
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 8 DECEMBER 2021
REPORTS TO COUNCIL – COMMUNITY AND ECONOMIC DEVELOPMENT

1. DEVELOPMENT APPROVALS

Author	Director Community and Economic Development
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	CSP – 3.1.6 – Encourage developers to consider energy efficiency and sustainable building design options in new developments DP – 3.1.6.1 - Ensure compliance with relevant building codes and regulations

Executive Summary

This report provides information to Council on the approved Development Applications for the month of November 2021.

Report

The approvals for the month of November bring the total approved Development Applications for the financial year to 39 with a total value of \$11,340,858.00

DA No.	Location	LOT/DP	Description	Value	Assessment Time/Days
2021/78	Tomingley Cemetery Rd, Tomingley	145/755110	Domestic Shed	\$75,000	22
2021/86	Cathundril St, Narromine	9/868689	Carport	\$9,900	9
2021/88	Burril St, Tomingley	7/20/758983	Domestic Shed	\$22,000	26

There are currently 21 applications under assessment. Note correction in DA values from the previous November Council report (due to modification previously considered).

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2000

Risk Management Issues

Nil

1. DEVELOPMENT APPROVALS (Cont'd)

Internal/ external Consultation

Nil

Attachments

Nil

RECOMMENDATION

That the information be noted.

2. TEMPORARY WORKERS' ACCOMMODATION CLAUSE - LEP AMENDMENT

Author	Manager Planning
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	LSPS – Priority 6 – Sustain and grow our local population.

Executive Summary

The current Narromine LEP 2011 provisions do not address potential land use for a "Temporary Workers' Accommodation" development. It is considered prudent to implement a mechanism to facilitate projects with a need to accommodate a larger workforce mobilising to the LGA. This will have the effect of a new clause in the LEP uniquely addressing the type of accommodation that could be provided in relationship to a large project. The clause would be drafted with a view to provide clear provisions and certainty of development standards and permissibility for temporary workers accommodation in the Narromine Shire.

Council staff have carried out preliminary consultation with the NSW Department of Planning, Industry and Environment, and an LEP amendment process (Planning Proposal) is identified as the most certain approval pathway for a workers' accommodation proposal (that is not associated with and approved under a State Significant Project).

Council has an opportunity to make an amendment to the Narromine Local Environmental Plan 2011 and a resolution of Council is required prior to proceeding with an LEP amendment process.

Report

The purpose of the LEP amendment is to address current enquiries and pre-empt demand and requirements into the future. The inclusion of a new clause will provide certainty to larger scale projects and developments that require a large workforce to support the project. A temporary workers' accommodation clause can facilitate and support project confidence in choosing to develop in the Shire; such as: large-scale infrastructure developments, renewable energy projects, large manufacturing proposals, and developments in the agriculture and mining sectors.

2. TEMPORARY WORKERS' ACCOMMODATION CLAUSE- LEP AMENDMENT (Cont'd)

What provisions will the clause include?

- Objectives

Typically, the objectives of a new clause to address "Temporary Workers' Accommodation" would be outlined initially in the clause, to establish the basis for the provisions. This will define what Council is trying to achieve by the inclusion of the clause.

- Where will the clause apply?

A provision would be included to clarify what zone or what pre-requisites need to be met for the clause to be applicable. For example, the distance of the accommodation from site the employment may be critical, for minimisation of impact to the road network.

- Development standards

The clause should list any matters that would need to be satisfied to allow the erection of a temporary workers accommodation.

- Definition of the terminology

Further, a goal of a new clause to address "Temporary Workers' Accommodation" would also be to define the term as used in the clause. Currently the definitions in the LEP do not define the land use. The clause would aim to provide a clarification of what the type of accommodation the provisions would relate and what the term means in the Narromine LEP 2011.

OBJECTIVES OF THE CLAUSE

Council would be seeking to support a clause that has objectives focussed on:

- a) *to enable development for temporary workers' accommodation if there is a demonstrated need to accommodate employees due to the nature of the work or the location of the land on which that work is carried out,*
- b) *to ensure that the erection of temporary workers' accommodation is not likely to have a detrimental impact on the future use of the land,*
- c) *to ensure that temporary workers' accommodation is appropriately located,*
- d) *to minimise the impact of temporary workers' accommodation on local roads and infrastructure.*

THE CLAUSE APPLIES TO

Council would be seeking to support a clause that is not zone specific.

2. TEMPORARY WORKERS' ACCOMMODATION CLAUSE- LEP AMENDMENT (Cont'd)

DEVELOPMENT STANDARDS

Council would be seeking to provide some guidance to developers of the expectations for the development of any such accommodation. Provisions would be aiming to address:

- a) Ensuring there is a nexus between a project and the need for workers' accommodation is demonstrated.
- b) Power systems, water reticulation systems and sewerage systems will be provided to adequately meet the requirements of the development.
- c) any infrastructure provided in connection with the development will, if practicable, continue to be used once the temporary workers' accommodation is no longer required.

DEFINITION OF TEMPORARY WORKERS ACCOMMODATION IN THIS CLAUSE

Council would be seeking to support a clause that defines the use:

Temporary workers' accommodation means any habitable buildings and associated amenities erected for the purpose of providing a place of temporary or short-term accommodation for persons employed or contracted for employment associated with a large-scale project and the term of that project.

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2000

Risk Management Issues

Avoids expense for a planning proposal in the future.
Manages expectation and demand and supports growth in the Shire by clarifying development standards.

Internal/ external Consultation

In accordance with Environmental Planning and Assessment Act/Regs by Department of Planning, Industry and Environment.

Attachments

Nil

As this is a planning decision made in the exercise of a function of Council under the Environmental Planning and Assessment Act 1979, a division is required to be called for the motion (Section 375A, Local Government Act 1993).

