



COMMUNITY PARTICIPATION PLAN April 2020



CONTENTS

Community Participation in Snowy Valleys Planning Systems	3
Community Participation Objectives	3
Snowy Valleys Commitment to Community Participation	5
Our Engagement Aims	5
Community Engagement – Ways to Participate	5
Public Exhibition to our Planning Documents	6
Mandatory Minimum Public Exhibition Timeframe in the EP&A Act.	7
Additional Mandatory Public Exhibition Requirements	8
Non-Mandatory Public Exhibition Requirements	9
Key Points to Note about Public Exhibitions	10
Associated Council Documents	10
History	10
Acknowledgment	10

Community Participation in the Snowy Valleys Planning System

Planning is the process of shaping our environment and region. It is about using what we know about the past and present to guide decisions about how we use our resources to shape our future and the lives of future generations.

To deliver a strategic and engaging planning system that reflects what our community wants, we need the community to participate. We want this participation to be easy and meaningful as possible and we want the community to be involved in planning decisions from the beginning and throughout the process.

This Community Participation Plans sets out in a clear, transparent and easily understood way exactly when, where and how you can have a say in what's happening around you.

Our plan is our commitment to you that your voice will be heard and help shape your neighbourhood.

Community Participation Objectives

Community participation in planning creates a shared sense of purpose and direction that manages growth while protecting the natural environment and promoting sustainable management of built and cultural heritage.

Community participation does not guarantee consensus. However, with meaningful participation stakeholders can acknowledge a fair process and understand how community views and concerns are considered.

The objectives set the approach for community participation. Each objective contains actions promoting best practice in individual proposals and strategies.

OBJECTIVES	ACTIONS
Open and Inclusive	<ul style="list-style-type: none"> • Keep the community informed • promote participation • seeking community input • Build strong partnerships with the community. • Incorporate culturally appropriate practices when engaging diverse communities

OBJECTIVES	ACTIONS
Easy to Access	<ul style="list-style-type: none"> • Conduct community engagement opportunities in a safe environment • Outline in advance when and how the community can participate • Use best practice community participation techniques • Make relevant information available in plain English and translate information when engaging diverse communities, aged and people living with disabilities • Incorporate visual representations to clearly illustrate possible impacts of a proposal • Ensure information is accessible for groups who find it difficult to participate in usual community participation activities • Stage events at convenient times and locations
Relevant	<ul style="list-style-type: none"> • Establish what is up for discussion • Ensure as many community members as possible can participate • Recognise previous community input on the project and similar issues • Tailor activities to the - Context and Scale • Adjust activities in response to community interest and participation preferences
Timely	<ul style="list-style-type: none"> • Start community participation as early as possible • Provide regular project updates to the community • Ensure that the community has reasonable time to provide input • Facilitate ongoing discourse with local community networks • Consider holidays and other community events when setting dates for the engagement initiatives

OBJECTIVES	ACTIONS
Meaningful	<ul style="list-style-type: none"> • Always explain at the end of projects how the community views were considered when reaching decisions • Be clear about what aspects of the project, proposal or plan the community can inform • Have planners and decision makers engage directly with the community • Ensure responses to community input are relevant • Give genuine and proper consideration to community input • Keep accurate records of community input and participation activities • Integrate community input into the evaluation process • Comply with statutory obligations, protect privacy and respect confidentiality

Snowy Valleys Commitment to Community Participation

We are committed to providing best practice engagement based on our aims for engagement, and be guided by the International Association for Public Participation (IAP2)

Council's commitment will ensure:

- Communities will be engaged around decisions that are yet to be made
- Engagement activities will build trust and understanding
- Engagement activities will have a clear purpose, objectives and approach
- Activities will be timely, appropriate and not raise unrealistic expectations

Snowy Valleys' Engagement Aims

Through this plan Council aim to ensure our community knows when and how they can provide feedback on planning decisions that could affect their future. Council aim to:

- Be proactive and innovative in our approach to overcome barriers to participation
- Strengthen partnerships between Council, the local community and stakeholders
- Draw on the experience and knowledge of older generations
- Provide a consistent and balanced approach to ensure all engagement activities are focused and effective

- Make use of contemporary and traditional engagement tools and social media to reach the broad community
- Create opportunities to engage with the harder to reach including young, elderly and families
- Deliver engagement activities at various locations throughout the LGA

Community Engagement – Ways to participate

The Council actively seeks community views and tailor engagement programs to capture harder to reach audience including the young, people living with disabilities, the elderly and those living in rural areas.

Aboriginal and Torres Strait Islanders and linguistically diverse people engagement will be guided through Councils *Aboriginal Cultural Protocols and Practices* as well as our *Disability Inclusion Plan*.

Ways in which the community can participate, keep up to date and attend events can be as simple as:

- Reading mail outs, public notices and advertisements
- Following the Councils Social media channels
- Regularly checking the Councils website for updates on plans and project
- Open days
- Public meetings
- Information sessions.

Public Exhibition of our Planning Documents

The role of exhibitions in the planning system

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

Public Exhibitions

A key technique Council use to encourage community participation is formal exhibitions. During an exhibition, we make available relevant documents that may include a draft of a policy, plan or proposed development that we are seeking community input on. In conducting an exhibition, we receive submissions in accordance with our *Development Control Plan* and we adhere to our Privacy Policy and defamation and discrimination laws.

In reaching decisions on proposals that have been exhibited, the Council balance a wide range of factors to ensure that decisions are in the public interest. This includes considering the objects of the EP&A Act, strategic priorities of the Council and the Government, the community's input, land use priorities identified in strategic plans and applicable policies and guidelines.

It should be noted that submissions may be made available to the applicant and the public – this may include publication on council's website, in accordance with Schedule 1 clause 3 of the *Government Information (Public Access) Regulation 2018*.

