



WEDDIN COMMUNITY ENGAGEMENT STRATEGY

Bringing us together

Prepared by

Weddin Shire Council

2024-2028



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Acknowledgement of Country

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Acknowledgement

Weddin Shire Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land on which it operates, respecting Elders past, present and emerging. Council seeks at all times to show respect to all people and cultures whose privilege it has to serve.

‘Weedin’

The name Weddin has its origins in the Wiradjuri word 'Weedin', which means a place to sit, stay or remain, relating to the mountains' status as a place where indigenous youths underwent a period of ceremonial isolation during the course of their initiation

Message from our Council Team

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Weddin Shire Council values and shares the community's passion and pride in the Weddin Shire, and are committed to working together to make better decisions, value and share the community's passion and pride, and are committed to working together to make better decisions.

The Community Engagement Strategy 2024-2028 ('CES'), aims to help Weddin residents and Council's other stakeholders understand how and when Council will engage with them, and how they can have a real say on issues that affect their future.

The CES reflects the demand and services being placed onto local government. This can occur through both legislative changes, growing community expectations and/or market forces. We must ensure that the community and other key stakeholders can positively influence decision-making processes.

The Strategy draws on the enthusiasm of both the elected Council and its Senior Executive Leadership Team, who are determined to deliver better community engagement by applying the latest ideas and techniques within our current means and resources and identifying community engagement as one of Council's priorities. We welcome the experience, imagination and common sense approach of the Weddin community to contribute to Council's work.

The Strategy will be reviewed about every four years. The CES is a requirement of the Integrated Planning and Reporting Framework (IP&R) and will help us engage with the development of the Community Strategy Plan and other related documents.

The Council's Local Participation Plan required under the *Environmental Planning and Assessment Act 1979* is also incorporated as part of our Community Engagement Strategy.

We look forward to engaging with you.

Your New Council



Back (L-R): Cr Jeanne Montgomery, Cr Wezley Makin, Cr John Niven, Cr Simon Rolls, and Cr Chad White
Front (L-R): Cr Michael Neill, Cr Colleen Gorman (Deputy Mayor), Cr Paul Best (Mayor) and Cr Jan Parlett

Our Commitment to Engagement

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1.1 ENGAGEMENT PRINCIPLES

The CES is a guiding framework that sets out a whole-of-Council commitment to community engagement. We will ensure that residents, businesses, community organisations and our key service partners are:

- **Informed** on issues and decisions facing Council that could significantly affect their future.
- Provided **opportunities to have their say**, in a way and at a time that suits them.
- **Encouraged** to make recommendations to Council.
- **Confident** that their views have helped shape our decisions.



WHAT IS COMMUNITY ENGAGEMENT

Community engagement, also known as ‘public participation’, is about involving people in decision making. Community input and participation is crucial for building the Weddin Shire where people want to live, work, and visit

WHY IS IT IMPORTANT

Community engagement provides Council with a better understanding of community views and values, and helps us to make more informed decisions and deliver better services.

WHY IS IT IMPORTANT

This Community Engagement Strategy outlines our approach to engaging with the community and stakeholders. The strategy outlines who, when and how we will engage, and provides transparency and clarity for all community members and stakeholders so that they can understand their role in Council’s decision-making process.

Our Commitment to Engagement

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1.2 LEGISLATIVE REQUIREMENTS

Council must comply with a number of different pieces of legislation which set out when and how we should consult with our community.

Local Government Act 1993

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

NSW councils are required to have a Community Engagement Strategy that applies to all Council projects when developing their Community Strategic Plan as part of the NSW Integrated Planning and Reporting Framework.

Environmental Planning and Assessment Act 1979

All planning authorities such as Councils outline how and when the community will be engaged across planning functions like policy making and assessment.



Our approach to engagement

2.1 KEY PRINCIPLES

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Weddin Shire Council's approach is guided by eight key principles outlined in section 2.23 of the *Environmental Planning and Assessment Act 1979* and IAP2.

BUILDING RELATIONSHIPS

We act in an honest, open, and respectful way to build strong relationships, partnerships, and trust with our stakeholders. We encourage effective and ongoing partnerships with the community to provide meaningful opportunities for participation in decision making.

SOCIAL JUSTICE PRINCIPLES

Engagement is based on social justice principles of access, equity, participation and rights.

RIGHT TO BE INVOLVED

The community has a right and a responsibility to be informed and contribute to their community's future and matters that affect it.

PLAIN LANGUAGE

Information is in plain language, easily accessible and in a form that facilitates community participation and engagement.

ACCESSIBLE AND INCLUSIVE

We actively seek views representative of the community, and we provide a range of engagement activities to ensure that the broadest possible range of stakeholders can participate. Barriers to engagement are identified and measures are put in place to help reduce or overcome these.



