



PARKES SHIRE

COMMUNITY PARTICIPATION PLAN

2022

PARKESTM

It all adds up.





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INTRODUCTION

MAYORAL WELCOME

COMMUNITY PROFILE



Welcome to the
Parkes Shire
Council Community
Participation Plan.



MAYORAL WELCOME

Parkes Shire Council is committed to creating great places to live, work and play for all communities in the Parkes Shire.

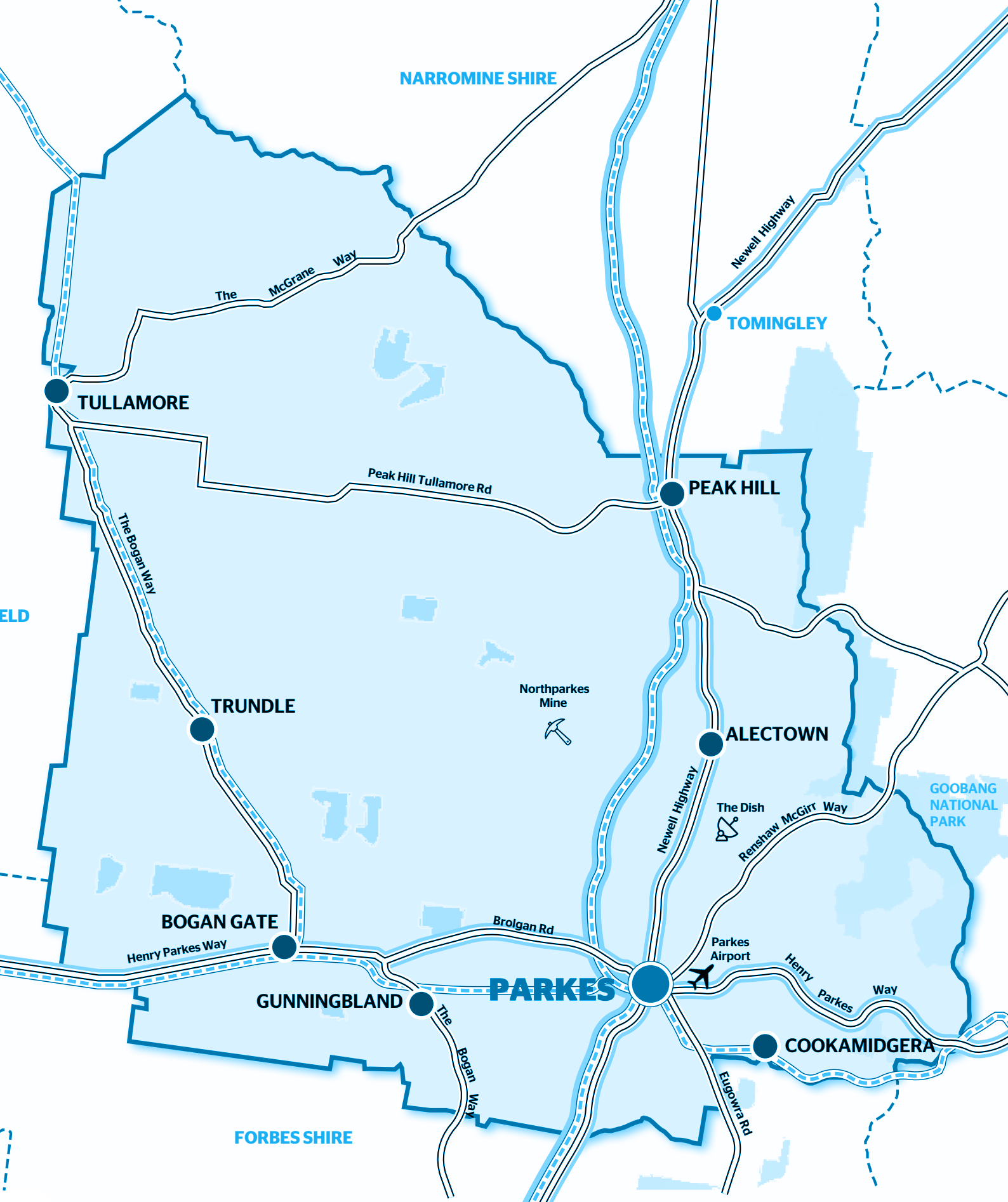
Community participation is an integral part of the exercising of Council's planning functions. Early and effective engagement promotes community participation to ensure the best planning outcomes are reached.

