



COMMUNITY ASSOCIATION

BAWLEY POINT, KIOLOA AND TERMEIL

BAWLEY POINT, KIOLOA AND TERMEIL COMMUNITY ASSOCIATION
Executive Meeting- 6 PM 2 February 2026

Welcome and Acknowledgement of Country

Attending: Peter Longstaff (President), Lynn Cowley (Secretary), Judith Carol, Claire Stephensen,

Apologies: Kylie Brindley (Treasurer), David Keith, Tony Sattler, Carrie Smith

Minutes of the last Executive Meeting 8 December 2025

Circulated via email and on web site.

Moved those minutes be accepted. Carried

Business Arising from minutes. Nil

Correspondence IN:

- Response from SCC advising that further Shoalhaven waste depots will be used for soft plastic collections, including Kioloa.
- Lands Edge : *“Should you have any suggestions for how we can increase engagement with the BP and Kioloa communities, or opportunities for student engagement in activities please do not hesitate to reach out by phone or email.”*

Suggested ways Lands Edge students could increase engagement with BP and Kioloa communities:

- Visit to Murramarang Community Garden. Groups of kids from Ulladulla High already do this and it is very well received.
- Shorebirds education
- Bush care

Action: Judith to follow up and draft a letter of reply to Lands Edge on behalf of MCG.

Correspondence OUT:

Letter to Lands Edge re danger of students snorkeling at the Kioloa boat ramp

Letter to SCC reuse of Kioloa Waste Depot as a soft plastics drop off point

various emails re changes to CCB model

Governance, Administration and Management

Financial – Treasurer’s report attached.

Membership is now at 106.

IMB account to remain open for now and use as a transaction account. Lynn Cowley to be added as signatory

Financial report has been updated, including creating some new cost codes to keep better track of incoming and outgoing.

CCB: SCC proposed changes to current model Council Motion 16/12.

PL/LCo reported that at the combined CCB meeting held 01/12 in Ulludulla the CEO/AC made a light reference to his plan to review the current CCB model, no details on the proposal, no details on timeline. Accordingly, no one in the room asked any questions as no details were available.

CEO extract PowerPoint slide from combined CCB meeting



It was discussed that the motion proposed and subsequently passed in an amended form on SCC General Meeting 16/12 was a complete surprise and an unacceptable process of decision making preceding any consultation and or problem solving. The Executive as will be the Community both keen to hear what are the CCB model issues causing concern to the CEO/Mayor and some Councilor’s are. Will be important to hear from them in person on 22/02 at our General Meeting.

RESOLVED (Mayor White / Clr Casmiri)

MIN25.641

That Council:

1. Transition from the current Community Consultative Bodies model of engagement and formally conclude its operation in its present form, effective 1 July 2026.
2. Conduct community consultation from February/March 2026 to determine the most appropriate alternative engagement model that should be for the long term.
3. Report back to Council on the outcome of this engagement and any recommendations as a result.
4. Thank all the community groups that are currently endorsed as Community Consultative Bodies for their contributions to Council.
5. Provide administrative and financial support to assist any Community Consultative Bodies to become an incorporated community group before 1 July 2026, and enable them as independent bodies, be it Ratepayers Associations, Community Forums, Progress Associations, to:
 - a. consult properly with all tiers of government
 - b. apply for grants for potentially up to 100%, for Community-Led Projects
 - c. no longer be beholden to Council rules.

FOR: Mayor White, Clr Clancy, Clr Kemp, Clr Casmiri, Clr Steele and Clr Proudfoot

Minutes Confirmed Tuesday 27 January 2025 – Chairperson

AGAINST: Clr Wilkins, Clr Tribe, Clr Norris, Clr Boyd and Clr Killian

CARRIED

Reported on combined CCB meeting held in Tomerong on 12th January. Peter L, Tony S, Carrie S & Lynn Attended. 21 CCBs attended and 2 apologies.

A small working group (WG) was formed. The WG have prepared a draft paper for a combined CCB agreement, which will be used as a starting point for discussion with SCC. The paper was forwarded to all CCBs for comment. Comments to be sent to WG by 6 February. This paper was emailed to Exec members and Lindsay Cane and John Meyer, as representatives of the Strategic Planning subcommittee. LC and JM both suggested some amendments. Once comments have been received by CCBs, WG will come back with the final version before presenting the final paper to SCC and our three village Community.

Original papers and amendments were discussed.

Moved & Unanimously Accepted: that the paper, including amendments/suggestions from the Executive, LC, JM, be sent back to the WG, ASAP. Once the updated version has been received from the WG, Peter & Lynn will start to inform the community in preparation for the next general meeting. It was noted that it was a very difficult time to effectively engage with our community over the period 16/12 to now.

Note: the Executive has distributed our correspondence via Mail Chimp to the CEO & Councilors objecting to the process, not the review itself just prior to 16/12 Council Meeting. Copy attached.

Proposed changes to CCB model will be high on the agenda for the meeting on 22 February. Invitations to this meeting to be sent to:

- CEO
- Mayor
- Ward 3 councilors
- Liza Butler

Councilors, Mayor and CEO will be provided with an opportunity to explain why they voted as they did re the proposed changes.

Proposed changes to CCB model may mean SCC no longer fund insurance for CCBs. \$500 annual contribution may also be discontinued. If BPTKCA must pay for insurance, and lose the annual \$500 SCC contribution, membership will no longer cover very basic admin costs. Alternate ways to fund admin costs will have to be considered.

Judith advised that there is special insurance for community gardens, and there may be the same set up for Community Associations. BPKTCA is incorporated, which provides some coverage, also needs to be insured.

Will also look at grants to cover admin costs. Peter & Lynn meeting with Monique from FRRR on Wednesday 4/02 to find out about potential 2026 grants. Judith will investigate grants with Veolia. Noted Veolia is better for grants for specific projects.

Action: Lynn C to find out if meetings held in the Hall are covered by Hall insurance.

Subcommittee reports

Shared pathway Stage 2: celebrations

Ross, after receiving an email from Jeremy Stanwix, has asked BPKTCA to start planning for celebrations for the completion of the pathway, which is very close. Pour to connect the two ends scheduled for tomorrow, Tuesday 3rd February. There will be other bits and pieces to be completed before the pathway is finally open.

We have spoken with Liza Butler about the correct procedure for inviting dignitaries, as State Govt was a major contributor of funds for the later sections. Liza has advised that we will need to provide 6 – 8 weeks' notice, waiting on more information from her before we set a date.

Discussed possible venues and Kioloa Community Hall seems like a good choice.

Publicity can be by:

- Mailchimp, FB and web page
- Posters at shops, cafes etc.

- Messenger, if the cut off dates align
- Helen Nelson has offered to drop some posters to people who could be missed by above methods

Some other thoughts:

Arrange for a special cake

Sausage sizzle and Liza Butler MP has offered to make Thai burgers

Collect information and produce a story board, like the ones at the HYSsDs.

Ask community for photos / stories / memorabilia etc. for some sort of display

Shared pathway Final section: Scerri Drive to Kioloa Beach

CLP submitted through SCC portal. There will be delays as SCC have to write to Department of Crown Lands to get permission, as this final section of the pathway is on crown land

Community Led Projects

Emergency beach stations:

Mudholes (Shell Beach) was installed just in time for Christmas. QR code in place for monthly check, first monthly check has taken place already. Monthly checks are a requirement of the Deed signed with SCC. Sample monthly inspection report attached, LC and PL are the dedicated BRS buddies on behalf of BPKTCA for mudholes.

We were unsuccessful with a grant application for a 2nd AED. This grant was directed at sporting bodies but was worth a try.

We have a grant application in place with Bendigo bank, have requested an update on status, nothing has been received yet.

Liza has some funding proposals for a further two (2) stations. She will let us know when they are open for EOI.

Cricket nets:

CLP submitted through the SCC portal before it closed in December '25. A site visit is booked with SCC staff on Thursday 5 February at 10.30am. SCC staff attending the site include a tree management rep and a swimming and sports rep.

Kioloa RFB may be available to help with tree clearing / maintenance, subject to approval from SCC.

Gannett beach seats

Project has been lodged and supported / funded by Sport & Rec, awaiting to hear and update from Project Leader Moira Heath.

General Business

CBB: SCC proposed changes to current model. See above discussion.

Next Exec Meeting – Monday 4 May 2026

Next General Meeting – Sunday 22 February at 9am

Meeting Closed: 7.08pm



Thursday, January 1, 2026

Beach Rescue Stations Monthly Inspection and or Damage Report

Report damage and or conduct MONTHLY inspections at designated beach rescue sites in accordance with official ZOLL AED Plus maintenance expectations. Fill in all required fields and upload images if applicable.

Full Name	Peter Longstaff
Phone Number	(+61) 0439819762
Date of Inspection or Report	Thursday, January 1, 2026
Location of Inspection or Damage	Station A Mud Holes (Shell Beach)
Additional Comments or Observations	Post new year check
Two (2) Rescue Tubes present and functional ?	Yes
DIFIB Cabinet-Trauma Kit stocked and accessible ? Responder kit is intact, made up of Scissors, Razor, Gloves, CPR face shield, Wipes.	Yes
DEFIB Indicator Status, ensure is GREEN mark Yes, if RED mark No? Conduct monthly test by holding down power button 5 seconds, check GREEN Compliant.	Ok GREEN compliant
DEFIB Battery Status, confirm no battery icon displayed on screen, make sure battery compartment is sealed and undisturbed?	Ok compliant
DEFIB PAD expiry date, CPR_D Padz 5 years (printed on packaging). Check visibly that pads are intact and in place.	Ok compliant
Safety Signage visible and legible, cabinets clean dry and secure ?	Yes
000 Emergency Contact Information posted on cabinets?	Yes

Upload Image 1 (Damage or Inspection Evidence)



Upload Image 2 (Damage or Inspection Evidence)





COMMUNITY ASSOCIATION

BAWLEY POINT, KIOLOA AND TERMEIL

BAWLEY POINT, KIOLOA AND TERMEIL COMMUNITY ASSOCIATION

Executive Meeting- 6 PM 2 February 2026

AGENDA

Welcome and Acknowledgement of Country

Apologies:

Minutes of the last Executive Meeting 8 December 2025

Circulated via email and available on web site

Business Arising from minutes

Correspondence IN:

Lands Edge: response to students swimming at Kioloa boat ramp....

“Should you have any suggestions for how we can increase engagement with the Bawley Point and Kioloa communities, or opportunities for student engagement in activities please do not hesitate to reach out by phone or email.”

Correspondence OUT:

Corro in and out re changes to CCB model

Governance, Administration and Management

Financial – Treasurer’s report, refer updated Xero Profit & Loss (3years), Balance Sheet last 3 quarters.

Membership now at 106

Subcommittee reports

Shared pathway – celebration for final completion BP to Kioloa

Stage 2: Disappointingly not complete for Christmas, and no safe temporary alternate route. However, should be finished very soon and time to discuss celebrations for completion of the pathway linking BP to Kioloa.

Community Led Projects

CLP202500094 Emergency beach rescue stations:

Deed signed, copy attached. First station (largely privately funded) is installed at Mudholes (Shell Beach) in time for Christmas.

Grant application submitted to Bendigo Bank for second beach rescue station.

Separate grant for up to \$3000 submitted for an AED. This was unsuccessful, refer to attached response.

Lisa Butler (MP) is looking for funding for 2 additional stations. (\$11000)

Monthly inspections being undertaken LC/PL, refer sample report, no theft or damage over Xmas period.

Shark Bite Kit training

Not really a BPKTCA CLP, but a very successful morning at Gannett Beach with Ben & Rens from Paradigm. They showed us how to apply a tourniquet and everyone had a go. Approx 50 people attended and the feedback was very positive. With donations received and contributions from Paradigm we have another 3 shark bite kits for our next beach rescue stations.

CLP202500162 Kioloa Upgrade Cricket nets:

Submitted through the portal, asking additional questions, see BPKTCA response attached.

CLP202500127 Final section of pathway to Kioloa Beach

Submission via portal, waiting on reply to positive response however will need Crown approval and documented arrangement between Crown/SCC as outside existing licensed area. Expect that too take 6 months plus.

CLP 202500160 Gannet Headland Seating

From: council@shoalhaven.nsw.gov.au

Date: 12 January 2026 at 10:09:37 am AEDT

To: immh@bigpond.com

Subject: Community-Led Project Enquiry Progressed-Gannet Point Headland Seating-

Reference No:CLP202500160

Dear Moira Yvette Heath

Thank you for notifying Shoalhaven City Council of your proposed community-led project.

The name of your project is: Gannet Point Headland Seating

The reference number for this project is: CLP202500160

Your submission has progressed.

A staff member may contact you directly to discuss your submission or to request further information.

Note the SCC portal has now closed until 1 July 2026.

General Business

SCC proposed changes to current CCB model

Peter, Tony, Carrie and Lynn attended a CCB meeting at Tomerong early January. 21 CCB’s were in attendance (2 apologies). Working group formed to pull together all the items/ideas discussed at the meeting and report back to all CCBs for discussion with their community and association members. All CCBs reject the idea of abolishing CCBs, although support for review.

Refer to it actual Council motion passed 16/12/25. Also refer to attached existing guidelines, last reviewed 2024, Council and CCB’s.

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FOR: Mayor White, Clr Clancy, Clr Kemp, Clr Casmiri, Clr Steele and Clr Proudfoot

Minutes Confirmed Tuesday 27 January 2025 – Chairperson



AGAINST: Clr Wilkins, Clr Tribe, Clr Norris, Clr Boyd and Clr Killian

CARRIED

SCC apparently strategically enacted the motion by sending a thank you just prior to Xmas, making an immediate recission motion not possible.

Thank You and Upcoming Engagement on Future Models

Caitlin Lewis <Caitlin.Lewis@shoalhaven.nsw.gov.au>

18 December 2025 at 12:20

Dear CCB Member,

On behalf of Council, I would like to sincerely thank you for your service and commitment to supporting community engagement over the years. Your contributions have played an important role in shaping local decision-making and strengthening connections within the Shoalhaven community.

