Our home
Our City **Our future**

2020 COMMUNITY ENGAGEMENT STRATEGY

INTEGRATED **PLANNING** AND
REPORTING FRAMEWORK

FairfieldCity
Celebrating diversity

English

For further information please contact the Customer Service Centre on 9725 0222 or visit our website www.fairfieldcity.nsw.gov.au
If you require an interpreter please call the Telephone Interpreter Service on 131 450 for assistance.

Arabic

للحصول على معلومات إضافية يرجى الاتصال بمركز خدمة الجمهور على الرقم ٩٧٢٥ ٠٢٢٢ أو مراجعة موقعنا الالكتروني www.fairfieldcity.nsw.gov.au
إذا كنت بحاجة إلى مترجم فوري، يرجى الاتصال بخدمات الترجمة الفورية الهاتفية (TIS) على الرقم ١٣١ ٤٥٠ سعيا للمساعدة.

Assyrian

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ܙܝܪ ܐܢ ܒܥܝܬ ܐܢ ܬܘܪܓܡܢܐ، ܙܝܪ ܠܡܪܟܙ ܕܫܝܪܘܬ ܕܬܘܪܓܡܢܐ ܒܛܠܦܘܢ ܒ 131 450 ܒܛܠ ܚܕܐ.

Chinese Traditional

了解更多資訊，請聯絡客戶服務中心（電話：9725 0222）或訪問我們的網站 www.fairfieldcity.nsw.gov.au。
如果您需要傳譯員服務，請致電電話傳譯服務處 131 450尋求協助。

Italian

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Se avete bisogno di un interprete chiamate il Servizio di Interpretariato Telefonico al numero 131 450 per assistenza.

Khmer

ដើម្បីទទួលយកពត៌មានបន្ថែម សូមទាក់ទងមជ្ឈមណ្ឌលកិច្ចបំរើសហគមន៍ តាមទូរស័ព្ទលេខ 9725 0222 ឬបើកមើលវិបសាយរបស់យើង www.fairfieldcity.nsw.gov.au
ប្រសិនបើលោកអ្នកតម្រូវអ្នកបកប្រែភាសា សូមទូរស័ព្ទ កិច្ចបំរើអ្នកបកប្រែភាសាតាមទូរស័ព្ទ លេខ 131 450 ដើម្បីសុំជំនួយ។

Spanish

Para obtener más información, póngase en contacto con el Centro de servicios al cliente llamando al 9725 0222 o visite nuestro sitio web en www.fairfieldcity.nsw.gov.au
Si requiere los servicios de un intérprete, llame al Servicio de intérpretes telefónicos al 131 450 para recibir asistencia.

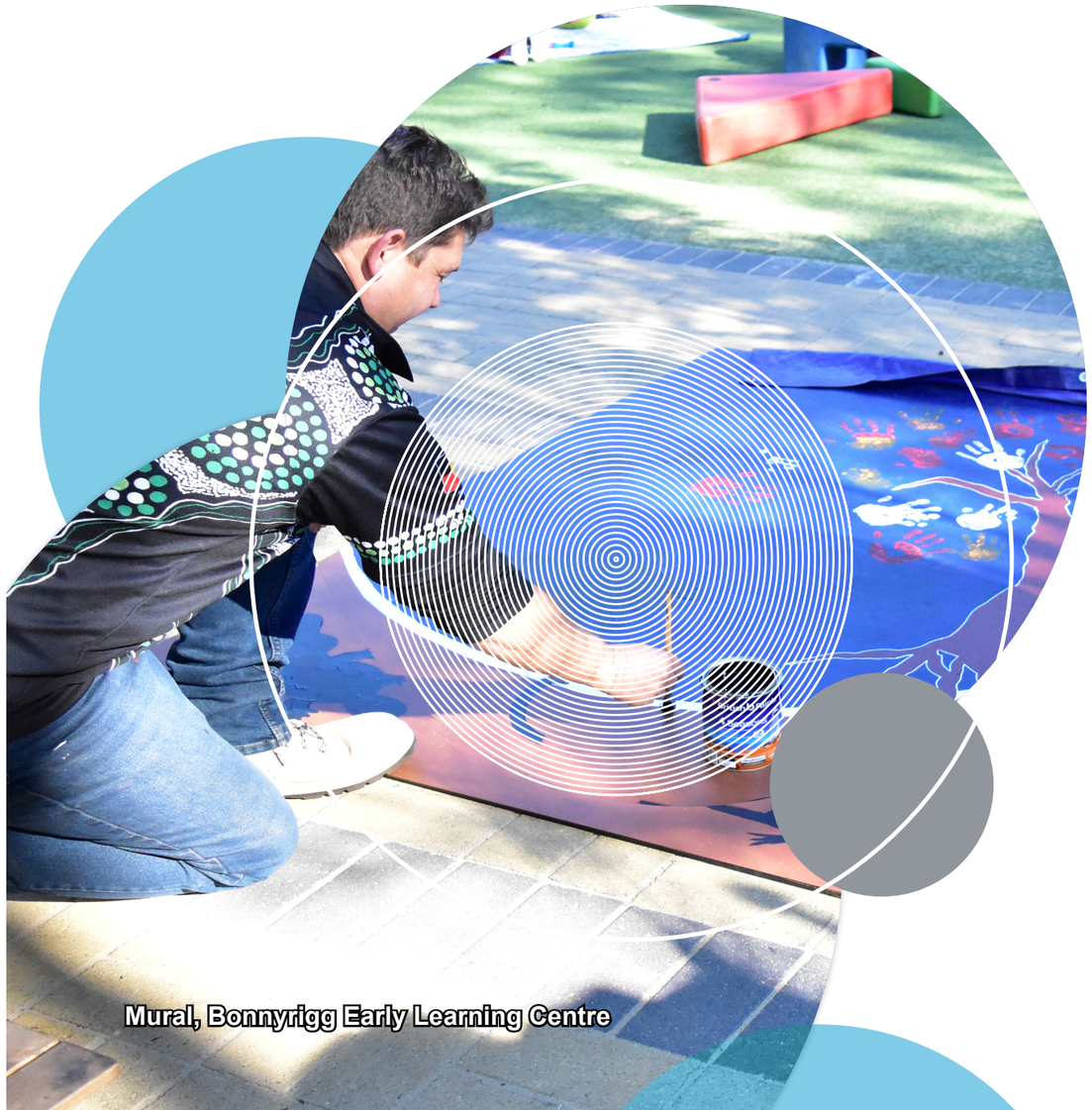
Vietnamese

Để biết thêm thông tin, xin liên hệ với Trung Tâm Dịch Vụ Khách Hàng ở số 9725 0222 hoặc truy cập trang mạng của chúng tôi www.fairfieldcity.nsw.gov.au
Nếu quý vị cần thông dịch viên, xin gọi Dịch Vụ Thông Dịch Viên Qua Điện Thoại ở số 131 450 để được giúp đỡ.

Our Commitment to Aboriginal and Torres Strait Islander Residents

Fairfield City Council (Council) acknowledges the Cabrogal people of the Darug nation as the traditional custodians of Fairfield City and pays its respect to the Elders past, present and future. The Cabrogal name comes from the ‘cobra grub’, an edible freshwater worm harvested from local creeks in the City that was a staple food for the clan. Council also recognises the spiritual relationship Aboriginal Australians have with the land and the right to live according to their own beliefs, values and customs.

In July 2000, Council signed a Local Government Commitment that both acknowledged and recognised Aboriginal and Torres Strait Islander people as the first people of Australia. It acknowledged their loss and grief caused by alienation from traditional lands, loss of lives and freedom, and the forced removal of children. Council continues this commitment through the development of a Reconciliation Action Plan to support the community.



Mural, Bonnyrigg Early Learning Centre

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Disclaimer

While every effort has been made to ensure the accuracy of the information in this publication, Fairfield City Council expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

Legislative Requirements

Local Government Act 1993 (Section 402): A council must establish and implement a strategy (called its *community engagement strategy*) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).

Environmental Planning and Assessment Act 1979 (Section 2.23): A planning authority is required to prepare a *community participation plan* about how and when it will undertake community participation when exercising relevant planning functions.

PART ONE

Community Engagement Strategy

What is the Community Engagement Strategy?

The Community Engagement Strategy outlines the principles, guidelines and actions Council will undertake in order to ensure that the community and relevant stakeholders are engaged and involved in the development of Council policies, strategies, plans and programs.

The Community Engagement Strategy is a practical and essential tool which assists Council with identifying stakeholders, including those who are hard to reach. The Strategy aims to ensure that all stakeholders are able to access, participate and have input into the development, implementation and review of all Council policies, strategies, plans and programs.

Objectives

The objectives of the Community Engagement Strategy are to:

- Undertake engagement in an innovative and proactive approach with the community.
- Engage all stakeholders to inform and involve including the hard to reach.
- Ensure all legislative requirements for engagement are met.
- Demonstrate how stakeholder participation was used to inform and influence decision making at a local democracy platform.
- Learn and implement continuous improvements, stakeholder feedback and engagement activity outcomes.

What is community?

The word ‘community’ is a very broad term used to define groups of people; whether they are stakeholders, interest groups, citizen groups, etc. A community may be a geographic location (community of place), a community of similar interest (community of practice), or a community of affiliation or identity (such as business or sporting club).

What is community engagement?

For the purposes of this Strategy, ‘community engagement’ is any process that involves the public in problem solving or decision making and uses public input to make decisions (International Association of Public Participation - IAP2). It is an inclusive process to ensure the community has the opportunity to participate in decisions that impact on their lives.

