

Community Engagement Strategy 2026



NARRABRI SHIRE
DISCOVER THE POTENTIAL



PLANNING
OUR POTENTIAL

DISCLAIMER

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DOCUMENT CONTROL

Issue	Revision	Date	Description	Resolution
Draft	1.1	June 2021	Review and Update	
Draft	1.2	October 2021	Review and Update	
Draft	1.3	January 2022	Adopted	MINUTE 202/2021

Council's Values and Statements

Values

Narrabri Shire Council's Values (ILCARE) are at the very core of what we do and help build and maintain our family friendly, cohesive, and progressive culture.

Our values guide our behaviour, how we go about our work, how we engage with each other and our customers, the choices we make and how we spend our time. Our values should be reflected in our everyday actions and decisions and by all employees, regardless of their position and whether with us for a short or long-term career.

Integrity	Ensuring transparency and honesty in all our activities.
Leadership	Providing guidance and direction to our community and our people.
Customer Focus	Delivering prompt, courteous, and helpful services and being responsive to the community's changing needs.
Accountability	Accepting our responsibility for the provision of quality services and information.
Respect	Treating everyone with courtesy dignity and fairness.
Excellence	Being recognised for providing services, programs, and information which consistently meet and exceeds standards.

Vision

"Narrabri Shire will be a strong and vibrant regional growth centre providing a quality living environment for the entire Shire community."

Acknowledgement Of Country

"Narrabri Shire Council acknowledges and pays respect to the Kamilaroi people and their Elders, both past and present, as Traditional custodians of the land which Narrabri Shire Council operations are conducted."

The Narrabri Shire has a rich history of culture and Council is stepping toward endeavours to unite the Community in preserving the unique heritage and celebrating our community diversities.

Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony."

Adopted by Narrabri Shire Council in July 2016.

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Introduction

When we talk about “Community Engagement” in a local government context we are describing the activities that support the interactive relationships between Council and its stakeholders. Stakeholders include ratepayers, residents, service providers, business owners, workers, and visitors.

Community engagement can range from simple information sharing and promotion of activities through to encouraging debate on local issues. It is a way Council can continually build on and strengthen its ties with the community and raise a more positive working culture with its constituents. Community engagement supports the local democratic processes by encouraging an interest in local issues and keeping people well-informed on local and regional issues. It fosters a greater understanding within the community of the roles of Council and how they can be involved in shaping their community.

The success, effectiveness and community ownership of the Community Strategic Plan relies on effective community engagement. In particular, the way that information on issues, impacts and possible solutions are presented to the community. In developing this Community Engagement Strategy, Council has considered how to engage with sectors of the community whose voice has been traditionally not “easy to hear” through normal consultation processes. New innovative techniques will be incorporated into the engagement process to capture the interest of groups not normally engaged with Council. Council will be moving community engagement to become core business as part of planning for projects and strategies.

The Strategy will provide the guidelines not only for the community consultation for the Community Strategic Plan but will encourage continued engagement activities into the future - keeping the community informed with progress and keeping communication channels open.

Background

This Community Engagement Strategy outlines how Council will conduct all engagement with the community throughout all aspects of operations. The Community Engagement Strategy will also outline engagement to be undertaken to develop the next Community Strategic Plan for the Narrabri Shire, as well as additional plans and strategies thereafter.

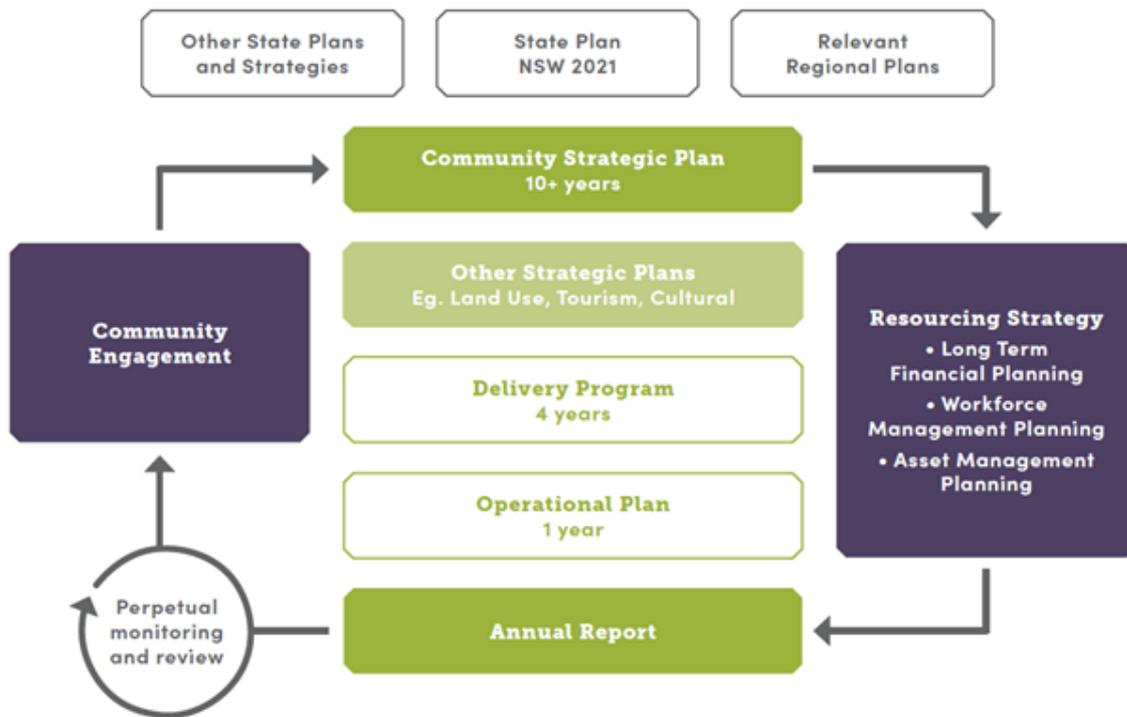
For all engagement requirements legislated under the *Environment Planning and Assessment Act 1979*, the Community Engagement Strategy is to be used in consultation with Council's Community Participation Plan (which can be found on Council's website and at **Appendix 3**).

In 2009 the NSW Government introduced a new integrated planning and reporting framework for NSW Local Government. This was imbedded into the *Local Government Act of 1993*. These reforms replaced the former Management Plan and Social Plan with an integrated framework. It also included a new requirement for a new long-term Community Strategic Plan setting out the community's vision over a longer period.

The Community Strategic Plan outlines the community's long-term vision for the future over a period of 10 years. This document is the foundation document that feeds into Council's Integrated Planning and Reporting. Additional documents in this suite include:

- **Delivery Program** - What Council will do over a four-year Council term to work towards the vision set out in the Community Strategic Plan.
- **Annual Operational Plan** - What Council will do in the current financial year including Council's Budget and Revenue Policy.
- **Resourcing Strategy** - What resources are available to Council to implement the Community Strategic Plan. This includes the:
 - Asset Management Strategy and Asset Management Plans.
 - Long-Term Financial Plan
 - Workforce Management Plan
- **Annual Report** - Reports to the community on how Council has met its strategic objectives set out in the Annual Operational Plan.

Integrated Planning and Reporting Framework



Legislative Requirements

The *Local Government Act 1993* and the *Local Government (General) Regulations 2005* outline the requirements for all NSW councils Integrated Planning and Reporting Framework (IPR Framework). Narrabri Shire Council adopted its IPR Framework in 2011. This includes a suite of integrated plans that set out a vision and goals, and strategic actions to achieve them. It involves a reporting structure to communicate progress to council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant. The IPR Framework's primary suite of documents consists of the Community Strategic Plan, the Resourcing Strategy, the Delivery Program and the Operational Plan.

Pursuant to section 402 of the *Local Government Act 1993* each local government area must have a Community Strategic Plan that has been developed and endorsed by Council. A Community Strategic Plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a minimum period of 10 years from when the plan is endorsed.

A Community Strategic Plan establishes strategic objectives together with strategies for achieving those objectives.

Council must ensure that the Community Strategic Plan:

- addresses civic leadership, social, environmental, and economic issues in an integrated manner,
- is based on social justice principles of equity, access, participation, and rights,
- is adequately informed by relevant information relating to civic leadership, social, environmental, and economic issues,
- is developed having due regard to the State Government's State Plan and other relevant State and Regional plans.

Council must establish and implement its Community Engagement Strategy, based on social justice principles, for engagement with the local community when developing the Community Strategic Plan.

Following an ordinary election of Councillors, a council must review its Community Strategic Plan before 30 June following the election. A council may endorse the existing plan, endorse amendments to the existing plan or develop and endorse a new Community Strategic Plan, as appropriate to ensure that the area has a community strategic plan covering at least the next 10 years.

A draft Community Strategic Plan or amendment of a Community Strategic Plan must be placed on public exhibition for a period of at least 28 days, and submissions received must be considered by the council before the plan or amendment is endorsed by the council.

Legislated Principles

The principles for NSW councils are established in Chapter 3 of the *Local Government Act 1993* and are aimed at enabling councils to carry out their functions in a way that facilitates strong, healthy, and prosperous local communities. These principles guide councils to:

- provide strong and effective representation, leadership, planning and decision-making;
- carry out functions in a way that provides the best possible value for residents and ratepayers;
- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community;
- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements;
- work co-operatively with other councils and the State government to achieve desired outcomes for the local community;
- manage lands and other assets so that current and future local community needs can be met in an affordable way;
- work with others to secure appropriate services for local community needs;
- act fairly, ethically and without bias in the interests of the local community; and
- be responsible employers and provide a consultative and supportive working environment for staff.

Additional legislated principles are outlined in Chapter 3 of the *Local Government Act 1993* to ensure councils exercise sound decision making and financial management.

Pursuant to section 8C of the *Local Government Act 1993*, Council's IPR Framework should:

- identify and prioritise key local community needs and aspirations and consider regional priorities;
- identify strategic goals to meet those needs and aspirations;
- develop activities, and prioritise actions, to work towards the strategic goals;
- ensure that the strategic goals and activities to work towards them may be achieved within council resources;
- regularly review and evaluate progress towards achieving strategic goals;
- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals;
- collaborate with others to maximise achievement of strategic goals;
- manage risks to the local community or area or to the council effectively and proactively; and
- make appropriate evidence-based adaptations to meet changing needs and circumstances.

The IPR cycle coincides with NSW local government's election terms (four years terms)¹, with reviews commencing at the end of a council term. The review process consists of:

- A State of the Shire Report from the outgoing council to the incoming on the implementation and effectiveness of the Delivery Program in achieving the objectives outlined in the Community Strategic Plan.
- A review of the information that informed the original Community Strategic Plan.
- A Community Engagement Strategy prepared and implemented by Council, identifying relevant stakeholder groups within the community and outline the methods that will be used to engage each group.

¹ In 2020, due to the extenuating circumstances caused by the COVID-19 Pandemic, the NSW Government postponed local government elections by 12 months to December 2021. This extended the current council term and IPR cycle to five years (2016 to 2021) and shortened the next council term and IPR cycle to three years (2021 to 2024). The standard four-year council term and IPR cycle will resume from 2024.

Why Community Engagement?

