Hay Shire COUNCIL

Hay Shire Council

Community Engagement Strategy and Community Participation Plan

2019

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Introduction -
Why do we have a Community Engagement Strategy?

A. It is a Key component of the Integrated Planning & Reporting framework

The community engagement strategy is a key part of the integrated planning process being a major component of the development of the Community Strategic Plan and integrated planning and reporting framework. It allows Council to implement a ground up planning and strategic direction approach.

The diagram showing the various components is tabled below

Why do we have a Community Engagement Strategy?

A community engagement strategy will assist councillors and council officers when determining specific engagement activities, planning for these activities and evaluating their effectiveness.

This Strategy sets out what values or principles, as an organisation, we place on community engagement and how those values might translate into practical outcomes. In this regard the Strategy does not prescribe any specific model for engagement in all circumstances because engagement activities will vary according to urgency and priority, resource allocation and objectives and legislative requirements.

The emphasis of this Strategy is not only on detailing our legislative obligations but also upon encouraging a culture of good engagement across the organisation.

Legislative Context

Section 8A of the Local Government Act 1993 sets out the guiding principles for councils. Sub-section (3) deals with community participation and states that: -

"Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures."

More specifically Section 402 of the Local Government Act provides that: -

"(1) Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.

(4) The council must establish and implement a strategy (its

"community engagement strategy"), based on social justice principles, for engagement with the local community when developing the community strategic plan.

The Local Government Act also contains various clauses that require public notice to be given prior to certain decisions being taken e.g. decisions to adopt documents such as the community strategic plan, delivery program, operational plan, local approvals policies, local orders policies, code of meeting practice etc. Section 705 of the Act states as follows regarding how public notice is to be given: -

(1) If the council or another person is required to give public notice under this Act, the

notice must state the place at which, the dates on which, and the times during which the matter publicly notified may be inspected by the public.

(2) The notice is to be in the approved form.

(3) The notice is to be given in a manner determined by the council with the object of bringing the matter notified to the attention of as many people in its area as possible.

The Environmental Planning and Assessment Act 1979 also places obligations with respect to community engagement on Council as a consent authority. Division 2.6 outlines mandatory community participation requirements and states as follows: -

Section 2.22

(1) Part 1 of Schedule 1 sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions.

(The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities. The regulations under that Schedule may also require community consultation by applicants for consents or other approvals).

(2) Those mandatory requirements for community participation include any other forms of community participation that are set out in a community participation plan under this Division and that are identified in that plan as mandatory requirements.

Section 2.23

(1) A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions (subject to this section).

Strategic Planning Context

This Community Engagement Strategy aligns with and supports the following strategies and actions contained in Council's Community Strategic Plan and Delivery Program: -

D Governance and Organisational Performance

D.1 Our community is supported by a strong and resilient Council that is responsive to its needs

D1.1 Communicate organisational performance to the community

D1.2 Council effectively manages its resources

D1.3 Council put in place the necessary systems to ensure good governance and to also ensure they are implemented.

D1.4 Council decision making is based on a sound appreciation of community issues and needs, supported by reliable information and asset management systems.

D1.5 Council will lead by example.

D1.6 Council will continuously seek to improve

D.2 Our Community is connected and informed

D2.1 Enable all residents and groups to participate in local decision making

D2.2 Effectively communicate the range, availability and operation of services and facilities

Objectives of the Community Engagement Strategy

The overall objectives of the Community Engagement Strategy are improved communication between Council, ratepayers and residents; improved representation of the needs of the community; increased involvement of residents and particularly hard to reach people; a trusting partnership between Council and its stakeholders, and more informed planning and decision making by Council.

More specifically the strategy aims to: -

a) Meet legislative requirements, particularly with respect to the integrated planning and reporting provisions of the Local Government Act 1993 and the mandatory community participation requirements of the Environmental Planning and Assessment Act 1979.

b) Provide Council with a set of Good Engagement Principles to guide community engagement across the organisation.

c) Provide all community members and stakeholders an opportunity to have input into Council's decision making in an open and transparent process.

d) Allow for feedback from a representative cross section of the community.

e) Ensure that Council receives good quality, timely and relevant feedback.

f) Promote an increased understanding to Council of the needs of the community.

g) Provide Council officers with a guide to plan and implement effective community engagement.

h) Provides access to community knowledge, ideas and expertise and ensure that all information sharing and communication with stakeholders and the community is consistent.

i) Build strong relationships between Council and the Community.

j) Builds community confidence in the Council's decision making more broadly and in the planning system specifically.

k) Create a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character.