Our Community Participation Plan sets out our approach for encouraging community participation and engagement with Council as the local planning authority. It outlines how Council will ensure that communities are given opportunities to have their say on planning assessments, plan making, policies or changes to regulatory frameworks.

Council is committed to having open, honest, respectful and truthful communication with the community and encourages the community to do the same. This Plan aims to increase levels of engagement in a way that the community expects and make it easier to understand how to participate in planning matters in NSW.

I thank the community for their continued participation in helping develop the projects that we will deliver over the next term of Council and beyond, to ensure it all adds up to a vibrant Parkes Shire.

Cr Ken Keith OAM
Mayor of Parkes Shire



LAND-USE

	Parkes Local Government Area
	Parkes Township Location
	Parkes Village Location
	Neighbouring centre location

	National Park / Forests
	Northparkes Mine
	Parkes Regional Airport
	The Dish

COMMUNITY PROFILE

GEOGRAPHICAL AREA: 5919 SQ KMS POPULATION: 15,000

Parkes - 12096
Inc. Cookamidgera,
Alectown, Tichborne

Peak Hill - 1150

Trundle 666

Tullamore 373

Bogan Gate 307

Indigenous population - 10%

GENDER

49.2% male

50.8% female

AGE

Pre-school Children (0-4 years) 6.4%

Primary School (5-11) 9.9%

Secondary Schoolers (12-17) 8.1%

Tertiary Education / Independence (18-24) 8.2%

Young Workforce (25-34) 10.5%

Parents / Homebuilder (25-49) 16.9%

Older Works and Pre-Retirees (50-59) 13.6%

Empty Nester and Retirees (60-69) 12.1%

Seniors (70+) 14.2%

COMMUNICATIONS

E-news subscriber - 4,215



Your Say Subscribers - 1800


Social Media Followers - 34,400, 4.61M reach annually

Council website hits: 137,347 annually


SHIRE POPULATION
14,608


MEDIAN AGE
41 YEARS

 
MALE FEMALE
49.2% 50.8%


COUPLES WITH CHILDREN
39.7%

EMPLOYMENT

IN 2016 % OF POPULATION HAD THE FOLLOWING OCCUPATION:


MANAGERS
17.4%

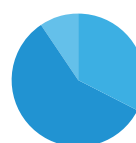

PROFESSIONALS
14.7%


TECHNICIANS AND TRADES WORKERS 14.7%


UNEMPLOYED
7.4%

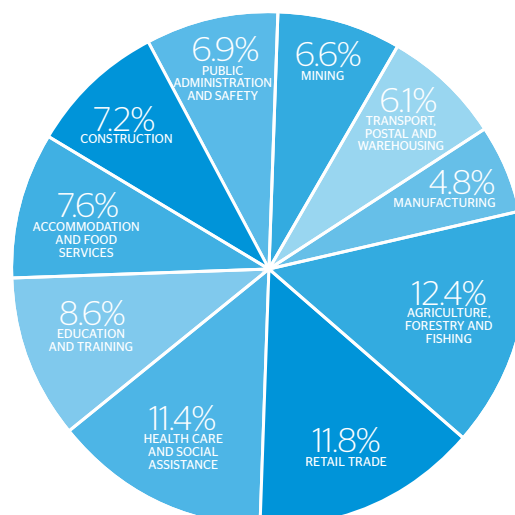

AVERAGE INCOME P/W
\$1088


UNDERTAKE VOLUNTARY WORK 24.3%



6303 LABOUR FORCE
2065 **PART TIME WORKERS**
3644 **FULL TIME WORKERS**

INDUSTRIES BY EMPLOYMENT





ABOUT COMMUNITY PARTICIPATION

PURPOSE OF THE COMMUNITY PARTICIPATION PLAN

RELATIONSHIP WITH THE COMMUNITY STRATEGIC PLAN (CSP)

COMMUNITY PARTICIPATION PRINCIPLES

WHAT IS A COMMUNITY PARTICIPATION PLAN?

A community Participation Plan (CPP) is intended to make it easier for the community to understand how to participate in planning matters in NSW. The requirement to prepare a CPP applies to all relevant planning authorities under the Environmental Planning and Assessment Act 1979 (EP&A Act).

A CPP sets out how and when planning authorities will engage with its community on the planning functions it performs (i.e. when Council is the consent authority). The CP must also set out the minimum public exhibition timeframes relevant to the planning authority that are provided in Schedule 1 to the EP&A Act.

