



Community Engagement Strategy  
and Community Participation Plan  
2025 - 2029

Eurobodalla  
Shire Council

## Acknowledgement of Country

Eurobodalla Shire Council recognises Aboriginal people as the original inhabitants and custodians of all land and water in the Eurobodalla and respects their enduring cultural and spiritual connection to it. Eurobodalla Shire Council acknowledges the Traditional Owners of the land in which we live. Council pays respect to Elders past, present and aspiring. We are on Yuin Country.

## Access to information

The best way to find out information about Council is to read our news on the website, subscribe to our monthly newsletters, follow us on Facebook, Instagram and LinkedIn, and read the Living in Eurobodalla residents' newsletter each quarter. You can also read the Council Meeting agenda papers online or by dropping into a library in Narooma, Moruya or Batemans Bay, watch the Council Meeting livestream, participate in the meeting by attending Public Access or Public Forum, or attend a Councillor Catch Up. Our Customer Service Centre in Moruya welcomes community members every weekday to provide access to information and answer questions.

## How to contact us

- In person** Customer Service Centre  
89 Vulcan Street, Moruya  
Monday to Friday, 8.30am to 4.30pm
- Phone** 02 4474 1000  
For after-hours emergencies call 1800 755 760
- Mail** PO Box 99, Moruya NSW 2537
- Email** [council@esc.nsw.gov.au](mailto:council@esc.nsw.gov.au)
- Web** [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)
- Councillors** See contact details on our website

Cover image: A child captures their hopes for their community at the Moruya pop-up stand in January 2024.

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# Mayor's message

This area of ours is ever-changing, and regularly checking in with community to make sure we're getting it right is fundamental to my work as Eurobodalla's Mayor.

New ways of communicating and gathering feedback, doing it authentically, and making sure we hear from people who might not normally interact with Council is changing the way we govern for the better.

Entering my second term as Mayor, there's a feeling that community voices are being heard and that we're getting it right. Not everyone will agree with every decision, of course, but by meeting people where they are and communicating differently, our Council is certainly hearing a broad range of views.

Nowadays people have more interaction than ever before with local government. The realisation they can influence decisions and see what's been achieved is empowering for everyone. You really can create change by having your say. Get involved!

**Mathew Hatcher**

Eurobodalla Mayor

Not everyone will agree with every decision ... but by meeting people where they are and communicating differently, our Council is certainly hearing a broad range of views.



# About this strategy

This document has been divided into two key sections:

- Part 1: Eurobodalla's Community Engagement Strategy – how community members can contribute to Council's decision-making
- Part 2: Eurobodalla's Community Participation Plan – how community members can contribute to planning and development decisions

## The Community Engagement Strategy

The Community Engagement Strategy outlines Eurobodalla Council's approach to connecting with the community. It provides clear guidance on who we engage with, when engagement occurs, and how the process is carried out. This document aims to help residents, businesses, and other stakeholders understand their role in shaping decisions that impact them, leading to better outcomes for our community and the environment.

While the level of involvement varies depending on the nature of the project and its potential impact, the strategy aims to ensure that all voices are considered, aligning with our commitment to meaningful participation and continuous improvement.

The strategy provides guidance as follows:

1. Why your voice matters
2. Engagement in Eurobodalla
3. Stakeholders
4. Opportunities and risks
5. Roles and responsibilities
6. Feedback and reporting
7. Evaluation and monitoring

## Legislative requirements for community engagement strategies

The Community Engagement Strategy has been prepared in accordance with Sections 8A and Section 402A of the *Local Government Act 1993*, which requires councils to establish and implement a community engagement strategy based on social justice principles and relates to the development of all plans, policies, programs, and activities (excluding routine administrative matters).

This strategy recognises the importance of child safety in community engagement, reflecting the *Children's Guardian Amendment (Child Safe Scheme) Bill 2021*, specifically Child Safe Standard 2. This standard emphasises that children should have opportunities to participate in decisions affecting them and be taken seriously, ensuring their voices are heard and valued in age-appropriate ways.

## The Community Participation Plan

The Community Participation Plan explains how you can engage in local and region-wide land use planning to help shape the present and future of Eurobodalla. This plan outlines the legislative requirements for public participation in Council's planning activities and expands on the principles set out in the Community Engagement Strategy. It provides detailed guidance on how community members can contribute to planning and development decisions within the Eurobodalla Local Government Area (LGA).

## Legislative requirements for community participation plans

This plan is developed in accordance with the *Environmental Planning and Assessment Act 1979* (EP&A Act), specifically Schedule 1: Community Participation Requirements and Division 2.6: Community Participation. These regulations mandate transparent and inclusive public engagement throughout Council's planning processes.

# Part 1: Eurobodalla's Community Engagement Strategy

## Why your voice matters

### What is community engagement?

When councils develop plans, policies, programs, and activities they need more than just data – they need to hear from the people who live, work or visit the area. That's where community engagement comes in.

Effective community engagement will identify key groups impacted by decisions and will create a shared understanding of their hopes and wishes. It will build trust and accountability, identify issues, and result in better decisions. It will also help people understand where their voice can shape decisions and why decisions are made.

### Purpose of this document

Eurobodalla's Community Engagement Strategy acts as a best practice guide to ensure that local voices are heard and included in shaping decisions that affect the community's future, from major projects to everyday operations (excluding routine administration tasks).

It is designed to create meaningful opportunities for everyone in our community to have a voice in the decisions that shape our future. It outlines how we will inform, consult, involve, collaborate with, and empower residents, businesses, and other stakeholders on the issues that matter most to them.

Community engagement is an essential pillar of an effective local government. By actively connecting with their community on planning and project delivery, councils create an environment of participation where residents can influence and enrich the quality and amenity of their local area.

