

# Community Consultation Policy

## 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.

**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 in ensuring 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, 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 Table 1).

- 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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**Creation Date:** June 1999

**Formerly:**

*Public Participation Policy*

*Community Consultation and Engagement Policy*

**Amendments:** CJ213-06/99, CJ156-09/06, CJ174-10/10, CJ093-05/12, CJ111-08/19

**Related Documentation:**

- *Dog Act 1976*
- *Elections Caretaker Policy*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Land Administration Act 1997*
- *Local Government Act 1995*
- *Integrated Planning and Reporting Framework and Guidelines*

**Table 1. Legislative Consultation Requirements**

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

Type	Duration	Communication Methods								
		City Website	Stakeholder Notification Letters	Newspaper Advert (State-wide)	Newspaper Advert (Local)	State Government website	Social media	Newsletter	Noticeboard	Email Distribution List
<b>Changing method to election by Council</b> <i>(Local Government Act 1995 (WA) s. 2.12A)</i>	42 days	Yes	No	No	At least three of					
<b>New local laws or amendments to local laws</b> <i>(Local Government Act 1995 (WA) s. 3.12)</i>	42 days	Yes	No	No	At least three of					
<b>Closure of City-managed thoroughfares to vehicles for more than 4 weeks</b> <i>(Local Government Act 1995 (WA) s. 3.50)</i>	Not specified	Yes	Yes	No	At least three of					
<b>Disposing of property</b> <i>(Local Government Act 1995 (WA) s. 3.58)</i>	14 days	Yes	No	No	At least three of					
<b>Commercial enterprises by local government</b> <i>(Local Government Act 1995 (WA) s. 3.59)</i>	42 days	Yes	No	Yes	At least three of					

Type	Duration	Communication Methods							
		City Website	Stakeholder Notification Letters	Newspaper Advert (State-wide)	Newspaper Advert (Local)	State Government website	Social media	Newsletter	Noticeboard
<b>Strategic Community Plan</b> <i>(Local Government Act 1995 (WA) s. 5.56 and Integrated Planning and Reporting Framework and Guidelines)</i>	Not specified	Not specified							
<b>Giving notice of certain rates (differential general rates or a minimum payment applying to a differential rate category)</b> <i>(Local Government Act 1995 (WA) s. 6.36)</i>	21 days	Yes	No	No	At least three of				
<b>Review of wards</b> <i>(Local Government Act 1995 (WA) sch. 2.2)</i>	42 days	Yes	No	No	At least three of				
<b>Road closures</b> <i>(Land Administration Act 1997 (WA) s. 58)</i>	35 days	No	No	No	At least three of				
<b>New dog prohibited area or new dog exercise area</b> <i>(Dog Act 1976 (WA) s. 31)</i>	28 days	No	No	No	At least three of				