What is community participation?

Community participation may seem similar to community engagement however, they are very different. Whilst community engagement is a proactive approach that requires intentional dialogue between the community and Council, community participation relies on the community to respond and provide feedback. This is generally a method used to collect feedback from the community on strategic planning and building developments on public exhibition.

Principles of community engagement

There are three principles of community engagement that will guide the Community Engagement Strategy:

1. IAP2 Public Participation Spectrum

The IAP2 Public Participation Spectrum details the different levels of participation that identifies the goals and defines the role of the community in any community engagement activity.

2. Fairfield City Council’s Principles of Engagement

Council’s Principles of Engagement are based on the social justice principles of access, equity, participation, rights and responsibilities, which is listed in Council’s Community Consultation and Engagement Policy.

3. Community Participation Principles

The Community Participation Principles outlined in Section 2.23 (2) of the *Environmental Planning and Assessment Act 1979* details the requirements by a planning authority (council) when preparing a community participation plan. These principles will ensure that the community are given the opportunity to participate in strategic planning.

These principles will engage the community on a number of levels for the development of Council policies, strategies and plans. It will also determine the role of the stakeholder during the process as well as strategic outcomes to be achieved.

Waste Education Workshops

Fundamentals of community engagement

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL (IAP2 Public Participation Spectrum)	To provide the public with balance and objective information to assist them in understanding the problems, alternatives, or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public and private concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of preferred solutions.	To place decision-making in the hands of the public.
OUR PROMISE TO THE PUBLIC (Fairfield City Council's Principles of Engagement)	**PRINCIPLE 1** Council will be genuine and transparent providing the community with all the relevant information to participate in community engagement activities in a meaningful way. **PRINCIPLE 2** All community engagement processes will be well designed to fit the scope and nature of the project. **PRINCIPLE 7** Good engagement practices that are based on sound research and quality information will be implemented.	**PRINCIPLE 6** Feedback from the community will be listened to, respected and taken into account. **PRINCIPLE 9** Engagement processes will be evaluated to ascertain their effectiveness for each project. **PRINCIPLE 10** Report back to the community indicating how feedback has been used to influence final decisions.	**PRINCIPLE 3** All community engagement will be inclusive and accessible to all groups across the City incorporating cultural backgrounds, ages, abilities and genders by considering the need for translations and plain English. **PRINCIPLE 4** A range of engagement tools will be used to ensure opportunities are available for different audiences who may prefer different approaches, such as face-to-face meetings, printed materials, online information or other appropriate channels. **PRINCIPLE 8** Stakeholder privacy and confidentiality in relation to personal information must be respected throughout the engagement process.	**PRINCIPLE 5** Stakeholders will be given sufficient time to participate in the engagement process in accordance with social justice principles regarding individual rights, equity, participation and access. **PRINCIPLE 11** Foster positive relationships between Fairfield City Council and the community.	Please note the community does not actively participate in this section due to local democracy process.
COMMUNITY PARTICIPATION PRINCIPLES (Environmental Planning and Assessment Act 1979)	**PRINCIPLE A** The community has a right to be informed about planning matters that affect it. **PRINCIPLE C** Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.	**PRINCIPLE B** Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning. **PRINCIPLE F** Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.	**PRINCIPLE D** The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered. **PRINCIPLE H** Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.	**PRINCIPLE E** Community participation should be inclusive and planning authorities should actively seek views that are representative of the community. **PRINCIPLE G** Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).	
ROLE OF THE STAKEHOLDER	Listen	Contribute	Participate	Partner / Lead	Rare
LEVEL OF INFLUENCE OF COMMUNITY	Low	Low / Medium	Medium	Medium / High	Low

STRATEGIC DIRECTION	**A well engaged and informed community**	**Decision making processes are open and transparent**	**Bolster staff and organisational capacity**	**Building on what we've learned**

Local Democracy (Empower)

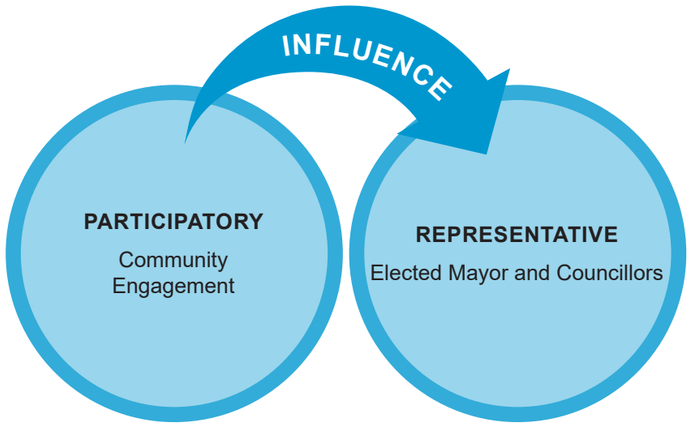
The community is empowered to influence the decision-making process in local government through participatory and representative processes.

Participatory

Participatory democracy strives to create opportunities for all stakeholders through planned community engagement to make meaningful contributions to decision-making, and seeks to broaden the range of people who have access to such opportunities. These community engagements inform and influence the decisions and actions of the elected representatives.

Representative

The community elects representatives who are responsible for advocating and representing their interests. These elected representatives make informed decisions based on evidence, including feedback received through community engagement.



Decision-making under the *Local Government Act 1993*

Decision-making under the *Local Government Act 1993* is defined through the role and responsibilities of the Mayor and Councillors. At a local democracy, the role of Fairfield City Mayor is to lead decision-making at Council meetings, representing the views of the Council and local community and hosting civic and ceremonial events.

The Mayor also performs the role of a councillor. The primary role of a councillor is to make decisions and develop policies that guide the activities of the Council. This role is performed at Council and Committee meetings, where the decision-making occurs.

They also provide leadership and guidance and facilitate communication between the Council as a governing body and the community.

All Councillors (excluding the Mayor) have been allocated a local area ward within Fairfield City to represent.

Structure of Fairfield City Council's Elected Representatives

Fairfield City Council is divided into three electoral wards – Cabravale, Fairfield and Parks. There are thirteen elected representatives comprising of a popularly elected Mayor representing the City and four Councillors representing each of the three wards.

Role of Council Representatives and Staff in Community Engagement

Community engagement sessions aim at providing opportunities for the community to give input into decision-making processes. Council staff, consultants and Councillors who attend or facilitate engagement sessions are there to provide background information, listen and assist the community in providing input. Council representatives and staff should refrain from being participants in the process or express either their professional or personal opinions, as this may hinder or skew the input provided by the community. Internal engagement activities should be provided where possible to allow staff input into processes.

Legislative Requirements

The Community Engagement Strategy is guided by two Acts:

Strategic Planning Section 402 of the Local Government Act 1993

Under this section of the Act, Council must establish and implement its community engagement strategy, based on social justice principles, outline engagement methods, identify community and stakeholders for engagement with the local community when developing any planning documents.

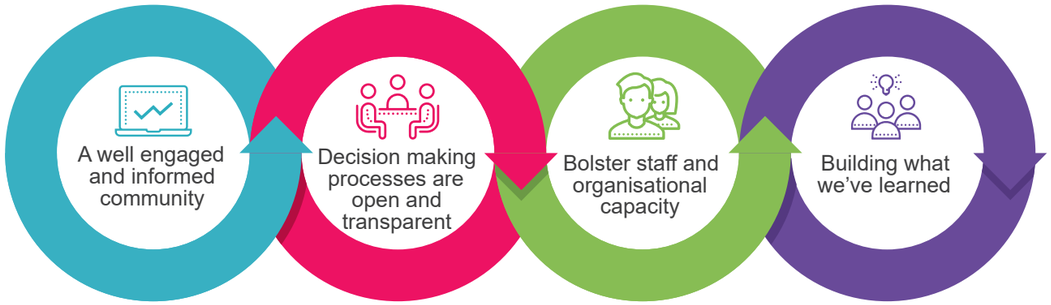
Community Participation Plans Section 2.23 of the Environmental Planning and Assessment Act 1979

Councils are required under the amendment Act to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions.

The Workary, Whitlam Library

Strategic Directions

From the principles of engagement, the following strategic directions were identified. These strategic directions will shape Council's approach to community engagement, in accordance with our mission statement to assist the community in achieving its vision for the City.



ABOUT THESE STRATEGIC DIRECTIONS

Council recognises that community engagement is an important part of local democracy, fostering community cohesion, pride of place, and participation in civic life. Council acknowledges it is accountable to the community and is committed to improving community engagement by proactively making information available to keep the community informed and engaged with the community on key issues and matters of significance in the local government area.	Council is committed to being ethical, which is supported by a transparent and accountable approach to doing business. This is achieved through good governance and leadership to ensure that the community has access to information on issues that affect them in the development of Council's strategies, plans and policies.	In order to assist in the implementation of this strategy, learning and development opportunities on community engagement practices will be encouraged across the organisation. By promoting these opportunities, Council will continuously build the capacity of the organisation to deliver community engagement by providing staff with the appropriate skills and knowledge to plan for, manage and facilitate engagement activities.	Council is committed to continually develop and improve community engagement practices and capacity, as well as measure community satisfaction with engagement methods to achieve the strategy's objective. This is a key element to ensure that local government continues to function well in achieving its overall objective for the community, by increasing its efficiency and effectiveness of service delivery.