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2. TEMPORARY WORKERS' ACCOMMODATION CLAUSE- LEP AMENDMENT (Cont'd)

RECOMMENDATION

That Council:

1. Proceed with the preparation of a planning proposal for amendment to the Narromine Local Environmental Plan 2011 to include a special clause for 'temporary workers' accommodation'.
2. Support the objectives and intent of the provisions outlined for inclusion in the clause.

3. SCHOOL HOLIDAY SPORTING ACTIVITIES FOR JANUARY 2022

Author Sport and Recreational Coordinator
Responsible Officer Director Community & Economic Development
Link to Strategic Plans CSP – 1.2.08.01 Support Youth Activities Within the Shire

Executive Summary

The purpose of this report is to provide information to Council on the upcoming school holiday programs planned for January 2022.

Report

During the month of January 2022 there will be a number of sport and recreational programs that will be offered to children between the ages of 7 and 17 within the Narromine Shire.

Narromine Shire Council has coordinated the following free and affordable school holiday activities noted in the below table.

Date	Event	Sporting Organisations
7th January 2022	Tennis Clinic – Narromine Tennis Clinic – Trangie	Play Tennis Dubbo
11th January	Narromine Sports and Fitness Centre Open Day – Activities not Included	Narromine Shire Council
12th January	Soccer Clinic – Narromine	John Moriarty Football
13th January	AFL Holiday Clinic – Narromine	AFL Central West
13th January	Narromine Sports and Fitness Centre Open Day – Activities Included	Narromine Shire Council

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14th January	Cricket Clinic – Narromine	Cricket NSW
16th January	Skateboarding Clinic – Trangie	Totem Collective
17th January	Skateboarding Clinic – Narromine	Totem Collective
18th January	Narromine Sports and Fitness Centre Open Day – Activities not Included	Narromine Shire Council
18th January	NRL Holiday Clinic	NRL Regional Development
19th January	Basketball Clinic – Narromine	Indigenous Basketball Australia x Basketball New South Wales
20th January	Narromine Sports and Fitness Centre Open Day – Activities Included	Narromine Shire Council
21st January	Tennis Clinic – Narromine Tennis Clinic- Trangie	Play Tennis Dubbo
24th January	Cricket Clinic – Trangie	Cricket NSW
26th January	Inflatable Day at Narromine Aquatic Centre – Free Entry Sponsored by the Australia Day Committee	Narromine Shire Council LSA Australia Day Committee
27th January	Inflatable Day at Trangie Aquatic Centre – Free Entry Sponsored by the Australia Day Committee	Narromine Shire Council LSA Australia Day Committee

In addition, the Narromine and Trangie Aquatic Centres will also be extending their opening hours during the summer school holiday period to allow families to take full advantage of the facilities.

Financial Implications

Nil.

Note that the Resource for Regions Round 8, grant funding of \$200,000 has been secured. This funding is provided to target sport and recreation programs designed to stimulate activity, participation and engagement of young people and seniors in the Narromine LGA. The funding will be utilised over the following two years.

Legal and Regulatory Compliance

Child Protection (Working with Children) Act 2012
Civil Liability Act 2002

Risk Management

Risk assessments provided by individual sporting organisations.

3. SCHOOL HOLIDAY SPORTING ACTIVITIES FOR JANUARY 2022 (Cont'd)

Internal/External Consultation

Cricket NSW

Play Tennis Dubbo

Indigenous Basketball Australia x Basketball New South Wales

John Moriarty Football

Totem Collective

Attachments

Nil

RECOMMENDATION

That the information be noted.

4. COMMUNITY ENGAGEMENT STRATEGY AND INTEGRATED PLANNING AND REPORTING 2022 UPDATE

Author	Director Community and Economic Development
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	CSP – 4.2.1 – Strive for business excellence through continuous improvement and creativity; CSP – 4.3.5 – Ensure Council meets the requirements of local government reforms and proactively engages with the Community

Executive Summary

The purpose of this report is to seek Council's endorsement to adopt the Community Engagement Strategy 2022.

This report also provides information to Council regarding the requirements and timing of the Community Strategic Plan and other Integrated Planning and Reporting (IP&R) elements due to be implemented in 2022.

Report

Council at its Ordinary Meeting held 13 October 2021, resolved that the Draft Community Engagement Strategy 2022 be placed on public exhibition for a period of 28 days for community consultation.

The Draft Strategy was subsequently placed on Council's website for public viewing and submissions closed on 15 November 2021. There were no written submissions received in this period of community consultation.

