



# Community Engagement Strategy 2015

*A Planned and Consistent Approach to Consultation*

**Our home**

*Our towns*

**Our Peninsula**



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## 1. Introduction

The Yorke Peninsula Council's 'Community Engagement Strategy' has been developed to provide the broader community, council staff, stakeholders and residents with an understanding of community engagement and its critical role on Council's decision making processes.

This Strategy emphasises the importance of consultation in democratic governance processes and aims to be a practical document that will assist Council to undertake effective engagement in the Yorke Peninsula area.

Through the implementation of this Strategy, community members can be made more aware of Council's decision making processes, developing a greater understanding of the complexity of the local government and the role that the community can play in affecting the development of solutions.

Community engagement is based on the belief that those who are (or are potentially) affected by a decision have a right to be involved in the decision making process.

This Strategy, together with Council's Community Engagement Policy (PO057), outlines clear and consistent standards for all community engagement activities.

## 2. What is Community Engagement?

Simply put, [engagement is about involving the community in the decision making process](#).

Different types of Council decisions require different levels of input. For example, the whole community should be engaged when the decision is likely to affect everyone (such as developing the long term goals of Council), but it would be a waste of time and resources to engage everyone when the decision will only affect a few (such as a local street).

Engagement helps strengthen Council's relationship with the community (residents, businesses and visitors), neighbouring councils as well as the State and Federal Government.

Whilst community input helps Council to, understand everyone's points of view, provides comprehensive information and considers all the issues; engagement does not replace the final decision making power of the Elected Members or the Chief Executive Officer. **The community's input does however enhance Council's capacity to make well-informed, considered and sustainable decisions.**

### 3. Why we engage

The Yorke Peninsula Council recognises that in order to best meet the needs of our whole community (present and future), planning and decision making must be based on the requirements and aspirations of our community.

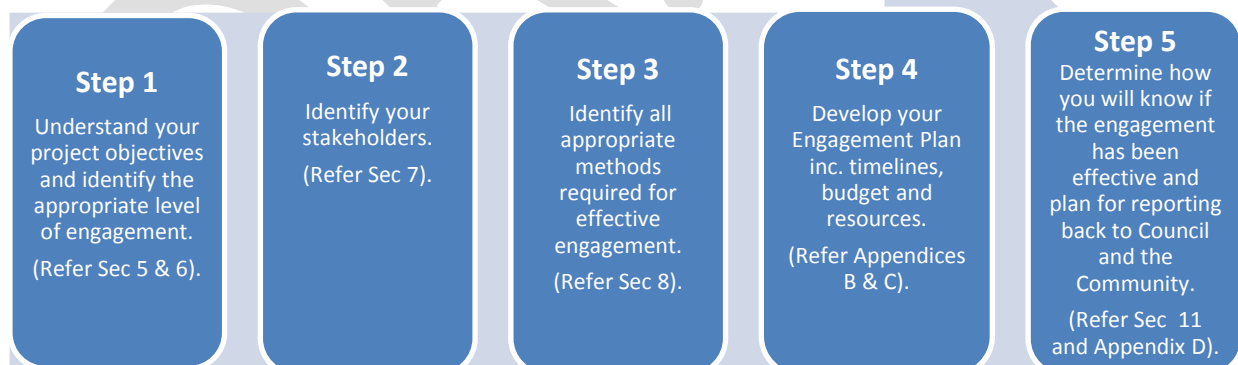
Sound decisions cannot be made without first uncovering all the issues and possible opportunities.

Community expectations are evolving. Communities now have an increased awareness and a growing desire to be heard on issues which may impact their current or future social, cultural, economic or environmental wellbeing.

The community's input into Council's decision making processes not only fosters stronger working relationships between Council and its stakeholders, it maximises the knowledge and experience upon which decisions are based - leading to **better outcomes for everyone**.

### 4. Steps to engagement

The diagram provided below outlines the basic steps that staff must consider when planning engagement activities.



Detailed information regarding each of these steps is provided in the following pages.

## 5. Community Engagement Principles

This Strategy aims to provide a best practice approach to Council's community engagement activities.

As recommended by the Local Government Association of South Australia, this Strategy has been informed by the International Association for Public Participation (IAP2) products for public participation processes.

