AGENDA

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

Notice is hereby given that a meeting of the Partnership and Participation Strategic Reference Group will be held in the Guringai Room, Civic Centre, Dee Why on

WEDNESDAY 14 AUGUST 2019

Beginning at 6:00pm for the purpose of considering matters included in this agenda.

Committee Members

Cr Sue Heins (Chair)
Mayor Michael Regan
Cr Kylie Ferguson
Cr Penny Philpott
Steve McInnes   Surf Life Saving Sydney Northern Beaches Inc
Ina Vukic   Northside Enterprise
Antony Biasi
John Buggy   Belrose Open Space Corridor Association
Denice Smith
Craig Susans
Caroline Glass-Pattison   First Nations
Myriam Conrie
Chris Fulton
Hannah Jamieson

Council Officer Contacts

Melanie Gurney   Executive Manager Library Services
Kath McKenzie   Executive Manager Community Engagement and Communications
Theo Stephens   Branch Manager Library Services
Andrew Grocott   Manager Community Engagement
Jasmine Evans   Governance Officer

Quorum

A majority of members including the Chair or one of the elected Councillors.

Agenda for Partnership and Participation Strategic Reference Group Meeting
to be held on Wednesday 14 August 2019
in the Guringai Room, Civic Centre, Dee Why
Commencing at 6:00pm

NEXT MEETING Wednesday 23 October 2019

1.0   APOLOGIES

All members are expected to attend the meetings or otherwise tender their apologies to the Chair and Governance at councilmeetings@northernbeaches.nsw.gov.au.

2.0   DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Members are advised of the following definitions of a "pecuniary" or "conflict" of interest for their assistance:

Section 4 of the Model Code of Conduct for Local Councils in NSW 2018 states that a pecuniary interest is as follows:

"A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is: a) your interest, or b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member."

Council's Code of Conduct states that a "conflict of interest" exists when you could be influenced, or a reasonable person would perceive that you could be influenced by a personal interest when carrying out your public duty.

3.0   CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1   MINUTES OF PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 15 MAY 2019

RECOMMENDATION

That the Minutes of the Partnership and Participation Strategic Reference Group meeting held 15 May 2019, copies of which were previously circulated to all Members, be confirmed as a true and correct record of the proceedings of that meeting.

5.0 AGENDA ITEMS

ITEM 5.1	**'BE CONNECTED' DIGITAL LITERACY INITIATIVE UPDATE – NORTHERN BEACHES LIBRARY SERVICE – THEO STEPHENS – 15 MINS**
REPORTING OFFICER	**BRANCH MANAGER LIBRARY SERVICES**
TRIM FILE REF	**2019/444418**
ATTACHMENTS	**1 ⇩ Be Connected Digital Literacy Initiative Presentation**

EXECUTIVE SUMMARY

PURPOSE

'Be Connected' is a federally funded digital literacy initiative aimed at increasing the confidence, skills and online safety of older Australians in using digital technologies.

As a 'Be Connected' partner, the Northern Beaches library service has successfully applied for three grants in 2019, totaling $33,000. The library service has used this funding to equip and run free weekly digital literacy workshops in its branches as well as special events to promote the initiative.

During Get Online Week (14-20 October 2019) the library service will be presenting 'Tech Trek: live Smarter with online technology' events at all of its branches to showcase the potential of online technologies and encourage the community to experience it for themselves.

REPORT

'Be Connected' (formerly called Broadband for Seniors - BfS) is an Australian Government initiative (the Department of Social Services, in partnership with the Office of the eSafety Commissioner) aimed at increasing the confidence, skills and online safety of older Australians in using digital technologies. It is coordinated by the 'Good Things Foundation', a social change charity.

The Northern Beaches library service has used funding from Good Things Foundation to support Be Connected in achieving its goal of getting 'Every Australian Online'. The funding has been used to buy laptops and other equipment necessary to run weekly digital literacy workshops as well as special events to promote the initiative.

Between Monday 14th October and Saturday 19th October, as part of Get Online Week, the library service will be showcasing the possibilities of current and emerging consumer technologies at all of its six branches. The 'Tech Trek: live Smarter with online technology' roadshow will visit each branch in turn and is comprised of five stands featuring Smartphone applications, Smart technologies, streaming media and VR/AR technologies. Participants engage with these technologies through demonstrations, talks and hands-on experience. The objective is to demonstrate the possibilities of current technologies, to spark interest, conversation and engagement as well as promoting the Be Connected initiative.

The Northern Beaches Library Service is calling on the Partnership and Participation Strategic Reference Group to use its resources and networks to promote the 'Be Connected' workshops and to promote the upcoming Tech Trek events during Get Online week in October.

RECOMMENDATION OF BRANCH MANAGER LIBRARY SERVICES

A.   That the Partnership and Participation Strategic Reference Group note this report.

B.   That the Partnership and Participation Strategic Reference Group promote through its networks the 'Tech Trek: live Smarter with online technology' events during Get Online week (14-20 October 2019) and the free workshops on offer across the library service.

Northern Beaches Library Service

Be Connected Digital Literacy Initiative

Progress & achievements 2019

$33,000 of grant funding to the Northern Beaches library service in 2019:

- Activation grant: $13200
- Community Engagement grant: $9900
- Get Online Week grant: $9900

Activation grant
to get us up and running

Brand new tech including 24 laptops

46 free weekly workshops since April with 300+ participants

Community Engagement Grant

Be Connected Biggest Morning Tea Thursday 23rd May 2019

- **6 library branches**
- **over 200 attended**
- **positive promotion**

External partnerships

Partnering with Easylink

Workshops and lunch:

- Warringah Mall library 17/07/19
- Mona Vale Library 12/08/2019
- Glen Street Library 18/09/2019

get online week
14-20 Oct 2019

"Today, your cell phone has more computer power than all of NASA back in 1969, when it placed two astronauts on the moon."

Michio Kaku

Tech Trek: live Smarter with online technology.

The future is here! Come and experience the potential of online technologies

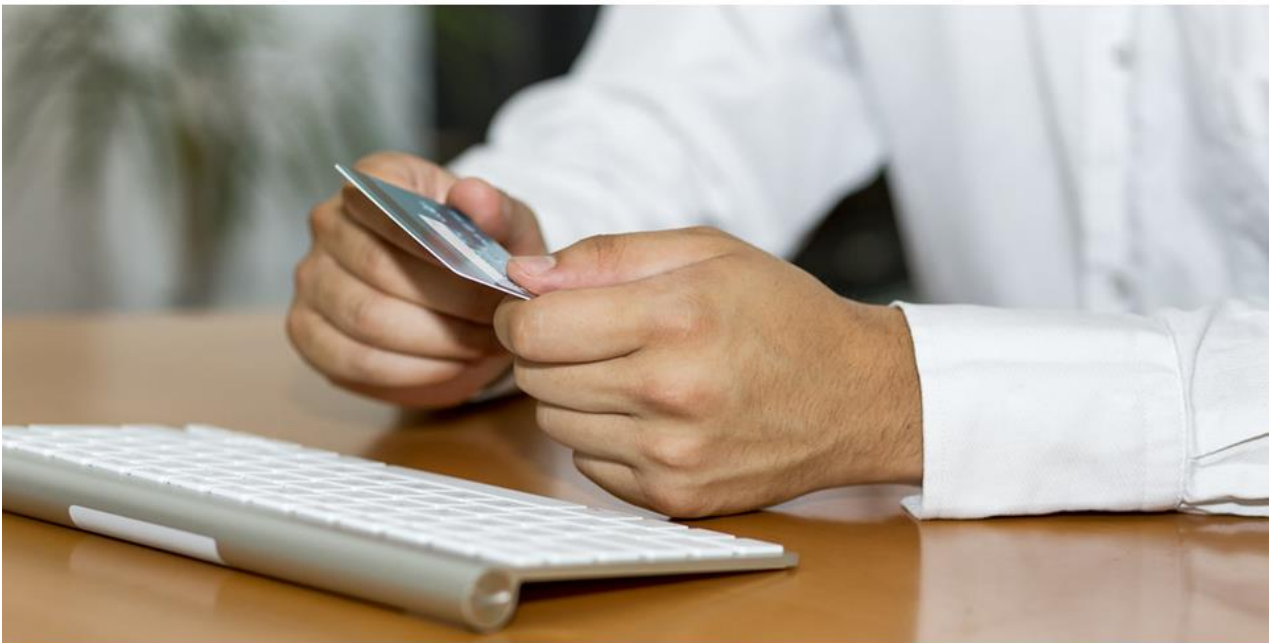Travelling roadshow: six branches in six days (14th to 19th October 2019)

