be used?	6
1.4 Council's Planning Framework (LSPS, LEP and DCP development)	6
2. Why is Community Participation in Planning important?	7
2.1 Why does Council engage with the community?	7
2.2 What are the principles of community participation?	7
2.3 How can we understand different levels of participation?	8
2.4 Why do we need to apply different levels of participation to different scales of development? ..	8
3. What are the exhibition timeframe and notification requirements?	9
3.1 What are the requirements for exhibition?	9
3.2 Can Council extend the engagement for Development Applications?	9
3.3 How can Development Applications be viewed by the public?	15
3.4 How can the public lodge submissions?	15
3.5 How will submissions be considered?	15
3.6 Is Council obligated to notify the public of outcomes from the assessment?	16
3.7 How should the community be kept informed of outcomes from the engagement?	16
3.8 How will consent modifications or reviews be notified?	16
4. How can the Community Participate in the Planning Process?	17
4.1 What are the different types of engagement?	17
4.2 What are the different pathways for planning?	17
4.3 Statutory Planning	18
4.4 Strategic Planning	20
4.5 What type of engagement techniques can be used for different communities in the Narrabri Shire?	22
5. How should Council measure and record participation?	24
5.1 Evaluation	24
5.2 Submissions	24
6. Local Government Priorities and Settlement Planning Guidelines for the Narrabri Shire.	25
Priorities	25
Settlement Planning Guidelines	26
7. Engagement Framework for Planning Matters	27
Step 1: Determine the Level of Impact	27
Step 2: Determine the Level of Engagement	28
Step 3: Apply the IAP2 Community Engagement Procedure	29
8. Glossary	30
9. Regulatory Assurance Checklist	32
Contact Us	33

1. What is a Community Participation Plan?

This Community Participation Plan (**CPP**) aims to ensure that the Local Government Area (**LGA**) of Narrabri Shire Council (**Council**) continues to support and facilitate an inclusive and diverse community through cooperative design and town planning.

Community participation is a vital aspect for planning and development across this LGA. This CPP is 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.

This CPP is to provide guidance on how the community can become involved and express their opinions on different types of planning documents. Further, this CPP is to provide transparency for the community and explain the community's role in the planning and development assessment processes.

1.1 Where does this CPP apply?

Pursuant to Part 2 Division 2.6 of the *Environment Planning and Assessment Act 1979* (NSW) (**the EP&A Act**) NSW councils are required to have a CPP

This CPP only applies to the Narrabri Shire Council LGA and Council's exercise of its planning functions under the *EP&A Act* and the *Local Government Act 1993* (NSW) (**the LG Act**).

This CPP has been developed in accordance with the requirements of the *EP&A Act*, the *LG Act*, and the New England and North West Regional Plan (**the Regional Plan**) see Appendix 2, Council's Community Strategic Plan (**the CSP**) and Council's Community Engagement Framework (**CEF**) as established by Council's Community Engagement Strategy see Appendix 3.

Figure 1.1 Council's CEF

*Local
Government Act
1993*

- Community Strategic Plan
- Community Engagement Framework
- All Council Functions

*Environment
Planning and
Assessment Act
1979*

- Community Participation Plans
- Community contributions to:
 - Planning functions
 - Local Strategic Planning Statement
 - Local Environmental Plan
 - Development Control Plan

1.2 What is included in the CPP?

This CPP provides details on mandatory and best practice approaches for developments and land use plans where Council is the delegated authority. This CPP also provides guides for how the community can participate in planning matters that are external to Council.

1.3 How will the CPP be used?

This CPP has been developed having regard to NSW Planning's CPP, the Regional Plan, Council's CSP and CEF. However, this CPP specifically focuses on community participation in urban planning under the *EP&A Act*.

This CPP:

- ✓ **explains** the level of engagement the community can have for the different types of planning and development projects;
- ✓ **provides transparency and accountability** in the development, planning and assessment process within the LGA.

1.4 Council's Planning Framework (LSPS, LEP and DCP development)

Council's Planning Framework is made up of four (4) key documents:



2. Why is Community Participation in Planning important?

Council's planning system helps to define impacts on the quality of daily experiences for the local community and Stakeholders. Council is committed to ongoing and meaningful engagement with the community and Stakeholders to help improve this experience.

By engaging with the community and seeking to better understand how communities and Stakeholders interact with this LGA and their future goals, Council can achieve better attuned planning outcomes.

By encouraging greater community participation, Council can reduce confusion and inconsistency as to how Stakeholders interact with the planning system. By increasing engagement, Council hopes to strengthen its relationships with the community and Stakeholders, with emphasis on those groups isolated by distance, language, mobility, and socioeconomic status. Council aims for engagement to increase strength and cooperation between community groups and Stakeholders and unite them over planning for their future.

2.1 Why does Council engage with the community?

Council engages with the community to help build trust and achieve better outcomes. Council's objective of community engagement is to:

- ✓ identify and understand what is important to the community;
- ✓ ascertain if Council's service delivery is meeting the community's needs;
- ✓ empower a broad variety of voices to be heard;
- ✓ identify the community's values, benefits, and objectives;
- ✓ determine how Council and the community can achieve these goals;
and
- ✓ manage risks by understanding and anticipating issues before they escalate.

2.2 What are the principles of community participation?

We have committed to ensuring:

- ✓ **Equity:** everyone should have a fair opportunity to participate in the future of the community
- ✓ **Participation:** everyone should have the maximum opportunity to genuinely participate in decisions affecting their lives
- ✓ **Access:** people should have access to the information they need to understand government planning and decision-making in order to participate in an informed way
- ✓ **Rights:** individuals and groups are encouraged to take a role in the community and are empowered with the skills, support and the opportunity to shape and influence the decisions that affect our community now and into the future

2.3 How can we understand different levels of participation?

Council has a detailed community engagement framework, a copy of which is annexed to this CPP. This CPP should be read in conjunction with Council’s Community Engagement Strategy, which is available on Council’s [website](#).

2.4 Why do we need to apply different levels of participation to different scales of development?

Different scales of development require different levels of community participation.

Table 2.1 shows the three primary scales used in this CPP, being: Development Assessment, plan making, and other matters external to Council.

