

POLICY			
TITLE:	COMMUNITY ENGAGEMENT POLICY	CODE:	CM179
PURPOSE or OBJECTIVE:	To provide a consistent, timely and appropriately resourced approach to ensure community and stakeholders have the opportunity to participate and influence decisions on issues affecting the future of the city, and on local issues, projects and initiatives that significantly impact on the community.		
REFERENCE DOCUMENTS:	<i>Local Government Act 1995</i> <i>Planning and Development (Local Planning Schemes) Regulations 201</i>		

POLICY STATEMENT

The City of Canning commits to providing opportunities for members of the Canning community and stakeholders to participate in democratic decision-making processes. The City recognises that the community and stakeholders are a source of knowledge and expertise that can be harnessed to help find solutions to local issues as well as complex City challenges.

This Policy is a formal expression of the City's commitment to lead a culture which respects and welcomes participation of the diverse community voices and stakeholders leading to informed, transparent decision making.

1. Scope

This policy applies to City of Canning employees, volunteers and Elected Members. It is designed to provide a strategic framework that informs decision making processes, the provision of community facilities and services and enables the City to meet its commitments in the Strategic Community Plan. It is in line with the City's values to be authentic, resilient, creative and collaborative.

2. Definitions

<i>Community</i>	The term 'community' is used broadly and can be defined as a group of people united by at least one common characteristic such as geography, shared interests, values, beliefs, experiences, or traditions. This may include residents, ratepayers/landowners, business owners/operators, workers, visitors (tourists and shoppers), government agencies (local, state and national), and users of City of Canning services, local community groups, associations, outsourced service delivery agencies and special interest groups.
<i>Stakeholder</i>	Anyone who has the ability to influence a project's outcomes. Stakeholders include identified subsets within the community. These subsets may comprise individuals and/or organisations or businesses from across the community that are directly involved in, or significantly affected by the project. Stakeholders may have an interest if the project has specific change implications or has lifestyle, social, environmental or economic impacts. For most projects there are likely to be a number of internal stakeholders across City of Canning.
<i>Engagement</i>	Using a range of methods to actively bring community/stakeholder voices into decisions that affect or interest them.
<i>Engagement tools/methods</i>	The materials we use to activate engagement that are relevant, in-line with purpose, available resources and appropriate for communities/stakeholders being engaged i.e. workshops, surveys, focus groups.
<i>Marketing</i>	Activities associated with the marketplace, linking customers with products and services.
<i>Project</i>	A planned undertaking (including strategy and policy development) that builds, enhances and maintains City of Canning assets or enhances City of Canning

<p><i>Social Inclusion</i></p>	<p>services in order to achieve a desired outcome, within a defined scope and funding requirements.</p> <p>The opportunity for all people to live a rewarding and fulfilled life that allows participation and contribution in a welcoming community. It includes a proactive approach to ensure everyone feels welcome, able to contribute towards decision-making, has choice and control, and is able to share public spaces and enjoy events whilst feeling a sense of belonging within their own and the broader community.</p>
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3. Policy Background

Local Government Act 1995

Local governments are required to consult with the community, specifically as it relates to the planning for and review of the Strategic Community Plan; local law development and review; advertising of differential rates; and various planning matters.

Planning Matters

Consultation on planning matters such as development applications and scheme amendments are guided by *Planning and Development (Local Planning Schemes) Regulations 2015* and the City's local planning policy public consultation of planning proposals.

4. Context

The policy responds to the principles of democratic representation and social inclusion and guides the City to engage across a representative spectrum of socio-culturally diverse community members. The City will engage the community in processes that are relevant, equitable, and accessible.

The City's community and stakeholder engagement should address obstacles to participation. It should include specific strategies and opportunities that, where appropriate, maximise the participation of:

- Aboriginal and Torres Strait Islander communities;
- people with a disability;
- people from culturally and linguistically diverse backgrounds;
- young people (12-25 years);
- LGBTIQ+ community; and
- other communities or stakeholders that may be harder to reach.

Community and stakeholder engagement assists the City in their decision making policies. The policy (detailed in the Community Engagement Framework) is designed to ensure the City of Canning has access to a range of information about community and stakeholder needs, opinions and options prior to making decisions. Effective community and stakeholder engagement also increases the likelihood that City decisions are understood and supported by the community.

