

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**17 December 2013**

**Agenda Item 7.5      Community Planning Policy**

**Attachment 1      Community Planning Policy   55.POL1 ..... 278**

# GREATER SHEPPARTON CITY COUNCIL

Policy Number 55.POL1

## Community Planning Policy

Version 2.0

Adopted 17 December 2013

Last Reviewed 17 December 2013

<b>Business Unit:</b>	Neighbourhoods
<b>Responsible Officer:</b>	Neighbourhood Planning Coordinator
<b>Approved By:</b>	Chief Executive Officer
<b>Next Review:</b>	December 2017

M13/53701  
GREATER SHEPPARTON CITY COUNCIL  
Community Plans 55.POL1

1 Adopted: 17 December 2013

Policy

## PURPOSE

Greater Shepparton City Council is committed to develop Community Plans for all communities within the municipality and to work in partnership with community members to implement their Community Plans. Community Planning is a bottom up approach to planning for the future of an area that is led by the community themselves. The Policy outlines how Council will support communities to develop, implement and review Community Plans.

## OBJECTIVE

The following list of objectives has been developed for the Community Planning program.

- Ensure that local communities within the municipality have a shared view and understanding of community planning.
- Capacity building for individuals and communities in line with Asset Based Community Development (ABCD).
- That the community planning process is based on the values of democracy, trust, equity, social justice, openness, mutual respect, collaboration and inclusion.
- Recognise that community members have the desire and knowledge to contribute to decision making in their own communities.
- Recognise that communities want to be worked with rather than worked on by all sectors in which they engage.
- Focused on achieving sustainable outcomes that are implementable.

## SCOPE

Council is committed to the development, implementation and review of the Community Planning program. The Community Planning Policy specifies the Community Planning principles and strategic direction for the implementation of the Community Planning program within Greater Shepparton.

## DEFINITIONS

Reference term	Definition
ABCD	Asset Based Community Development – the philosophy which community planning is based on.
Capacity Building	Development of awareness, knowledge, skills and operational capability by certain people, normally the community, to achieve their purpose.
Community	A community is defined as a small town, locality or neighbourhood.
Community Plan	Community Plan is a written document which identifies a community's vision for the future and the priorities it has identified to achieve this vision.
Community Plan Implementation Fund (CPIF)	Council budget allocated specifically to contribute towards implementation of the Community Plan's
Community Plan Steering Committee	Group of community members who form to oversee the development, implementation and review of Community Plan's.
Community Planning Liaison	A staff member from Council's Neighbourhoods Branch whose role is to act as a conduit

M13/53701  
GREATER SHEPPARTON CITY COUNCIL  
Community Plans 55.POL1

2 Adopted: 17 December 2013

	between Council and the Community Plan Steering Committee. On most occasions this will be Council's Community Planning Officer.
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## POLICY

### 1. Community Planning Principles

The purpose of Community Planning is to give local people greater ownership of the plans that affect their local area, empowering local people to take a proactive role in shaping the future of the areas in which they live (urbanforum.org.uk).

The Community Planning process in Greater Shepparton is underpinned by the Asset Based Community Development (ABCD) approach which is a large global movement that considers local assets as the primary building blocks of sustainable communities. This approach encourages:

- Mapping capacities and assets within the community
- Community driven development
- Building a community vision and plan

Community Planning is based on the principle that local people are invariably the best source of knowledge and wisdom about their surroundings, and better decision making results for all stakeholders if this is harnessed. In every municipality there are a number of locations in which communities develop, all with their own local characteristics and hence different priorities and needs.

*"If you want to know how the shoe fits ask the person who is wearing it, not the person who made it"*

### 2. Community Plan Steering Committees and Working Groups.

Building on existing strengths and skills, members of the local community will establish a Community Plan Steering Committee by recruiting individuals and representatives from the local community. Every effort will be undertaken to ensure broad representation from the wider community is included on the Steering Committee. Steering Committees will meet on a regular basis to progress agreed actions and priorities from the Community Plan.

Steering Committees and associated Working Groups are registered volunteers of Council and have a Terms of Reference outlining roles and responsibilities of Committees and Council. Committees will provide Council with a copy of their minutes, reflecting the actions that they are undertaking.

### 3. Develop, Implement and Review Community Plans

Community Plans will be developed for all communities within the Greater Shepparton municipality.

- Council will provide a Community Plan Liaison to act as a conduit between Council and the community to assist the process of Community Plan implementation. The Liaison will act as a contact point for the community, regularly attend meetings and will assist with the development, implementation and review of Community Plans.
- Council will endorse rather than adopt to acknowledge that the community plans are 'owned' and driven by the community rather than Council.

- The community will be encouraged to contribute to the development process, identifying key community groups and stakeholders and exploring innovative consultation mechanisms to ensure that community members from a range of backgrounds have an opportunity to be involved.
- The Community Plan Steering Committee and any sub working groups will be established following the endorsement of the Community Plan by Council to work in partnership to progress particular priorities identified within the Community Plan.
- Some Community Plan projects require an advocacy approach, whereas others require access to funding. Council will support Community Plan Steering Committees to identify appropriate avenues to seek funding for projects.
- Council will commit funds each financial year, subject to annual budgetary processes, towards implementing priority actions identified within the endorsed Community Plan's within the municipality.
- Council will support Community Plan Steering Committees to review their Action Plans on an annual basis.

#### **RELATED POLICIES AND DIRECTIVES**

- Greater Shepparton City Council, Council Plan 2013 – 2017  
Goal 1: Active and Engaged Communities (Social)
- Community Development Framework
- Community Engagement Strategy
- CEO Directive: Community Plan 55.CEOD1

#### **RELATED LEGISLATION**

- N/A

#### **REVIEW**

This Policy will be reviewed every four years by the Neighbourhood Planning Coordinator in partnership with internal and external stakeholders. It may be reviewed earlier upon recommendation from Greater Shepparton City Council Executive Team.

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**Gavin Cator**  
Chief Executive Officer

**Date**

#### **ATTACHMENTS**

**Attachment 1:** CEO Directive 55.CEOD1: Community Plans