



# Community Consultation Report

Community Strategic Plan
Delivery Program and Operational Plan
Asset Management Strategy

June 2018

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#### 1. Executive summary

This document provides an overview of the community and stakeholder activities, consultation and feedback that occurred in relation to City of Parramatta's Community Strategic Plan 2018 - 2038, Delivery Program 2018 - 2021 and Operational Plan 2018/19.

During 2017 and 2018, City of Parramatta undertook extensive engagement across the Local Government Area (LGA) to develop the Community Strategic Plan, Delivery Program and Operational Plan. The engagement also contributed to shaping the associated Integrated Planning and Reporting documents including the Asset Management Strategy.

Feedback from both internal and external stakeholders was sought at key stages to help shape the planning documents.

#### Key stages:

- Phase One Challenges, opportunities and confirming priorities
- Phase Two (a) Draft Strategic Objectives (goals) and Strategies
- Phase Two (b) Asset Management Service Levels
- Phase Three Public Exhibition (Community Strategic Plan; Delivery Program and Operational Plan).

More than 50,000 diverse stakeholders encompassing community members, all levels of government, business, arts, academia and community services worked together to establish strategic goals and objectives, along with clear priorities for action in our City. The engagement process built not only awareness of good governance in decision-making but also the capacity for critical thinking. It enabled the collaborative development of solutions to the challenges facing the City of Parramatta during a period of transformation and growth.

## 2. Background

Following the 12 May 2016 Local Government proclamation, the Department of Premier and Cabinet provided guidance to transitioning councils. Identified as a transitioning council, City of Parramatta was required to develop a Statement of Vision and Priorities for the new LGA. The document was to provide direction for the preparation of the Operational Plan and budget for 2017-18 and serve as a starting point for the development of the new Community Strategic Plan which transitioning councils were required to produce by June 2018.

The Statement of Vision and Priorities can be accessed at Appendix A.

## 3. Consultation objectives

Overarching objectives were designed to ensure engagement would:

- confirm the community's vision for Parramatta and views on challenges and opportunities
- identify long-term community objectives to achieve the community's vision
- test objectives and strategies and stakeholder priorities and aspirations
- ensure stakeholders are informed of Council's financial plans and asset management
- provide opportunities for participating in decision-making processes
- raise awareness of the IP&R process its purpose and components
- set priorities for the Council term
- identify community levels of service and validate satisfactory conditions of assets.

## 4. Engagement approach

To ensure Council, stakeholders and the local community were informed about City of Parramatta's new Community Strategic Plan, Delivery Program and Operational Plan, a range of communication tools and techniques were used to promote the project and seek feedback. The approach set out how Council proposed to carry out consultation to ensure it was transparent, accessible and targeted.

City of Parramatta's 2017 Community Engagement Strategy (with a charter and actions based on the of social justice principles of equity, access, participation and rights) was applied as the blueprint for how to involve the community and stakeholders. An Integrated Planning & Reporting (IP&R) Engagement and Communications Strategy was then developed to provide a tailored approach to engagement, supported by the IAP2 Spectrum for Public Participation.

City of Parramatta's Community Engagement Charter is at Appendix B. The IP&R engagement timeline by stakeholder segment is at Appendix C.

Both strategies were applied to guide the design of a robust mix of qualitative engagement and quantitative processes. Diverse stakeholders, including culturally and linguistically diverse communities, Council reference groups and new residents were targeted.

Various levels of participation were offered to stakeholders as the challenges and opportunities facing the City of Parramatta were identified. Additional opportunities were provided to confirm the strategic framework and comment on the draft plans.

Surveys and community pop-up consultation events were conducted along with deliberative workshops and face to face meetings. The surveys, both randomly selected and targeted, provided a mix of stakeholder views.

Stakeholders were primarily engaged in qualitative activities due to their expertise and ability to influence broad, structural change. Representatives from Government, business, academia, community services and the arts participated in a collaborative workshop to review the draft strategic objectives and strategies within the Community Strategic Plan.

Over 18 months, Council raised awareness of the Integrated Planning and Reporting engagement and planning process and encouraged participation through a number of platforms, activities and channels. A robust process facilitated open discussions and encouraged all participants to share their views. Collectively, insights and opinions were used to create a comprehensive understanding of the opportunities open to the City of Parramatta in its future as well as to identify challenges facing the community, stakeholders and other affected parties.