RELATIONSHIP WITH THE PARKES COMMUNITY STRATEGIC PLAN (CSP)

The Parkes Community Strategic Plan (CSP) sits above all other Council plans and policies in the planning hierarchy and identifies the community's main priorities and aspirations for the future.

The Community Strategic Plan is produced by Council in partnership with and guided by the vision and priorities of the community. The Plan incorporates a suite of documents including a Delivery Program, Resourcing Strategy and Community Engagement Strategy.

The Community Engagement Strategy guides ongoing communication between Council and the community for planning for the future. The Community Engagement Strategy sets out Council's values when engaging with our community, including caring and friendly, open to new ideas, acting with integrity and respect and engaging and willing to work together.

It is intended that the Community Participation Plan will be an extension of Council's existing policy framework and further reinforce our community engagement principles. The CPP will provide information to the community on Council's community participation commitments and requirements under the NSW planning legislation.

COMMUNITY PARTICIPATION PRINCIPLES

The CPP is based on community participation principles which set the standard for how the community will be engaged. These principles are outlined in Section 2.23(2) of the EP&A Act and include:

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



HOW AND WHEN OUR COMMUNITY CAN PARTICIPATE

WHAT IS COMMUNITY ENGAGEMENT

VALUES WHEN ENGAGING WITH OUR COMMUNITY

OBJECTIVES AND GUIDING PRINCIPLES OF COMMUNITY ENGAGEMENT

WHAT FUNCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

DEVELOPMENT IN THE PARKES SHIRE WHERE COUNCIL IS NOT THE CONSENT AUTHORITY



WHAT IS COMMUNITY ENGAGEMENT

Community Engagement can be defined as any process that involves the community in problem-solving and decision making and uses this input to make better decisions.

Community Engagement is a two-way process that seeks to inform, identify issues and seek resolution with the community using a range of techniques.

Benefits of Community Engagement

Parkes Shire Council recognises that communities which are informed, consulted and empowered are successful communities. Successful community engagement will demonstrate a collaborative effort to resolve issues and plan for the future which will result in better outcomes for Council and the community. Community engagement complements the official electoral process and is a key method for participatory democracy.

Decision making is improved – Better decisions are made when we have information and all points of view have had the opportunity to be heard. Where feasible and desirable, Council's decisions need to match the needs and aspirations of the community.

It builds trust – Trust and understanding grows in an environment where engagement and involvement is taken seriously.

It builds networks – When we work together we meet other people, build relationships and have the opportunity to form purposeful networks.

It helps create stronger communities – Trusting, confident and involved communities are stronger and able to respond to change and circumstances “together” using their combined resources on potential solutions.

VALUES WHEN ENGAGING WITH OUR COMMUNITY

The following values underpin Council's approach to all community engagement activities. Parkes Shire Council will be:

Values of Engagement

Our promise to the community

Caring and Friendly

Community engagement will be conducted in a way that demonstrates a genuine commitment for quality consultations with the community and a desire to hear the community's views and aspirations.

Open to new ideas

Community engagement activities will be well planned and directed towards getting a better understanding of the community's views and on issues of importance to them. Consultation activities will provide opportunities for meaningful dialogue and input from key stakeholders.

Acting with integrity and respect

Consultation objectives and the role of the community in the decision making process will be well defined from the outset. The community will be equipped with the necessary information prior to and during community engagements to ensure the effectiveness of the process and its outcomes. The information will provide objective, balanced and accessible content about the particular issue or project.

Engaging and willing to work together

Council will seek to engage stakeholders at the earliest stage possible and continue to keep them informed and involved throughout the process. Well planned and inclusive community consultation processes are vital to the success of Council's engagement with the community. Council staff will provide feedback to the community about the progress of the project or plan and demonstrate how input received has contributed to the decision-making process.

