



**ATTACHMENT DOCUMENT  
FOR  
COUNCIL MEETING**

**Tuesday 25<sup>th</sup> February 2020**

**Part A**

Michael Urquhart  
**ACTING GENERAL MANAGER**

## **AGENDA**

- 1. SECOND QUARTER OPERATIONAL PLAN & HALF YEARLY DELIVERY PROGRAM FOR 19/20 STATUS REPORT*
- 2. DRAFT COMMUNITY PARTICIPATION PLAN*

# Community

## GOAL: Develop a connected, informed, resilient and inviting community

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 31 <sup>st</sup> December 2019
1.1.1	Support and initiate a range of local activities and projects that build community connections for all age sectors	Develop a community consultation framework  Provide Sec 356 Donations and subsidies  Develop projects in conjunction with community organisations	GM	Ongoing Council supports for a range of community activities including but not limited to, special/sporting events, cultural initiatives. Council has a productive relationship with agencies eg: WAMS (MOU)  Funding provided by Council for various community events As and when required
1.1.2	Provide vibrant and welcoming town centres, streets and meeting places	Liaise with volunteers and other community groups to assist in maintenance of parks and gardens	DETS	In Progress
1.1.3	Embellish our community with parks, paths, cycleways, facilities, and meeting places	Implement the active transport plan Progressively review and upgrade community halls and swimming pools	DETS GM	Underway with Stronger Country Communities grants and Council revenue funds
1.1.4	Respect the heritage of the region and highlight and enhance our unique characteristics	Continue to implement the recommendations of Council's heritage advisor	DES	Engagement of Council's new Heritage Advisor 2018. Review of Council's LEP to ensure protection of Council's Heritage Buildings and to enhance the Built Environment.
1.1.5	Support, encourage and celebrate community participation and volunteerism	Creation and promotion of volunteer opportunities	GM	Volunteers used as and when required. Council governed by employment legislation, the award, & WH&S and other requirements for volunteers.
1.1.6	Work with other agencies and service providers to deliver community programmes, services and facilities which complement and enhance Council's service provision	Identify gaps in service delivery	EDO	Continuing

## GOAL: A safe, active and healthy Shire

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 31 <sup>st</sup> December 2019
1.2.1	Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes	Engage with local sporting associations and peak sporting bodies	CSM	On-going engagement with local agencies and contribution to healthy programs
1.2.2	Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services and employment for people with disabilities	Consultation process for engaging with marginalised sections of community developed  Enhanced wellbeing options provided for disadvantaged and marginalised community members	CSM	Continuing to support agencies
1.2.3	Work with key partners and the community to lobby for adequate health services in our region	Identify gaps in service delivery	DES	Promotion of development of health services within the shire.
1.2.4	Provide, maintain and develop children's play and recreational facilities that encourage active participation	Operate youth centres and vacation care programs	CSM	On going
1.2.5	Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and active participation	Maintain all parks and gardens including playground equipment and progressively upgrade shade shelters	DETS	Underway

1.2.6	Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety	Partner with all combat emergency services and emergency support services  Install and maintain cctv systems across the Shire	GM GM	GM Chairs the LEMC with stakeholder representation from Police, SES Ambulance, Fire services & other agencies as required. Exercise are conducted to ensure readiness in emergency events including natural disasters eg; floods  Mobile CCTV operational across the shire. Able to relocate for specific events.
	Provide effective regulatory, compliance and enforcement services for the community	Carry out food premises inspections to ensure compliance with the Food Act  Target number of premises audited for fire safety compliance  Undertake impounding of animals and registrations  Inspections of Swimming Pools for compliance  Provide management and investigation of dog attacks and dangerous dog declarations  Orders to be issued or served where necessary	DES	Food Inspections carried out annually and reported to the Food Authority as required.  Staff working with a number of high risk premises in relation to fire safety.  Actively working with and caring for impounded animals as required. Thorough investigations of dog attacks and action taken as required. Orders issued as necessary and as appropriate. Swimming Pool Inspections carried out as required. Swimming Pool compliance program currently under development.
1.2.8	Provide and maintain accessible quality sport and recreation facilities that encourage participation	Maintain swimming pools and bore baths facilities and the surrounds	DETS	Ongoing upgrade of swimming pool facilities

