



Draft Community Engagement Strategy
2022

Adopted: **TBC**

TRIM 2022/3156

Acknowledgment of Country

Liverpool City Council acknowledges the traditional custodians of the land that now resides within Liverpool City Council's boundaries, the Cabrogal clan of the Darug Nation. We acknowledge that this land was also accessed by peoples of the Dharawal and Darug Nations.

Access and Equity Statement

Liverpool City Council acknowledges and respects First Nations people as the original inhabitants of the land which now resides within the Liverpool Local Government Area, the people of the Dharug (Darug) and Tharawal (Dharawal) nations. Liverpool City Council also acknowledges and respects Liverpool's multicultural communities and their varied cultural backgrounds, languages, traditions, religions and spiritual practices.

Forward by the Mayor

**“Effective Community
Engagement is a priority
of Liverpool City Council.
Your say matters”**

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Introduction

About this strategy

The Community Engagement Strategy outlines Council's commitment to providing the Liverpool community, including residents, ratepayers, workers, business owners, visitors, and relevant agencies, the opportunity to contribute to developing Council's projects, policies, strategies, plans, programs and services.

The Strategy provides guidelines on how Council will inform the community and deliver engagement activities in line with best practice standards which reflect the Association of Public Participation (IAP2) guidelines.

Extensive community engagement has contributed to this strategy which is based on the social justice principles of equity, access, participation and rights that form the foundation of Council's policies and strategies. The strategy is reviewed within three months of local government elections to ensure it reflects both community sentiments in relation to community engagement practices and incorporates statutory requirements.

How does the Community Engagement Strategy synchronise with the existing Community Participation Plan?

The Community Engagement Strategy and accompanying Community Participation Plan detail Council's overarching engagement principles and notifications of planning functions for Council. The documents guide engagement practices with the local community and stakeholders and deliver principles of community engagement in an inclusive, collaborative, transparent, authentic and timely manner to facilitate effective decision making.

The Liverpool Community Participation Plan (CPP) is presented as a separate document (Appendix A) and sets out when and how Council will undertake community engagement with its community and stakeholders across the specific planning functions it performs including developments, rezonings and other planning matters being proposed or taking place, and how Council will notify community members about those functions.

These documents are requirements for Council under Section 402A of the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979* (EP&A Act).

Strategic Framework

What is community engagement?

Community engagement is the ongoing process of fostering purposeful relationships between Council, the community, and other stakeholders. Engagement is delivered through a range of activities and provides an opportunity for the community to participate and share their opinion through various inclusive and diverse channels. Council aims to deliver information in plain English and help provide accessible services where required.

Liverpool City Council is committed to engaging with its community in meaningful ways, including:

- Encouraging effective and on-going partnerships with the community to provide opportunities for community participation in Council matters;
- Engaging with the community as early as possible to enable community views to be considered and provide a framework for ongoing consultation;
- Ensuring community participation is inclusive and the community's views are considered;
- Using engagement methods that achieve maximum response to planned projects;
- Ensuring decisions are made based on evidence provided and represent the views of the broader community; and
- Ensuring decisions are made and communicated in an open and transparent way.

Principles of community engagement

The Community Engagement Strategy is based on social justice principles (equity, access, participation and rights for engagement) and is built on the principle that all members of the community have a right and responsibility to contribute to their community.

Council is guided by the IAP2 Participation Spectrum to deliver effective engagement and aims to use various methods of engagement to obtain the highest possible response.

Why does Council engage?

The community has a right to participate and have their say on matters that affect their Local Government Area (LGA).

Council engages with the community to work towards realising a shared vision for Liverpool highlighted by a continual collaboration with residents and stakeholders through problem-solving, open dialogue and meaningful participation to ensure it reflects the community's views and ideas in its decision making.

How has Council engaged?

Each year Council invites residents through its website, social media, mail, committees and forums to participate in engagements regarding policies, strategies, projects, planning and initiatives that impact the liveability and prosperity of the LGA.

Council undertook extensive community consultation in 2021-22 to identify the long-term vision for Liverpool. Consultation involved people from across all suburbs in the LGA, specifically engaging with different community groups to ensure different perspectives were represented. Engagement activities were guided by a Community Engagement Strategy and included a combination of online and face-to-face activities including postal surveys, a telephone survey, consultation with Council committees and community groups, competitions, and workshops. The engagement campaign was marketed extensively via Council's website, social media, local newspaper notices and printed marketing collateral.

What makes a community?

The community is made up of many stakeholders including people who live, work and visit Liverpool. Often people belong to more than one community faction which can be based on geographical location, identity, and shared interests.

What is community participation?

Community participation is providing honest and constructive feedback on Council's plans, policies, strategies and services using communication channels that include surveys, workshops, reviewing draft documents or other methods of engagement. Council also uses Committees as a way to create a connection between community insights, contributions and decision making.

Council's Vision and Values

Liverpool City Council strives to maintain and deliver high standards of service to its residents while meeting its strategic objectives. Council encourages its staff to demonstrate and display its core values in every aspect of service delivery so that our vision is realised.

Our Vision

Aspiring to do great things – for ourselves, our community, and our growing city.

Our Values

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous

LIVERPOOL CITY

POPULATION¹

233,446



2022



POPULATION FORECAST
386,646 BY 2041

HOW WE LIVE⁴



32.4%
OF HOUSEHOLDS
OWN TWO MOTOR
VEHICLES



44.2%
OF COUPLES
WITH CHILDREN

14.2%
ONE PARENT
FAMILIES

17%
OF COUPLES
WITHOUT
CHILDREN

16.3%
LONE PERSON
HOUSEHOLDS



6.5% LIVERPOOL RESIDENTS
HAVE REPORTED A
NEED FOR ASSISTANCE DUE
TO LIVING WITH A DISABILITY



70.4%
SEPARATE HOUSE



29%
MEDIUM & HIGH
DENSITY HOUSING

DEMOGRAPHIC²



LIVERPOOL AREA³



305
SQ.KM

42
SUBURBS



1/3 OF LIVERPOOL
IS COVERED IN VEGETATION
INCLUDING MORE THAN
500 OPEN SPACE RESERVES

CLIMATE CHANGE
PROJECTIONS INDICATE
THAT THE LIVERPOOL
CITY AREA WILL BECOME



¹ Liverpool City Council Population Forecast, Forecast ID, viewed 20 April 2022, <<https://forecast.id.com.au/liverpool>>.

² Liverpool City Council Community Profile, Profile ID, <<https://profile.id.com.au/liverpool/about>>.

³ Local Strategic Planning Statement – Connected Liverpool 2040, Liverpool City Council, viewed 20 April 2022, <<https://www.liverpool.nsw.gov.au/development/liverpools-planning-controls/local-strategic-planning-statement-lsps-connected-liverpool-2040>>.

⁴ Liverpool City Council Community Profile, Profile ID, <<https://profile.id.com.au/liverpool/how-do-we-live>>.

