

Richmond  
Valley  
Council



# **Richmond Valley Council Community Participation Plan 2019**

for Council's planning functions under the  
*Environmental Planning and Assessment Act 1979*

**November 2019**

**(effective 1 December 2019)**

## Commencement of this Community Participation Plan

This Community Participation Plan (CPP) was adopted by resolution of Richmond Valley Council on *19 November 2019*, and is effective when published on the New South Wales Planning Portal website – [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au) – (from 1 December 2019)

## Amendments to this Community Participation Plan

The table below outlines amendments to the *Richmond Valley Council Community Participation Plan 2019*:

Amend. No.	Date of Resolution of Council	Effective Date	Part to which the Amendment Relates	Summary of Amendment
Nil				

## Glossary of Acronyms

BDAR	Biodiversity Development Assessment Report
CES	Community Engagement Strategy
CPP	Community Participation Plan
CSP	Community Strategic Plan
DAP	Development Assessment Panel
DCP	Development Control Plan
DPIE	Department of Planning, Industry and Environment
EIS	Environmental Impact Statement
EP&A Act	<i>Environmental Planning and Assessment Act 1979</i>
EP&A Reg	<i>Environmental Planning and Assessment Regulation 2000</i>
EPI	Environmental Planning Instrument
GIPA	<i>Government Information (Public Access) Act 2009</i>
LEP	Local Environmental Plan
LGA	Local Government Area
LGAct	<i>Local Government Act 1993</i>
LSPS	Local Strategic Planning Statement
NCRP	North Coast Regional Plan
NRPP	Northern Regional Planning Panel
NSW	New South Wales
PA	Planning Agreement
REF	Review of Environmental Effects
RPP	Regional Planning Panel
RSD	Regionally Significant Development
RVC	Richmond Valley Council
RVLEP	<i>Richmond Valley Local Environmental Plan 2012</i>
SEE	Statement of Environmental Effects
SEPP	State Environmental Planning Policy
SIS	Species Impact Statement
SOR	Statement of Reasons
SSD	State Significant Development
SSI	State Significant Infrastructure
the Act	see EP&A Act
the Reg	see EP&A Reg



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## 1. Introduction

This is Richmond Valley Council's Community Participation Plan (CPP). It has been prepared under Section 2.23 of the NSW *Environmental Planning and Assessment Act 1979* (the Act).

### 1.1. What is a Community Participation Plan?

A Community Participation Plan (CPP) sets out when and how Council will engage its community across the range of town planning functions it performs under the Act.

A CPP must meet the minimum requirements for community participation set out in Schedule 1 to the Act, including any additional requirements provided in the *Environmental Planning and Assessment Regulation 2000* (the Reg).

This CPP identifies:

- § the mandatory community engagement requirements of the Act, including variations to those requirements (where permitted);
- § how community engagement will be undertaken;
- § the minimum period for community engagement; and
- § how the community can make submissions.

### 1.2. What is community engagement?

Community engagement is a planned process with the specific intent of:

- § keeping the community informed about planning matters that effect it;
- § encouraging effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning;
- § providing planning information in plain language, easily accessible and in a form that facilitates community participation in planning;
- § providing opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered;
- § inclusively and actively seeking views that are representative of the community;
- § encouraging the proponents of major developments to consult members of the community, that may be affected by a proposal, before an application for planning approval is made;

- § ensuring planning decisions are made in an open and transparent way including the reasons for those decisions (including how community views have been taken into account); and
- § employing community participation methods that are appropriate to the significance and likely impact of proposed development, or the strategic planning.

#### ***Why is community participation important?***

- It builds community confidence in the planning system
- Community participation creates a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character
- It provides access to community knowledge, ideas and expertise

### **1.3. Limitations of the Community Participation Plan**

This Community Participation Plan (CPP) only relates to Council's planning functions under the Act and excludes engagement requirements for:

- § non-Council planning functions under the Act; and
- § Council's delivery of non-town planning related services, functions or infrastructure—see Council's *Community Engagement Strategy* under the *Local Government Act 1993*

### **1.4. Land to which this Community Participation Plan applies**

This Community Participation Plan (CPP) applies to all land within the Richmond Valley Council Local Government Area.

### **1.5. What Council Planning Functions are covered by this CPP?**

Council's planning functions under the Act are divided into 2 main streams: Development Assessment (under Parts 4 & Part 5 of the Act); and Strategic Planning (under Parts 2 & 3 of the Act). The functions requiring community engagement are as follows-

#### **Development Assessment**

This CPP will apply where RVC is the consent authority for the following application types:

- ***Local Development*** (*other than complying development, designated development or State significant development*)

Local development is the most common type of Development Application with projects ranging from home extensions to commercial, retail and industrial developments.

- ***Nominated Integrated Development***

*Nominated Integrated Development* (as defined by clause 89(4) of the Reg) refers to a development application requiring any one or more of the following Integrated Development approvals (under section 4.46 of the Act):

- § *Heritage Act 1977*—Section 58 approval in respect of the doing or carrying out of any act, matter or thing with respect to a State Heritage Listed item; artefact; or archaeological sites;
- § *Water Management Act 2000*—Sections 89, 90 or 91 in respect of water use approval; water management work approval; or an activity approval; or
- § *Protection of the Environment Operations Act 1997*—Sections 43(a), 43(b), 43(d), 47, 48, 55 or 122 licences for an Environment Protection Licence (EPL).

- ***Threatened Species Development***

*Threatened Species Development* (as defined by Clause 89(4) of the Reg) refers to a development application where a:

- § Biodiversity Development Assessment Report (BDAR) is required by Section 7.7 of the *Biodiversity Conservation Act 2016*; or
- § Species Impact Statement (SIS) is required by Section 221ZW of the *Fisheries Management Act 1994*,

because the development is likely to significantly affect threatened species.

- ***Designated Development (Part 4)***

Designated Development refers to development which could have potentially high environmental impacts, and/or is proposed to be located in or near an environmentally sensitive area. Designated Development must be accompanied by an Environmental Impact Statement (EIS).

Designated Development can be declared by an environmental planning instrument (such as an LEP or SEPP) but the main source of such declarations is under Schedule 3 of the Reg.

- ***Regionally Significant Development***

Development is declared to be Regionally Significant Development (RSD) under Schedule 7 of *State Environmental Planning Policy (State and Regional Development) 2011* (except for complying development; development without consent; State Significant Development; or development for which a person or body other than council is the consent authority). These are usually larger developments or within sensitive locations.



This CPP applies to RSD in the same way it would apply to Local Development, even though the development will be determined by the Northern Regional Planning Panel (NRPP).

- ***Modification of Development Consents***

After development consent has been issued, the Applicant or anyone entitled to act on the Applicant's behalf can apply to Council for approval to modify that development consent.

An application to modify is made under Section 4.55 of the Act (or Section 4.56 for consents granted by the Land and Environment Court), but the development must be substantially the same as the development granted consent.

- ***Activities requiring an EIS under Part 5 of the Act***

An activity, not requiring development consent under Part 4 of the Act, may require preparation of an Environmental Impact Statement (EIS) where an assessment under Part 5 of the Act has found it is likely to significantly affect the environment.

This CPP only applies where Council is the determining authority (or is the *Nominated Determining Authority* where there is more than one determining authority) for the Part 5 Activity.

- ***Paper Subdivisions***

'Paper subdivisions' denotes land comprising lots that have recognition only on paper and, in most cases, with no formed roads, drainage, reticulated water, sewer or electricity. Most paper subdivisions have existed for many years, some originating as long ago as the late 1800s or early 1900s. Such land is likely to be largely undeveloped, often with little or no development potential under existing land use zonings, which is made all the more difficult due to there being a large number of individual property owners.

Schedule 7 of the Act provides a means to develop such land by a Subdivision Order. Once made, the Subdivision Order will apply to the land and give the relevant Planning Authority additional powers to enable it to develop the land in accordance with a Development Plan, including compulsory acquisition of land; levying of developer contributions; broad powers of entry; and powers to carry out subdivision works on behalf of all the owners.

There are a number of things needed before a Subdivision Order can be made. Of importance to this CPP is engagement with all land owners, including notification/advertisement of a proposed Ballot Paper, and of the adopted Development Plan.

This CPP would only apply where Council is the relevant Planning Authority for the purposes of a Subdivision Order.

## **Strategic Planning**

Council's strategic planning functions incorporate the preparation of plans and strategies including:

- ***Community Participation Plan***

A Community Participation Plan (CPP) sets out when and how Council will engage its community across all its planning functions under the Act.

- ***Local Strategic Planning Statement***

Local Strategic Planning Statements (LSPS) set out the vision for land-use planning in a LGA, including the special character and values that are to be preserved and promoted into the future.

A LSPS must:

- § identify the planning priorities for an area;
- § explain how these priorities are to be delivered; and
- § demonstrate how Council will monitor and report on how the priorities will be implemented.

- ***Local Growth Management Strategy***

The Local Growth Management Strategy (LGMS) sets out how urban growth will be delivered and managed by translating the North Coast Regional Plan's (NCRP) visions and guiding principles into more detailed priorities for growth and change at the local level.

- ***Planning Proposals***

Planning Proposals are the primary support document during the preparation of:

- § a Local Environmental Plan (LEP);
- § a LEP amendment; or
- § an amendment to a State Environmental Planning Policy (SEPP).

Planning Proposals outline the intent of an LEP or amendment: by explaining what development might/will be expected; and justifying the proposal when measured against strategies, policies, and merit considerations.

The Planning Proposal (PP) will evolve and change as it passes through each of assessment and preparation phases for producing an LEP or amendment.