This Strategy specifies four levels designed to suit all consultation requirements, ranging from the most basic public notification, to seeking input on a major project or issue of communitywide significance to a full partnership approach. These are:-

- **Level 1** – we will keep you informed.
- **Level 2** – we will keep you informed, listen to and acknowledge concerns and issues and provide feedback in how public input influenced the decision.
- **Level 3** – we will work to ensure that your concerns, issues and aspirations are directly reflected in the alternatives developed and provide feedback on how the public influenced the decision.
- **Level 4** – we will look for direct advice and innovation in formulating issues, alternatives and solutions.

Refer to the next page for further details regarding the four levels of engagement.

Where there is no statutory requirement for consultation, staff should select the appropriate level of consultation (refer above), determine the resource requirements, including timeframes for the engagement activities. Refer **Appendix A** for an overview of the statutory requirements outlining the minimum level of consultation required.

The people of the Yorke Peninsula have the **right** to access information, provide feedback, be consulted and actively participate in decision making.

Adequate **time** must be planned for community engagement to be effective.

Level 1 <b>INFORM</b>	Level 2 <b>CONSULT</b>	Level 3 <b>PARTICIPATE</b>	Level 4 <b>COLLABORATE</b>
<p><b>means</b> providing information to assist understanding of how decisions will be/ were made.</p> <p><b>Examples of when we will use Inform:</b></p> <ul style="list-style-type: none"> <li>• A decision is made for legislative, financial, environmental or technical reasons.</li> <li>• There is no opportunity to influence the decision</li> </ul> <p><b>We will explain:</b></p> <ul style="list-style-type: none"> <li>• How the decision was made.</li> <li>• What is going to happen.</li> <li>• Where further information can be found.</li> </ul>	<p><b>means</b> obtaining feedback on preferences when there are options available.</p> <p><b>Examples of when we will use Consult:</b></p> <ul style="list-style-type: none"> <li>• There are several options available.</li> <li>• Final decisions are being shaped.</li> <li>• Issues and concerns are unclear.</li> </ul> <p><b>We will ask:</b></p> <ul style="list-style-type: none"> <li>• Which option is preferred?</li> <li>• What would the impact be?</li> <li>• Any suggestions for improvement?</li> </ul>	<p><b>means</b> involving people to understand all needs, concerns and aspirations.</p> <p><b>Examples of when we will use Participate:</b></p> <ul style="list-style-type: none"> <li>• We need community knowledge to influence the decision.</li> <li>• There is likely to be a high level of interest/ community impact.</li> <li>• There is a high degree of complexity.</li> </ul> <p><b>We will ask:</b></p> <ul style="list-style-type: none"> <li>• What would the community like to see happen, or</li> <li>• What have we not considered or are not aware of, or</li> <li>• How should we proceed with this?</li> </ul>	<p><b>means</b> involving people and working together to seek direct advice in formulating solutions.</p> <p><b>Examples of when we will use Collaborate:</b></p> <ul style="list-style-type: none"> <li>• We will seek direct advice from those who possess specific knowledge or special interests.</li> </ul> <p><b>We will partner to:</b></p> <ul style="list-style-type: none"> <li>• Seek solutions or alternatives based on specific areas of expertise.</li> <li>• Gain acceptance of recommendations based on specific areas of expertise.</li> </ul>

**We will do this through:**

<ul style="list-style-type: none"> <li>• Council's website.</li> <li>• Public notices in the Country Times.</li> <li>• A letterbox drop.</li> <li>• Letter of advice to affected properties.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's website.</li> <li>• Media releases.</li> <li>• Letter or survey to primary &amp;/or secondary properties.</li> <li>• Copies of major reports or plans made available at Council offices.</li> <li>• Report to Council summarising submissions for formal Council decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's website.</li> <li>• Advertisements.</li> <li>• Media releases &amp; / or briefing sessions.</li> <li>• Facilitated workshops or focus groups.</li> <li>• Community forums.</li> <li>• Individual Progress Association Newsletters/noticeboards.</li> <li>• Surveys.</li> <li>• Letter or survey to affected properties / community groups.</li> <li>• Council publications.</li> <li>• Copies of major reports or plans made available at Council offices.</li> <li>• Report to Council summarising submissions for formal Council decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's Advisory Committees.</li> <li>• Community partnership projects.</li> </ul>
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**Within the following timeframes:**

<p>No minimum period required. or Compliance with statutory requirements (if applicable)</p>	<p>Minimum three weeks. or Compliance with statutory requirements (if applicable)</p>	<p>Minimum six weeks. or Compliance with statutory requirements (if applicable)</p>	<p>As required (e.g. per Terms of Reference regarding meeting schedules).</p>
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## 6. When we engage