## GOAL: A diverse and creative culture

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 31 <sup>st</sup> December 2019
1.3.1	Provide enhanced and innovative library services that encourage lifelong learning	Continue yearly membership of Outback Arts	CSM	Complete for 18/19
		Support Arts Program		Annual contribution
		Increase use of library as a community space		New programs in place with increased numbers
1.3.2	Work with the community and other agencies to develop major cultural and community events	Work with agencies to encourage events for the Shire  Apply for grants for cultural events	EDO	Continuing
1.3.3	Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal and ageing communities	Implement the Aboriginal Reconciliation Plan	CSM	Nearing completion
		Undertake Aboriginal Projects		Ongoing
		Develop an ageing strategy		To commence in new year 2020
1.3.4	Support the development of programs which offer alternative education programs and opportunities that meet the needs of specific community sectors	Establish programs for cadetships/traineeships	GM	Council has a strategy in place to support cadetships & traineeships. Recent examples include the workshop mechanical area.
		Advocate for the improvement of secondary school educational outcomes across the Shire	GM	Ongoing Advocacy in 2019 at various government agency levels



# Economic Development

## GOAL: An attractive environment for business, tourism and industry

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
2.1.1	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development	Advocate for the development of the Australian Opal Centre  Ensure that building certification and inspections are carried out as per National Construction and the requirements of the Building Professionals Board	GM  DES	Advocacy a success with grants made available across a wide range of activities. Council formally resolved to allocate \$2 million in funding Building Surveyors continually act within the conditions of their Accreditation.
2.1.2	Develop the skills of businesses to maximize utilization of new technologies and the emerging broadband and telecommunications networks	Develop and implement an Economic Development Strategy Lobby for improved mobile phone coverage across the shire Implement an Economic Incentive Scheme	EDO EDO EDO	Application lodged with Black Spot program. Planning for Lake Tower underway
2.1.3	Lobby the Government to address needed infrastructure and services to match business and industry development in the region (education, transport and health)	Continue to lobby the Government for funding for transport infrastructure	GM	Significant transport grants received and projects undertaken. Support for regional transport study.
2.1.4	Promote the Walgett Shire to business and industry and increase recognition of the area's strategic advantages	Develop business development prospects in collaboration with various government agencies	EDO	Continuing
2.1.5	Provision of caravan support facilities throughout the Shire	Maintain and expand facilities of the 'RV Friendly'	VIC	Maintenance of Trevallyn park completed in 2019.

## GOAL: Employment opportunities that supports local industries

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
2.2.1	Identify partnerships and innovative funding approaches to provide for new and upgraded infrastructure for event hosting and tourism expansion	Continue to apply for grants for a new information centres for Lightning Ridge and Walgett	GM	Application lodged for Lightning Ridge centre upgrade
2.2.2	Provide land use planning that facilitates employment creation	Monitor and review Council's Local Environment Plan	DES	LEP 2013 currently under review with a view to promote ease of use, simpler, more streamlined processes and promote more practices as development without consent.
2.2.3	Support and encourage existing business and industry to develop and grow	Maintain a sufficient supply of residential, lifestyle, agriculture, commercial and industrial zoned land	DES	LEP 2013 currently under review. Walgett Rural Residential Strategy adopted in principle for public participation Nov 2018.
2.2.4	Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shire's attributes and/or natural resources	Provide consultation with potential new business operators and pre-development application assistance	EDO	Continuing
2.2.5	Encourage and support youth employment initiatives	Promote the school to work programme	EDO	In operation

## GOAL: An efficient network of arterial roads & supporting infrastructure; town streets & footpaths that are adequate & maintained

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation	Undertake bitumen maintenance program in line with service levels  Undertake maintenance grading program in line with service levels	DETS  DETS	Ongoing  Dry conditions have limited maintenance grading opportunities. Routine inspections of road network undertaken and road repairs undertaken on as needs basis

2.3.2	Maintain, renew and replace Council bridges and culverts as required	Undertake annual inspections of all bridges and culverts and update the required maintenance and repair program	DETS	Regular inspections undertaken and routine maintenance undertaken as required
2.3.3	Ensure road network supporting assets are maintained (signs, posts, guardrails etc.)	Renew and maintain Council's road network supporting assets in-line with the Asset Management Plan	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.4	Maintain existing footpaths in Shire towns and villages	Undertake annual inspections of all footpath and update the required maintenance and repair program	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.5	Lobby the Government to provide needed funds to maintain regional networks	Continue to apply for grants for the reconstruction and sealing of unsealed Regional Roads and major Local Roads network Investigate using SRV(5-15%) to fund a major upgrade of Local Roads	DETS GM	On-going lobbying of State Government Regional road grants received. Future road projects being developed

