



COMMUNITY ENGAGEMENT STRATEGY



CABONNE COUNCIL



In the spirit of reconciliation, Cabonne Council acknowledges and pays respect to the Wiradjuri people, the traditional custodians of the land referred to as Cabonne.

Cabonne Council also pays respect to the Elders, both past and present, of the Wiradjuri Nation and extend that respect of other Indigenous Australians who are present in the Cabonne area.

We recognise Aboriginal spiritual, social, and cultural connections to these lands and waters, and state our commitment to ensuring that Aboriginal rights, as enshrined in legislation, are upheld and not eroded.



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Foreword

**Cr Kevin Beatty
Mayor**

This Community Engagement Strategy describes Cabonne Council's commitment to engage with its residents, ratepayers and other community stakeholders, including business and industry, community groups, non-government organisations and State agencies.

This Strategy supports Council to undertake robust community engagement to help inform the development of its plans, policies, and programs, as well as to make decisions about prioritisation and resource allocation when Council is determining its activities (other than routine administrative matters).

The Strategy supplements and aligns with Council's Community Participation Plan, which has a focus on enabling our community to participate in land-use planning matters. Together these tools provide guidance to Council and information to our community about how we can best have conversations that result in enhanced community outcomes.

We look forward to engaging with you soon, and trust that you will take up opportunities to have your say about the future of our local government area and support us in planning and prioritising our available resources in order that we can best meet your needs.

Values & Mission

The Cabonne Local Government Area is thriving, caring, and vibrant.

Our Cabonne community recognise and acknowledge our rich culture, heritage, and history.

We strive to protect and value our environment, and the rural aspects of the region.

We recognise that we need to ensure all members of our community have access to the services and support required to be successful.

Despite being made up of a number of towns, villages and localities, we recognise that we need to work together to achieve great things for our wider Cabonne community.

Where one community succeeds - we all succeed.

We are Cabonne.



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About Community Engagement

Why Does Council Engage?



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The Community Engagement Strategy has been developed to guide ongoing communication between Council and the community for planning for the future. An engaged and involved community is a key target outlined in Council's Community Strategic Plan.

All local councils in NSW must adhere to the Integrated Planning & Reporting framework established in the Local Government Act. This cycle of planning and reporting ensures that councils deliver services and invest in infrastructure that best meets the local community's needs and utilises the available resources effectively and efficiently.

Community engagement activities also provide an opportunity for Council to promote transparency about and be accountable for the activities it undertakes on behalf of the community.

Council actively encourages community participation in the governance and decision-making process and sees that this is an essential factor to successful decision making.

Cabonne Council is committed to having open, honest, respectful and truthful communication with the community and encourages the community to do the same. This strategy aims to increase levels of engagement in a way that the community expects.

What is community engagement?

Community Engagement can be defined as any process that involves the community in problem-solving and decision making and uses this input to make better decisions.

Community Engagement is a two-way process that seeks to inform, identify issues and seek resolution with the community using a range of techniques.

BENEFITS OF COMMUNITY ENGAGEMENT

Cabonne Council recognises that communities which are informed, consulted and empowered are successful communities. Successful community engagement will demonstrate a collaborative effort to resolve issues and plan for the future which will result in better outcomes for Council and the community. Community engagement complements the official electoral process and is a key method for participatory democracy.

DECISION MAKING IS IMPROVED

Better decisions are made when we have information and all points of view have had the opportunity to be heard. Where feasible and desirable, Council's decisions need to match the needs and aspirations of the community.

IT BUILDS TRUST

Trust and understanding grows in an environment where engagement and involvement is taken seriously.

IT BUILDS NETWORKS

When we work together we meet other people, build relationships and have the opportunity to form purposeful networks.

IT HELPS CREATE STRONGER COMMUNITIES

Trusting, confident and involved communities are stronger and able to respond to change and circumstances "together" using their combined resources on potential solutions.



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Values when engaging with our community

The following values underpin Council’s approach to all community engagement activities. Cabonne Council will be:



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VALUES OF ENGAGEMENT	OUR PROMISE TO THE COMMUNITY
 <p>CARING AND FRIENDLY</p>	<p>Community engagement will be conducted in a way that demonstrates a genuine commitment for quality consultations with the community and a desire to hear the community’s views and aspirations.</p>
 <p>OPEN TO NEW IDEAS</p>	<p>Community engagement activities will be well planned and directed towards getting a better understanding of the community’s views and on issues of importance to them. Consultation activities will provide opportunities for meaningful dialogue and input from key stakeholders.</p>
 <p>ACTING WITH INTEGRITY AND RESPECT</p>	<p>Consultation objectives and the role of the community in the decision making process will be well defined from the outset. The community will be equipped with the necessary information prior to and during community engagements to ensure the effectiveness of the process and its outcomes. The information will provide objective, balanced and accessible content about the particular issue or project.</p>
 <p>ENGAGING AND WILLING TO WORK TOGETHER</p>	<p>Council will seek to engage stakeholders at the earliest stage possible and continue to keep them informed and involved throughout the process. Well planned and inclusive community consultation processes are vital to the success of Council’s engagement with the community.</p> <p>Council staff will provide feedback to the community about the progress of the project or plan and demonstrate how input received has contributed to the decision-making process.</p>

Objectives and guiding principles of community engagement

The following guiding principles will ensure effectiveness of Council's engagement process and outcomes:

OBJECTIVE	GUIDING PRINCIPLES
COMMUNITY ENGAGEMENT WILL BE TIMELY	Engagement activities are held at convenient times so that as many people as possible can participate. Engagement is planned so that enough time is allocated to the process so input can be considered and not rushed.
INFORMATION IS INCLUSIVE AND ACCESSIBLE	<p>Consider groups whose voice may not normally be heard in community discussions. This might include people with disabilities, Aboriginal communities, people from culturally or linguistically diverse backgrounds, young people, people in geographically isolated areas, and the elderly.</p> <p>Provide clear, concise information that is easy to read and understood by a wide range of audiences. Use a variety of methods that enable our community to get involved by using a range of channels to reduce potential barriers relating to participation.</p>
PEOPLE ARE HEARD AND NOT JUST LISTENED TO	Facilitate two-way engagement processes that seek to inform, identify issues and seek resolution with the community.
EXPECTATIONS ARE WELL MANAGED	Purpose of engagement is clearly defined from the outset and the community understands their role in the decision-making process.
FEEDBACK IS PART OF THE PROCESS	Following engagement activities, the community will be provided with feedback about the progress of the project or plan and advised on how their input will contribute to the outcome or decision.
NOT A 'ONE SIZE FITS ALL'	Stakeholders are defined for engagement activities to determine appropriate process and mediums for engagement to encourage participation.
LEARNING IS CENTRAL	Use community engagement as an opportunity to learn more about our community and their priorities. Educate internal and external stakeholders on community engagement processes and ensure staff are adequately trained to plan effective engagement

These guiding principles demonstrate regard to the Community Participation Principles as set out in Section 2.23(2) of the EP&A Act applicable throughout Cabonne Council.

Who we engage with

Council is committed to undertaking meaningful engagement with community and stakeholders and understands that effective community engagement requires an informed and representative group of participants, time for deliberation, and consensus on recommendations on the decision or project.

Council undertakes a stakeholder identification process to identify who is impacted or interested in a decision and will then select the best methods of engagement to encourage participation and effective engagement. We work hard to identify and engage directly with the most impacted, including those who face barriers to participation. Some community members fall within multiple stakeholder groups, making them particularly relevant to certain engagement processes.