### What does our community engagement strategy mean for you?

This strategy is a key component of the NSW Integrated Planning and Reporting (IP&R) Framework, which ensures councils align their planning processes with the needs and aspirations of the community. By engaging with you, we gather valuable insights that help guide the development of long-term plans, including our Community Strategic Plan, Delivery Program, and Operational Plan. This ensures that your views are considered in shaping local priorities and services.

In short, our strategy isn't just about gathering feedback – it's about fostering a strong, ongoing partnership between Council and the community to create a future we all want to be part of.

### The community

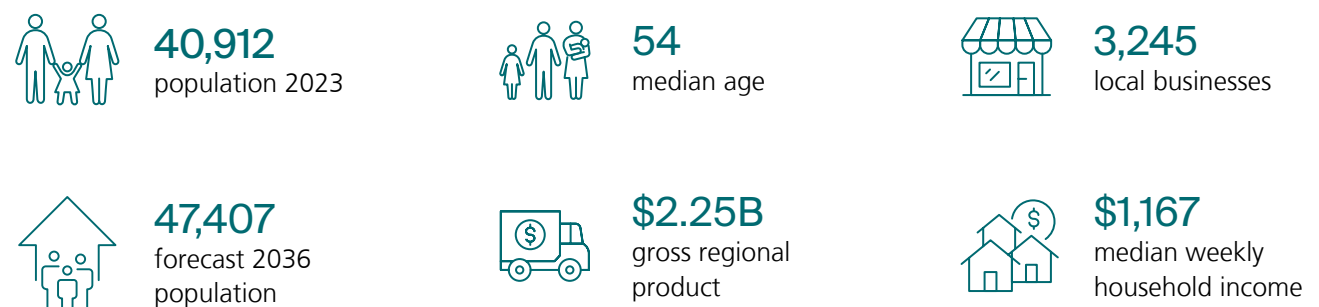
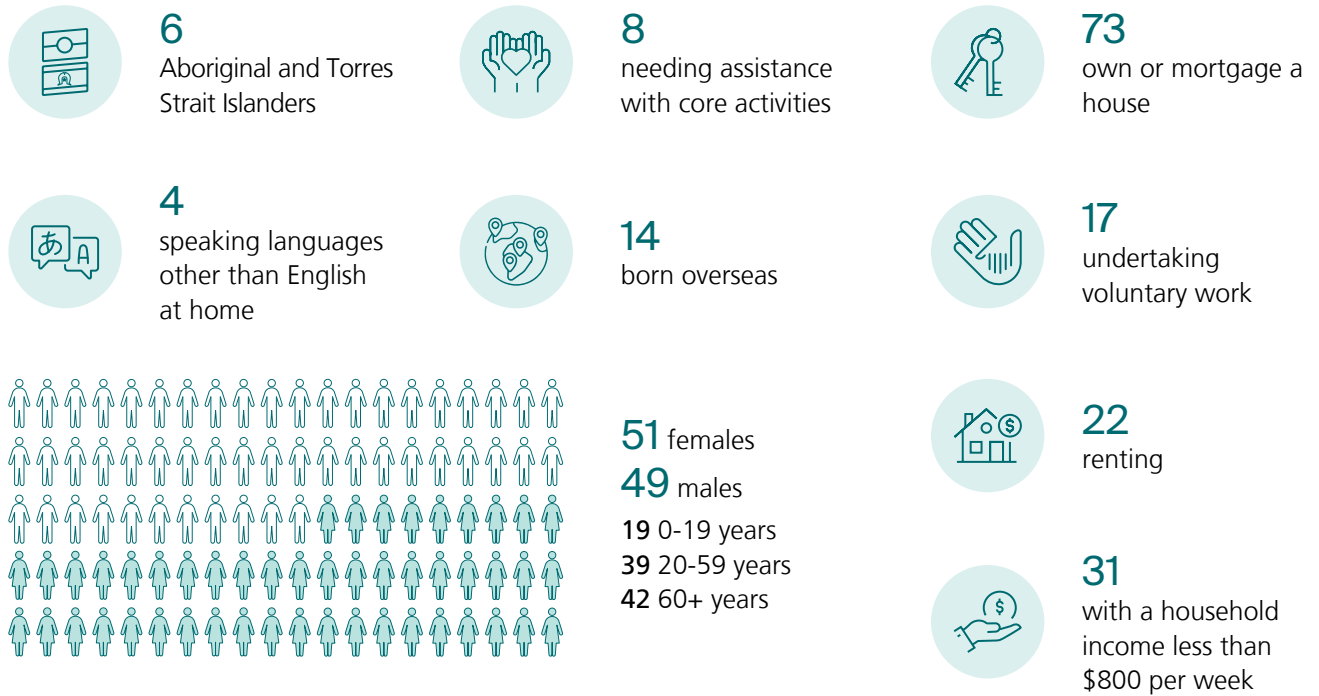
Hearing from a diverse range of people is key to shaping Eurobodalla in a way that reflects the needs and aspirations of everyone. Whether you're a resident, ratepayer, or visitor, your feedback helps Council understand how decisions might impact different groups within our community. By listening to people of various ages, backgrounds, and life stages, we gain valuable insights that guide better decision-making. The more perspectives we gather, the more equipped we are to create outcomes that truly serve the entire community.

... it's about fostering a strong, ongoing partnership between Council and the community ...

## Who are we

The following snapshot is comprised from the most recent data available from Council's Community Profile tool, Profile.id.

If the Eurobodalla Shire consisted of 100 people there would be:



## Top industries of employment



## Why participate in community engagement?

By engaging with Council, you can find out what is planned for your community and play an active role in shaping your area and improving the quality of life for those living and working in the Eurobodalla Shire.

