Council Workshop
Information Sheets

14 May 2019

Time: 6pm
Location: Function Room, Administration and Civic Centre
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer
Order Of Business

1  Introduction and Welcome ...........................................................................................................5
2  Apologies / Members on Leave of Absence ..............................................................................5
3  Declarations of Interest .............................................................................................................5
4  Topic Overview ............................................................................................................................5
4  Business ........................................................................................................................................6
   4.1  Community Consultation Stakeholder Strategy .................................................................6
   4.2  Outcome of City of Vincent ward and representation review .............................................61
   4.3  Adoption of Council election caretaker policy .................................................................63
   4.4  Request from City of Subiaco to use the Perth Oval heritage turnstiles .........................87
5  General Business ....................................................................................................................89
6  Next Meeting ...........................................................................................................................89
7  Closure .......................................................................................................................................89
1 INTRODUCTION AND WELCOME
“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging”.

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE
Nil

3 DECLARATIONS OF INTEREST

4 TOPIC OVERVIEW

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presentation - Community Consultation Stakeholder Strategy</td>
<td>Executive Director Community Engagement</td>
</tr>
<tr>
<td></td>
<td>Update on policy review and invitation to Elected Members</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to participate in the working group.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Noting - outcome of City of Vincent ward and representation</td>
<td>Manager Governance, Property and Contracts</td>
</tr>
<tr>
<td></td>
<td>review Notification of the Local Government Advisory Board’s decision.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Noting – adoption of Council election caretaker policy</td>
<td>CEO</td>
</tr>
<tr>
<td>4</td>
<td>Noting - request from City of Subiaco to use the Perth</td>
<td>CEO</td>
</tr>
<tr>
<td></td>
<td>Oval heritage turnstiles</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CEO update on forthcoming Council Agenda</td>
<td>CEO</td>
</tr>
<tr>
<td>6</td>
<td>Any Other Business</td>
<td></td>
</tr>
</tbody>
</table>
4 BUSINESS

4.1 COMMUNITY CONSULTATION STAKEHOLDER STRATEGY

TRIM Ref: D19/58304
Author: Rosslind Ellis, Manager Marketing and Communications,
Authoriser: Michael Quirk, Executive Director Community Engagement
Attachments:
1. Internal Review Outcome Report
2. DRAFT Terms of Reference Communication and Consultation Steering Committee
3. DRAFT Community Consultation on a Page
4. Level of Impact Reference Tool
5. Consultation Program Template
6. Engagement Level Worksheet
7. Engagement Brief Guide and Template
8. Consultation Register
9. Community Engagement Plan Template
10. DRAFT Policy - Community Consultation
11. DRAFT Charter Document [in development]

BACKGROUND:

The following paper provides an overview of the current practices relating to Community Consultation and Engagement at the City of Vincent. The premise of this discussion is the City’s Community Consultation Policy No 4.1.5 (‘the Policy’) and internal discussions held with key staff members within the City’s Administration who have (or have had) a role to play in delivering past engagement or consultation projects.

This work is part of the Corporate Business Plan item ‘3.4 Prepare a Community Engagement Charter for implementation through policy.’

DETAILS:

The City’s Community Consultation Policy was formally adopted by Council on 22 July 2014. This Policy superseded the previous Policy 4.1.5 Community Consultation. The Policy review was initially prompted by Council’s review of the Community engagement process relating to the Residential Design Codes for Areas Zoned Residential R80 (refer Council Minutes 23 July 2013, Item 9.1.8). A Notice of Motion was put forward at OMC 29 October 2013 by Cr Topelberg, which initiated the revision of the City’s Community Consultation Policy through the appointment of a dedicated working group and the provision of a report and recommendations on the key findings being provided back to Council. The Community Consultation Policy was reviewed by an assigned Working Group, comprising:

- Chief Executive Officer
- Three Councillors
- Director Community Services
- Director Technical Services
- Director Planning Services
- Marketing and Communications Officer
- Executive Assistant to the CEO

Review Approach

The Policy review consisted of three key elements:

Desktop Review

The initial element of this work involved a desktop review of the City’s existing Community Consultation Policy 4.1.05 and associated Appendices. The purpose of this desktop review was to become familiar with the policy provisions and associated appendices that currently guide community consultation – including
informing when and how consultation can be delivered, depending on where the need for consultation originates.

A review of all relevant Council minutes that informed, shaped and finalised the adoption of the City’s Policy 4.1.05 – Community Consultation was also undertaken. This provided a contextual understanding about the premise of current version of the Community Consultation Policy and assisted in providing an insight into the key focus areas of the review.

**Internal Workshops and Consultation**

The Policy review has been informed by discussions with key staff members, facilitated through a series of internal workshops – comprising three (3) workshops in total and an online survey. The internal workshops were attended by a nominated Reference Group comprising managerial staff from the following business units:

- Approval Services
- Policy and Place Management
- Engineering
- Community Partnerships
- Marketing and Communications
- Waste Management

The internal workshops were complemented by an online staff survey to provide further information and awareness of any key issues and barriers to delivering community consultation and an opportunity to provide suggestions on process improvement or simplification.

**COMMENT:**

The baseline findings provide a robust basis of the City’s Policy review and development of the Community Engagement Framework.

**From here we have developed:**

- Draft Planning Consultation Policy
- Draft Community Consultation Policy
- Internal education tool box
- Community Consultation on a Page as part of the larger project framework
- Draft working document.

The project team would like to work with a Councillor Steering Committee to progress to the finalisation of the draft policies and develop a Consultation Charter.

**ANTICIPATED OUTCOME FROM COUNCIL WORKSHOP:**

Nominations from Council to join the Communication and Consultation Steering Committee.
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

Outcomes Report
This final element of work, which is the predominant content of the remainder of this report – represents the collation and analysis of the initial feedback and insight gained from the preceding two elements of this project. Much like any consultation project or initiative, closing the loop is an important step in supporting the rationale for recommendations and future decision making in relation to the subject matter.

In this instance, the Outcome Report makes recommendations and suggested changes to the City’s existing Community Consultation policy, providing a basis for these recommendations using the information gathered. The intent of the Outcomes Report is to help derive meaning and direction for what amendments need to be made to the City’s existing Community Consultation Policy.

POLICY DESKTOP REVIEW
A review of the City’s Policy 4.1.05 – Community Consultation was undertaken – examining the key provisions and references to any legislation. Focus was also given to the existing tools and guidelines afforded to staff (Appendices 1 to 5) to determine their ongoing relevance and ease of use.

For quick reference, an overview of the relevant policy sections is provided in the table below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary of Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>• Outlines the City’s commitment to community consultation and due process being followed</td>
</tr>
<tr>
<td>Introduction</td>
<td>• Identifies what triggers will prompt when the City will undertake formal consultation</td>
</tr>
<tr>
<td></td>
<td>• Identifies instances where Council may not be able to consult</td>
</tr>
<tr>
<td>Key Principles</td>
<td>• Outlines how community consultation will be undertaken to:</td>
</tr>
<tr>
<td></td>
<td>- Help underpin decision making will be informed by community views and feedback</td>
</tr>
<tr>
<td></td>
<td>- Maximise the level of community participation through various considerations</td>
</tr>
<tr>
<td></td>
<td>- Demonstrate clear focus and purpose</td>
</tr>
<tr>
<td></td>
<td>- Listening and responding to participants, including informing participants of decision making outcomes</td>
</tr>
<tr>
<td></td>
<td>• Ensure that the Council will be efficient, responsible and accountable</td>
</tr>
<tr>
<td>Restriction on Consultation and Advertising</td>
<td>• Identifies comment period extensions relating to public holidays, weekends, Easter, Christmas and New Year</td>
</tr>
<tr>
<td></td>
<td>• Allows for development applications, allowing for an extended duration of consultation over</td>
</tr>
<tr>
<td>Authority to vary extent of consultation</td>
<td>• Gives CEO discretion to determine alternate consultation extent and/or type beyond Policy provisions</td>
</tr>
<tr>
<td></td>
<td>• Provides guidance on how to conduct public meetings/forums</td>
</tr>
<tr>
<td></td>
<td>• Identifies methods to promote any upcoming events</td>
</tr>
</tbody>
</table>
## OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Summary of Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appendix 1 - Statutory Consultation</strong></td>
<td>• Local Laws</td>
</tr>
<tr>
<td></td>
<td>• Land Administration Act 1997</td>
</tr>
<tr>
<td></td>
<td>• Bush Fire Act 1954</td>
</tr>
<tr>
<td><strong>Appendix 2 - General Consultation</strong></td>
<td>• Annual Budget</td>
</tr>
<tr>
<td></td>
<td>• Community Needs survey</td>
</tr>
<tr>
<td></td>
<td>• Community Satisfaction Survey</td>
</tr>
<tr>
<td></td>
<td>• Council Newsletter</td>
</tr>
<tr>
<td></td>
<td>• Job Vacancies</td>
</tr>
<tr>
<td></td>
<td>• Local Area Traffic Management scheme – Proposal to Conduct</td>
</tr>
<tr>
<td></td>
<td>• Major Town Planning Proposals/studies</td>
</tr>
<tr>
<td></td>
<td>• Major Road Proposals</td>
</tr>
<tr>
<td></td>
<td>• Major Reserve Development Proposals</td>
</tr>
<tr>
<td></td>
<td>• Parking Restrictions</td>
</tr>
<tr>
<td></td>
<td>• Parks and Reserves Upgrades and Enhancements</td>
</tr>
<tr>
<td></td>
<td>• Policies – New and significant amendments</td>
</tr>
<tr>
<td></td>
<td>• Roadworks/Footpath Upgrades/Approved Infrastructure Improvements</td>
</tr>
<tr>
<td></td>
<td>• Streetscape Enhancement Scheme</td>
</tr>
<tr>
<td></td>
<td>• Underground Power Scheme – Proposal</td>
</tr>
<tr>
<td><strong>Appendix 3 - Nature and Extent of Consultation</strong></td>
<td>• Development Applications – Uses and Demolition</td>
</tr>
<tr>
<td>Note: This no longer correlates with LPS2</td>
<td>• Development Applications – Residential Development</td>
</tr>
<tr>
<td></td>
<td>• Development Applications – Non-Residential and Mixed Use Development</td>
</tr>
<tr>
<td></td>
<td>• Strategic Planning and Heritage Management</td>
</tr>
<tr>
<td><strong>Appendix 4 - Consultation Letter Templates</strong></td>
<td>• Guidelines relating to engagement language</td>
</tr>
<tr>
<td><strong>Appendix 5 - Community Engagement – Communication Guidelines</strong></td>
<td>• Prompts for overall communication</td>
</tr>
<tr>
<td></td>
<td>• Highlights key engagement essentials</td>
</tr>
<tr>
<td></td>
<td>• Overview of accessibility and information for all</td>
</tr>
<tr>
<td></td>
<td>• Post-consultation communication guidelines</td>
</tr>
<tr>
<td></td>
<td>• Engagement Action Plan template</td>
</tr>
</tbody>
</table>

The Policy provides a comprehensive overview of how the City aspires to engage with the community and the circumstances in which consultation should be undertaken. The provisions are detailed and it is evident that in the formulation of this Policy, there was a desire to ensure that all instances where and if consultation is to occur is supported by guidance and direction. The supporting appendices act as supplementary documents to the overarching Policy, with a lengthy and detailed inventory of all relevant statutory requirements (including local policies and the City’s Town Planning Scheme No.1) and other occasions when community consultation can be called for.
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

In reviewing the Policy, the following comments are made:

- The aspirations of the City to deliver clear, transparent, accountable and meaningful community consultation is evident throughout all supporting documentation.
- A concerted effort has been made to supplement staff with a surplus of information to help guide the community consultation process.
- The Policy, while comprising a 5 page overarching document, essentially consists of 50 pages of documentation which staff, Council and the community need to familiarise themselves with to determine whether community consultation is necessitated.
- The appendices contain important and relevant information, yet there could be a further refinement, possibly through the use of a matrix or simplification of the content, to make it more accessible to the end users who are being made responsible of its implementation.
- Reference is made to the now superseded Town Planning Scheme No.1 (refer Appendix 3), and scheme provisions, particularly in reference to land use permissibility, that are no longer relevant or used in the new Local Planning Scheme No.2.
- There is a significant amount of text relating to this Policy (and related appendices), and no diagrams or images to assist in offering a quick reference guide for staff to use, understand and apply the Policy.
- Question is raised with respect to the relevance of some inclusions of what constitutes as community consultation in the Community Consultation Policy – in particular, Appendix 2.
- It is difficult to ascertain what the consultation requirements are for various projects that are not town planning related.
- The ‘Community Engagement Action Plan’ in Appendix 5 is a valuable tool for all staff to be aware of and to help guide the design of a community consultation project however no reference is made to this in the overarching Policy.
- The tools and templates provided in the appendices are not listed in the primary Policy document, and as a result, without staff reading through the Policy – awareness of these tools and templates is limited.
- The Policy makes no reference to how the City’s staff consult within the organisation.