OUR COMMUNITY STAKEHOLDERS

STAKEHOLDER GROUP	EXAMPLES
RESIDENTS AND RATEPAYERS	Those who live and/or pay rates in the Cabonne Local Government Area.
CABONNE COUNCILLORS AND INTERNAL AND EXTERNAL STAFF	Elected members, employees, contractors and Committees of Council.
PROGRESS ASSOCIATIONS AND OTHER COMMUNITY COMMITTEES	Progress Association groups and other community committees are established to represent individual town/village communities and ensure that residents have a direct say in the development of their communities.
SECTION 355 COMMITTEES	Committees with delegated authority to make decisions on behalf of Council. S.355 Committees can be made up of Councillors, Council Staff and community representatives.
BUSINESSES AND BUSINESS GROUPS	Individuals, associations or networks active in the business community. There are no specific Business Chambers in the Cabonne LGA.
KEY STAKEHOLDERS, SERVICE AND FACILITY USERS	Those communities who are directly or indirectly affected by a project, such as a specific town/village, individuals and/or groups who use local services or facilities such as sports grounds, halls, libraries, community centres, pools, etc.
POPULATION GROUPS	Specific groups with demographic commonalities such as age, background, ability, gender, cultural heritage.

OUR COMMUNITY STAKEHOLDERS

STAKEHOLDER GROUP	EXAMPLES
GOVERNMENT AGENCIES	Departments, agencies and authorities of state and federal government whom Council advises and seeks advice or funding for projects.
NON-GOVERNMENT AGENCIES	Community service groups and organisations that support provide community services and support such as Neighbourhood Central, Anglicare, Lifeline, Legal Aid, and the Red Cross.
PEAK INDUSTRY BODIES	Those organisations whom Council are affiliated with including the Central NSW Joint Organisation of Councils, Orange360, Regional Development Australia - Central West.
VISITORS / EVENT ATTENDEES	Individuals or groups who choose to visit Cabonne and may have an interest in events, recreational, and visitor services or facilities.
MEDIA	Commercial and community media outlets locally, regionally and nationally.



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Integrated Planning and Reporting Alignment



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Integrated Planning and Reporting (I,P&R)

Under the NSW Local Government Act 1993, councils are required to develop a hierarchy of plans known as the Integrated Planning and Reporting (IPR) Framework.

Under Council's Integrated Planning and Reporting Framework, community engagement is built into the process to ensure that the community is providing feedback, advice and direction to Council's activities. Community engagement is important not only when developing plans and strategies but also in Council's reporting to ensure our community is informed about Council's works and operations.

This framework assists councils in delivering their community's vision through long, medium- and short-term plans. The purpose of the framework is to formalise strategic and resource planning across NSW councils and ensure long term planning is based on community engagement leading to a more sustainable local government sector.

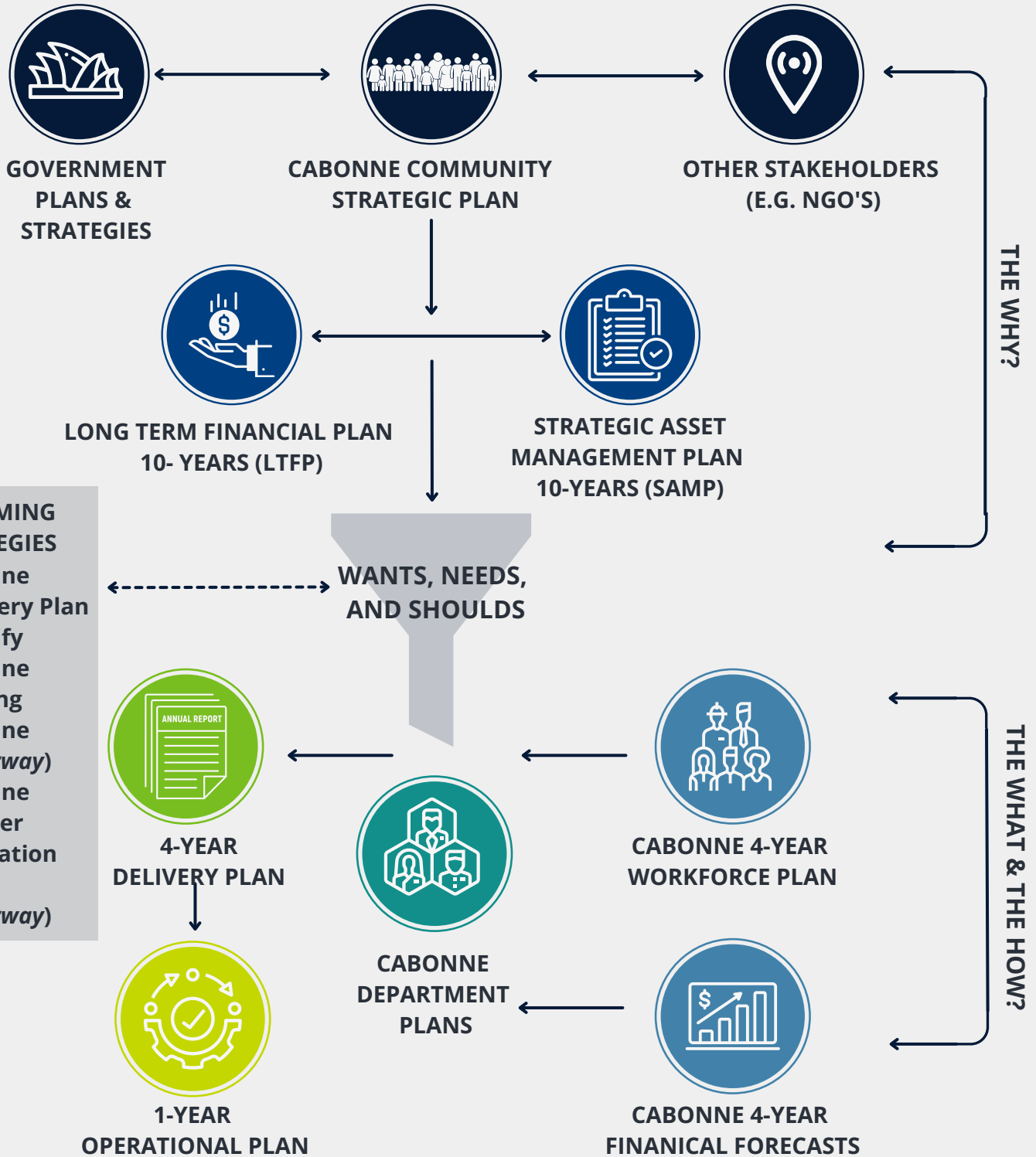
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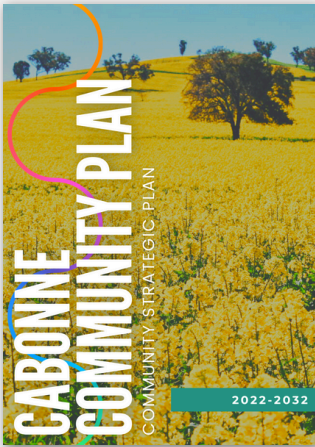
IP&R Structure

With every new term of Council (every 4-years), Council will involve and collaborate with the community in reviewing the Community Strategic Plan (10-year plan) and priorities over the next term of Council (4-years).

The IP&R Framework is underpinned by strong community engagement. Engagement with residents as well as business, state agencies and non-government organisations is essential to creating plans that will truly represent the aspirations and needs of the local community.