WHAT WE WILL DO

Information is available and clearly communicated to the diverse community	Community interests are well represented	Enhance council's ability to engage effectively	Continued development and improvement to Council's community engagement practices and capacity
Our community is connected and engaged innovatively	Continue delivering transparent performance reporting	Promote organisational culture that is proactive	Community satisfaction with the practice is measured
Community and Government organisations working together	Provide community consultation opportunities through public exhibition of future plans and development prior to adoption	Train staff to use the IAP2 framework to engage with our community	Incorporate innovation in methodology and technology

MISSION STATEMENT ALIGNMENT

Integrity	Leadership Participation	Commitment Sustainability	Improvement Best Value

Whitlam Library

Types of community engagement

Community engagement methods

There are a variety ways of engaging with our community. Engaging with the community by using multiple methods is necessary and will increase the likelihood of gaining a more representative response. Below is an overview of the engagement techniques Council may employ to engage with our community:

Key stakeholders

Our key stakeholders are anyone who has an interest in the issues that impact Fairfield City and who should be included in the engagement process. This includes (but is not limited to) the following key groups identified in the diagram below.

Engagement of our key stakeholders will rely on staff skills, community profile and demographic data, and expert staff knowledge of the community to identify and locate stakeholders. It is recognised that stakeholders are subject to change and different engagement programs will target different stakeholder groups.

Understanding Our Stakeholders

Opportunities, challenges and key considerations

Cultural diversity

Fairfield City is one of the most culturally diverse areas in Australia. It embodies a mixture of cultures living in harmony. Culture in Fairfield City is rich, vibrant, multi-layered and complex, and expressed through different customs, celebrations and traditions. In Fairfield City, our demographic of cultures is constantly changing and evolving as residents arrive and leave.

According to the 2016 Census, over 51% of people in Fairfield City, came from countries where English was not their first language, representing 55 diverse cultures from around the world.

Engagement considerations include:

- Seek and understand information on cultural practices of the participants to ensure they are accommodated in any engagement activities. For example, talking with community Aboriginal Elders prior to engagement with the broader Aboriginal community etc.
- Translating key information into community languages, where possible, in the major and emerging community languages including surveys, promotional material, Council's City Life and newsletters, social media and website.
- Use interpreters and bilingual community educators.
- Use existing networks to partner with service providers and community groups to engage with hard to reach groups.
- Use ethnic newspapers and radio including translated press releases and community advertisements.
- Use easy to understand language by keeping it simple, concise and relative to your intended audience.
- Avoid using insensitive language, assumptions or generalisations about people from cultural and linguistically diverse backgrounds.
- To overcome participation concerns, particularly of newly arrived communities that have had negative experience with authorities from their country of origin. It is general best practice to explain the engagement process, their role and how the information will be used as well as their rights to privacy, anonymity and confidentiality.
- Use of visual aids, opportunities for oral participation and inclusion of interactive activities.

Religious diversity and faith based groups

Cultural groups embrace many different religious beliefs. While Australia is regarded as a Christian country all other religions are respected and represented via churches, synagogues, mosques, temples and other places of worship. Fairfield City is home to a diversity of 37 religions and religious cultural groups. According to the 2016 Census some of the dominate religious groups includes the Western (Roman) Catholic, which comprises 28.1% of the population followed by Buddhism 20.7%, Islam 5.9%, Assyrian Apostolic 3.8%, and Anglican 3.7%.

Engagement considerations include:

- Seek and understand information about religious practices of the participants to ensure they are accommodated in any engagement activities.
- Any catering arrangements must take into account special dietary requirements of different religious and cultural groups, for example a selection of halal and vegetarian should be considered dependent on the target group.
- Providing equal opportunities for men and women to participate.
- Avoid holding engagement activities during periods of significant religious and cultural celebrations such as Chinese New Year, Easter, Christmas, Buddha's Enlightenment Day, Vesak, Ramadan, Eid, etc.
- Use existing networks to partner with service providers and community groups to engage with hard to reach groups.

37
religions and religious cultural groups in Fairfield City

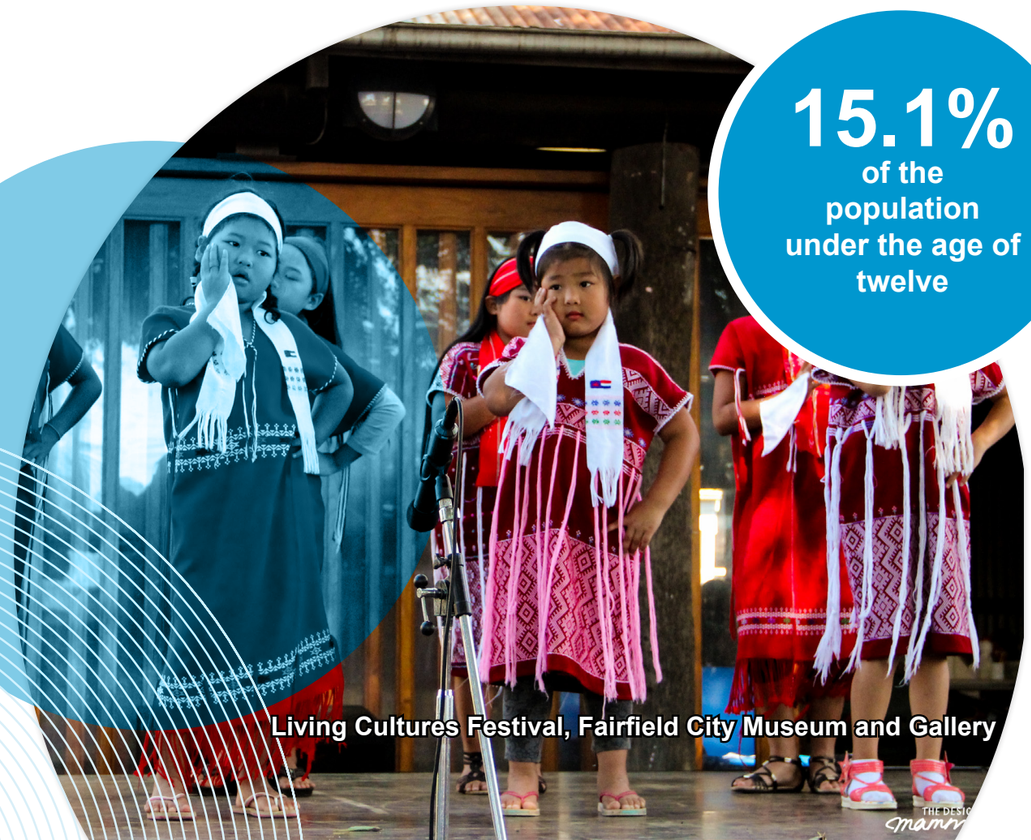
Children

Fairfield City has a higher rate of children at 15.1% of the population under the age of 12 in comparison to New South Wales (ABS, Census 2016). Council recognises the importance of children's participation and asking them more than just their ideas and views but actually listening to them, taking them seriously and turning their ideas and suggestions into reality. It is also about providing them with the ability to influence some of the things that affect them and at the same time helping adults understand children's issues through their lens.

Engagement considerations include:

- Topics or issues need to be real and relevant to children.
- Partner with existing ethnic organisations and networks such as regional ethnic councils, refugee and migrant associations, churches and other places of worship (for example mosques and temples) to get their ideas about involving children.
- Recognise that children, like adults, may have different views about an issue and make it clear that you appreciate their individual views.
- Address the specific needs of children with disabilities.
- Ensure activities and interactions adhere to the accepted guidelines of professional and ethical practice.

15.1%
of the population under the age of twelve



Living Cultures Festival, Fairfield City Museum and Gallery

Young people

Young people continue to shape our community with their new ideas and energy. All young people have strengths, talents and abilities, when encouraged and promoted as capable and confident citizens of Fairfield City. Their energy and enthusiasm allows them to lead the way of innovation, creativity and volunteering.

According to the 2016 Census, young people (12-24 year olds) represent 18.9% of the total population of the Fairfield City. The Strategy for Young People in Fairfield City 2019-2023 provides the strategic direction and formalise Council's commitments to development and support of young people in Fairfield City.

Engagement considerations include:

- Form and utilise existing partnerships with youth service providers and schools to provide innovative and relevant engagement activities for young people.
- Ensure activities and interactions adhere to the accepted guidelines of professional and ethical practice.
- Utilise existing youth programs offered by Council such as recreational, sporting, social activities and events.
- Undertake engagement activities in youth friendly spaces including easy access to public transport.
- Utilise a range of social media including Facebook and Instagram, smart phone applications and SMS notifications to get young people involved and keep them engaged.

18.9%
of the population are young people

Seniors

Fairfield City Council is committed to creating a City that is inclusive and accessible for people of all ages.

Seniors present important opportunities for Council. Seniors offer rich life experiences, well-developed skills, knowledge and wisdom, all of which significantly contribute to the rich fabric of the community. Importantly, seniors make a considerable contribution to the local community by being actively involved in voluntary work. According to the 2016 Census, 9.2% of the population in Fairfield City were seniors (70 and over).

Engagement considerations include:

- Seek and understand information about religious and cultural practices of the participants to ensure they are accommodated in any engagement activities.
- Providing equal opportunities for them to participate.
- Use existing networks to partner with service providers and community groups to engage seniors.

9.2%
of the population are 70 years and over

Nalawala Community Nursery

People with disability

Fairfield City Council is committed to creating a City that is inclusive and accessible for people of all abilities.

Council acknowledges that people with disabilities are a significant part of the Fairfield community with a very different point of view of the challenges and opportunities into the future. They can provide a wealth of knowledge and experience that may just need to be captured using different engagement methods to ensure they have an opportunity to have their say. According to the 2016 Census, 8.5% of the population in Fairfield City require help in their day-today lives due to a disability.