All community engagement activities regarding Council projects, issues and plans will be assessed in relation to their level of impact on the community. For instance, a determination will be made against:-

- The sensitivity and nature of the project, issue or plan.
- The number of stakeholders likely to be impacted by the decision.
- Whether proposed changes will impact on current users or customers of a Council service or facility.
- Whether proposed change will affect the rights or entitlements of the community.
- The longevity of the decision – that is, will the decision be binding for a considerable period of time.
- The scale of public interest.
- The degree of complexity – single issue/option or multiple issues/options.
- The degree of political sensitivity and/or media interest.
- If Council wants to identify community issues, needs and priorities.
- If there is conflict amongst community members about an issue.
- Availability of human, material or financial resources to undertake engagement.

A “Community Engagement Plan” will be developed subject to the level of impact and capacity for input. Refer to **Appendix B** for an example template.

To ensure consistency across Council, all plans will be developed in accordance with this strategy and Council’s Community Engagement Policy PO057.

It is important to note that community engagement is not limited to just new projects, issues or plans, it can also be extended to informing the community of the day-to-day business of Council.

## 7. Who we engage

There are many specific stakeholder groups that must be considered when staff undertake engagement activities.

For Council staff, a key step is to 'identify the relevant stakeholders'. These may include any or all of the following:-

Individuals & Business	Groups	Government
<ul style="list-style-type: none"> <li>Affected residents/businesses (e.g. when the decision effects only a few)</li> <li>All residents/businesses</li> <li>Insurance companies (in relation to assets that are/need to be insured or other potential liability issues)</li> <li>SA Tourism</li> <li>Visitors to the area</li> </ul>	<ul style="list-style-type: none"> <li>Adjahdura Narungga Heritage Group</li> <li>Central Local Government Region of SA</li> <li>Child Care Centres and Kindergartens</li> <li>Library Boards</li> <li>Not for Profit Organisations (e.g. Country Health SA)</li> <li>Other Community Groups (i.e. Apex Clubs, Country Women's Association, Churches, Lions Club, Neighbourhood Watch Groups, Rotary Clubs etc.)</li> <li>Other Non-Government Organisations (NGOs such as Ag Excellence Alliance, Conservation Council SA, Conservation Volunteers Australia, Rural Solutions SA, Greening Australia)</li> <li>Progress Associations</li> <li>Schools (primary, high schools, government, private etc.)</li> <li>Sporting clubs</li> <li>Yorke Peninsula Alliance</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Service Groups (i.e. SA Ambulance, CFS, SAPOL)</li> <li>Federal Government Departments (e.g. Dept. of Agriculture, Dept. of Health, Dept. of Industry, Dept. of Infrastructure and Regional Development, Dept. of Environment)</li> <li>Government Boards and Advisory Groups (e.g. NRM Board, Native Vegetation Council, Local Heritage Advisory Committee, Regional Development Australia, Regional Communities Consultative Council, SA Country Arts Trust, YP Health Advisory Council Inc. etc.)</li> <li>State Government Departments (e.g. Dept. of Environment, Water and Natural Resources, Dept. for Health and Ageing, Dept. of Planning, Transport and Infrastructure, Dept. of Primary Industries and Regions etc.)</li> <li>Statutory Authorities (e.g. Coast Protection Board, E.P.A., Safe Work SA, SA Water Corp, Aboriginal Lands Trust etc.)</li> </ul>

In addition to engaging with external stakeholders, Council staff must also ensure they have consulted internally with other Council departments.



## 8. How we engage

Council has a variety of tools and techniques in place to engage with the community and key stakeholders. However this Strategy is a 'living document' and should be reviewed and updated as and when new engagement tools become available (e.g. use of social media tools).

Selection of an engagement method depends on the audience and the types of issues under consideration. Staff are encouraged to use a broad range of methods rather than just relying on just one method. Descriptions of the methods which can be used are described below.