5 stands showcasing some of the most interesting and useful online technologies

Smart homes

Online transactions

Digital content
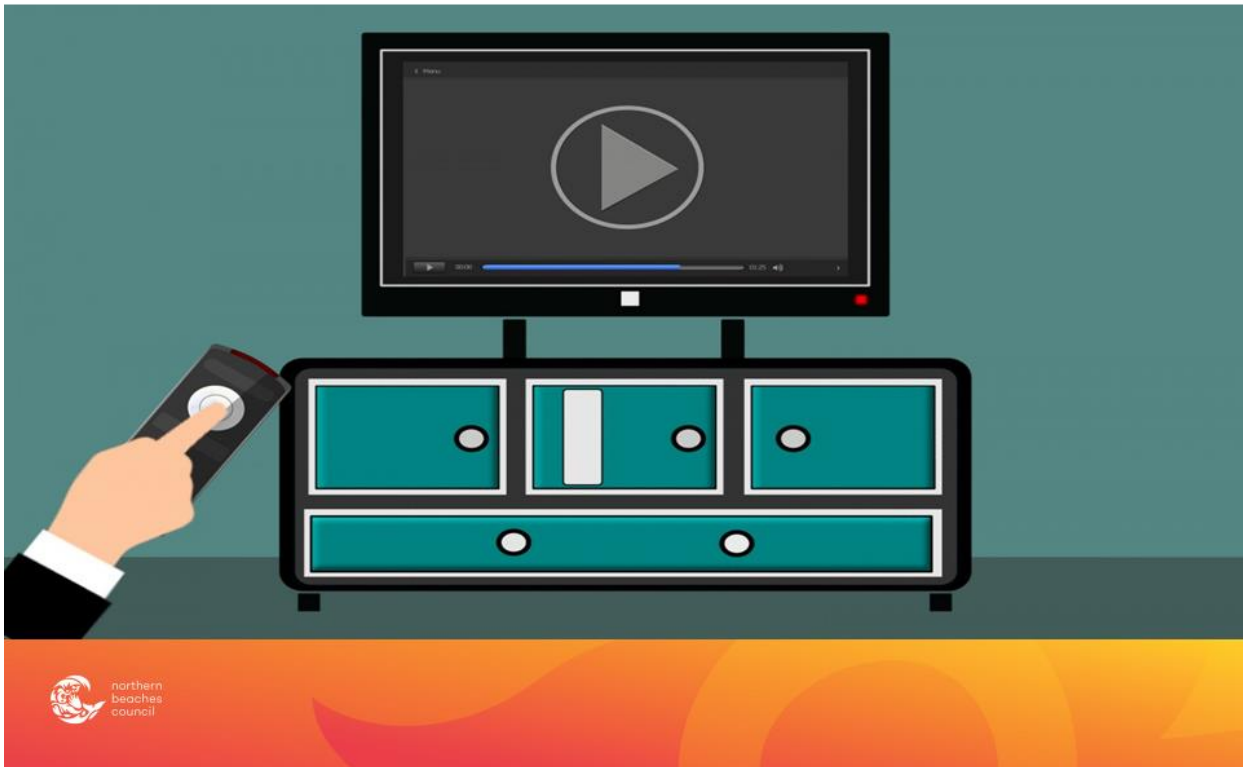
Mobile Apps for Life

Virtual and Augmented Reality

Talks

10.30 – **Smart home demonstration** (10 mins)

11.30 – **Be Connected** – info – (10 mins)

12.30 - **Streaming and online Media** – (10 mins)

1.30 – **Staying safe online** – (10 mins)

2.30 - **Smart home demonstration** (10 mins)

3.30 - **Streaming and online Media** – (10 mins)

4.30 – **Staying safe online** – (10 mins)

Tech Trek 2019

Mon 14th to Sat 19th October

14th - Glen Street Library.
15th - Manly Library.
16th - Dee Why Library.
17th - Forestville Library.
18th - Warringah Mall Library.
19th - Mona Vale Library.

Be Connected
Every Australian online.

northern
beaches
council

ITEM 5.2	**BUSKING – 45 MINS – KATH MCKENZIE**
REPORTING OFFICER	**EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS**
TRIM FILE REF	**2019/445625**
ATTACHMENTS	**1 ⇩ Presentation - Busking on Beaches**

Kath McKenzie will provide a briefing and seek feedback from the group about busking.

RECOMMENDATION OF EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS

That the Partnership and Participation Strategic Reference Group discuss and provide feedback on Council's approach to managing busking.

Busking on the Beaches

Kath McKenzie
Executive Manager, Community
Engagement & Communications

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Creating vibrancy or making noise?

- Manly a popular destination for buskers.

Busking Income 2017/18	$14k	Applicants Manly Corso – 206	Applicants from Pittwater ward - 24
Busking income 2018/19 (to Jan)	$6k	Applicants Manly Corso – 107	Applicants Pittwater ward - 5

- Add life and colour to the local area, from playing music, singing and dancing to all sorts of performances that entertain the public.

- Issues with complaints at Manly and there is a need for Council to address the most common concerns residents and businesses have about busking – volume and genre.

How to manage performances in public spaces?

- Manly has the highest fees in Sydney.
- $480 p.a v City of Sydney $47 p.a.
- Permits for Manly issued quarterly, monthly and daily.
- Permit required for rest of LGA.
- No official busking sites identified in former Warringah.
- Sites identified at Avalon, Newport, Mona Vale and Manly Corso.
- Feedback from Manly Business Chamber – need to better manage busking and support reduction in fees to attract better quality buskers.
- Music NSW advocates for no-fee for buskers and Council fees should offset only administration cost of permits.
- Currently, Council has no guidelines, policy framework to manage busking.

Options:

- Decrease fees to attract better quality buskers?

- Develop guidelines and policy framework?

- Review busking sites and create dedicated zones in Manly?

- Create a self regulating process (like Pitt Street Mall) or a booking system for high profile sites?

ITEM 5.3	FEEDBACK OF THE COMMUNITY ENGAGEMENT PARTICIPATION PLAN - MAKING SENSE OF IT – 45MINS - ANDREW GROCOTT
REPORTING OFFICER	MANAGER, COMMUNITY ENGAGEMENT
TRIM FILE REF	2019/445519
ATTACHMENTS	1 ⇩ Community Engagement Policy (current)
	2 ⇩ Community Engagement Matrix (current)
	3 ⇩ Environmental Planning and Assessment Act 1979 No 203
	4 ⇩ Department of Planning & Environment - Draft CPP
	5 ⇩ Department of Planning & Environment - FAQs
	6 ⇩ Presentation

Under the *Local Government Act 1993,* Council must establish and implement a Community Engagement Strategy (CES) based on social justice principles.

Northern Beaches Council's current CES is referred to as the Community Engagement Framework. The framework details how we plan, implement and evaluate our engagement practices. The framework currently includes the following documents:

- **Community Engagement Policy** – sets the policy direction for effective engagement in Council. (Attachment 1)

- **Community Engagement Matrix** – provides staff with direction on engagement planning and guidance on when and how they should engage with the community for different situations. (Attachment 2)

As a planning authority, Northern Beaches Council is now required to prepare a Community Participation Plan (CPP). The CPP is to detail how and when we will undertake community participation when exercising relevant planning functions under the *Environmental Planning and Assessment Act 1979.*

Community participation is an overarching term covering how we engage the community in our work under the EP&A Act, including legislative reform, plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, indigenous communities, community groups, peak bodies, businesses, local, state and federal government departments and agencies.

The EPA Act prescribes a set of obligations Council must meet in conducting public engagement on planning documents. These are shown in Attachment 3

A council need not prepare a separate community participation plan if it includes all the matters required under this section in its plan and strategies under section 402 of the Local Government Act 1993.

The Department on Planning & Environment has developed a draft CPP (Attachment 4) as part of their planning obligations and to provide a template for other local planning authorities. Note this draft is being revised based on comments received during the public exhibition in 2018. An enclosed FAQs document supported the exhibition (Attachment 5).

RECOMMENDATION OF MANAGER, COMMUNITY ENGAGEMENT

That the Partnership and Participation Strategic Reference Group:

A.   Work through the current thinking around the purpose of the current community engagement framework and explore opportunities for improvement

B.   Review the structure of the new CES/CPP

C.   Talk through the minimum timeframes on planning and non-planning projects

D.   Explore some approaches to hard to reach audiences

E.   Discuss the proposed engagement approach for the CES/CPP

NORTHERN BEACHES
COUNCIL

Community Engagement Policy

Purpose of Policy

To outline the approach to community engagement conducted by Northern Beaches Council as part of Council's decision making processes.

Policy Statement

This policy recognises that community engagement and participation processes are a vital part of local democracy. It aims to strengthen the trust between Council and the community and build confidence in Council's ability to plan and make decisions that will respond to the present and future needs of the community.

Community engagement is about involving the community in decisions which affect them. It is critical in the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community. It involves seeking broad informed agreement and the best possible solution for Council and the community, however it does not necessarily mean achieving consensus.

This policy emphasises that the community should be kept informed throughout the consultation process and receive feedback that demonstrates how their input has influenced the decision.

This policy should be read in conjunction with the Community Engagement Matrix.

Objectives

- To confirm Council's commitment to conducting quality consultation and its willingness to actively engage the community in its decision making processes.
- To clarify the role that Council will take to engage our community in decision making.
- To develop a framework that ensures a consistent approach is undertaken by Council staff in relation to projects requiring community consultation.
- To create an organisational culture and build staff capacity that ensures community engagement processes are seen in a context of adding value, being best practice and good governance.
- To ensure that our community is well informed about issues, strategies, projects or plans that may directly or indirectly affect them and have the opportunity for genuine involvement in decision-making and policy development.
- To seek the views of a wide cross-section of the community, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- To meet Council's legislative requirements regarding community consultation in all areas of its service delivery(excluding Development Applications which are covered under separate legislation).

Scope

- This policy applies to all facets of Council's operations including corporate, strategic land use, financial planning and Council's day to day business activities.
- Along with the Matrix, it defines the principles underpinning Council's engagement activities, the role of councillors and staff in engaging with the community and the methods which Council will use to engage with the community.

Effective date 28 February 2017	Version 1	Community Engagement Policy	2017/012154	Page 1 of 4

- Community engagement guidelines for private development are outlined in the relevant planning documents and Environmental Planning and Assessment Act 1979. The DA process is not within the scope of this policy.

- Community engagement is multifaceted and requires a standard of consultation that appropriately responds to the nature, complexity and impact of the issue/s involved. The range of methods and techniques used may vary depending on the resources that are available.

- Both 'consultation' and 'community engagement' are terms used by practitioners and in literature. However in this model of community engagement, consultation is one of the levels of engagement (as per the IAP2 spectrum below).

- Council's approach to community engagement is based on the spectrum of engagement activities as advocated by the International Association for Public Participation (IAP2). The five levels of public participation are shown on the table below:

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, 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 the identification of the preferred solution.	To place final decision-making in the hands of the public.

It should be noted that the 'empower' level on the spectrum has limited application in Local Government as the elected Council is the decision-making body. However there may be occasions where non-financial empowerment may occur.

