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Next Review: TBA		
PUBLIC CONSULTATION POLICY		

Policy Statement

1. Introduction

The purpose of this Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision-making in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies.

The Policy will apply in those circumstances where the Act requires the Council to follow the Policy and for other public consultation initiatives where the Council determines that it is appropriate to follow the Policy.

2. Applicable Legislation

This Public Consultation Policy ("Policy") has been prepared pursuant to Section 50 of the Local Government Act 1999 and sets out the steps the Council will take both where it is required by the Act to follow this Policy and for the purpose of establishing partnerships and encouraging community involvement in planning and decision making about the services the Council provides and the management of community resources.

3. Integration with Corporate Objectives

The Copper Coast Council ("Council") is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the Council and the community.

The Copper Coast Council's Public Consultation Policy addresses the key elements of both communication and consultation. Communication involves providing meaningful information in a timely and accessible manner. Consultation is a two-way process, providing opportunities to clarify information, raise issues and discuss ideas, options and views.

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4. Definitions

Communication – is the one way provision of information to stakeholders (internal or external). Includes but is not limited to, advertisements, letters, newsletters, brochures, phone calls, door-knocks, signs, displays, drawings and models.

Community – includes all who live, work, study, own property, conduct private or government business, visit or use the services, facilities and public spaces and places within the area.

Consultation – is a two-way process that engages with stakeholders (internal or external) and enables them to respond, express concerns and identify issues, so these can be considered before making a final decision. Consultation includes, but is not limited to; individual Elected Member discussions with the community, forums, written submissions, surveys, group meetings, informal gatherings, displays, public events and/or committees. Consultation provides opportunity to clarify information, raise issues and discuss ideas and options.

Stakeholder – is a person, group or organisation that has a direct or indirect stake in an issue as they may affect or be affected by council's actions, objectives, policies and/or decisions.

5. Application

The Copper Coast Council Public Consultation Policy is underpinned by the following principles, which the Council believes are central to achieve effective communication and consultation:

1. Council decision making should be open, transparent and accountable
2. The Council will identify potential stakeholders in each specific circumstance
3. The Council will ensure information is easily understood and accessible to identified stakeholders, and include contact details for obtaining further information in all communications
4. The community has a right to be involved in and informed about key decisions affecting their area
5. A range of appropriate opportunities will be provided for people to access information and to be involved, taking account of barriers to access due to language, disability or cultural issues.
6. The Council will define the parameters of the consultation process for each specific topic, and identify what aspects of the decision can be influenced by community involvement
7. The Council will listen and respond to community views in a balanced way, taking account of all submissions made by various stakeholders
8. The Council will review and evaluate its Policy to ensure ongoing improvement in the way it involves the community in its decision-making processes.
9. The Council's desire to balance community views and interests with other influences such as budgetary constraints

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The objectives of this Policy are:

1. To promote positive relations between the Council and the community
2. To promote effective communication and consultation between the Council and the community
3. To enable the community to participate in Council planning and decision making
4. To provide the framework for community involvement in Council planning and decision making
5. To promote Council decision making which is open, transparent, responsive and accountable to the community

Procedure

Council will implement this Policy in terms of the requirements under the Local Government Act 1999 and will take account of the views and aspirations expressed by the community and stakeholders, balancing those views and aspirations with other influences such as budgetary constraints, and within the context of Council endorsed strategic directions.

The following steps will be taken by the Council to fulfil the requirements of this Policy:

1. The Council will identify a range of options available to it to communicate information to interested persons and invite submissions
2. The Council will publish a notice in a newspaper (circulating in the area) describing the matter for which public consultation is required, and inviting interested persons to make submissions to the Council within a period being at least twenty one (21) days from the date of the notice
3. The Council will consider any submissions received as part of its decision making process and will also have regard to any relevant legislation
4. Options which the Council may choose to utilise to communicate information and invite submissions, in addition to the above are:
 - o Publication in a regular newsletter
 - o Letters to residents and other stakeholders
 - o Other direct mail publications or letterbox drops, as appropriate
 - o Advertising in media outlets as deemed appropriate
 - o Media releases to appropriate media outlets and community groups
 - o Community forums and stakeholder meetings
 - o Direct consultation with community representative groups
 - o Active and passive use of Council's website and social media
 - o Use of a community email database
 - o Customer Surveys
 - o Fixed displays, e.g. community notice boards, banners
 - o Community group representations to Council workshops
5. Any steps taken by the Council in addition to the minimum requirements set out in the Act and at point 2 of this section are at the absolute discretion of the Council and will depend upon the particular matter under consideration, the resources available to the Council and the level of interest the matter is likely to generate
6. The Council will record and provide feedback about the decisions where relevant.
7. Under the Local Government Act, Council is required to undertake particular types or levels of consultation (as a minimum) in relation to the following:
 - Determining the manner, places and times of its principal office (section 45)
 - Adopting or varying a public consultation policy (section 50)

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- Altering the Code of Practice relating to the principles, policies and procedures that Council will apply to enable public access to Council and Committee Meetings, their minutes and release of documents (section 92)
- Adopting Strategic Management Plans (section 122)
- Adopting annual business plans and budgets (section 123)
- Excluding land from classification as community land (section 193)
- Revoking the classification as community land (section 194)
- Adopting, amending or revoking a management plan for community land (section 197)
- Amending or revoking a management plan for community land (section 198)
- Alienating of community land where the management plan does not allow it (section 202)
- Alienating roads (section 223)
- Planting vegetation where it will have a significant impact on residents, the proprietors or nearby residents (section 232)
- Proposing to remove trees and road construction projects
- Carrying out representation reviews (section 12(5))
- Considering a change of status of Council or name change (section 13)
- Carrying out commercial activities - Prudential Arrangements (section 48)
- Making Bylaws (section 249)
- Making Orders (section 259)

For details of the specific requirements under these sections, refer to the specified sections of the Local Government Act.

6. Delegation

The Chief Executive Officer is responsible for;

- Implementing communication and consultation initiatives in accordance with the Policy
- Reporting on outcomes of these initiatives to Council and to inform the decision making process
- Reporting on the review and evaluation of the Policy.

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7. Adoption and Review

This Policy has been adopted by Council at its meeting on the 5th October 2011 following public consultation about the Policy in accordance with Section 50(6) of the Local Government Act ("the Act"). All submissions received were considered and taken into account by the Council in finalising and adopting this Policy.

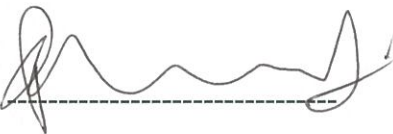
Any future amendment or alteration to the Policy, or substitution of a new Policy, will be subject to public consultation as required by the Local Government Act, unless the Council determines that the alteration has only minor significance and is likely to attract little or no community interest.

8. Availability of Policy

This Policy will be available for inspection without charge at the Council's Principal Office during normal business hours, and on Council's website.

A copy of this Policy may be obtained on payment of a nominated fee from Councils' principal office or may be down loaded from Councils' website.

Signed



A / Mayor

Date 5th July 2018

Signed



A / Chief Executive Officer

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