Internal Workshops and Consultations

The Policy review coincided with the undertaking of a number of internal workshops with a nominated Reference Group, comprising managerial staff from the following business units:

- Approvals
- Waste
- Marketing and Communications
- Community Partnerships
- Engineering
- Policy and Place

BASELINE FINDINGS

In the initial meeting, an outline of the review and its purpose was provided. The meeting also encouraged open dialogue about current pressure points and challenges in using the current Policy and
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

community engagement practices in general within the organisation. To summarise the key challenges highlighted in this meeting in relation to current community consultation practices were as follows:

- There is a lack of clear guidance on what to do
- No consistent approach in how we consult
- There is a lack of Resources to support proper consultation practices
- Consultation being undertaken is not genuine
- The Policy is complex and confusing
- Community and Council expectations versus what can be delivered are vastly different
- How can we assess the risk of a consultation project
- The priorities for engagement within organisation are unclear
- We are potentially over-consulting
- There is a lack of management of what is being consulted on
- We do not provide engaging content
- There is a lack of innovation in current consultation methodologies
- There is a lack of tools and templates available to staff to use
- Why we consult is not understood

**Survey Findings**

In an effort to gain an appreciation of how community consultation and engagement is perceived and embraced within the organisation, an online survey was distributed to staff via the City’s Imagine Vincent engagement portal. The survey sought to better understand how community consultation is presently delivered, identify where there have been successes and challenges, and also invite the staff cohort to provide suggestions and ideas on how the City might be able to consult better. The survey questions are outlined in Attachment 1. A summary of the comments received is provide below.

**Respondent Profile**

- The majority of respondents were from Approval Services, comprising 78% of the total respondents. The remaining were from the Community Engagement Service Unit (22%).
- 18 of the 28 respondents have been at the City for less than 5 years.
- Respondents generally held positions of either a Senior or Officer within the City’s organisation.
- The majority of respondents have been at the City for less than 1 year (11 respondents).

**Community Consultation Policy Awareness Levels**

To help inform the Policy Review, a baseline reference point in terms of the level of awareness of the City’s Community Consultation Policy (“the Policy”) and how the staff use the document is an important factor. Based on the responses received through the survey, there is a good level of awareness of the Policy with almost all respondents being aware of its existence.

The responses provided indicate that when community consultation is required, the trigger of needing consultation to be delivered is based on what is outlined in the Policy and legislative requirements. These preceding resources are what staff use to help guide their consultation projects.
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

There is some awareness of the City’s Imagine Vincent engagement portal, however overall, it appears that staff do not know about the portal or the functionality it offers to assist them in their work for consultation projects.

Community Engagement Techniques
As a whole, the survey results indicate that the organisation is largely unaware of the IAP2 spectrum. Those who are aware of the IAP2 Spectrum find it useful. The survey responses indicate a greater familiarity with more traditional engagement tools such as letters, community workshops and printed material.

Community engagement at the City of Vincent
To better understand and appreciate how the City has and is currently engaging, the survey asked respondents to share their account and experience in being a part of or delivering an engagement project on behalf of the City.

Of all the respondents surveyed, only 36% of the respondents had undertaken a consultation project in the past 12 months. The consultation project types related principally to:

- Policy reviews
- Development Approvals
- Larger scale public realm projects
- Local Planning Scheme No.2
- Community consultation on the new City of Vincent guiding document

The significant majority (80%) of the respondents noted that reference was made to the Policy in helping guide them and understand what was required to be done in delivering community consultation for their project type. However, the majority of these respondents found the Policy difficult to use (62.5%) with only 37.5% noting the Policy was reasonably easy to use.

The City’s website was the most notable tool used by respondents in conducting their community consultation projects, with letters and newspaper advertisements being the second most popular method used to engage with the community. Other tools that were noted as being used in delivering consultation included flyers, signs, community workshops and messages on hold (which was used specifically for the Local Planning Scheme No.2).

Across the organisation, the responses indicate that while there exists some level of collaboration internally between business units, with a predominant reliance on Marketing and Communication Team to aid in devising and delivering the community consultation projects, consultation projects on a whole are delivered in isolation of other business units.

The City’s Success Rates in Community Consultation
The staff were asked “how successful would they rate their past engagement projects?”. The responses indicated that overall consultation projects achieve a reasonable success rate, with the projects attracting some submissions and a medium level of community awareness.
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

The general sentiment within the organisation is that community engagement is delivered well. The reasons given for this included:

- the ability to deliver bespoke engagement to suit the audience needs;
- the consultation projects being far reaching and inclusive of a variety of stakeholders and the community;
- multiple means of consulting;
- an engagement portal (Imagine Vincent) as a central point for information and feedback;
- the City’s Policy providing clear direction; and
- The City is becoming more creative in how it engages.

How can we improve

The survey sought to further explore whether staff involved in delivering community consultation projects had ideas and ways by which the City could improve its approach to consultation and identify where the current weaknesses may exist. Following are those key areas which were highlighted through the responses received, on where there may be opportunity to improve.

More coordinated approach

The general consensus is that the City presently over consults and as a result the messaging gets diluted for all projects. Consideration needs to be given to how to better engage with the community and provide more targeted consultation. There was also an expressed need to have a more coordinated approach so that there is no overlapping of consultation on the same subject matter and residents are not receiving multiple letters from the City about consultation projects. Over 50% of the respondents believe the City over consults at present.

Make the Policy simpler

The respondents also noted that the Policy is quite prescriptive and limiting. The Policy does not allow for a flexible approach to how and when consultation is required. In particular, with respect to development applications, comment was made on the extent of the 100m and 150m radius consultation area being over what is required, and that consultation for planning matters could be more targeted – with consultation only being made to those neighbours that are directly affected. The thresholds noted in the

Policy in relation to the number of submission received triggering the need for an application for development to be referred to Council for decision making is counterproductive as the likelihood of more submissions being received from submitters that are not affected by a development is increased due to their consultation area radius.

The length of the notification period was also noted as being onerous in some circumstances, with the respondents asserting that the length of time a matter is open for public consultation does not correlate with a greater number of responses or submissions. In some instances, shorter timeframes for community consultation would be appropriate.

Lastly, in relation to the Policy – the respondents noted that the requirements for advertising of applications for development seem to be far greater than other local authorities and staff are questioning
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

why this is the case and what can be done to make the community consultation requirements more aligned with other Councils.

**Decrease costs by having more targeted consultation**

The cost of consultation was raised as a point in several responses. The Policy’s current requirements often necessitate a significant amount of letters to be sent to residents and ratepayers, when the subject matter being consulted on is not relevant or does not directly affect them. Respondents stated that consideration needs to be given to the style of engagement being done, and the radius of consultation being reduced, based on the Officer assessment and justification.

**Engage more creatively and with less traditional methods**

A number of responses indicated that there is a strong desire to see the City use more innovative techniques to engage with the community. Such options as using more social media, using virtual reality, online 3D mapping and fly throughs were suggested innovations the City could explore.

**Template and Reference library**

Lastly, the respondents noted that there is no central location for all resources and templates that are community consultation related. With the absence of such a reference point, there is inconsistency in the way consultation is communicated and developed.

**Improve internal working relationships**

Correlating with the need for an internal library of templates and community consultation references, the responses provided indicate that there is a strong desire to better understand how the different business units within the organisation can work together and better collaborate. The absence of an internal workflow or identified champion for community engagement projects is a clear disadvantage the City has in delivering community consultation projects more effectively.

**ADDITIONAL STAFF COMMENT**

Additional to the survey distributed to key staff, there was also informal staff discussion about the Policy review in general. The comments made are considered to be beneficial in helping shape the Community Consultation Policy review and in developing the supporting Community Engagement Framework that will form two key outputs for this project. Specifically, the comments made were:

- There should be more specific consultation with the City’s staff, particularly with Approval Services who are most affected by the Policy provisions on a day to day basis.
- The timeframe for the Policy review is too consolidated to deliver anything meaningful and something that will have staff buy-in (i.e. it will be regarded as “just another policy” to pay due regard to)

**Approvals Services Workshop**

In response to the additional staff comment, a meeting was held with the Approval Services team on 19th June 2018, where staff from both Statutory Planning and Policy and Place attended. A summary of the comments and feedback provided by staff is as follows:
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

- The current Policy reflects a very conservative approach, with the provisions catering for broad consultation for nearly all matters that require Council discretion;
- Discretion should be given to the senior staff or the coordinator to determine what extent of consultation needs to be undertaken for an application for development that seeks variations to the Residential Design Codes or the City’s Policy 7.1.1.0 Built Form;
- It was suggested that if variations being proposed are less than 10% than the required deemed-to-comply provisions, that consultation should not be required.
- The consultation area radius distances are considered to be excessive and should be reduced.
- With the number of submissions received (5 or more) being a trigger for an application for development needing to be considered by Council, it is resulting in more items being referred to Council for determination when in most instances the variations can be determined under delegation.
- The delegation register needs to be amended to allow more discretion being given to senior staff and the coordinator to determine applications for development that are deemed to generally comply with the relevant Policy provisions of both the City’s Policy 7.1.1. and the Residential Design Codes.
- The current Policy provisions and requirements often prompt residents and landowners who have not made any objection to what is being proposed being contacted on numerous occasions when an application is being assessed and considered by the City.
- The Policy is currently silent on how consultation should be undertaken for Joint Development Assessment Panel (DAP) procedures, particularly in relation to Form 2 applications where a time extension or variation to an approved plan is being sought.
- Notifying all landowners and residents, as per the Policy requirements, regardless of whether they have lodged a submission during the processing of the application, about the upcoming Council meeting in which the application for development is being determined is not considered appropriate. Only submitters should be notified.
- While the City and Council wants to see good design, the extent of consultation required often deters applicants submitting an application that seeks variations to achieve good design. The preference being submission of deemed to comply applications for development that do not deliver optimal design outcomes. “Council is becoming a victim of its own Policy”
- In reference to Land Use applications (ie Home Businesses), greater flexibility should be allowed in determining the appropriate consultation timeframe, with the minimum timeframe of 14 days and maximum timeframe of 21 days.
- There is a significant cost being borne by City when consultations are undertaken due to the rates database not being accurate and up to date. The merge database is costing the City a significant amount of money in both staff time and resources.
- In some instances, Australia Post is not delivering ‘To The Resident’ letters to postal addresses, which has direct cost implications to the City.
- The consultation letters being sent, which often include a table outlining the deemed to comply or relevant design principles and the concessions proposed, can result in a 4 to 5
OUTCOMES REPORT – COMMUNITY CONSULTATION BASELINE FINDINGS

- Various consultation methods should be used when undertaking consultation, limiting the number of hard copy letters sent, and notification of any proposed developments seeking variations being made accessible on the City's website or engagement portal.
- The revised Policy needs to provide direction on how petitions will be handled and considered as part of the decision-making process.
Communication and Consultation Working Group

Terms of Reference

This document was approved by:

................................................................. Date: .................................................................
1. PURPOSE AND OBJECTIVES

1.1. Purpose

The Communication and Consultation Working Group is a group of Councillors and administration staff who will prepare a report to Council to:

- determine a clearly defined approach to community consultation for the City
- ensure the future state of the City of Vincent brand and all sub brands are managed in an effective manner
- create high level direction relation to the Community Engagement Plan

1.2. Outcomes

The key outcomes of the Working Group are to:

- Develop a Community Consultation Charter and commitment
- Define key market research outcomes in relation to preferred delivery models of the Community Engagement Plan
- Support the development of brand messaging and style

2. STRUCTURE AND COMPOSITION

2.1. Meeting types and frequency

Four workshops will be held over an 8 week period. Each workshop will last 2 hours.

An agenda and workbook will be prepared for these meetings and outcomes will be sent for final review.

2.2. Membership

The Project Steering Committee shall comprise of the following members

City of Vincent Representatives:

- 4 Council Members
- David MacLennan (Chief Executive Officer)
- Director
- Manager Marketing and Communications

Specialist staff or consultants will be invited to join the meetings from time to time to participate and provide advice and assistance as required.

2.3. Chair
The CEO, City of Vincent shall be the Chairperson of the Working Group.

The Chair is responsible for the conduct and productivity of meetings, ensuring all members participate in the discussions and that meetings are completed within the agreed time frame by monitoring and managing progress through the agenda.

2.4. Administrative support

The City will provide administrative support for the Working Group and shall be responsible for:

- hosting and scheduling meetings and updating the meeting schedule;
- the coordination and circulation of the meeting agenda and workbooks and
- recording of relevant actions at the meeting and distribution of action list to members.

2.5. Attendance

All members are requested to attend every meeting. If they are unable to attend then apologies should be sent prior to the meeting and if possible and appropriate, a proxy can be sent as a replacement to attend the meeting.

2.6. Decision making process

No final decisions will be made at the working group level, recommended outcomes of the sessions will be reported to EMC or Council for final endorsement.

3. AGENDA AND MEETING PAPERS

3.1. Agenda format

The Working Group meetings will include the following standing items:

- Welcome and Apologies
- Presentation and outcomes clarification
- Activity
- Close

4. RECORD OF MEETINGS

4.1. Actions and accountabilities

The City will manage the outcomes of items prior to the next scheduled Working Group meeting.