OBJECTIVES AND GUIDING PRINCIPLES OF COMMUNITY ENGAGEMENT

The following guiding principles will ensure effectiveness of Council's engagement process and outcomes:

Objective	Guiding principles
1 Community engagement will be timely	Engagement activities are held at convenient times so that as many people as possible can participate. Engagement is planned so that enough time is allocated to the process so input can be considered and not rushed.
2 Inclusive and accessible information	<p>Consider groups whose voice may not normally be heard in community discussions. This might include people with disabilities, Aboriginal communities, people from culturally or linguistically diverse backgrounds, young people, people in geographically isolated areas, and the elderly.</p> <p>Provide clear, concise information that is easy to read and understood by a wide range of audiences. Use a variety of methods that enable our community to get involved by using a range of channels to reduce potential barriers relating to participation.</p>
3 People are heard and not just listened to	Facilitate two-way engagement processes that seek to inform, identify issues and seek resolution with the community.
4 Expectations are well managed	Purpose of engagement is clearly defined from the outset and the community understands their role in the decision-making process.
5 Feedback is part of the process	Following engagement activities, the community will be provided with feedback about the progress of the project or plan and advised on how their input will contribute to the outcome or decision.
6 Not a 'one size fits all'	Stakeholders are defined for engagement activities to determine appropriate process and mediums for engagement to encourage participation.
7 Learning is central	<p>Use community engagement as an opportunity to learn more about our community and their priorities.</p> <p>Educate internal and external stakeholders on community engagement processes and ensure staff are adequately trained to plan effective engagement.</p>

These guiding principles demonstrate regard to the Community Participation Principles as set out in Section 2.23(2) of the EP&A Act applicable throughout the Parkes Shire.

WHAT FUNCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

In accordance with the requirements of the EP&A Act, Council's planning functions are primarily divided into two streams, strategic planning, and statutory planning (development assessment). Key aspects of these functions are summarised below:

Strategic Planning

Strategic planning is an essential function of Council whereby we set the strategic direction, vision and goals for the region from a land use perspective. Examples of this work include the Parkes Local Strategic Planning Statement, amendments to the Parkes Local Environmental Plan 2012, the Parkes Development Control Plan 2021, Parkes Housing Strategy 2021 and developer contributions plans.

Development Assessment

Council is the consent authority for local development (other than for complying development, some designated development and State significant development).

Local development is the most common type of development in NSW and involves consideration and assessment of a wide range of development types from dwelling and subdivisions to large scale commercial, retail and industrial developments. Most local development applications are determined by Council.

DEVELOPMENT IN THE PARKES SHIRE WHERE COUNCIL IS NOT THE CONSENT AUTHORITY

There are some planning matters that Parkes Shire Council is not the consent authority, such as some types of development within the Parkes Special Activation Precinct and State Significant Development. Any community participation associated with these types of development is determined by the NSW Department of Planning and Environment.

COMMUNITY PARTICIPATION REQUIREMENTS

MANDATORY COMMUNITY PARTICIPATION REQUIREMENTS

MANDATORY COMMUNITY PARTICIPATION REQUIREMENTS

The following tables provide the mandatory minimum exhibition timeframes for the planning functions and documents that this community participation plan applies to, as set out in Schedule 1 of the Environmental Planning and Assessment Act 1979. The Environmental Planning and Assessment Regulation 2000 may amend Part 1 of Schedule 1 to prescribe additional mandatory requirements for community participation or to make other changes to that part.

Minimum Public Exhibition Periods for Strategic Planning Documents

Document Type	Minimum Exhibition Period
Draft Community Participation Plans	28 days
Draft Local Strategic Planning Statement	28 days
Planning proposals for local environmental plans subject to a 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 Contribution Plans	28 days

Minimum Public Exhibition Procedures for Development Applications

Document Type	Minimum Exhibition Period
Application for development consent (other than for complying development certificate, designated development, or state significant development).	14 days except where the application is exempt from public exhibition or notification as specified below.
Application for development consent for designated development	28 days
Application for modification of development consent that is required to be publicly exhibited by the regulations	14 days, or where determined by a delegated officer that due to the minor nature of the proposal no public notification is required.
Environmental impact statement obtained under Division 5.1	28 days



LOCAL REQUIREMENTS

NEIGHBOUR NOTIFIED DEVELOPMENT

WHAT IS PUBLICLY ADVERTISED DEVELOPMENT?

MAKING OF SUBMISSIONS

NEIGHBOUR NOTIFIED DEVELOPMENT

Parkes Shire Council will notify the following types of development applications:

Any application seeking a variation to the development standards in the Parkes Development Control Plan 2021.

Agricultural produce industry (not in a commercial or industrial zone),

Commercial or industrial development in or adjacent to residential land or sensitive land uses.

Commercial development (in a commercial zone) where the development will adjoin a residential zone (excluding change of use and minor internal alterations and additions).

Dwellings, two storey and greater in the R1 General Residential or RU5 Village zone.