Key Considerations

- The Community Engagement Framework consists of this Community Engagement Policy and the supporting documents: Community Engagement Matrix and the Community Engagement Toolkit.

- Council's Committee and Community Group Framework forms a key part of the overall engagement framework and is an important engagement approach.

- Community committee members will be recruited and selected according to the relevant policy guidelines

- Council will endeavour to ensure that its engagement processes are appropriate, accessible, well-planned and adequately resourced.

- The level of community engagement undertaken relates directly to the level of community involvement required, and should always be appropriate to the nature, complexity and impact of the issue, plan, project or strategy.

- All community engagement activity is to be undertaken in accordance with the principles of engagement (detailed in Community Engagement Matrix).

- Statutory requirements are a minimum and this policy encourages Council to engage the community in addition to statutory requirements providing that any legal timeframes are met.

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- Staff will advise elected local representatives of community engagement activities in advance.
- The recommended period for community feedback is 28 days. However this may vary depending on statutory requirements.
- The timing of community engagement activities will take into account key dates, notably the Christmas and New Year period, school holidays and special events. (Refer to the Matrix for more detail).
- For high impact projects or issues that affect the whole of Northern Beaches (eg Local Environment Plan, Community Strategic Plan, Housing Strategy etc) engagement activities are recommended at sites across the Local Government Area (LGA).
- In circumstances where the level of involvement requires members of the public to make submissions to Council, content received may be regarded as public and available for general access.
- Prior to any decision Council will ensure that it is well informed of the advantages and disadvantages of alternative decisions on matters before them, including accurate reporting of community comments and recommendations that reflect all sides of the debate.
- Council will provide feedback to all participants involved in a project by closing the loop.

Development on Council Land - Special Consultation Requirements

Council acknowledges that when undertaking high impact development on Council owned and managed land, a community engagement process consistent with the engagement framework will be undertaken in addition to the statutory requirements. This includes early input at the concept design stage. (Refer to Attachment 1 of the Community Engagement Matrix for more information).

Authorisation

This Policy was adopted by Council on 28 February 2017

It is due for review on 28 February 2021.

Who is responsible for implementing this Policy?

Executive Managers, Project Managers and all Council appointed consultants

Document owner

General Manager

Related Council Documents

Community Engagement Matrix

Community Engagement Toolkit (under review)

Legislation and references

Local Government Act 1993 to ensure that community input is a part of the decision making process

International Association for Public Participation (IAP2)

Definitions

Key Term / Acronym	Definition
Community Engagement	"Any process that involves the community in problem solving or decision making and uses community input to make better decisions" International Association of Public Participation (IAP2).
Consultation	A process of community engagement that seeks to inform the community or draw out the views and preferences of the community. These views are used

	to inform decision makers and should provide a guide to decision making.
Community	Community is a broad term used to define a groups of people including people who live, work, study, own property, conduct private or government business, visit or use the services, facilities and public spaces and places of the Northern Beaches area. The community can be referred to as stakeholders or be comprised of stakeholders.
Communication	Generally refers to the exchange of information from Council to the community, and can also include the exchange of information or views from the community to Council.
IAP2	International Association of Public Participation (www.iap2.org.au)
Submission	A formal response to a public document (ie policy, plan, strategy) made during the public exhibition period. Submissions may be considered public and available for general access.
Comment	A response received during early engagement or consultation that is not part of a formal Public Exhibition endorsed by Council.
Committee Framework	The Committee Framework includes Strategic Reference Groups and other committees run by Council.
Level of Impact	The degree to which a community is determined to be affected by a decision.
Level of Public Participation	The degree to which a community is involved in decision making.

Document History

Revision	Date	Change	HPE CM Ref
1	28 Feb 2017	First Northern Beaches Council Community Engagement Policy	2017/012154

COMMUNITY ENGAGEMENT MATRIX

JANUARY 2017

NORTHERN BEACHES
COUNCIL

northernbeaches.nsw.gov.au

Document Approval:

Draft Framework – September 2016
Revised Final Policy January 2017

2

Introduction

Community Engagement – Definition

Community engagement is a developing field of practice within local government but one that now has prominence in terms of contributing to good governance and the delivery of good practice outcomes for Council.

The International Association of Public Participation (IAP2), a leader in the field, defines community engagement as: "Any process that involves the community in problem solving or decision making and uses community input to make better decisions."

Well planned and inclusive engagement processes are vital to the success of Council. This framework aims to assist Council staff in the design and delivery of community engagement across the Northern Beaches and should be read in conjunction with the Community Engagement Policy.

The Community Engagement Framework

The Community Engagement Framework reflects Northern Beaches Council's ongoing commitment to appropriately engaging its community and includes:

- The community engagement policy provides a policy direction for engagement.
- This community engagement matrix provides staff with direction on engagement planning and guidance on when and how they should engage with the community for different situations.
- The engagement toolkit provides specific information and advice on 'how to' undertake different types of engagement with the community.

This matrix is an implementation tool of the Community Engagement Framework.

Benefits of Community Engagement

Some of the benefits of effective community engagement include:

- Better outcomes for the community and council;
- increased community awareness about Council's services, planning and program delivery;
- increased awareness of community views and issues that should be considered as part of the decision-making process;
- increased awareness of the needs and diversity of the local community;
- Development of solutions and outcomes that are broadly supported by the community;
- Increased satisfaction with council and strengthening of trust between Council and community;
- Increased understanding, community ownership and acceptance of decisions;
- Enhanced relationships with Council and the community working together to address local issues;
- Improved decision making and community outcomes;
- Potential for time, resource and cost savings.
- Increased transparency and accountability with regard to council decision making.

3

Principles Underpinning Council's Approach to Community Engagement

The following principles underpin Council's approach to all community engagement activities.
Our principles are consistent with the social justice principles of equity, access, participation and rights as prescribed by the *Local Government Act 1993*.

1.   **Committed**

    Community engagement will be conducted in a way that demonstrates a genuine commitment to quality consultation with the community and a desire to listen and consider community views and aspirations.

2.   **Planned**

    Community engagement will be well planned and directed to getting a better understanding of community views on issues that are important to them.

    Engagement planning is a critical process to deliver successful outcomes. Community engagement plans will be prepared for all high impact projects.

3.   **Inclusive**

    Community engagement will be designed to involve the wider community, especially those hardest to reach. Specific strategies will assist in Council's specialised engagement approach with these groups.

    Engagement activities will provide opportunities for meaningful dialogue and input from key stakeholders.

4.   **Respect**

    Our approach treats all participants in the engagement process with respect and dignity.

    Our approach is impartial and free from bias toward any stakeholder involved in the process.

    We are accountable, accessible and ethical in all dealings with the community.

5.   **Timely**

    Community engagement will seek to engage the community and stakeholders at the earliest stage possible and continue to keep them informed and involved throughout the process.

6.   **Transparent**

    The objectives and scope of the engagement process will be well defined from the outset including the decision making process.

    Information provided to the community will be comprehensive and provide objective, balanced content about the issues/s involved with a particular project.

7.   **Engaging**

    Different, tailored and innovative methodologies will be implemented where possible to encourage and enhance participation and engagement of the wider community.

8.   **Consideration**

    We demonstrate that we have considered input and relevant data prior to making decisions.

    We will provide participants with feedback about the progress of the project and detail how community input influenced the decision making process.

4

Community Engagement Planning

Council's approach to community engagement will be informed by the internationally recognised "Public Participation Spectrum" developed by the International Association for Public Participation (IAP2) which outlines five levels of public participation. It is recognised that in most circumstances community engagement will move beyond information sharing (Inform) and move towards strategies that actively engage the community.

The IAP2 spectrum is summarised on the table below and more information is provided on page 11.

IAP2 Public Participation Spectrum
Developed by the International Association for Public Participation

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, 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 the identification of the preferred solution.	To place final decision-making in the hands of the public.

The spectrum describes the desired level of public participation and highlights that the community's role in decision making is a critical element affecting the design of any community engagement strategy.

When planning for community engagement, Council staff will need to determine the most appropriate level of participation depending on the nature and complexity of the project/issue. The Community Engagement Framework supports the development of flexible, tailored approaches determined based on the potential impact of a situation, the appropriate level of community participation and the needs of the community.

The 'empower' level on the spectrum has limited application in Local Government as the elected Council are the decision making body. It is likely that most community engagement will occur on the levels of Inform to Collaborate.

The diagram below details the Community engagement planning process

5

Community engagement planning steps:

A Community Engagement Plan must be developed for all high impact projects (refer to page 10 for more information about defining high impact) and is recommended for all projects. The plan should be developed as a critical element of the project plan and revised throughout the project as required.

NOTE: Community engagement activities occur throughout a project and the engagement plan should reflect these activities at key stages. The diagram below outlines an example of different engagement levels at different stages of the project over time:
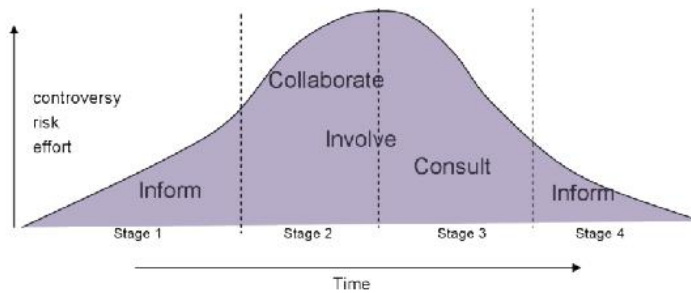
Legislative Requirements

Council policy also dictates that community engagement must be undertaken according to statutory requirements identified in relevant legislation such as the *Local Government Act 1993 (NSW)* and the *Environmental Planning and Assessment Act 1979*. Staff should ensure they are familiar with any statutory obligations concerning consultation that relates to their particular policy/program area within their business unit.

The Community Engagement Framework does not apply to exempt statutory processes or development applications on private land.

