



ANABRANCH  
BURONGA  
COOMEALLA  
CURLWAA  
DARETON  
ELLERSLIE  
GOL GOL  
MONAK  
POMONA  
POONCARIE  
RUFUS RIVER  
TRENTHAM CLIFFS  
WENTWORTH

# Community Participation Plan

# INTERPRETER SERVICES



## MAHALAGA | FILIPINO

Kung kailangan mo ng tulong sa pagbabasa at pag-unawa sa dokumentong ito, ang mga kawani ng customer service ng Wentworth Shire Council ay masaya na tumulong sa pag-aayos ng isang libreng serbisyo ng interpretasyon. Upang ayusin ang isang interpreter, mangyaring makipag-ugnayan sa Council sa 03 5027 5027, o bisitahin ang isang Council Office na nakalista sa ibaba.



## IMPORTANT | FRANÇAIS

Si vous avez besoin d'aide pour lire et comprendre ce document, le personnel du service client du Wentworth Shire Council se fera un plaisir de vous aider à organiser un service d'interprétation gratuit. Pour organiser un interprète, veuillez contacter le Conseil au 03 5027 5027 ou visitez un bureau du Conseil indiqué ci-dessous.



## ΣΗΜΑΝΤΙΚΟ | ΕΛΛΗΝΙΚΟ

Εάν χρειάζεστε βοήθεια για την ανάγνωση και την κατανόηση αυτού του εγγράφου, το προσωπικό εξυπηρέτησης πελατών του Wentworth Shire Council είναι πρόθυμο να σας βοηθήσει στη διευθέτηση μιας δωρεάν υπηρεσίας διερμηνείας. Για να κανονίσετε έναν διερμηνέα, επικοινωνήστε με το Δήμο στο 03 5027 5027 ή επισκεφθείτε ένα Γραφείο του Συμβουλίου που αναφέρεται παρακάτω.



## IMPORTANTE | ITALIANO

Se hai bisogno di assistenza per leggere e comprendere questo documento, il personale del servizio clienti del Wentworth Shire Council sarà lieto di assisterti nell'organizzazione di un servizio interpretativo gratuito. Per organizzare un interprete, contattare il Comune allo 03 5027 5027 o visitare uno degli uffici del Comune elencati di seguito.



## PENTING | MELAYU

Jika anda memerlukan bantuan membaca dan memahami dokumen ini, kakitangan perkhidmatan pelanggan Wentworth Shire Council berbesar hati untuk membantu dalam pengaturan perkhidmatan tafsiran percuma. Untuk mengatur jurubahasa, sila hubungi Majlis di 03 5027 5027, atau lawati Pejabat Majlis yang disenaraikan di bawah.



## 重要 | 普通话 (简体中文)

如果您在阅读和理解本文件时需要帮助, 温特沃思郡议会的客户服务人员很乐意协助安排免费口译服务。如需安排口译员, 请致电 03 5027 5027 联系议会, 或前往下列议会办公室。



## ਮਹੱਤਵਪੂਰਨ | ਅੰਗਰੇਜ਼ੀ

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਅਤੇ ਸਮਝਣ ਵਾਸਤੇ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਵੈਨਟਵਰਥ ਸ਼ਾਇਰ ਕਾਉਂਸਲ ਦੇ ਗਾਹਕ ਸੇਵਾ ਸਟਾਫ਼ ਇੱਕ ਮੁਫ਼ਤ ਵਿਆਖਿਆ ਸੇਵਾ ਦੇ ਪ੍ਰਬੰਧ ਵਾਸਤੇ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਖੁਸ਼ ਹਨ। ਦੁਆਰਾ 'ਤੇ' ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨ ਲਈ, ਕਰਿਪਾ ਕਰਕੇ 03 5027 5027 'ਤੇ ਕਾਉਂਸਲ ਨਾਲ ਸੰਪਰਕ ਕਰੋ, ਜਾਂ ਹੇਠਾਂ ਸੂਚੀਬੱਧ ਕਮਿ ਕਾਉਂਸਲ ਦਫ਼ਤਰ 'ਤੇ ਜਾਓ।