COMMUNITY FACILITIES⁵



471,292
LIBRARY VISITATIONS
FY 2020/21

6
LIBRARIES



718,552
LEISURE CENTRE
VISITATIONS
FY 2020/21



1
REGIONAL
MUSEUM



3
UNIVERSITIES



2
SHOPPING
CENTRES



6
TOWN
CENTRES



512
PARKS



2
RIVERS



217
SPORTING FIELDS,
OVALS AND COURTS



10% EARNED A HIGH
HOUSEHOLD INCOME
(MORE THAN \$3500 PER WEEK)

22% EARNED A LOW
HOUSEHOLD INCOME
(LESS THAN \$800 PER WEEK)

ECONOMY⁶

37.8%
OF LOCAL
WORKERS ARE
LIVERPOOL
RESIDENTS

1/3
OF SOUTH WEST
SYDNEY'S
BUSINESSES
ARE IN LIVERPOOL

57.4%
OF THE LIVERPOOL
CBD POPULATION
IS EMPLOYED



25,000

TRIPS TO & FROM
LIVERPOOL STATION
EACH WEEKDAY

\$13,774M

GROSS REGIONAL PRODUCT

\$23,460M

IN TOTAL OUTPUT

\$3,892M
IN CONSTRUCTION
INDUSTRY OUTPUT

\$3,855M
IN MANUFACTURING
INDUSTRY OUTPUT

HEALTH CARE AND SOCIAL ASSISTANCE
IS THE LARGEST EMPLOYER, GENERATING

11,336
FTE JOBS

77%
OF THE POPULATION
HAVE INTERNET
CONNECTION

18,626
BUSINESSES
REGISTERED
IN LIVERPOOL

⁵End of Term Report, Liverpool City Council, viewed 20 April 2022, <<https://www.liverpool.nsw.gov.au/council/corporate-information>>.

⁶Liverpool City Council Economic Profile, Economy ID, viewed 20 April 2022, <<https://economy.id.com.au/liverpool>>.

Roles and Responsibilities

Community

The Liverpool community is made up of residents, ratepayers, community groups, workers, visitors and relevant agencies. Their feedback is essential and needs to be incorporated into future planning and decision making for Liverpool. It is expected that the community will:

- Participate in engagements and exhibitions and provide comments to Council within specified time frames;
- Keep updated on progress through Council's website, social media platforms and e-newsletters; and
- Be honest, respectful, and always maintain integrity.

Partners and Stakeholders

Council will work with relevant partners and stakeholders, including government agencies, businesses, and local organisations to ensure that knowledge and resources are shared, and feedback is taken into consideration as part of the greater community of Liverpool.

Council will also collaborate with National, State and Regional bodies including Western Sydney City Deal, Transport for NSW, Resilient Sydney office, Department of Planning and Environment, Environment Protection Authority, Department of Education, NSW Health and NSW Sports and Recreation.

Their valued contribution will assist in informed decision-making to meet community expectations and deliver the best possible outcome for Liverpool. It is expected that partners and stakeholders will:

- Provide feedback within set time frames;
- Share knowledge of industry trends; and
- Share and provide access to resources.

Council

Council is required to engage with the community using the social justice principles to meet its statutory obligations. It is responsible for leading engagement with the community and stakeholders, keeping them informed through its Mayor, Councillors, and staff, and advocating in the best interest of the community. Council is also responsible for reporting back to participants on the information gathered, how it has been used and the final outcome. A Staff Community Engagement Tool Kit has been developed to guide staff in undertaking effective community engagement.

Council must adhere to legislative requirements and best practice standards when planning and undertaking engagement with community. This Strategy and supporting Appendix A document, align with Section 402A of the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979* (EP&A Act). Where Council seeks to engage on projects concerning Crown Land, engagement will be dictated by the *NSW Government Crown Land Community Engagement Strategy* informed by the *Crown Land Management Act 2016*.

Community engagement objectives

The Community Engagement Strategy provides a framework for Council staff, elected representatives and any persons performing work on behalf of Liverpool City Council.

Council prioritises maintaining best practice standards and being innovative and responsive in its engagement approach. This approach is guided by the following objectives that will be applied during the planning, implementation, and evaluation process.

1. Deliver accessible, inclusive, and transparent engagement;
2. Increase the community's awareness and their ability to participate;
3. Deliver effective communication;
4. Continually review and improve engagement processes; and
5. Meet legislative requirements.

Participation spectrum

Community engagement is defined by the International Association of Public Participation (IAP2) as any process that involves the public in problem solving or decision making and uses public input to make better decisions. Council will apply community engagement methodologies as required to the specific activity, service, or projects while remaining aware of resource and budget constraints. When engaging with the community, Council will refer to the Inform, Consult, Involve, Collaborate or Empower levels of the IAP2 Participation Spectrum when undertaking the following activities:

- Developing Council plans and policies which impact the Local Government Area (LGA);
- Deciding on crucial operational, infrastructure or services, service standards or resource management matters;
- Seeking broader understanding of the community's views and opinions on issues and decisions that could have major impacts on a distinct community or the LGA overall;
- Making decisions that would benefit from external expert advice;
- Consulting on Development Applications and Planning Proposals; and
- Consulting on Contributions Plans, Land Use Strategies, Local Strategic Planning Statements, Local Environmental Plans and Development Control Plans.

The IAP2 Spectrum identifies five levels of participation that defines both Council's and the community's role during community engagement. For each level of participation there is a corresponding goal, commitment and role for Council and the community in the process. Council aims to involve community as much as possible in its activities.

	Inform	Consult	Involve	Collaborate	Empower
Goal (IAP2 Public Participation Spectrum)	Provide the community with objective and clear information to help them understand a problem, alternatives, opportunities and/or solutions.	Seek and consider community feedback on analysis, alternatives and/or decisions being considered by Council.	Work directly with the community through the process to ensure aspirations and concerns are understood and considered.	Partner with the community in each aspect of the decision. including the development of alternatives and identifying a preferred solution.	Place final decision making in the hands of the community, build their capacity to identify solutions and lead or deliver change.
Council's commitment to the community	Council will keep stakeholders informed.	Council will listen to, and acknowledge aspirations, concerns and issues and provide feedback on how stakeholder input influenced the decision.	Council will work directly with stakeholders to ensure their aspirations, concerns and issues are directly considered. Feedback will also be given on how stakeholder input influenced decisions.	Council will collaborate with stakeholders for direct advice, input, alternative solutions and incorporate advice and proposals into Council decisions.	Council will work towards developing methods of engagement to empower our citizens.
The role of the community	Listen	Contribute	Participate	Partner	Partner or Lead
Engagement Type	Informative	Consultive	Deliberative	Deliberative	Deliberative

Information source: IAP2 website, www.iap2.org.au

Stakeholders

Stakeholders are any group or individual that has an interest in Council's decision making or are affected by Council's decisions and actions. This strategy aims to encourage their support, input, and participation in engagement activities. Their valuable input will assist in future growth of Liverpool and delivery of effective outcomes. Council has identified the following stakeholder groups.