6

Effective Planning For Community Engagement

Define Issues

What are we asking the community to decide on?

Staff will need to plan carefully to ensure that the scope of the community's input and decision making is made clear and incorporated into the plan for the community engagement process. Any potentially controversial or important issues should be identified at the earliest stage possible.

Identifying stakeholders is another important step in the planning and may help define the issues.

Gather information (Stage 1)

Issues and Opportunities identified to be addressed.

A range of methods such as community drop in session, stakeholder meetings, focus groups, surveys etc. may be used to gather information about the key issues and opportunities early in the project. This will be used as part of developing a plan or proposal to be further discussed with the community.

Consider options (Stage 2)

Provision of balanced information/ alternatives that seek to address community issues and concerns

Once the draft direction, conceptual plan or policy have been developed, the community engagement plan must be carried out in a manner that maximises community involvement. A draft document/plan or proposal will seek community feedback. This would include online comments or submissions along with other forms of community forums. Drop in sessions, community meetings, stakeholder meetings, open house forums etc. may be held to discuss plans and obtain direct community feedback. This approach is more interactive and intended to identify community satisfaction, further issues and possible solutions.

Evaluate options

Clear comparison of alternatives

It should be made clear to the community how their input will be assessed and by whom and whether there will be further phases of consultation or the opportunity for community input before final decisions are reached.

This is also an opportunity to review and evaluate the consultation process to ensure that you have met the consultation objectives. You may need to schedule further consultation mechanisms to achieve your desired results.

Make decision

How will you inform community about decision and how they contributed to the outcome.

Once the community have been involved in any community engagement process they are entitled to be informed about final outcomes such as the tabling of a report to a Council meeting to seek adoption of the plan or proposal. The community should be kept updated via email and Council's website.

7

Developing Community Engagement Plans

A community engagement plan must be completed for all high impact projects.

Step 1 **Know and understand your project**	• Detail the background to the project or issue • Purpose and scope of the engagement • Set clear engagement objectives • Identify any key issues • Consider any legal or statutory requirements
Step 2 **Determine the level of impact**	• Assess the likely 'level of impact' of the project, issue, service or action, using the assessment criteria on **page 10.**
Step 3 **Level of Community Participation**	• Determine the level of community participation from the IAP2 Public Participation Spectrum suitable for the project • This will be influenced by the degree of impact and the desired outcomes. Use the guidelines on **page 11** to make this decision, • Consider legislation or other Council Policy requirements.
Step 4 **Who should be involved**	• Identify all key stakeholders and community members who will be affected or have an interest in the project. • Identify target groups and ensure fair and equal opportunity to provide input • Complete stakeholder analysis • Identify and involve internal stakeholders
Step 5 **Determine approach and plan engagement activities.**	• Use the Matrix on **page 14** to determine the type of engagement that should occur in relation to the level of impact and the desired community participation. • Review methods and approach to develop a communications plan including web, emails, letter box drops, media, signs etc.
Step 6 **Timeframes and resources**	• Develop a timeline of the key engagement activities during the project • Develop an estimated budget required to complete engagement plan • Determine what skills are required and what resources are available
Step 7 **Feedback, reporting and evaluation**	• Detail how and when each stakeholder group (participants, community, council and staff) will receive feedback during the project and the outcomes • Define the outcomes that are expected from the approach and how the final outcomes will be documented and circulated. • Complete an evaluation summary including – summary of process and key outcomes, and provide to participants and publish on website

8

Step 1 – Know and Understand Your Project

The first step of any engagement plan is to clearly identify the objectives of the engagement. This should also include a summary of the background to the project or issues and what has happened to date.

Questions that need to be answered include:

- What is the purpose of the community engagement?
- What questions do the engagement activities need to answer?
- What do you want the engagement to achieve?
- Identify key issues along with any statutory requirements?
- What is the scope of the engagement (negotiables and non-negotiables) – see diagram below?

Issues important to Stakeholders

Issues that can be addressed in this process

Extract from IAP2 module 1 training manual 2006

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Step 2 – Level of Impact

Identifying the level of impact on the community that any project will have is critical to choosing the most appropriate approaches for the engagement process.

It is important to note that the levels of impact do not indicate that a particular issue is necessarily of less significance to a community. More importantly the levels of impact are intended to guide the development of the most appropriate approach for that issue within a particular section or whole community.

It will be necessary to determine the community group/s and stakeholders that are affected by the project, issue, service or action. A range of Council staff should be involved early in this process.

At any time during a project, issue or action, it may be necessary to reassess the Level of Impact and vary the engagement approach accordingly, due to a change in the situation or recognition of implications.

Level of Impact	Criteria (one or more of the following)	Examples
Level 1 **High Impact – Whole or large part of LGA**	• High level of real or perceived impact, interest or risk across **whole or large part of LGA**. • Significant impact on attributes that are considered to be of high value to the whole of **whole or large part of LGA**, such as the natural environment or heritage. • Significant impact on the health and safety of the **whole or large part of LGA** community. • Potential high degree of controversy or conflict. • Potential high impact on State or regional strategies or directions.	• Council's Community Strategic Plan • Local Environmental Plan • Plans of Management (district or regional) • A change to land categorisation, ie. community to operational land • Strategic Plan eg. Youth, Disability • Removal or major change of a facility or service across **whole or large part of LGA**, eg library services, waste management, beach services • Provision of a district or regional facility, eg. skate park, indoor sports centre • Changes to or impact on natural bush land or waterway (where the natural values could be affected)
Level 2 **High Impact– Local**	• High level of real or perceived impact or risk on a local area, small community or user group/s of a specific facility or service. • The loss of or significant change to any facility or service to a local community. • Potential high degree of controversy or conflict at the local level.	• Local Environmental Plan (localised change) • Removal or relocation of a local playground • Change to or loss of valued activity or program, e.g. local youth activity • Re-development of a sports ground • Proposed removal or development of small pocket park • Local street road closure • Increase or removal of car parking
Level 3 **Lower Impact – whole or large part of LGA**	• Lower, although still some real or perceived impact or risk across **whole or large part of LGA**. • Potential for some controversy or conflict. • Potential for some although not significant impact on State or regional strategies or directions.	• Improvements to a **whole or large part of LGA** wide service, eg. Emergency Services • Minor change to a district or regional facility, eg. Aquatic Centres, Theatre • Minor changes to Customer Service processes, eg. payment of rates • Most changes to fees and charges (unless contentious) • Provision of a community wide event • Study or Review of community needs, eg. Annual Survey, recreation needs assessment
Level 4 **Lower Impact – Local**	• Lower level of real or perceived impact or risk on a local area, small community or user group/s of a specific facility or service. • Only a small change or improvement to a facility or service at the local level. • Low or no risk of controversy or conflict at the local level.	• Upgrade of a local playground • Local street or streetscape upgrade • Changes to a local activity program, eg. timing or venue/ location

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Step 3 – Level of Community Participation

Having determined the level of impact it is important to assess the level of public participation that is appropriate. Refer to the International Public Participation (IAP2) Spectrum to determine the most appropriate level of community participation in the engagement process.

An important part of this process is to understand the scope of the community's input and the role those consulted will have in relation to the decision making process. It is likely that most engagement processes will be conducted within the Inform to Collaborate levels of participation on the IAP2 spectrum.

Level of Participation	Definition	Promise to the Community	Examples
Inform	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	We will keep you informed.	• Advising the community of a situation or proposal. • Informing on a decision or direction. • Providing advice on an issue. • No response is required
Consult	To obtain feedback public on analysis, alternatives and/or decisions.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	• Undertaking market research to identify needs or issues. • Seeking comment on a proposal, action or issue. • Seeking feedback on a service or facility.
Involve	To work directly with the community throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how the public influenced the decision.	• Involving the community in discussion and debate. • Adopting a more personal and innovative approach through personal contact and meetings/ sessions that encourage participation. • Involving at different times in the planning process, i.e. keeping informed and enabling further comment.
Collaborate	To partner with the community in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	• Establishing a structure for involvement in decision making, eg, working party or advisory group. • Enabling ongoing involvement in all stages. • Allocating responsibility for achieving outcomes.
Empower	To place final decision making in the hands of the community.	We will implement what you decide.	• Deliberative processes to understand community attitudes and issues to a broad scale issue or project and may consider trade off scenarios eg Citizen juries

Note: It should be noted that the 'empower' level on the spectrum has limited application in Local Government as the elected Council are the decision making body. However there may be occasions where non-financial empowerment may occur.

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Step 4 – Stakeholders

Learning from the community and stakeholders is a critical part of the process.

We need to understand how people perceive the issues surrounding the problem / opportunity to be addressed and decision to be made.

Develop a comprehensive list of stakeholders.

Once an initial list of stakeholders is identified it is important to gain an initial understanding of how they may view the decision. This can be conducted by key contact interviews of a range of stakeholders who represent a range of likely views.

A stakeholder is defined as those with an interest in or who may be affected by the outcome. There are many ways to identify stakeholders including:

- Draw on in-house knowledge
    - Ask other people / teams who may have run similar projects
    - Brainstorm with cross section of staff
    - Contact the Community Engagement team in relation to any known lists of interested community members and the Engagement Register
    - Other lists of people ie Community Directory (LINCS), other relevant databases, people involved in similar projects, made submissions etc.
- Ask the community
    - Call for expressions of interest – public announcements to promote call for interest
    - Ask key members of the community / groups who they think would be interested
- Identify any hard to reach groups

Groups could include:

Government departments	Service providers	Businesses	Utilities
Residents	Property owners	Visitors	Not for profit groups
Disabled	Youth	Aged	Culturally diverse
Committees	Community groups	Schools and education	Experts
Sporting groups	Environmental groups		

Other things to consider:

- Are there any barriers to involvement or support of the project eg bad experiences, lack of experience, timing?
- How will these barriers be addressed?
- Are there any cultural considerations?