Table 2.1: Primary Scales for determining Participation Levels

	STATUTORY DEVELOPMENT ASSESSMENT	STRATEGIC PLAN MAKING	OTHER EXTERNAL MATTERS
Why is this important to participation?	Improves efficiencies by enhancing systems that Council controls. It also builds trust with the community by providing clear and consistent responses and involve Stakeholders in local matters.	Opportunities for embedding community in submissions or exhibition of Council-led projects.	Advocate for the community and provide an opportunity for innovation in community participation for projects outside of Council’s control.
When?	Primarily during the exhibition stage, and sometimes continues on post-determination notification.	Before, during and after exhibition.	Primarily during exhibition and continuously advocate for the community’s interests.
How?	By trying to make decision in the public interest.	By providing a Council managed platform for consolidating community feedback and incorporating into Council reporting.	By informing and notifying the community of submission opportunities and promoting the community’s interests.
Example	The community can submit a response to a DA notification.	The community can attend workshops or participate in surveys to provide feedback on a plan or design-led process.	Make a submission directly to the external agency or provide feedback to Council for their formal submission.

3. What are the exhibition timeframe and notification requirements?

This section outlines all notification and exhibition requirements under the *EP&A Act*. Any notification and advertising requirements in the Narrabri Shire Council DCP have been incorporated and are superseded by this CPP.

There are both mandatory and non-mandatory requirements that apply to public exhibitions of a development application or planning document. Mandatory requirements legally protect the community's right to make submissions on planning decisions that affect them. Non-mandatory requirements reflect best practice approaches in ensuring that there is an intention to actively involve the community in the planning process.

3.1 What are the requirements for exhibition?

Council endorsement is required before public exhibition of a draft planning document can be released for comment. See Table 3.1 to 3.5 below.

Engagement for these planning documents and development applications will include:

- ✓ public exhibition at Council service centres and libraries;
- ✓ notice on Council's website;
- ✓ notification via letters to neighbours and adjoining property owners and occupiers (see Figure 3.1); and
- ✓ for advertised development, a sign exhibited on the land and on a Council notice board, visible from a public space.

Due to the amendments made to both the *EP&A Act* and *EP&A Regulation*, Council is no longer required to place an advertisement in the local paper for all planning documents.

3.2 Can Council extend the engagement for Development Applications?

For assessments of DAs, there may be cases that require an extension of the notification timeframes and distribution area for engagement.

It is within Council's discretion to determine if more consultation is required via additional engagement. Additional engagement means an extension of the notification timeframes and distribution area for engagement.

The Council officer with the delegated authority will consider the following:

- ✓ significant public interest demonstrated via the number of submissions, petitions, or interactions with Council;
- ✓ formal requests with justification for an extension;
- ✓ the scale of the development; and
- ✓ the scale and scope of the potential impact of the development being greater than the adjoining properties shown in Figure 3.1.

Council will extend an exhibition period if it is due to close on a weekend or a public holiday.

The period between 20 December and 10 January (inclusive) is excluded from the calculation of any public exhibition period. Other religious or cultural dates that are significant to the LGA may be excluded from the exhibition period or warrant an extension.

Table 3.1: Plan Making Exhibition Timeframes – MANDATORY

Planning Document	Mandatory Timeframes
Draft Community Participation Plans (Division 2.6)	28 days
Planning Proposals for Local Environmental Plans Subject to a Gateway Determination (Division 3.4)	Minimum 28 days – unless otherwise specified in the gateway determination
Draft Development Control Plans (Division 3.6)	Minimum 28 days
Draft Contribution Plans (Division 7.1)	Minimum 28 days
Draft Local Strategic Planning Statements (Division 3.1)	Minimum 28 days
Planning Agreements	Minimum 28 days
Draft Regional or District Strategies Plans (Division 3.1)	Minimum 45 days

Table 3.2: Exhibition Timeframes – MANDATORY/BEST PRACTICE

Planning Document	Mandatory Timeframes
Application for development consent	If a period is specified, the specified period If specified that no public exhibition period is required, no public exhibition Otherwise, minimum 14 days
Application for Development Consent for Designated Development	Minimum 28 days
Application for Development Consent for Nominated Integrated Development or Threatened Species Development	Minimum 28 days
Application for Development Consent for State Significant Development (<i>the Joint Regional Planning Panel is the authority for these, not Council</i>)	Minimum 28 days
Application for Development Consent for Category 1 Remediation Work Under State Environmental Planning Policy No 55 – Remediation of Land	Minimum 28 days
Application for Modification of Development Consent that is required to be Publicly Exhibited by the Regulations (but not included in Tables 3.4 and 3.5)	If no other period is specified, minimum 14 days
Environmental Impact Statement Obtained under Division 5.1 and Division 5.2	Minimum 28 days
Re-exhibition of any Amended Application or Matter referred to in Division 2 required by or under this Schedule	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter

Table 3.3: Other Planning Matters Exhibition Timeframes – BEST PRACTICE GUIDELINES

Planning Document	Best Practice Guidelines Timeframes
Policy or guidelines	28 days
Plans for urban renewal areas and masterplans	42 days
Re-exhibition of any matter referred to above in Tables 3.1 and 3.2	Same as the original exhibition period
Developments exempt from notification	Development not subject to Type A or Type B procedures (outlined in Table 3.4) will be exempt from notification.

Table 3.4: Development Assessment ('DA') Exhibition Timeframes – TYPE A

Minimum Timeframe: 14 days	
Planning Document: Type A Developments	<p>Applies to applications for development consent of small-scaled developments, for which Council is the delegated authority.</p> <p>Type A development includes modification of existing development and is defined as:</p> <ul style="list-style-type: none"> ● Dwelling houses, alteration and additions or ancillary structures of two or more storeys; ● Secondary dwellings; ● Dual occupancies; ● Attached dwellings (less than 10 dwellings); ● Boarding houses (less than 12 lodgers); ● Group homes (less than 12 lodgers); ● Hostels (less than 10 lodgers); ● Multi-dwelling housing (less than 10 dwellings); ● Residential flat buildings (less than 10 dwellings); ● Seniors housing (less than 10 beds or less than 10 dwellings); ● Shop top housing (less than 10 dwellings); ● Change of uses that may impact adjoining properties; and ● Any other development not subject to larger scale development notification and advertising and where, in the opinion of the delegated Council Officer, it is likely to impact residential properties.
Required Advertising and Exhibition	<p>Notification via letters to owners and occupiers of adjoining properties or authorities deemed affected by Council (as shown in Figure 3.1).</p> <p>The notification must include:</p> <ul style="list-style-type: none"> ● A clear and legible A4 sized plan of the proposed development that depicts its height, external configuration, and siting; ● A description of the proposed development; ● The address of the development site; ● The name of the applicant to carry out the proposed development (can be an individual or a company); ● Advice that the plans may be inspected at Council during business hours, free of charge; and ● The closing date for written submissions (14 days from the date of notice). <p>Council will limit neighbour notification to those adjoining properties affected by a proposal (as shown in Figure 3.1). The delegated Council officer has the discretion to extend the notification period and area.</p>

