



Campbelltown City Council

# **COMMUNITY PARTICIPATION PLAN**

A comprehensive guide for community  
participation in the planning system



**Council acknowledges the traditional custodians of the land, the Dharawal people and their unique and spiritual connections to the land. We also respectfully acknowledge Elders past and present for the role they continue to play in guiding future generations.**







July 2019

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Table of amendments

| Amendment No.   | Date of amendment | Effect of amendment |
|-----------------|-------------------|---------------------|
| Amendment No. 1 | 28 April 2020     | 3 June 2020         |
| Amendment No. 2 | 14 February 2023  | 7 July 2023         |
|                 |                   |                     |
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# **Community participation in the planning system**

## 1.1 What is our Community Participation Plan and why do we have it?

Campbelltown City Council recognises community participation throughout the planning system is not only your right, it also delivers better planning results for the people of the City.

Ultimately, our responsibility in planning matters is to deliver the objectives of the Environmental Planning and Assessment Act 1979 (EP&A Act) including the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

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

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

### 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.

Our Community Participation Plan (CPP) is designed to make opportunities for the community to participate in planning decisions easier. It does this by setting out in one place how and when you can participate in the planning system as it relates to Council's plan making and development assessment functions across our entire local government area. This Community Participation Plan also establishes our community participation objectives which we use to guide our approach to community engagement. It is separate to our existing Community Engagement Policy, which has been made in accordance with the requirements of the Local Government Act 1993.

The objectives have been prepared using the principles identified in the EP&A Act. The principles are:

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







## 1.2 What are the objectives of our Community Participation Plan?

In response to the participation principles outlined above, Council's Community Participation Plan aims to:

- Encourage community participation by:
  - keeping the community informed
  - promoting participation opportunities
- Ensure community engagement accurately captures the relevant views of the community
- Clearly set out the purpose of any engagement and how and when the community can participate
- Prepare information for the community that is relevant, concise and easy to understand
- Ensure information is accessible and seek input from groups who may find it difficult to participate in standard engagement activities
- Start community engagement as early as possible
- Ensure the community has reasonable time to provide input
- Keep accurate records of engagement activities and community input
- Ensure everyone can participate in a safe and open manner. All community members, stakeholders and our staff have the right to participate in a respectful environment and behave in a manner that supports everyone's right to present their point of view.
- Comply with the requirements and objective of the GIPA Act to provide for transparency in decision making
- Clearly establish the purpose for engagement and tailor engagement activities to match the:
  - context (location; type of application; stage of the assessment process; previous engagement undertaken)
  - scale and nature of the proposal and its impacts
  - level of community interest
  - community's preferences about how they would like to participate
- Adjust engagement activities in response to community input where new ideas and new technology become available to assist participation in planning decision making
- Explain how community input was taken into consideration, and ensure the response to community input is relevant and proportionate
- Give genuine and proper consideration to community input
- Regularly review the effectiveness of community engagement
- Integrate community input into the evaluation process
- Comply with any statutory obligations
- Protect privacy and respect confidentiality



## 1.3 What our Community Participation Plan is not

This Community Participation Plan does not relate to applications or planning policies and legislation that are being prepared and assessed by the Department of Planning, Industry and Environment or other public authorities. The Department of Planning, Industry and Environment and other public authorities are required to have their own separate Community Participation Plan, which are available on the relevant agency's website.

## 1.4 What work does this Community Participation Plan apply to?

Our Community Participation Plan is a requirement of Division 2.6 and Schedule 1 of the EP&A Act and applies to the exercise of planning functions by the Council and its delegated staff. It will also apply to applications that may be considered and determined by Regional and Local Planning Panels. The Community Participation Plan applies to any application for development that is lodged or draft plan that is prepared after the plans adoption date.

Our Community Participation Plan also covers the exhibition of draft Plans of Management for open space that are made to comply with the Local Government Act 1993.

Our Community Participation Plan will be reviewed on a regular basis and will respond to changes in technology and legislation.

## 1.5 Where does this Community Participation Plan apply?

Our Community Participation Plan applies to all land in the City of Campbelltown local government area.







