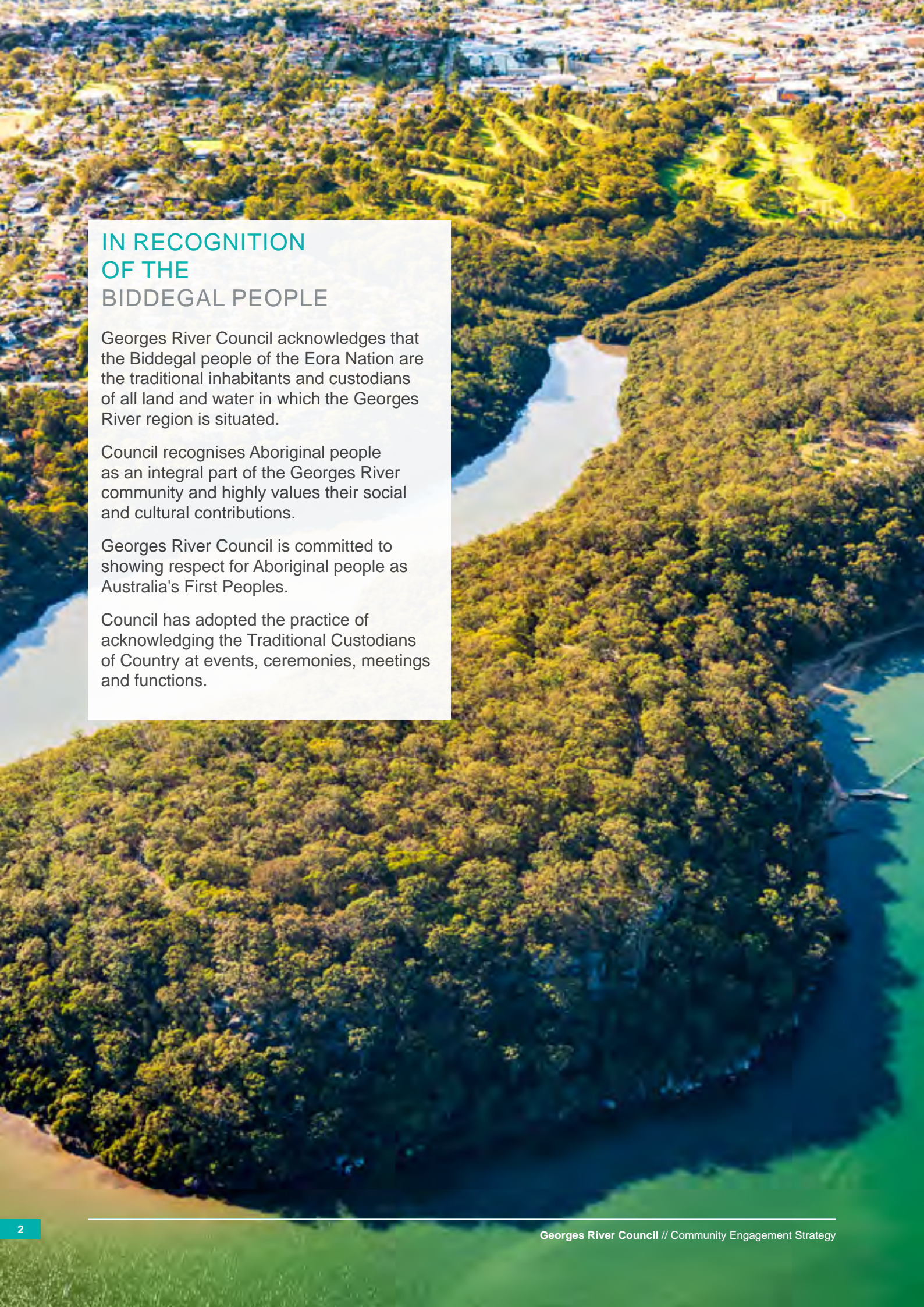


# COMMUNITY ENGAGEMENT STRATEGY

## 2018-2028



## IN RECOGNITION OF THE BIDDEGAL PEOPLE

Georges River Council acknowledges that the Biddegal people of the Eora Nation are the traditional inhabitants and custodians of all land and water in which the Georges River region is situated.

Council recognises Aboriginal people as an integral part of the Georges River community and highly values their social and cultural contributions.

Georges River Council is committed to showing respect for Aboriginal people as Australia's First Peoples.

Council has adopted the practice of acknowledging the Traditional Custodians of Country at events, ceremonies, meetings and functions.

# CONTENTS

Introduction.....	4
Our responsibility.....	5
<b>PART A: OUR ENGAGEMENT APPROACH AND FRAMEWORK.....</b>	<b>8</b>
Who is this strategy for?.....	7
What is community engagement?.....	7
Why is community engagement important?.....	7
Our engagement commitment to you.....	8
Engagement principles .....	8
Our community.....	10
How we developed the Strategy .....	12
Background research.....	12
Key findings.....	13
Our engagement framework.....	16
Engaging with our community.....	17
Engagement framework.....	18
Communications tools.....	19
Protecting your privacy.....	21
Engagement timeframes.....	21
The feedback loop.....	22
Monitoring and evaluation.....	23
<b>PART B: ENGAGEMENT TIMEFRAMES.....</b>	<b>24</b>
<b>PART C: NOTIFICATION PLAN.....</b>	<b>30</b>



# INTRODUCTION

---

The Georges River Council Community Engagement Strategy sets out our commitment to engagement with the community. It establishes guiding principles to ensure community engagement is purposeful, timely, genuine, inclusive and transparent.

Community engagement plays a vital role in shaping local outcomes and is an important way for us to gather valuable information to assist in better decision making.

Council has developed this strategy to clearly guide how and when we engage with our community.

This strategy has been informed by feedback from a wide range of individuals and groups across the Georges River area. This feedback has provided us with a clear understanding of the community's expectations and the desired level of engagement with Council.

Recent reforms to the Environmental and Planning Act 1979 (EP&A Act) require Councils across NSW to prepare Community

Participation Plans (CPPs). This Engagement Strategy addresses the requirements set out by the Department of Planning and Environment (DP&E).

This document is a publicly accessible document that provides:

**Part A** - Our engagement approach and framework to guide how and when we engage with our community. This considers the requirements of both the EP&A Act and Local Government Act 1993.

**Part B** - Our engagement timescales, relevant to Schedule 1 of the EP&A Act.

**Part C** - Notification Plan outlining the notification requirements for different types of development applications.

This strategy is supported by an internal Council Staff engagement toolkit.

## OUR RESPONSIBILITY

This document meets Council's legislative requirement under the Local Government Act 1993 to provide a Community Engagement Strategy and the Environmental Planning and Assessment Act 1979 to prepare a Community Participation Plan. The Local Government Act identifies community participation as a guiding principle of local government and stipulates that community engagement should be based on social justice principles. The Environmental Planning and Assessment Act encourages effective engagement with the community to provide meaningful opportunities for participation in planning matters.