The International Association for Public Participation (IAP2) defines Community Engagement as:

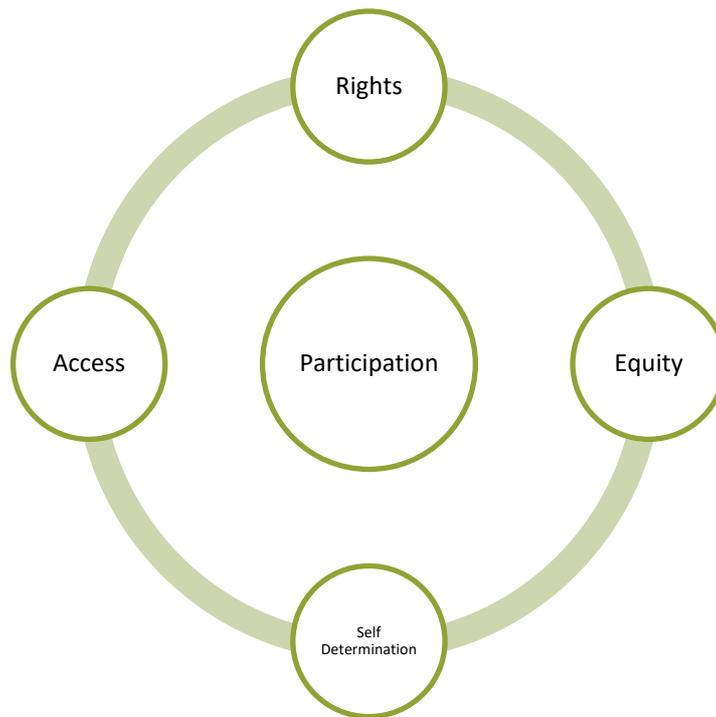
“Any process that involves the community in problem-solving or decision-making and uses community input to make better decisions.”

Narrabri Shire Council recognises the importance and benefits of involving the community in decision-making processes. This is especially important when developing a long-term strategic vision for the community. The success of the Community Strategic Plan and subsequent plans and strategies relies on the community feeling they have ownership and influence over how their Shire is shaped in the future.

It is important to remember that the level of participation from the community in decision-making should be proportionate to the impact of the decision being made. Therefore, higher-level long-term decisions that will have a larger impact on the community should have a higher degree of community participation in their development.

Community engagement will focus on “bigger picture” items for the Shire and not the day-to-day operations of Council. As a minimum, Council will identify and engage with relevant stakeholder groups. For increased success, Council will engage with those community members who may not normally have a voice. Using social justice principles, Council will target those groups which are harder to reach and endeavor to keep them informed throughout the process. It is important to accept and respect that some community members will have no interest in taking part in this process. However, Council will ensure that if they wish to become involved, they can get involved.

Social Justice Framework



Successful community engagement offers members of the community an opportunity to have their values, interests, needs, and desires incorporated into decisions that affect their lives. It also encourages the public to provide more meaningful input into the decision-making process.

Through its community engagement, Council will strive to implement best practice guidelines developed by IAP2 to ensure engagement is genuine and inclusive.

IAP2's core values for public participation:

- Are based on the belief that those who are affected by a decision have the right to be involved in the decision-making process;
- Include the promise that the public's contribution will influence the decision;
- Seeks out and facilitates the involvement of those potentially affected by or interest in a decision;
- Provides participants with the information they need to participate in a meaningful way; and,
- Communicates how their input affected the decision made.

The framework is not intended to prescribe exactly how a community should be engaged with. Rather it provides an outline for the community engagement process to assist organisations, such as Council, to plan and conduct effective engagement initiatives.

Determining the Level of Impact

The first step in Council’s community engagement process is to determine the level of community input that is required based on the level of impact that the issue, plan or project has. Council’s staff have the capacity to judge the level of impact and therefore determine the appropriate level of community engagement and participation.

The following table outlines the four (4) levels of impact that any issues, plans or projects, that Council is involved, are likely to fall into:

	Shire-Wide	Local
High	<p>Level 1 High, Shire-Wide Impact</p> <p>High level of real or perceived impact or risk across the Narrabri Shire. This may include any impact on health, safety, or wellbeing of residents.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Council’s Community Strategic Plan. • Removal of a facility or service that caters for the whole Shire. 	<p>Level 2 High, Local Impact</p> <p>High level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Facilities Management Plan. • Re-development of a sports ground. • Local street closure.
Low	<p>Level 3 Low, Shire-Wide Impact</p> <p>Lower level of real or perceived impact or risk across the Narrabri Shire.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Changes to Council’s Customer Service processes. • Satisfaction Survey. 	<p>Level 4 Low, Local Impact</p> <p>Lower level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service.</p> <p>Example:</p> <ul style="list-style-type: none"> • Local street upgrade. • Playground or park upgrade. • Changes to a local program or event (such as time or location).

Determining the Level of Engagement

Council will work with the IAP2 Public Participation Spectrum to identify the possible methods of consultation and the level of impact the community would have on decision-making. Types of engagement include: Inform, Consult, Involve, Collaborate and Empower. At a minimum, it is anticipated that all of Council's engagement initiatives will need to inform, however Councils have been advised that they should aim their engagement activities to the COLLABORATE level for the greatest success.

COLLABORATE will be the most significant part of any engagement. It involves working with key stakeholders and the community to find solutions and alternatives. This stage comes after all the information is sought through the CONSULT and INVOLVE stages to ensure issues are well understood. This spectrum will be used as the basis of all Council Community Engagement activities as well as Council's Communications Strategy.

IAP2 Public Participation Spectrum



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Purpose	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and active solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns, aspirations and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide (with regard to legal, financial and ethical considerations).
Role of Community	Listen	Contribute	Participate	Partner	Lead
Example Techniques	<ul style="list-style-type: none"> • Fact sheets • Education programs 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberative polling 	<ul style="list-style-type: none"> • Advisory Committees • Consensus building 	<ul style="list-style-type: none"> • Community lead initiatives and programs

Objectives of Community Engagement

Council has some clear objectives to be undertaken through its community engagement activities as well as fulfilling its legislative requirements. These include:

- Involve the community in the review of the current Community Strategic Plan;
- Involve the community in the development of a reviewed Community Strategic Plan for the next 10 years understanding their needs, aspirations and expected levels of service;
- Educate the community on the Integrated Planning and Reporting Framework, their role in its success and how they can have an influence;
- Provide a framework for a coordinated, well planned approach to engagement that is genuine, inclusive and meets the needs of a range of stakeholders; and,
- Build strong ongoing relationships between Council and the Community.

IAP2 Community Engagement Procedure



Demographic Information - Our Community

To communicate effectively Council must understand its community. The Australian Bureau of Statistics estimated the Narrabri Shire population to be 13,084 as of 2016, with a median age of 39. 49.9% of the population identified as male and 50.1% identified as female. 12.2% of the population identified as being of Aboriginal or Torres Strait Islander descent.

Map: Locality Boundaries (by Suburb – SSC)

Narrabri Shire is situated within the Namoi River Valley in North West NSW. The Shire has an area of 13,031 square kilometres and extends from the Nandewar Range in the east, west across the Lower Namoi River floodplain.