## 1.6 What role do Planning Panels have in decision making?

Planning Panels are required to make certain planning decisions as required by the EP&A Act.

There are two Planning Panels that make decisions in our community. They are the Sydney Western City Planning Panel and the Campbelltown City Council Local Planning Panel. Each Planning Panel has its own 'code of conduct' and is made up of a mix of Government appointed experts and locals. The types of planning decisions that each Panel makes is set out in the Act and Directions that are made by the Minister from time-to-time.

When we notify and/or exhibit an application for development or draft planning strategy or instrument change and we know in advance if one of the Panels will make the decision, we will let you know in our exhibition and notification materials. However, this might not always be the case as it can change during the assessment process.





### **Sydney Western City Planning Panel**

The Sydney Western City Planning Panel meets as required and is administered by the Department of Planning, Infrastructure and Environment. Its meetings are open to the public and are advertised on the NSW Planning Portal by the Department's Panel Secretariat who also notifies submission authors about the listing of relevant planning matters to the next meeting of the Panel.

The Sydney Western City Planning Panel considers and can approve or refuse draft local environmental planning instrument changes upon request by an applicant that might be dissatisfied with a decision made by Council. The Panel will also consider and determine applications for development with a value of \$30 million or more. There are some other instances when the Sydney Western City Planning Panel will make a decision in the City, depending on the application type or stage of draft planning instrument change.

For more information about the Sydney Western City Planning Panel, what types of applications and strategic planning decision it makes and who sits on it, please visit [www.planningportal.nsw.gov.au/planningpanels](http://www.planningportal.nsw.gov.au/planningpanels).

### **Campbelltown City Council Local Planning Panel**

The Campbelltown City Council Local Planning Panel meets monthly and is administered by Council staff. Its meetings are open to the public and are advertised on Council's website.

The Local Planning Panel considers draft local environmental planning instrument changes and provides advice to Council on the changes. It also assesses and determines a range of applications for development.

For more information about the Campbelltown City Council Local Planning Panel, what types of applications and strategic planning decisions it makes and who sits on it, please visit [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au) and search for 'Local Planning Panel'.







# **How the community can participate in the planning system**

## 2.1 Our approach to community participation

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

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

Materials available for review by the public will be available on our website for viewing at home.

Important meanings:

‘Exhibition’ – this means that we will place a notice on our website letting the public know about a draft plan or application for development. A link to materials available for review as part of the exhibition on our website will form part of the notice.

‘Notification’ – this means that we will send a letter to owners of land that is nearby to a proposed development site that is in our opinion, potentially impacted by the development proposal. The distance from the development site that an owner will receive notification will vary depending on the type and scale of development proposed.

Where an application is being exhibited, it will always be notified as well. More detail about the types of development that will be exhibited and/or notified is in Table 3.

In the notice for the exhibition of a draft plan or application for development on our website, we will:

- Make it clear what the purpose of the draft plan or application for development is.
- Identify what land is affected by a draft plan or application for development.
- Show what the start and finish dates for the exhibition are.
- Tell you where and how you can view documents.
- Let you know who to contact for more information about the draft plan or application for development.

Other important points:

- The Council is not required to make available for public inspection any part of an environmental impact statement whose publication would, in the opinion of the Council, be contrary to the public interest because of its confidential nature or for any other reason.
- Timeframes are in calendar days and include weekends and public holidays.
- If the exhibition or notification period is due to close on a weekend or a public holiday we will extend the exhibition to finish on the first available work day.
- The period between 20 December and 10 January (inclusive) each year is excluded from the calculation of the time of exhibition and notification. This means that you will have more time to make a submission over the busy Christmas and New Year period.



## 2.2 Exhibition and notification timeframes

Section 2.21(2) of the EP&A Act details the types of proposals that must be considered in the Community Participation Plan and Schedule 1 of the EP&A Act sets a minimum exhibition timeframe for most of these proposals. We will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal.