At the Ordinary Meeting held on Tuesday 16 December 2025, Council resolved to transition away from the current Community Consultative Bodies model of engagement on 1 July 2026 and engage with you and the broader community to determine the most appropriate alternative engagement model.

I would particularly like to say that we appreciate all that you do in facilitating conversations in the community and that we would continue to engage with you as a valued collective in your community, into the future.

In February and March 2026, we'll invite you and the wider community to help us shape a new, long-term engagement model that works for everyone. After this consultation, we'll report back to Council with the outcomes and recommendations.

Between now and July 2026, we'll continue to support CCBs. If your group would like to become an incorporated community organisation - such as a Ratepayers Association, Community Forum, or Progress Association - we'll provide administrative and financial assistance to help make that happen and strengthen your ability to operate independently on behalf of your communities.

We'll share more details early in the new year about the consultation process and the support available. In the meantime, thank you again for your incredible contribution.

Thank you again for your dedication and community spirit. We look forward to continuing this important conversation with you soon.

Resolution from Combined CCB Meeting is still pending from their subcommittee, it may be available juts before we meet.

References

<https://getinvolved.shoalhaven.nsw.gov.au/community-engagement-framework>

Attached existing Guidelines for CCB , updated in 12/2024 and adopted 26/07/25.

Adoption Date:	26/07/2005
Amendment Date:	27/03/2007, 28/08/2007, 30/10/2007, 25/03/2008, 12/08/2008, 7/10/2008, 25/08/2009, 26/07/2011, 29/01/2013, 25/09/2023
Minute Number:	MIN05.923, MIN07.397, MIN07.1173, MIN07.1599, MIN08.428, MIN08.1133, MIN08.1345, MIN09.1181, MIN11.718, MIN13.41, MIN23.566
Review Date:	01/12/2024
Directorate:	City Lifestyles
Record Number:	POL23/44

Completion of Pathway (Community Connect) celebrations

Best way to recognize those who have contributed.

What form of celebrations?

Suggest morning tea following general meeting 22 February, at the Kioloa Hall. Community Connect funding, Saltwood to cater? We already have tea and coffee supplies.

Ongoing funding

Following changes to CCB model, it seems likely that CCBs will have to provide / fund their own PL insurance (currently limited cover provided by SCC).

Other ongoing costs:

- Xero finance package
- Community consultation software: mail chimp and survey monkey
- Printing stationery

Funding for beach rescue stations (Liza Butler?)

Part funding for cricket pitch upgrade, from remaining Community Connect Funds up to \$5k.?

Veolia Mulwaree TRUST

Mulwaree Shire Council area. The Veolia Mulwaree Trust was established to manage and distribute funds for charitable purposes and worthwhile community projects to benefit communities within or surrounding the former Mulwaree Shire Council area in Southern NSW.

The Veolia Mulwaree Trust specifically covers the local government areas of:

- Wingecarribee Shire Council
- Wollondilly Shire Council
- Shoalhaven City Council

The Veolia Mulwaree Trust aims to support our local community through funding projects and organisations which bring positive and sustainable benefits across the following areas:

- Health and Wellbeing
- Environment, Heritage and Culture
- Sport and Recreation
- Education and Scholarships
- Community Enhancement
- Emergency and Safety.

Applications will be accepted from incorporated, not-for-profit community groups or organisations, such as sporting and recreation groups, voluntary emergency service organisations, service clubs, local councils and 355 committees, community health services, schools and community childcare centres, churches, community associations, and registered charities.

The Veolia Mulwaree Trust will assess project applications against the following criteria:

- Clearly defined, ongoing benefits to the community
- Service to a broad section of the community
- Demonstrated sustainability and increasing an organisation's capacity.

Two funding programs will be available:

- The donation program for small projects, valued at \$1,000 and under
- The grant program, for projects valued at over \$1,000

The third funding round of 2025 allocated more than \$247,000 in grants to 19 diverse projects:

- Tarago Public School - New School Sign, \$36,000
- Tarago Men's Shed Association Inc - Purchase new equipment for the Men's Shed, \$17,966
- Goulburn Regional Art Gallery - Accessibility Upgrade: Installation of New Automatic Entry Doors, \$27,291
- Binda Recreation Reserve Land Manager - New Picket Fence, \$9,398
- Wingecarribee Community Services Centre - Solar panel upgrade and batteries, \$20,000
- Penrose Community Association Inc - Solar installation for community resilience and environmental sustainability, \$12,695
- St Michael's Catholic Parish Primary School, Nowra - Wellbeing and Sensory Garden, \$20,000
- Wollondilly Shire Council - Wollondilly Performing Arts Centre Concert Grand Piano, \$25,000
- Oberon Pony Club - New Clubhouse Kitchen, \$12,901
- Appin Public School P&C Association - Technology for learning project, \$15,000
- Goulburn District Arts & Crafts Inc - Upgrade electrical switchboards, \$3,000
- Southern Tablelands Football Association - Cookbundoon Goal Post Upgrade, \$4,000
- Bowral Public School P&C Committee - Inclusive Bench Seating for Kindergarten Students, \$5,315
- Milton District CWA - Hall Emergency Exit Doors Upgrade, \$5,535
- Shoalhaven Heads Native Botanic Garden Inc - Purchase new Ride-on Lawnmower, \$4,880
- Conjola Stingrays Outrigger Canoe Club - Equipment to enhance training and coaching for members, \$6,911
- St John's the Evangelist High School Nowra P&F Association - Inclusive Exercise Equipment Initiative – Spin Cycle and Hand-Pedal Machine, \$6,138
- Greenacres Disability Services - Ceiling Hoist and Change Room Facility, \$7,394
- Sussex Inlet Public School Parents and Citizens Association - Install New Water Fountain, \$8,439

Illegal Fireworks

Any way these can be reduced or limited, especially in adverse weather conditions. Advice received from Kioloa RFB state that it is a police matter.

Treatment plants Racecourse Tasman

Nothing further. A need to follow up on changed license conditions with SCC.

Next Exec Meeting – Monday 4 May 2026

Next General Meeting – Sunday 22 February 2026

Meeting Closed



COMMUNITY ASSOCIATION
BAWLEY POINT, KIOLOA AND TERMEIL

Shoalhaven City Council

16th December 2025

CEO Andrew Constance

Dear Andrew,

Subject: SCC General Meeting CL25.418 Proposal to Reform Community Consultative Bodies (CCB) Model of Engagement

The Bawley Point, Kioloa, Termeil Community Association fully support your plan, briefly foreshadowed at the meeting of CCB's on December 1, to "review the Community Consultive Bodies model" (CCB's), however, we must take issue with your claim that CCB's were fully informed of the scope and the pace of the dissolution of these community-based organisations.

In our view these plans by you, as the CEO of Shoalhaven City Council, have been planned unilaterally without any prior consultation with Shoalhaven CCB's, apart from your very brief comment made as part of your Dec 1 presentation.

Most CCBs, if consulted by you, could offer numerous examples of ways in which the CCB model of engagement with Council has positively improved communication, decision making and equity both within our communities and across SCC. We believe it is important to preserve direct consultation with Council as the key identifying agency of community-based associations.

Our recently launched THREE VILLAGES COMMUNITY STRATEGIC PLAN for the villages of Bawley Point, Kioloa, Termeil, 2025-2035, is a roadmap to guide decision making between Council and our communities; it demonstrates in a positive way the value of direct communication between communities and Council.

As noted, we agree that it is necessary to review the CCB engagement model between SCC and community groups. However, we suggest that a lack of consultation at the very beginning of the process of "renewal" seems to present an ultimatum rather than an opportunity to "discuss options".

It is an irony that "consultation", as the issue at hand, is absent from this process prior to Councillors voting on your proposal tonight making fundamental and irreversible changes to the current CCB model.

Yours Sincerely,

Peter Longstaff

President BPKTCA Peter Longstaff (0439 819 762)

CC: Mayor White , Councillors Boyd, Killian, Tribe, Dunn, Kemp, Krikstolaitis, Steele, Norris, Clancy, Wilkins, Casmiri, Proudfoot

Profit and Loss

Bawley Point, Kioloa, Termeil Community Association For the year ended 30 June 2026

	2026	2025	2024
Trading Income			
1.100 - Annual Memberships Received	795.38	391.87	191.84
1.300 - Donations Local (Jams) etc.	146.00	350.00	330.00
1.400 - CLP Beach Rescue Stations Grants/Donations	107.28	-	-
1.500 - SCC Annual Grant	500.00	500.00	-
270 - Interest Received	361.34	5.26	4.06
Total Trading Income	1,910.00	1,247.13	525.90
Cost of Sales			
314 - CLB Community DEFIB IGA/Merry 2023	-	240.91	226.36
315 - CLP Project Strategic Plan 2025	257.61	577.85	-
316 - CLP Beach Rescue Stations 2025	478.78	-	-
Total Cost of Sales	736.39	818.76	226.36
Gross Profit	1,173.61	428.37	299.54
Other Income			
1.200 - ATO BAS	-	50.00	26.00
Total Other Income	-	50.00	26.00
Operating Expenses			
404 - Bank Fees	6.00	59.95	44.70
449 - MV & Mens Shed Trailer Expenses	-	36.36	-
461 - Printing & Stationery	-	-	27.23
485 - Subscriptions Xero Website Mailchimp	321.74	470.48	657.95
Total Operating Expenses	327.74	566.79	729.88
Net Profit	845.87	(88.42)	(404.34)

Balance Sheet

Bawley Point, Kioloa, Termeil Community Association As at 31 December 2025

	31 DEC 2025	30 SEPT 2025	30 JUNE 2025
Assets			
Bank			
BPKTCA - Bendigo	40,361.33	40,243.41	-
BPKTCA - Community Connect Account	-	0.14	40,097.73
BPKTCA - General Account	3,288.18	3,697.86	3,098.93
Total Bank	43,649.51	43,941.41	43,196.66
Fixed Assets			
720 - Computer Equipment	2,163.64	2,163.64	2,163.64
721 - Less Accumulated Depreciation on Computer Equipment	(2,163.64)	(2,163.64)	(2,163.64)
Total Fixed Assets	-	-	-
Total Assets	43,649.51	43,941.41	43,196.66
Liabilities			
Current Liabilities			
820 - GST	(100.42)	(22.77)	(108.14)
Total Current Liabilities	(100.42)	(22.77)	(108.14)
Total Liabilities	(100.42)	(22.77)	(108.14)
Net Assets	43,749.93	43,964.18	43,304.80
Equity			
960 - Retained Earnings	(88.42)	(88.42)	-
961 - Equity Historical	43,393.22	43,393.22	43,393.22
Current Year Earnings	445.13	659.38	(88.42)
Total Equity	43,749.93	43,964.18	43,304.80



Secretary BPKTCA <secretarybpktca@gmail.com>

Thank You and Upcoming Engagement on Future Models

Caitlin Lewis <Caitlin.Lewis@shoalhaven.nsw.gov.au>

18 December 2025 at 12:20

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Thank you again for your dedication and community spirit. We look forward to continuing this important conversation with you soon.



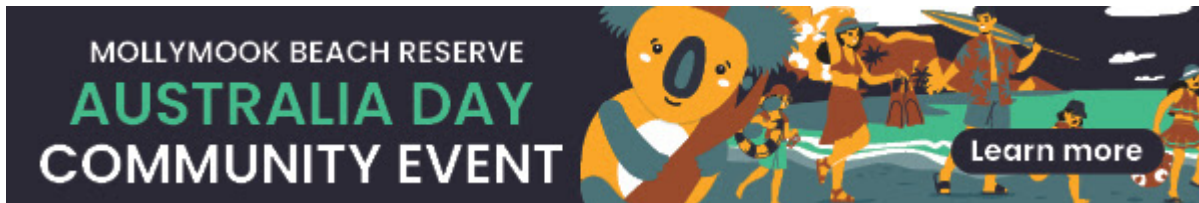
Caitlin Lewis

Manager - Media & Communications

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shoalhaven.nsw.gov.au

RESPECT | INTEGRITY | ADAPTABILITY | COLLABORATION



Walawaani (welcome). Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging. Walawaani njindiwan (safe journey to you all).

Bawley Point Kioloa Termeil Community Association:

Memorandum in relation to Liability

Introduction

1. Some issues have arisen in relation to the liability of the members and committee members arising under the proposed Deed of Agreement (***the Deed***) between Shoalhaven City Council (***the Council***) and Bawley Point Kioloa Termeil Community Association Inc (ABN 97 318 134 813) (***the Community Association***) regarding the installation and maintenance of Emergency Equipment.

2. The following discussion note is prepared having regard to the following:
 - a. The Community Association is an Incorporated Association under the *Associations Incorporation Act 2009* (NSW) (***the AI Act***),
 - b. The Community Association is registered as a charity by the Australian Charities and Not-For-Profits Commission,
 - c. References in the deed of agreement to St Johns Ambulance ought to be omitted,
 - d. The Community Organisation does have public liability insurance as required by clause 7.3 of the Deed.

The proposed Deed of Agreement

3. The Deed, as proposed, is intended to provide for the Community Association to install "Emergency Equipment"¹.
4. The Community Organisation will select sites and will thereafter be responsible for the maintenance and upkeep of the equipment for the "life of the asset and terminate on the decommissioning or removal of the asset"² or as extended by agreement in writing between the Council and the Community Association.
5. The Council will assist with site selection and give permission for the installation of the Emergency Equipment on sites.
6. With respect to liability, the Deed provides that the Council agrees not to make or pursue any claim against the Community Organisation, its members or the organisation in

¹ The emergency equipment includes ZOLL AED 3 Fully Auto and associated signage (See Schedule A to the Deed).

² Schedule A, clause 4 to the deed provides the termination date of the deed in accordance with clause 2.1(a)(i) and (ii).

relation to the use or misuse of the Emergency Equipment, except in cases of negligence, misconduct or breach of the Deed.

