

Liverpool Plains Shire Council

Community Engagement and Participation Plan





This Community Engagement and Participation Plan has been prepared to satisfy the requirements of a CPP under the EP&A Act and identify which sections are being used to meet the requirements created in keeping with the requirements of Section 402 of the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*, No 203 Part 2 Division 2.6 Section 2.22. Please refer to Appendix A and B for more information.

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A message from the General Manager

Strengthening the relationship between the Council and the community, building trust and improving customer satisfaction have been major goals for many years now. Consequently I'm delighted to introduce Council's first Community Engagement and Participation Plan, which will further these vital objectives and create additional actions that help shape the future of the Liverpool Plains Shire.

Community engagement is more than just sending out surveys or putting documents on public exhibition. It's about our commitment to use the information you give us to shape and influence the decisions that affect you.

This Plan documents Council's commitment to creating engagement opportunities that are genuine, transparent and support informed decision making by Liverpool Plains Shire's elected representatives both now and into the future.

As a well-coordinated team, we will improve information sharing, ensure our engagement methods are inclusive, clearly articulate the community's ability to influence outcomes and show how participation has informed or influenced decision making.

In the same way, we are committed to continuous improvement. It is a living document that will be updated regularly to respond to emerging trends, both within the community and within best practice community engagement techniques.

It would be remiss of me not to take this opportunity to thank everyone who participated in co-designing our first Community Engagement and Participation Plan. Council greatly values the input and looks forward to continually demonstrating how these contributions will positively impact Council's future plans, policies and programs.



A handwritten signature in black ink, which appears to read "Ron van Katwyk". The signature is stylized and fluid.

Ron van Katwyk
General Manager · Liverpool Plains Shire Council

A message from the Mayor

The Liverpool Plains Shire has seen a lot of changes over the past few years, due to new processes and the Fit For the Future reforms. We have embraced this change as required and started the journey for compliance and improvement to ensure we are ready for the opportunities ahead.

One of the positive changes that have come about has been the new level of community consultation carried out by Council and its staff. We have had face-to-face meetings across the community and also engaged professional services to undertake many reviews across our organisation. The arts and cultural review presently rolling out is the most current review being undertaken.

As a result of this, we have had more opportunities to engage with the community and deliver outcomes for many parts of our Shire. We have our individual community groups and our overall community committees with a representative from every group. Council has also engaged with our Business Chamber and all of our volunteer community groups, such as Lions, Rotary, CWA, Quota and many sporting organisations.

This level of consultation can always be improved on and we will always strive for continuous improvement to move us forward into the future. This approach allows us clear direction and the ability to forward plan for Council's investment and pursue grant opportunities as they arise.

Change can often be difficult and we are well aware of this. However, it also produces results and ultimately delivers to our ever-changing needs and wants.

I would like to take this opportunity to thank all those community members who have assisted and participated in this journey to date. A special thank you must be extended to all our dedicated Council staff that go above and beyond every day in this space.

Please stay with us on the next part of our journey and help us deliver for the community we love so much.



A handwritten signature in black ink, which appears to read 'Andrew Hope'.