Businesses and Industry	<p><i>Those who live in or own property in Liverpool including but not limited to;</i></p> <ul style="list-style-type: none"> • Chambers of Commerce • Construction • Employees • Industrial • Industry Groups • Networking Groups • Owners • Potential investors • Retail, hospitality and professional services • Warehouse • Wholesale
Community Groups and Organisations	<ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander Agencies and Community Groups • Council Committees • Culturally and Linguistically Diverse (CALD) and migrant support organisations • Disability Groups • Liverpool City Council City Deal Officers • Regional organisations • Religious groups and faith-based organisations • Special Interest groups • Sporting Clubs • Youth Groups
Government Agencies and Partners	<ul style="list-style-type: none"> • Department of Planning and Environment • State and Federal Agencies and Members of Parliament • State Emergency Services • South West Sydney Health District • Surrounding councils • Transport for NSW, including Sydney Metro and Sydney Trains • Western Sydney Airport Co Limited • Western Sydney City Deal
Liverpool City Council	<ul style="list-style-type: none"> • Councillors • Council staff • Specialist contractors
Media	<ul style="list-style-type: none"> • Local media • Radio • Social media
Residents and Property Owners	<ul style="list-style-type: none"> • Children • Families

	<ul style="list-style-type: none"> • First Nations' People • People from Culturally and Linguistically Diverse Backgrounds • People with different abilities • Rate payers • Seniors • Students • Youth
Schools and Education Providers	<ul style="list-style-type: none"> • Early Childhood Services • Language providers • Other educational and vocational institutions • Primary and Secondary Schools • TAFE • Universities
Visitors	<ul style="list-style-type: none"> • Investors • Shoppers • Tourists • Visiting friends and relatives • Visitors to health-related services

Methods of Community Engagement

Community engagement encourages participation from stakeholders by identifying multiple methods of communication to ensure Liverpool's diverse population gets as many opportunities as possible to provide feedback on Council projects, policies, strategies, plans, programs and services.

Council will evaluate the scale of a project and its likely impact on the community and determine suitable methods of engagement.

Council will also consider allocating resources to coordinate engagement activities, assess community feedback and the cost of engaging independent consultants where required.

Tabled below are engagement methods and channels that Council will consider at relevant phases of engagement to increase community participation.

Inform	Council publications - Liverpool Life and media releases
	Emails, e-newsletters, email banner and signage
	Public notices and exhibitions
	Information boards at Council community facilities and centres
	Community radio
	Mail out, letters, rates notices, flyers
	Social media promotions - Facebook, Instagram, Twitter, LinkedIn
	Council website
	Council's feedback platform - Liverpool Listens
	Council reports
	Digital media screens
	Staff networks and Council community databases
Consult	Survey (digital and hardcopy)
	Mayor and Councillor mobile office
	Council programs - community language sessions
	Local pop-ups
	Council events
	Formal submissions on publicly exhibited documents
	Public exhibition submission
	Education and awareness programs
	Information session
Involve	Survey (digital and hardcopy)
	Online tools – interactive mapping tool and community forums
	Committees and Forums
	Competitions
	Online engagement activities
	Interviews
	Focus groups
	Workshops
Collaborate	Focus group meetings/sessions by invitation
	Working groups
	Committees and Forums
Empower	Focus groups
	Workshops
	Information session

Challenges and Opportunities

The City of Liverpool is home to more than 233,446 people from more than 140 different backgrounds - one of the most diverse areas in Sydney. Liverpool is experiencing substantial growth, with the population expected to increase by approximately 36% between 2022 and 2041.

To respond to this growth, it is essential that Council clearly understands the needs of its community and provides decision-making processes through open, transparent, and inclusive engagement platforms for its population. It is Council's ongoing commitment to consult with various community groups to identify barriers to participation and providing feedback.

Council will always consider who they are consulting with, and the focus of that consultation, to ensure that the process is inclusive and accessible. Council strives to provide equal opportunities for all to have their say. Council's approach to engaging with community facing barriers to participation such as low English proficiency or specific needs, includes the following:

Community Group	What should be considered	Engagement method
Children	<ul style="list-style-type: none"> • Fun, simple, and engaging mediums • Language appropriate for children • Promotional material directed to parents and guardians • Permission from parents and guardians • Incentives with appropriate prizes • Restricted access to digital mediums • Engaging during school hours and weekends 	<ul style="list-style-type: none"> • Attendance at the local Children's Parliament • Activity based face-to-face engagement • Competitions offered through schools • Attendance at relevant events including family events and community sports events • Vox pops and pop-up booths at events • Attendance at Council's libraries and Casula Powerhouse Arts Centre (CPAC) • Attend children's sustainability workshops • Pop-up booths and activities at Council facilities including libraries, recreation centres, parks, and CPAC • Specific library programs • Visual and multiple-choice surveys
Culturally and Linguistically Diverse Groups	<ul style="list-style-type: none"> • Work with interpreters and bilingual community educators • Assisted access to translated services • Work with trusted community leaders and service providers to 	<ul style="list-style-type: none"> • Attendance at relevant events including refugee week and family events • Pop-up booths at events • Attend Liverpool Refugee and Migrant Network meetings • Face-to-face interaction

	<p>make contact and gain invitation to group gatherings</p> <ul style="list-style-type: none"> • Consider culturally appropriate means for communication • Use of plain English • Promote engagement opportunities through local service providers, community radio, community Hubs, local shopping centres • Engage at local community hubs and shopping centres • ReadSpeaker, text enlargement and translation options on digital mediums • Group interactions • Use pictures and/or diagrams to show ideas 	<ul style="list-style-type: none"> • Short surveys both hardcopy/online • Visual aids • Poster activities/voting • Interviews • Attend or integrate engagement with appropriate library programs including language classes and coffee and chat sessions • Visual, multiple choice and short answer survey • Public signage and notice boards
Indigenous groups	<ul style="list-style-type: none"> • Engage with trusted community leaders and service providers • Engage at local community and shopping centres • Promote engagement opportunities through local community services and at local shopping centres • Group engagement • Use pictures and/or diagrams to show ideas • Use of plain English 	<ul style="list-style-type: none"> • Attend Aboriginal Consultive Committee • Face-to-face engagement • Casual group conversation/workshops • Poster activities/voting • Visual, multiple choice and short answer survey • Public signage and notice boards
People living with disability	<ul style="list-style-type: none"> • Inclusivity of physical, intellectual, and non-visible disabilities • Accessibility • Support person/s in attendance • Use of plain English • Neutral environment where possible • Promote engagement opportunities through carer's networks, health precincts and community support services • Consider Australian Sign Language Interpreters Association services • ReadSpeaker and text enlargement options on digital mediums 	<ul style="list-style-type: none"> • Face-to-face interaction • Short surveys both hardcopy/online • Telephone surveying • Visual aids • Poster activities/voting • Attendance at relevant events including International Day of People with Disability, family events and pop-up booths • Attendance at Access Committee meetings • Visual, multiple choice and short answer survey
Religious groups	<ul style="list-style-type: none"> • Ensure engagement is appropriately timed and does not interfere with culturally sensitive times of year • Engage religious community leaders 	<ul style="list-style-type: none"> • Activity, conversational or workshop-based engagements • Links to surveys provided on social media platforms and in print (flyer). • Short surveys • Attend local cultural fete/event days

