



TEMORA SHIRE COUNCIL

COMMUNITY PARTICIPATION PLAN

2019

This document has been prepared by Temora Shire Council to satisfy Community Participation Plan requirements under the Environmental Planning and Assessment Act 1979, Division 2.6 and Schedule 1.

INTRODUCTION

Community participation refers to the *connections between governments and communities* on a *range of policy, program, land use and service issues*. This includes plans and policies prepared by Council, as well as the assessment of Development Applications and Planning Proposals.

It encompasses a wide variety of government–community interactions *ranging from information sharing to community consultation* and, in some instances, *active participation in government decision making processes*. Participation can be formal or informal, direct or indirect.

Effective community participation *allows government to tap into diverse perspectives and potential solutions to improve the quality of its decisions* (Community Builders, NSW Government 2016).

Community participation can be seen as part of a continuum which includes:

- Information giving (communication)
- Information seeking (data collection/scoping)
- Information sharing
- Participatory decision making
- Responding to community initiated issues
- Continuous research into communication methods

Community participation, therefore, is a way of including the views of the Temora community in the council's planning and decision making processes. In other words, Council will engage the community to identify, understand and develop strategies to address and respond to their needs and concerns for now and in the future.

This participation plan outlines the principles that Council will adopt in engaging with the community as part of the Community's Community Strategic Plan 2030 as well as Council's Delivery Program, Annual Operational Plan and Resourcing Strategy. It is also used for guiding community participation in the development, implementation and review of policy, plans, projects, programs and issues (decisions) of importance including council's corporate, strategic, land use and financial planning and determining service levels as well as day to day business activities.

THE TEMORA SHIRE COMMUNITY

The Community Participation Plan will provide the Temora Shire community with a clear understanding of:

- Council's commitment to Community Participation
- When Community Participation will occur
- What level of participation will occur
- How the Community Participation process will be managed.

'Community' is defined as people who live within the Temora Shire and/or want to live, visit, work and/or invest in it. The community includes:

- Residents
- Rate payers
- State and Federal government agencies
- Private sector
- Non government agencies.

COMMUNITY PARTICIPATION PRINCIPLES

This Community Participation Plan has been prepared with regard to the community participation principles set out in Section 2.23(2) of the EP&A Act.

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

- (g) 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).
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

COMMUNITY PARTICIPATION OBJECTIVES

The Community Participation Plan seeks to respond to the community participation objectives:

- Community participation is open and inclusive
- Community participation is easy
- Community participation is relevant
- Community participation is timely
- Community participation is meaningful

PARTICIPATION PROCESS

The Temora Shire Community Participation Plan seeks to involve the community in the development of Council plans, policies and decision making through:

- establishing standard practices for community participation
- ensuring standard practices are implemented by Council officers and external consultants employed by the Council
- ensuring that decision making processes are based on outcomes acquired from community participation process, relevant legislative requirements and other Council policies.

COUNCIL OBJECTIVES

The following Council objectives should be observed when planning and implementing community participation activities:

- Ensure Council Officers understand and effectively implement the Community Participation Plan

- Provide the Temora Shire community with opportunities to participate in decision making on both present and future issues
- Ensure participants and stakeholders represent a cross section of the community
- Incorporate a range of community participation methods including:
 - Use of the Temora Independent newspaper to advertise and inform the community about major planning projects
 - Regular updates in the Council community newsletter, Narraburra News
 - Use of Council social media sites including Facebook & Twitter
 - Regular updates of Council information on Council's website
 - A wide variety of Council Committees to enable interested community members to contribute to Council decision making
 - Regular surveys of residents about a variety of local government matters
 - Targeted involvement of community representatives and groups in particular strategic projects of Council
 - Opportunities for members of the public to address Council prior to their monthly meeting
 - Discussion of relevant correspondence received at Council meetings
 - A range of social functions and events that allow members of the community to interact with Councillors and staff to provide opportunities for community members to raise and discuss issues of concern or highlight areas of achievement, including Local Government Week, Ratepayer Evenings, and Councillors Walk & Talk Tours.
- Proactively and regularly inform the community about the outcomes from the community participation activities
- Provide Council with a range of ideas, suggestions and general comments gathered from the participation activities
- Ensure that Council, in exercising its power of decision making, is informed of and able to respond to the community needs and interest

STANDARDS

Temora Shire Council will monitor the quality of each community participation activity against the following standards:

- All communication will meet the needs of the targeted community. Any written and/or verbal communications will be in plain English.
- All Council Officers and external consultants employed by Council involved in implementing community participation activities will have appropriate skills and experience to undertake community participation tasks
- An adequate period of notice will be given for each community participation activity - the period may not be less than two weeks for any activity that requires people to attend or get involved in an activity
- Participants will represent a cross section of the community.