Andrew Hope
Mayor · Liverpool Plains Shire Council

Who We Are

43.4%

of the population have completed Post School Education



10.9%

are Aboriginal

50.4%

male



49.6%

female



25.8%

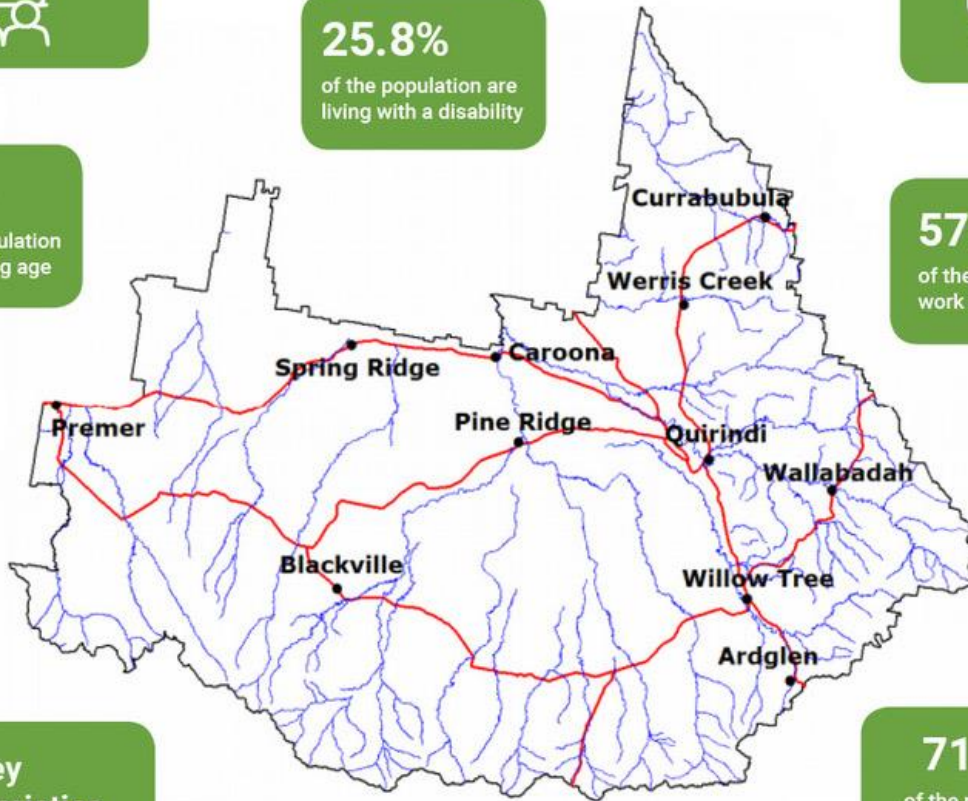
of the population are living with a disability

60%

of the population are working age

57.5%

of the population work full time



other key characteristics

three largest ancestries in the Shire in 2016 were Australian, English and Scottish.

council newsletters, rate notice inserts, local newspapers, word of mouth, Council community groups, LPSC Facebook page are the more likely means of receiving information about Council.

median age is 44 years old

0.7%

speak a language other than English at home

69.5%

of the population have internet access



71.1%

of the population has a nominated religion



* Source: Australian Bureau of Statistics 2016 Census of Population and Housing

About this Plan

This Community Engagement and Participation Plan has been prepared in accordance with the requirements under Section 402 of the *Local Government Act 1993* (LG Act) and Part 2 of Division 2.6 under the *Environmental Planning and Assessment Act 1979* (EP&A Act). This Plan outlines the guiding principles to ensure a coordinated and consistent approach to all participation and engagement activities currently undertaken with the community, including the development of a Community Strategic Plan under the LG Act and Council's planning functions under the EP&A Act.

This Plan has been developed using the feedback received from the community about how they want to be informed and engaged in conjunction with the recent review of the Local Environmental Plan and drought relief workshops. This Plan has also been prepared with regard to the community participation principles set out under Section 2.23 of the EP&A Act.

Appendix A of this Plan sets out the statutory roles and responsibilities for community consultation under the LG Act & EP&A Act. Appendix B of this plan identifies exhibition timeframes for planning documents and applications in respect to planning functions.



Our objectives

Liverpool Plains Shire Council (LPSC) is strongly committed to open and accountable democracy that involves and includes the people it serves and represents. The Community Engagement and Participation Plan has been developed to ensure a coordinated and consistent approach to all engagement activities currently undertaken by Council, and to provide a framework that facilitates understanding and decision-making.

A framework for engagement and participation helps to assure the community that Council is committed to the process, which will, in turn, facilitate better relationships with residents, ratepayers and allows for more informed decision making. However, it is important to note that there is no “one size fits all” model for community engagement as all projects and stakeholders are different. A key part of engagement with the community is that we ensure it is timely, considerate and meaningful, we are clear about our engagement objectives and how feedback and input will be used to support decision making. This Plan seeks to deliver on the following key objectives:

Objective 1 - Build capacity

- Ensure that engagement with the community is conducted in a coordinated way that works well for both the Council and the community
- Ensure that the community is informed about the planning matters that affect it.
- Work closely with the community, stakeholders and staff to create a culture of genuine and relevant engagement and to facilitate effective and ongoing partnerships, both internally and externally.
- Provide opportunities for the community to participate in strategic planning as early as possible in order to enable community views to be genuinely considered.