Principles of Good Community Engagement

The following Principles will help shape the way Council engages with its community. And when applied should help to ensure that the views of the community are acknowledged, respected, and actioned.

a) Transparency - Council will communicate in an open manner. We will endeavour to always provide accurate, fact based information and be honest in our dealings.

b) Inclusiveness - Council's engagement process will aim to provide all of the community an opportunity to contribute their views. By having an inclusive engagement process Council seeks to gain perspectives that are representative of the community as a whole.

c) Active listening - Council will proactively listen to groups and individuals in order to understand their position and concerns. Council will respect the views of community members and take outcome orientated actions as appropriate to the issue.

d) Access - When engagement opportunities such as public meetings occur, Council will provide venues that are accessible, comfortable and in a convenient location. We will provide opportunities for community to meet at times most convenient to them and their circumstance.

e) Interaction - Councillors and Council officers will be approachable, supportive and easy to contact. Interactions between Council and community members should leave both parties feeling listened to and respected.

f) Genuine - Council will engage with the community in a genuine and sincere manner. The views of the community will be valued, respected and acknowledged.

g) Outcomes - Outcomes will be guided by input from the relevant stakeholders. While outcomes may not always please all parties, Council will clearly explain why

decisions have been made and acknowledge the input of everyone who took part in the decision making process.

h) Process - Council will provide the relevant resources to enable good engagement. All community engagement and consultation will take place in a timely and efficient manner. Council will report back on decisions arising from community engagement and ensure every effort has been made to inform stakeholders of its decision.

i) Response - Council will acknowledge feedback from the community in a timely and efficient manner. Council will always aim to provide information which is factual and accurate.

Identification of Stakeholders

For the purpose of community engagement, stakeholders are generally defined as:

a) All people, including all children, young people and adults who live in the Hay Shire local government area including resident ratepayers and non-rate paying residents;
b) Non-resident ratepayers;
c) Sporting clubs and recreational organisations;
d) Other community and volunteer based organisations;
e) Emergency services organisations;
f) Local businesses;
g) Council employees;
h) Individuals who work in Hay Shire;
i) Individuals who visit Hay Shire;
j) Government agencies which have an interest in Hay Shire.

Community Engagement into Practice

The International Association of Public Participation's ("IAP2") Public Participation Spectrum identifies five recognised levels of an engagement strategy. Those five strategies are "Inform", "Consult", "Involve", "Collaborate" and "Empower". IAP2 is an internationally recognised non-profit organisation that promotes and improves public participation.

IAP2's Public Participation Spectrum is a recognised tool designed to assist with the selection of the level of participation that defines the public's role. It shows that differing level of participation and different methodologies are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. It also sets out the promise being made to the public at each participation level.

A broad framework for community engagement in Hay Shire has been developed based on the IAP2 Public Participation Spectrum and is detailed in Schedule A.

