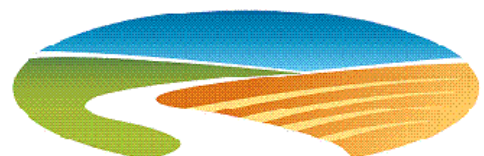




# COMMUNITY PLANNING FRAMEWORK



**LODDON**  
SHIRE

# DOCUMENT INFORMATION

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Community Support Policy  
RELATED LEGISLATION: *Local Government Act 1989*  
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Signed by Chief Executive Officer

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**This document is available in alternative formats (e.g. larger font) if requested.**

## ACKNOWLEDGEMENT OF COUNTRY

**Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.**

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## 1 PURPOSE

Community planning is an important scheme for Loddon Shire Council. The program encourages people to consider and document the social inclusion, capacity building and community participation needs of their community. The information gleaned from the community and provided to Council through the community plan document is used to inform planning, funding, advocacy and community development activities of Council.

The development of this Community Planning Framework provides improved governance and guidelines to further strengthen the community plan program.

## 2 BUDGET IMPLICATIONS

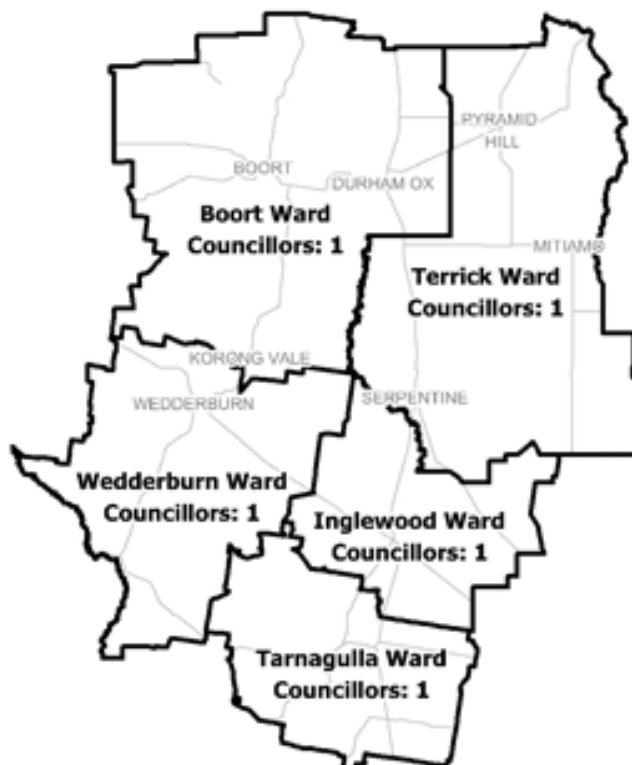
Loddon Shire Council provides a total of \$250,000 annually in funding across the municipality for ward based community planning.

This funding is delivered equally in \$50,000 annual allocations to the five council wards:

1. Boort Ward
2. Inglewood Ward
3. Tarnagulla Ward
4. Terrick Ward
5. Wedderburn Ward

In addition to the above allocations, Council commits internal staffing resources to guide and facilitate community planning groups in developing and implementing their community plans.

A further \$500,000 is allocated annually to the Community Plan Strategic Fund, which notionally rotates between the wards, and provides funding or seed funding for a project of significance that has been identified as a priority by the community through the community planning process.



## 3 RISK ANALYSIS

Loddon Shire Council is committed to the community planning process and demonstrates this through the allocation of resources and funding to the program. The funding has enabled communities to take ownership of important projects they have identified for their communities, and has helped implement infrastructure, social and economic improvements throughout the municipality.

To meet its responsibilities under the Local Government Act (1989), Council must be satisfied that the processes surrounding the development of community plans are robust, consultative and inclusive.

## 4 WHAT IS COMMUNITY PLANNING?

Community Plans are developed by the community for the community. Community planning is a forum that enables community members to identify what is important in their community.

Community planning encourages people in the community to have their say, encouraging them to be actively and genuinely involved in providing their thoughts and visions for the future of their community. Community planning assists in identifying the direction the community wants to take to move forward, as well as documenting some of the ideas and suggestions to make it happen.

Community planning encourages local people to get involved. It is designed to have a strong 'grass-roots' approach to shaping the future of communities, where needs are determined by the community, with local residents taking charge of their community's destinies. This "bottom-up" community engagement mechanism is centred on community-driven action and change, and has delivered positive outcomes to the municipality's communities over a number of years.