Further outcomes from the sessions will be reported via updates to all Council members.
## COMMUNITY CONSULTATION

**PROJECT TITLE**

**AUTHORISATION OF COMMUNITY ENGAGEMENT**

- [ ] Council Resolution (date of Council meeting)
- [ ] Annual Plan (Identify Reference)
- [ ] Legislation Requirement (Identify Act/Regulation)
- [ ] Other (e.g., Project Management)

**WHAT IS THE ASSESSED LEVEL OF IMPACT**

- [ ] Level 1 – High impact on LGA
- [ ] Level 2 – High impact on local area/group
- [ ] Level 3 – Lower impact on LGA
- [ ] Level 4 – Lower impact on local area/group

**WHO ARE THE KEY INTERNAL STAKEHOLDERS?**
- Mayor
- Councillors
- CEO
- Executive Team
- Staff
- Advisory Groups

**WHO ARE THE KEY COMMUNITY STAKEHOLDERS?**
- City of Vincent
- Local area/s
- Business Community
- Community Associations/Adv/organisations
- Town Centre Groups
- Demographic
- Other government agencies

### Objectives

- What are the community engagement objectives? What outcomes are you looking for through this community engagement? What input are you wanting or needing from the community? What will you do with the feedback you received? How will it be used in helping you make a decision?

### Consultation Tools

- What methods of consultation will you use?

### Key Issues

- Identify any current and historical issues that may have an impact on this project including any political or contentious issues that need to be highlighted.

### ENGAGEMENT METHOD AND COMMUNICATION PLAN

<table>
<thead>
<tr>
<th>Pre Engagement</th>
<th>Stakeholder</th>
<th>Engagement Method</th>
<th>Timeframe</th>
<th>Responsible Officer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Pre Engagement Phase: What needs to occur prior to engaging with stakeholders?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Stakeholder</th>
<th>Engagement Method</th>
<th>Timeframe</th>
<th>Responsible Officer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Engagement Phase: How are you going to engage stakeholders?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Engagement</th>
<th>Stakeholder</th>
<th>Engagement Method</th>
<th>Timeframe</th>
<th>Responsible Officer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Post Engagement Phase: How will you report back to stakeholders?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Service on a Page Approval Process

<table>
<thead>
<tr>
<th>Approved by EMC</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status (approved/declined) and Priority</td>
<td></td>
</tr>
<tr>
<td>Reason/Comment</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Next steps after receiving EMC approval:**

1. Have the Director confirm any changes to your community consultation approach
2. Register the Consultation via the marketing and communications team
3. Develop the tools based on your level of consultation
4. Set up an EH3 project page
LEVEL OF IMPACT REFERENCE TOOL

Use the following table to help determine what level of impact your consultation project will have. Once you have determined what level of impact your project will have use the Engagement Level Matrix to help determine what engagement methods you might use to engage with the identified stakeholders.

<table>
<thead>
<tr>
<th>Level of Impact</th>
<th>Category</th>
<th>Description</th>
<th>Criteria (one or more may apply)</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Level 1         | High Impact LGA | Issue has higher level of real or perceived impact on the whole or large parts of City of Vincent LGA.                                                                                                         | • Existing or potential for conflict or controversy.  
• High level of interest from the community.  
• Potential to impact on regional or state strategies or direction.  
• Significant impact on attributes that are valued by the City of Vincent, e.g. art, culture, multiculturalism.  
• Any impact on health, safety and wellbeing of the broader community. | • Community, strategic and annual plans  
• Significant Council policies/strategies/plans or bylaws, e.g. Access Plan, Multicultural Strategy, Capital Works Program, Environmental Management Strategy, etc.  
• Major changes to City-wide services, e.g. waste management, child care, etc.  
• Provision, removal or major changes to a regional facility or infrastructure |
| Level 2         | High Impact Local | Issue has higher level of real or perceived impact on a specific suburb, local areas, community or user group.                                                                                                      | • Removal or significant changes to a facility or service to a local community/user group.  
• Existing or potential for conflict or controversy at a local level.  
• High level of community or sectional interest. | • Removal or relocation of local playground.  
• Changes to valued youth activities.  
• Major street work or road closure.  
• Significant changes to car parking arrangement in local shopping centre.  
• Development changes to sports grounds, parks or local facilities. |
<table>
<thead>
<tr>
<th>Level of Impact</th>
<th>Category</th>
<th>Description</th>
<th>Criteria (one or more may apply)</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Level 3**     | Lower Impact LGA  | Issue has lower level of real or perceived impact on the whole or large parts of City of Vincent LGA. A community engagement plan is desirable. | • Potential for some controversy or conflict.  
• Potential for some, although not significant impact on regional or state strategies or direction.  
• Minor changes to recurring large scale programs. | • Minor changes in customer service processes, e.g. rates payment, hours of operations, etc.  
• Minor changes to City-wide activities and services, e.g. NAIDOC Week, Youth Week, etc.  
• Review of community needs and plans, e.g. Capital Works Program review, community satisfaction survey, etc.  
• Non-contentious changes to fees and charges. |
| **Level 4**     | Lower Impact Local| Issue has lower level of real or perceived impact on a specific suburb, local areas, community or user group. A community engagement plan is not required. Follow standard protocols. | • Minor changes to a facility or services at a local level.  
• Low potential for controversy or conflict at local level. | • Minor changes to local playground  
• Normal street works.  
• Changes in time and venue to a local community activity.  
• Development of a localised program, e.g. community garden, leisure program, etc. |
FORWARD CONSULTATION PROGRAM

The purpose of this template is to enable your organisation to forward plan all (possible and known) consultation projects for the upcoming year. While it is acknowledged that it may be difficult to identify all upcoming projects, mapping out the known projects your organisation intends to consult upon over the coming year will allow for a coordinated approach.

This Forward Consultation Program can be amended as required. Ideally, this Forward Consultation Program template will be populated at the commencement of every calendar year.

Suggested ways in which to determine what future consultation projects may be planned include:

- Running an internal survey (via the Imagine Vincent website) within each Directorate to identify what planned projects for this upcoming year may require or involve some level of community consultation
- Hosting a meeting with key staff, to describe engagement and consultation and invite them to identify where opportunities may exist (or be required) to consult on planned projects or events that may be of community interest.

Specific questions that could be asked in the internal survey or at the meeting with key staff may include:

- Are there any key projects identified within the City's Is there an identified need for consultation, based on previous community feedback or specific request to be involved and consulted?
- Is there a legislative requirement for community consultation to be undertaken?
- Will our decision-making capacity be significantly improved if consultation with the community is undertaken?
- Is there an opportunity to better understand community values and priorities in relation to a project, policy, plan or strategy?
- Are there any community expectations that have already been identified in relation to a certain topic or matter based on past experience, that may trigger the need to consult?
- Is this a policy or strategy that has not been previously (within the last 2 years) sought community input?
<table>
<thead>
<tr>
<th>Month</th>
<th>Consultation Project Title</th>
<th>Brief Overview</th>
<th>Proposed Consultation Dates</th>
<th>Project / Directorate Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### MATRIX for selecting the RIGHT Engagement Approaches for your project

<table>
<thead>
<tr>
<th>Engagement Approach</th>
<th>ASSESSED IMPACT LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High Impact LGA</td>
</tr>
<tr>
<td></td>
<td>High Impact Local</td>
</tr>
<tr>
<td></td>
<td>Lower Impact LGA</td>
</tr>
<tr>
<td></td>
<td>Lower Impact Local</td>
</tr>
<tr>
<td><strong>INFORM</strong></td>
<td></td>
</tr>
<tr>
<td>Written Correspondence, mail out or letter</td>
<td></td>
</tr>
<tr>
<td>Notice / Advert in Local Paper</td>
<td></td>
</tr>
<tr>
<td>Static Displays (Customer service, libraries)</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
</tr>
<tr>
<td>Email – Community Register</td>
<td></td>
</tr>
<tr>
<td>Email update – feedback, close the loop</td>
<td></td>
</tr>
<tr>
<td>Website (Imagine Vincent and updates)</td>
<td></td>
</tr>
<tr>
<td>On Site Sign / Display</td>
<td></td>
</tr>
<tr>
<td>Banners and Posters</td>
<td></td>
</tr>
<tr>
<td>Fact sheet, brochure, flyer</td>
<td></td>
</tr>
<tr>
<td>Media Release</td>
<td></td>
</tr>
<tr>
<td>Personal Telephone Contact</td>
<td></td>
</tr>
<tr>
<td>Face to face meetings</td>
<td></td>
</tr>
<tr>
<td><strong>CONSULT</strong></td>
<td></td>
</tr>
<tr>
<td>Online and written feedback / submissions</td>
<td></td>
</tr>
<tr>
<td>Onsite information session</td>
<td></td>
</tr>
<tr>
<td>Information sessions / briefings</td>
<td></td>
</tr>
<tr>
<td>Paper Survey / feedback form</td>
<td></td>
</tr>
<tr>
<td>Hotline / Phone in</td>
<td></td>
</tr>
<tr>
<td>Telephone Survey</td>
<td></td>
</tr>
<tr>
<td><strong>INVOLVE</strong></td>
<td></td>
</tr>
<tr>
<td>Meetings with key stakeholders / users</td>
<td></td>
</tr>
<tr>
<td>Meeting with target community groups, eg resident groups, youth, businesses, seniors</td>
<td></td>
</tr>
<tr>
<td>Focus Group Session</td>
<td></td>
</tr>
<tr>
<td>Community Workshop /Forum/World Café</td>
<td></td>
</tr>
<tr>
<td>Community Meeting, Public Hearing</td>
<td></td>
</tr>
<tr>
<td>Online discussion forums</td>
<td></td>
</tr>
<tr>
<td>Site Tour</td>
<td></td>
</tr>
<tr>
<td><strong>COLLABORATE</strong></td>
<td></td>
</tr>
<tr>
<td>Reference Group</td>
<td></td>
</tr>
<tr>
<td>Advisory Group or Working party</td>
<td></td>
</tr>
<tr>
<td>Deliberative Polling</td>
<td></td>
</tr>
<tr>
<td>Community Summit</td>
<td></td>
</tr>
<tr>
<td>Citizen Jury / Panels / Summits</td>
<td></td>
</tr>
</tbody>
</table>
ENGAGEMENT BRIEF GUIDE

The purpose of this template is to provide you with a communication tool to help others who may be needing to be involved in your consultation project within the organisation to quickly and easily understand key information about your consultation project. Use the prompts below and attached form and provide it to your Manager for review and comment, before proceeding with developing and finalising a Community Engagement Plan (refer to Community Engagement Plan template).

<table>
<thead>
<tr>
<th>ENGAGEMENT PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the purpose of engaging? Are you required to do so to comply with legislative requirements? Are you engaging on a particularly contentious matter or something that you believe would be of interest to the community?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are you seeking to achieve through engaging with your target audience? What do you see as being the key objectives of this engagement project?</td>
</tr>
</tbody>
</table>

Try and make your objectives SMART:
- **Specific** – target a specific area for improvement, explain why you are engaging
- **Measurable** – quantify what you hope to get out of the process
- **Assignable** – specify who will do it
- **Realistic** – state what results can realistically be achieved within given constraints (such as available resources, expertise, time, budget)
- **Time-related** – specify when the results can be achieved.

<table>
<thead>
<tr>
<th>SUCCESS INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will be your measures of success? A report to Council with a recommendation that is based on information gathered in your engagement project? Your objectives should be reported against your measures of success.</td>
</tr>
</tbody>
</table>

The following metrics are a good starting point to track and improve effectiveness of your online engagement:

- Visitors to your channels:
  - Reach – new and repeat
  - Who are they – can you find out the demographics?
  - Where did they come from? Both by geography and referral
  - How long did they stay on your page?
- Participation:
  - Rates of conversion – what proportion of them did what you wanted them to do?
  - How did people participate – did they view content? Comment? View others’ comments? Up or down vote others’ comments?
  - Was content shared?
• Input:
  o Quality of feedback gathered. What kind of feedback are you getting? Is it useful/relevant? Does it demonstrate awareness? Does up or down voting give enough of an indication of what the majority of people think?
  o Quantity of input gathered. How much input? All new stakeholders/users or are they expected participants?

• The user journey:
  o Is it working? Are users engaging the way you hoped? For example, are they reading content? Are they participating where/how you need them to?
  o Are you on track in your process?

PROJECT RESOURCING
What resources will you need to help you deliver your engagement project? At minimum you will need a Senior Responsible Officer (ie Manager) and a Responsible Officer (Project Officer). How many resources you need will be influenced by the size and scale of your engagement project and what profile it may have in the public domain.

Speak to your Manager if needed to help confirm the number of resources your project may require.

BUDGETING
Does your engagement project have an allocated budget? Will your engagement project costs be absorbed as part of the City’s operational costs? Discuss this with your Manager.

TIMEFRAME
It is recommended that your engagement project take a minimum of 9 weeks, following the recommendation or decision to undertake community consultation. This allows adequate time for planning, delivery and analysis (including reporting back).

Generally, allow a minimum of:

• 3 weeks (ideally 4) to develop your strategy and approach, gather requirements, select and develop engagement tools
• 4 weeks for stakeholder engagement – this needs to be sufficiently long enough so people can be notified and give considered responses (note: this may vary depending on legislative requirements)
• 2 weeks for analysis, reporting and closing the feedback loop. This does not include reporting back to Council, if this is part of the project.

RISK PROFILE
Some projects will carry a certain level of risk. This may be due to subject matters or issues that are particularly sensitive to the community, or there is a history associated with this issue that needs to be consulted on.