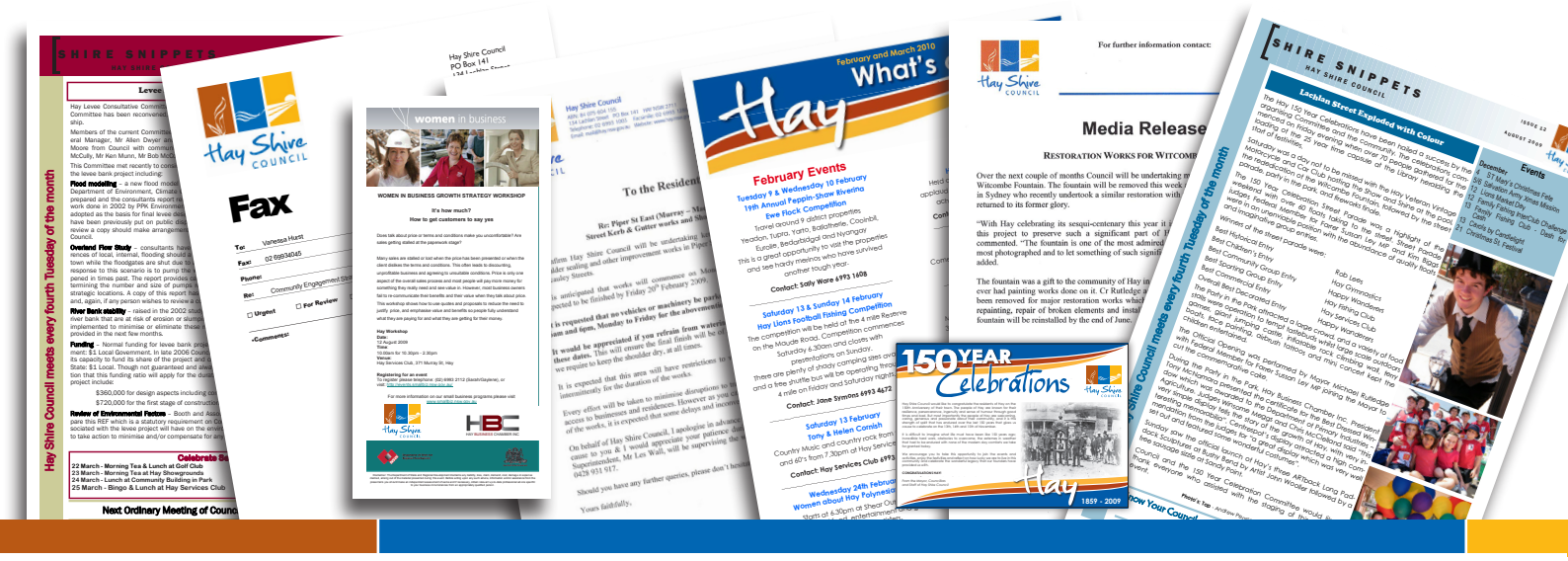
In order to satisfy the requirements of the Environmental Planning and Assessment Act 1979 and achieve the benefits of community participation in the planning system, Council's approach to community participation for its land use planning functions is detailed in Schedule B.

To assist Council in meeting its obligations and comply with the minimum requirements for consultation, public exhibition of documents and the like, specific legislative requirements with respect to community consultation are detailed in Schedule C.

Evaluating the Community Engagement Strategy

Council will evaluate and review its Community Engagement Strategy at least once every four years. Council's Customer Satisfaction Survey will provide one mechanism by which the Strategy will be evaluated. In this regard previous Surveys have included the following questions: -

- How satisfied are you with the information that the Council puts in its Shire Snippets newsletter twice a month about Council's performance?
- How satisfied are you with the information that the Council puts on its website and Facebook page about Council's performance?
- How satisfied are you with the 6 monthly progress reporting on Council's Delivery Program?
- How satisfied are you with the opportunity to be involved in Council decision making?
- How satisfied are you with the information available about Council and community services?
- Where do you get this information from?



Levels of Community Engagement

INCREASING LEVEL OF PUBLIC IMPACT

Public Participation Goal	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
	To provide the public with balanced and objective information to assist them in understanding the problem alternatives, opportunities 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 public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision making in the hands of the public.

These levels were reflected in previous legislative requirements for developing the Management Plan

Councils should aim to achieve at least this level in their new Community Strategic Planning Process

This is the preferred level, with structures established for ongoing engagement

Methods of Community Engagement

This section outlines various methods of engagement which can be used by Councillors and Council staff, dependent on the target audience and topic under consideration. Councillors and staff are encouraged to consider using a number of different methods rather then relying on one method and to consider potential accessibility concerns of the target audience.

Council Newsletter

Council issues a regular newsletter "Shire Snippets" which is delivered to all premises in the Shire (including ratepayers who live outside the . This not only keeps the community informed but is used to seek feedback or information.

Advertisements in the Local Newspaper

Council has the option of placing one off advertisements or regular columns in the local paper the Riverine Grazier.

Methods of Community Engagement (cont.)

Working/Consultative and User Groups

Council would normally consult a local group where the issue is specific and affects a limited area or for major planning projects such as the community strategic plan. Consultative Groups are to be established by Council as part of the community strategic planning process. Membership will be by invitation of the Council and expressions of interest generally advertised in the media and on Councils website.