By participating in community engagement, you can:

- Gain a clearer understanding of how your needs and expectations are considered in Council decisions.
- Bring attention to issues and perspectives that might otherwise go unnoticed.
- Build stronger, positive relationships between the community and Council.
- Improve your understanding of Council plans, policies, programs, and activities that impact you.
- Stay informed about Council's responsibilities and actions that affect your community.
- Feel a sense of ownership and pride in decisions and outcomes that shape your local area.
- Meet other community members and hear their perspectives.

To ensure engagement is meaningful and effective, Council plans community engagement activities by asking these questions:

- When should we engage?
- Who should be involved and where should engagement take place?
- What topics are we addressing?
- How will we gather and use your input?
- How can we provide feedback to participants?

By engaging with Council, you can find out what is planned for your community and play an active role in shaping your area ...





## What principles guide engagement in Eurobodalla?

Eurobodalla Council upholds the following engagement principles, grounded in the social justice principles of equity, access, participation, and rights, to guide how we engage with the community in developing plans and determining key activities.

### Inclusive and accessible

Council will ensure that all community members, regardless of background or ability, have equal opportunities to participate and contribute by:

- Identifying community groups impacted by specific decisions or projects.
- Selecting ways to meet the diverse needs of different groups.
- Identifying under-represented groups and adapt delivery methods to hear their voices.
- Collecting feedback from people with varying abilities and diverse backgrounds.

### Transparent and effective communication

Council will provide open, straightforward, and timely information to build trust and ensure understanding within the community to:

- Share information with the community as early as possible.
- Use clear, straightforward, and concise language.
- Provide updates on progress to keep the community informed of the final outcomes of projects and decisions.

### Authentic and responsive engagement

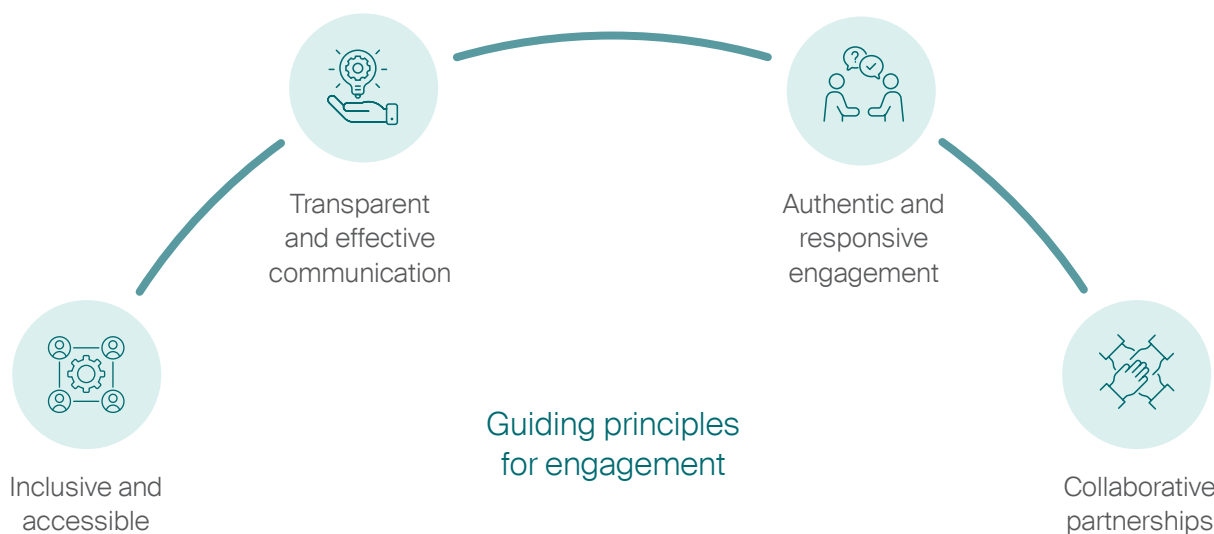
Council will commit to genuine interactions, where feedback is valued, considered, and helps shape outcomes through:

- Clear communication about which aspects of a project or decision can be influenced by community input.
- Valuing the time and contributions of community members who participate.
- Listening with an open mind and applying feedback in an objective manner to ensure it meaningfully shapes outcomes.

### Collaborative partnerships

Council will work hand-in-hand with the community and stakeholders to foster shared ownership of decisions and solutions to:

- Build cooperative relationships with community members and stakeholders.
- Engage at appropriate stages of planning and decision-making, whenever possible.
- Encourage shared responsibility and joint problem-solving to develop solutions that reflect the community's needs and aspirations.
- Maintain open channels for dialogue and feedback to strengthen trust and mutual understanding.





## Engagement in Eurobodalla

### What does engagement look like in Eurobodalla?

Council decisions are made through a mix of representative and participatory democracy. In a representative democracy, the community elects local Councillors to govern, set policies, plan for the future, manage finances, and make key decisions.

Participatory democracy allows residents to have an active role in shaping decisions that affect them. Through various engagement processes, community members can share their views and influence Council's decisions. Council values transparency and believes that everyone should be informed and have a voice on issues that matter to them.

### Why the community's role in engagement is central to the Integrated Planning and Reporting Framework

The Integrated Planning and Reporting Framework (IP&R) promotes stewardship in local government, meaning Councillors act as stewards for their Council during their term. Engagement ensures that community input shapes the development of key plans and strategies, such as the 10- to 20-year Community Strategic Plan, which guides the Council's long-term vision. This feedback also informs the four-year Delivery Program, outlining major activities, and influences the annual Operational Plan, which is the workplan that details yearly services and actions. Through ongoing engagement, residents help set priorities and steer the Council's work, creating a cycle of shared responsibility and continuous improvement.

... community members can share their views and influence Council's decisions.

Image: A member of the community completes a 'Have your say' survey at the Bodalla pop-up stand in March 2024.