- **Letters** – personally addressed letters to affected households. It will outline the issues and invite comments and participation in engagement activities.
- **Unaddressed letters** – this is a non-addressed flyer or letter that summarises the issue and distributed via a 'letterbox drop'. It may invite feedback or provide post engagement feedback to the community. However, this method will not reach non-residential ratepayers.
- **Survey** – surveys can be conducted by independent survey specialists or by Council using staff expertise. This will be dependent upon; available budget; the complexity of the issue and number of people being surveyed. Surveys can be conducted online, hard copy, telephone or in person (i.e. intercept survey).
- **Newspaper advertisements** – ads in the YP Country Times or public notices are important to communicating with a large number of community members. Advertisements are often used to invite residents and ratepayers into the engagement process. However, the Country Times generally will not reach non-residential ratepayers.
- **Media releases** – media releases are often issued to local media to provide information before engagement activities begin. Media releases provide background information on an issue and inform the community on the status of issues and projects.
- **External advertising** – Council can utilise local Progress Associations to advertise through their newsletters / noticeboards or even staff attending local Progress Association meetings. Staff should contact the nominated representative for the specific Progress Association. Details for each Progress Association are located on Council's website [http://www.yorke.sa.gov.au/component/option,com\\_contact/catid,294/Itemid,399/](http://www.yorke.sa.gov.au/component/option,com_contact/catid,294/Itemid,399/). Staff should also consider utilising Council's libraries for displaying information or if visitors are the target audience, noticeboards in the caravan parks and/or the Visitor Information Centre website may be utilised.
- **Council's website** – the "Community Engagement" area of Council's website should be utilised **every time any consultation is occurring**. Information should outline the issue, advertising if, where and when community workshops or public forms are taking place and how the community can participate in any engagement activities.

- **Special publications** – Council may produce special publications to provide updates to the community on special projects or may be copies of the major report or plan under consideration. Special publications can be distributed by mail and/or be available for download via Council’s website.
- **Workshops** – Council can invite the community or special interest groups to a workshop to generate ideas, gather views or elicit feedback from the community. Workshops are open to any interested community member and should be conducted as a workshop (e.g. butchers paper, post-it notes, whiteboard etc.). Invitations for the workshop can be sent using any of the above methods (e.g. letters, website, advertisements etc.).
- **Focus groups** – similar to workshops as described above, but far more targeted; only inviting specific community members based on the desired outcomes of the project or activity e.g. youth, seniors, business people, sporting groups etc.
- **Information sessions** – similar to public meetings (described below) in that the community is broadly invited to attend, however there is no public meeting forum involved. Individuals who attend are given one on one time with staff to discuss specific issues, concerns or recommendations. Static displays regarding the particular issue or activity should be used.
- **Public meetings** – again, similar to the workshops, open to the whole community but structured primarily as an information dissemination activity. Public meetings are generally held as a broad informing tool but can incorporate a Question & Answer section at the end of the meeting. Public meetings should have the Mayor, Elected Members and the Corporate Management Team present.
- **Partnerships/Working Groups** – utilised when the project is being undertaken via a Council Advisory Committee or in partnership with a specific community/special interest group. Together with Council staff (&/or Elected Members) the project partners will form the working group, with an agreed Chair and meeting minutes should be kept.

**PLEASE NOTE:** If a workshop, focus group, information session or public meeting is required, also refer to the “Event Planner Checklist” to assist in your preparations. An example of this checklist is provided as **Appendix C**.

The type/s of engagement activities selected should always be appropriate to the nature, complexity and impact of the issue, plan or strategy.

Staff must also consider how to remove any barriers to effectively engaging the community (i.e. what could prevent the community in becoming ‘engaged’). This should include ensuring that:-

- Information is in plain English.
- Information is relevant and consistent.
- Engagement methods/channels are appropriate. For example, not all the community will have access to the internet; therefore hard copy information should also be made easily available.

- If briefings/information sessions are part of the engagement process, ensure they are held at different times of the day (e.g. business and after hours, weekends) so all of the community has an opportunity to attend.
- Other barriers such as language, literacy, disability and cultural issues are considered – who are you trying to engage with and therefore what the most appropriate method is for your target audience.
- Appropriate timeframes are provided for feedback, taking into consideration any public holidays.

Appropriate feedback should be provided to all participants to show how their views have been represented and the rationale for decisions made. This step is also aimed at increasing the participants' ownerships of the outcomes. Feedback can be provided in a number of ways, such as:-

- Writing letters or emails to all participants
- Providing a summary report, available via Council's website
- Acknowledging all written submissions
- Media releases.

## **9. Benefits of Engagement**

- Increased community awareness about Council's services, planning and program delivery.
- Increased awareness across Council of community views and the issues that should be considered as part of the decision making process.
- Increased awareness if the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning functions are aligned.
- Increased level of community ownership and acceptance of decisions impacting the local area.
- Council and the community working together to address local issues.