Letterbox drop

These non addressed flyers can be used when Council wants to inform and also get feedback on issues.

Survey

This is used when Council wants to collect data or statistics on particular issues

Personal briefings

These are held at the request of a member or members of the local community to discuss a particular issue with a responsible Council officer and/or Councillor.

Council Forums or Guests

Council regularly invites members of the public to speak at the Council meeting on subjects of special interest which brings Council and staff up to date with the various topics or special interest areas.

Meeting called by the Community

With some issues the community may decide to call its own meeting as part of the engagement process. As part of this they may invite relevant Councillors and staff to attend.

Public Meeting

This may be held at a community venue, at the site of the matter under consideration, or at the Council offices. These will be used extensively in the Community Planning process

Methods of Community Engagement (cont.)

Media
This involves issuing media releases and conducting interviews with local journalists. It involves print, the local community radio station 2HayFM and television media.

Information Posters
These can be put up in places where community members come together, for example libraries and meeting rooms and the Council office.

Attendance at Community Group Meetings or Functions
Council staff and/or Councillors are to be invited to attend a community activity or community group meeting to give information about a particular issue and invite feed-back. This is particularly relevant when an issue relates to a particular community sector or location or matters that affect local business.

Shopfronts/Markets/Show days/Events
Shopfronts improve participation by taking the Council to the people usually in busy areas such as the shopping centres and other venues such as the Library, annual Show and other events.

Council website
Council website is kept up to date and contains all newsletters and media releases

Council Staff
In remote regional areas such as the Hay community often the Council staff can be used as a feedback and information source as they are representative of the local community.

Roles and Responsibilities

Mayor
Act as the spokesperson for the council in promoting the Community Strategic Planning process and lead community engagement in the development of the Plan.

Mayor and Councillors
Promote the Community Strategic Planning process to the community, and support and participate in community engagement.

General Manager
Develop and review the community engagement strategy and be responsible for the implementation of the plan ensuring that actions are based on social justice principles.

Other Staff
Work with and support the General Manager in the implementation of the Engagement Strategy.

SCHEDULE A

The broad framework for community engagement in Hay Shire set out in the table below has been developed based on the IAP2 Public Participation Spectrum. The framework should be used as a guide bearing in mind that the applications shown below are examples only. It is recognised that other applications requiring a level of community engagement and not specifically referred to in the table will emerge from time to time.

Where the application relates to an environmental planning matter e.g. development application, rezoning proposal or review of an environmental planning instrument, specific attention should be given to the Community Participation Plan and engagement strategies outlined in Schedule B.

STRATEGY	APPLICATION (Examples)	GOAL	COMMITMENT	METHODOLOGIES
1. INFORM	• FAQs • Customer Service enquiries • Rates & charges	To provide stakeholders with appropriate information on Council, its decision making, services, events, projects and any associated issues. This is the primary form of community engagement and builds knowledge and skills in the community. For a number of people, depending on the nature of the issue, this may be the only form of community engagement they want.	We will keep you informed.	• Media releases • Fortnightly Council newsletters • Online: website, email and social media • Distribution of in-house documents and publications • Notification letters • Public notices • Letter box drops • Internal communication/ consultation • Official openings/launch • Paid advertising

STRATEGY	APPLICATION (Examples)	GOAL	COMMITMENT	METHODOLOGIES
2. CONSULT	• Council Policies • Development Applications • Planning Proposals	Actively seeks stakeholder's views and input into policy, plans and decisions. Council retains overall decision making responsibility.	We will listen to you, consider your ideas and concerns and keep you informed. Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions, including how community views have been taken into account.	• Media releases • Fortnightly Council newsletters • Paid advertising • Online: website, email and social media • Distribution of in-house documents and publications • Notification letters • Community meetings • Focus Groups • Public exhibition • Letter box drops • Internal communication/ consultation • Official opening/launch • Pre-application consultation re major development applications
3. INVOLVE	• Delivery Program • Operational Plan	To work directly with stakeholders to ensure that ideas, concerns and aspirations are understood and considered. Involving a two way exchange of information that encourages discussion and provides an opportunity to influence the outcome. While 'involve' assumes a greater level of participation by stakeholders as they work through issues and alternatives to assist in the decision-making process, Council retains overall decision making responsibility.	We will work with you to ensure that your ideas, concerns and aspirations are considered and provide feedback Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions, including how community views have been taken into account.	• Media releases • Fortnightly Council newsletters • Paid advertising • Online: website, email and social media • Distribution of in-house documents and publications • Notification letters • Community meetings • Surveys and questionnaires • Public exhibition • Letter box drops • Internal communication/ consultation • Official opening/launch

