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1. OBJECTIVE

- To provide a framework to determine the appropriate level of community engagement required for effective decision making for each Council policy, project or decision.
- To provide Council with high quality information from the community to support evidence based decision making.
- To ensure that where community engagement is undertaken, it is genuine, meaningful and follows best practice.
- ~~To promote a sense of inclusion in the Council decision making process.~~
- ~~To seek information and input into issues, strategies or plans that may directly or indirectly affect the community.~~
- ~~To ensure the people of the City of Karratha have the opportunity for meaningful input and genuine involvement in the Council's decision making processes.~~
- ~~To provide the opportunity for the people within the Council to become aware of varying opinions and to recommend appropriate solutions to community issues.~~
- ~~To ensure that Council is meeting its legislative requirements regarding community consultation.~~
- ~~To ensure that Council has enough quality information, including information on the views of the community, to make well informed decisions.~~

2. PRINCIPLES

The overarching principle of this policy is the acknowledgement that some level of community engagement, whether it be the simple provision of information right through to participatory decision making is required for decisions made by the City of Karratha. This policy seeks to guide officers in selecting the appropriate depth and breadth of engagement required for each Council endeavour.

2.1 Depth of engagement

The International Association of Public Participation (IAP2) Public Participation Spectrum provides the framework for determining the level of community engagement required for a Council endeavour. The IAP2 Spectrum recognises that each project or decision will require varying levels of engagement depending on a range of factors including:

- Whether the decision is a significant decision (refer CE-8 Significant Decision Making Policy)
- The number of people likely to be affected by the decision
- The magnitude of change proposed and the gravity of its potential effects on community members
- Legislative or policy requirements

2.2 Breadth of engagement

Community engagement activities may be conducted with the community as a whole, targeted stakeholders or both depending on the nature of the project. In selecting who will be consulted some factors to be considered will include:

- Who has an interest in the decision being made
- How the views of the community can most feasibly and effectively be considered
- Whether previous community engagement on the matter been undertaken
- Legislative or policy requirements

2.3 Timing of engagement

It is considered best practice to engage with stakeholders prior to decisions being made. This is particularly appropriate for deeper forms of engagement. In some cases however, it is appropriate to engage after decisions have been made, for example providing information after a decision has been made for statutory reasons.

2.43 Openness and transparency

The level of community engagement to be undertaken on a particular project should be communicated to stakeholders as part of the engagement process. In particular, an outline of the engagement activities that will be undertaken and how the results will be utilised in the decision making process should be provided. Following the decision being made, participants in an engagement process should be informed of the outcome and the reasoning.

2.54 Inclusiveness and accessibility

The City of Karratha aims to maximise participation in community engagement. To this end, the following tools will be utilised to enhance inclusive participation.

Representation of Diversity

Acknowledging that the City of Karratha has a diverse community, the views of a wide cross section interest groups will be sought. Where a particular sector of the community is likely to be affected, their participation will be specifically encouraged.

Accessibility of delivery

To ensure the opportunity to receive information and provide input is provided equally, multiple modes of information delivery and receipt should be utilised to ensure all targeted stakeholders are catered to fairly and reasonably.

~~This policy has been developed to meet Council's commitment to making decisions in an open transparent and accountable way. The Council will consider the views of the community in the decision making process.~~

~~The City of Karratha is committed to effective consultation. The Council recognises its obligation to seek the views of local communities on issues, plans and strategies that may directly or indirectly affect them.~~

~~The Councillors are elected to make decision on behalf of their communities. Consultation with the community is one of a number of elements which will help the Council make informed decisions. Other elements include research, technical information, legislation, protocols, existing policy and social, economic, environmental and cultural priorities. The Council needs to balance the effects of the projects or issues on individuals or particularly communities against the needs and well-being of the wider community.~~

~~Consultation is an avenue that Council uses to interact and engage with the people of the City. Other processes include community development, capacity building, community partnerships and collaboration, communication and devolution.~~

~~Council may elect not to consult on certain project when it believes it has sufficient information with which to make an informed decision. In these cases the public will receive information about the project and the decision.~~

What is consultation?

Consultation is a tool used by the City of Karratha to improve upon its decisions. For the purposes of this policy, consultation refers to a genuine exchange of information and points of view between decision-makers and people affected by and interested in a matter before a decision is made.

This definition covers the broad range of Council activities and is aimed at encouraging public involvement in its decision-making processes. It represents a commitment by the Council to genuinely seek out and listen to the views and needs of stakeholders about actions that could affect their lives. Key to making use of this input is Council's consideration of stakeholders views and needs alongside other kinds of information when making decisions.

What is not considered consultation?

- Merely providing information (although informing the public is a critical part of consultation).
- Always reaching an agreement or consensus.
- Negotiation
- Taking a vote on an issue, where the majority view must be recommended or adopted.
- Simply promoting a decision that has already been made.

When will we not consult?