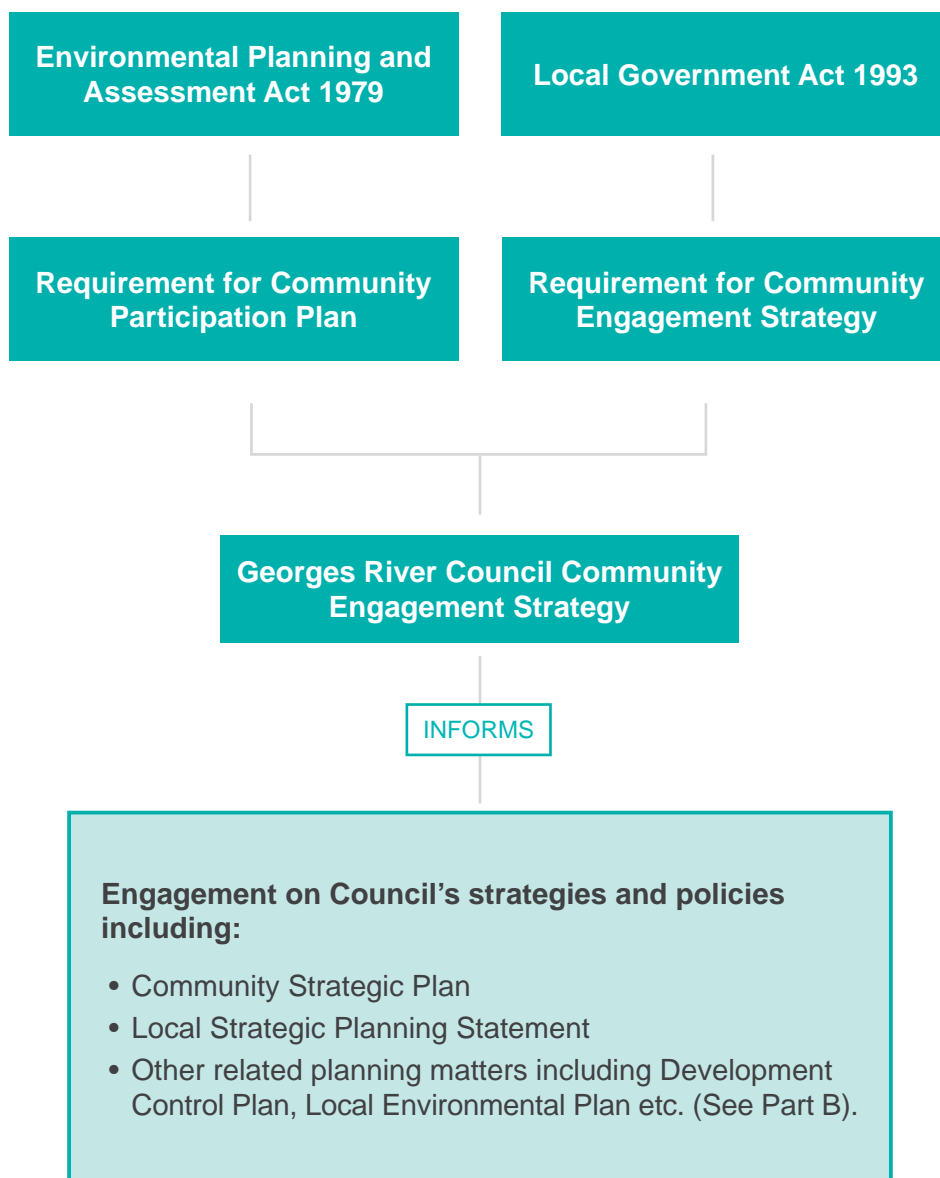


Figure 1 - Community Engagement Requirements

Sources: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au), [www.iap2.org](http://www.iap2.org), [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au), [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)



# PART A

## OUR ENGAGEMENT APPROACH & FRAMEWORK

---



# OUR ENGAGEMENT APPROACH

---

## WHO IS THIS STRATEGY FOR?

This strategy is of interest to all individuals and groups who live or work in the Georges River Local Government Area (LGA), or are affected by Council's decision-making processes within Georges River.

We actively encourage our community to get involved in community engagement.

## WHAT IS COMMUNITY ENGAGEMENT

Community engagement is the act of informing, consulting, involving, collaborating and empowering individuals and groups on relevant topics, issues or decisions that may affect their everyday lives. This might include issues specific to homes, businesses or neighbourhoods. This may involve sharing information using a variety of channels and seeking community feedback in person or online.

## WHY IS COMMUNITY ENGAGEMENT IMPORTANT?

Community engagement is the foundation to good governance. It allows us to identify and address local ideas, concerns and opportunities by involving the public in relevant processes that affect them and their community.

Community engagement does not replace the decision making functions of Council, rather it informs and guides it.

## THE BENEFITS OF COMMUNITY ENGAGEMENT INCLUDE:

1. Better project and service delivery outcomes.
2. Improve quality of policy being developed.
3. Strengthen relationships with individuals and community groups.
4. A process to ensure Council is meeting local needs.
5. Creates opportunities to discuss complex and emerging issues.
6. Opportunities for a diversity of voices to be heard.



# OUR ENGAGEMENT COMMITMENT TO YOU

---

This strategy is supported by five overarching principles which will guide and inform our approach to all community engagement.

---

## ENGAGEMENT PRINCIPLES

These principles have been informed by the Community Vision Statement, Council values and the social justice principles of equity, access, participation and rights.

- 1 Community engagement is **purposeful**. We will ensure that we know why and who we are engaging so that community engagement is purposeful and meaningful.
  - 2 Community engagement is **timely**. We will engage early and provide various opportunities for the community to comment and provide feedback.
  - 3 Community engagement is **genuine**. We will be clear about your level of influence and state why we are seeking your participation.
  - 4 Community engagement is **inclusive**. We will provide information that is accessible for all.
  - 5 Community engagement is **transparent**. We will update you on how your feedback has helped shape decision making.
-



## TRANSLATION INTO COMMUNITY LANGUAGES

Council is committed to ensuring community engagement is accessible and inclusive across all communication platforms to ensure members of culturally and linguistically diverse communities and community members with access issues are able to engage to with Council.

Council's website offers a content translation conversion service using Google Translate and promotes Council's Translation and Interpreter Telephone Service (TIS Phone: 131 450) on the footer of every webpage across the platform.

We strive to ensure all members of our community are able to access Council's key strategic documents which guide all of Council's activities and, accordingly, are embarking on redesigning these documents to incorporate a brief document summary translated into the top four community languages spoken in the Georges River area.





## OUR COMMUNITY

Georges River is a diverse community, comprising residents from a diverse range of cultural backgrounds and ancestry.

As the population of Georges River continues to grow and evolve, we will adapt our engagement approach to be responsive to changing demographic and community needs.

The snapshot on the following pages provides an overview of key demographic statistics relevant to this strategy. It also provides a summary of the expected changes in population and households over the next 20 years.

### POPULATION

**156,293**

In 2016

**188,188**

In 2036 (projected)

### GENDER



**48.9%**

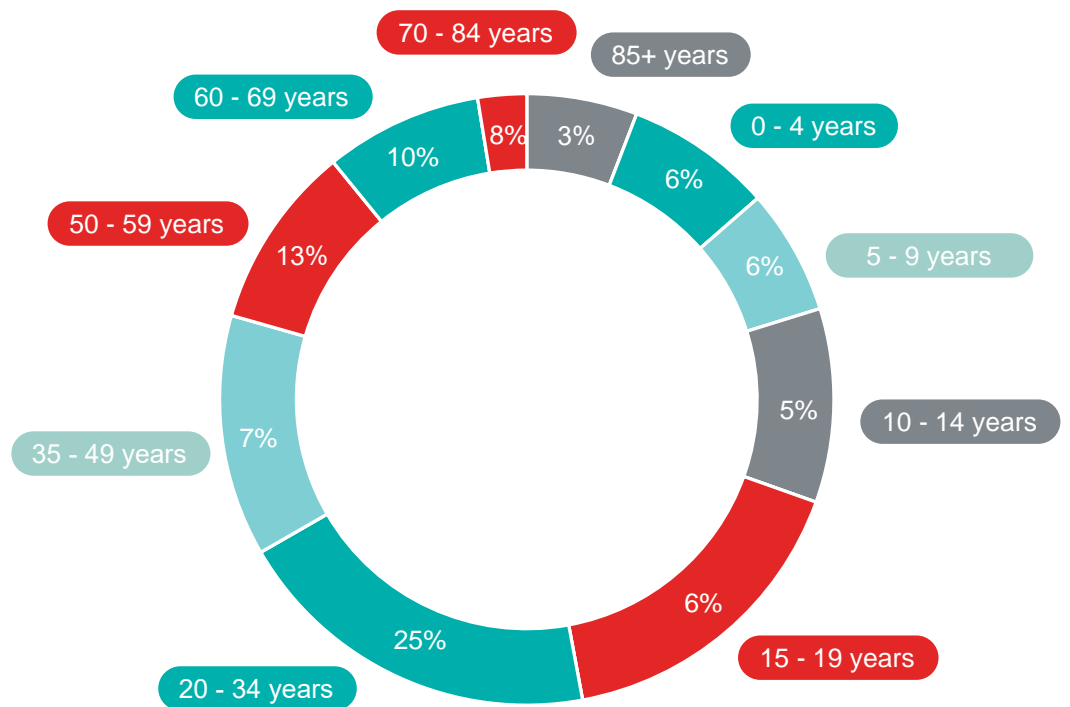
Male



**51.1%**

Female

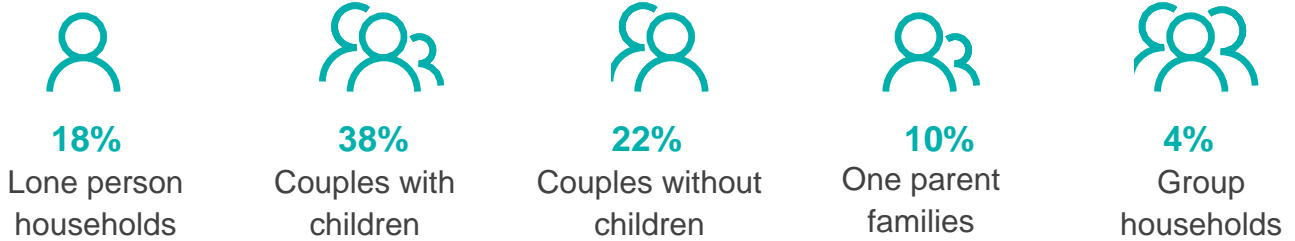
### AGE OF RESIDENTS



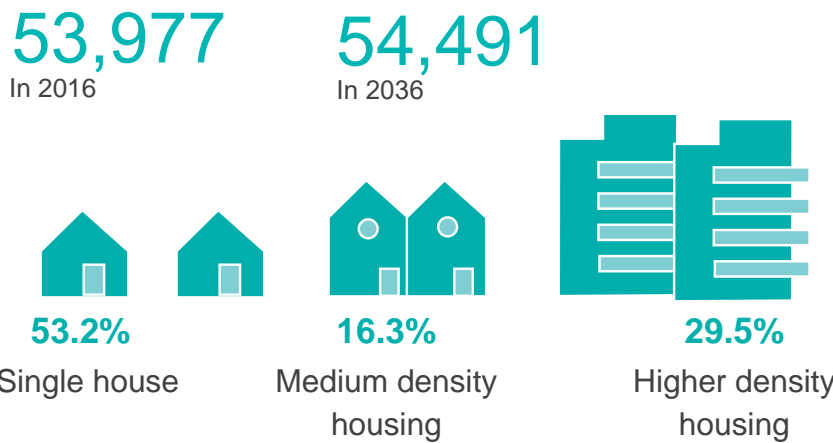
These statistics have been gathered using 2016 census data from the Australian Bureau of Statistics.

