

2019

Community Participation Plan

Adopted: 20 November 2019



Glossary

PLANNING TERM	DEFINITION
Contribution plans	A plan developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development
Designated development	Designated Development refers to developments that are high-impact developments (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a coastal wetland)
Development control plans (DCP)	A plan that provides detailed planning and design guidelines to 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 public exhibition
Local environmental plan (LEP)	An environmental planning instrument developed by a local planning authority, generally a council. An LEP sets the planning framework for a Local Government Area
Regional plan	20-year plans that address the community's needs for housing, jobs, infrastructure and a healthy environment for a Department of Planning, Industry & Environment (DPI& E) Region
State Environmental Planning Policy (SEPP)	An environmental planning instrument developed by the DPI&E, that relates to planning matters that are state significant or are applicable across the state
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
State significant infrastructure (SSI)	SSI includes major transport and services development that have a wider significance and impact than on just the local area. Examples of possible SSI include: rail infrastructure, road infrastructure and water storage and treatment plants

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1. Introduction

As a result of the passing of the *Environmental Planning and Assessment Amendment Act 2017* in the NSW Parliament in November 2017, all planning authorities are required to prepare a Community Participation Plan (CPP) about how and when they will undertake community participation when exercising relevant planning functions.

Community Participation Plans are required to meet mandatory requirements including:

- public exhibition for a minimum periods for plans, development applications and other matters,
- public notification requirements of plans or applications, and public notification of the determination or reasons for a determination.

The purpose of the CPP is to provide a single document that the community can access that sets out all of council's community participation requirements under the planning legislation, including all minimum mandatory exhibition timeframes.

This Plan forms only one part of Council's overall engagement strategy on how the community can be involved in the decision-making process across all areas of Council.

1.1 What is Community Participation?

Community participation (often referred to as engagement) is the process of involving the public in problem solving or decision-making. This participation is based on the belief that those affected by a decision have a right to be involved.

Engagement provides a forum for Port Macquarie-Hastings Council (Council) to gain insight into local knowledge, skills and experiences of the community, which can be critical to the success of projects. Through community engagement, Council can work with communities in exploring options and reaching solutions that seek to maximise the benefit and reduce negative impacts to a minimum.

Consistent communication, information sharing and feedback to the community builds awareness and understanding of the projects, services and initiatives of Council - it is not possible to effectively engage the community in a decision-making process until they are first adequately informed. Ongoing communication also demonstrates that Council takes the views and opinions of the community seriously.

In all dealings with the community, Council will also employ its Corporate Values:

- Communication
- Accountability
- Professionalism
- Integrity
- Teamwork

1.2 Community Participation in the Planning Process

For this particular Plan, Council recognises community participation in its planning decision-making is not only the community's right; it also delivers better planning outcomes for the people within the Port Macquarie-Hastings.

In the context of planning, community participation is an overarching term identifying how Council engages with our community under the Environmental Planning and Assessment Act 1979 (EP&A Act), including plan and strategy making and making decisions on proposed development. The level and extent of community participation will vary depending on the scope of the proposal/plan under consideration and the potential impact of the decision.

Ultimately, Council's responsibility is to deliver the objectives of the EP&A Act including the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

1.3 Why is community participation important?

Effective community participation:

- Builds confidence and trust in the Council's planning decision-making;
- Creates a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character;
- Provides Council with access to community knowledge, ideas and expertise to better inform Council's decision-making.

1.4 What is a Community Participation Plan?

The Port Macquarie-Hastings Council Community Participation Plan (CPP) is designed to make participation in **planning** decisions clearer for the Port Macquarie-Hastings community. It does this by setting out in one document the different types of planning functions Council performs, and how and when community members can participate in planning decisions.

This CPP also establishes our community participation objectives which we use to guide our approach to community participation.

1.5 Principles of this Community Participation Plan

The EP&A Act guides Council to ensure that it will be clearer and easier for the community to understand how it can participate in planning decisions. The Act outlines the principles that underpin Council's Community Participation Plan. These principles are outlined below:

- a) The community has a right to be informed about planning matters that affect it;
- b) Council will encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning;
- c) Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning.
- d) The community will be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered;
- e) Community participation will be inclusive and Council will actively seek views that are representative of the community;
- f) Members of the community who are affected by proposed major development will be consulted by the proponent before an application for planning approval is made;

- g) Planning decisions will be made in an open and transparent way and the community will 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) will be appropriate having regards to the significance and likely impact of the proposed development.