Objective 2 - Inform and involve

- Allow for informed decision-making through involvement and inclusiveness of the community by creating and promoting opportunities for effective participation and collaboration.
- Ensuring the community understands how they can participate in planning decisions, and provide such information in plain language and in accessible locations.
- The needs and concerns of the community are identified and addressed wherever possible.

Objective 3 - Accountable and transparent

- Achieve good governance by facilitating open, fair and constructive dialogue.
- Enhance opportunities for all members of the community to participate in the decisions made by Council; including those relating to planning functions to achieve better outcomes in an open and transparent process.

Objective 4 - Continuous improvement

- Council will explore new and innovative ways to listen to and engage with members of our community. We will continue to improve our community engagement practices and capacity through regular review and improvement mechanisms.

How we will monitor and evaluate?

As part of our commitment to continuous improvement, Council will periodically review its Community Engagement and Participation Plan. This may occur every four (4) years in line with the review of Council's Community Strategic Plan under the LG Act.

What is community engagement?

Community engagement is the term used for involving and interacting with residents and other stakeholders as a part of Council's decision-making processes. Community engagement allows community members to actively contribute to Council's decisions and actions.

Community engagement is considered to be an integral component of informed decision-making and consequently provides better outcomes for the community. As such, it aims to ensure that as many people as possible who are affected by decisions of the Council have the opportunity to be consulted about their needs and concerns prior to decisions being made.

Genuine and effective community engagement has benefits for the Council and the community. Broadly, community engagement allows the Council to tap into wider sources of information, perspectives and potential solutions.



Community engagement values

We value democratic representation and genuine engagement of our residents and ratepayers that promotes ownership, a sense of belonging and smart decisions making for the betterment of our community and future planning of our Shire.

We value engagement that enhances the social, economic and environmental prosperity of our community.

Our Community Engagement Policy is complemented by following the Core Values and Code of Ethics created by the International Association for Public Participation (IAP2).