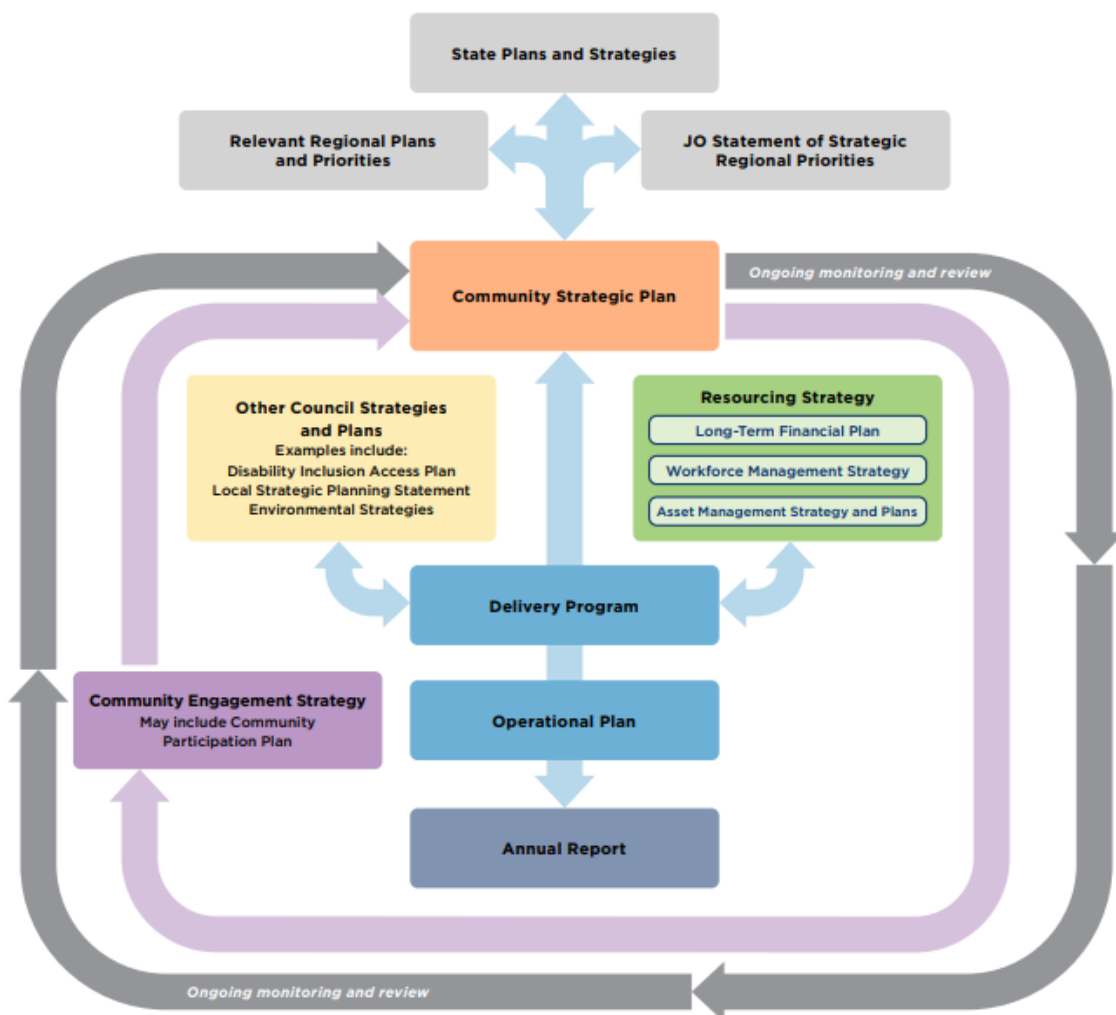
4. COMMUNITY ENGAGEMENT STRATEGY AND INTEGRATED PLANNING AND REPORTING 2022 UPDATE (Cont'd)

Background

The Integrated Planning and Reporting (IP&R) Guidelines were first issued by the Office of Local Government (OLG) in 2010.

All Councils in NSW use the IP&R framework to guide their planning and reporting activities. The requirements for IP&R are set out in the Local Government Act 1993 and the Local Government (General) Regulation 2021.

The Integrated Planning framework that makes up the Integrated Planning and Reporting process includes the Community Engagement Strategy, the Community Strategic Plan, the Resourcing Strategy, comprising of the long-term financial plan, workforce management strategy and asset management strategy and plans, the Delivery Program, the Operational Plan and the Annual Report (see diagram below).



4. COMMUNITY ENGAGEMENT STRATEGY AND INTEGRATED PLANNING AND REPORTING 2022 UPDATE (Cont'd)

Community Engagement Strategy

As highlighted the Community Engagement Strategy is a key component of the Integrated Planning and Reporting Framework. In 2021 the role of the engagement strategy has been expanded to be utilised across all elements of the IP&R.

This strategy outlines how Council will involve the community in Council decision-making and ensure the community can have their say.

The strategy also outlines actions for Council to investigate to further improve processes and instil a culture of best practice engagement.

Section 402(A) of the Local Government Act 1993 states:

A council must establish and implement a strategy (its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).

A Community Engagement Strategy must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support council in developing its plans and determining its key activities.

This includes the development of the Community Strategic Plan, and all other relevant council plans, policies and programs.

As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The Strategy must be reviewed by **31 December in the year of the local government elections**, as part of the broader review of the Community Strategic Plan.

Where a council has community engagement requirements under other legislation or regulations, these should, wherever practical, be integrated into the Community Engagement Strategy.

The draft 2022 Community Engagement Strategy is now included as Attachment 1 to this report for Council's endorsement.

Community Strategic Plan

The Narromine Shire Community Strategic Plan was endorsed by Council in 2017 and is a 10-year plan which shares the community vision and aspirations for the future of the Narromine Shire.

4. COMMUNITY ENGAGEMENT STRATEGY AND INTEGRATED PLANNING AND REPORTING 2022 UPDATE (Cont'd)

The Strategic Plan has four main areas outlined as priorities, these are:

- Vibrant communities
- Growing our economy
- Protecting and enhancing our environment
- Proactive leadership

Council's Community Strategic Plan is to be reviewed and endorsed by the new Council in 2022 and it is envisaged that it will retain these 4 priorities. The Plan is ultimately the primary driver for all planning undertaken by the Council and other stakeholders.

The Community Strategic Plan is used to:

- Guide Council in priority setting and provide the foundation for informed strategic decision making, taking into account the disability inclusion principles;
- Be a key tool for the ongoing integration of local planning initiatives;
- Help guide and inform the decision making of other agencies and organisations, including community, State and Federal Governments;
- Provide the rationale to attract external grant funding and other resources;
- Inform potential investors, including new residents and developers, of our community's key priorities, and the ways in which we want the Narromine Shire to grow and develop;
- Engage our local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision, values and key strategic directions.

