



# Council Policy

## Community Engagement Policy

Department/Unit	People, Communications & Governance	First Implemented	16 Feb 2021	Review Date	June 2026
Origin	Coordinator Communications, Governance & Risk	Reviewed	April 2024	Version	2
Authorising Officer	Endorsement by Council	Effective From	25 June 2024	TRIM Reference	E1287 E7367

### Purpose/Objective

To affirm Mansfield Shire Council's commitment to engaging with the 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 community to participate in matters that interest and affect them;
- ▶ Ensuring the diverse needs of the 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**

Council commits to the principles noted in s56 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

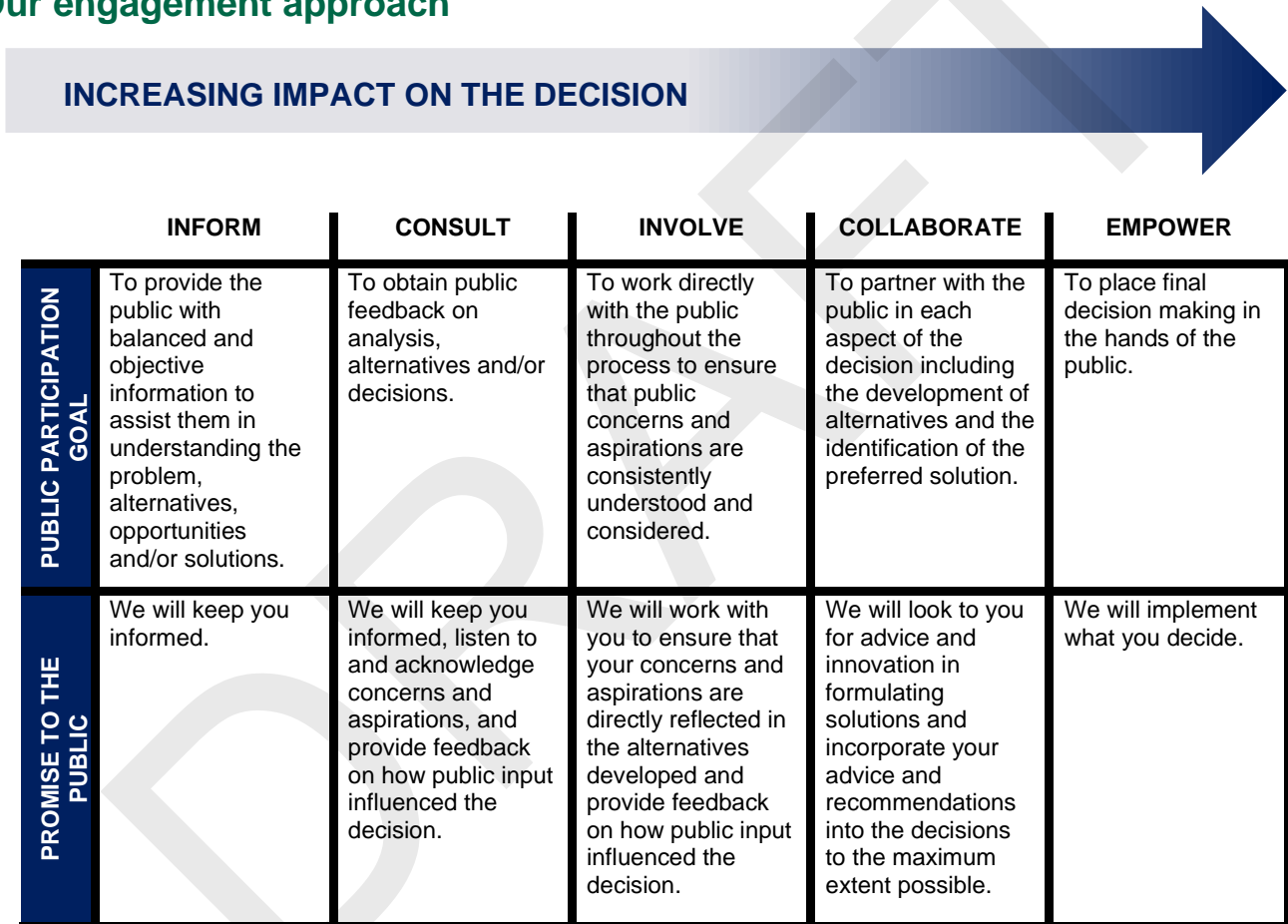


Figure 1: IAP2 Spectrum of Public Participation

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.

### 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:

<b>Prepare</b>	Step 1: Determine if community engagement is required Step 2: Set the Objectives and Scope
<b>Frame</b>	Step 3: Identify Stakeholders
<b>Design</b>	Step 4: Prepare a community engagement plan, detailing tools and methodology
<b>Execute</b>	Step 5: Implement and monitor community engagement activities Step 6: Analyse data from community engagement activities
<b>Evaluate &amp; Report</b>	Step 7: Evaluate community engagement activities Step 8: Communicate community engagement findings and how they influenced outcomes.

### 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 a Council Meeting (where relevant) and/or the outcome of the project or matter. Wherever possible, notifications will be posted by the same method by which the engagement has been made.

Council Meetings are open to the public and are live streamed from a Council endorsed online platform (excluding confidential items). 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.

The Community Engagement Guidelines provide further information for Council Officers on the design and implementation of community engagement.

## Definitions

Term	Definition
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"> <li>▶ community of place (based on geographic location eg. Woods Point community)</li> <li>▶ community of practice (based on common interests and activities e.g. bike riding community)</li> <li>▶ community of identity (based on an individual’s shared perspective e.g. part-time residents, particular age groups etc.)</li> </ul>
Consultation	The activity of seeking input on a matter. See also “Engagement”.
Council	Mansfield Shire Council
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. See also “Deliberation”.
Engagement	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.
IAP2 Spectrum of Public Participation	The International Association for Public Participation’s Spectrum which helps define the public’s role in any participation process.

Term	Definition
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.
Municipal Community	The Local Government Act 2020 (Vic) defines the term “municipal community” as:  <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>
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 *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.

## Mansfield Shire Council | Community Engagement Policy

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.

### 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 Chief Executive Officer.

Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this policy. Management and employees 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 People, Communications & Governance Directorate is the owner of this policy. Any reviews of this Policy must be made in consultation with the Coordinator Communications, Governance & Risk and Communications & Engagement Officer.

## 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 Charter
- ▶ Caretaker (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
- ▶ Community Engagement Guidelines

## Gender Impact Assessment

The Community Engagement Policy has had a Gender Impact Assessment (GIA) completed and is compliant with the obligations and objectives of the Victorian Gender Equality Act 2020.

## Implementation

This Policy is effective from 25 June 2024.

## Review Date

This Policy is to be reviewed by June 2026



## Authorisation to Implement Policy

Signed: \_\_\_\_\_

Councillor

Witnessed: \_\_\_\_\_

Chief Executive Officer

Approval dated: 25 June 2024

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

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