



118 BERRIGAN SHIRE COMMUNITY ENGAGEMENT FRAMEWORK

Background

The development of the a *Community Engagement Framework* by the Berrigan Shire Council strengthens its commitment to supporting the participation of individuals, groups and communities in Council planning and decision making.

The Shire recognises that residents, rate payers and frequent visitors to the Shire have diverse opinions, ideas and extensive life experience. Community engagement allows the Shire to facilitate:

- The sharing of this resource; and
- The sharing of the best available information so that better decisions are made about the issues, and challenges, that affect our community.

Purpose

The purpose of this framework is to broadly define the Berrigan Shire Council's commitment to Community Engagement and its application to:

- Council activities; and the development of
- The Shire's Community Strategic Plan.

Scope

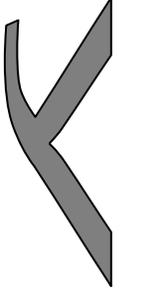
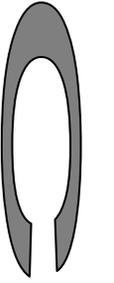
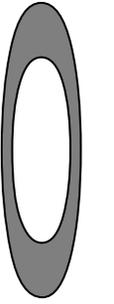
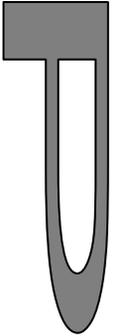
This framework applies to Councillors, Council employees, and contractors engaged on behalf of the Shire, and who are during the course of their role are engaged in and have responsibility for the planning and delivery of Council activities.

Principles

The following principles¹ will be used by the Shire to guide its engagement with our community: the people, who live, work, study in, and visit the Shire.

1. **Information:** To provide the community and key stakeholders with accessible, balanced and objective information on decisions, policies, plans and strategies.
2. **Consultation:** To obtain feedback from the community and key stakeholders on analysis and alternatives to inform a decision.

¹ Adapted from: International Association for Public Participation (2008) *IAP2 Public Participation Spectrum*





3. **Involvement:** To work directly with the community and key stakeholders throughout a project to ensure that community concerns and aspirations are understood and considered.

4. **Collaboration:** To partner with the community and key stakeholders in each aspect of the decision process – including the development of alternatives and identification of a solution. Responsibility for the final decision rests with Council but may, in some instances as in the development of the *Community Strategic Plan* be shared with the community and key stakeholders.

Legislative Requirements

A *Community Engagement Strategy* is a formal requirement of local government in New South Wales pursuant to Section 402 (4) of the *Local Government Act 1993*.

Definitions

Community: The people who live, work, study in, and visit the Shire. This includes and is not limited to: residents, ratepayers, local business – employees, suppliers, consumers and markets; utility providers; community and environmental agencies that outreach and or undertake activities in the Shire; state, health and education providers; regional, state and federal government agencies and or authorities.

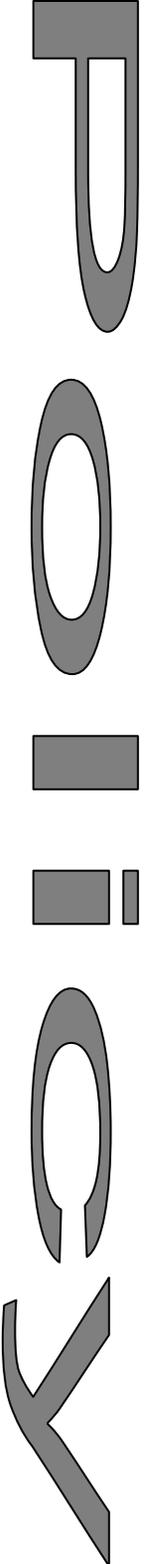
Community Engagement: Community engagement is a process that is best described as an approach to developing and sustaining a working relationship between the Berrigan Shire Council and the wider community.

Community Strategic Plan: The highest level plan that the Shire will prepare. The planning process considers the issues and pressures that may affect the community and the level of resources that will realistically be available to achieve its aims and aspirations. The Shire Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the local government area. It is not wholly responsible for its implementation. Other partners may also be engaged in delivering the long-term objectives of the plan. (Planning and Reporting Guidelines for local government in NSW 2010)

Council Activities: Shire Council activities are those described in the Shire's Management Plan 2010 – 2013 (p 4)

Implementation

The trigger for the implementation of this policy is guided by:





1. Legislative requirements
2. The assessed impact on our community:
 - a. Upon how we plan and deliver Council activities.
 - b. Of a proposal or community issue.

Legislative requirements include and are not limited to *Community Strategic Plan* development, Local Environment Planning, Development Applications and Asset Management Plan development and review.

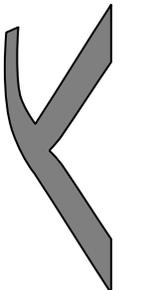
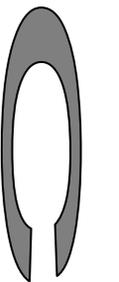
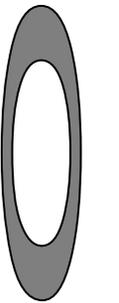
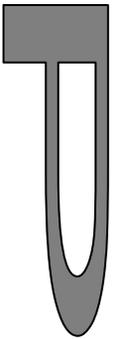
An assessment of community impact and issues will consider whether it is a localised or broader community issue: a complex issue or relatively straightforward issue.

Based on this assessment the extent of community engagement to be undertaken, will be guided by the following framework.

Community Engagement Framework

Extent of Community Engagement	Indicative Tools for Engagement	Risk Assessment: Impact Local / Whole of Shire ²	Steps for Community Engagement
Inform: Sharing the best available information	Briefings, Fact Sheets, Council Website, Media campaigns, Displays in Shop fronts, libraries etc	Level A: High Impact: Whole of Shire	1. Identify likely stakeholders 2. Plan and gather best available information and resources 3. Share information with stakeholders 4. Work effectively together 5. Feedback the results of engagement 6. Monitor and evaluate the process
Consult: Exploring options and preferences	Web based consultation, Interviews, Surveys, Public meetings, Focus Groups	Level B High impact: Local area or specific community / user group	
Involve: Inclusion of ideas in the decision making	Workshops 'Community Conversations' Interviews with Stakeholders	Level C Lower Impact: Whole of Shire	
Collaborate: Sharing responsibility either for decision making	Community Advisory Groups Participative Decision-making Forums	Level D Lower Impact: Local area or specific community / user group	

² Community Engagement Risk Assessment Definitions, Indicative Evaluation Criteria refer to Berrigan Shire Council *Community Engagement Project Assessments and Plans* that may from time to time be developed.





or service delivery	Inter-agency partnerships / consortiums		
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Related Policies and Strategies

- SOCIAL JUSTICE FRAMEWORK
- DEVELOPMENT ASSESSMENT AND CONTROL COMMUNITY CONSULTATION POLICY
- ADMINISTRATION OF CONTRIBUTORY FOOTPAY AND KERB AND GUTTER SCHEMES PURSUAN TO CLAUSES 217, 218, & 219 OF THE ROADS ACT 1993
- ASSET MANAGEMENT POLICY
- PUBLIC INFORMATION POLICY
- LOCAL APPROVALS POLICY 1997
- LOCAL POLICY FOR RELOCATION OF PREVIOUSLY USED RESIDENCES
- RISK MANAGEMENT POLICY AND FRAMEWORK
- POLICY FOR VOLUNTEERING IN BERRIGAN SHIRE

(Adopted by Council 21/1/11)