Our approach to engagement

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TIMELY AND COORDINATED

Council engages with the community as early as possible to enable community views to be genuinely considered and to provide a framework for ongoing consultation.

TAILORED

Council uses appropriate methods of engagement with regard to a project's significance and likely impact.

EVIDENCE BASED

Decisions are based on evidence-based information and the representative views of the broader community.

TRANSPARENT

We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has been considered.

LEARNING FROM PRACTICE

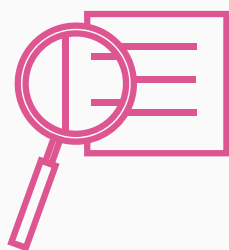
We evaluate our engagement activities and learn from the feedback that has been provided to us.

Our approach to engagement

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Inform	Consult	Involve	Collaborate	Empower
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 the public's 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 preferred solutions.	To place final decision making in the hands of the public/community.
We will keep you informed.	Council will keep the public informed, listened to and acknowledge concerns and provide feedback on how the public input influenced the decision.	Council will work with the public and ensure that their concerns and issues are directly reflected in the alternatives developed and provide feedback on how the public input influenced the decision.	Council will seek direct advice and innovation in formulating solutions and to incorporate community advice and recommendations into the decisions to its possible extent.	Council will implement what the public decide.
<ul style="list-style-type: none"> • Fact Sheets • Websites • Open Houses • Newsletter/Bulletins • Social Media 	<ul style="list-style-type: none"> • Written Submissions • Focus Groups • Surveys • Public Meetings • Social Media 	<ul style="list-style-type: none"> • Workshops • Deliberative Polling • Expert Panels • Forums • Social Media 	<ul style="list-style-type: none"> • Stakeholder Advisory Committees • Participatory Decision making • Social Media 	<ul style="list-style-type: none"> • Citizen Juries • Ballots • Delegated Decisions

This strategy utilises this spectrum by:



Asking project managers to identify and designate how a project's engagement aligns with the spectrum and embedding this alignment into engagement plans.



Seeking greater engagement effort, including implementing the Involve or Collaborate participation status, for projects which have high levels of interest or impact.



Supporting staged engagement processes, which provides a greater opportunity in the early phases of a project to partner with the public and examine alternatives via the Collaborate participation status

Who do we engage with:

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Individuals & Families

- Owner Occupiers
- Renters
- Young People
- Seniors
- Families
- Single People
- Workers
- Commuters
- Visitors



Social Groups

- People from culturally and linguistically diverse backgrounds
- People living with disabilities
- Aboriginal & Torres Strait Islander Peoples
- LGBTQI+



Special Interests Groups

- Progress Associations
- Chambers of Commerce
- Clubs
- Community groups
- People connected by a common interest of place



Institutions & Service Providers

- Schools
- Faith communities
- Non-Government Organisations



Economic Contributors

- Business Owners & Operators
- Development proponents
- No-resident Property Owners



Other levels of Government

- NSW Government
- Australian Government



Internal

- Council Staff
- Councillors

Our approach to engagement

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Inclusive Participation

To ensure everyone in the Weddin community has the opportunity to share their ideas and perspectives through the community engagement process to inform our decision-making.

Council is committed to engaging diverse groups of people, ensuring all voices are heard. It recognises, respects and values differences based on language, ethnicity, age, gender, religion, disability, sexual orientation and other variables that influence personal perspectives and situations. Council understands that different people like to engage in different ways, and what is suitable for one group may not be for others. Council continues to look for ways to identify gaps and find solutions in our community engagement approaches. Inclusive participation Community engagement activities will be sensitively planned for the intended audience and mitigate any barriers including:

- Valuing cultural protocols, knowledge and foster local problem-solving
- Building trust and establishing relationships with diverse communities
- Information and materials provided in languages other than English and in accessible formats
- A variety of engagement methods that is tailored, flexible and appropriate for the specific groups
- Accessible venues and engagement locations
- Provision for assistance where needed to participate, and
- Appropriate time and day for the target groups.

Our approach to engagement

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The engagement process and how it informs decision making

Depending on the project, the final decision-making power is placed with either the community, Councillors, the General Manager, another government agency or a combination of these stakeholders. Throughout the engagement process there are engagement opportunities to influence the decision. Council will clearly explain the level of engagement and influence it is seeking and will make sure it keeps you updated on the progress of its decision. Reasons that may limit one's ability to inform a decision includes safety, State or Federal Government legal requirements or other factors which Council cannot influence. For example, Council will collect comments on behalf of the State Government. When this happens, Council can only forward your comments on.

In other cases, Council is given a target – such as a housing development target over five years – which it cannot change. When this happens, Council can only consider comments about how to meet the target, but not about whether the target itself is right.