## GOAL: Communities that are well serviced with essential infrastructure

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
2.4.1	Implement Council's strategic asset management plans and continue to develop asset systems	Implement an electronic asset management system for all Council assets	CFO	Asset system 'Confirm' in place
2.4.2	Ensure adequate public car parking and kerb and gutter infrastructure is provided and maintained	Inspect all kerb and gutter and undertake the required repair and replacement program	DETS	Regular inspections undertaken and maintenance undertaken as required
2.4.3	Provide the infrastructure to embellish public spaces and recreation areas	Undertake the maintenance program for Council's parks and gardens team	DETS	Regular inspections undertaken and maintenance undertaken as required
2.4.4	Continue to lobby Government to provide incentives to appeal to airline companies to service the region	Partner with Brewarrina and Bourke to lobby the Government to subsidise airlines and the reintroduction of RPT services for Walgett and Bourke	GM	Air services about to commenced in Cobar, Bourke and Walgett/Lightning Ridge. Public open days held in November at Walgett, LR, Bourke and Cobar.

# Governance and Civic Leadership

## GOAL: An accountable and representative Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
3.1.1	Provide clear direction for the community through the development of the community strategic plan, delivery program and operational plan	Implement, monitor and review the Delivery and Operational Plan	CFO	Quarterly reports submitted to Council on time.
3.1.2	Engage with the community effectively and use community input to inform decision making	Deliver a Local Government week Program to engage the community and show case services provided by Council	CFO	Complete. Event held in Walgett
		Distribute newsletters to residents	EDO	Summer edition distributed
3.1.3	Provide strong representation for the community at regional, state and federal levels	Participate in and make visible contributions to regional forums such as OROC and Western Division	GM	Continuing. Walgett hosted the BROCC in August 2019.
		Advocate the needs of the Shire to State and Federal Governments	GM	On going
3.1.4	Undertake the civic duties of Council with the highest degree of professionalism and ethics	Ensure annual pecuniary interest declarations are completed	GM	Applications received
		Ensure Councillors comply with the Code of Conduct	GM	Compliance training held on 7 <sup>th</sup> February 2019 at Brewarrina
3.1.5	Councillors represent the interests of the whole of the Shire area	Arrange seminars to ensure all Councillors appreciate their roles	GM	On-going seminar / training

## GOAL: Implement governance and financial management process that support the effective administration of Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
3.2.1	Develop processes that ensure that legislative and financial standards are actioned in a timely manner	Provide financial reports to management and staff to assist in budget control and decision making	CFO	Fortnightly reports
		Complete quarterly budget review statements in line with statutory requirements	CFO	Reports tabled on time
		Review, revise and maintain Council's Long Term Financial Plan	CFO	
		Oversight financial decision making process	GM	Under review. Audit undertaken

## GOAL: Promote community involvement in Government decision making

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
3.2.1	Engage with the community through effective consultation and communication processes	Facilitate the delivery of community presentations to Council Meetings	GM	On going
		Conduct regular community meetings to present the annual budget		To be held in first half of 2020
		Promote community involvement in any emerging Government Initiatives	GM and CFO	
3.3.2	Develop and implement community feedback systems that provides for	Develop an online survey for Council's website	EDO	Not yet commenced



**GOAL: Promote community involvement in Government decision making**

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
3.4.1	Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan	Resources provided in a timely fashion	GM	Resources allocated in accordance with budget
3.4.2	Implement and maintain a performance management framework to enable clear reporting on progress in Councils strategic planning documents	Report to Council Meetings	GM & Directors	Reports tabled in accordance with Legislation

# Sustainable Living

## GOAL: Operate an an urban waste management system that meets the community needs and environmental standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
4.1.1	Develop and implement a Shire Wide Waste Management strategy that includes recycling services	Develop and implement the Waste Management Strategy  Effectively manage the domestic waste and landfill management contracts	DES	Waste strategy finalized and new action plan for Walgett and Lightning Ridge landfills in motion. Strategies for the unmanned landfills are in development. Council Won substantial Grants for the development of a recycling shed in the shire and preliminary plans for recycling sheds and services are in the works for Walgett & Lightning Ridge.
4.1.2	Implement initiatives to reduce illegal dumping and provide community education to prevent litter	Actively respond to complaints and issues identified to ensure appropriate outcomes for illegal development, dumping and other activities such as abandoned vehicles, noise pollution and odour.  Develop and implement a waste education program	DES  DES	Council has received monies from EPA Trust for cleanup project Council has dedicated budget monies for cleanup projects and will continue to target illegal dumping through RID ONLINE education and new processes. Council working closely with Crown Lands and community to combat and clean-up illegal dumping as an on-going target.