STRATEGY	APPLICATION (Examples)	GOAL	COMMITMENT	METHODOLOGIES
4. COLLABORATE	• Community Strategic Plan (CSP) • Major projects e.g. Street Upgrade/Swimming Pool Upgrade)	To work in partnership with stakeholders, incorporating their input and advice, jointly formulating solutions and/or options, and sharing agenda setting and deliberation of issues. Occurs when ownership of an issue is shared between Council and community stakeholders. May be some level of delegated decision making to community stakeholders, but Council retains overall decision making responsibility.	We will work together in seeking the best outcomes for Hay Shire.	• Media releases • Fortnightly Council newsletters • Paid advertising • Online: website, email and social media • Distribution of in-house documents and publications • Notification letters • Community meetings • Surveys and questionnaires • Focus groups • Steering Committees • Forums and Workshops • Public exhibition • Letter box drops • Internal communication/ consultation • Official opening/launch
5. EMPOWER	• Very specific community projects where Council have the ability to delegate decision making authority. • Changes the Council's constitutional arrangements e.g. ward boundaries, method of electing the mayor, number of councillors on the council.	To place final decision making in the hands of stakeholders. Empowered communities share responsibility for making decisions and accountability for the outcomes of those decisions. Legislative and policy frameworks may give power to communities to make decisions. The community may have the power to make a limited range of decisions.	We will ensure the collective position of the community is an integral part of the decision making process.	• By ensuring that transparency, inclusion, access and the other core principles of good community engagement referred to in this Strategy are apparent in all community engagement. • Constitutional referendum

SCHEDULE B

Council's Community participation Plan is a requirement of the Environmental Planning and Assessment Act 1979 (Division 2.6 and Schedule 1 of the EP&A Act) and applies to the exercise of planning functions by the Council (and their delegates and nominees).

This Community Participation Plan is designed to make participation in planning clearer for the community. It does this by setting out how and when interested persons can participate in the planning system, Council's functions and different types of proposals.

The Community Participation Plan applies to the following functions: -

Plan making - Strategic planning is an essential aspect of our work where we set the strategic direction, vision and context for the planning system in the Hay Shire Local Government Area. It involves planning for communities, which integrates social, environmental and economic factors with the area's special attributes and their future realisation within the planning system. Examples of this work include the creation of planning proposals for the local environmental plan subject to a gateway determination, standard instrument orders, development control plans and contribution plans.

Assessments - The Council and some Council officers make planning decisions on a range of developments. When making decisions on these developments, consideration is given to whether land use proposals are in accordance with the strategic priorities of the Council, the NSW Government, public interest and applicable policies and guidelines. Proposals that are assessed may include residential developments as well as commercial and industrial developments. In these proposals, the planning phase is just one aspect of the overall lifecycle and at other phases engagement may be undertaken by either the proponent, NSW Government agencies or Council. In some instances, Council will require ongoing engagement as a condition of approval.

Council's approach to community participation is outlined in the table below.

WHAT	WHEN	HOW
Level 1: INFORM		
We notify the community of proposals, provide accurate and relevant information on the context of the proposal and update information as proposals progress through the planning system.	During the early scoping of a proposal we inform you of the intent and seek feedback to shape the project's design. We then update you on the progress of a proposal as it makes its way through the planning system.	Media releases, letter mail outs, website, social media announcements, emails, newsletters, public notices and advertisements, information sessions, technical reports and discussion papers.