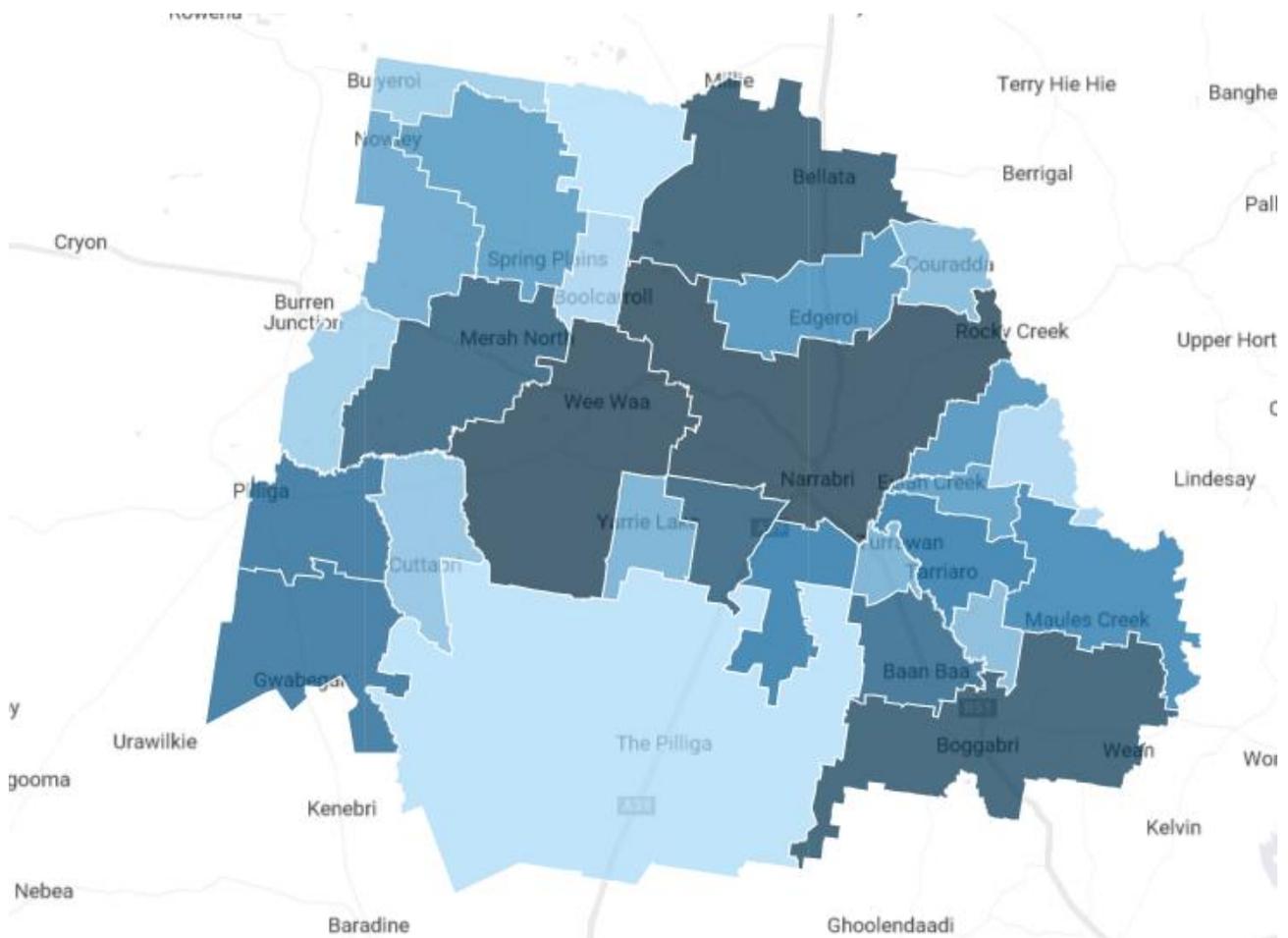


Table: Population and Dwellings by Locality²

Locality (Suburb – SSC)	Population		Age Distribution		Aboriginal and Torres Strait Islander	Private Dwellings
	No.	% of Shire	0-14 years	65+ years		
Narrabri	7,606	57.55%	20.9%	17.4%	11.8%	3,408
Wee Waa	2,080	15.74%	23.2%	16.9%	16.8%	943
Boggabri	1,130 ³	8.55%	18.4%	21.6%	11.3%	584
Bellata	350 ⁴	2.65%	25.1%	16.9%	8.9%	144
Pilliga	217 ⁵	1.64%	24.8%	18.5%	25.4%	126
Merah North	186	1.41%	21.9%	10.4%	9.6%	71
Bohena Creek	167	1.26%	16.2%	20.3%	9.1%	63
Baan Baa	163	1.23%	21.1%	15.7%	6.6%	85
Gwabegar	162	1.23%	18.0%	25.7%	25.8%	76
Jacks Creek	135	1.02%	17.5%	24.8%	3.1%	64
Tarriaro	116	0.88%	24.8%	23.1%	0.0%	49
Maules Creek	113	0.85%	21.6%	14.7%	2.7%	62
Edgeroi	109	0.82%	*	*	*	59
Bullawa Creek	108	0.82%	*	*	*	42
Eulah Creek	76	0.58%	*	*	*	33
Spring Plains	75	0.57%	*	*	*	30
Turrawan	72	0.54%	*	*	*	72
Nowley	70	0.53%	*	*	*	22
Yarrie Lake	65	0.49%	*	*	*	30
Couradda	54	0.41%	*	*	*	21
Harparary	45	0.34%	*	*	*	14
Cuttabri	43	0.33%	*	*	*	26
Wean	25	0.19%	*	*	*	9
Bulyeroi	15	0.11%	*	*	*	3
Drildool	15	0.11%	*	*	*	9
Boolcarrol	14	0.11%	*	*	*	3
Kaputar	6	0.05%	*	*	*	7
Total	13,217 ⁶	100%	21.30%	17.60%	12.20%	6,055

² Australian Bureau of Statistics Narrabri Shire (A), 2016 Census

³ Of which, an estimated 1,115 live within the Narrabri Shire Local Government Area boundary.

⁴ Of which, an estimated 312 live within the Narrabri Shire Local Government Area boundary.

⁵ Of which, an estimated 162 live within the Narrabri Shire Local Government Area boundary.

⁶ Note: Suburb population data does not always precisely correlate with an LGA's data and therefore the total of all suburbs' populations exceeds the LGAs estimated population.

Communication Considerations

Due to the broad spread of the Shire's population, with over 5,611 residents estimated to be living in a town or village external to the strategic centre of Narrabri, Council needs to ensure its communications reach the targeted audience in a timely manner.

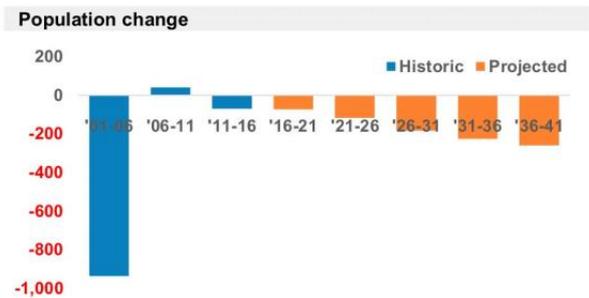
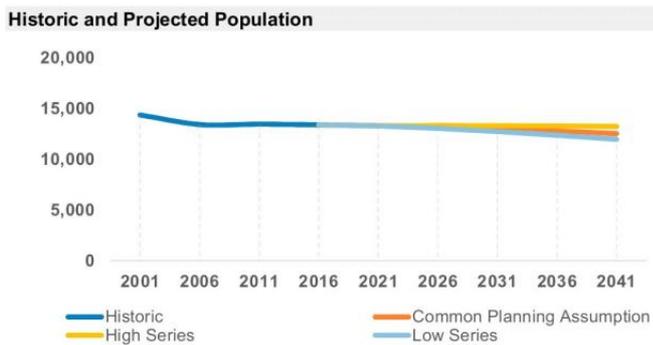
Residents' ability to receive communications in a meaningful relies on several factors, including, access to internet, literacy and comprehension rates, and appetite for seeking out local news. Whilst Council cannot change residents' own desires to seek out local news and notices, it can work to ensure that its engagement accommodates for the 28.9% of the population who does not have access to the internet from their home and the 3.6% of the population who speaks a language other than English at home.⁷ Through appropriate application of the Methods of Engagement Matrix, Council can also increase the likelihood of 'disinterested' residents being exposed to calls for engagement, to increase participation.

⁷ Australian Bureau of Statistics Narrabri Shire (A), 2016 Census

Growth Rate

It has been identified by the NSW Government Department of Planning, Industry and Environment (DPIE) that the Shire's population will experience a decline, on current trends, with the total population projected to be 12,500 in 2041.⁸ This decline is predicted to be caused by residents leaving the area for larger centres, such as Tamworth and Armidale, and due to an already ageing population. However, it is important to note that these projections do not take into consideration future growth and employment opportunities, such as the Inland Rail, the potential Narrabri Special Activation Precinct and the Northern NSW Inland Port (N2IP) which may significantly change in and out migration rates.

Population change						
	2016-21	2021-26	2026-31	2031-36	2036-41	2016-41 (25-year change)
Population change	-50	-100	-200	-250	-250	-850
Average annual growth rate	-0.1%	-0.2%	-0.3%	-0.4%	-0.4%	-0.3%
Births	950	900	850	850	850	4,400
Deaths	550	600	600	600	650	3,000
Natural change	400	300	250	250	200	1,400
Net Migration (all)	-450	-450	-450	-450	-450	-2,250

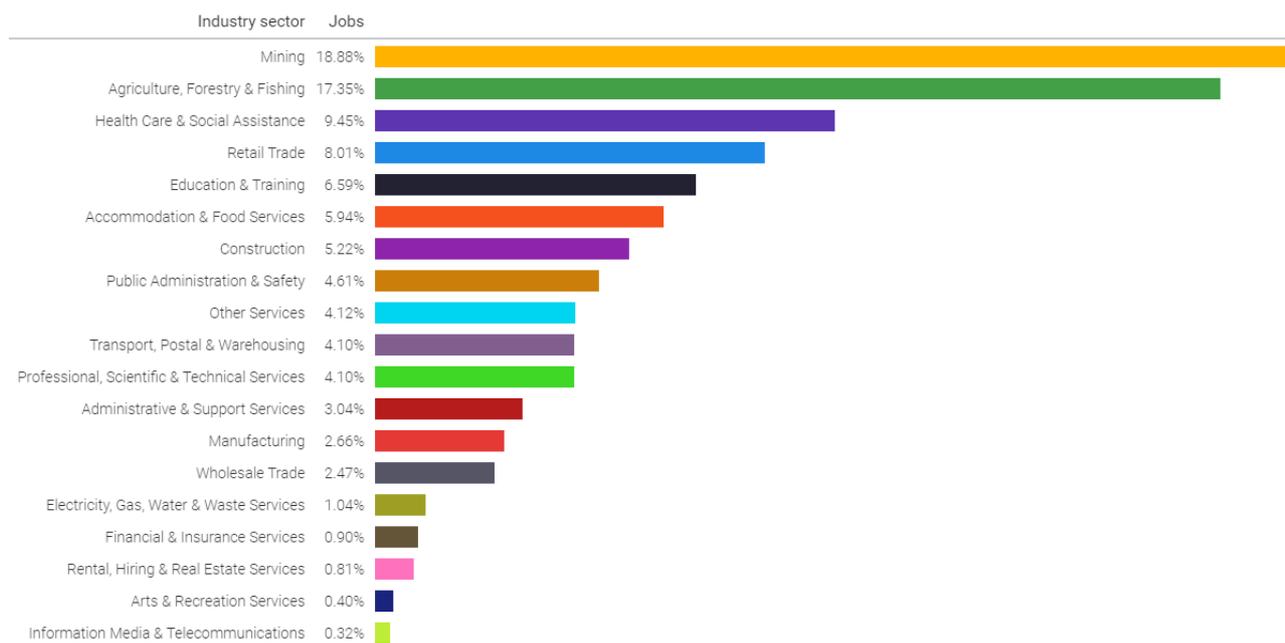


⁸ NSW Department of Planning, Industry and Environment, Narrabri Shire Council 2019 NSW Population Projections.

Employment⁹

The Narrabri Shire economy supports an estimated 6,553 jobs.¹⁰ At the 2016 Census, the main industry of employment in the Shire is Mining, employing 18.88% of the working population. At the 2011 Census, Agriculture, Forestry and Fishing was the main industry of employment in the Shire, employing 21.4% of the working population.

Employment



Of the estimated 6,553 people working in the Shire, 42.39% are not required to have tertiary qualifications.¹¹

Education



⁹ Narrabri (A) REMPLAN.

¹⁰ ABS 2016 Census Place of Work Employment (Scaled), ABS 2017/2018 National Input Output Tables, and ABS June 2019 Gross State Product.

¹¹ Narrabri (A) REMPLAN.

Economic Activities

The Narrabri Shire has a diverse economic base with Gross Regional Product (GRP) estimated at \$1.952 billion with \$583.82 million of output and \$336.7 million of value-add. The two main economic activities are extractive industries and agriculture. Extractive industries account for 60.6% of the Shire's output, 67.5% of value-add and is the Shire's second largest employer (accounting for 28.1% of jobs). Agriculture is the Shire's largest employer (accounting for 45.6% of jobs), and second-largest contributor to output (22.5%) and value-add (17.4%).¹²

The Shire's primary agricultural activities are broadacre cropping (both irrigated and non-irrigated), and livestock production. Cotton production is concentrated along the Namoi River floodplain from Boggabri through to Wee Waa with the Shire having seven cotton gins, cotton seed storage facilities and a large cotton seed distributor.¹³ Grain and pulse production is concentrated to the north and west of Narrabri. Narrabri Shire has three agricultural research facilities: the Australian Cotton Research Institute; Monsanto Narrabri Research Centre; and the University of Sydney's IA Watson Grains Research Centre. The Shire is also home of the Paul Wild Observatory, which houses the Australia Telescope Compact Array. The Observatory is operated by the CSIRO Astronomy and Space Science Division.

The Shire sits partly atop of the Gunnedah Basin and sections of the Great Artesian Basin, (specifically the Southern Recharge and Surat groundwater sources). Due to this placement, Narrabri Shire is resource rich, with access to extensive irrigation, and coal and gas reserves. There are four coal mines in the Shire with a fifth proposed at Vickery just south of Boggabri. The Pilliga Forest in the South West of the Shire has extensive gas reserves. Santos's proposed Narrabri Gas Project has the potential to supply up to half of NSW's natural gas demand and support the development of 'gas intensive' activities in Narrabri, including a Fertiliser Manufacturing Plant.

The Shire has a strong and growing tourism sector. In 2019, the Shire attracted an estimated 295,000 visitors, of whom 165,000 stayed one or more nights in the Shire and 130,000 were day visitors.¹⁴ Overnight visitors spent 409,000 nights in the Shire. The Shire's main attractions are the Mount Kaputar National Park, the Pilliga Forest, the Pilliga Hot Artesian Baths and CSIRO Australia Telescope Compact Array.