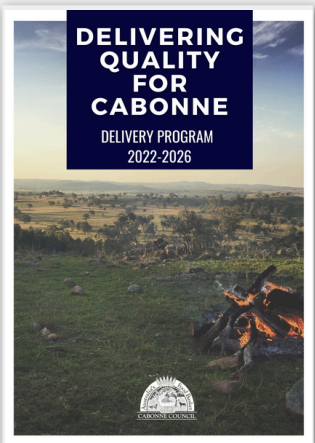


The I,P&R Suite



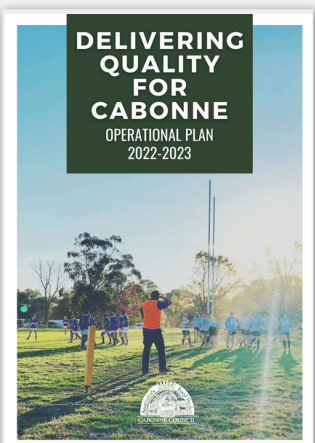
COMMUNITY STRATEGIC PLAN

The highest level of strategic planning undertaken by a council, with a ten-year plus timeframe. All other plans must support achievement of the Community Strategic Plan objectives.



DELIVERY PROGRAM

Is Council's commitment to the community about what it will deliver during its term in office to achieve the Community Strategic Plan objectives.



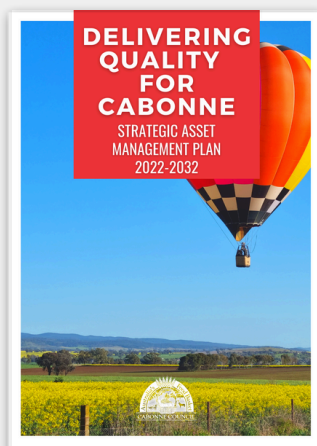
OPERATIONAL PLAN

Shows the individual projects and activities a council will undertake in a specific year. It includes the council's annual budget and Statement of Revenue Policy.



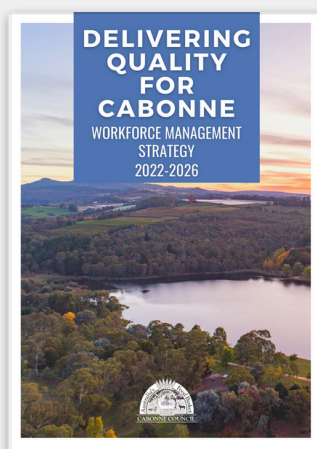
LONG-TERM FINANCIAL PLAN

Council's Long-Term Financial Plan (LTFP) forecasts the financial capacity of the organisation to meet the objectives adopted in the Community Strategic Plan. It is vital for informing both Council and our community about the long-term financial position of our organisation. Council's Long-Term Financial Plan covers a period of 10 years and will be updated annually following the adoption of each of Council's Annual Operational Plans.



STRATEGIC ASSET MANAGEMENT STRATEGY

Council's Asset Management Strategy outlines how Council will manage community assets such as roads, footpaths, recreational facilities and parks, buildings and equipment to ensure that it continues to meet the needs of the community — both short and long-term.



WORKFORCE MANAGEMENT PLAN

The Workforce Management Plan forms a critical part of Council's Resourcing Strategy and provides a framework for aligning decisions about human resources (such as recruitment, development, internal deployment, career paths etc.) with outcomes, goals and strategies in the Community Strategic Plan.



COMMUNITY ENGAGEMENT STRATEGY - 2024-2029

The Community Engagement Strategy demonstrates Council's commitment to actively engage the local community through best-practise consultation methods. It sets out clear guidance about how Council will engage with the community and outlines Council's approach to community engagement including the methodologies, tools and techniques.

When We Engage

During the Delivery Program, two main rounds of engagement across the community occur each year including 'Community Strategic Plan - Check-in' and the Annual Report.



COMMUNITY STRATEGIC PLAN - CHECK-IN

A 'Community Strategic Plan - Check-in' is undertaken each year and provides information and opportunities for community feedback and discussion on the upcoming Operational Plan and Budget.

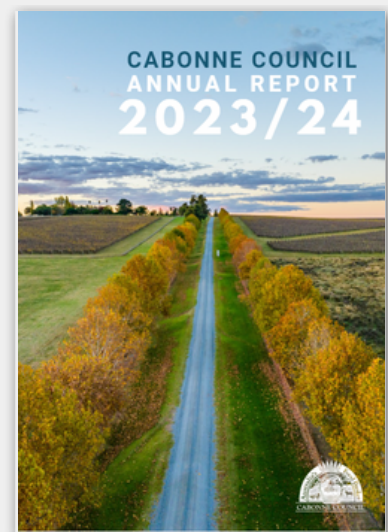
Also included in the discussions are topical issues and a progress report on the current program of works.

ANNUAL REPORT/STATE OF THE SHIRE

Delivered each year Council will provide our community with an Annual Report.

The community will be informed on Council's works and services over the past year in the areas of Council's 5 strategic directions:

- Leadership
- Infrastructure
- Community
- Economy
- Environment



In addition to the Integrated Planning and Reporting and strategic planning engagement activities, Council is also committed to engaging the community in other Council plans and decisions. These may include but are not limited to:

- Town and village master plans which may include sporting or other precincts or areas
- Changes in Council services or programs
- Significant developments

In deciding when and how to engage about a project or issue, we consider several factors, including the impact, scale and complexity of the decision to be made, the number of people affected and the geographical area. Possible financial, environmental, legal and reputational risks will also be considered.

These variables will determine the priority Council gives engagement projects so resources can be allocated, and the most appropriate tools selected.

Council will engage with the community, where appropriate, when:

- Proposing a change in service or strategic direction
- A new project, plan or initiative is being developed
- Developing or changing a significant policy, strategy or plan
- Planning major infrastructure projects
- Making decisions that will impact our community

When We Won't Engage

There are times when Council will only inform the community of our decisions and actions.

These will occur in cases when:

