



COUNCIL POLICY

Public Communication and Consultation Policy

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Document Owner

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1. INTRODUCTION

Scope

This policy applies to Council Members, employees, contractors, consultants and any other person who undertakes activities for the Council.

This policy applies to communication and consultation with:

- Council Members
- external stakeholders
- internal stakeholders.

Policy Objective

- To ensure that the Council's responsibilities to effectively communicate and consult with stakeholders are fulfilled.
- Through the use of the Communication and Consultation Charter and supporting toolkit, consultations conducted by Council enhance efficiency and effectiveness of decision making and are appropriate to the specific circumstances.

Legislative Requirements

The *Local Government Act, 1999* requires that:

'Councils prepare and adopt a public consultation policy which sets out the steps that the council will follow in cases where this Act requires that a Council must follow its public consultation policy.' [Section 50 (6)].

This policy is the public consultation policy referred to in *Section 50 (6) of the Act*.

The *Local Government Act, 1999* specifically requires that this Policy identify the steps to be followed with regard to:

- A *Council's Business Office(s) – manner, place and times (s45 (3))*
- B *Code of Practice - Access to meetings and documents (s92 (5))*
- C *Community Land - Exclusion from classification (s193 (2))*
- D *Community Land - Revocation of Classification (s194 (2))*
- E *Community Land - Management Plans (s197 (1))*
- F *Community Land - Alienation by lease or licence (s202)*
- G *Permits (s223)*
- H *Planting -vegetation (s232 (b))*
- I *Annual Business Plan and Budget (s123)*
- J *Strategic Management Plans (s122)*
- K *Basis of Rating (s151 (5))*
- L *Proposed differential rating (s156 (8))*

The steps to be taken by Council in relation to each of the above are detailed in the Schedules included as Appendix A.

The City of Adelaide Act 1998 (s29) states (inter alia) that:

The Council must, in the performance of its roles and functions -

- 1. Provide open, responsive and accountable government*
- 2. Be sensitive to the needs, interests, and aspirations of individuals and groups within the City of Adelaide community, and*
- 3. Seek to ensure a proper balance within the community between economic, social, environmental and cultural considerations.*

Strategic Context

This policy aligns with *Creating our Future*, the City of Adelaide Strategic Plan 2008 - 2012

Outcome 4 – Culturally Vibrant City

Outcome Statement:

A Council that effectively engages with its communities and stakeholders

Strategic Direction:

Effectively engage and communicate with communities

Strategy:

Engage with communities and stakeholders in the decisions and activities of Council.

Council has adopted a Charter that recognises the importance of the relationship of Council with its community and the need to communicate with them clearly about those matters that affect them.

Where there is no legislative requirement to undertake consultation, but Council considers consultation a necessary part of the decision-making process, the Communication and Consultation Charter and supporting Consultation Toolkit will be used as a basis for the consultation approach.

2. DEFINITIONS

Act - refers to the Local Government Act 1999 for the purposes of this Policy;

Communication - is the provision of information by Council to its community and stakeholders (internal or external);

Community - includes all people who live, work, study or conduct business in, or who visit, use or enjoy the services, facilities and public places of, the City of Adelaide;

Consultation - is the provision of information by Council to its community and stakeholders (external or internal) that enables them to respond (expressing concerns and identifying issues) so these can be considered before a final decision is made. Consultation in this context is not shared decision making.

Council – refers to the Corporation of the City of Adelaide;

Customer Centre- refers to Council's principal place of transacting business at 25 Pirie Street, Adelaide;

Policy - refers to this Public Communication & Consultation Policy;

Public Communication & Consultation Policy - refers to the Council's Consultation Policy for the purposes of the *Local Government Act 1999*.

3. COUNCIL'S COMMITMENT

Council recognises the important relationship it has with its community, the need to communicate clearly about those matters which affect them and the need to consult in a meaningful way when decisions need to be informed by community input.

The Council recognises that communication and consultation are an important part of the democratic process. Communication keeps the community and stakeholders informed about the Council's activity and process. Consultation enables the Council Members and staff to be confident that the views of the community and stakeholders are considered and those activities will meet their requirements, while also meeting technical constraints.

Consultation complements, but does not replace, the decision making role of Council. Whether community or stakeholder opinion is divided or overwhelmingly in one direction, it still rests with Council to make the decision.