## GOAL: Provide potable and raw water supply systems that ensures enhanced water security and meets health standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
4.2.1	Improve and upgrade the water supply infrastructure through an asset management framework	Complete an annual water main replacement program  Ensure water supply is provided and maintained in compliance with the Drinking Water Quality requirements	DETS	Ongoing  Regular water testing undertaken in accordance with Drinking Water Management plan
4.2.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services	Operate the sewer treatment plants in an efficient manner	DETS	Ongoing
4.2.3	Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed	Maintain and renew the stormwater and drainage infrastructure	DETS	Regular inspections undertaken and maintenance undertaken as required

## GOAL: A sustainable environment that recognises our rivers, natural environment, ecological systems and biodiversity

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
4.3.1	Promote and raise community awareness of environmental and biodiversity issues	Undertake waste avoidance, waste reduction and recycling program	DES	Council actively supports and works with RFSDS return and earn. Recycling is a focus in Council waste management contracts and will be implemented in 2020.  \$200k grant for recycling shed at Walgett. Grant in action \$200k for recycling in Lightning Ridge.

4.3.2	Protect and maintain a healthy catchments and waterways	Inspect Council's water networks and take samples when necessary	DETS	Ongoing
4.3.3	Protect the Shire's historic buildings and sites recognising their value to the community	Implement the recommendations of Council's heritage advisor	DES	Development and promotion of the Council Local Heritage Fund which operates annually. Anticipate participation in the Heritage Near Me Program.

## GOAL: Maintain a healthy balance between development and the environment

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
4.4.1	Retain open space that are accessible to everyone	Monitor environmental protection measures for sensitive land	DES	Implement new Biodiversity Laws and Walgett LEP and DCP 2013 & 2016.
4.4.2	Ensure that Walgett Shire is sufficiently prepared to deal with natural disasters	Provide annual contribution to the RFS, SES and NSW Fire and rescue	GM & LEMC	Annual contribution for 2019/20 paid
4.4.3	Educate the community about sustainable practices	Promote and provide adequate and user friendly pre-lodgement advice on all aspects of development	DES	Actively providing pre-lodgment services and advice. Attend on-site inspections and provide advice on all aspects of development.

# Infrastructure

## GOAL: Provide and maintain an effective road network that meets the community needs and expectations

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
5.1.1	Manage the road network to respond to community needs, growth in the Shire, improving road safety and improving transport choices	Continually revise the works program for regional and local roads	DETS	On going
5.1.2	Develop a strategy that addresses transport options for the local community	Advocate for taxi services, air services and public transport	GM	Air Services see 2.4.4
5.1.3	An effective complaints management process that effectively responds to residents issues regarding roads	Maintain complaints management process Complaints actioned within 7 days through the CAR system	DETS CFO	Complaints lodged and processed Complaints processed within 14 days. O/S complaints followed up.

## GOAL: A Regional and State Road network that is appropriately supported and resourced by the Government

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
5.2.1	Ensure that the road network is maintained to a standard that is achievable within the resources available	Continually revise the works program for regional and local roads	DETS	Regular inspections undertaken and maintenance undertaken as required
5.2.2	Maintain an effective operational relationship with the Roads and Maritime Services	Submit progress reports in a timely manner	DETS	Routine maintenance undertaken in accordance with contractual requirements
5.2.3	Lobby the Government to provide needed funds to maintain regional and state road networks	Continue to advocate for betterment and other funding through advocacy to state/federal Government	GM	Continuing to lobby other levels of Government for additional funding

## GOAL: Maintain and improve Council's property assets to an optimal level

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
5.3.1	Manage properties in accordance with Council Asset Management Plan	Carry out the property works programme in line with the annual budget	CFO	Program for 19/20 underway