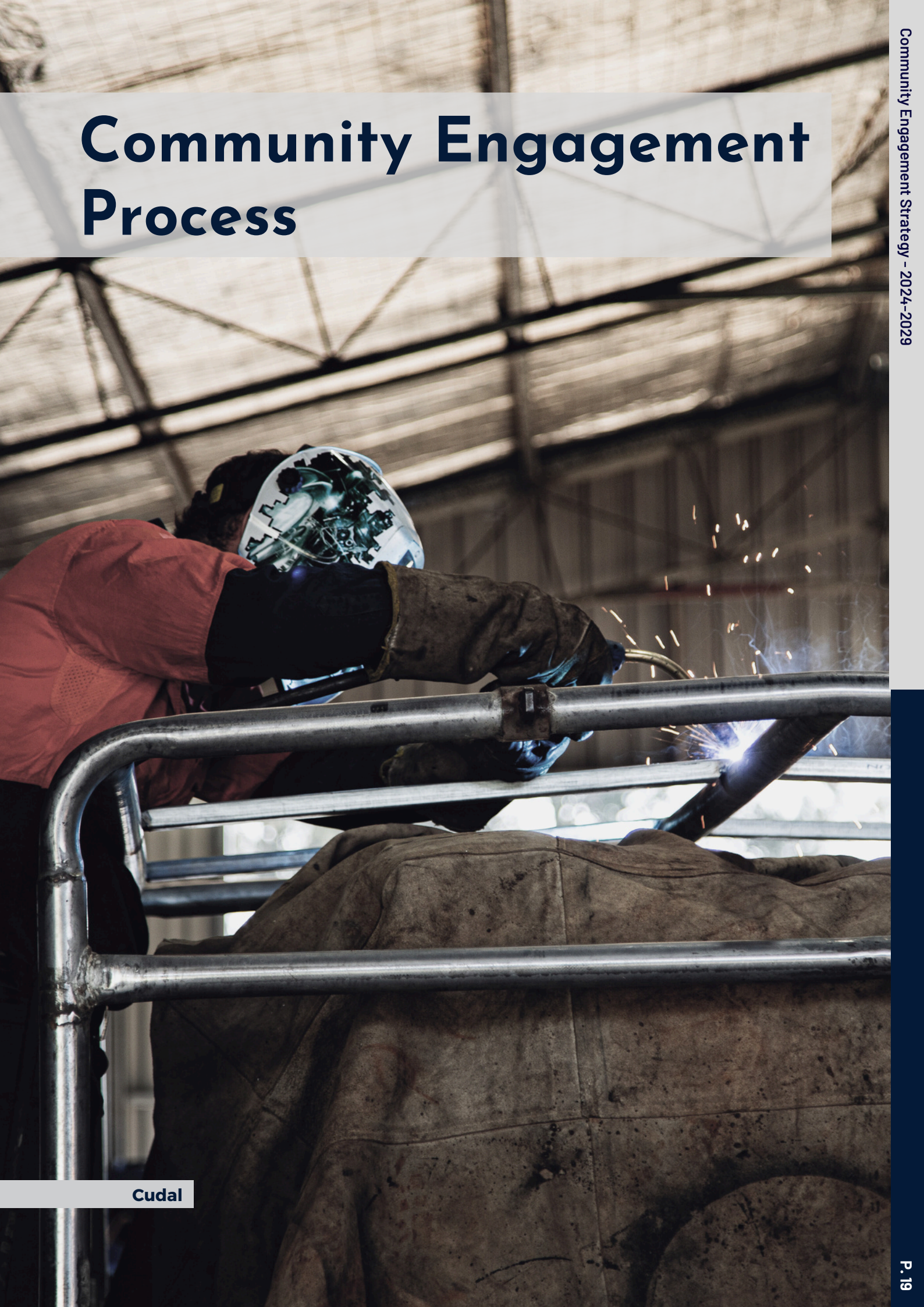
- There is no scope for community input
- Public health and safety are at risk
- An immediate resolution is required
- An initiative involves confidential or commercial information
- Developing or reviewing internal procedures and protocols
- Council is responding to an emergency
- There are legal constraints

When decisions are made without engagement, the community will be informed about why the decision was made, where appropriate.



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Community Engagement Process



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How we engage

Clearly understanding the scope and potential impact of a decision, the type of influence they can have on a decision and being made aware of the outcomes of participating in engagement are the key drivers of participation. These three elements are also what make our engagement meaningful, transparent and accountable.

Our approach is guided by the International Association Public Participation (IAP2) Spectrum of Engagement, which describes five levels of engagement, from 'inform' through to 'empower'.

The table below describes the five levels of the spectrum, the roles of Council and the community and the types of engagement methods that could be used.

Please note, there are many other methods and tools we can use which are detailed later in this document.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Our Goal	To provide balanced and objective information to make our community aware of something that has happened or will happen.	To listen to our community's feedback on options or a potential decision and take their input into account.	To seek input to identify issues, concerns and aspirations to inform decision making and show how that input has informed the decision.	To work with our community to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process	To build the capacity of our community to identify solutions and/or lead change.
Our promise to the community	We will keep you informed.	We will listen to and acknowledge your concerns.	We will work with you to exchange information, ideas and concerns	We will seek advice and innovation from amongst the various stakeholder groups.	We will work with you to implement agreed decisions.
The role of the community	Listen	Contribute	Participate	Partner	Partner or Lead

INCREASING LEVEL OF PUBLIC IMPACT ON THE DECISION



Levels of engagement

The level of engagement is directly related to the complexity of the information needed and the degree of impact an action could have on the community. The higher the impact, the more complex the information, the greater the potential risk and therefore the more engagement is needed.

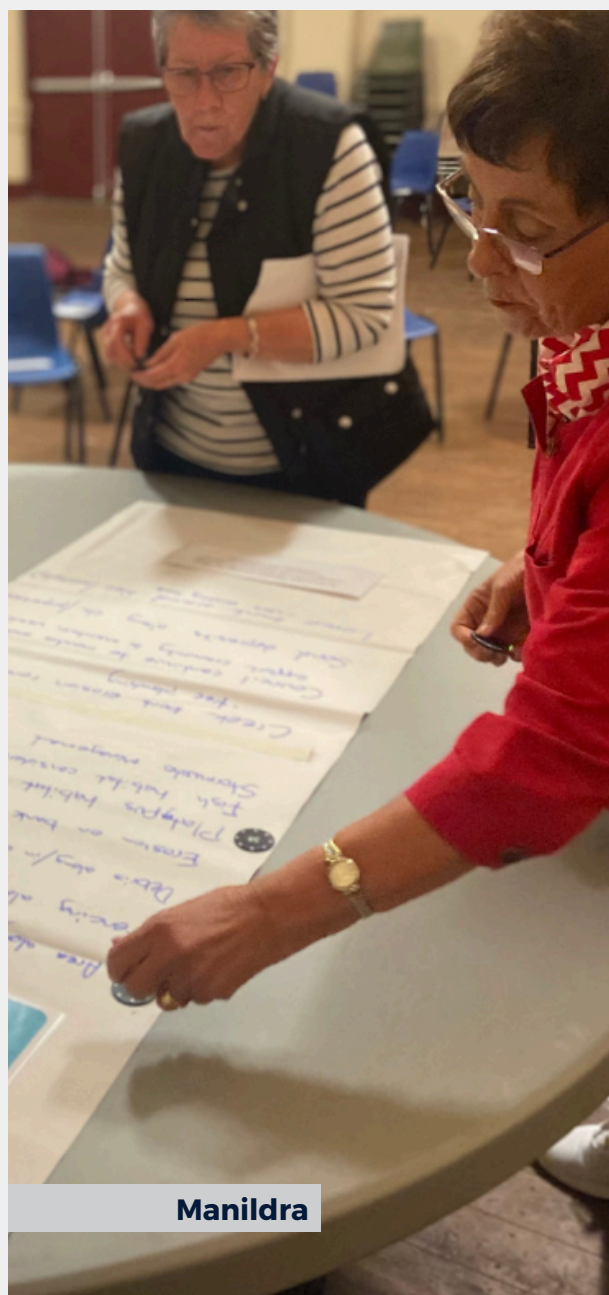
The table on the following page indicates where Council anticipates alignment of different projects or matters against the IAP2 spectrum based on the stage of planning. The selection of the level of engagement is made for each project individually in response to scope and complexity.

We **DELIBERATE THE OPTIONS** for the development of long-term strategic plans, such as the Community Strategic Plan, Council's Delivery Plan, Financial Plan and Asset Management Plans. We will use deliberative engagement practices to develop these plans, working with the community at moderate to high (involve, collaborate and empower) levels of influence and engagement.

DECIDE THE CHANGE is the big picture; developing the strategies that focus and prioritise our resources. Here, we'll work with (involve) or partner with the community (collaborate) to achieve consensus and create solutions. This is when the community can expect to have a moderate to high level of influence on ideas, initiatives and decisions.

