

1. 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

This report provides information to Council regarding the requirements and timing of the Community Strategic Plan and other Integrated Planning elements due to be implemented in 2022. A key component of the Community Strategic Plan is the Community Engagement Strategy which is presented to Council for endorsement as a draft prior to seeking community consultation.

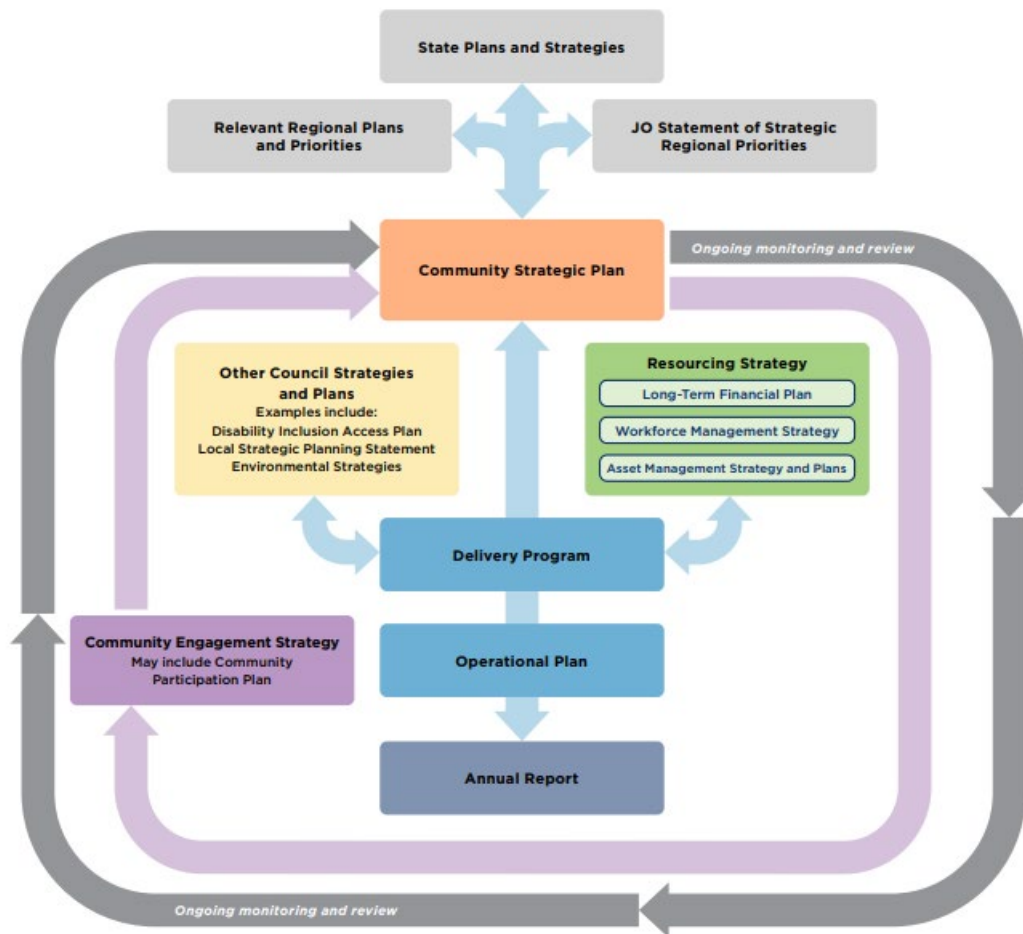
Report

The Integrated Planning and Reporting (IP&R) Guidelines were first issued by the Office of Local Government (OLG) in 2010. All Council's 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 Community Strategic Planning process includes the Resourcing Strategy, made up of the long term financial plan, workforce plan and asset management plans. The Strategic Plan is further broken into a four year Delivery Program and the yearly Operation Plan. One of the changes made in 2021 is to ensure that the Community Engagement Strategy which is another component of the Community Strategic Plan is expanded to encompass the entire IP&R process.