## 10. Engaging in a Local Government Context

There will occasionally be some unique circumstances where a decision needs to be made in an immediate timeframe in order to maximise an emerging opportunity or address an immediate problem (such as an emergency response).

In these circumstances, Council should still inform the community regarding the rationale as to why particularly decisions were made.

Given the complex nature of local government, Council may have several different community engagement activities occurring simultaneously. Where appropriate, staff should try to coordinate these activities to; avoid community confusion, save on resources and create efficiencies. However this may not be possible if vastly different stakeholders are required.

It should be noted that after consideration of all community input and feedback, the final decision on any matter ultimately rests with Council.

## 11. Monitoring and Evaluation

All community engagement activities should be monitored for effectiveness through both quantitative and qualitative measures including:-

- Number of engagement activities held (i.e. number of workshops held, number of letters sent etc.)
- Participation numbers (i.e. actual number attending workshops, public forms or survey or other hard copy or electronic responses received).
- Number of website hits to the “Community Engagement” section of Council’s website or number of documents downloaded (i.e. special engagement documents or surveys).

All feedback received as part of the engagement activity should be reported back to Council and in turn, the results should help inform any decision making by the Elected Members.

This information must be reported via the “Consultation Process” section of the Council Report Template. For example, three public forum sessions were held at the following locations (include dates and times) with total attendance of 250, or, 1,000 surveys were mailed with 450 (45%) returned within the specified timeframes etc.

If the purpose of the engagement activity is to elicit feedback, a table with all feedback received should be included as an Attachment to the Council report. Comments should be verbatim, but personal information withheld (i.e. names and addresses).

## 12. Conclusion

The Yorke Peninsula Council will remain focussed on community consultation and stakeholder engagement to support the implementation of Council's Strategic Plan.

Council will also continue its focus on embedding a culture of community engagement and customer services across the organisation and will continue to improve the Council's skills, knowledge and capacity for ongoing engagement and partnerships with key stakeholders.

To help guide staff, a simple 'checklist' has been developed and is provided as **Appendix D**.



## Legislative Requirements for Consultation

The following information sets out the Yorke Peninsula Council's minimum standards to meet the legislative requirements of the *Local Government Act 1999 (SA)*.

Submissions must be received by Council within the timeframes outlined in the public notice (minimum of 21 days) and can be in the form of:-

- Written submissions
- Email submissions
- Web form submissions and
- Online form submissions.

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
<b>Representation Reviews</b> Review and reporting to the Electoral Commissioner.	12	<b>Representation Options Paper</b> By public notice: <ul style="list-style-type: none"> <li>◦ Inform the public of the preparation of the representation options paper; and</li> <li>◦ Invite interested persons to make written submissions to the council on the subject of the review within a period specified by the council (being a period of at least 6 weeks)</li> </ul> Publish a copy of the notice in a newspaper circulating within its area. Ensure that copies of the representation options paper are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council. <b>Report</b> Make copies of its report available for public inspection at the principal office of the council; and By public notice: <ul style="list-style-type: none"> <li>◦ inform the public of the preparation of the report and its availability; and</li> <li>◦ invite interested persons to make written submissions to the council on the report within a period specified by the council (being a period of at least 3 weeks); and</li> </ul> Publish a copy of the notice in a newspaper circulating within its area. The council must give any person who makes written submissions in response to an invitation under subsection (9) an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions. Council must then finalise its report and refer to the Electoral Commissioner.
<b>Status of a Council/ Change of Name</b> <ul style="list-style-type: none"> <li>• Change from a municipal council to a district council, or change from a district council to a municipal council</li> <li>• Alter the name of the council, the area of the council, or the name of a ward.</li> </ul>	13(2)	<ul style="list-style-type: none"> <li>• The council must give public notice of the proposal;</li> <li>• The notice must contain an invitation to interested persons to make written submissions to the council on the matter within a period specified by the council (being a period of at least 6 weeks);</li> <li>• Publish a copy of the notice in a newspaper circulating within its area;</li> <li>• The council must give any person who makes written submissions in response to an invitation under this section an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions.</li> </ul>
<b>Principal Office – Opening hours</b>	45 (3)	If there are any significant changes to places and times which its offices will be open to the public for the transaction of business, a Council must place a notice in the local newspapers outlining proposed changes and inviting written submissions within a period stated in the notice, being at least 21 days.