Timing of Integrated Planning and Reporting Process (IP&R)

The Community Strategic Plan must be reviewed prior to the 30th of June in the year following an ordinary election of Council. Given the timing of this year's Council election and the need to endorse a Delivery Program to commence from 1 July 2022, the following updated timeframes are outlined in order to work through the IP&R process.

Date	Task	Comments
Sept-Oct 2021	Reviewed Engagement strategy- presented to Council as draft for consideration.	Completed
Nov 2021	Community Engagement Strategy placed on public exhibition and submissions called for a period of 28 days. Commenced Internal review of Community Strategic Plan	No submissions received Includes reviews of asset management plans

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Dec 2021- Feb 2022	Endorse draft Community Engagement Strategy Review of Community Strategic Plan	Population and demographic update Workshops with Councillors and community consultation
March 2022	Draft Community Strategy Plan for Council consideration and public exhibition	
April 2022	Resourcing Strategy prepared and presented to Council for endorsement and public exhibition	Resourcing Strategy includes: Workforce Management Strategy, Long Term Financial Plan and Asset Management Strategy and Plans
May 2022	Consideration of public submissions and endorsement of Community Strategic Plan. Remaining draft IP&R documents to Council for endorsement and public exhibition	Delivery Program and Operational Plan
June 2022	Consideration of any public submissions received and final adoption of Resourcing Strategy, Delivery Program and Operational Plan	Resourcing Strategy, Delivery Program and Operational Plan

Legal and Regulatory Compliance

Local Government Act 1993
Local Government (General) Regulation 2021

Risk Management Issues

Compliance with legislative requirements and shortened timeframe due to election delay.

Internal/ external Consultation

- The Executive Leadership Team will lead the review and development of the Community Strategic Plan and Integrated Planning documents.
- Workshops will be undertaken with the newly elected Council to assist in prioritising future actions.
- The Community Strategic Plan will be adopted by Councillors after a formal period of public consultation in 2022.
- The public will be consulted throughout the development of the Community Strategic Plan.

Attachments

Attachment No. 1 - Draft Community Engagement Strategy 2022

4. COMMUNITY ENGAGEMENT STRATEGY AND INTEGRATED PLANNING AND REPORTING 2022 UPDATE (Cont'd)

RECOMMENDATION

1. That Council adopt the Community Engagement Strategy 2022.
2. That Council note the timeline for the Integrated Planning and Reporting process.

5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION

Author	Director Community and Economic Development
Responsible Officer	Director Community and Economic Development
Link to Strategic Plans	CSP – 2.2 – Ongoing development, diversification and sustainability of the local business and industry base

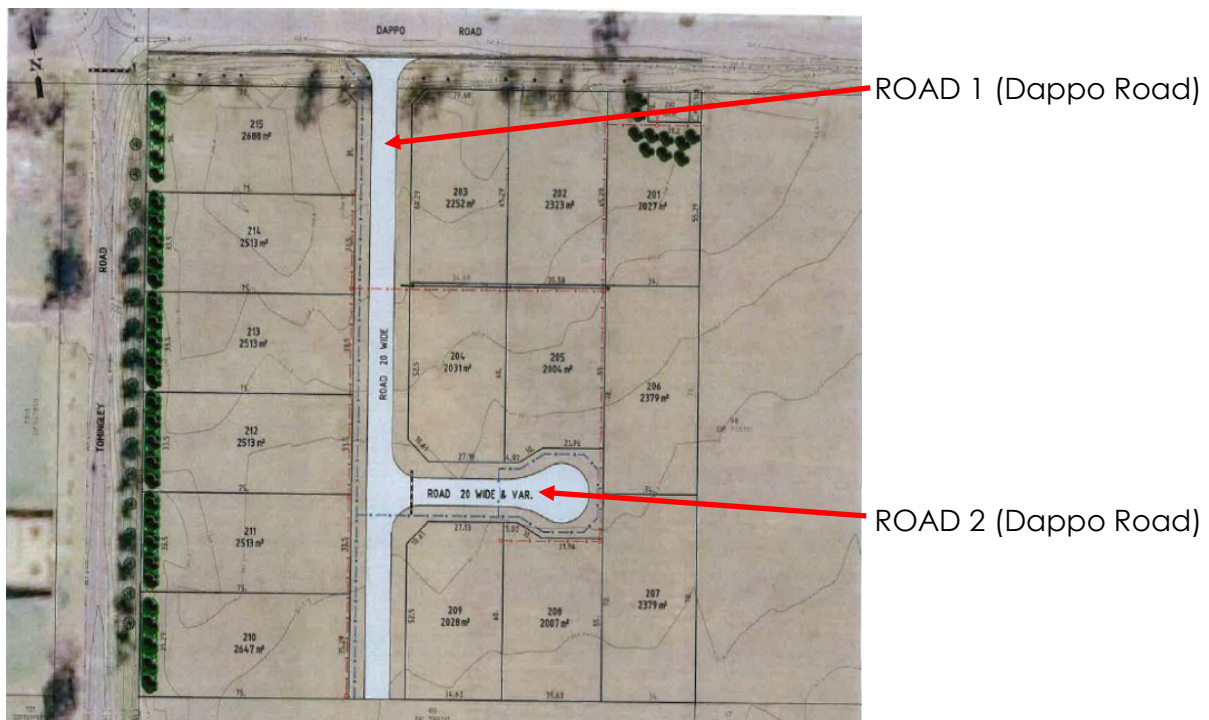
Executive Summary

This report is presented to Council to consider and adopt for consultation the proposed new road names for the Dappo Road Subdivision and Timbrebongie Subdivision.