The IP&R process was modified in 2016 and further changed in 2021. The updated diagram below shows the IP&R framework.

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The previous Narromine Shire Community Strategic Plan was approved in 2017 and was a 10 year plan which shared the community vision and aspirations for the future of the Narromine Shire.

The previous plan had four main areas the Community had outlined as priorities within the Strategic Plan. These were:

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

The Community Strategic Plan to be endorsed in 2022 will be used just as the 2017 CSP was utilised. The Plan is ultimately the primary driver for all planning undertaken by the Council and other stakeholders. The Community Strategic Plan is used to:

1. INTEGRATED PLANNING AND REPORTING 2022 UPDATE (Cont'd)

- 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.

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.

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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 consideration. It is recommended that the strategy as drafted be placed on public exhibition for comment by the public prior to final adoption.

Timing of Community Strategic Planning Process

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 years Council election and the need to establish a four year Delivery Program to commence from the 1st of July 2022 the following timeframes are outlined in order to work through the IP&R process.

Date	Task	Includes
Sept-Oct 2021	Review engagement strategy- present to Council as draft.	
Nov 2021	Community engagement strategy endorsed, Begin internal review of Community Strategic Plan	Includes reviews of asset management plans
Dec 2021- Feb 2022,	Review Community Strategic Plan	Population and demographic update Workshops with Councillors in new term and community groups
March 2022	Draft for Council consideration, Public Exhibition	Asset management plans, resource strategy and workforce strategy
April 2022	Remaining IP&R documents prepared	Delivery plan, long term financial plan,
May 2022	Draft documents to Council for endorsement Public exhibition	
June 2022	Submissions prepared for Council consideration	

Legal and Regulatory Compliance

Local Government Act 1993
 Local Government (General) Regulation 2021.

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Risk Management Issues

Nil

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 Councillors in the next term of Council to assist in prioritising future actions.
- The Community Strategic Plan will be adopted by Councillors after a formal period of public consultation early in 2022.
- The public will be consulted throughout the development of the Community Strategic Plan 2032.

Attachments

Attachment 1- Draft Community Engagement Strategy 2022

RECOMMENDATION

1. That the information regarding the timing of the Community Strategic Planning process be noted.
2. That the Draft Community Engagement Strategy 2022 be placed on public exhibition for a period of 28 days for community consultation.

2. 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 September 2021.

Report

The approvals for the month of September bring the total approved Development Applications for the financial year to 23 with a total value of \$9,150,948.00.

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2. DEVELOPMENT APPROVALS (Cont'd)

DA No.	Location	LOT/DP	Description	Value	Assessment Time/Days
2021/44	Dandaloo St, Narromine	A/25400	Change of Use	\$10,000	32
2021/59	Th McGrane Way, Narromine	2/1046775	Industrial Development	\$95,000	38
2021/61	Old Backwater Rd, Narromine	6/251750	Swimming Pool	\$26,000	16
2021/70	Old Backwater Rd, Narromine	902/1015323	Domestic Storage Shed	\$22,000	22
2021/73	Dandaloo Rd, Narromine	2222/1101864	Industrial Development	\$350,000	21
2021/75	Albert St, Trangie	4/14/8501	Demolition	\$20,000	18

There are currently 21 applications under assessment.

Legal and Regulatory Compliance

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

Risk Management Issues

Nil

2. DEVELOPMENT APPROVALS (Cont'd)

Internal/ external Consultation

Nil

Attachments

Nil

RECOMMENDATION

That the information be noted.