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
<b>Commercial Activities – Prudential Requirements</b>	48 (2) (d) 48 (5), (6)	Report addressing prudential issues to include - <ul style="list-style-type: none"> <li>◦ the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes</li> <li>◦ A report under subsection (1) must be available for public inspection at the principal office of the council once the council has made a decision on the relevant project (and may be available at an earlier time unless the council orders that the report be kept confidential until that time).</li> <li>◦ However, a council may take steps to prevent the disclosure of specific information in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council).</li> </ul>
<b>Public Consultation Policies</b>	50	<p>(1) For the purposes of this Act, a council must prepare and adopt a public consultation policy.</p> <p>(2) A public consultation policy—</p> <p>(a) must set out steps that the council will follow in cases where this Act requires that a council must follow its public consultation policy; and</p> <p>(b) may set out steps that the council will follow in other cases involving council decision-making.</p> <p>(3) The steps referred to in subsection (2)—</p> <p>(a) in a case referred to in subsection (2)(a)—must provide interested persons with a reasonable opportunity to make submissions in the relevant circumstances; and</p> <p>(b) may vary according to the classes of decisions that are within the scope of the policy.</p> <p>(4) However, a public consultation policy for a case referred to in subsection (2)(a) must at least provide for—</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the consideration by the council of any submissions made in response to an invitation under paragraph (a).</p> <p>(5) A council may from time to time alter its public consultation policy, or substitute a new policy.</p> <p>(6) However, before a council—</p> <p>(a) adopts a public consultation policy; or</p> <p>(b) alters, or substitutes, a public consultation policy, the council must—</p> <p>(c) prepare a document that sets out its proposal in relation to the matter; and</p> <p>(d) publish in a newspaper circulating generally throughout the State and in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and</p> <p>(e) consider any submissions made in response to an invitation under paragraph (d).</p> <p>(7) A council is not required to comply with subsection (6) in relation to the alteration of a public consultation policy if the council determines that the alteration is of only minor significance that would attract little (or no) community interest.</p> <p>(8) A person is entitled to inspect (without charge) a public consultation policy of a council at the principal office of the council during ordinary office hours.</p> <p>(9) A person is entitled, on payment of a fee fixed by the council, to a copy of a public consultation policy.</p>
<b>Code of Practice – Access to meetings and documents</b>	92 (5) (6) (7)	Before a council adopts, alters or substitutes a code of practice under this section it must— <ul style="list-style-type: none"> <li>◦ make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection or purchase at the council's principal office; and</li> <li>◦ follow the relevant steps set out in its public consultation policy.</li> </ul>
<b>Strategic Management Plans</b>	122 (6)	Council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans.

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Annual Business Plan	123 (4) (5)	<p>(4) For the purposes of subsection (3)(b), a public consultation policy must at least provide for the following:</p> <p>(a) the publication in a newspaper circulating within the area of the council of a notice informing the public of the preparation of the draft annual business plan and inviting interested persons—</p> <p>(i) to attend—</p> <p>(A) a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or (on the basis that the council determines which kind of meeting is to be held under this subparagraph); or</p> <p>(B) a meeting of the council to be held on a date stated in the notice at which members of the public may ask questions, and make submissions, in relation to the matter for a period of at least 1 hour,</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to make arrangements for a meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(5) The council must ensure that copies of the draft annual business plan are available at the meeting under subsection (4)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the date of that meeting.</p>
Change to Basis of Rating Report	151(7) (8)	<p>(7) A public consultation policy for the purposes of subsection (5)(e) must at least provide for—</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the proposed change, informing the public of the preparation of the report required under subsection (5)(d), and inviting interested persons—</p> <p>(i) to attend a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to organise the public meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(8) The council must ensure that copies of the report required under subsection (5)(d) are available at the meeting held under subsection (7)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the end of the period for public consultation.</p>
Rating – Differential Rates	156 (14a) (14d) (14e)	<p>(14a) Before a council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraph (a), (b) or (c) of subsection (1) to a differentiating factor under another of those paragraphs, the council must prepare a report on the proposed change; and follow the relevant steps set out in its public consultation policy which must as a minimum provide for:</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the proposed change, informing the public of the preparation of the report required under subsection (14a)(a), and inviting interested persons—</p> <p>(i) to attend a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to organise the public meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(14e) The council must ensure that copies of the report required under subsection (14a)(a) are available at the meeting held under subsection (14d)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the end of the period for public consultation.</p>