Liability of Members and Committee Members

7. As an association registered under the *Associations Incorporation Act 2009*, the Community Association has the legal capacity and powers of an individual. This includes the power to sue and be sued or to enter into contracts (such as the Deed) in its own name.
8. The liability of members and committee members is generally determined in accordance with the AI Act and the constitution of the Community Association, which is binding on the members of the association.
9. The liability of members is limited, in accordance with the constitution of the Community Association and the AI Act, to any unpaid annual membership fees owing.
10. Section 26 of the AI Act provides that the members (including committee members) are not liable in relation to the association's liabilities merely because of being such a member.
11. Section 30B of the AI Act provides that:

A matter or thing done or omitted to be done by a committee member, or by a person acting under the direction of a committee member, does not, if the matter or thing was done or omitted to be done in good faith for the purpose of exercising the committee member's functions under this Act, subject the committee member or person so acting personally to any action, liability, claim or demand.
12. That section was introduced in 2016, and the explanatory note at the time of the making of that amendment made clear that the section was intended, amongst other things, to protect committee members who act in good faith from personal (civil) liability³.
13. On the basis of the above, the AI Act does not provide for the officer holders of the Association to be personally held to account for any liability of the Association arising from the use or failure of an AED in a particular case, absent personal negligence, breach of duty, or criminal acts by the member or officer.

³ Explanatory note to the [Associations Information Amendment \(Review\) Bill 2016](#).

Volunteers Defence

14. The *Civil Liability Act 2002* also provides protection for volunteers when doing community work⁴ that is organised by a community organisation⁵ or as an office holder of a community organisation. The officer holders and members of the Community Associations are volunteers, and the work proposed to be undertaken pursuant to the Deed ought reasonably be considered to be community work.
15. There are some limitations of the volunteers' defence. However, they generally arise in circumstances where the individual volunteer was engaged in a criminal act, was intoxicated or was engaged in an activity that was outside of the volunteer work or the directions given in relation to the work.
16. Given the nature of the work proposed to be carried out is making the AED devices available the public for use in medical emergencies, it is self-evidently not for private financial gain and is a "charitable, benevolent philanthropic" purpose.

Conclusion

17. For the reasons set out above, individual members or office holders of the Community Organisation arising from the installation, use and maintenance of the Emergency Equipment are protected from personal liability for by the volunteer defence under the *Civil Liability Act 2002*, as well as the limitations provided under the constitution of the AI Act.
18. The Deed itself also provides that the Council will not take action against the Community Association for things done properly and in accordance with the Deed.

⁴ Community work is defined in section 60(1) of the *Civil Liability Act 2002* to be work that is not for private financial gain and that is done for a charitable, benevolent, philanthropic, sporting, educational or cultural purpose.

⁵ Community organisation is defined in section 60(1) of the *Civil Liability Act 2002* and includes a body corporate that organises the doing of community work by volunteers and that is capable of being sued for damages in civil proceedings.



Deed of Agreement

Between

Shoalhaven City Council

And

Bawley Point Kioloa Termeil Community Association Inc

Shoalhaven City Council

ABN 59 855 182 344

Bawley Point Kioloa Termeil Community Association Inc

ABN 97 318 134 813

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Background

- A. Council is the local government organisation for the Shoalhaven local government area.
- B. The Bawley Point Kioloa Termeil Community Association Inc (BPKTCA) is an incorporated association that has been endorsed by Council to represent the residents and ratepayers of the Bawley Point, Kioloa and Termeil geographic areas.
- C. BPKTCA and the community wish to install Emergency Equipment at the Site which is Council owned or managed land. This is a community led initiative coordinated by BPKTCA.
- D. BPKTCA has available funding to facilitate the supply and installation of the Emergency Equipment.
- E. The purpose of this Deed is to outline the terms and conditions of the agreement between the parties with respect to the installation of Emergency Equipment and the roles and responsibilities regarding on-going maintenance and permissibility.

Terms and Conditions

1 Interpretation

Definitions

- 1.1 The following words have the following meanings in this Deed, unless the context requires otherwise.

Agreement means this Deed.

Asset means both the storage units and the emergency equipment within the storage units themselves.

Emergency Equipment means the equipment and other items listed in Schedule A.

Confidential Information means any information not in the public domain (otherwise than through a breach of an obligation of confidence).

Council means Shoalhaven City Council.

Dispute means any issue or dispute arising in connection with this Deed pursuant to Clause 10.

Dispute Notice means the notice required pursuant to Clause 10.1.

Extended Term means the additional term of this Deed as agreed between the parties in accordance with Clause 2.2.

GST Law has the meaning given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Privacy Laws means laws in respect of privacy including the *Privacy Act 1988* (Cth),

Privacy Regulation 2013 (Cth), Privacy and Personal Information Protection Act 1998 (NSW) and Privacy and Personal Information Protection Regulation 2005 (NSW).

Site means Lot 2 DP 614466 (Shelly Beach, Kioloa).

Term means the term of this Deed as set out in Clause 2.1.

Interpretation

- 1.2 The following apply in the interpretation of this Deed, unless the context requires otherwise.
- (a) words in the singular include the plural and vice versa;
 - (b) references to a person include an individual, firm, corporation or unincorporated body;
 - (c) headings are for convenience only and do not affect the interpretation of this Deed;
 - (d) references to any party to this Agreement include its successors or permitted assigns;
 - (e) a reference to a party, clause or schedule is a reference to a party, clause or schedule of or to this Deed;
 - (f) references to this Deed and any agreement or instrument are deemed to include references to this Deed or such other agreement or instrument as amended, novated, supplemented, varied or replaced from time to time;
 - (g) any schedule attached to this Deed forms part of this Deed. If there is any inconsistency between any clause of this Deed and any provision in any schedule, the clause of this Deed prevails;
 - (h) words denoting any gender include all genders;
 - (i) no rule of construction applies to the disadvantage of a party on the basis that the party put forward this Deed or any part of it;
 - (j) a reference to "\$" is to Australian currency;
 - (k) the words "including" and "includes", and any variants of those words, will be read as if followed by the words "without limitation";
 - (l) derivatives of a word or expression which has been defined in clause 1.1 will have a corresponding meaning to that assigned to it in clause 1.1; and
 - (m) terms used in this Agreement which are not defined in this Deed, but which are defined in the GST Law, have the meanings given in the GST Law.

2 Term

- 2.1 The Term of this Deed:
- (a) Commences on the Commencement Date; and
 - (i) Ends on the Termination Date as set out in Schedule A; or
 - (ii) the expiration of any Extended Term as agreed to in accordance with Clause 2.2.

- 2.2 The Term of this Deed may not be extended without written agreement between the parties.
- 2.3 Should either party wish to extend the Term of this Deed:
- (a) that party is required to provide the other party with at least 3 months written notice of the expiration of the Term of their offer of an Extended Term.
 - (b) Neither party is obliged to accept any offer of an Extended Term.
 - (c) Any Extended Term will be no longer than 12 months from the date of the expiration of Term.

3 Roles and responsibilities

Bawley Point Kioloa Termeil Community Association

- 3.1 BPKTCA will:
- (a) Select appropriate sites for the installation of the Emergency Equipment in consultation with Council.
 - (b) Maintain all Emergency Equipment and promptly remove when requested by Council.
 - (c) Repair and restore any faulty or degraded Emergency Equipment as soon as practicable.
 - (d) If repair is not possible or cannot be undertaken within a reasonable timeframe, arrange for removal of faulty or degraded Emergency Equipment without delay..
 - (e) Remove all Emergency Equipment on termination of this Deed.
 - (f) Make good all sites on removal of all Emergency Equipment including, but not limited to, any concrete footings and other structural instalments.
 - (g) Install signage in accordance with the following:
 - (i) Reference to Council or inclusion of Council's logo is not permitted.
 - (ii) Signage will include contact details of the BPKTCA via a QR Code for notification of faults of Emergency Equipment.

Shoalhaven City Council

- 3.2 Council will:
- (a) Make staff available to assist with site selection.
 - (b) Direct all enquiries regarding the Emergency Equipment to the nominated representative of the BPKTCA being the Secretary of BPKTCA.

- (c) Notify BPKTCA of any concerns or issues in regard to the Emergency Equipment

3.3 For the avoidance of doubt, Council is not responsible for the installation, monitoring or maintenance of the Emergency Equipment.

4 Equipment and Installation

4.1 The Emergency Equipment is listed in Item 5 of Schedule A to this Deed.

4.2 In so far as Council is the owner or manager of the selected sites, it gives permission for BPKTCA to install the Emergency Equipment on the selected sites which have been approved by Council in accordance with clause 3.1.

4.3 BPKTCA will ensure that the Emergency Equipment:

- (a) meets and continues to meet all legislative and regulatory requirements.
- (b) meets and continues to meet all relevant Australian Standards.
- (c) if required, is installed by reputable contractors with appropriate insurances is required under an Act or law.,

5 Termination

5.1 Termination of this Deed will be affected:

- (a) Upon the expiration of the Term or any Extended Term as agreed in accordance with Clause 2.2; or
- (b) Upon either party providing the other party 21 days written notice. No reason is required.

5.2 Within 14 days of the termination of this Deed or any other timeframe agreed between the parties, BPKTCA agrees to remove all Emergency Equipment and restore and/or repair the sites to their pre-installation condition.

6 Privacy

6.1 The parties must comply with all applicable Privacy Laws.

7 Media and public announcements

7.1 Unless prior written consent is obtained of each other Party, a Party must not use the name, image or logo of another Party without first obtaining the prior written consent of that Party.

7.2 Unless prior written consent is obtained of each other Party, a Party may not make any press releases or public statements concerning:

- (a) this Deed and/or
- (b) any other information associated with this Deed

7.3 BPKTCA are solely responsible for the Emergency Equipment and may make any media and public announcements associated with the Emergency Equipment so far as such announcements are in accordance with clauses 7.1 and 7.2 of this Deed.

8 GST

Consideration GST inclusive

8.1 Unless otherwise stated in this Deed, amounts payable, and consideration to be provided, under any other provision of this Deed includes GST.

9 Dispute Resolution

Notice of Dispute

- 9.1 If a party believes that there is a dispute in connection with this Deed, then:
- (a) that party must serve a Dispute Notice to the other party stating that there is a Dispute; and
 - (b) the Dispute Notice must outline:
 - (i) what the party believes the Dispute to be;
 - (ii) what the party wants to achieve; and
 - (iii) what the party believes will settle the Dispute.

Settlement of Dispute and mediation

9.2 If the Dispute cannot be resolved by the parties within fourteen (14) days of the notification under clause 10.1(a) then the Dispute must be submitted to mediation by a mediator selected:

- (a) by the parties; or
- (b) if the parties cannot agree on a mediator, by reference to the elected body of Council.

9.3 Any costs incurred in the mediation of the Dispute are to be borne equally by the parties.

Failure of mediation

9.4 If the Dispute cannot be resolved by mediation then the parties may take any action available to them in order to resolve the Dispute.

10 Notices

Requirements

- 10.1 Any notice given in connection with this Deed must be in writing and signed by or on behalf of the person giving it, addressed to the person to whom it is to be given and:
- (a) hand delivered to, or sent by post to the relevant address; or
 - (b) emailed to the relevant email address prior to 4pm of the close of business, requesting a delivery receipt.

When given

- 10.2 A notice is taken to have been given:
- (a) in the case of being hand delivered, on the date on which it is delivered;
 - (b) in the case of being sent by post, on the fifth (ninth if sent to an address in another country) day after the date of posting; and
 - (c) in the case of delivery by email, at the time sent, unless the sender is notified, by a system or person involved in the delivery of the email, that the email was not successfully sent.

11 General

Governing law

- 11.1 This Deed is governed by the laws of the State of New South Wales.
- 11.2 Each party submits to the non-exclusive jurisdiction of the courts of New South Wales and of any court that may hear appeals from any of those courts, for any proceedings in connection with this Deed.

Relationship between parties

- 11.3 Nothing in this Deed creates, or implies an intention to create, a relationship of employment, partnership or joint venture between the Parties and neither party may act or has the authority to act as agent of or in any way bind or commit the other party to any obligation.

Legal costs

- 11.4 Each party must pay its own legal costs and disbursements in connection with entering into this Deed.

Entire Agreement

- 11.5 This Deed constitutes the entire agreement between the parties regarding the matters set out in it and supersedes any prior representations, understandings or arrangements made between the Parties, whether orally or in writing.

Inconsistency with other documents

11.6 If this Deed is inconsistent with any other document or agreement between the Parties, this Deed prevails to the extent of the inconsistency.

Variation or Amendment

11.7 This Deed may only be amended or supplemented in writing and signed by the Parties.

Counterparts

11.8 This Deed may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

Electronic Signature

11.9 A party may execute this Deed by affixing a digital signature. A party who receives a copy of this document that appears to have been executed by affixing a digital signature(s) in accordance with the *Electronic Transactions Act 1999* (Cth) or any equivalent State or Territory legislation may assume that such execution was validly and lawfully performed by the other party.

Execution

Executed as a Deed on 12th December 2025

Authority to Sign: Each person who signs this Deed on behalf of a party warrants that he or she is duly authorised to sign this Deed.

SIGNED on behalf of **SHOALHAVEN CITY COUNCIL** by its authorised delegate in the presence of:



Signature

Craig Exton

Name of authorised delegate

Manager – Technical Services

Position/Title

17/12/2025

Date

SIGNED on behalf of the **Bawley Point Kioloa Termeil Community Association** by its authorised signatories pursuant to s 22(1) of the *Associations Incorporations Act 2009*:



Signature

Peter James Longstaff
Name of authorised signatory

President
Position/Title

12/12/25
Date

Signature 

Lynn Cowley
Name of authorised signatory

Secretary
Position/Title

12/12/25
Date

Schedule A

1.	Council	<p>Shoalhaven City Council ABN 59 855 182 344 36 Bridge Road, NOWRA NSW 2541</p> <p>Contact: 1300 293 111</p> <p>Email: council@shoalhaven.nsw.gov.au</p>
2.	Bawley Point Kioloa Termeil Community Association	<p>Bawley Point Kioloa Termeil Community Association ABN 97 318 134 813</p> <p>Contact: Lynn Cowley</p> <p>Email: secretarybpktca@gmail.com</p>
3.	Commencement Date	12/12/25
4.	Termination Date	<p>Agreement remains in effect for the life of the Asset being 10 years from installation date unless otherwise agreed in writing by both parties and shall terminate upon the decommissioning and/or removal of the asset.</p>
5.	Emergency Equipment	<ul style="list-style-type: none"> A. Zoll AED 3 Fully Auto and Storage Unit B. Two rescue tubes - supplied Surf Life Saving Australia C. Shark Bite Kit (small)



Shoalhaven
City Council

Community Engagement Strategy and Framework

2024 - 28



Acknowledgement of Country

Walawaani (welcome),

Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Walawaani njindiwan (safe journey to you all)

This acknowledgment includes Dhurga language. We recognise and understand that there are many diverse languages spoken within the Shoalhaven.