Recommended steps to take include:
1. Identify what these risks may be.
2. Map potential scenarios
3. Develop responses for foreseeable issues
4. Clearly articulate key messages
5. Ensure a consistent response across the organisation for any issues
## ENGAGEMENT BRIEF TEMPLATE

### ENGAGEMENT PURPOSE

Clearly articulate your engagement purpose and approach. Describe how you intend to use your stakeholders input.

### OBJECTIVES

Try and make your objectives SMART:

- **Specific** - target a specific area for improvement, explain why you are engaging
- **Measurable** – quantify what you hope to get out of the process
- **Assignable** – specify who will do it
- **Realistic** – state what results can realistically be achieved within given constraints (such as available resources, expertise, time, budget)
- **Time-related** – specify when the results can be achieved.

### SUCCESS INDICATORS

How are you going to measure the success of your consultation during and after completion? Things to think about include measuring the level of engagement based on responses, visitor traffic on your online, how your audience is engaging (informed, aware, engaged)
### PROJECT RESOURCING
Provide an estimate, with a minimum of 2 Responsible Officers per project

### BUDGETING
Check with your Manager if unsure

### TIMEFRAME
Allow a minimum of 9 weeks

### RISK PROFILE
CONSULTATION REGISTER

The City of Vincent’s Consultation Register can be found on the City’s online engagement portal and is managed by the City’s Marketing and Communications Team.

All community consultation projects are to be registered here (hyperlink to Imagine Vincent protected page)

KEY INFORMATION

Following is a list of the key information you will be required to submit.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>This is the project name you gave the Consultation Project (i.e. Street Activation Policy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Timeline</td>
<td>This relates to the timeframe proposed for the community consultation to take place (i.e. 12 Feb - 15 Mar 2019)</td>
</tr>
<tr>
<td>Department / Directorate</td>
<td>Knowing which Directorate the Consultation Project is from, helps us as an organisation to not duplicate consultation projects, and ensure we are alerted to any considerations that may need to be taken into account for future consultation projects.</td>
</tr>
<tr>
<td>Key Project Contact</td>
<td>Who is / was the Key Project Contact for the Consultation Project.</td>
</tr>
<tr>
<td>Level of Community Engagement</td>
<td>What level of engagement was used as part of the Consultation project – i.e. inform, participate, involve, collaborate</td>
</tr>
<tr>
<td>Stakeholders – Internal</td>
<td>List the Stakeholders who were consulted within the organisation (i.e. staff, Councillors, other Directorates)</td>
</tr>
<tr>
<td>Stakeholders – External</td>
<td>List the Stakeholders who were consulted outside the organisation (i.e. residents, local shop owners or shopping centres, State Government Agencies etc)</td>
</tr>
<tr>
<td>Community Engagement Techniques Used</td>
<td>What community engagement techniques were used. Examples may include letters, community workshops, citizen jury etc.</td>
</tr>
<tr>
<td>Trim Reference</td>
<td>If applicable, note down the Trim Reference for other users to see what work was done.</td>
</tr>
</tbody>
</table>
## COMMUNITY ENGAGEMENT PLAN TEMPLATE

### ABOUT THE PROJECT

**Consultation Project Title**

**Brief description of Project**

*What is the purpose?*

**Proposed Timeline**

*When are you planning to run your community engagement?*
Key Issues
Identify any current and historical issues that may have an impact on this project including any political or contentious issues that need to be highlighted.

Objectives
What are the community engagement objectives? What outcomes are you looking for through this community engagement? What input are you wanting or needing from the community? What will you do with the feedback you received? How will it be used in helping you make a decision?
### AUTHORISATION OF COMMUNITY ENGAGEMENT

- [ ] Council Resolution (Date of Council meeting)
- [ ] Annual Plan (Identify Reference)
- [ ] Legislative Requirement (Identify Act/Regulation)
- [ ] Other (e.g. Project Management)

### WHAT IS THE ASSESSED LEVEL OF IMPACT

- [ ] Level 1 – High impact on LGA
- [ ] Level 2 – High impact on local area/group
- [ ] Level 3 – Lower impact on LGA
- [ ] Level 4 – Lower impact on local area/group

### WHAT IS THE LEVEL OF ENGAGEMENT

Refer to Engagement Level Worksheet in Staff Community Engagement Toolkit

- [ ] Inform
- [ ] Consult
- [ ] Involve
- [ ] Collaborate

### WHO ARE THE KEY STAKEHOLDERS?

**Council Stakeholders** (*Please make aware of any scheduled community engagement activities at the earliest possible time as a matter of courtesy*)

- Mayor
- Councillors
- CEO
- Executive Management Team
- Staff (attach a list if extensive, or nominate relevant Directorates)
- Special Committees (list all that are applicable)
- Others (if applicable)
## Community Stakeholders
(* Contact the City’s Marketing and Communication Team if you are needing specific contact details for any of community stakeholders you think may need to be consulted)
- City of Vincent wide
- Local area/s
- Business Community
- Headquarters Your Facility
- Travelsmart
- Community Associations/clubs/organisations (refer to Community Group Directory on City of Vincent’s website)
- Town Centre Groups
- Volunteer Taskforce
- Other government agencies

### ENGAGEMENT METHOD AND COMMUNICATION PLAN

<table>
<thead>
<tr>
<th>Phase</th>
<th>Stakeholder</th>
<th>Engagement Method</th>
<th>Timeframe</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Engagement Phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engagement Phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Engagement Phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EVALUATION
Identify measures to evaluate engagement (e.g.,)
| attendance number, number of responses, diversity, etc.). Consider the tool for the evaluation |

#### REVIEWED AND APPROVED BY MANAGER

<table>
<thead>
<tr>
<th>Consultation Project Owner (ie Responsible Officer)</th>
<th>Name:</th>
<th>Section/Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Email:</td>
<td>Phone Ext:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Sign:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Manager</th>
<th>Sign:</th>
</tr>
</thead>
</table>

Community Engagement Plan Reviewed by Marketing and Communications Team

- Yes
- No. If not — why not?

Community Engagement Plan saved to Authority / Trim

- Yes
- No (Please save in applicable folder)
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

BACKGROUND

This Community Engagement Council Policy outlines the City of Vincent’s commitment to engaging with the community, to seeking opportunities to inform the community, develop community partnerships and to seek community input into decision making.

This Policy reflects the community's aspirations in City of Vincent's: Community Strategic Plan 2017/18 – 2027/28 to become a connected and engaged community through meaningful and smarter community engagement practices.

Council will engage with the community in:

- keeping the community informed about projects and plans;
- building relationships and trust;
- seeking input into the design of services and policies;
- offering a variety of accessible ways to engage with the City on key issues that directly affect them and/or their environs.

Council encourages the community to actively engage and work together with us to make decisions for our City.

POLICY OBJECTIVES

The purpose of this Policy is to provide guiding principles for community engagement to ensure consistent meaningful and smarter engagement practice is carried out within the City of Vincent (the City).

Specifically, the objectives of the policy are to:

- provide the public with a clear understanding of the City’s commitment to community and stakeholder engagement;
- ensure communication and community engagement is proactively planned around each major project and issue that arises;
- enable a consistent and coordinated approach to how and when community consultation is delivered;
- facilitate open and honest communication with stakeholders and the community on key issues, initiatives and projects that may impact on their lives or the City;
- ensure that people affected are meaningfully engaged and those interested have an opportunity to participate; and
- seek joint ownership of solutions facilitated through open and transparent dialogue between the community and the City.

POLICY STATEMENT

A diverse range of projects, activities and decisions occur across Council require differing degrees of community engagement. The intent of this policy is to provide a clear, standardised guiding principle to ensure good governance and provide the community with an opportunity to be involved in decision making through a use of varied engagement and communication channels.
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

The City is committed to engaging the community in an effective, timely and transparent manner so their views can provide input into decision making. Council will actively encourage the participation of community members who may be affected by or are interested in a decision. The method of engagement will be appropriate to the project and the needs of the affected community.

The City will be guided by relevant best practice principles and industry standards including (but not limited to) the International Association of Public Participation (IAP2) core values.

The City acknowledges its obligation under the Local Government Act 1995 and other relevant legislation underpinning the operational functions of the City (ie Approval Services).

A separate Policy relating to Planning and Approval Consultation Procedures is available in the City’s Planning and Building Policy Manual.

<table>
<thead>
<tr>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community</strong></td>
</tr>
<tr>
<td><strong>Stakeholders</strong></td>
</tr>
<tr>
<td><strong>Community Leaders</strong></td>
</tr>
<tr>
<td><strong>Community Engagement</strong></td>
</tr>
<tr>
<td><strong>Community Engagement Framework and Toolkit</strong></td>
</tr>
<tr>
<td><strong>IAP2</strong></td>
</tr>
<tr>
<td><strong>IAP2 Spectrum</strong></td>
</tr>
</tbody>
</table>
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

WHAT IS ENGAGEMENT?

Engagement is about involving the community to help Council make better decisions.

Engagement allows us to benefit from the local knowledge of the community, creating shared visions and commitment to solutions. Each engagement will be designed according to the needs of the project and the needs of the directly or indirectly affected community. For each engagement the community will be offered a variety of ways to be informed and have their say. The City acknowledges that the level of input the community can have into decisions will vary according to the project.

Engagement does not replace the final decision-making power of Councillors or the CEO; but is regarded as considered instrumental in the way it enhances the City’s capacity to make well-informed, acceptable and sustainable decisions.

The City’s promise to the community is outlined in Appendix 1 : Level of Engagement Table.

KEY ENGAGEMENT PRINCIPLES

The following principles will apply to all engagement undertaken by the City of Vincent:

Engage Meaningfully and Purposefully

• The purpose of each community engagement is well understood and based on a clearly defined scope and identified need to engage;
• The objectives of what is hoped to be achieved from the engagement are clearly communicated and can be easily understood;
• The level of influence participants who are invited to engage on a matter or proposal will have over the decision making is clearly conveyed;
• The engagement methods selected to be used for each community engagement project reflect an appropriate scale and nature to suit the community engagement purpose; and
• Any communication materials and information distributed is written in plain English that can be easily understood and free of jargon. Provision is also made for community members who may have a disability or language barriers.

Engage Transparently and Honestly

• Community engagement will be designed to suit the target audience, taking into account particular geographic, demographic, social and/or economic factors;
• Engagement projects will not always be limited to those affected but also involve stakeholders and community groups that may have an interest in a certain subject matter;
• Adequate time will be given to understand the target audience, their motivations, desires and expectations;
• Understanding the motivations for participation will be identified early on, to ensure that the appropriate engagement approaches are implemented;
• The City will ensure that engagement approaches are inclusive, taking into account hard-to-reach groups such as Aboriginal and Torres Strait Islander People, culturally and linguistically diverse people, the disadvantaged and homeless, people with a disability as well as children and young people; and
• The City will demonstrate how the community and stakeholders involvement was used to inform the City’s work.
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

Foster Collaboration
- When appropriate, the City will identify opportunities to partner with and collaborate with stakeholders and ‘community leaders’;
- The City values our stakeholders as assets to our engagement projects, while being mindful of not limiting those stakeholders we consult with to a specific list;
- The City looks to identify and empower key community members and stakeholders to be involved and assist in facilitating community engagement projects;
- The City will proactively identify and recognise the levels of influence various stakeholders can have on an engagement process and seek to foster these relationships to ensure optimal engagement outcomes and results; and
- Engagement, communications and policy staff within the City will work closely and collaboratively to ensure activities are well communicated and that those responsible for implementing the final outcomes clearly understand the community’s priorities.

Engage Appropriately and Respectfully
- Engagement activities being performed by the City will be delivered in a coordinated manner by using a Community Engagement Register to avoid duplication and over consulting;
- The City will seek to build on previous engagement activities;
- Focus and time will be given to researching and understanding the background relating to any proposed engagement as part of designing an engagement process to be delivered;
- Previous input and subsequent decision making will be referenced and used as a basis for any consultation being planned;
- Consistency in engagement approaches will be employed wherever possible to foster a familiarity with consultation processes delivered by the City;
- Engagement processes will ensure a high level of accessibility, ensuring that people are provided with appropriate and as many opportunities to participate as possible;
- Differing views are acknowledged, respected & considered; and
- The City will adopt its communication to suit the needs of the target audience.

Build Relationships
- The City will aim to work closely with the community to help identify challenges and opportunities they are facing;
- The community and stakeholders will be encouraged to participate in designing engagement processes, including asking how they and others should be engaged and what processes and approaches are considered most suitable;
- The City will proactively seek to build strong, authentic relationships with the community and stakeholders, outside of consultation processes;
- Internal stakeholders (ie the City’s staff) relevant to an engagement project will be engaged early during the planning of an engagement project;
- The City will seek to build trust and accountability with the community and stakeholders.

Flexibility and Responsiveness
- The purpose and level of engagement will be made completely clear from the outset;
- The City acknowledges the need to build in flexibility during engagement processes to respond appropriately to changing circumstances or identified needs of an engagement project;
- Any changes to planned engagement or approaches will be supported by a clear explanation as to why the changes have occurred, and the implications of the changes to an engagement process; and
- The City will seek to engage genuinely and listen to understand.
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

Evaluate and Review

- Provision is made to evaluate the success of each community engagement;
- The City will ensure measuring and evaluation the performance of an engagement project will occur throughout the process, with a view to continuous improvement;
- Post engagement tasks, including the sharing of the community feedback received, will be designed into engagement project designs; and
- Evaluation of the engagement project success will be considered from multiple perspectives, including the community, Elected Members and the City itself.