Narrabri is a major transport and logistics hub for both road and rail freight. The Shire has three intermodal terminals (Narrabri North, Narrabri West, and Wee Waa), several major grain receipt and storage sites, multiple trucking and freight forwarding companies and a range of transport and logistical service providers. The Shire draws commodities from a 350 kilometres radius, with its catchment area including the surrounding LGAs and areas of southern Queensland. The transport and logistics sector are poised to grow substantially with the opening of the Inland Rail and the establishment of the Northern NSW Inland Port in Narrabri.

¹² Economic Data taken from RDA Northern Inland Regional Economic Data produced by REMPLAN

¹³ Cotton Gins in Narrabri Shire: Boggabri, Merah North and Yarraman (2) operated by Namoi Cotton; Narrabri (2) operated by Australian Food and Fibre; and Wee Waa operated by Queensland Cotton.

¹⁴ Tourism Research Australia Local Government Area Visitor Profiles 2019

Proposed Development

There are currently 12 major development projects proposed for Narrabri Shire:

STATE SIGNIFICANT DEVELOPMENT PROJECTS (FIGURE 4)

PROJECT/DEVELOPMENT	Cost	Construction Start	Construction Finish	Projected Start	LGA Investment	Total Const. Jobs	Peak LGA Const. Jobs	Ongoing LGA Jobs
Canadian Solar - Narrabri South Solar Farm	\$100,000,000	01/09/2021	01/09/2022	01/01/2022	\$100,000,000	112	112	5
Engie - Silverleaf Solar Farm	\$140,000,000	01/09/2021	01/03/2023	01/07/2022	\$140,000,000	100	100	0
Santos - Narrabri Gas Project	\$3,600,000,000	01/12/2022	01/12/2025	01/07/2021	\$3,600,000,000	1,300	1,300	200
Perdaman - Narrabri Ammonium Nitrate Plant	\$1,500,000,000	01/01/2023	01/01/2027	01/09/2027	\$1,500,000,000	700	700	100
Whitehaven Coal - Vickery Mine Project	\$500,000,000	01/11/2021	01/11/2023	01/11/2023	\$250,000,000	500	500	115
Inland Rail - Narrabri to Narromine	\$750,000,000	01/06/2022	30/12/2022	31/12/2026	\$300,000,000	1,800	350	10
Inland Rail - Narrabri to North Star	\$700,000,000	01/04/2022	31/10/2022	01/09/2023	\$300,000,000	1,200	250	0
APA Group - Western Slopes Pipeline	\$500,000,000	01/07/2022	30/04/2023	01/01/2024	\$175,000,000	350	200	5
Narrabri Underground Mine - Stage 3 Extension	\$500,000,000	01/07/2022	01/01/2025	01/01/2045	\$500,000,000	0	0	0
Northern NSW Inland Port	\$183,000,000	01/07/2022	31/12/2024	01/07/2026	\$29,800,000*	100	100	565
Wee Waa Sun Farm	\$30,000,000	01/01/2023	30/08/2023	01/01/2023	\$30,000,000	80	80	3
Narrabri Underground Mine - Stage 4 Extension	\$500,000,000	01/07/2025	01/07/2027	01/07/2025	\$500,000,000	0	0	0
	\$9,003,000,000				\$7,395,000,000		3,692	1,003

*Investment to date

The construction period for these projects is likely to extend over the next six years. During construction the number of workers will fluctuate with the peak construction workforce being excess of 2,200 people. Once operational, combined, these projects will have a workforce of around 1,500 people. Approximately a third of the operational workforce are likely to reside in Narrabri Shire, with around 80% being existing residents and 20% relocating to the Shire. Most of the people relocating to the Shire are expected to live in Narrabri.

In November 2020, the Deputy Premier, Mr John Barilaro has committed to a Special Activation Precinct (SAP) in Narrabri. Investigations will be undertaken to determine the breadth of the SAP. The Narrabri SAP is anticipated to be a thriving energy hub that will target industries including: Value-added production; Manufacturing; Freight and logistics. The Narrabri SAP will also leverage key infrastructure such as the Inland Rail to give investors access to global supply chains and markets. The development of the Santos Gas Project, Northern NSW Inland Port in Narrabri and the Inland Railway are key enablers for the SAP.

Key Stakeholder Groups

The Community Engagement Strategy targets the whole Shire's community including people who live, invest, visit and work in the region. The community includes residents, ratepayers, landowners, organisations, businesses, government agencies and anyone who has an interest in the future of the Shire.

The following groups (non-exhaustive) have been identified.

Federal Government Agencies

- Australian Department of Education, Skills and Employment
- Australian Department of Health
- Australian Department of Industry, Science, Energy and Resources
- Australian Department of Infrastructure, Transport, Regional Development and Communications
- Department of Prime Minister and Cabinet
- Member for Parkes Mr Mark Coultan MP (Member for The Nationals Party)

State Government Agencies

- Department of Premier and Cabinet
- Department of Primary Industries (including North West Local Lands Services)
- Department of Regional NSW (including NSW Resources Regulator)
- Member of the Legislative Council, The Hon. Sam Farraway, MLC Deputy Government Whip in the Legislative Council, and Parliamentary Secretary to the Deputy Premier and for Water Infrastructure (Member of The Nationals)
- NSW Department of Communities and Justice
- NSW Department of Education
- NSW Department of Planning, Industry and Environment
- NSW Health
- SafeWork NSW, iCare and NSW State Insurance Regulatory Authority (SIRA) Member for Barwon Mr Roy Butler MP (Member for the Shooters, Fishers and Farmers Party)
- Transport for NSW

Local Committees, Council Committees and Organisations

The Shire has an extensive network of committees and organisations that assist Council in its decision-making processes. The following are examples of some of the local committees and organisations that will be included in consultation:

- Access and Inclusion Committee
- Arts North West
- Association of Mining Related Councils
- Australian Airports Association
- Australian Rural Road Group Inc
- Boggabri Business Chamber

- Boggabri Coal Community Consultative Committee
- Central Northern Regional Libraries Committee
- Federation Farm Committee
- Friends of The Crossing Theatre
- Future Farmers Network
- Gwabegar Hall Section 355 Committee
- Inland Rail Narrabri Sub-Committee to the Narromine to Narrabri Community Consultative Committee
- Local Traffic Committee
- Local Sports Clubs
- Local Schools
- Maules Creek Community Consultative Committee
- Myall Creek Memorial Committee
- Namoi Region Air Quality Advisory Committee
- Namoi Water
- Namoi-Peel Customer Service Committee
- Narrabri & District Chamber of Commerce
- Narrabri Bush Fire Management Committee
- Narrabri Gas Project Community Consultative Committee
- Narrabri Hospital Advisory Committee
- Narrabri Industrial Network
- Narrabri Liquor Accord
- Narrabri Local Aboriginal Lands Council
- Narrabri Medical Taskforce Committee
- Narrabri Mine Community Consultative Committee
- Narrabri Shire Crime Prevention Advisory Committee
- Narrabri Shire Floodplain Risk Management Advisory Committee
- Narrabri Shire Interagency Group
- Narrabri Shire Youth Council
- National Farmers Federation (local members)
- New England Joint Organisation
- Newell Highway Taskforce
- North West Regional Weed Committee)
- North West Weight of Loads Committee
- Nosh Narrabri
- NSW Farmers Association
- NSW Young Farmers
- People for the Plains
- Pilliga and Gwabegar Community Link Centres
- Pilliga Local Aboriginal Lands Council
- Red Chief Aboriginal Lands Council
- RMS Regional Consultative Committee
- Tarrawonga Mine Community Consultative Committee
- The Crossing Theatre Advisory Committee
- Vickery Mine Community Consultative Committee
- Wee Waa and District Chamber of Commerce
- Wee Waa Hospital Advisory Committee
- Wee Waa Local Aboriginal Lands Council
- Western Slopes Pipeline Community Consultative Committee

Internal Stakeholders

- Administrative (Indoor) Staff
- Council Staff
- Councillors
- Cultural Facilities Staff
- Managers
- MANEX
- Outdoor Staff
- Tourism Staff

Under-Represented Groups

There are several groups in the community that are difficult to reach and engage in consultation. When engaging with under-represented groups, it is important to cater for their needs, by meeting in comfortable and accessible locations at times that suite them. These groups have an important voice in the future of the Shire. Groups which need to be carefully targeted include:

People with Disabilities

- Council currently has in place the [Disability Inclusion Action Plan 2017-2021](#), and anticipated to have an updated Disability Inclusion Action Plan 2021-2025 adopted by 30 June 2021.
- Council currently facilitates the Access and Inclusion Committee to obtain valuable expertise and advice on matters relating to access, inclusion, and the implementation of the Disability Inclusion Action Plan.
- It is important people with disabilities are considered in town planning and facility upgrades to improve accessibility.

Aboriginal Community

- Council has made a commitment through its [Reconciliation Action Plan](#) to raise awareness and understanding of the local Aboriginal culture.
- The Narrabri Shire Local Government Area sits within the traditional lands of the Gamilaraay people. As the original custodians of this area, the local Aboriginal community's cultural values need to be considered when deciding the future direction of the Shire.
- Elders can be empowered to be advocates for their community and communicate their current and future needs to Council.
- It is considered best practice to deliver an Acknowledgement of Country as part of a welcome and housekeeping at meetings or events, including consultation sessions.¹⁵
- It is important to refer to cultural groups carefully and respectfully by their preferred title; be mindful to only refer to Aboriginal people as 'Aboriginal' or 'First Nations'. 'Indigenous', 'Aborigine' or other terminology is highly offensive.
- If you are not a local Aboriginal person, it can be considered disrespectful to refer to an Aboriginal person as 'Auntie', 'Uncle', 'Sister' or 'Brother' unless they have asked you to do so. As a non-Aboriginal person, pay attention to how an Aboriginal person refers to themselves; they may prefer another term, such as their Tribe.

¹⁵ Only recognised Elders who are Traditional Owners/Custodians of the land on which the event takes place can deliver a Welcome to Country.

People from Culturally Diverse Backgrounds

- Whilst only 4.2% of the Shire's population were born overseas, such residents need to be encouraged and welcomed to participate in engagement.
- It is important to understand which culturally diverse backgrounds the Shire's community is made up of to better cater for these residents' and their families' needs now and in the future.
- When engaging with people of culturally diverse backgrounds it is important to ensure that you use and pronounce names and culturally specific terminology properly. If you are unsure of the correct pronunciation, ask. It is more acceptable to ask and ensure you are pronouncing names and terminology properly than to pronounce these incorrectly.

Young People

- Young people can be difficult to engage due to feelings of disinterest and lack of "power" in society.
- As the future of the Shire, local youth need to be empowered to share their opinions and actively participate in community consultation.
- Innovative methods should be considered to better engage with this group.
- The Narrabri Shire Youth Council will provide opportunities for our young people to influence youth focused programs and projects within the shire. This group will be key in engaging with Council and delivering

LGBTQIA+

- The LGBTQIA+ community includes anyone who does not identify as a heterosexual or does not identify with the gender they were born with, or a combination of both. Significantly so in rural and regional communities, such as the Narrabri Shire, the LGBTQIA+ community is often underrepresented or may not feel safe or comfortable openly engaging with organisations such as Council.
- LGBTQIA+ people have a diverse range of interests and requirements. Engaging directly with LGBTQIA+ service users is the most effective way for public services to understand what those interests and requirements are.
- It is important to be mindful when engaging any community members to be mindful and respectful of pronouns. Be aware of how a person refers to themselves and reciprocate this. It is important that if a community member states they use 'she/her', 'he/him', 'they/them' pronouns that you try to do.