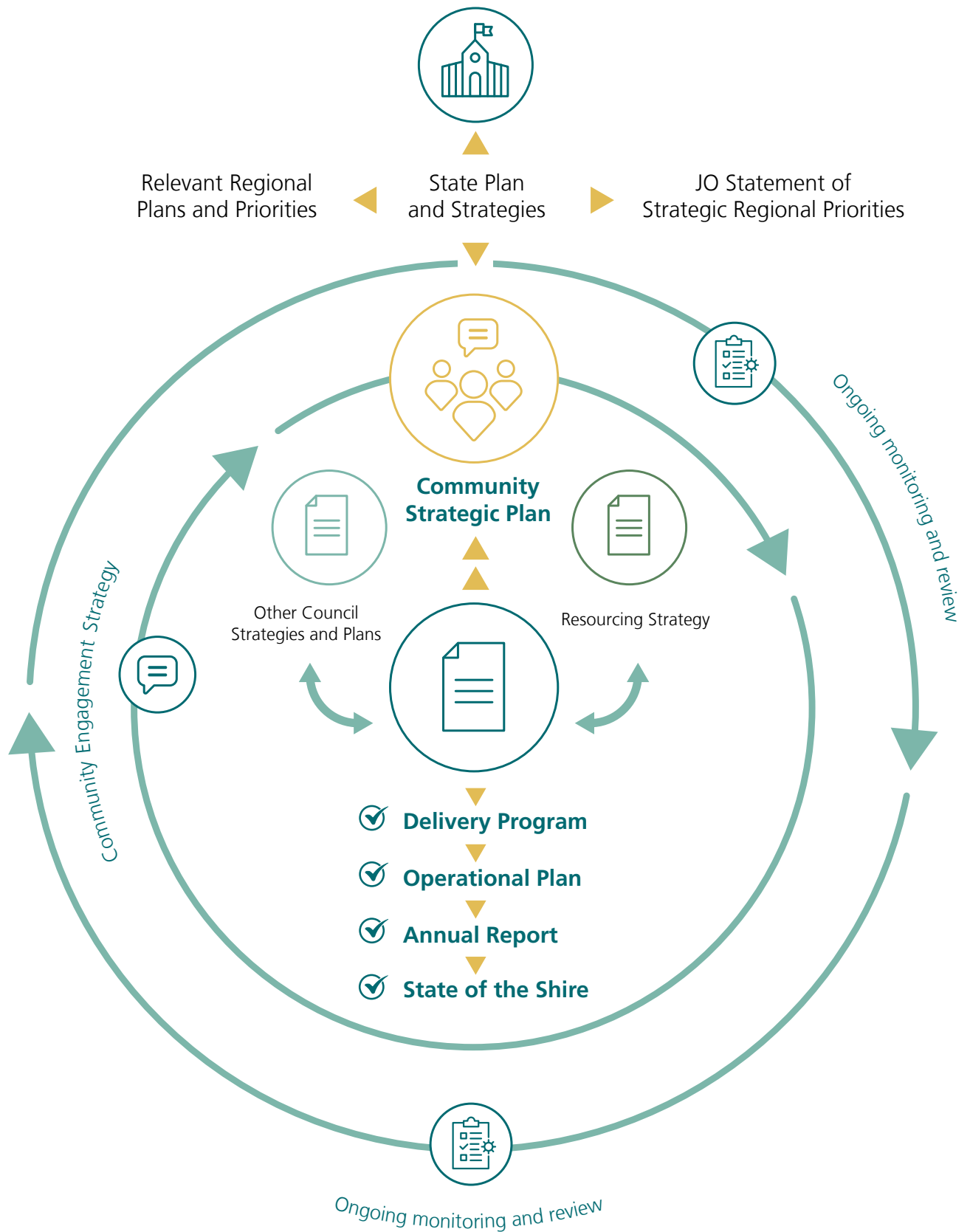


Image: The Integrated Planning and Reporting Framework.

## How does the community shape our planning and reporting?

The terms used to describe engagement come from the International Association for Public Participation (IAP2) Spectrum. This framework is recommended by the Office of Local Government and defines the different levels of participation and sets expectations for public involvement in decision-making.

Engagement approaches are customised to align with the specific needs of the project, the stakeholders involved, the appropriate level of participation, and timeframes. Our goal is to gather diverse viewpoints, ensuring we consider community insights as we develop plans, policies, programs, and activities.

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### Inform - A decision has been reached.

#### IAP2 Spectrum

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.

#### Engagement in action

We will use various communication methods to keep the community informed about decisions and their potential impacts. We recognise that, while some decisions may need to be made without community input due to safety, legal, or urgent reasons, this will be done transparently and only when necessary.

#### Engagement methods

- Council website
- Social media
- Council News
- Special interest newsletters
- Living in Eurobodalla newsletter
- Public notices
- Local media
- Community briefings

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### Consult - A decision needs to be reached.

#### IAP2 Spectrum

To obtain public feedback on analysis, alternatives, and/or decisions.

#### Engagement in action

We use various communication methods to inform the community about opportunities to provide feedback. To make engagement accessible, we accept input through multiple channels and ensure reasonable timeframes for community members to understand and reflect on the issue before sharing their feedback. Every contribution is valued, with equal consideration and weight given to all responses to guide fair and informed decision-making.

#### Engagement methods

- Engagement methods as outlined in the *Inform* section, plus
- Council's 'Our Eurobodalla' online engagement platform
- "Have your say" page on Council's website
- Surveys and questionnaires
- Public consultation meetings
- Community feedback drop off options at local libraries

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### Involve - A decision needs to be reached.