Report

The subdivisions and development of Dappo Road and Timbrebongie is progressing. Council is now required to name Roads 1 and 2 in the Dappo Road subdivision outlined in Figure 1 and Roads 1 and 2 in the Timbrebongie subdivision outlined in Figure 2. (See below).

Figure 1



Source: Development Application 2020/16

5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION (Cont'd)

Figure 2



Source: Development Application 2020/70

The Geographical Names Board Road Naming Policy and Addressing User Manual for NSW, determines how road are to be named.

- Suggested road names for these subdivisions are detailed in the table below.
- All proposed road names must comply with the NSW Road Naming Policy.
- All road naming is now done online through the NSW online naming system which is overseen by the Geographical Names Board of NSW.
- If Council chooses a commemorative name, every effort will be made to gain consent from family members of the person who is being commemorated.

Acceptable Road Names

Names of early settlers, war serviceman and women and other person who have contributed to the heritage of an area, local history themes, flora, fauna, etc. are usually most suitable for applying to roads.

Gender diversity in the selection of names is encouraged, as are names reflecting NSW multicultural heritage. Aboriginal names are also supported and shall be in a local language chosen in consultation with the Local Aboriginal Land Council.

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5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION (Cont'd)

- Road names shall not be offensive, racists, derogatory or demeaning
- Commercial and business names shall not be used, particularly when the name can be construed to be promoting the business. Business names no longer in use and which promote the heritage of an area are acceptable.
- Road names shall not be misspelt, personal names shall be able to be validated by reference to primary sources
- Road names shall not be used in the formation of road name, e.g. Promenade Road, Court Street etc.
- When commemorating a person only one of the person's names shall be used e.g. given name or surname
- The names of people who are still alive shall not be used because community attitudes and opinions can change over time.

The type of road is applied (Street, parade, court, close, etc) according to Australian Standards as applicable to open ended roads, cul-de-sacs or pedestrian only roads. This is detailed in Chapter 6 of the user manual and will be included in the next report as the road names are finalized.

In regards to the Dappo Road subdivision due to the proximity to the Wetlands the names of local Flora have been put forward as suitable for naming.

DAPPO ROAD SUBDIVISION		
Road Number (as referenced on Figure 1)	Proposed Road Name	Significance
Road 1	Acacia	Acacia caesiella , commonly known as the Tablelands Wattle , is an erect or spreading shrub normally with multiple stems and reaching a height of 3.5 metres. The bark is smooth, grey or brown. Caesiella occurs mainly on the central tablelands and western slopes of NSW. The species is widespread in the Goobang National Park, central west NSW.
Road 2	Coolibah	Eucalyptus victrix , commonly known as the, western coolibah or little ghost gum , is a species of small tree that is endemic to Australia. It has smooth bark, lance-shaped to curved adult leaves, flower buds in groups of seven, creamy white flowers and conical fruit. Indigenous Australians traditionally used the tree for many purposes including as a food and water source, weapons, implements, firewood, shade, shelter and for cultural purposes. This species is native to the Central West of NSW.

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5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION (Cont'd)

Other names for consideration are:

Wilga: Geijera parviflora, commonly known as Wilga, is a species of shrub or small tree in the family Rutaceae and is endemic to inland parts of eastern Australia.

Butterbush: Pittosporus angustifolium, commonly known as Butterbush or Native Willow, is found in Woodland and widespread sandy soils in the arid Zone. This tree is also cut for emergency fodder during the drought.

Saltbush: Rhagodia spinecens, commonly known as Thorny saltbush, is native to inland parts of Australia. This bush is also used for emergency fodder during the drought.

With regards to the Timbrebongie subdivision, bird names associated with the Gardens at Timbrebongie House have been put forward by the Timbrebongie House Committee for consideration.

TIMBREBONGIE SUBDIVISION		
Road Number (as referenced on Figure 1)	Proposed Road Name	Significance
Road 1	Blue Wren	Malurus cyaneus , also commonly known as Superb Fairy-Wren . These birds live in arid to semi-arid areas, in mostly dense shrublands or woodlands of acacia. Adult male Superb Fairy-wrens are among the most brightly coloured of the species, especially during the breeding season. They have rich blue and black plumage above and on the throat. The belly is grey-white and the bill is black. This bird has strong ties back to Timbrebongie House and is often seen in the gardens. A Blue Wren has been used in the branding of Timbrebongie House for over 10 years.
Road 2	Wagtail	Rhipidura leucophrys also commonly known as the Willie Wagtail is one of Australia's most widespread species, at least on the mainland. Reflecting this, it features prominently in Indigenous mythology. The Wagtail is commonly seen around the Narromine region.

5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION (Cont'd)

Other names for consideration are:

Falcon: Falco subniger, commonly known as a Black Falcon. The Black Falcon is a raptor (bird of prey) and is the largest of the Australian falcons. The Black Falcon is endemic (only found in Australia) and is sparsely spread across the eastern inland of Australia.

Parrot: Neophema Pilchella, commonly known as a Turquoise Parrot is listed as a vulnerable species within NSW. Lives on the edges of eucalypt woodland adjoining clearings, timbered ridges and creeks in farmland.

Thornbill: Acanthiza Chrysorrhoa commonly known as a Yellow-rumped Thornbill. The Yellow-rumped Thornbill often associates with other insectivorous species, such as other thornbills, fairy-wrens and robins

Financial Implications

No financial implications. Research undertaken by Council staff.

Legal and Regulatory Compliance

- Roads Act 1993
- Roads (General) Regulation 2018
- NSW Online Road Naming System
- Australian Standards AS1742.5-1997 and AS4590-2006
- New South Wales Address Policy (October 2019)
- New South Wales Addressing User Manual (October 2019)

Risk Management Issues

Risk management issues are considered minimal in the adoption of the recommendation.