Sometimes a decision about a planning proposal might be made before it is publicly exhibited. These are known as 'pre-gateway' decisions, pre-gateway decisions are pathway decisions and not decisions on whether or not the application plan should be approved. Aside from this, we will never make a decision on a draft plan or application for development before the exhibition or notification time has ended. The requirements in Table 1 are mandatory:

Table 1 – Plan making mandatory exhibition timeframes

| Type of plan  | Number of days for exhibition   |
|---|---|
| Draft Community Participation Plan  | 28 days   |
| Draft local strategic planning instruments                                  | 28 days   |
| Planning Proposals for Local Environmental Plans post gateway determination | 28 days or as specified by the Gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required |
| Draft Development Control Plans   | 28 days   |
| Draft Local Infrastructure Contribution Plans                               | 28 days   |
| Draft planning agreements   | 28 days   |

As part of the strategic planning consultation process, there will be occasions when we conduct more personal consultation with affected community members. Examples of this consultation might include public hearings and 'drop in' or 'pop up' booths in local shopping centres or libraries at times that make it easy for you to get extra information and discuss the strategic plan with our staff. Examples of times when we have done this before include public hearings for reclassification of Council-owned land and for new draft city-wide Local Environmental Plans.

A person who makes a written submission on a new plan and provides their contact information in the submission, will be advised in writing as soon as practical that we have received their submission. They will also be advised in writing when Councillors are making a decision on the draft plan so that they can attend the public meeting to hear discussions on the draft plan and in some cases address the Councillors as well before a decision is made.

Table 2 - Development assessment exhibition and notification timeframes

| Type of application for development   | Number of days for exhibition or notification  |
|---|--|
| Application for development consent (other than for complying development certificate and those other types listed below) | The minimum days and method specified in Table 3 for the types of applications listed. If the development type is not listed, we do not notify or exhibit that application |
| Application for designated development  | 28 days – will be exhibited and notified   |
| Application for 'nominated integrated development'  | 28 days – will be exhibited and notified   |
| Applications including an Environmental Impact Statement obtained under Division 5.1 of the EP&A Act                      | 31 days – will be exhibited and notified   |
| Application for development by or on behalf of Campbelltown City Council or on land owned by Campbelltown City Council    | 28 days – will be exhibited and notified   |



Table 3 provides a list of development types that we will notify or exhibit to neighbours and the public as soon as possible after we receive the application. If the application type is not listed, that means that we will not notify or exhibit the development application.

We will also notify or exhibit applications for development that are not in Table 3 where in our opinion, despite the development type and its compliance with planning controls, its notification or exhibition is in the public interest.

For definitions of the development types, you can see the 'Dictionary' at the end of Campbelltown Local Environmental Plan 2015, which is available on our website.

Table 3 - Development types that are exhibited and/or notified

| Development type   | Exhibited and/or notified | Number of days | Sign on property | Notification distance |
|--|---------------------------|----------------|------------------|-----------------------|
| Residential flat building                                      | Exhibited and notified    | 28             | Yes              | Minimum 100 metres    |
| Boarding houses  | Exhibited and notified    | 28             | Yes              | Minimum 100 metres    |
| Hostels and group homes (unless exempt development)            | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Seniors or housing for those with a disability                 | Exhibited and notified    | 21             | Yes              | Minimum 100 metres    |
| Multi-dwelling and shop-top housing with 5 or less dwellings   | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Multi-dwelling and shop-top housing with more than 5 dwellings | Exhibited and notified    | 21             | Yes              | Minimum 100 metres    |
| Attached dwellings   | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Dual occupancy dwellings                                       | Notified                  | 21             | No               | See diagram 1         |
| Semi-detached dwellings  | Notified                  | 21             | No               | See diagram 1         |
| Secondary and studio dwellings (unless complying development)  | Notified                  | 21             | No               | See diagram 2         |
| Two storey dwellings not in a new release area*                | Notified                  | 21             | No               | See diagram 3         |