Table 3.5: Development Assessment ('DA') Exhibition Timeframes – TYPE B

Minimum Timeframe: 21 days from the date of the advertisement in the local newspaper	
Planning Document: Type B Developments	<p>Applies to application for development where a proposal is likely to have a potential impact on a broader scale than Type A and other than for complying development certificate, for Designated Development or for State significant development.</p> <p>Type B development includes:</p> <ul style="list-style-type: none"> ● Attached dwellings (10 or more dwellings); ● Boarding houses (12 or more lodgers); ● Complete or substantial demolition of a heritage item; ● Complete or substantial demolition of any significant feature of a heritage item; ● Group homes (12 or more lodgers); ● Hostels (12 or more lodgers); ● Multi-dwelling housing (10 or more dwellings); ● Residential flat buildings (10 or more dwellings); ● Shop top housing (10 or more dwellings); ● Hotel and motel accommodation; ● Serviced apartments; ● Public entertainment facilities; ● Registered clubs; ● Pubs; ● Restricted premises; ● Adult services premises; ● Massage parlours; ● Educational establishments; ● Hospitals; ● Community facilities; ● Places of public worship; ● Recreational areas and major recreational facilities; ● Amusement centres; ● Child care centres; ● Funeral homes; ● Methadone clinics; ● Non-residential development in the residential zone requiring a DA (except for demolition or strata subdivision or subdivision of an approved dual occupancy or modification of minimal environmental impact); ● New building in an industrial or business zone; ● Development in the industrial zone that is adjoining or opposite residential zoned land, where the hours of operation extend outside the hours of 7:00am-7:00pm (except for demolition, subdivision, modification of minor environmental impact or where development is located inside a retail shopping complex); ● Development subject to SEPP 33; and ● Any other development not subject to Type A notification.

Required Advertising and Exhibition

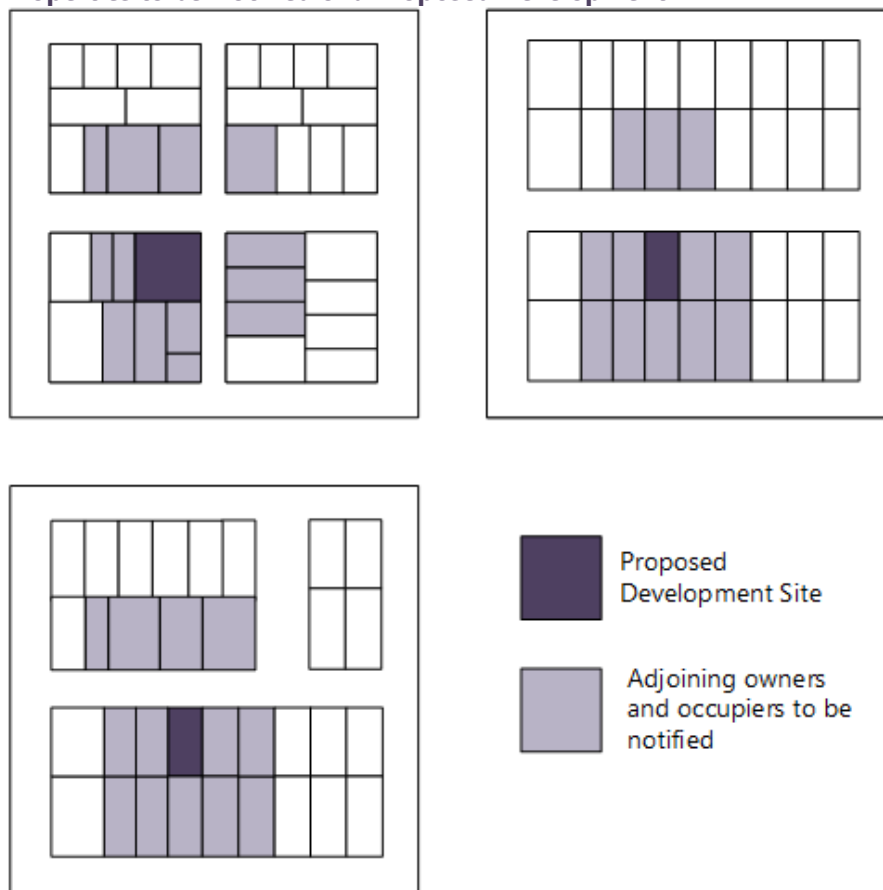
Notification letters are sent to all owners and occupiers of adjoining and surrounding properties (see Figure 3.1), and any other individuals, groups, organisations, public authorities likely to have an interest in the proposed development, as determined by Council.

Notification letters will include:

- Address of the proposed development;
- Name of the applicant and the name of the consent authority;
- Description of the proposed development;
- Name and contact number of the relevant Council officer;
- Advice that the plans may be inspected during business hours at Council’s office;
- A statement that any person may make a submission during the notification period;
- The closing date for written submissions, method of delivery of submissions; and
- Reference to political donations form if relevant.

Council will limit neighbour notification to those adjoining properties affected by a proposal as well as the owners of the properties separated by only a walkway, driveway, or laneway. The delegated Council officer may extent the notification area or timeframe if deemed appropriate.

Figure 3.1: Properties to be Notified of a Proposed Development



3.3 How can Development Applications be viewed by the public?

Any application for which notification has been provided in accordance with this CPP may be lodged with additional plans and information and these will be available for inspection at Council's Narrabri Administration Building.

For development being determined by local and regional planning panels, a full set of the DA plans will be available for inspection at Council's Narrabri Administration Building during business hours. Council is legally required to make extracts of applications available. Inspection of these applications is subject to written consent of the applicant's design professional as per the *Copyright Act 1968* (Cth).

3.4 How can the public lodge submissions?

The submission period is the same as the notification period.

Submissions are in the form of letters, petitions or similar written representations from individuals or groups regarding a particular application.