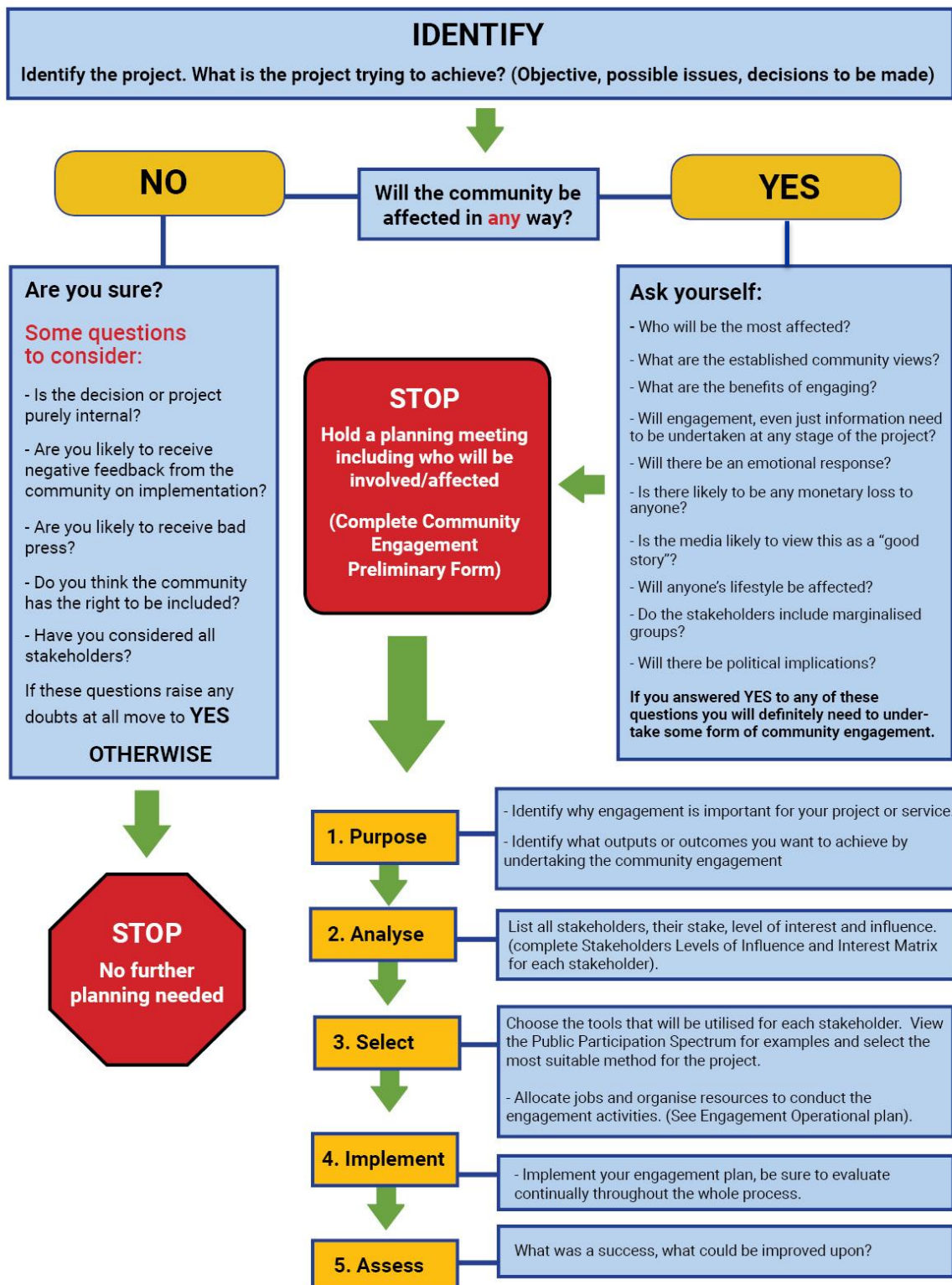
Our commitment to best practice engagement	
IAP2 Core Values	Our commitment to our community
Community engagement is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.	<ul style="list-style-type: none"> We support community engagement as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision making body.
Community engagement includes the promise that the community's contribution will influence the decision.	<ul style="list-style-type: none"> We will undertake and encourage actions that build trust and credibility for the process among all the participants. We will enhance the community's participation in the decision making process and assist decision makers in being responsive to the community's concerns and suggestions.
Community engagement promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.	<ul style="list-style-type: none"> We will carefully consider and accurately portray the community's role in the decision making process.
Community engagement seeks out and facilitates the involvement of those potentially affected by or interested in a decision.	<ul style="list-style-type: none"> We will encourage the disclosure of all information relevant to the community's understanding and evaluation of a decision.
Community engagement seeks input from participants in designing how they participate.	<ul style="list-style-type: none"> We will ensure that stakeholders have fair and equal access to the community engagement process and the opportunity to influence decisions.
Community engagement provides participants with the information they need to participate in a meaningful way.	<ul style="list-style-type: none"> We will advocate for community engagement processes and will not advocate for interest, party, or project outcome.
Community engagement communicates to participants how their input affected the decision.	<ul style="list-style-type: none"> We ensure that all commitments made to our community, including those by the decision maker, are made in good faith. We will communicate back to participants about how their input affected a decision. We will support and educate the community about the value and use of community engagement.