# OUR COMMUNITY

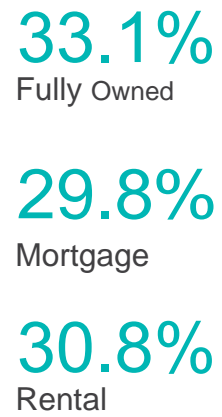
## HOUSEHOLD COMPOSITION



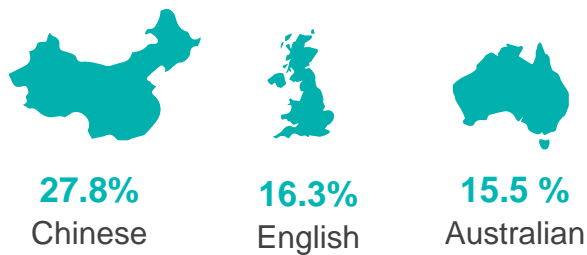
## TOTAL NUMBER OF DWELLINGS



## TENURE



## ANCESTRY

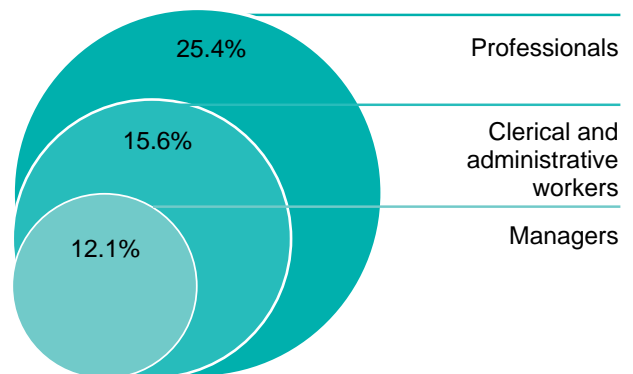
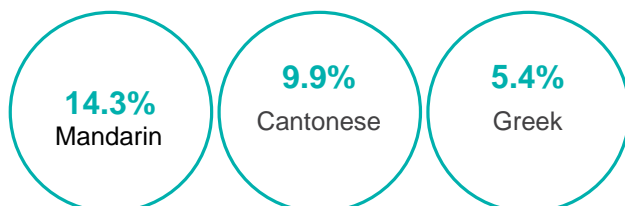


## EMPLOYMENT



## LANGUAGES OTHER THAN ENGLISH

### SPOKEN AT HOME





## HOW WE DEVELOPED THIS STRATEGY

---

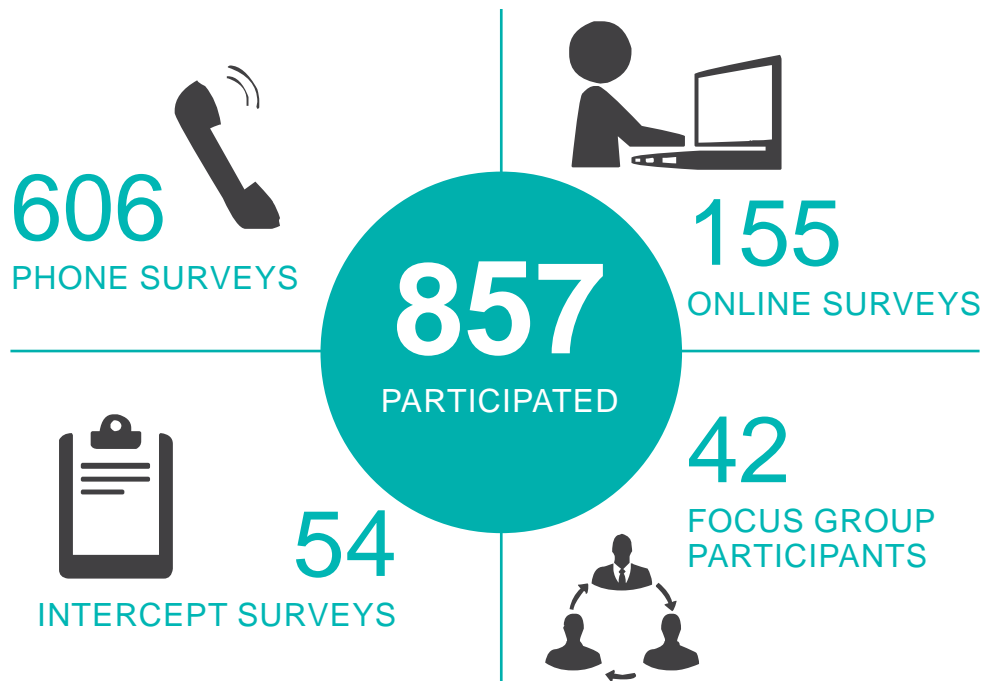
### BACKGROUND RESEARCH

This strategy has been informed by a comprehensive community engagement process, involving random telephone surveys, online surveys, intercept surveys and focus groups.

A range of information was collected from respondents relating to the following themes:

- Council's brand
- Our community's involvement with Council
- Council's communication channels
- Council's engagement approach

### SUMMARY OF RESEARCH METHODS



Community consultation occurred 17 October -12 November 2018

## KEY FINDINGS

“Is the frequency of communication from Council ‘about right?’”



“Ideally, how often would you like to hear from Council?”



“What information do you most commonly look for?”



COUNCIL SERVICES OR FACILITIES

25%



GARBAGE, WASTE OR RECYCLING

28%



DEVELOPMENT OR BUILDING APPLICATIONS

24%



VEGETATION AND TREES

9%

“If you felt strongly about a local issue, how would you prefer to provide feedback?”

EMAIL OR LETTER SUBMISSION



32%

PHONE



23%

ONLINE OR VIA WEBSITE



23%

FACE TO FACE



18%

## KEY FINDINGS

“What would you like to receive information about?”



“Which of the following Georges River Council communications have you seen, heard of or read in the past six months?”



what you think is being done well in our community.  
improved.

## WHAT WE'D CHANGE...

more lights in parks  
on the stone wall surface  
concrete paths  
with covered pavilion table

INFRASTRUCTURE

COMMUNITY

ENVIR



## OUR ENGAGEMENT FRAMEWORK

---

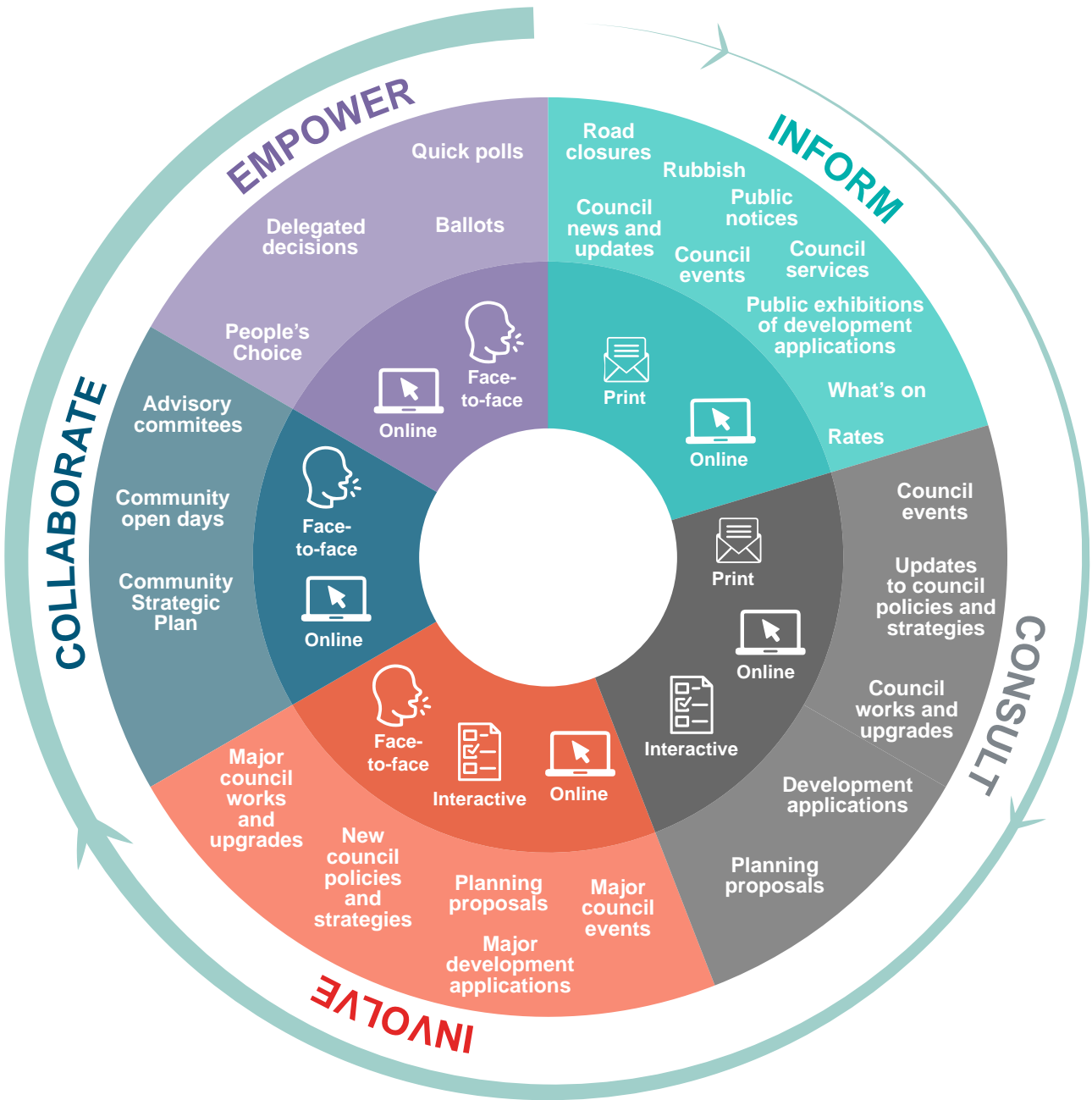
We have used community feedback to design a Community Engagement Framework that responds to the needs of different individuals and groups. This framework incorporates aspects of the International Association for Public Participation's (IAP2) spectrum.