	<ul style="list-style-type: none"> • Culturally appropriate communication, greetings, and environments • Attend local community group meetings/committees 	<ul style="list-style-type: none"> • Pop-up booth and vox pops at Council cultural events • Public signage and notice boards • Digital and face-to-face mediums
Senior Citizens	<ul style="list-style-type: none"> • Access to digital mediums • Physical mobility/access • Access to transport • Large font types and text • Local engagement • Promote engagement opportunities through mail, shopping centres, senior's networks, health precincts and community support services • Engage at local community and shopping centres • ReadSpeaker and text enlargement options on digital mediums • Engage weekdays in the morning, midday, and afternoon 	<ul style="list-style-type: none"> • Face-to-face interaction • Visual aids • Poster activities/voting • Telephone surveying • Surveys delivered directly and via Council services and locations e.g., home library service, community centres, Library, CPAC • Attendance at senior events including the senior's festival, carers week • Pop-up booth and vox pops at events • Public signage and notice boards • Senior newsletter • Engage via popular library programs • Visual, multiple choice and short answer surveys • Public signage and notice boards
Youth	<ul style="list-style-type: none"> • Accessible digital mediums • Promotions via the following social media platforms; CPAC, Council, Youth Council and Council libraries • Promotional material directed to parents and guardians • TAFE and university student hubs • Incentivise with appropriate prizes • Consider quick ways to capture and hold the participant's attention • Creative mediums • Locations easily accessed by public transport • Engage during school hours and weekends 	<ul style="list-style-type: none"> • Attend Youth Council meetings • Attend CPAC youth event and Council's Youth Week event • Pop-up booth and vox pops at events • Engage with CPAC youth groups • Engage at Council libraries, local TAFE, and university locations • Competitions offered through schools, TAFE, and universities • Activity based engagements • Digital and face-to-face engagement • Links to surveys provided on social media platforms • Short surveys • QR code posters • Pop-up booths and activities at Council facilities including libraries, recreation centres, parks and CPAC • Visual, multiple choice and short answer surveys

General Considerations

Prior to engagement, it is important to assess the stakeholders identified, their interests and needs. Council endeavours to ascertain this information by organising pre-registration opportunities and by working with existing community networks where possible. The following general considerations will also be used when determining engagement opportunities to increase inclusion and access across the community:

- Engagement timing and location;
- Collection of relevant information;
- Varied engagement and communication methods;
- Purposeful engagement and avoid over-engagement;
- Managing bias; and
- Consideration of culturally and politically sensitive topics.

Council will address unforeseen events that may impact face-to-face meetings and transition engagements to digital or written formats. Council will identify the most effective and accessible methods of communication and provide minimal disruption by incorporating, if needed:

- Virtual attendance at meetings including district forums, focus groups, committee meetings;
- Telephone and video call interviews;
- Online engagement activity tools to deliver virtual workshops and community forums;
- Letter mailouts and public signage with QR codes to participate in surveys;
- Online surveys; and
- Communication through Council's social media platforms, website, and publications.

Managing risk during engagement

Meaningful engagement can result in higher satisfaction with community service standards and better adaptation to change and growth. Without engaging, Council risks underservicing its community and limiting the community's democratic right to participate in local governance. Engagement practices must be planned and executed to industry standard, avoiding misinformation, bias and over-consultation. The engagement environment must also meet Work Health and Safety standards to reduce risk to participants.

Levels of engagement

The scale of a project and its community impact will influence the minimum level of engagement. The level of community engagement will depend on the objectives, time, resources, legislative requirement, complexity, and levels of concern and/or interest.

Council has developed a guide to identify the level of impact for engagement projects. For instance, the greater the community scale, the higher the level of criteria and community engagement. This information is detailed in Council's Community Engagement Tool Kit and is referred to when adopting methods of engagement to obtain the highest possible response for all projects and areas of significance.

Community Scale (population/geographical)	Level	Examples
<ul style="list-style-type: none"> • The majority of Liverpool LGA population • Relevant to large geographical area of Liverpool LGA • High complexity including numerous stakeholders and community groups 	HIGH	<ul style="list-style-type: none"> • Long-term financial and community plans • Closure of Council service or facility • Review of Community Strategic Plan and proposals from other tiers of government that significantly impact the community • Significant natural event outside Council's control • Commercial development projects • Community satisfaction survey
<ul style="list-style-type: none"> • A significant proportion of the Liverpool LGA population • Relevant to multiple suburbs or district or a large specific group or user of a facility or service • Moderate complexity including multiple stakeholders and community groups 	MODERATE	<ul style="list-style-type: none"> • Redevelopment of facilities including sporting, recreational or leisure venues • Redevelopment of a local playground
<ul style="list-style-type: none"> • A small component of the Liverpool LGA population • Relevant to a street, suburb or small specific group or users of a facility or service • Low complexity including only several stakeholders and community groups 	LOW	<ul style="list-style-type: none"> • Upgrade of local playground or park • Extension of operating hours for a service • Local street or streetscaping upgrades • Introduction or changes to a local program • Residential Development Applications (<i>refer to Appendix A</i>)

Implementation and Evaluation

Council has developed a schedule to ensure all engagement activities are conducted in a timely and efficient manner. Council will also assess and allocate resources and responsibilities for effective delivery. In accordance with the Corporate Planning Section 402A of the *Local Government Act 1993* and *Environmental Planning & Assessment Act 1979*. Council is required to adhere to the following statutory timeframes when exhibiting the following Strategic Plans and Development Applications.

Plan	Engagement Level	Engagement Examples	Exhibition Timeframe
<ul style="list-style-type: none"> • Community Engagement Strategy (<i>Including Community Participation Plan</i>) • Community Strategic Plan • Resourcing Strategy including Long-Term Financial Plan, Asset Management and Plans and Workforce Management Strategy • Delivery Program and Operational Plan and Annual budget including Fees and Charges 	Involve	<ul style="list-style-type: none"> • Surveys • Workshops • Information sessions • Focus groups • Mail-outs • Activities at events • Notices on website • Public exhibition • Community newsletters • Social media promotion • Pop-up consultation sessions 	28 days

Development Applications	Engagement Level	Engagement Examples	Exhibition Timeframe
Designated development applications (<i>as defined in the EP&A Act and Regulation</i>)	Consult	<ul style="list-style-type: none"> • Notice on the property/land • Letters to landowners as per the criteria within Council's Community Participation Plan • Council's website 	28 days
Review of determination or decision	Consult	<ul style="list-style-type: none"> • Letters to persons who previously provided a submission as per the criteria within Council's Community Participation Plan 	14 days
Local Strategic Planning Statement (LSPS)	Consult	<ul style="list-style-type: none"> • Social media posts • Letters to key stakeholders • Flyers in rates notices • Letterbox flyer • Council email banner • Public displays in the Councils Customer Service Centre, library, shopping centres or other community venues or events • Council's website 	28 days
Local Environmental Plan (LEP) (or the time period specified in the Gateway determination)	Consult Involve	<ul style="list-style-type: none"> • Flyers in rates notices • Council's website • Social media posts • Letters to key stakeholders • Letterbox flyer • Council email banner • Public displays in the Councils Customer Service Centre, library, shopping centres or other community venues or events 	28 days
Development Control Plan	Consult Involve	<ul style="list-style-type: none"> • Council's website • Social media posts • Letters to key stakeholders • Flyers in rates notices 	28 days

		<ul style="list-style-type: none"> • Letterbox flyer • Council email banner • Public displays in the Councils Customer Service Centre, library, shopping centres or other community venues or events 	
Development Contributions Plans	Consult Involve	<ul style="list-style-type: none"> • Council's website • Social media posts • Letters to key stakeholders • Letterbox flyer • Council email banner • Public displays in the Councils Customer Service Centre, library, shopping centres or other community venues or events 	28 days
Planning Agreements	Consult Involve	<ul style="list-style-type: none"> • Council's website • Social media posts • Letters to key stakeholders • Letterbox flyer • Council email banner • Public displays in the Council Customer Service Centre, library, shopping centres or other community venues or events 	28 days

Information sourced from Community Participation Plan. Refer to detailed information in the Community Participation Plan – Appendix A

Public exhibition

Council will engage with community on projects, policies, strategies, plans, programs and services where it will have a community impact or is required by legislation. Council will give notice and place these draft documents on public exhibition in accordance with Section 402A of the *Local Government Act 1993*. However, public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

Public exhibition will:

- Provide the community with information on important matters;
- Invite the community to provide feedback; and
- Allow the community to comment on documents as identified in Council's Community Participation Plan or the *Environmental Planning and Assessment Act, 1979*, prior to determination.