Engagement outcomes provided responses across a spectrum of views, expertise, experience and interest, which proved extremely valuable in developing the Community Strategic Plan, Delivery Program and Operational Plan.

#### 5. Consultation snapshot

The various consultation activities used to raise awareness about the documents at key stages are captured below:

#### <u>Phase One – Challenges, opportunities and confirming priorities</u>

- online survey
- community workshop

#### Phase Two (a) - Draft Strategic Objectives and Strategic Goals

- community information sessions
- stakeholder workshop

#### Phase Two (b) - Asset Management Service Levels

- community & stakeholder focus groups
- telephone survey

Phase Three - Public Exhibition (draft Community Strategic Plan; Delivery Program and Operational Plan).

- exhibition materials on display
- online feedback form.

#### 6. Methodology

#### Community and stakeholder workshops

Council held two workshops to consult directly with the community and key stakeholders as the plans were developed. Summary reports from the workshops can be accessed at Appendix D.

The first community workshop was held on 22 July 2017 and facilitated by Elton Consulting. The focus of this workshop, promoted as 'The Big Conversation', was to seek ideas on the future of the City over the next 20 years and identify Parramatta's top challenges and opportunities. Participants were recruited via an online survey with a representative sample of residents from within the LGA invited to attend the workshop. Approximately 70 community members attended this event.

A second workshop was facilitated by KJA. Held on 17 November 2017, this invitation-only workshop sought feedback from City of Parramatta's key stakeholders about the draft strategic objectives and strategies. Attendees were asked to provide input on how their organisations could contribute to ensure the needs and priorities of local communities were met.

#### Community and stakeholder focus groups

As part of its work around the asset management consultation, Council held five focus groups during February 2018, attracting 41 residents and 13 stakeholders. Facilitated by Cred Consulting, focus groups were asked their views on asset service delivery and asset related costs. Resident participants were recruited via an initial telephone survey. Stakeholder participants were invited by Council.

#### Online Surveys

Council conducted two online surveys during the development of the Community Strategic Plan and Delivery Program/Operational plan. Feedback helped to finalise the plans and ensured the needs of the local community and stakeholders were considered.

The first survey, conducted in June 2017, asked about the challenges and priorities for Parramatta's future and attracted 700 responses. The second, completed by 1,200 people, was conducted in November 2017 and asked for feedback on the draft strategic objectives and strategies for the Community Strategic Plan.

## Community information sessions

During the development of the draft documents Council held eight community information sessions, attracting more than 300 attendees.

- Ermington Markets by the River 4 November 2017
- Constitution Hill Library 9 November 2017
- Epping shops 11 November 2017
- Harris Park shops 11 November 2017
- Loy Krathong Thai Water Festival 11 November 2017
- Newington Market Place 16 November 2017
- Dundas Library 21 November 2017
- Carlingford Court 23 November 2017.

Note: The information session scheduled for 6 November 2017 did not take place as the host event, North Rocks Markets, was cancelled due to wet weather.

These open events allowed members of the public to view copies of the documents and information boards, which displayed information about the project in an accessible and informative way.

Visitors to the pop-ups could also talk with staff from Council's Strategy and Engagement business units and find out how they could provide formal feedback on the Community Strategic Plan and Delivery Program/Operational Plan.

#### Telephone Survey

Council conducted a telephone survey during January and February 2018 to consult residents on its Asset Management Framework. The survey reached 455 residents. A number of these residents opted to receive an asset information pack, with 300 telephone interviews held with residents after they had reviewed the pack.

#### Public Exhibitions

The draft **Community Strategic Plan** was released on 16 April 2018 and was publicly exhibited until the 13 May 2018

The draft **Delivery Program and Operational Plan** was released on 15 May 2018 and was publicly exhibited until the 18 June 2018.

The documents were exhibited at the following locations:

- Council's Customer Service Centre
- Council's Visitor and Heritage Information Centre
- Parramatta Library
- Constitution Hill Branch Library
- · Carlingford Hill Branch Library
- Dundas Branch Library
- Epping Branch Library
- Ermington Branch Library
- Newington Library.