| Development type  | Exhibited and/or notified | Number of days | Sign on property | Notification distance |
|---|---------------------------|----------------|------------------|-----------------------|
| Two storey dwellings in a new release area* that do not comply with all relevant planning objectives and controls       | Notified                  | 21             | No               | See diagram 3         |
| Additions to an existing dwelling that create a second storey   | Notified                  | 21             | No               | See diagram 3         |
| Home businesses and industries  | Notified                  | 21             | Yes              | See diagram 3         |
| Home occupation (sex services)  | Notified                  | 21             | Yes              | See diagram 3         |
| Non-residential development in a residential zone   | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Centre-based child care facility  | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Places of public worship in the R2 zone   | Exhibited and notified    | 21             | Yes              | Minimum 100 metres    |
| Places of public worship in other zones   | Notified                  | 21             | No               | See diagram 3         |
| Education establishments  | Exhibited and notified    | 21             | Yes              | Minimum 100 metres    |
| Community facilities  | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Health services facilities  | Notified                  | 21             | Yes              | Minimum 100 metres    |
| Commercial, retail and industrial development that may have an impact on nearby residents (including licensed premises) | Exhibited and notified    | 21             | Yes              | Minimum 100 metres    |
| Subdivision containing more than 100 new lots   | Exhibited and notified    | 28             | Yes              | Minimum 100 metres    |

| Development type   | Exhibited and/or notified | Number of days  | Sign on property | Notification distance |
|--|---------------------------|---|------------------|-----------------------|
| Intensive agriculture  | Exhibited and notified    | 28  | Yes              | Minimum 100 metres    |
| Telecommunications facilities that are not low-impact  | Exhibited and notified    | 28  | Yes              | Minimum 100 metres    |
| Restricted premises  | Exhibited and notified    | 28  | Yes              | Minimum 100 metres    |
| Demolition or major external works to a heritage item  | Exhibited and notified    | 28  | Yes              | Minimum 100 metres    |
| Any development application that includes a 'request for variation' under CI 4.6 of the relevant planning instrument | Notified                  | 21 days or the minimum specified for the development type in this Table | Yes              | Minimum 100 metres    |





\* New release areas are those that are being developed as new residential estates.

They have their own site-specific development control plan. New release areas for the purpose of this Plan are:

- Menangle Park urban release area at Menangle Park
- 'Figtree Hill' at Gilead

Where we use a minimum 100 metres distance for notification, we will measure the distance from the external boundaries of the property where the application has been made. When a development proposal has, in our opinion, the chance to affect more neighbours, we will extend this distance.

The sign on the property where a development is proposed will be placed on the land. The sign will be in a place where it is visible to the public and will contain information about the application and how you can get more details. If the land on which the development is proposed is not visible to the public (it might be a strata unit away from the street or on land that is the rear part of a battle-axe block), the sign will be placed as near as possible to the development site where it is visible from the street. The sign will need to stay in that place until after we have finished assessing the application.

When we receive information during an application or draft plan assessment that is different from how we might have originally notified or exhibited the proposal or draft plan, we will consider how significant the changes are and may re-exhibit or re-notify it again using the number of days in Tables 1, 2 and 3. We may also notify applications for a 'Building Information Certificate' where we think that the development has the potential to impact on neighbours.