We acknowledge that not all matters will require the same level of engagement. Our approach is focused on providing you with relevant and targeted information, as well as being clear about when and how you can provide feedback to Council.





# ENGAGEMENT FRAMEWORK



Your level of impact, influence and involvement

Low

High





# ENGAGING WITH OUR COMMUNITY

Our engagement with the community is guided by the five levels of our Engagement Framework. The specific role of each level of engagement is outlined below.

INFORM		
<p>To provide you with balanced and objective information to assist you in understanding a particular matter.</p> <p>Informing may take place after a decision has already been made or to prompt further action.</p>	<p><b>Our commitment</b></p> <p>We will keep you informed.</p> <p>We will be open about how much influence you can have.</p> <p>We will be open about Council's role.</p> <p>We will clearly outline how you can provide feedback or get in touch.</p>	<p><b>Level of impact, influence and involvement from you</b></p> <p><input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
CONSULT		
<p>To obtain your feedback on a particular matter and to contribute to shaping the outcome.</p> <p>Involving may be undertaken using a variety of communication channels and/or engagement activities.</p>	<p><b>Our commitment</b></p> <p>We will listen to our diverse community.</p> <p>We will actively ask for your views and opinions.</p> <p>We will value and consider all feedback received.</p> <p>We will inform you of the outcome.</p>	<p><b>Level of impact, influence and involvement from you</b></p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
INVOLVE		
<p>To actively seek your participation to ensure that concerns and aspirations are understood and considered prior to decision making.</p> <p>Consulting requires the community to take greater responsibility for what is happening in their local area.</p>	<p><b>Our commitment</b></p> <p>We will actively reach out to you for your participation.</p> <p>We will provide a range of opportunities for you to participate.</p> <p>We will actively work to involve new voices.</p> <p>We will demonstrate how your involvement was used.</p>	<p><b>Level of impact, influence and involvement from you</b></p> <p><input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>
COLLABORATE		
<p>To partner with you in each aspect of a decision, including the development of alternatives and the identification of the preferred solution.</p>	<p><b>Our commitment</b></p> <p>We will work together to formulate solutions.</p> <p>We will incorporate your advice and recommendations into decisions as much as possible.</p>	<p><b>Level of impact, influence and involvement from you</b></p> <p><input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>
EMPOWER		
<p>To place final decision making in your hands.</p>	<p><b>Our commitment</b></p> <p>We will implement what you decide.</p>	<p><b>Level of impact, influence and involvement from you</b></p> <p><input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/></p>

## COMMUNICATIONS TOOLS

We use a range of tools to provide you with relevant information about local issues. We will often use a combination of print and/or online communications to share information with you. If we are seeking your active participation, we will provide information on how you can be involved. The table below provides a summary of the various types of communication tools we use.

Communications Tools	 Print	 Online	 Interactive	 Face to face
Advertisements	●	●		
Advisory Committees			●	●
Community reference groups			●	●
Council app		●	●	
Council events			●	●
Council website		●	●	
Flyers, brochures, fact sheet and posters	●	●		
Focus groups or workshops			●	●
Information and interactions at Council offices and facilities	●	●		●
Information/drop-in information sessions			●	●
Media releases/statements	●	●		
Meetings with Council staff			●	●
On-hold messages		●		
Public notices/exhibitions	●	●		
Quarterly Community Magazine	●	●		
Radio announcements		●		
Social media (Facebook, Twitter, Instagram)		●	●	
St George and Sutherland Shire Leader	●			
Surveys / questionnaires	●	●	●	●
Your Say Georges River online forum		●	●	



## YOUR SAY

Your Say Georges River is our key tool for online engagement.

If you register, you can learn about important projects and provide feedback via surveys, polls, and guestbooks. As a registered member, participants will receive regular updates about new projects and ways to stay involved.

## COUNCIL APP

The Georges River Council app is now available.

The location-based app is personalised to individual needs. You can access waste information, pay rates, report an incident, share feedback via Your Say, catch up on community news and events, locate nearby attractions and much more.

Download it now from the App Store or Google Play.

## PROTECTING YOUR PRIVACY

We take privacy very seriously and when you provide us with information about yourself, we will never publish your personal data publicly.

We will also take all reasonable and appropriate steps to protect the privacy of individuals as required by relevant legislation. We will ensure we use correct collection notices and privacy statements on all online and hard-copy consultation materials that capture any identifying personal information. The way information is collected, stored and used will also comply with legislative requirements.

## ENGAGEMENT TIMEFRAMES

Legislative processes are bound by minimum statutory timeframes.

In line with our commitment to timely participation, we will ensure our community has equal and adequate time to provide feedback or express concern over particular matters. Georges River Council adheres to the following statutory timeframes.

**Part B** outlines the minimum statutory timeframes for plan making and development applications in accordance with Schedule 1 of the *Environment Planning and Assessment Act 1993*.

**Part C** outlines the notification requirements for all types of development in Georges River Council.

Plan making	Minimum exhibition time	Engagement framework
Draft Regional or District Strategic Plans	45 days	
Community Strategic Plan	28 days	Inform Consult Involve Collaborate
Delivery Program	28 days	Inform Consult Involve
Operational Plan	28 days	Inform Consult Involve
Resourcing Strategy	28 days	Inform Consult Involve
Code of Meeting Practices	42 days	Inform Consult
Fees & Charges	28 days	Inform Consult
Development applications	Minimum exhibition time	
Application for development consent	Refer to Part C	
Application for modification to development consent	Refer to Part C	
Application for designated development (specified under Schedule 3 of the EP&A Regulation)	28 days (as specified in the EP&A Act)	
Application for integrated development (specified under Clause 4.46 of the EP&A Act)	28 days	
Application for other advertised development	30 days	

## THE FEEDBACK LOOP

An important part of community participation is demonstrating and reporting back on how feedback has been incorporated into the final decision or outcome. Closing the loop is important in maintaining an open and transparent engagement process.

We will ensure that the community understands how their input was considered and the reasons for the final decision. We will also inform the community of the expected timeframes for providing feedback.