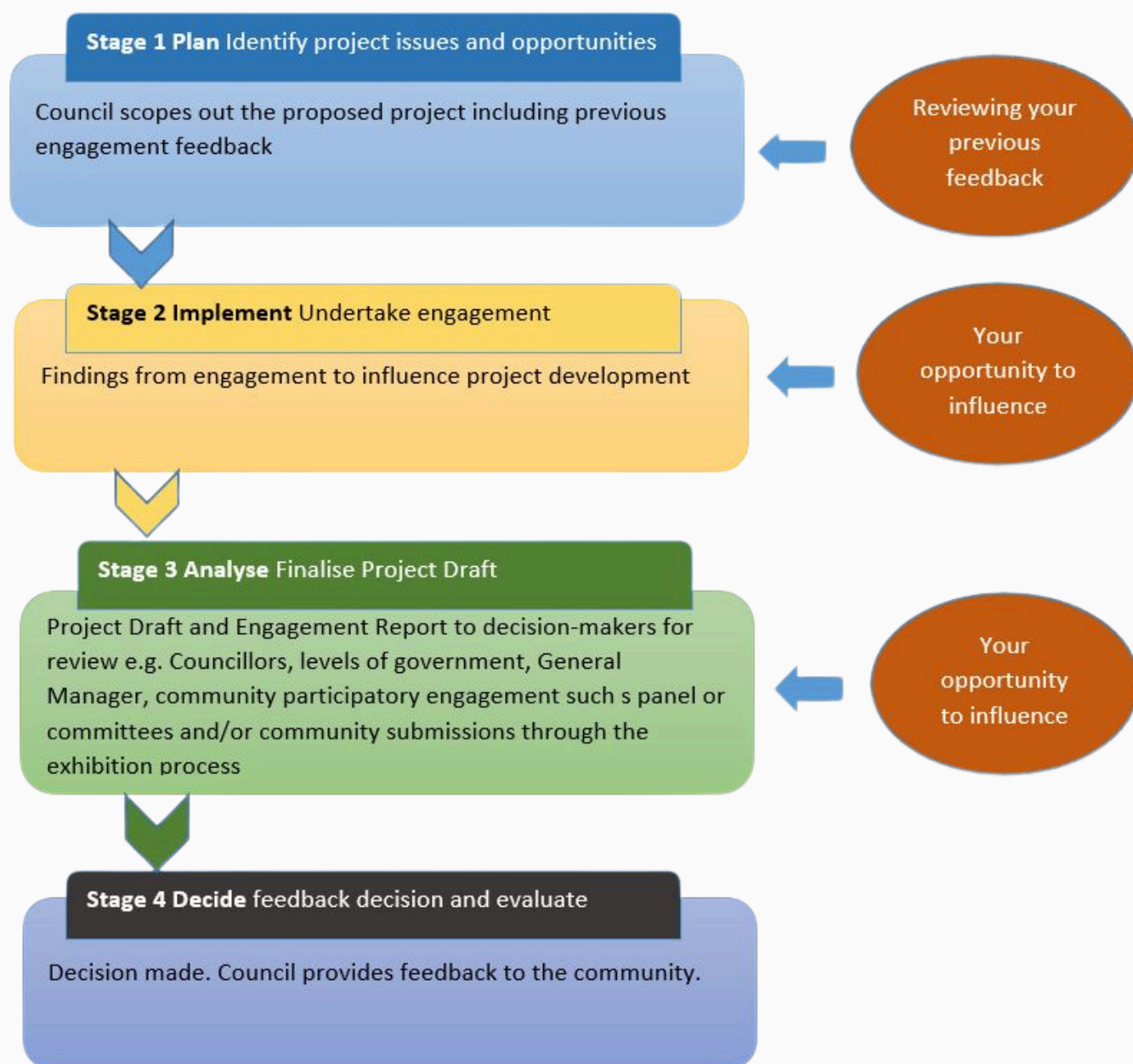
The decision process can be complex. The below diagram highlights the key stages of a decision-making process usually used to prepare a plan, policy, service or strategy. There will be situations where the community can be engaged in a greater detail and other instances when there will be limited to no opportunity to be involved.



Our approach to engagement

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The engagement process and how it informs decision making