#### IAP2 Spectrum

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

#### Engagement in action

We engage with the community to gain a thorough understanding of their concerns and aspirations. We prioritise maintaining transparent communication and ensure that community members receive clear feedback so they know how their input is being considered and influencing the final decision. This practice reinforces trust and demonstrates our commitment to incorporating community perspectives into Council plans, policies, programs, and activities.

#### Engagement methods

- Engagement methods as outlined in the *Consult* section, plus
- Community interviews
- Pop-up events
- Drop-in sessions
- Workshops and focus groups

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## Collaborate - A decision needs to be reached.

### IAP2 Spectrum

To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.

### Engagement in action

We partner with the community throughout each stage of the decision-making process, ensuring their input guides outcomes. We actively seek a wide range of perspectives and innovative solutions and commit to integrating the community's insights and recommendations into our plans, policies, programs, and activities. This approach fosters shared ownership and collective progress toward decisions that benefit everyone.

### Engagement methods

- Engagement methods as outlined in the *Involve* section, plus
- Advisory groups

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## Empower - A decision needs to be reached.

### IAP2 Spectrum

To place final decision-making in the hands of the public.

### Engagement in action

We support the community in taking an active role in decision-making processes. We facilitate these processes with transparency, allowing participants' choices to direct the outcome. Once a decision is reached, we are committed to implementing it as agreed by those involved.

### Engagement methods

- Engagement methods as outlined in *Collaborate* section, plus
- Citizens Jury
- Community Forum



# Stakeholders

## How will we engage with you?

Eurobodalla Council values the diverse range of stakeholders who actively engage in, and contribute towards, shaping our region today and into the future.

We are committed to engaging with people in ways that are easy to participate in. We aim to make our engagement methods as accessible and inclusive as possible. At times, these methods may be targeted to capture the views of a specific group of people who may be directly impacted.

To guide our engagement activities, we may ask the following questions:

- What concerns might the community have about the project or outcome?
- What is the project or outcome’s likely level of impact or consequence for the community?
- What can the community bring to the project or outcome?
- What influence can the community have over the project or outcome?
- What is the best way to reach our community groups?

The following tables outline some of the approaches we may use to engage with you. Please note that many of the places and tools we may use to reach you may apply to more than one group type.

Timeframes for community engagement will be determined by legislative requirements, project objectives, and community needs.



Image: Staff engaged with members of the community at the Batemans Bay pop-up stand in February 2024.

## Community member engagement approach

Groups of people	Places we may reach you	Tools we may use
Individuals	<ul style="list-style-type: none"> <li>• Pop-up events at major events, festivals, shopping centres and local markets</li> <li>• Local libraries, art galleries or parks</li> <li>• Online via our 'Have your say' page or Council's 'Our Eurobodalla' engagement platform</li> <li>• Council buildings and venues</li> <li>• Local media</li> <li>• Social media e.g. Facebook, Instagram, LinkedIn</li> <li>• Public notices</li> </ul>	<ul style="list-style-type: none"> <li>• Rates notice flyer with QR code and links</li> <li>• Discussion guides</li> <li>• Pop-up stalls</li> <li>• Posters</li> <li>• Media releases</li> <li>• Online posts</li> <li>• Workshops</li> <li>• Focus groups</li> <li>• Feedback sessions</li> <li>• Presentations</li> </ul>
Local Aboriginal and Torres Strait Islander communities	<ul style="list-style-type: none"> <li>• Local Land Councils</li> <li>• Aboriginal medical and dental centres</li> <li>• Targeted youth programs</li> <li>• Cultural events and festivals</li> <li>• Interagency meetings</li> <li>• Aboriginal Advisory Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Flyers depicting approved Aboriginal artwork</li> <li>• Elder-led discussions</li> <li>• Aboriginal heritage maps</li> <li>• Indigenous media outlets</li> </ul>
People with a disability and their carers	<ul style="list-style-type: none"> <li>• During outings and at events</li> <li>• Venues with easy access and transport</li> <li>• Disability Inclusion Advisory Committee meetings</li> <li>• NDIS services network "Involve Eurobodalla"</li> <li>• Supporting agencies</li> <li>• Venues with hearing loops</li> </ul>	<ul style="list-style-type: none"> <li>• Easy read printed material</li> <li>• Group or one-on-one discussions/presentations using augmented or alternative communication</li> </ul>
People from diverse cultural backgrounds	<ul style="list-style-type: none"> <li>• Eurobodalla Multicultural Group meetings</li> <li>• Cultural events</li> <li>• Refugee Action Collective Eurobodalla</li> </ul>	<ul style="list-style-type: none"> <li>• Print material in various languages</li> <li>• Meetings/presentations with interpreters</li> </ul>
LGBTQIA+ community	<ul style="list-style-type: none"> <li>• Pride events</li> <li>• Agencies</li> <li>• Queerobodalla</li> </ul>	<ul style="list-style-type: none"> <li>• Information sessions</li> </ul>
Older people	<ul style="list-style-type: none"> <li>• Local clubs and veteran venues</li> <li>• At events run through Council's Community Care team</li> <li>• Community Transport</li> <li>• Aged care facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Large print material</li> <li>• Telephone conversations</li> </ul>
Children and families, young people	<ul style="list-style-type: none"> <li>• Childcare centres</li> <li>• Schools</li> <li>• After school care</li> <li>• TAFE</li> <li>• Local agencies</li> <li>• Mobile Youth van</li> </ul>	<ul style="list-style-type: none"> <li>• Special interest newsletters such as Children's Services updates</li> <li>• Drawing and art material</li> <li>• Mentimeter surveys</li> <li>• YouTube</li> <li>• Games</li> <li>• Giveaways</li> <li>• Interactive workshops and focus groups</li> </ul>