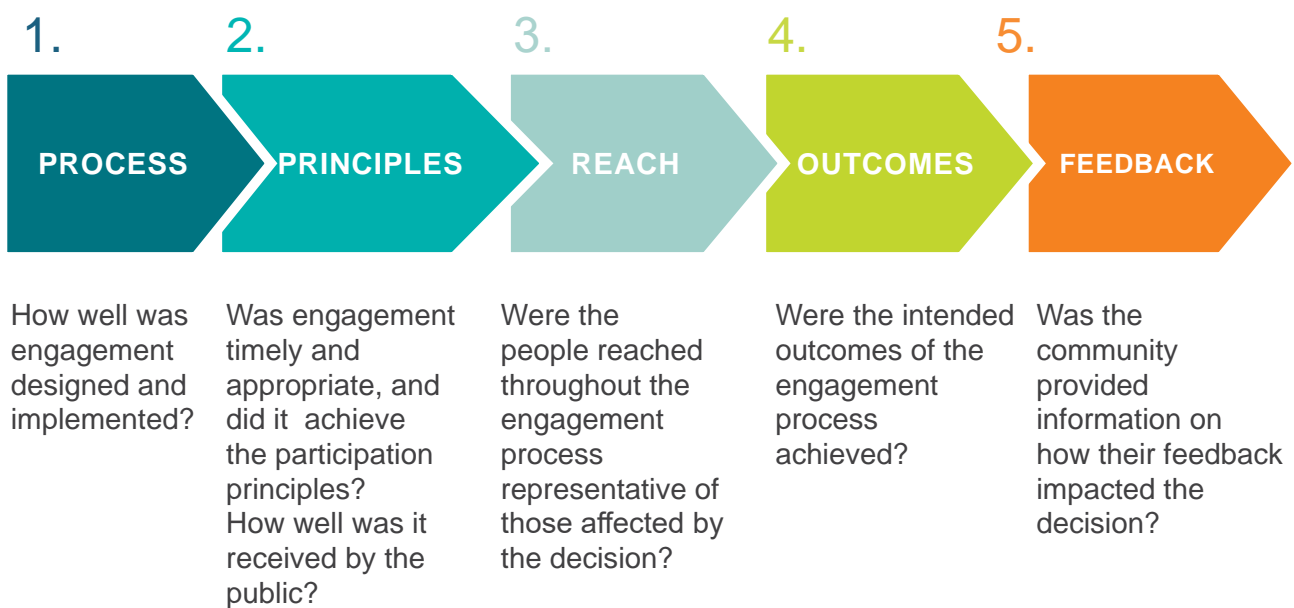
 <p><b>INFORM</b></p>	<p><b>When providing you with information, we will:</b></p> <ul style="list-style-type: none"> <li>• provide details on how you can get in touch with Council if you have any further questions.</li> <li>• respond to any questions in a timely manner.</li> </ul>
 <p><b>CONSULT</b></p>	<p><b>When consulting with you, we will:</b></p> <ul style="list-style-type: none"> <li>• provide a summary of the outcomes to demonstrate how your feedback has informed the outcome and decision-making process.</li> </ul>
 <p><b>INVOLVE</b></p>	<p><b>When involving you, we will:</b></p> <ul style="list-style-type: none"> <li>• provide a summary of the outcomes to demonstrate how your feedback has informed the outcome and decision-making process.</li> </ul>
 <p><b>COLLABORATE</b></p>	<p><b>When collaborating with you, we will:</b></p> <ul style="list-style-type: none"> <li>• work with you to identify and summarise the outcomes of collaboration, and in the development of some recommendations.</li> <li>• explain how the outcomes will be considered as part of the decision-making process.</li> </ul>
 <p><b>EMPOWER</b></p>	<p><b>When you are empowered, you will:</b></p> <ul style="list-style-type: none"> <li>• identify and summarise the outcomes of the process and make final decisions.</li> </ul>

## MONITORING AND EVALUATION

This strategy has been informed by evidence-based best practice as well as a review of current organisational practices, and will be reviewed periodically to evaluate our community engagement activities and improve our practice.

We encourage community feedback, which can be provided formally through our annual Council Survey or informally, at any time, via your preferred method of communication.

The following approach is used to evaluate our community engagement activities.

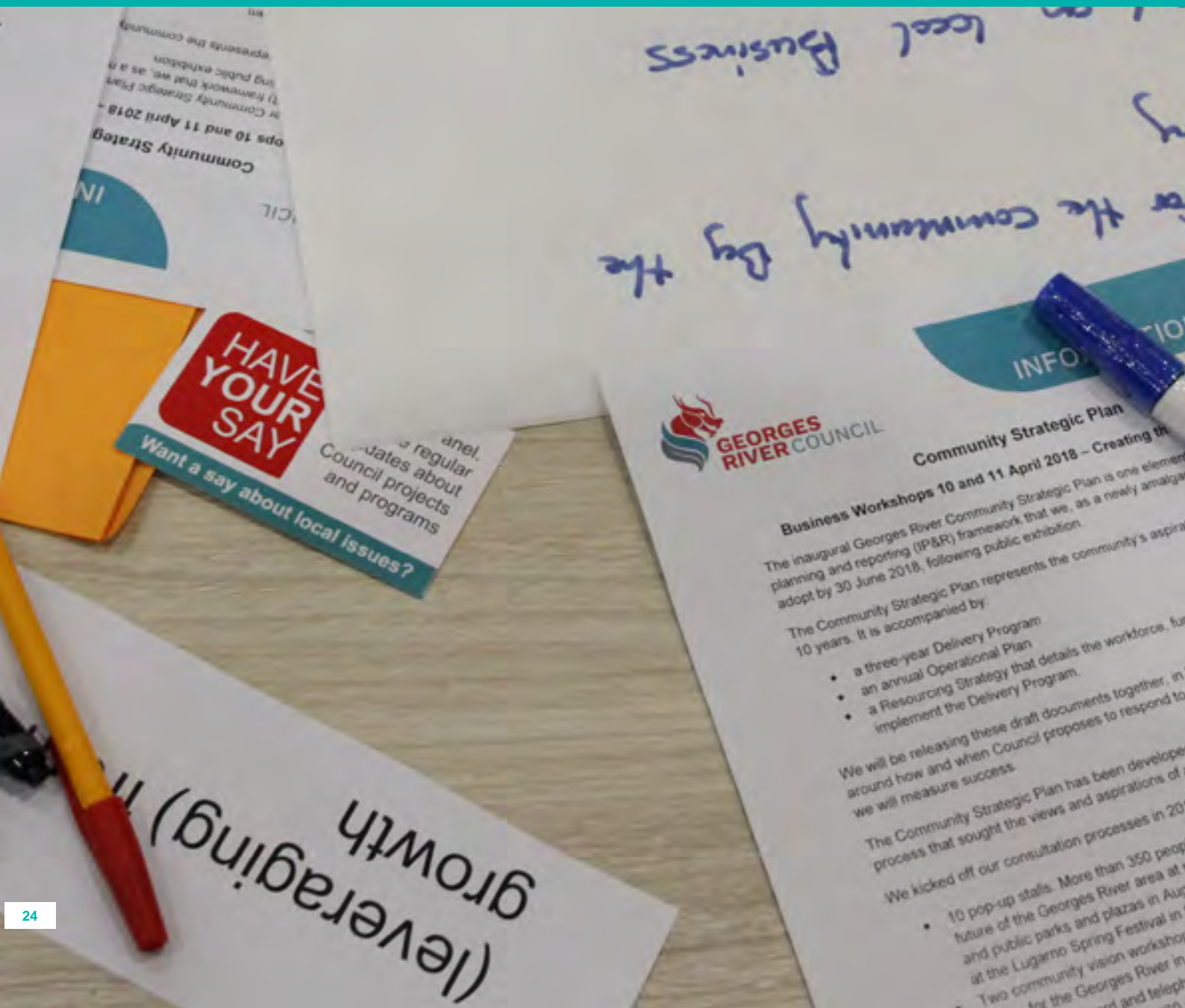




# PART B

## PLANNING AND ENGAGEMENT TIME FRAMES

---





## ENGAGEMENT TIMEFRAMES FOR PLAN MAKING

The mandatory community participation requirements are outlined in the table below. These requirements reflect the minimum public exhibition periods for plan making as specified in Schedule 1 of the Environmental Planning and Assessment Act 1979.

Type of plan	Description	Exhibition requirements	Engagement framework
<b>Draft Community Participation Plans</b>	Sets out how Council will engage with their communities across their statutory planning functions.	28 days (as specified in the EP&A Act). Please refer to Schedule 1 of the EP&A Act).	Inform Consult Involve
<b>Draft Local Strategic Planning Statements</b>	Sets out Council's 20-year vision for land-use and the special character and values that are to be preserved and how change will be managed into the future.	28 days (as specified in the EP&A Act). Please refer to Schedule 1 of the EP&A Act.  Council will also hold workshops and drop in sessions during the exhibition period.  <b>Advertising</b> <ul style="list-style-type: none"> <li>Newspaper advert in the St George &amp; Sutherland Shire Leader.</li> <li>Notification letters to all residents</li> <li>Documentation available at: <ul style="list-style-type: none"> <li>Georges River Council Hurstville Service Centre, Corner MacMahon and Dora Streets, Hurstville, between 8.30am and 5.00pm, Monday to Friday.</li> <li>Georges River Council Kogarah Library and Service Centre, Kogarah Town Square, Belgrave Street, Kogarah, between 8.30am and 5.00pm, Monday to Friday.</li> <li>Hurstville Library during library hours.</li> <li>Council's website: <a href="http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions">http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions</a>.</li> </ul> </li> </ul> <b>Submissions</b> <ul style="list-style-type: none"> <li>Written submissions to be addressed to the General Manager, Georges River Council, PO Box 205, Hurstville BC NSW 1481 or via email: <a href="mailto:mail@georgesriver.nsw.gov.au">mail@georgesriver.nsw.gov.au</a>. Submissions should quote the reference number specified in the advert.</li> <li>If you make a submission and have made political donations, a Political Donations and Gifts Disclosure Statement must be completed. A form is available on Council's website: <a href="http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations">http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations</a></li> </ul>	Inform Consult Involve Collaborate

