

## 1.41 COMMUNITY AND STAKEHOLDER ENGAGEMENT

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### OBJECTIVE

The purpose of this policy is to:

- To support consistent, fair and meaningful engagement within the Shire of Gingin to participate and contribute to problem solving, planning and decisions made by the Council and its staff; and
- To provide guidance in the practice of community and stakeholder engagement at the Shire of Gingin.

### SCOPE

This policy applies to all Shire staff, Elected Members (as Council representatives) and contractors that deliver services and/or undertake or projects that impact the community and/or stakeholders.

### Implications

Financial and human resources is an essential component to community and stakeholder engagement and will be factored in where possible within the applicable municipal budget and service planning deliverables while also taking into account the Shire's resourcing constraints.

### POLICY

#### 1. Purpose

The Shire of Gingin acknowledges that engagement with the community and stakeholders is an important part of the democratic process. Council recognises that the community and stakeholders offer a source of knowledge that can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Council seeks to make better decisions by bringing the voices of communities and stakeholders into the topics that are important to them and to lead a culture which respects and values community input. Community and stakeholder engagement does not take the responsibility from the Elected Members in the final decision making. Rather it supports the decision making process by enabling Elected Members (and staff) to be confident that stakeholder views have been ascertained, understood and considered, along with technical advice and requirements, research, constraints and any other policy or legislative considerations.

The level and methods of participation will vary in relation to the issue(s), service and /or project requirements.

The Shire's approach to community and stakeholder engagement is built upon the International Association for Public Participation (IAP2) core values, spectrum and practices, which reflect international standards for best-practice engagement.

## 2. Engagement Principles

The Shire of Gingin aspires to the following engagement principles:

Accessible and Inclusive:	Encourage broad community and stakeholder participation to ensure that a diverse range of views and ideas are expressed and considered and where possible, minimise barriers to participation.
Transparency:	Clearly stating the purpose, aims and parameters of the engagement such as engagement period and methods; applicable limitations/constraints; and how the engagement information would be used to inform the decision making process.
Communications:	Provide relevant, informative, unbiased and user-friendly information will be made available to support understanding and informed feedback. Promotion of engagement opportunities will be provided via the Shire of Gingin's website ( <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> > Council > Public Notices) and on the Shire's noticeboards. Other communication channels may be included where necessary and/or to reach a specific target group (e.g. Facebook, Council to Community News, etc.)
Continuous Improvement:	Commitment to improved practices through evaluating engagement processes

## 3. When Not to Engage

There are some occasions where community and stakeholder engagement is not effective or appropriate including (but not limited to):

- A final decision is already made by Council or another agency;
- Council cannot influence a decision being made by another agency or party ;
- There is insufficient time available to engage due to legislative, legal constraints, urgent safety issues;
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders;
- Implementing a project or decision that has already been engaged on; and
- Where technical or scientific information or evidence based research forms a substantiated direction to address a specialised issue of an operational nature.

## 4. Engaging over Summer School Holidays/Christmas

Where possible engagement will not take place during December or January however on occasions where this can't be avoided, is a legal requirement or the target group includes visitors/tourists to the region. An additional 14 days will be added to any engagement period that falls between 15 December and 21 January.

## 5. Statutory Regulations and/or Legislative Requirements

Statutory and/or legislative requirements will override this policy where parameters for engagement apply.

## RESPONSIBILITY, REVIEW POSITION AND DATE

This policy must be reviewed every two years.

Responsibility of this policy rests with the Chief Executive Officer and Executive Management Team. Responsibility of the implementation of this Policy is Corporate and Community Services (Community and Place).

## DEFINITIONS

**Community:** Community means the public. Community as a collective includes residents, rate payers, businesses and members of community clubs or groups located within the Shire of Gingin unless noted otherwise (e.g. business community, sporting community etc.)

**Stakeholder/s:** Person or organisation that can affect, be affected by or perceive to be affected by a decision, activities, products and/or services including associated performance. An organisation may have diverse stakeholders with different degrees of involvement and potentially different perspectives and views.

As examples, a stakeholder may represent an internal division/unit within an organisation; may be a specific target group such as youth or visitors/tourists to the region or reside/are located outside of the Shire of Gingin however still have an interest or association with the Shire itself or geographical area etc.

**Levels of Engagement:** With reference to the International Association of Public Participation (IAP2) 'Public Participation Spectrum' ([www.iap2.org](http://www.iap2.org)) there are five levels of engagement including 1) inform 2) consult 3) involve 4) collaborate, and 5) empower of which one or more may be applied.

**Shire Noticeboards:** Information/Notice boards located outside of the entry to Gingin Shire Administration Centre (adjacent to the public car park); Shire of Gingin Library (Gingin CRC) and Lancelin Shire Office.

**Statutory:** Statutory implies legal requirements that are prescribed or required by statute.

## GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	<i>Local Government Act 1995 Planning and Development Act 2005 Aboriginal Heritage Act 1972</i>
<b>Industry Compliance</b>	
<b>Organisational Compliance</b>	Shire of Gingin Strategic Community Plan Shire of Gingin Disability and Inclusion Plan Shire of Gingin Local Laws

## POLICY ADMINISTRATION

<b>Review Cycle</b>	Biennial	<b>Next Review</b>	November 2022
<b>Department</b>	Corporate and Community Services		

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	15/12/2020 - Item 11.2.1	Policy adopted