Our engagement methods

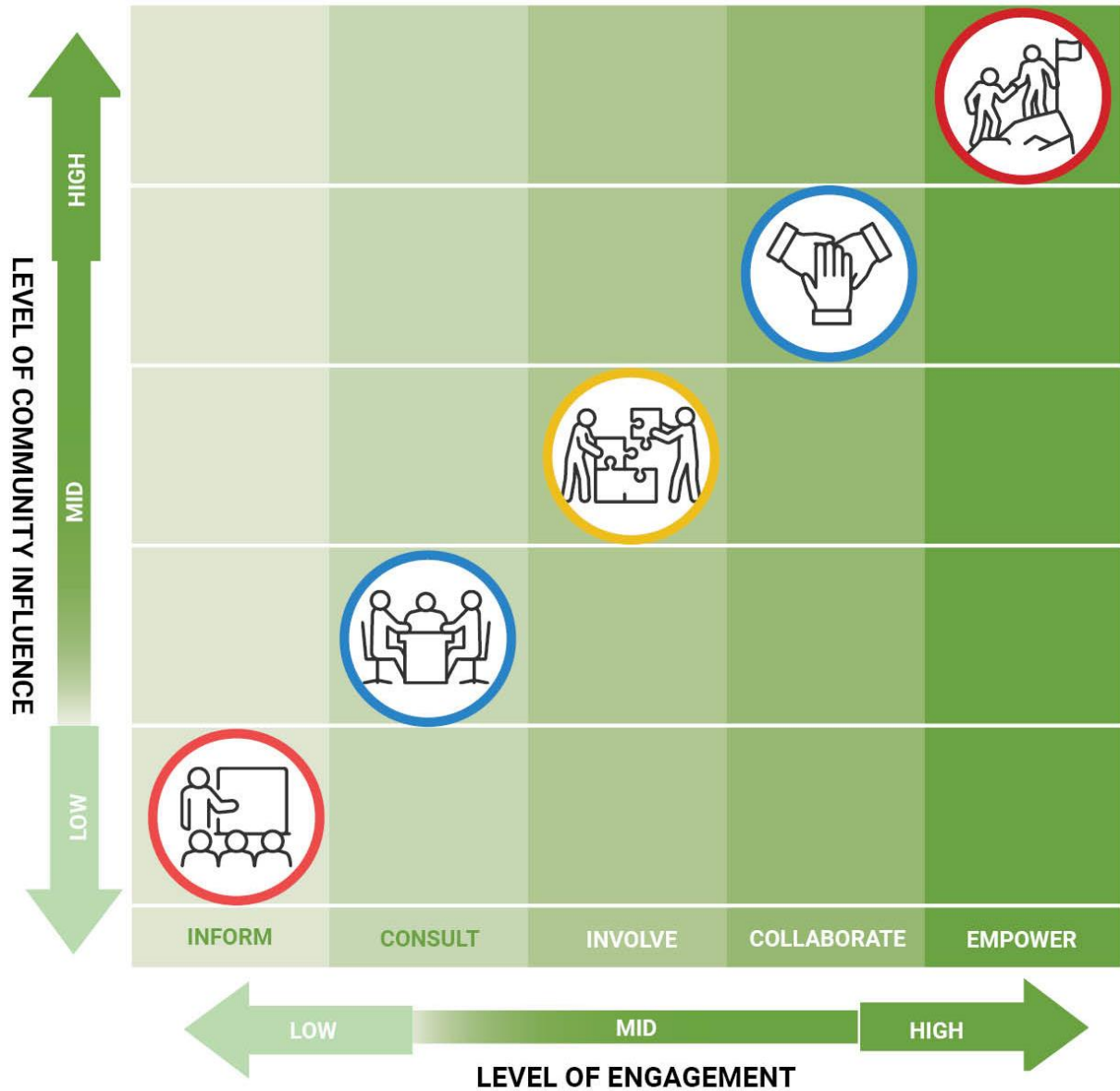
The Community Engagement & Participation Plan has been developed to ensure a coordinated and consistent approach to all engagement activities undertaken.

Council recognises that there is no 'one size fits all' model for community engagement. Notwithstanding, the community engagement process described in this Plan will be tailored to the particular needs of the project, stakeholders and the situation at hand in order to ensure that the community and stakeholders are appropriately involved on projects, matters and planning decisions that affect them.

LPSC Community Engagement Flowchart



The International Association of Public Participation recognises five (5) levels of engagement, as explained in the IAP2 Public Participation Spectrum.



	INFORM Lower level of Engagement	INVOLVE Mid level of Engagement	EMPOWER High level of Engagement		
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Goal	We will provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	We will obtain public feedback on analysis, alternatives and/or decisions.	We will work with you throughout the process to ensure that your concerns and aspirations are consistently understood and considered.	We will work together with you in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	We will help work towards the level of capacity to help the community lead and decide on a matter.
Role of Community	LISTEN	CONTRIBUTE	PARTICIPATE	PARTNER	LEAD
Level of relevant engagement	e.g. Projects by the State Government that affect the local community.	e.g. Participating in an online engagement activity on Council's Have Your Say website.	e.g. Providing input to develop options for an infrastructure project for Liverpool Plains Shire Council	e.g. When developing a long-term vision and strategic plan.	e.g. Building capacity skills of small business employees through skills-based training or community members joining the advisory committees which directly influence change
Examples of engagement methods	<ul style="list-style-type: none"> • Advertisement • Fact sheet • Newsletter • Social media • Website 	<ul style="list-style-type: none"> • Focus groups • Public exhibition • Surveys 	<ul style="list-style-type: none"> • Workshops 	<ul style="list-style-type: none"> • Participatory decision making • Co-design 	<ul style="list-style-type: none"> • Council advisory committees