Food and drink premises (not in a commercial zone),

Health consulting rooms / health services facility (not in a commercial or village zone or health precinct),

Hostel,

Industry (in an industrial zone) where the development will adjoin a residential zone.

Mixed-use development (not in a commercial or industrial zone),

Multi-dwelling, dual occupancy and secondary dwellings.

Restaurant / café (not in a commercial or zone),

Seniors housing,

Swimming pools in the R1 General Residential or RU5 Large Lot Residential zone.

Temporary use of land.

Tourist and visitor accommodation,

Torrens title subdivision creating two lots or more.

Veterinary hospital (not in a commercial or village zone),

Vehicle repair station / vehicle sales or hire premises (not in an industrial, village or commercial zone),

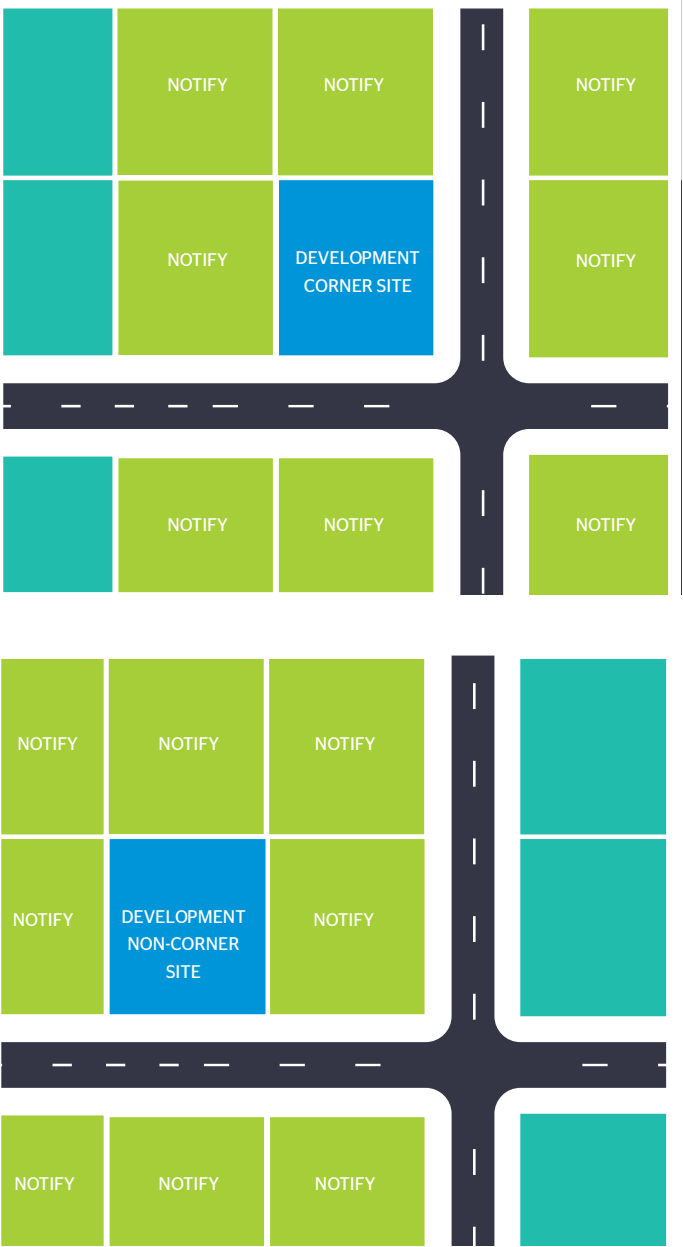
Home business, home occupation and home industries.

Persons to be notified

For Development Applications requiring neighbour notification, written notification of the proposed development will be provided to:

The owner(s) or occupiers of land immediately adjoining or adjacent to the subject land (as shown on Council's Property and Rating System at the time of notification) including land that is separated from the subject land by a watercourse, road, pathway, driveway, railway or similar thoroughfare. The diagram right illustrates the approach.

Where more than one person is listed as the owner, written notification to one of the owners, is taken to be a notice to all of the registered owners.