Consultation

Public exhibition of proposed road names for submissions to be considered by Council prior to final adoption.

Note that during consultation for the naming of the Aerodrome Business Park, the names of Coomber, Butler and Pay were adopted for future use if required at the Aerodrome.

5. PROPOSED NEW ROAD NAMES – DAPPO ROAD SUBDIVISION AND TIMBREBONGIE SUBDIVISION (Cont'd)

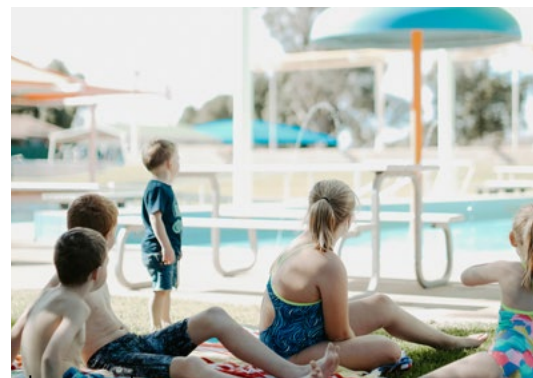
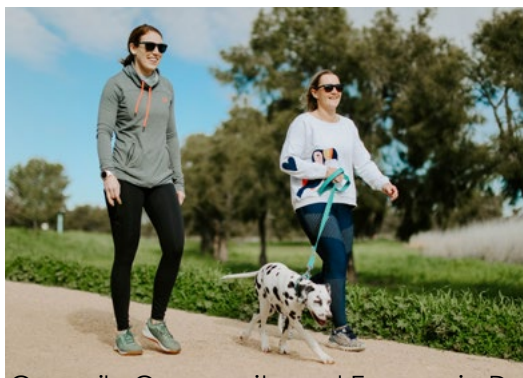
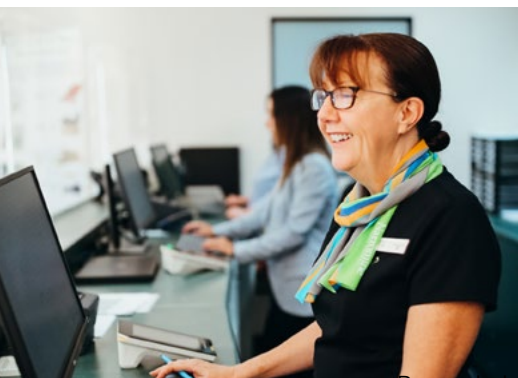
RECOMMENDATION

That Council:

1. Adopt the proposed road names, Acacia and Coolibah for Roads 1 and 2 respectively for the Dappo Road subdivision and Blue Wren and Wagtail for Roads 1 and 2 respectively for the Timbrebongie Subdivision.
2. Adopt Wilga, Butterbush and Saltbush as alternative road names for Dappo Road Subdivision; and Falcon, Parrot and Thornbill as alternatives for the Timbrebongie Subdivision should those outlined above not be suitable or other names be required at a later time for road naming.
3. Publish notice of the proposed road names on Council's website and notify all relevant parties of the proposal in accordance with requirements of the Road Regulation 2018.
4. Duly consider any submissions for final adoption and gazettal.

Phil Johnston
Director Community and Economic Development

COMMUNITY ENGAGEMENT STRATEGY



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of the land and pay respect to the elders, past, present and future, for they hold the memories, traditions and culture of the land.



INTRODUCTION

Narromine Shire Council acknowledge the importance of local government in building strong relationships with the community by operating in a transparent accountable way.

Section 402(A) of the Local Government Act 1993 states:

A council must establish and implement a strategy (its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).

This Engagement Strategy sits within Council’s suite of engagement documents:



WHAT IS A COMMUNITY ENGAGEMENT STRATEGY?

A Community Engagement Strategy must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support council in developing its plans and determining its key activities.

This includes the development of the Community Strategic Plan, and all other relevant council plans, policies and programs.

As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The Strategy must be reviewed by **31 December in the year of the local government elections**, as part of the broader review of the Community Strategic Plan.

Where a council has community engagement requirements under other legislation or regulations, these should, wherever practical, be integrated into the Community Engagement Strategy.

PURPOSE

This strategy outlines how Council will involve the community in Council decision-making and ensure the community can have their say.

The strategy also outlines strategic actions for Council to investigate to further improve processes and instil a culture of best practice engagement.

DEFINITIONS

COMMUNITY ENGAGEMENT: A planned process for working with the community to shape the decisions or actions of Council in relation to a problem, opportunity or outcome.

ENGAGEMENT: All activities undertaken to get community feedback on Council projects, initiatives, and services for decision-making purposes.

COMMUNITY: All stakeholders, audiences, community groups, businesses.

STAKEHOLDER: Anyone with an interest in or who is impacted by a project.

INTRODUCTION (CONTINUED)



“Community engagement is at the heart of local government.

It helps communities to be active participants in shaping their own future and play a part in positive change.

Councils have a vital role to play in opening opportunities for community members to be involved in the strategic planning process”

Integrated Planning and Reporting,
Guidelines for Local Government
September 2021

WHY ENGAGE?

Community Engagement provides a valuable link between Councillors, the Council organisation and the community they serve by:

- Enabling Council to gain a better understanding of local needs
- Enabling the community to be better informed
- Reducing the level of misconception or misinformation
- Ensuring commitment and greater ownership of the final decision by the community
- Encouraging the community to put forward ideas
- To make decisions with the well-being of the whole community in mind
- Helping to identify issues which may not otherwise have been considered – others outside of Council may well be the experts
- Acknowledging the basic human need for people to be involved in decisions that impact them
- Enabling council to make sustainable decisions.