Council undertakes to effectively communicate and consult with its community to achieve informed decision making.

Council recognises that to provide an effective response, volunteer interest groups require longer timeframes than the legislated minimum. To facilitate effective consultation with these groups Council will endeavour to provide longer response periods when planning consultation programs.

Closing time for submissions shall always be at 5:00pm on the date set.

To ensure confidence in the transparency and integrity of Council's consultation processes to occur:

1. All submissions must include the name and residential address of the respondent
2. A copy of all submissions will be made available to Councillors in hard or soft copy and/or
3. All submissions will be included in any report to Council which is also available to the public
4. Reports to Council will also include a summary of key themes raised in submissions

Communication & Consultation Charter

When it communicates, consults, or does both, the Council will:

1. Be clear about the subject and the purpose of the contact with you.
2. Use clear and suitable language.
3. Use different methods for different situations.
4. Use processes that are open and accountable.
5. Listen with an open mind and treat you with respect.
6. Allow sufficient time and a range of ways for you to respond.
7. Identify any others who are likely to be affected and talk with them too.
8. Always give a contact name and number.
9. Have fair and clear complaint and conflict resolution processes.
10. Tell you what happened and why.
11. Continue to learn and improve the approach.

4. ROLES & RESPONSIBILITIES

- **Council** is the elected body charged with responsibility for making decisions on behalf of the community. Under specific circumstances Council may delegate decision making to Council officers.
- The **Chief Executive Officer** is responsible for implementation of this Policy, reporting outcomes of consultations and reporting on review of the Policy to Council.
- **Business Unit Managers** are responsible for ensuring their staff comply with this Policy and make use of the support mechanisms and tools provided to guide implementation.
- **Corporate Planning & Performance Business Unit** is responsible for keeping supporting mechanisms and tools up to date, visible and readily accessible to staff and the public.

5. CHANGES TO THE POLICY OR THE ACT

Any alteration to the Policy or substitution of a new Policy will be subject to the provisions under 50 (6) of the *Local Government Act* which state that before a council -

- (a) *adopts a public consultation policy; or*
- (b) *alters, or substitutes, a public consultation policy,*

Council must -

- (c) prepare a document that sets out its proposal in relation to the matter; and
- (d) publish in a newspaper circulating generally throughout the State and in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and
- (e) consider any submissions made in response to an invitation under paragraph (d).

except where an alteration is of minor significance that would attract little (or no) community interest.

6. CHANGES TO THE ACT

In the event that the *Local Government Act* is amended so as to make this Policy inconsistent with the Act this Policy will be automatically altered to make it consistent with the Act.

7. OTHER ACTS

This Policy does not replace any obligation in the *Local Government Act* or in any other act for Council to communicate or consult with the community.

The *Local Government Act 1999* prescribes specific public consultation processes in regards to the following:

- Representation reviews – composition and wards (Section 12)
- Status of a council or change of various names (Section 13)
- Prudential reporting (Section 48)
- By-Laws (Section 249)
- Order-making policy (Section 259)

8. PERFORMANCE MEASURES, MONITORING AND REVIEW

Performance measure:

- Community satisfaction with consultation process (measured annually via Customer Satisfaction Monitoring Program).

Monitoring:

- Public consultation activity across Council is communicated and is coordinated to minimise impact on stakeholders and maximise outcomes.
- Tools and resources supporting public consultation are maintained, visible and readily accessible.

Review:

- The Policy will be reviewed every three years. The Chief Executive Officer will report to Council on the outcome of the evaluation and may recommend alteration of the Policy or substitution of a new Policy as appropriate.

9. POLICY AVAILABILITY

Copies of this Policy are available for inspection at no cost at the Customer Centre, 25 Pirie Street, Adelaide and at Council's Library and Community Centres during ordinary business hours. The Policy may also be downloaded from Council's website.