3.5 How will submissions be considered?

All submissions received within the nominated time frame will be considered when determining an application. Submissions received after the nominated timeframe will only be considered where possible. Applications will not be determined prior to the expiry of the nominated notification period.

For any adjoining or surrounding properties (as outlined in Figure 3.1), a notification letter will be sent to the owners. If the development occurs on the boundary of another LGA, the adjoining Council will be notified.

Submissions should:

- Be in writing (via mail, email, fax or hand delivered);
- Be delivered to Council on or before the last day of the exhibition timeframe (unless otherwise specified); and
- Contain the name and address of the person making the submission; the application number and the address of the property subject of the development proposal; and detail all reasons for the submissions.

Submissions can be made via:



Email: council@narrabri.nsw.gov.au



Post: PO Box 261, Narrabri NSW 2390



In Person: 46-48 Maitland Street, Narrabri NSW 2390

3.6 Is Council obligated to notify the public of outcomes from the assessment?

As a consent authority, it is mandatory for Council to formally notify the public of the outcomes of development consent or modification of development consent application assessments.

Council will give notice of the determination of an application to each person who has made a written submission. In the case of a submitted petition, the nominated instigator or if there is none, the first name written, will be notified.

Council's notification must include:

- The decision;
- The date of the decision;
- The reasons behind the determination; and
- How the community's views were considered in the decision-making process.

Council will issue a notice of determination once assessment of the DA and all submissions have been received. The notice of determination or Council's assessment report will specifically address matters of concern raised in submissions and provide justification for their reason.

Where a matter is referred to an applicable Planning Panel, if practicable, Council will advise applicants and objectors of the time and date of the meetings.

Council will summarise the terms of any objections in the DA report process. The name and address of objectors will be withheld from the report, however, persons making submissions should be aware that their details will be kept on file and may be accessed under via an application under the *Government Information (Public Access) Act 2009* (NSW).

3.7 How should the community be kept informed of outcomes from the engagement?

While it is not mandatory, it is considered best practice for Council to keep the community informed of any outcomes from their engagement. This process will help build trust between the community and the planning process and potentially increase community participation in the future.

Closing the feedback loop can involve Council publicising a report that outlines the issues raised in submissions and how these issues have been addressed.

3.8 How will consent modifications or reviews be notified?

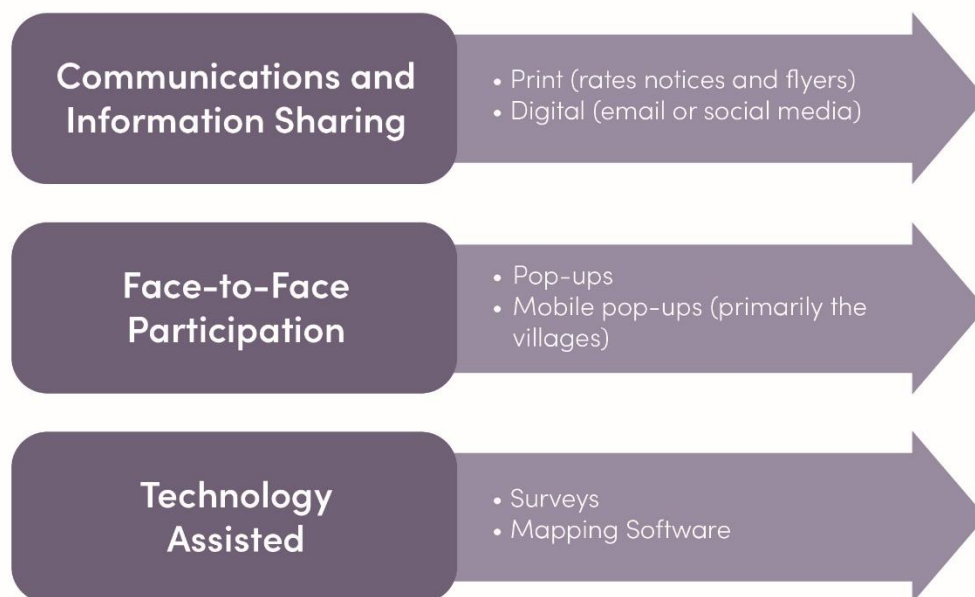
Requests for a review or major modification of Council's determination will be notified in the same manner as the original application.

If the delegated Council officer determines that a modification of an application, under *EP&A Act* s 4.55, will have no additional impact on any of the properties outlined in Figure 3.1, then no additional notification will be required.

4. How can the Community Participate in the Planning Process?

This section is a guide for engaging on planning matters. To achieve the most out of the community engagement, participation will be tailored to each of Council's planning functions. It is important to incorporate various techniques that cater for a variety of community members.

4.1 What are the different types of engagement?



4.2 What are the different pathways for planning?

Each participation pathway is determined on a case-by-case basis, whilst incorporating legislated methods of notification.

The following two pathways have been identified for this CPP:

- ✓ **Statutory Planning:** manages the assessment of DAs. The statutory platforms are informed by controls outlined in the strategic platforms.
- ✓ **Strategic Planning:** sets the desired outcomes and provides direction on how to achieve them. The strategic platforms enable development and help manage change. This includes planning proposals, preparing planning controls, contribution plans and plans for urban renewal sites.

4.3 Statutory Planning

As previously outlined in Chapter 1.1, the NSW planning system is governed primarily by the *EP&A Act* and the *EP&A Regulation*.

The *EP&A Act* identifies if Council, or another planning authority, such as an expert panel or the State Government, will assess the development. This depends on the development's potential impact and scale.

Participation opportunities will be dependent on if the development is minor, medium or major. For minor development, Council is the delegated authority. For medium to major development, either the Local Planning Panel or Regional Planning panel will be the delegated authority.

Table 4.1: Overview of Engagement Techniques and Timing – MINOR DEVELOPMENT

Delegated Council officers will determine the applicable engagement techniques and their timing, in accordance with the mandatory levels of notification, as previously outlines in Chapter 3.