TOPIC	SECTION	LEGISLATIVE REQUIREMENT
<p><b>Community Land Classification:</b> All local government land (except a road) acquired by or brought under the care, control and management of Council is taken to have been classified as community land unless Council resolves before it becomes local government land to exclude it from classification.</p>	193(2) (6)	<p>(2) Before the council resolves to exclude land from classification as community land under subsection (1)(a), it must follow the relevant steps set out in its public consultation policy.</p> <p>(6) A council must give notice in the Gazette of a resolution—</p> <p>(a) to exclude land from classification as community land under subsection (4); or</p> <p>(b) to classify, as community land, land that had previously been excluded from classification as such under subsection (5).</p>
<p><b>Revocation of classification</b> of land as community land.</p>	194 (2)	<p>Before a council revokes the classification of land as community land—</p> <p>(a) the council must prepare a report on the proposal containing—</p> <p>(i) a summary of the reasons for the proposal; and</p> <p>(ii) a statement of any dedication, reservation or trust to which the land is subject; and</p> <p>(iii) a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and a statement of how the council proposes to use the proceeds; and</p> <p>(iv) an assessment of how implementation of the proposal would affect the area and the local community; and</p> <p>(v) if the council is not the owner of the land—a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and</p> <p>(b) the council must follow the relevant steps set out in its public consultation policy.</p>
<p><b>Management Plans – Public Consultation</b></p>	197 (1) (2) (3)	<p>(1) Before a council adopts a management plan for community land it must—</p> <p>(a) make copies of the proposed plan available for inspection or purchase at the council's principal office; and</p> <p>(b) follow the relevant steps set out in its public consultation policy.</p> <p>(2) A council may adopt a management plan without complying with the requirements of subsection (1) if the council adopted the plan after a process of public notification and consultation before the Commencement of this Act.</p> <p>(3) A council must give public notice of its adoption of a management plan.</p>
<p><b>Amendment or revocation of management plans</b> NB: A Council cannot dispose of community land until revocation of its classification as community land.</p>	198 (2) (3) (4)	<p>(2) A council may only adopt a proposal for amendment to, or revocation of, a management plan after the council has carried out the public consultation that would be required if the proposal were for a new management plan.</p> <p>(3) However, public consultation is not required if the amendment has no impact or no significant impact on the interests of the community.</p> <p>(4) A council must give public notice of its adoption of a proposal for the amendment or revocation of a management plan.</p>
<p><b>Alienation by lease or licence</b> NB: Specific provisions relate to the Adelaide Park Lands – under the Parklands Act 2005.</p>	202 (2) (3)	<p>(2) Before the council grants a lease or licence relating to community land, it must follow the relevant steps set out in its public consultation policy.</p> <p>(3) However, a council need not comply with the requirements of subsection (2) if -</p> <p>(a) the grant of the lease or licence is authorised in an approved management plan for the land, and the term of the proposed lease or licence is five years or less; or</p> <p>(b) the regulations provide for an exemption from compliance with a public consultation policy.</p>

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
<b>Authorisations /Permits</b> <ul style="list-style-type: none"> <li>Where road would be fenced, enclosed or portioned so as to impede passage of traffic to a material degree</li> <li>Use or activity for which public consultation required under regulations</li> </ul>	223 (1) (2)	<p>(1) If a council proposes to grant an authorisation or permit—</p> <p>(a) that would result in any part of a road being fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree; or</p> <p>(c) in relation to a use or activity for which public consultation is required under the regulations,</p> <p>the council must, before granting the authorisation or permit, follow the relevant steps set out in its public consultation policy.</p> <p>(2) The council must also give written notice of the proposal to agencies that are, under the regulations, to be notified of the proposal.</p>
<b>Roads – Trees</b>	232	Before a council plants vegetation, or authorises or permits the planting of vegetation, on a road that may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, , follow the relevant steps set out in its public consultation policy.
<b>Passing by-laws</b> NB: No specific reference to Council's Public Consultation Policy, but minimum standards apply.	249 (1) (2)	<p>(1) If it is proposed that a council make a by-law, the council must, at least 21 days before resolving to make the by-law—</p> <p>(a) make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection, without charge and during ordinary office hours, at the principal office of the council, and so far as is reasonably practicable on the Internet; and</p> <p>(b) by notice in a newspaper circulating in the area of the council—</p> <p>(i) inform the public of the availability of the proposed by-law; and</p> <p>(ii) set out the terms of the by-law, or describe in general terms the by-law's nature and effect.</p> <p>(2) A council must give reasonable consideration to a written or other acceptable submission made to the council on a proposed by-law.</p>
<b>Power to Make Orders</b> Councils must take reasonable steps to prepare and adopt policies relating to the power to make orders.	259 (2)	<p>A council must—</p> <p>(a) prepare a draft of a policy; and</p> <p>(b) by notice in a newspaper circulating in the area of the council, give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) and invite interested persons to make written representations on the draft within a period specified by the council (being a period of at least 4 weeks).</p> <p>The requirement of s.259(2) also apply to Council adopting an amendment to a policy, unless the council determines that the amendment is of only minor significance.</p>



