



# COMMUNITY ENGAGEMENT POLICY

POLICY NUMBER: EXEC-OD-007

## PURPOSE

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Community and stakeholders play a pivotal role in developing the City of Kalgoorlie-Boulder (City). The purpose of this policy is to outline Council's commitment to engaging with the City's diverse communities. The City will engage with its community to ensure that their needs and aspirations are taken into consideration when making decisions.

## SCOPE

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This Policy applies to elected members, City staff, and external stakeholders working on any corporate documents (strategies, policies, and action plans), programs, projects or services that are delivered by, or on behalf of the City and have an impact on its community.

## DEFINITIONS

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**City** means the City of Kalgoorlie-Boulder.

**Community** means people who live, work, study or conduct business or are involved in local community groups or organisations in the City.

**Community Engagement** means an open and transparent communication with the community to provide relevant information and the opportunity for feedback.

**Stakeholder** means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of the City's decisions.

## POLICY STATEMENT

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The City is committed to genuine, transparent and best-practice community engagement. Informed decisions are made by considering the views, needs, issues and aspirations expressed by the community which is balanced with budgetary and legislative constraints.

This policy should be read in conjunction with the Community Engagement Strategy which describes the intent, intended outcomes and how we will measure performance of community engagement practices.

## POLICY DETAILS

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At the City of Kalgoorlie-Boulder, community engagement is defined as *‘an open and transparent communication with the community to provide relevant information and the opportunity for feedback’*.

Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.

The process does not replace the final decision-making function of Council; but community engagement enhances Council's capacity to make informed decisions.

### **Policy Principles**

The following principles will guide community engagement activities -

- **Clarity of Purpose** - Ensure the community is well informed about issues, strategies or plans that may directly or indirectly affect them.
- **Building Relationships** - Provide the community with the opportunity to hear each other's opinions and to recommend appropriate solutions to community issues.
- **Right to be Involved** - Ensure the community have the opportunity for involvement in the policy development of the City, where possible
- **Transparent** - Ensure the City is meeting legislative requirements regarding community consultation in all areas of its service delivery.
- **Accessible and Inclusive** - Seek the views of a wide cross-section of the community, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- **Tailored** - There is diversity in activities and projects; the type of engagement undertaken should vary accordingly.

### **Public Engagement Spectrum**

The City of Kalgoorlie-Boulder's community engagement practice is aligned with the International Association for Public Participation (IAP2) Public Participation Spectrum and provides guidance to enable planning, implementation, reporting and evaluation of community engagement activities.

The City of Kalgoorlie-Boulder has applied the IAP2 spectrum as a methodology for determining the scope of engagement and how decisions are made. In deciding where a project sits on the spectrum, consideration is given to community interest, legislative requirements, time, resources, and budgetary constraints, as well as the perceived level of community impact.

The levels of participation and methods of engagement are:

**Inform:** The City will keep the community and stakeholders informed of decisions, actions or for educational purposes.



*Method: Community consultation website, City of Kalgoorlie-Boulder Website, social media, signage, flyers and posters, direct mail, paid advertising (radio, print and social media).*

**Consult:** The City will consult with the community and its stakeholders for the purpose of obtaining opinions and feedback and provide opportunities for the community to share information before a decision is made.

*Method: Community surveys, community consultation website engagement tools*

**Involve:** The City will work with the community and its stakeholders to ensure that public concerns and aspirations are consistently understood and considered.

*Method: Information sessions and workshops*

**Collaborate:** The City will collaborate with the community and its stakeholders to develop and build solutions.

*Method: Advisory Committee, Focus Groups, Working Groups*

**Empower:** The City will work with its community and its stakeholders to implement its decisions.

*Method: Community plans*

## **Community Engagement Process**

The City's Community Engagement Process can be found in the City's Community Engagement Strategy. It ensures a planned approach to all engagement undertaken. This requires scoping and planning, which considers all unique contexts, constraints, and opportunities.

A range of engagement methods are considered when consulting with the community. The IAP2 Public Participation Spectrum is used to determine the most suitable level of participation for each project; considering who the stakeholders are, the expected level of interest in the project, and the potential impact of the outcome.

## **Statutory engagement**

In some instances, the City is legally required to conduct consultation with the community. In these cases, the City will treat the prescribed level of engagement as the minimum standard.

The most common types of prescribed engagement relate to development applications and other planning proposals. Relevant legislation is included in the Compliance Requirements section of this policy.



## COMPLIANCE REQUIREMENTS

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Local Government Act 1995

State Records Act 2000

Planning and Development (Local Planning Schemes) Regulations 2015

Planning & Development Act 2005

Residential Design Codes

Bushfire Mitigation Act 1955

Land Administration Act 1997

## RELEVANT DOCUMENTS

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Community Engagement Strategy 2022-2026

Community Strategic Plan 2020-2030

Community Engagement Guidelines and Toolkit

DOCUMENT CONTROL		
Responsible department		
Date adopted by Council	26 June 2023	
Date of last review	May 2023	Policy reviewed and amended
Date of next review	May 2025	