STAKEHOLDER ENGAGEMENT POLICY

Policy Type: Council Policy	**Policy No. CP-002**
Policy Owner: Manager Neighbourhood Development	**Last Review Date: 10 December 2019**

POLICY OBJECTIVES

To ensure City of Melville residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.

To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

POLICY SCOPE

This Policy applies to Elected Members, City of Melville staff and consultants contracted by the City and any other person/s who undertakes activities for the City.

The scope is guided by Section 1.3 (2) of the Local Government Act 1995 which states:

This Act is intended to result in:

    (a) Better decision-making by local governments;
    (b) Greater community participation in the decisions and affairs of local governments;
    (c) Greater accountability of local governments to their communities; and
    (d) More efficient and effective local government.

The scope acknowledges the role of stakeholders having a role in providing input to Council decision making processes.

POLICY STATEMENT

The Council recognises that engagement with the community and other stakeholders is an important part of the democratic process. Community and stakeholder engagement enables Elected Members and staff to be confident that all views are considered along with technical requirements, research and any other policy or legislative considerations.

Stakeholder engagement complements, but does not replace the decision making role of Council. Whether community or stakeholder opinion is divided or overwhelmingly of one opinion, it remains for the Council to make strategic decisions and staff to make operational decisions.

The City's engagement practices will identify, seek to understand and respond to the interests, risks and interdependences of all project stakeholders as well as address any legislative and public policy requirements for engagement.

The levels and methods of participation will vary in relation to the stakeholders, the issue(s) and/or project requirements.

OUR COMMITMENT

Two international standards are recognised by the City and the principles of each considered in all stakeholder and community engagement activities.

The City is committed to the International Association of Public Participation (IAP2) Core Values of Public Participation and will utilise these principles during stakeholder and community engagement activities by:

1. Recognising that those who are affected by a decision have a right to be involved in the decision-making process
2. Acknowledging how the public's contribution influences the decision
3. Recognising and communicating the needs and interests of all participants, including decision makers.
4. Seeking out and facilitating the involvement of those potentially affected by or interested in a decision.
5. Seeking input from participants in designing how they participate.
6. Providing participants with the information they need to participate in a meaningful way.
7. Communicating to participants how their input affected the decision.

The City also commits to the Accountability Principles as defined in the AA1000 Stakeholder Engagement Standard 2015:

1. *Inclusivity – people should have a say in the decisions that impact on them*
2. *Materiality- decision makers should identify and be clear about the issues that matter. A material issue is an issue that will influence the decisions, actions and performance of an organization or its stakeholders*
3. *Responsiveness – organisations should act transparently on material issues*

Definitions

Community - Community means "the public". The community includes ratepayers, residents and all people who live, work, study, conduct business or use the services, facilities and public places in the City.

International Association of Public Participation (IAP2) - an international member association which seeks to promote and improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest.

Community Engagement - any planned process that involves the community in problem solving, planning or decision-making and uses community input to assist in making decisions. Community engagement can include communicating with the community about decisions made; consulting on specific ideas or proposals; involving the community in planning processes; and collaborating with the community to make decisions.

Stakeholder - Person or organisation that can affect, be affected by or perceive themselves to be affected by a decision or activities, products and services, and associated performance. Organisations will have many stakeholders, each with distinct types and levels of involvement and often with diverse and sometimes conflicting interests and concerns.

AA1000 Stakeholder Engagement Standard (AA1000SES) 2015 – AA1000 Accountability Stakeholder Engagement Standard (2015) is a widely applied global stakeholder engagement standard, supporting organisations to assess, design, implement and communicate an integrated approach to stakeholder engagement.

References applicable to the policy

IAP2's Public Participation Spectrum is designed to assist agencies in establishing and communicating clear expectations regarding intent of public participation projects.

The Spectrum is organized around the principle that the level of public participation is directly tied to the level of potential public influence on the decision or action being considered. This potential influence can vary anywhere from none at all (inform) to total (empower).

The public may have various levels of potential influence within components of the one project and move up and down the Spectrum.

Other References that may be applicable to this Policy

Legislative Requirements:
 Local Government Act (1995)
Environmental Protection Act
Heritage Act

Procedure, Process Maps, Work Instructions:
Strategic Community Plan
Corporate Plan
Neighbourhood Plans
Risk Management Framework
Project management Framework
Disability Access and Inclusion Plan
Communications and Marketing Framework
Stakeholder Relationship Framework

Stakeholder Engagement Guide

Other Plans, Frameworks, Documents Applicable to Policy:
City of Melville Local Laws

Delegated Authority No:

ORIGIN/AUTHORITY   **ITEM NO.**
Ordinary Meeting of Council   20/12/2011   D11/8042

REVIEWS
Ordinary Meeting of Council   19/11/2013   CD13/8057
Ordinary Meeting of Council   17/11/2015   CD15/8075
Ordinary Meeting of Council   12/12/2017   CD17/8103
Ordinary Meeting of Council   10/12/2019   CD19/8122