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Message from the Mayor

Community engagement and participation provides the foundation of our planning and decision-making process. It supports the development of policies, projects and services that reflect the values of local communities as well as sharing information and building trust with Council.

The Community Engagement Strategy and Framework provides the direction for all our community engagement activities and helps to determine how, when and with whom we engage. It sets out the organisation's structured approach to consultation and guides the planning of engagement activities to effectively involve community members. We value our communities and are committed to working collaboratively and transparently with residents to ensure we achieve balanced outcomes that reflect the wishes of all stakeholders across the Shoalhaven.

I am a passionate advocate for the community and believe strongly in ensuring they continue to have a voice in Council matters. I am delighted to present this strategy and look forward to working with my colleagues to see it implemented over the next four years.

Patricia White

Mayor, Shoalhaven





What is Community *Engagement*?

Community engagement, also known as public participation, is ensuring that the whole of community, is informed about matters affecting them and are provided with equal opportunities to provide feedback and inform decision making through consultation, participation and collaboration.



Why community engagement matters

- Allows the community to influence decisions that directly affect them.
- Helps Council make informed decisions based on the community's views and values.
- Builds shared ownership and accountability between Council and the community for decisions made.

What is the purpose of a Community Engagement Strategy?

- Provides direction for all our community engagement activities.
- Outlines who, when and how we will engage.
- Drives a coordinated, purposeful and effective community engagement approach.
- Ensures we deliver balanced outcomes that meet the needs of all stakeholders, whether they are impacted or simply interested.

What is the framework for?

- Details our strategy for engagement during projects and initiatives.
- Establishes a consistent approach and sets a standard for engagement activities.
- Defines stakeholder roles in Council's decision-making process.



Why do we need a Community Engagement Strategy?

Council is required to comply with various legislative requirements that determine when and how we should consult with the community.

Local Government Act 1993

Section 402 – Community Strategic Plan

Each local government area must have a Community Strategic Plan (CSP) that has been developed and approved by the Council. The CSP should reflect the community's main goals and ambitions for the future and look at least 10 years ahead.

Section 402A – Community Engagement Strategy

A council needs to create and follow a strategy (called its Community Engagement Strategy) to involve local people when developing its plans, policies, and programs. This is to help decide what actions it should take, except for routine administration tasks.

Section 406 – Integrated planning and reporting guidelines

Guidelines are set for Council to plan and report its activities in a coordinated way. They provide specific requirements for the preparation, development, consultation on and review of the contents for such documents as the Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan, Community Engagement Strategy, Annual Report and environmental reporting of a council.

Environmental Planning and Assessment Act 1979

Division 2.6 – Community participation

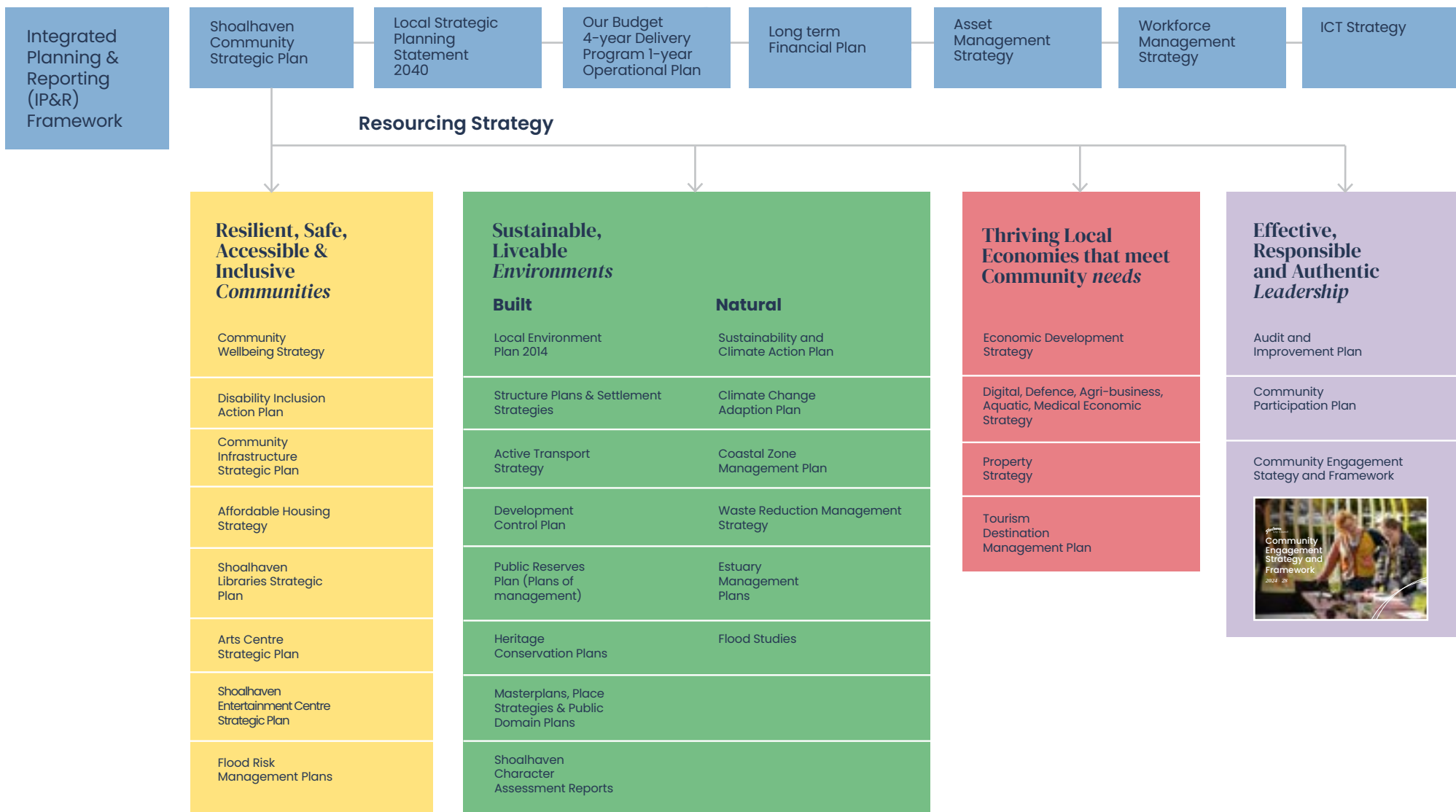
Every planning group, like the Council, must involve the community when creating policies and evaluating them. This involves showing plans to the public for a certain amount of time, notifying the community about the plans, and explaining the reason behind any decisions.

In line with legislative requirements, Council has developed a Community Participation Plan that provides information on its development application (DA) notification requirements and community participation in other planning matters.





Council's strategic documents





This strategy and framework directly address community focus areas and strategies outlined in the Shoalhaven 2032 Community Strategic Plan.



Key Priority

- Inform and engage with the community about the decisions that affect their lives



Focus Areas

- Provide opportunities for the community to have genuine engagement on Council planning and decision making
- Provide clear, consistent, relevant and accessible information to the community



Delivery

- Provide engagement opportunities for the community both online and face to face
- Explain to our local community the impacts of strategic planning as required by legislation and ensure appropriate consultation is undertaken and information is available
- Continuous improvement of Council's website, social media and media content





How we developed the *framework*

This strategy and framework are informed by feedback from the community and Council workers.



Community Feedback

In March to May 2024, we engaged with more than 500 local community members through the following engagement activities:

- Face-to-face community pop-up kiosks
- An online and hard copy survey
- Workshops with Advisory Committees and Community Consultative Bodies
- Presentation to local community groups

This document also incorporates feedback received during consultation for the Community Engagement Strategy that related directly to a framework.



Input of Council representatives

A team of Council employees who frequently interact with the community and are passionate about community engagement offered insights and feedback on both current and future community engagement priorities and requirements.

Suggestions made by Councillors as part of this project have been incorporated and form part of the reasoning for some aspects including the need to report back and accessibility.



What we *heard*

"Host meetings in family friendly spaces"

"Regular catchups as people prefer a less formal approach"

"Select meeting times young people are likely to attend"

"Engage with us early in the process, not at the end"

"Community can engage by making deputations at Council meetings"

"Everyone is so busy. Bring your consultation to where we are, to make it easy"

"Students are probably more likely to participate if it's inside school instead of their own time"

In-person support to complete surveys



Our consultation *promise*

“

We are committed to encouraging effective and ongoing relationships with the community to provide meaningful opportunities for community participation.

”



Our approach to *engagement*

Everyone has a right to be informed and have an opportunity to participate and provide feedback about matters that affect them. We are committed to encouraging effective and ongoing relationships with the community to provide meaningful opportunities for community participation.

Consultation activities and projects will be universally accessible and inclusive to all. We recognise that community engagement is part of an ongoing conversation and will seek and provide feedback on initiatives and activities.

Our approach to community engagement is guided by social justice, environmental, economic and civic leadership considerations.



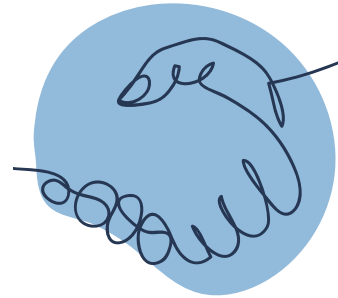


Council's Engagement Principles



Equity

We will apply fairness in decision making, prioritising and allocation of resources, particularly for those in need.



Participation

Everyone will be given genuine opportunities to participate in decisions which affect their lives.



Access

We will strive to provide fair access to services, resources and opportunities to improve the quality of life for all people.



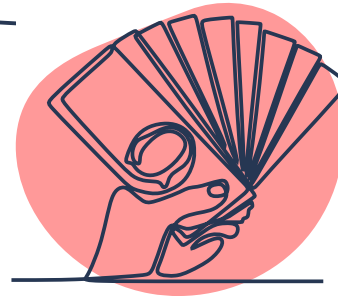
Rights

We will promote equal rights and provide opportunities for all people from all backgrounds.



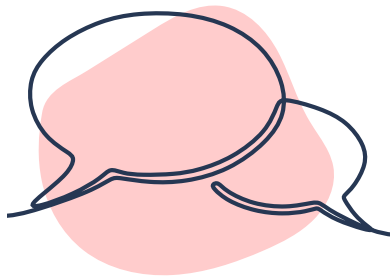
Environmental

We will protect the natural, cultural and built heritage and work to decrease consumption of resources.



Economic

We will contribute to maintaining a strong and stable economy and ensure the delivery of infrastructure is financially sustainable.



Social

We will strive towards everyone having access and equity to facilities and services.



Civic Leadership

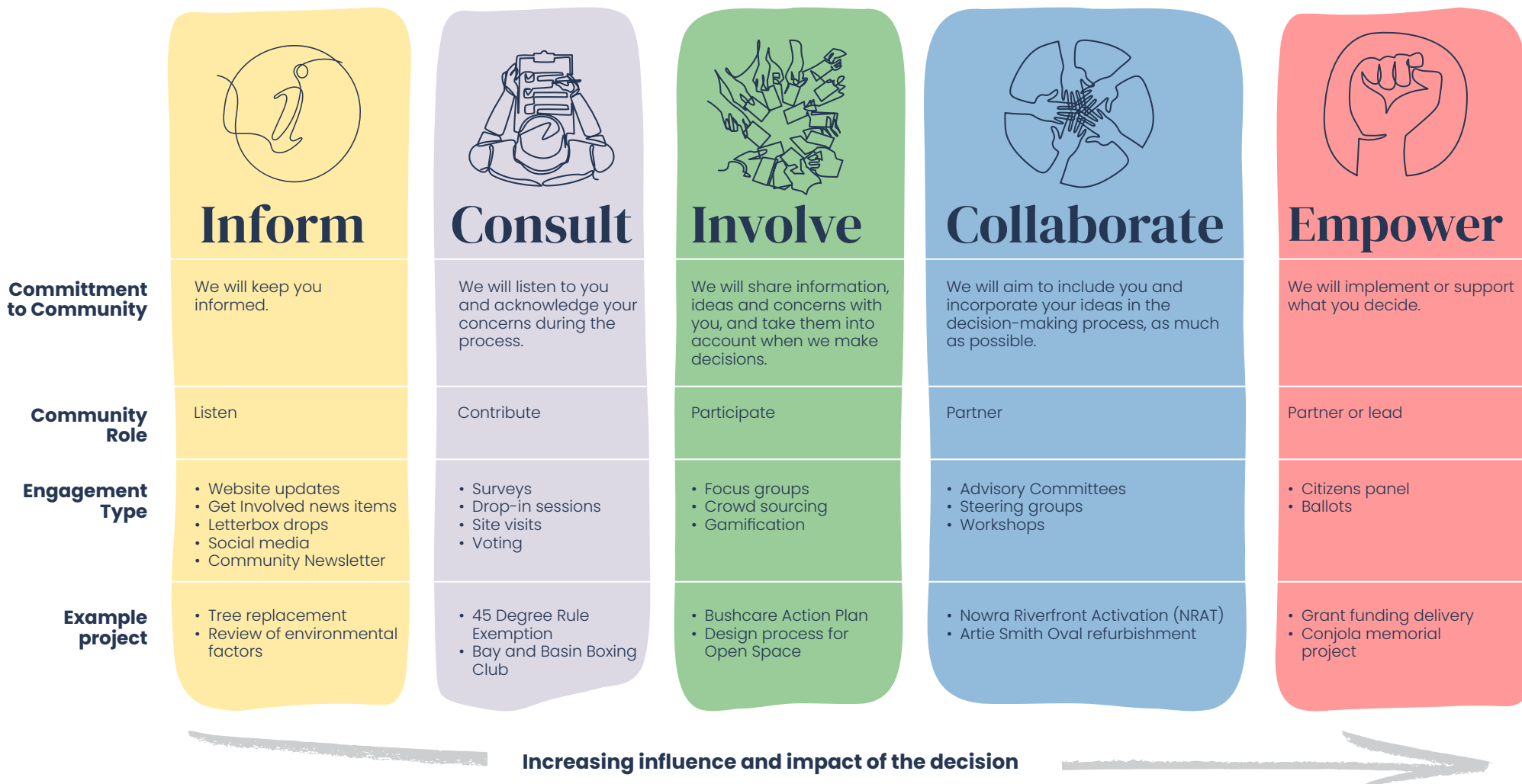
We will consider decision-making principles, levels of service and community consultation and participation.