## GOAL: Provision of facilities and communication services

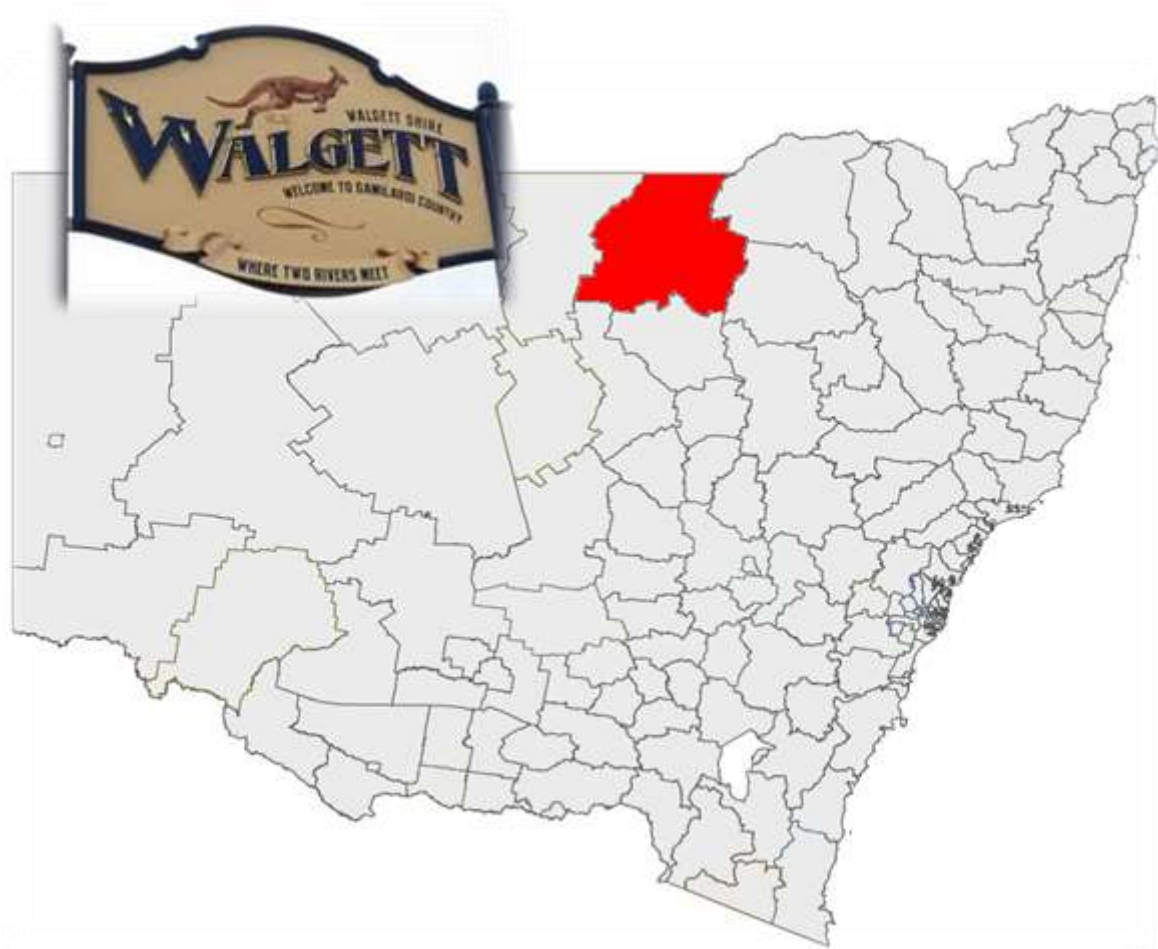
CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 31 <sup>st</sup> December 2019
5.4.1	Provide a range of recreational and community facilities	Maintain and upgrade Council's community halls and reserves	CFO	On going
5.4.2	Represent the community with regard to external services including energy, communication, water, waste management and resource recovery	Lobby service providers in response to identified community concerns including mobile phone services	GM	Council's application to Black Spot program lodged partnering with Telstra for Lake Tower with planning underway. Further applications to be lodged in new program
5.4.3	Advocate to utility and communication providers regarding the capacity and reliability of infrastructure across the Shire	Lobby service providers in response to identified community concerns	GM	On-going and service providers implementing improved services





# **WALGETT SHIRE**

## **Draft Community Participation Plan**



## **Acknowledgement**

Walgett Council acknowledges the traditional custodians of the land and pays respect to Elders past, present and future. This Plan acknowledges a strong belief amongst Aboriginal people that if we care for country, it will care for us. This is supported by the knowledge that the health of a people and their community is reliant on a strong physical and emotional connection to place.

Conserving Aboriginal heritage and respecting the Aboriginal community's right to determine how it is identified and managed will preserve some of the world's longest standing spiritual, historical, social and educational values.

**Adopted on XXXX - Resolution XXX**

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Strategic planning is an essential aspect of Council's work where the strategic direction, vision and context for the planning system in the Walgett Local Government Area (LGA) are set. Once the strategic direction has been established, Council makes planning decisions on a range of Development Applications. Development Applications assessed by Council include but are not limited to residential dwellings, unit development, subdivisions, commercial and industrial development, quarries, agricultural developments and infrastructure upgrades.