Engagement considerations include:

- Provide inclusiveness, accessibility and opportunities for people with disabilities when selecting engagement location and activities.
- Providing equal opportunities for them to participate.
- Use existing networks to partner with service providers and community groups to engage people with disability.

8.5%
of the population require help due to a disability

Living Cultures Festival

Understanding participation barriers

Fairfield residents are the fifth lowest under the Index of relative Socio-economic Disadvantage in NSW. These disadvantages include poverty, housing stress, poor access to health providers and education, previous experiences of trauma, health problems and disabilities and unemployment. The aim of the community engagement activities are to capture a wide cross section of the community in terms of age, gender, cultural and religious diversity in order to develop a meaningful City Plan.

When developing engagement activities the following needs to be taken into consideration:

- Use a pre-registration process to identify people with particular needs. As a result, measures should be put in place, for example access for people with a disability, dietary requirements, etc.
- Obtain consent from all participants at registration, where photos or film footage will be taken and provide options for people who do not want their image recorded. Ensure to deliver this information at registration and through clearly visible signage.
- Provide engagement activities during and after business hours and on weekends.
- Provide engagement activities by going out to the community in heavy traffic locations and shopping centres.
- Provide facilitator training to all staff involved in engagement activities.
- Only collect relevant personal information needed for the purpose of the engagement.
- Questionnaires should be developed and managed in a process to avoid bias.
- Utilise senior staff to assist in facilitating engagement activities to reinforce to the community that their feedback, ideas and suggestions are being heard and considered.
- Utilise a range of methods of communication and do not rely on written and verbal material only.
- Provide hard copies of promotional material and documents, which can be accessed by those without computer or internet access as 24.9% of the population do not have regular access to the internet.
- Understanding political sensitive concerns when engaging networks/groups that had a negative experience or dealing with a government agency.
- Deliver information in a clear and accessible language. Always use common, every day, jargon-free language. Be clear and straight to the point and avoid language that may be patronising or confusing.
- Level of awareness on certain issues, e.g. environmental issues

24.9%
of the population do not have regular access to the internet

Family Day Care

Education organisations and institutions

Fairfield City has a total of 170 educational institutions – 116 early education centres, 37 Primary Schools, 16 Secondary Schools and a TAFE. We also have other education resources including education and language providers, and lifelong learning classes.

Engagement considerations include:

- Tap into existing library activities and networks.
- Use of schools and other learning institutions such as TAFE and English language training providers as sites for the delivery of engagement activities as well as to promote or disseminate information, e.g. school newsletters and noticeboards.
- Use of age appropriate methods and materials considering levels of education competency of participants.
- Use visual aid and demonstrations.

170
educational institutions across Fairfield City

15,756
local businesses registered across Fairfield City

Business community

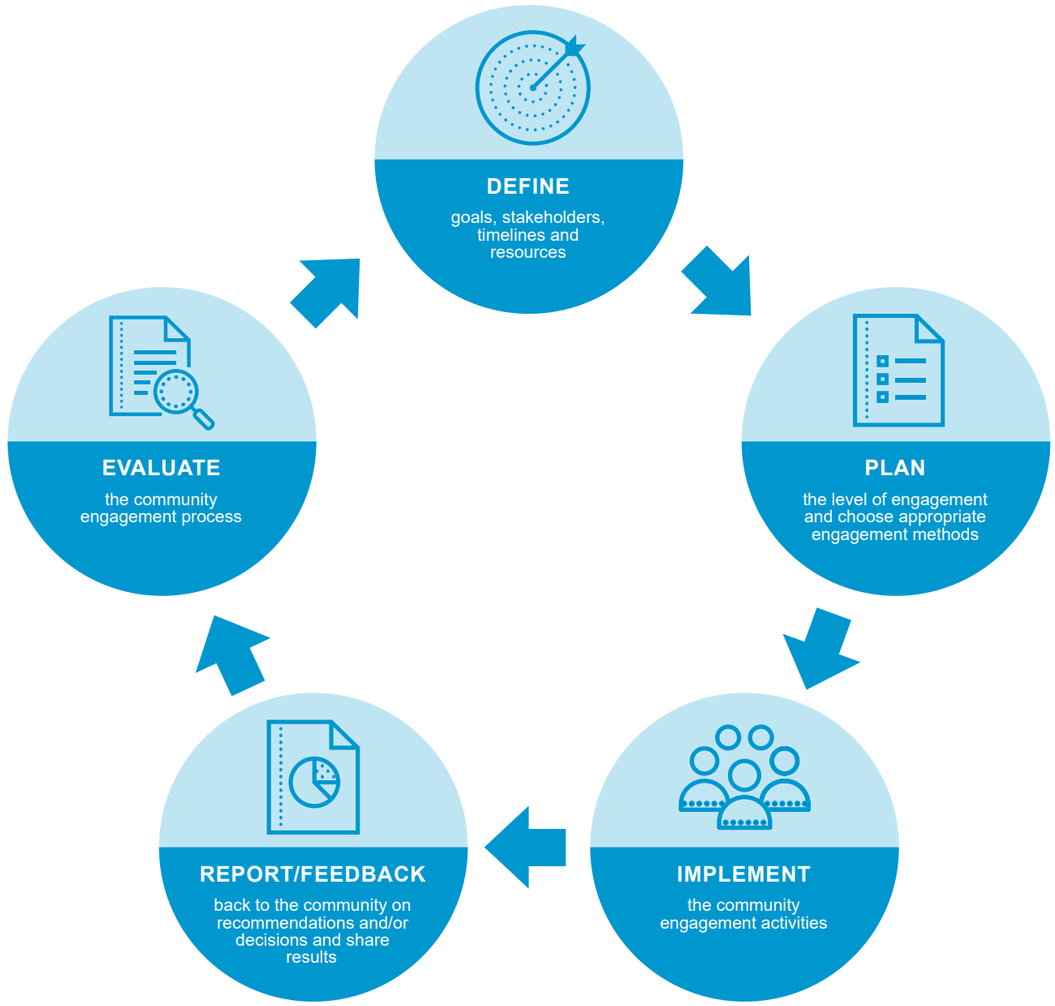
Businesses are increasingly recognising the importance of corporate social responsibility and importance of businesses getting involved in community issues. Fairfield City has an estimated 15,756 local businesses registered. Fairfield City has a large industrial estate at Wetherill Park and Smithfield.

Engagement considerations include:

- Use plain language and practical content.
- Utilise the local Chamber of Commerce and other organisations with a similar purpose, as a method to engage businesses, as they have strong networks between local businesses and other existing business/ industry networks (both local and regional).
- Engagements should be organised as a breakfast or evening event to encourage participation of the business community.

Community Engagement Planning Process

Effective planning is an important step during the community engagement process as it will assist in establishing goals, identifying stakeholders, selecting engagement methods, and reporting back to the community. Below is a diagram that represents the five key steps required to undertake effective community engagement.



Resources

Council understands that effective implementation of the Community Engagement Strategy involves a variety of resources, which Council will consider and allocate accordingly. This may include staff time to develop surveys, coordinate focus groups and facilitate other engagement methods to prepare, implement and understand the community's feedback, as well as costs involved in engaging independent consultants, and preparing documentation.

Some examples of the resources required for community engagement include:

- Time spent by staff, volunteers and other interested stakeholders
- Consultants
    - Independent facilitation and surveys
    - Computer-assisted telephone interviews (CATI)
- Logistics, including communication and promotion, venue hire, transport and translation
- Printing and circulating reports for feedback
- Electronic devices for collecting survey data

Evaluation and Monitoring

How will we evaluate the engagement methods?

Monitoring and reviewing Council's engagement methods and activities is essential in order to identify areas for improvement and to realise goals more efficiently. Council will use a variety of methods to evaluate the engagement methods and activities. These include the following measures, but are not limited to:

Strategic Direction	Measure
A well engaged and informed community	• Relevancy of engagement methods appropriate to the target group. • Inclusive community representation. • Ensure cohort is representative of the Local Government Area according to the latest census data. • Participation levels in engagement activities (number of participants). • Level of quantitative and qualitative information collected.
Decision making processes are open and transparent	• Verbal and written feedback from all stakeholders on the effectiveness of the engagement activities.
Bolster staff and organisational capacity	• Number of staff trained in the IAP2 framework annually.
Building on what we've learned	• Undertake routine audits to check progress against achieving the engagement objectives within this strategy. • Review the Community Engagement Strategy and / or Policy every 4 years. • Undertaking a community satisfaction survey.

These evaluation results will be used to improve future engagement strategies and methods as a way to learn from our experiences.

PART TWO

Fairfield City Plan Engagement Plan

Background

Fairfield City Council (Council) prepares and implements a Community Engagement Strategy based on social justice principles, for engagement with the local community in developing the Fairfield City Plan (City Plan) every four years (*Local Government Act 1993*). The City Plan is a 10-year plan that represents Fairfield City's community's vision, priorities, goals and strategies.

Community engagement is an essential part of the way Council does business with the community about planning for Fairfield City's future. In 2016, Council had undertaken extensive community and stakeholder engagement to identify the long term direction of the community, within its 2016-2026 Fairfield City Plan. The engagement techniques involved surveys, focus groups, web feedback forms, and events for all stakeholders within Fairfield City.

Stakeholders included residents (all ages), businesses, government agencies, community organisations and education institutions. Over 1,200 stakeholders took the opportunity to have their say on what they felt was important for the community and where they believe Fairfield City should be heading.

