



Council Policy

Community Engagement Policy

<p>Department: <i>Community and Economic Development</i></p>	<p>First Implemented: <i>New Policy</i> Effective From: <i>XX</i> Review Date: <i>XX</i> Version: <i>XX</i> Trim Reference: <i>EXXX</i></p>	<p>Origin: Responsible Officer <i>General Manager – Community & Corporate Services</i> Authorising Officer: <i>Chief Executive Officer</i></p>
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PURPOSE/OBJECTIVE

The Community Engagement Policy (the Policy) affirms Mansfield Shire Council’s commitment to engaging its community, and relevant stakeholders, about matters that affect them.

The Policy aims to strengthen trust and confidence in Council to make evidence-based decisions that benefit the Mansfield Shire community through the consistent application of a transparent process.

The Policy expands on the requirements defined in the Local Government Act 2020, in particular how Council will enact the community engagement principles; and define and apply deliberative engagement.

The intent of the Policy is to improve the quality and effectiveness of Council’s decision making and to strengthen trust and confidence in Council by undertaking the following:

- Ensuring transparency and accountability in Council decision making;
- Creating genuine opportunities for members of the Mansfield Shire community to participate in matters that interest and affect it;
- Ensuring the diverse needs of the local community are taken into account in decision making; and
- Encouraging and supporting the community to participate in civic life.

POLICY STATEMENT

Local Government Act 2020 Principles for Engagement

Mansfield Shire Council commits to the principles noted in Section 56 of the *Local Government Act 2020*, in the design and delivery of its community engagement activities:

- A community engagement process must have a clearly defined objective and scope;
- Participants in community engagement must have access to objective, relevant and timely information to inform their participation;



- Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Our engagement approach

	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 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 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.

Figure 1: IAP2 Spectrum of Public Participation

Community engagement must be planned and involve an objective assessment of:

- Internal (Council) stakeholders and external stakeholders;
- Reputational risk of the activity or project;
- Complexity of the activity or project;
- Level of influence the community will have on the activity or project; and
- Council project timelines and budget/resources.



This assessment will inform the appropriate level of engagement based on the International Association for Public Participation (IAP2) Spectrum illustrated in Figure 1 and the tools and activities selected. Where a project has a higher complexity or the community has a greater degree of influence, Council may undertake more than one stage of engagement. We will openly declare the Spectrum level of an engagement activity.

Our engagement process

Council aims to build the capacity of its staff to effectively plan, implement and evaluate community engagement programs, suited to the needs of their project or situation.

All community engagement activities or projects will follow a defined sequential process:

Prepare	Step 1: Determine if community engagement is required Step 2: Assess project scope
Frame	Step 3: Complete stakeholder analysis
Design	Step 4: Prepare a community engagement plan, detailing tools and methodology
Execute	Step 5: Implement and monitor community engagement Step 6: Analyse data from community engagement activities
Report	Step 7: Communicate community engagement findings and how they influenced outcomes.
Evaluate	Step 8: Evaluate community engagement activities

Communicating community engagement findings

Council recognises that providing feedback to participants is important in respecting the partnership and maintaining ongoing engagement with the community.

Those who participate in a Council consultation process and provide contact details will receive notification of when the item will be discussed at an Ordinary meeting of Council (where relevant) and/or the outcome of the project or matter. Where ever possible, notifications will be posted by the same method by which the engagement has been made.

Ordinary meetings of Council are open to the public and are live streamed from a Council endorsed online platform. Decisions are recorded in Council minutes. Council information and minutes are published on Council's website.

Our measures of effective community engagement

Effectiveness of a community engagement activity or plan will be measured against the achievement (or not) of the stated engagement objectives. Consideration will be given to both the effectiveness of the engagement process, and the short-term impacts of the community engagement.

Community Engagement Guidelines and a Community Engagement Tool Kit will be developed to provide further support to Council officers on the design and implementation of community engagement.



DEFINITIONS

Accessibility	Undertaking community engagement in a manner that considers needs of individuals and specific groups of people – for example: Culturally and Linguistically Diverse, Aboriginal and Torres Strait Islander Peoples, vulnerable, aged and disabled.
Community	<p>People who live, work, visit or utilise services and amenities in the Mansfield Shire local government area.</p> <p>Can also refer to:</p> <ul style="list-style-type: none">• community of place (based on geographic location e.g. Woods Point community)• community of practice (based on common interests and activities e.g. bike riding community)• community of identity (based on an individual's shared perspective eg, part-time residents, particular age groups etc.)
Municipal Community	<p>The <i>Local Government Act 2020</i> defines the term “municipal community” as:</p> <p><i>“(a) people who live in the municipal district of the Council; and (b) people and bodies who are ratepayers of the Council; and (c) traditional owners of land in the municipal district of the Council; and (d) people and bodies who conduct activities in the municipal district of the Council.”</i></p>
Engagement	<p>Engagement is a planned process with the specific purpose working with individuals and groups to encourage active involvement in a project. Engagement refers to a range of opportunities open to stakeholders and the community to participate in a project. The word implies a level of connection suggesting that all levels of engagement involve commitment to the relationships between stakeholders.</p>
IAP2 Spectrum of Public Participation	<p>The International Association for Public Participation's Spectrum which helps define the public's role in any participation process.</p>



