

CD009	COMMUNITY ENGAGEMENT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Planning Scheme Shire of Carnarvon Community Engagement Framework and Procedures Guide Shire of Carnarvon Strategic Community Plan		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

CD009 Community engagement

OBJECTIVES

To outline the Shire of Carnarvon's commitment to build a two-way communication process between Council and the community and to engage all people through appropriate, effective, and inclusive practices.

This Policy is to guide the process of community and stakeholder engagement across the organisation to support all decision-making and build relationships and capacity within the community.

The objectives of the Policy are to:

- provide the community with a clear understanding of the Shire's commitment to all community and stakeholder engagement processes it undertakes,
- apply good Governance to the process by facilitating open and honest communication with stakeholders and community,
- inform and make aware of Council decisions and community input,
- permit informed decision-making to positively achieve and improve quality of life for the community in the Shire of Carnarvon.

POLICY STATEMENT/S

This Policy applies to the whole organization



The Community Engagement Policy should be applied in conjunction with the Shire’s community engagement framework and procedures guide to develop an engagement plan at the scoping phase of any of the following:

- addressing a community issue
- a project or initiative
- a change in service delivery
- delivery of an activity; or
- infrastructural works or projects The community must be engaged in all matters that affect them, including but not limited to:
 - Legislative requirement Where required under the Local Government Act 1995, Planning and Development Act 2005 and Local Planning Scheme or other relevant legislation
 - Shire vision and strategic directions Future long-term planning for the Shire such as the Integrated Reporting and planning process, strategic community plan and other relevant plans.
 - Site specific Matters about a particular site, such as extraordinary development and disposal of Shire land
 - Facilities and services Development, review or improvement of a facility, infrastructure, and services
 - Key issues/major projects Of such a size that they impact on large areas of the Shire, including emergency situations.

Community Engagement is the responsibility of all Elected Members, employees, and contractors.

Community Engagement is the responsibility of all Council service areas, teams, and employees as appropriate to their role and function.

To ensure the effective application of community engagement across the Shire, a ‘Community Engagement; Framework and Procedures’ guide has been developed to provide guidance for Council and its employees.

The Community Engagement Policy is built upon a set of commitments that guide the scoping, planning, implementation, and evaluation of community engagement processes undertaken by Council.

These commitments are built upon the core values identified by the International Association for Public Participation (IAP2) and should be applied in the development of the engagement plan identifying how it fits on the IAP2 spectrum as displayed below. Council commits to:

- Being open and transparent about the decision-making process and the challenges and opportunities to be met,





- seeking to involve those community members potentially affected by, or interested in, a decision as early as possible in the decision-making process,
- ensuring the purpose of our engagement with the public is clear and relevant, and that the level of engagement is appropriate to the decision being made (not over or under engaging),
- ensuring that the methods used are well suited to generate highly effective and inclusive community engagement from a broad section of the community,
- providing information that is clear, easy to understand and accessible to community,
- incorporating the community's views into the decision-making process to the agreed level of participation and reporting back to the community how their input was considered and how it influenced the decision; and g) evaluating our community engagement processes to continually improve our approach to community engagement.

Notes

Good governance is based on a belief that those impacted by a decision may have important contributions to make in a decision-making process.

In planning a community engagement process, Council will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders.

This decision is likely to impact the nature and methods of engagement, the final decision rests with Council. Council decision-making processes are influenced by several factors such as financial and resource considerations, political directives, and environmental and social concerns.

As such if a difference occurs between the level of engagement and Council's final decision, the reasons will be clearly stated.