

Community Consultation and Engagement Policy

Council Policy

Responsible Directorate: Governance and Strategy

Objective: To outline the principles of community consultation and engagement to encourage greater community participation in the decisions and affairs of the City of Joondalup.

1. Statement:

Community consultation and engagement processes assist Council in deliberating and then making decisions based on a clear understanding of the wishes of its community.

This Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decision by members of the community.

2. Details:

2.1. Principles of Community Consultation Engagement:

To enable Council to consult with the community on any matter, and in ways that are ethical, transparent and accountable, the following principles will apply:

- a. The purpose and scope of each consultation exercise is to be clear and unambiguous.
- b. Timeframes for any consultation undertaken, including the opening and closing dates, are to be stated. A minimum of 21 days should be allowed for a consultation period, unless otherwise stipulated by legislation.
- c. Consultations are not to be conducted during the summer break (between the last Ordinary Meeting of Council in December to the first Ordinary Meeting of Council in February), unless otherwise stipulated by Council. Consultations to meet statutory planning requirements may be conducted during the summer break, as they are approved by the Chief Executive Officer.
- d. Non-negotiable or otherwise 'out of scope' aspects of a consultation are to be identified and stated from the outset.

- e. The target audience for any consultation exercise is to be identified from the outset and may involve random selection of participants. The following is to be taken into consideration.
 - i. Where the matter impacts on a specific location within the City, those most closely affected are to be consulted.
 - ii. Where the matter concerns service users, participation is to be sought from user groups/organisations and individuals.
 - iii. Where a matter is deemed to impact on all residents and ratepayers of the City, random selection will be used to invite participation from a representative sample of the community.
- f. The consultation methods to be employed for each consultation exercise are to be stated.
- g. Accurate, adequate and unbiased information is to be provided to the public to enable them to give informed opinions on the matter in hand. Information is to be made available in alternative formats, upon request.
- h. Adequate time and resources are to be provided for consultation processes to take place.
- i. Analysis of the feedback from a consultation process is to be published on the City's website.
- j. Where applicable, statutory legislative requirements for community consultation are to be satisfied.

2.2. Circumstances for Non-Consultation:

Circumstances where Council may decide not to consult are as follows:

- a. Emergencies — matters concerning public safety and the like.
- b. Legal constraints.

2.3. Community Education

In the interests of encouraging 'active citizenship' and greater community participation in local governance, community education initiatives in the City of Joondalup will focus on the following.

- a. The role and functions of the City in local governance.
- b. Why citizen participation in local governance is important for a sustainable future.
- c. The obligations of 'active citizenship'.
- d. The range of opportunities for participating.
- e. How those opportunities will be communicated and managed.

Creation Date: October 2010

Amendments: CJ093-05/12

Related Documentation: • *Local Government Act 1995*