Geographically isolated

- Extending across 13,031 square kilometres, the Shire is very large and home to isolated communities such as Gwabegar and Pilliga.
- Council should have an active presence in these communities and develop more informal ways of promoting community engagement within these communities.

Transient Workers

- Although many transient workers do not call the Shire "home", they still have a large impact on the community and its infrastructure.

- Working closely with the primary employer of transient workers, being corporations within the resource sector, will help to capture this group.

Young Working Families

- Due to busy and conflicting schedules, this group are not often able to engage in community consultation despite being key users of the Shire's facilities (such as sports grounds, entertainment facilities, parks and pools).
- Engagement with this group needs to be scheduled appropriately and, in a time sensitive manner.
- Options for this community group to participate in engagement from home should be considered.

65+ Population

- The Shire has an ageing population, with 17.6% of the Shire's population aged 65 years and over.
- Council should work closely with this community, along side existing service providers for this group to ensure they are meaningfully engaged with.
- Council should ensure they consider this groups accessibility and scheduling requirements when engaging.

Primary Producers

- This group are a difficult to group to engage with due to their often-isolated locations and busy seasonal schedules.
- Engagement needs to be informal and made easy for them to get involved.
- Engagement with this group needs to be carefully timed, not to conflict with the following busier periods¹⁶:

Industry	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cotton - Planting												
Cotton - Picking												
Winter Grains, Oilseeds - Planting												
Winter Grains and Oilseeds - Harvest												
Summer Grains, Legumes – Planting												
Summer Grains, Legumes – Harvest												
Sheep - Lambing												
Sheep - Lamb Marking												
Sheep - Shearing (flexible)												
Cattle - Calving												

¹⁶ Periods are subject to change (due to climate, market and resourcing factors).

Reaching the Aboriginal Community

The local Aboriginal community is identified as a key community group that can be difficult to engage with due to a nature of distrust that has developed towards government service providers as a whole.¹⁷ In 2016, Council made a commitment to strengthen relationships with the local Aboriginal community through the development of a Reconciliation Action Plan. When engaging with the local Aboriginal community, to ensure engagement occurs in a meaningful manner, Council needs to be aware and respectful of Aboriginal culture

Respecting the Aboriginal Culture

The Aboriginal culture is one of the world's oldest living cultures, dating back more than 60,000 years. Due to this longevity and interconnectedness with Country, the Aboriginal community have a wealth of knowledge available. Aboriginal culture enriches Australia's society and provides solutions for many modern-day issues, including best practice for land and water management to prevent catastrophic bushfire seasons.

- Connection to Country:
 - "Country" is more than just the land on which we live or the socio-political and economic boundaries that define a territorial body of land.
 - "Country" describes the interdependent and interconnected relationship between Aboriginal people, land, water, spirituality, and cultural law.
- The importance of kinship:
 - Culture, family and kinship ties are fundamental to Aboriginal communities.
 - The responsibility of raising children is often shared between the whole community.
 - Extended family is part of Aboriginal people's social unit, with many, older members of a community, being respectfully and affectionately referred to as "aunty" or "uncle" despite not being a blood relative.
- Deep Time:
 - Aboriginal peoples' concept of time is not exclusively linear (that is past-present-future).
 - Events that bear more weight or importance to an Aboriginal person or their community are perceived as being closer in time.

¹⁷ Distrust between Australia's Aboriginal population and the "government" developed from a long and complicated history, that has resulted in systemic issues. Some reasons for this mistrust stem from European colonisation and the subsequent forced removal of Aboriginal children from their families and communities resulting in the Stolen Generation (which was an official government policy in Australia until 1969). Additional underlying social issues faced by Aboriginal families that further perpetuate this mistrust are the current power imbalances, lack of representation in decision making, and lack of representation in influential positions of power.

- This is especially important to recognise as events that bear more importance due to their traumatic implications, such as colonisation and the Stolen Generation, plague the forefront of Aboriginal communities' recollection.
- Language:
 - A critical factor in communicating is understanding the differences in language protocols.
 - For some in Aboriginal communities, English may be a second or third language.
 - English literacy levels need to be considered and accommodated, by using clear and concise wording.
 - Alike any other inter-cultural communications, maintain your own language – do not try to mimic Aboriginal speech, words or accent.
- Traditional Owners:
 - It is considered best practice to deliver an Acknowledgement of Country as part of a welcome and housekeeping at meetings or events, including consultation or engagement sessions.¹⁸

Protocols

The following protocols should be adhered to when working with the Aboriginal community:

- Traditional Owners and Elders (past present and future) should be acknowledged at the commencement of a meeting;
- Minimise government jargon or explain the term or phrase in plain language without being prompted to do so;
- Use your own style of speech – do not try to mimic Aboriginal speech, words or accents.
- Be inclusive of all participants, and provide opportunities for all to speak;
- Only refer to Aboriginal people as 'Aboriginal' or 'First Nations'. 'Indigenous', 'Aborigine' or other terminology is highly offensive. If you are a non-Aboriginal person, pay attention to how an Aboriginal person refers to themselves; they may prefer another term, such as their Tribe.
- Avoid referring to Elders as 'Auntie' or 'Uncle', unless invited to do so (if you need to introduce an Aboriginal Elder or a member of the Aboriginal community, ask them how they would like to be referred to first);
- Do not specify tribal groups as there may be more than one group present; and
- Respect the privacy of sacred rituals.

¹⁸ Only recognised Elders who are Traditional Owners/Custodians of the land on which the event takes place can deliver a Welcome to Country.

Engagement Strategy for the Community Strategic Plan

Through the Community Engagement Strategy for the Narrabri Shire Community Strategic Plan (the CSP), Council is committed to being innovative with its engagement and providing the community fun, alternative methods of getting involved. Particular attention will be made to involve the under-represented groups.

Branding

A special brand was developed by staff to be used throughout the community engagement for the CSP. This branding will help residents and stakeholders recognise the range of engagement activities available and encourage their involvement. The branding is simple and projects the message that Council is seeking input on the “big picture” items. It encourages residents to think about where they see the Shire in the long-term. The range of engagement activities will provide residents with a chance to use their “voice” in a range of different ways and shows that an individual idea can shape the future of Narrabri Shire.



Phase 1: – Education and Gauge Interest

In this phase is Council staff will review the 2017-2027 [Narrabri Shire Community Strategic Plan](#), noting what Council and the Shire’s community have achieved and what still needs to be done. This information will be reported on in the 2017-2021 Narrabri Shire End of Term Report Council will primarily engage at the **INFORM** level to re-educate the community on the purpose of the CSP and the engagement process. Simple branding has been developed so the community can easily identify how they can get involved and what the engagement is being used for.

Engagement Activity	Description	Target Groups to be Engaged	Engagement Level
Review 2017-2027 Narrabri Shire Community Strategic Plan	<ul style="list-style-type: none"> • Council staff will review the current strategy. • Advertise Council’s achievements and non-complete items as outlined in the 2017-2021 End of Term Report. 	All Staff	CONSULT
Rates Notice Flyer	<ul style="list-style-type: none"> • Information provided on the upcoming community engagement sessions and why it is important to get involved. • Includes how the community can register their interest to participate in upcoming community engagement sessions. 	All Ratepayers	INFORM
Social Media	<ul style="list-style-type: none"> • Branded information on community engagement sessions and the purpose of the CSP. • Includes how the community can register their interest to participate in upcoming community engagement sessions. • Posts should be boosted. 	All those on Social Media	INFORM
Displays and Noticeboards	<ul style="list-style-type: none"> • Posters at specific locations to gain branding awareness and encourage participation. • Includes a QR code for the community to register their interest to participate in upcoming community engagement sessions. 	All residents	INFORM
Short Video	<ul style="list-style-type: none"> • Introductory video from the General Manager to spark interest in the CSP and encourage involvement. • To be used on Social Media pages and Council’s website. 	All those on the Internet	INFORM
E-Newsletter and Letter Drop	<ul style="list-style-type: none"> • Provides information on the CSP. • Includes how the community can register their interest to participate in upcoming community engagement sessions 	Identified Stakeholder groups	INFORM
Advertising	<ul style="list-style-type: none"> • Use of Council’s Your Council Advertorial, in The Courier, to inform the CSP and how to register to engage. • Consider community announcements 	All residents	INFORM

on NowFM, and 2VM.Utilise Council's existing sponsorship message agreement on MaxFM Radio.Place advertisements in both the North West Guide and the Narrabri Courier.

Phase 2: Starting the Conversation

In this phase, Council will start to actively engage the community at the **CONSULT** and **INVOLVE** level. Priorities of the community will be discussed and community opinion gauged. The key will be to involve as many people as possible, especially those apart of under-represented groups, in a range of ways to capture the community's thoughts and ideas.

Engagement Activity	Description	Target Groups to be engaged	Engagement Level
Community Engagement Website	<ul style="list-style-type: none"> • Use of Council's website as a portal of information. • Will include links to the survey. • Will include a list of community consultation groups and session times. 	Everyone with internet access	CONSULT and INVOLVE
Social Media	<ul style="list-style-type: none"> • Networking and generation of ideas led by staff as facilitators. • Hour or general feedback to Vox Pops. • Use of alternative social media such as Instagram to capture different audiences. 	Youth and Young Adults Stay at home parents	CONSULT
Suggestion Box	<ul style="list-style-type: none"> • An anonymous way to target specific audiences by placing a suggestion box in a specific location (such schools, The Crossing Theatre, and the Council's Admin Building) • Could be used at community and focus group meetings to let people anonymously make suggestions. 	Target groups less likely to come to a meeting or put their face to their comment.	CONSULT
Survey	<ul style="list-style-type: none"> • Community Survey distributed through a range of means. • Will be accessible at all consultation meetings via a QR Code. 	Targeting those that are less likely to be vocal about their needs and wants in the community	CONSULT and INVOLVE

Phase 3: Developing a Strategy

In this phase, Council will be working closely with key people to finalise the strategic objectives for the Community Strategic Plan and start to draft the document. This will be the phase when Council will **COLLABORATE** to determine these key objectives.

Engagement Activity	Description	Target Groups to be Engaged	Engagement Level
Stakeholder Meetings	<ul style="list-style-type: none"> Attendance at key stakeholder group meetings to encourage involvement and obtain feedback. Provide QR codes to the survey at the end of each meeting. 	Key Stakeholder Groups	COLLABORATE
Town and Village Forums	<ul style="list-style-type: none"> Held in all centres across the Shire to allow everyone an opportunity to have a voice. Structured to get the feedback needed. 	Whole of community Stakeholder groups would be encouraged to attend.	COLLABORATE
Focus Groups	<ul style="list-style-type: none"> Development of four (4) focus groups to cover each of the four (4) strategic themes. Further brainstorming and finalising the key objectives for the Community Strategic Plan. Working closely with Council staff and Councillors to draft a Community Strategic Plan. 	Representatives picked to cover a majority of the stakeholder groups in the Shire. Council staff Councillors	COLLABORATE
Councillor Workshop	<ul style="list-style-type: none"> Workshop with Councillors to finalise objectives and content of the Community Strategic Plan. 	Councillors	COLLABORATE
Senior Staff Workshop	<ul style="list-style-type: none"> Workshops with staff to provide advice to Councillors of viability of objectives and determine significance. 	Council Staff	COLLABORATE

Phase 4: Exhibiting the Strategy

In this phase, the draft 2022-2032 Narrabri Shire Community Strategic Plan will be placed on 28 days public exhibition. During these 28 days, the Shire's community will be encouraged to provide feedback on the document.