APPENDIX A: ADELAIDE CITY COUNCIL - PUBLIC COMMUNICATION & CONSULTATION POLICY – Consultation Matrix

	A	B	C	D	E	F	G	H1	H2	H3	I	J	K	L
Council will publicise the proposal by notice in: A newspaper circulating statewide, a newspaper circulating locally, Customer Centre; Council's Library & Community Centres & Council's Internet website. The notice will include: A description of the proposal; Where proposal can be viewed. (A sign to be erected on subject land for Schedule D)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Council will: Acknowledge receipt of submissions; Advise where report on consultation can be inspected; Advise when the matter will be considered by Council; Advise where Council Resolutions can be inspected.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
If the land is under the care and control of Council but is not owned by Council, Council staff will consult with the owner and obtain approval for the proposal.			✓	✓	✓									
Council will send letters to owners/occupiers of land within 50 metres of the site.							✓							
Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Council staff will submit proposal and report on consultation to Council for further consideration. The matter will be determined at a meeting of Council.	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓
Council staff will give notice in the <i>Gazette</i> of the Council Resolution to exclude land from the classification of community land.			✓											
Council may recommend that the classification of the land be revoked at a meeting of Council. If Council recommends the revocation it will submit the proposal and a report on all submissions to the Minister. If the Minister approves the proposal – Council may make a Resolution revoking the classification of the land as community land at a meeting of Council.				✓										
Council will undertake consultation at a detailed level, with local land-owners and occupiers with respect to specific proposed planting activity. Council will send letters to: <ul style="list-style-type: none"> owners/occupiers of land abutting the road where planting is to occur within 50 metres of the site persons who have previously made submission(s) in relation to the forward planting program and have requested further consultation. 									✓	✓				
<i>If proposed action is supported by a majority view of the respondents:</i> Decision delegated to Council staff. <i>In other cases:</i> Council staff will submit proposal and report on consultation to Council for consideration and the matter will be determined at a meeting of Council.									✓	✓				

Legend:

Schedule A - Council Business Office(s)

Schedule B - Code of Practice

Schedule C - Community Land – Exclusion from Classification

Schedule D - Community Land – Revocation of Classification

Schedule E - Community Land – Management Plan

Schedule F - Community Land – Alienation by Lease or Licence

Schedule G - Permits

Schedule H - Planting of Vegetation on a Road

Schedule I - Annual Business Plan and Budget

Schedule J - Strategic Management Plan

Schedule K - Basis of Rating

Schedule L - Proposed Differential Rating

- H1 - Forward Planting Program

- H2 - Specific Planting Activity

- H3 - Outside Forward Planting Program

Council's Business Office(s)

Section 45 of the Local Government Act 1999 requires that Council follows the relevant steps in this Policy before significantly changing the manner, place and times of operation of the office(s) where Council business is transacted.

Steps to be followed

Notification

Council will publicise the proposal by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
 - Where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

Inspection

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

Consideration Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision Council staff will submit proposal and report on consultation to Council for further consideration.

The matter will be determined at a meeting of Council.

Display The manner, place and times of operation of Council's business office(s) are available for inspection at the:

- Customer Centre;
- Website.

Code of Practice

Section 92 of the Local Government Act 1999 requires the following:

Council has a Code of Practice relating to the principles, policies, procedures and practices that Council will apply for the purposes of the operation of:

- Public access to Council and Committee Meetings;
- Minutes of Council and Committee Meetings;
- Release of documents (addressing confidentiality issues).

Before Council adopts, alters or substitutes the Code of Practice it must follow the steps in this Policy.

Steps to be followed

<i>Notification</i>	<p>Council will publicise the proposal to adopt alter or substitute the Code of Practice by notice in:</p> <ul style="list-style-type: none"> • A newspaper circulating statewide; • A newspaper circulating locally; • Customer Centre; • Council's Library & Community Centres; • Council's Internet website. <p>The notice will include:</p> <ul style="list-style-type: none"> • Description of the proposal; • Where proposal may be viewed; • Email address for electronic copy of proposal; • Invitation for submission(s) to Council providing at least 21 days; • Closing times for submissions shall always be at 5pm on the date set. • Address to send submission(s).
<i>Inspection</i>	<p>The information will be displayed at:</p> <ul style="list-style-type: none"> • Customer Centre; • Library & Community Centres; • Website.
<i>Submissions</i>	<p>Submissions will be accepted by Council in writing by:</p> <ul style="list-style-type: none"> • Lodging at the Customer Centre; • Email; • Completing website submission form. <p>Council staff will:</p> <ul style="list-style-type: none"> • Acknowledge receipt of submission(s); • Advise when persons can inspect a report on consultation; • Advise when the matter will be considered by Council; • Advise where Council Resolutions can be inspected.

Consideration Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision Council staff will submit proposal and report on consultation to Council for further consideration.
The matter will be determined at a meeting of Council.