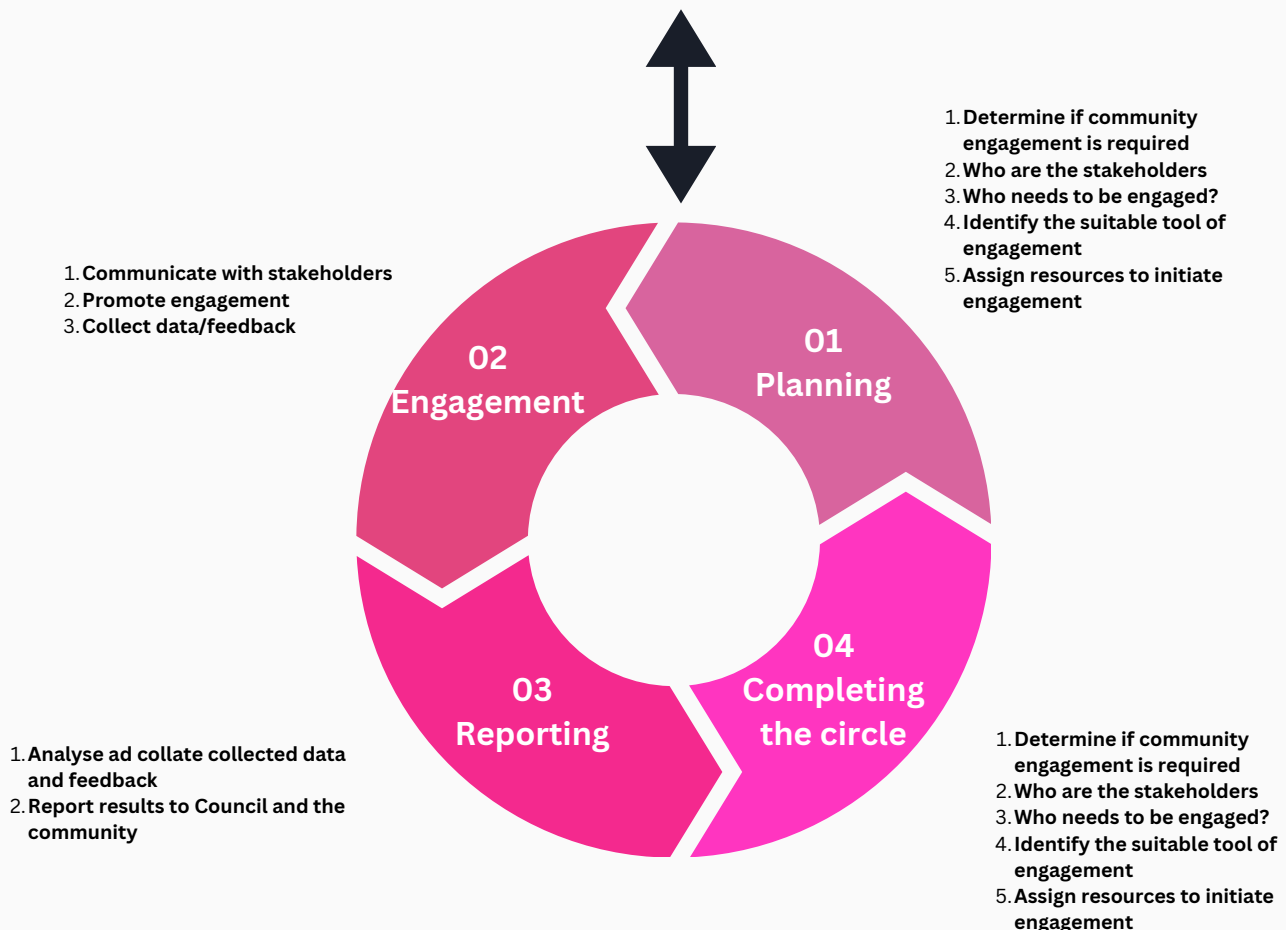
Evaluating and Reporting

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Monitoring and reviewing Council's engagement activities is essential in order to identify areas for improvement and to realise goals more efficiently. Council will use a variety of evaluation and reporting methods to assess and communicate its progress including:

- Reviewing the strategy and policy every four years
- Undertaking a community satisfaction survey bi-annually and reporting these outcomes
- Reviewing participation levels in engagement activities
- Reviewing verbal and written feedback from stakeholders on the effectiveness of our engagement activities
- Quantitative and qualitative information collected
- Reporting on Engagement within Annual Report
- Providing feedback on engagement results

Evaluating outcomes and improve process



Evaluating and Reporting

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Level of engagement required based on impact assessment

When assessing the level of engagement required on any project, the extent of the impact of that project must be considered. The impact may be real or perceived and are classified as follows:

Low impact - region wide

- Not likely to be controversial
- Small scale change over a long period
- Affects the whole region



Low impact - localised

- Localised to one town or locality
- Low cost/funded project
- Small change unlikely to affect the community



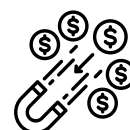
High impact - region wide

- Potential to be controversial
- Large budget projects
- High profile projects
- High community interest
- Impact across multiple town/localities



High impact - localised

- Project or activity likely to cause controversy
- in one area only
- Possibly large budget
- High profile projects
- High community interest



How does Council close the loop?