5. Engagement Principles

Effective community and stakeholder engagement is built on trust, respect and goodwill. The City has a commitment to community and stakeholder engagement that is governed by a set of principles. The principles are described below.

Integrity and transparency: Engagement involves trust and transparency. Consultation and higher forms of engagement to be genuinely purposeful and not tokenistic. The City will carefully consider and accurately portray the community's role in the decision making process and reflect back how the community has influenced decisions.

Respectfulness: The City will value contributions made and time given. Timely feedback on the results and the influence of specific consultation and active engagement to the community is a critical part of the

process. This information needs to be given directly to those who contributed and widely so those who may have an interest can access it.

Inclusivity: The City will use a range of opportunities and techniques to encourage participation and awareness of all people who may be affected by or interested in the outcome. It will ensure a diverse and representative range of stakeholders is engaged (e.g. age, gender, disability, culture, language, literacy and interest the in project).

Authentic: The City will be authentic in its engagement, acknowledging the diversity of our community and giving due consideration to how best to reach the varying segments of the community and our stakeholder network, including how any cultural requirements for engagement are met – i.e. Traditional Owner engagement on land projects.

Informative: Effective engagement requires all parties to understand the relevant legal, statutory, strategic and local context. The City will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.

Working together: The City will establish ongoing internal partnerships to share skills, knowledge and community engagement evaluation findings. It will develop and maintain a meaningful co-operative relationship between the City and the community by developing an understanding of mutual obligations and reciprocal responsibilities.

Timing: The City will undertake community engagement at the appropriate stage in the life of a project. The engagement process will be timed to ensure that the community is able to identify issues and provide comment and options that contribute to the decision-making process.

Efficiency and value for money: Community and stakeholder engagement planning and implementation will optimise internal and external networks, resources and systems to minimise duplication and spending, and to reinforce public perceptions of effectiveness and good value for money.

6. When to engage?

The City will identify when to engage based on a number of factors, including:

- making plans: for example, developing strategies;
- changing something: for example levels of service;
- a decision is likely to impact on people and the places they live, work and play;
- the City is required to do so by law.

Relevance is a key consideration for the City as it is not always practical, effective or appropriate to engage the community on all City matters. Circumstances where community engagement may not be undertaken include:

- a decision has already been made by the City or another agency;
- the City cannot influence a decision by another agency or party;
- when decisions are required to be made immediately i.e. emergency or force majeure;
- when decisions relate to the City's day-to-day business operations;
- there is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed
- when legal or commercial restrictions prevent it.

7. Process

The City recognises that a one-size-fits all approach to engagement and consultation does not reflect best practice and applies the principles of substantive equality to proactively ensure diverse voices and lived experiences are captured.

A community engagement framework will guide the organisation through the process and application of engagement. The framework will be flexible enough to enable the City to take a bespoke approach if necessary in line with nature of the engagement; level and depth of engagement required; and the resources available.

8. Roles and Responsibilities

- 1) The City is responsible for developing community engagement plans in line with the community engagement framework.
- 2) The City's internal decision making process will consider community responses to engagement activation as part of its legislative and democratic responsibilities.

9. Related Documents

- (1) Strategic Community Plan
- (2) Learning City Strategy – Enriching Your World
- (3) Reflect Reconciliation Action Plan (RAP)
- (4) Civic, Ceremonial Functions, Entertainment and Hospitality Policy (CM177)
- (5) Access and Inclusion Policy (AD.08)

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995. Planning and Development Act 2005
Process Links	<i>Community Engagement Policy Trim No. D21/271356</i>

POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Community		Director Canning Community	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	12/05/2009 (CM-097-09)	CM 107: Community Consultation Policy adopted	N/A
2	17/6/2014 (CF-021-14)	CM 107 Community Consultation Policy rescinded	N/A
3	17/6/2014 (CF.021.14)	CM 179 Community Engagement Policy adopted	N/A
4	21/09/2021(CO-006-21)	CM 179 Revised Community Engagement Policy adopted	N/A