1.6 Scope of the Community Participation Plan

The Port Macquarie-Hastings Council Community Participation Plan applies to all land within the Port Macquarie-Hastings Local Government Area (LGA).

Whilst consistent with Council's approach to engagement, this Community Participation Plan does not outline Council's engagement strategy for the delivery of other Council services, functions or infrastructure. Community engagement for these activities is developed considering the requirements of Council's Community Engagement Strategy (under development).

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

- a) Development which is exempt development under the provisions of Clause 3.1 Exempt Development of the LEP and or any applicable State Environmental Planning Policy (SEPP);
- b) Development which is complying development under the provisions of Clause 3.2 Complying Development of the LEP and/or any applicable State Environmental Planning Policy.

1.7 Objectives of the Community Participation Plan

Council's community engagement objectives for the CPP are to:

- a) Enhance opportunities for all members of the community to participate in planning decisions to achieve better planning outcomes, in an open and transparent process;
- b) Ensure the community understands how they can participate in planning decisions;
- c) Ensure that the needs and concerns of the community are identified and addressed wherever possible;
- d) Ensure our strategic planning reflects the aspirations of our community, partners and stakeholders;
- e) Ensure Council meets its legislative requirements in regard to community engagement for planning activities.

This Community Participation Plan addresses the following key strategies of Council's Towards 2030 Community Strategic Plan:

Strategy 1.1 Inform and engage with the community about what Council does using varied communication channels

Strategy 4.3 Facilitate development that is compatible with the natural and built environment

Strategy 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area

2. What are Council's Planning Functions?

Under the Environmental Planning and Assessment Act 1979, Council's planning functions are divided into two streams:

- a) Strategic planning and
- b) Development assessment.

2.1 Strategic Planning

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

2.1.1 Local strategic planning statements & Urban Growth Management Strategy

The Local Strategic Planning Statement (LSPS) will set out the 20-year vision for land use in the Port Macquarie-Hastings region, the special character and values that are to be preserved and how change will be managed into the future. The Local Strategic Planning Statement will shape how the development controls in the Local Environment Plan (LEP) evolve over time to meet the community's needs, with the LEP the main planning tool to deliver Council's and the community's plan.

The LSPS:

- Identifies the planning priorities for an area;
- Explains how these priorities are to be delivered; and
- Demonstrates how Council will monitor and report on how the priorities will be implemented.

The LSPS will implement actions from the North Coast Regional Plan as well as Council's own priorities identified in its Community Strategic Plan, the Urban Growth Management Strategy (UGMS) and other strategies and other studies that support the growth of the LGA. The North Coast Regional Plan is developed by the NSW Department of Planning, Industry and Environment to plan for our region's future population in the areas of housing, jobs, infrastructure and a healthy environment.

2.1.2 Strategic Land Use Plans, Strategies and Studies

Council develops a range of long-term plans and strategies for specific areas or development issues. Many of these plans and strategies will become Council policy after community consultation and will be implemented through Council's planning controls. Some strategies and plans also require endorsement from Government Agencies and support the North Coast Regional Plan.

Examples include Council's key land use strategies (for example, the Urban Growth Management Strategy) and studies including open space, heritage and transport.

2.1.3 Planning proposals for local environment plans subject to a gateway determination

The Local Environment Plan (LEP) guides planning decisions for the Port Macquarie-Hastings area. It does this through zoning and development controls, which provide a framework for the way land can be used. The LEP is the main planning tool to shape the future of communities and ensure local development is achieved appropriately.

A Planning Proposal is required to amend the LEP and must demonstrate the strategic merit of the proposed LEP amendment. After it is considered by Council, a

Planning Proposal is submitted to the NSW Department of Planning, Industry and Environment for a Gateway Determination. A Gateway Determination will identify whether there is merit in the proposed amendment proceeding further in the plan-making process.

A Gateway Determination is issued by the NSW Department of Industry, Planning and Environment and will determine:

- Whether or not to proceed with the planning proposal;
- Whether or not to impose conditions to the proposal;
- The minimum exhibition period.