It is important that Council closes the loop and provides feedback to stakeholders and participants on the outcomes and decisions made. This demonstrates that input is both considered and valued in the decision making process. As levels of engagement will vary from project-to-project feedback may be in the following forms:

- Weddin Shire Council website www.weddin.nsw.gov.au
- Notification to impacted residents / properties
- Through the library or customer services area
- Through electronic digital mail (new Rates newsletter)
- Social media
- Mail out to residents
- Grenfell Community News
- Local Media release



How does it all fit together?

Strategic Planning Framework

All local councils across the state are required to plan and report in line with the NSW Office of Local Government's Integrated Planning and Reporting Framework (IPRF). This "recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, and opportunities for social interaction, opportunities for education and employment, and reliable infrastructure.

The difference lies in how each community responds to these needs. It also recognises that council plans and policies should not exist in isolation and that they are inter-connected. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future."

How does Council close the loop?



The following Council documents form Council's Strategic Planning Framework.

Community Plan

Council's Community Plan is a 'big picture' plan based around the six outcomes our community has told us will improve the Weddin Shire as a place to live, work, invest and visit. These are long term goals and Council cannot deliver them alone – we need to work with State and Federal government, businesses, other organisations and our community to achieve these outcomes together. Our Community Plan not only sets out where we want to be, but also where we are now and how we'll know we're on the right track.

Delivery Program and Operational Plan

Council's Delivery Program, which incorporates our Operational Plan, sets out Council's role in delivering the six outcomes over the four years from 2024-28. It's Council's commitment to our community, and includes the services, activities and projects we will deliver, our annual budget, our detailed works programs and how we will measure our performance to ensure we're delivering the right services, the best way we can.

How does Council close the loop?

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Resourcing Strategy

Council cannot deliver the services the community needs without properly managing our people, our assets and our money. The Resourcing Strategy looks at the key risks and opportunities we're likely to face over the next 10 years, and how they may impact our long-term financial sustainability. It looks at how Council will use its resources and what it will need to do to ensure its assets and workforce are best placed to deliver on its commitments over the next four years.



Roles and Responsibilities

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Community

- Receive and consider information provided by Council related to community engagement projects
- Participate in engagement activities
- Provide valuable and constructive feedback to Council

Councillors

- Responsible for decision making whilst considering community feedback in conjunction with accompanying information such as technical, financial, legislative requirements
- Promote engagement on key strategic plans
- Participate in the development of Integrated Planning and Reporting documents
- Promote partnership between key stakeholders and Council

Contractors

- Deliver engagement activities in line with Council policy and procedures as directed by Council Staff.

Council Staff

- Ensure Council policies and procedures are followed
- Ensure community engagement is carried out as per the policies and procedures approved by Council
- Provide Council with technical, financial and legislative information and reports to assist Council to make informed decisions
- Analyse feedback from community engagement activities and use this information to provide informed recommendations to Council
- Communicate the outcome of decisions made by Council to the Community
- Evaluating the effectiveness of community engagement activities
- Ensuring adequate feedback is relayed to stakeholders and participants in engagement activities

When, what and how Weddin engages

Community engagement should take place at the planning stage of any project or initiative; when a change in service is proposed; activities or infrastructure are being considered; when an issue is raised and requires a decision or when more information or evidence is required.

The trigger for 'when' Council engages with the community may differ between projects and will depend on the complexity and nature of the project, however in most instances, community engagement is likely to be undertaken at multiple stages of a project.

Some examples of When, How and What Council engages include:

- Gathering ideas and identifying issues or opportunities
- Establishing the decision-making criteria
- Developing options/solutions/alternatives
- Evaluating/choosing options/solutions/alternatives
- Validating and providing final endorsement



The following table explains when, what and how Weddin Shire engages with the community about particular plans and strategies, as well as the other work that Council does in this space.

When, what and how Weddin engages

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When	IAP2 Engagement Level	How	What	Exhibition Period
Maintenance and renewal capital works	Inform	Share balanced information on current activities and plans. Take all reasonable steps to ensure stakeholders are advised of Council's proposal	Communicate updates to keep community informed	Council will let relevant stakeholders know at least 14 days in advance of work
Council Plans and Strategies <ul style="list-style-type: none"> • Weddin Mountain • Tourism Strategy • Bike Plan • Cultural Plan • Economic Development Strategy • Heritage Plan 	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity to provide feedback	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	Min 28 days
Environmental Education Programs	Involve and Empower	Share information around adopting sustainable behaviour changes	Directly influence environmentally sustainable behaviour change in the Weddin Shire	Min 28 days
Council's key long-term plans <ul style="list-style-type: none"> • Community Strategic Plan • Delivery Program • Community Engagement Strategy • Local Strategic Planning Statement • Land Use Strategy 	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities/ channels for the community to share their views	Directly reflect community concerns	Min 28 days

When, what and how Weddin engages

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When	IAP2 Engagement Level	How	What	Exhibition Period
Council's Annual Operational Plan and Budget	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities/ channels for the community to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	Min 28 days
New capital works and place making	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities/ channels for the community to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	Council will provide at least 14 days' notice for any engagement opportunities

Implementation Plan

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To achieve Weddin's vision, Council will continue to deliver on its ongoing commitments as listed below. Council have also developed a list of specific actions that it will deliver over the next four years. Council will review these actions regularly to ensure they are on track and adapt and respond to changing circumstances as needed.

