



DRAFT COMMUNITY PARTICIPATION PLAN



CITY OF RYDE | Draft Community Participation Plan
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Contents

1.1.	What planning matters does the CPP apply to?	4
1.2.	Who does the CPP apply to?	4
1.3.	Related Legislation.....	4
1.4.	Related Documents.....	4
2.	Community Engagement.....	5
3.	Development Applications.....	6
3.1.	How we will engage - Development Applications	6
3.2.	Exceptions.....	7
3.3.	Additional consultation	8
3.4.	Extended consultation periods	8
3.5.	Targeted consultation.....	9
3.6.	Submissions.....	9
3.7.	Determinations	9
4.	Plan Making Documents	10
4.1.	How we will engage – Plan Making Documents.....	10
4.2.	Exceptions for Planning Proposals.....	11
4.3.	Additional consultation for Planning Proposals	12
4.4.	Tailored consultation for Planning Proposals	12
4.5.	Submissions.....	12
4.6.	Determinations	12
5.	GLOSSARY	13

1. What is a Community Participation Plan?

A Community Participation Plan (CPP) outlines the mandatory community engagement requirements (how and when Council will engage with the community) on planning matters. The CPP reflects the community participation requirements in planning legislation, including mandatory consultation timeframes.

1.1. What planning matters does the CPP apply to?

- Development Applications (includes the assessment and determination of development applications, including revised plans, modifications and review applications)
- Plan Making Documents (such as draft Local Environment Plan (LEP), LEP draft amendments and Draft Development Control Plans (DCPs))

1.2. Who does the CPP apply to?

This CPP applies only to City of Ryde Council and the exercise of its planning functions under the *Environmental Planning and Assessment Act 1979* (EP&A Act) in its Local Government Area.

It is important to note that although Council may be responsible for engaging with the community on an item, they may not be the final decision makers for that item.

1.3. Related Legislation

The CPP is a legislative requirement of *the Environmental Planning and Assessment Act 1979* (No 203).

Some of the legislative requirements in the CPP are listed in both *the Environmental Planning and Assessment Act 1979* (No 203) and the *Environmental Planning and Assessment Regulation 2000*.

When implementing the CPP, it will be in accordance with the community participation principles listed in section 2.23 under Division 2.6 of the *Environmental Planning and Assessment Act 1979* (No 203).

1.4. Related Documents

A procedure is attached to this plan, which outlines in further details on how the Community Participation Plan will be implemented.

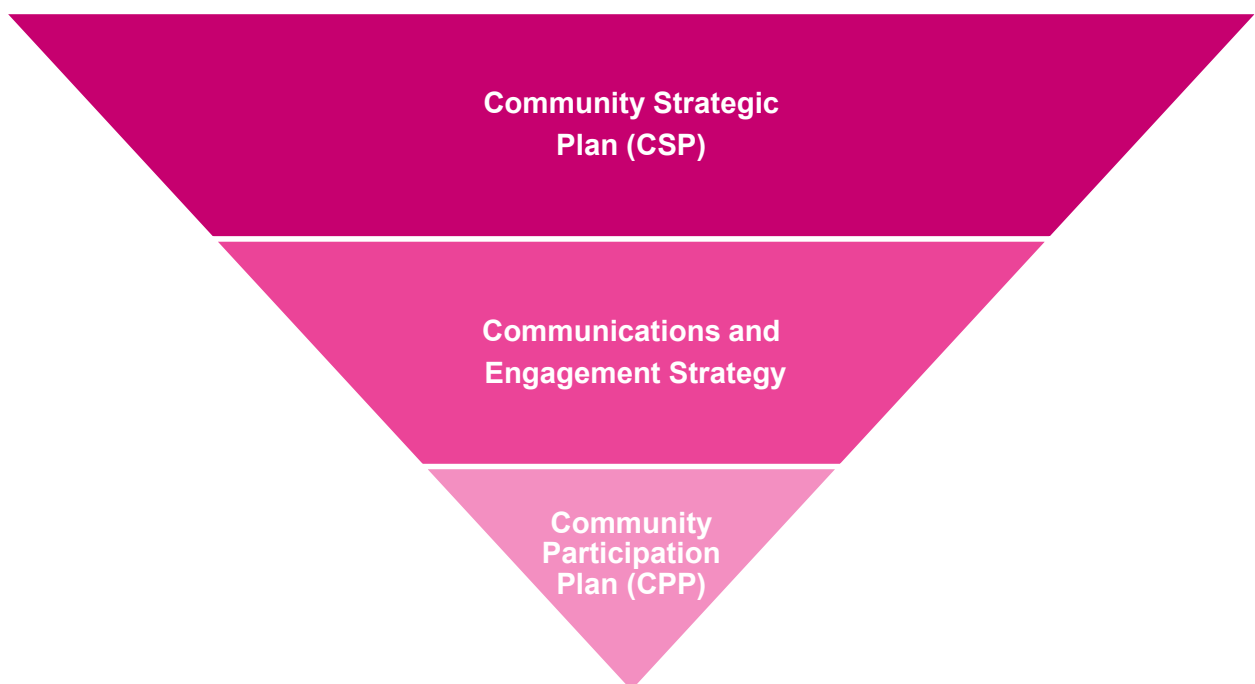
2. Community Engagement

The CPP should be considered in conjunction with other relevant Council strategies, including the Community Strategic Plan and Communications and Engagement Strategy.