## สำคัญ | ไทย

หากคุณต้องการความช่วยเหลือในการอ่านและทำความเข้าใจเอกสารนี้ เจ้าหน้าที่บริการลูกค้าของ Wentworth Shire Council ยินดีให้ความช่วยเหลือในการจัดการบริการล่ามฟรี หากต้องการจัดเตรียมล่าม โปรดติดต่อสภาที่ 03 5027 5027 หรือไปที่สำนักงานสภาตามรายการด้านล่าง



## ÖNEMLİ | TÜRKÇE

Bu belgeyi okuma ve anlama konusunda yardıma ihtiyacınız varsa, Wentworth Shire Belediyesi'nin müşteri hizmetleri personeli, ücretsiz tercümanlık hizmetinin ayarlanmasında yardımcı olmaktan mutluluk duyacaktır. Bir tercüman ayarlamak için lütfen 03 5027 5027 numaralı telefondan Belediye ile iletişime geçin veya aşağıda listelenen bir Belediye Ofisini ziyaret edin.



## QUAN TRỌNG | TIẾNG VIỆT

Nếu bạn cần trợ giúp để đọc và hiểu tài liệu này, nhân viên dịch vụ khách hàng của Hội đồng Wentworth Shire sẵn lòng hỗ trợ sắp xếp dịch vụ thông dịch miễn phí. Để sắp xếp một thông dịch viên, vui lòng liên hệ với Hội đồng theo số 03 5027 5027 hoặc đến Văn phòng Hội đồng được liệt kê bên dưới.

## IMPORTANT | ENGLISH

If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.

To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office listed below.

COUNCIL  
OFFICES



**Midway Community Centre**  
3 Midway Drive, Buronga NSW 2739



**Wentworth Visitor Centre (Main Administration Office)**  
61 Darling Street, Wentworth NSW 2648





We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.



The Kiilalaana group (Shantelle Thompson dancers) portraying the connection of the land and water through dance at Namatjira Water Tank Commissioning event, Dareton.



## Community participation in the planning system

### What is community participation and why is it important?

Community participation is an overarching term covering how we engage the community in our work under the *Environmental Planning and Assessment Act 1979* (EP&A Act), including plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision.

Council recognises community participation throughout the planning system is not only your right, it also delivers better planning results for the people of the Wentworth Shire. Community participation in the planning system is important because it:

- a) builds community confidence in the planning system;
- b) creates a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character;
- c) provides access to community knowledge, ideas and expertise; and
- d) makes the planning process open and transparent

### What is the purpose of our Community Participation Plan?

The purpose of this Plan is to clearly explain how and when we will undertake community engagement in relation to planning matters such as:

- **Statutory Planning:** Development Consent functions for example assessment and determination of development applications, including revised plans, modifications and review of applications.
- **Strategic Planning:** Strategic functions enables development and assists in managing growth and change. Strategic Planning projects include:
  - Local Strategic Planning Statement,
  - Planning Proposals,
  - Community Participation Plan (CPP),
  - Development Contribution Plans,
  - Structure Plans,
  - Development Control Plan (DCP)
  - Policies relating to Development and Approvals.

## Who does this Community Participation Plan apply to?

This Plan has been prepared to satisfy the requirements of Division 2.6 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). In particular, Section 2.23 of the EPA&A Act, states:

*(1) 'A planning authority ... is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions'.*

Our CPP applies to the exercise of planning functions by the Council, the General Manager and delegated Council Officers. Community engagement for other Council services, functions and infrastructure is guided by our wider Community Engagement Strategy. Our CPP does not apply to other NSW planning authorities. Our CPP will be reviewed on a periodic basis.

## How the community can participate in Council's planning functions

### Our approach to community participation

Council encourages open, inclusive, easy, relevant, timely and meaningful opportunities for community participation in the planning system, our planning functions and individual proposals. To achieve this, we design our engagement approach so that even where there may not be community wide consensus on the decision or outcomes, there can be acknowledgment that the process was fair with proper and genuine consideration given to community views and concerns.

It is important to note that the planning process is only one part of an overall project lifecycle in which you can participate. Outside of this standard process, in some circumstances we also undertake post- determination, compliance and enforcement activities to ensure that planning laws and decisions are implemented correctly.