1. Best Practice

What	Who	Timeframe
Provide support and strategic advice to project teams to design and deliver meaningful engagement activities.	Community Engagement/Economic Development team	November 2024 onwards
Deliver best-practice engagement that is meaningful, accessible, and appropriate for our diverse communities, which includes: <ul style="list-style-type: none">Translating information when required, avoiding technical jargon, and using simple language in all communications.A variety of engagements methods are used, with both online and face-to-face options provided where possible.	Community Engagement/Economic Development team/ Council	November 2024 onwards
Coordinate engagement activities to avoid multiple concurrent large-scale consultations/public exhibitions, where possible.	Community Engagement/Economic Development team/ Council	January - February 2025
Provide and share information about the outcomes of all engagement activities and the impact on decisions.	Community Engagement/Economic Development team/ Council	February – April 2025
Build internal capacity by providing engagement training for staff, including the IAP2 Framework and educate staff about their responsibilities to comply with legislative requirements and Council policies and practices, including the Community and Stakeholder Engagement Framework.	Community Engagement/Economic Development team	October 2024 onwards
Share engagement and research insights with staff via presentations, documented case studies and the internal publication of data to encourage informed, best-practice decision making.	Community Engagement/Economic Development team	October 2024 onwards

Implementation Plan

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2. Compliance

What	Who	Timeframe
Deliver on commitments outlined in Council strategies, including the Disability Inclusion Action Plan (DIAP).	Community Engagement/Economic Development team / Community Capacity Building team	November - December 2024
Monitor and review compliance with the Community and Stakeholder Engagement Framework.	Community Engagement/Economic Development team	November – December 2024
Implement cost effective engagement strategies and ensure best use of limited engagement resources while meeting legislative requirements.	Community Engagement/Economic Development team/ Council	December 2024

3. Measure and Report

What	Who	Timeframe
Prepare a quarterly community engagement summary report for the Executive and Councillors and an annual summary for the community.	Community Engagement/Economic Development team	December 2024
Conduct a biennial review of all local and neighbourhood centres situated within the Weddin Shire.	Place Services team	Biennial
Conduct an annual community satisfaction survey and maintain or exceed an overall satisfaction rating for opportunity to have a say on key issues.	Community Engagement team/ Council	30 June 2025

Implementation Plan

4. Short Term Actions

What	Who	Timeframe
Rollout the Community and Stakeholder Engagement Framework internally.	Community Engagement/Economic Development team	October 2024
Implement a program to ensure all Council staff are aware of their engagement responsibilities and key documents such as this Strategy.	Community Engagement/Economic Development team	October 2024
Establish an inter-Council network for engagement professionals to share ideas and leverage opportunities.	Community Engagement/Economic Development team	November – December 2024
Enhance relationships with existing groups and networks in Council to promote and target engagement opportunities (e.g. library programs).	Community Engagement/Economic Development team	November – December 2024
Develop and maintain a comprehensive database of all community sector and not-for-profit groups operating in the Weddin Shire.	Community Engagement/Economic Development team	November – December 2024

Implementation Plan

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5. Medium Term Actions

What	Who	Timeframe
Develop a Weddin Shire 'Plan/Strategy' to be approved by Council.	Place Services team	December 2024
Deliver a proactive engagement program – which consists of at least one pop-up engagement activity in each ward every 12 months over the next 4 years.	Community Engagement/Economic Development team with support from Place Services	January - February 2025
Investigate accepting comments received on Council's social media channels as 'formal feedback'.	Community Engagement/Economic Development team	January - February 2025
Investigate improved options to accept verbal submissions on Council's website.	Community Engagement/Economic Development team/ Digital IT team	February - March 2025
Investigate a 'community champion program' to assist with promoting engagement opportunities within different cultural/ religious groups in Weddin.	Community Engagement/Economic Development team/ Community Capacity Building team	March – April 2025
Investigate re-establishing Council's language aide program.	Community Engagement/Economic Development team/ Community Capacity Building team	March – April 2025
Investigate and commit to increased engagement with youth.	Community Engagement/Economic Development team/ Community Capacity Building team	April – May 2025
Investigate and if/where possible, deliver workshops for new and emerging communities to promote knowledge of civic participation opportunities.	Community Engagement/Economic Development team/ Community Capacity Building team	April – May 2025

6. Monitoring and Progress

<p>Monitoring and reviewing Council’s engagement activities is essential in order to identify areas for improvement and to realise goals more efficiently. We will use a variety of evaluation and reporting methods to assess and communicate progress including:</p>	<p>Undertaking annual audits to check progress against our Implementation Plan</p> <ul style="list-style-type: none">• Reviewing this Strategy <u>every four years</u>• Conducting and reporting on the community satisfaction survey annually• Monitoring participation levels in engagement activities• Reviewing verbal and written feedback on engagement effectiveness• Reviewing growth of the Weddin Shire online community• Quarterly executive level reporting to improve visibility of engagement delivery (QBRs)
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Community participation in the planning system

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What is community participation in the planning process and why is it important?