### Community organisations and interest groups engagement approach

Groups of people	Places we may reach you	Tools we may use
Special interest groups, religious groups, non-profit organisations, volunteer groups, local interagency groups	Meetings or event venues where you gather	<ul style="list-style-type: none"> <li>• Targeted flyers</li> <li>• Special interest newsletters such as the Arts Canvas, the Garden Path, and Library news</li> </ul>

### Education and childcare providers engagement approach

Groups of people	Places we may reach you	Tools we may use
Schools and education institutions, childrens services and centres	Meetings, on campus, or other learning environments where you gather	<ul style="list-style-type: none"> <li>• Flyers to accompany school newsletters</li> <li>• Drawing sheets</li> </ul>

### Business and industry engagement approach

Groups of people	Places we may reach you	Tools we may use
Local businesses, industry groups, social enterprises	<ul style="list-style-type: none"> <li>• Chambers of commerce</li> <li>• Progress associations</li> <li>• Business events</li> </ul>	<ul style="list-style-type: none"> <li>• Business forums</li> <li>• Special interest newsletters such as business updates, builders and developers' updates, and tourism news</li> </ul>

### Government, health and emergency services engagement approach

Groups of people	Places we may reach you	Tools we may use
Local hospitals, health services and care facilities, transport authorities, local government agencies, NSW Government, Australian Government, emergency services	<ul style="list-style-type: none"> <li>• Places of business</li> <li>• Local interagencies</li> </ul>	<ul style="list-style-type: none"> <li>• Direct liaison</li> <li>• Emails</li> <li>• Formal meetings</li> <li>• Forums</li> </ul>

### Media engagement approach

Groups of people	Places we may reach you	Tools we may use
Local and regional newspapers, websites, radio and TV stations	<ul style="list-style-type: none"> <li>• TV</li> <li>• Online</li> <li>• Newspapers</li> <li>• Radio</li> </ul>	<ul style="list-style-type: none"> <li>• Media releases</li> </ul>



## Opportunities and risks

### What are the benefits and challenges of community engagement?

While there are many benefits to community engagement, it's also important to recognise the challenges and risks that can arise during the process. Effective community engagement can face challenges such as:

- low participation rates
- miscommunication
- conflicting viewpoints among stakeholders.

Addressing these risks requires proactive planning, adaptable approaches, and transparent communication to maintain trust and inclusivity.

## Roles and responsibilities

### What are the roles and responsibilities of community engagement?

#### Council's role

The Council is responsible for designing and facilitating engagement processes, ensuring they align with strategic goals and meet legislative requirements. This involves providing clear information, creating opportunities for meaningful participation, and considering community input in decision-making.

#### Community's role

Community members are encouraged to actively participate by providing feedback, sharing insights, and engaging in discussions. Their involvement helps guide plans and outcomes that reflect the community's diverse perspectives.

#### Staff responsibilities

Council staff are tasked with implementing engagement activities, collecting feedback, and reporting on outcomes. They play a crucial role in maintaining open communication and supporting community members throughout the engagement process.



Image: Staff ready to engage with members of the community at the Moruya pop-up stand in January 2024.

# Feedback and reporting

## How does the engagement process inform decision-making?

In Eurobodalla, the responsibility for final decisions varies depending on the project – it could rest with the community, Councillors, Council’s General Manager, or even another government body. Throughout the engagement journey, there are opportunities for residents to provide input and help inform outcomes. We make sure to outline how much influence the community can have on each project and provide updates along the way.

Certain factors, such as safety regulations, State or Federal Government requirements, or limitations outside of Council’s control, can impact the extent to which your feedback can inform a decision. For instance, when Eurobodalla Council gathers feedback for NSW Government initiatives, we act as a channel for community comments but may not be able to adjust the outcome.

The process of decision-making involves multiple steps and can be complex. Engagement opportunities may range from detailed involvement to limited input, depending on the nature and constraints of the project.

### Stage 1 – Planning

Your previous feedback informs the project

We define the scope of the proposed project by considering key issues and opportunities while taking into account feedback from prior engagements. We will also allocate resources and set specific timelines for the engagement activities.

### Stage 2 – Engaging

Your chance to have your say

We carry out engagement activities, providing you with the opportunity to share your ideas and influence the project.

### Stage 3 – Reviewing and finalising

Your chance to shape the final project

We assess the feedback gathered and present the project draft and engagement report to decision-makers, including councillors, the general manager, and various levels of government. There may also be community participation through panels, committees, and submissions during the exhibition process.

### Stage 4 – Decision

The community is informed

A decision is made regarding the project and we communicate the outcomes back to the community.



The decision making process

# Evaluation and monitoring

## How is community engagement measured?

Eurobodalla Council aims to align its community engagement practices with the needs and expectations of Eurobodalla residents. It recognises that the key to enhancing effectiveness of engagement activities and achieve better outcomes lies in regular evaluation.

Eurobodalla Council employs a range of methods to review and report on its engagement practices, ensuring continuous improvement. These methods include:

- Reviewing the engagement strategy and policies at regular intervals.
- Conducting community satisfaction surveys on a periodic basis and sharing the results.
- Assessing participation rates in engagement activities to identify trends and areas for growth.
- Collecting and analysing both verbal and written feedback from participants to understand the impact and effectiveness of engagement efforts.
- Utilising quantitative and qualitative data to evaluate outcomes.
- Including results of engagement activities in the Annual Report.
- Providing feedback to the community about the outcomes of engagement processes and how their input was used.

## How we communicate engagement outcomes?

To effectively 'close the loop' on community engagement, Council aims to ensure that participants receive timely and clear feedback on how their contributions have shaped outcomes and decisions. This may be achieved through:

- regular updates via newsletters
- community meetings
- media releases
- social media posts, and
- Council's 'Our Eurobodalla' online engagement platform

To ensure transparency and accountability in our community engagement efforts, we may carry out the following activities to highlight key decisions made and the impact of community input:

- Documenting the engagement and the outcomes
- Reporting back to stakeholders about how their input informed the outcomes
- Thanking stakeholders for their involvement, and
- Evaluating the project and engagement

The Council is dedicated to maintaining an open online dialogue with the community, actively encouraging participation in future initiatives to ensure that every voice is heard and valued.