Diagram 1

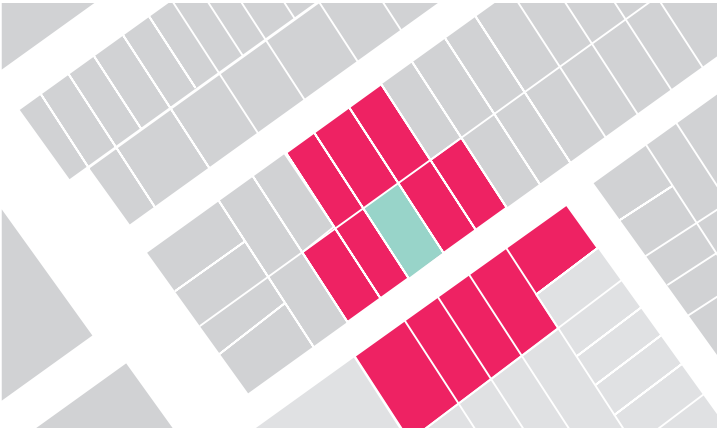


Diagram 2

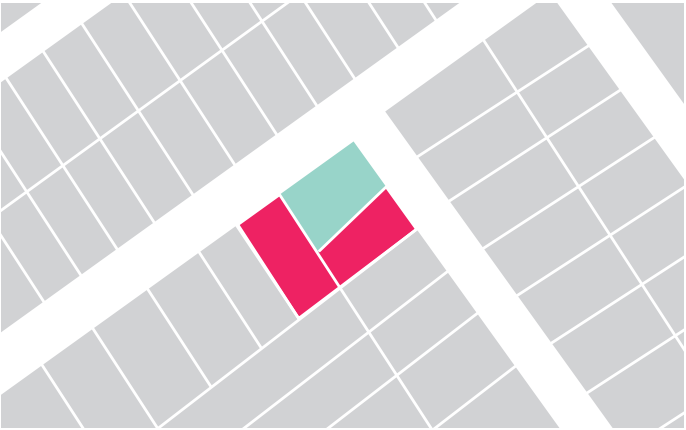


Diagram 3

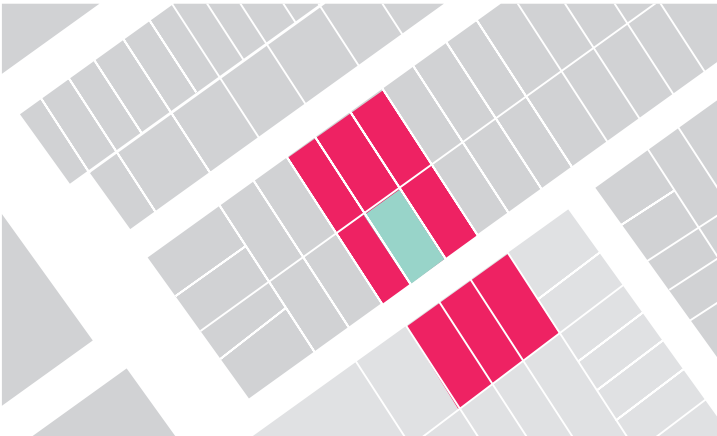
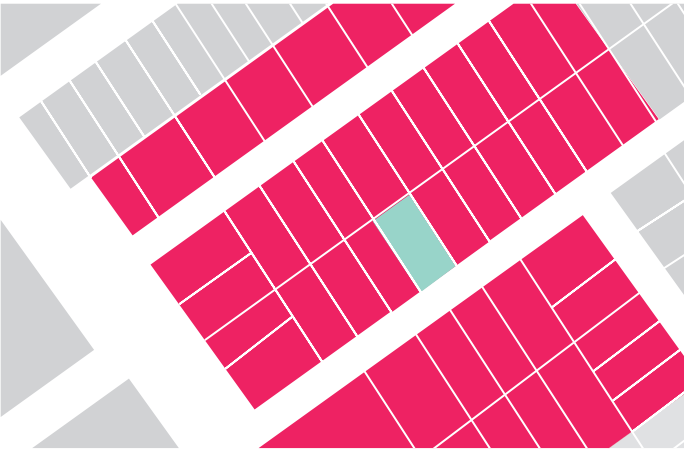


Diagram 4 - 100 metre minimum example



Properties that will be notified



Property on which application made

## 2.3 Other applications for development that may be notified and exhibited

In addition to the applications mentioned previously in the Community Participation Plan that are exhibited and notified when first received, there are other times that an application may be exhibited and notified.

Table 4 details what other application types may be notified and their notification and/or exhibition timeframes. As before in Table 3, if the application type is not listed, that means that we may not notify or exhibit the development application as it is not likely to significantly impact on neighbours.