Community local participation is an overarching term covering how we engage the community in our work under the *Environmental Planning & Assessment Act 1979*, including legislative reform, plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision. The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, local government, and State and Commonwealth government agencies.

The community participation in the planning process aims to:

- build community confidence in the planning system
- create a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character
- provide access to community knowledge, ideas and expertise

Community participation in the planning system

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What is the purpose of our Community Participation Plan?

Weddin Shire Community Participation Plan (CPP) is designed to make participation in planning clearer for the Weddin community. It does this by setting out in one place how and when you can participate in the planning system, our functions and different types of proposals. This CPP also establishes our community participation objectives which we use to guide our approach to community engagement.

What functions does the Community Participation Plan apply to?

Policies	Council develops policies that shape interaction with the planning system. These may include policies on developments that require developer contributions or repayment schemes.
Plan making	Strategic planning involves actions for communities which integrates social, environmental and economic factors with the Shires special attributes. These include Planning Proposals such as rezoning's, development control plans and growth plans.
Assessment	Councilor's in a Council Meeting, the General Manager and Director Environmental Services make decisions on a range of developments. When making decisions on these developments, Council considers whether the proposed development is in the public interest and complies with applicable legislation, policies and guidelines.

Community participation in the planning system 29

Who does this Community Participation Plan apply to?

Weddin Shire CPP is a requirement of the *EP&A Act* (see division 2.6 and Schedule 1 of the *EP&A Act*) and applies to the exercise of planning functions by the General Manager (and their delegates and nominees), when exercising consent authority functions on behalf of the Independent Planning Commission under section 4.6 of the *EP&A Act* as well as the planning functions undertaken by Council. The CPP will be reviewed on a periodic basis and does not apply to other NSW planning authorities.

Planning functions

Planning Function	Responsibility	Delegation
Strategic documents such as the Local Strategic Planning Statement and Community Participation Plan.	Endorsed by Council following a public exhibition period.	Director Environmental Services
Preparation of Local Environmental Plans and Development Control Plans.	Endorsed by Council following a public exhibition period.	Director Environmental Services
Determination or modification of development applications.	Director Environmental Services on behalf of the General Manager	General Manager

Our approach to community participation

Council encourages open and inclusive opportunities for community participation in the planning system, planning functions and individual proposals. To achieve this, the engagement approach must be acknowledged being fair with proper and genuine consideration given to community views and concerns.

Community participation in the planning system

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Community participation approach

What	When	How
Review all Development Applications to determine whether they should be placed on public exhibition in a timely manner.	A decision as soon as practical after the application is lodged with Council to commence public exhibition and neighbor notification as appropriate.	Stage 1: Inform Advertisements in the local paper, letter mail outs, our website, social media announcements, emails, information sessions etc as deemed appropriate.
Consult with the community and invite them to provide their views and concerns on a development application or other planning function.	During the public exhibition period, seek views and concerns.	Stage 2: Consult Public exhibition, , one on one engagement, emails and phone calls as deemed appropriate.
Respond to the community's views by addressing concerns raised.	In reaching a decision concerns will be considered, and outline how they have been addressed in the assessment.	Stage 3: Consider Phone calls, emails, opportunities to speak at Council Meetings and targeted consultation as appropriate.
Notification of the community of decisions on proposals and detail how their views were considered in reaching the decision.	In reaching a decision reasons for the decision and how community views were considered will be provided.	Stage 4: Determination Updates to websites, publication of submission reports, letters to submitters. Council provides a "Reason for the Decision" on the consent for each Development Application.

CPP: When, what and how Weddin engages

Exhibitions

A key technique we use to encourage community participation is formal exhibitions. During an exhibition we make available relevant documents that may include a proposed development that we are seeking community input on. In reaching decisions on proposals that have been exhibited, the Council balance's a wide range of factors to ensure that decisions are in the public interest. This includes considering the objects of the *EP&A Act*, the strategic priorities of the Government, the community's input, the land use priorities identified in strategic plans and applicable policies and guidelines.