**LIVERPOOL PLAINS SHIRE COUNCIL
COMMUNITY ENGAGEMENT
PRELIMINARY FORM**

Project name:	
Person responsible:	
Brief project description:	
Estimated project length:	
Project aims:	
Project outcomes:	
Critical stakeholders:	
Other stakeholders (including internal):	
Expected issues, concerns and/or problems:	
Expected community advocates (if any) or opportunities:	
Level of community engagement: Inform, Consult, Involve, Collaborate, Empower (see Stakeholder level of interest and influence Matrix).	
Engagement tools you envisage using: (see Public Participation Spectrum examples and select).	

Engagement Operational Plan

Stakeholder	Level of Engagement <small>e.g. inform, consult etc.</small>	Tool/Tools	Resources Required	Person Responsible	Start and Finish Dates

Public Participation Spectrum

Increasing level of public impact 

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that the public concerns and aspirations are consistently understood.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Example Tools:	Example Tools:	Example Tools:	Example Tools:	Example Tools:
Fact sheets/Notice in local paper/website/ Media release/ Displays and Exhibits/ Info hotline/Kitchen Table discussions.	Focus groups/Surveys/ Public meetings/ Letter or media promotion inviting public comment/briefings.	Workshops/Deliberate Polling/Site tour/ Meeting by invite.	Citizens advisory committees/Taskforce or working party.	Citizen Juries/Ballots/ Delegated decisions.

Community Engagement Objectives

Objective 1: Build capacity

Council will:

- Ensure that engagement with the community is conducted in a coordinated way that works well for both the Council and the community.
- Ensure that the community is informed about the planning matters that affect it.
- Work closely with the community, stakeholders and staff to create a culture of genuine and relevant engagement and to facilitate effective and ongoing partnerships, both internally and externally.
- Provide opportunities for the community to participate in strategic planning as early as possible in order to enable community views to be genuinely considered.

By:

- Training and educating staff to improve and build upon community engagement activities and methodologies used.
- Educating stakeholders about community engagement and how they can be involved.
- Identifying how and when Council will engage with the community in respect to the planning functions it performs, and minimum exhibition timeframes for planning documents and applications (see Appendix B).
- As an organization, make community engagement a priority in all project planning, and ensure community engagement processes and procedures are included in our planning and delivery of programs, projects and services.





Objective 2: Inform and involve

Council will:

- Allow for informed decision making through involvement and inclusiveness of the community by creating and promoting opportunities for effective participation and collaboration.
- Ensure the community understands how they can participate in planning decisions, and provide such information in plain language and in accessible locations.
- Identify the needs and concerns of the community and address these wherever possible.

By:

- Tailoring engagement activities to our different communities throughout our Shire.
- Clearly communicating and promoting engagement opportunities.
- Developing partnerships and relationships with individuals, community leaders, groups, services and other agencies in the Shire.
- Working closely with our Community Consultative Committees and creating other opportunities for listening and providing feedback.
- Advertising and promote community participation activities through various forms of media and communication, including but not limited to: email, social media, correspondence, advertisements, press releases and Council's website.

Objective 3: Accountable and transparent

Council will:

- Achieve good governance by facilitating open, fair and constructive dialogue.
- Enhance opportunities for all members of the community to participate in the decisions made by Council, including those relating to planning functions, to achieve better outcomes, in an open and transparent process

By:

- Demonstrating how feedback was considered in a variety of ways, including but not limited to public reports, social and print media.
- Being transparent in reporting to the community on opportunities to be involved in Council's decision making processes.
- Ensuring that decision making takes into account the needs and opinions of residents.