Community planning has a strong and proud history in the Loddon Shire, having delivered many important and significant projects which communities use and enjoy.

Once developed, Community Plans serve as frameworks for community members, Council and other organisations to identify and prioritise projects that are important to our communities.

The benefits of community planning can be seen across three inter-related areas:

### 1. Connecting with communities

- community members meet each other and/or develop their connections
- similar concerns / projects of interest are identified
- common values are identified and documented

### 2. Developing resilience

- generosity and helpfulness is developed amongst community members
- community successes are recognised together and shared together
- community members coordinate to help each other

### 3. Connecting with Council and other organisations

- communities work to achieve community outcomes with assistance from Council and other organisation
- council is informed and attuned to community needs and wants



## 5 WHAT IS COUNCIL'S ROLE?

Council's primary role is to provide services, strategic and orderly planning, leadership and good governance. Council delivers services and facilities for the community and is responsible for implementing many diverse programs, policies and regulations set by the Victorian and Australian governments.

Many of the trends and issues that will affect the local community over the next decade are beyond the control or influence of Council. Responsibility is often shared between Council, the Victorian and the Australian government, for example with roads, environmental management and public health. In areas where Council has no delivery responsibility, it acts as an advocate on behalf of the community, for example with provision of telecommunications.

In responding to our future Council will, through the community planning process, seek to engage with the community to understand the aspirations and opportunities that exist.

Council recognises that the community planning process provides communities with the platform to shape the future of their area and sees local residents take charge of their community's future.

Once developed and endorsed by Council, community plans are used to help Council determine what projects and activities to prioritise and what involvement Council will have (planning, delivery, funding, advocacy or community development) as communities work to deliver the actions identified in their community plans.

## 6 COMMUNITY PLAN FRAMEWORK



## **6.1 Who can be involved in community planning - Governance**

It is important that community members participating in a Community Planning Committee are able to do so without the risk of undue personal liability. Operating within the systems currently available will ensure that members of Community Plan Committees are afforded the same protection and benefits. Council will recognise and engage with Community Planning committees who are incorporated bodies where community planning is identified as its purpose.

The Community Planning Committee can be a stand-alone committee with community planning as its specific purpose, or part of an existing development or progress association – where the membership is not limited to business or tourism operators only. Some of the existing Community Planning committees are already incorporated, and therefore will have the required structure to participate in the community planning process.

The requirement to incorporate provides many significant benefits and protections to communities, including:

- simplification and clarification of management structure
- providing significant legal and financial protection for the management committee of the association
- clarifying and formalising the objectives and aims of the association, with purposes being clearly stated and defined
- setting out rules and processes in which the association shall operate, including membership, decision-making, conflicts of interest and appointment of positions.

Some groups currently operate pursuant to Section 86 of the *Local Government Act 1989 (Vic)*, which precludes the requirements to incorporate. These groups will be 'grandfathered' until such time as this provision is no longer provided, at which time the need to adopt an incorporated structure will apply. Council officers will provide guidance and assistance as these groups transition to incorporated bodies.

## **6.2 Community engagement and consultation**

Community engagement and consultation is the starting point and the foundation of community planning. Ensuring that the wider community connects and take ownership of the planning process is fundamental to the community planning process. Council places significant importance on, and will consider more favourably, Community plans that are developed based on broad community engagement.

To assist community planning committees to maximise levels of community engagement for their community plans, Council will provide groups with:

- guidance and support on community consultation methods (e.g. establishing community meetings, developing community surveys – guided by the community planning committee)
- support with meeting room hire, postage and printing of consultation documents to allow wide spread community engagement
- assistance with marketing and promotion through social media

### **6.3 Community Plan funding**

Loddon Shire Council provides a total of \$250,000 annually in funding across the municipality for ward based community planning.

This funding is delivered equally in \$50,000 annual allocations to the five council wards:

1. Boort Ward
2. Inglewood Ward
3. Tarnagulla Ward
4. Terrick Ward
5. Wedderburn Ward

In addition to the above allocations, Council commits internal staffing resources to guide and facilitate community planning groups in developing and implementing their community plans.

Any unallocated or unspent funds are retained in reserve (by Council) on a ward basis for use in subsequent years.

Projects must be able to demonstrate a wider community benefit (not just an individual club use) to be eligible for community planning funding.

Projects identified in current community plans will be prioritised higher during the application assessment process.