Internal Stakeholders

In addition it is useful to consider internal stakeholders, who needs to be involved and the level of internal commitment. This will include identifying:

- Who are the decision makers and what is the decision making process
- Clarification of the scope of decision and negotiables
- Other projects that may be related or be impacted

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Encouraging participation

There are many reasons why people do not get involved in engagement activities. We need to ensure that suitable approaches are made to ensure inclusive participation.

Some of the reasons for non-participation include:

- Lack of clarity around the problem / issue to be solved
- Poor communication and lack of awareness
- Bad experiences
- Perception that it will not make a difference
- Lack of interest, not enough time
- Accessibility – venue, time, holidays etc.

The development of engagement plans should consider the timing and impact of other Council Projects to ensure that the community interest is not diminished due to conflicting time demands.

A communication plan is required to reach out to these groups and stakeholders. Each stakeholder group may have different communication needs. A single advertisement in the local newspaper is unlikely to attract all the potentially affected people.

Matching Stakeholders and Issues

Using the stakeholder analysis template (included in the Engagement Plan), complete a stakeholder analysis including:

- Identifying any key issues,
- Identifying key stakeholder groups,
- their likely level of concern,
- their area of interest
- any known key contacts or groups

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Step 5 – MATRIX for Selecting Engagement Approaches

This step ensures that appropriate methods and tools are used to engage the community. Use the Matrix below to decide the specific types of engagement that are appropriate for the chosen 'Impact Level' and for the desired level of community participation.

	Method	Level 1 High Impact LGA	Level 2 High Impact Local	Level 3 Lower Impact LGA	Level 4 Lower Impact Local
INFORM	Written Correspondence, mail out or letter box drop	Desirable	Essential	Optional	Optional
	Notice/ Advert in Local Paper	Essential	Essential	Desirable	Optional
	Displays (Customer Service, libraries)	Essential	Desirable	Desirable	n/a
	Social Media	Essential	Desirable	Desirable	Optional
	Email - Community Register	Essential	Essential	Essential	Desirable
	Email update – feedback, close loop	Essential	Essential	Essential	Essential
	Web Site (Your Say Page and updates)	Essential	Essential	Desirable	Desirable
	On Site Sign / Display	Desirable	Essential	n/a	Desirable
	Banners / Posters	Desirable	Desirable	Desirable	Desirable
	Fact sheet, brochure, flyer	Desirable	Desirable	Optional	n/a
	Media Release	Desirable	Desirable	Optional	n/a
	Personal Telephone Contact	Desirable	Desirable	Optional	Optional
	In Person Meetings	Desirable	Desirable	Optional	Optional
CONSULT	Online and written feedback / submissions	Essential	Essential	Essential	Essential
	On site information session	Essential	Essential	n/a	Desirable
	Information sessions / briefings	Essential	Optional	Optional	Optional
	Paper Survey / feedback form	Essential	Essential	Desirable	Optional
	Hotline/ Phone-in	Optional	Optional	Optional	n/a
	Telephone Survey	Optional	Optional	Optional	Optional
INVOLVE	Meetings with key stakeholders / users	Essential	Desirable	Desirable	Desirable
	Meeting with target community groups eg resident groups, youth, businesses, CALD	Essential	Desirable	Desirable	Desirable
	Focus Group Session	Desirable	Desirable	Optional	Optional
	Community workshop / forum / World Cafe	Desirable	Desirable	Desirable	n/a
	Community Meeting, Public hearing	Desirable	Desirable	Desirable	Desirable
	Online Discussion Forum (Your Say)	Desirable	Desirable	Optional	n/a
	Site Tour	Optional	Desirable	Desirable	Desirable
COLLABORATE	Strategic Reference Groups	Desirable	Optional	Optional	n/a
	Working Party or Advisory Group	Optional	Optional	n/a	n/a
	Deliberative Polling	Optional	Optional	n/a	n/a
	Community Summit (TOTT)	Optional	n/a	n/a	n/a
	Citizen Jury / Panels / Summits	Optional	n/a	n/a	n/a

Legend: **Essential** (green), **Desirable** (blue), **Optional** (orange)

This list includes the main tools and techniques that Council uses for community engagement. There are many other tools and techniques that can also be considered.

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Examples - Types of Engagement

The diagram below demonstrates graphically where different methods and tools may sit on the spectrum taking into account the level of impact/ risk and the complexity of the topic or issue.
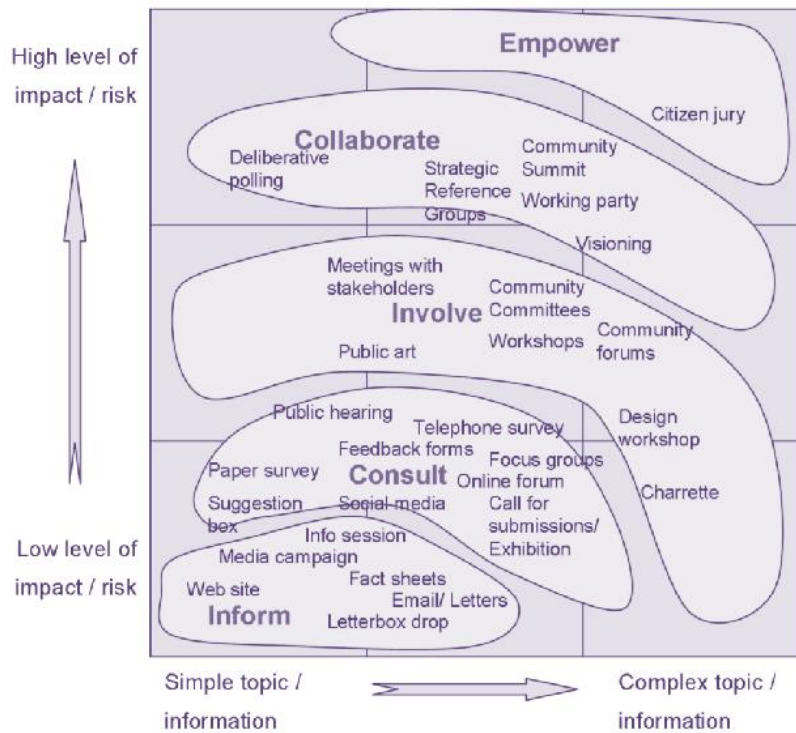
Source: Adapted from Les Robinson 2002
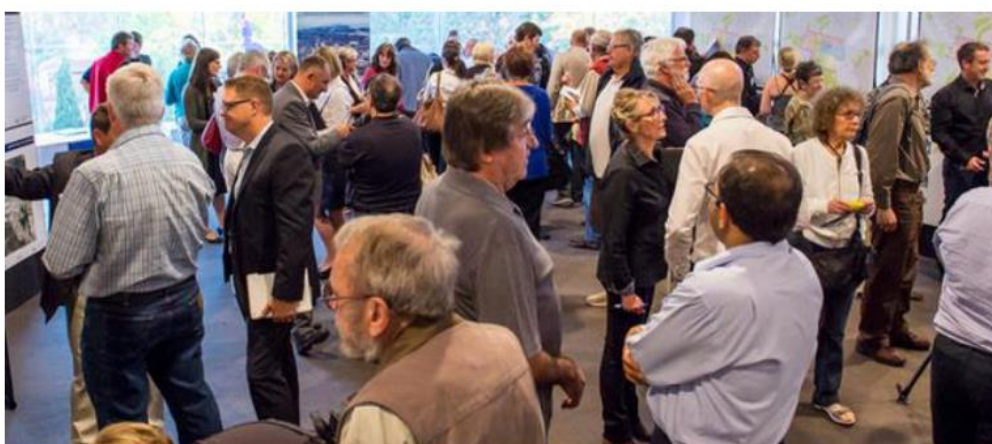
Step 6 Timeframes and Resources

Consider the following questions and stages in determining the time frames and resources.

Develop a timeline of the key engagement activities during the project.
 	
Consider the following points
	• Early engagement is recommended for high impact projects.
	• At least 2 stages are required for high impact projects:
	   o Stage 1 – initial ideas, opportunities, issues,
	   o Stage 2 – proposed solutions, draft plans.
	• The recommended period for community feedback is 28 days. However this may vary depending on statutory requirements.
	• Consider key dates of other activities and events that may affect the ability of everyone to participate eg. School Holidays, special occasions and clashes with other major events.
	   o Consider extending consultation period by the length of school holiday period (excluding January Holidays).
	   o Aim to complete consultation activities prior to the Dec holiday period or consider waiting until Mid – late January.
	• Include any legislative timeframes that may affect the time frame proposed.
	• Allow sufficient time to promote engagement and encourage participation:
	   o Aim to allow two weeks prior to community meetings to promote and notify potential attendees.

Include other factors in project and engagement plan	• Detail the budget required to complete engagement activities. This may include communications, adverts, staffing, flyers etc.
	• Determine what skills are required and what resources are available.
	   o Consider skills of staff and if necessary use external consultants to provide or support the process.
	   o If the project is high impact and likely to be controversial, consider the use of an independent facilitator/consultant to ensure a balanced and neutral approach.

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Step 7 – Feedback, Reporting and Evaluation

Feedback and Closing the Loop	• Detail how and when each stakeholder group (participants, community, council and staff) will receive feedback during the project and after completion. • Offer to capture the contact details of all stakeholders and community members that would like to be involved or who participate in the process and maintain this information. • Ensure that these contacts are kept up to date with progress at key stages and send details of the Council report and date to all those who participated. This will provide feedback and encourage attendance at Council meetings if required. • Feedback and monitoring should be encouraged throughout the entirety of the engagement process.
Consider outcomes and reporting	• Define the outcomes that are expected from the approach and how the final outcomes will be documented and circulated. • What will happen to ensure that the opinions and views of those engaged will be taken into account when the decisions are made? • Who will make the final recommendations and decisions and how will these be reported to Council? • It is recommended that for high impact projects the final draft plan (concept, strategy, etc) should be reported to Council for public exhibition. Submissions will be summarised and reported back to Council along with the final report. • At the end of each stage of engagement, a community engagement summary will be prepared and made available on the relevant web project page.
Evaluation	• Evaluation is an important part of continuing to develop and improve community engagement processes. • The evaluation should focus on both the outcomes and process of community engagement. • Evaluation forms are recommended for all forms of face to face engagement activity eg. community meetings, workshops etc. • An evaluation summary should be completed for all major, high impact projects..