- § Preliminary assessment by Council—(where Council did not prepare the Planning Proposal) the PP is to justify

Council's initial support for the proposal and for it to seek a Gateway Determination;

- § Gateway Determination—the PP explains to the Department of Planning, Industry and Environment (DPIE) what is intended by the LEP or amendment so it can be assessed against strategies, policies, and merit considerations;
- § Agency consultation—the PP, and support studies, must demonstrate how a proposal stacks up against policy inconsistencies or issues relevant to Government Agencies (the minimum Agency consultation will be conditioned in the Gateway Determination);
- § Community engagement—the PP must explain in plain English what development is likely to result from the Planning Proposal. The minimum engagement requirements for a Planning Proposal will be tailored to the specific proposal as a condition on the Gateway Determination (The generic minimum exhibition period is 28 days, as provided by clause 4 of Schedule 1 to the Act, or such different period as conditioned in the Gateway Determination);
- § Parliamentary Counsel's Office (PC)—the PP advises on what the LEP or amendment is to achieve, and PC drafts the legal document based on this information.

- **Development Control Plan**

A Development Control Plan (DCP) is prepared by Council to provide guidelines, controls and development standards for the regulation of development permitted by the Local Environmental Plan.

- **Contributions Plans**

Contributions Plans allow Council to levy contributions on development consents to assist the provision of community facilities or infrastructure to meet future demand created by development.

There are 2 types of contribution plan provided in the Act, they being:

- § Section 7.11 (formerly Section 94) Contribution Plan; and
- § Section 7.12 (formerly Section 94A) Fixed Rate Contribution Plan.

Note. The *Local Government Act 1993* also provides for levying contributions towards augmentation of water and sewer infrastructure, known as Section 64 Contributions. Section 64 contributions are not covered by this CPP.

- **Planning Agreements**

A Planning Agreement (also known as a Voluntary Planning Agreement) is a contractual offer by a developer to Council to dedicate land; make monetary contributions; or provide

another type of material public benefit, to be used for or applied towards a public purpose such as:

- § a community facility;
- § affordable housing;
- § transport or other infrastructure relating to the development;
- § the funding of recurrent expenditure relating to the provision of community facilities, affordable housing or transport or other infrastructure;
- § the monitoring of the planning impacts of development; and/or
- § the conservation or enhancement of the natural environment.

Planning Agreements are entered into in relation to a Development Application or a LEP amendment, and are binding on the land to which the associated Development Application or LEP amendment relates.

#### **1.6. Mandatory Participation Requirements under Schedule 1 to the Act**

Part 1 of Schedule 1 to the Act sets out mandatory community participation requirements, being the minimum requirements for public exhibition and engagement with the community on various planning functions (see Annexure A for details).

Alternative mandatory requirements are provided by this CPP for how development applications (other than complying development certificates, designated development, or State significant development) will be exhibited. For example: Schedule 1 provides a minimum exhibition period of 14 days for development applications, however, this CPP also provides for development that need not be exhibited, and for development that must be exhibited for a longer period.

The *Environmental Planning and Assessment Regulation 2000* (Reg) may also prescribe additional mandatory requirements for community participation or make changes to the Part 1 mandatory requirements (see Chapter 1.7 and Annexure B for details).

#### **1.7. Additional Engagement Requirements of the Planning Regulation**

The *Environmental Planning and Assessment Regulation 2000* (Reg) defines additional mandatory community engagement requirements, but may also vary those provided in Schedule 1 to the Act. An overview of those additional engagement requirements under the Reg and how they apply to this CPP are provided in Annexure B.

## 1.8. Relationship to other Plans and Strategies

### Richmond Valley Made 2030 Community Strategic Plan

The *Richmond Valley Made 2030 Community Strategic Plan* (CSP) identifies the priorities of our community for the future of our local area, and provides information about Council's service response to these priorities as well as input from other Agencies.

The CSP sets out the community's goals and objectives over the coming 10 years and is supported by a four year Delivery Program, and annual Operational Plans (including Financial Estimates and a Revenue Policy).

This CPP addresses the following key strategies of the CSP:

- § **Connecting People and Places** - PP3 Working Together
  - Good communication and engagement between council and the community
  - PP3.1 Improve our Engagement/Consultation with the Community
  - PP3.3 Ensure that Council is reaching all target groups for relevant community issues
  - PP3.6 Improve our communication with the community
- § **Growing our Economy** – EC1 Driving Economic Growth
  - PP1.6 Improved customer satisfaction with the DA process
- § **Making Council Great** – CS1 Leading and Advocating for our Community
  - CS1.1 Improve decision making by engaging stakeholders and taking community input into account
  - CS1.3 Ensure transparency and accountability in council's operations

### Richmond Valley Council Community Engagement Strategy

The *Richmond Valley Council Community Engagement Strategy* (CES) and this CPP serve very similar community engagement functions, albeit the CPP is only focused on planning functions under the EP&A Act.

The CES:

- § provides a framework to guide Council's engagement with the community in a meaningful and appropriate way;
- § provides for a consistent and flexible process for staff to guide the selection of the most appropriate methods and level of engagement for projects or decisions;
- § supports an environment of trust and confidence established with community and stakeholders by engender a long term sustainable and productive relationship and commitment to a shared vision for Richmond Valley; and

- § strengthens Council initiatives which involve community and stakeholder partnerships, most particularly to involve the community in the co-creation of Council's Community Strategic Plan.

More specifically the Community Engagement objectives are to:

- § involve community and stakeholders in the development of Richmond Valley Council's Community Strategic Plan;
- § upskill Richmond Valley Council staff in community engagement techniques, tools and ideas to improve community participation;
- § identify Councillor participation opportunities at community events and campaigns; and
- § improve communication with the broad community using new technologies.

This CPP shall prevail where there is an inconsistency between this CPP and the CES for community engagement on planning matters.

### **Richmond Valley Local Environmental Plan 2012**

The *Richmond Valley Local Environmental Plan 2012* (RVLEP) is the principle planning instrument for establishing Land Zones and land use permissibility in the Richmond Valley LGA.

The RVLEP does not contain specific community engagement requirements; however, engagement under the Act, the Reg & this CPP is required in connection with the implementation of the Plan, and any future amendments.

Amendments to the RVLEP are made via Planning Proposals under Division 3.4 of the Act. See *Planning Proposals* in Chapter 1.5 of this CPP for details on community engagement for Planning Proposals.

### **Richmond Valley Development Control Plan 2015**

The *Richmond Valley Development Control Plan 2015* (RVDCP) is primarily responsible for guiding development by:

- § giving effect to the aims of the LEP;
- § facilitating development that is permissible under the LEP;
- § achieving the objectives of land zones;
- § providing for (or exclude) notification or advertising of applications under Part 4 of the Act. (Note. These requirements form part of a CPP and will must be repealed from the DCP. Subsequent amendments to the Act are proposed to repeal s.3.43(1)(c))
- § specifying criteria that Council can take into consideration in determining whether or not to give a development control order; and
- § making provisions for anything permitted by the Act to be prescribed by a development control plan.

## **Richmond Valley Council Local Strategic Planning Statement**

A Local Strategic Planning Statement (LSPS) provides an overview of strategic planning for the LGA, having regard to economic, social and environmental matters. It identifies planning priorities for the LGA that are consistent with any strategic plan(s) applying to the area and the applicable Community Strategic Plan (CSP).

At the time of writing this CPP, Council was preparing its first LSPS. This first LSPS will be built around meeting the requirements of the *North Coast Regional Plan 2036* (NCRP), and actions from the CSP, while embracing community engagement that underpinned both these documents.

Future editions/reviews of the LSPS will be synchronised with Council's preparation of the CSP to ensure more robust community engagement is conducted and that both documents better align.

While extensive community engagement will not feature in the preparation of the first LSPS, the draft will be exhibited for a minimum period of 28 days.

## **Richmond Valley Local Growth Management Strategy**

A key deliverable of the *North Coast Regional Plan* (NCRP) is Action 1.3 for local councils to prepare Local Growth Management Strategies (LGMS) for their respective areas. The LGMS is to delivery and manage urban growth by translating the NCRP visions and guiding principles into more detailed priorities for growth and change at the local level.

Council has various strategic plans for managing growth, however, most need review. A review has commenced and a Draft LGMS will be publicly exhibited in accordance with this CPP.

### **1.9. Community Engagement Tools**

There are a vast range of community engagement tools available to Council, including:

- § Published Notices
- § Written Notices
- § Informal Written Notices
- § RVC Website
- § Social Media
- § RVC Views Community Newsletter
- § Press Releases
- § Letterbox Drops
- § Rate Notice Inserts
- § Public Hearings
- § Public Access at a Council Meetings
- § Display Notices in Council's Administration Centres
- § Display Notices in Council's Libraries
- § Signposted Display Notices on, or in the vicinity of, the land

- § Mobile Library - Display Notices and/or Drop In interviews
- § Display Notices at DPIE
- § Public Forums/Meetings
- § Meet with Community Groups
- § Interviews by appointment
- § Pop Up Stall/Information Stand at venues or events
- § Online or Telephone Surveys

A broad description of each tool is provided in Annexure C along with how each may be employed by this Community Participation Plan (CPP).

Note. Not all the tools will/can be used. Chapters 3 and 4 of this CPP outline the various development assessment and strategic planning functions of Council and define the minimum consultation periods and engagement tools to be employed. Additional tools may be employed on a needs basis.

#### **1.10. Consultation period**

Council will notify and/or advertise planning matters as per the minimum consultation period specified for that matter provided for in the Tables to Chapters 3.3 & 4.3 of this CPP.

#### **1.11. How is the commencement and conclusion of the consultation period calculated?**

The minimum consultation period shall be calculated from:

- § the day following a Published Notice first appearing in a newspaper; or
- § 4 days following the posting of Written Notices,

whichever occurs last.

#### **Consultation Period inclusive of Weekends**

When calculating the minimum consultation period it shall be inclusive of weekends.

#### **Consultation Period exclusive of Public holidays and Christmas Period**

When calculating the minimum consultation period, the following shall be excluded:

- § public holidays;
- § weekdays when Council's Administration Centres do not open; and
- § the Christmas period between 20 December and 10 January (inclusive).

Note. Community engagement can occur over these excluded days, but should not commence on or during these periods.

#### **Where multiple exhibition periods apply**

Where multiple engagement periods apply to a Planning Matters, the longer of those minimum consultation periods shall be used.



## 1.12. How does Council determine who will be notified in writing?

### **Informal Written Notice**

Where Informal Written Notice is to be given, Council will post the notice to adjoining property owners. Such notices will be posted to the Service Address provided by the property owner, and held by Council in its Property and Rating database.