Objective 4: Continuous improvement

Council will:

- Explore new and innovative ways to listen to and engage with members of our community. We will continue to improve our community engagement practices and capacity through regular review and improvement mechanisms.

By:

- Implementing a continuous improvement program, incorporating community and stakeholder input in order to develop a more open and participatory Council.
- Continually develop and improve Council's community engagement practices and capacity through regular reviews and evaluations.
- Obtaining feedback about the effectiveness of consultation and communicate outcomes to all stakeholders.
- Continually undertaking industry and market research and implementing evidence based and emerging best practice approaches to community engagement
- Periodically reviewing its Community Engagement and Participation Plan. This may occur every four (4) years in line with the review of Council's Community Strategic Plan under the LG Act.

Appendix A

Statutory roles and responsibilities

This Plan reflects the various requirements for community consultation and engagement set out in the *Local Government Act 1993*. The Act defines the following roles and responsibilities:

- **Councillors** represent the collective interests of residents, ratepayers and the local community; and facilitate communication with the community.
- **The Council** as a whole consults regularly with community organisations and other key stakeholders and keeps them informed of its decisions.
- **The Mayor**, as leader of the Council and as a community leader, promotes partnerships with key stakeholders; and together with the General Manager, ensures adequate opportunities and mechanisms for engagement between the Council and the local community.
- **The General Manager** advises the Mayor and Council on appropriate forms of community engagement in different situations and prepares a Community Engagement and Participation Plan.



Council's planning functions to which this Plan applies includes the following, as prescribed under Section 2.21(2) of the EP&A Act:

- Planning instrument functions under Part 3;
- Development consent functions under Part 4;
- Environmental impact assessment functions under 5.1, if an Environmental Impact Statement is required;
- Contribution plan functions under Part 7; and,
- Any other function under this Act prescribed by the Regulations.

Appendix B

Legislation and requirements

Integrated Planning and Reporting, Section 402 of Local Government Act 1993

Under Section 402 of the LG Act, this document must identify community and stakeholders in Liverpool Plains Shire Council, outline engagement methods that Council will use to interact with these groups and outline the social justice principles of access, equity, participation and rights.



Community Participation Plans, Environmental Planning and Assessment Act 1979

The above legislation was created to help the community understand how they can participate in planning decisions in a clear and easy to understand way.

Under this legislation this document outlines when and how Council will engage with community and stakeholders across all planning decisions.

The legislation includes the following regulations and provisions relating to public exhibition.

Exhibition Timeframes in Respect to Planning Functions

Planning Functions under the EP&A Act	Minimum Exhibition Timeframes
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, or (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.
Planning agreements	28 days
Draft development control plans	28 days
Draft contribution plans	28 days
Application for development consent (other than for a complying development certificate, designated development or for State significant development)	(a) No public exhibition or notification for the following types of development applications: <ul style="list-style-type: none"> i. Single storey dwelling house; ii. Single storey additions to a house; iii. Minor dwelling additions such as: open carport, pergola, verandah; iv. Private swimming pool; v. Detached garage or shed associated with a dwelling; vi. Any building on land within RU1 Primary Production, RU3 Forestry, RU6 Transition which has an area of greater than 2 hectares; vii. Subdivision creating less than 5 lots; and, viii. Commercial or industrial development within a business or industrial zone.
	(b) 14 days (notification only) for all other development applications that do not fall within the exceptions specified under (a)(i) – (viii); or, <ul style="list-style-type: none"> i. involve alteration to the external configuration of a building, the erection of a new building, or variation to an adopted building line; or, ii. have been determined by Council that notification should occur.
	(c) 14 days (notification and advertising) for the following types of development applications: <ul style="list-style-type: none"> i. demolition of a building identified as a heritage item in Schedule 5 to the Liverpool Plains Local Environmental Plan 2011; ii. Use of a heritage item for a purpose prohibited within the zone, as provided for by clause 5.10 (10) of the Liverpool Plains Local Environmental Plan 2011; iii. Major Council projects (not including utility service infrastructure) with a value exceeding \$1,000,000, likely to be of significant community interest which are developments to be considered under Part 4 of the EP&A Act 1979; iv. Non-residential uses in or adjacent to the R1 General Residential, R5 Large Lot Residential and RU5 Village land use zones; v. Subdivisions creating 20 or more allotments;