Submissions

If community members wish to lodge a submission, objection or comment regarding a matter on public exhibition, Council must receive the submission before the expiry of the exhibition period. Submissions relating to planning matters are further detailed in the Community Participation Plan under Appendix A.

Written submissions are to be sent to:

Locked Bag 7064,
Liverpool BC NSW 1871
or emailed to
lcc@liverpool.nsw.gov.au

Submissions on the plans will also be available through the Council's website [Public Exhibitions and Notices | Liverpool City Council \(nsw.gov.au\)](#) and [Liverpool Listens \(nsw.gov.au\)](#)

Development Application submissions can also be made at <https://www.liverpool.nsw.gov.au/forms/da-submission-form>

Measurement and Evaluation

At the conclusion of each engagement, all information received will be reviewed.

Council will identify key themes which will be relayed to the community. Council will evaluate the effectiveness of engagement activities, both during and after delivery and establish if objectives were met.

Council will survey the community to get feedback on how effective the engagement delivery was and what worked and what could be improved,

Council will consider the following principles tabled below to meet its engagement objectives.

Objective	Council's Commitment
1. Deliver accessible, inclusive, and transparent engagement	<ul style="list-style-type: none"> • Coordinated approach to engagement practice across Council • Engage with purpose • Undertake community engagement satisfaction surveys following consultation • Identify the needs and suitable engagement approaches for community and stakeholder groups • Provide the community with sufficient time to respond
2. Increase the community's awareness and their ability to participate	<ul style="list-style-type: none"> • Apply varied channels of communication to reach multiple community groups • Aim to increase participation numbers • Inform local community networks and databases • Engage at various locations and times • Deliver various types of communication • Work with community, stakeholder and partner networks to reach the wider community
3. Deliver effective communication	<ul style="list-style-type: none"> • Distribute material that is clear and easy to understand • Assist community with access to translation services • Purposeful engagement themes • Utilise diverse engagement methods and channels • Report back to community on engagement outcomes and next steps to 'close the loop'
4. Continually review and improve of engagement processes	<ul style="list-style-type: none"> • Continued market research on best practice approach • Providing IAP2 training for Council officers • Engagement feedback process, guide and checklist established
5. Meet legislative requirements	<ul style="list-style-type: none"> • Ensure the Community Strategic Plan objectives underpin the purpose of engagement • Review the Community Engagement Strategy in line with the Community Strategic Plan every four years to ensure it meets the needs and priorities of the community • Ensure objectives are consistent with the social justice principles of equity, access, participation and rights under the Local Government Act 1993

Reporting back

The final stage of engagement is publicly announcing decisions and why they were made.

Council staff will put together an engagement summary report detailing the results of the engagement which will be made available in:

- Reports to Mayor and Councillors and Council staff;
- Social media platforms;
- Council's website including Liverpool Listens;
- Media releases;
- Surveys;
- Presentations and Q&A at district forums; and
- Internal staff communication tools.

Privacy and confidentiality

Stakeholder privacy and confidentiality will be respected throughout the community engagement process. Participants' personal information will be managed as required by relevant legislation / in accordance with the Council's Privacy Management Policy which adheres to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

Appendix A

Liverpool Community Participation Plan 2022



Liverpool Community Participation Plan 2022

Adopted: **TBC**

TRIM 2019/0942



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Community Participation Plan 2022

1. PURPOSE/ OBJECTIVES

The Liverpool *Community Participation Plan* (CPP) sets out when and how Council will engage with its communities across all the planning functions it performs.

Council, when exercising its planning functions, will:

- provide opportunities for members of the community to participate in planning decisions to achieve better planning outcomes, in an open and transparent process;
- ensure the community understands how and when they can participate in planning decisions;
- ensure that the needs and concerns of the community are identified and addressed when possible;
- ensure Council's strategic planning reflects the aspirations of the community and
- ensure Council meets its legislative requirements in regards to community notification engagement and consultation.

The *Environmental Planning & Assessment Act 1979* (the Act) outlines the principles that Council must include in the CPP. These principles are:

- The community has a right to be informed about planning matters that affect it.
- Council (including the relevant planning authorities) should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning.
- The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- Community participation should be inclusive and Council (including planning authorities) should actively seek views that are representative of the community.
- 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.
- 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 considered)
- 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

2. ABBREVIATIONS (where applicable)

EP&A Act	Environmental Planning & Assessment Act 1979
CPP	Community Participation Plan
DCP	Development Control Plan
GIPA	Government Information Public Access
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
NSW	New South Wales
VPA	Voluntary Planning Agreement

3. RELEVANT LEGISLATIVE REQUIREMENTS

Environmental Planning & Assessment Act 1979 (Section 2.23 and Schedule 1)

Environmental Planning and Assessment Regulation 2021

4. LAND TO WHICH THE PLAN APPLIES

This Plan applies to all land within the Liverpool Local Government Area (LGA).

5. COMMUNITY PARTICIPATION IN THE PLANNING SYSTEM

Liverpool City Council recognises community participation throughout the planning system is not only your right, it also delivers better planning results for the people of Liverpool. Ultimately, our responsibility is to deliver the objectives of the *Environmental Planning and Assessment Act 1979* (EP&A Act) including the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

Community participation is an overarching term covering how we inform, engage and consult the community in our work under the EP&A Act, including plan making and decisions making on proposed development. The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision. The community may be considered anyone who is affected by planning decisions. This may include individuals and their family network, new emerging and existing, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses and their employees, local government, and State and Commonwealth government agencies.

The diagram below explains the relationship between the CPP and other supporting documents and policies:

Figure 1 Relationship between Strategic Documents



6. WHAT PLANNING FUNCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

6.1. Development Applications

Council planning officers, the Liverpool Local Planning Panel and the Sydney Western City Planning Panel make planning decisions on a range of development applications. The elected Mayor and Councilors do not make decision on Development Applications under NSW law. When making decisions on these developments, consideration is given to whether development proposals are in accordance with the zone objectives and development standards in the Liverpool Local Environmental Plan or State Environmental Planning Policies and development controls within the Development Control Plan as well as public interest and other applicable policies and guidelines. Development applications may be for residential, commercial or industrial development, subdivision, change of use or other development proposals

6.2 Strategic Planning

Council plays a vital role in planning for the majority of land uses within the Liverpool Local Government Area. Strategic Planning is the general term used for the branch of town planning which seeks to regulate land use and infrastructure in an efficient and ethical way. More specifically, strategic planning relates to the management of land use plans, land release, renewal of established areas, rezonings, the formulation of Development Control Plans (DCP's), major development projects, and associated strategic environmental and urban policy.