The Service Address for a property is the same address used to post rate notices.

### **Written notices and other formal notifications**

Where Written Notice is to be given, Council will post the notice to adjoining property owners, or the owners of other properties considered by Council may be affected by the matter. Such notices will be posted to the Service Address provided by the property owner, and held by Council in its Property and Rating database.

The Service Address for a property is the same address used to post rate notices.

### **Written notice to persons that made submissions**

A Written Notice is to be given to any person that made a written submission on a planning matter and that matter is being re-notified. Such notices will be posted to the address provided in the original submission(s).

## 1.13. Notification to properties in adjoining local government areas

Where a Written Notice is to be given to an adjoining property located within an adjoining local government area, the Council will:

- § contact the adjoining LGA for the contact details of those property owners; or
- § send the notice to the adjoining LGA requesting it forward the notices to the affected property owners.

If practical, and neither of the above options is available, Council may do a letterbox drop to the residents of the applicable properties.

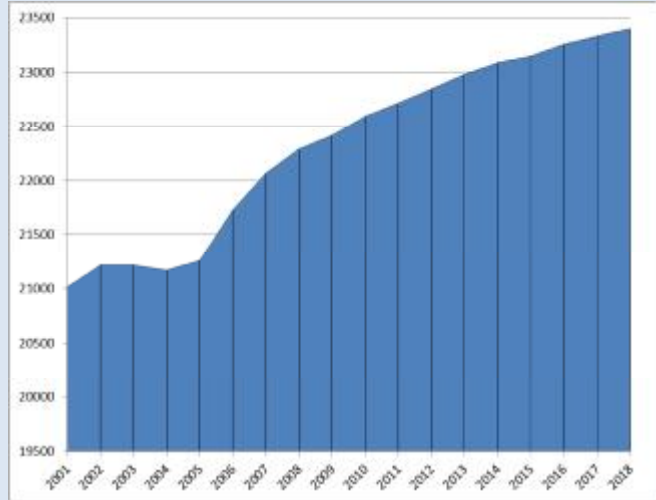
## 2. The Richmond Valley Community

Estimated Resident Population (ERP) in 2018

**23,399**

2016 Census -  
**23,256**

2011 Census -  
**22,717**



**0.42%** average annual population growth (between 2011 & 2018)



**14.7%**  
of residents were born overseas

**90.5%**  
of households speak English only

**3%**  
of households have a non-English language spoken (Census 2016)

### POPULATION

Who makes up the population of the Richmond Valley?

The Richmond Valley's estimated residential population in 2018 was 23,399 persons, across six town and village areas (Broadwater, Casino, Coraki, Evans Head, Rappville and Woodburn) and numerous rural localities.

We are proud, close-knit communities, made up of many different demographic groups.

**7.2%**

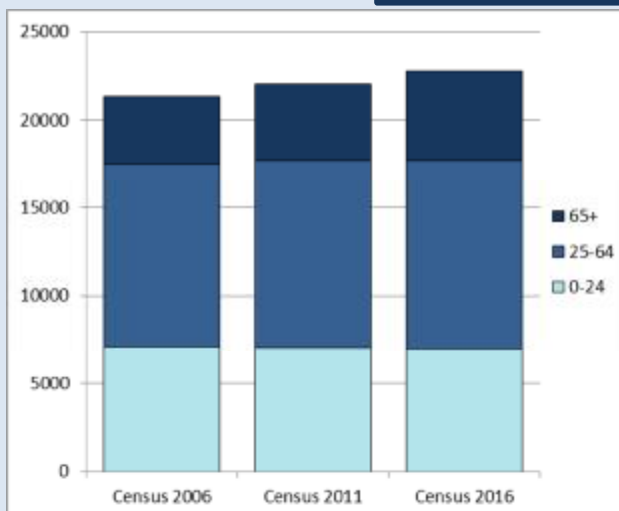
of residents are Aboriginal/Torres Strait Islander (Census 2016)

NSW average 2.9%  
Australian average 2.8%



**27%**

of households do not access the internet (Census 2016)



**22.4%** of residents are aged **65+**

(2016 Census): an increase from

**17.9%** in 2006 Census, and

**19.6%** in 2011 Census

**30.6%** of residents are under **25**

years of age (2016 Census): a decrease from

**33.4%** in 2006 Census, and

**32.1%** in 2011 Census

### 3. Development Applications

A Development Application is a formal application process for seeking consent to undertake development requiring consent under Part 4 of the Act. Applications are usually made to the local council and consist of a standard application form and support documentation including a Statement of Environmental Effects (SEE) (or Environmental Impact Statement (EIS) where the application is for Designated Development), technical reports/studies and plans.

#### 3.1. Objectives of consultation for Development Applications

It is the objective of this Chapter to:

- § provide a framework for the notification and/or advertising of development applications; applications to modify development consents; reviews of determination; and determinations;
- § provide opportunity for the community to provide feedback on development applications, including the communities attitude towards a proposal, so these can be considered as part of the assessment process;
- § establish a clear & consistent process by prescribing the minimum expectations for community engagement of development applications;
- § identify applications that will be notified and/or advertised, and identify those that need not;
- § ensure that community participation is undertaken in accordance with the *Environmental Planning and Assessment Act 1979* and its Regulation.

#### 3.2. Consultation goal

An effective consultation program does not necessarily mean that all interested parties will be satisfied with the outcome. Rather, it is about ensuring that a development proposal has been fully explored, concerns identified and considered, and, where possible, alternatives considered or conditions applied.

### 3.3. Mandatory Requirements

The minimum engagement requirements for development applications, and associated application types, are provided in the following Table:

Application Type	Minimum Consultation Period	Minimum Engagement Tools
<b>1. Development Application for Local Development</b>		
A. Considered likely to have minimal impact on the environment and adjoining owners  (see 3.5 <i>Local Development Engagement Requirements</i> for further details)	Nil	<ul style="list-style-type: none"> <li>Informal written notice</li> </ul>
B. Local Development other than 1A., 1C. and 1D., where it is only necessary to notify adjoining land owners  (see 3.5 <i>Local Development Engagement Requirements</i> for further details)	14 days	<ul style="list-style-type: none"> <li>Written Notice only</li> </ul>
C. Local Development other than 1A., 1B. and 1D.  (see 3.5 <i>Local Development Engagement Requirements</i> for further details)	14 days	<ul style="list-style-type: none"> <li>Published Notice &amp;</li> <li>Written Notice</li> </ul>
D. Development identified for additional engagement – a longer exhibition period is considered necessary by Council due to potential adverse impact on the environment or adjoining owners  (see 3.5 <i>Local Development Engagement Requirements</i> for further details)	28 days	<ul style="list-style-type: none"> <li>Published Notice &amp;</li> <li>Written Notice</li> <li>Social Media post</li> <li>Website post (including access to digital copy of application)</li> <li>public access, if reported to Council</li> </ul>

Application Type	Minimum Consultation Period	Minimum Engagement Tools
<b>2. Designated Development</b>		
A. Designated Development	28 days  (see clause 78, 79 & 80 of Reg. for exhibition notice requirements – Published, Written and Signpost)	<ul style="list-style-type: none"> <li>• Published Notice               <ul style="list-style-type: none"> <li>○ On 2 separate occasions</li> <li>○ across 2 or 3 columns in the display section of the newspaper</li> </ul> </li> <li>• Written Notice</li> <li>• Display Notice</li> <li>• Signpost Notice on the Land</li> <li>• Social Media post</li> <li>• Website post (including access to digital copy of EIS)</li> </ul>
B. Part 5 – EIS	28 Days  (see clause 233 of Reg for information that must be included in notices)	<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Written Notice</li> <li>• Display Notice</li> <li>• Signpost Notice on the Land</li> <li>• Social Media post</li> <li>• Website post (including access to digital copy of EIS)</li> </ul>
<b>3. Integrated Development</b>		
A. Integrated Development (other than Nominated Integrated Development)	As per minimum engagement requirement elsewhere provided in this CPP	<ul style="list-style-type: none"> <li>• As per requirements for the Development Application</li> </ul>
B. Nominated Integrated Development – as defined by clause 89 of the Reg  (see Chapter 1.5 of this CPP)	28 days  (see clause 87 of the Reg for information that must be included in notices)	<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Written Notice</li> </ul>
<b>4. Threatened Species Development</b>		
A. Threatened Species Development – as defined by clause 89 of the Reg  (see Chapter 1.5 of this CPP)	28 days  (see clause 87 of the Reg for information that must be included in notices)	<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Written Notice</li> </ul>

Application Type	Minimum Consultation Period	Minimum Engagement Tools
<b>5. Regionally Significant Development</b>		
<p>A. Regionally Significant Development</p>	<p>28 days</p>	<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Written Notice</li> <li>• Social Media post</li> <li>• Website post (including access to digital copy of application)</li> </ul>
<b>6. Modification Application</b>		
<p>A. Modifications involving minor error, misdescription or miscalculation</p> <p>Section 4.55(1) (or formerly s96(1)) of the Act</p>	<p>Nil</p>	<p>Nil</p>
<p>B. Modifications involving minimal environmental impact</p> <p>Section 4.55(1A) and s4.56 (or formerly s.96(1A) &amp; s96AA respectively) of the Act</p>	<p>Nil, or 14 days, if the original application was notified or advertised</p>	<ul style="list-style-type: none"> <li>• Written Notice</li> </ul>
<p>C. Other Modification where original DA was designated developments</p> <p>Section 4.55(2) and s4.56 (or formerly s.96(1A) &amp; s96AA respectively) of the Act</p>	<p>14 days, or such longer period as determined by Council having regard to the merits of the application</p>	<ul style="list-style-type: none"> <li>• As per original application</li> <li>• Written notice to all persons that made written submissions to the original application or any subsequent modification application(s)</li> </ul>
<p>D. Other Modification where original DA was:</p> <ul style="list-style-type: none"> <li>• not designated development; and</li> <li>• the original application involved written notification or published notification (other than Informal Written Notice)</li> </ul> <p>Section 4.55(2) or s.4.56 (or formerly s.96(1A) &amp; s96AA respectively) of the Act</p>	<p>14 days, or such longer period as determined by Council having regard to the merits of the application</p>	<ul style="list-style-type: none"> <li>• As per original application</li> <li>• Written notice to all persons that made written submissions to the original application or any subsequent modification application(s)</li> </ul>