Type of plan	Description	Exhibition requirements	Engagement framework
<b>Planning Proposals for Local Environmental Plans Subject to Gateway Determination</b>	<p>A Planning Proposal is the first step in preparing a Local Environmental Plan (LEP), which outlines the designated land use and development controls.</p> <p>A Planning Proposal is a document that explains a request or intended effect of a proposed LEP and sets out the justification for making that plan.</p> <p>A Local Environmental Plan (LEP) is a legal document which controls land use and development in the local area.</p> <p>The process of creating Local Environmental Plans (LEPs) starts with a planning proposal which in most cases is undertaken by your local council. Proposals are then submitted for an assessed by the DP&amp;E to determine whether they have sufficient merit to proceed.</p>	<p>28 days unless specified differently in the gateway determination (as specified in the EP&amp;A Regulation).</p> <p>Please refer to Schedule 1 of the EP&amp;A Act.</p> <p>For more information, please refer to 'A guide to preparing local environmental plans' which can be found on the Department of Environment and Planning website at <a href="https://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/Resources">https://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/Resources</a></p> <p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>• Newspaper advertisement in the St George &amp; Sutherland Shire Leader.</li> <li>• Notification letters to affected property owners (properties notified are dependent on the scale of the potential impacts of the planning proposal).</li> <li>• Documentation available at: <ul style="list-style-type: none"> <li>- Georges River Council Hurstville Civic Centre, Corner MacMahon and Dora Streets, Hurstville, between 8.30am and 5.00pm, Monday to Friday.</li> <li>- Georges River Council Kogarah Library and Service Centre, Kogarah Town Square, Belgrave Street, Kogarah, between 8.30am and 5.00pm, Monday to Friday.</li> <li>- Hurstville Library during library hours.</li> <li>- Council's website: <a href="http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions">http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions</a>.</li> </ul> </li> </ul> <p><b>Submissions</b></p> <ul style="list-style-type: none"> <li>• Written submissions to be addressed to the General Manager, Georges River Council, PO Box 205, Hurstville BC NSW 1481 or via email: <a href="mailto:mail@georgesriver.nsw.gov.au">mail@georgesriver.nsw.gov.au</a>. Submissions should quote the reference number specified in the advert.</li> <li>• If you make a submission and have made political donations, a Political Donations and Gifts Disclosure Statement must be completed. A form is available on Council's website: <a href="http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations">http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations</a></li> </ul>	<p>Inform Consult Involve</p>
<b>Reclassification of Land</b>	<p>Reclassification of public land occurs when its classification is changed from community to operational, or from operational to community.</p>	<p>A Public Hearing is required under the Local Government Act 1993 and as well as public notice of a period of not less than 28 days during which submissions may be made to the Council.</p>	<p>Inform Consult Involve</p>

Type of plan	Description	Exhibition requirements	Engagement framework
<b>Draft Development Control Plans</b>	A Development Control Plan (DCP) provides planning and design guidelines to support the planning controls in the Local Environmental Plan.	<ul style="list-style-type: none"> <li>28 days (as specified in the EP&amp;A Regulation). Please refer to Schedule 1 of the EP&amp;A Act and Part 3 Division 2 of the EP&amp;A Regulations: <a href="https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part3/div2">https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part3/div2</a></li> </ul> <p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>Newspaper advertisement in the St George &amp; Sutherland Shire Leader.</li> <li>Notification letters to affected property owners (properties notified are dependent on the scale of the potential impacts of the DCP/DCP amendment).</li> <li>Documentation available at: <ul style="list-style-type: none"> <li>Georges River Council Hurstville Civic Centre, Corner MacMahon and Dora Streets, Hurstville, between 8.30am and 5.00pm, Monday to Friday.</li> <li>Georges River Council Kogarah Library and Service Centre, Kogarah Town Square, Belgrave Street, Kogarah, between 8.30am and 5.00pm, Monday to Friday.</li> <li>Hurstville Library during library hours.</li> <li>Council's website: <a href="http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions">http://www.georgesriver.nsw.gov.au/Council/PublicExhibitions</a></li> </ul> </li> </ul> <p><b>Submissions</b></p> <ul style="list-style-type: none"> <li>Written submissions to be addressed to the General Manager, Georges River Council, PO Box 205, Hurstville BC NSW 1481 or via email: <a href="mailto:mail@georgesriver.nsw.gov.au">mail@georgesriver.nsw.gov.au</a>.</li> <li>Submissions should quote the reference number specified in the advert.</li> <li>If you make a submission and have made political donations, a Political Donations and Gifts Disclosure Statement must be completed. A form is available on Council's website: <a href="http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations">http://www.georgesriver.nsw.gov.au/Development/Development-Applications/Disclosing-Political-Gifts-and-Donations</a></li> </ul> <p><b>Notification of Council decision in relation to a DCP</b></p> <ul style="list-style-type: none"> <li>The council must give public notice of its decision in a local newspaper within 28 days after the decision is made (as specified in the EP&amp;A Regulation). Please refer to Part 3 Division 3 for more details: <ul style="list-style-type: none"> <li><a href="https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part3/div3">https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part3/div3</a></li> <li>Newspaper advert in the St George &amp; Sutherland Shire Leader.</li> </ul> </li> </ul>	Inform Consult Involve
<b>Draft Contribution Plans</b>	A contribution plan outlines how Council will collect contributions of money, land or both from developers to provide for local infrastructure needed by the relevant development.	<ul style="list-style-type: none"> <li>28 days (as specified in the EP&amp;A Regulation). Please refer to Schedule 1 of the EP&amp;A Act and Part 4 Division 2 of the EP&amp;A Regulations: <a href="https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part4/div2">https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part4/div2</a></li> <li>Refer to the link above for exhibition procedures.</li> </ul>	Inform Consult Involve

## ENGAGEMENT TIMEFRAMES UNDER LOCAL GOVERNMENT ACT

Plan making	Minimum exhibition time	Engagement framework
Draft Regional or District Strategic Plans	45 days	
Community Strategic Plan	28 days	Inform Consult Involve Collaborate
Delivery Program	28 days	Inform Consult Involve
Operational Plan	28 days	Inform Consult Involve
Resourcing Strategy	28 days	Inform Consult Involve
Code of Meeting Practices	42 days	Inform Consult
Fees & Charges	28 days	Inform Consult
Reclassification of Land	28 Days (as specified under the Local Government Act 1993)	Inform Consult Involve



## ENGAGEMENT TIMEFRAMES FOR DEVELOPMENT APPLICATIONS AND OTHER MATTERS

The mandatory community participation requirements are outlined in the table below. These requirements reflect the minimum public exhibition for Development Applications and other matters as specified in Schedule 1 of the Environmental Planning and Assessment Act 1979.

Please refer to Schedule 1, Division 3 for other provisions relating to public exhibition or mandatory notification requirements for applications and Division 4 for mandatory notification requirements for applications and decisions.

Further details about specific notification requirements for certain types of Development Applications are contained in Part C.

Development Applications	Description	Exhibition Requirements	Engagement Framework
<b>Application for development consent (other than for complying development certificate, for designated development or for State significant development)</b>	A Development Application (DA) is a formal request for consent from Council to carry out a proposed development.	14 days or: (a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition.  Refer to Part C.	Inform Consult Involve
<b>Application for development consent for designated development</b>	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 wetland).	28 days	Inform Consult Involve
<b>Application for development consent for State significant development</b>	State significant development is development that is declared under Division 4.7 of the EP&Act	28 days	Inform Consult Involve
<b>Application for modification of development consent that is required to be publicly exhibited by the regulations</b>	An application to modify a development consent is made under Section 4.55 of the EP&A Act. Section 4.55 refers to the part of the Act that allows a development consent to be modified, as long as the development is substantially the same.	The period (if any) determined by the consent authority in accordance with the relevant community participation plan.  Refer to Part C.	Inform Consult Involve

Development Applications	Description	Exhibition Requirements	Engagement Framework
<b>Environmental impact statement obtained under Division 5.1</b>	An Environmental Impact Statement (EIS) is a publicly available document that provides information on a project, including its environmental impacts and mitigation measures, and is used to inform development consent decisions.	28 days.	Inform Consult Involve
<b>Environmental impact statement for State significant infrastructure under Division 5.2</b>	As above, relating specifically to State significant infrastructure.	28 days.	Inform Consult Involve
<b>Re-exhibition of any amended application or matter referred to above required by or under this Schedule</b>	A development application (of any type) that is required to be re-exhibited.	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter.  Refer to Part C.	Inform Consult Involve



# PART C NOTIFICATION PLAN

---





# NEIGHBOUR NOTIFICATION & ADVERTISING OF DEVELOPMENT APPLICATIONS

## AIMS

The primary aims of Part C are to:

- Enable public participation in the consideration of Development Applications.
- Provide a process for property owners and residents to make submissions.
- Provide a process when notification is required.
- Set out the matters Council will consider when forming its opinion as to whether or not the enjoyment of adjoining and neighbouring land may be detrimentally affected by a development after its completion.
- Ensure notification of landholders who may be affected by a development application even though they do not own adjoining land.
- Define the circumstances when notification is not required.

## LAND TO WHICH THIS PART APPLIES

This applies to all land within the GRC to which the Hurstville Local Environmental Plan 2012, Hurstville Local Environmental Plan 1994 and Kogarah Local Environmental Plan 2012 apply, (with certain exceptions as outlined in this Part) for the notification of applications for:

Development consent (other than designated and State significant development).

Modification of development consents under Section 4.55 of the Environmental Planning & Assessment Act 1979.

Review of determination under Division 8.2 and Section 8.9 of the Environmental Planning & Assessment Act 1979.