Council aims to ensure that participants receive timely and clear feedback on how their contributions have shaped outcomes and decisions.

# Part 2: Eurobodalla's Community Participation Plan

## What is a community participation plan?

The Community Participation Plan (CPP) is a plan that establishes when and how the community can participate in planning decisions. A primary objective of the plan is to ensure that Council's community engagement in the planning process is consistent and clear.

A CPP is a legislative requirement as referenced in Section 2.23 and Schedule 1 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). This document replaces Council's Advertisement and Notification Code.

## How does Council keep the public informed?

### Public exhibition and notification

Under the EP&A Act, some planning documents (like development applications) need to be notified, and some need both notification and exhibition. Public exhibition and notification help Council involve the community in the planning process. The Council makes decisions by considering various factors to ensure they are in the public interest.

### Public exhibition

Public exhibition is the process of making a development proposal, plan or policy publicly available for comment. During the public exhibition period the community has opportunity to provide Council with a submission, for or against the proposal, before Council decides whether to endorse, amend or reject it. A decision on a proposed plan, policy or application cannot be determined until after the exhibition period.

It is important to note that development applications have specific exhibition requirements as defined in the *Environmental Planning and Assessment Regulation 2000*.

### Notification

Notification is the process of informing the community of a proposed development, plan, strategy or local policy. This can include published and written notice, depending on the proposal. Public notice is an advertisement in the local newspaper and notification on Council's website and written notice is a letter or email sent to property owners of the land adjoining the proposal.

The public exhibition periods are defined in the following table and in accordance with Schedule 1 of the EP&A Act.

The required notification or advertising period for reviewing a decision by a consent authority under sections 8.2 and 8.3 of the *Environmental Planning and Assessment Act 1979* is 14 days.

The Community Participation Plan establishes when and how the community can participate in planning decisions.

## Public exhibition periods in accordance with Schedule 1 of the EP&A Act

Planning documents	What is it for?	Minimum exhibition and re-exhibition periods
Draft Community Participation Plans	The Community Participation Plan (CPP) aims to simplify community involvement in planning matters. It outlines, in a single document, the methods and timeframes the community can engage in the planning process.	28 days
Draft Local Strategic Planning Statement and other local strategies	Achieves community goals by: <ul style="list-style-type: none"> <li>• Setting planning priorities</li> <li>• Outlining implementation methods</li> <li>• Monitoring and reporting progress</li> </ul>	28 days
Planning Proposals for Eurobodalla Shire Local Environmental Plan 2010 (LEP) amendments	The LEP sets the land use controls for Eurobodalla Shire Council's planning proposals: <ul style="list-style-type: none"> <li>• Modify LEP land use regulations</li> <li>• Reclassify Council-owned properties</li> <li>• Implement administrative adjustment to the LEP</li> </ul>	28 days, or as specified by the Gateway Determination
Draft Development Control Plan	Gives detailed guidelines for assessing a development.	28 days
Draft Contribution Plans	Determines the amount and justification for development contributions. These contributions are fees that developers pay for infrastructure to support new projects.	28 days
Draft Voluntary Planning Agreement (VPA)	An agreement between a developer and Council or another planning authority where the developer aims to provide a public benefit, such as money or infrastructure. A Voluntary Planning Agreement (VPA) can be proposed with a planning application, development consent, modification, or a complying development application.	28 days
Draft Works In Kind Agreement (WIKa)	A voluntary agreement between a developer and Council, where the developer completes certain works listed in a contribution plan. This is done to fully or partially meet a condition set in a development application consent or a complying development certificate.	28 days
Application for development consent for local development and integrated development	For development under Council's local regulations, including new homes and commercial, retail, or industrial sites.	14 days
Application for development consent for designated development	For developments that are likely to have a significant impact or are located in or near environmentally sensitive areas.	28 days

Planning documents	What is it for?	Minimum exhibition and re-exhibition periods
Environmental Impact Statements obtained under Division 5.1 of the EP&A Act	Assists certain development applications by identifying and addressing any environmental impacts.	28 days
Integrated Development	Integrated development needs approval under another law or regulation, in addition to the EP&A Act.	14 days
Threatened species development	Development that falls under section 7.7 (2) of the <i>Biodiversity Conservation Act 2016</i> or section 221ZW of the <i>Fisheries Management Act 1994</i> .	28 days
Nominated integrated development	Needs additional approval under the following acts: <ul style="list-style-type: none"> <li>• <i>Heritage Act 1977</i></li> <li>• <i>Water Management Act 2000</i>, or</li> <li>• <i>Protection of the Environment Operations Act 1997</i></li> </ul>	28 days
Re-exhibition of any amended application	-	The time frame set by the person or organisation responsible for publicly displaying the application or issue
Application for development consent for remediation work	Remediation works requiring consent are governed by State Environmental Planning Policy (Resilience and Hazards) 2021 (Chapter 4) in combination with State Environmental Planning Policy (Biodiversity and Conservation) 2021 (Chapter 9).	28 days
Application for modification of development consent that is required to be publicly exhibited	Modification of development consent must take place in accordance with the Environmental Planning and Assessment Regulations 2021.	14 days

## When is exhibition or notification required for a development application?

Attachment 1 shows what development is required to be either exhibited and/or notified. Development not listed in Attachment 1 will generally not be required to be notified and/or publicly exhibited, except as below.