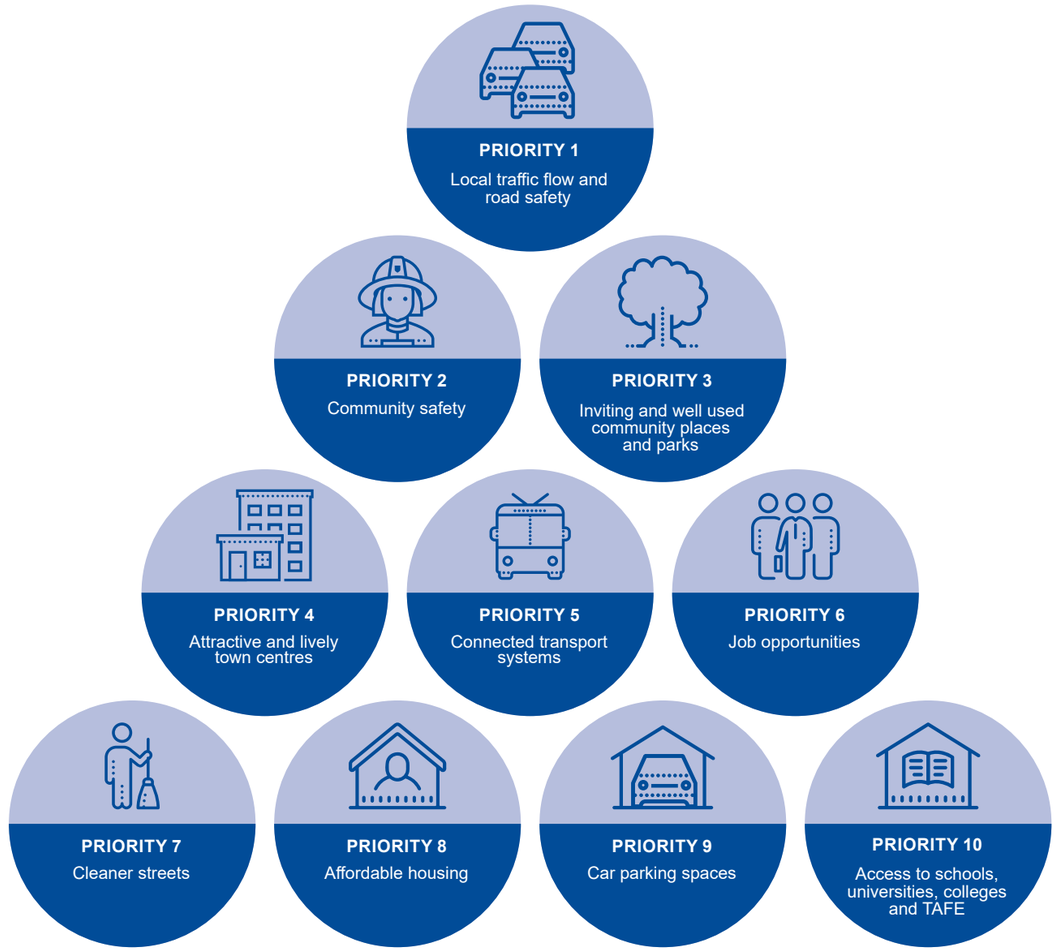
The 2020 Community Engagement Strategy has been developed to identify how Council will again engage its community to establish if their vision, priorities, goals and strategies for the future of Fairfield City have changed and that these are included in the new 2021-2031 Fairfield City Plan.

Building on what we have heard

The development of the Community Engagement Strategy is built on years of activity. Council has a wealth of information which continues to inform the direction for the City. The Community Engagement Strategy harnesses the success of existing networks and previous engagements to provide the foundations to build upon.

In 2016, Fairfield City Council undertook a comprehensive engagement to inform the Fairfield City Plan 2016-2026. This involved surveys (both residents and businesses), a series of focus groups with residents, government departments, community organisations, schools and youth representatives, website feedback form and youth event. A total of 1,261 residents took the opportunity to have a say on what they feel is important to the community and where they believe Fairfield City should be heading.

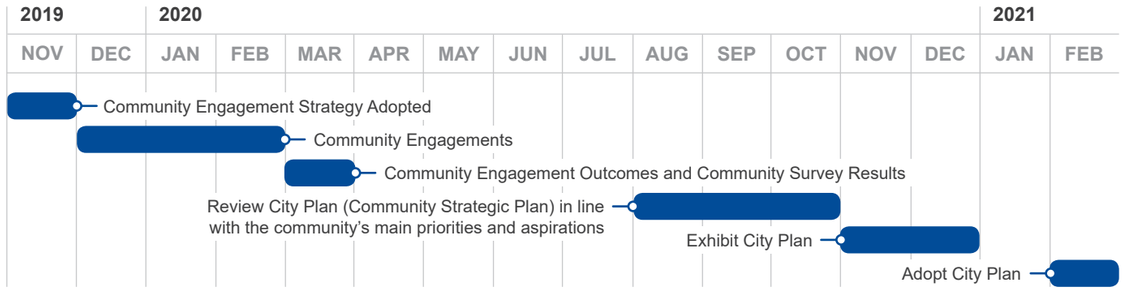
The community engagement in 2016 asked residents to define what they like about living in the city, what they would like to change and then to prioritise what they want to see achieved in the future. As a result, a list of the top ten priorities for 2016-2026 was identified.



Timeframe

As per the *Local Government Act 1993*, Councils are required to complete its engagement with the community prior to the next suite of Integrated Planning and Reporting documents, which are to be adopted by June 2021.

To meet this timeframe, the following milestones for the 2021-2031 Fairfield City Plan are identified:



Breakfast Workshop, The Workary

Engagement Activities

Council will utilise the following techniques and activities to engage with the community and identify their needs and priorities, but is not limited to these activities:

INFORM

	Activities	Targeted Stakeholders	Responsibility	Timeframe	Performance Measures and Targets
1.	Develop and implement the Communications Plan which includes: • Local and community bilingual newspapers • Community radio • Council's website • Social media and Eventbrite • Council's publication (City Connect and City Life) • Community newsletters • Staff networks • Digital media screens • Events	All	Communication and Marketing Manager	November 2019 – February 2020	• Communications Plan Developed • # People reached (target 100,000) • # Activities (target 11) • % Effectiveness
2.	Inform and notify key stakeholders through: • Mail out/letters • Emails • Flyers • Staff networks • Posters • Meeting requests • Community Participation Register	Community organisations, businesses, Schools and education providers, government agencies, Council staff and Councillors	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People reached (target 5,000) • # Activities (target 6) • % Effectiveness
3.	Participate and promote community engagement in public stalls at Council and community events.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People engaged (target 400) • # Events • % Effectiveness

CONSULT

	Activities	Targeted Stakeholders	Responsibility	Timeframe	Performance Measures and Targets
1.	Undertake conversational survey across key town centres.	All	Manager Corporate Planning and Improvements	January – February 2020	• # People (target 600) • # Locations (target 5) • Gaps and needs identified
2.	Develop and undertake online pop-up survey on all computers at Council's libraries.	All	Manager Library Services	December 2019 – February 2020	• # People (target 1,000) • # Locations (target 5) • Gaps and needs identified
3.	Participate and develop engagement activities at Council's events such as Lunar New Year, Grandparents Day, Seniors Week, Australia Day, etc.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People (target 1,000) • # Events (target 5) • % Satisfied with engagement activities (target 85%) • Gaps and needs identified
4.	Provide access to public surveys and submissions boxes at Council's facilities such leisure centres, Libraries, museum and gallery, community centres, etc.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People (target 200) • # Locations (target 5) • Gaps and needs identified
5.	Host public surveys and community BBQs at 2 locations across Fairfield City.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People (target 200) • # Locations (target 2) • Gaps and needs identified
6.	Hire and utilise promotions staff member to promote the surveys across all of Council's facilities.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People (target 1,500) • Gaps and needs identified
7.	Host engagement activities for existing workshops and programs at Council's libraries.	Cultural and linguistic diverse communities	Manager Corporate Planning and Improvements	December 2019 – February 2020	• # People (target 200) • # Sessions (target 5) • Gaps and needs identified
8.	Develop and email an online survey to all Government stakeholders.	Government Agencies	Manager Corporate Planning and Improvements	January 2020	• # People (target 50) • Gaps and needs identified
9.	Host a business breakfast forum.	Businesses	Manager Place and Strategy	November 2019	• # People (target 50) • # Sessions (target 1) • % Satisfied with engagement activities (target 85%)

INVOLVE

	Activities	Targeted Stakeholders	Responsibility	Timeframe	Performance Measures and Targets
1.	Deliver open forums and public meetings across 3 locations within Fairfield City.	All	Manager Corporate Planning and Improvements	November 2019 – February 2020	• # People (target 300) • # Locations (target 3) • % Satisfied with engagement activities (target 85%) • Gaps and needs identified
2.	Partner with service providers and community groups to engage with hard to reach groups.	Community organisations and groups	Managers Social and Cultural Development	November 2019 – February 2020	• # People (target 500) • # Sessions (target 5) • Gaps and needs identified