#### Raising public awareness

The exhibitions provided an opportunity for Council, the community and stakeholders to offer feedback on the draft plans in a phased manner. Exhibition dates and venues were promoted using:

- media releases, distributed to a range of media outlets
- **printed advertisements** in newspapers including the Parramatta Advertiser, Hills Shire Times, Northern District Times, Auburn Review, Epoch Times, El Telegraph, The Sydney Korean Herald
- infographics reporting back on what the community said including a budget snapshot
- A4 postcards distributed to more than 80,000 households across the LGA
- community pop-up information sessions (eight across the LGA)
- **project boards** with information about the public exhibition periods and how to get involved published in five languages: English, Simplified Chinese, Hindi, Korean and Arabic
- written notification of the exhibitions to neighbouring Councils, local MP's, relevant agencies and key stakeholders.

To view samples of the community engagement collateral, see Appendix E.

#### Exhibition packages

The following documents were publicly exhibited online for the **Community Strategic Plan**:

- complete plan
- summary paper:
  - English translation
  - Simplified Chinese translation
  - Arabic translation
  - Korean translation
- report back infographic (see Appendix F)

The following documents were publicly exhibited online for the **Delivery Program and Operational Plan**:

- complete plans
- · segmented plans:

Part 1 and 2 - Overview and activities

Part 3 - Budget

Part 4 - Fees and charges

- summary papers:
  - English translation
  - Simplified Chinese translation
  - Arabic translation
  - Korean translation
- Budget snapshot infographic (see Appendix F).

Feedback forms to collect community input were provided at the public exhibition venues.

#### Online/digital engagement

- City of Parramatta website updates including dedicated On Exhibition web pages with feedback forms
- videos captioned and shared on social media, YouTube and Council's website
- Kids' Say dedicated online digital engagement web page
- Social media advertising campaign including translated ads into Simplified Chinese, Korean, Hindi and Arabic
- **tweets** via the City of Parramatta's Twitter account
- facebook (FB) updates via the City of Parramatta's FB account and Our City Your Say FB account
- **email notifications** to subscribers at key milestones, sent to residents, stakeholders, young people and community groups who were either registered to Councils community panel or participated at some stage of the consultation period e.g. had attended a workshop.

#### Social media promotion

A social media campaign consisting of paid and organic advertising, targeting City of Parramatta Facebook users to promote engagement activities and public exhibitions.

The **Community Strategic Plan** public exhibition campaign reached 22,800 social media users and had an engagement of 12,500 (Facebook likes/reactions; shares and website click throughs).

The **Delivery Program and Operational Plan** public exhibition campaign reached 51,839 social media users and had an engagement of 2,596 (likes, comments, shares, website clicks and video views).

To view the social media campaign ads, see Appendix G.

#### Providing feedback

The community, stakeholders and staff could provide feedback by:

- completing online and printed surveys
- completing a printed 'conversation card'
- participating in face-to-face conversations at pop-ups and workshops
- · posting comments and ideas on social media
- calling Council through the Customer Contact Centre
- providing formal written feedback online or by mailing written submissions.

To view samples of the community feedback, see Appendix H.

## 7. Summary of consultation findings: Community Strategic Plan

The key issues arising from the Community Strategic Plan consultations were:

- managing the growth of the city, and concern of overdevelopment
- traffic congestion, access to public transport and parking
- protecting our natural environment, and encouraging energy and water efficiency
- protection of built heritage, and recognition of Indigenous heritage.

## 8. Summary of consultation findings: Delivery Program and Operational Plan

The key issues arising from the Delivery Program and Operational Plan exhibition were:

- advocating for improved and expanded public transport
- protecting green spaces
- ensuring community services and facilities match population growth
- improving amenity and infrastructure
- investment across all areas of the LGA, and concern for equity and distribution of resources.

## 9. Summary of consultation findings: Asset Management

The key issues from the Asset Management consultation were:

- Acknowledgement that a growing population and an ageing asset portfolio means strategic planning and resource allocation is important to balance organisational capabilities with the needs of a rapidly changing LGA.
- Overall, residents were satisfied with the quality of community assets. Two-thirds stated they were 'satisfied' or 'very satisfied'. However, with ten times more residents selecting 'satisfied' than 'very satisfied', there is some room to fine-tune asset delivery. Notably, with only 9% of residents selecting a 'dissatisfied' rating, there isn't a need for drastic change.