OUR COMMUNITY

The Narromine Shire is located 40 kilometres west of Dubbo, in the Orana region of New South Wales, Australia. Covering 5224 square kilometres, the area includes the major rural centre of Narromine, as well as Trangie and Tomingley.

Narromine Shire has nearly 7,000 residents, the Narromine Shire has a proud heritage, history and towns that is shared with its residents, businesses and visitors. The residents choose to live in the Narromine Shire Council area because of its location with access to a regional centre, its picturesque setting and the close community connections.

The Wiradjuri people are the original inhabitants of this area and the traditional owners of this land. Today Narromine Shire has an indigenous population of just under 1000 residents (21%).

The agricultural sector has long been the mainstay and the Narromine region is well known for its sheep, cattle and wool, cotton production as well as broadacre cereal crops. Alkane Resources Limited provide significant employment opportunities at Tomingley Gold Operations.

Narromine Shire Council provides a range of services for the community. Narromine Shire Council’s assets are valued at over \$300 million and include roads, water and sewer infrastructure, footpaths, community amenities such as libraries, parks and playgrounds and sporting and recreation facilities.

It is Narromine Shire Council’s intention to continue to focus on improving the community for residents, businesses and visitors to the Shire.



6,822
TOTAL POPULATION

2016
JOBS

\$340M
GRP

52%
HOLD A QUALIFICATION

AGRICULTURE
LARGEST INDUSTRY

COMMUNITY ENGAGEMENT BEST PRACTICE

The **Community Engagement Strategy** is a document which is based on social justice principles and outlines the plan for engagement with the local community in developing plans, policies and programs including Council's Community Strategic Plan (CSP). The social justice principles are equity, access, participation and rights.

The CSP forms the basis of all Council's programs, projects and strategies for its term of office this includes the four year Delivery Program, one year Operational Plan and resourcing strategies including Long Term Financial Plan, Asset Management Plan and Workforce Management Plan.

Strong engagement with the community will mean that Narromine Shire Council can be confident the outcomes reached not only meet the needs of the community but that Council has broad community support.

Narromine Shire Council's approach to community engagement is broadly informed by the internationally recognised **Public Participation Spectrum** developed by the International Association for Public Participation which outlines five levels of public participation.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOALS	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.

IAP2 Public Participation Spectrum.

FOR NOTE:

- For public exhibition, notification and advertising requirements as they apply to Council's planning instruments such as Development Applications (DAs) and Planning Proposals please refer to the Narromine Shire Council Participation Plan, available on Council's website
- The IAP2 is Narromine Shire Council's intentions for engagement. If a planned communications avenue is not available (eg: restrictions due to COVID-19) staff will endeavour to find alternate avenues to reach out to stakeholders.

METHODS OF COMMUNITY ENGAGEMENT

Community engagement is the ongoing process of fostering purposeful relationships between Council and the community. Engagement is delivered through a range of activities informing to collaborating and providing the opportunity for the community to participate in the future direction of Narromine Shire Council

The following list are methods that provide a range of opportunities for participation by the community and stakeholders. Activities will be formulated and assessed against applied measures (but not limited to these activities).

INFORM



- Training – Councillors
- Website
- Posters/flyers
- Media releases and advertising
- Emails
- Social networking (Facebook and Twitter)
- Staff networks
- Local committees
- Pop-up shops
- Community noticeboards
- Community Connection newsletter
- Target stakeholder letters
- Direct mail
- Public submissions.

CONSULT



- Suggestion boxes
- Focus groups/workshops/public meetings
- Surveys
- Pop-up shops
- Face-to face
- Social networking
- Direct mail
- Business conversations.

INVOLVE/COLLABORATE



- Open meetings
- Forums
- Public participation
- Networks and community group co-ordination
- Partnerships
- Delegated decisions through committees and groups
- Launch event.

EMPOWER



- Involve community in final decision making
- Use the community's ideas and solutions.



METHODS OF COMMUNITY ENGAGEMENT (CONTINUED)

Project type	Engagement level	Minimum commitments	How Council will do it	Timeline
New capital works New plans and strategies Plans of Management	Involve and/or consult and inform	<p>Allowing an opportunity for the community to have their say at each stage of the project.</p> <p>Keeping the community informed and updated before commencement of project, stages and finalisation</p>	<ul style="list-style-type: none"> • Webpage • Council column • Meeting/workshops • Ensure a method of receiving hard copy submissions is made available • Promote engagement opportunities via Council's communication channels incl: social media, Council Column, Community Connections newsletter, Website, LED sign, media releases • Email or alert stakeholders on final decision and results of consultation (if necessary) 	<p>A minimum of 4 weeks of each engagement period and /or as legislation requires</p> <p>14 days notification before work commences</p>
Council's key long term plans eg: Delivery plan, resourcing strategies, operational plan, revisions to existing plans, changes to fee/hire charges	Consult and inform	Provide context information and allow the community an opportunity to have their say	<ul style="list-style-type: none"> • Ensure hard copy is available on request • Ensure a method of receiving hard copy submissions is made available • Enable community consultation webpage • Promote engagement opportunities in Council communication channels incl: social media, Council Column, Community Connections newsletter, Website, LED sign, media releases. 	A minimum of 28 days
Feedback on Council's programs eg: Venue hire fees and charges Satisfaction reviews	Consult and inform	Create a survey on survey monkey or consult via website community consultation/ public exhibition	<ul style="list-style-type: none"> • Send email to stakeholders • Email/alert the respondents with confirmation of receipt of feedback and offer a summary of how the feedback used to inform changes 	As appropriate

METHODS OF COMMUNITY ENGAGEMENT (CONTINUED)

Project type	Engagement level	Minimum commitments	How Council will do it	Timeline
Council policies	Consult and inform	Relevant information is made available and provide opportunity for submission of comments	<ul style="list-style-type: none"> • Council website dedicated Public Exhibition page • Ensure hard copy information is available on request • Ensure a method of receiving hard copy information is made available • Promote engagement opportunities in Council communication incl: social media, Council Column, Community Connections newsletter, Website, LED sign, media releases 	A minimum of 28 days

TARGET AUDIENCE

While 'the local community' is Council's key audience group, it has many different dimensions and these must be considered when planning communication and engagement. There is no 'one size fits all' approach to communicating with the Narromine Shire population.