Application Type	Minimum Consultation Period	Minimum Engagement Tools
<p>E. Other Modification where original DA was:</p> <ul style="list-style-type: none"> <li>not designated development; and</li> <li>the original application <u>did not involve</u> written notification or published notification (other than Informal Written Notice)</li> </ul> <p>Section 4.55(2) or s.4.56 (or formerly s.96(1A) &amp; s96AA respectively) of the Act</p>	14 days	<ul style="list-style-type: none"> <li>Written notice to all persons that made written submissions to the original application or any subsequent modification application(s)</li> </ul>
<b>7. Review of Determination</b>		
A. Review of Determination	Nil	
B. Review of Determination – where the original determination was refusal	14 days	<ul style="list-style-type: none"> <li>In the same manner as the original application; or</li> <li>If the original application was not advertised or notified, a written notice to objectors &amp; adjoining land owners</li> </ul>
C. Review of Determination – where written submissions were received for the original application	14 days	<ul style="list-style-type: none"> <li>In the same manner as the original application</li> <li>Written Notice to those that made submissions on the original application, and adjoining land owners</li> </ul>
<b>8. Determinations</b>		
A. Notification of Determinations	Nil	<ul style="list-style-type: none"> <li>Published Notice</li> <li>Website</li> <li>Written Notice to persons that made submissions</li> </ul>
B. Statement of Reasons	Nil	<ul style="list-style-type: none"> <li>Website</li> </ul>

### 3.4. Excluded Development

Some development types do not require development consent from Council and there is no pathway for formal community participation. This CPP does not relate to applications that fall within the following categories: exempt development;

- § complying development; and
- § development without consent (unless triggered by Part 5 of the Act).

### 3.5. Local Development Community Engagement Requirements

Local Development Applications are required to be engaged in accordance with Items 1A, 1B, 1C & 1D in the Table to Chapter 3.3. The following Table identifies the Local Development Types for engagement.

Local Development Type	Item			
	1A	1B	1C	1D
<b>Internal works to any building</b> having minimal environmental impact	~			
<b>Minor Alterations to a development</b> having minimal environmental impact		~		
<b>Change of use-</b>				
§ Change of use—no new building works or minor internal/ external building works with no considered off site impacts	~			
§ Change of Use—with off-site impacts to adjoining land only expected		~		
§ Change of Use—with off-site impacts expected			~	
<b>Remediation of Contaminated Land – Category 1</b> remediation work under SEPP55 (refer to clause 9 of SEPP55 for details of what constitutes a class 1 remediation work)				~
<b>Extend hours of operation-</b>				
§ Extend hours of operation		~		
§ Extend hours of operation—so as to operate outside any of the following times- ⇒ between 7.00 am to 5.00 pm Monday to Friday, or ⇒ between 8.00 am to 12 noon Weekends and Public Holidays			~	



Local Development Type	Item			
	1A	1B	1C	1D
<p>§ Extend hours of operation—so as to operate at any time-</p> <p>⇒ between 10.00 pm to 7.00 am Monday to Friday; or</p> <p>⇒ between 2.00 pm to 8.00 am Weekends and Public Holidays.</p>				~
<b>Building Height-</b>				
<p>§ Building height of any development-</p> <p>⇒ 3 storeys or greater; or</p> <p>⇒ where the building height will exceed 10 metres above existing ground level</p>				~
<b>Development with a value of work exceeding \$20M</b>				
§ Demolition of a building—excluding heritage items		~		
§ Demolition—heritage listed item			~	
<b>Agriculture-</b>				
§ Extensive agriculture			~	
§ Intensive plant agriculture			~	
§ Intensive livestock agriculture				~
<b>Farm buildings-</b>				
§ Farm buildings	~			
§ Farm buildings—within 50 metres of a dwelling not located on, or associated with, the land		~		
<b>Keeping of certain animals (non-commercial)-</b>				
<p>§ Keeping of certain animals (non-commercial)-</p> <p>⇒ &gt;10 Dogs</p> <p>⇒ &gt;20 fowl and poultry</p> <p>⇒ keeping of rooster(s)</p>		~		
<b>Animal boarding or training establishments</b>				~
<b>Residential Accommodation (including ancillary structures)-</b>				
§ Single storey dwelling-houses.	~			
§ Minor alterations and additions to a dwelling.	~			
§ Ancillary structures with minimal impact on adjoining land.	~			

Local Development Type	Item			
	1A	1B	1C	1D
<ul style="list-style-type: none"> <li>§ Single Dwelling houses up to two storeys and located on R1 or RU5 zoned land.</li> <li>§ Ancillary structures up to 2 storeys</li> <li>§ Dual occupancy</li> <li>§ Secondary dwellings</li> <li>§ Shop top housing: where no alterations to commercial floor space</li> <li>§ DCP Variation request for Building Line Setback; Building Height Plane; Floor Space Ratio/Site Coverage; or minimum landscaped area</li> <li>§ Significant additions to any of the above (As determined by Assessing Officer, Management or the DAP)</li> </ul>		~		
<ul style="list-style-type: none"> <li>§ With a LEP Variation request</li> <li>§ With a DCP Variation request (other than Building Line Setback, Building Height Plane or Floor Space Ratio/Site Coverage).</li> <li>§ Any development where there will be &lt;20 dwellings located on the same land</li> <li>§ Attached dwellings</li> <li>§ Boarding houses</li> <li>§ Group homes</li> <li>§ Hostels</li> <li>§ Significant additions to any of the above (As determined by Assessing Officer, Management or the DAP)</li> </ul>			~	
<ul style="list-style-type: none"> <li>§ Any development where there will be 20 or more dwellings located on the same land, including- ⇒ Manufactured Home Estates</li> <li>§ Significant additions to the above (As determined by Assessing Officer, Management, or the DAP)</li> </ul>				~

Local Development Type	Item			
	1A	1B	1C	1D
<b>Heritage items or buildings within a Conservation Area-</b>				
§ Minor works.	~			
§ Minor alterations or additions to heritage listed item or a building in a heritage conservation area.		~		
§ Work that are likely to materially affect the significance of a heritage item. § Conservation incentive for development not otherwise supported by RVLEP (Clause 5.10(10)).			~	
<b>Commercial premises (including other forms of Retail Premises)-</b>				
§ Roadside stalls	~			
§ Minor alterations and additions to a Commercial Premises, or ancillary structures, with minimal impact to adjoining land	~			
§ Office premises § Business premises § Retail premises – ⇒ including additions (As determined by Assessing Officer, Management or the DAP) ⇒ may incorporate Shop top housing § Minor alterations and additions to a Commercial Premises, or ancillary structures, with potential impact to adjoining land only		~		
§ Industrial retail outlets § Wholesale supplies § Veterinary hospitals § Any other type of Commercial Premises (or retail premises) not elsewhere defined including- Restaurants, Cafes and Kiosks			~	

Local Development Type	Item			
	1A	1B	1C	1D
<ul style="list-style-type: none"> <li>§ Amusement centres</li> <li>§ Entertainment facilities</li> <li>§ Registered clubs</li> <li>§ Pubs</li> <li>§ Function centres</li> <li>§ Service stations</li> <li>§ Highway service centres</li> <li>§ Sex service premises</li> <li>§ Home occupation (sex services)</li> </ul>				
<b>Restricted premises-</b>				
<ul style="list-style-type: none"> <li>§ Restricted premises- ⇒ within existing commercial premises, and ⇒ occupying floor area &lt;math&gt;&lt;100\text{m}^2&lt;/math&gt;, and ⇒ displays not visible from street</li> </ul>				
<ul style="list-style-type: none"> <li>§ Restricted premises</li> </ul>				
<b>Tourist and visitor accommodation-</b>				
<ul style="list-style-type: none"> <li>§ Farm stay accommodation</li> <li>§ Bed and breakfast accommodation</li> <li>§ Alterations that do not increase occupant numbers or increase the building foot print area.</li> </ul>				
<ul style="list-style-type: none"> <li>§ Additions to Tourist and visitor accommodation that alter the occupant numbers or increase building foot print area.</li> <li>§ Primitive Camp Ground</li> <li>§ Tourist and visitor accommodation not elsewhere defined in this Table</li> </ul>				

Local Development Type	Item			
	1A	1B	1C	1D
<ul style="list-style-type: none"> <li>§ Backpackers' accommodation</li> <li>§ Hotel or motel accommodation</li> <li>§ Serviced apartments</li> <li>§ Eco-tourist Facilities</li> <li>§ Caravan Parks</li> <li>§ Camping grounds (other than primitive camp grounds)</li> </ul>				~
<b>Industrial development, Rural Industry and Storage-</b>				
<ul style="list-style-type: none"> <li>§ Light Industry</li> </ul>		~		
<ul style="list-style-type: none"> <li>§ General Industry</li> <li>§ Boat building and repair facilities</li> <li>§ Vehicle body repair workshops</li> <li>§ Vehicle repair stations</li> <li>§ Storage premises</li> <li>§ Depots</li> <li>§ Warehouse or distribution centres</li> <li>§ Rural Industry—with gross floor area &lt;500m<sup>2</sup></li> <li>§ Storage Premises</li> </ul>			~	
<ul style="list-style-type: none"> <li>§ Heavy Industry</li> <li>§ Heavy Industrial Storage Establishments</li> <li>§ Extractive Industries</li> <li>§ Potentially Offensive or Hazardous Industry</li> <li>§ Offensive or Hazardous Industry</li> <li>§ Rural Industry—with gross floor area of 500m<sup>2</sup> or greater</li> </ul>				~