In line with our community participation objectives. We generally exhibit documents related to the exercise of these functions and proposals for the timeframes described in the tables below:

Mandatory exhibition timeframes

When	IAP2	How	What	Exhibition Period
Council's key land use planning instruments <ul style="list-style-type: none"> Planning Proposals (minor) 	Consult	Ask for community views. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity to provide feedback. The extent of notification will be determined based on a series of considerations including the scale, complexity, nature and potential impact of the planning proposal or instrument.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision Reasons for decisions are provided in the Council Report and through the Department of Planning Industry and Environment's (DPIE) website.	A minimum of 28 days or: (a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period specified, or (b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition
Council's key land use planning instruments <ul style="list-style-type: none"> Development Control Plans Section 7.11 Plans Voluntary Planning Agreements 	Consult	Ask for community views. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to provide feedback. The extent of notification will be determined based on a series of considerations including the scale, complexity, nature and potential impact of the planning proposal or instrument.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	Min 28 days

CPP: When, what and how Weddin engages

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When	IAP2	How	What	Exhibition Period
Council's key land use planning instruments Planning Proposals (major) Development Control Plans (major)	Involve	<p>Involve the community to ensure priorities are reflected in the decision.</p> <p>Provide a range of opportunities/ channels for feedback.</p> <p>The extent of notification will be determined based on a series of considerations including the scale, complexity, nature and potential impact of the planning proposal or instrument.</p>	<p>Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.</p> <p>Reasons for decisions are provided in the Council Report and through the Department of Planning Industry and Environment's (DPIE) website.</p>	<p>A minimum of 28 days or:</p> <p>(a) if a different period of public exhibition is specified in the gateway determination for the proposal—the period specified, or</p> <p>(b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition</p>
Development applications (DAs) other than for complying development, designated development or for State Significant Development (SSD)	Consult	<p>Council will ask for community views about options identified by Council. In addition to minimum statutory provisions, Council will take all reasonable steps to ensure that stakeholders are advised of the opportunity to provide feedback.</p> <p>Council will recognise community views and concerns and ensure that these are reflected as inputs into Council's final decision.</p> <p>Council will also ensure Council's statement of reason for decision is published.</p>	<p>Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision</p> <p>Ensure Council's statement of reason for decision is published.</p>	14 days

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When	IAP2	How	What	Exhibition Period
Application for modification of development consent	Consult	<p>Council will ask for community views about options identified by Council. In addition to minimum statutory provisions, Council will take all reasonable steps to ensure that stakeholders are advised of the opportunity to provide feedback. Council will recognise community views and concerns and ensure that these are reflected as inputs into Council's final decision.</p> <p>Council will also ensure Council's statement of reason for decision is published.</p>	<p>Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision Ensure Council's statement of reason for decision is published.</p>	<p>Usually not less than 14 days unless the proposed modification is to correct anomalies or will have minimal environmental impact</p>
Re-exhibition of any amended development application	Consult	<p>Council will ask for community views about options identified by Council. In addition to minimum statutory provisions, Council will take all reasonable steps to ensure that stakeholders are advised of the opportunity to provide feedback. Council will recognise community views and concerns and ensure that these are reflected as inputs into Council's final decision.</p> <p>Council will also ensure Council's statement of reason for decision is published.</p>	<p>Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision Ensure Council's statement of reason for decision is published.</p>	<p>Council may re-exhibit an amended application at its discretion dependent on the:</p> <ul style="list-style-type: none"> • extent it differs from the original application • environmental impact • effect on local amenity

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Non-mandatory exhibition timeframes

Draft Legislation, regulation, policies and guidelines	28 days based on the urgency, scale and nature of the proposal
Application for development consent (other than for complying development certificate, for designated	14 days
Notification to all landowners considered to be impacted by the Development Application	14 days for Residential 28 days for Commercial
Application for modification of development consent that is required to be publicly exhibited by the regulations	In the same manner as the original development application unless varied.
Advertisement if deemed to be of significant public	At next available edition local paper as part of consultation tools used
Integrated and Advertised Development	28 days
State Environmental Planning Policies(SEPPs)	Discretionary based on the urgency, scale and nature of the proposal

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Key points to note about public exhibitions

- A public authority is not required to make available for public inspection any part of an environmental impact statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.
- Timeframes are in calendar days and include weekends.
- If the exhibition period is due to close on a weekend or public holiday, we may extend the exhibition to the first work day.
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

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Making a submission

It is important that submissions only contain information relevant to the development or planning proposal. Council officers are required to assess proposals on planning grounds identified in relevant legislation. Issues such as a moral objection, commercial competition or personal circumstance of an applicant or objector are excluded from Council's assessment. A submission must:

- Clearly identify the matter to which the submission relates
- State the grounds for any support or objection expressed in the submission
- Include appropriate contact details

Late submissions may be considered at Council's discretion up to a determination being made.





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