# The role of exhibitions in the planning system

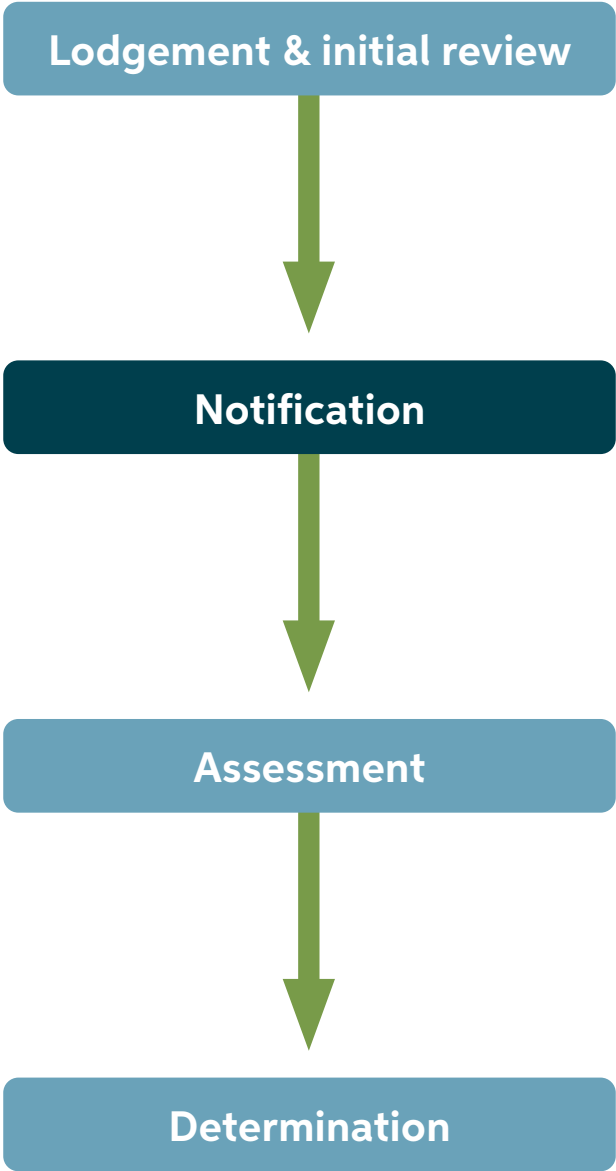
## Public Exhibition Notification

A key technique we use to encourage community participation is formal public exhibitions. Public exhibition means making documents, including draft plans, strategies, policies or development applications, available for the community to view and comment on through a formal submission. The public exhibition process typically involves notifying the community that documents are available to view publicly.

Public exhibition of planning functions is generally notified in the following ways:

1. Written notices to:
  - adjoining property owners
  - any other property owners that council considers may be affected
  - any relevant public authorities
2. Advertisement in a local newspaper
3. Council’s website (Public Exhibitions / Hearings)
4. Signs on the property
5. Via the Planning portal (development involving building work)

Notification occurs early in the assessment process so that any submissions can be considered in the assessment phase.



**Written Notices** - An ‘owner’ is the person identified through our finance and property system at the time of notification.

**Multiple owners** – If a property is owned by more than one person, a written notice to one owner is taken to be a written notice to all owners of that land.

**Strata title properties** – A written notice to the owners corporation (as defined by the *Strata Schemes Development Act 2015*), is taken to be a written notice to the owner of each lot within the strata scheme.

**Community title properties** – A written notice to the association (as defined by the *Community Land Development Act 1989*) is taken to be a written notice to the owner of each lot within the development.

**Adjoining owner the same as the Application** – A written notice will not be sent to an owner of an adjoining or any other property, if that owner is the person, or one of the persons, who made the development application.

### **Notification of Public Authorities**

We will refer relevant development applications and draft strategic plans to public authorities where the concurrence or approval of that authority is required under the EP&A Act or Environmental Planning and Assessment Regulation 2021 (EP&A Regulation), or where it is determined that a public authority may have an interest.

### **Exhibition timeframes**

Tables 1 and 2 include minimum notification requirements, unless otherwise specified by this Plan or legislation.

Timeframes are in calendar days and include weekends. If the exhibition period is due to close on a weekend or a public holiday, we will extend the exhibition to finish on the first available working day.