Local Development Type	Item			
	1A	1B	1C	1D
<b>Infrastructure (Water and Waste)</b>				
§ Water and Waste reticulation systems—where a large part of the infrastructure will be located below the ground		~		
§ Water and Waste Infrastructure—not elsewhere defined			~	
§ Alterations or additions to water and waste infrastructure			~	
§ Water reticulation systems—where a large part of the infrastructure will be located above the ground				~
§ Sewage systems				~
§ Waste or resource management facilities				~
§ Water storage facilities				~
§ Water treatment facilities				~
<b>Electricity generating works-</b>				
§ Capacity to generate up to 10Kw		~		
§ Capacity to generate >10Kw			~	
§ Wind turbines—located on land zoned R1, R5, RU5, IN1			~	
§ Electricity Generating Works—capable of generating <10Mw				~
<b>Infrastructure – Transport</b>				
§ Jetties		~		
§ Moorings		~		
§ Car parks—where the car park will be capable of accommodating <10 vehicles		~		
§ Car parks—where the car park will be capable of accommodating up to 50 vehicles but not <10 vehicles (Car parks as ancillary development shall be as per the primary development type)			~	
§ Airstrips			~	
§ Transport Infrastructure—not elsewhere defined in this Table			~	

Local Development Type	Item			
	1A	1B	1C	1D
<ul style="list-style-type: none"> <li>§ Airports</li> <li>§ Helipads</li> <li>§ Boat Launching Ramps</li> <li>§ Car parks—where the car park will be capable of accommodating &gt;50 vehicles (Car parks as ancillary development shall be as per the primary development type)</li> <li>§ Passenger Transport Facilities</li> <li>§ Transport Depots</li> <li>§ Truck Depots</li> <li>§ Wharf or Boating Facilities</li> <li>§ Mooring Pens</li> <li>§ Charter and Tourism Boating Facilities</li> <li>§ Air Transport Facilities</li> <li>§ Freight Transport Facilities</li> <li>§ Port Facilities</li> <li>§ Marinas</li> </ul>				
<b>Community infrastructure-</b>				
<ul style="list-style-type: none"> <li>§ Information and education facilities</li> <li>§ Minor alterations to existing community infrastructure where impacts are likely to only affect adjoining land</li> </ul>				
<ul style="list-style-type: none"> <li>§ Community Infrastructure—not elsewhere defined in this Table</li> <li>§ Alterations to existing community infrastructure</li> </ul>				

Local Development Type	Item			
	1A	1B	1C	1D
§ Emergency services facilities				~
§ Child care centres				
§ Community facilities				
§ Places of public worship				
§ Public administration buildings				
§ Research stations				
§ Respite day care centres				
§ Cemeteries (other than for private burials)				
§ Mortuaries				
§ Funeral Homes				
§ Crematoria				
§ Correctional centres				
§ Industrial training facilities				
§ Education establishments				
<b>Health services facilities-</b>				
§ Health consulting rooms			~	
§ Medical centres				
§ Other health services facilities				
§ Hospitals				~
<b>Recreation-</b>				
§ Environmental facilities		~		
§ Recreation areas				
§ Water recreation structures				
§ Recreation facilities (indoor)			~	
§ Recreation facilities (outdoor)				
§ Recreation facilities (major)				~



Local Development Type	Item			
	1A	1B	1C	1D
<b>Events-</b>				
§ Events—small short term events (such as small festivals, markets, etc. )		~		
§ Events—larger events				~
§ Events involving amplified sound				~
<b>Subdivision of land-</b>				
§ Subdivision of Land—No new lots to be created	~			
§ Strata Subdivision				
§ Community Title Subdivision				
§ Subdivision of Land—Containing <10 lots		~		
§ Subdivision of Land—Containing 10 or more lots but <25 lots			~	
§ Subdivision of Land—Containing or more 25 lots				~
<b>Signage-</b>				
§ Building Identification Sign	~			
§ Business Identification Signs				
§ Flashing or Animated Signage		~		
§ Advertising Structures- ⇒ with a display area for each sign up to 10m <sup>2</sup> ; and ⇒ total signage area on the land <20m <sup>2</sup>		~		
§ Signage—not elsewhere defined in this Table				
§ Signage—with a height >8 metres above existing ground level			~	
§ Signage—with a display area >10m <sup>2</sup>			~	
<b>Miscellaneous-</b>				
§ Environmental protection works	~			
§ Cemeteries for private burials		~		
§ Exhibition homes				
§ Exhibition villages (consisting of <6 dwellings)				

Local Development Type	Item			
	1A	1B	1C	1D
§ Exhibition villages (consisting of more than 6 dwellings)				
§ Flood mitigation works				
§ Boat Building & Repair Facilities				
§ Open cut mining				
§ Extractive Industries				
§ Temporary Uses—where the use would otherwise be prohibited in the Zone				

### Council may increase the Exhibition Period

Notwithstanding the Table to this clause, Council may notify and/or advertise Local Development Applications for a longer period if in its opinion, and given the circumstances of the case, it believes it is in the best interests of the community for the development to be notified and/or advertised for a longer period.

### 3.6. How can the Public view Development Applications

During the consultation period applications will be freely available for viewing/inspection by any person, at the locations, and during the times specified in the Published Notice and/or Written Notice.

#### Council Administration Centres

As a default, a copy of the application may be freely viewed/inspected by any person at Council’s Administration Centres (Casino and Evans Head), during normal business hours on Mondays to Fridays (excluding public holidays and weekends).

- **Council Administration Centres**

- § Casino—10 Graham Place CASINO
- § Evans Head—25 Woodburn Street EVANS HEAD

#### Website

Where the Table to Chapter 3.3 specifies an application requires: a *Website post (including access to a digital copy of the application)*; or if Council elects to make an application available via its website, the application and support documents will be published on the Richmond Valley Council’s On-Exhibition web page during the consultation period.

- **On-Exhibition Page**

<https://www.richmondvalley.nsw.gov.au/council/on-exhibition/>

### **3.7. Deficient Development Applications**

Council reserves the right to delay public exhibition/notification of applications it considers to be deficient, such as:

- § the application is indecipherable or does not contain essential information to enable assessment of the application (ie lacks a Statement of Environmental Effects or plans, it does not adequately consider planning controls, etc;
- § there is no owners consent; or
- § insufficient fees were paid.

The application will be publicly exhibited as soon as is practicable following receipt of a complete application.

### **3.8. Re-exhibition of advertised development**

Applications under this Chapter may require re-exhibition if the application is modified (prior to determination), and in Council's opinion-

- § the modification is significant; or
- § the modification could potentially create new impacts to the environment or an adjoining property; or
- § it would be in the public interest to re-exhibit the application given the length time since the application was last exhibited.

The application will be re-exhibited as per the minimum engagement requirements for the application type.

## 4. Strategic Planning

Council prepares a range of strategic planning documents including:

- § Land use strategies and studies, such as:
  - Local Strategic Planning Statements
  - Local Growth Management Strategy
- § Local Environmental Plans
- § Development Control Plans
- § Contributions Plans
- § Planning Agreements
- § Paper Subdivision Notices
- § Community Participation Plans

Council also reviews and amends these plans on an ongoing basis, either as a result of internal reviews or by request of property owners.

### 4.1. Objectives of consultation for Development Applications

It is the objective of this Chapter to:

- § provide a framework for the notification and/or advertising of strategic planning documents (including amendments);
- § provide opportunity for the community to provide feedback on strategic planning, including the communities attitude towards a proposal, so these can be considered as part of the assessment process;
- § establish a clear & consistent process by prescribing the minimum expectations for community engagement during the preparation of strategic planning documents;
- § ensure that community participation is undertaken in accordance with the *Environmental Planning and Assessment Act 1979* and its Regulation.

### 4.2. Consultation goal

An effective consultation program does not necessarily mean that all interested parties will be satisfied with the outcome. Rather, it is about ensuring the best outcomes for the community have been fully explored, concerns identified, and, where possible, alternatives considered.

### 4.3. Mandatory Requirements

The minimum engagement requirements for strategic planning matters are provided in the following Table:

Strategic Document	Minimum Consultation Period	Minimum Engagement Tools
<b>1. Community Engagement Plan (CPP) (Div.2.6 of the Act)</b>		
A. Draft Community Engagement Plan (CPP) (Div.2.6 of the Act)	28 days	<ul style="list-style-type: none"> <li>Published Notice</li> <li>Social Media post</li> <li>Website post (digital copy of draft CPP)</li> <li>Display Notice</li> </ul>
<b>2. Planning Instruments (Part 3 of the Act)</b>		
A. Draft Local Strategic Planning Statement (S.3.9 of the Act)	28 days	<ul style="list-style-type: none"> <li>Published Notice (twice)</li> <li>Social Media post (twice)</li> <li>Website post (digital copy of draft Document)</li> <li>Display Notice</li> </ul>
B. Planning Proposals (to prepare an LEP or LEP Amendment) (Div.3.4 and 3.5 of the Act)	As per Gateway Determination condition(s)  (usually a minimum 28 days will apply, but may be 14 days, or can be waived if a minor administrative change is proposed or it is to correct an error)	<ul style="list-style-type: none"> <li>Published Notice</li> <li>Written Notice</li> <li>Social Media post</li> <li>Website post (digital copy of Planning Proposal)</li> <li>Display Notice</li> </ul>
C. Draft Development Control Plan (Div.3.6 of the Act)	28 days	<ul style="list-style-type: none"> <li>Published Notice</li> <li>Written Notice</li> <li>Social Media post</li> <li>Website post (digital copy of draft Plan)</li> <li>Display Notice</li> </ul>
Notice of an approved DCP		<ul style="list-style-type: none"> <li>Newspaper                             <ul style="list-style-type: none"> <li>notice to be given within 28 days of making a decision to adopt a DCP</li> </ul> </li> </ul>
D. Local Growth Management Strategy or any other Strategy requiring community engagement under the Act	28 days	<ul style="list-style-type: none"> <li>Published Notice</li> <li>Written Notice</li> <li>Social Media post</li> <li>Website post (digital copy of draft Plan)</li> <li>Display Notice</li> </ul>