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Definitions

Key Term – Acronym	Definition
Community/ Stakeholders	Includes all the people who live, work, study, own property, conduct private or government business, visit or use the services, facilities and public spaces and places of the Northern Beaches area. The community can be referred to as stakeholders or comprise of stakeholders.
Engagement	A broader term which includes all levels of including the community in decision making. Consultation is one level of engagement.
Consultation	A process of community engagement that seeks to inform the community or draw out the views and preferences of the community. These views are used to inform decision makers and should provide a guide to decision making.
Communication	Generally refers to the exchange of information from Council to the community, and can also include the exchange of information or views from the community to Council.
Level of Impact	The degree to which a community is affected or serviced by a decision.
Community Participation	The degree to which a community is involved in planning or decision making.
Northern Beaches (Impact Level)	Where a project, issue, service or action: • Relates to all people living or working in Northern Beaches, or • Relates to a significant proportion of people, or • Has the potential to impact on other facilities or activities within Northern Beaches
Local (Impact Level)	Where a project, issue, service or action primarily relates to a local community or a group of users of a specific facility or service.
IAP2	International Association of Public Participation www.iap2.org.au
Submission	A submission is a formal response to a document made during the formal public exhibition period.
Comment	A comment or response received during early engagement or consultation that is not part of a formal public exhibition endorsed by Council.

Attachment 1 – Development on Council Land – Special Consultation Requirements

Council acknowledges that when undertaking high impact development on Council owned and managed land a community engagement process consistent with the engagement framework will be undertaken in addition to the statutory requirements. This includes early input at the concept design stage.

A. Plans of Management

Council must take into consideration feedback from the following:

- Local engagement, undertaken to reach a broad audience.
- Stakeholder engagement undertaken with specific consideration given to consulting with target groups e.g. youth, older people, culturally diverse groups, people with disabilities.
- Broad community input directed at the general community and also at specific target groups affected by the proposal to encourage input and involvement.
- Public exhibitions undertaken to encourage submissions

B. Design Stage

The council project owner must take into consideration feedback from the following:

- Local engagement be undertaken to reach a broad audience.
- Stakeholder engagement be undertaken with specific consideration given to consulting with target groups eg youth, older people, culturally diverse groups, people with disabilities.
- Include input from previous engagement activities - the project owner must specifically consider the earlier Plan of Management engagement undertaken.

C. Approvals Stage e.g. Development Application, Part V Assessment

Council must undertake:

- Statutory notification – engagement activities must comply with statutory notification requirements despite the fact that notifiable persons may have been involved in previous consultations.
- The Development Application is to have the results of all previous engagement activities under this policy attached to enable the development assessment officer to form a view of the merits of the proposal.
- Where a DA is not required, Council staff are still required to engage with the community to gain input to the development. The matrix should be used to determine the most appropriate level of engagement.

Note:
It should be noted that this Matrix relates to all community engagement undertaken by Council except the Development Approval Process. Community engagement guidelines for the Development Approval Process are outlined in Council's Development Control Plans and the Environmental Planning and Assessment Act 1979. In some cases requirements may be imposed by the State Government and may override the policy and matrix

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Environmental Planning and Assessment Act 1979 No 203
Current version for 15 February 2019 to date (accessed 16 April 2019 at 17:43)
Part 2 Division 2.6 Section 2.23

2.23 Community participation plans—preparation

(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).

Note.
Schedule 1 requires a proposed plan to be publicly exhibited for at least 28 days.

(2) A planning authority is to have regard to the following when preparing a community participation plan:
  (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.

(3) For the purposes of this Division:
  (a) a community participation plan prepared by the Planning Secretary applies to the exercise of relevant planning functions by the Minister, and
  (b) a general community participation plan prepared by the Planning Secretary applies to the exercise of relevant planning functions by determining authorities under Division 5.1 (other than councils or prescribed public authorities), and
  (c) the regulations may provide that the community participation plan of a planning authority applies to the exercise of relevant planning functions by another planning authority and that the other planning authority is not required to prepare its own community participation plan.

(4) A council need not prepare a separate community participation plan if it includes all the matters required under this section in its plan and strategies under section 402 of the *Local Government Act 1993*.

Community Participation Plan

The Department of Planning and Environment
Exhibition Draft October 2018

October 2018
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2 *Exhibition Draft - Community Participation Plan*

Contents

Acknowledgment of Country

The Department of Planning and Environment wishes to acknowledge Aboriginal people as the traditional custodians of this land. Through thoughtful and collaborative planning, we seek to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Secretary's message

Carolyn McNally
Secretary
Department of Planning
and Environment

The Department of Planning and Environment is committed to creating great places to live, work and play for communities across New South Wales.

A driving principle behind this commitment is the understanding that the best planning outcomes are reached when communities are engaged in the planning process at the earliest possible opportunity.

Our draft Community Participation Plan sets out our approach for encouraging community participation and engagement with us as a lead planning authority in NSW. It outlines how we will ensure that communities are given opportunities to have their say on planning assessments, plan making, policies or changes to regulatory frameworks.

In short, it is designed to be an easy-to-use guide for community members to know when and how they can raise their voice on planning decisions that could affect their future.

Our Community Participation Plan also aims to build upon the Department's priority to engage with communities earlier in the planning process. In 2017-18, more than 7000 community members and stakeholders attended our workshops and public meetings. Our social media outreach also reached more than 7.9 million users and received more than 10,000 survey responses.

With the draft Community Participation Plan now open for comment and feedback from community members, we look forward to hearing your thoughts and suggestions on how we can make further improvements to our plans to increase community participation in the planning system.

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ATTACHMENT 4
Department of Planning & Environment - Draft CPP
ITEM NO. 5.3 - 14 AUGUST 2019

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Community participation in the planning system

The Department of Planning and Environment (the Department) recognises community participation throughout the planning system is not only your right, it also delivers better planning results for the people of NSW.

Ultimately, our responsibility is to deliver the objectives of the The Environmental Planning and Assessment Act 1979 (EP&A Act) including the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

Community participation is an overarching term covering how we engage the community in our work under the EP&A Act, including legislative reform, plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, local government, and State and Commonwealth government agencies.

Why is community participation important?

- It builds community confidence in the planning system
- Community participation creates a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character
- It provides access to community knowledge, ideas and expertise

1.1   What is our community Participation Plan?

Our community Participation Plan (CPP) is designed to make participation in planning clearer for the NSW community. It does this by setting out in one place how and when you can participate in the planning system,

our functions and different types of proposals. This CPP also establishes our community participation objectives which we use to guide our approach to community engagement.

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Table 1: What functions does the community participation plan apply to?	
Regulatory frameworks and policies	We develop the legislative, regulatory and policy instruments that shape the planning system. This includes making new or amending legislation and regulations, State Environmental Planning Policies (SEPPs), policy discussion and options papers, codes, guidelines and practice notes.
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 NSW. 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 amendments to or the creation of regional strategic plans, planning proposals for local environmental plans subject to a gateway determination, standard instrument orders, development control plans, contribution plans and plans for urban renewal areas.
Assessments	The Minister for Planning, the Planning Secretary and some officers of the Department all 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 NSW Government, public interest and applicable policies and guidelines.
	Proposals assessed may be residential developments, port facilities, mining developments, energy generating facilities, transport and social infrastructure projects. In these proposals the planning phase is just one aspect of the overall lifecycle and at other phases engagement may be undertaken by either proponents or other NSW Government agencies. In some instances, we require ongoing engagement as a condition of approval.

1.2   Who does this community participation plan apply to?

Our CPP is a requirement of the EP&A Act (see division 2.6 and Schedule 1 of the EP&A Act) and applies to the exercise of planning functions by the Minister for Planning (and their delegates and nominees), as well as the Secretary when exercising consent authority functions on behalf of the Independent Planning Commission under section 4.6 of the EP&A Act as well as the planning functions undertaken by us. Our CPP will be reviewed on a periodic basis.

Our CPP does not apply to other NSW planning authorities, such as local councils, the Greater Sydney Commission or the Independent Planning Commission. All other NSW planning authorities will prepare a CPP as per the requirements of the EP&A Act.

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How the community can participate in the planning system

2.1 Our community participation objectives

The table below illustrates the type of actions we will undertake to deliver our community participation objectives and provides some descriptions of our current practice.

These objectives have been developed having regard to the community participation principles set out in Section 2.23(2) of the EP&A Act.

These objectives will be supported by measurable actions that we will use to:

- develop community participation programs
- embed best practice community participation within the Department
- evaluate the effectiveness of our community participation.

Table 2: Community participation objectives		
Objectives	**Actions**	**Examples**

Community participation is open and inclusive	• Encourage community participation by:
	  - keeping the community informed
	  - promoting participation opportunities
	  - seeking community input
	• Build strong partnerships with the community
	• Ensure community engagement accurately captures the relevant views of the community
	• Conduct community engagement opportunities in a safe environment
		• We engage resident groups to build community partnerships. Through these forums we can unpack what the community is worried about, what it wants a project to achieve and how it might be able to satisfy its wider needs
		• Planning teams have a presence at community events such as the Easter and Home Shows and Bankstown Bites and takes proposals on statewide roadshows
		• We facilitate a more formal planning education program, targeted at industry groups that the community can access

Community participation is easy	• Clearly set out the purpose of any engagement and how and when the community can participate in respect of a planning function • Prepare information for the community that is relevant, concise, written in plain English and easy to understand • Use visual representations to it make it easier to understand the possible impacts of a proposal • Use best practice engagement methods and techniques • Ensure information is accessible and seek input from groups who may find it difficult to participate in standard engagement activities (e.g. young and older people; people with disabilities; Aboriginal and Torres Strait Islander people; people from a culturally and linguistically diverse background)	• Community participation opportunities are advertised through channels including email, social media, press releases, advertisements, editorial features and our website • We have interpreters attend community events and our plans, print, social media and digital material is often translated into languages reflecting the relevant communities • We use a range of technology such as 3D models, virtual reality and interactive maps to make it easier to visualise how a plan or project will look and what it will mean for a local community. These tools are particularly effective at engaging younger audiences

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Table 2: Community participation objectives (cont.)