Community Planning has more recently focused on capital works and infrastructure projects. In addition to capital works and infrastructure, Council encourages community planning committees to consider how the funding might support other community development opportunities (social and human capital). Examples of this may include providing start-up funds to support engaging fitness instructors for community groups, holding art or cultural activities for community members. Funds may also be used as 'seed funding' to attract further funding from other levels of government.

Funds can be accessed primarily through an annual application process, whereby communities submit their highest priority projects to Council for consideration.

Applications for projects can be submitted by anyone/group, with their validity being confirmed through endorsement from the local Community Planning Committee. Applicants are required to discuss the proposed project with the local ward Councillor prior to submission.

Applications that have not been endorsed by the local Community Planning Committee and discussed with the local ward Councillor will be deemed ineligible for funding.

The application process will be reviewed following the implementation of this framework to determine if the application process can be streamlined.



## 6.4 Developing and reviewing Community Plans

Council will provide a template with a range of categories to guide community planning committees and prompt broader community thinking when community plans are being developed or reviewed. Use of the template is optional. (appendix 1)

The community planning committee will be responsible for development of the document content, and can insert any unique branding/photographs that are representative of the local community plan area.

Community plans have been developed previously by the following communities:

Arnold	Boort	Bridgewater
Calivil	Campbells Forest/Yarraberb	Dingee
Eddington	Inglewood	Kingower
Korong Vale	Laanecoorie	Mitiamo
Newbridge	Pyramid Hill	Serpentine
Tarnagulla	Wedderburn	Yarrowalla

Where natural alliances occur, Council encourages communities to consider development of one plan across a number of communities or by neighbouring communities.

The recommended time frame for a community to forward plan is ten years. Whilst the span of the community plan may be 10 years, it is recommended that, to maintain currency, the committee conducts an internal review of the document annually, with a full review of the plan including community consultation/engagement every four years and undertaken in the two years prior to the Council plan development. (The Council plan is developed in the period immediately following a Council election). Projects identified in current community plans will be prioritised higher by Council.

Council will maintain and monitor a register of community plan lifecycles, to initiate the review process with the community planning committee.

Plans will be considered current (as referenced in section 6.3 and 6.5) when:

- a minor review of the community plan is undertaken annually by the community plan committee (internally) to identify:
  - projects that have been completed
  - projects that need modification or removal
  - any new priorities for the community.

The original plan document is not altered - the changes are recorded through an attachment to the original plan.

- a full review of the community plan is undertaken by the community planning committee, including broad community consultation (section 5.2).

The redevelopment of the plan will identify:

- projects that have been completed and thus removed from the plan
- projects that need modification or removal
- any new priorities identified by the community.

The community plan document is renewed.

## **6.5 Presenting community plans to Council**

As community plans are developed (new or following a full review) the Community Plan Committee will be invited to present their plan to Councillors.

Following this, Council staff will review the document and provide Council with recommendations returned to Council on the levels of support to be provided.

This review will:

- identify the alignment of the community plan with current Council policy, plans and strategies
- determine the currency of the plan, with activities identified in current plans afforded a higher priority in this consideration.
- apply the criteria identified in this framework to allow prioritisation of activities/projects.

Following review, Council staff will provide Councillors with a series of recommendations related to the identified activities in community plans and the type of support to be provided, including:

- eligibility for community planning funding
- delivery through annual operational plans
- partnering with community or other organisations
- advocating on behalf of community.

Following Council consideration and endorsement, feedback will be provided to the community plan committee.

# APPENDIX 1: COMMUNITY PLAN TEMPLATE

# Community Plan Template

This template can be used by Community Plan Committees to assist with the development or review of community plans.

Any parts of the document can be used as relevant. Please remove sections that are not relevant, or add sections as required.

Examples and hints have been included in the document (in red) and can be removed as the document is developed.

To demonstrate the options available, some example graphics and pictures have been included. Any graphics or pictures inserted into the document should have the required copyright and consent in place.

Template created by Loddon Shire Council

To receive an electronic version of this document please contact Council's Community Support Department

Telephone: 5494 1231

Email: [communitysupport@loddon.vic.gov.au](mailto:communitysupport@loddon.vic.gov.au)



**COVER PAGE**

It is recommended that community plans have a cover page, showing the community name and year of the community plan. Communities are encouraged to select artwork relevant and representative of their community on the cover page.