Level of Participation	When?	How? Before Exhibition	How? During Exhibition	How? After Exhibition	Regulatory Considerations
INFORM	Notifications during and following exhibition phase (or signage once a complying development certificate is issued by a certifier).	N/A	Letters to adjacent and surrounding properties. Advertising in the local newspaper and online. Not all DAs need to be advertised.	Advertising in the local newspaper and online. Notify submitters of the outcome.	Adjacent and surrounding properties are to be notified of the DA in writing. It is considered best practice to place a sign regarding the result of the DA on the proposed site.
	At the exhibition phase for DAs.	N/A	Online submissions and letters received.	As above.	14 days minimum exhibition period for low impact DAs.
CONSULT	At the exhibition phase for master plans.	Advertising of engagement opportunities.	Face-to-face methods such as workshops or focus groups. Online surveys.	As above.	28 days minimum for Designated Development (potential high impact DAs).

Table 4.2: Overview of Engagement Techniques and Timing – MEDIUM TO MAJOR DEVELOPMENT

Council will determine the most sensitive and complex development applications. All Council meetings are recorded and open to the public. Council may also have the delegation to undertaking rezoning reviews or act as the responsible proposal authority.

Level of Participation	When?	How?	How?	How?	Regulatory Considerations
		Before Exhibition	During Exhibition	After Exhibition	
INFORM	Advertised on Council's website and in the local newspaper.	Council to advertise and promote opportunities for community participation via submissions or public hearings.	N/A	Close the feedback loop for participants in the process.	The panel must give reasonable notice to the public of the times and places of its meetings.
CONSULT	Consult at any time with Council to deliberate.	N/A	Council may directly request additional information or to discuss specific impacts of proposed development.	As above.	Council must consult with Council for a development that may have a significant and adverse impact on the Council.
	Written submission or verbal submissions at the public hearing.	Host information sessions or public hearings to discuss proposed development with the public.	Community members can register to speak to Council at the public meeting. All written submissions sent to Council will be recorded and considered.	N/A	Permitted at the panels discretion.

4.4 Strategic Planning

Council or another delegated Authority (Department or Panel) can undertake plan making.

Council's LEP is the primary policy and Council's DCP is the primary guidelines for plan making.

Table 4.3: Overview of Engagement Techniques and Timing – STRATEGIC PLANNING INTERNAL TO COUNCIL

Level of Participation	When?	How? Before Exhibition	How? During Exhibition	How? After Exhibition	Regulatory Considerations
INFORM	Continues throughout the entire project timeframe, yet more targeted at participation opportunities.	Factsheets, letters, information sessions and media releases. Information about the project and its purpose. Educate the community about the planning process. Advertise opportunities for the community to participate.	Council's website to keep community up to date on projects and promote opportunities for community participation.	Provide feedback on how submissions were considered. Actively communicate the next steps to the community and how they can still engage.	Publicly exhibit and give the community notice in the local newspaper.
CONSULT	Throughout significant stages of a project.	Workshops.	Online surveys and present opportunities for written submissions.	Notify the public of exhibition outcomes.	Provide opportunity for written submissions.
INVOLVE	At each significant decision-making stage of a project, Council will seek feedback and explain outcomes.	Specifically focused workshops.	As above.	Notify the public of exhibition outcomes and seek further clarification and opinions on controversial issues if necessary.	As above.
COLLABORATE	Multiple opportunities to include the community across the project.	Cooperative design workshops and advisory committee meetings. Communicate opportunities to the community to make submissions on decision making.	As above.	Seek participation via workshops and focus groups that seek community engagement on the finalisation of the plan.	As above.
EMPOWER	From the project's commencement to its finalisation, and if necessary continue afterwards.	Committee meetings, ballots, and surveys.	As above.	Ongoing involvement from participants through established committees.	There is limited opportunity for additional empowerment as projects are bound by regulatory framework.

Table 4.4: Overview of Engagement Techniques and Timing – STRATEGIC PLANNING EXTERNAL TO COUNCIL

Policies, such as State Environmental Planning Policies (**SEPPs**), developed by other government agencies govern major projects, therefore not requiring Council to undertake engagement. However, it is considered best practice for Council to keep the community informed of such development. State Significant Developments (**SSDs**) are determined due to their size, economic value, or potential impacts are identified and governed via the *State Environmental Planning Policy (State and Regional Development) 2011*. SSDs include airports, urban renewal strategies and district plans.

Level of Participation	When?	How? Before Exhibition	How? During Exhibition	How? After Exhibition	Regulatory Considerations
INFORM	Advertise opportunities for community participation	Promote Council-led opportunities for community participation.	Promote external opportunities for community participation.	Close the feedback loop by keeping participants informed.	No legislative requirements.
CONSULT	Before exhibition in order to encourage and inform potential submitters.	Workshops or Community Voice Panels.	Encourage formal written submissions.	N/A	No legislative requirements.
	During exhibition, continuing on throughout the life of the exhibition through advocating for community engagement.	N/A	Provide feedback on behalf of the community.	N/A	No legislative requirements.

4.5 What type of engagement techniques can be used for different communities in the Narrabri Shire?

This CPP acknowledges the culturally diverse nature of the Narrabri Shire and aims to apply a flexible system of communication to increase effectiveness of community engagement.