Objectives	Actions	Examples

Community participation is relevant	• Clearly establish the purpose for engagement and tailor engagement activities to match the:
	  - context (e.g. location; type of application; stage of the assessment process; previous engagement undertaken)
	  - scale and nature of the proposal and its impacts
	  - level of community interest
	  - community's preferences about how they would like to participate
	• Adjust engagement activities (if necessary) in response to community input
		• We target information campaigns and surveys to specific audiences using paid and editorial media as well as organic and paid social media
		• We use short surveys optimised for mobile phones as well as in depth surveys to capture views of different communities
		• Based on community feedback we undertake additional engagement to further understand issues raised during initial consultations
		• Consultation outcomes have helped us better understand what is important to the NSW community and led to the development of new policy initiatives

Community participation is timely	• Start community engagement as early as possible, and continue this engagement for an appropriate period • Ensure the community has reasonable time to provide input	• We use symposiums and lecture series to stimulate thought and provoke conversations about policy projects before the objectives are set • We require proponents for major projects to conduct pre-proposal and ongoing community engagement • Project updates and community participation opportunities are shared with community members that sign up at an event or on our website
Community participation is meaningful	• Explain how community input was taken into consideration, and ensure the response to community input is relevant and proportionate • Give genuine and proper consideration to community input • Keep accurate records of engagement activities and community input • Regularly review the effectiveness of community engagement • Integrate community input into the evaluation process • Comply with any statutory obligations • Protect privacy and respect confidentiality	• Our planning teams regularly engage with community groups to ensure that feedback has been understood • Provisions of our plans or the proposed development may change in response to community feedback. A building height may be amended, or a project could take an altogether different approach • We undertake an annual survey and seek feedback from attendees at community sessions • Consultation reports are distributed to community members who participated in the process or signed up for updates as well as other channels such as our website, social and mainstream media

2.2 Our approach to community participation

In line with our community participation objective, we encourage open, inclusive, easy, relevant, timely and meaningful opportunities for community participation in the planning system, our planning functions and individual proposals. To achieve this, we design our engagement approach so that even where there may not be community wide consensus on the decision or outcomes, there can be acknowledgment that the process was fair with proper and genuine consideration given to community views and concerns.

To achieve the benefits of community participation in the planning system, we will tailor the following community participation approaches for all our planning functions:

Table 3: Community participation approach		
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 mailouts, our website, project websites, social media announcements, emails, newsletters, Service NSW website, project videos, public notices and advertisements, information sessions, technical reports and discussion papers, lectures
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 exhibition to seek your views and concerns. We welcome feedback as a submission in a formal exhibition, or at any other time	Public exhibition, online participation forum, symposium, digital feedback maps, open days, drop in sessions, walking tours, one-on-one engagement with project 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, shopfronts near key sites, community reference groups, people's panels, feedback sessions, workshops and engagement with councils, NSW government agencies expert advisors
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, exhibition reports, notice of decisions

It is important to note that the planning process is only one part of an overall project lifecycle in which you can participate. Outside of this standard process, in some circumstances we also undertake post-determination, compliance and enforcement activities to ensure that planning laws and decisions are implemented correctly.

Safety

To achieve the best planning results, we must ensure everyone can participate in a safe and open manner. All community members, stakeholders and our staff have the right to participate in a respectful environment and behave in a manner that supports everyone's right to present their point of view.

Response

We will provide the community with feedback on how we are responding to its input as part of our engagement activities. We will provide reports on the community's feedback to demonstrate how we have given genuine and proper consideration to their input. These reports summarise the input and describe how community views were considered in reaching a determination. Depending on the timing of a decision, these reports may be published prior, at the time of or following the making of a decision.

The role of exhibitions in the planning system

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.

3.1   Exhibitions

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

In reaching decisions on proposals that have been exhibited, the Minister for Planning, the Planning Secretary, or the Department 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 the Government, the community's input, the land use priorities identified in strategic plans and applicable policies and guidelines.

How can you get involved in a public exhibition?

- Make a formal submission on an exhibition by going online to our Have Your Say webpage, or by writing to the Minister for Planning, the Planning Secretary or the Department
- Visit any Service NSW centre and staff will help you access public exhibition documents. Service NSW staff will also answer any questions that you have or connect you to an appropriate departmental officer who can help you
- Connect directly with Department staff working on a proposal, policy, plan or project. Contact details are typically available on our exhibition website
- Please note that exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at our discretion. Details of typical and minimum mandatory and typical timeframes are provided in section 3.2

3.2 Exhibition timeframes

Section 2.21(2) of the EP&A 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. We will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal. The only requirements in this plan that are mandatory are those set out in the table below and these are the same as the mandatory minimum timeframes in Schedule 1 of the EP&A Act:

Table 4: Plan making mandatory exhibition timeframes	
Draft community participation plan	28 days
Draft regional strategic plans	45 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required
Draft development control plans	28 days
Draft contribution plans (including growth centres and planned precincts)	28 days

Table 5: Development assessment mandatory exhibition timeframes	
Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days
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

Key points to note about public exhibitions include the following:

- 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.

- Timeframes are in calendar days and include weekends.
- If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Several of our functions and proposals do not have minimum exhibition timeframes. As a matter of course in line with our community participation objectives, we typically exhibit documents related to the exercise of these functions and proposals for the timeframes described in the table below:

Table 6: Non-mandatory exhibition timeframes	
Draft Legislation, regulation, policies and guidelines	28 days based on the urgency, scale and nature of the proposal
Application for modification of development consent that is required to be publicly exhibited by the regulations	up to 14 days based on scale and nature of the proposal
Plans for urban renewal areas	Commonly six weeks
State Environmental Planning Policies (SEPPs)	Discretionary based on the urgency, scale and nature of the proposal
Re-exhibition of any amended application or matter referred to above	Discretionary based on the urgency, scale and nature of the proposal

There may be other proposals not subject to the mandatory exhibition timeframes for which we have the option to exhibit for at least 28 days and engage with the community in line with our community participation objectives. Additionally, there may be some occasions where a government priority or administrative requirement demands immediate action on proposals that prevents the implementation of our usual community participation process.

3.3   Feedback

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

Contact us
- Write to us electronically using our contact us page
- Write to us at GPO Box 39, Sydney NSW 2001
- Phone us on 1300 305 695
- Write to the Minister for Planning
- Contact planners responsible for the proposal and their details may be provided on the Major Projects website
- Visit or call a Service NSW service centre. Their number is 13 77 88 and locations are available on their website
- Contact your local Member of Parliament.

14 Exhibition Draft - Community Participation Plan

Glossary

Planning term	Definition
Contribution plans	A plan developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development
Designated development	Designated Development refers to developments that are high-impact developments (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a coastal wetland)
Development control plans	A plan that provides detailed planning and design guidelines to support the planning controls in a LEP
Gateway determination	A gateway determination is issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition
Local environmental plan (LEP)	An environmental planning instrument developed by a local planning authority, generally a council. An LEP sets the planning framework for a Local Government Area
Regional strategic plan	20-year plans that address the community's needs for housing, jobs, infrastructure and a healthy environment for a DPE Region
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
Urban renewal areas, includes:	• Growth centres: Land identified in State Environmental Planning Policy (Sydney Region Growth Centres) 2006, earmarked for the establishment of vibrant, sustainable and liveable neighbourhoods that provide for community well-being and high quality local amenity • Planned precincts: Identified locations across Greater Sydney with good access to existing or planned public transport connections, suitable for rejuvenation with new homes and jobs • State significant precincts: State significant precincts are large areas of predominantly State-owned land, within Greater Sydney, that are identified by the State Government as areas for growth because of their social, economic or environmental characteristics

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FAQs – Community Participation Plan (CPP)

This table of frequently asked questions on Community Participation Plans (CPPs) has been composed in response to questions put to the Department of Planning and Environment (the Department). This document will be updated as new questions arise.

Community FAQs

No.	Question	Answer
General Questions		
1	What is a CPP?	A CPP is intended to make it easier for the community to understand how to participate in planning matters in NSW. The requirement to prepare a CPP applies to relevant planning authorities under the Environmental Planning and Assessment Act 1979 (EP&A Act). A CPP must set out how and when a planning authority will engage with its community on the planning functions it performs. A CPP must also set out the minimum public exhibition timeframes relevant to the planning authority that are provided in Schedule 1 to the EP&A Act. All other requirements for a CPP are set out in Division 2.6 of the EP&A Act. It is important to note that a CPP should describe at a high-level, how and when a planning authority engages in its planning functions. It does not need to outline specific engagement strategies for each type of planning proposal or project.
2	What is the status of the Department's CPP?	The Department exhibited a draft CPP on behalf of the Planning Minister and Planning Secretary between October and December 2018. Feedback on the draft was received through community workshops, one-on-one engagement and formal submissions. This feedback is being considered with a view to finalising the Departments CPP.
3	Does the Department's draft CPP cater to the different stages of all projects and proposals?	The Departments CPP describes how and when it engages the community at all stages of the planning process for its planning functions.
4	How can the community get involved in the CPP?	The community can get involved in the development of the Department's CPP and implementation of the measure across NSW by: – Emailing the team at legislativeupdates@planning.nsw.gov.au. – Calling the hotline on 1300 305 695 and asking to speak to a CPP project team member. – Contacting your local council or other NSW planning authorities. – Visiting any Service NSW centre where staff will answer any questions you have or connect you to an appropriate officer who can.