2.1.4 Development Control Plans

A Development Control Plan (DCP) is prepared by Council, applies to specific types of development or areas of land and provides detailed development guidelines and controls. The DCP provides detailed guidance for the design considerations, general standards and area-based provisions related to development proposals in the Port Macquarie-Hastings region.

Council periodically amends the DCP to introduce new controls relating to specific development types, to reflect legislative changes, or to clarify the intent of an existing control.

2.1.5 Developer and infrastructure contribution plans

Contributions plans allow Council to levy contributions on development consents issued for land within the Port Macquarie-Hastings region. These contributions assist the provision of community facilities and infrastructure to meet the demand created by development.

Council periodically reviews and amends these Plans in order that they reflect population growth, rezoning of land, completion of works, or to amend the schedule of works to reflect Council's priorities.

2.1.6 Voluntary Planning Agreements

A Voluntary Planning Agreement (VPA) is an offer by a developer to Council to dedicate land, make monetary contributions, or provide any other material public benefit, to be used for or applied toward a public purpose.

A public purpose includes the provision of:

- a) A community facility
- b) Affordable housing
- c) The conservation or enhancement of the natural environment
- d) Transport or other infrastructure relating to the development
- e) The funding of recurrent expenditure relating to the provision of community facilities, affordable housing or transport or other infrastructure
- f) The monitoring of the planning impacts of development.

Voluntary Planning Agreements can be entered into in relation to a development application or an amendment to the Local Environmental Plan.

2.2 Development Assessment

Port Macquarie-Hastings Council is the consent authority for the following application types:

2.2.1 Local development (other than complying development certificate, for designated development or for State significant development)

Local development is the most common type of development in NSW, with projects ranging from home extensions to commercial, retail and industrial developments. The Port Macquarie-Hastings Local Environment Plan 2011 outlines those developments and land uses which require development consent before the development can take place.

2.2.2 Nominated integrated development

Integrated development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and approval under Section 4.46 of the EP&A Act 1979. For example, an application for a mining licence, or work to be carried out on a public road; or carrying out work on a listed heritage item.

2.2.3 Designated development

Designated development refers to developments that are high-impact developments (e.g. likely to generate pollution) or that are located in or near an environmentally-sensitive area (e.g. a wetland). There are two ways a development can be categorised as designated development:

- The class of development can be listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 as being designated development or
- A Local Environment Plan (LEP) or State Environmental Policy (SEPP) can declare types of development to be designated.

2.2.4 State Significant Development

A State Significant Development is a development that due to its size, economic value or potential impacts is considered to be of state significance. Development that is State significant is identified in the State and Regional Development SEPP. For all State significant development applications, the Minister for Planning is the consent authority.

2.3 Modification of Development Consents

After a 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 a development consent is made under Section 4.55 of the EP&A Act 1979 provided the development is substantially the same.

If Council does not agree that the proposed modifications would result in substantially the same development as was originally approved, a new development application must be submitted for assessment.

3. Participating in Council’s Planning Process

Opportunities to participate in Council’s planning process will be dependent on the nature, scale and likely impact of the proposal or project being considered or assessed. A valuable way for community members to participate in the planning process is by making a submission on a proposal during a public exhibition.

3.1 Public Exhibitions

A key technique Council uses to encourage community participation is formal public exhibitions. During an exhibition, Council makes available relevant documents that may include a draft of the strategy, plan, policy, or proposed development that we are seeking input on.

Exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at our discretion. Details of the timeframes for various planning functions are detailed in the following sections.

3.1.1 Mandatory Exhibition Timeframes

Section 2.21 (2) of the EP&A Act details the type of proposals that must be considered in the CPP and Schedule 1 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.

The mandatory community participation requirements are outlined in Table 1 below. These requirements reflect the minimum public exhibition periods for planning functions as specified in Schedule 1 of the EP&A Act.

Table 1: Mandatory community participation requirements for planning functions (Schedule 1 EP&A Act)

Planning Function	Minimum community participation requirement
Strategic Planning functions	
Draft Community Participation Plans	28 days
Draft Local Strategic Planning Statements	28 days
Planning proposals for local environmental plans subject to a Gateway determination	28 days or: (a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period so specified, (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.