A cover picture or graphic can be inserted

Insert community name

**XXXXXX**

# **community plan**

Insert date range **20\*\* - 20\*\***

**version number: xx**

Insert community logo or community plan committee logo

# contents

Table of contents can be  
inserted here

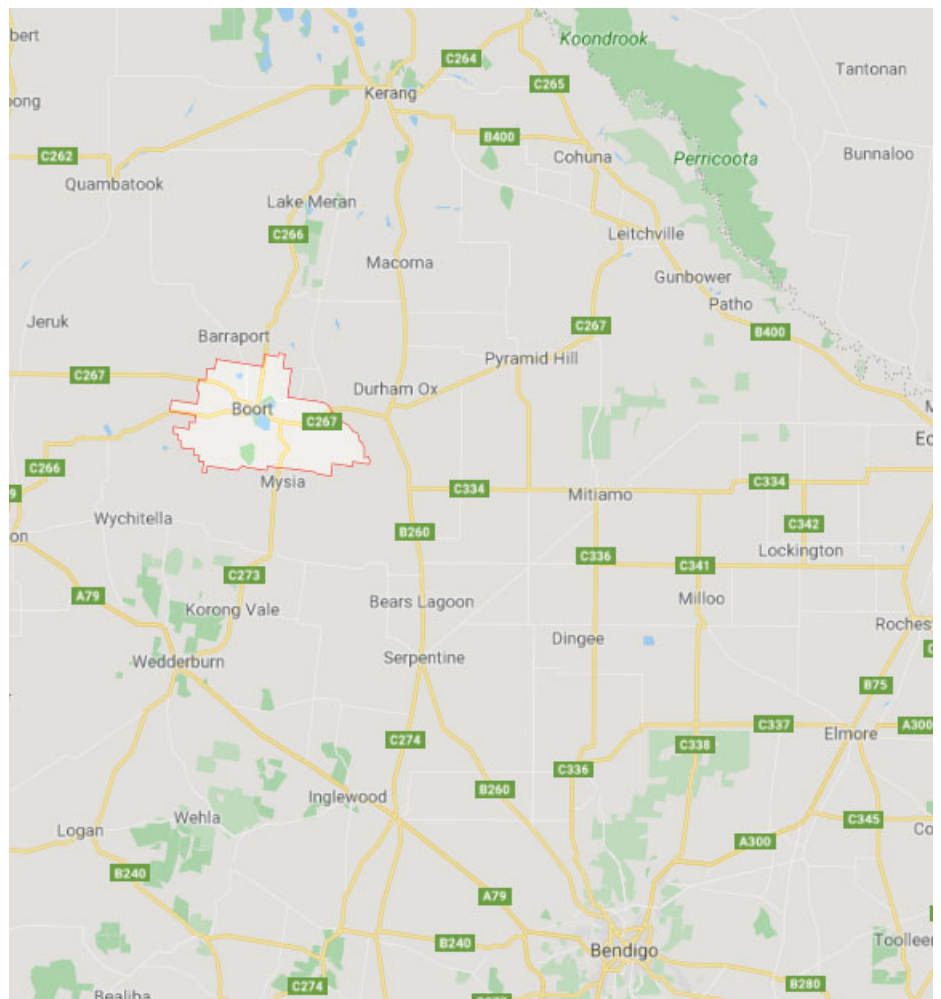
An Acknowledgement of Country can be inserted here

# where is **XXXX**

Insert community name

Insert some geographic information as relevant.

A map or other graphic may be included for reference.



# our demographics

Insert some demographic information as relevant.

This may include information about:  
population, age, employment, SEIFA index rating, employers,  
volunteer rates, income, health profile.

Some data sources:

Remplan Community Profile

<https://www.communityprofile.com.au/loddon/>

Census data

<https://www.abs.gov.au/census>



# what and why

## what is community planning? why do a community plan?

Community may wish  
to use this text or insert  
own

Community Plans are developed by the community for the community. Community planning is a forum that enables community members to identify what is important in their community.

Community planning encourages people in the community to have their say, encouraging them to be actively and genuinely involved in providing their thoughts and visions for the future of their community. Community planning assists in identifying the direction the community wants to take to move forward, as well as documenting some of the ideas and suggestions to make it happen.

Community planning encourages local people to get involved. It is designed to have a strong 'grass-roots' approach to shaping the future of communities, where needs are determined by the community, with local residents taking charge of their community's destinies. This "bottom-up" community engagement mechanism is centred on community-driven action and change, and has delivered positive outcomes to the municipality's communities over a number of years.

