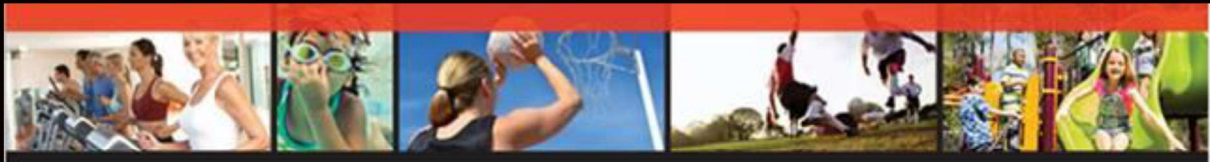


## **APPENDIX D – PUBLIC CONSULTATION STRATEGY**



**LOCAL GOVERNMENT INFRASTRUCTURE  
DESIGNATION (LGID)**  
**TOOWOOMBA REGION SPORTS PRECINCT**

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# Consultation Strategy

**PREPARED FOR:** Toowoomba Regional Council  
**AUGUST 2022**

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**TOOWOOMBA | IPSWICH**

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**LOCAL GOVERNMENT INFRASTRUCTURE  
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## **Consultation Strategy**

PREPARED FOR: **Toowoomba Regional Council**  
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## 1.0 BACKGROUND

The following report comprises the Consultation Strategy for the Local Government Infrastructure Designation (LGID) process associated with the establishment of Toowoomba Regional Sports Precinct (TRSP) Project.

The Consultation Strategy has been prepared pursuant to s37 of the *Planning Act 2016* and the Ministers Guidelines and Rules (Version 1.1) insofar as they are applicable to consultation undertaken by an Infrastructure Entity undertaking a Local Government Infrastructure Designation.

The Consultation Strategy purposefully focusses on the statutory and non-statutory consultation and communications initiatives relevant to the TRSP Local Government Infrastructure Designation. The Consultation Strategy should be read in conjunction with the Toowoomba Region Sports Precinct LGID Detailed Project Program, particularly in respect of the timing of consultation activities relative to the scheduling of project delivery tasks.

## 2.0 PURPOSE

The purpose of the Consultation Strategy (CS) is to address:

Why?

**Determine** the underlying philosophy and objectives of the Consultation Strategy;

Who?

**Identify** Toowoomba Sports Precinct LGID stakeholders and cross sectoral representation;

What?

**Define** the scope and range of consultation measures to be employed;

Where & When?

**Outline** the timing and interrelationship between key consultation initiatives; and

How?

**Ensure** logistical arrangements and responsibility is assigned to secure effective implementation of desired consultation plan outcomes.

## 3.0 STRATEGY OBJECTIVES

### 3.1 INTRODUCTION

The Consultation Strategy is based on a number of guiding principles and objectives which collectively encapsulate its underlying philosophy. Guiding principles include the aspirational elements upon which the design and implementation of the consultation strategy is based.

The objectives embody project-related communications/consultation outcomes against which the effectiveness of the strategy may be assessed. The Guiding Principles and Objectives may be summarised as follows.

### 3.2 GUIDING PRINCIPLES

#### 1. Equity of access and opportunity

The Consultation Strategy must seek to provide equity of access and equal opportunity for all stakeholders to participate meaningfully in the Local Government Infrastructure Designation process.

#### 2. Openness & Transparency

The Consultation Strategy must reinforce that the Local Government Infrastructure Designation process is both open and transparent.

#### 3. Inclusiveness

The Consultation Strategy must seek to actively engage and involve all relevant stakeholders in the identification, analysis and determination of design and development outcomes for the Toowoomba Regional Sports Precinct.

#### 4. Effectiveness

The Consultation Strategy must ensure focussed, relevant and timely stakeholder input is obtained throughout the Local Government Infrastructure Designation process.