WHEN WILL COMMUNITY PARTICIPATION OCCUR?

Temora Shire Council will engage the Temora Shire community when:

Preparing Strategic Plans – such as development of community or land use strategic plans and projects to inform the Delivery Plan and Operational Plan.

Developing Council Policy - where any internal or external policies having direct impacts on the community.

Considering Site Changes – where any changes are proposed to a private or public site that may have an impact on the community.

Planning Council Services – when developing or improving a service.

Legislation requires - such as prescribed plans and projects under the Local Government Act (1993) and other relevant Acts.

HOW WILL COMMUNITY ENGAGEMENT ACTIVITIES BE MANAGED?

- Each community engagement activity will be the responsibility of the Temora Shire Council Manager appointed as project manager.
- When planning community participation, Managers need to ensure that resources (staff and finance) for engagement activities across Council are effectively allocated and managed. Where possible, participation activities will be combined with other activities that target similar community groups.
- Every effort will be made to attract and reach a cross section of community by using a wide range of communication methods
- Specific targeted community groups will be invited to participate as identified in the project
- Participants' cultural, language and special needs will be accommodated where appropriate
- Community groups who are sometimes hard to reach i.e. children, young people, people with disabilities, women and people from Aboriginal and culturally and linguistically diverse backgrounds will be involved.

WHAT TIME PERIODS APPLY FOR CONSULTATION ON PLANNING MATTERS?

Schedule 1 to the Environmental Planning & Assessment Act 1979 sets out the following minimum community participation requirements:

Planning Matter	Minimum consultation period
Draft community participation plans (CPP)	28 days
Draft local strategic planning statements (LSPS)	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.
Draft development control plans	28 days
Draft contribution plans	28 days
Application for development consent (other than for complying development certificate, for designated development or for State significant 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.
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	The period (if any) determined by the consent authority in accordance with the relevant community participation plan.
Environmental impact statement obtained under Division 5.1	28 days

Council will adhere to these minimum requirements.

Opportunities to participate in the planning system will respond to the nature, scale and likely impact of the proposal or project being considered or assessed. A regular and valuable way for

the communities to participate in the planning system is by making a submission on a proposal during an exhibition. You can also provide us with feedback at any time.

FEEDBACK

There are many ways for the community to provide feedback or raise questions outside of formal exhibition and Council will always consider and respond to your views and concerns.

- Write to us via email at temshire@temora.nsw.gov.au
- Write to us at PO Box 262 Temora NSW 2666 or hand deliver correspondence to our Council offices at 105 Loftus Street Temora
- Phone us on 6980 1100

REPORTING BACK TO PARTICIPANTS AND THE COMMUNITY

Upon completion of a community participation activity, outcomes from the activity will be communicated to all participants and the community.

A report will be developed for Council outlining the community participation outcomes, considerations and recommendations made to Council.

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

EVALUATION OF COMMUNITY PARTICIPATION

Upon completion of a community participation activity, an evaluation will be conducted to assess:

- community representation
- type of communications and publicity methods most suitable
- method utilised for engaging the community
- timing i.e. promotion time and time of the actual activity
- qualitative and quantitative information gained and gathered

These assessment results will be used to improve future community participation processes.

COMMUNITY STRATEGIC PLAN – COMMUNITY PARTICIPATION STRATEGY

The following stakeholder list and engagement methods have been identified to assist in developing the Community Strategic Plan.