## PERSONS TO BE NOTIFIED AND APPLICATIONS TO BE ADVERTISED

The category listings below differentiate the following:

### Category A

Development Applications which will not be notified

### Category B

Notification requirements for Minor Development

### Category C

Notification requirements for other Local Development

### Category D

Development Applications requiring advertising

## CATEGORY A

### APPLICATIONS WHICH WILL NOT BE NOTIFIED

The following types of development will not be notified:

- The proposal development is classified as exempt or complying development under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;
- Applications for strata, stratum or company title subdivision; and
- Applications for works in drainage easements (i.e. pipe laying).
- In addition to those land uses listed in (a) above, the following types of development (Development Types / Land Uses) in Table 1 are excluded from notification subject to meeting the Criteria listed in Table 1.
- A letter will be forwarded to adjoining property owners advising that a Category A Development Application has been received and determined for development types such as single storey secondary dwellings and new dwelling houses.
- Letters will not be forwarded to adjoining property owners for development types such as minor structures and internal alterations to any building.

*Note: All potential impacts of the development will be assessed by Council officers in relation to the relevant DCP and LEP. Developments which are fully compliant or only feature a negligible non-compliance are unlikely to generate an adverse impact.*

Table 1: Development / Land Uses where Notification / Advertising will not be required

Development / Land Uses	Criteria
<b>Demolition of buildings</b>	Subject to the building not being: <ul style="list-style-type: none"> <li>• a State listed heritage item; or</li> <li>• a heritage item in Schedule 5 of the Hurstville Local Environmental Plan 2012 and Kogarah Local Environmental Plan 2012; or</li> <li>• a building in a heritage conservation area.</li> </ul>
<b>Torrens Title Subdivision or Consolidation</b>	Subject to the application not creating a new lot, except in the case of subdivision of an existing dual occupancy development.
<b>Applications to modify a consent under S4.55(1) of the Environmental Planning &amp; Assessment Act 1979 (EP&amp;A Act)</b>	Where the application will not significantly alter the intensity or likely adverse impact of the proposed development.
<b>Applications for new signage</b>	Subject to the signage not being: <ul style="list-style-type: none"> <li>• illuminated; and</li> <li>• located in a residential zone.</li> </ul>
<b>Change of use</b>	Subject to the change of use: <ol style="list-style-type: none"> <li>i. not being in a residential zone; and</li> <li>ii. not relying on the provisions of Division 4.11 – Existing Uses of the EP&amp;A Act; and</li> <li>iii. not being for any of the following land uses:                             <ul style="list-style-type: none"> <li>• Pub</li> <li>• Sex services premises</li> <li>• Registered club</li> <li>• Centre-based child care facility</li> <li>• Restricted premises</li> <li>• Funeral home</li> <li>• Place of public worship</li> </ul>                             and                         </li> <li>iv. the proposed operating hours of the business are between 6:00am – 10:00pm.</li> </ol>
<b>New secondary dwellings</b>	Subject to: <ul style="list-style-type: none"> <li>• full compliance with the relevant DCP or LEP; and</li> <li>• not exceeding a maximum height of building of 4.5m.</li> </ul> <p><b>Note:</b> Council may consider notification of new secondary dwelling developments where the proposal is deemed to adversely impact the amenity of adjoining properties.</p>
<b>Additions to dwelling houses</b>	Subject to the additions being single storey and complying fully with the setback requirements in the relevant DCP.

Development / Land Uses	Criteria
<b>New single storey dwelling houses and single storey alterations and additions to dwellings</b>	Subject to: <ul style="list-style-type: none"> <li>• The subject property not being situated within:               <ul style="list-style-type: none"> <li>- the Foreshore Scenic Protection Area (FSPA) of the Hurstville Local Environmental Plan 2012; or</li> <li>- the foreshore locality identified in Part C4 – Foreshore Locality Controls of the Kogarah DCP 2013;</li> </ul> </li> <li>and</li> <li>• full compliance with the maximum height and FSR in the relevant LEP; and</li> <li>• full compliance with the relevant DCP.</li> </ul>
<b>Outbuildings, swimming pools, landscape works and ancillary structures (e.g. awnings, cabanas, sheds, detached garages, carports, retaining walls, decks)</b>	Subject to: <ul style="list-style-type: none"> <li>• the use being in a residential zone and associated with a residential use; and</li> <li>• full compliance with the relevant DCP; and</li> <li>• not exceeding a maximum height of building of 4.5m; and</li> <li>• pool coping levels of no greater than 500mm measured at any point from natural ground level.</li> </ul>
<b>Home business or Home occupation</b>	Subject to the proposed use being contained in a dwelling or in a building ancillary to a dwelling and complies with the definition under the relevant LEP.
<b>Minor structures in public reserves (e.g. amenities block)</b>	Only where the proposal has a minimal impact on any adjoining residential development.
<b>Alterations to industrial or commercial premises</b>	Subject to the proposed development having minimal impact on any adjoining residential development and the proposal complies fully with car parking requirements under the relevant DCP or other policy.
<b>Internal alterations to any building</b>	Subject to the development not significantly altering the intensity or likely adverse impact of the proposal.
<b>Other minor development applications</b>	Subject to there being minimal impact on any adjoining residential development.
<b>Applications for review under Division 8.2 and Section 8.9 of the EP&amp;A Act</b>	Where there are no significant amendments to the plans or significant new information has been submitted.

**Note:** For new single storey dwelling houses and single storey alterations and additions to dwellings any non-compliance with the relevant DCP will re-categorise the DA to a Category B (Notification Requirements for Minor Local Development) Development Application.

## CATEGORY B

### NOTIFICATION REQUIREMENTS FOR MINOR LOCAL DEVELOPMENT

- a. The following notification is required for Development Applications defined as minor local development as listed below:
  - ii. New dwellings in the Foreshore Scenic Protection Area (FSPA) of the Hurstville Local Environmental Plan; the foreshore locality identified in **Part C4 – Foreshore Locality Controls** of the Kogarah DCP 2013;
  - iii. New dual occupancies (attached or detached);
  - iv. New secondary dwellings (granny flats) and outbuildings greater than 4.5m height;
  - v. New two storey dwelling houses and two storey alterations and additions to dwellings;
  - vi. New semi-detached dwellings, or new small lot housing;
  - vii. New Torrens Title subdivisions (excluding subdivision of approved dual occupancy developments); and
  - viii. Any other development that Council considers should be notified.
- b. A written notice will be forwarded to the owners and occupiers of land on either side of the proposal, the property at the rear and one (1) property on either side of the rear and three (3) properties generally opposite (across any road, except for a classified road e.g. Princes Highway, King Georges Road). Refer to **Figure 1**.

- c. The owners and occupiers of other neighbouring land and other strata units of the subject site may be notified if in the opinion of Council, the proposed development is likely to result in an adverse impact for those owners or occupiers.
- d. In the case of Strata Titled properties, a notice will be forwarded to the Owners Corporation, or an Association (under the *Community Land Development Act 1989*), as well as the owners and occupiers of each strata unit.

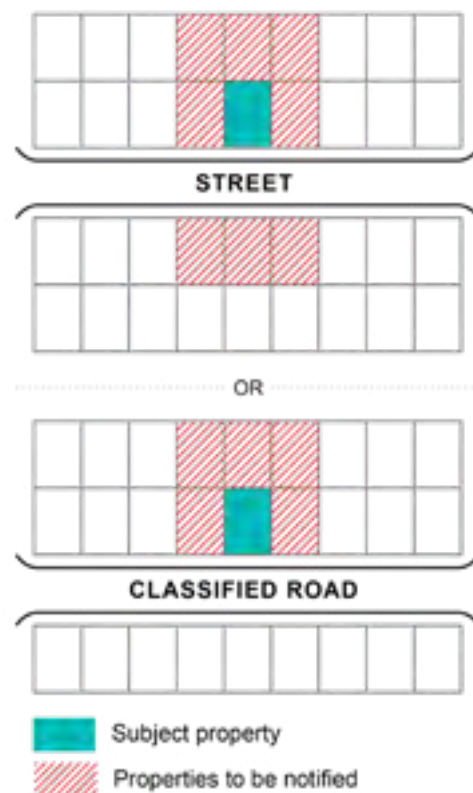


Figure 1: Category B Notification Requirements

## CATEGORY C

### NOTIFICATION REQUIREMENTS FOR OTHER LOCAL DEVELOPMENT

- a. For other development not listed in Category B above, including but not limited to:
  - i. New attached dwellings;
  - ii. New multi-unit housing;
  - iii. New residential flat buildings;
  - iv. New mixed use premises and shop top housing;
  - v. New seniors housing developments;
  - vi. Tourist and visitor accommodation;
  - vii. New buildings in a Business or Light Industrial Zone;
  - viii. New centre-based child care facilities;
  - ix. Affordable rental housing and boarding houses; and
  - x. Any other development Council considers should be notified.
- b. A written notice will be forwarded to the owners and occupiers of land located two (2) properties on either side of the proposal, the property at the rear and one (1) property on either side of the rear and three (3) properties generally opposite (across any road). Refer to **Figure 2**.
- c. The owners and occupiers of other neighbouring land and other strata units of the subject site may be notified who, in the opinion of Council, may be impacted by the proposal.
- d. In the case of Strata Titled properties, a notice will be forwarded to the Owners Corporation, or an Association (under the Community Land Development Act 1989), as well as the owners and occupiers of each strata unit.
- e. For alterations and additions to any of the above, notification will be based on the discretion of Coordinator or Manager Development Assessment.
- f. Where public concern is raised to any application, Council may consider a wider notification of an application or extension in the time available for comment should the case warrant such action.