COLLABORATE

	Activities	Targeted Stakeholders	Responsibility	Timeframe	Performance Measures and Targets
1.	Undertake focus groups with the Chambers of Commerce.	Businesses	Manager Place and Strategy	December 2019 – February 2020	• # People (target 50) • # Sessions (target 2) • % Satisfied with engagement activities (target 85%) • Gaps and needs identified
2.	Develop and implement engagement activities with Councillors	Councillors	Manager Corporate Planning and Improvements	October 2020	• # People (target 13) • # Sessions (target 2) • % Satisfied with engagement activities (target 85%) • Gaps and needs identified
3.	Develop and implement engagement activities with Council staff	Council staff	Manager Corporate Planning and Improvements	February 2020	• # People (target 150) • # Sessions (target 2) • % Satisfied with engagement activities (target 85%) • Gaps and needs identified
4.	Undertake focus groups with Council's advisory committees and interagency meetings.	Community organisations and groups, Youth, Seniors, and Government Agencies	Managers Social and Cultural Development	November 2019 – February 2020	• # People (target 200) • # Sessions (target 5) • Gaps and needs identified
5.	Deliver engagement activities at Council's child care centres.	Children	Manager Children and Family Services	February 2020	• # People (target 160) • # Sessions (target 7) • Gaps and needs identified
6.	Deliver engagement activities at 4 local Schools (primary and secondary).	Youth	Manager Corporate Planning and Improvements	February 2020	• # People (target 400) • # Sessions (target 4) • Gaps and needs identified

EMPOWER

	Activities	Responsibility	Timeframe	Performance Measures and Targets
1.	Develop a community engagement report to Council.	Manager Corporate Planning and Improvements	November 2020	• Report developed on time
2.	Inform the community about the results from the community engagements activities in 5 open public forums across Fairfield City.	Manager Corporate Planning and Improvements	December 2020 – January 2021	• # People (target 500) • # Sessions (target 5) • % Agreed with the results
3.	Place the reviewed Fairfield City Plan on public exhibition in accordance with the *Local Government Act 1993*.	Manager Corporate Planning and Improvements	November 2020	• City Plan is exhibited and feedback is considered.
4.	The newly elected Councillors to adopt the proposed reviewed 2021-2031 Fairfield City Plan.	Manager Corporate Planning and Improvements	February 2021	• City Plan is adopted

Exhibition timeframes

As per the Corporate Planning Section 402 of the *Local Government Act 1993* the following plans will be placed on public exhibition for a minimum of:

Plans	Minimum public exhibition period
Community Engagement Strategy (including Community Participation Plan)	28 days
Community Strategic Plan (Fairfield City Plan)	28 days
Delivery Program	28 days
Operational Plan	28 days

Evaluating and Monitoring

Performance measures are methods of assessment used to review how Council is progressing towards implementing the actions and achieving the strategic outcomes as identified in the Fairfield City Plan Engagement Action Plan.

IAP2	Outcome Strategies	Community Engagement Strategy - Priorities	Key Performance Indicators
INFORM	A well informed and engaged community	Information is available and clearly communicated to the community	• Increased number of stakeholders reached • Fair distribution of information to stakeholders based census data • Developed the Community Engagement Report
CONSULT	Decision making processes are open and transparent	Community interests are well represented	• Increased inclusive community engagement activities • Increased number of stakeholders participating in surveys
INVOLVE	Bolster staff and organisational capacity	Enhance council's ability to engage effectively	• Increased number of networks reached. • Increased forms of innovated community engagement activities
COLLABORATE	Building on what we have learned	Community satisfaction with the practice is measured	• Improved satisfaction of community engagement activities.

Community Engagement Report and Feedback

Council is committed to being transparent and accountable to the community, as well as keeping them well informed. To achieve this, Council will develop a Community Engagement Report to provide a summary of the information and data that was gathered through the community engagement process.

Furthermore, in order to ensure that Council is continually improving its service delivery, the Report will also evaluate the performance measures and targets as outlined in the Fairfield City Plan Engagement Action Plan.

One Night at the Museum, Fairfield City Museum and Gallery

PART THREE

Community Participation Plan

What is a Community Participation Plan?

Council recognises that community participation throughout Council planning system delivers better planning results for our community. Community Participation Plan has been developed to ensure the community has the opportunity to participate in planning. It sets out how and when the community can participate in the planning system, council's function and different types of proposals. The Community Participation Plan is delivered in conjunction and must be used with Council's Community Engagement Strategy, which details the community participation objectives, principles and types of engagement methods. This will be used to guide Council's approach to community participation.

Why is community participation in planning important?

Community participation in planning is important so that the community (residents, land and business owners) have an opportunity to have their say on matters that may affect them or the broader community.

Why do we need to apply different levels of participation to different scales of development?

Different scales of development will have a different impact on the community.

Smaller developments generally have less impact on the community and as such the community consultation will be smaller and more targeted.

Larger, more significant developments will have much more impact on the community and surrounding properties, and as such the community consultation will be broader to cover a wider area to ensure all affected are consulted.

How can the public lodge submissions?

Submissions to strategic land use planning matters must be in written form to be taken into consideration.

The methods that you can make your written submission includes:

- Hard copy – a letter or 'submission form' either posted or hand delivered to Council
- Electronically – an email or emailed letter or submission form sent to Council's email address mail@fairfieldcity.nsw.gov.au

Different consultations may also have other opportunities and methods of consultation such as hard copy or online forms, questions, surveys or another form of electronic consultation.

How will submissions be considered?

All submissions will be taken into consideration when undertaking a post exhibition report to Council. Submissions will be included within the post exhibition report so that the elected representatives can see what the community is saying about the proposal.

When making a submission to Council, the submission should

- Be received by Council on or before the last day of the exhibition timeframe (unless otherwise specified)
- Be in writing (via mail, email, fax or hand delivered)
- Contain the following essential information:
    - Name and address of the person making the submission
    - Contact number and / or email address
    - Application number / file number and address of the property that is the subject of the development proposal
    - Detail all reasons for the submission

What are the different pathways for planning?

In NSW there are many different planning approval pathways. The appropriate approval pathway will be determined by the size, scale and nature of the development. To simplify things for the purpose of the Community Participation Plan, the pathways have been separated into either strategic or statutory planning.

Strategic Planning

Strategic Planning is the overarching system which guides development across the City. It guides desired outcomes and provides direction on how to achieve them, such as what type of development can I build, how tall can my development be built, and how much private open space and car parking do I need to provide.

Strategic planning informs elements of Council's Integrated Planning and Reporting Framework and the subsequent guiding documents such as Local Environmental Plans (LEPs), Development Control Plans (DCPs), Development Contribution Plans and strategic studies such as economic, housing, recreation and open space, community needs, employment, etc.

Community consultation is an important part of the strategic planning process, with further information found in the Land Use Engagement Plan section of this Strategy.

Statutory Planning

Statutory planning implements the aims of strategic planning through the assessment of Development Applications..

Depending on the scale of development, will determine what type of approval is required through the statutory planning process. Information on what type of approval is required can be determined by visiting the Council website www.fairfieldcity.nsw.gov.au or visiting the NSW Department of Planning website www.planning,nsw.gov.au.

The Development Application Notification Plan section of this document provides guidance on how development is publicly notified to your neighbours and the broader community.

How will we monitor and evaluate?

Evaluation

Council's engagement methods around strategic and statutory planning are strongly guided by the relevant Acts which generally set out the consultation framework.

Consultation occurs in a variety of different ways and as such total stakeholder reach may be difficult to fully calculate.

However, Council will seek to use a variety of methods to evaluate the engagement methods and activities for strategic and statutory planning. These include the following measures, but are not limited to:

IAP2	Outcome Strategies	Community Engagement Strategy - Priorities	Key Performance Indicators
INFORM	A well informed and engaged community	Information is available and clearly communicated to the community	• Relevancy of engagement methods appropriate to the target group. • Notification levels in engagement activities (number of stakeholders notified). • Level of quantitative and qualitative information collected, particularly on significant or controversial matters.
CONSULT	Decision making processes are open and transparent	Community interests are well represented	• Written feedback from all stakeholders are reported to Council to ensure that the process is clear and transparent. • While the community may not necessarily always agree on the decision, there needs to be clear process to ensure that the stakeholder have sufficient ability for input to the plan making a decision making. • Issues raised during the exhibition period are sufficiently addressed in reports to Council.
COLLABORATE	Building on what we have learned	Community satisfaction with the practice is measured	• Within the statutory framework provided by the NSW Government, review of processes and consultation strategies to determine what type of consultation works and what doesn't

These evaluation results will be used to improve future engagement strategies and methods as a way to learn from our experiences.

Submissions

Council manages submissions as follows:

- Registering each submission (through software or hard copy log)
- Sending acknowledgment of receipt of submission
- Identifying the core issues outlined in the submission and responding (as the relate to the DA or the strategic planning document)
- Advising the submissions authors of the outcomes following approval / adoption

Australia Day Awards, Prairiewood Leisure Centre

Land Use Engagement Plan (Strategic Planning)

Notification area

Given the nature of Strategic Planning documents, community consultation for each document will require a tailored approach and a range of different consultation measures to ensure that the community has the opportunity for meaningful engagement.

Consultation requirements will be prepared on a site by site basis, with each report identifying a consultation strategy.

Consultation approach

The community is generally notified in a number of different methods, including (but not limited too):

- Public notice in corporate page of the relevant local newspaper
- Website
- Council's administration centre
- Council's libraries
- Notification letter to land owners directly affected by a proposal
- Notification letter to neighbours and adjoining properties

Council also endeavours to utilise other methods of consultation when appropriate, such as social media, interactive web mapping, information stalls and drop-in sessions.

Public hearings

The *Local Government Act 1993* provides certain consultation requirements for Council's who are seeking to reclassify their land from 'community land' to 'operational land', including public hearings.

Section '29 Public hearing into reclassification' of the *Local Government Act 1993* requires these public hearings to be held.