Community planning has a strong and proud history in the Loddon Shire, having delivered many important and significant projects which communities use and enjoy.

Once developed, Community Plans serve as frameworks for community members, Council and other organisations to identify and prioritise projects that are important to our communities.

Community may wish to  
insert artwork or images  
showing community  
working together



*Graphic purchased from Shutterstock: ID 582497641*

The benefits of community planning can be seen across three inter-related areas:

**4. Connecting with communities**

- community members meet each other and/or develop their connections
- similar concerns / projects of interest are identified
- common values are identified and documented

**5. Developing resilience**

- generosity and helpfulness is developed amongst community members
- community successes are recognised together and shared together
- community members coordinate to help each other

**6. Connecting with Council and other organisations**

- communities work to achieve community outcomes with assistance from Council and other organisations
- council is informed and attuned to community needs and wants



# our past

Community Planning groups may wish to include a one page summary of the location's past. Examples of sub-topics which may be included are:

- Geographical features and characteristics of the area, including how the landscape impacts on the area
- Indigenous / Pre-European history of the area
- Early explorers and discovery of region
- Pioneer settlement of area
- Agricultural development of area
- Major developments in the area
- Any historic things unique to the area

Historic artwork or images may be inserted here



Tarnagulla – Victoria Theatre

# our present

Give a brief summary of the location today, including demographics of the area, main economic drivers of the area, and what makes this area a special place to live. What are things unique to the area. What are the local landmarks. What facilities does your community have. What organisations, clubs or groups operate in the area

Community may wish to insert photos of current streetscape, local landscapes or local landmarks



Wedderburn Community Centre

# our achievements

Community planning has delivered many celebrated outcomes for communities within Loddon Shire over the last two decades. Community planning groups may wish to demonstrate what they have achieved by including a list of past projects.

You may like to include some information on projects, detailing the needs that each project addressed and the positive flow on effects as a result of each project.

Community planning groups may wish to insert photos of past community planning projects



# we are unique

Community planning groups may wish to include information on what makes their community unique. This could be population groups, landmarks, industry (eg agriculture/tourism).

Information could be included on how this makes your community unique and how it adds flavour or contributes to the community, or how it could provide an even greater contribution to the local community.

Artwork/graphics/photos  
can be inserted as  
relevant



Serpentine Creek Canoe Trail – Durham Ox



# developing our plan

The community plan group may wish to provide details about how the plan was developed (the methodology).

This may include:

- who was consulted?
- how far and wide was the consultation?
- what methods were used in getting the opinions of the wider community?
- what sections of the community involved in the consultation?
  - varying age cohorts - youth/older people
  - farming families
  - local businesses
  - older people
  - people from non-English speaking backgrounds
  - important community groups / organisations



*Graphic Purchased from Shutterstock: ID 490135921*

The community planning group may wish to insert artwork/graphics/photos showing collaboration within the community

# our vision

The community might like to include a short, medium and long-term vision for the community. For example, what the community hopes and aspires to be in 2, 5 and 10 years.

And may wish to include the objectives of the community plan, being a brief statement demonstrating how the community plan will make a difference to the community, and how it will deliver the vision.



Graphic purchased from Shutterstock: ID 195459311



# our goals

Community planning groups may wish to use these headings to encourage diverse thinking when forming ideas for what goals are needed to deliver to the community vision, and then tasks(actions) that when completed will contribute to achieving the goal:

- **Community health and wellbeing** – what projects would assist in improving physical and mental health outcomes for the community?
- **Sport and recreation** – greater involvement in physical activity has enormous benefits for the community. What community planning projects would help provide better physical activity opportunities for residents of all ages?
- **Social opportunities** – isolation is an issue which impacts on rural communities far more than out metropolitan counterparts, and it can have negative effects on all aspects of life. How can community planning projects allow community members from all walks of life to have the opportunity to experience the benefits from interacting with their community?
- **Heritage, arts and culture** – each community in Loddon Shire has a lot to celebrate in heritage, arts and culture. How can projects capitalise on this and make the community a richer place to live as a result?
- **Learning and knowledge** –How can we enhance the wider community's knowledge? Examples could include learning about Indigenous art and culture or improving education opportunities for a group or groups of residents.
- **Improving where we live** – what potential community planning projects could improve our local facilities and services?
- **Built environment and town beautification** – what capital works and infrastructure does our community need? Examples could include streetscape projects, community buildings, or recreation reserve enhancements.
- **Natural environment** – each community in the Loddon Shire has its own unique natural beauty. What community planning projects could preserve, enhance and promote our natural environment?
- **Improving our local economy** – local business is the backbone of our economy, with any increase in business turnover benefitting us all. What projects can drive economic development? Are there social enterprise opportunities?
- **Tourism and marketing** – increasing visitors to our communities has enormous benefits, both economically and socially. What community planning projects could promote our region to increase traffic numbers to our attractions?
- **Other** – other headings as relevant to your community