Spectrum of engagement

Engaging with communities and stakeholders is done in a range of ways. Depending on the context, community engagement ranges from informing people about an activity, project or initiative that is already determined, through to enabling people to conduct projects themselves. This spectrum of engagement is known as the International Association of Public Participation (IAP2) and is a best-practice model that labels each different engagement level of inform, consult, involve, collaborate and empower.

Shoalhaven City Council's framework for consultation.





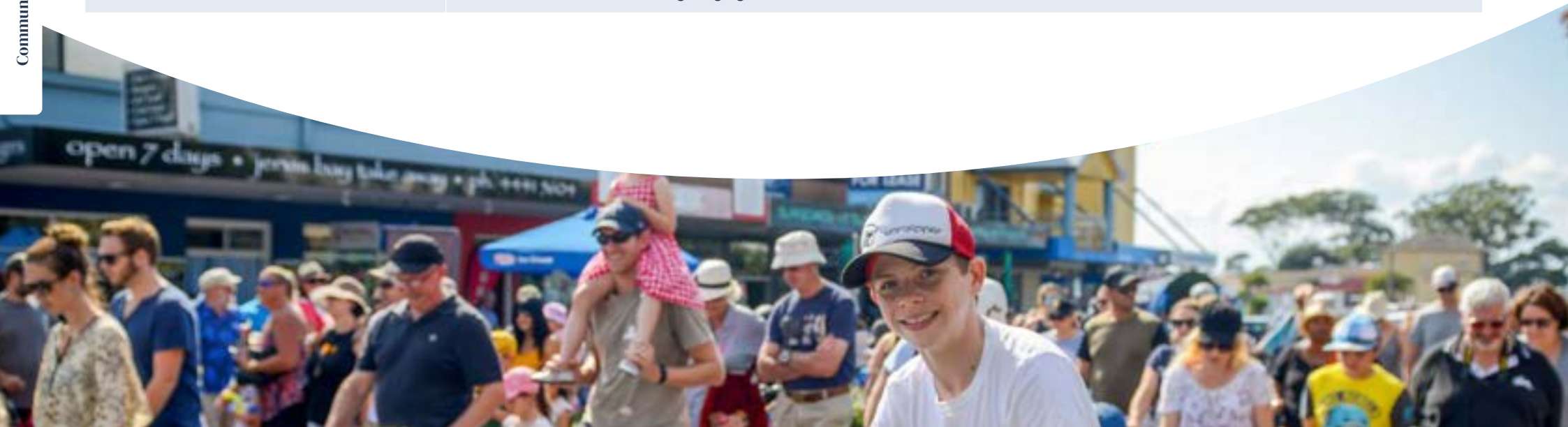
Roles and *responsibilities*

Various groups and teams within Council are responsible for the successful implementation of the Community Engagement Strategy and Framework. The next section outlines the responsibilities of these groups and teams.

Role	Responsibilities
<p>Councillors</p> <p>Shoalhaven City Council is made up of a Mayor and 12 Councillors – four Councillors representing each of our three wards.</p>	<ul style="list-style-type: none"> • Support the implementation of the Community Engagement Strategy and Framework. • Uphold Council’s Engagement Principles. • Promote participation in engagement activities. • Consider engagement results when making decisions. • Follow the principles of our Community Engagement Strategy and Framework when consulting with key stakeholders.
<p>Media & Communications team</p>	<ul style="list-style-type: none"> • Understand the Community Engagement Strategy and use the Framework to deliver engagement activities for the organisation. • Uphold Council’s Engagement Principles. • Support engagement activities for all staff. • Identify opportunities for improvements in our engagement practices. • Coordinate and maintain a calendar of community engagement activities being delivered by the organisation.
<p>Executive Management Team</p> <p>Senior Leadership Team</p>	<ul style="list-style-type: none"> • Understand the Community Engagement Strategy and Framework. • Ensure all employees use the framework when engaging the community. • Uphold Council’s Engagement Principles. • Approve communications and engagement content in accordance with the strategy and framework. • Support Councillor understandings about the importance of appropriate Community Engagement activities.
<p>Shoalhaven City Council Employees</p>	<ul style="list-style-type: none"> • Consult the Media & Communications team about the need for engagement before initiating work. • Work with the Media & Communications team to design a community engagement plan, in accordance with the strategy and framework, identifying key points of influence available to the community. • Uphold Council’s Engagement Principles. • Allow enough time to develop and implement the engagement program. • Deliver engagement activities in accordance with strategy and framework. • Close the loop by documenting and reporting the findings to the Council and the community. • Undertake appropriate training to understand the IAP2 framework. • When engaging with the community, ensure a variety of diverse voices and engagement methods are used.



Role	Responsibilities
<p>Advisory Committees</p> <p>Shoalhaven City Council has several committees made up of staff, Councillors, as well as external community members. They advise on the views, needs and interests of communities in the area.</p> <p>A full list can be found in Appendix B</p>	<ul style="list-style-type: none">• Provide advice to the Council based on personal and professional experience, in accordance with relevant Terms of Reference.• Build relationships between community members and Council.• Encourage participation in community engagement opportunities.• Share information among network groups.• Spokesperson for diverse groups.
<p>Community Consultative Bodies (CCBs)</p> <p>CCBs are endorsed by the Council as the representatives for residents and ratepayers in a specific area.</p>	<ul style="list-style-type: none">• Disseminate information to the community.• Promote and facilitate discussion amongst the community.• Communicate shared and collective views of the community to Council.• Share community led plans with Council so they can be considered as part of Council’s overall engagement strategy in the corporate planning process.
<p>Members of the community</p>	<ul style="list-style-type: none">• Seek out information and engagement opportunities via Council communication channels that interest or impact you.• Review materials of engagement programs to participate in.• Have an open mindset to diverse ideas and show respect to all participants involved.• Follow processes and time frames.• Understand that the outcome may not be as hoped.
<p>External consultants</p>	<ul style="list-style-type: none">• Comply with all legislative requirements and adhere to this strategy and framework along with advice of Council Officers when delivering engagement activities on behalf of the Council.



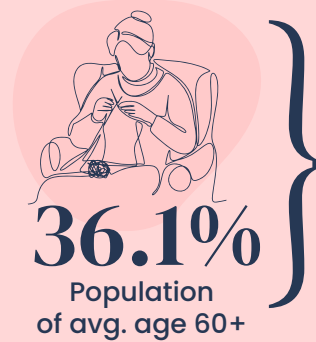
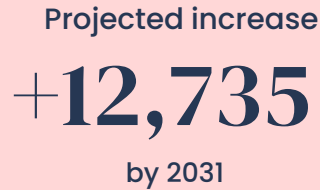
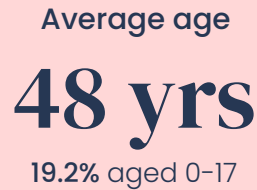


Who we engage

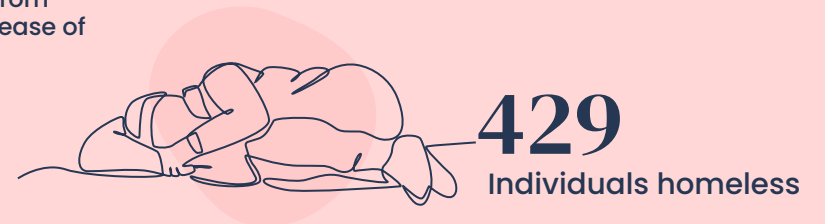
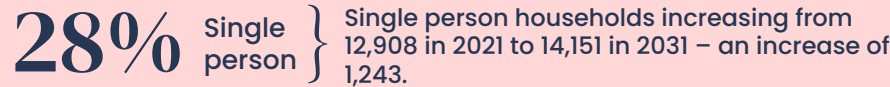
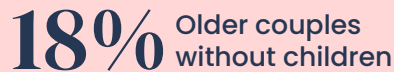
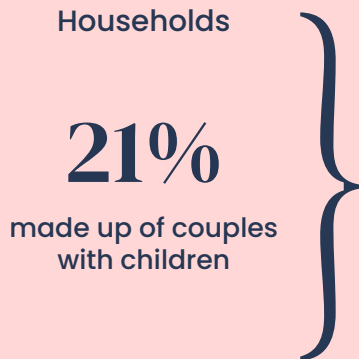
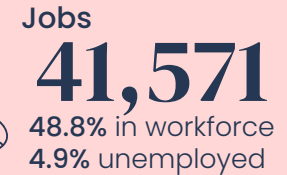
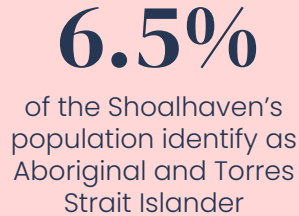
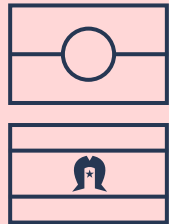
We are a diverse city of unique townships, each filled with a life and character of their own. Our spectacular, varied natural landscapes nourish and define us as the resilient, connected community we are today.

We value our community and are dedicated to preserving the rich history and future of our beautiful and diverse coastal, foothill, escarpment, and plateau environments. The data on our community is from Australian Bureau of Statistics and Remplan.

It shows that our community is diverse and evolving quickly. Therefore, a uniform engagement approach won't be effective. We need to tailor our methods for each project to best meet the needs of our community.



Current population forecasts indicate that the ageing population (65+) in the Shoalhaven will increase from 29679 (2021) to 33795 (2031). An increase of 4116 people or 14% increase. This is significant as it will impact service delivery and the way we have to engage with the broader community. This is an upward trend as numbers are expected to continue to increase.





An important part of the community engagement process includes identifying and understanding key stakeholders who will be impacted by or who have an interest in a decision.

We aim to reach as many people as possible across the community to ensure a broad range of views are heard.

We consult with internal stakeholders such as staff and Councillors, and externally with an extensive list of stakeholder groups below, depending on the scope of the project.

- Arts and culture community
- Business and industry
- Carers
- Committees (Appendix B)
- Chambers of commerce
- Community Consultative Bodies
- Children
- Community service providers
- Emergency services
- Environmental groups
- Families
- State and Federal departments
- Heritage groups
- Aboriginal and Torres Strait Islander peoples
- Lesbian, gay, bisexual, transgender and intersex community
- State and Federal MPs
- Management committees
- Mayor and councillors
- Neighbouring councils or other local government organisations
- Not-for-profit organisations and groups
- People experiencing homelessness or risk of homelessness
- People from culturally and linguistically diverse backgrounds
- People with a disability
- Public transport user groups
- Ratepayers
- Residents
- Schools, education facilities and students
- Seniors/senior groups
- Service groups
- Shoalhaven City Council employees
- Sporting, leisure and recreational clubs and groups
- Students
- Users of Council facilities and services
- Visitors to the Shoalhaven
- Volunteers/volunteer organisations
- Young people
- Vulnerable people

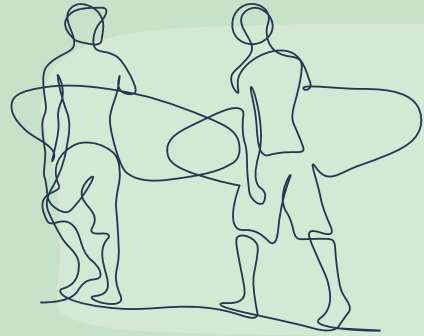




What we engage our community on

There are a variety of projects that Council invites the community to provide their feedback on and share ideas for consideration.

During consultation in March to May 2024 we heard from 509 community members and some of our Advisory Committees about the topics they are most interested in engaging with, they said...



Youth

Environmental issues and recreational precincts.



People living with a disability

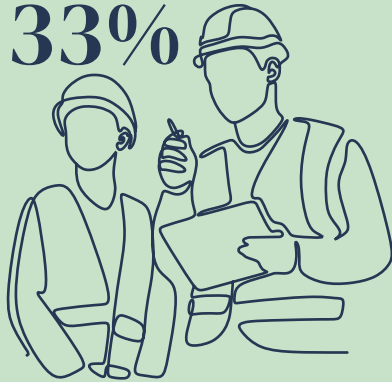
Facility design and infrastructure projects



Top community response

Local development planning and construction projects.

33%



Local development and construction projects

Roadworks



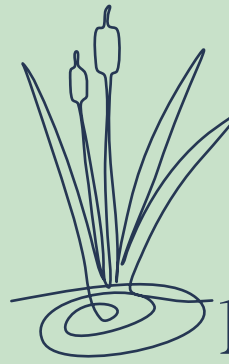
20%

Infrastructure projects

Heritage

Parks and Playgrounds

Sporting Facilities, including pools



18%

The environment, including coastal management

Animal welfare (pets and wildlife)

Bin collection, waste and recycling

Water and sewage



14%

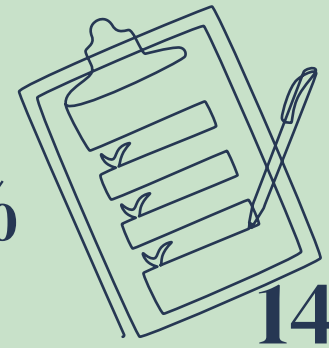
Art and culture

Community wellbeing

Tourism, events and activities in the Shoalhaven

Libraries

Volunteering



14%

Reports and strategic documents

Policies and compliance

Council services and fees





How we engage

The ways we engage with people can greatly affect who can participate and how Council receives feedback from the community. Council is committed to providing a range of engagement methods for each project.

Council projects will use various engagement methods at different stages to best meet the needs of our community and project

requirements. For instance, the Council might involve the community to gather ideas during the early stages of a design project, such as the concept design for a sporting facility, and then consult the community to finalise priorities and details.