Strategic Document	Minimum Consultation Period	Minimum Engagement Tools
<b>3. Infrastructure Contributions and Finance (Part 7 of the Act)</b>		
<p>A. Planning Agreement</p> <p>Contemporaneously (concurrently) with the Development Application or Planning Proposal to which it relates</p>	<p>The minimum exhibition period for the Development Application or Planning Proposal</p> <p>(see clauses 25D &amp; 25E of the Reg for exhibition requirements)</p>	<ul style="list-style-type: none"> <li>• As per DA or Planning Proposal</li> <li>• Social Media post</li> <li>• Website post (digital copy of draft Agreement)</li> <li>• Display Notice</li> </ul>
<p>Separate to the Development Application or Planning Proposal</p>	<p>The minimum exhibition period for the Development Application or Planning Proposal but to be done as soon as possible after any notice has been given for the relevant Development Application or Planning Proposal</p> <p>(see clauses 25D &amp; 25E of the Reg for exhibition requirements)</p>	<ul style="list-style-type: none"> <li>• As per DA or Planning Proposal</li> <li>• Social Media post</li> <li>• Website post (digital copy of draft Agreement)</li> <li>• Display Notice</li> </ul>
<p>B. Draft Contributions Plan</p> <p>(S.7.11 or 7.12 (formerly S.94 and 94A) of the Act)</p>	<p>28 days</p>	<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Social Media post</li> <li>• Website post (digital copy of draft Plan)</li> <li>• Display Notice</li> </ul>
<b>4. Paper Subdivisions (Schedule 7 of the Act)</b>		
<p>A. Paper Subdivision – Notice of Consent Ballot</p>	<p>14 days before ballot papers are issued</p> <p>(see clause 268ZB of the Reg for exhibition notice requirements)</p>	<ul style="list-style-type: none"> <li>• Published Notice                             <ul style="list-style-type: none"> <li>○ local newspaper, and</li> <li>○ daily newspaper with circulation generally in NSW</li> </ul> </li> </ul>

Strategic Document	Minimum Consultation Period	Minimum Engagement Tools
B. Paper Subdivisions – Notice of Consent Ballot closing	28 days prior to Consent Ballot closing  (see clause 268ZB of the Reg for exhibition notice requirements)	<ul style="list-style-type: none"> <li>• Signpost Notice on Land</li> <li>• Display Notice</li> <li>• Social Media post</li> <li>• Website post (including access to digital copy of proposed development)</li> </ul>
C. Paper Subdivisions – Notice of Adoption of Development Plan	Within 28 days of decision	<ul style="list-style-type: none"> <li>• Published Notice</li> </ul>
D. Paper Subdivisions – Notice of Development Plan Amendment	28 days	<ul style="list-style-type: none"> <li>• Published Notice                             <ul style="list-style-type: none"> <li>○ daily newspaper with circulation generally in NSW</li> </ul> </li> </ul>

#### 4.4. How can the Public view Strategic Planning Documents

During the consultation period Strategic Planning documents will be freely available for viewing/inspection by any person, at the locations, and during the times specified in the Published Notice and/or Written Notice.

##### **Council Administration Centres**

A copy of the relevant Strategic Planning document may be freely viewed/inspected by any person at Council’s Administration Centres (Casino and Evans Head), during normal business hours on Mondays to Fridays (excluding public holidays and weekends).

- **Council Administration Centres**

- § Casino—10 Graham Place CASINO

- § Evans Head—25 Woodburn Street EVANS HEAD

##### **Website**

The Strategic Planning document will be published on the Richmond Valley Council’s On-Exhibition web page during the consultation period.

- **On-Exhibition Page**

- <https://www.richmondvalley.nsw.gov.au/council/on-exhibition/>

## 5. Submissions

### 5.1. Submission Period

The submission period will be equivalent to the stated consultation period calculated for the planning matter in accordance with Chapters 3 and 4 of this CPP.

#### **Informal Written Notice**

There is no submission period associated with an Informal Written Notice. Notwithstanding, any person may make a written submission, but only those submissions received prior to Council's assessment of the Application can be considered.

### 5.2. Making a submission

Any person is entitled to make a submission, whether or not they have received a Written Notice.

Submissions must be:

- § in writing;
- § addressed to the General Manager, and
- § delivered to Council either:
  - electronically by—
    - § email to- [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)
    - § online by filling out a Quick Contact Form at- <https://richmondvalley.nsw.gov.au/council/on-exhibition>
  - post—
    - § Locked Bag 10 CASINO NSW 2470
  - deliver to a Council Administration Centre—
    - § Casino—10 Graham Place CASINO
    - § Evans Head—25 Woodburn Street EVANS HEAD

To guarantee acceptance of a submission, it must be received within the submission period.

#### **What should a submission include?**

Submissions must be in writing and should include the following:

- § reference to the application or planning matter;
- § if an objection, give reasons for the objection;
- § the postal address or email address of the person(s) making the submission; and
- § public disclosure of political donations or gifts, if the submission is in relation to a development application or planning proposal.



### 5.3. Petitions

Petition will be treated as a single submission. The head petitioner or, where not nominated, the first petitioner will be acknowledged for the purposes of future contact on the planning matter. Only the head petitioner will be advised of any related meeting times or will receive written confirmation of a determination or outcome on the matter.

### 5.4. Anonymous Submissions

Objectors have a right to remain anonymous if they choose. However, should an objector need to substantiate their objections, anonymous objections may be given less weight in the overall consideration of the planning matter. Furthermore, Council will be unable to acknowledge receipt of anonymous submissions or provide details of determinations and outcomes.

### 5.5. Submissions to be Public Documents

All submissions will be registered against the relevant application or strategic planning matter and become public records. In the great majority of cases, Council is obliged by the requirements of the *Government Information (Public Access) Act 2009* (GIPA) to allow access to its files, even when the matter is the subject of litigation. As such submissions may be-

- § inspected by third parties (including the Applicant) by way of a Government Information Public Access (GIPA) application or subpoena;
- § reported to Council along with a summary of matters raised in the submission (and which may include a copy of the submission attached to a report); or
- § forwarded to the Applicant to encourage them to address issues raised.

Council will do its best to redact the personal details (name and contact details) of submitters from submissions prior to their viewing by the public.

Note. Council may be required to supply unaltered copies of submissions under subpoena or to Government Agencies. As such the personal details of the submitter may be retained on the submission. Once Council forwards the submission it will have no control over how these submissions will be handled, or what access the public may have to the submission.

### 5.6. Defamatory Statements or Language

Council accepts no responsibility for defamatory statements, inappropriate language, or other similar matters, that have been included in submissions. Any such matters are included in submissions at the risk of the person making the statement.

## 5.7. How Council deals with Submissions

All submissions received during the submission period will be:

- § acknowledged as soon as practicable by Council following the conclusion of the submission period; and
- § the submitter will be notified in writing of the final determination or decision.

## 5.8. Declaration of Political Donations

Section 10.4 of the *Environmental Planning and Assessment Act 1979* (Act) requires the public disclosure of donations or gifts when lodging or commenting on:

- § a Development Application, or any like application; or
- § the preparation of a Local Environmental Plan (or LEP amendment), or a Development Control Plan.

The intent of this law is designed to improve the transparency of the planning system.

### Who should make a Disclosure?

Disclosure of a reportable political donation and/or gift is to be made by a person having a financial interest in the relevant planning matter within the period: commencing two years before the planning matter was lodged, and ending when the matter is determined. This includes:

- § all reportable political donations made to an elected Councillor of Richmond Valley Council; and
- § all gifts made to any Councillor or employee of Richmond Valley Council.

### How and when to make a disclosure

If you are required to make a disclosure of a reportable political donation or gift under the Act, the disclosure is to be made:

- § in, or in a statement accompanying, the relevant planning matter if the donation or gift was made before the application or submission was made; or
- § if the donation or gift is made afterwards, in a statement by the person to whom the relevant planning matter was made, within seven days after the donation or gift is made.

### What is a Reportable Political Donation or Gift?

A reportable political donation includes those of or above \$1,000.

A reportable gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note. A reportable political donation or gift made to a Councillor or Council includes any donation made at the time the person or Councillor was a candidate for election to Council.

## **Offences**

A person is guilty of an offence under the Act only if the person fails to make a disclosure of a political donation or gift, in accordance with Section 10.4, that the person knows, or ought reasonably to know, was made and is required to be disclosed.

The maximum penalty for any such offence is the maximum penalty under Part 6 of the *Election Funding and Disclosures Act 1981* for making a false statement in a declaration of disclosures lodged under that Part.

Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

## **Further Information**

For further information, refer to the Department of Planning, Industry & Environment's webpage and Circular PS 08\_009-

<https://www.planning.nsw.gov.au/Assess-and-Regulate/Development-Assessment/Planning-Approval-Pathways/Donations-and-Gift-Disclosure>

## Annexure A. Mandatory Participation Requirements under Schedule 1 to the Act

Part 1 of Schedule 1 to the Act sets out mandatory community participation requirements, being the minimum requirements for public exhibition and engagement with the community on various planning functions.

Alternative mandatory requirements may be provided by this CPP for how development applications (other than complying development certificates, designated development, or State significant development) will be exhibited. These are contained in the Table to Chapter 3.5 of this CPP.

The *Environmental Planning and Assessment Regulation 2000* (the Reg) may also prescribe additional mandatory requirements for community participation or make changes to the Part 1 mandatory requirements (see Chapter 1.7 and Annexure B for details).

### Part 1 Mandatory community participation requirements

#### Division 1 Minimum public exhibition periods for plans

1	Draft community participation plans (Division 2.6)	28 days
2	Draft regional or district strategic plans (Division 3.1)	45 days
3	Draft local strategic planning statements (Division 3.1)	28 days
4	Planning proposals for local environmental plans subject to a gateway determination (Division 3.4)	28 days or: (a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period so specified, or (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition
5	Draft development control plans (Division 3.6)	28 days
6	Draft contribution plans (Division 7.1)	28 days

## Division 2 Minimum public exhibition periods for development applications and other matters

7	Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days or: (a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition
8	Application for development consent for designated development	28 days
9	Application for development consent for State significant development	28 days
10	Application for modification of development consent that is required to be publicly exhibited by the regulations	The period (if any) determined by the consent authority in accordance with the relevant community participation plan
11	Environmental impact statement obtained under Division 5.1	28 days
12	Environmental impact statement for State significant infrastructure under Division 5.2	28 days
13	Re-exhibition of any amended application or matter referred to above required by or under this Schedule	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter

## **Annexure B. Engagement Requirements of the Planning Regulation**

The *Environmental Planning and Assessment Regulation 2000* (the Reg) defines mandatory community engagement requirements, but may also vary those provided in Schedule 1 to the Act. Following is an overview of additional engagement requirements provided under the Reg, and how they apply to this CPP.