The engagement activity also confirmed the value of community consultation for Council. More than 300 telephone participants advised they were more satisfied with Council after participating in the consultation.

# **Appendix A: Statement of Vision and Priorities**

To view the Statement of Vision and Priorities, click here.

## **Appendix B: City of Parramatta's Community Engagement Charter**

The principles from Council's Community Engagement Charter were applied to guide the approach to the consultation activities.

Building relationships	We act in an honest, open and respectful way at all times to build strong relationships, partnerships and trust with our stakeholders		
Right to be involved	We believe that our stakeholders have a right to be involved in decisions that affect them		
Clarity of purpose	We are clear about why and how we are engaging with our stakeholders		
Accessible and inclusive	We provide a range of engagement activities to ensure that the broadest possible range of stakeholders have the opportunity to participate		
Timely	We engage early on and provide sufficient time for stakeholders to provide input		
Tailored	We use a range of engagement and communication methods that suit the purpose of engagement and the range of stakeholders involved		
Coordinated	We work and collaborate across Council to ensure our engagement activities are coordinated		
Transparent	We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has influenced the outcome		
Learning from practice	We evaluate our engagement activities and learn from the feedback that has been provided to us.		

(source: City of Parramatta, IP&R Community Engagement Strategy)

# Appendix C: IP&R engagement timeline by stakeholder segment

Stakeholder	Engagement Level	Timeframe & Phases	Proposed Methodology
Lord Mayor & Councillors	Inform- Empower	Oct 2017 – Jun 2018	Workshops, briefings, mechanisms to participate in community & stakeholder engagement events
Executive Team & Leadership Team	Inform- Collaborate	Jun 2017 – Jun 2018	Face to face meetings, briefings & workshops
Council's Advisory Committees	Inform- Consult- Involve	Jun 2017	Consultation with FCRC & LRAC
New City of Parramatta Committees	Inform- Consult- Involve	Oct 2017 – Jun 2018	Consultation with e.g.  ATSI Committee  Access Advisory Committee  Heritage Committee  Cycling Committee
Residents	Inform- Empower	Jun 2017 – Jun 2018	Community workshops, pop-up kiosks, online & print surveys building on previous consultations. May be some integration with other consultations.
Businesses	Consult	Jun 2017 – Jun 2018	Online surveys, letters, workshops & briefings
Council staff	Inform- Collaborate	Jun 2017 – Jun 2018	Online surveys, workshops & face-to-face- meetings
Young people	Inform- Collaborate	Nov 2017 – Jun 2018	Creative worksheets, online engagement, letters to schools
Government departments and agencies with MOU	Consult- Collaborate	Jun 2017 – Jun 2018	One-on-one meetings, online surveys, letters, workshops & briefings
Other Government departments & agencies, Service Providers, Not for Profits	Consult- Involve	Jun 2017 – Jun 2018	One-on-one meetings, online surveys, letters, workshops & briefings
Local Universities	Consult- Involve	Jun 2017 – Jun 2018	One-on-one meetings, online survey, workshops & briefings
Workers	Consult- Involve	Jun 2017 – Jun 2018	Pop-up kiosks & online surveys
Unions	Consult- Involve	Jun 2017 – Jun 2018	Communications & meetings
Students	Consult- Involve	Jun 2017 – Jun 2018	Pop-up kiosks & online surveys
Visitors	Consult- Involve	Jun 2017 – Jun 2018	Pop-up kiosks & online surveys
Administrator	Inform- Empower	To Sept 2017	Meetings & briefings

(source: City of Parramatta, IP&R Community Engagement Strategy)

# Appendix D: Community and stakeholder workshop reports

To view The Big Conversation workshop report, click here.

To view the Stakeholder Workshop report, click here.

