

COMMUNITY ENGAGEMENT

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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 current best practice.

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 assist 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 preferred framework for determining the level of community engagement required for any 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 CG-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 can the views of the community be most feasibly and effectively considered?
- Whether previous community engagement on the matter been undertaken.
- Legislative or policy requirements.
- Guidance from the Community Engagement team (being Director, Manager and/or Community Engagement Officers).

2.3 Timing of engagement

It is considered best practice to engage with stakeholders and seek their views and input prior to decisions being made. This is particularly appropriate for deeper forms of engagement where the decision will have significant impact on community members and other stakeholders. In some cases however, it is appropriate to engage by providing information after decisions have been made, for example providing information after a decision has been made for statutory reasons.

2.4 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 will be provided. Following the decision being made, participants in an engagement process will be informed of the outcome and the reasoning.

2.5 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.

iap² 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.

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. Elected Members and Employees are reminded of their obligations under the City's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

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.

5. REFERENCES TO RELATED DOCUMENTS

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

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Responsible Officer:	Engagement Coordinator – Community and Industry

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