### 3.3 OBJECTIVES

The objectives of the Consultation Strategy may be summarised as follows:

#### Contextual Objectives

- To raise community awareness of the benefits of active lifestyles and recreation planning needs;
- To inform the community of regional sports facility requirements in terms of design, composition and facility delivery;

### **Public Knowledge Objectives**

- To establish knowledge and an appreciation amongst stakeholders of the Local Government Infrastructure Designation process, in terms of its objectives, processes, implications and anticipated outcomes;
- To ensure the community and relevant stakeholders are fully informed of the Toowoomba Sports Precinct Masterplan in terms of the design and development of the regional recreational and sports precinct;

### **Public Involvement Objectives**

- To provide a range of mechanisms for stakeholders and interested parties to secure information and provide feedback on the composition, staging and delivery of the regional sports precinct; and
- To actively solicit stakeholder input into the LGID process to inform the formulation of model process approaches that can be derived and implemented in future LGID initiatives.

## **4.0 TARGET AUDIENCES**

The range and combination of consultation measures proposed, and the design of the Consultation Strategy seeks to:

- maximise the Toowoomba Regional Sports Precinct project's exposure to target audiences;
- actively and progressively involve target audiences in completion and implementation of the LGID process.

Target audience include but extend beyond key stakeholders. Target audiences include:

### ***Community – Individuals***

- Resident land owners (including affected and adjoining)
- Resident non-owners (including affected and adjoining)
- Tourists and visitors

### ***Community – Groups***

- Sporting Clubs and Organisations
- Events and tourism promotional bodies
- Native title party or traditional owners

### ***Local Government***

- Elected Councillors
- Technical Staff – planning, engineering, parks and recreation

### **State Government**

- Elected Members of Parliament (State electorates of North Toowoomba; South Toowoomba and Condamine)
- Nominated Departmental staff with operational/jurisdictional responsibility (Regional Manager State Assessment and Referral Agency (SARA) Department of Tourism, Innovation and Sport)

### **Federal Government**

- Elected Member of Federal Parliament (Federal Electorate of Groom.)

## **5.0 PROGRAM CONTENT**

### **5.1 INTRODUCTION**

Consultation Strategy program content will vary depending on:

- **Project Progress** – The stage of the project;
- **Targeted Audience** – The segment of the targeted audience being engaged; and
- **Consultation Medium** – The nature of the consultation mechanism(s) being used.

The approach to the communication of information will seek to:

1. Articulate the key attributes and facilities proposed for the Regional Sports Precinct and the recreational and facilities planning approaches employed in precinct design and development;
2. Educate and inform the community on the Local Government Infrastructure Designation Process, including its intended purpose, advantages, and key process steps;
3. Clearly outline the opportunities for community involvement and input in the Local Government Infrastructure Designation Process; and
4. Communicate processes for the consideration of community and stakeholder feedback received.

### **5.2 CONSULTATION MEASURES**

Consultation measures proposed as part of the Toowoomba Region Sports Precinct (TRSP) include Non-Statutory and Statutory consultation mechanisms. These are detailed as follows:

#### **5.2.1 NON- STATUTORY CONSULTATION MEASURES**

A coordinated program of non-statutory consultation measures are proposed which will be undertaken concurrently with the statutory consultation measures outlined under section 5.2.2. These are detailed as follows:



## 1. Website

A project specific webpage is proposed to be posted on Council's "Your Say" web portal. Similar to other active Council projects, a project specific page will be included which provides background and information on the Toowoomba Sports Precinct Project and the Local Government Infrastructure Designation (LGID). It is envisaged that page content will specifically address the items 1 – 4 under section 5.1 of this consultation strategy.

Precinct Urban Planning (PUP) will prepare page content for review and adoption by Council. Council's Strategic Planning Section will make internal arrangements for the posting of the project material prior to the commencement of the formal consultation period (as as required for subsequent updates).