WHAT	WHEN	HOW
Level 2: CONSULT		
We consult with the community and invite them to provide their views and concerns on a proposal.	Once a proposal is designed, we release a draft on public exhibition to seek your views and concerns. We welcome feedback as a submission in a formal exhibition, or at any other time.	Public exhibition, open days, drop in sessions, walking tours, one-on-one engagement with planners via the phone, email or letter.
Level 3: ENGAGE		
We respond to the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal.	Through submissions and feedback, we identify your key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Public meetings and hearings, community reference groups, people's panels, feedback sessions, workshops and engagement with NSW government agencies.
Level 4: DETERMINATION		
We notify the community of decisions on proposals and detail how their views were considered in reaching the decision.	In reaching a decision we consider your views and concerns, notify you of the reasons for the decision and how community views were considered.	Updates to websites, publication of submissions reports, public exhibition reports and notice of decisions.

Public Exhibitions

A key technique Council uses to encourage community participation is formal public exhibitions. During a public exhibition, we make available relevant documents that may include a draft of a policy, plan or proposed development that we are seeking community input on. In conducting an exhibition, we receive submissions in accordance with our development control plan and we adhere to our Privacy Policy and defamation and discrimination laws.

In reaching decisions on proposals that have been exhibited, the Council balance a wide range of factors to ensure that decisions are in the public interest. This includes considering the objects of the Environmental Planning and Assessment Act, the strategic priorities of the Council, the Government, the community's input, the land use priorities identified in strategic plans and applicable policies and guidelines.

It should be noted that submissions may be made available to the applicant and the public – this may include publication on Council's website, in accordance with Schedule 1 Clause 3 of the GIPA Regulations 2009. Including both the grounds of the submission and the identity of the submitter.

Interested persons can be involved in the public exhibition process in the following ways: -

- Make a formal submission on an exhibition by emailing Council or by writing to the General Manager of Hay Shire Council.
- Visit Council and staff will help you access public exhibition documents. Council staff will also answer any questions that you have or connect you to an appropriate officer who can help you.
- Connect directly with Council staff working on a proposal, policy, plan or project.

Public exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at Councils discretion. Section 2.21(2) of the Environmental Planning and Assessment Act details the types of proposals that must be considered in the CPP and Schedule 1 sets a minimum exhibition timeframe for most of these proposals. Council will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal. The only requirements in this plan that are mandatory are those set out in the table below:

Plan making – mandatory public exhibition periods

PLAN	MANDATORY TIMEFRAME
Draft community participation plan	28 days
Planning proposals for local environmental plans subject to a gate-way determination	28 days or as specified by the gateway determination which may find, due to the minor
Draft development control plans	28 days
Draft contribution plans (including growth centres and planned precincts)	28 days

Development assessment – mandatory public exhibition periods

APPLICATION	MANDATORY TIMEFRAME
Application for development consent (other than for designated development or for State significant development)	Council will give notice of an application to affected persons where, in its opinion, the enjoyment of land may be detrimentally affected by or in relation to:- • The views to and the view from the land; • Overshadowing; • Privacy; • Noise or odour; • The visual quality of the development in relation to the streetscape; • The scale or bulk of the proposed development; • The siting of the proposed development in relation to site boundaries; • The proposed hours of use for the development; • Light spillage or reflection; • Means of access to or provision of parking on the proposed development site; • The amount of traffic likely to be generated by the proposed development; • Drainage; and • The social and economic impacts of the proposal. Any Development Application required to be notified will be done so for a period of at least 14 days. Notification will not be made of a Development Application if it is:- • Exempt Development; or • Complying Development. Development Applications which do not require notification include:- • Strata subdivisions; • Subdivision only involving adjustments to existing property boundaries; • Change of use of buildings, except at Council's discretion; and • Single rural dwelling on large properties.
Application for development consent for designated development	28 days
Application for development consent for State significant development	28 days
Environmental impact statement obtained under Division 5.1	28 days
Environmental impact statement for State significant infrastructure under Division 5.2	28 days

SCHEDULE C

The emphasis of this Community Engagement Strategy is not only on detailing Council's legislative obligations but also upon encouraging a culture of good engagement across the organisation as outlined in Schedule A.

Notwithstanding the broader aims of the Strategy, meeting Council's legislative obligations remains one of the objectives of the Strategy, particularly with respect to the integrated planning and reporting provisions of the Local Government Act 1993 and the mandatory community participation requirements of the Environmental Planning and Assessment Act 1979.

Whereas the community participation requirements of the Environmental Planning and Assessment Act 1979 are predominantly addressed in Schedule B of the Strategy, the minimum requirements of the Local Government Act regarding community engagement and consultation, public exhibition of documents and the like, are summarised below.