Figure 4.1: Narrabri Shire

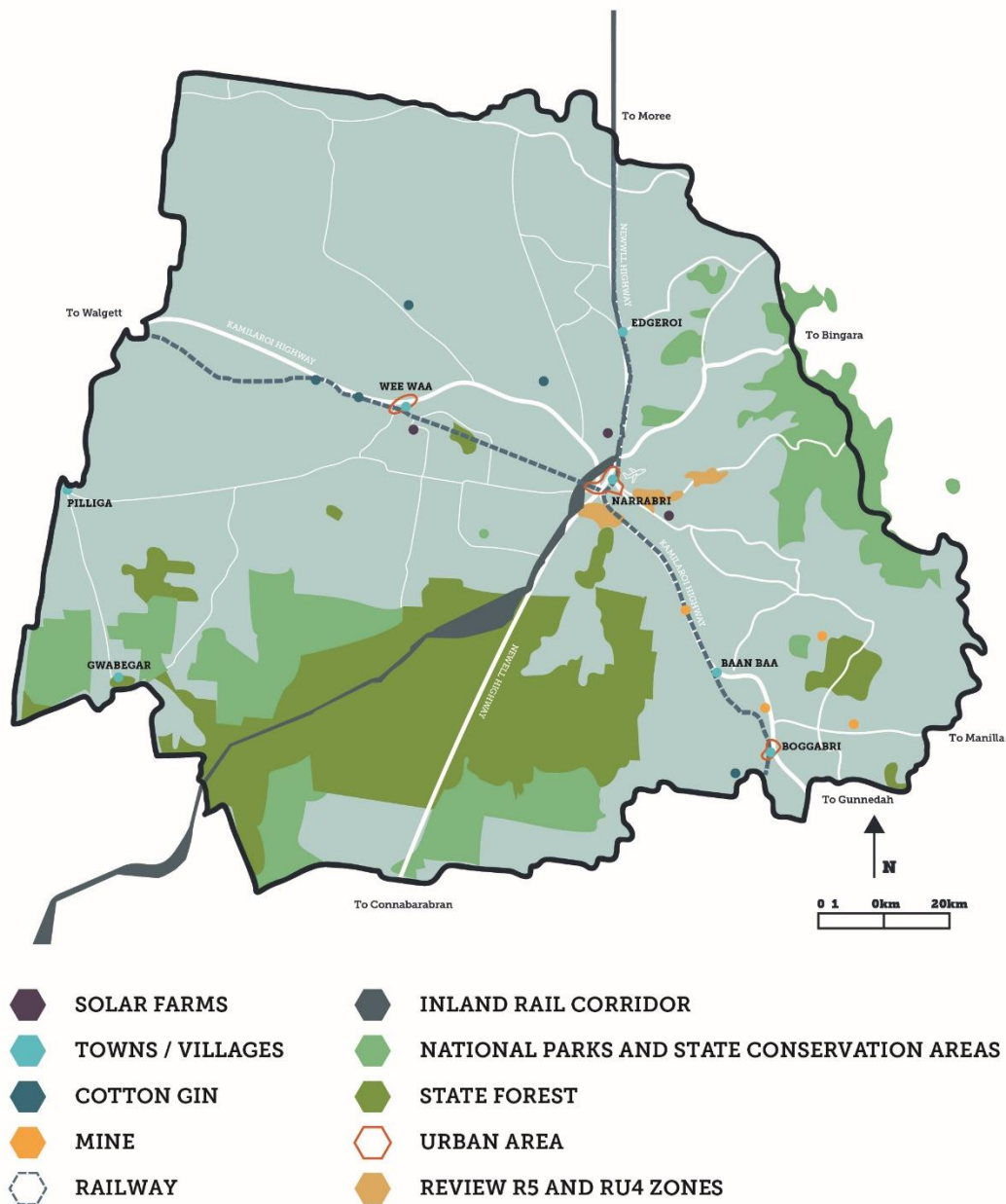
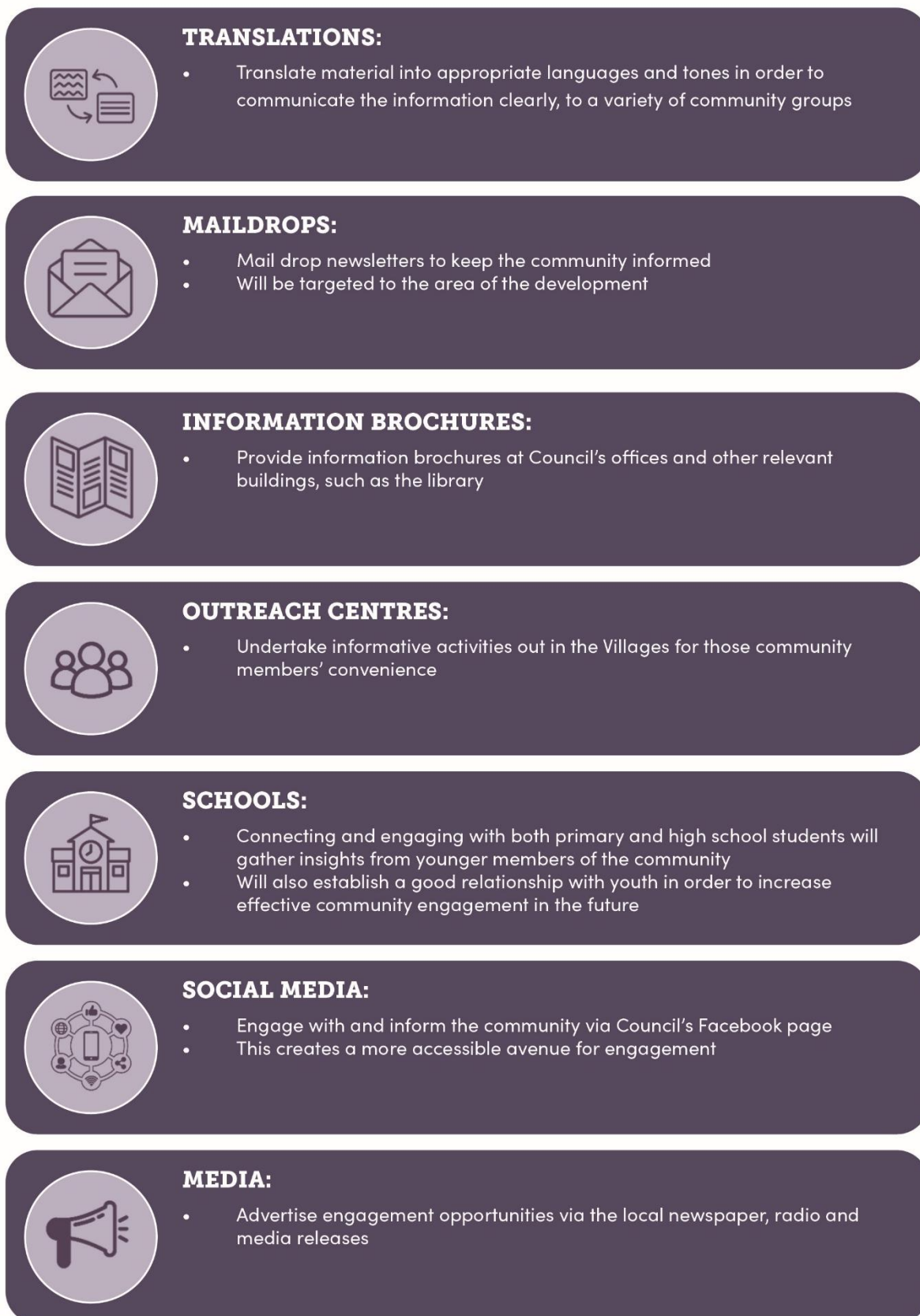


Figure 4.2: Relevant Engagement Techniques



5. How should Council measure and record participation?

5.1 Evaluation

Evaluation of this CPP will be undertaken throughout the engagement periods, to ensure that each stage is adequately analysed.