ENGAGEMENT CONTEXT

In order to provide a clear focus and approach to how community engagement is delivered by the City – the Policy has identified the engagement activities types under the following four categories:

Statutory Consultation
In its day to day functioning, the City is obliged to notify and consult the local community on matters that may impact on their local area or lives. While the Local Government Act 1995 sets out minimum requirements for specific consultations, each engagement process will be considered on its individual basis and merit. In addition, the City’s officers and Elected Members are obliged to ensure that the minimum requirements for any consultation required by any other legislation and policy provisions are also met. Such legislation includes, but is not limited to, the Planning and Development Act 2005, the Land Administration Act 1997, the Bush Fires Act 1954 and policy provisions such as that outlined in the State Planning Policy 3.1 – Residential Design Codes.

The City will meet its statutory obligations by ensuring the community and stakeholders have the opportunity to:

- Have access to all relevant information relating to a City project or initiative to enable them to provide informed feedback;
- Assist in developing and monitoring priorities for action in the community and corporate plans;
- Comment on the development of, and changes to the Local Planning Scheme and associated provisions.

Consultation requirements for town planning related consultation requirements is outlined in a separate policy under the City’s Planning and Building Policy Manual – Policy XXXX – Approvals Consultations

Engagement around strategic issues
The City recognises that it is one of Perth’s most densely populated and multi-cultural localities. The City’s location adjacent to the Perth Central Business District means there will be the ongoing need for the City to be proactively involved in collaborating with State and Local government agencies, to ensure that the City’s interests, and that of the community, are represented and preserved.

Where possible, and if appropriate timeframes allow, the City will engage with the local community and stakeholders on strategic issues. The City will seek to engage at the earliest opportunity to ensure that the community and stakeholders will be given the opportunity to provide comment or feedback to help inform the City’s position and form feedback on strategic matters affecting the City of Vincent.
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

Engagement on day to day Council business
The City relies on a number of key documents and procedures for its day to day functioning. The City’s staff will work identify and manage community engagement activities associated with the City’s core business and projects approved in the Council’s Budget and Corporate Business Plan. Working closely with the City’s Marketing and Communication staff, the responsible department will establish the most appropriate engagement level and approach at the project planning stage, and then will be charged with the responsibility of providing information to the community and/or stakeholders on the issue being consulted on and facilitating community involvement.

Engagement on specific local issues
From time to time, the City may be required to consult with the wider community on matters that are regarded to be of a significant nature or that may have a direct impact on the lives of the community or their local environment. In these instances, the City will adopt a flexible approach on how it chooses to engage and may possibly engage external consultants to become involved in delivering the engagement projects so to enable prompt and focussed action on the matters being considered, and to ensure that a comprehensive approach to engagement is undertaken.

When the City may not engage
Where appropriate and possible, a decision should be delayed to allow time for community engagement, however, engagement is not effective or appropriate, when:

- A final decision has already been made by Council or another agency (however, every attempt should be made to engage prior to the decision being made);
- Council cannot influence a decision being made by another agency or party; and/or
- There is insufficient time available to engage due to legislative or legal constraints, or urgent safety issues.

In these events the City will provide information relating to the reasons why engagement could not occur and why the decision has been made.

In addition, where practicable, no engagement is to take place between the last Council Meeting of the calendar year and the first Council Meeting of the New Year, unless specified by Council, a legislated requirement, or 'business as usual', as with libraries and other community services within the City.

ROLES AND RESPONSIBILITIES

Councillors and staff have complementary roles in engaging with the community.

The Chief Executive Officer is responsible for the overall implementation of this policy and the development of an appropriate framework, staff toolkit and any communication or engagement plans.

While it is not always practical or appropriate to engage the community on all Council decisions, it is crucial that community members are sufficiently informed of major issues, plans, projects and all matters likely to affect them and have opportunities to participate meaningfully in community engagement.
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

Variation to the Extent of Consultation
The Chief Executive Officer also has the discretion to increase the extent, method or duration of a consultation where deemed appropriate for matters relating to, but limited to:

- Any significant development proposed, including a proposed significant development which may cause undue impact on the locality compared to the similar ‘standard’ development;
- Where an existing proposal or significant development has received substantial opposition, concerns or complaints;
- Where a Local Planning Policy may have significant implications on a specific sector of the community.

This will also demonstrate that all levels of employees that have discretion over consultation are adequately trained in not just this Policy, but its implementation.

RELATED DOCUMENTATION

- City of Vincent’s “Approvals Consultations” Policy
- Strategic Community Plan 2017/18 – 2027/28
- Community Engagement Register
- Community Engagement Framework & Staff Toolkit
## DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)

### Appendix 1: Levels of Engagement table

The City acknowledges there is no singular method of engaging with stakeholders and the community, and that in fact, it is essential that multiple methods be used when delivering engagement projects, to ensure maximum participation and ensure accessibility to all potentially affected stakeholders or community members. Each engagement method and type has its own benefits and limitations, so it is important to select the right one and review to ensure the method best fits the particular environment in which the engagement is being delivered.

The following table (an adaptation of the IAP2’s Engagement Spectrum) provides clear guidance on what the various levels of engagement are and the City’s commitment to the community and stakeholders:

<table>
<thead>
<tr>
<th>Engagement Level</th>
<th>Inform</th>
<th>Consult</th>
<th>Involve</th>
<th>Collaborate</th>
<th>Empower</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City’s Promise</strong></td>
<td>We will keep you informed</td>
<td>We will keep you informed, listen to your concerns, consider your insights, and provide feedback on our decisions</td>
<td>We will work with you so that your concerns and issues are directly reflected in alternatives developed and provide feedback on how input influenced the outcome</td>
<td>We will work together to agree on what we will implement and incorporate your advice and recommendations into the outcomes to the maximum extent possible</td>
<td>We will implement what you decide and we will support and complement your actions where possible.</td>
</tr>
<tr>
<td><strong>Role of the Community</strong></td>
<td>Listen</td>
<td>Contribute</td>
<td>Participate</td>
<td>Partner</td>
<td>Decide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engagement Level</th>
<th>Inform</th>
<th>Consult</th>
<th>Involve</th>
<th>Collaborate</th>
<th>Empower</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City’s Promise</strong></td>
<td>We will keep you informed</td>
<td>We will keep you informed, listen to your concerns, consider your insights, and provide feedback on our decisions</td>
<td>We will work with you so that your concerns and issues are directly reflected in alternatives developed and provide feedback on how input influenced the outcome</td>
<td>We will work together to agree on what we will implement and incorporate your advice and recommendations into the outcomes to the maximum extent possible</td>
<td>We will implement what you decide and we will support and complement your actions where possible.</td>
</tr>
<tr>
<td><strong>Role of the Community</strong></td>
<td>Listen</td>
<td>Contribute</td>
<td>Participate</td>
<td>Partner</td>
<td>Decide</td>
</tr>
</tbody>
</table>
DRAFT POLICY – COMMUNITY CONSULTATION (FOR DISCUSSION)
INTRODUCTION

The City of Vincent is one of Perth’s most densely populated and multicultural localities with a population over nearly 40,000 people. We are proud of our rich tapestry of people that collectively create a colourful and vibrant place to live, work and visit. As a local authority we are invested in making sure our community is a part of shaping the future of the City and given the right means to express and share ideas that will continue to make the City of Vincent a desirable place to exist.

The City is committed to listening to and understanding the aspirations, values and needs of our residents and business community. We want to ensure that Council can make informed decisions that will continue to support and deliver on these key elements that form the cornerstone of what the City prospers and thrives from.

The Community Engagement Framework reflects the City’s commitment to meaningful and smarter community engagement. The City wants everyone in our community to be able to have their say on things that matter to them. We want to offer more exciting, new and accessible means for our community to get involved and play an important part in helping inform Council decisions.

This Framework will help influence the why and how we engage with our community – delivering on smarter and more accessible engagement approaches that results in transparent inclusive and meaningful engagement.

WHAT IS COMMUNITY ENGAGEMENT?

Community engagement in its simplest terms means “a process of involving people in the decisions that affect them”. In a local government context this can mean a range of things such as inviting comment on a proposed development or new Policy, involving the community in developing the City’s Strategic Community Plan, to working with the City in developing a vision for one of the City’s Town Centres. Effective community engagement builds trust between the Council and the community and strengthens democracy and community capacity.

The City recognises that community engagement involves multiple layers and ways of engaging and that there is not a ‘one size fits all’ approach that can be applied to all community engagement projects or initiatives. The City also knows that while consistency is important, engaging with the community in the same way every time can often result in the community or target audience becoming disengaged and bored. It is important to the City that how, when and why we are engaging is clearly understood by our community and target audiences, so we are able to capture the most relevant, applicable and influencing responses that will ultimately help inform a Council decision.

Community engagement is not about consulting with the community and stakeholders on every matter involving a Council decision, and the City also respects that not everyone in the community are wanting to be engaged or participate in a community engagement process every time. In delivering community engagement, the City will be careful to manage the expectations of the community and ensure that community engagement is not regarded as a commitment by the City.
THE CITY OF VINCENT’S COMMUNITY ENGAGEMENT CHARTER

The City is committed in being a key influencer and leader in community engagement for local governments in Perth and Australia wide. To help achieve this, the City has adopted the following principles to demonstrate our commitment to community engagement.

<table>
<thead>
<tr>
<th>City Of Vincent’s Community Engagement Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage Meaningfully and Purposefully</td>
</tr>
<tr>
<td>Engage Transparently and Honestly</td>
</tr>
<tr>
<td>Foster Collaboration</td>
</tr>
<tr>
<td>Engage Appropriately and Respectfully</td>
</tr>
<tr>
<td>Build Relationships</td>
</tr>
<tr>
<td>Evaluate and Review</td>
</tr>
</tbody>
</table>

COMMUNITY ENGAGEMENT OBJECTIVES

The City of Vincent’s overarching objective for engagement is to facilitate a connected and engaged community through meaningful and smarter community engagement practices. The City aims to delivers community engagement in a meaningful and open manner that enables the community to be involved and help inform decision making processes that will shape and influence the future of the city, with opportunities for participation across both traditional techniques and new digital platforms.

The City of Vincent’s Community Engagement Objectives are to:

- provide the public with a clear understanding of the City’s commitment to community and stakeholder engagement;
- ensure communication and community engagement is proactively planned around each major project and issue that arises;
- enable a consistent and coordinated approach to how and when community consultation is delivered;
- facilitate open and honest communication with stakeholders and the community on key issues, initiatives and projects that may impact on their lives or the City;
- ensure that people affected are meaningfully engaged and those interested have an opportunity to participate; and
- seek joint ownership of solutions facilitated through open and transparent dialogue between the community and the City.
THE BENEFITS OF COMMUNITY ENGAGEMENT

There is an expanding desire that all levels of government are straightforward and responsible in the manner in which they do business. Transparency and accountability in processes and decision making is of great importance to the community.

In a local government context, community engagement creates a vital link between the councillors, the City’s administration and the community they serve by:

- Ensuring that the community is appropriately informed;
- Facilitating a sense of ownership among the community for joint solutions
- Reducing the level of misconception and misinformation
- Ensuring commitment and greater ownership of the final decision by the community
- Building and strengthening relationships between council and the community
- Encouraging the community to share ideas
- Assist Council is gaining a better understanding of local needs and priorities
- Helping to identify issues that may not have otherwise been considered
CASE STUDY: IMAGINE VINCENT - REPORT ON OUTCOMES HERE

In 2017 the City of Vincent embarked on one of its largest community engagement initiatives since the Vincent Vision 2024 engagement project done in the early 2000s.

We built upon our awareness that our local community and ratepayers are highly invested in local matters and issues that will help secure a future that is thriving and authentic. was The centrepiece of the Imagine Vincent community engagement project was the formulation the City’s Strategic Community Plan 2018-2028 - one of the City’s key strategic documents informing the key priorities and future planning for the City over the next decade.

The Imagine Vincent project incorporated a diverse range of community engagement approaches to involve and inspire the community in being a part of the project.

NEED TO DESCRIBE FOLLOWING:

- What techniques were used?
- Any mail outs?
- Event types? How were events advertised?
- Who attended (staff)?
- Who did the Imagine Vincent seek to specifically engage? How?
- What was the engaged community profile?
- Key Themes?

How did people engage? Infographic would be great here!
THE COMMUNITY ENGAGEMENT FRAMEWORK

First and foremost, the City’s Community Engagement Framework acknowledges that community engagement is not a singular activity but rather a combination of interrelated methods and approaches that match the needs of the target audience to enable them to participate and be involved in a meaningful way. Effective community engagement results in a sense of inclusion, involvement and influence – which reflects the City’s aspiration to deliver more meaningful and smarter engagement.

The City’s approach to engagement will be to deliver engagement in a way that is open and inviting, and is done in a way that is exciting and engaging to help build an even greater knowledge of our community. We want the outcomes from community input received from our engagement campaigns to be representative, relevant, transparent and measurable.

It is important to the City that our engagement initiatives are inclusive and informative, and that the engagement techniques we use are relevant and varied and can be adapted to align with how the community wish to engage and best suit the project needs. We recognise the importance of collaborating and using engagement approaches that provide instructive and revealing outcomes, and the intrinsic value often derived from engagement that is not about an end decision, but more so about building relationships, community connectedness and capacity building.