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FAQs – Community Participation Plan (CPP)

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No.	Question	Answer
5	How will the Department monitor and evaluate their engagement against the CPP?	The Department intends to monitor and evaluate its engagement activities by reference to the measurable actions outlined for the five community participation objectives in the Department's draft CPP. It is intended that the community will also be able to use these actions to measure and assess the Department's community participation initiatives. Section 2.24(3) of the EP&A Act states that a CPP will be reviewed periodically.
6	What is the Department's role in the implementation of the CPP measure?	In addition to the development of our own CPP, which other planning authorities can use as a template, the Department will assist councils and other planning authorities through an implementation program to develop their CPPs before the deadline of December 2019.

CPP minimum requirements

No.	Question	Answer
7	What are the minimum requirements for a CPP?	The minimum requirements for a CPP include: – Detail how and when a planning authority will undertake community participation when exercising relevant planning functions as specified in section 2.21 (2) of the EP&A Act. – Have regard to the community participation principles outlined in section 2.23 (2) of the EP&A Act. – Set out the minimum mandatory public exhibition timeframes and notification requirements for the planning authorities relevant planning functions as per Schedule 1 of the EP&A Act and acknowledge that there are mandatory notification requirements provided in the regulations, the EP&A Act and potentially a CPP. – Be publicly exhibited for a minimum of 28 days. – Be published on the NSW planning portal by 1 December 2019
8	Who needs to prepare a CPP?	Section 2.21(1) of the EP&A Act states that the following planning authorities must prepare a CPP and are subject to the community participation requirements: – The Minister for Planning, – The Planning Secretary, – The Greater Sydney Commission, – The Independent Planning Commission,

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No.	Question	Answer
		– a Sydney district or regional planning panel (See question 9), – a council, – a local planning panel (See question 9), – a determining authority under Part 5, – a public authority. **Note:** For many public authorities, except councils, the need to prepare a CPP is only triggered where they prepare an environmental impact statement (EIS) under Part 5 of the EP&A Act. This is only likely to occur when another party/body is proposing to carry out the development as in most cases these activities will be State significant infrastructure and dealt with as such under the EP&A Act. Public authorities may still wish to prepare a CPP in case such a situation should arise.
9	Will a separate CPP need to be prepared for local planning panels, Sydney district or regional planning panels?	We note councils undertake the majority of community participation initiatives on behalf of local and regional planning panels and their CPP will address these functions. This is similar to the way that the Planning Secretary's CPP outlines community participation initiatives that the Department undertakes on behalf of the Planning Secretary and the Planning Minister. For this reason, the Department is considering whether a regulation should be made to remove the obligation for these panels to prepare a CPP. If this occurs then the relevant council's CPP will apply to those panels.
10	Can councils include engagement for planning functions not listed in 2.21(2) of the EP&A Act in their CPP?	In addition to the minimum requirements for a CPP, as per 2.22(2) of the EP&A Act, a CPP may also prescribe additional mandatory requirements for community participation. Councils may also wish to outline consultation processes for planning functions that have no mandatory requirement for public exhibition. These could include planning policy initiatives or complying development where consultation is undertaken by the Department in developing the code and not for subsequent complying projects.
11	Do all development applications need to be exhibited for 14 days?	No. Schedule 1 of the EP&A Act states that development application's be exhibited for 14 days unless a planning authority sets a different timeframe in its CPP or states in its CPP that for specified development applications no public exhibition is required for. For example, councils may state in their CPP that no public exhibition is required where a proposal fully complies with their controls.

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No.	Question	Answer
12	How can councils have regard to the Community Participation Principles?	When developing a CPP planning authorities demonstrate that they have regard to the community participation principles in Section 2.23(2) of the EP&A Act. The principles are:

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.

These principles are consistent with the model for engagement set by the International Association for Public Participation and represent best practice engagement for planning matters. The Department's exhibition draft CPP can be used as a template for how to demonstrate regard to the principles in the EP&A Act.

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No.	Question	Answer
13	What are the different ways that councils can prepare a CPP?	Councils can meet the CPP requirements in two ways.

Option 1 – Rely on or update an existing plan (strategy) under section 402 of the *Local Government Act* (LG Act)

To reduce the need for multiple community documents, councils have the option to use an existing Community Strategic Plan (CSP) or Community Engagement Strategy (CES) under section 402 of the LG Act to satisfy the requirements of a CPP.

In most instances it is likely that councils existing CSP or CES will need to be updated to meet the CPP requirements as outlined in Question [3].

When amending a CSP or CES to meet the requirements of a CPP it is recommended that a council state in the amended plan or strategy that it has been prepared to satisfy the requirements of a CPP under the EP&A Act and acknowledge which sections are being used to meet the CPP requirements. It is also important that an existing CSP or CES makes it clear that either the entirety or part of the document has been prepared to satisfy the legislative requirements for a CPP and is to be treated as such.

The amendments to either the CSP or CES (which will collectively become known as the CPP) must then be exhibited for 28 days in accordance with the minimum public exhibition requirements for a draft CPP in Schedule 1 to the EP&A Act.

Option 2 – Prepare a standalone CPP

Councils can prepare a standalone CPP and are encouraged to use the Department's exhibition draft CPP as a template.

Councils may contact the legislative updates team with any questions in relation to Option 1 and 2.

The Department has worked closely with the Office of Local Government's community engagement team who are briefed on the CPP requirements. Councils may also consider speaking with their Office of Local Government community engagement representatives for support on their overall engagement strategy. |
| 14 | Can councils use their Development Control Plan (DCP) to meet the requirements of a CPP? | No. A DCP cannot be used as a CPP even where a DCP sets out the minimum mandatory exhibition timeframes.

Where councils have a DCP or part of a DCP that deals with community participation for their planning functions this material can be used their CPP. In these circumstances once the CPP is made council would then be able to amend that part of the DCP as community participation requirements will be set out in the CPP. |

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No.	Question	Answer
15	What are the options for non-council planning authorities to prepare their CPP?	All non-council planning authorities that are required to prepare a CPP must prepare a standalone CPP and are encouraged to use the Departments exhibition draft CPP as a template.
16	Will the form, content and procedures for CPPs be prescribed in the regulations?	There is legislative scope to prescribe regulations to set the form, content and procedures for making and publishing CPPs, their amendment and reporting on their implementation. At this stage it is not intended to make any regulations in relation to the form, content and procedures.

CPP engagement and finalisation

No.	Question	Answer
17	What are the exhibition requirements for CPPs?	Draft CPPs, or amendments made to existing plans or strategies prepared under section 402 of the LG Act to meet the CPP requirements, must be exhibited for 28 days as set out in Schedule 1 of the EP&A Act.
18	How do public exhibition requirements in a CPP interact with public consultation conditions in a gateway determination	A CPP sets out the mandatory minimum public exhibition periods for relevant planning functions. A planning proposal subject to a gateway determination must be exhibited for a minimum period of 28 days or: a. If a different period of public exhibition is specified in the gateway determinations 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. Some community consultation requirements may be determined for a planning proposal at a gateway determination. In some circumstances this may be limited to the period of public exhibition. It is recommended planning authorities set out their community consultation approach for planning proposals in their CPP but note these may be subject to the requirements of the gateway determination.
19	When should councils and other planning authorities start preparing their CPP?	All community participation plans must be in place and published on the ePlanning portal by 1 December 2019. The Department recommends commencing development of CPP's in the first half of 2019. This will allow time for their finalisation noting the need to publicly exhibit draft CPPs for a minimum period of 28 days.
20	Does the Department need to endorse or approve a planning authority's CPP?	No. Once a planning authority has developed their finalised CPP it must be published on the NSW planning portal. A CPP will be considered valid if the plan has not been challenged in proceedings commenced in the Land and Environment Court (LEC) within 3 months of it being published on the NSW planning portal.

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No.	Question	Answer
21	How will the Department monitor and evaluate a councils CPP?	To ensure compliance and consistency, the Department will undertake a review and audit of CPP's in 2020. Additionally, consideration is being given to the creation of regulations to set requirements for reporting on implementation.

Department of Planning and Environment

Strategic Reference Group

Partnership & Participation

Community Engagement Framework (current)

- **Community Engagement Policy** – sets the policy direction for effective engagement in Council.

- **Community Engagement Matrix** – provides staff with direction on engagement planning and guidance on when and how they should engage with the community for different situations.

What is a Community Engagement Strategy (CES)?

- A Council must establish and implement a community engagement strategy under *Local Government Act 1993.*
- The CES outlines how council is to plan, implement and evaluate community engagement.
- The CES needs to be based on social justice principles.

What is a Community Participation Plan (CPP)?

- As a planning authority, Northern Beaches Council is now also required to prepare a Community Participation Plan (CPP).

- The CPP needs to details how and when we will undertake community participation when exercising relevant planning functions under the *Environmental Planning and Assessment Act 1979*

Propose new CE framework

- **Community Engagement Policy** – to be refined (minor amendments)
- **Community Engagement Strategy** – (inclusive of the CPP)
- **Community Engagement Matrix (internal)** – reworked as a internal guidance document and supported with business process maps.

Minimum timeframes

- Mandatory exhibitions
  - Planning functions
- Non-Mandatory exhibitions
  - Strategies and plans
  - Other council proposals

Hard to reach audiences

- Aboriginal and Torres Strait Islander (ATSI) People
- Culturally and Linguistically Diverse (CALD)
- People with disabilities
- Disadvantaged/low socio-economic groups
- Families with children and their carers
- Older people
- Young people

Proposed engagement approach

- Public exhibition through October
- Drop in sessions in each ward
- Online your say page