Planning Function	Minimum community participation requirement
Draft development control plans	28 days
Draft development contributions plans	28 days
Development Applications	
Application for development consent (other than for complying development certificate, for designated development or for State significant development)	<p>14 days or:</p> <p>(a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or</p> <p>(b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition.</p> <p>Refer Table 2 below for DA advertising and notification requirements.</p>
Application for development consent for designated development	30 days
Application for modification of development consent that is required to be publicly exhibited by the regulations	28 days
Environmental impact statement obtained under Division 5.1	28 days
Re-exhibition of any amended application or matter referred to above required under or by Schedule 1	Discretionary based on the scale and nature of the amendments.

Notes:

1. This table does not include the minimum exhibition timeframes for planning functions that do not apply to the Council (for example, State significant development).
2. A reference to a number of days in this table refers to calendar days and includes weekends.
3. The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition (Schedule 1, EP&A Act).
4. If a particular matter has different exhibition or notification periods that apply, the longer period applies.

Table 2: Development Application notification and advertising requirements

Application Category	Type of Development	Notification / advertising requirements
<p>Advertised Development</p>	<ul style="list-style-type: none"> • Major community or public facilities whether publicly or privately owned including hospitals, libraries, schools, universities, sports and entertainment facilities, licensed clubs • Major commercial and retail development • Major transport infrastructure and interchanges • Hotels, pubs or entertainment facility • Caravan parks • Places of public worship • Manufactured home estates • Motels • Public buildings in residential zones; • Major development on Council owned or controlled land • The demolition of a heritage item listed in Schedule 5 of the <i>Port Macquarie-Hastings Local Environmental Plan 2011</i>, or the use of a building or land which is a heritage item for a purpose which is not permitted under the land use zoning table applying to that land; • Extractive industries • Any development application accompanied by a Species Impact Statement • Water based activities • Any other development required to be advertised under the EP&A Act, Regulations or any other environmental planning instrument. 	<ul style="list-style-type: none"> • A notice will be published in local newspapers and on Council's website for 14 days and will provide the address of the application and a brief description of the proposed development. • In the case of advertised development which is Integrated Development¹ (excluding Nominated Integrated Development and Threatened Species Development), a notice will be published in the local newspapers and on Council's website for 14 days. • For Nominated Integrated Development and Threatened Species Development², a notice will be published in the local newspapers and on Council's website for 28 days. • Letters will be sent to adjoining and adjacent property owners to inspect the application and make a written submission.

¹ Integrated development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and one or more approval another piece of legislation (Section 4.46, EP&A Act 1979)

² Refer Clause 89 (4) of the EP&A Regulation 2000 for definitions of Nominated Integrated Development and Threatened Species Development.

Application Category	Type of Development	Notification / advertising requirements
		<ul style="list-style-type: none"> • Copy of the application available for viewing at Council's Customer Service Centre/s. • Where an adjoining or adjacent property is a strata title, the Council will notify the individual strata unit owners as well as the Owners Corporation, or an Association under the <i>Community Land Development Act 1989</i>. • Council may consider a wider notification period for an application or an extension of time available for comment in the circumstances of the case.
<p>Notifiable Local Development</p>	<p>All types of development which are not listed as Advertised Development (above), and are not of a type listed below will be notified by Council as Local Development.</p>	<ul style="list-style-type: none"> • Notified for 14 days on Council's Application Tracker. • Letters sent to adjoining and adjacent property owners to inspect the application and make a written submission • Copy of the application available for viewing at Council's Customer Service Centre/s. • Where an adjoining or adjacent property is a strata title, the Council will notify the individual strata unit owners as well as the Owners Corporation, or an Association under the <i>Community Land Development Act 1989</i>.