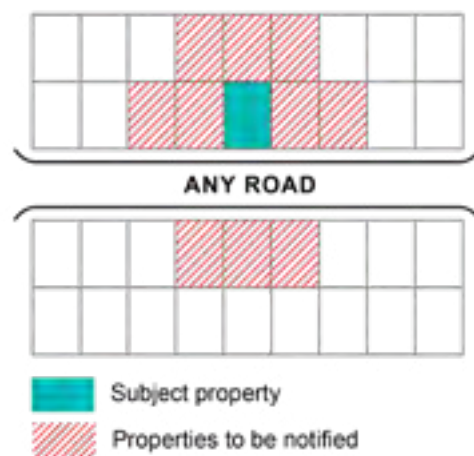


Figure 2: Category C Notification Requirements

## CATEGORY D

### DEVELOPMENT APPLICATIONS REQUIRING ADVERTISING

- a. The following development applications will be advertised:
  - i. Demolition and/or alteration of a building or land that is or contains a heritage item or is a building in a Heritage Conservation Area listed in Schedule 5 of the *Hurstville Local Environmental Plan 2012* and Schedule 5 of the *Kogarah Local Environmental Plan 2012*;
  - ii. New hospitals or major works to existing hospitals;
  - iii. New educational establishments or major works to existing educational establishments;
  - iv. New places of public worship or intensification of existing places of public worship;
  - v. New applications for seniors housing and group homes;
  - vi. New pubs and registered clubs or major intensification of existing pubs and clubs; and
  - vii. Any development required to be advertised under the *Environmental Planning and Assessment Act*, Regulations or any other Environmental Planning instrument.
- b. All applications requiring advertising will also be subject to the notification requirements as outlined in **Category C** above.
- c. A notice will be placed in a local paper (the St George and/or Sutherland Shire Leader) and will provide the address of the application and a brief description of the application.
- d. Due to the sometimes protracted period of time required to schedule advertisements in newspapers and to avoid delays, the notice is for information purposes only and will not offer a 14 day period for submissions. Notification will still be undertaken to affected neighbours in accordance with this DCP.
- e. The notice will advise citizens to visit Council's website or administration centre to view the application. Where legislation requires particular proposals to be advertised in a newspaper in a specific manner, the requirements of the relevant legislation will be followed instead of this guideline.

## GENERAL REQUIREMENTS FOR ALL CATEGORIES

### SITE NOTICE AND SITE SIGN

- a. A site notice / site sign will only be placed on sites for new dual occupancy and new semi-detached dwelling developments in **Category B**, and all developments in **Category C** and **Category D**.
- b. The notice must be erected by Council on the land to which the development application relates.
- c. The notice must contain:
  - i. Lettering which is clear, legible and able to be read from a public road, public place or public reserve;
  - ii. A statement that the application has been lodged;
  - iii. The name of the applicant;
  - iv. A brief description of the development application;
  - v. The dates the development application is on notification;
  - vi. A statement specifying that any person may make a submission in writing to Council in relation to the development application;
  - vii. A statement outlining that any submissions are available for viewing by the applicant or any other person with a relevant interest in the application; and
  - viii. Directions to Council's webpage and specifically to online tracking.

### SECTION 4.55 MODIFICATIONS

Where Council receives an application under Section 4.55 of the *Environmental Planning and Assessment Act 1979* to modify a development consent where the proposed modification would have more than a minor increased impact on any neighbouring property, Council will notify:

- The owners of land and any other person who has previously lodged a submission to the original or previous application to which the S4.55 application relates; and
- Any other owners of land, who, in the opinion of Council, may be impacted by the proposal and any amendments or variations to that application.

### NOTIFICATION PERIOD FOR DEVELOPMENT APPLICATIONS

- a. A period of 14 calendar days, excluding public holidays, will be allowed for persons to inspect an application and make a submission. The inspection period may be extended by Council if warranted by the circumstances of the case.
- b. In the case of nominated integrated development or threatened species development, any period specified by the *Environmental Planning and Assessment Regulations 2000*.
- c. To account for the holiday period associated with Christmas and New Year, from 15 December to 15 January the following year, the period to inspect an application and make a submission will be extended to 21 calendar days, excluding public holidays.
- d. Applications for places of public worship along with development considered to be contentious by the Director (such as child care, seniors living, school facilities and other development proposals) that are



received between the 15 November and 2 January are to be notified as soon as possible and the exhibition period to be extended for a minimum 28 days after 15 January.

- e. To account for the holiday period associated with Easter, the period to inspect an application and make a submission will be extended to 21 calendar days, excluding public holidays. The holiday period for Easter is defined as the week before and the week after the Easter Long Weekend.
- f. An additional period of 7 calendar days, excluding public holidays, will be granted for persons to inspect an application pertaining to places of public worship (outlined in **Category D**) and make a submission. This extension is applied in addition to the timeframes outlined in (a), (c) and (e) above.
- g. Council will not determine a development application before the notification period has expired.
- h. Development Applications that have been notified are available to view on Council's website: [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au)
- i. Development Applications may also be inspected electronically at Council from Monday to Friday during business hours and submissions can be made by any one during the notification period.

#### **WHO CAN INSPECT PLANS AND MAKE A SUBMISSION?**

- a. Any person, whether or not entitled to be given formal notice under the provisions of this Plan, may at any time during the notification period, inspect free of charge, the details or plans of a development application.
- b. A copy of the notification plan and/or copies of other parts of the application plans (as permitted by copyright laws) can be obtained by any person under the

provisions of the *Government Information (Public Access) Act 2009*.

- c. Any person, whether or not they were notified of a development may make a submission to an application.
- d. Council will consider all submissions, but not take into account matters extraneous to those prescribed within this DCP, other policies of Council, or the relevant Acts and Regulations. Personal disputes between neighbours will not be considered.
- e. Where a submission in the form of a petition is received, the petition should specify the details of the contact person to whom all correspondence must be addressed. A letter or email sent to that contact person is taken to be a letter to all signatories on that petition.
- f. Council will not acknowledge the receipt of submissions, but will notify all submitters of any Council meeting or Planning Panels. All persons who made submissions (and head petitioners) will be advised in writing of Council or the Panel's decision after the application is determined.

#### **AMENDMENTS PRIOR TO DETERMINATION**

Where Council receives amended plans prior to determination, Council will notify:

- a. If an application is amended prior to determination, it will be re-notified if, in the opinion of the Council Officer, the amendments are considered to result in significant additional environmental impacts.
- b. The notification period may be reduced if, in the opinion of the Council officer, all persons affected by the change(s) have been given an opportunity to make a submission.
- c. The extent of the notification may be limited to those persons who, in the opinion of the Council officer, may be affected.

## **CLASS 1 DEVELOPMENT APPEALS IN THE LAND AND ENVIRONMENT COURT**

Provisions for notification of amended plans in Class 1 development appeals in the Land and Environment Court:

- a. In Class 1 development appeals the Court, rather than Council, is the consent authority.
- b. If amended plans are submitted as part of a confidential conciliation conference and the Council's experts consider that they adequately address Council's concerns and can be approved, the amended plans will not be re-notified. This is because the resident objectors are not a party to the proceedings and the experts, in making their assessment, will have regard to the matters for consideration specified in section 4.15 of the Environmental Planning and Assessment Act 1979, including any submissions made.
- c. If the applicant is granted leave by the Court to rely on amended plans during the course of an appeal, the amended plans will be re-notified by Council if required under this DCP to the extent that the Court, in its discretion, determines that re-notification takes place.

### **Notes:**

- Amended plans submitted during the course of proceedings will often not require notification under the DCP because the amended development will result in no significant additional environmental impacts.
- The Court's Conciliation Conference Policy and Site Inspection Policy both provide that Council should ensure that:  
  
"People who made submissions to the council have a full understanding of the proposal (including recent amendments) so that any concerns expressed on-site are relevant".

---

## HOW TO GET IN TOUCH



PO Box 205, Hurstville  
NSW 1481



[www.facebook.com/  
GeorgesRiverCouncil](http://www.facebook.com/GeorgesRiverCouncil)



[mail@georgesriver.nsw.gov.au](mailto:mail@georgesriver.nsw.gov.au)



[grcouncil](https://www.instagram.com/grcouncil)



9330 6400  
24 hours, 7 days a week



[twitter.com/Georges\\_River](https://twitter.com/Georges_River)



Your Say Georges River



**Translating and  
interpreting service**

For non-English speakers, phone interpretation  
services are available by TIS National on 133 677

## OUR SERVICE CENTRES

### **Georges River Service Centre**

Address: Corner MacMahon and Dora Streets, Hurstville 2220

### **Kogarah Library and Service Centre**

Address: Kogarah Town Square, Belgrave Street, Kogarah 2217  
After-hours Customer Service available at:

### **Hurstville Library**

Address: Corner Queens Road and Dora Street, Hurstville 2220

[www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au)