During the consultation phase of developing this document, we conducted an online survey,

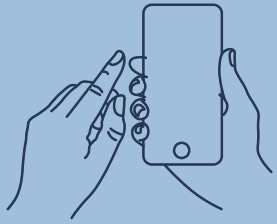
attended local village markets and consulted our Advisory Committees and heard the following top engagement methods.





Engagement *methods*

Top 10 engagement methods the community wants Council to use include:



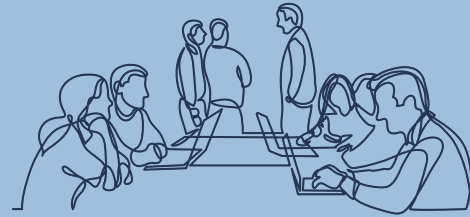
33% Online survey
416 votes



22% Email council
250 votes



8% Talk to council staff
88 votes



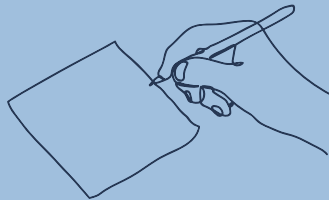
7% Face to face workshops
84 votes



6% Working group
67 votes



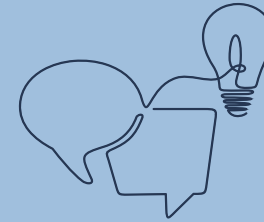
5% Tour or site visit
60 votes



5% Send a letter
54 votes



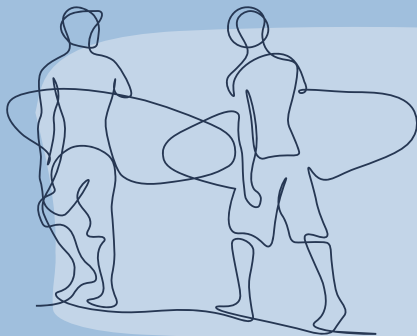
4% Call Council
49 votes



4% Advisory Committee
41 votes



3% Paper survey
30 votes



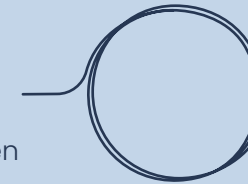
Youth

In-person workshops via school channels



People living with a disability

Consider a variety of engagement tools when connecting in person.



Aboriginal community

Engage early in the process and leverage existing events



What we *heard*

"More short and sharp communications through communication channels"

"Multi deliverable content methods"

"Local community groups are powerful for word of mouth"

"Spread information about consultation opportunities through schools."



Our communications *promise*

**“
We will actively
promote community
engagement activities
through a variety of
channels to reach
broad and target
audiences.
”**



Examples of the type of engagement methods depending on the stakeholder's level of influence include:



Inform

- Website update
- Community newsletter
- Media release
- Social media
- On-site signage
- Letters
- Emails to key stakeholders
- Community Information Hubs



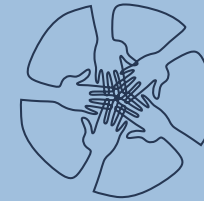
Consult

- Written submission
- Online engagement platform, Get Involved Survey (online or hard copy)
- Focus groups
- Public meetings
- Suggestion boards
- Interactive visual tools



Involve

- Crowd sourcing
- Gamification
- Drop-in sessions
- Site visits
- Voting
- Deliberative polling



Collaborate

- Deliberative forums
- Community panels
- Advisory Committee collaboration
- Workshops



Empower

- Working groups
- Citizens panel
- Ballot
- Co-design
- Delegated decision making





When we engage

Community engagement should occur at the planning stage of any project or initiative, when proposing a change in service, considering activities or infrastructure, addressing an issue that requires a decision, or when additional information or evidence is needed.

The timing of community engagement can vary between projects, depending on their complexity and nature. Often, community engagement may need to occur at multiple stages throughout a project.

Here are the main types of projects where we frequently seek community input. Planning related projects have specific exhibition timeframes which must be met; these are outlined in Council's Community Participation Plan.

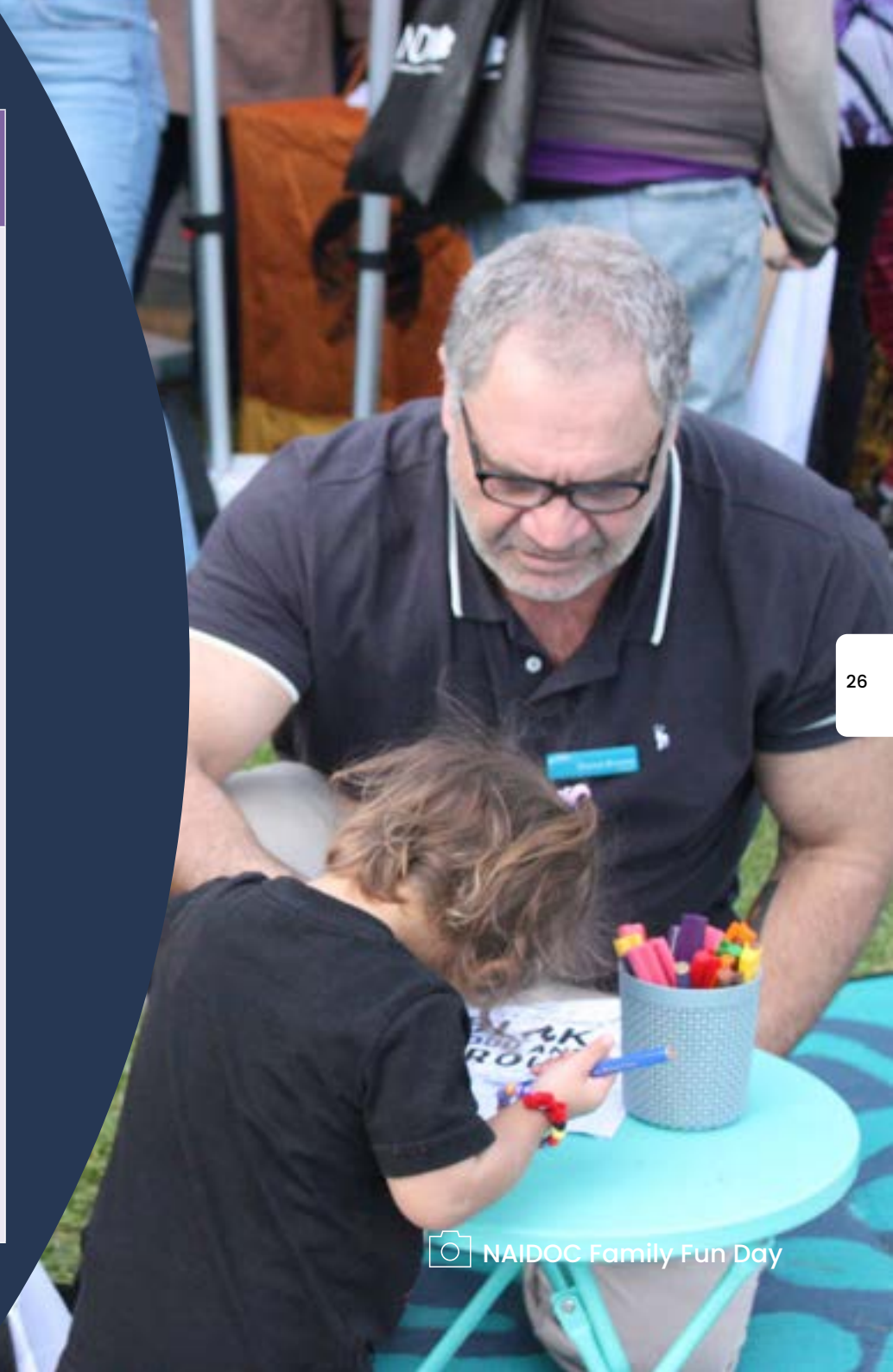
When	IPA2 engagement level	How	Minimum consultation/exhibition period
Road maintenance (e.g. potholes and non-regulatory signage)	Inform	We will share information on activities and plans with immediately affected stakeholders so that they are advised of any upcoming works. Minimum notice method: • Notification flyer or letter to immediately affected stakeholders.	7 days' notice No notice for emergency works in some cases.
Non-routine road maintenance (e.g. Boardwalk update or footpath replacement)	Inform	We will share information on activities and plans with immediately affected stakeholders so that they are advised of any upcoming works. If major changes such as delays or impact to access occurs during the works, immediately affected stakeholders will be informed. Minimum notice method: • Notification flyer or letter to immediately affected stakeholders.	7 days' notice. Longer notice period considered for severely impacted residents or businesses. No notice for emergency works in some cases.



When	IPA2 engagement level	How	Minimum consultation/exhibition period
Traffic related projects – Level 1 (e.g., regulatory signage and line markings).	Inform – Consult	<p>Development Services conduct consultation as part of their development application (DA) process – refer to Appendix A.</p> <p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will share information on activities and plans with immediately affected stakeholders so that they are advised of any upcoming works.</p> <p>Minimum notice method:</p> <ul style="list-style-type: none"> • Notification flyer or letter to immediately affected stakeholders. 	<u>Consult</u> 14 days' notice
		<p>Minimum consultation method:</p> <ul style="list-style-type: none"> • Notification flyer or letter to immediately affected stakeholders. • Email to relevant Community Consultative Bodies <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p>	<u>Inform</u> 7 days' notice
Traffic related projects – Level 2 – where works impact access or result in a change of the environment and how it functions. (e.g., speed humps, traffic control devices, new lighting).	Inform – Consult	<p>We will share information on activities and plans with immediately affected stakeholders so that they are advised of any upcoming works.</p> <p>Minimum notice method:</p> <p>Notification flyer or letter to immediately affected stakeholders.</p>	<u>Consult</u> 28 days' notice
		<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>Minimum consultation method:</p> <ul style="list-style-type: none"> • Notification flyer or letter to immediately affected stakeholders. • Email to relevant Community Consultative Bodies <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p>	<u>Inform</u> 7 days' notice



When	IPA2 engagement level	How	Minimum consultation/ exhibition period
<p>Planning phase – major capital works and placemaking projects (e.g., new or upgraded public spaces and facilities)</p>	<p>Consult - Involve</p>	<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p> <p>At a minimum, feedback channel and notification methods include:</p> <ul style="list-style-type: none"> • Project page on Council's website • Online engagement via the Get Involved platform • Media release • Social media <p>If the project requires involvement from key stakeholders, we will work with community to ensure that concerns and aspirations are directly reflected in the alternatives develop and provide feedback on how public input influenced the decision.</p>	<p><u>Consult</u> 28 days' notice</p>





When	IPA2 engagement level	How	Minimum consultation/ exhibition period
Concept design phase – major capital works and placemaking projects (e.g., new or upgraded public spaces and facilities)	Consult – Empower	<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p> <p>At a minimum, feedback channel and notification methods include:</p> <ul style="list-style-type: none">• Project page on Council's website• Online engagement via the Get Involved platform• Media release• Social media <p>If the project requires involvement from key stakeholders will work with community to ensure that concerns and aspirations are directly reflected in the alternatives develop and provide feedback on how public input influenced the decision.</p> <p>If the project requires collaboration with key stakeholders, we will look to the community for advice and innovation in developing solutions and incorporate your advice and recommendations into the decisions to maximum extent possible.</p> <p>Where appropriate, we will implement what you decide.</p>	<u>Consult</u> 28 days' notice
Implementation phase - major capital works and placemaking projects (e.g., new or upgraded public spaces and facilities)	Inform	<p>We will share information on activities and plans with immediately affected stakeholders so that they are advised of any upcoming works.</p> <p>If major changes such as delays or impact to access occurs during the works, immediately affected stakeholders will be informed.</p> <p>Minimum notice method:</p> <ul style="list-style-type: none">• Notification flyer or letter to immediately affected stakeholders.	<u>Inform</u> 7 days' notice



When	IPA2 engagement level	How	Minimum consultation/ exhibition period
Naming projects (e.g., building names, street names)	Consult - Collaborate	<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p> <p>At a minimum, feedback channel and notification methods include:</p> <ul style="list-style-type: none"> • Project page on Council's website • Online engagement via the Get Involved platform • Media release • Social media <p>If the project requires involvement from key stakeholders will work with community to ensure that concerns and aspirations are directly reflected in the alternatives develop and provide feedback on how public input influenced the decision.</p> <p>If the project requires collaboration with key stakeholders, we will look to the community for advice and innovation in developing solutions and incorporate your advice and recommendations into the decisions to maximum extent possible.</p>	<u>Consult</u> 28 days' notice
<p>Council's key plans and strategies (e.g., Community Strategic Plan and Disability Inclusion Action Plan)</p> <p>Council's Annual Operational Plan and Budget</p> <p>Council's other key policies (e.g., Access Areas for Dogs)</p>	Consult	<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p> <p>At a minimum, feedback channel and notification methods include:</p> <ul style="list-style-type: none"> • Project page on Council's website • Online engagement via the Get Involved platform • Media release • Social media 	<u>Consult</u> 28 days' notice



When	IPA2 engagement level	How	Minimum consultation/exhibition period
<p>Environmental projects and plans (e.g., Coastal Management Program (CMP) and Flood studies.</p>	<p>Consult – involve</p>	<p>We will make every effort to inform stakeholders about opportunities to provide feedback and actively involve the community, ensuring that their priorities are considered in the decision-making process.</p> <p>We will recognise community views and concerns and ensure that where possible, these are reflected as inputs into Council's final decision.</p> <p>At a minimum, feedback channel and notification methods include:</p> <ul style="list-style-type: none"> • Project page on Council's website • Online engagement via the Get Involved platform • Media release • Social media <p>If the project requires involvement from key stakeholders will work with community to ensure that concerns and aspirations are directly reflected in the alternatives develop and provide feedback on how public input influenced the decision.</p> <ul style="list-style-type: none"> • Workshops with Coastal Management Program committees. 	<p><u>Consult</u> 28 days' notice</p>



📷 Nowra riverfront revitalisation Aboriginal community workshop



How engagement influences decision *making*

When a project has the potential to incorporate ideas and feedback into its decision-making process, community engagement becomes crucial. Effective community engagement ensures that the voices of those affected by the project are heard and considered, fostering a sense of ownership and trust among stakeholders.