Lastly – with all our engagement initiatives, we will ensure that they are complemented by a proper evaluation and monitoring process, and that the community is provided with feedback to the community of the outcomes.

PURPOSE

The purpose of the Framework is to:

- Inform the community about the City’s approach to community engagement and encourage the community to become involved;
- Establish a consistent approach and develop best practice to how community engagement is planned and delivered;
- Clearly define the relationships between Council’s Community Consultation Policy, its statutory requirements to consult and the role of the community in participating in a community engagement process;
- Make provision for the City’s diverse population base in the planning of engagement projects, to ensure equitable opportunity to be involved is provided; and
- Provide clear guidance to officers, Councillors and the community on the City’s consultation principles, methods and resources.

WHY DO WE ENGAGE?

Community engagement fosters a collective sense of belonging and ownership of project outcomes. It brings individuals and groups into the conversation to help in their understanding of the key issues, help influence the outcomes of a situation and gives responsibility to the community in playing a role in the decision-making process.

The City has relied on the community’s opinions and expression of their aspirations over many years, and it is the City’s commitment to ensure that the value we place in our community’s opinions and ideas remains the foundation of the City’s identity. We recognise how stakeholder and community
input improves the way we do business, make decisions and deliver on the community expectations and needs from a Council.

**WHO DO WE ENGAGE WITH?**

The City engages with the following three broad categories of people:

**Community**
This means individuals or groups who may be affected by or who have an interest in Council decision making. These individuals or groups may be identified as residents, voters, ratepayers, business owners, community groups and clubs, community leaders, the City’s staff and visitors to the City.

**Stakeholders**
Organised groups who have an association with the City of Vincent that is not as a ratepayer or resident; who have an interest in Council’s decision making and who are affected by Council’s decisions. Businesses, retail outlets, State and Federal Governments, community groups, Local Government and not for profit organisations are considered stakeholders. Stakeholders may also be groups or organisations who have a role to play in policy development, program or service delivery.

**Hard to Reach**
The City acknowledges that there may be some groups of people and individuals that may find it harder to participate in engagement activities, which the City defines as ‘hard to reach’. Such groups include culturally and linguistically diverse people, Aboriginal and Torres Strait Islander People, the disadvantaged and homeless, people with a disability as well as children and young people. The City acknowledges that the circumstances of each individual within these groups may vary and that the community engagement methods should be adapted to meet the needs of these groups.

**WHEN DO WE ENGAGE?**

The City sees community engagement as an invaluable way to help inform Council’s decision making and ensure that the decisions are made on a well-informed and accepted basis. Community engagement however does not replace the final decision-making power of the Councillors or the CEO. The outcomes and findings from community engagement activities will be considered in balance with any evidence provided by professional staff.

In some circumstances, the Council is required by law to engage with the community – often in relation to land use and local law requirements. When this is the case, the City will ensure that the relevant legislation or policy is referenced in any communications with the community, so the premise of the community engagement is well understood, and statutory requirements met.

**HOW DO WE ENGAGE?**

A number of key considerations must be contemplated when the City is deciding on how to engage. Influencing factors such as the level of community or stakeholder interest, the political sensitivity of the matter or matters being engaged on, the legislative requirements, and the level of social, economic and environmental impact and opportunities to collaborate must be taken into account. Other relevant considerations in deciding how the City will engage are the time, resource and budgetary realities which all have a bearing on the way the City may engage.
The City will seek to engage in an inclusive and accessible manner wherever possible, however from
time to time, the City may determine that a more targeted approach is appropriate on certain
matters.

The City’s approach to community engagement will involve three key parts being:

- Planning for the community engagement process
- Doing the community engagement
- Reporting on the community engagement outcomes

The principles of the Community Engagement Framework, supported by a Staff Toolkit will facilitate
a considered and consistent approach to these three key parts of community engagement.

LEVELS OF ENGAGEMENT

The Framework builds upon the International Association of Public Participation’s (IAP2) levels of
e Engagement using the five (5) levels defined in the IAP2 spectrum to help determine the most
appropriate level of engagement to suit both the project needs and reflect the most optimal
approach and supporting activities to encourage community involvement and participation.

![Figure X: Spectrum Relationship Diagram](image)

City of Vincent’s Community Engagement Initiatives

**INFORM**: To provide the community and stakeholders with balanced and objective information to assist
them in understanding the problem, alternatives, opportunities and/or solutions.

**CONSULT**: To obtain community and stakeholders feedback on analysis, alternatives and/or decisions.

**INVOLVE**: To work directly with the community and stakeholders throughout the process to ensure that
public concerns and aspirations are consistently understood and considered.

**COLLABORATE**: To partner with the community and stakeholders in each aspect of the decision including the
development of alternatives and the identification of the preferred solution.

**EMPOWER**: To place final decision making in the hands of the community and stakeholders.

*In majority of cases, the City will retain the decision maker status because of statutory requirements, and
therefore the opportunity to employ this level of engagement is not possible.*
INFORM

Case Study

The City of Vincent provides a variety of means to engage with the community – acknowledging that through the fast-paced changes delivered through technology, there is a need to build upon the online platforms being used by the community such as social media as a way of engaging. We recognise the need to move away from our sole reliance on traditional media as a means to engage with our community to ensure we are present on online platforms that the community use, to share information about the City that may interest or affect them.

INFORM

Mail out or letter drop
Local Newspaper Ad
Displays, Banners and Posters
Social Media (Facebook, Twitter, Instagram)
Electronic Mail outs (ie email)
Website (corporate website, engagement portal)
Printed Media
Media Releases
Face to Face Meetings
Telephone Contact

OUR COMMITMENT
We will keep you informed

www.vincent.wa.gov.au
www.imaginevincent.wa.gov.au
facebook/cityofvincent
twitter handle

ONLINE METRICS infographic

FACEBOOK
7322 likes
7326 followers

TWITTER
# followers??

WEBSITE
# users

RECENT EXAMPLE OF INFORM REQUIRED HERE
CONSULT

Case Study

From time to time, the City is required by legislation to consult with the community about certain matters or proposals as part of the wider decision making process. An example of this is when the City invites affected community members about a proposed development that is requiring the City and Council to exercise a level of discretion. In these instances, the City’s Approval Services will identify and invite those community members that may potentially be impacted by the proposed development to make comment on the proposal. Generally, community members will be invited to make a submission that either supports, objects or makes general comment about the proposal. As part of the decision making process, the City will take into account the submissions received.

In other cases, the City may be contemplating a larger scale strategic planning project that may attract interest by the community and may have consequences on how the community may use a public space or experience an urban environment. The City will consult with the community through engagement activities such as Community Workshops or running online engagement activities such as quick polls, brainstormers, surveys. The information gathered from these engagement activities will provide insight into how the community may perceive or feel about the proposed planning project, and help inform how Council may respond to the community expressed needs and priorities.

OUR COMMITMENT

We will keep you informed, listen to your concerns, consider your insights, and provide feedback on our decisions.
INVOLVE

Case Study

In 2017, the City of Vincent embarked on an extensive engagement campaign as part of reviewing and formulating the City’s Strategic Community Plan 2018-2028. The City purposefully sought to engage with the community through a participatory consultation process. The engagement campaign was designed with the target audiences in mind — with the offering of a variety of engagement activities and opportunities for the community to participate and be included in the review and formulating the Strategic Community Plan for 2018-2028. Community engagement activities included face to face meetings and workshops, ......... (check Engagement Strategy by SUJ). The community were invited into the process, with multiple and ongoing opportunities for input as decision-making progressed.

However, the City is still the decision-maker and there is no expectation of building consensus or providing the public with any sort of high-level influence over the decision.

OUR COMMITMENT
We will work with you so that your concerns and issues are directly reflected in alternatives developed and provide feedback on how input influenced the outcome.
COLLABORATE

From time to time, the City will seek to actively collaborate with the community in the decision-making process. The collaborate level of engagement often seeks to find consensus solutions – although the ultimate decision making still sits with the City. Undertaking a collaborative engagement program is often characterised by significant investment in time and resources. The expectations of the participants to have their input seriously entertained and reflected in the final outcome and decision is high. If the participants, who have actively participated in this level of engagement, feel their input has not been given serious consideration, there can be serious negative consequences on the project and on the level of trust on future relationships with stakeholders. It is important that from the outset, participant expectations of what role their input will play in the engagement project and the final decision making and whether consensus is being sought as part of the process, should be clearly communicated.

RECENT EXAMPLE OF COLLABORATE REQUIRED HERE
CITY OF VINCENT'S COMMUNITY ENGAGEMENT RESOURCES

COMMUNITY ENGAGEMENT CALENDAR

STAFF CONSULTATION TOOLKIT

TEMPLATES SUITE

ONLINE ENGAGEMENT TOOLS

RISK MATRIX

ACCESSIBILITY AWARENESS TRAINING

TRAINING
4.2 OUTCOME OF CITY OF VINCENT WARD AND REPRESENTATION REVIEW

TRIM Ref: D19/64267
Author: Meluka Bancroft, Manager Governance, Property and Contracts
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Letter from the LGAB dated 5 April 2019

BACKGROUND:

At the Ordinary Meeting of Council held on 5 February 2019 (Item 11.7) Council resolved:

“That Council:

1. RECEIVES the submissions from the local public notice period for the ward and representation review, as detailed in Attachment 1;

2. RECEIVES the consultant’s review of the City’s ward and representation system in accordance with the criteria listed in clause 8 of Schedule 2.2 of the Local Government Act 1995, as included at Attachment 2, and

3. Pursuant to clauses 8 and 9 of Schedule 2.2 of the Local Government Act 1995, AUTHORIZES BY ABSOLUTE MAJORITY the Chief Executive Officer to advise the Local Government Advisory Board (LGAB) that:
   
   (a) the City has undertaken a review of its wards and representation in accordance with clause 6(1) of Schedule 2.2 of the Local Government Act 1995; and

   (b) the City proposes that no changes to wards or representation are necessary.”

DETAILS:

Administration advised the Department of Local Government, Sport and Cultural Industries of the outcome of the review in accordance with resolution 3 above on the 23 February 2019.

The Local Government Advisory Board (LGAB) considered the City’s report at its 4 April 2019 meeting and noted the City’s resolution to retain its current ward and representation structure. The LGAB’s letter is at Attachment 1.

COMMENT:

The City has completed the ward and representation review as required by clause 6.1 of schedule 2.2 of the Local Government Act 1995. The City’s current ward and representation structure will be retained.

The next ward and representation review is due in 2026. Due to the predicted population growth disparity between the north and south wards, Administration recommends that an interim review is undertaken in 2022/23.

ANTICIPATED OUTCOME FROM COUNCIL WORKSHOP:

For Council to note the LGAB’s decision and list an interim ward and representation structure review in the CBP for 2022/23.
Mr David MacLennan  
Chief Executive Officer  
City of Vincent  
PO Box 82  
LEEDERVILLE WA 6902

Dear David,

CITY OF VINCENT – WARD AND REPRESENTATION REVIEW

Thank you for your recent report to the Local Government Advisory Board on the ward and representation review conducted by the City of Vincent.

The Board considered the report at its meeting of 4 April 2019 and noted the City’s resolution to retain its current ward and representation structure.

The Board would like to sincerely thank the City and its staff for their efforts in undertaking and completing the review.

Yours sincerely,

Marion Blair OAM

Marion Blair  
Chair  
Local Government Advisory Board  
5 April 2019
4.3 ADOPTION OF COUNCIL ELECTION CARETAKER POLICY

TRIM Ref: D19/64268
Author: Meluka Bancroft, Manager Governance, Property and Contracts
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Council Election Caretaker Policy (draft)  
2. WALGA Council Election Caretaker Policy (template)  
3. City of Stirling Council Election Caretaker Policy

BACKGROUND:

The City of Vincent does not currently have a policy or established procedure to manage any actual or perceived advantage or disadvantage to a candidate in a local government election through the use of public resources or decisions made by Council or Administration in the 37 day period immediately prior to a local government election (caretaker period).

DETAILS:

Administration has drafted the policy at Attachment 1 to establish protocols and a procedure to manage Elected Member and Administration decision making and use of resources during the caretaker period. The CEO will ensure that Administration operates during the election period in a manner which protects the apolitical nature of the public sector and avoids the use of City resources in a manner that advantages a particular candidate. The arrangements also aim to prevent controversies about the role of the public sector during an election campaign.

The policy will govern the following during the caretaker period:

a. decisions that are made by the Council;
b. materials published by the City;
c. attendance and participation in functions and events;
d. use of the City’s resources; and
e. access to information held by the City.

The policy will ensure all Elected Members are aware of their responsibilities during the caretaker period, which should result in a fair election process and transparent decision making during this time.

COMMENT:

Administration has based this policy on the City of Perth’s caretaker policy, which is in line with the State Government’s Caretaker Conventions. WALGA’s template caretaker policy is at Attachment 2, and the City of Stirling’s equivalent policy is at Attachment 3.

Public notice of this policy will be required for a period of at least 21 days prior to adoption of the policy by Council. Any comments or submissions received as a result of the public notice period will be provided to Council for consideration.

DISCUSSION POINTS:

For Elected Members to raise issues on the draft policy.