Table 4 - Other development assessment exhibition and notification timeframes

| Type of application for development   | Number of days for exhibition or notification  |
|---|--|
| Application for modification of development consent under Sec 4.55(2) of the Act where the original development application was notified or exhibited | The minimum days and method specified in Table 3 for the types of applications listed  |
| Application for modification of development consent under Sec 4.56 of the Act   | The minimum days and method specified in Table 3 for the types of applications listed, including all people that made a submission on the original application |
| Application for development that is before the Land and Environment Court where changes have been made as part of the Court's assessment process      | The minimum days and method specified in Table 3 for the types of applications listed  |
| Application for review of determination   | The minimum days and method specified in Table 3 for the types of applications listed  |









## 2.4 Where to see plans and documents that are being exhibited or notified

As part of our commitment to make sharing planning information and receiving feedback from the community easier, we will provide information in various places and ways to ensure that you are able to make an informed opinion on what might be happening in your City.

We will provide information including, plans and supporting documents, available for viewing on our website at any time.

Applications for development can be viewed on our 'application tracker', which you can search using an address or application number.

Draft planning strategies or instruments can be viewed on the 'have your say' page on our website during their exhibition period. You can also make a submission from there at the same time.

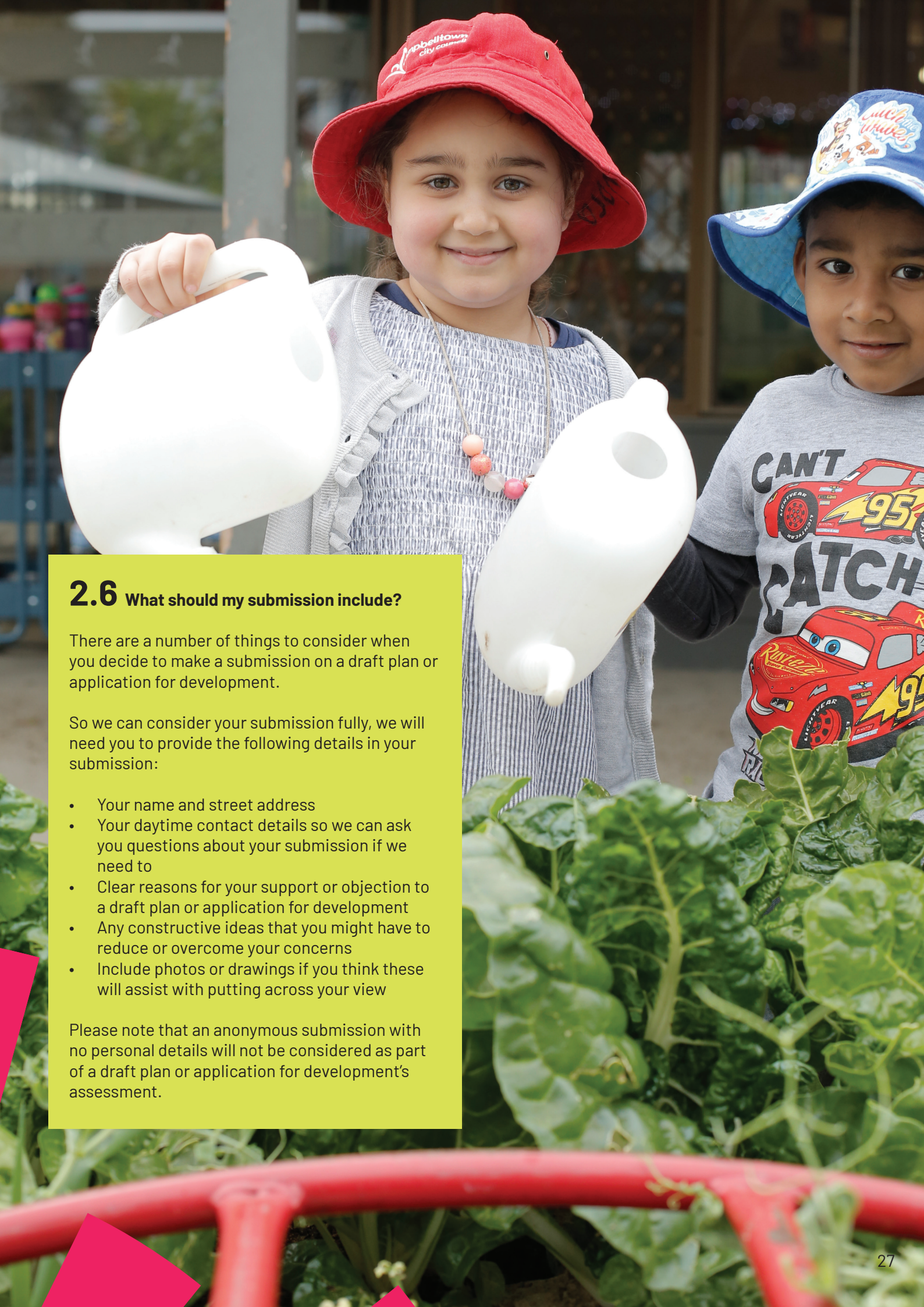
When we send you information about an exhibition or notification by letter or notice on our website, we will also provide details about how to find the plans and documents for viewing.