## goal 1: xxxxxx

Include the selected heading from above (or one of your own) and include information about success looks like

Eg: goal 1: Community health and wellbeing – to have access to placed based services that improve the health outcomes for our community

This section could include some commentary about what the achievement of this goal would mean to the community, or what evidence base there is to support a better outcome for the community would result if his goal was achieved.

Eg: The Australian Medical Association identifies that general practice is the cornerstone of successful primary health care, underpinning improved population health outcomes.

<https://ama.com.au/position-statement/general-practice-primary-health-care-2016>

Limited access to a GP in our community reduces the access to healthcare for our residents, increases the number of people being readmitted to hospital after treatment, reduces the number of people accessing specialist care they need, and limits the detection of and early intervention of health issues.

## actions to achieve goal 1 include:

1.

2.

3.

4.

The actions identified through consultation that would contribute to achieving the identified goal are added here. This is a heading only, with further details identified in the Priority and Action section below. Reduce or add item numbers as required  
Eg: A local GP service is accessible and consistent

**goal 2: xxxxxx**

**actions to achieve goal 1 include:**

- 1.**
- 2.**
- 3.**
- 4.**

**goal 3: xxxxxx**

**actions to achieve goal 1 include:**

- 1.**
- 2.**
- 3.**
- 4.**

**goal 4: xxxxxx**

**actions to achieve goal 1 include:**

- 1.**
- 2.**
- 3.**
- 4.**

**goal 5: xxxxxx**

**actions to achieve goal 1 include:**

- 1.**
- 2.**
- 3.**
- 4.**

Continue to add goals and  
actions as required

## **PRIORITIES AND ACTIONS**

The following chart will provide information that will support the progression of identified actions (above):

- the goal (from section above)
- the actions (from section above)
- what tasks will achieve the action (activity or project) is
- who the partners might be in delivering the action
- what the delivery timeframe might be (eg: Short term 1-2 years, Medium term 1-5 years, Long term 1-10 years)
- what the priority (level of importance) is to the community: High, Medium, Low
- current status - where the project is in terms of planning:
  - idea (not yet started – just an idea at this stage)
  - concept (some work has started, some early design work or plans have been completed, but more work is needed to be ready to deliver)
  - ready (for projects detailed designed completed and for programs a program delivery plan has been completed - project or program is ready to deliver/commence).

# priorities and actions

Example: Continue to add sections as required

goal	action	task	partners	timeframe	priority	status
Community health and wellbeing – to have access to placed based services that improve the health outcomes for our community	1. A local GP service is accessible and consistent	1.1 Liaise with local health services to advocate for improved GP access	**** Health Service	Short: 1-2 years	High	Concept Initial work has been completed – delegation of four community members in place and ready to meet with Health service board & CEO.
		1.2 Develop an advocacy document to demonstrate impact on community when this service is not available	**** health services Council ***Primary Health Network	Short: 1-2 years	High	Idea Work on this task has not yet commenced.
	2. Improve access to dental services available locally	2.1 Investigate the availability of remote access dental services to provide regular outreach service	**** Health Service  **** RFDS dental service  ****Department Health & Human services	Medium: 1-5 years	Medium	Idea Work on this task has not yet commenced

<b>goal</b>	<b>action</b>	<b>task</b>	<b>partners</b>	<b>timeframe</b>	<b>priority</b>	<b>status</b>
Xxxx	1.	1.1	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		1.2	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		1.3	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
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		1.2	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		1.3	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
	2.	2.1	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		2.2	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		2.3	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready

<b>goal</b>	<b>action</b>	<b>task</b>	<b>partners</b>	<b>timeframe</b>	<b>priority</b>	<b>status</b>
Xxxx	1.	1.1	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		1.2	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		1.3	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
	2.	2.1	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		2.2	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready
		2.3	xxxx xxxx xxxx	Short: 1-2 years Medium: 1-5 years Long: 1-10 years	Low Medium High	Idea Concept Ready

# acknowledgements

Include any acknowledgements or  
thankyou's in this section