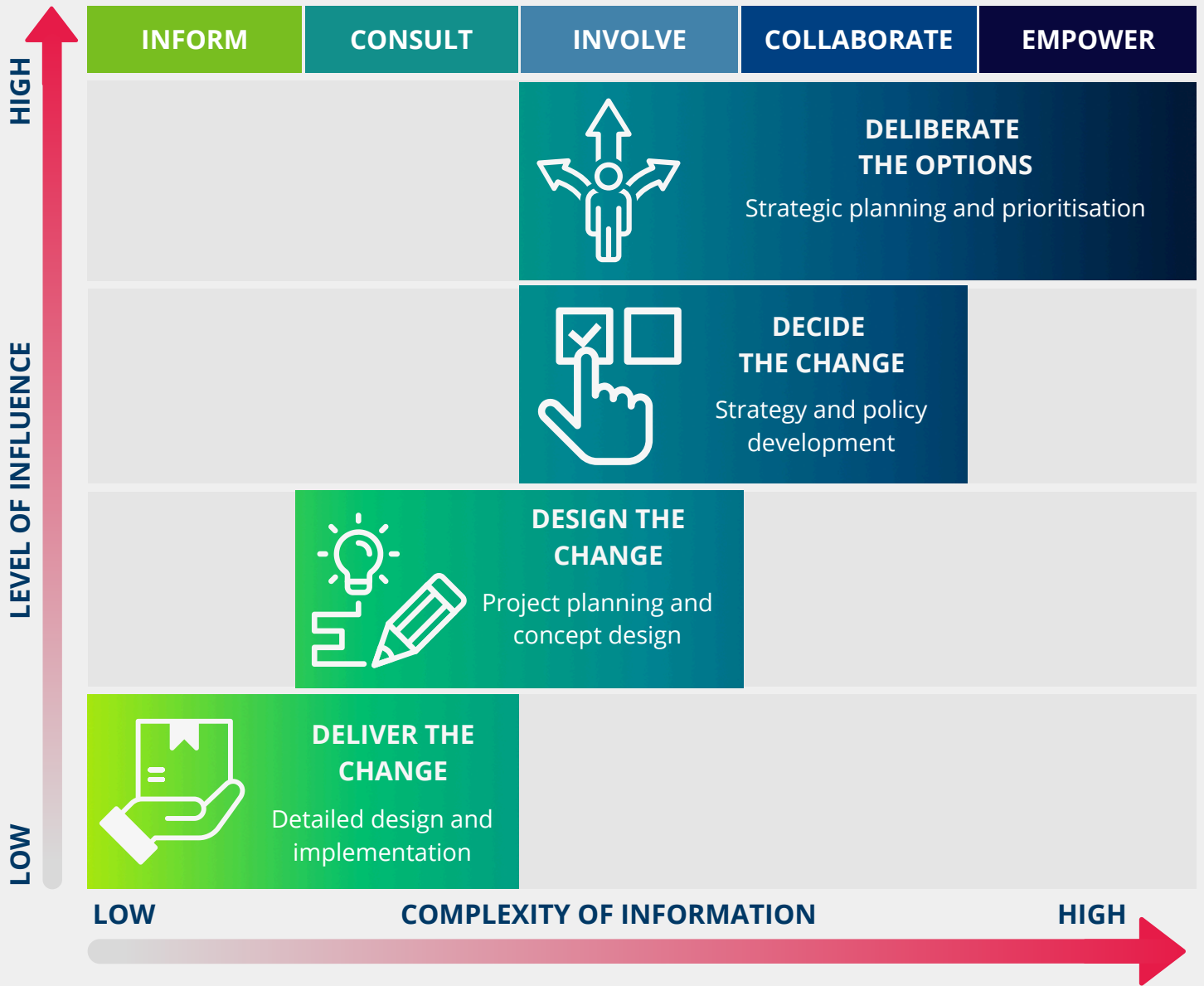
DESIGN THE CHANGE is when we begin planning what an idea or project could look like. Here, we'll seek feedback (consult) and work with people (involve) who are directly affected by the change. The community can expect to have a moderate level of influence.

When it comes time to **DELIVER THE CHANGE**, there may not be much that the community can influence, as many decisions have been made through earlier strategy, policy, or planning decisions. Engagement is mostly seeking feedback (consult) from those most affected or providing information (inform) to our community.



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STAGES OF PLANNING



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Methods of engagement and selection of tools

The below table provides an overview of the standard tools and techniques used for community engagement activities.

Tools are selected to ensure we can capture relevant feedback, meet the needs of participants, and are appropriate to the level of engagement and influence. For example, if the level of engagement is 'collaborate' where participants have a high level of influence, Council may establish working groups and/or advisory committees. These types of tools would not be appropriate at an 'consult' level where participants have limited ability to influence the decision.





Within a single project, different parts of the community or specific stakeholder groups may have different levels of influence and therefore be offered specific opportunities to participate.

	IAP2	LEVEL OF INFLUENCE	EXAMPLE TOOLS AND TECHNIQUES
SPECTRUM	Inform	<ul style="list-style-type: none"> No ability to influence the decision. 	<ul style="list-style-type: none"> Direct mail Newsletter Flyer, poster Signage Social media Website Fact Sheets
	Consult	<ul style="list-style-type: none"> Low level of influence. Usually a requirement for feedback or more information by Council. 	<ul style="list-style-type: none"> Survey Submission Ideas boards Drop in / pop up sessions
	Involve	<ul style="list-style-type: none"> Moderate level of influence. Council and community benefit from an exchange in information 	<ul style="list-style-type: none"> Interviews Workshops Focus groups Community forums Site visits Key stakeholder meetings Progress Meetings
	Collaborate	<ul style="list-style-type: none"> Moderate to high level of influence, decision making still lies with Council. Greater opportunities to influence the project through a planned and longer consultation process. 	<ul style="list-style-type: none"> Enquiry by Design Advisory groups Working groups Deliberative panel
	Empower	<ul style="list-style-type: none"> High level of influence. Decision making is placed in the hands of the public. 	<ul style="list-style-type: none"> Delegated Committees Democratic voting

Communication Channels

Council uses a variety of communication methods and channels to reach the community and support, promote and inform stakeholders around engagement activities.

Council's Media and Social Media Protocols Policy provides guidelines for how Council should act in their communications with external stakeholders through these communication channels. Existing communication Channels include:

CHANNELS	ACTIVITY	FREQUENCY	AUDIENCE
 <p>PUBLICATIONS (PRINT AND ONLINE)</p>	Cabonne Catch-up	<ul style="list-style-type: none"> Monthly in all local newspapers 	<ul style="list-style-type: none"> Ratepayers
	E-Newsletters <ul style="list-style-type: none"> Cabonne Catch-up Business E-news 	<ul style="list-style-type: none"> Monthly Quarterly 	<ul style="list-style-type: none"> Residents Businesses in the Cabonne LGA
	Letterbox drops	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Residents
	Council Business Paper	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Councillors Community Staff
	Operational and financial Reports and other I,P&R reports	<ul style="list-style-type: none"> Quarterly, 6-monthly, yearly, and end of Council term 	<ul style="list-style-type: none"> Councillors Community Staff
 <p>PRINT MEDIA AND BROADCAST</p>	Public Notices	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Community
	Media Releases	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Community
	Mayoral radio spot	<ul style="list-style-type: none"> Fortnightly 	<ul style="list-style-type: none"> Community
 <p>SOCIAL MEDIA</p>	Project updates, events, public notices, business papers, items of community interest <ul style="list-style-type: none"> Cabonne Council - Facebook Discover Cabonne - Facebook Discover Cabonne - Instagram Cabonne Council - LinkedIn 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Residents Ratepayers Businesses in Cabonne Investors Visitors to Cabonne
 <p>WEBSITES</p>	<ul style="list-style-type: none"> Key information about Council's breadth of services, strategic plans, policies, news, events, public notices, business papers, reports etc 	<ul style="list-style-type: none"> Daily As required 	<ul style="list-style-type: none"> Residents Ratepayers Businesses in Cabonne Investors Visitors to Cabonne

Planning the Engagement

Each engagement process is unique and will require a variety of methods to meet the needs of both the community and the circumstances the engagement is looking to inform.