The period between 20 December and 10 January (inclusive) is also excluded from the calculation of a period of public exhibition (as per Schedule 1 of the EP&A Act).

For development applications that may have a significant impact or be of particular community interest, exhibition timeframes may be extended at our discretion. On request from a potential submitter, we may extend the timeframe during which submissions can be made. Such extensions will be at our discretion and will only be considered where appropriate justification can be provided.

When an application is withdrawn and another application made, the new application will be advertised or notified as if the previous application had not been made.

**Table 1: Strategic Planning**

Plan	Days	Written Notice	Local Newspaper	Council Website	Planning Portal
Draft Community Participation Plan (this plan)	28	No	Yes	Yes	No
Draft Local Strategic Planning Statements	28	No	Yes	Yes	No
Planning proposals for local environmental plans subject to a gateway determination	28*	Yes** <sup>1</sup>	Yes	Yes	Yes
Draft Development Control Plans	28	Yes <sup>1</sup>	Yes	Yes	No
Draft Contribution Plans	28	Yes <sup>1</sup>	Yes	Yes	No
Local Approvals Policies	28	Yes <sup>1</sup>	Yes	Yes	No
Other planning strategies, structure plan or master plans	28	Yes <sup>1</sup>	Yes	Yes	No

\* or as specified by the Gateway determination which may find, due to the minor nature of the proposal, smaller or no public exhibition is required.

\*\* At Councils discretion depending on land impacted and scale of planning proposal.

<sup>1</sup> If relevant to a specific site.



**Table 2: Statutory Planning**

Application	Days	Written Notice	Local Newspaper	Council Website	Planning Portal	On-site Sign
Development Application (other than for complying development certificate, for designated development, for State significant development or for nominated integrated development)	14	Yes	No	Yes	Yes - If includes building work	Discretionary <sup>2</sup>
Amended DA (revised plans) (clause 37 of the EP&A Regs)	7 or 14 <sup>1</sup>	Yes	No	Yes	No	No
Modification of consent – Minor (section 4.55(1) of the EP&A Act)	-	-	-	-	-	-
Modification of consent – Minimal Environmental Impacts (section 4.55(1A) of the EP&A Act)	7 or 14 <sup>1</sup>	Yes	No	Yes	No	No
Modification of consent – Other (section 4.55(2) of the EP&A Act)	7 or 14 <sup>1</sup>	Yes	No	Yes	No	Discretionary <sup>2</sup>
Review of determination of decision (section 8.2 of the EP&A Act)	Discretionary <sup>2</sup>	Yes	No	Yes	No	Discretionary <sup>2</sup>
Designated Development (Schedule 3 of the EP&A Regs)	28	Yes	Yes	Yes	Yes - If includes building work	Yes
Nominated Integrated development (schedule 1, Div 2, sec 7 of the EP&A Act)	28	Yes	No	Yes	Yes - If includes building work	Discretionary <sup>2</sup>
Draft Planning Agreements	28	No	Yes	Yes	No	No
Council-related development (schedule 1, Div 2, sec 9B of the EP&A Act)	28	Yes	No	Yes	Yes - If includes building work	Discretionary <sup>2</sup>
Class 1 remediation work (schedule 1, Div 2, sec 9A of the EP&A Act)	28	Yes	No	Yes	No	Discretionary <sup>2</sup>
Environmental Impact Statement (EIS) Under Division 5.1	28	Yes	Discretionary <sup>2</sup>	Yes	Yes - If includes building work	Discretionary <sup>2</sup>

<sup>1</sup> Notification days used will be at the discretion of Council.

<sup>2</sup> Notification days will be at the discretion of the Council.

### 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.

A public authority is only required to provide extracts of a development application relating to the erection of a building sufficient to identify the applicant and the land to which the application relates and a plan of the building that indicates its height and external configuration, as erected, in relation to the site on which it is to be erected.

### How can you get involved in a public exhibition?

Opportunities to participate in the planning system will respond to the nature, scale and likely impact of the proposed plan or development. A regular and valuable way for the community to participate in the planning system is by making a submission on a proposal during an exhibition.

#### Making a submission

Anyone is entitled to make a submission which may object to, or support, a development application or draft strategic document. Submissions must be made in writing and delivered to Council either personally, by post or via email.

