

**SG47 COMMUNITY ENGAGEMENT POLICY**

**Policy Type:** Strategic  
**Policy Approved:** 15 December 2010 (SGS1012-4)  
**Policy Amended:**  
**Custodian:** Director Community Development

**OBJECTIVE**

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This policy affirms the City of Fremantle's commitment to community engagement.

It provides a set of principles to guide community engagement practice, drawn from the City's strategic vision (City of Fremantle, Strategic Plan 2010-15) and internationally accepted core values (International Association for Public Participation (IAP2), 2006).

In certain decision making functions, such as Statutory Planning, the Council has adopted a specific Policy to determine how these principles will be applied to community engagement and consultation.

The Community Engagement Policy aims to help the City of Fremantle make better decisions which reflect the interests and concerns of potentially affected people and entities.

**HIGHER ORDER PLAN**

2010 -2015 Strategic Plan  
Capability

Outcome: Clear understanding of how and when to engage with stakeholders and the community.

**LEGISLATIVE FRAMEWORK**

Nil

**DECISION MAKER**

Council

**DELEGATION OF DECISION MAKING**

CEO

**POLICY**

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**Definitions**

References to 'the community' throughout this document mean those who live, work or recreate in Fremantle.

'Community engagement' is any process 'that involves the public in problem solving or decision-making and uses public input to make decisions'. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the City and the community, including:

- Information sharing processes, to keep the community informed and promote understanding.

- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making.
- Empowering the community.

### **Policy Statement**

The City of Fremantle is committed to strengthening Fremantle through effective community engagement to share information, gather views and opinion, develop options, build consensus and make decisions.

The City of Fremantle is a proactive organization which has a willingness to listen to and value what community members have to say about an issue, and through community engagement, seeks to use the ideas, knowledge and skills of members of the community to enhance its decision making.

Community engagement assists the City of Fremantle to provide good governance and strong leadership, delivering better decisions to guide the city's priorities into the future.

This policy does not negate the requirement for the City to comply with statutory obligations.

### **Principles for Community Engagement**

The following principles apply to all community engagement undertaken by the City of Fremantle:

<b>Focus and commitment</b>	<ol style="list-style-type: none"> <li>1. The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the City's decision-making process.</li> <li>2. Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be identified.</li> <li>3. The City is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.</li> </ol>
<b>Transparency and openness</b>	<ol style="list-style-type: none"> <li>4. All community engagement processes will be open and transparent.</li> <li>5. Comment will be documented and analysed.</li> <li>6. The City will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.</li> </ol>

<b>Responsiveness and feedback</b>	<p>7. The City will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where possible.</p> <p>8. The best interests of the community will prevail over individual or vested interests.</p>
<b>Inclusiveness, accessibility and diversity</b>	<p>9. Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.</p> <p>10. Community engagement processes will be open to all those who wish to participate.</p>
<b>Accountability</b>	<p>11. The City will seek community engagement to enhance its decision-making, however where the City is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and to provide leadership.</p>
<b>Information</b>	<p>12. Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.</p>
<b>Timing</b>	<p>13. Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.</p> <p>14. All engagement processes will have timeframes that will be made clear to participants and adhered to by the City.</p>
<b>Resources</b>	<p>17. The City will allocate sufficient financial, human and technical resources to support community engagement.</p>
<b>Evaluation</b>	<p>18. The City will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.</p>

#### **NATIONAL COMPETITION POLICY IMPLICATIONS**

Does not apply.

## **POLICY IMPLEMENTATION STEPS**

This policy will be applied by City of Fremantle staff to assist them in the process of decision making and when planning and undertaking community engagement.

## **REPORTING ARRANGEMENTS ON DECISION MAKING UNDER THIS POLICY**

Decisions made in relation to community engagement are reported through the Council Reporting process.

### **Related Policies/Other Documents**

- Community Engagement Procedures (2010) - to be developed
- Summary Guide to Consultation and Participation (2005) – to be updated
- Local Planning Policy LPP 1.3 - Public Notification of Planning Proposals (2008)
- Precinct Charter (2006) - under review
- Service Delivery Charter (2004) - under review

## **POLICY REVIEW DATE**

December 2014