ANTICIPATED OUTCOME FROM COUNCIL WORKSHOP:

For Council to consider providing public notice of the policy at the 28 May Council Meeting.
POLICY NO. xxx – CARETAKER POLICY – CITY OF VINCENT ELECTIONS

1. PURPOSE

The purpose of this Caretaker Policy is to avoid the Council of the City of Vincent making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous or disadvantageous to, or promoting, sitting Elected Members who are seeking re-election or new candidates, and recognising the requirement for the City of Vincent administration to act impartially in relation to all candidates.

2. OBJECTIVES

The primary objective of this Caretaker Policy is to avoid the Council of the City of Vincent making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous or disadvantageous to, or promoting, sitting Elected Members who are seeking re-election or new candidates, and recognising the requirement for the City of Vincent administration to act impartially in relation to all candidates.

This Policy applies during a ‘Caretaker Period’ (see below for a definition) to cover:

a. decisions that are made by the Council;
b. materials published by the City;
c. attendance and participation in functions and events;
d. use of the City’s resources;
e. access to information held by the City.

3. POLICY OWNER

Manager Governance, Property and Contracts

4. RELATED DOCUMENTS

XXX

5. POLICY STATEMENT

5.1 Introduction

5.1.1 Application

This Caretaker Policy applies to Elected Members and employees of the City Of Vincent.

Whilst electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of the Caretaker Policy and encouraged to cooperate with its implementation.

5.1.2 Definitions

‘Caretaker Period’ means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the
close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the Local Government Act 1995) until 6.00pm on Election Day.

‘Election Day’ means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Lord Mayor.

‘Electoral Material’ means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

a. An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the Local Government Act 1995).
c. Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

‘Extraordinary Circumstances’ means a situation that requires a major policy decision of the Council because:

a. in the CEO’s opinion, the urgency of the issue is such that it cannot wait until after the election;
b. of the possibility of legal and/or financial repercussions if a decision is deferred; or
c. in the CEO’s opinion, it is in the best interests of the Council and/or the City of Vincent for the decision to be made as soon as possible.

‘Major Policy Decision’ means any:

a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election.
b. Decisions relating to the City entering into a sponsorship arrangement with a total City contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted “in principle” support by the Council and sufficient funds have been included in the Council’s annual budget to support the project.
c. Decisions relating to the City entering into a commercial enterprise as defined by Section 3.59 of the Local Government Act 1995.
d. Decisions that would commit the City to substantial expenditure or actions that, in the CEO’s opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
e. Decisions that, in the CEO’s opinion, will have a significant impact on the City of Vincent or the community.
f. Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO’s opinion could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based
and in the best interests of the community.

‘Public Consultation’ means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

‘Substantial Expenditure’ means expenditure that exceeds 0.1% of the City's annual budgeted revenue (inclusive of GST) in the relevant financial year.

5.1.3 Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

a. considered by the Council prior to the Caretaker Period; or
b. scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to Part 3).

5.1.4 Decisions Made Prior to a Caretaker Period

This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

5.2 Implementation of Caretaker Practices

5.2.1 Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

a. The CEO will ensure as far as possible, that all Elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period.

b. The CEO will ensure that all candidates in an election are aware of the City’s voluntary ‘Candidate Code of Conduct’ upon acceptance of their nomination.

c. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council.

d. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

e. The CEO will provide guidelines for all relevant staff on the role and responsibilities of staff in the implementation of this policy.
5.3 Extraordinary circumstances requiring exemption

5.3.1 Extraordinary Circumstances

Despite clause 1.4, the CEO may, where extraordinary circumstances exist, permit a matter defined as a ‘major policy decision’ to be submitted to the Council for determination during the Caretaker Period.

5.3.2 Appointment or Removal of the CEO

Whilst part 5.1.2 above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

5.4 Caretaker Statement

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council’s decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

‘The decision the Council may make in relation to this item could constitute a ‘Major Policy Decision’ within the context of the City of Vincent Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)”.

5.5 City of Vincent Publications

5.5.1 City of Vincent Website

During the Caretaker Period the City’s website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

5.6 Public consultation during the Caretaker period

5.6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO’s opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.
This Policy does not prevent any mandatory public consultation required by the Local Government Act 1995 or any other relevant Act which is required to be undertaken to enable the City to fulfil its functions.

5.6.2 Approval for Public Consultation

Given the prohibition under Part 6.1 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the City’s functions as prescribed in the Local Government Act 1995 or any other relevant Act.

5.7 Attendance and participation at events/functions

5.7.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

5.7.2 City of Vincent Organised Civic Events/Functions

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the City, and should not in any way be associated with any issues that in the CEO’s opinion, are considered relevant to, or likely to influence the outcome of, an election.

All known candidates are to be invited to civic events/functions organised by the City during the Caretaker Period.

5.7.3 Addresses by Elected Members

Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by sections 2.8 and 2.9 of the Local Government Act 1995, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the City during the Caretaker Period.

5.8 The use of City of Vincent resources

The City’s Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 provide that the City’s resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted...
that the prohibition on the use of the City’s resources for electoral purposes is not restricted to the Caretaker Period.

The City’s staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of City resources might be construed as being related to a candidate’s election campaign, advice is to be sought from the CEO.

5.9 Access to Council information and assistance

5.9.1 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the City administration.

Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

5.9.2 Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

5.9.3 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a City activity, it must be approved by the CEO. In any event, the City’s publicity during the Caretaker Period will be restricted to communicating normal City activities and initiatives.

5.9.4 Media Attention

Elected Members will not use or access City staff or resources to gain media attention in support of their or any other candidate’s election campaign.

5.9.5 Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.
7. CREATION / REVIEW

<table>
<thead>
<tr>
<th>Created:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review / Amend:</td>
<td></td>
</tr>
<tr>
<td>Next Review Date:</td>
<td></td>
</tr>
</tbody>
</table>

Policy No. xxx – Caretaker Policy – City of Vincent Elections
Template
Electoral Caretaker Period Policy

This WALGA template is a guide only for the purpose of assisting Local Governments and the templates may or may not be suitable in all circumstances. Local Governments should consider, develop and modify content to suit their individual requirements.

Remember - Policy implementation is given effect through induction, ongoing training and operational procedures that ensure Council Members and Employees are sufficiently informed of their obligations, responsibilities and accountabilities.

Policy Objective

This Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the <<Shire/Town / City of XXX>> during the period immediately prior to an election.

Policy Scope

This policy applies to Council Members and Employees during a ‘Caretaker Period’ relevant to:

(a) Decisions made by the Council;
(b) Decisions made under delegated authority;
(c) Decisions made administratively;
(d) Promotional materials published by the <<Shire/Town / City of XXX>>;
(e) Discretionary community consultation;
(f) Events and functions, held by the <<Shire/Town / City of XXX>> or other organisations;
(g) Use of the <<Shire/Town / City of XXX>>’s resources;
(h) Access to information held by the <<Shire/Town / City of XXX>>.

Policy Statement

1 Definitions

‘Caretaker Period’ means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the Local Government Act 1995) until 6.00pm on Election Day.

‘CEO’ means the Chief Executive Officer of the <<Shire/Town / City of XXX>>.

‘Election Day’ means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election, <<including an extraordinary election to elect a new Mayor/President>>. For the purposes of this Policy, ‘Election Day’ meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

WALGA NOTE – ‘extraordinary election of Mayor / President”, only applies to Local Governments where the Mayor / President is elected by the electors of the District in accordance with s.2.11(1)(a) (i.e. not elected from among the Councillors).
Template Caretaker (Electoral Period) Policy

"Electoral Material" includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

(a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the Local Government Act 1995); or
(b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997; or
(c) Any materials produced by the <<Shire/Town / City of XXX>> relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

"Events and Functions" including gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the <<Shire/Town / City of XXX>> and/or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including gatherings coordinated or facilitated by the <<Shire/Town / City of XXX>> or an external entity.

"Extraordinary Circumstances" including a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO’s opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

(a) incur or increase legal, financial and/or reputational risk; or
(b) cause detriment to the strategic objectives of the <<Shire/Town / City of XXX>>.

"Significant Local Government Decision" includes any decision:

(a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
(b) Relating to the <<Shire/Town / City of XXX>> entering into a sponsorship arrangement with a total <<Shire/Town / City of XXX>> contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
(c) Relating to the <<Shire/Town / City of XXX>> entering into a commercial enterprise as defined by Section 3.59 of the Local Government Act 1995;
(d) That would commit the <<Shire/Town / City of XXX>> to Significant Expenditure or actions that, in the CEO’s opinion, are significant to the Local Government operations, strategic objectives and/or will have significant impact on the community;
(e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO’s opinion, may be perceived as or is actually an election campaign issue;

***

2
TEMPLE Caretaker (Electoral Period) Policy

(f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO’s opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.

(g) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.

(h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.

(i) Significant Local Government Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the [Shire President / Mayor] in accordance with s.6.8(1)(c) of the Local Government Act 1995.

‘Caretaker Protocol’ means the practices or procedures prescribed in this Policy.

‘Public Consultation’ includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

‘Significant Expenditure’ means expenditure that exceeds [XX]% of the City’s annual budgeted operating revenue (exclusive of GST) in the relevant financial year or $[XX,XXX], whichever is the greater value. (As at [YY%] of [YY%].)

2 Caretaker Period Protocols - Decision Making

The CEO will ensure that:

(a) At least 30-days prior to a Caretaker Period, the CEO will advise Council Members and employees in writing of the dates that the Caretaker Period commences and concludes.

(b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

2.1 Scheduling Significant Local Government Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:

   (a) Council or Committee Agenda, do not include reports and/or recommendations that constitute Significant Local Government Decisions; and

   (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.

2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:

   ***
2.2 Council Reports Electoral Caretaker Period Policy Statement

2.2.1 Extraordinary Circumstances

1. Council Reports

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Significant Local Government Decision for Council’s consideration, subject to the report including:

(a) Details, if applicable, of options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.

(b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.

2. Council Forums, Workshops or Briefings

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Significant Local Government Decision for Council Member discussion at Council Forums, Workshops or Briefings.

The CEO is required to provide Council with advice as to why Exceptional Circumstance apply. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

2.3 Managing CEO Employment

This Policy, prohibits Significant Local Government Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfill its obligations as the CEO’s employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

1. The Council may consider and determine:

(a) CEO’s leave applications;
(b) appoint an Acting CEO, where necessary;
(c) suspend the current CEO, where appropriate and in accordance with the terms of their contract.

2. The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

***

Item 4.3- Attachment 2 Page 74
2.4 Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have Delegated Authority are required to consider if a proposed delegated authority decision may relate, or be subsidiary, to a Significant Local Government Decision or election campaign issue and if so, refer the matter to the CEO for review and consideration in accordance with clause 2.1(3) above.

3 Caretaker Period Protocols - Candidates

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the <<Shire/ Town / City>>’s public information in accordance with s.5.94 of the Local Government Act 1995.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the <<Shire/ Town / City>>’s operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the <<Shire/ Town / City>> [refer s.5.92 of the Local Government Act 1995].

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

3.1 Candidate Requests on behalf of Electors, Residents or Ratepayers

Where a Candidate, including Council Members who have nominated for re-election, requires the assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, then the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and will also advise the candidate of the outcome.

3.2 Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, should note that the <<Shire/ Town / City>>’s official crest or logo may not be used in campaign Electoral Materials without the express permission of the <<Shire/ Town / City>>.

3.3 Candidate attendance at Meetings

To ensure equitable access to information about Council’s decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

***
4 Council Member Caretaker Period Protocols

4.1 Access to Information and Advice

During a Caretaker Period all Council Members will scrupulously avoid using or accessing <<Shire/ Town / City>> information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person’s candidacy [refer s.5.93 of the Local Government Act 1995].

During a Caretaker Period, all Council Member requests for information and advice from the <<Shire/ Town / City>> will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination, or refer the request for Council’s determination, as to if the information or advice is / is not to be provided, including if information is provided to one candidate, or if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

4.2 Media and Publicity

During a Caretaker Period, all Council Member requests for media advice or assistance, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO’s opinion, the subject matter is relevant to the <<Shire/ Town / City>> ‘s objectives or operations and is not related to an election campaign purpose or issue or to the Council Member’s candidacy or the candidacy of another person.

4.3 Council Member Business Cards, <<Shire/ Town / City>> Printed Materials

Council Members must ensure that <<Shire/ Town / City>> business cards and Local Government printed materials are only used for purposes associated with their role as a Councillor, in accordance with section 2.10 of the Local Government Act 1995.

Council Members are prohibited from using <<Shire/ Town / City>> business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

4.4 Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.
4.5 Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, Council Members who are the Council’s appointed delegate to an external organisation, must not use their attendance at an external organisation’s meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

4.6 Council Member Addresses / Speeches

Excluding the <<Shire President / Mayor>> and <<Deputy Shire President / Mayor>>, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the Local Government Act 1995, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the <<Shire / Town / City>>, unless expressly authorised by the CEO.

In any case, the <<Shire President / Mayor>>, <<Deputy Shire President / Mayor>> and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

4.7 Council Member Misuse of Local Government Resources

A Council Member who uses <<Shire / Town / City>> resources for the purpose of persuading electors to vote in a particular way is a “misuse of Local Government resources” breach in accordance with Regulation 8 of the Local Government (Rules of Conduct) Regulations 2007.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity; Local Government resources includes, but is not limited to: employee time or expertise, <<Shire / Town / City>> provided equipment, information and communication technologies, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the <<Shire / Town / City>>.

