

	PUBLIC CONSULTATION POLICY	Version No:	4.1
		Issued:	October 2015
		Next Review:	July 2019

1. **INTRODUCTION**

The Local Government Act 1999 (the Act) provides that a Council must prepare and adopt a Public Consultation Policy, which sets out the procedure that the Council will follow in cases where the Act requires that a Council must follow its public consultation policy.

2. **PURPOSE**

The purpose of this Policy is to set out the ways in which the community can be involved in Governance and decision making, through an effective public consultation process, and therefore meeting the requirements of the Local Government Act 1999.

Active participation in consultation opportunities will assist both the community and the Council in creating awareness of issues in future policy formulation, as well as the numerous administrative and governance decisions required in the operation and management of the District Council of Franklin Harbour.

This policy confirms the District Council of Franklin Harbour's commitment to open, accountable and responsible decision making, facilitates effective consultation with its community and encourages community involvement through partnerships in planning and decision making. It sets out the steps Council will take in relation to public consultation, as required by the Local Government Act 1999, and ensures that the most cost effective methods of informing and involving the community which are appropriate for specific circumstances and consultation topics, are adopted.

3. **OBJECTIVES**

The objectives of this policy are:-

- To promote positive relations between the Council and its community;
- To seek and take account of the views, issues and aspirations expressed by the community and other stakeholders as required by the Act;
- To pursue cost effective means of seeking and receiving feedback, as well as providing information to the community;
- Give due and appropriate consideration to feedback received from consultation in conjunction with implications and outcomes, especially in respect of budget commitments, and other legislative constraints and considerations;
- To recognise that different issues may require different forms of consultation;

4. **PRINCIPLES**

This policy is underpinned by the following principles, which are believed to be central to effective public consultation. The Council will:

- Identify potential stakeholders in each specific circumstance;



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- Ensure information is easily understood and accessible to identified stakeholders, and include contact details for obtaining further information in all communication;
- Define the framework of the consultation process for each specific topic;
- Listen and respond to community views in a balanced way, taking into account all submissions whatsoever;
- Promote Council decision making which is open, transparent, responsive and accountable to the community;
- Keep records and provide feedback about the reasons for decisions, where relevant;
- Review and evaluate its public consultation policy to ensure on-going improvement in the way it involves the community and its statutory decision making process.

5. **PROCEDURES**

The following process will be undertaken by the Council to fulfil the requirements of this policy:-

- The Council will identify a range of options available to it, to communicate information to a wide range of interested persons (including the general public) and invite submissions;
- Where the Council is required (pursuant to the Local Government Act 1999) to consult with respect to
 - Representative reviews
 - Status of a Council or change of various name
 - Code of practice – access to meetings and documents
 - Strategic management plans
 - Community land
 - Roads – trees
 - Passing By-Laws
 - Power to make orders
 - Principal office opening hours
 - Commercial activities – (prudential requirements)
 - Altering public consultation policy
 - Annual business plan
 - Proposed change to basis of rating of land

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- Basis of differential rates
- Revocation of classification of land as community land
- Management plans for community land
- Amendment or revocation of management plans
- Alienation of community land by lease or licence
- Authorisation and permits – public consultation
- Removal of vehicles

the Council as a minimum, will publish a notice in the Eyre Peninsula Tribune newspaper, describing the matter for which public consultation is required, and inviting interested persons to make written submissions to the Council within a period being at least 21 days from the date of the notice;

Where in the opinion of Council it is expedient to consider minor issues relating to such items as (by way of example):

- Permits to hold fair/stall on Council road reserve, parklands etc
- Private landscaping of road reserve in front of an individual premises (including small scale tree/shrub planting)
- Permission to lay 'private' water pipe under a Council roadway.

Council will refer to appropriate policies and where no such policy exists, Council will consult with the adjoining /adjacent landowners prior to a decision

- In addition to the above, other options which the Council may choose to utilise to communicate information and invite submissions, include:-
 - A notice in the Advertiser
 - Monthly Council newsletter
 - Letter drops to residents, owners and occupiers (where appropriate)
 - Telephone access line and/or the internet
 - Media releases to radio, television and the print media
 - Letters to stakeholders

6. **ROLES AND RESPONSIBILITIES**

This policy will apply to Council Elected Members, staff, contractors, agents and consultants of the Council.

The Chief Executive Officer of the Council is responsible for:-

- Implementation of this policy
- Reporting on the Council's success in meeting the objectives of this policy

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- Reporting on the review and evaluation of this policy.

7. REVIEW AND EVALUATION


The effectiveness of the policy will be reviewed and evaluated as determined necessary by Council or the CEO every 12 months. Public consultation is required, unless the Council determines the amendment is of minor significance.

The Chief Executive Officer will report to Council on the outcome of any evaluation, and make recommendations for amendment, alteration or substitution of a new policy.

8. FURTHER INFORMATION

Members of the public may inspect this Public Consultation Policy at the principal office of the District Council of Franklin Harbour, 6 Main Street Cowell SA 5602, and on payment of a fee obtain a copy. A copy may also be downloaded from Councils website www.franklinharbour.sa.gov.au.

Adopted By Council	12 July 2000
Reviewed and Amended	31 May 2009
Reviewed and Amended	8 December 2010
Reviewed and Amended	14 December 2011
Reviewed and updated	14 October 2015


 SIGNED:
 Responsible Officer
 Date: 10 December 2015