The Narromine Shire area comprises the townships of Narromine, Trangie and Tomingley, and rural area surrounding these centres. Other factors that segment the community include general interests, socio-economic groups, race and education.

Whilst the community are the most important audience for Council, there are other audiences that need to be considered for different messages. These include:

- Non-residential ratepayers – they have an interest in how Council decisions affect the value of their assets;
- Businesses – have an interest in economic development and business growth opportunities;
- Visitors – attracted to Narromine Shire for events and general tourism;
- Future staff – opportunities to promote Narromine Shire as an employer of choice;
- Government agencies / Members of Parliament – stakeholders in Council decision making and service provision;
- Suppliers – interest in any information that may affect their business with Council or offer new opportunities.

THE ROLES OF COUNCILLORS AND COUNCIL STAFF IN COMMUNITY ENGAGEMENT

Community engagement is about ensuring that the community have an opportunity to participate in the decisions made by Council.

A Councillor's role in community engagement is to participate as an elected member, listen to the views of the community and consider these views when making decisions at Council. Community engagement provides valuable opportunities for Councillors to hear and understand the voice of the community and ensure that this voice is properly represented when Council meet and make resolutions which impact the future of our community.

A Council staff member's role in community engagement is to organise and facilitate the discussion, record, provide feedback, evaluate the engagement and consider the community's views when making recommendations to Council.

Both Councillors and Council staff are encouraged not to dominate or direct community discussions, nor are to dismiss the community input. Instead, Councillors and Staff should allow discussions to move forward in an open, respectful and inclusive way.

KEY OBJECTIVES

Council's communications objectives are:

- Share and celebrate our cultural and social diversity through local events, programs and projects and create greater awareness of activities and projects Council is undertaking.
- Promote the benefits of living and working in our Shire while promoting a safe, active and health community.
- Enhance open and interactive communication between Council and the Community and ensure the community is well informed of Council's role and services.
- Facilitate a positive and professional image for the Narromine Shire community and Council.

- Maintain up-to-date information about the Shire on both Council and Tourism webpages and promote both websites as a key source of information for residents and visitors alike.

The effective implementation of these objectives requires a commitment to communication by both elected members and staff at all levels and across all departments. Managers and Directors in particular hold a high degree of responsibility to communicate openly and actively, and to guide their teams in developing an effective communication culture.

The above objectives can be met through utilising the methods listed in community engagement whilst always understanding the target audience and ensuring the message is distributed in a timely and appropriate manner.



THE ROLES OF COUNCILLORS AND COUNCIL STAFF IN COMMUNITY ENGAGEMENT (CONTINUED)

ONGOING OPPORTUNITIES TO 'HAVE YOUR SAY'

Community engagement is a continuous ongoing process and it is important that Council has an ongoing dialogue with its community.

Whilst Council will provide specific engagement opportunities for specific projects, the community is always welcome to 'have your say' and provide feedback about Council services or make a suggestion:

TELEPHONING COUNCIL:

(02) 6889 9999

FAXING COUNCIL:

(02) 6889 9998

EMAILING COUNCIL:

mail@narromine.nsw.gov.au

WRITING TO COUNCIL:

The General Manager
Narromine Shire Council
PO Box 115
NARROMINE NSW 2821

VISITING COUNCIL'S WEBSITE:

www.narromine.nsw.gov.au

Submit comments by selecting "Have your say" under the Contact Us option.

EVALUATING COUNCIL'S COMMUNITY ENGAGEMENT ACTIVITIES

The main outcome of the Community Engagement Strategy is as outlined in the Council's Delivery Program

Enhance open and interactive communication between Council and the community guided by a Community Engagement Strategy which is monitored and reviewed.

This to be achieved through:

- Continue to gather feedback regarding community engagement strategies
- Promote the positive aspects of Narromine Shire Council. Provide important information to the community.
- Prepare council columns and media releases for local media.
- Information available on Council's website.
- Prepare a Communications Strategy.

The results of these actions will be used to improve future engagement strategies and methods adopted by Narromine Shire Council.

ACKNOWLEDGEMENTS

International Association for Public Participations
'Foundations of Public Participation'

Integrated Planning and Reporting, Guidelines for
Local Government in NSW 2021

Local Government Act 1993 – section 402(A)

Local Government Act 1993 – Chapter 3 section 8B,
section 8 C

PRIVACY DURING CONSULTATION

All written submissions to Council must contain your name and address and are subject to a request for access to information under the Government Information (Public Access) Act 2009. Due to the nature of the community consultation, it is likely that personal information may be collected during the course of any community engagement.

All personal information will be handled as per Council's Privacy Management Plan 2013.

www.narromine.nsw.gov.au/council/plans

Further information on the Integrated Planning and Reporting guidelines can be found at www.olg.nsw.gov.au



CONTACT US

118 Dandaloo St
PO Box 115 Narromine
NSW 2821

T. 02 6889 9999

E. mail@narromine.nsw.gov.au

www.narromine.nsw.gov.au