5 <<Shire / Town / City>> Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

(a) Promoting <<Shire / Town / City>> services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,

(b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of <<Shire / Town / City>> initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant Local Government Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

---

**Item 4.3- Attachment 2**

Page 77
5.1 Civic Events and Functions

The <<Shire/ Town / City>> will avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the <<Shire/ Town / City>> is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all Candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

5.2 <<Shire/ Town / City>> Publications and Communications

All <<Shire/ Town / City>> publications and communications distributed during a Caretaker Period must not include content that:

(a) may actually, or be perceived to, persuade voting in an election; or
(b) is specific to a candidate or candidates, to the exclusion of other candidates;
(c) draws focus to or promotes a matter which is a Significant Local Government Decision or which is an electoral campaign issue.

All <<Shire/ Town / City>> publications and communications proposed to occur immediately prior to, throughout or during a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

5.3 <<Shire/ Town / City>> Website and Social Media Content

1. During the Caretaker Period, this Policy applies to content proposed for publication on the <<Shire/ Town / City>>'s website and social media channels.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as <<Shire/ Town / City>> Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.

The Candidate Election Profiles prescribed in s.4.49(b) of the Local Government Act 1995, may also be published on the <<Shire/ Town / City>>'s website and social media.

2. Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.

3. New website or social media content which relates to Significant Local Government Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the <<Shire/Town/City>>’s social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

5.4 Community Consultation

The <<Shire/Town/City>> will undertake planned community consultation (discretionary and legislative) during a Caretaker Period, unless the consultation relates to a Significant Local Government Decision or potentially contentious election campaign issue.

---

**Document Control Box**

**Document Responsibilities:**

- **Owner:** [insert Position Title]
- **Owner Business Unit:** [insert Unit Title]
- **Reviewer:** [insert Position Title]
- **Decision Maker:** Council

**Compliance Requirements:**

- **Legislation:** Sections 4.67, 5.93 and 5.103 of the Local Government Act 1995
- **Regulation 8 of the Local Government (Rules of Conduct) Regulations 1996**

**Industry:** [insert Industry]

**Organisational:** Policy [XX] Code of Conduct

**Document Management:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[decision data/ TRIM Ref]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Council Election Caretaker Policy

Responsible Directorate: Office of the Chief Executive Officer
Responsible Business Unit/s: Governance
Responsible Officer: Manager Governance
Affected Business Unit/s: All

Objective
This policy is to avoid actions and decisions which could be perceived as intended to affect the result of an election or otherwise to have a significant impact on or unnecessarily commit the incoming Council to, and ensuring the City's administration acts impartially in relation to candidates.

The policy also prohibits an Elected Member from using a wide range of Council resources during their candidacy for a Council, State or Federal election.

Scope
This policy applies to Elected Members and employees during the caretaker period to cover:

a) Decisions that are made by the Council;
b) Materials published by the City;
c) Attendance and participation in functions and events;
d) Use of the City's resources;
e) Access to information held by the City.

Policy
1. Introduction

1.1 Scheduling Consideration of Major Policy Decisions during Local Government Caretaker Period

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

a) Considered by the Council prior to the Local Government Caretaker Period; or
b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to Council.

1.2 Decisions Made Prior to the Local Government Caretaker Period

This Policy only applies to actual decisions made during a Local Government Caretaker Period, not the announcement of decisions made prior to the Local Government Caretaker Period. Whilst announcements of earlier decisions may be made during a Local Government Caretaker Period, as
far as practicable any such announcements should be made before the Local Government Caretaker Period begins.

2. Implementation of Caretaker Practices during Local Government Caretaker Period

2.1 Role of the Chief Executive Officer in Implementing Caretaker Practices During Local Government Caretaker Period

The role of the Chief Executive Officer in implementing the Local Government caretaker practices outlined in this Policy is as follows:

a) The Chief Executive Officer will ensure as far as possible, that all Elected Members and employees are aware of the Caretaker Policy and practices, 30 days prior to the start of the Local Government Caretaker Period.

b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Local Government Caretaker Period or deferred where appropriate for determination by the incoming Council.

c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Local Government Caretaker Period, are publicised prior to the Local Government Caretaker Period.

2.2 Extraordinary Circumstances

The Chief Executive Officer may permit a matter defined as a "major policy decision" to be submitted to the Council during the Local Government Caretaker Period.

2.3 Appointment or Removal of the Chief Executive Officer

While this Policy establishes that the Chief Executive Officer may not be appointed or dismissed during the Local Government Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms and conditions of their contract), pending the Local Government election, after which date a permanent decision can be made.

2.4 Local Government Caretaker Statement

To assist the Council to comply with its commitment to appropriate decision making during the Local Government Caretaker Period a Caretaker Statement will be included in every report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision and state:

"The decision the Council may make in relation to this item could constitute a "Major Policy Decision" within the context of the City of Stirling Caretaker Policy, however, an exemption should be made because (insert the circumstances for making the exemption)."

2.5 Prohibition

It is prohibited under this Policy for public consultation to be undertaken during the Local Government Caretaker Period on an issue which is contentious, unless the consultation is a mandatory statutory process.

2.6 Local Government Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibility of the Returning Officer, to the Chief Executive Officer.

Elected Members avoid any appearance that their position is being used as a platform for their campaign. Therefore:

- An Elected Member may choose to take leave of absence from Council for such period as they see fit;
- An Elected Member should as soon as practicable after becoming aware of their appointment, notify the Chief Executive Officer in writing, who in turn will advise Council;
- An Elected Member should take care to ensure that:
  - Items of business on the agenda;
  - Notice of Motion submitted by the Elected Member; and
  - Communication with members of the community,

relate to the role of Council and not designed to further the Elected Member's electoral campaign.

Particular care should be taken when:-

- Considering planning matters before Council in its role as a responsible authority under the Planning and Development Act 2005;
- Understanding a consultation or advocacy role on behalf of members of the community;
- Representing Council communications with State or Federal Government entities; and
- Information received in the role of an Elected Member, is not to be used for campaigning purposes, except to the extent that the information is already in the public domain.

4. City of Stirling Publications

4.1 Prohibition on Publishing Electoral Material

The City shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains “electoral material” during the Caretaker Period.

4.2 Electoral Material Relevant to Prohibition

Without limiting the generality of the definition of “electoral material”, material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to or comment on:

a) The election; or
b) A candidate in the election; or

4.3 Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City, e.g. City of Stirling Crest, Branding and/or Logo.

4.4 Election Announcement

This policy does not prevent publications by the City which merely announce the holding of the election or relate only to the election process itself.
4.5 City of Stirling Publications

Any reference to Elected Members in the City’s publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the City’s publications that are potentially affected by this Policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be consumed as “electoral material”.

4.6 City of Stirling Website

During the Caretaker Period the City’s website will not contain any material which is precluded by this Policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

4.7 City of Stirling Business Cards

During the Caretaker Period, Elected Members shall ensure that their allocated business cards are used only for purposes associated with the normal role of an Elected Member in servicing their electorate. Elected Member Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the City’s resources for electoral purposes is not restricted to the Caretaker Period.

5. Attendance and Participation at Events/Functions

5.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Local Government Caretaker Period.

5.2 City of Stirling Organised Civic Events/Functions

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the City, and should not in any way be associated with any issues that in the Chief Executive Officer’s opinion, are considered relevant to, or likely to influence the outcome of the local government election.

During the Caretaker Period, Elected Members dinners and lunches should not be scheduled for any sitting Elected Member who is nominating as a candidate for local, state or federal government elections and/or an Elected Member host any events, presentations or appear in any Council promotional material during the Caretaker Period.

In addition, sitting Elected Member’s photos and email addresses are not to be used for electoral material.

5.3 Addresses by Elected Members

Elected Members nominating as a candidate for local, state or federal government elections should not be permitted to make speeches or addresses at events/functions organised or sponsored by the City during the Caretaker Period. Elected Members may make short welcome speeches to events and functions organised or sponsored by the City during the Caretaker Period.
5.4 Delegates to Community and Advisory Groups

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the City shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidate’s electoral campaigns.

6. The Use of City of Stirling Resources

Council Code of Conduct – Working Ethically with City Resources and the Local Government (Rules of Conduct) Regulations 2007 provides that the City’s resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the City’s resources for electoral purposes is not restricted to the Caretaker Period.

The City’s employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of City resources might be construed as being related to a candidate’s election campaign, advice is to be sought from the Chief Executive Officer.

7. Access to Council Information and Assistance

7.1 Elected Member Access to Information

During the Caretaker Period, Elected Members are able to access Council information relevant to the performance of their functions as an Elected Member.

However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

7.2 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the City administration. Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member’s role and must not be related to election issues that might be perceived to be an electoral nature (refer to Part 6 of this policy).

Any assistance and advice provided to candidates as part of the conduct of an election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll date and interpretation of legislative requirements, amongst other matters.

7.3 Information Request Register

An Information Request Register will be maintained by the Chief Executive Officer during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state or federal government elections, and the response given to those requests, during the Caretaker Period. Staff will be required to provide details of requests to the Chief Executive Officer for inclusion in the Register.
7.4 Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member, the Chief Executive Officer may authorise the provision of a response to such a request.

7.5 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a City activity, it must be approved by the Chief Executive Officer. In any event, the City’s publicity during the Caretaker Period will be restricted to communicating normal City activities and initiatives.

7.6 Media Attention

Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any other candidate’s election campaign.

7.7 City of Stirling Employees

During the Caretaker Period no City employee may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.

Definitions

Caretaker Period means:

a) For Local Government Elections, the period of time from the close of nominations being 37 days prior to the Council Election Day in accordance with Section 4.49 (a) of the Local Government Act 1995, until 6pm on Election Day, and

b) For State or Federal Government Elections, from the date of the writ issued by the Governor or Governor General.

Election Day means:

a) For Local Government Elections, the day fixed under the Local Government Act 1995 for the holding of any election, and

b) For State or Federal Government Elections, the date specified in the writ issued by the Governor or Governor General.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter, article or online social network that is intended or calculated to aid a candidate in an election.

Events and Functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, and social occasions such as dinners and receptions.

Extraordinary Circumstances means a situation that requires a major policy decision of the Council during a local government caretaker period in the event:

a) In the Chief Executive Officer’s opinion, the urgency of the issue is such that it cannot wait until after the local government election;

b) Of the possibility of legal and/or financial repercussions if a decision is deferred; or

c) In the Chief Executive Officer’s opinion, it is in the best interests of the Council and/or the City of Stirling for the decision to be made as soon as possible.
Major Policy Decision during a local government caretaker period means any:

a) Decisions relating to the improvement, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms and conditions of their contract), pending the local government election.

b) Decisions relating to the City entering into a sponsorship arrangement with a total City contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted “in principle” support by the Council and sufficient funds have been included in the Council’s annual budget to support the project.

c) Irrevocable decisions that commit the City to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by an Elected Member.

d) Irrevocable decisions that will have a significant impact on the City of Stirling or the community.

e) Reports requested or initiated by an Elected Member, candidate or member of the public that, in the opinion of the Chief Executive Officer could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Pre-Selected Candidate means the process by which a candidate is selected by a political party to contest an election for political office.

Substantial Expenditure means expenditure that exceeds 0.01% of the City’s annual budgeted revenue (inclusive GST) in the relevant financial year.

---

Relevant management practices/documents

City of Stirling Code of Conduct
Elected Members’ Conferences and Training Development Policy
Elected Members’ Entitlements Policy

Legislation/local law requirements

Local Government Act 1995
Local Government (Elections) Regulations 1996
WA Electoral Act 1907
Commonwealth Electoral Act 1918

---

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant delegations</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial Council adoption</th>
<th>Date 4 September 2012</th>
<th>Resolution # 0912/012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last reviewed</td>
<td>Date 4 December 2018</td>
<td>Resolution # 1218/012</td>
</tr>
<tr>
<td>Next review due</td>
<td>Date 2020</td>
<td></td>
</tr>
</tbody>
</table>
4.4 REQUEST FROM CITY OF SUBIACO TO USE THE PERTH OVAL HERITAGE TURNSTILES

TRIM Ref: D19/71690
Author: Meluka Bancroft, Manager Governance, Property and Contracts
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Picture of turnstiles

BACKGROUND:

The City has eight heritage turnstiles in storage which were taken from Perth Oval during the redevelopment of the site in 2012. A picture of the turnstiles is at Attachment 1.

DETAILS:

The City of Subiaco has identified that these turnstiles are similar to those which were originally used at Subiaco Oval. The turnstiles at Subiaco Oval were lost in the most recent redevelopment.

The City of Subiaco is seeking to use some or all of the City’s turnstiles at Subiaco Oval. The City has no current use for the turnstiles.

COMMENT:

Administration proposes that the City lease the turnstiles to the City of Subiaco on the condition that the City of Subiaco restore the turnstiles, at their cost, and return the turnstiles to the City upon request. The City of Subiaco would be required to install a plaque next to the turnstiles to explain their historical significance and acknowledge the support of the City. Administration does not recommend that a lease fee is payable for the turnstiles.

DISCUSSION POINTS:

To identify any potential issues if the City leased the turnstiles to the City of Subiaco (with conditions).
5 GENERAL BUSINESS

6 NEXT MEETING

4 June 2019

7 CLOSURE