

# Community Consultation Council Policy

## Responsible directorate: Governance and Strategy

**Objective:** To state the City of Joondalup's commitment to effective, transparent and accessible community consultation to inform decision-making.

### 1. Application:

This policy applies to all community consultation activities in the City of Joondalup.

For consultations relating to planning proposals, it should be noted that there are additional and more specific requirements outlined in the *Planning Consultation Local Planning Policy*. Requirements relating to the closure of pedestrian accessways are addressed in the *Closure of Pedestrian Accessways Local Planning Policy*.

This policy does not describe the requirements for notifying the community about a matter which may affect them where feedback is not required but community members need to be advised. This is described in the *Notification of Public Works Council Policy*.

### 2. Definitions:

**“community consultation”** means any activity which seeks feedback from community members to inform decision-making.

### 3. Statement:

The City of Joondalup recognises the importance of effective, transparent and accessible community consultation to ensure feedback from the community is considered as part of the City's decision-making processes. Community consultation informs, but does not replace, the decision-making role of the City and the Council.

The City will consult with the community whenever it is required to do so under legislation (see Table 1), or whenever it is considered valuable to inform decision-making. This could include major policy changes, new community facilities and venues, or changes to City services, amongst others.

#### **4. Details:**

##### **4.1. Principles of Community Consultation:**

To ensure the City's community consultation practices are effective, transparent and accessible, the following principles will apply, unless bound by statutory and legislative requirements (see Appendix).

- a. The City will identify stakeholders by considering any persons, groups or organisations that could be affected by, or are interested in, the matter under consideration.
- b. The City will identify and implement the most appropriate methodology to both meet the needs of stakeholders and to best inform the City's decision-making processes. Methods of engagement could include questionnaires, meetings, focus groups, interviews, forums or workshops, amongst others.
- c. The City will ensure that the timing and duration of consultation activities has due regard for conflicting priorities such as public holidays, school holidays, Council elections and/or other consultation activities.
- d. The City will endeavour to make appropriate background information and contextual material available to consultation participants to support understanding of the relevant legal, statutory, strategic and/or local context.
- e. The City will employ sound social research and data collection methods and will adhere to professional, ethical standards and codes of practice for the analysis and reporting of consultation outcomes.
- f. The City will ensure that consultation outcomes are shared with the community where appropriate.

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<b>Creation date:</b>	June 1999 (CJ213-06/99)
<b>Formerly:</b>	Public Participation Policy Community Consultation and Engagement Policy
<b>Amendments:</b>	CJ213-06/99, CJ156-09/06, CJ174-10/10, CJ093-05/12, CJ111-08/19, CJ312-11/24
<b>Last reviewed:</b>	November 2024 (CJ312-11/24)
<b>Related documentation:</b>	<ul style="list-style-type: none"><li>• Closure of Pedestrian Accessways Local Planning Policy</li><li>• Dog Act 1976</li><li>• Elections Caretaker Council Policy</li><li>• Land Administration Act 1997</li><li>• Local Government Act 1995</li><li>• Notification of Public Works Council Policy</li><li>• Planning and Development (Local Planning Schemes) Regulations 2015</li><li>• Planning Consultation Local Planning Policy</li></ul>
<b>File reference:</b>	75521

## Appendix

The City of Joondalup is directed by legislation which sets out the consultation requirements for the following local government matters.

**Table 1. Legislative consultation requirements — public notices**

Type	Minimum duration	Communication Methods (Local Government (Administration) Regulations 1996 pt 1A)								
		City website	Stakeholder notification letter	State Government agency/department website	Newspaper advertisement (state-wide newspaper)	Newspaper advertisement (local newspaper)	City social media	City newsletter	Noticeboard (City library/administration building)	Email/text message/other electronic distribution
<b>Changing method to election by Council</b> (Local Government Act 1995 s. 2.12A)	42 days	Yes	No	At least three of						
<b>New local laws or amendments to local laws</b> (Local Government Act 1995 s. 3.12)	42 days	Yes	No	At least three of						
<b>Closure of City-managed thoroughfares to vehicles for more than 4 weeks</b> (Local Government Act 1995 s. 3.50)	Reasonable period of time (at least 7 days)	Yes	Yes	At least three of						
<b>Notifying landowners about changes to the level or alignment of public thoroughfares, or draining water from a public thoroughfare</b> (Local Government Act 1995 s. 3.51)	Reasonable period of time (at least 7 days)	Yes	Yes	At least three of						
<b>Disposing of property (eg selling or leasing)</b> (Local Government Act 1995 s. 3.58)	14 days	Yes	No	At least three of						

Type	Minimum duration	Communication Methods (Local Government (Administration) Regulations 1996 pt 1A)								
		City website	Stakeholder notification letter	State Government agency/department website	Newspaper advertisement (state-wide newspaper)	Newspaper advertisement (local newspaper)	City social media	City newsletter	Noticeboard (City library/administration building)	Email/text message/other electronic distribution
<b>Business plan for a commercial enterprise</b> (Local Government Act 1995 s. 3.59)	42 days	Yes	No	At least one of	At least two of					
<b>Giving notice of certain rates (differential general rates or a minimum payment applying to a differential rate category)</b> (Local Government Act 1995 s. 6.36)	21 days	Yes	No	At least three of						
<b>Review of ward boundaries and councillors</b> (Local Government Act 1995 sch. 2.2(6))	42 days	Yes	No	At least three of						
<b>Business plan for the formation of a regional subsidiary</b> (Local Government (Regional Subsidiaries) Regulations 2017 pt 2(4))	42 days	Yes	No	At least three of						
<b>Amendments to the charter for a regional subsidiary</b> (Local Government (Regional Subsidiaries) Regulations 2017 pt 2(6))	42 days	Yes	No	At least three of						
<b>New dog prohibited area or new dog exercise area</b> (Dog Act 1976 s. 31)	28 days	No	No	At least three of						

**Table 2. Legislative consultation requirements — Other**

Type	Duration	Communication Methods								
		City website	Stakeholder notification letter	State Government agency/department website	Newspaper advertisement (state-wide newspaper)	Newspaper advertisement (local newspaper)	City social media	City newsletter	Noticeboard (City library/administration building)	Email/text message/other electronic distribution
<b>Strategic Community Plan</b> <i>(Local Government (Administration) Regulations 1996 pt 5 div 3)</i>	Not specified	Not specified								
<b>Road closures at the request of local government</b> <i>(Land Administration Regulations 1998 pt 7(9))</i>	35 days	Yes	No	No	No	Yes	No	No	No	No