- IAP2 Public Participation Spectrum** The IAP2 Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public’s role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level. The Spectrum is illustrated in Figure 1 and Appendix 1 – Community Engagement Guidelines.
- Consultation** The activity of seeking input on a matter. See also “Engagement”
- Deliberation** Deliberation is an approach to decision-making in which a representative sample of the population or group who will be impacted, consider relevant facts from multiple points of view, converse with one another to think critically about options before them and enlarge their perspectives, opinions, and understandings.
- Deliberative Engagement** A distinct approach to involving people in decision-making. It is different from other forms of engagement in that it is about giving participants time to consider and discuss an issue in depth before they come to a considered view.
- Process** A relationship between key steps, activities, tasks, policies and / or resources.
- Public participation** A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.
- Stakeholder** An individual or group involved in engagement because of impact, interest or responsibility to deliver on an outcome.

 Can also refer to external organisations and other levels of government involved in a decision.

 Always includes internal decision makers and implementers of decision outcomes.

SCOPE

This policy applies to the planning, design, implementation and evaluation of community engagement activities as directed by Council or legislated by the Victorian *Local Government Act 2020*.



The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.

Council will engage the Mansfield Shire community and stakeholders on matters that both interest and affect them, including but not limited to:

- Substantially changing or reviewing a Council service, program or facility;
- Reviewing or proposing a new Council policy, plan or strategy;
- Capital works projects including Council owned public buildings, assets or other infrastructure.

The *Local Government Act 2020* requires that councils prepare specific strategic documents, or conduct specific activities, in accordance with its endorsed community engagement policy.

The Community Engagement Policy will specifically apply to the following Mansfield Shire Council documents and processes as nominated in the *Local Government Act 2020*:

- A local law (Section 73)
- The Community Vision (Section 88)
- The Council Plan (Section 90)
- The ten-year Financial Plan (Section 91)
- The development or review of the Asset Plan (Section 92)
- The budget or revised budget (Section 96)

Community engagement relating to Community Vision, Council Plan, Financial Plan and Asset Plan must be undertaken with consideration of ***Deliberative Engagement*** practices.

The Policy applies to the Council, individual Councillors, Council delegated committees, and Council employees.

Where a matter is assessed to only impact or be of interest to certain stakeholder/s, Council may choose not to open public engagement on some or all aspects of the activity or project.

Research is included within the definition of engagement, noting it is primarily at the *Consult* level of the IAP2 Spectrum.

RESPONSIBILITIES

Community engagement is the responsibility of all Council service areas, teams and employees. It also applies to contractors and consultants undertaking work on behalf of Council on a project where the need for community engagement has been identified

Overall responsibility for the application of this Policy is held by the General Manager – Community and Corporate Services.



Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this policy. Management, employees and are to be familiar with, and competent in, the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The General Manager - Community and Corporate Services is the owner of this policy. Any reviews of this Policy must be made in consultation with the Senior Coordinator Community & Economic Development and General Manager – Community & Corporate Services.

REFERENCES / RELATED POLICIES

Freedom of Information Act 1982 (Victoria)
Information Privacy Act 2000 (Victoria)
Privacy and Data Protection Act 2014 (Victoria)
Racial and Religious Tolerance Act 2001 (Victoria)
Wrongs Act 1958 (Victoria)
Privacy Act 1988 (Commonwealth)
Planning and Environment Act 1987 (Vic)
Public Health and Wellbeing Act 2008 (Vic)
Local Government Act 2020 (Victoria)

Advisory Committees Policy
Customer Service Policy and Charter
Election Period Policy
Equal Opportunity and Human Rights Policy
Media and Communications Policy
Privacy and Data Protection
Public Transparency Policy
Records and Information Management Policy

IMPLEMENTATION

This Policy is effective from XXX.

REVIEW DATE

This Policy is to be reviewed by XXX.

AUTHORISATION TO IMPLEMENT POLICY

Signed: _____
Councillor

Witnessed: _____
Chief Executive Officer

Approval dated: XXX

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.