Each submission should:

- Clearly identify the development application (application number or street address) or draft strategic document to which the submission relates.
- State the grounds of any support or objection (including any supporting rationale or material).
- Include the name, address and contact details of the person making the submission.

Submissions that do not comply with the above items may still be considered at our discretion.

Consideration of late submissions will be at Council's discretion.

#### Political Donations Disclosure Statement

In accordance with Section 10.4 of the EP&A Act, any person or organisation who has made a submission and who has made a reportable political donation or gift to a Councillor or employee of the Council must make a Political Donations Disclosure Statement. Disclosure Statements are available from the Council website.

#### Petitions

The Council will also accept petitions as a form of submission. To assist Council, a petition submission requires the applicant to:

- Clearly identify the application or draft strategic document and the nature of the objection/support on each page of the document.
- Ensure name entries to be given in printed form with a relevant signature to verify as well as relevant address details.
- Provide an identified leader or organiser to which the Council can contact the group through.

#### Timing of Submissions

All submissions made to Council must be provided by 11.59pm (23:59) on the last day of the notification period as per public exhibition. If you are sending your submission through the mail, make sure you allow sufficient time for delivery on the closing date of submissions.

#### Acknowledging Submissions

If you make a submission, you will receive acknowledgement of your submission. If a petition is received, only the leader or organiser of the petition will receive acknowledgement of the submission. The submission will be considered during Council assessment of the Development Application.

### **Disclosure of Submissions**

Your submission is not confidential.

Where the development application or draft strategic plan is reported to Council, the issues raised in that submission may also be summarised and/or the entire submission (as submitted) may be included amongst the report attachments.

You may request to suppress some personal details of a submission such as name, telephone number or postal address from public inspection, if you consider that your, or your family's safety or well-being may be affected if the information is not suppressed. Any such request will be considered and determined in accordance with the *Privacy and Personal Information Protection Act 1998*.

Submissions may also be accessed by the public, through Council's Governance team in accordance with the *Freedom of Information Act 1982* and the *Government Information (Public Access) Act 2009*, or alternatively may be provided to an applicant (with personal details removed) as a means of resolving a particular issue that has been raised in a submission.

### **Anonymous Submissions**

Anonymous submissions will not be considered by the Council. Anonymous submissions can include:

- Submissions with no name or contact details
- Submissions by a consultant without the name of their client

### **Number of submissions**

How are submissions counted?

Only unique submissions are counted. For a submission to be considered unique, it needs to be in substance unique, distinctive or unlike any other submission.

Petitions are not considered unique submissions in line with the above advice. They will count as only one submission.

Pro-forma or form letters, where the contents are identical to other letters, are not considered unique submissions. They will count as only one submission.

## **Decisions**

### **Strategic Plans**

Notice of decisions or approvals relating to draft strategic plans will follow the requirements of the EP&A Act and Regulations.

1. All individuals and organisations that made a written submission will be notified in writing of when the matter will be presented to Council. The notification will contain steps to be taken should the submitter wish to present to Council in relation to the draft strategic document.
2. Following consideration by Council, commencement of an environmental planning instrument such as a Local Environment Plan will be notified via publication on the NSW legislation website.

### **Development Applications (DA)**

When:

- Council receive 3 or more unique objections; or
- A DA is recommended for refusal; or
- A 4.6 Variation application is received (non-numeric or variation higher than 10%);
- Others matters are identified preventing approval by delegation
- a DA cannot be determined under delegated authority and will be presented to the Council for determination.

All individuals and organisations that made a written submission during the notification period, will be advised in writing when the development application is to be presented and considered at a Council meeting. The advice sent by Council will contain steps to be taken should the submitter wish to present to Council in relation to the development application.

Once a development application has been determined, we will notify the decision in the following ways:

1. All individuals and organisations that made a written submission will be notified in writing.
2. A list of applications approved will be published on Council's website monthly consistent with the mandatory requirements of Schedule 1 of the EP&A Act.

The decision and the date will be provided in the form of the Notice of Determination sent out to submitters. The reasons for the decision and consideration of community views will be contained within the Assessment Report which may be obtained by request through Council.





**Wentworth Shire Council**

61 Darling Street, Wentworth NSW 2648

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