This continuous evaluation enables improvements and modifications to be implemented throughout the engagement process.

5.2 Submissions

At a minimum, Council will:

- ✓ Register each submission on our digital record systems;
- ✓ Identify the core issues and respond to these;
- ✓ Record the name and contact details for the submission to be officially recognised;
- ✓ Send an acknowledgment of receipt of the submission;
- ✓ Outline how the submission has been considered in the assessment and evaluation of the DA.

Figure 5.1: Submission Process



6. Local Government Priorities and Settlement Planning Guidelines for the Narrabri Shire

Source: New England and North West Regional Plan to 2041

Priorities

Council's priority for the LGA are:

- deliver a variety of housing options in Narrabri to support the SAP and promote development that contributes to the unique character of Wee Waa, Pilliga, Bellata, Gwabegar, Baan Baa and Boggabri
- support economic diversification across the agricultural, health and education sectors through upskilling existing workers, retaining existing talent and removing barriers to training
- encourage diversification and value-add in agriculture and agribusiness, and the emerging horticulture sector, and harness domestic and international opportunities
- coordinate investment components and ancillary services for the SAP
- implement place-based planning principles to build more liveable communities for residents
- continue to develop access and logistics infrastructure on appropriate sites to encourage new industry opportunities
- expand nature-based adventure and cultural tourism places
- identify and promote solar and other renewable energy opportunities, utilising the opportunities of the SAP
- support the sustainable and effective management of water resources to enable drought-proofing
- investigate opportunities to leverage benefits from the gas industry.

Settlement Planning Guidelines

Key Strategy Aims	Principles
Identify growth needs and opportunities	<p>Land use strategies will:</p> <ol style="list-style-type: none"> a. Establish the need for any planned areas of urban growth, based on Department of Planning and Environment (DPE) population projections to 2041. Councils may wish to use the full range of population scenarios to give an idea of the different possible futures that might arise. b. Include a land use supply and demand overview, including an estimate of supply in developed or developing areas. Rural residential development will be considered a component of residential supply. c. Provide a summary of growth options, including urban infill and no growth options. Where practical, consider growth options outside the LGA. d. Identify urban growth planning priorities based on an assessment of supply and demand and the relative suitability and serviceability of areas for urban growth.
Identify and direct suitable land to accommodate planned growth	<p>Where urban growth is proposed:</p> <ol style="list-style-type: none"> e. New greenfield areas are to be located adjacent to existing urban settlements to minimise travel and promote sustainability and resilience. f. New greenfield areas must be able to be serviced by community services and key infrastructure, including water, sewer, road and waste services. g. New greenfield areas are to avoid land that is affected by key constraints, such as areas of high environmental value, cultural, and heritage significance and/ or areas affected by natural hazards such as flooding or high bushfire risk. h. New greenfield areas should avoid and manage the potential for land use conflicts with existing and likely future adjoining use and infrastructure, including important agricultural land, and productive resource lands
Determine the required structure for future development	<p>Where urban growth is proposed:</p> <ol style="list-style-type: none"> i. Structure Plans should be considered to provide a framework to coordinate development in new greenfield areas. j. New greenfield areas should be located to provide links to adjoining areas to ensure new areas are well integrated and maximise efficiency and shared use of services and facilities k. Planning should provide for a mix of compatible land uses and create walkable communities consistent with the settlement hierarchy. l. Planning should provide for local services that meet the day to day needs of residents, including areas for open space and recreation. m. The location and scale of new employment zones should not undermine the viability of existing centres and the maintenance of strong multi-functional central business precincts.
Encourage locally responsive, sustainable design	<p>Land use strategies and plans will:</p> <ol style="list-style-type: none"> n. Recognise, protect and be compatible with any unique topographic, natural, or built cultural features essential to the visual setting, character, identity, or heritage significance of the area. o. Support a variety of dwelling types and a choice in location, form and affordability. p. Design and locate development to maximise total water cycle management and promote passive environmental design principles. Water sensitive urban design techniques should be incorporated into the design of dwellings, streets, parking areas, subdivisions and multi-unit, commercial and industrial developments. q. Provide for local services that meet the day to day needs of residents and areas for open space and recreation which where possible provide buffers between natural hazards and development. r. Design and locate development to minimise the need to travel, maximise the opportunity for efficient public transport and pedestrian access options, and encourage energy and resource efficiency whilst building resilience.

7. Engagement Framework for Planning Matters

This framework is developed based on the principles outlined in the Community Engagement Strategy and provides an outline of Council’s community engagement process to assist in planning and conducting effective engagement initiatives.

Step 1: Determine the Level of Impact

The first step is to determine the level of community input that is required due to the issue, plan or project. This framework recognises that our staff have the capacity to judge the level of impact and the appropriate level of community participation.


The following table outlines the four impact levels, which are based on the assumption that any project, issue, service or action will have some real or perceived impact on the community.

	Shire-Wide	Local
High	<p>Level 1 High, Shire-Wide Impact</p> <p>High level of real or perceived impact or risk across the Narrabri Shire. This may include any impact on health, safety, or wellbeing of residents.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Council’s Development Control Plan • Council’s Local Strategic Planning Statement 	<p>Level 2 High, Local Impact</p> <p>High level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Flood Plain Risk Management Strategy for a township. • Development Application that for a community facility.
Low	<p>Level 3 Low, Shire-Wide Impact</p> <p>Lower level of real or perceived impact or risk across the Narrabri Shire.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Changes to Council’s application processes. • Council’s submission on a NSW Government strategy or plan. 	<p>Level 4 Low, Local Impact</p> <p>Lower level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service.</p> <p>Example:</p> <ul style="list-style-type: none"> • Residential development planning approvals. • Changes to a local planning meeting (such as time or location).

Step 2: Determine the Level of Engagement

Council has adapted IAP2’s framework to assist with this step which determines the level of influence the community will have. The framework is based on five different levels of engagement, which ranges from informing (providing information, reflecting a low level of engagement) through to empowering (reflecting a high level of engagement).

All of our engagement initiatives need to inform, most will have some level of consultation, and some will include more active participation, such as empowerment, as shown in the table below:



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the community	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will implement what you decide.