Engagement Activity	Description	Target Groups to be engaged	Engagement Level
Council's Website	<ul style="list-style-type: none"> • Link the draft CSP on Council's Website. • Invite the public to make submissions on the document. 	Everyone with internet access	CONSULT
Social Media	<ul style="list-style-type: none"> • Branded information on community engagement sessions and the purpose of the CSP. • Link the draft CSP on Council's Website. • Invite the public to make submissions on the document. 	Youth and Young Adults Stay at home parents	CONSULT
Physical Copy on Display	<ul style="list-style-type: none"> • Have a physical copy of the draft CSP at Council's Admin Building and all Narrabri Shire Library branches. 	Those who enter the Library and Admin Building	CONSULT

Appendix 1: Engagement Methods Matrix

The following matrix can be used as a guide to provide engagement methods and tools that are appropriate for the level of impact of the decision. To ensure that the Shire's community engagement activities evolve to meet the changing needs of the community Council will continually review and update the methods of engagement. Council will also attempt to facilitate, where possible, engagement activities to ensure convenience and accessibility whilst reducing duplication of activities.

Method	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	Ratepayers	Shire Residents	Youth (14-17 Years)	Adults (18-65 Years)	Adults (65+ Years)	Specific Individuals	Business Community	User Groups	Vulnerable Groups	Isolated Communities	Cross Section
	High Impact (Whole Shire)	High Impact (Local)	Lower Impact (Whole Shire)	Lower Impact (Local)											
INFORM: Include objective information on the scenario and the likely consequence of the decision.															
Written Correspondence	Desirable	Essential	Optional	Optional	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Rates Mail Out or Letter Box Drop	Desirable	Essential	Optional	Optional	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Notice or Advert in a Local Newspaper	Essential	Essential	Desirable	Optional	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Displays (Admin Building and Libraries)	Essential	Desirable	Desirable	Optional	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Social Media	Essential	Essential	Desirable	Optional	Not Applicable	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience
Newspaper (Advert or 'Your Council')	Essential	Essential	Desirable	Optional	Not Applicable	Target Audience	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience
Radio (Advert or Community Announcement)	Essential	Essential	Desirable	Optional	Not Applicable	Target Audience	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience
Email – Community Register	Essential	Essential	Essential	Desirable	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience
Email Update – Feedback, Close Loop	Essential	Essential	Essential	Essential	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable
Website (Your Say Page and Updates)	Essential	Essential	Essential	Desirable	Target Audience	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable	Not Applicable	Target Audience
On Site Sign or Display	Desirable	Essential	Not Applicable	Desirable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Target Audience
On-Hold Messaging	Essential	Essential	Optional	Optional	Target Audience	Target Audience	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Banners or Posters	Desirable	Desirable	Desirable	Desirable	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience
Fact Sheet, Brochure, Flyer	Desirable	Desirable	Optional	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience
Media Release	Desirable	Desirable	Optional	Not Applicable	Not Applicable	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Direct Contact or In-Person Meetings	Desirable	Desirable	Optional	Optional	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience	Not Applicable	Not Applicable
Short Video	Desirable	Desirable	Optional	Optional	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable	Not Applicable
Staffed Information Stands	Desirable	Desirable	Optional	Optional	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable	Target Audience	Not Applicable
CONSULT: INFORM and include where the audience can go to voice their feedbacks and opinions on the decision.															
Written Feedback and Submissions	Essential	Essential	Essential	Essential	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Suggestion Box	Optional	Optional	Optional	Optional	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable
Social Media Comments and Messages	Desirable	Desirable	Optional	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience
Information Sessions and Briefings	Essential	Optional	Optional	Optional	Not Applicable	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable
Online Surveys or Feedback Forms	Essential	Essential	Desirable	Desirable	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Telephone Surveys	Desirable	Optional	Optional	Optional	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Vox Pop	Optional	Optional	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Hotlines	Optional	Optional	Optional	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience
INVOLVE: INFORM and invite the audience to discuss the scenario and potential decisions. Keep participants updated with the process.															
Meeting with Key Stakeholders or Users	Essential	Desirable	Desirable	Desirable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable
Focus Group Session	Desirable	Desirable	Optional	Optional	Not Applicable	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience
Community Meeting or Public Hearing	Desirable	Desirable	Optional	Optional	Target Audience	Target Audience	Target Audience	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience
Forum or Discussion Session	Desirable	Desirable	Optional	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Target Audience	Not Applicable	Target Audience	Target Audience
Site Tour	Optional	Desirable	Optional	Optional	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Target Audience	Not Applicable	Target Audience	Target Audience	Not Applicable	Not Applicable
COLLABORATE: INFORM and invite the audience to participate in each stage of the decision-making process. Keep participants															

- Essential
- Desirable
- Optional
- Not Applicable
- Target Audience

updated with the process.														
Strategic Reference Groups														
Working Party or Advisory Group														
Workshop														
EMPOWER: INFORM and invite the audience to make the decision (within reasonable statutory, ethical, and fiscal restrictions).														
Voting														
Citizen Juries/Panels														

Appendix 2: Communication Mediums

The following communication mediums can be used to inform the community of Engagement Activities.

External Communication Mediums

Medium	Source	Currency	Details	Target Audience
Online	Narrabri Shire Council' Website	Daily	The main source of all Council information targeted at the community and interested stakeholders.	All residents, ratepayers and interested parties.
	The Crossing Theatre	Weekly/As required	Information regarding the entertainment and event services available and scheduled at The Crossing Theatre.	Narrabri Shire community, visitors, event organisers, businesses.
	Narrabri Region Visitor Information Centre -	As required	Information for visitors to (including those intending to visit) the Narrabri Region.	Visitors and residents.
Social Media	Council's Corporate Facebook	As required	Posts made on a variety of Council services and events. An effective platform to enable engagement with the community about a variety of Council initiatives, events, programs, services, news and incentives. An effective tool in gaining widespread communication to a large audience.	All members of the community.
	<u>Council's Twitter</u>	As required	Short posts sharing Council news.	Media outlets and the community.
	<u>Council's YouTube</u>	As required	Videos made on newsworthy items or recordings of live information sessions that have been hosted online.	Interested parties and residents.
	<u>Council's LinkedIn</u>	As required	Posts on newsworthy items and current vacancies targeted at attracting skilled staff into the organisation.	Interested parties, residents and other local government professionals.
	<u>Narrabri Region Visitor</u>	Weekly	Posts relating to Narrabri Region tourism, events and activities occurring in the Shire, promotion of products available at the	Visitors and residents of the Shire.

Medium	Source	Currency	Details	Target Audience
	<u>Information Session Centre</u>		Narrabri Region Visitor Information Centre.	
	<u>Narrabri Region Instagram</u>	Weekly	Images and graphics targeted to promote visitation to the Shire and the promotion of products available at the Narrabri Region Visitor Information Centre.	Visitors and residents of the Shire.
	<u>The Crossing Theatre Facebook</u>	As required	Posts on The Crossing Café, movies, shows, and events held at The Crossing Theatre Narrabri.	Visitors and residents of the Shire.
	<u>The Crossing Café Instagram</u>	As required	Images promoting The Crossing Café menu	Visitors and residents of the Shire.
Newspaper / Print Media	'Your Council' Advertorial	Weekly	Full page information advertorial in the Tuesday edition of The Courier newspaper.	Readers of The Courier.
	From the Mayor's Desk	Fortnightly	Regular column in Courier and Wee Waa News written from the Mayors perspective on local issues.	Readers of Narrabri Courier and Wee Waa News.
	Media Releases	As required	Media releases are prepared internally and distributed by Manager Community Relations. Media releases are generally utilised by local media. A media release needs to be newsworthy to compete with the content for larger publications and to gain regional interest. Who the media release is distributed to is based on the newsworthiness of the item and whether it is of local, regional, or national interest.	Target markets vary depending on the topic of the media release. Can vary from a local to national level.
	Paid newspaper advertisement (The Courier newspaper)	Infrequent	Most Council advertisements are restricted to Council's "Your Council" advertorial as a central and consistent avenue to reach the community on Council items (for example: public notices – examples include development applications, tenders, current vacancies, Council events and initiatives). Exceptions include specific features that Council participate in annually.	Narrabri Shire Residents
	Paid newspaper advertisement (Wee Waa News)	Infrequent	Advertisements specific to the Wee Waa community.	Wee Waa Residents

Medium	Source	Currency	Details	Target Audience
	North Western Guide	As required	This publication is a weekly insert into The Courier, Wee Waa News, and selected neighbouring news publications and retail outlets. Used prominently for the advertising of The Crossing Theatre events that attract neighbouring community members.	Narrabri, Moree, Wee Waa, Gunnedah communities
	Moree Champion	As required	A typically short and concise advertisement with minimal to no graphics or images. Advertisements in newspapers can generally appear on that publication's website.	Northern residents of the LGA (Bellata)
	Namoi Valley Independent	As required	A typically short and concise advertisement with minimal to no graphics or images. Advertisements in newspapers can generally appear on that publication's website.	Boggabri residents
	Gunnedah Times	As required	Communication distribution method for local and regional media releases.	Boggabri residents
	Northern Daily Leader	As required	Communication distribution method for regional media releases.	Northern Inland Region's residents. Suitable for regionally significant news items.
	The Land	As required	Communication distribution method for regional media releases.	Rural residents and those associated with primary production.
	Sydney Morning Herald	As required	Communication distribution method for national media releases.	Statewide interest stories. Suitable for significant items and national investment attraction targeted at eastern Australia.
	The Australian	As required	Communication distribution method for national media releases.	National interest stories. Suitable for nationally significant items and national investment attraction.