## Event Planner Checklist

The following checklist has been designed to assist in planning any community events. This checklist can be used for any event, not just community engagement activities.

<b>EVENT PLANNER CHECKLIST</b>	SF
	Responsible Officer:
	Issue Date:
	Next Review Date:

<b>PROJECT NAME:</b>
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Task	Details	Responsibility	Due Date
Organise venue			
Develop Stakeholder List			
Send Invitations			
Follow up RSVPs			
Develop Event Evaluation			

**Venue**

- Number of tables \_\_\_\_\_
- Number of chairs \_\_\_\_\_
- Refreshments serving time \_\_\_\_\_
- Venue booked
- Beverages (water, tea, coffee, sugar & milk)
- Catering organised (if required)

**Room Setup**

- Theatre
- Cabaret
- Classroom
- U-shaped
- Boardroom

**Resource List**

- Whiteboard & pens
- Flipchart paper & textas
- Notepads & pens
- Post-it notes
- Blu-tack
- Name badges
- Laptop & cords
- Data projector & screen
- Any other audio visual equipment
- Directional signage
- Project material for display

**Invitations**

- Invitations designed & approved
- Invitations sent (inc. media if applicable)
- RSVPs received &/or followed up

**Other Considerations**

- Emergency management
- Risk Assessment
- Public liability

The template can be accessed at: [INSERT HYPERLINK](#)

## Community Engagement Checklist

Step	Action	Outcome
1.	Understand what you are trying to achieve via your engagement activities. For example:- <ul style="list-style-type: none"> <li>• What is the purpose of the project?</li> <li>• What are the issues?</li> <li>• What are you trying to achieve (e.g. generate ideas and seek solutions, elicit feedback, provision of general information etc.)?</li> </ul>	Clearly stated engagement objectives (e.g. inform, consult, participate or collaborate).
2.	Based on above, identify who your stakeholders are.	All primary &/or secondary stakeholders are identified.
3.	Once you know what you are trying to achieve and who your stakeholders are, determine the most appropriate engagement method/s to use.	Engagement methods are selected.
4.	Ensure adequate time is factored into the overall project timelines to allow for appropriate engagement activities. This includes:- <ul style="list-style-type: none"> <li>• Time to plan the engagement activities.</li> <li>• Time to adequately advertise any planned workshops, forums or information sessions etc.</li> <li>• Time to undertake the engagement activities &amp;/or appropriate time for the community to provide feedback.</li> <li>• Time to analyse results.</li> <li>• Time to develop and present the findings to Council.</li> </ul>	Overall project plan includes appropriate time for effective consultation / engagement.
5.	Determine what budget and resources are required to undertake the above action. Can you accommodate this from existing budgets? If no, in consultation with your Manager request a quarterly budget variation.	Engagement activities are planned and approved.
6.	Complete the Community Engagement Plan checklist as shown in <b>Appendix B</b> (actual template can be accessed at <a href="#">INSERT HYPERLINK</a> ).	
7.	If any workshops, focus groups, information session or public meetings are planned as part of your engagement activities also refer to the Event Planner Checklist as shown in <b>Appendix C</b> (actual template can be accessed at <a href="#">INSERT HYPERLINK</a> ).	Unbiased and objective information exchange and building of genuine, ongoing relationships.
8.	Undertake your engagement activities, ensuring that the “Community Engagement” section of Council’s website is updated with all details.	
9.	Analyse results of your engagement activities (e.g. feedback received, survey results or results against evaluation measures) and report back to Council	Open, transparent and informed decision making.
10.	Ensure all stakeholders are informed of the results and final decision made by Council and rationale for the decision made.	Community satisfaction.