



POLICY			
TITLE:	COMMUNITY ENGAGEMENT	CODE:	CM179
PURPOSE:	To provide a consistent approach to engaging with the community that ensures the community has the opportunity to participate in Council's decision-making processes.		
REFERENCE DOCUMENTS:	Local Government Act 1995 Planning & Development Act 2005 City of Canning Town Planning Scheme No.40		

POLICY STATEMENT

The City of Canning is committed to engaging the community in issues that affect them, through the application of the guiding principles and following the process outlined in the Community Engagement Strategy, which assesses the need for community engagement, preparation of a community engagement plan and the reporting and evaluation of engagement to ensure continuous improvement.

1. Scope

This policy applies to all City of Canning officers and consultants engaged by the City.

2. Definitions

<i>community</i>	people who are living, working, playing, studying, using services and doing business within the City of Canning.
<i>community engagement</i>	a two way process that ensures communities can participate in decisions that affect them, at a level that meets their expectations.
<i>Strategy</i>	the City of Canning Community Engagement Strategy.

3. Engagement Guiding Principles

The principles identified in the Community Engagement Strategy are:

- (1) **Inclusiveness and accessibility** – ensuring people affected by, or who have an interest in a decision will have an opportunity to participate; this may involve seeking to engage specific groups.
- (2) **Integrity** – be genuinely open to diverse views, be honest about the level of engagement being used and be transparent about how feedback influenced the final decision.
- (3) **Communication and Information** - provide the community with the information required to allow them to fully participate and be clear why we are engaging.
- (4) **Evaluation and adaptability** – document lessons learned for continuous improvement of engagement, continually looking for innovative ways to communicate and engage people and seek input from participants in designing how they participate.
- (5) **Timeliness** – provide enough time to plan, prepare and engage the community, including engagement early enough to allow the input provided to have an impact on the decision where appropriate.

4. Corporate Values

In accordance with the Corporate Values, City officers will be 'Caring' - treat residents and ratepayers with respect, courtesy and sensitivity and recognising their interests, rights, safety and welfare. City officers will be 'Honest and Accountable' - honest, ethical and accountable and in serving the community of Canning we make fair, impartial and timely decisions.

5. When the Community Must be Engaged

The community must be engaged in matters that affect them, including but not limited to:

- (1) **Legislative requirement** - where required under the *Local Government Act 1995, Planning and Development Act 2005* and Local Planning Scheme or other relevant legislation.
- (2) **City vision and strategic directions** - future long term planning for the City such as the Strategic Community Plan.
- (3) **Site specific** - matters about a particular site, such as extraordinary development and disposal of City's land.
- (4) **Facilities and services** - development, review or improvement of a facility, infrastructure and services.
- (5) **Key issues/major projects** of such a size that they impact on large areas of City, including emergency situations.

6. Community Engagement Process

- (1) In the matters likely to require community engagement, officers must establish the need for community engagement, prepare a Community Engagement Plan, provide feedback to the community and document and reflect on the lessons learned.
- (2) Establishing the need for community engagement:
 - (a) The officer undertaking the activity which may require community engagement will decide if community engagement is needed, and;
 - (b) where community engagement is not required, the officer will document the reason not to engage the community; and
 - (c) where community engagement is required, whether under Clause 5 or otherwise, the officer may prepare a Community Engagement Plan having regard to the size and nature of the proposed change or its potential impact.
- (3) In line with the guiding principles, an officer is required to develop a Community Engagement Plan which includes the following:
 - (a) define the purpose of engagement;
 - (b) collect the necessary background information;
 - (c) consider the Strategic Community Plan and legislative requirements;
 - (d) decide on the community engagement parameters and limitations;
 - (e) select the stakeholders that need to be engaged;
 - (f) assess the risks and their management in accordance with the City's risk management framework;
 - (g) establish the level of engagement;
 - (h) choose the engagement techniques; and
 - (i) on the basis of the above develop an action plan.
- (4) Upon completion of the community engagement activity, the officer will meet reporting and evaluation requirements by:
 - (a) providing feedback to the community;
 - (b) documenting the community engagement activity; and
 - (c) commenting on the lessons learned with a view to improve future engagement processes.

7. Community engagement guide and resources

The City will develop and maintain the necessary community engagement guide, templates and training to support the community engagement process.

8. Roles and responsibilities

- (1) City officers are responsible for developing and implementing Community Engagement Plans in line with the community engagement guide and other resources referred to in Clause 7.
- (2) Community engagement complements and adds value to, but does not replace, the decision making process of the Council.

GOVERNANCE REFERENCES

Statutory Compliance	1. Local Government Act 1995 – various sections 2. Planning & Development Act 2005 3. City of Canning Town Planning Scheme No.40
Process Links	Community Engagement Strategy (TRIM D14/161068)

POLICY ADMINISTRATION

Directorate		Officer Title	Authority to Approve
City Futures		Director City Futures	Council
Version	Decision Reference	Synopsis	Delegation No: N/A
1	17/6/2014 (CF-021-14)	Policy adopted and previous policy CM107 rescinded	