## **Appendix E: Community Engagement Collateral**

Information session display boards







## Letter box flyer





## Advertising







## Public Exhibition Summary Documents















पैरामाटा के भविष्य का



## Exhibition webpages



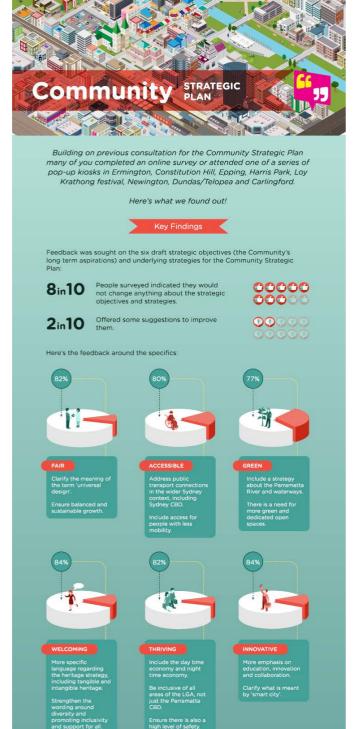


# Lord Mayor's column in local papers

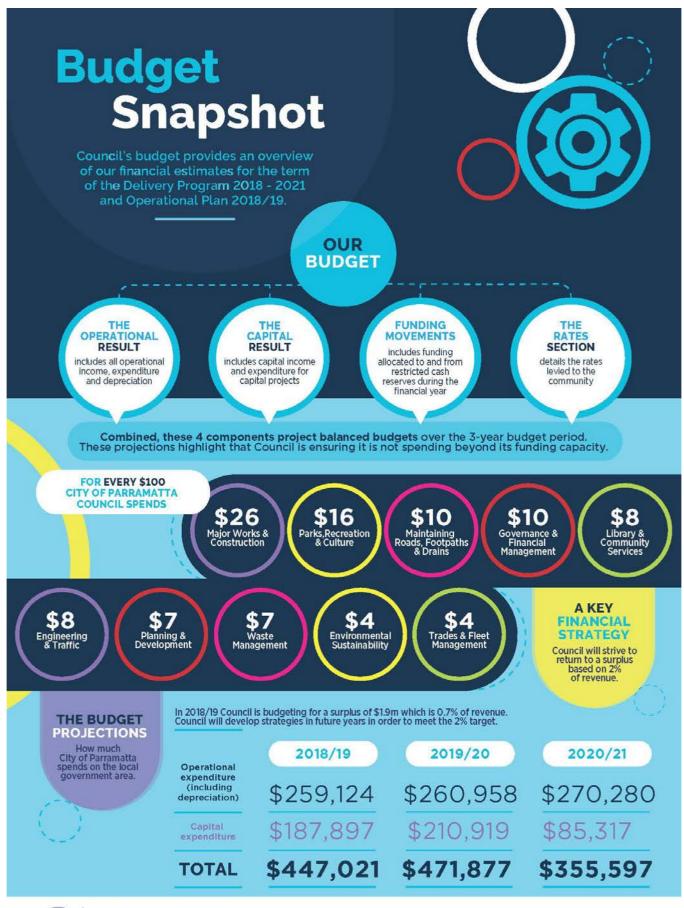


## **Appendix F: Summary infographics**

## Phase Two (a) - Draft Strategic Objectives (goals) and Strategies - Consultation summary









## **Appendix G: Social Media**

## Community Strategic Plan public exhibition

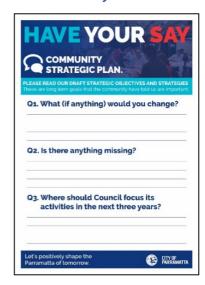


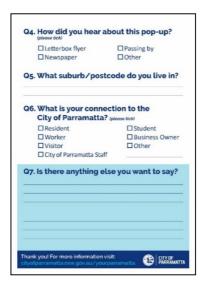
## Delivery Program and Operational Plan public exhibition



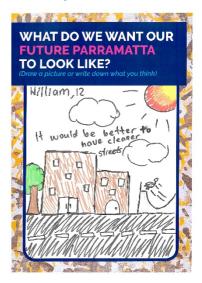
## **Appendix H: Community Feedback Collateral**

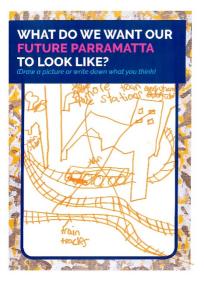
## Have Your Say 'Conversation Card'





# Kids' Say Cards





#### Youth Forum Feedback Cards