- Where a development proposal seeks a variation to the development standard contained in a Local Environmental Plan (LEP), it is required to be publicly exhibited.
- Where a development proposal seeks a variation to the development standard or acceptable solution contained in a Development Control Plan (DCP), it is required to be notified unless it is considered by Council to not have any detrimental impact on adjoining properties.
- When the assessing officer discerns that the development has the potential for adverse impacts resulting from the development, and compliance with applicable development standards within Council's local planning controls, any relevant legislation, EPI's adopted, Precinct Plans or any other adopted policies and specification of Council.

Despite the provisions above, any development proposal that seeks to vary a setback provided as an acceptable solution of a Development Control Plan (DCP) must be notified to adjoining owners.

Any developments of Council-owned or managed land must be exhibited, unless the proposed development is specified within an adopted Plan of Management applying to that land.

Despite the requirements of Attachment 1, a development application that has been exhibited or notified previously by Council and Council is of the opinion that the amended application differs only in minor aspects to the original application, or the reason for the exhibition or notification no longer exists, the amended proposal will be exempt from requiring notification.

## What is the exhibition and notification process for development applications?

### Who will be notified?

A written notice will be given to:

- a) The owners of the land adjoining the land to which the application relates;
- b) Such public authorities as, in the opinion of Council, may have an interest in the determination of the application;
- c) The owners of land located on the opposite side of the street to the land to which the application relates. In this case a minimum of two properties will be notified and such other properties as, in the opinion of Council, may be appropriate in the circumstances of the case;
- d) The owners of land that is separated by a pathway, driveway or similar thoroughfare to the land to which the application relates, if it is considered by Council that the enjoyment of the adjoining land may be detrimentally affected by the proposal; and
- e) The owners of land that is within the immediate vicinity of the land to which the application relates, and by virtue of the site topography are considered by Council that the enjoyment of the land may be detrimentally affected.

### What if I want more information about development applications?

Extracts of a development application relating to the development:

- Sufficient to identify the applicant and the land to which the application relates; and
- Containing a plan of the development including any buildings that indicates its location, height and external configuration, as erected, in relation to the site on which it is to be erected, if relevant for that particular development, will be made available to interested persons, for viewing free of charge or in hard copy on payment of a reasonable copying charge as nominated in Council's Fees and Charges.

# Attachment 1 – Exhibition and notification requirements for development applications

Type of Development	Applicable zones	Exhibited	Written notice
Agriculture	All	-	✔ Yes
Air transport facility	All	✔ Yes	-
Animal boarding or training establishment	All	✔ Yes	-
Artisan food and drink industry	All	-	✔ Yes
Business premises (except funeral homes)	RU5	-	✔ Yes
Camping ground and caravan park	All	-	✔ Yes
Cellar door premises	All	-	✔ Yes
Cemetery	All	✔ Yes	-
Centre-based Childcare facility	All	-	✔ Yes
Community facility	All	-	✔ Yes
Crematorium	All	✔ Yes	-
Depot	All, except E4	-	✔ Yes
Eco-tourist facility	All	✔ Yes	-
Emergency services facility	All	✔ Yes	-
Exhibition village	R2, R3	-	✔ Yes
Extractive industry	All	✔ Yes	-
Freight transport facility	All, except E4	-	✔ Yes
Function centre	All	-	✔ Yes
Funeral home	All	-	✔ Yes
Group home	All	-	✔ Yes
Hazardous storage establishments	All	✔ Yes	-
Helipad	All	✔ Yes	-
Health services facility	All	-	✔ Yes
Heritage item	All	✔ Yes	-



Type of Development	Applicable zones	Exhibited	Written notice
Development in a heritage conservation area	All	-	✔ Yes
Highway service centre	All	-	✔ Yes
Hostel	All	-	✔ Yes
Landscape and garden supplies	RU1, RU4, RU5	-	✔ Yes
Light Industry (except artisan food and drink premise)	RU5	-	✔ Yes
Liquid fuel depot	All except E4	✔ Yes	-
Livestock processing industry and agricultural produce industries	All	✔ Yes	-
Manufactured home estate	All	✔ Yes	-
Market	All	✔ Yes	-
Mining	All	✔ Yes	-
Multi-dwelling housing	R2, R3	-	✔ Yes
Neighbourhood shop	R2, R3	-	✔ Yes
Offensive storage establishment	All	✔ Yes	-
Passenger transport facility	All except E4	-	✔ Yes
Places of public worship	All	✔ Yes	-
Pub and small bar	All	✔ Yes	-
Recreation Facility (indoor)	All	-	✔ Yes
Recreational Facility (major)	All	✔ Yes	-
Recreational Facility (outdoor)	All	-	✔ Yes
Residential Flat Building	All	✔ Yes	-
Resource Recovery Facility	All	-	✔ Yes
Restricted Premises	All	✔ Yes	-
Rural Supplies	All except E4	-	✔ Yes
Sawmill or log processing works	All	✔ Yes	-
Seniors housing	All	-	✔ Yes
Service station	RU5	-	✔ Yes
Sex service premises	All	✔ Yes	-

Type of Development	Applicable zones	Exhibited	Written notice
Stock and sale yard	All	✔ Yes	-
Subdivision (less than 10 lots) (excluding subdivision of existing approved buildings)	All	-	✔ Yes
Subdivision (10 lots or more) (excluding subdivision of existing approved buildings)	All	✔ Yes	-
Telecommunications and other communication facilities	All	✔ Yes	-
Timber and building supplies	RU5	-	✔ Yes
Tourist and Visitor Accommodation (excluding Eco-tourist facilities)	All	-	✔ Yes
Vehicle body repair workshop	RU5	-	✔ Yes
Vehicle repair station	RU5	-	✔ Yes
Veterinary hospital	All	-	✔ Yes
Waste or resource management facility	RU1	✔ Yes	-
Waste or resource transfer station	RU1	✔ Yes	-