Medium	Source	Currency	Details	Target Audience
Newsletters	Council in Focus newsletter	Quarterly	One A4 page flyer distributed with rates notices. An effective way to reach ratepayers directly with a controlled message.	Ratepayers (around 6,000).
	Boggabri Green Flyer	Fortnightly	Developed and distributed through the Boggabri Post Office to Boggabri residents.	Boggabri and surrounds.
	Tourism Quarterly Update	Quarterly	E-Newsletter distributed by the Visitor Information Centre to Tourism Operators.	Tourism sector.
	CommunityLink Newsletter	Irregularly	E-Newsletter developed by local CommunityLink staff and distributed to local businesses and residents.	Gwabegar and Pilliga residents
	What's On Events Email	Weekly	E-Newsletter listing upcoming events occurring in the Narrabri Shire.	Tourism and events sector.
Radio	MaxFM – Council Announcements	Daily (several times a day)	Rotation of general Council notices. Special notices given when requested. A fortnightly interview is held with the General Manager to keep the community updated on Council operations.	All residents of the Shire.
	2VM – Community Announcements	Daily (several times a day)	Broadcast from Moree to the towns of Moree, Mungindi, Narrabri, Wee Waa, Goondiwindi, Gunnedah, Inverell, Boggabri, Coonabarabran, and Coonamble. 2VM receive Council media releases and any emergency related messaging.	All residents of the Shire. Listening potential of 91,000.
	NowFM – Community Announcements	Daily (several times a day)	Broadcasts from Moree to the towns of Moree, Mungindi, Narrabri, Wee Waa, Goondiwindi, Gunnedah, Inverell, Boggabri, Coonabarabran, and Coonamble. NowFM receive Council media releases and any emergency related messaging.	All residents of the Shire. Listening potential of 91,000.
	Triple G – Community Announcements	Daily (several times a day)	Broadcasts from Gunnedah to the towns of Gunnedah, Boggabri, Narrabri, Wee Waa, Baradine, Coonabarabran, Manilla, Barraba, and Quirindi. Triple G receive Council media releases and any emergency related messaging.	The towns of Gunnedah, Boggabri, Narrabri, Wee Waa, Baradine, Coonabarabran, Manilla, Barraba and Quirindi. Residents in the southern areas of the Shire (Boggabri area).
	ABC News New	Daily (breakfast)	Covers more “newsworthy” stories of a regional significance.	Broadcasts from Tamworth

Medium	Source	Currency	Details	Target Audience
	England North West	and morning shows)	Conducts interviews with senior staff and the Mayor on a regular basis.	and covers the New England North West Region. Wide listening group of generally middle aged to older residents.
Television	NBN News	Daily (evening news)	Covers more "newsworthy" stories of a regional significance.	News covering the New England North West region.
	Prime News	Daily (evening news)	Covers more "newsworthy" stories of a regional significance.	News covering the New England North West region.
	Southern Cross Ten (My Community Connect)	Daily	Free local service for not-for-profit, community, club, and local charity events in regional communities. Shown during the day.	Community groups, residents, and ratepayers.
	Television Advertisements	As required	Paid advertisements for events or tourism related advertising..	Regional and residents and visitors.
Signage	Banners	As required	Street banners along the main roads and streets. Strengthen Council's corporate branding and improves aesthetics.	Residents and visitors.
	Town Signage	As required.	Assists with distributing messages to the community. Can be in the form of community noticeboards, tourism location boards, or the electronic signage at The Crossing Theatre and the Visitor Information Centre. Can be useful for advertising events or meetings with the community in poster form.	Residents, Community Groups, Visitors and Business Groups. Most town and villages in the Shire have a well utilised community notice board.
Promotional Material	Promotional and Services Guides	Biennially	Guide detailing products and services offered by Narrabri Shire Council.	Residents of the Shire.
	Business and Residents Guide	As required (usually every 4 years)	Guide to the Shire's local businesses and lifestyle.	Prospective investors, local businesses, those looking to move to the Shire.
	Narrabri Shire Economic Profile	As required (usually every 4 years)	Statistical data from Census and other sources to assist with business investment decisions.	Prospective investors, local businesses, those looking to move to the Shire.

Medium	Source	Currency	Details	Target Audience
	Your New Business Address	As required (usually every 4 years)	Short brochure highlighting the benefits of Narrabri Shire aimed at potential new businesses.	Prospective investors, local business and residents.
	Narrabri Shire Promotional Video	As required	Visual guide to the Shire.	Prospective investors, local businesses, those looking to move to the Shire.
	Town and Village Brochures	As required	Guides to the towns and villages of the Shire.	Visitors and interested residents.
	Tourism Brochure	Biennially	Guide to tourist attractions in the Shire.	Visitors and interested residents
	Services Brochures and Flyers	As required	Staff developed brochures or flyers providing more detailed information about Council Services.	Prospective investors, residents, local businesses, those looking to move to the Shire.
Council Reports	Promotional and Services Guides	Twice Monthly	Reports for Council and Committee (if applicable) determinations.	Councillors, staff and interested residents.
	Annual Report	Annually	Council's Annual report on the Operational Plan completion for the public and Councillors.	Councillors, staff and interested residents.

Internal Communication Mediums

Medium	Source	Currency	Details	Target Audience
Meetings	MANEX Meetings	Fortnightly	Meeting of the Senior Management Team (Directors and the General Manager) to discuss higher level operational matters and issues.	Senior Management Team
	Managers Meetings	Monthly	Meeting of the management team with the General Manager to provide an update on Council's operations.	Management Team
	Section/Team Meetings	As required	Meeting of a section/team, at the discretion of the relevant manager, to keep their team informed on relevant matters or issues.	All staff
	Toolbox Meetings	Daily/Weekly	Meetings, primarily held by outdoor staff, to provide updates on relevant matter or issues.	Outdoor Staff
	Internal Working Group Meetings	Monthly	Meeting of relevant operational staff involved in certain areas to workshop matters, plans, projects and solutions to issues prior to a determination of MANEX or Council.	All Staff
Online	Council's Website	Daily	The 'go-to' place for information for both Council Staff and the Shire's community.	All residents, ratepayers and interested parties.
	Intranet	As required	Information relevant to Council Staff.	All Staff (primarily indoor staff due to accessibility issues for the outdoor staff).
	Velpic	As required	The online learning platform for all staff to complete most induction and operational training.	All staff.
	Vault	As required	The online StateCover Safety Portal for all staff to report incidents, near misses, injuries, hazardous work, positive safety observations. record a safety hazard that requires action to eliminate it and maintain contractors' insurances.	All staff
	Workplace	As required	An online collaborative software tool developed by Facebook, Inc. It facilitates online groupwork, instant messaging, video conferencing, and news sharing.	All Staff (primarily indoor staff due to accessibility issues for the outdoor staff).
Written Correspondence	General Manager's Update to Councillors	As required	Updates distributed to Councillors containing information from staff on what is happening around Council and the Shire.	Councillors

Medium	Source	Currency	Details	Target Audience
	Internal Memorandums	As required	Sent to Councillors or relevant staff via email or pay slips (if access to email is not an option) to inform of important organisational changes.	Staff and Councillors
	Briefing Notes	As required	Key messages provided to Councillors or relevant staff on important matters.	Staff and Councillors
	Email to Staff	As required	Formal or informal direct email to staff in relation to operational or organisational matters.	All Staff (primarily indoor staff due to accessibility issues for the outdoor staff).
	Email to Councillors	As required	Formal or informal direct email to Councillors in relation to Council.	Councillors
Boards	Staff Noticeboard	As required	Information placed on noticeboards in team rooms in Council offices.	All staff
	General Manager's Noticeboard	As required	Information placed on noticeboards in team rooms in Council offices.	All staff

Appendix 3: Narrabri Shire Community Participaton Plan

Community Participation Plan



NARRABRI SHIRE
DISCOVER THE POTENTIAL

DRAFT NARRABRI SHIRE COUNCIL COMMUNITY PARTICIPATION PLAN

For planning functions under the EP&A Act 1979.

COMMENCEMENT OF THE COMMUNITY PARTICIPATION PLAN

This CPP came into effect December 17, 2019 by resolution of NSC minute 305/2019.

LAND TO WHICH THIS CPP APPLIES

The CPP applies to all land within the Narrabri Shire LGA.

GLOSSARY OF TERMS

CSP	Community Strategic Plan
CPP	Community Participation Plan
DA	Development Applications
DCP	Development Control Plan
EIS	Environmental Impact Statement
EP&A	Act Environmental Planning and Assessment Act 1979
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
NSC	Narrabri Shire Council
NSW	New South Wales
SEPP	State Environmental Planning Policy
SSD	State Significant Development
SSI	State Significant Infrastructure

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1. Introduction

NSC recognises that community participation throughout our planning system delivers better planning results for our community. Our responsibility and objectives under the EP&A Act are to ensure the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

1.1 What is a CPP?

The NSW Government requires NSC to prepare a CPP, to set out how and when we will engage with our community on the planning functions NSC performs under the EP&A Act. A CPP is intended to make it easier for the Narrabri Shire community to understand how to participate in planning matters, relevant to our Shire.

Community participation, in relation to this CPP, is an overarching term covering how we engage the community in our work under the EP&A Act, including legislative reform, plan making and making decisions on proposed development.

The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision.

The NSC CPP sets out when and how NSC will engage with its communities across all the planning functions it performs. The CPP must meet the minimum requirements for community participation set out in the EP&A Act and relates to the planning functions of NSC as set out in Schedule 1 of the EP&A Act.

The NSC CPP has been prepared in accordance with Section 2.6 and Schedule 1 of the EP&A Act.

1.2. What planning functions does our CPP apply to?

NSC's planning functions are divided into two key areas of “**strategic planning**” and “**development assessment**”.

Strategic planning is an essential aspect of NSC's work where we set the strategic direction, vision and context for the planning system within the Narrabri Shire LGA.

Once the strategic direction has been established, NSC makes planning decisions on a range of DAs. NSC is the consent authority for local development (other than for complying development, designated development or State significant development). Local development is the most common type of development in NSW and involves consideration and assessment of a wide range of development types from subdivisions to large scale commercial, retail and industrial developments. DAs assessed by NSC include but are not limited to; residential dwellings, unit development, subdivisions, commercial and industrial development, quarries, agricultural developments and infrastructure upgrades.

The CPP applies to the following planning functions:

- Strategic Planning;
 - a) CPPs;
 - b) LSPSs;
 - c) LEPs;
 - d) DCPs;
 - e) Contributions Plans.
- Development Assessment;
 - a) DAs;
 - b) Modification to DAs;
 - c) Review of Determination of DAs

Some development, such as **exempt and complying development** under the SEPP (Exempt and Complying Development Codes) 2008, or **development permitted without consent** (Part 5) under the provisions of any applicable SEPP, does not allow opportunities for community engagement.

1.3. Principals of CPP

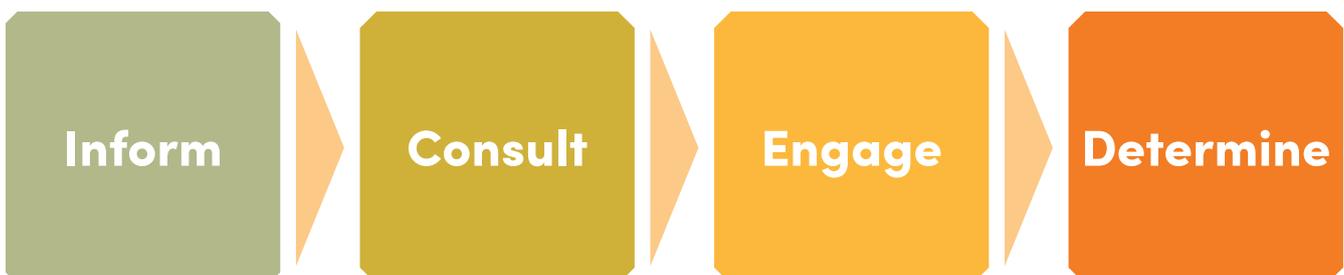
The EP&A Act guides NSC to ensure that it will be clearer and easier for the community to understand how it can participate in planning decisions.