3. SPECIAL FLOOD 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. CSP - 3.2.2 - Ensure compliance with environmental legislation

Executive Summary

The NSW Government implemented an updated flood-prone land package, resulting in an update to the Narromine LEP 2011 as mandatory changes to the flood-related provisions. Council now has an opportunity to make a further amendment to the Narromine Local Environmental Plan 2011 and adopt the 'special flood considerations' provisions. This will have the effect of a new clause in the LEP. The clause would apply to land which lies between the Flood Planning Level and the level of the Extreme Flood and relates to development with particular evacuation or emergency response issues (e.g. group homes, residential aged care facilities, etc). It is also aimed at protecting the operational capacity of emergency response facilities and critical infrastructure during extreme flood events.

Council staff have previously expressed interest to the NSW Department of Planning, Industry and Environment to be included in the LEP amendment process based on the recent recommendations of the Lyall and Associates update to the Narromine Town Flood Risk Management Plan 2021. A resolution of Council is required prior to proceeding with an LEP amendment process.

Report

The NSW Government implemented an updated flood-prone land package which commenced on 14 July 2021. This included a new LEP clause, whereby clause 6.2 was repealed and clause 5.21 is now in place. The Department of Planning, Industry and Environment has contacted Council with the opportunity to incorporate the further 'special flood considerations' clause in the Narromine Local Environmental Plan 2011 as part of the package. This optional clause was created to apply controls specifically to land located between the flood planning area and the probable maximum flood. If included in an LEP, it will apply to certain development identified as being sensitive or hazardous due to risk of life, evacuation of people or other safety considerations in the event of a flood.

An expression of interest was made to be included in the next phase of implementation. On 6 August 2021 the Department provided an update on the 'special flood considerations' standard instrument clause and acknowledged the expression of interest to be included in the amendment process. Further to that email, the Department now requests that councils that still want to opt-in to the 'special flood considerations' clause now seek formal resolution of their council, prior to the council caretaker period commencing.

3. SPECIAL FLOOD CLAUSE LEP AMENDMENT (Cont'd)

The Flood Package

In summary, the NSW Government package provides advice to councils on considering flooding in land-use planning and includes:

- A revised 9.1 local planning direction on flooding;
- A new planning circular on flooding PS21-006 - considering flooding in land use planning: guidance and statutory requirements, which replaces planning circular PS 07-003,
- A new guideline - Considering Flooding in Land Use Planning, which replaces the Guideline on Development Controls on Low Flood Risk Areas,
- Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021, which includes a mandatory 'flood planning' clause and an optional 'special flood consideration' clause,
- *Environmental Planning and Assessment Amendment (Flood Planning) Regulation 2021* which amends the 7A clauses under Schedule 4, and
- *State Environmental Planning Policy Amendment (Flood Planning) 2021* which revokes councils existing flood planning LEP clause and replaces it with the mandatory Standard Instrument flood planning clause.

Should Council adopt the special flood consideration clause?

"Narromine Shire Council, Narromine Town, Floodplain Risk Management Study And Plan Update Volume 1 – Report" (July 2021) prepared by Lyall and Associates recommended the adoption of the 'special flood consideration' clause (referred to as Narromine Town FRMP 2021).

The Narromine Town FRMP 2021 included four "non-structural" management measures which could be implemented by Council and two structural measures (refer to excerpt below). The first non-structural measure directly references the inclusion of this special flood clause.

"The measures are as follows:

- **Measure 1** – *Inclusion of a new special flood considerations clause in the Narromine Local Environmental Plan 2011 (**Narromine LEP 2011**) which would apply to land identified as Outer Floodplain (i.e. to land which lies between the FPA and the extent of the Extreme Flood), noting that the wording in clause 6.2 titled Flood planning will be automatically updated by the NSW Government on 14 July 2021. The changes to Narromine LEP 2011 will provide flexibility in defining the Flood Planning Level (**FPL**) in areas subject to different types of flooding across the whole of the local government area and for ease of implementing **Measure 2**.*
- **Measure 2** – *The application of a graded set of planning controls for future development that recognise the location of the development within the floodplain; to be applied through an update of the wording in Narromine Shire Development Control Plan 2011 (**Narromine Shire DCP 2011**). Recommended wording for inclusion in Narromine Shire DCP 2011 is set out in **Appendix D**.*
- **Measures 3** – *Improvements in the NSW State Emergency Service's (**NSW SES's**) emergency planning, including use of the flood related information contained in this study to update the Narromine Shire Local Flood Plan. Information in this present report which would be of assistance to NSW SES includes more detailed information on the nature and extent of flooding at Narromine.*