Application Category	Type of Development	Notification / advertising requirements
		<ul style="list-style-type: none"> • Council may consider a wider notification of an application or an extension of time available for comment in the circumstances of the case.
<p>Development applications which will not be notified or advertised</p>	<ul style="list-style-type: none"> • Single storey dwelling houses and single storey additions that comply with setback provisions, except raised single storey dwelling houses that have a similar impact to a 2-storey dwelling house; • Swimming pools; • Sheds and outbuildings that comply with maximum floor area height and setback provisions; • Fences and retaining walls; • Rural dwellings and ancillary structures; • Buildings ancillary to agriculture (not complying development); • Demolition of buildings • Industrial land uses within the IN1 General Industrial zone, except where the site borders residentially zoned land; • Minor development in commercial zones; • Applications to modify a consent under S4.55 of the EP&A Act where the application will not significantly alter the intensity or likely impact compared to the original development; • Strata subdivisions of existing buildings where the number of dwellings or units remains unchanged. 	<ul style="list-style-type: none"> • DA available for viewing on Council's Application Tracker.

3.1.2 Non mandatory exhibition timeframes

Several of Council's planning functions do not have minimum public exhibition timeframes under the NSW planning legislation. As a matter of course and in line with Council's community participation objectives, we will typically exhibit documents related to the exercise of these functions for the timeframes described in Table 3 below:

Table 3: Non-mandatory exhibition timeframes for planning functions

Strategic Planning Function	Minimum community participation requirement
Draft Master Plans	28 days
Draft Structure Plans	28 days
Strategic Land Use Plans, Strategies and Studies	28 days
Draft planning and development policies (Public policies)	Up to 28 days, depending on the nature of the policy

3.2 General requirements for public exhibition and notification of strategic planning functions

For all Strategic Planning functions identified in Table 1 and Table 3 above, a public exhibition notice will be published in local newspapers for the minimum time period outlined. Notification letters will be sent to adjoining and adjacent property owners. Properties notified are dependent on the scale and potential impacts of the planning matter.

In relation to draft Master Plans and Structure Plans or the like, Council will notify all property owners included in draft Master Plan or Structure Plan area, as well as adjacent and adjoining property owners

In relation to planning proposals, public exhibition will be undertaken in accordance with the Department's *A guide to preparing local environmental plans* and any conditions of the Gateway Determination.

In all cases, documentation will be available to view at Council's offices (Port Macquarie, Wauchope and Laurieton) and at the Port Macquarie Library. Documentation will also be available to view on Council's website for the exhibition period at: <https://haveyoursay.pmhc.nsw.gov.au/>

In certain circumstances and depending on the nature and scale of the strategic planning matter, Council may hold workshops, public meetings and/or information sessions or carry out online surveys during the public exhibition period.

3.3 Making a Submission

Any person is entitled to make a submission which may object to or support a planning matter within the public exhibition or notification period. Submissions must be made in writing and delivered to the Council either via electronic mail, via Council's online engagement tool "Have your say" or by post.

3.3.1 Submission Period

The submission period is the stated exhibition or notification period, as detailed in Section 3.1 of this Community Participation Plan.

3.3.2 Submission Inclusions

Submissions must:

- be in writing;
- be addressed to the General Manager (unless made via Have Your Say);
- clearly indicate the names, postal address or e-mail of person(s) making the submission so they can be notified in advance if the matter is to be considered by Council at a Council meeting. This information will remain public and may be included in reports to Council.
- outline your feedback on the planning matter and the reasons for your support or objection (if relevant);
- contain information relevant to the planning matter;
- quote the subject matter, and;
- quote the development application number or reference number and clearly state the address of the property (if relevant).

3.3.3 Making a Submission on a Development Application

Any person who feels that their property or locality may be adversely impacted by a proposed development may make a written submission in response to a development application or DA. In making a submission, it is recommended that you consider the following:

1. An application to develop a parcel of land may be made by the landowner(s) or anyone obtaining consent from the landowner(s).
2. Council is obliged to consider DAs within a legal framework established by the Environmental Planning and Assessment Act 1979 and related documents including the Port Macquarie-Hastings Local Environmental Plan 2011 and Port Macquarie-Hastings Development Control Plan 201.
3. Although Council may write to adjoining and adjacent neighbours inviting their comments, anyone can make a submission on any DA, whether they received a letter or not.
4. Matters raised in submissions should be planning-related, such as the potential impact of the proposed development in terms of scale, privacy, access, noise, dust etc.