When undertaking community engagement, Council will follow a six-step process:



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A plan will be developed for each engagement that clearly outlines the following:

- The purpose of the engagement
- Background of the engagement project
- The objectives of the engagement
- Roles and responsibilities
- The negotiables and non-negotiables of the project
- The stakeholders to be engaged
- The level of engagement
- The engagement tools to be used
- The communication channels to support the engagement
- Risk management identification
- Budget
- Evaluation, feedback and reporting
- The detail provided in an engagement plan would be relative to the level of community engagement



We deliver our engagement process by talking to the identified stakeholders about the engagement, where they can find out more information, how they can participate, timeframes and how feedback will be acted upon.

In each engagement project, consideration is given to a range of tools currently in use by Council. Different tools are used for different purposes, depending on the subject of the engagement, the community in which we are engaging, the resources available and the breadth of the engagement required.

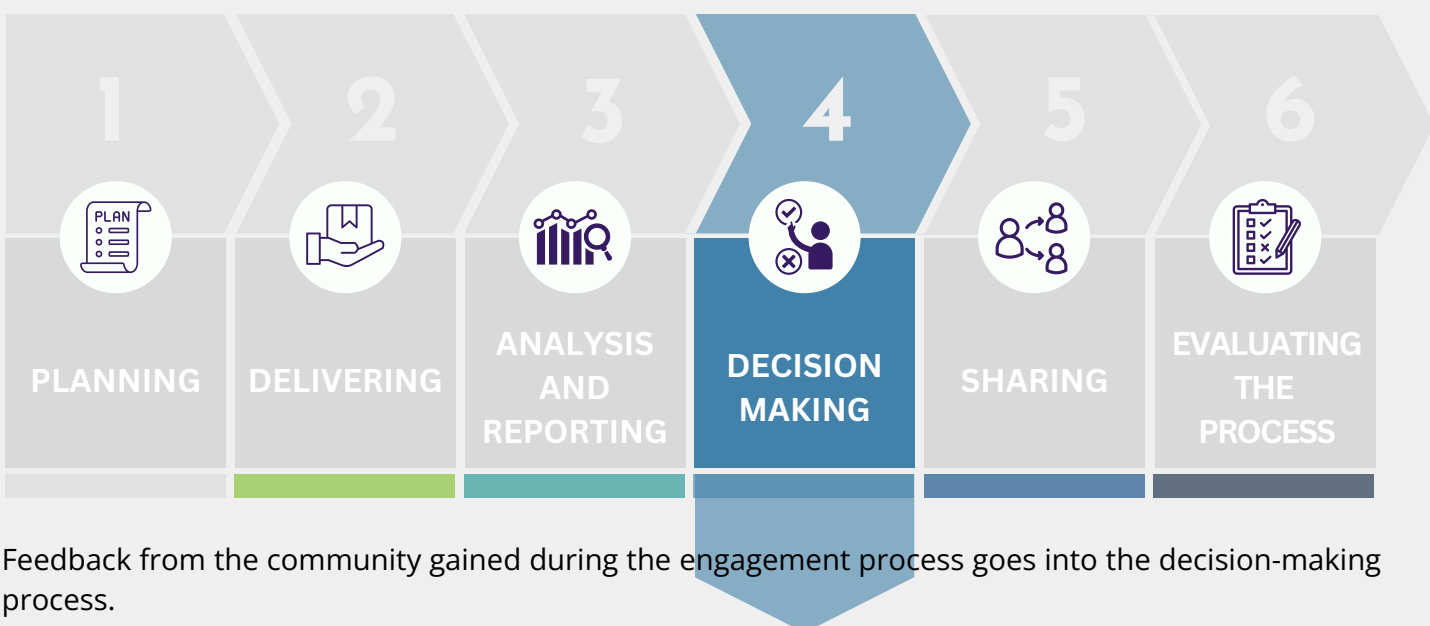
The higher the project is on the spectrum of engagement, the more information needs to be provided to the community to enable the gathering of informed and considered feedback, and tools are selected to encourage a deeper conversation. This is to ensure we gain the appropriate level of information from the community to inform the decision-making process.



All the feedback gained through the engagement activities are reviewed and analysed, and an engagement report is written summarising the feedback and presenting key themes and findings.

The level of detail provided in the report is dependent on the level of engagement determined in the prioritisation stage.

This is presented to our elected Council to inform the decision-making process.



Feedback from the community gained during the engagement process goes into the decision-making process.

Other things to be considered along with the feedback are:

- Budget impacts
- Legislation Council policies and resolutions
- Technical and professional advice
- Economic, environmental social and governance impacts



Information gained through the engagement, and how it has impacted on decision making, will be shared with both those stakeholders who took part in the engagement process and the wider community.

This will be done in a timely and accessible way, so participants understand how their involvement influenced the process and the eventual outcome or decision.



Evaluating engagement is a continuous process, so plans and activities can be adjusted should an aspect not be working well. These lessons learnt will be shared across Council and inform improvements to the process.

Evaluation considerations may include:

- Number of people involved in the process
- Quality and usefulness of the information obtained in the process
- Influence of the engagement on decision making process
- Level to which the engagement objectives were achieved

Evaluation of community engagement activities should take part before, during and after the delivery of activities to ensure they are meeting the needs of the community.

The scope of the evaluation activities will vary depending on the scale of the community engagement activity and the purpose of the evaluation.

Mandatory Engagement



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Mandatory Engagement

Community Engagement in Council's Land- Use Planning and Development Control Activities

Our community and stakeholders are engaged on land use planning and development control matters through formal exhibition periods and the development application notification process.

The EP&A Act 1979 sets out the minimum public exhibition periods for development applications.

The following tables and information set out the exhibition and notification periods for strategic planning documents and development applications, and how the community and stakeholders can make a submission to Council in relation to development application matters.

Development that meets the requirements for neighbour notification is notified to adjoining landowners for the prescribed period.

Publicly exhibited development is development that, in addition to neighbour notification requirements, is advertised in a local newspaper on at least one occasion and available on Council's website for the prescribed period.

DEVELOPMENT ASSESSMENT- MANDATORY MINIMUM 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 on land owned or managed by Council	28-days

*Exclusion of Christmas/New Year period: The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition. This is a requirement under the EP&A Act.

*Submissions with respect to a plan, application or other matter may be made during the minimum period of its public exhibition – If the plan, application or other matter is placed on public exhibition for a specified longer period, submissions may be made during that specified longer period.

COUNCIL PROVIDES INFORMATION ON DEVELOPMENT APPLICATIONS IN TWO WAYS:

1	Where notification is required Council sends written information to surrounding and potentially impacted residents and properties owners.
2	Where notification is required, Council may notify these applications on its website.

Council aims to inform residents, owners and other stakeholders of proposed developments and provide the opportunity for them to have their say through submissions, in accordance with development assessment notification requirements.

HOW ARE DEVELOPMENT APPLICATIONS EXHIBITED?

Where a Development Application or Modification Development Application is required to be publicly exhibited under this plan, the application shall be made available for inspection on the Cabonne Council website commencing from the date on which the public notice was placed in the local newspaper.

Where notification is required Council also sends written information to surrounding and potentially impacted residents and property owners.

Council aims to inform residents, owners and other stakeholders of proposed developments and provide the opportunity for them to have their say through submissions, in accordance with development assessment notification requirements.