Action or Decision by Council	Local Govt. Act Reference	Minimum Requirement
Classification or reclassification of public land.	Section 34	Public notice of the proposed council resolution specifying a period of not less than 28 days during which submissions may be made to the council.
Draft plan of management of community land	Section 38	Public exhibition of the draft plan of management for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
Granting of leases and licences on community land	Section 47 and 47A	Public notice of the proposal specifying a period of not less than 28 days during which submissions may be made to the council.
Draft local approvals policy and draft local orders policy	Section 160	Public exhibition of the draft local policy for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft policy is placed on public exhibition during which submissions may be made to the council.
Adoption or revocation of a local approvals policy or local orders policy	Section 166	Public notice in a manner prescribed by the regulations or, if not prescribed, in a manner determined by the council.
Intention to adopt or amend a policy for the payment of expenses or provision of facilities to councillors.	Section 253	Public exhibition of the draft or amended policy specifying a period of not less than 28 days during which submissions may be made to the council.

Action or Decision by Council	Local Govt. Act Reference	Minimum Requirement
Draft code of meeting practice	Section 361	Public exhibition of the draft code for a period of not less than 28 days and a public notice specifying a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
Draft community strategic plan or amendment of a community strategic plan.	Section 402	Public exhibition of the draft or amended community strategic plan for a period of not less than 28 days during which submissions may be made to the council.
Draft delivery program	Section 404	Public exhibition of the draft delivery program for a period of not less than 28 days during which submissions may be made to the council.
Draft operational plan	Section 405	Public exhibition of the draft operational plan for a period of not less than 28 days during which submissions may be made to the council.
Presentation of financial reports	Section 418	Public notice of the date fixed by the council for the meeting at which it proposes to present its audited financial reports and auditor's reports to the public specifying that any person may make submissions to the council with respect to the council's audited financial reports or with respect to the auditor's reports within 7 days after the date on which those reports are presented to the public.
Proposal to establish an alcohol-free zone	Section 644A	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.
Establishment of alcohol-free zone	Section 644B	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.
Suspension or cancellation of alcohol-free zone	Section 645	Notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.

GLOSSARY

Term	Definition
Community engagement	A process by which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and by which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.
Community engagement strategy	A strategy to assist Council in determining specific engagement activities, planning for these activities and evaluating their effectiveness.
Community participation plan	A plan to make participation in planning clearer for the community by setting out how and when interested persons can participate in the planning system, Council's functions and different types of planning proposals (published pursuant to Division 2.6 of the EP&A Act.
Community strategic plan (CSP)	A plan that identifies the main priorities and aspirations for the future of the Hay Shire covering a period of at least 10 years from when the plan is endorsed.
Constitutional referendum	A constitutional referendum is a poll initiated by a council in order to seek approval to: - (a) divide its area into wards or abolish all wards in its area, (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors), (c) increase or decrease the number of councillors in accordance with the limits under section 224, (d) change the method of ordinary election of councillors for an area divided into wards.
Contribution plans	A plan developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development
Delivery program	A program detailing the principal activities to be undertaken by the Council over a four year term to implement the strategies established by the community strategic plan.
Designated development	Designated Development refers to developments that are high-impact developments (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a coastal wetland)
Development application	An application for consent under Part 4 of the EP&A Act to carry out development but does not include an application for a complying development certificate.
Development control plans	A plan that provides detailed planning and design guidelines to support the planning controls in a LEP
Getaway determination	A gateway determination is issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition
Local environmental plan (LEP)	An environmental planning instrument developed by a local planning authority, generally a council. An LEP sets the planning framework for a Local Government Area

Term	Definition
Operational plan	A plan detailing the activities to be engaged in by Council during a particular year as part of a delivery program covering that year.
State Environmental Planning Policy (SEPP)	An environmental planning instrument developed by the Department, that relates to planning matters that are state significant or are applicable across the state
State significant development (SSD)	Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Examples of possible SSD include: new educational establishments, hospitals and energy generating facilities
State significant infrastructure (SSI)	SSI includes major transport and services development that have a wider significance and impact than on just the local area. Examples of possible SSI include: rail infrastructure, road infrastructure and water storage and treatment plants