### **Draft Development Control Plan**

A draft Development Control Plan (DCP) must be publicly exhibited in accordance with clause 18 of the Reg. A council must:

- § give public notice in a local newspaper of the places, dates and times for inspecting the draft DCP;
- § publicly exhibit a copy of the draft DCP and a copy of the relevant LEP at the places, on the dates and during the times set out in the notice; and
- § specify in the notice the period during which submissions about the draft DCP may be made to the council (which must include the period during which the Draft DCP is being publicly exhibited).

The minimum exhibition period for a Draft DCP is 28 days (as provided by clause 18 of the Reg, and clause 5 in Schedule 1 to the Act).

### **Draft Planning Agreements**

Clauses 25D & 25E outline how a Planning Agreement, or an agreement to amend or revoke a Planning Agreement, must be notified in connection with a Development Application (DA) or Planning Proposal (PP).

- § In each case it must be publicly exhibited concurrently (contemporaneously) with the DA or PP; or if this is not possible, as soon as possible after such notice was given.
- § A public notice must specify the arrangements for the public to inspect the draft Agreement, including an explanation note summarising the objectives, nature, effect, and merits of the draft Agreement.

The minimum period for exhibition of a Planning Agreement is 28 days (as provided by section 7.5(1) of the Act).

Following adoption of a Planning Agreement, Council must forward a copy of the Planning Agreement to the Minister, and report on compliance with the Agreement within its Annual Report(s).

## **Draft Contributions Plans**

A draft Contributions Plan must be publicly exhibited in accordance with clause 28 of the Reg. A council must:

- § give public notice in a local newspaper of the places, dates and times for inspecting the draft Plan;
- § publicly exhibit a copy of the draft Plan and a copy of any support documents at the places, on the dates and during the times set out in the notice; and
- § specify in the notice the period during which submissions about the draft Plan may be made to the council (which must include the period during which the Draft Plan is being publicly exhibited).

The minimum period for exhibiting a Draft Contributions Plan is 28 days (as provided by clause 6 of Schedule 1 to the Act)

## **Designated Development**

Clauses 78, 79 & 80 outline the minimum requirements for how designated development must be publicly exhibited. A council must:

- § publish a notice, give written notice, and display a signposted notice on the land;
- § give at least 2 separate Published Notices (within the display section of a newspaper and appear across 2 or 3 columns);
- § provide specified information about the application in the notices; and
- § identify the places where the application and documents may be inspected.

This CPP adopts a minimum 30 day exhibition period for designated development. (There are inconsistencies between the Act and the Reg on the minimum exhibition period for designated development (clause 78(2) of the Reg—has a minimum 30 days (starting the day after notice is given under clause 80); and clause 8 of Schedule 1 to the Act—has a minimum of 28 days). Under normal circumstances the requirements of the Act would prevail over the Regulation, however, Part 2 of Schedule 1 provides for a Regulation to amend or prescribe additional mandatory requirements for community engagement. To remove doubt, this CPP has adopted 30 days.)

## **Other advertised development**

Clauses 87, 88 and 89 outline minimum requirements for publicly exhibiting “Other Advertised Development”. However, “Other Advertised Development” is no longer defined in the Reg. The term had formerly referred to:

- § Nominated Integrated Development;
- § Threatened Species Development;
- § Class 1 Aquaculture Development, and
- § Advertised Development as defined in a DCP.

The minimum exhibition periods for most of these items are now captured by Schedule 1 to the Act or this CPP, however, clauses 87, 88 & 89 of the Reg must still be consulted on how, what and where such applications will be exhibited. This includes:

- § giving Written and Published Notices as soon as practicable after lodgement;
- § Written Notice to be given to the own or occupier of land adjoining land to which the application relates, and to public authorities having an interest in the application;
- § Published Notice is to appear in a local newspaper;
- § notices to include certain details about the application as well as where the application can be inspected, the period of exhibition, and that written submissions can be made to Council.

- ***Nominated Integrated Development***

The minimum period for exhibiting Nominated Integrated Development is 28 days (as provided by clause 89(3) of the Reg)

- ***Threatened Species Development***

The minimum period for exhibiting Threatened Species Development is 28 days (as provided by clause 89(3) of the Reg)

- ***Advertised Development***

The minimum period for exhibiting Advertised Development is generally 14 days, however, the Table to Chapter 3.3 of this CPP identifies circumstances where development need not be exhibited (other than an informal notification), or where a longer period of exhibition is required.

Note.

Class 1 aquaculture development has been repealed.

*Nominated Integrated Development* is defined in clause 89 of the Reg as any development application (not threatened species development or Class 1 aquaculture development) that requires an integrated development approval (as listed within section 4.46(1) of the Act) under the *Heritage Act 1977*, *Water Management Act 2000*, or *Protection of the Environment Operations Act 1997*.

## **Review of Determination**

An application seeking a review of determination must be notified or advertised in accordance with Clause 113A of the Reg:

- § for a period not exceeding 14 days, but otherwise in the same manner as the original development application was notified or advertised; or
- § such other period as provided in a DCP for such an application.

Note. This CPP requires a review of determination to be notified or advertised if the original determination was a refusal, or there were written submissions



received for the application. Fourteen (14) days has been adopted for notification or advertising. See the Table to Chapter 3.3 of this CPP for requirements.

- § a Written Notice and/or Published Notice is to contain a brief description of the original application and the land it relates; and
- § contain a statement that submissions may be made during the exhibition period specified.

### **Application to Modify Development Consent**

There are various types of modifications that can be made to development consents.

- ***Modification involving minor error, misdescription or miscalculation - Section 4.55(1) of the Act***

Neither the Act nor the Reg require such modification applications to be publicly exhibited.

- ***Modification of Consent involving Minimal Environmental Impact - Section 4.55(1A) or Section 4.56 of the Act***

Clause 117 of the Reg outlines that a modification application with minimal environmental impact is only required to be notified or advertised if required by a DCP.

Note. This CPP substitutes for the requirements of a DCP. The Table to Chapter 3.3 of this CPP does not require such applications to be notified or advertised, unless the original application was advertised or notified.

- ***Other modifications involving Designated Development - Section 4.55(2) or Section 4.56(1) of the Act***

Clause 118 of the Reg outlines the requirements for notifying a Section 4.55(2) or 4.56(1) application to modify designated development consents (except for those with minimal environmental impact). This includes:

- § notice of the application being published in a local newspaper;
- § Written Notice be given to each person who made a submission in relation to the original application;
- § notices are to contain certain information about the development consent and modification(s) sought;
- § notices to specify the application can be inspected during the exhibition period, and written submissions may be made to Council during the exhibition period; and
- § a statement that, if the application is approved, there is no right of appeal to the Court by an objector.

The minimum period for exhibiting a modification to designated development is 14 days, starting the day following the published notice (as provided by clause 118(6) of the Reg)

Note. This CPP may specify a longer notification or advertising period. See the Table to Chapter 3.3 of this CPP for requirements.

- ***Other modifications excluding Designated Development - Section 4.55(2) or Section 4.56(1) of the Act***

Clause 119 of the Reg requires applications seeking a Section 4.55(2) or Section 4.56(1) modification of a development consent (other than designated development or a modification involving minimal environmental impact) to be notified or advertised:

- § for a period not exceeding 14 days, but otherwise in the same manner as the original development application was notified or advertised; or
- § such other period as provided in a DCP for such an application

Note. This CPP substitutes for the requirements of a DCP. It adopts a minimum exhibition period of 14 days, or such longer period as determined by Council having regard to the merits of the application. See the Table to Chapter 3.3 of this CPP for requirements.

- § the notice or advertisement must contain a brief description of the original application and the land it relates; and
- § contain a statement that submissions may be made during the exhibition period specified.

### **Public notification of determinations**

If public notice, under section 4.59 of the Act, is given of the granting of development consent, or a complying development certificate, the validity of the consent or certificate cannot be questioned in any legal proceedings unless commenced within 3 months of the notice being given.

Clause 124 of the Reg requires such notices to:

- § appear in a local newspaper, along with a description of the land and the development; and
- § include a statement that the consent or certificate is available for public inspection.

### **Part 5 Activities for which an EIS is required**

Clauses 233, 234 & 235 outline the minimum requirements for notification and advertising of Part 5 activities for which an Environmental Impact Statement (EIS) is required, including:

- § the need for a Published Notice and Written Notice;
- § information that must be contained in the notices about the application;
- § a requirement for at least 2 separate Published Notices to be given in a daily newspaper circulating generally throughout the State, and in a local newspaper (and that it

must be in the display sections of those newspapers and appear across 2 or 3 columns);

- § places where the application and documents may be inspected;
- § a minimum 30 day exhibition period; and
- § any person may make written representations to Council before the closing date for the exhibition period.

Note. Clause 11 of Schedule 1 to the Act specifies a minimum 28 day period for exhibiting a Part 5 EIS.

This CPP specifies the minimum period for exhibiting a Part 5 EIS will be 30 days and must be displayed at the:

- § Council's principal offices; and
- § Sydney office of The Environment Centre (NSW) Pty Ltd.

### **Paper Subdivisions**

Clause 268ZB outlines the requirements for giving notice of a consent ballot to adopt a Paper Subdivision Development Plan. Council must:

- § not less than 14 days before the issuing of ballot papers—publish a notice of a consent ballot in a local newspaper, and a daily newspaper circulating generally throughout NSW;
- § not less than 28 days before the ballot closes—display a signpost notice on, or in the vicinity of, the land;
- § include certain information about the Development Plan in the above notices; and
- § make the proposed Development Plan publicly available.