6.3 Voluntary Planning Agreement

A Voluntary Planning Agreement (also known as a Planning agreement PA or VPA) is a written offer made by a developer to Council to dedicate land, make monetary contributions, provide a material public benefit for a public

purpose or a combination of any or all. A VPA can only be considered where there is an instrument change or to land where a Development Application (DA) is proposed.

A public purpose includes the provision of:

- a) a public amenities or public services
- b) affordable housing
- c) transport or other infrastructure relating to the land
- d) recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure relating to land
- e) the monitoring of planning impacts of development
- f) the conservation or enhancement of the natural environment.

6.4 Local Infrastructure Contribution Plans

If Council is satisfied that development within the LGA will or is likely to require the provision or increase the demand for public amenities and public services, Council may grant consent subject to a condition requiring

- a) the payment of a monetary contribution; or
- b) the dedication of land free of costs
- c) or both

These items of land, public works and public services are identified in what are known as Contribution plans as governed under section 7.11 or section 7.12 of the EP&A Act. Contribution plans are the financial framework between strategic planning and infrastructure delivery within growth or development areas. There are different plans for different catchment by ultimately contributions apply across all of the LGA.

7. COMMUNITY PARTICIPATION – DEVELOPMENT APPLICATIONS

A Development Application is a formal application for development that requires consent under the EP&A Act. It is usually made to Council and consists of standard application forms, supporting technical reports and plans.

7.1 Objectives

- a) Provide a framework for the exhibition of development applications, applications to modify development consents and applications for review of development determinations.
- b) Identify which development applications that will be exhibited.
- c) Identify which development applications will not be exhibited because of their scale or limited environmental impacts.
Provide an opportunity for public participation in the development application process.
- d) Establish a clear process and expectations of how public submissions are considered in the development application process.
- e) Facilitate the efficient processing of development applications without unreasonably compromising the opportunity for public participation.
- f) Ensure exhibition of development applications is carried out in accordance with the EP&A Act and Regulation.
- g) Ensure that there is consistency in the exhibition of similar development applications.

7.2 Consultation Channels

Council will communicate opportunities for participation in the development assessment process using methods including:

- Notices on the land
- Letters to adjoining or potentially affected landowners and occupiers; and
- Council's ePlanning portal.

7.3 Consultation Feedback

In all instances, Council will encourage the community to lodge written submissions (either electronically or physically) which will be considered prior to the determination of a development application.

7.4 Levels of Community Participation

There are three levels of community participation that a development application may be subject to. These are:

- Notified Development – where Council notifies people in writing advising of the submission of a development application. The notification period commences when the letter of notification is mailed to recipients. The conclusion of the notification period is based on the required number of consecutive days (as outlined in this Plan), inclusive of weekends, following the commencement of the notification period. For the purposes of this Plan, Public Holidays that apply to the State of NSW are excluded from the notification period.
- Advertised Development – where Council, in addition to notification, advertises the development application on Council's website and places a sign on the subject land advising of the submission of a development application. The commencement of the exhibition period is taken to be the day the notice is first published on Council's website. The conclusion of the exhibition period is based on the required number of consecutive days (as outlined in this Plan), inclusive of weekends, following the commencement of the exhibition period. For the purposes of this Plan, Public Holidays that apply to the State of NSW are excluded from the exhibition period.
- No consultation – applying to applications of minor complexity, where no notification or advertising is necessary.

The level of consultation required is specified in Table 1 and 2 and will be dependent on the land use and/or structure proposed. The land uses in Table 1 and 2 are defined in the Liverpool LEP 2008.

Note: Where a development is not listed in Table 1 or 2, Council will determine the most appropriate notification procedure using the tables as a guide.

It will remain at the discretion of the Manager of Development Assessment to decide whether to exhibit any application considered to have sufficient community interest or where the history of the site warrants consultation. Council or the relevant consent authority has the discretion to determine if additional notification requirements apply (i.e notification letter, display of notices on land, display on website and length of exhibition).

Exhibition or notification during the Christmas / New Year period

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

Notification requirements for development applications subject to an amendment

Amended documentation lodged during the assessment process and approved by the consent authority will be publicly exhibited in the same way as the application was originally exhibited. This is to occur where, in the opinion of the consent authority, the amendments intensify or change the external impact of the development

Notification requirements for Council-related Development Applications:

Recent legislative changes to the Act, set to commence on 3 April 2023, requires Council related development applications to be exhibited for a minimum of 28 days, and defines them under Schedule 1, Clause 9b as:

Council-related development applications means a development application, for which a council is the consent authority, that is –

- a) *Made by or on behalf of the council, or*
- b) *For development on land –*
 - I. *Of which the council is an owner, a lessee or a licensee, or*
 - II. *Otherwise vested in or under the control of the council*

Note: land vested in or under the control of the council includes public land within the meaning of the Local Government Act 1993.

The Act also requires the exhibition material to be accompanied by:

- a) A statement specifying how council will manage the conflict of interest that may arise in connection with the application because the council is the consent authority, or
- b) statement that the council has no management strategy for the application

This policy therefore requires such Development Applications to be exhibited in accordance with these provisions from 3 April 2023.

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

7.5 Development Applications that will be advertised

The following types of development applications will be advertised via Councils website and will include direct notification to landowners within the specified distance (unless not specified) as well as a sign on the development site

Table 1 Land Use and Extent of Notification (Advertised Development):

Land Use/Purpose	Extent of Notification to properties within a certain
Airport	1000m (Rural zones) 500m (All other zones)
Airstrip	1000m (Rural zones) 500m (All other zones)
Amusement centre	500m (Rural zones) 200m (All other zones)

Backpackers' accommodation	50m
Boarding houses	100m
Caravan parks	50m
Cemetery	1000m (Rural zones) 200m (All other zones)
Co-living housing	100m
Crematorium	1000m (Rural zones) 200m (All other zones)
Depot*	100m
Educational establishments	500m (Rural zones) 200m (All other zones)
Extractive industries	1000m (Rural zones) 200m (All other zones)
Freight transport facility*	100m
Hazardous industries	500m
Hazardous storage establishments	1000m (Rural zones) 200m (All other zones)
Heavy industry	200m
Helipad	500m
Heliports	200m (Rural zones) 100m (All other zones)
Hospitals	75m (Rural zones) 200m (All other zones)
Hotel or motel accommodation	75m
Industries*	
Intensive livestock agriculture	500m
Landscaping materials supplies	500m (Rural zones) 250m (All other zones)
Liquid fuel depot	500m (Rural zones)
Specialised retail premises	200m (All other zones)
Marinas	200m
Market*	200m (Rural zones) 75m (All other zones)
Mines	1000m
Offensive industries	200m
Offensive storage establishments	200m (Rural zones) 200m (All other zones)
Open cut mine	200m (Rural zones) 75m (All other zones)
Passenger transport facility	75m
Places of public worship	1000m (Rural zones) 200m (All other zones)
Pubs	75m
Recreation facilities (major)*	200m
Recreation facilities (outdoor)*	500m (Rural zones) 100m (All other zones)
Registered clubs	500m (Rural zones) 200m (All other zones)
Resource recovery facility	200m
Restricted premises	200m

Service stations	500m (Rural zones) 200m (All other zones)
Sewage treatment works	500m (Rural zones) 200m (All other zones)
Sex service premises	200m
Stock and sale yards	500m (Rural zones) 200m (All other zones)
Telecommunication facilities	1000m (Rural zones) 300m (All other zones)
Timber Yard	
Vehicle body repair workshop*	100m
Vehicle repair station*	100m
Vehicle sales or hire premises*	100m
Warehouse and distribution centres*	100m

**Only in instances where the land use is being proposed as part of a new application on land adjacent to a Residential Zone (excluding change of use applications)*

Note: Where a development application includes elements which are both advertised and notified, the whole application shall be advertised.