Information to be neighbour notified

For Development Applications or Modification Applications requiring neighbour notification under the plan, the following information shall be included in the written notification letter to any person(s) entitled to be notified:

- a. The property description and address of the site which is the subject of the Development Application.
- b. A description of the proposed development.
- c. The name of the applicant and name of the consent authority.
- d. An invitation to inspect the Development Application.
- e. Details of where the Development Application can be inspected.
- f. A statement that any person may make a written submission in relation to the Development Application.
- g. The time within which written submissions must be received by Council.
- h. Advice that the content of written submission may be included in a report to Council.
- i. Advice that Council is subject to the Government Information (Public Access) Act 2009 and that copies of written submissions may be made available to any person entitled to lodge an application under this legislation.

All written neighbour notification letters must be accompanied by plans of the development proposal which show, as a minimum:

For development involving the erection of a building or carrying out of a work:

- a. Scaled site plan showing the relationship of the proposed building to the property boundaries, existing buildings or structures on the site and other features such as trees and fences.
- b. Scaled elevations sufficient to delineate the height of and external configuration of the building in relation to the site on which it is proposed be erected.
- c. Accurate dimensions relating to the size, height and position of the building on the site, and clear differentiation between existing and proposed structures or works.

For development involving the subdivision of land

- a. Scaled site plan showing the proposed allotment boundaries, existing buildings or site features such as trees and fences, and relationship of the site to the public road network.

All written neighbour notification letters must also be accompanied by a copy of the Statement of Environmental Effects that was lodged with the Development Application or Modification Development Application.

WHAT IS PUBLICLY ADVERTISED DEVELOPMENT?

Public advertised development is development that is subject to the neighbour notification requirements of the plan and must also be advertised and available on Council's website.

The following development is advertised development for the purposes of this plan:

Any development where Parkes Shire Council is either the applicant for consent or is the landowner.

Significant development involving heritage items.

Medium density housing types involving three or more dwellings.

Torrens subdivision involving the creation of more than 10 new allotments.

Amusement centre,

Animal boarding or training establishment (more than 20 animals),

Brothel,

Camping ground or caravan park (not temporary in nature),

Centre-based child care facility,

Correctional centre,

Crematorium,

Depot (not in an industrial or business zone),

Educational establishment,

Entertainment facility,

Extractive industry,

Feedlot,

Function centre,

Hazardous storage establishment,

Heavy industrial storage establishment,

Heavy industry,

Helipad,

Highway service centre,

Hospital,

Hotel or motel accommodation (not in a commercial zone),

Intensive livestock agriculture,

Liquid fuel depot,

Medical centre (not in a commercial or village zone or health precinct),

Mine,

Neighbourhood shop / supermarket (not in a commercial zone),

Offensive industry / storage establishment,

Passenger transport facility,

Places of public workshop,

Pub (not in a commercial zone),

Recreation facilities,

Restricted premises,

Rural industries,

Sawmill,

Service station,

Waste or resource management facility.

How Council will advertise a development application

The Environmental Planning and Assessment Regulation 2000 has been updated to no longer require Council to notify the public of various planning matters through local newspapers. This is due to a broader industry trend away from hardcopy to digital media. Local newspapers have been transitioning to online-only delivery, often with a paywall, or suspending publication entirely.

The Parkes Shire community is geographically sparse and rely on various methods to be informed of what is happening in their local communities. To provide consistency across the Shire, development applications will be advertised on Council's website, as well as a notice placed in the Council Administration Centre, 2 Cecile Street, Parkes. Development applications will also be advertised through Council's social media channels ie. Facebook.

Where public advertising dates and publication dates can be coordinated, a notice will be placed in the Peak Hill Times for any development applications for development in Peak Hill that require public advertising.

Public exhibition period

Where a Development Application or Modification Development Application is required to be publicly advertised under this plan, the application shall be made available for inspection for a period of not less than fourteen (14) calendar days (public holidays excluded), commencing from the date on which the public notice was placed on Council's website.

Places of inspection

During the public exhibition period, any person may inspect, free of charge, an application which is publicly advertised under this plan, at the following places:

- a. Parkes Shire Council, 2 Cecile Street, Parkes NSW 2870
- opening hours Mon-Fri 8.30am to 5.00pm.
- b. Parkes Shire Council website www.parkes.nsw.gov.au

Information to be publicly exhibited

During the public advertising period, Council must make available, upon request, extracts of the Development Application or Modification Development Application to any interested persons. This information shall include:

- c. Details of the applicant and the land to which the application relates.
- d. Plans of the development proposal.
- e. Where relevant, a copy of the Statement of Environmental Effects accompanying the application or extracts thereof may be made available at copy cost.