Personal information about people who make submissions will not be included, in accordance with Section 4 & 18 of the Privacy and Personal Information Protection Act and Section 14 of the Government Information (Public Access) Act 2009

How to participate in a public exhibition?

Options include:

- Make a formal submission on an exhibition by emailing Council or by writing to the CEO
- Visit Council where they will help you access public exhibition documents. Council employees will also answer any questions that you have or connect you to an appropriate officer who can help you.
- Connect directly with Council employees working on a proposal, policy, plan or project. Contact details are typically available on our website.

Please note that exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at Councils discretion, which can be found in the Councils *Community Engagement Strategy*. Details of typical and minimum mandatory and typical timeframes are provided below.

Mandatory Minimum Public Exhibition Timeframes in the EP&A Act

The statutory public exhibition timeframe requirements in Table 1 as per Schedule 1 to the EP&A Act. The only mandatory requirements in this CPP are those set out in Table 1 Table 2

Table 1

Planning Framework

Planning Function	Exhibition timeframe
Draft Community Participation Plan	28 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or as specified by the gateways determination which may determine, due to the minor nature of the proposal, that no public exhibition is required
Draft development control plan	28 days
Draft contribution plans	28 days

Strategic Planning

Planning Function	Exhibition timeframe
Draft regional strategic plans	45 days

Assessments	
Planning function	Exhibition timeframe
Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days*
Application for development consent for designated development	28 days
Application for development consent for State Significant Development	28 days
Environmental impact statement for State Significant Infrastructure under Division 5.2	28 days
Application for modification of development consent required to be publicly exhibited by the regulations	14 days

Additional Mandatory Public Exhibition Requirements

Table 2 sets out additional minimum mandatory public exhibition timeframes in the EP&A Act, EP&A regulations and SEPPs. These are different periods of public exhibition specified for the purposes of clause 7(a) in schedule 1 to the EA&P Act.

Table 2

Other mandatory	
Planning Function	Exhibition timeframe
Clause 89(3)(a) in EP&A Regulation Application for nominated integrated development and threatened species development	28 days
Clause 123(2)(a) in EP&A Regulation Application for a review under section 8.3 of the Act	A period not exceeding 14 days but otherwise in the same manner as the original application for modification was notified or advertised
Clause 27 of the SEPP (Kosciuszko) National Park - Alpine Resorts) 2007 requires development applications for the following types of development within the area subject to the SEPP to be advertised: (a) The erection of a building with a footprint of more than 1000 square meters (b) The erection of a new ski-lift line or the extension of an existing ski-lift line. (c) Damage to any plant that is part of:	28 days

<ul style="list-style-type: none"> (i) An endangered ecological community or a vulnerable ecological community, or (ii) Feldmark, shore alpine herbfield or snowpatch on land identified as containing such a plant community in any figure (other than figures 1 and 11) in Kosciuszko Resorts Vegetation Assessment (d) The disturbance of any wetland forming part of an endangered ecological community or a vulnerable ecological community. 	
--	--

Non – Mandatory Public Exhibition Timeframes

Non-mandatory	
Planning function	Exhibition timeframe
Draft legislation, regulation, policies and guidelines	28 days unless decided otherwise due to the urgency, scale and nature of the proposal
Plans for urban renewal areas	6 weeks unless decided otherwise due to the urgency, scale and nature of the proposal
State Environmental planning policies	Discretionary based on the urgency, scale and nature of the proposal
Re-exhibition of any emended application or matter	Discretionary based on the urgency, scale and nature of the proposal
Application for modification of development content not required to be publicly exhibited by the regulations	Discretionary based on the urgency, scale and nature of the proposal

In addition to the above, the Council may exhibit other proposals in line with community participation objectives. For these functions, there may also be occasions where a government priority or administrative requirement demands immediate action and the usual community participation process will not be followed.

Key Points to Note about Public Exhibitions

- A public authority is not required to make available for public inspection any part of an environmental impact statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.
- Timeframes are in calendar days and include weekends.
- If the exhibition period is due to close on a weekend or a public holiday, Council may extend the exhibition to finish on the first available workday.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Some of our functions and proposals do not have minimum exhibition timeframes. As a matter of course in line with our community participation objectives, Council will typically exhibit documents related to the exercise of these functions and proposals for the timeframes described in our *Community Engagement Strategy*.

There may be other proposals not subject to the mandatory exhibition timeframes for which Council have the option to exhibit for at least 28 days and engage with the community in line with community participation objectives. Additionally, there may be some occasions where a Council priority or administrative requirement demands immediate action on proposals that prevents the implementation of our usual community participation process.

Associated Council Documents

Community Engagement Strategy SVC-RP-STY-003-01

Community Engagement Policy SVC-EXE-PO-017-01

Development Control Plan SVC-CorpPlan-Pln-013-01

Disability Inclusion Plan SVC-CorpPlan-Pln-001-01

Aboriginal Cultural Protocols and Practices SVC-ComDev-PO-033-01

History

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
4/2/2020	New	Community Participation Plan	SVC-CorpPln-014-01		

Acknowledgement

Sections of this document have been adapted from the NSW Government Community Participation Plan and the Coolamon Shire Council Community Participation Plan.

Page 10 of 10

SVC-CorpPlan-Pln-014
Community Participation Plan

Adopted:
Reviewed:



COMMUNITY PARTICIPATION PLAN April 2020

P: 1300 ASK SVC (1300 275 782)

Tumut Office
76 Capper Street
Tumut NSW 2720

Tumbarumba Office
Bridge Street
Tumbarumba NSW 2653

E: info@svc.nsw.gov.au www.svc.nsw.gov.au