What is the minimum advertising period? 14 days
 (28 days for designated development. Note designated development is defined in the EP&A Act and Re

7.6 Development Applications that will be notified

Table 2 lists the types of development applications that will be notified to adjacent and adjoining landowners or to properties within the specified distance by mail. Figure 1 outlines how adjoining and adjacent properties will be notified. Notification distances specified in this section may be extended, if in the opinion of Council, greater notification is required.

Figure 2 Notification to adjoining & adjacent landowners



Table 2 Land Use and Extent of Notification (Notified)

Land Use/Purpose	Extent of Notification to properties within a certain distance (metres). Where no distance is identified, notification is to occur to adjoining and
Advertisements	75m (Residential zones only)
Advertising Structure	75m (Residential zones only)
Agricultural produce industry	200m
Agriculture	
Animal boarding or training establishments	500m (Rural zones) 75m (All other zones)
Attached dwellings	
Aquaculture	200m
Bed & breakfast premises	
Boat building and repair facility	
Boat shed	
Car parks	
Cellar door premises	
Centre based child care facilities	75m
Commercial premises	
Community facility	75m
Dairy (pasture based)	
Dual occupancy	
Entertainment facility	500m (Rural zones) 200m (All other zones)
Exhibition village	
Feedlot	
Fill	
Flood mitigation works	1000m (Rural zones) 200m (All other zones)
Funeral home	1000m (Rural zones) 200m (All other zones)
Group home	75m
Health consulting rooms	
Hostels	75m
Independent living units	
Light industry	
Livestock processing industry	200m
Manor House	
Medical centre	200m (Rural zones) 75m (All other zones)
Mixed use development	75m
Mortuary	1000m (Rural zones) 200m (All other zones)
Multi dwelling housing	75m
Public administration buildings	

Recreation facilities (indoor)	
Residential care facilities	
Residential flat buildings	75m
Restricted dairy	
Sawmill or log processing works	
Secondary Dwelling	
Self - storage	
Semi - detached dwelling	
Seniors housing	
Serviced apartments	75m
Shop top housing	75m
Subdivisions (lots less than	
Take away food or drink premises	100m (outside Liverpool City Centre)
Terrace	
Tourist and visitor accommodation	200m (Rural zones) 75m (All other zones)
Transport depot	200m (All other zones)
Truck depot	200m (All other zones)
Veterinary hospitals	
Waste or resource management facility	1000m (Rural zones) 200m (All other zones)
Waste or resource transfer station	1000m (Rural zones) 200m (All other zones)
Waterbody (artificial)	500m (Rural zones) 50m (All other zones)
Water Storage Facility	500m

Note: Where a development application includes elements which are both notified and non-notified, the whole application shall be notified.

What is the minimum notification period?

14 days

7.7 Development Applications that will not be notified

This Plan identifies types of development that do not require advertising or notification given their scale or limited environmental impacts. In addition, some types of development do not need development consent from Council and therefore there is no pathway for formal community participation under this Plan.

This Plan does not relate to applications that fall within the following categories:

- a) Development which is exempt development under the provisions of Clause 3.1 Exempt Development of the Liverpool LEP and/or any applicable State Environmental Planning Policy.
- b) Development which is complying development under the provisions of Clause 3.2 Complying Development of the Liverpool LEP and/or any applicable State Environmental Planning Policy.

A development application for the following types of development will **NOT** be exhibited due to their scale or limited environmental impacts.

- Awnings, pergolas, swimming pools, outbuildings and the like, which are considered to be in keeping with accepted community standards and the existing local environment.
- Internal works, where there is no change to the external configuration of the building in shape or height.
- Temporary land sales offices that are to be erected for a period no greater than 12 months.
- Applications where the person to be notified is also the applicant.
- Dwelling houses and alterations to existing dwellings

In the Liverpool City Centre:

- Small scale commercial premises (no more than 4 storeys)
- Change of use from business premises to business premises
- Change of use from retail premises to retail premises
- Restaurants and cafes
- Take away food and drink premises or food and drink premises

A modification application is generally exempt from notification provided that the application only involves amending a minor error, misdescription or miscalculation.

If, in the opinion of the Council or the consent authority, the proposed modification has the potential to increase the impact of the development on adjoining or nearby land or development, the application will be notified or advertised in accordance with the provisions of Table 1 or 2 and the Environmental Planning and Assessment Act 1979.

7.8 Designated Development

Designated Development applications will be advertised on Councils website and notified to adjacent and adjoining landowners and relevant public authorities.

What is the minimum exhibition period?

28 days

7.9 Review of determinations or decisions

What is a review of determination or decision?

Where Council has refused a development application or imposed conditions, an applicant may be able to apply for a review of determination under Section 8.2 of the EP&A Act. The Act requires the review to be completed within 6 months from the date of determination of the development application.

Will all applications be notified?

Applications under Section 8.2 of the Act are to be notified to persons who previously made a submission where the Development Application is amended in a material way and where Council considers that the development is likely to have the potential to increase impacts compared to the application previously considered.

What is the minimum exhibition period?

14 days

Notification letters:

Where required by tables in this section, the notification letter must provide the following information:

- a) A description (including the address of the land to which the development application relates);
- b) A description of the proposed development.
- c) The name of the applicant.
- d) The name of contact person through which enquiries can be directed; and
- e) The letter must specify that any person may make a submission in writing to Council in relation to the development application, and that submissions may be made available for the community to view. Where the submission is by way of objection, the grounds of objection/s must be specified in the submission.

8. COMMUNITY PARTICIPATION – STRATEGIC PLANNING

Council develops a range of long-term plans and strategies for specific areas or development issues. Many of these plans and strategies will become Council policy after community consultation and will be implemented through Council's planning controls. Some Strategies and Plans also require endorsement from Government Agencies and support the Greater Sydney Region Plan and the Western City District Plan.

Examples include:

- This Plan (the Community Participation Plan)
- Liverpool Local Strategic Planning Statement
- Land use strategies and studies relating to specific development issues, for example:
 - Housing
 - Employment lands
 - Rural lands
 - Heritage
- Local Environmental Plan
- Development Control Plans
 - Contribution Plans

8.1 Objectives

- a) Provide a framework for the public exhibition of strategic planning documents.
- b) Provide an opportunity for public participation in the strategic planning process.
- c) Establish a clear process and expectations of how public views are considered in the strategic planning process.
- d) Identify strategic planning documents that will be placed on public exhibition.

To ensure community participation is carried out in accordance with the EP&A Act and Regulation.

