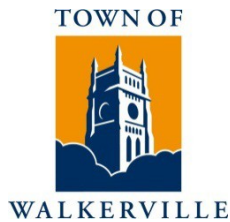


<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p><b>Policy</b></p> <p><b>Community Engagement and Consultation</b></p> </div> </div>	
Approved by	Council
First Approved	Strategic Planning & Policy Committee 18/05/04 SPN180504/8.2 (Policy Manual Review) (incorporating old Public Consultation Policy 16/05/00)
Review Frequency	Within 12 months of a General Council Election
Last Reviewed	20/01/2020
Next Review	20/11/2023
Document Number	POL20163126
Responsible Officer	Chief Executive Officer
Policies Related	Social Media Policy Rating Policy Temporary Road Closure Policy Order Making Policy
Applicable Legislation	<i>Local Government Act 1999</i> (Section 50) <i>Freedom of Information Act 1991</i>
Policy Type	Statutory

## 1 Introduction

- 1.1 Section 50 of the *Local Government Act 1999* requires Council to develop a public consultation policy and specifies the minimum standards required for community consultation.
- 1.2 The Act requires Council to consult in accordance with prescribed legislative requirements and the requirements of this Policy.

## 2. Purpose

- 2.1 The purpose of this policy is to define how Council will undertake a planned and consistent approach to informing, engaging and consulting with the community.
- 2.2 The intent of this policy is that Council will aim to achieve a balance between the need to ascertain community views, reach timely decisions, meet legislative requirements, provide information, and maintain commercial confidentiality.

## 3. Scope

- 3.1 This policy relates to the formal public consultation requirements of the Act.

- 3.2 Public consultation and engagement prescribed by other legislation will be undertaken in accordance with that legislation.
- 3.3 This policy may be used in circumstances not prescribed by legislation, when Council believe that formal public consultation and engagement is appropriate to the decision-making process.

#### **4. Definitions**

- 4.1 **Community** means all residents, businesses and landowners and any other individual or organisation with an interest in the outcome of the matter under consideration.
- 4.2 **Council** is a comprehensive term and is to be read, as necessary, as encompassing officers, employees and Elected Members of the Town of Walkerville.
- 4.2 **Submission** means a written response which enables the community to put forward their view point to Council. All submissions will be submitted to Council, in full, for their consideration and may be made publically available on Council's website.
- 4.3 **Public consultation and engagement** means a planned process of formally seeking comment from the community to enable Council to make an informed decision on matters under consideration.

#### **5. Principles**

The Council will apply the following principles to community consultation and engagement

##### **5.1 Inclusive Decision-Making Process**

Council recognises the importance of the community to be informed and have the ability to participate in decisions that affect them. Council will endeavor to include the community in its decision-making processes, where appropriate, and will ensure that key decisions are explained in plain English.

##### **5.2 Inclusive Consultation and Engagement**

Council believes that all parties with an interest in, or who are impacted by, an issue should have the opportunity to participate in the decision-making process. Council will use plain English and will offer consultation and engagement opportunities using interpreters and / or cultural advisers, as required.

##### **5.3 Community-Oriented Service Delivery**

Council believes that community consultation and engagement is fundamental in order for the Council to provide appropriate and well-informed programs and services to the community

##### **5.4 Transparency and Open Communication**

Council is committed to ensuring that the community has access to relevant information so that it may participate in community consultation and engagement activities in a meaningful way.

## 5.5 Genuine Consultation and Engagement

Council will not consult beyond legislative requirements simply for sake of having consulted. Council will clearly communicate the aims and objectives of all community consultation and engagement activities, and will apply an appropriate level of consultation and engagement to best serve the interests of the community and Council.

## 5.6 Effective Design and Management of the Process

Council will ensure that all community consultation and engagement processes are well designed using contemporary best practice approaches to fit the scope and nature of the project. Careful planning of consultation and engagement strategies and activities will ensure that a minimum of 21 business days are available for the community to consider and respond.

# 6. Policy Statement

## 6.1 Decision Making Process

6.1.1 Council is committed to making decisions that are equitable economically, socially, culturally and environmentally appropriate, timely and in accordance with relevant legislation.

6.1.2 Community consultation complements, but does not replace the decision making function of Council. While the community opinion is important and will be considered, the final decision making power rests with Council.