This CPP sits under the Communications and Engagement Strategy as it outlines Council's approach to community engagement, which is based on the IAP2 Public Participation Spectrum (page 10, Communications and Engagement Strategy 2014).

Both of these documents sit under City of Ryde's Community Strategic Plan (see Figure 1), which is a ten-year plan that sets out the community's vision for the future and strategies to achieve it.

Figure 1: The City of Ryde's engagement framework



3. Development Applications

This section covers development application types such as:

- Development Application Assessment
- Development Application Revised Plans (before a decision is made)
- Development Application Modifications (after a decision is made)
- Development Application Review (review of a decision that has been made)

3.1. How we will engage - Development Applications

Table 2 outlines the mandatory community engagement the City of Ryde will undertake regarding Development Applications by type.

For detailed information on the mandatory engagement of Development Applications by description (e.g. advertising signs, demolition, dwelling houses), this is outlined in Procedures (page 3).

Table 1 provides an explanation of each engagement method listed in Table 2.

Table 1 - Engagement Method Definitions

ENGAGEMENT METHOD	DEFINITION
Consult	▶ Council will obtain public feedback on development application types indicated.
Public Notice	▶ A newspaper advertisement and/or notice on City of Ryde's website with information about the consultation opportunities.
Written Notice	▶ A written notice is sent to owners of land adjoining the relevant location, any other property owners the Council considers may be affected, and relevant public authorities with information about the consultation opportunities.
Days on Exhibition	▶ Refers to the minimum consultation timeframe. Timeframes are in calendar days including weekends. Public holidays and the period between 20 December and 10 January (inclusive) are excluded from the calculation of a consultation period.

Table 2 - Engagement Method by Development Application Type

	Consult	Public Notice	Written Notice	Days on Exhibition
Development Application	●		●	14
Revised plans (before a decision is made)	●		●	14
Modifications (after a decision is made) Sections 4.55(1a), 4.55(2), 4.56	●		●	14
Review (review of a decision that was made) Sections 8.3	●		●	14
Designated Development	●	●	●	28
Nominated Integrated Development	●	●	●	28

3.2. Exceptions

In certain circumstances Council will waive the need for Development Application consultation, for the following Development Application descriptions:

- Ancillary Uses to Residential - (2) Pergola (unroofed), Detached Garage, Carport, Outbuilding, and Swimming pools 0.5m above the existing ground level
- Business/ Office - minor building works
- Change of Use– in Industrial and Business Zones
- Demolition – Where a DA for a new building on the land has already been notified
- Footpath/Outdoor Dining - in established business zones
- Industrial Building Work – on land not adjoining any residential land
- Internal fit outs - (shops/Business/ industrial)
- Signage – on land not adjoining any residential land
- Subdivision –Torrens Title of dual occupancies
- Strata Subdivision

For Development Application Revised Plans, notification may be waived if in the opinion of Council, the revised plans address issues raised by Council and/or submissions.

Development Application Modifications, specifically for section 4.55(1) of the EP&A Act will not be consulted on. These are for modification of consent to correct a minor error, misdescription or miscalculation or for a modification of a consent involving minimal environmental impact.

Applications to modify development consent under section 4.55(1A), section 4.55(2) or section 4.56 of the EP&A Act will not be consulted on if:

- the original development application was not required to be notified or advertised; and/ or
- the modification does not change the external appearance or the building height or the shape of the proposal as shown on the original development application; and/or
- the responsible Council Officer is satisfied that the proposed modification or amendment has minimal or no impact on the environment; and/or
- the responsible Council Officer is satisfied that the proposed modification or amendment is unlikely to cause any disadvantage to any person who owns land in the adjoining land area, the extended adjoining land area or who has made a submission relating to the development application.

3.3. Additional consultation

Council has delegated to officers the power to form an opinion, which is to be based on the potential impact of the development to consult on a proposed development.

3.4. Extended consultation periods

Consultation time frames may be extended based on scale and nature of the proposal.

If the consultation period is due to close on a weekend or a public holiday, Council will extend the consultation to finish on the first available work day.

All public holidays and the period between 20 December and 10 January (inclusive) are excluded from the calculation of a consultation period.

Any development application received in December that would be of significant public interest will not be notified until the first week of January in the following year.

Any development application received in December that would require a public notice will not be notified until the first available publish date in the following year.