Molong

WRITTEN NOTIFICATION

Where notification is required Council also sends written information to surrounding and potentially impacted residents and property owners.

WRITTEN NOTIFICATION*- MANDATORY MINIMUM REQUIREMENTS

1	For buildings of single ownership, notification will be to the building owner
2	Where the identified parcel of land is under more than one ownership (including strata schemes), notification will be sent to all owners for whom Council holds contact information.

*May include electronic written notification

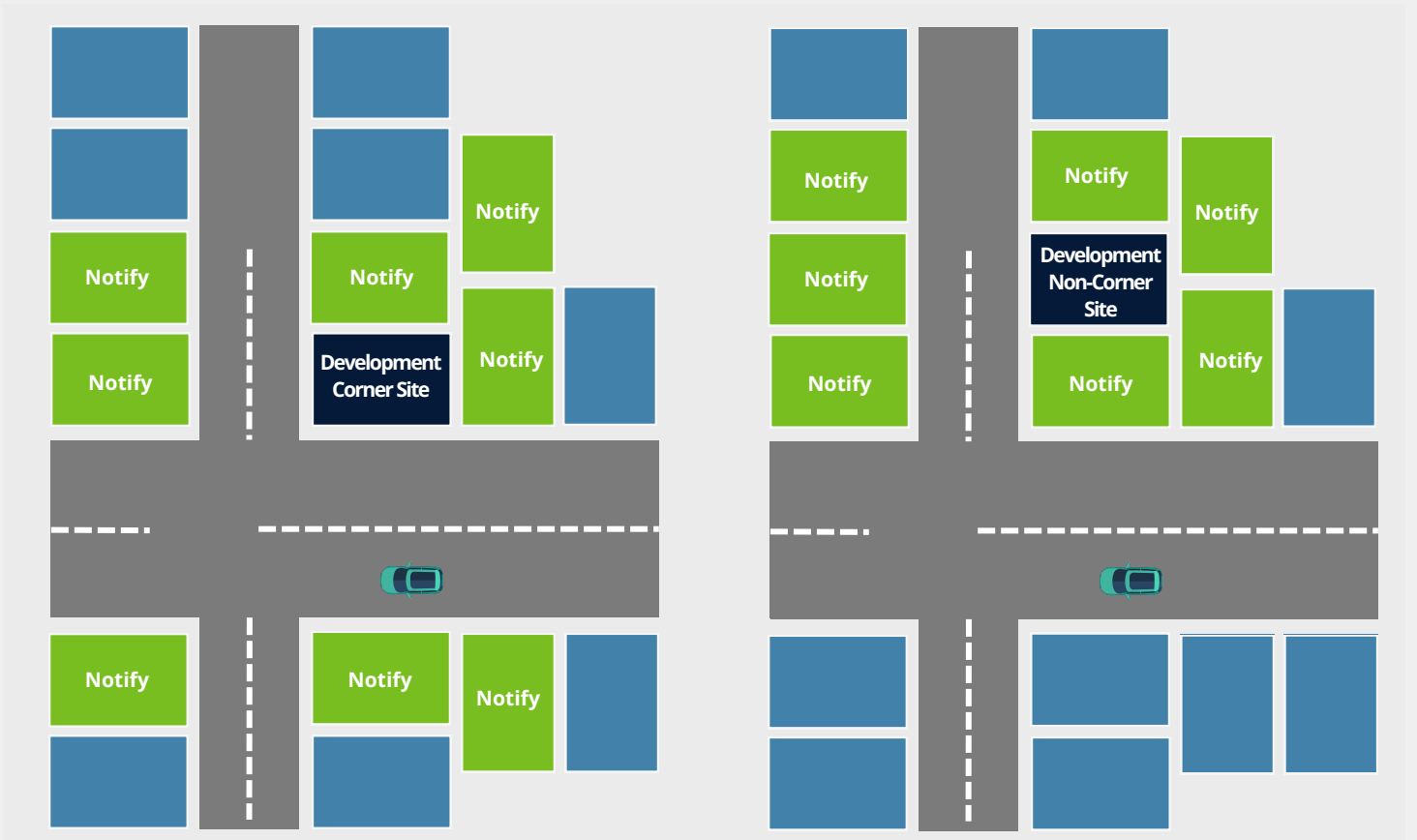
As a minimum written notification will include:

- Identification/description of the relevant parcel of land (lot description and address).
- a description of the proposed development
- where the full application can be viewed
- name of applicant
- the registered number of the application
- the closing date for submissions
- a statement that submissions will be disclosed to any person requesting information under the *Government Information (Public Access) Act 2009*

NEIGHBOUR NOTIFICATIONS

For Development Applications requiring neighbour notification under the plan, written notification of the proposed development will be provided to the owner(s) of land immediately adjoining or adjacent to the subject land (as shown on Council's Property System at the time of notification) including land that is separated from the subject land by a watercourse, road, pathway, driveway, railway or similar thoroughfare.

The diagram below illustrates the approach:



Borenore

DEVELOPMENT APPLICATIONS THAT WILL NOT BE NEIGHBOUR NOTIFIED

Council may not notify a Development Application if the proposal is compliant with all of the legislation and controls in Cabonne Local Environmental Plan 2012, Council's Development Control Plans and Policies (where relevant) and is:

- A single storey dwelling house.
- An addition to a single storey dwelling house and minor external dwelling additions such as an open car port, pergola, or verandah.
- Private swimming pool.
- A detached garage or shed/outbuilding associated with a dwelling house that is behind the building line.
- Any building on land within Zone RU1 Primary Production, Zone RU2 Rural Landscape or Zone RU3 Forestry where the land has an area greater than 5 hectares and/or the building is greater than 150 metres from a boundary with a different owner.
- Subdivision creating less than 3 lots within Zones RU1 Primary Production, Zone RU2 Rural Landscape & RU3 Forestry.
- A boundary adjustment.
- Development considered to have nil or minor impacts on adjoining land owners.

The above exemptions only apply if the proposed development is on a lot that is not a heritage item or adjacent to one.

All other development not identified above will require notification in accordance with this CPP including the abovementioned development types that do not comply with Council's Development Control Plan, and the development, in the opinion of the assessing officer, may have an adverse impact on adjoining properties.

Please note: Council staff may notify an application even though it may satisfy the above requirements if, in the opinion of the assessing officer, the development could result in an adverse impact to an adjoining (or neighbouring) lot it may be notified to adjoining landowners.

AMENDED APPLICATIONS

An applicant may make an amendment to an application at any time prior to the determination of the application.

If the amended application is substantially the same and does not cause a greater impact, then the application will not be renotified.

Where an amended application is deemed to cause a greater or more serious impact it will be renotified in the same manner as the original application and to each person who made a submission to the original application.

APPLICATIONS FOR REVIEW OF A DETERMINATION

An applicant for development consent may request Council to review a determination or decision (whether by way of approval or refusal) within six months of the date of issue of the Notice of Determination under Section 8.2 of the EP&A Act 1979. These applications will be notified as per the requirements of the original development application.

SUBMISSIONS RELATING TO DEVELOPMENT APPLICATIONS OR MODIFICATIONS

Submissions in respect of a Development Application or Modification Development Application that is notified or exhibited must be received by Council within the prescribed period, or within the period as may be deemed appropriate by the Council or its delegated officers.

Public holidays are excluded from this period. The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition or notification.

A submission may be made by any person whether or not that person has been or is entitled to be given notification of the application under the plan.

Submissions must be made in writing and must clearly indicate the name and address of the person making the submission. The submission should relate directly to the application and if the submission is by way of objection, it must state the reasons for objection.