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

This Community Participation Plan applies to the following planning functions:

This Community Participation Plan applies to the planning functions defined shown in Table 1.

STRATEGIC PLANNING	DEVELOPMENT ASSESSMENT
Community Participation Plans	Development Applications (other than Complying Development Certificates)
Local Strategic Planning Statement	
Local Environmental Plans	Applications for modification of development consents
Development Control Plans	Environmental Impact Statements under Division 5.1 of the EP&A Act 1979
Contribution Plans	

Table 1: Planning Functions

Some types of development do not need development consent from Council and therefore there is no pathway for formal community participation or consultation. This Plan does not relate to applications that fall within the following development categories:

1. Development which is **exempt development** under the provisions of the *Walgett Local Environmental Plan 2013* or any applicable State Environmental Planning Policy; or
2. Development which is **complying development** or **development permitted without consent** (Part 5) under the provisions of any applicable State Environmental Planning Policy.

#### 1.4 What are the principles of community participation?

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

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

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

The EP&A Act 1979 guides Council to ensure that it will be clear and easier for the Walgett Shire community to understand how it can participate in town planning decisions. Section 2.23 of the EP&A Act 1979 outlines the principles that underpin the Walgett Shire Community Participation Plan. These principles are outlined below:

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



## 2. EXHIBITION REQUIREMENTS

### 2.1 Minimum Exhibition Requirements

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

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

The types of proposals that must be publicly exhibited and the minimum timeframes for exhibition are set out below in the Table 2 (Exhibition Timeframes for Planning Functions). These are mandatory and the same as under Section 2.21(2) and Schedule 1 of the EP&A Act 1979 respectively. Council will always exhibit a proposal for this minimum timeframe and may consider an extended timeframe for exhibition based on the scale and nature of a proposal.

Key points to note about public exhibitions include the following:

- a) Timeframes are in calendar days and include weekends;
- b) If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day;
- c) The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition;
- d) “Written notices” in regard to either a strategic planning matter or a development assessment matter are sent to the property owner at their nominated postal address, not a tenant or occupant. It is then at the discretion of a property owner to disclose any written notice to the property tenant or occupant;
- e) If a property is owned by more than one person, a written notice to one (1) owner is taken to be a written notice to all the owners of that land; and
- f) 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.

### 2.2 Mandatory Exhibition

The purpose of exhibition is to communicate strategic planning documents to all relevant stakeholders. Stakeholders can include:

- a) Business Owners;
- b) Chamber of Commerce;
- c) Committees of Council;
- d) Developers;
- e) Government Agencies and Members of Parliament;
- f) Landowners;
- g) Local Aboriginal Land Councils;



- h) Other Councils;
- i) Sporting Groups; and
- j) Village Associations.

The mandatory minimum exhibition time is dependent upon the specific project and document type. Mandatory Exhibition requirements are set out in Table 2.

Type	Planning Matter	Minimum Exhibition Timeframe
<b>Strategic Planning</b>	Draft Community Participation Plan	<b>28 days</b>
	Draft Local Strategic Planning Statements	<b>28 days</b>
	Planning Proposals for Local Environmental Plans subject to a gateway determination	<b>28 days; or as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required.</b>
	Draft Development Control Plans	<b>28 days</b>
	Draft Contribution Plans	<b>28 days</b>
<b>Development Application</b>	Application for development consent (other than for complying development certificate, for designated development or for State significant development)	<b>14 days; or in accordance with Sections 2.3.3 and 2.2.4 below.</b>
	Application for development consent for designated development	<b>28 days; and in accordance with the EP&amp;A Regulations</b>
	Application for development consent for nominated integrated development	
	Application for development consent for threatened species development	
	Application for development consent for State significant development	
	Environmental Impact Statement under Division 5.1	
	<b>Environmental Impact Statement for State significant infrastructure under Division 5.2</b>	

**Table 2: Exhibition Timeframes for Planning Functions**

## 2.3 Exhibition Methods

### 2.3.1 Strategic Planning Documents

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

- a) Council Notices within local publications (The Spectator, Border News and Moree Champion);
- b) Council's website;
- c) Council's Weekly Bulletin;

- d) Council's social media; and
- e) Static display at Council's Administration Office and other locations (as applicable).

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

- a) Targeted stakeholder consultations/meetings;
- b) On-line surveys;
- c) One-on-one engagement with Council staff;
- d) Open days/drop in sessions;
- e) Letters to stakeholders;
- f) Notices within other regional newspaper/s; and
- g) Notices on the land.