Group	Involving	Engagement Method
Business	<ul style="list-style-type: none"> • Farming groups • Temora Business Enterprise Group (TBEG) • Major business owners • Essential Energy • Goldenfields Water • Aviation groups 	<ul style="list-style-type: none"> • Focus Group – for farmers/agribusiness • Focus Group for business groups • Personal meeting with CEOs of major businesses and authorities • General Focus Group – general invitation for those who can't attend specific focus group sessions • Focus group – for aviation • Site tour by Councillors of local businesses
Community	<ul style="list-style-type: none"> • Schools • Sporting and recreation groups • Clubs • Aged community • Youth community • Aboriginal community • Volunteers • Charitable groups • Church groups • Ethnic groups • Health services • Villages 	<ul style="list-style-type: none"> • Meeting with School Principals • Focus Group with specific school representatives • Meetings with health & aged care stakeholders • Community Forums – issues based discussions • Focus Group – Over 50s • Focus Group - Youth • Focus Group – General Community • Focus Groups –Springdale & Ariaiah Park • Focus groups – Sport & Recreation stakeholders • Use of social networking sites

Group	Involving	Engagement Method
State and Federal Departments and agencies	<p>State Government Regional Co-ordination Group (out of Premier's Department)</p> <p>State Government departments and agencies (including in no particular order) Primary Industries; Skills & Regional Development, Education, Housing; Family & Community Services; Finance, Services & Innovation, Local Government; Lands; Planning, Industry and Environment & Heritage; Transport, Police, Sport & Recreation; Local Land Services.</p> <p>Federal Government departments and agencies (including Health, Social Services; Employment, Environment & Energy, Infrastructure & Regional Development, Industry, Innovation & Science, Agriculture & Water Resources, Communications & the Arts, Attorney Generals</p>	<ul style="list-style-type: none"> • Meeting with Department representatives • Meeting with relevant Ministers • Involvement with relevant State Government consultation
State and Federal MPs	<ul style="list-style-type: none"> • Michael McCormack MP, Federal Member for Riverina • Steph Cooke, MP, State Member for Cootamundra 	<ul style="list-style-type: none"> • Mayor and GM – to write and meet to discuss key issues
Media	<ul style="list-style-type: none"> • Local paper • Community Radio • Commercial Radio • ABC Radio • TV • Social Media 	<ul style="list-style-type: none"> • Mayor and GM – to meet with representatives
Other councils	<ul style="list-style-type: none"> • Members of REROC • Neighbouring Councils 	<ul style="list-style-type: none"> • Mayor and GM – to seek input through ROC meeting, and by letter invitation
Council	<ul style="list-style-type: none"> • Councillors • Council staff • Council advisory committees 	<ul style="list-style-type: none"> • Focus Groups at Depot and Shire offices

PREVIOUS COMMUNITY CONSULTATIONS

Temora Shire Council completed a series of community consultation workshops, conducted a survey of its residents and has many ongoing opportunities for the community to have input to Council's priorities and decisions.

Community consultation workshops held in 2016

1. Over 50s
2. Sports groups
3. Government agencies
4. Community groups
5. Senior Council staff
6. Business, industry and property
7. Councillors
8. Aviation
9. Youth
10. Springdale village
11. Agricultural community
12. General community
13. Arts Group
14. Aria Park village

Conducted by John Craig, Director, Community Development Initiatives in conjunction with Temora Shire Council

Resident Satisfaction Survey

Conducted in November 2016
Available online and hard copy
Results reported to Council and the community

Council Committees

The following Committees of Council involve members of the community, allowing those with a particular interest to be involved in Council decision making.

- Aerodrome users
- Aria Park advisory
- Aria Park pool
- Australia Day
- Bundawarra Centre Management
- Film Club

- Friends of Temora Shire Cemeteries
- Heritage
- Imagine Temora (arts and culture)
- Lake Centenary Management
- Mary Gilmore Cultural Festival
- Pinnacle Community Services Advisory
- Promotions And Visitation
- Springdale Progress Association
- Temora Agricultural Innovation Centre
- Temora Business Enterprise Group – TBEG
- Temora & District Sports
- Temora Fight The Fruit Fly
- Temora’s Own Arts and Crafts
- Temora Women’s Network
- Temora Youth Team
- Town Hall Theatre

Statutory Consultation

Formal consultation in relation to draft plans and policies, through newspaper advertisements, media releases, Council newsletter, Council website, Council newsletter social media and written letter, where appropriate.