## 6.2 Method and Approaches

6.2.1 Methods for how, and where, Council will consult will not always be limited by the minimum standards set out in the Act but can be adapted and tailored to the needs of the local community. In developing its consultation strategies, Council will be guided by:

- the sensitivity and nature of the issue
- the extent to which stakeholders will be impacted
- scale of public interest
- degree of complexity
- degree of political/ cultural/ social sensitivity around the issue
- expert specialist advice.

6.2.2 The community will be provided with information necessary to provide an informed opinion. Information presented to the community will:

- clearly presented and relevant
- be readily accessible

- clearly define the aspects of the matter subject to community consultation
- be provided with due regard to the resources available and to relevant legislation and Council policies and procedures
- clearly state that submissions received will be treated as public documents
- provide contact details for further enquiries
- outline the decision making process of the matter.

### 6.3 Transparency and Probity

6.3.1 Whenever possible, Council will endeavour not to overlap multiple consultation processes to give the community sufficient time and space to familiarise themselves with the issues and participate. Unless it is legislatively obliged to do so, Council will also avoid consulting and engaging with the community during the Christmas / New Year period.

6.3.2 To ensure confidence in the transparency and integrity of Council's consultation processes:

- all submissions must include the name and residential address of the respondent.
- a full copy of all submissions will be made available to the elected body.
- any submission received, that does not include the name and residential address of the respondent and / or reflects anonymity, will not be considered a valid submission and hence will not be made available to the elected body.
- reports to Council will include a summary of the key themes raised in the submission received.

6.3.3 Where submissions or comments received as part of a public consultation process are deemed to be of an inflammatory or offensive nature, the following approach will be adopted:

- If constructive feedback is provided, regardless of how the offensive language is used throughout the document, the submission response will be edited to remove the offensive language while maintaining the integrity of the submission.
- In cases where the submission is unrelated to the question or topic and is of threatening or inflammatory content, the response will be removed from all Council reports and submission summaries.

6.4 Matters on which Council is legislatively obliged to consult in accordance with the Act:

- Representation reviews (s12)
- Status of a Council or change of name (s13)
- Council initiated proposal for constitution of a Council (s27)
- Principal office – place and times office will be open for business (s45)
- Prudential requirements for certain activities (s48(2)(d), s48(5), 6)
- Public Consultation Policies (s50)
- Code of Practice –Access to Meetings and Documents (s92)
- Strategic Management Plans (s122(6))
- Annual Business Plans and Budgets (s123(4))
- Basis of rating (s151)
- Basis of differential rates (s156)
- Community Land classification (s193)
- Community Land – revocation of classification (s194)
- Community Land – Management Plan (s197)
- Amendment or revocation of a Management Plan (s198)
- Alienation of Community Land by lease or licence (s202)
- Control of works on roads (s223)
- Trees / vegetation having significant impact (s232)
- Passing By-laws (s249)
- Polices related to order making (s259(2))

6.5 Matters on which Council is legislatively obliged to consult in accordance with the *Development Act 1993*:

- Development Plan Amendments (s24)
- Strategic Directions Report (s30)
- Development Assessment (s38).

6.6 Matters on which Council is legislatively obliged to consult in accordance with the *Roads (Opening and Closing) Act 1991*:

- Notification of proposed road process (s10)
- Objection or application for easement (s13)
- Notice of road process order (s19).

6.7 Matters on which Council is legislatively obliged to consult in accordance with the *South Australian Public Health Act 2011*:

- Regional Public Health Plans.

**7. Public Consultation Methodologies**

7.1 For all public consultation and engagement unless directed otherwise by legislation, the following minimum standards will be followed:

- A public notice will be placed on Council's website and social media pages
- An article will be included in the Weekly Round Up.

7.2 For public consultation which is not required by legislation the following methodologies may be employed:

- A notice may be placed in The Advertiser
- On-site signage/ banners may be installed
- Flyers may be included in rates notices
- Letters delivered to the community by post or hand.
- Surveys
- Media releases
- Documents available from the Civic and Community Centre
- Workshops /street meetings./ public meetings

**8. Availability of policy**

The policy is available for public inspection during normal office hours from the Civic and Community Centre, 66 Walkerville Terrace GILBERTON during normal office hours.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.walkerville.sa.gov.au](http://www.walkerville.sa.gov.au).