8.2 Consultation Approach

The consultation approach taken by Council will vary depending on the site and complexity of the proposal. Council will communicate opportunities for participation in the strategic planning process including but not limited to:

- Social media posts
- Letters to key stakeholders
- Flyers in rates notices
- Letterbox flyers
- Council email banners
- Public displays in the Council's Customer Service Centre, library, shopping centres or other community venues or events
- Council's website

8.3 Consultation Tools

Council will use a range of consultation tools to enable participation and opportunities to provide input including:

- Workshop and focus groups
- Public meetings and information sessions
- Discussion papers
- Online participation through Councils Liverpool Listens website
- Request for written submissions through a public exhibition process

8.4 Consultation Feedback

In all instances, Council will encourage the community to lodge written submissions in addition to feedback received through one of the other methods above.

8.5 Exhibition of notification during the Christmas period

Public exhibition and/or notification periods over the traditional Christmas / New Year period will be extended so as not to include the period between 20 December and 10 January (inclusive).

9. COMMUNITY PARTICIPATION – LOCAL STRATEGIC PLANNING STATEMENT

What is a Local Strategic Planning Statement?

The Local Strategic Planning Statement (LSPS) is the 20-year vision for land-use in the Liverpool LGA, the special character and values that are to be preserved and how change will be managed into the future.

The LSPS will implement actions from the Greater Sydney Region Plan and the Western City District Plan, as well as Council's own priorities identified in the Community Strategic Plan, land use strategies and other studies that support the growth of the City.

The statement will shape how the development controls in the Local Environmental Plan evolve over time to meet the community's needs, with the LEP the main planning tool to deliver the Council and community's plan.

What is the minimum exhibition period?

28 days

10. COMMUNITY PARTICIPATION – LOCAL ENVIRONMENTAL PLAN

What is a Local Environmental Plan (LEP)?

The LEP guides planning decisions for the Liverpool LGA. It does this through zoning and development controls, which provide a framework for the way land can be used. The LEP is the main planning tool to shape the future of communities and ensure local development is appropriate.

A planning proposal is required to amend the LEP. A planning proposal must demonstrate the strategic merit of the proposed LEP amendment. A planning proposal is submitted to the NSW Department of Planning and Environment for a Gateway determination. A Gateway determination will identify whether there is merit in the proposed amendment proceeding further in the plan making process.

A Gateway determination will determine:

- Whether or not to proceed with the planning proposal
- Whether or not to impose conditions
- The minimum public exhibition period
- For large scale planning proposals, Council will also exhibit the planning proposal for **28 days** prior to a Council decision on whether to endorse the planning proposal for a Gateway determination. Feedback from the community will be incorporated into a report to Council.

What is the minimum exhibition period?

28 days

(or the time period specified in the Gateway determination)

11. COMMUNITY PARTICIPATION PLAN – DEVELOPMENT CONTROL PLAN

What is a Development Control Plan?

A DCP is prepared by Council and applies to specific types of development or areas of land and provides detailed development guidelines and controls.

Council will periodically amend the DCP to introduce new controls relating to specific development types, to reflect legislative changes or to clarify the intent of an existing control.

What is the minimum exhibition period?

28 days

12. COMMUNITY PARTICIPATION – LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN

What is a Local Infrastructure Contributions Plan?

Local Infrastructure Contributions Plans allow Council to charge and levy contributions on development for land within the Liverpool LGA. These contributions assist in the provision of essential social and service infrastructure and land to meet demand created by the development. Council will periodically review and revise the plans triggered by population growth, rezoning of additional land, acquisition of land and property, completion of works or to create new schedule of works to reflect Councils infrastructure priority.

What is the minimum exhibition period?

28 days

13. COMMUNITY PARTICIPATION – PLANNING AGREEMENTS

What is a Planning Agreement?

A planning agreement (also known as a voluntary planning agreement (VPA)) is an offer by a developer to Council to dedicate land, make monetary contributions, or provide any other material public benefit, to be used for or applied towards a public purpose.

Planning agreements are entered into in relation to a state significant or local development application or an amendment to the LEP or SEPP through a planning proposal application.

What is the minimum exhibition period?

28 days

14. SUBMISSIONS

14.1 Submissions

The submission period is the stated exhibition period, calculated in accordance with this Community Participation Plan.

14.2 Making a submissions

Any person is entitled to make a submission which may object to or support a planning matter within the public exhibition period, whether or not a notification letter has been forwarded to the person. Submissions must be made in writing and delivered to the Council either by electronic mail (email), an online submission via Council's website, or by post. All submissions received within the public exhibition period will be considered by Council.

Submissions should include the following:

- a) The reasons for objection or support.
- b) Submissions must be in writing, be addressed to the Chief Executive Officer, clearly indicating the names, addresses of the person(s) making the submission, quote the development application number (if relevant), the subject matter, and clearly state the address of the property.
- c) Submissions must include the postal address or email of person(s) making submissions so they can be notified in advance if the matter is to be considered by a Planning Panel or by Council at a Council meeting (for strategic planning matters only). This information will remain public and may be included in reports to Council.
- d) If persons who lodge submissions do not wish their personal information to be made public, the submission is to clearly make a statement to that effect, however their name and suburb (if available) will remain public.
- e) Council will consider making a submission confidential, however, the submission must make a statement to that effect and clearly outline the reasons the submission should be confidential.

14.3 Petitions

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner, or first petitioner, will be advised of any related meeting times or receive written confirmation of the determination of an application or outcome of the matter.

It should be noted a petition is equal to 1 submission.

14.4 Strata Building

A notice to a body corporate is taken to be a notice to the owner of each lot or leaseholder within the parcel concerned. If land is owned or occupied by more than one person, a notice to one owner and/or one occupier is taken to be a written notice to all the owners or occupiers of that land.

14.5 Disclosure of submissions

Submissions may be accessed by the public by way of a Government Information Public Access (GIPA) request (fee payable) to Council. Also, if the proposal is reported to a Council meeting, the issues raised in that submission will be summarised in the Council report and the submission will be attached to the report.

14.6 Referral of submissions to the applicant

A summary of the submissions will be forwarded to the applicant who will be encouraged to address the issues raised in the submissions.

14.7 Referral of submissions to the applicant

A copy of all submissions received will be forwarded to the Secretary of the Department of Planning and Environment at the end of the notification period.

14.8 Submissions received after the exhibition period

Council will allow a further period of 2 business days following the closure of the exhibition period to receive submissions. This allows for written submissions that have been posted to be received and processed by Council's records management team.

Submissions received within this 2-day period will be considered as it were received during the public exhibition or notification period.

Submissions received after the additional 2-day period may be considered in determining the application.

For development applications which are to be considered at a Local Planning Panel meeting for determination, submissions received after the writing of the report (generally 14 days prior to the meeting date) will be placed on the development application file and forwarded to the panel members for consideration

AUTHORISED BY

TBC

EFFECTIVE FROM

This date is the date the policy is adopted by Council resolution. (TBC)

DEPARTMENT RESPONSIBLE:

City Planning (Planning and Compliance)

REVIEW DATE

The policy must be reviewed every two years or more frequently depending on its category or if legislative or policy changes occur.

VERSIONS

The current and previous version of the policy should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
2	City Planning			

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

In this section please identify all the groups consulted with in the preparation of the policy such as members of Council staff, management, Councillor's, community members, other government departments etc. You should consult with the Governance Coordinator before the policy is considered by the Chief Executive Officer or the elected Council.

ATTACHMENTS

N/A.