

POL 0042: Community Engagement

Purpose

The Shire of Esperance recognises that community engagement and participation processes are a vital part of local democracy. It helps strengthen the relationship Council and the Shire have with the community and is critical to good governance. For this reason, both Council and Shire Staff are committed to engaging with Esperance communities.

The Shire of Esperance Council Plan 2022-2032 highlights this commitment with Outcome 16. A well informed and engaged community:

Provide authentic, relevant and effective engagement with community members.

Scope

The development and review of all Council strategies, business plans, policies and procedures

Definitions

Corporate Documents: Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

Statutory Documents: Corporate documents whose format and layout is guided by legislative requirements i.e. budgets, town planning schemes, annual reports.

Strategy: A plan made in advance of actions that identifies, serves and compliments the Shire's major goals and objectives.

Policy: A governing principle, set of principles or rules that guides the Shire's practices and constrains procedures or delegated functions.

Procedure: A prescription of specific action oriented processes, necessary to achieve strategic or policy objectives.

Council Plan: a governing document which delivers instructions from the community to the Esperance Council and Shire staff.

Guide: An operational guide that provides tools to guide staff through a process to undertake a specific function.

The Community: Those who live, work or recreate in the Shire of Esperance.

Community Engagement - Community Engagement is any process that involves the public in problem solving or decision-making and uses public input to make decisions (source IAP2).

It may refer to a range of interactions of differing levels of engagement between the Shire and the community including -

1. Information sharing processes, to keep community informed and promotes understanding.
2. Consultation processes, to obtain feedback.
3. Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
4. Collaborating with community members in each aspect of the decision making.

Practice

This policy applies to all aspects of Council and Shire operations to ensure The Community is informed about issues, strategies or plans that may directly or indirectly affect them.

Note: Development approvals and other planning related matters are the only exception to this rule as their engagement requirements are addressed by the *Planning and Development Act 2005*, *Land Administration Act 1997*, *Town Planning Regulations 1967* and *Local Planning Scheme No. 24*.

Community engagement does not necessarily mean achieving consensus. It involves seeking broad informed agreement and the best possible solutions for Council, the Shire of Esperance and the community. Council will be presented each quarter with a review of all community engagement that has taken place for ongoing and project specific activities, this is provided through the monthly Pulse report.

The *Communications & Engagement Strategy 2021-2024* is the guiding document for the Shire of Esperance's engagement activities. In the Strategy it states:

The purpose of community engagement is to ensure that the Shire -

1. *improves decision making*
2. *maintains healthy relationships with the community*
3. *increases community participation in the activities and decision making processes of Council*
4. *enables the community to work together on issues that matter to them*
5. *builds on the community's understanding of the Shire's role and responsibilities as well as our financial and legislative requirements, and*
6. *provides engagement opportunities that are inclusive and accessible.*

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential roles of a Councillor:

2.10. A councillor —

- a. represents the interests of electors, ratepayers and residents of the district; and
- b. provides leadership and guidance to the community in the district; and
- c. facilitates communication between the community and the council; and
- d. participates in the local government's decision-making processes at council and committee meetings; and
- e. performs such other functions as are given to a councillor by this Act or any other written law.

This policy defines the principles underpinning engagement activities and the role of Councillors and staff in engaging with the community. By receiving diverse perspectives and potential solutions the quality of decisions improves and subsequently a higher standard of customer service is provided. Shire staff will ensure that the Councillors are fully informed of all community engagement activities regarding significant issues or high impact projects prior to occurring.

The decision to engage with the community may occur as part of, though not limited to -

1. Planning the strategic direction of the Shire of Esperance
2. Projects that require direct input from stakeholders in developing community based solutions
3. Policy development and/or implementation
4. Any changes to land zoning that may have impact on the community
5. Service level planning and delivery
6. When an issue is brought to Council by the community
7. Changes to Local By-laws
8. Impending legislative or statutory changes with local impact
9. Major project development and/or implementation

The Community Engagement Policy provides a broad framework and policy direction for engagement. Shire staff will utilise the Shire of Esperance Community Engagement Guide on when and how community engagement should occur.

The Council and Shire’s approach to community engagement is based on the spectrum of engagement activities as advocated by the International Association for Public Participations (IAP2).

Figure 1: IAP2 Public Participation Spectrum

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	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	We will work with you to ensure that your	We will look to you for direct advice and	We will implement

acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

what you decide.

Role of community	Listen	Contribute	Participate	Partner	Decide
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Principles

The Shire of Esperance’s Community Engagement Policy is based on a set of core values adapted from the IAP2. These principles are used to guide the development, implementation and evaluation of Council and the Shire’s engagement process. Council Members are elected to govern thereby all final decisions and accountability rests with Council. Shire Officers make recommendations to Council based on known facts and research. Community engagement does not remove these roles but it increases opportunities for the community to provide advice and influence planning. This process enables decisions to be made that are part of a continuous process recognising the needs and interests of the whole community.

The following principles embody Council’s and Shire officers’ commitment to community engagement -

1. Be representative of the broader community and ensure their views are adequately reflected when making decisions.
2. Seek out and encourage contributions from community members who may be affected by or interested in a decision.
3. Actively listen so that the community’s ideas and input can assist in making decisions.
4. Inform the community about decisions, and how their input was considered.
5. Prior to any decision Council and Shire staff will ensure that they are well informed regarding the benefits of alternative decisions, reflecting all sides of the argument and including any community input on matters before them.
6. Collaborate with key stakeholders and other levels of Government to achieve common goals for the Shire.
7. Provide relevant, timely and balanced information so the community/stakeholders can contribute in a meaningful way.
8. Provide a variety of appropriate, inclusive and accessible ways for people to have their say and to speak honestly.

9. Endeavour to ensure that engagement processes are appropriate, accessible, well planned and adequately resourced.
10. Clearly identify the level of community influence and limitations if appropriate.
11. The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
12. To ensure both the Council and the Shire are meeting legislative requirements regarding community consultation in all areas of service delivery.

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Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Communications & Engagement Strategy 2021-2024*
- *Shire of Esperance Community Engagement Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2013	1	D13/10249	New policy	O1213-010	Dec 2015
Mar 2018	2	D16/29035	Updated the reference to the new Strategic Community Plan, identified how we will report to Council and made minor grammar changes	O0318-073	Mar 2020
Nov 2019	3	D16/29035[v2]	Minor wording changes, inclusion of point 2 for developing an engagement strategy, amended responsible officer title.	O1119-248	Nov 2021
Jan 2022	4	D16/29035[v3]	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,	O0122-012	Jan 2024
Jan 2024	5	D16/29035[v4]	Adjust reference for Council Plan, add scope and definitions, adjust remove matrix and replace with guide, amend IAP2 table, minor wording amendments.	O0124-004	Jan 2026