Step 3: Apply the IAP2 Community Engagement Procedure

The following matrix can be used as a guide to ensure the appropriate engagement methods and tools are aligned to the level of impact and engagement.

To ensure that our community engagement activities evolve to meet the changing needs of the community Council will continually review and update our methods of engagement for relevance. Council will also attempt to facilitate, where possible, engagement activities to ensure convenience, accessibility value and reduced duplication of activities.

Council's [Council-Related Development Policy](#) should also be considered when applying the IAP2 Community Engagement Procedure to planning matters.

Type of engagement	LEVEL 1: High Impact – Shire Wide	LEVEL 2: High Impact – Localised	LEVEL 3: Lower Impact – Shire Wide	LEVEL 4: Lower Impact – Localised
INFORM				
Personal meeting	-	✓✓	✓	✓✓
Written correspondence, mail out or letter box drop	✓✓✓	✓✓✓	✓	✓
Email to contacts	✓✓✓	✓✓	✓✓	-
Fact sheet or brochure	✓	✓	-	-
Media release	✓✓✓	✓✓	-	-
Information on Council's website or social media	✓✓✓	✓✓✓	✓✓	✓✓
Council Clipboard	✓✓	✓✓	✓✓	✓
Displays and exhibits	✓✓	✓✓	✓	✓
Banner/poster/sign	✓✓	✓✓	✓	-
CONSULT				
Invite submissions	✓✓✓	✓✓	✓✓	-
Telephone survey	✓✓	✓	✓	✓
Written survey	✓✓	✓	✓	-
Public exhibition	✓✓✓	✓✓✓	✓	-
INVOLVE				
Meetings with Stakeholders	✓✓✓	✓✓	✓✓	✓✓
Online discussion forum	✓✓	✓✓	-	-
Information session/briefing	✓✓	✓✓	✓	✓
Focus group	✓✓	✓✓	✓✓	✓✓
Site tour	✓	✓✓✓	✓	✓
Community forum	✓	✓	✓	✓
COLLABORATE				
Workshop	✓✓✓	✓✓	✓✓	✓
Advisory committee	✓✓	✓✓	✓	✓
EMPOWER				
Planning Panel	✓✓	✓	✓	✓

✓ Might be applicable
 ✓ Desirable
 ✓ Recommended
 ✓

8. Glossary

Term	Definition
CEF	Narrabri Shire Council's Community Engagement Framework, included in Appendix 3 of this document.
Community	Community refers to the people who live in, participate in, visit or have an interest in the Narrabri Shire LGA.
Community Engagement	The involvement of the community in the decision-making process of Council, where the community is encouraged to provide feedback on a range of issues that affect them.
CPP	Community Participation Plan
Contribution Plans	Plans developed by Councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities or services requires, or both, to accommodate the new development.
CSP	Narrabri Shire Council's Community Strategic Plan.
Designated Development	Development that are high impact developments or are located in or near an environmentally sensitive area.
DCP	Development Control Plans. Plans that provide detailed planning and design guidelines to support the planning controls in a LEP.
<i>EP&A Act</i>	<i>Environment Planning and Assessment Act 1979 (NSW).</i>
<i>EP&A Regulation</i>	<i>Environment Planning and Assessment Regulation 2021 (NSW).</i>
International Association for Public Participation (IAP2)	IAP2 is an international association which seeks to promote and improve the practice of public participation or community engagement by incorporating individuals, governments, institutions, and other entities that may affect public interest.
Gateway Determination	Gateway Determinations are issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition.
LEP	Local Environmental Plan. An environmental planning instrument developed by local planning authorities to set the planning framework for a LGA.
<i>LG Act</i>	<i>Local Government Act 1993 (NSW).</i>
LGA	Local Government Area. For the purposes of this document, the LGA referred to is the Narrabri Shire. See Figure 4.1.
LPP	Local Planning Panel. Panels of independent experts that determine development applications on behalf of Council and provide advice on other planning matters, including planning proposals
LSPS	Local Strategic Planning Statement. 20-year strategies that articulate a visions for the local government area, demonstrates how change will be managed and identifies local priorities for updating council Local

Term	Definition
	Environmental Plans (LEP).
Regional Strategic Plan	For the purposes of this document, the regional plan referred to is the New England and North West Regional Plan. 20-year plans that address the community's needs for housing, jobs, infrastructure and a healthy environment for a Department of Planning and Environment region.
Stakeholder	Individuals or groups who have an interest in the Narrabri LGA or are impacted by the decisions of Council. This includes business representatives, professionals, local community groups, other levels or areas of Government and Government agencies.
SEPP	State Environmental Planning Policy. An environmental planning instrument developed by the Department of Planning and Environment, that relates to planning matters that are state significant or are applicable across the state.
SSD	State Significant Development. Developments are determined to have state significant due to their size, economic value, or potential impacts.

9. Regulatory Assurance Checklist

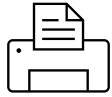
EP&A Act Reference	Checklist	Compliance	CPP Pinpoint
pt 2, div 2.6, s 2.22(1)	Set out public exhibition timeframes.	Yes	Chapter 3
	List the applicable minimum mandatory timeframes for the planning functions.	Yes	Chapter 3
	Clearly differentiate between mandatory and non-mandatory (best practice) timeframes.	Yes	Chapter 3
	Reinforce that reasons for decision making are given for DA determinations, pursuant to <i>EP&A Act</i> sch 1.	Yes	Chapter 4
	Detail how and when a planning authority will undertake community participation when exercising relevant planning functions, pursuant to <i>EP&A Act</i> s 2.21(2).	Yes	Chapter 4
	Clearly state that the document only relates to the planning process.	Yes	Chapter 1
pt 2, div 2.6, s 2.23	Clearly state who this document applies to and the documents jurisdiction.	Yes	Chapter 1
	Have regard to the community participation principals established in the <i>EP&A Act</i> s 2.23(2).	Yes	Chapter 2
	Present the information in plain English.	Yes	Chapter 2
sch 1 & pt 2, div 2.6, s 2.24(1)	Publicly exhibit for 28 days and publish on the NSW Planning Portal once adopted.	Yes	Chapter 1

Contact Us

If you have any questions regarding this Plan or the Integrated Planning and Reporting Framework, please visit the Integrated Planning and Reporting page on our website (www.narrabri.nsw.gov.au) or contact us via:



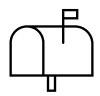
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