Unless there is a statutory requirement to do so the City of Karratha will not consult the public:

- about decisions that have already been made or when plans have been finalised.
- when a decision to be made does not have sufficient social, cultural, economic or environmental "significance" to warrant public engagement (as per this Policy and the "*Significant Decision Making Policy CE-8*")
- when the Council already has a sound understanding of the views and preferences of the persons likely to be affected by, or have an interest in, the matter in relation to which a decision needs to be made or a matter that requires a non-notified resource consent.
- in an emergency or when the Council must act quickly in the interests of safety.
- about business as usual for example, when conducting regular maintenance.

Level of Consultation

The Council wants to ensure that it uses appropriate levels of consultation for a range of projects, services and activities it undertakes. Such consultations should be designed to meet the diverse range of Council activities and projects. The level of community consultation relates to nature, complexity and impact of the issue, plan or strategy. Councillors will be involved in determining when consultation will occur. Where applicable, "*Significant Decision Making Policy CE8*", may determine the level and type of consultation required.

2.1. Consultation Principles

The following principles will underpin the Council's approach to community consultation. The principles are common to all consultation processes, but there are different levels of consultations to meet different requirements.

1. Access to information
We will provide reasonable access to relevant information in a manner and format that is appropriate to meet the needs of the community.
2. Encouragement to present views
We will encourage all those affected by or who have an interest in an issue or project to present their views.

3. Transparency

~~We will provide information about the purpose of the consultation and the scope of the decisions. We will advise why Council is consulting and how decisions will be made and who will be making them.~~

4. Opportunity to present views

~~We will be flexible in allowing a variety of means of delivery. Anyone who wishes to have their views considered will be provided with a reasonable opportunity to present those views in a way that is appropriate to their needs—written or verbal submissions.~~

5. Feedback

~~We will provide information regarding the outcome of the decision making process and reasons for the decision.~~

6. Openness

~~We will receive presented views with an open mind and will give those views due consideration when making a decision. The Council welcomes indications of support for all or opposition to proposed projects or issues.~~

7. Responding to diversity

~~We will seek the views of a wide cross section of the community using the most appropriate way of consulting with various sectors and interest groups in the community.~~

8. Timeliness

~~We will build consultation into the planning process from the start. Sufficient time will be allowed for considered responses from all groups with an interest in or who are affected by the proposal.~~

9. Coordination

~~We will encourage inter-directorate consultation, planning, coordination and collaboration across Council.~~

10. Cultural Protocol

~~We will conduct consultation with honesty and integrity and display an awareness of, and respect, for cultural protocols.~~

2.2. Spectrum of Participation

~~The City of Karratha has adopted the International Association for Public Participation's (IAP2) "Spectrum of Participation" and will use it to guide how and when to seek public input into its decisions. (See attached)~~


~~Different techniques and levels of engagement will be appropriate, depending on the statutory requirements for consulting the public about the matter being addressed, the nature of the matter being addressed, the significance of the decision to be made and the stages in the project's life when consultation occurs. There may also be different levels of engagement with various stakeholders groups, according to their particular needs, interests and concerns and at different stages in a project's life cycle.~~

~~Informing requires the Council to consider the information needs of stakeholders and forms a very important part of consultation. However, in most cases only informing the public will not comprise a sufficient level of engagement to constitute genuine consultation because it does not allow the public to have direct input into a decision. Consultation involves Council allowing the public the opportunity to influence a decision, or in other words, allowing the public to participate in the Council's decision-making process. The public needs to feel that the Council's decision-makers have listened to and considered their points of view.~~

IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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International Association
for Public Participation
Australasia

IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

INCREASING LEVEL OF PUBLIC IMPACT

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:
We will keep You informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:
<ul style="list-style-type: none"> • Fact sheets • Web Sites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory Committees • Consensus building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen Juries • Ballots • Delegated decisions

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3. CONSEQUENCES

~~This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. Elected Members and Employees are reminded of their obligations under the City's Code of Conduct 2011 to give full effect to the lawful policies, decisions and practices of the City.~~

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4. ROLES AND RESPONSIBILITIES

~~All officers are responsible for applying this policy in their decision making, recommendations to Council and the delivery of their projects and services. The Marketing and Communications team will provide assistance and advice in the development of Community Engagement Plans.~~

~~The Community Development team may assist or advise on targeted Community Engagement activities for stakeholder groups including Community Associations, Aboriginal and Torres Strait Island people and representative organisations, cultural groups, youth and seniors.~~

~~Decision Makers are to ensure that they are across the intentions of this Policy and it is applied in accordance with the Principles outlined above. Disclosure in Council agenda reports are also necessary as to the extent of consultation applied.~~

5. REFERENCES TO RELATED DOCUMENTS

- Policy CE-8 "Significant Decision Making"
- International Association for Public Participation's (IAP2) "Spectrum of Participation"

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Next Review:	August 2014
Responsible Officer:	Chief Executive Officer Manager Marketing & Communications

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.