### 2.3.2 Development Application Documents

Upon lodgement of an Application, Council will assess who may be detrimentally affected in terms of the matters to be considered.

A written notice of a Development Application will be sent to the persons who appear to the Council to own or occupy adjoining land within 20 metres of the development land boundary or impacted land if, in the Council's opinion, the enjoyment of the land may be detrimentally affected by the development proposal apart from the exceptions listed below, all other development applications that involve:

- a) alteration to the external configuration of a building,
- b) the erection of a new building,
- c) or variation to an adopted building line

The kinds of development that will not automatically be notified comprise:

- a) Single storey dwelling house;
- b) Manufactured home;
- c) Single storey additions to a house;
- d) Minor dwelling additions such as: open car port, pergola, fence, veranda;
- e) Private swimming pool;
- f) Detached garage or shed associated with a dwelling;
- g) Any building on land within RU1 Primary Production, RU3 Forestry zone;
- h) Subdivision creating less than 5 lots;
- i) Commercial or industrial development within a business or industrial zone.
- j) Additions to public buildings.

Written notice to adjoining landowners shall contain the following minimum information:

- k) Real property description and address of the land;
- l) Applicant's name;
- m) Description of the proposal for which consent is sought;
- n) The period in which submissions must be made.

The following issues will be considered in the assessment and determination of a development:

- a) Views to from the land
- b) Overshadowing
- c) Privacy and amenity
- d) Noise, odour, dust, light spill or other polluting emissions
- e) Proposed hours of use for the development
- f) The scale or bulk of the proposed development
- g) The positioning of the development in relation to site boundaries.
- h) Notification shall be undertaken in accordance with Table 3.



The notification period/public exhibition will be a minimum of fourteen (14) days. Council may broaden the extent of notification following any inspection of the development site, or increase the length of notification.

If Council considers that:

- a) a development proposal has the potential to have a wider impact than nearby property owners or have a special community interest,

- b) following inspection of the site, and
- c) consideration of such factors as the character of the existing development, slope of the site and local amenity,

### 2.3.3 Advertising of Development Applications

Council may decide that notification should occur, and/or may decide to advertise the application in the local print media (i.e. newspapers) which may incur a fee.

The following kinds of development will be advertised:

- a) Demolition of a building identified as a heritage item in Schedule 5 to the *Walgett Local Environmental Plan 2013*;
- b) Use of a heritage item for a purpose prohibited within the zone, as provided for by clause 5.10(10) of the *Walgett Local Environmental Plan 2013*;
- c) Major Council projects (not including utility service infrastructure) with a value exceeding \$1,000,000, or likely to be of significant community interest;
- d) Non-residential uses in or adjacent to the R1 General Residential, R5 Large Lot Residential, and RU5 Village Land use Zones;
- e) Subdivisions creating 20 or more allotments;
- f) Within the R1 General Residential, R5 Large Lot Residential or, RU5 Village Land use Zones, development applications for the purposes of residential flat buildings; seniors housing; hostels; boarding houses; group homes; tourist and visitor accommodation; boarding houses; caravan parks;
- g) Any development identified by Senior Council staff that should be advertised in the public interest.

Where in the opinion of Council, the development (including modification) is of a minor or inconsequential nature with minimal environmental impact, notification/public exhibition of a Development Application may not be required.

These developments will be advertised by:

- a) Notice of the development in a local Newspaper, containing the same information as is required to be given in the written notice;
- b) Written notice of the proposal to be given to all adjoining landowners;
- c) Period of exhibition to comprise a minimum of 14





days from the date notice is published (plus an additional 7 days of exhibition where the period of exhibition coincides with Public School Holidays, or additional day/s for a Public Holiday).

The EP&A Act and other State Environmental Planning Policies may specify circumstances where certain applications require advertisement. In certain circumstances, Council may choose to advertise a development not listed above if it is considered necessary on the basis that it is in the public interest.

The applicant shall pay the Council a fee in accordance with Council's adopted Schedule of Fees and Charges to cover the cost of advertising and notification of an application.