	<ul style="list-style-type: none"> vi. Within the R1 General Residential, R5 Large Lot Residential or, RU5 Village land use zones, development applications for the purpose of: <ul style="list-style-type: none"> i. Semi-detached dwellings; dual occupancies; attached dwellings; multi dwelling housing; residential flat buildings; seniors housing; hostels; boarding houses; group homes; tourist and visitor accommodation; boarding houses; caravan parks; exhibition homes; exhibition villages. ii. Any development identified by Senior Council staff that should be advertised in the public interest.
Application for development consent for designated development	28 days
Application for modification of development consent that is required to be publicly exhibited by the regulations	Modification applications lodged under Section 4.55(1A) of the EP&A Act shall be notified at the discretion of Council. All modification applications lodged under Section 4.55(2) of the EP&A shall be notified, if the original application was notified, in accordance with the provisions of this Plan; or, as determined by the Regulations.
Environmental impact statement obtained under Division 5.1	28 days

Provisions relating to public exhibition

- Decisions on publicly exhibited plans and applications are not to be made until after exhibition period.
- Submissions with respect to a plan, application or other matter may be made during the minimum period of public exhibition.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition. If the exhibition period is due close to a weekend or a public holiday, Council may extend the exhibition period to finish on the next available business day.
- Timeframes are in calendar days and include weekends. If a particular matter has different exhibition or notification periods, the longer period will apply.
- The timeframes presented in the Table above are the minimum mandatory requirement. Council may therefore extend the timeframe as required.
- A public authority is not required to make available for public inspection any part of an Environmental Impact Statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.

How will public exhibition and notification occur, and in what format?

- Written notice to adjoining landowners for the purposes of a Development Application shall contain the following minimum information:
 - a. Real property description and address of the land;
 - b. Applicant's name;
 - c. Description of the proposal for which consent is sought;
 - d. The period in which submissions must be made; and
 - e. A notification plan.
- Advertisement of a Development Application in a local newspaper shall contain the same information as is required to be given in the written notice. Written notice of the advertised development application will also to be given to all adjoining landowners;
- Public exhibition and notification will be carried out in accordance with any requirements prescribed under the EP&A Act and/or Regulations;

Notification requirements for certain applications and decisions

- The determination of an application for development consent (i.e. a Development Application) will be accompanied with public notification of a Statement of Reasons for the decision. The Statement of Reasons will include: the date of the decision, and the reasons for the decision (having regard to any statutory requirements applying to the decision); and, how community views were taken into account in making the decision.

Re-exhibition and/or notification

- Re-exhibition of a plan or other matter will be carried out (if required) in accordance with the Regulations.
- Re-exhibition is not required if the environmental impact of the development has been reduced or not increased.

A. PLANNING PROPOSALS

- Pre-Gateway notification (non-statutory) of all Planning Proposals will be undertaken in accordance with Council's Planning Proposal Notification Procedures. This procedure requires notification periods according to the relative impact of the planning proposal.
- Should the notification period fall within the Christmas holiday period (that is, unable to be completed prior to 15 December), then the minimum notification period set out in this procedure will be extended until 31 January to ensure reasonable opportunity for public comment.
- Note: Council officers will need to consider the Department of Planning's 90 day timeline for PPs when determining an extension to the existing notification period.
- The statutory post-Gateway notification period is determined by the State Government, stipulated in the Gateway Determination, and is implemented by Council.

B. PLANNING AGREEMENTS

- A planning agreement (also known as a voluntary planning agreement) 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. transport or other infrastructure relating to the development
 - d. the funding of recurrent expenditure relating to the provision of community facilities, affordable housing or transport or other infrastructure
 - e. the monitoring of the planning impacts of development, and
 - f. the conservation or enhancement of the natural environment.
- Planning agreements are entered into in relation to a development application or an amendment to the Local Environmental Plan.
- Planning agreements will be exhibited for 28 days.



Version	Date	Resolution No	Details	CM9 Ref
DRAFT	23 August 2019	3347	For community consultation	D19/9360
Final	31 October 2019		As adopted by Council	D19/11810



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