Any submissions received by Council may be:

- Referred to the applicant for consideration
- The subject of freedom of information requests under the Government Information (Public Access) Act 2009
- Included in Council Business Papers (i.e. made public)

ALL SUBMISSIONS MUST BE ADDRESSED TO:

**The General Manager
Cabonne Council
PO Box 17
MOLONG NSW 2866**

Email Council at council@cabonne.nsw.gov.au

Submissions can be dropped at any of Council's offices - Molong, Canowindra and Cudal

CONSIDERATION OF SUBMISSIONS

Where a submission is received in relation to a Development Application or Modification Development Application that has been neighbour notified or exhibited under the plan, and that submission has been received within the period allowed for the making of submissions under the plan, Council must consider that submission prior to the application being determined.

Nothing in the plan prevents Council or its delegated officers from considering a submission that is received outside of the period allowed for making submissions under this plan, provided the application has not already been determined by Council.

The content of any submission received by Council in relation to an application that has been neighbour notified under this plan will be considered in full as part of an assessment report for the application. If the issue(s) raised in the submission cannot be resolved in full as part of the assessment process, the application will be presented at a monthly meeting of the Council. The terms of any submission(s) will be summarised in the assessment report by the authorised officer. Council is not bound to adopt or support a submission when making its determination.

Decisions on publicly exhibited plans and applications will not to be made until after the exhibition period. If a particular matter has different exhibition or notification periods, the longer period will apply.

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:

STRATEGIC DOCUMENTS/PLANS	
DOCUMENT	EXHIBITION REQUIREMENT
Planning Proposal to Amend Local Environmental Plan	28 days, or so determined by the Department of Planning and Environment in the Gateway determination. Due to the minor nature of the Planning Proposal, the Department of Planning and Environment may only require a reduced 14 day notification.
Draft or Amending a Development Control Plan	28 days
Draft Local Strategic Planning Statements	28 days
Community Participation Plans	28 days
Development Contributions Plans	28 days



Spring Terrace

DEVELOPMENT ASSESSMENT NOTIFICATION REQUIREMENTS

DEVELOPMENT TYPE	EXHIBITION REQUIREMENT
Development Application	<p>The following development applications will not be notified:</p> <ul style="list-style-type: none"> • Development outlined in section <i>Development Applications that will not be neighbour notified</i> (P. • Development that in the opinion of the assessing officer, is minor in nature and will not have an adverse impact on adjoining properties. <p>All other development applications will be notified to adjoining landowners for a minimum of 14 days.</p> <p>Major development applications may be advertised in local newspapers at the discretion of Council staff.</p>
Modification of a Development Application 4.55(2)	All 4.55(2) modification will be notified in accordance with the previous development application (if the application was initially notified). Any persons who objected to the development will be notified.
Section 8.2 Review of a Development Application	An application to review the determination of a development application will be notified in accordance with the initial development application.
Designated Development	28 days
Environmental Impact Statement under Division 5.1 of EP&A Act	28 days

- Council is not required to make available for public inspection any part of an application 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.
- The above timeframes are a minimum requirement and may be extended at the discretion of Council officers.

APPLICATIONS FOR MODIFICATION OF DEVELOPMENT CONSENT

Some of Council's planning functions do not have minimum exhibition timeframes. As a matter of course in line with our community participation objectives, we may exhibit documents related to the exercise of these functions and proposals for the timeframes described in the table below

NON-MANDATORY EXHIBITION TIMEFRAMES		
SECTION	TYPE OF MODIFICATION	NOTIFICATION
Section 4.55 (1) OR equivalent Section 4.56 application	Modifications involving minor error, misdescription or miscalculation	No notification
Section 4.55 (1A) OR equivalent Section 4.56 application	Modifications involving minimal environmental impact - Where the proposal is for internal alterations and does not alter or modify the height or external configuration of the building OR Where modifications generate appreciable impacts to surrounding development	4.55 (1A) applications will only be notified if in the opinion of the assessing officer the proposed changes are likely to have additional impact on adjoining properties. If the application is notified, any persons who objected to the initial development will be notified.
Re-exhibition of an amended development application	Where an application is amended prior to determination	It may be re-notified at the discretion of Council staff depending on the scope of the amendments.
Draft Strategic Planning Documents	The notification of local strategic planning documents will depend on the nature of the documents.	All draft strategic planning documents will be notified for a minimum of 14 days, with larger documents being exhibited for up to 28 days.

There may be other proposals not subject to the mandatory exhibition timeframes for which Council 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 Council priority or administrative requirement demands immediate action on proposals that prevents the implementation of our usual community participation process.

Measuring and Reporting



Community Engagement Roles

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



2024-2029 Cabonne Councillors

COUNCILLORS	COMMUNITY	COUNCIL STAFF	COMMUNITY AND ECONOMY TEAM
<p>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.</p>	<p>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.</p>	<p>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.</p> <p>Both Councillors and Council staff are encouraged not to dominate or direct community discussions, nor is it to dismiss the community’s input. Instead, Councillors and staff should allow discussions to move forward in an open, respectful and inclusive way.</p>	<p>Council’s Community and Economy Team work with and advise other skilled staff across the organisation to plan, deliver and evaluate community engagement activities.</p> <p>Council’s Governance and Corporate Strategy team works with the Community and Economy Team to deliver Councils Integrated Planning and Reporting Framework and requirements.</p>

Reporting

Just as we intend to close the loop with our community on how their input has influenced decision making, we will also keep the community informed about the implementation of this strategy and action plan.

We will use a range of channels but the best way to stay up to date with engagement activities is visit www.cabonne.nsw.gov.au/Council/Public-Notices to be kept up to date with current consultations.

We will also ensure that we are meeting the requirements of legislation and our obligations under the Local Government Act 1993 for reporting to our community which includes:

REPORTING TIMEFRAMES

Monthly/Quarterly	<ul style="list-style-type: none"> Councillors provide reports to individual community Progress Meetings on delivery of key projects, issues, and Council actions.
Each quarter	<ul style="list-style-type: none"> Through Council, the quarterly budget review will be tabled. Through Council, the progress of the Operational Plan and Delivery Program will be provided.
Annually	<ul style="list-style-type: none"> The Annual Report will be placed on public display, tabled, and promoted as well as forwarded to the Office of Local Government. Through Council, and following public display, a new Operational Plan and Budget will be adopted.
Mid-Term Reporting	<ul style="list-style-type: none"> Throughout the community, presentations and workshops will be held to report on progress and reconfirm priorities as part of the State of the Shire and Community Strategic Plan engagements.
End of Term Reporting	<ul style="list-style-type: none"> Throughout the community as part of the Checking Issues, the work of the past 4 years of the current term of Council will be presented. Facilitated workshops will review the Community Strategic Plan and the priorities of the Delivery Program so the incoming Council will have an understanding of the Community's preferred future and what it needs to do to help deliver it. The Community Strategic Plan will also be updated with the vision for the Shire spanning at least a 10-year time frame.

Continuous review is an important aspect of this community engagement strategy to ensure the methods being used to communicate with stakeholders are effective, and if not, to apply improvement measures to the future engagement activities.

Measuring Success

Part of a successful engagement plan includes using robust measures to evaluate engagement activities and identify opportunities to improve processes and outcomes.

We measure the success of our engagement activities using a range of quantitative and qualitative metrics, depending on the scope and type of engagement.

Council also regularly monitors and measures how we're tracking as an organisation to engage our community using tools such as feedback forms, community surveys, online analytics to measure elements such as the reach of passive and active stakeholders, the demographic profile of active stakeholders and how data collected during engagement is used to inform decisions.



Nashdale