Thorough planning is essential to identify which decisions require stakeholder feedback and to determine the extent to which this feedback can influence outcomes beyond regulatory and mandatory requirements.

If community feedback can indeed influence a decision, it is important to understand where each stakeholder falls on the IAP2 (International Association for Public Participation) spectrum. The IAP2 spectrum ranges from informing stakeholders to empowering them, with stages including consultation, involvement, and collaboration.

By carefully planning and understanding the dynamics of stakeholder influence, projects can effectively integrate community feedback, leading to more inclusive and accepted outcomes.

Our common process for involving community engagement in the decision-making process is illustrated in the adjacent diagram.





Project plan developed	<p>Define the project objectives and assess whether community engagement is necessary.</p> <ul style="list-style-type: none">- Identify who will be affected by the project.- Understand the size of the project's effects.- Gauge the level of interest and concern within the community.
Research and engagement planning	<p>Gain a deeper understanding of the project and identify the most effective strategy.</p> <p>The following considerations will be made during this phase.</p> <ul style="list-style-type: none">- Purpose, objectives and scope of community engagement.- Identify any non-negotiables.- What the community can influence or provide feedback on.- How feedback will be used to influence the outcome.- Who in the community Council will seek to engage with.- What type of engagement methods will be used.- When and where the engagement will take place.
Community engagement	<p>Promote the community engagement opportunity and capture feedback from the community and key stakeholder groups.</p> <p>During the delivery of engagement, we will consider the following to ensure engagement is genuine and respectful.</p> <ul style="list-style-type: none">- Activities are accessible and inclusive.- Clear about the purpose and level of influence.- We listen to the community.- Respect diverse views and experiences of our community.- Engagement plans are monitored, and changes are made if required.
Share high-level engagement outcomes within three business days	<p>Project manager to liaise with the Media and Communications team to share high-level engagement outcomes including the number of participants and key themes identified in the feedback.</p>
In depth analysis of feedback	<p>Feedback is collated and analysed. If required, changes are made to the project which reflect what has been heard.</p> <p>During this stage, a report is prepared for Council detailing the outcomes of the community engagement to inform the decision or draft document.</p>
Share Council report	<p>Before the Council meeting, the report will be shared with engaged participants for review.</p>
Council decision	<p>A decision on the direction of a project is made during a Council meeting (if required).</p>
Next steps provided – link to Council decision	<p>The Council will keep the community updated on how their input has shaped the project's direction and inform them of any upcoming steps.</p>





“

By carefully planning and understanding the dynamics of stakeholder influence, projects can effectively integrate community feedback, leading to more inclusive and accepted outcomes.

”



How we plan our *engagement*

Proper planning enables the Council to conduct engagement within the required timelines efficiently and allocate the necessary resources to the process.

Below are the key steps we follow to ensure comprehensive consideration has been taken to plan community engagement. We have provided an example to help explain how this process works.

- 1** Who are the key stakeholders?
- 2** What is their level of interest in the project?
- 3** How much will the decision impact them?
- 4** What is their level of influence?
- 5** Select the engagement method
- 6** Communicate the engagement opportunities
- 7** Conduct engagement with the stakeholder
- 8** Provide feedback to the stakeholder



 RAP artwork engagement commission



Example engagement plan: Sporting facility design

1	Who are the key stakeholders? Who are the groups of people that will be impacted or are interested in this project?	Sporting clubs	Residents	Councillors	General community
2	What is their level of interest in the project? How much do they care about the project and the final decision?	High	Medium	High	Low
3	How much will the decision impact them? Will the decision change the way they live, work or play in the Shoalhaven?	High	Medium	Low	Low
4	What is their level of influence? A stakeholder's influence is assessed through their level of impact and interest in the project. This evaluation will help in identifying how stakeholders will interact with the project and what strategies should be used to engage them. Refer to appendix C	Collaborate or empower	Involve	Involve	Consult
5	Select the engagement method. Based on their level of influence, choose the most appropriate engagement method to receive their input and feedback. Refer to pg 20.	Working group	Site visit	Workshop	Online survey
6	Communicate the engagement opportunities. Establishing clear and open lines of communication to share information and gather input.	Email to key contacts	Letterbox drop	Email invitation	Community newsletter Social media
7	Conduct engagement with the stakeholder. Actively seeking and recording feedback, concerns, and suggestions from stakeholders.	Regular meetings held at a local sporting facility and an independent facilitator will host.	Submit any feedback or suggestions via letter or email to Council.	Interactive workshops	Get Involved survey
8	Provide feedback to the stakeholder. Keeping stakeholders informed about how their input has influenced the project and any subsequent steps.	Email to key contacts	Letterbox drop	Councillor newsletter	Community newsletter Social media



What are we *measuring*?

We promise to keep monitoring and improving how we engage with communities to make sure we get the best possible results for everyone.

We will look at how well we are doing based on the parameters we have set out in this strategy document. This will help us understand how effective we are at getting the most appropriate communities interested and involved.

We want to continually improve how we consult with people, making sure our methods work well for our community. It's important for us to find out what needs to be better so we can achieve our goals and fulfill our community's hopes.





Here is a list of ways we are going to achieve our goals.

Accessible information	<ul style="list-style-type: none"> • Use easy English. • Use various communication methods (e.g. printouts in libraries, radio ads, video, social media, website, media release etc.,). • Liaise directly with target audiences.
Accountability	<ul style="list-style-type: none"> • Communicate with the community in a timely manner. • Minimum 7 days for informing community. • Minimum four weeks for consultation.
Diversity of voices	<ul style="list-style-type: none"> • Allow sufficient time for consultation. • Ensure community consultation is considered at various stages of the project lifecycle. • Visible and accessible to the community via existing events, channels, networks etc. • Consider all viewpoints when making decisions.
Quality of data	<ul style="list-style-type: none"> • Will engage with all relevant target groups as outlined in the strategy.
Participation rates	<ul style="list-style-type: none"> • Provide opportunities for stakeholders to share ideas with each other. • Be mindful of seasonal events and feedback expectations when developing an engagement timeframe.
Closing the loop	<ul style="list-style-type: none"> • Report back on engagement outcomes and outline how feedback will influence the final decision. • Respond to feedback and questions in a timely manner.
Open communication	<ul style="list-style-type: none"> • Staff to work with the Media & Communications team to establish a community engagement plan for projects. • Communicate how much influence the engagement process will have in the decision-making process. • Frequently check-in with the community/consultation participants to seek feedback on the consultation process.





Ways to get involved

We value your feedback and encourage people in the community to share their thoughts on what the Council does and how it does it.

Our commitment to you

- Respond to phone messages within two days
- When you write to us via email or letter, we will respond within 28 days
- When you lodge a maintenance request online (Council's website) we will ensure that our system provide you with immediate acknowledgement of lodgement and we will respond within 28 days.

Vote at elections

Council elections are held every four years to elect representatives, known as Councillors. If you are a resident, it is compulsory to vote in local government elections.

Follow our social media pages

Facebook www.facebook.com/shoalhavencitycouncil
Instagram www.instagram.com/shoalhavencitycouncil/
LinkedIn www.linkedin.com/company/shoalhaven-city-council



 **Subscribe to our 'In your neighbourhood' community newsletter**

 **Visit our website**

 **Provide general feedback via our online chat, email, phone, letter or in-person**

 **Speak with a Councillor**


 **Attend a Council meeting**

 **Live stream a Council meeting**

 **Participate in Council meetings**

 **Read a Council meeting agenda and minutes**

 **Become an Advisory Committee member**

 **Participate in consultations via our engagement platform – Get Involved**



Tiers of Engagement

Depending on a community member's interest levels, time available and willingness to participate, there are many ways to engage with Council.

Level 1

Keep me in the loop about projects Council is working on.



Inform

- Attend Council meetings
- Community newsletter
- Social media
- Website updates
- Community Information Hubs

Level 2

Occasional commitment depending on my interest level, time available and how much it's going to impact me.



Consult

- Survey
- Public meeting
- Suggestion board

Level 3

I have time and an invested interest in participating in decisions that impact me and my community.



Involve

- Deputation at a Council meeting
- Site visit



Collaborate

- Community Panels
- Be a part of an Advisory Committee



Empower

- Working group opportunities



Glossary

Accessible

Giving people of all abilities opportunities to participate.

Community Strategic Plan

reflects the community's vision and aspirations for the city.

Engagement programs

A way to help connect a stakeholder to a project and build a relationship that encourages inclusion and feedback.

Get Involved

Is Council's online community engagement platform; it provides a central location for all projects which the community can provide feedback on.

Immediately affected

Adjoining landowners, businesses and catchment areas that would benefit from being informed.

International Association of Public Participation (IAP2)

The peak body for the community and stakeholder engagement sector.

Level of influence

The extent to which stakeholders can affect the project's direction and outcomes.

Non-negotiables

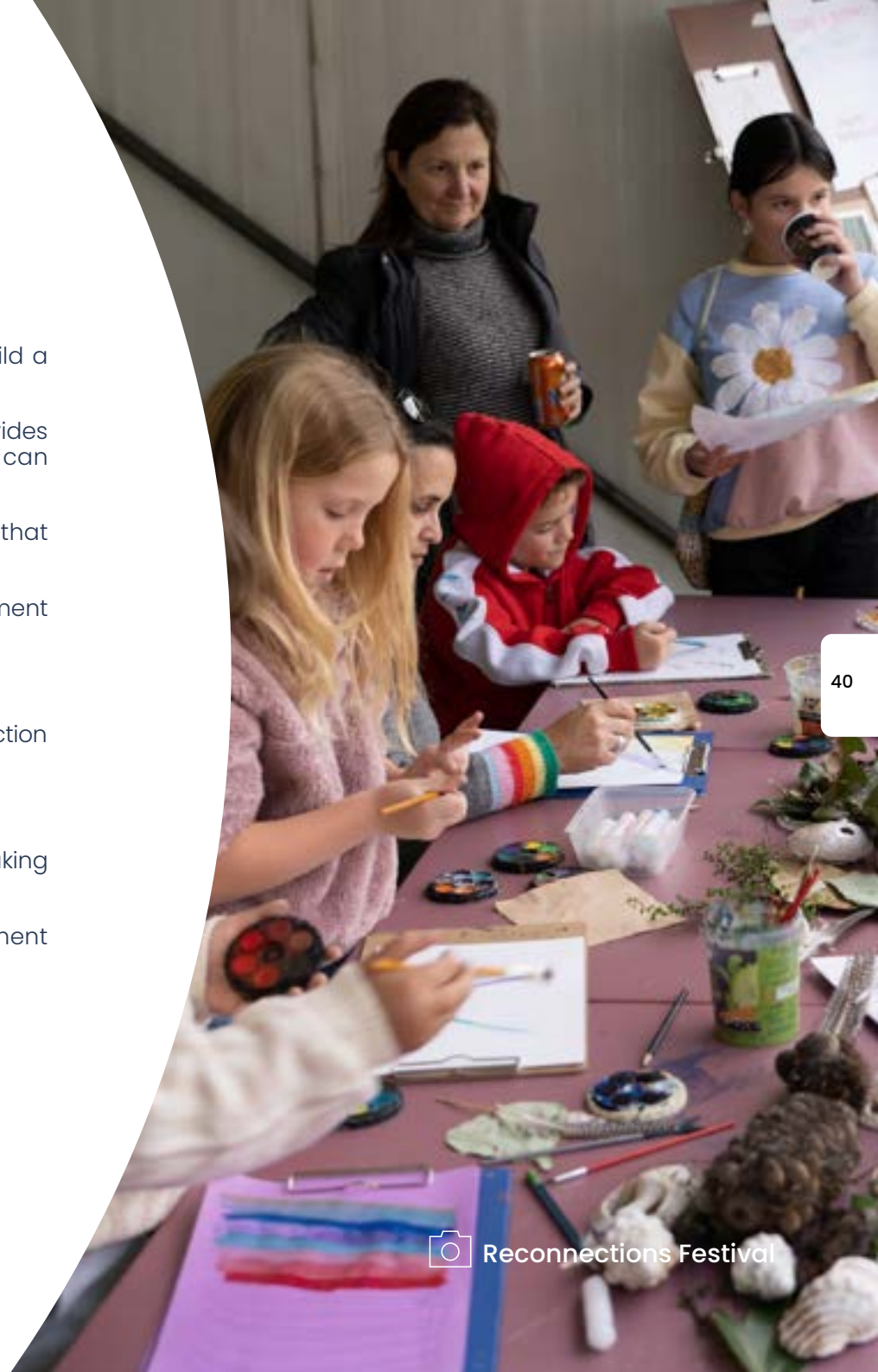
Project scope that is not open to discussion or changes.

Public participation

Any process that directly engages the public in decision-making and considers public input in making that decision.

Severely impacted

Access is impacted and/or change in how the environment functions (e.g., lightening, noise, congestion etc).





Address all correspondence to:
The Chief Executive Officer
PO Box 42, Nowra NSW 2541
shoalhaven.nsw.gov.au/contact
1300 293 111

shoalhaven.nsw.gov.au    

Community Consultative Body Guidelines

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1. Establishment of a Community Consultative Body

1.1 Statement of Purpose

The Shoalhaven is recognised as one of the most beautiful, yet sensitive, areas in the state. Consequently, Council and the community are faced with the challenging responsibility of accommodating an acceptable and sustainable level of growth, whilst protecting the inherent natural qualities of our area. This involves sound decision making.

These guidelines describe the parameters, scope and boundaries of the Shoalhaven Community Consultative Bodies strategy. Shoalhaven City Council is committed to inform, consult, involve, collaborate with, and empower residents.

Shoalhaven City Council recognises the partnership role that resident groups and associations can play within our towns, suburbs and villages.

Through these guidelines Shoalhaven City Council, and residents' groups endorsed to act as a Community Consultative Body (CCB), acknowledge that partnership is grounded in mutual respect and reciprocal obligation derived from common interest.