MAKING OF SUBMISSIONS

Submissions in respect of a Development Application or Modification Development Application that is notified under the plan must be received by Council within fourteen (14) calendar days of the date appearing on the written notification letter, or alternatively within such additional period as may be deemed appropriate by the Council or its delegated officers. Public holidays are excluded from this period.

A submission may be made by any person whether or not that person has been or is entitled to be given notification of the application under the plan.

Submissions must be made in writing and must clearly indicate the name and address of the person making the submission. The submission should relate directly to the application and if the submission is by way of objection, it must state the reasons for objection. Any submissions received by Council may be:

Referred to the applicant for consideration

The subject of freedom of information requests under the Government Information (Public Access) Act 2009

Included in Council Business Papers (i.e. made public)

All submissions must be addressed to:

**General Manager,
Parkes Shire Council,
2 Cecile Street,
Parkes NSW 2870.**

Council reserves the right not to consider anonymous submissions.

Consideration of submissions

Where a submission is received in relation to a Development Application or Modification Development Application that has been neighbour notified under the plan, and that submission has been received within the period allowed for the making of submissions under the plan, Council must consider that submission prior to the application being determined.

Nothing in the plan prevents Council or its delegated officers from considering a submission that is received outside of the period allowed for making submissions under this plan, provided the application has not already been determined by Council.

The content of any submission received by Council in relation to an application that has been neighbour notified under this plan will be considered in full as part of an assessment report for the application.

If the issue(s) raised in the submission cannot be resolved in full as part of the assessment process, the application will be presented at a monthly meeting of the Council. The terms of any submission(s) will be summarised in the assessment report by the authorised officer. Council is not bound to adopt or support a submission when making its determination.

Amendment of a development application post notification

For Development Applications or Modification Applications that are amended post neighbour notification and at any time prior to determination, the application will be re-notified in accordance with the plan when it is considered that there will be an additional likely environmental impact.

If, in the opinion of Council or its delegated officers, the likely environmental impact is the same or will be reduced as a result of the amendments, the application will not need to be re-notified under this plan.

If an application is withdrawn by the applicant and a subsequent application is made, the new application will need to be notified under the plan, as if the previous application had not been made.

Notification of determination of applications

Any person who makes a submission in relation to a Development Application or Modification Development Application that is notified under the plan must be provided with written notification of the following:

- a. Receipt of the submission by Council.
- b. Determination of the application, as soon as possible after that determination has been made.

Section 8.2 review applications

Where an applicant requests Council to review a determination of a Development Application or Modification Development Application in accordance with the requirements of Section 8.2 of the Environmental Planning and Assessment Act 1979, the review application must be neighbour notified / publicly advertised in the same manner as the original application. All persons who made submissions in relation to the original application must be notified, as per the address identified on their original submission.

Petitions

Where a petition is received in relation to a Development Application, Modification Development Application or Section 8.2 Review Application, the head petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Where a head petitioner is not nominated, one will be selected by Council or its delegated officers. Only the head petitioner will be advised of the determination of the application.

The petition will be counted as a single submission.

Extension of notification and public advertising periods

Council will always exhibit a planning matter for the mandatory minimum timeframes set under the EP&A Act, the EP&A Regulations and Council's Local Requirements as outlined above. In some circumstances, Council may consider an extended public exhibition timeframe based on the scale and nature of the proposal.

Public exhibition timeframes are in calendar days and include weekends. If the public exhibition period is due to close on a weekend or a public holiday, Council will extend this finish on the next working day.


The period between 20 December and 10 January (inclusive) is excluded from the calculation of the public exhibition period.

If a particular matter has more than one different exhibition or notification periods that apply, the longer period applies.

Notification to properties in adjoining LGA's

Where adjoining properties not within the Parkes Local Government Area are considered to be affected by a Development Application or Modification Development Application made in relation to land in the Parkes Local Government Area, the owner(s) of such properties will be notified in accordance with the provisions of this plan. Parkes Shire Council will liaise with the adjoining Local Government Authority and endeavour to have the details of requested properties received within 48 hours of the request.



A full-page background image showing a field of tall, dark grasses in the foreground, slightly out of focus. In the background, a bright sunset or sunrise is visible, with a hazy orange glow and silhouettes of trees or hills. The overall color palette is warm, dominated by oranges, yellows, and browns.

“A progressive and smart regional centre, embracing a national logistics hub, with vibrant communities, diverse opportunities, learning and healthy lifestyles”