3.3.4 Petitions

Petitions may also be used for submissions provided they satisfy the same guidelines outlined above in Section 3.3.2. Where a petition is received, the head petitioner, or, where not nominated, the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner, or first petitioner, will be advised of any related meeting times or receive written confirmation of the determination of an application or outcome of the planning matter.

3.3.5 Disclosure of submissions

Anyone who lodges a submission who does not wish their personal information to be made public, should clearly make a statement to that effect, however their name and suburb (if available) will remain public.

Council will consider making a submission confidential, however, the submission must make a statement to that effect and clearly outline the reasons the submission should be confidential.

Submissions may be accessed by the public by way of a GIPA request (fee payable) to Council. Also, if the planning matter is reported to a Council meeting, the issues raised in that submission will be summarised in the Council report.

3.3.6 Acknowledgement of submissions

All submissions received during the public exhibition or notification period will be acknowledged as soon as practicable by Council following the conclusion of the exhibition or notification period. and will be advised of an indicative timeframe for the planning matter

3.3.7 Applicant request for submissions

Council may provide applicants in respect of a strategic planning matter or development application with a copy of submissions received on receipt of a written request. In providing a copy of submissions, Council will remove the personal contact details and signature of the submitter.

The Applicant will be encouraged to address the issues raised in submissions, by way of comments and/or amended plans.

3.4 Consideration of Submissions

Council must consider all matters which have been raised within any submission before making a decision regarding a strategy, plan or development application.

Following determination of a development application, or the adoption of a strategic plan or strategy, everyone who made a submission will be notified in writing of the decision regarding the application, strategy or plan.

3.4.1 Development Applications

All submissions are considered as part of the development assessment process and summarised in the officer's assessment report.

The lodging of a submission does not mean that Council will refuse the application. Generally, the number of submissions received in response to a DA does not have a bearing on the outcome of the application. The matters raised in the submissions and the potential impacts of the development are of primary importance.

When a submission cannot be resolved, the development application will be referred to Council's Development Assessment Panel (DAP) for determination. Details on the role of the DAP and the DAP Charter can be obtained on Council's website at the following address:

<https://www.pmhc.nsw.gov.au/About-Us/How-Council-Works/Council-and-Committee-Meetings/Sub-Committees-of-Council/Development-Assessment-Panel>

All submitters will be invited to attend and make representations at a DAP meeting. In some instances, applications are determined by the elected Council or by the Northern Regional Planning Panel (JRPP). In any case, submitters will be kept

informed of any meetings where a decision is being made on the development application.

The consent authority is limited to only consider matters relevant to the development proposal as set out in the relevant planning legislation.

The status of all development applications (from 2002 to current) are available to view on Council's Application Tracking tool. You can view application details, assessment milestones, plans and supporting documents.

You may also phone Council's Development Assessment team on (02) 6581 8111 for information regarding the progress of your submission.

3.4.2 Strategic Planning

Council officers will consider the feedback and any issues raised in the submissions as part of the development of the Plan or Strategy.

Council officers will determine how each issue is to be addressed and identify whether and (if applicable), how the draft Plan or Strategy should be amended. The issues raised in the submissions and any resulting amendments will be summarised by the Council Officers in their report to Council.

Those who made a submission and the Applicant (if relevant) will be encouraged in the acknowledgement of their submission (refer 3.3.6 above) to monitor Council Meeting Agendas on Council's website <https://www.pmhc.nsw.gov.au/About-Us/How-Council-Works/Council-and-Committee-Meetings/Council-Meeting-Agendas-and-Minutes> for the planning matter. The Agenda item will include the relevant Council report to be tabled. There is a further opportunity to address the Councillors at this meeting prior to the draft Plan or Strategy being adopted.

Supporting Documents

The following Council documents (which are available on Council's website www.pmhc.nsw.gov.au) are linked closely to this Community Participation Plan:

- Towards 2030 Community Strategic Plan
- Customer Service Charter
- Urban Growth Management Strategy 2017 - 2036 (UGMS)
- Port Macquarie-Hastings LEP 2011
- Port Macquarie-Hastings Development Control Plan 2013

Relevant Legislation

Relevant legislation for this Community Participation Plan includes:

- Environmental Planning & Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- NSW Government Information (Public Access) Act 2009
- NSW Privacy and Personal Information Protection Act 1998
- North Coast Regional Plan 2036