3.5. Targeted consultation

If a development application is likely to generate significant community interest the Council may also:

- Consult the relevant interest groups such as public authorities and community organisations;
- Arrange face to face engagement; and/or
- Distribute a media release

3.6. Submissions

Written submissions received during the consultation period will be considered as part of the assessment of the application in conjunction with Council's legal responsibilities, the interests of the community at large and the reasonable expectations and rights of the applicant.

A petition received during the consultation period will be noted separately to submissions. However, the content of the petition will be considered with submissions as part of the assessment of the application.

Please note: that all submissions received in relation to rezoning and development applications will be publicly accessible on request.

3.7. Determinations

During any consultation period, no determination will be made.

Once an application has been determined, Council will notify the community of the decision by:

- Notifying the applicant in writing of the decision made including the date of the decision and the reason for the decision.
- Notifying in writing all persons who made submissions about a development application regarding the decision made and detail how their views were considered in reaching the decision. In the case of a petition, only the principal author or first signatory will be notified.
- Publishing a public notice of all determinations. The public notice, which will be placed either in print or online will provide the details of the land and the development proposal.

4. Plan Making Documents

This section covers draft plan making documents such as:

- Draft Contributions Plans
- Draft Development Control Plan
- Draft Local Strategic Planning Statement
- Draft Local Environment Plan
- Draft Local Environment Plan Amendments
- Planning Proposals

4.1. How we will engage – Plan Making Documents

Table 4 outlines the mandatory community engagement the City of Ryde will undertake regarding draft plan making documents, including planning proposals.

Table 3 provides an explanation of each engagement method listed in Table 4.

Table 3 - Engagement Method Definitions

ENGAGEMENT METHOD	DEFINITION
Consult	▶ Council will obtain public feedback on plan making documents.
Public Notice	▶ Notification in a newspaper that circulates in the area affected by the plan making document and notification on City of Ryde's website.
Written Notice	▶ A written notice is sent to affected and adjoining landowners.
Days on Exhibition	▶ Refers to the minimum consultation timeframe. Timeframes are in calendar days including weekends and public holidays. The period between 20 December and 10 January (inclusive) is excluded from the calculation of a consultation period.

Table 4 - Engagement Method by Plan Making Document

	Consult	Public Notice	Written Notice	Days on Exhibition
Draft Community Participation Plan	●	●		28
Draft Contributions Plans	●	●		28
Draft Development Control Plan	●	●		28
Draft Local Strategic Planning Statement	●	●		28
Planning proposals for LEPs subject to a gateway determination	●	●	●	28*
Low impact planning proposals**	●	●	●	14

*28 days or as specified by the gateway determination which may find, due to minor nature of the proposal, that no public exhibition is required.

**A 'low' impact planning proposal is a planning proposal that, in the opinion of the person making the gateway determination is:

- Consistent with the pattern of surrounding land use zones and/or land uses
- Consistent with the strategic planning framework
- Presents no issues with regard to infrastructure servicing
- Not a principal LEP
- Does not reclassify public land

4.2. Exceptions for Planning Proposals

A written notice will not be sent to affected and adjoining landowners, if the planning authority is of the opinion that the number of landowners makes it impractical to notify them.

The plan making process does not require community consultation to be undertaken prior to an applicant lodging a request with Council to prepare a planning proposal.

If a different consultation period is specified in the gateway determination for the proposal, then the consultation will follow the timeframe specified in the gateway determination. If the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal, then there will be no consultation period.

4.3. Additional consultation for Planning Proposals

Council can undertake additional consultation if this is deemed appropriate or necessary. This may include, but is not limited to broad consultation by letter, open days or public forum.

4.4. Tailored consultation for Planning Proposals

The gateway determination will specify the community consultation that must be undertaken on planning proposals. The consultation will be tailored to specific proposals.

4.5. Submissions

Any person may make a written submission to the council about a draft plan making document during its consultation period.

Written submissions received from the public during the consultation period will be considered on the matter.

A petition received during the consultation period will be noted separately to submissions. However, the content of the petition will be considered with submissions as part of the assessment of the application.

4.6. Determinations

If a plan, application or other matter is to be placed on consultation, then the plan is not to be made or application determined or the other matter finalised until after the consultation period.

5. GLOSSARY

PLANNING TERM	DEFINITION
Designated Development	Designated Development refers to developments that are high-impact developments (e.g. likely to generate pollution) or located in or near an environmentally sensitive area.
Development Control Plans (DCP)	A plan that provides detailed planning and design guidelines to the support the planning controls in a LEP.
Gateway Determination	A gateway determination is issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to consultation.
Local Environment Plan (LEP)	An environmental planning instrument developed by Council. An LEP sets the planning framework for a Local Government Area.
Planning Proposals	A planning proposal relates to a change in a LEP control.
State Significant Development (SSD)	Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Examples of possible SSD include: new educational establishments, hospitals and energy generating facilities