Shoalhaven City Council understands that residents' groups and associations have differing geographical contexts, histories, governance structures and range of activities they undertake, and that the incorporated CCBs are constrained by legislation such as the *NSW Associations Incorporation Act 2009*. For those CCBs who are incorporated bodies, it is noted that where there is a conflict between their constitution and these guidelines, the CCB's constitution will take precedence.

Resident groups endorsed to act as a Community Consultative Body (CCB) understand and acknowledge that Shoalhaven City Council decision making will be informed by legislative requirements, and by the views and submissions of a broad range of interested parties.

1.2 Characteristics of a Resident Group Suitable for Endorsement to Act as a CCB

The residents' group:

- a) Represents a discrete geographical area large enough to form a community of interest between the residents within its town, suburb, or village.
- b) Demonstrates that it has the general support and confidence of its community.
- c) Has the capacity and capability to obtain and disseminate relevant information on local government issues to residents and ratepayers within its CCB area.
- d) Has the capacity and capability to facilitate open discussion on, and communicate to Council, the collective views of the community contributing to and consultation on a range of matters including policy development, land re-zoning, subdivisions, development applications, and the works and services needs of the area.
- e) Commits to encourage the involvement of residents and ratepayers in Council's decision-making process.
- f) Has an ongoing governance structure of substance which may be demonstrated through a constitution, democratic processes for selecting its executives and committee members through open and annual election, and a suitable administrative and record keeping system.
- g) Commits to holding its CCB meetings in person or using a public digital process a minimum of three times a year following public notice of intent to meet.

- h) Is sufficiently diverse to protect against being 'taken over' by a special interest of single-issue group.

1.3 Boundaries

An organisation wishing to be recognised as a CCB should determine the geographical area it wishes to represent. This area should be outlined on a map.

A CCB area must be of sufficient size to capture the views of a reasonable sized community on a range of local government issues.

1.4 Recommended Code of Conduct for Attendance at CCB Meetings

Council strongly recommends that all resident organisations endorsed as CCBs adopt an individual Code of Conduct. See CCB Best Practice Guidelines for a sample Code of Conduct that some CCBs have developed.

1.5 One Community Consultative Body in Each Area

Council will only recognise one organisation as a CCB over any geographic area.

For the sake of coordination and continuity, Council will endeavour to keep CCBs informed, if Council works with non-CCB groups on matters that come within a CCB's ambit as defined in 1.6.

1.6 Roles and Responsibilities

The Roles and Responsibilities of a CCB include:

- a) To receive, on behalf of the local community, information on local government issues relevant to the CCB area or the Shoalhaven City area.
- b) To disseminate relevant information to residents and ratepayers within the CCB area.
- c) To facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including, but not limited to, policy development, land zoning, subdivisions, development applications and works and services needs of the area.
- d) To encourage the involvement of citizens in Council's decision-making process.

Note: All opinions forwarded by CCBs to Council to be made with clear effort to collect those views from the community. It is therefore important for CCBs to be protected from external influences. For example, the CCB must decide as a collective that the submission is in the best interests of the community, not just a single person or entity.

1.7 Council Recognition – Applying to Become a Community Consultative Body

An organisation applying to be recognised by Council as a CCB should forward a letter of application to Council stating that it will comply with the 'Community Consultative Body Guidelines' and enclose a map identifying the proposed CCB area. The letter should address how the organisation will ensure a diversity of representation and its capacity to represent community concerns.

The application will first be considered by Council and if supported in principle for consultation purposes, Council staff will then:

- a) Advertise the proposal for public comment.

- b) Consult with any other organisation that is recognised as a CCB within any part of the same geographic area.
- c) Following public comment submit a report to a Council meeting for determination.
- d) Take into consideration any comments received when determining the application.
- e) Inform the applicant of Council's determination.

1.8 Recognition of an Existing Organisation

A CCB may be an organisation established for the sole purpose of fulfilling the role of a CCB.

Alternatively, an organisation already actively involved in the local community may be suitable for recognition as a CCB (e.g., a Progress Association, a Residents and Ratepayers Association).

2. Council Support

2.1 Provision of Information

Information Council will provide to CCBs via email may include:

- a) A weekly list of development and subdivision applications currently before Council for determination.
- b) Details of policy documents and corporate planning strategies on which Council is seeking comment.
- c) Land re-zoning proposals.
- d) Council Business Papers and Minutes.
- e) Draft Delivery/Operational Plans.
- f) Council's Annual Report.
- g) Other relevant documents.

Where the CCB seeks further information on a major development proposal or major issues as perceived by the community, it can nominate up to three representatives to liaise with a Council Officer (nominated by the Director, City Development) on the matter. Where the development proposal is of a regionally significant or community sensitive nature, arrangements can be made via the Director, City Development's office for member/s of the CCB to meet with the planning assessment staff.

CCBs should foremost encourage individual community members to lodge their own submissions on development applications of interest, to ensure their point of view is adequately captured through any notification process.

CCBs may make a submission on behalf of the community they represent, however, there is no requirement to do so. Where a CCB lodges a submission for a development application, it should be made clear that it is on behalf of all, or part of the community they represent.

2.2 Council CCB Engagement

Council will maintain two-way communication with CCBs and will meet with CCB representatives as required.

Council has a Community Connections Officer who is the central point of contact for the CCB network across the Shoalhaven LGA. The Community Connections Officer coordinates opportunities for CCBs and Community Groups to be informed on Council's strategic directions and projects and connect with Council and each other.

All communications with Shoalhaven City Council are to be respectful of individuals in nature. Any matters regarding the professional conduct of Council staff not meeting community expectations should be addressed confidentially to the General Manager outlining the details of the issue for further investigation in accordance with Council policy relevant to this area.

2.3 CCB Executive Meetings

Council will convene a meeting of all CCB Executives at least twice each year (unless precluded due to adverse natural or public health events). Topics may include major policies, strategies, the budget, and the operational plan.

CCBs are provided with the opportunity to provide agenda items for the meetings. Agenda items will be considered to ascertain whether these items are consistent with citywide issues and can be included on the agenda.

If the CCBs require a meeting with Council at times outside of this, or for localised issues this can be facilitated through the Community Connections Officer.

2.4 Financial Assistance

Council will provide financial assistance to help meet the CCB administrative costs and/or hall hire expenses. The amount will be determined in Council's budget process and will be paid each financial year.

When applying for financial assistance, CCBs are asked to provide a copy of their financial statement for the previous 12 months.

Council will obtain Public Liability cover on behalf of the CCB for any activities and events conducted by the CCB whilst they are acting within the scope of their duties for and on behalf of Council as outlined in these guidelines and subject to policy terms and conditions.

Council will not be offering CCBs specific reimbursement for any insurance cover arranged at their own cost.

2.5 Notice Boards

Council may assist in the provision and maintenance of a community notice board. Assistance will be subject to the availability of funds within Council's budget. Conditions of use of a community notice board include:

- a) CCBs are to advertise their committee meeting agendas prior to a meeting so community members know in advance items being discussed.
- b) The CCB must allow the display of information by any local non-profit organisation (excluding matters of a political or religious nature, and business or personal notices).
- c) The underlying principle for community notice boards is to disseminate matters of community interest.
- d) Information placed on community notice boards is to provide the community with a balanced view. For example, if there are any contrary views published, both views are to be placed on the notice board, rather than only one point of view.
- e) Council advertisements may be placed on the notice board at the discretion of the CCB.
- f) Council recognises that many CCBs use social media platforms including their own websites as an alternative to physical noticeboards.

2.6 Community Information Hub

Where a CCB is in an area that has a community information hub the CCB may request display of information (including listing upcoming meetings, agendas, outcomes from CCB AGMs etc.) by applying to display their community information through Council's online form:

[Apply to display your community information \(openforms.com\)](#)

Or email Media@shoalhaven.nsw.gov.au with Community Information Hub in the title.

Advertising a business is not permitted. CCBs, local sporting clubs or other community groups can utilise the screens for promoting "what's on". This might be the next weekend market, a fundraiser at the hall, a notice of a particular meeting or event.

3. Administration – Community Based CCBs

3.1 Incorporation

Organisations endorsed by Council as CCBs are free to determine for themselves whether to incorporate under the *NSW Associations Incorporation Act 2009*. Council encourages CCBs to inform themselves of both the benefits and obligations that come with incorporation to determine if this is the right choice for them by reviewing the [NSW Fair Trading advice on incorporation](#).

For those CCBs who are incorporated bodies, it is noted that their constitution and legislation take precedence over these guidelines.

3.2 Insurance

- a) For existing and newly established Community Consultative Body's (CCBs) Council will obtain Public Liability cover on behalf of the CCB for any activities and events conducted by the CCB whilst they are acting within the scope of their duties for and on behalf of Council as outlined in these guidelines and subject to policy terms and conditions.
- b) Members of CCBs should note the Public Liability obtained by Council will cover CCBs for activities and events for up to 500 people. Activities or events involving over 500 participants will not be covered without prior approval from the insurance underwriter and noted on the policy schedule.
- c) CCBs will be responsible for notifying the Council as the Public Liability Insurance Holder of any potential and/or known claims via email to riskmanagement@shoalhaven.nsw.gov.au. This may include incidents where an individual has sustained injury or experienced loss as the result of the actions of the CCB. The CCB will be required to provide relevant information in order for a claim or required notification to be made.
- d) Council will not be offering CCBs specific reimbursement for any insurance cover arranged at their own cost.

4. Meetings – Community Based CCBs

4.1 Who Can Attend Meetings?

All residents and ratepayers within the geographical area are eligible to attend CCB meetings without exclusion.

No eligible person within the CCB area can be excluded from attending a meeting of the CCB, voting on CCB-related matters and participating in their CCBs activities.

4.2 Councillor Attendance

Councillors are permitted to attend any CCB meeting and take a constructive part in discussions. However, Councillors do not have voting rights unless they are a resident and ratepayer in the area covered by the CCB.

4.3 Annual General Meeting

The AGM is the meeting where CCB office bearers are elected. A CCB must hold an AGM once per calendar year preferably in the same month of that year.

Voting for the election of office bearers and other non-Council related issues may be restricted to financial members of the organisation.

It is mandatory for a CCB to have an elected committee. The committee must be elected by the previous committee, community members and business operators at the AGM. The election must be conducted in a fair and transparent manner.

If a CCB requires guidance for their elections, Council will be able to provide best practice guidelines.

5. Corresponding with Council

5.1 Meeting Minutes

A copy of the outcome minutes of each CCB meeting must be forwarded to Council within one month after the meeting at which they were confirmed. Some CCBs may choose to send their minutes prior to their confirmation which is also acceptable. It is important for CCBs to comply with this requirement to assist Councillors in being up to date with local community matters.

The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until lodged online through Council's request system on the matter.

5.2 Correspondence

If a CCB wishes Council to act on any specific recommendation or decision adopted at a meeting this must be conveyed to Council in the form of a letter or email and must include the following:

- a) The recommendation/decision passed at the meeting.
- b) Comments made for and against the proposal during the meeting (if appropriate).
- c) Details of voting (i.e., number for and against, or if unanimous).

The correspondence should be directed through Council's Customer Service channels using the council@shoalhaven.nsw.gov.au email address or P.O. Box 42 Nowra NSW 2541.

It is of assistance to Council if different issues are covered in separate items of correspondence (i.e., one subject one letter and if known quote Council's reference number).

5.3 Time Constraints

A CCB wishing to respond to an issue on which Council is inviting public comment, must respond within the specified time where practicable. Council shall consider time constraints when consulting with CCBs. This is one reason why it is important for CCB meetings to be held regularly, and to maintain an ability to call a special meeting. Council will acknowledge correspondence from CCBs within 28 days in line with Councils correspondence standards.

5.4 Council Decisions

In considering any issue, Council will take into consideration:

- a) Views expressed by the CCB.
- b) Representations received from other organisations, government agencies, businesses, or individuals.
- c) Relevant legislation.
- d) Council policy.
- e) Competing priorities.
- f) Budget constraints.

The final decision on any issue will be made either by the elected Council, or by staff in accordance with their delegated authority and Council Guidelines.

Having regard for the above, a recommendation made by a CCB may be adopted, modified or rejected in the statutory decision-making process.

5.5 Contact Information

CCBs should inform Council of any change of contact details, as soon as possible, including:

- a) In the principal office bearers (i.e., Convenor/Chairperson, Secretary or Treasurer).
- b) To the email address for the CCB.
- c) To the mailing address for the CCB.

5.6 Electronic Transmission

Minutes and correspondence should be forwarded electronically to Council's email address council@shoalhaven.nsw.gov.au.

6. Cessation of Recognition as a Community Consultative Body

6.1 Criteria for Ceasing to be Recognised as a CCB

A CCB may cease to be recognised by Council in the event of:

- a) Council receiving a written request from the CCB.
- b) Failure to comply with Council's CCB Guidelines, particularly regarding the following:
 - i) the exclusion of any eligible resident or ratepayer from participating and voting at a CCB meeting,
 - ii) failure to maintain a quorum for three consecutive committee meetings,
 - iii) failure to provide Council with a copy of the minutes of meetings,
 - iv) failure to provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation,
 - v) failure to hold regular meetings,

- vi) where a CCB operates or adopts functions which substantially conflict with its ability to represent the whole community,
 - vii) the inability of a CCB to elect office bearers within two months of an annual general meeting.
 - viii) for CCBs that are incorporated, as outlined in 3.1 it is noted that their constitution and legislation take precedence over these guidelines.
- c) Council discontinues the CCB program.

6.2 Appeal Process Prior to Cessation of a CCB

If Council considers that a situation has arisen where it has become necessary to cease to recognise a CCB, Council shall undertake the following steps:

- a) Staff will attempt to resolve any non-compliance issues with the executive in the first instance wherever possible.
- b) A report will be presented to Council setting out the reasons to cease to recognise a CCB.
- c) If Council supports the reasons, a letter to the last known contact point will be sent, inviting the CCB to comment as to why Council should not cease to recognise that CCB, allowing a response time of 28 days.
- d) If the CCB does not respond within that period a further letter shall be sent seeking a response within 14 days.
- e) If no response is received within the stipulated time, Council will automatically cease to recognise the CCB.
- f) If a response is received, the matter will be reported to Council setting out the views of the CCB and Council shall determine the appropriate action.