### 2.3.4 Referral to Other Government Authorities

Certain Development Applications require notification and/or referral to other government authorities. Notice will also be given to the adjoining Councils listed below, if the proposed development is located in proximity to the LGA boundaries of:

- a) Moree Plains Shire Council
- b) Narrabri Shire Council
- c) Coonamble Shire Council
- d) Brewarrina Shire Council
- e) Warren Shire Council

### 2.3.5 Amendments Prior to Determination

An applicant may make amendments to an application at any time before its determination, subject to Council's acceptance of those amendments. If re-notification is required, then further sets of plans for this purpose must be provided by the applicant. In these circumstances, Council will re-notify:

- a) Those persons who made submissions on the original application; and
- b) Any persons who own adjoining or neighbouring land (including those persons who were previously notified of the application) who may in Council's opinion potentially be detrimentally affected by the proposal as amended.

Note: If re-notification is required, further sets of plans for this purpose must be provided by the applicant.

### 2.3.6 Amendments after Determination

An applicant may lodge an application to modify an approval (under Section 4.55 of the EP&A Act 1979) if Council is satisfied that the development, as proposed to be modified, remains substantially the same development as that originally approved. Council will re-notify persons who made a submission to the original application and any persons who own adjoining or neighbouring land only where, in Council's opinion, those persons could be detrimentally affected by the proposal as amended. Submissions received in relation to the modified proposal will be considered in Council's assessment of the application. A person may inspect a plan and make a submission within the (minimum) 14 day notification period.

Submissions received in relation to the modified proposal will be considered in Council's assessment of the application.

### 3. COUNCIL AND COMMUNITY INTERACTION

#### 3.1.1 How does the community get involved?

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

Submissions made in respect of applications must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person making the submission and details of the proposal to which the submission relates. Should an objection be part of the submission, the reasons for the objection are to be provided. All submissions are to be accompanied by a form declaring any donations or gifts to an elected member of Council or a Council staff member (as set out in the form available for such declarations available from Council or Council's website).

All written submissions received during the public exhibition, notification or advertising period will be acknowledged (in writing) as soon as practicable by Council.

Petitions submitted will be required to identify a single contact person. Should this not be provided, Council will provide one written response to the first signatory of a petition.

Anonymous submissions will not be considered by Council.

#### 3.1.2 How does Council consider community input?

Council staff will consider all submissions received within the specified time period before determining under delegated authority or reporting a Development Application to the full Council. In making a determination the content of a submission must be balanced with the Council's statutory obligations.

Submissions form a part of the assessment process of a development application

Council's consideration of a submission is restricted to planning matters. Non relevant planning issues such as

civil disputes between neighbours and private rights cannot be considered.



An opportunity also exists for individuals in the community to participate in the Public Forum prior to a Committee or Council meeting. The purpose being to hearing oral submissions from members of the public on items of business to be considered at the meeting. Any persons wishing to exercise this opportunity will need to complete a 'Request to Address Council in Public Forum' form no later than two days prior to the meeting day. The submission maker must identify whether they wish to speak 'for' or 'against' the item. Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than two (2) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.



Each speaker will be allowed three (3) minutes to address the council. This time is to be strictly enforced by the chairperson.

The General Manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate will give reasons in writing for a decision to refuse.

Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

Council will provide prior notice to a submission maker of a planning matter being considered at an upcoming Committee or Council meeting.

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

### 3.1.3 Privacy

Submissions received on a Development Application are prescribed as open access information under the *Government Information (Public Access) Act 2009*. Any person (including the applicant) may obtain copies of written submissions unless the author of the submission can show good reason as to why the details should be kept confidential. If this is the case, this must be addressed in the written submission.

As submissions may be used to assist in negotiations with the owner/applicant of the proposal or be included

in Council business papers. The applicant, on request, will be advised of the terms of any objection and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from previous objector/s.

Where a submission is provided to another party, Council will have consideration for the guidelines published for the *Government Information (Public Access) Act 2009*.

## 4. CONCLUSION

Walgett Shire Council recognises community participation within the planning system is not only the community's right, but it also helps to deliver better planning results for the people of the Walgett Shire.

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

The Walgett Shire Community Participation Plan has been prepared to meet the regulatory requirements contained in Schedule 1 to the EP&A Act as well as Division 2.6 of the EP&A Act and applies to the entire Walgett Local Government Area.

## 5. CONTACT COUNCIL

There are many ways for the community to provide feedback to Council or raise questions outside of formal public exhibition. Council will always consider and respond to the views and concerns of the community. Below are the various ways to make contact with Council.



### ***Council contacts***

- In person: 77 Fox Street, Walgett 2832
- Phone: 02 6828 6100
- E-mail: [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au)
- Post: PO Box 31, Walgett NSW 2832
- Fax: 02 6828 1602
- Facebook [www.facebook.com/walgettshire/](http://www.facebook.com/walgettshire/)

*Or contact your local Councillor*