## 2.5 How to make a submission

You can make your submission on a draft plan or application for development in several ways. Please note, all submissions must be in writing. You can:

- Write an email with the draft plan name or application number as the subject and send it to [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au) any time throughout the notification or exhibition period
- Write a letter and send it to 'The General Manager', PO Box 57, Campbelltown NSW 2560
- When available, you can write your submission on our website using the 'have your say' button

When we send you a notification letter or place a notice on our website, we will have these details in there as well.



## 2.6 What should my submission include?

There are a number of things to consider when you decide to make a submission on a draft plan or application for development.

So we can consider your submission fully, we will need you to provide the following details in your submission:

- Your name and street address
- Your daytime contact details so we can ask you questions about your submission if we need to
- Clear reasons for your support or objection to a draft plan or application for development
- Any constructive ideas that you might have to reduce or overcome your concerns
- Include photos or drawings if you think these will assist with putting across your view

Please note that an anonymous submission with no personal details will not be considered as part of a draft plan or application for development's assessment.



## 2.7 What happens to my submission?

After we receive your submission, we will write to let you know that we have your letter or email.

Your submission will be used as part of the assessment of an application for development or as part of the finalisation of a draft plan. We will consider points raised in your submission and use these as part of our broader assessment of the impacts a development might have on the natural and built environment and our community.

When a decision is made by Council or a Planning Panel, the interests of the community, the environment, the rights of an applicant and various legal requirements imposed by legislation will all need to be considered and balanced.

After a Planning Panel or our officers have made a decision, we will write to you to let you know the outcome of the assessment. We will also let you know how to find out more about the reasons for the decision.

Important information about submissions that are petitions or similar letters and emails:

- A petition that contains the details of people that are objecting to a development proposal is only counted as one submission for the purposes of deciding whether or not an application will go to the Local Planning Panel for a decision instead of Council staff.
- To be counted as an individual submission, each letter or email must be unique in terms of its composition. Form emails or letters that are the same except for the signature of the writer or a letter signed by multiple people will only count as one submission for the purposes of deciding whether or not an application will go to the Local Planning Panel for a decision instead of Council staff.

At the moment, an application for development will go to the Local Planning Panel for a decision when we receive 10 or more unique individual submissions that object to the proposal.

Important point:

- We will continue to receive submissions that arrive after the exhibition or notification period has ended, but cannot guarantee that they will be considered in the assessment of a draft plan or application for development as this work might have already commenced.











## Feedback

We value your feedback! If you have any ideas that might help us communicate better, please let us know. We are always willing and available to listen to your suggestions.

If you have an idea that you'd like to share:

- Send us an email to [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au)
- Write a letter to 'The General Manager',  
PO Box 57 Campbelltown, NSW 2560
- Call us on (02) 4645 4000 or
- Use the feedback links on our website.



PO Box 57, Campbelltown NSW 2560  
Phone: 02 4645 4000  
Facsimile: 02 4645 4111  
Email: [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au)  
Website: [campbelltown.nsw.gov.au](http://campbelltown.nsw.gov.au)