**Three (3) updates** to page content are envisaged:

1. **Community Consultation Stage Inception** – the initial update will provide background information on progress and the current status of the Toowoomba Region Sports Precinct project, the LGID assessment and approvals process, and avenues for community involvement and feedback. The consultation stage will coincide with the release of the Environmental Assessment Report (EAR) for public comment.
2. **Community Consultation Stage Completion** – the second update is will occur following the end of the formal consultation period. This update will:
  - Provide an update on progress in and the status of the project;
  - A summary of the extent of community involvement and feedback on the project through the consultation stage;
  - Details of any feedback received as part of the State Agency Review of the EAR;
  - Information on any further analysis or investigations to be undertaken in response to stakeholder feedback on the EAR;
  - Remaining process steps to complete the LGID process
3. **LGID Process Completion and Adoption** – the third and final update of the project webpage will provide information on the following:
  - Provide an update on progress in and the status of the project;
  - A summary of the stakeholder feedback and further tasks undertaken to address issues raised
  - A full summary of the outcome of the State Agency review.
  - Information on the adoption of the LGID and its gazettal.

Consultation Measure	Content	Updates (No.& timing)	Responsibility
Project Webpage	<ul style="list-style-type: none"> <li>Project information &amp; status</li> <li>LGID Process</li> <li>EAR Content</li> <li>Consultation and engagement measures</li> <li>Stakeholder feedback</li> <li>Additional investigations undertaken</li> <li>Further process steps</li> </ul>	<ol style="list-style-type: none"> <li>Prior to commencement of consultation stage</li> <li>Completion of consultation stage</li> <li>Prior to completion of LGID process following adoption and to coincide with gazettal</li> </ol>	<ul style="list-style-type: none"> <li>Content (Precinct)</li> <li>Posting and Maintenance (TRC)</li> </ul>

## 2. Social Media

Project related posts are proposed to be made on Toowoomba Regional Council's social media channels which are directly accessible or via a link from Council's website including:

- You Tube;
- Facebook;
- Twitter; and
- Instagram

Social media posts will be timed to coincide the Webpage posts and Newsletter/Media Briefing Note preparation and release.

Consultation Measure	Content	Updates (No.& timing)	Responsibility
Social Media	<ul style="list-style-type: none"> <li>Project information &amp; status</li> <li>LGID Process</li> <li>Consultation and engagement measures</li> <li>Further process steps</li> <li>A call to action via other consultation mechanisms</li> </ul>	<ol style="list-style-type: none"> <li>Prior to commencement of consultation stage</li> <li>Completion of consultation stage</li> <li>Prior to completion of LGID process following adoption and to coincide with gazettal</li> </ol>	<ul style="list-style-type: none"> <li>Content (Precinct)</li> <li>Posting and Maintenance (TRC)</li> </ul>

#### 4. Project Newsletters and Media Releases

Three (3) project newsletters and media releases will be prepared during the course of the project. These are purposefully intended to provide information on the project and associated consultation measures to both internal and external project stakeholders.

Newsletters will be published on the project webpage and will be distributed by direct mail to key stakeholders including sporting groups and clubs and affected/adjoining landholders.

Media releases although based on similar content to the project newsletters will be tailored to respond to media information requirements.

Consultation Measure	Content	Updates (No.& timing)	Responsibility
Project Newsletters and Media Releases	<ul style="list-style-type: none"> <li>Project information &amp; status</li> <li>LGID Process</li> <li>EAR Content</li> <li>Consultation and engagement measures</li> <li>Stakeholder feedback</li> <li>Additional investigations undertaken</li> <li>Further process steps</li> </ul>	<ol style="list-style-type: none"> <li>Prior to commencement of consultation stage</li> <li>Completion of consultation stage</li> <li>Prior to completion of LGID process following adoption and to coincide with gazettal</li> </ol>	<ul style="list-style-type: none"> <li>Content (Precinct)</li> <li>Publication, release and direct mail (TRC)</li> </ul>

#### 5. Public Display

An unmanned public display is proposed in the Toowoomba City Library and/or customer service centres. The static public display will provide project information and advice on available consultation measures and opportunities for stakeholder involvement. Precinct Urban Planning will assist in formulating content for display material, with Toowoomba Regional Council responsible for display material production and erection of display material. The static displays will be erected at the commencement of the public consultation period and maintained until the conclusion of the project.

