

Frankston City Council Policy	<b>Policy Number:</b> 03/2011
<b>COMMUNITY ENGAGEMENT POLICY</b>	<b>Issue:</b> OM216 <b>Date:</b> 5/09/2011

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## **COMMUNITY ENGAGEMENT POLICY 2011-2015**

### **1 POLICY STATEMENT:**

Frankston City Council seeks to demonstrate transparent, open and accountable leadership and will engage the community's talent, knowledge and resources to help shape the future diversity, liveability and wellbeing of the city and its suburbs.

As a key strategy to enhance its community engagement Council has adopted the implementation of local area planning in seven defined areas of the Frankston Local Government Area enabling input from people who have a stake and an interest in issues affecting their quality of life and the future of their community.

Other approaches include interest- and issue-based engagements, consultation for changes to service delivery, policy and strategy development, infrastructure and capital works projects and legislative requirements.

Major decisions will continue to be subject to debate and a vote at Council Meetings.

### **2 REASON FOR POLICY:**

Consultation and engagement are essential foundations of a strong community and promote active citizenry, participation and a healthy democracy. Community engagement enables a closer relationship between Council and its community through an active exchange of information and ideas promoting shared understanding and decisions which better represent the interests of the broad community.

This policy has been developed to provide a consistent approach across Council to engage the community. This policy will contribute to the improvement of knowledge and skills of staff, and coordination of community consultation.

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### 3 SCOPE:

This policy applies to the implementation of the Frankston 2025 Vision and the development of the Council and Local Area Plans, policies, strategies and infrastructure, major projects, issues and interests, and service delivery to benefit the wellbeing of Frankston communities.

Local area planning applies to the following areas:

1. Carrum Downs, Sky and Sandhurst
2. Langwarrin North and Langwarrin South
3. Frankston North
4. Frankston Central and Frankston Heights
5. Frankston South
6. Seaford
7. Karingal

### 4 AUTHORISATION:

This policy is authorised by Council and is under delegation by the Chief Executive Officer, Frankston City Council.

..... Mayor, Frankston City Council

..... CEO, Frankston City Council

### 5 REVISION DATE:

This policy will be evaluated every four years in the 12 month period following the 2012 local Government Election.

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## 6 **PRINCIPLES:**

- Democracy
- Sustainability
- Good Governance
- Accountability and transparency
- Best Value
- Risk management
- Empowerment
- Access and inclusion.

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## **7 ROLES AND RESPONSIBILITIES:**

Manager Community Development shall be responsible for the development, review and promotion of this policy, and the related community engagement strategy, providing advice for staff where necessary. All staff with management responsibilities shall be accountable for compliance with this policy ensuring the appropriate engagement methodologies are used at the most relevant time to enable relevant and early input.

The Council has the responsibility to engage the community on strategic, high-level issues, as well as acting as a link to and advocate for the community to Council staff and other levels of government. Council staff are responsible for engaging the community on matters of an operational nature, in particular the seven areas outlined in the scope section of this policy.

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## 8 POLICY NON-COMPLIANCE:

Failure to comply with this policy could adversely affect the reputation of Council and impact on the timeliness and quality of service delivery and the intended outcomes for the community.

## 9 LEGAL REQUIREMENTS AND RESPONSIBILITIES

The *Local Government Act 1989* outlines the role of Council, particularly regarding:

- *"it is the role of Council to provide governance and leadership for the local community through advocacy, decision-making and action", and;*
- *"the primary role of Council is to endeavour to achieve the best outcome for the local community having regard to the long term and cumulative effects of decisions".*

The *Planning and Environment Act 1987* prescribes engagement tools for the Planning Scheme, Town Planning Permits and the Municipal Strategic Statement

Council also has a range of responsibilities aligned with the principles outlined in this policy prescribed by legislation including:

- *The Disability Discrimination Act 1992*
- *The Racial Discrimination Act 1975*
- *The Sex Discrimination Act 1984*
- *The Age Discrimination Act 2004*
- *The Human Rights and Equal Opportunity Commission Act 1986*

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## 10 RELATED DOCUMENTS

This policy supports the development and evaluation of all key Council plans and strategies and is particularly relevant to the development, maintenance and delivery of Frankston's 2025 Vision and the Council Plan and budget.

Implementation of this policy is supported by the Frankston Council *Community Engagement Strategy*, which outlines Council's community engagement objectives and has been designed to support engagement methodologies that can be applied to a number of situations.

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## 11 IMPLEMENTATION OF THE POLICY

All managers are responsible for implementation of this policy. To aid implementation, engagement and consultation training shall be offered and or included in:

- Project management
- Community development
- Staff induction
- Councillor induction
- Committee induction.

## 12 DEFINITIONS

**COMMUNITY:** All residents, ratepayers, landowners and members of the general public including individuals, groups, visitors, organisations, government and business.

**COMMUNITY ENGAGEMENT:** Is an expression representing the variety of methods used by Council to inform, consult, and involve the community in the development of policies, services and infrastructure within the municipality. Engagement tools include but are not limited to:

- Newsletters
- Statutory notices and advertisements
- Planning notices and requests for objections / submissions
- Focus groups, forums and community workshops
- Surveys
- Local Area Plan workshops
- Public meetings
- Input from committees / reference or advisory groups
- Community grants
- Public exhibition (of draft documents for public comment)
- Festivals and events
- Contact with Councillors and Ward meetings
- Council Meetings