## Annexure C. Community Engagement Tools

Council may use a range of traditional and modern communication methods to engage and inform the community, and gain feedback on, planning matters. The Tables to Chapters 3.3 & 4.3 outline the minimum engagement periods and tools to be used: however, additional tools may be employed as required.

- § Published Notices
- § Written Notices
- § Informal Written Notices
- § RVC Website
- § Social Media
- § RVC Views Community Newsletter
- § Press Releases
- § Letterbox Drops
- § Rate Notice Inserts
- § Public Hearings
- § Public Access at a Council Meetings
- § Display Notices in Council's Administration Centres
- § Display Notices in Council's Libraries
- § Signposted Display Notices on, or in the vicinity of, the land
- § Mobile Library - Display Notices and/or Drop In interviews
- § Display Notices at DPIE
- § Public Forums/Meetings
- § Meet with Community Groups
- § Interviews by appointment
- § Pop Up Stall/Information Stand at venues or events
- § Online or Telephone Surveys

Following is a summary of how the engagement tools would be used by this CPP.

### **Published Notice**

A Published Notice (also referred to as an “advertisement” in this CPP) is the publication of a notice in a newspaper and/or Council Community Newsletter.

Unless otherwise stated in this CPP the following will be used for Published Notices-

- ***Valley Views – Richmond Valley Council Newsletter***

Richmond Valley Council publishes a monthly Community Newsletter. The Newsletter is circulated by post to the Service Address of all Ratepayers. *Valley Views* is also

available on the *Richmond Valley Council Facebook Page* and is emailed to registered subscribers.

- **Newspapers**

***The Richmond River Express Examiner*—(default newspaper)**—This is a free newspaper published weekly (currently on Wednesdays) having circulation throughout the LGA.

*The Richmond River Express Examiner* will be the default for Published Notices. Subject to the Reg, Published Notices may appear in the display section or Council's consolidated advertisement section.

***The Northern Star*—(alternative newspaper)**—This is a paid/subscription newspaper published daily, except Sundays, with circulation throughout the Northern Rivers Region.

Urgent notices required to be given between publications of *The Richmond River Express Examiner* may be published in the display section of *The Northern Star* as an alternate.

- **Daily Newspaper Circulating throughout NSW**

***The Daily Telegraph*—(default newspaper)**—This is a newspaper published daily with circulation throughout New South Wales.

*The Daily Telegraph* will be the default newspaper for notices required to be published in a newspaper with daily circulation in the State.

### **Written Notice**

A Written Notice (also referred to as a “notification” in this CPP) refers to a letter being sent to the owner(s) of land.

The Reg provides that Written Notice to:

- § one owner or occupier of land—is taken to be notice to all owners and occupiers of that land, and
- § the Owners Corporation of a Strata scheme—is taken to be notice to all owners or occupiers of each lot within the strata scheme.

Written Notices will be sent to the Service Address held by Council for the owner of the land.

### **Informal Written Notice**

An Informal Written Notice refers to a letter sent to the owner of land as a curtesy, when no other formal notification (Written or Published Notices) is required to be given for a development application.

Informal Written Notices will be sent to the Service Address held by Council for the owner of the land.

## **Display Notice and Viewing of Documents in Council's Administration Centres**

During the exhibition period, planning matters and support material will be freely available for viewing by the public at either of Council's Administration Centres in Casino and Evans Head.

Council may also display a notice in the foyer of each of its Administration Centres, as required.

- **Council's Administration Centres are located at-**

- § Casino—10 Graham Place CASINO
- § Evans Head—25 Woodburn Street EVANS HEAD

## **Signposted Display Notices on, or in the vicinity of, the land**

A copy of the Published Notice may be displayed on, or in the vicinity of, the land.

Signposted display notices must be located in a position, and be of sufficient size, to enable it to be viewed and read from a public place.

If it is not possible to locate the display notice on the land, it should be located in the vicinity of the land and clearly identify the land to which the notice relates.

- **Default Notice**

Council's default display notice will consist of a laminated A3 poster containing a copy of the Published Notice.

## **Richmond Valley Council Website**

The Richmond Valley Council website is the primary tool for delivery of information to its community.

The On-Exhibition page displays all notices relating to matters on public exhibition, including non-town planning related matters.

- **Richmond Valley Council website**

<https://richmondvalley.nsw.gov.au/>

- **On-Exhibition Page**

<https://richmondvalley.nsw.gov.au/council/on-exhibition/>

A digital copy of:

- § a development assessment matter will be provided on the On-Exhibition page when required by the Table to Chapter 3.3 (as a very minimum); and
- § all strategic planning matters will be provided on the On-Exhibition page.

## **Social Media**

Where this CPP requires notices to be posted on Social Media the default will be-

- ***Richmond Valley Council Facebook Page—(Default)***

Richmond Valley Council regularly publishes news and event information on its Facebook page. It also offers the community an opportunity to provide feedback in the form of comments, however these comments will not be considered as formal written submissions for the purposes of this CPP.

<https://www.facebook.com/RichmondValleyCouncil/>

## **Press Releases and Media Statements**

Press Releases are official statements issued by Council to the media. The Mayor, General Manager, and Director of Infrastructure & Environment are authorised to issue Press Releases, and to make official statements to the media.

All enquiries should be directed to Council's Manager of Communications, Events and Tourism – 02 66600300, or email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au) .

## **Letterbox Drops**

Letterbox Drops are targeted at the occupiers of land: as opposed to Written Notices that are targeted at the property owner. Notices can be distributed in several ways:

- ***Australia Post***

Australia Post will distribute brochures and notices to all post office boxes and letter boxes within a defined locality as a paid service. It can be used as an efficient means of distribution notices to a large area and volume of households.

- ***Hand Delivery***

Hand delivered notices may be a more efficient way of distributing brochures and notices to a small number of properties.

## **Rate Notice Inserts**

Rate notices are posted to all ratepayers in mid-to-late July, and again in mid-to-late October, January and April to those electing to pay rates in instalments. This is a paid service provided by the distributor of Council's rate notices.

## **Public Access at a Council Meeting**

Members of the community can register to give a 5 minute presentation to Councillors at a General Council Meeting on an item contained in the Meeting Agenda. Such presentations are normally conducted at the beginning of the meeting; however, they may be

conducted at a separate meeting if there is a large demand for presentations.

- **Registering for Public Access**

To register for public access please contact Council's Governance Section – 0266600300 or email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au), prior to 4.30pm on the Monday before the Scheduled Council Meeting.

### **Public Hearing**

A Public Hearing is a formal process for a person to give a verbal presentation to a Panel on issues raised in their submission.

Each person who registers to present to a Public Hearing will be given a defined period of time to speak on their submission.

A Public Hearing will be conducted if:

- § required by a Gateway Determination on a Planning Proposal;
- § it reclassifies “community land” to “operational land” under the *Local Government Act 1993*; or
- § Council decides to conduct a Public Hearing (due to an issue; or where a submission has raised an issue of such significance to warrant a hearing).

### **Display Notices in Council's Libraries**

Council may display a copy of the Published Notice for a Strategic Planning matter on the Community Notice Board at its libraries in Casino, Coraki, Evans Head, and the mobile library. A copy of the Strategic Planning documents may also be available for inspection, but can also be made available upon request.

### **Mobile Library - Drop In interviews**

Council staff may travel with the Mobile Library as it services the Richmond Valley Community. Advanced notice of attendance will be provided in a Published and/or Written Notice, including the dates and times staff will be available for interview in the Mobile Library.

- **Mobile Library Timetable**

The Mobile Library timetable (correct at time of publication)-

- § Woodburn @Duke Street
  - each Tue. 9.45am to 11.15am
- § Woodburn General Public School
  - each Tue. 11.45am to 12.15pm (except during school holidays)
- § Broadwater Community Hall
  - each Tue. 1.45pm to 3pm
- § Stratheden School



- week 1 only - Wed. 12 noon to 12.30pm (except during school holidays)
- § Leeville School
  - week 2 only – Thur. 9.10am to 9.45am (except during school holidays)
- § Rappville School
  - week 2 only – Thur. 10.30am to 11am (except during school holidays)
- § Rappville @Nandabah Street
  - week 2 only – Thur. 11.10am to 11.45am
- § Whiporie
  - week 2 only - Thur. 1pm to 3pm (except during school holidays)

### **Display at Department of Planning, Industry & Environment (DPIE) Office**

Council is required to exhibit a copy of an Environmental Impact Statement (EIS) at the offices of the Department of Planning, Industry & Environment.

Council will provide a copy of the Published Notice, along with a copy of the Application Form and the EIS, for display and viewing at the-

- § Northern Region Offices of the Department of Planning, Industry & Environment—Level 3, 49 Victoria Street GRAFTON NSW

### **Public Forums/Meetings**

Public forums and meetings may be organised to provide information to the community, and to receive feedback, on a town planning matter. Forums can be run as-

- **Group Sessions**

Where a large group is given a presentation from Council and the community is welcomed to speak from the floor by making statements, posing questions, suggesting solutions; and maybe asked to vote on an opinion.

- **Small Group Sessions**

This is where a Group Session is split into smaller groups, each with a mediator/presenter. Each group may focus on a specific task or issue, and provide feedback to the group; answer questions; or work together to suggest solutions to a problem.

### **Meet with Community Groups/Schools**

At the invitation of a Community Group or School, Council staff may attend a meeting/class to present information on a relevant planning matter.

Appointments can be arranged by calling 02 66600300 or emailing [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au).

### **Interviews by appointment**

Council staff are available by appointment to meet with community members on a one-on-one interview basis to discuss and receive feedback on a relevant planning matter. Appointments can be arranged by calling 02 66600300 or emailing [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au).

### **Pop Up Stall/Information Stand at venues or events**

- ***Pop up Stall***

This is a temporary stall set up in a public location or at a community event where the public can provide spontaneous feedback.

- ***WalkShop***

This involves Council staff or a consultant walking around with a community stakeholder, or interest group, and recording their ideas on a project or area.

### **Online or Telephone Surveys**

Council may conduct a poll or survey using any of the following:

- § telephone poll or survey
- § online survey
- § Facebook