3. SPECIAL FLOOD CLAUSE LEP AMENDMENT (Cont'd)

- **Measure 4** - *Council should take advantage of the information on flooding presented in this report, including the flood mapping, to inform occupiers of the floodplain of the flood risk. This could be achieved through the preparation of a Flood Information Brochure which could be prepared by Council with the assistance of NSW SES containing both general and site specific data and distributed with rate notices."*

Excerpt Narromine Town FRMP 2021 (page S3)

The Narromine Town FRMP 2021 explained that while clause 6.2 was to be automatically updated by the NSW Government on 14 July 2021 (since completed), it was recommended that the special flood considerations clause which forms part of the updated NSW Flood Prone Land Package also be incorporated in Narromine LEP 2011. The new clause would apply to land which lies between the Flood Planning Level (1 in 100 yr event) and the level of the Extreme Flood which was mapped by Lyall and Associates with the supporting documentation.

The objectives of the new clause are as follows:

- in relation to development with particular evacuation or emergency response issues (e.g. schools, group homes, residential care facilities, hospitals, etc.) to enable evacuation of land which lies above the FPL; and
- to protect the operational capacity of emergency response facilities and critical infrastructure during extreme flood events.

What provisions will the clause include?

Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 under the *Environmental Planning and Assessment Act 1979*, Schedule 1 includes the wording for the proposed clause 5.22 Special flood considerations (refer next page).

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3. SPECIAL FLOOD CLAUSE LEP AMENDMENT (Cont'd)

5.22 Special flood considerations [optional]

- (1) The objectives of this clause are as follows—
 - (a) to enable the safe occupation and evacuation of people subject to flooding,
 - (b) to ensure development on land is compatible with the land's flood behaviour in the event of a flood,
 - (c) to avoid adverse or cumulative impacts on flood behaviour,
 - (d) to protect the operational capacity of emergency response facilities and critical infrastructure during flood events,
 - (e) to avoid adverse effects of hazardous development on the environment during flood events.
- (2) This clause applies to—
 - (a) for sensitive and hazardous development—land between the flood planning area and the probable maximum flood, and
 - (b) for development that is not sensitive and hazardous development—land the consent authority considers to be land that, in the event of a flood, may—
 - (i) cause a particular risk to life, and
 - (ii) require the evacuation of people or other safety considerations.
- (3) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development—
 - (a) will not affect the safe occupation and efficient evacuation of people in the event of a flood, and
 - (b) incorporates appropriate measures to manage risk to life in the event of a flood, and
 - (c) will not adversely affect the environment in the event of a flood.
- (4) A word or expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.
- (5) In this clause—

Considering Flooding in Land Use Planning Guideline—see clause 5.21(5).
flood planning area—see clause 5.21(5).
Floodplain Development Manual—see clause 5.21(5).
probable maximum flood has the same meaning as it has in the Floodplain Development Manual.
sensitive and hazardous development means development for the following purposes—

- (a) [*list land uses*]

Direction— Only the following land uses are permitted to be included in the list—

- (a) boarding houses,
- (b) caravan parks,
- (c) correctional centres,
- (d) early education and care facilities,
- (e) eco-tourist facilities,
- (f) educational establishments,
- (g) emergency services facilities,
- (h) group homes,
- (i) hazardous industries,
- (j) hazardous storage establishments,
- (k) hospitals,
- (l) hostels,
- (m) information and education facilities,
- (n) respite day care centres,
- (o) seniors housing,
- (p) sewerage systems,
- (q) tourist and visitor accommodation,
- (r) water supply systems.