The EP&A Act outlines the principles and objectives that underpin NSC's CPP.

These principles are outlined below:

- a) The community has a right to be informed about planning matters that affect it.
- b) NSC will encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- c) Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning.
- d) The community will be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- e) Community participation will be inclusive and NSC will actively seek views that are representative of the community.
- f) Members of the community who are affected by proposed major development will be consulted by the proponent before an application for planning approval is made.
- g) Planning decisions will be made in an open and transparent way and the community will be provided with reasons for those decisions (including how community views have been taken into account).
- h) Community participation methods (and the reasons given for planning decisions) will be appropriate having regard to the significance and likely impact of the proposed development.

In line with the community participation objectives defined by the legislation, NSC encourages open, inclusive, easy, safe, relevant, timely and meaningful opportunities for community participation in our planning functions and individual proposals. To achieve this, NSC have designed our engagement approach so that in the event of disagreement in relation to proposals Council's processes aim to ensure that fairness and the consideration of all relevant views and concerns are acknowledged and acted upon where appropriate.





2. Minimum Exhibition Requirements

The opportunity for community participation will vary depending on the community, the scope of the proposal under consideration, and the potential impact of the decision.

A regular and valuable way for the communities of the Narrabri Shire to participate in the planning system is by making a “written submission” on a proposal during an “exhibition period” for both “strategic planning” and “development assessment” projects.

The key method utilised by NSC to encourage participation in planning functions is by way of public exhibition and/or notification of the application or proposal. During an exhibition we make available relevant documents that may include a draft of the plan or proposed development that NSC are seeking community input or comment on. NSC receive and record submissions and adhere to our Privacy Policy and defamation and discrimination laws. In reaching decisions on proposals, a wide range of factors including formal submissions and community input are considered along with regulatory requirements, Council’s strategic plans and applicable policies and guidelines.

The types of proposals that must be publicly exhibited and the minimum timeframes for exhibition are set out below in Table 1 (Strategic Planning) and Table 2 (Development Assessment). Section 2.23 (2) of the EP&A Act describes the types of proposals that must be considered in the CPP and Schedule 1 sets a minimum exhibition timeframe for most of these proposals. NSC will always exhibit a proposal for at least the minimum mandatory timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal.

Please note that exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at our discretion.

Minimum Exhibition Requirements

Key points to note about public exhibitions include the following:

- 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;
- “Written notices” in regard to either a strategic planning matter or a development assessment matter are sent to the adjoining property owners;
- If a property is owned by more than one person, a written notice will be sent to all legal owners of that land; and
- 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.
- Where Council has refused a development application or imposed conditions considered by the applicant to be unsatisfactory, the applicant may request a review. Applications for review are permissible in accordance with Section 8.2 of the EP&A Act and must be completed within 6 months from the date of determination of the development application.

**'Adjoining land' generally means land which shares a common boundary with the development site or is separated only by a pathway, driveway, laneway or public road; or is the closest land not owned by the developer.*

Minimum Exhibition Requirements

2.1. Strategic Planning – Community Participation Requirements

Meaningful engagement helps to shape the strategic direction of our Shire, as well as informing the various policies and plans that support this vision.

2.1.1. MANDATORY MINIMUM PUBLIC EXHIBITION TIMEFRAMES FOR STRATEGIC PLANNING FUNCTIONS

Planning Matter	Minimum Exhibition Timeframe
Draft CPP	28 days
Draft LSPS	28 days
Planning Proposals for LEPs subject to a Gateway Determination	28 days; or as specified by the gateway determination which may find, due to the minor nature of the proposal, that a shorter exhibition period no public exhibition is required.
Draft DCPs	28 days
Draft Contribution Plans	28 days

Table 1 – Exhibition Timeframes for Strategic Planning Functions

2.1.2. HOW STRATEGIC PLANNING FUNCTIONS MAY BE EXHIBITED

The following methods of public exhibition will be used to inform the community for the strategic planning functions of NSC:

- NSC Notices Section within local newspapers;
- NSC’s website;
- NSC’s social media; and
- Static display at NSC’s Administration Centre and other locations (as applicable).

Depending on the specific strategic planning matters being considered, NSC may also undertake one or more of the following public exhibition methods:

- Targeted stakeholder consultations/ meetings;
- On-line surveys;
- One-on-one engagement with NSC staff;
- Open days/drop in sessions;
- Letters to stakeholders;
- Notices within other regional newspaper/s; and
- Notices on the land.

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.

Minimum Exhibition Requirements

2.2. Development Assessment - Community Participation Requirements

The CPP is designed to make participation in planning clearer for the community. It does this by setting out, in one place, how and when the community can participate in the planning system, our functions and different types of proposals. We believe that involving the community, organisations and groups in Council's decision-making processes is crucial to achieving better outcomes.

2.2.1. MANDATORY MINIMUM PUBLIC EXHIBITION TIMEFRAMES FOR DEVELOPMENT ASSESSMENT FUNCTIONS

Planning Matter	Minimum Exhibition Timeframe
DAs (other than for Complying Development Certificate, or Designated Development or for State Significant Development)	14 days; or in accordance with Sections 2.2.2 and 2.2.3 below.
Other Advertised Development	Discretion of NSC staff.
DA(s) for <ul style="list-style-type: none">• Designated Development• Nominated Integrated Development• Threatened Species Development• State Significant Development Environmental Impact Statement under Division 5.1 Environmental Impact Statement for State Significant Infrastructure under Division 5.2	28 days; and in accordance with the EP&A Act and Regulations.

Table 2 – Minimum Exhibition timeframe for Development Assessment

Minimum Exhibition Requirements

2.2.2. NOTIFICATION OF DAS

Where a DA is to be notified, it will be provided in the form of a “written notice”. A “written notice” will be sent to the persons who own adjoining land and/or neighbouring land when a DA has been received, and where there is a statutory requirement to notify the applicant, or in NSC’s opinion, the enjoyment of the adjoining land or neighbouring land may be affected by the development in relation to any of the following:

- The views to and the views from the adjoining land or neighbouring land;
- Overshadowing;
- Privacy;
- Noise;
- The visual quality of the development in relation to the streetscape;
- The location of the proposed development in relation to the neighbouring boundaries;
- The means of disposing of roof drainage water from the building and any potential adverse affect of drainage on adjoining sites;
- Whether any fuel burning equipment or mechanical devices are to be installed as part of the development;
- The relationship of the proposed development to existing development on adjoining land or neighbouring land;
- The amount of traffic likely to be generated by the development and the capacity of the site to handle the associated traffic movements; or
- The effect the development is likely to have on the future amenity of the neighbourhood.

Where in the opinion of NSC, the development (including modification) is of a minor or inconsequential nature with minimal environmental impact, notification/public exhibition of a DA may not be required.

2.2.3. ADVERTISING OF DAS

In addition to notification requirements (Section 2.2.2), the following types of development also require advertisement within the local newspaper:

- Backpackers accommodation;
- Caravan parks and camping grounds;
- Centre-based childcare facility;
- Community facilities;
- Education establishment;
- Group homes, boarding houses and hostels;
- Health consulting rooms;
- Health services facility;
- Hospital;
- Hotel or motel accommodation;
- Licensed club;
- Multi dwelling housing;
- Neighbourhood shops;
- Places of public worship;
- Recreation facility (major);
- Recreation facility (outdoor);
- Residential flat building;
- Seniors housing;
- Sex services premises;
- Telecommunication facilities in residential or rural residential settings;
- Demolition of a building or work that is an Item of Environmental Heritage or located within a Heritage Conservation Area; or
- Any development NSC considers locally or regionally significant.

During the advertising period a sign will also be placed at the site of the proposed development. Where in the opinion of NSC, the development (including modification) is a minor alteration and/or addition to a development type listed above; advertising of a DA may not be required.

The EP&A Act and other SEPPs may specify circumstances where certain applications require advertisement. In certain circumstances, NSC may choose to advertise a development not listed above if it is considered necessary on the basis that it is in the public interest.

Minimum Exhibition Requirements

2.3. Council and Community Interaction

2.3.1. HOW DOES THE COMMUNITY GET INVOLVED?

Any person is entitled to make a “written submission” which may either object to or support a planning matter within the public exhibition, notification or advertising period. Submissions must be in writing and be received by NSC by 4.30pm on the day on which the period for submissions close. All written submissions received during the public exhibition, notification or advertising period will be acknowledged (in writing) as soon as practicable by NSC.

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged in writing by NSC for the purpose of future contact regarding progress of the application.

Anonymous submissions will not be considered by NSC.

2.3.2. HOW DOES COUNCIL CONSIDER INPUT FROM THE COMMUNITY?

Submissions received within the public exhibition, notification or advertising period will be considered in the NSC officer’s assessment of the matter. However, NSC’s consideration of a submission is restricted to planning matters. Non relevant planning issues such as civil disputes between neighbours and private rights cannot be considered.

In certain circumstances, a planning matter and any submissions may be referred to a Committee and/or a NSC meeting for consideration. Submissions will form part of the assessment report prepared by NSC’s Planning staff for consideration by the Committee or NSC. The report forms part of the Committee or NSC’s Business Paper which is a public document and available upon request. Business Papers can be downloaded from NSC’s website (www.narrabri.nsw.gov.au).

An opportunity also exists for individuals in the community to participate in the “Public Access Forum” prior to a Committee or NSC meeting. Any persons wishing to exercise this opportunity will need to complete a ‘Public Access Forum Application Form’ prior to the meeting day. NSC will provide prior notice to a submission maker of a planning matter being considered at an upcoming Committee or NSC meeting.

Following determination of a DA, or the adoption of a strategic plan, all persons who made a written submission will be notified (in writing) of the decision, and reasons for the decision, regarding the application, strategy or plan.

Minimum Exhibition Requirements

2.3.3. PRIVACY

Submissions received on a DA are prescribed as open access information under the Government Information (Public Access) Act 2009. Any person (including the applicant) may obtain copies of written submissions unless the author of the submission can show good reason as to why the details should be kept confidential. If this is the case, this must be addressed in the written submission. Where a submission is provided to another party, NSC will have consideration for the guidelines published for the Government Information (Public Access) Act 2009. If it is not considered in the public interest, NSC may not disclose certain personal information, including contact details (mail address, phone numbers and e-mail).



3. Conclusion

NSC recognises community participation within the planning system is not only the community's right, but it also helps to deliver better planning results for the people of the Narrabri Shire.

The NSC CPP sets out how and when NSC will engage with the community to encourage effective consultation and engagement when undertaking its town planning functions which includes strategic planning and development assessment.

The NSC CPP has been prepared to meet the regulatory requirements contained in Schedule 1 to the EP&A Act as well as Division 2.6 of the EP&A Act.

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

Below are the various ways to make contact with NSC:

- In person to NSC's Administration Building, 46-48 Maitland Street, Narrabri NSW 2390
- Via mail - PO Box 261, Narrabri NSW 2390
- Via email - council@narrabri.nsw.gov.au
- Via the Narrabri Shire Facebook page

www.
narrabri.
nsw.gov.au

Narrabri Shire Council
46 - 48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866
F. (02) 6799 6888
E. council@narrabri.nsw.gov.au



NARRABRI SHIRE
DISCOVER THE POTENTIAL