Provisions relating to public exhibition

- Decisions on publicly exhibited plans and applications are not to be made until after exhibition period.
- Submissions with respect to a plan, application or other matter may be made during the minimum period of public exhibition.
- The period between 15 December and 3 January (inclusive) is excluded from the calculation of a period of public exhibition.
- If a particular matter has different exhibition or notification periods, the longer period will apply.
- Council is not required to make environmental impact statements whose publication would be contrary to the public interest because of its confidential nature or for any other reason available for public inspection.

Strategic planning document	Timeframes – statutory
Planning proposals / Local Environmental Plans	28 days – unless otherwise specified in the gateway determination
Draft Development Control Plan	28 days
Draft Development Contributions Plans	28 days
Local Strategic Planning Statement	28 days
Planning Agreement	28 days

Strategic planning document	Timeframes – best practice
Policy or guideline	28 days
Greenfield urban renewal structure plans	42 days (6 weeks) or 56 days (2 months)
Major in-fill urban renewal (i.e. urban design studies)	42 days (6 weeks) or 56 days (2 months)
Re-exhibition	As per original exhibition period

Development Application Notification Plan (Statutory Planning)

Purpose

The purpose of this Plan is to provide the community with opportunities to have a say in decisions about development proposals that could affect their lives. The requirements for notification are a balance of timeframes, resources and levels of potential impact from decisions made in the development and/or activity approval process.

The objectives of the Notification Plan are:

a) to keep the community informed, acknowledge comments and provide feedback on what influenced the final decision,

b) to seek out and facilitate the involvement of those potentially affected by or interested in a development proposal and its subsequent determination,

c) to obtain feedback on development proposals which will assist in identification of issues of concern and opportunities for alternative outcomes, and

d) to promote sustainable decisions by recognising and communicating the needs and interests of all affected persons, including decision makers.

Notification Procedures

What are the types of Notification?

There are five types of notification identified as Types A1, A2, B, C and D. These types reflect the varying impacts, complexity or sensitivity of proposed developments, and consist of:

Table 1. Types of Notification

Type of Notification	Mode	Extent	Duration
A1	Letter sent to affected properties	30 metres from all property boundaries	14 days
A2	Letter sent to affected properties and public authorities with likely interest	50 metres from all property boundaries	14 days
B	Letter sent to affected properties and public authorities with likely interest; Advertisement in local newspaper.	50 metres from all property boundaries	14 days unless the regulations require some other period
C	Letter sent to affected properties and public authorities with likely interest; Advertisement in local newspaper.	100 metres from all property boundaries	21 days unless the regulations require some other period
D	Letter sent to affected properties when development about to start	20 metres from all property boundaries	Advisory only, two days before commencement of works

a) Developments referred to in *the Act* and regulations that may require a longer notification period include State Significant development, *designated development* and *integrated development*. The provisions of *the Act* and the EP&A Regulations shall prevail for these developments.

b) All other developments that require Types B or C notification are identified by this DCP as “other advertised development” as defined by Clause 5 of the EP&A Regulation 2000.

c) For Type D notifications, notice of intention to commence works must be given in writing at least 2 days prior to the commencement of works, to the owner or occupier of each dwelling that is situated within 20 metres of the lot on which the works will be carried out.

d) Notification requirements for complying development are specified under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Division 8.2 Review Applications

The same type of notification carried out as part of the original development application will also apply to Division 8.2 review applications.

What are the specific requirements for the modes of notification?

Letter of notification

The letter sent by Council will have the following details:

a) The address of the proposed site

b) A description of the proposal

c) The name of the applicant

d) An A4 notification plan, which depicts the height, external configuration and siting of the proposed development

e) Name and contact number of the relevant development assessment officer

f) Advice regarding the location(s) where the application may be inspected, and

g) The closing date for written submissions.

If the development is *integrated development*, the following additional information must be included in Council's letter of notification:

a) A statement that the development is *integrated development,* and

b) An indication of the other approval(s) that are required and the relevant approval bodies for those approvals.

The letter sent by Council will be sent under the following conditions:

a) Both owners and occupiers of affected properties will be notified;

a) Where land is owned or occupied by more than one person, a letter to one owner or occupier is taken to be a letter to all the owners and occupiers;

b) Where strata titled land is an *affected property*, a letter will be sent to the secretary of the body corporate of that land only; and

c) Any public authority deemed to have an interest will be notified.

Advertisement in local newspaper

The advertisement in the local newspaper shall include the following as a minimum:

a) the address of the site of the development proposal,

b) a brief description of the proposed development; and

c) Council's contact details.

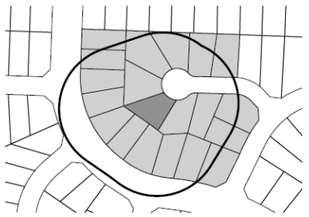
Notification on Council's Web Site

Council's web site provides details of all applications received, determined and subject to public notification.

How is the extent of notification measured?

The *extent* of notification is measured radially from each point on the boundary of the subject site. Any property, any part of which is within this area will be notified. An example of how notified properties are selected based on this approach, is provided below:

30 metre extent of notification



50 metre extent of notification

What does the duration of notification refer to?

The *duration* is the period during which the subject plans will be on exhibition. Written submissions are required to be made within the exhibition period.

Council ***may*** consider any submissions received in the two weeks following the closure of the exhibition period, but only if the application has not been determined at the time of receipt of the late submission. Council ***will not*** consider any submissions received later than two weeks after the completion of the exhibition period, except where the relevant manager (being the Manager Development Planning or Manager Building Control) determines otherwise.

Duration over the Christmas period

All development applications received during the period of 15 December to 3 January will have the *duration* of exhibition extended by seven (7) days.

What type of notification (if any) is required for your development?

Which developments do not require notification?

The following development applications need not be notified:

a) **Development types identified as Type 'D' not requiring notification** in Tables 2 to 8 of the Development Notification section;

b) **Developments to carry out works for the sole purpose of upgrading fire safety** in an existing building;

c) **The proposed works are internal only** and the completed development will not have any significant impacts (intensity of use, visual, auditory or other like impacts) on properties that would otherwise be considered to be *affected properties*;

d) **Outbuildings having a gross floor area less than 50m² or having a combined floor area of less than 75m²;**

e) **Refurbishment of existing commercial and industrial uses**;

f) **Shop fit outs**;

g) **Satellite dishes less than 2.5 metres in diameter** that meet all other Council requirements;

h) **Change of use of an existing development** (with the exception of nonconforming uses);

i) **Modifications to development applications** made prior to the determination of the application, where in the opinion of the Group Manager City Development and Compliance or the relevant manager (being the Manager Development Planning or the Manager Building Control) such modifications reduce adverse impacts, do not create new issues and the development is substantially the same. (As an example of a development that fails this test, the amendment of a two-storey development to a single-storey with a larger floor plate, may reduce some impacts but generates new issues that will require notification);

j) **Modifications to consents involving minor error**, incorrect description or miscalculation under section 4.55(1) of *the Act*;

k) **Modifications involving minimal environmental impact** properly made under section 4.55(1A) of *the Act* except for *Designated Development*;

l) **Strata subdivision of existing buildings** (including residential, business and industrial) and **Torrens Title subdivision of an existing dual occupancy or multi-unit development.**

Note: Modifications under section 4.55(2) or 4.56 of *the Act* will be notified / advertised in the same manner as the original application.

Is notification required for Building Certificates for Unauthorised Work?

In addition to development applications, Council will notify Building Certificate Applications for unauthorised work as if they were submitted as development applications.

Table 2. Residential Development and Related Land Uses

Development	Type of Notification*
Attached dwellings	A2
Dual occupancies	A2
New dwellings in rural zones, or dwellings with two or more storeys, and dwellings and dwelling additions with a floor level that is greater than 1.5 metres above natural ground level at any point	A1
Group homes, Boarding houses and Hostels	B
Multi dwelling housing	B
Outbuildings that are in an excess of 50m² or where the combined area of two or more outbuildings exceeds 75m² in residential zones.	A1
Outbuildings that are in an excess of 150m² in the rural zones	A1
Residential flat buildings	B
Semi-detached dwellings	A2
Seniors housing	B
Shop top housing	A2
Subdivision proposing construction of new road	B
Subdivision (torrens or stratum) of land comprising 2 or more lots	A1

Table 3. Tourist and Visitor Accommodation

Development	Type of Notification*
Backpackers accommodation	B
Bed and breakfast accommodation	A2
Caravan parks	B
Camping Grounds	B
Farm stay accommodation	A2
Hotel and motel accommodation	B
Serviced apartments	B

*See Table 1 for mode, extent and duration of notification types

Table 4. Commercial Development and Related Land Uses

Development	Type of Notification*
Amusement centres	B
Bulky goods premises	D
Business premises	D
Entertainment facilities	B
Function centres	C
Garden centres	A1
Hardware and building supplies	A1
Health consulting room	A2
Highway service centres	B
Internet cafes or Internet access facilities	B
Landscape material supplies	A2
Markets (not on Council owned or managed land)	B
Medical centres	B
Neighbourhood shops in residential zones	B
Neighbourhood shops in industrial zones	A1
Office premises	D
Plant nurseries	A2
Public administration building	A2
Pubs (including extension of hours of operation)	C
Registered clubs (including extension of hours of operation)	C
Restaurants or cafes – not licensed (including extension of hours of operation)	A1
Restaurants or cafes – licensed (including extension of hours of operation)	B
Restricted premises	C
Retail premises (shops & kiosks)	D
Roadside stalls	A1
Rural supplies	A1
Service stations	B
Sex services premises	C
Take-away food and drink premises	A1
Timber yards	D
Vehicle sales or hire premises	D
Veterinary hospitals	A1