3. SPECIAL FLOOD CLAUSE LEP AMENDMENT (Cont'd)

Legal and Regulatory Compliance

Environmental Planning and Assessment Amendment (Flood Planning) Regulation 2021

State Environmental Planning Policy Amendment (Flood Planning) 2021

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Risk Management Issues

Avoids expense for a planning proposal in the future.

Internal/ external Consultation

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

Attachments

Nil.

As this matter is considered a planning decision under the Environmental Planning and Assessment Act 1979, including a decision relating to an environmental planning instrument, a division of the vote is required to be called.

RECOMMENDATION

That Council:

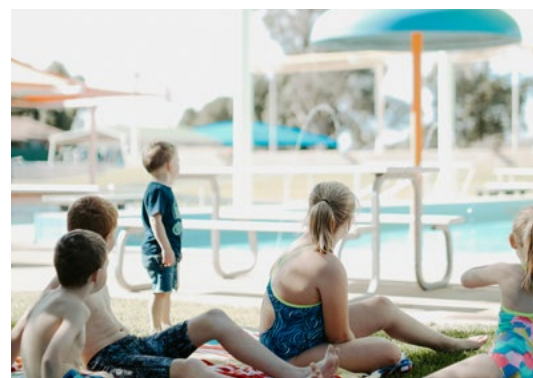
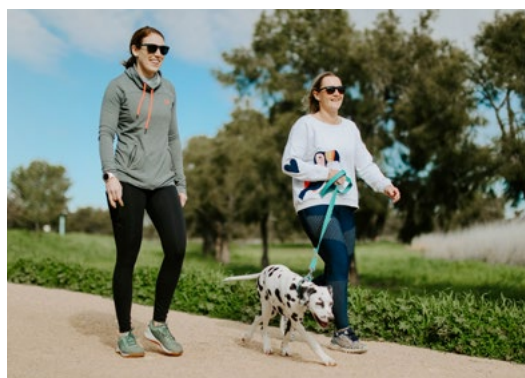
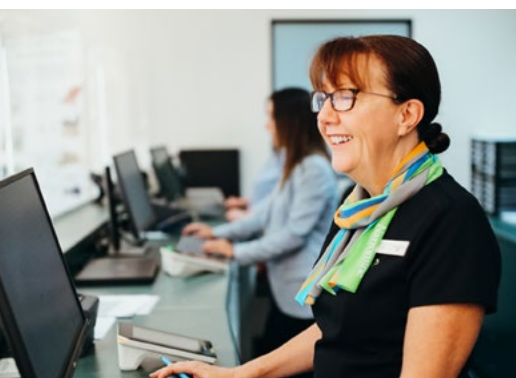
1. Resolve to proceed with the option offered by the Department of Planning, Industry and Environment and take necessary steps for amendment to the Narromine Local Environmental Plan 2011 through adoption of the clause 5.22 Special Flood Considerations.

Phil Johnston

Director Community and Economic Development

Draft

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.



	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

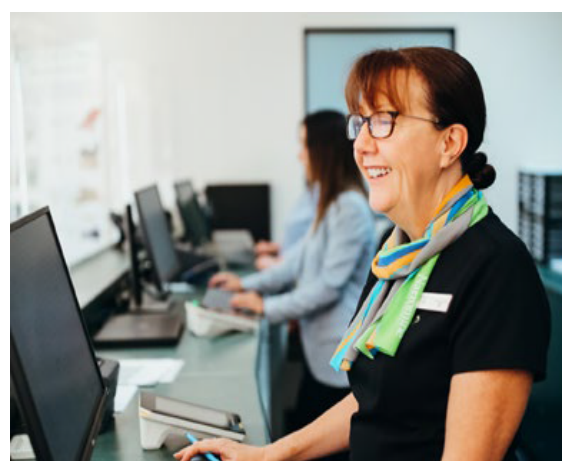
Council's communications objectives are:

- 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



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