Consultation Measure	Content	Updates (No.& timing)	Responsibility
Public Display	<ul style="list-style-type: none"> <li>Project information &amp; status</li> <li>LGID Process</li> <li>TRSP Master Plan</li> </ul>	<ol style="list-style-type: none"> <li>Prior to commencement of consultation stage</li> </ol>	<ul style="list-style-type: none"> <li>Content (Precinct)</li> <li>Publication, display erection &amp; removal (TRC)</li> </ul>

Consultation Measure	Content	Updates (No.& timing)	Responsibility
	<ul style="list-style-type: none"> <li>○ Consultation and engagement measures</li> <li>○ Further process steps</li> </ul>	2. Removed at completion of LGID process following adoption and gazettal	

## 5.2.2 STATUTORY CONSULTATION MEASURES

Statutory consultation mechanisms include mandatory measures required to be undertaken as part of a Local Government Infrastructure Designation process pursuant to Chapter 8, Part 1 of the Ministers Guidelines and Rules and Section 37 of the *Planning Act 2016*.

The relevant measures are detailed under schedule 4 (8) of the Ministers Guidelines and Rules as follows:

### **For a proposed LGID under Chapter 8, Part 1 8**

The entity must—

a) publish a public notice that must state—

- i. the entity's proposal;
- ii. a description of the land to which the proposal applies;
- iii. the type of infrastructure to which the proposal applies;
- iv. how the proposal can be viewed or accessed;
- v. how to make a submission about the proposal;
- vi. the day by when submissions may be made to the local government; and

b) place a sign(s) on the site as established in the endorsed consultation strategy;

c) send a notice to stakeholders identified in the endorsed consultation strategy.

Statutory consultation measure will be undertaken during the consultation stage being Phase 3 Task 3 of the Detailed Project Program<sup>1</sup>. Statutory measures will be undertaken concurrently with the Non-Statutory Consultation Mechanisms detailed in Section 5.2.1 of the Consultation Strategy.

<sup>1</sup> Toowoomba Regional Sports Precinct – Local Government Designation – Detailed Project Program – refer Project Schedule Phase 3 Task 3

### 5.2.3 PRELIMINARY CONSULTATION

Preliminary consultation is not required as a mandatory requirement of the LGID process under the Ministers Guidelines and Rules. It is noted that pre-lodgement advice received from the Department of State Development, Infrastructure, Local Government and Planning recommended that preliminary stakeholder engagement including the following measures be undertaken:

- Production of a preliminary stakeholder engagement brochure that describes the key attributes of the proposed precinct providing ten (10) business days for comment.
- Consultation with the Local Government, Native Title Party/Traditional Owners, and letters to local, state and federal members, in addition to adjoining and surrounding properties.

Constraints associated with land acquisition and the timing of the public consultation stage, which is to coincide with the release of the Environmental Assessment Report (EAR) have rendered preliminary consultation unpractical, and a decision was made not to proceed with that stage.

As an alternative, preliminary consultation measures have been included as part of the primary consultation stage.

## 6.0 STRATEGY TIMING AND DELIVERY

The delivery of the Consultation Strategy (CS) is intended to occur during and following the primary consultation stage identified on the Detailed Project Program (DPP).

The Consultation Strategy should be considered in conjunction with the DPP to ascertain the timing of consultation initiatives relative to associated project stages and sequencing.

The primary consultation period comprises Phase 3 Task 3 on the DPP and is programmed to occur following lodgement of the Environmental Assessment Report.