Table 5. Industrial Development and Related Land Uses

Development	Type of Notification*
Boat building and repair facilities	A1
Depots	D
Freight transport facilities	A1
General industries	D
Industrial retail outlets	A1
Industrial training facilities	D
Light industry	D
Self storage units	D
Storage premises	D
Transport depot	D
Truck depots	D
Vehicle body repair workshops	D
Vehicle repair stations	D
Warehouse and distribution centre	D
Waste or resource management facilities	B
Wholesale supplies	D

Table 6. Primary Industry and Related Land Uses

Development	Type of Notification*
Agricultural produce industries	A2
Animal boarding or training establishments	B
Aquaculture	A2 unless Designated Development
Extensive Agriculture in zone RU4	A2
Extractive industries	B unless Designated Development
Farm buildings (not being Complying Development)	A1
Forestry	C
Intensive livestock agriculture	C
Intensive plant agriculture	B
Open cut mining	C
Water storage facilities	A1

*See Table 1 for mode, extent and duration of notification types

Table 7. Community and Recreational Land Uses Development

Development	Type of Notification*
Child care centres	B
Community facilities	B
Educational establishment	B
Emergency services facilities	B
Hospitals	C
Information and education facilities	B
Methadone clinics and other drug-use health buildings	C
Places of public worship	C
Recreation facilities	A1
Recreation facilities (indoor)	A1
Recreation facilities (outdoor)	A1
Recreation facilities (major)	C
Respite day care centres	B

Table 8. Other Land Uses and Additional Development Considerations

Development	Type of Notification*
Advertising structures	A1
Air transport facilities, airstrips and helipads	C unless Designated development
Boatsheds and boat launching ramps	B
Building identification signs	D
Business identification signs	D
Car parks	B
Charter and tourism boating facilities	B
Correctional centres	C
Crematorium	C
Designated development	B
Earthworks	A2
Environmental facilities	A1
Exhibition homes	A2
Exhibition villages	A2
Flood mitigation works	A1
Funeral homes	C
Heritage items (State significant) - (any development involving)	B
Illuminated signage	A1
Jetties, marinas, moorings or mooring pens	B
Mortuaries	B
Passenger transport facilities	A1
Poker Machines: including any increase in the number of poker machines	C
Telecommunication facilities	B
Water recreation structures	B

*See Table 1 for mode, extent and duration of notification types

What if your development has more than one proposed use?

If there are any uses within the development that require Type C notification, then this shall be applied. If not, then Council will consider whether any of the uses require Type B notification. Finally, only if there are no uses that invoke the need for Types B or C notification will Type A be applied.

Can these requirements be varied?

The Manager Development Planning has the discretion to vary any of the requirements based on the circumstances of the particular case, subject to the objectives of this plan being achieved.

The Manager Building Control and Compliance has the discretion to vary any of the requirements in Table 2 (other than for multi-unit housing and residential flat buildings), based on the circumstances of the particular case and subject to the objectives of this plan being achieved.

For example, an application may relate to adjustment of internal walls in a registered club. Although this is listed as requiring Type C notification, the likely impact on others would be negligible and so no notification may be required.

What if there is any ambiguity or lack of clarity?

Where, for a particular application, the provisions of this plan may be interpreted in more than one way, or if no single interpretation can be derived, then the relevant manager (being the Manager Development Planning or Manager Building Control) shall determine notification requirements.

Viewing Applications and Making a Submission

Where can Applications be viewed?

All applications that are notified will be available for viewing on Council's website at www.fairfieldcity.nsw.gov.au and at Council's Administration Centre, 86 Avoca Road, Wakeley between 8.30am and 4.30pm on normal business days.

Who can view an application and make a submission?

a) Any person may inspect the development application and any accompanying information and make extracts from or copies of them; and

b) Any person may make written submissions to the consent authority with respect to the development application. Council advises that it is prohibited from exhibiting certain documents as a result of legislative restrictions.

What must be included in a submission?

Any submission must contain the following information:

a) The name, address and contact phone number of the person making the submission.

b) The address of the property that is the subject of the application.

c) The grounds of the objection must be clearly set out. It should be noted that laws governing the assessment of an application limit the matters Council may take into consideration when assessing an application. For example, the personal circumstances of individuals cannot be taken into account.

d) Council will include a standard form for submissions with all notification letters. Completing this form ensures that all the relevant information has been provided.

Acknowledgement of a Submission

All submissions that have the information listed above will receive acknowledgement of their submission in writing.

Pro-forma Letters

Form letters must contain the following information:

a) The name, address and contact phone number of the person making the submission.

b) The address of the property that is the subject of the application.

c) The grounds of the objection must be clearly set out. It should be noted that laws governing the assessment of an application limit the matters Council may take into consideration when assessing an application. For example, the personal circumstances of individuals cannot be taken into account.

Acknowledgement of Pro-forma Letters

All pro-forma letters that have the information listed above will receive acknowledgement of their submission in writing.

Petitions

Any petition must contain the following information:

a) A petition organiser, who will be the point of contact for the petition. This person should be the first person on the list and details must include the full name, address, contact phone number, and signature.

b) The name, address and contact phone number of a person who signs the petition.

c) The address of the property that is the subject of the application.

d) The grounds of the objection must be clearly set out. It should be noted that laws governing the assessment of an application limit the matters Council may take into consideration when assessing an application. For example, the personal circumstances of individuals cannot be taken into account.

Acknowledgement of a Petition

Petitions that have the information listed above will receive acknowledgement of their petition in writing. Acknowledgement will only be sent to the petition organiser.

Requirements for Applicants

To reduce delays, applicants are required to provide six copies of A4 sized plans to be used for notifying neighbours. These plans should show the site boundaries, building footprint, shadow diagrams, north point and relevant elevations. The key levels and dimensions (e.g. natural ground, finished floor and eaves levels) should also be shown, together with a clear indication of the extent of the proposed new work.

Glossary

Community Engagement Strategy

The below glossary is from the Community Engagement Strategy:

Demographic

The statistical data of a population such as age, sex, income, education, etc.

Fairfield City Council's Community Consultation and Engagement Policy

The Community Consultation and Engagement Policy provides a consistent framework for community consultation and engagement within Fairfield City. The purpose of this Policy is to articulate Fairfield City Council's commitment to thorough, consistent and genuine community engagement that will inform responsible decision making to achieve best possible value for the Fairfield community.

Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IPR) Framework is a legislative requirement for all NSW councils and is designed to improve local government's community, financial and asset planning. Council is required to develop a series of long, medium and short-term plans that aim to ensure a more sustainable Local Government sector with a key focus on councils being more responsive to community priorities. Council reports on these plans and the progress towards achieving the community's vision, priorities and goals, identified through community engagement.

Measures

Measures are variables that are developed to identify progress towards a goal or strategic direction.

Strategic Direction

Strategic directions are a set of ideas that provide a consistent course of action to achieve the goals of a strategy.

Social Justice Principles

The Social Justice Principles ensure social consideration such as equity, access, participation and rights are taken into account when engaging the community. Social Justice Principles are based on eliminating inequity and promoting inclusiveness of diversity.

Strategy

A strategy is a plan, method, or series of actions for achieving a specific goal or result.

Community Participation Plan

The below glossary is from the Community Participation Plan and as identified by the Department of Planning, Industry and Environment:

Contribution plans

A plan developed by councils for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development.

Designated development

Designated Development refers to developments that are highimpact developments (e.g. likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a coastal wetland).

Development control plans

A plan that provides detailed planning and design guidelines to support the planning controls in a LEP.

Gateway determination

A gateway determination is issued following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition.

Local environmental plan (LEP)

An environmental planning instrument developed by a local planning authority, generally a council. An LEP sets the planning framework for a Local Government Area.

Local Strategic Planning Statement

Local Strategic Planning Statements set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future. The statements will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the council and community's plan.

Regional strategic plan

20-year plans that address the community's needs for housing, jobs, infrastructure and a healthy environment for a DPE Region.

State Environmental Planning Policy (SEPP)

An environmental planning instrument developed by the Department, that relates to planning matters that are state significant or are applicable across the state.

State significant development (SSD)

Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Examples of possible SSD include: new educational establishments, hospitals and energy generating facilities.

State significant infrastructure (SSI)

SSI includes major transport and services development that have a wider significance and impact than on just the local area. Examples of possible SSI include: rail infrastructure, road infrastructure and water storage and treatment plants.

Urban renewal areas

This includes:

- Growth centres: Land identified in State Environmental Planning Policy (Sydney Region Growth Centres) 2006, earmarked for the establishment of vibrant, sustainable and liveable neighbourhoods that provide for community well-being and high quality local amenity.
- Planned precincts: Identified locations across Greater Sydney with good access to existing or planned public transport connections, suitable for rejuvenation with new homes and jobs.
- State significant precincts: State significant precincts are large areas of predominantly State-owned land, within Greater Sydney, that are identified by the State Government as areas for growth because of their social, economic or environmental characteristics.

FairfieldCity
Celebrating diversity

Fairfield City Council's
2020 Community Engagement Strategy
is available for viewing at Council's website:
www.fairfieldcity.nsw.gov.au/ipr

For more information:
Call us on 9725 0222
Write to us at PO Box 21, Fairfield NSW 1860
Email us at mail@fairfieldcity.nsw.gov.au

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