Display The Code of Practice can be viewed at the:

- Customer Centre;
- Website.

Community Land – Exclusion from Classification

All local government land (except roads) that is owned by Council or is under the care, control and management of Council is **community land**, unless it has been exempted through legislation, excluded by resolution of Council or the classification of land as community land has been revoked.

Council may resolve to exclude land from the classification as community land by 1 January 2003 if the land is not affected by the provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.

Land included in the Park Lands is community land and cannot be excluded from the classification of community land.

Section 193 of the *Local Government Act 1999* requires that:

Before Council resolves to exclude land from classification as community land, Council must follow the relevant steps set out in this Policy.

Steps to be followed

Notification

Council will publicise the proposal to exclude Council land from classification as community land by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Identification of land that is proposed to be excluded from classification as community land;
- Where proposal can be viewed;
- Email address for electronic copy of proposal;
- Invitation for submission(s) to Council providing at least 21 days;
- Closing times for submissions shall always be at 5pm on the date set.
- Address to send submission(s).

Inspection

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

Consideration

If the land is under the care and control of Council but is not owned by Council, Council staff will consult with the owner and obtain approval for the proposal.

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for consideration.

The matter will be determined at a meeting of Council.

Council staff will give notice in the *City Messenger* of the Council Resolution to exclude land from the classification of community land.

Community Land – Revocation of Classification

All local government land (except roads) that is owned by Council or is under the care, control and management of Council is **community land**, unless it has been exempted through legislation, excluded by resolution of Council or the classification has been revoked .

Section 194 of the *Local Government Act 1999* requires that:

Council may revoke the classification of land as community land only if -

- the land is not required to be held for the benefit of the community under the *Local Government Act 1999* eg River Torrens or under another Act of Parliament or an instrument of trust;
- a regulation does not exclude the right to revoke;
- the Minister approves revocation of the classification.

Before Council resolves to revoke classification of particular land as community land, Council must follow the relevant steps set out in this Policy.

Land included in Park Lands is community land and its classification may not be revoked.

Steps to be followed

Notification

Council will publicise the proposal to revoke Council land from classification as community land by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website
- A sign erected on the subject land, except in circumstances where the community land revocation is of a purely technical nature and does not change the existing use of the land, eg. Road use

The notice will include:

- Identification of land that is proposed to be revoked from classification as community land;
 - The nature of the proposal and where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

<i>Inspection</i>	Information will be displayed at: <ul style="list-style-type: none">• Customer Centre;• Library & Community Centres;• Website.
<i>Submissions</i>	Submissions will be accepted by Council in writing by: <ul style="list-style-type: none">• Lodging at the Customer Centre;• Email;• Completing website submission form. Council staff will: <ul style="list-style-type: none">• Acknowledge receipt of submission(s);• Advise when persons can inspect a report on consultation;• Advise when the matter will be considered by Council;• Advise where Council Resolutions can be inspected.
<i>Consideration</i>	If the land is under the care and control of Council but is not owned by Council, Council, staff will consult with the owner and obtain approval for the proposal. Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.
<i>Decision</i>	Council staff will submit proposal and report on consultation to Council for consideration. Council may recommend that the classification of the land be revoked at a meeting of Council. If Council recommends the revocation it will submit the proposal and a report on all submissions to the Minister. If the Minister approves the proposal – Council may make a Resolution revoking the classification of the land as community land at a meeting of Council.

Management Plan(s) for Community Land

All local government land (except roads) that is owned by Council or is under the care, control and management of Council is **community land**, unless it has been exempted through legislation, excluded by resolution of Council or the classification has been revoked .

Section 196 of the *Local Government Act 1999* requires that:

Council must prepare and adopt a management plan(s) for community land if-

- the land is required to be held by the community as identified by the Local Government Act 1999 eg. River Torrens, or under a special Act of Parliament relating to the land or under an instrument of trust;
- the land is Park Lands;
- the land is, or is to be occupied under a lease or licence;
- the land has been, or is to be, specifically modified or adapted for the benefit or enjoyment of the community.

Before Council adopts, amends or revokes a management plan(s) relating to community land, Council must follow the relevant steps outlined in this Policy unless the amendment has no impact or no significant impact on the interests of the community.

Steps to be followed

Notification

Council will publicise the proposal to adopt or vary a management plan over community land by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Identification of land for which management plan(s) are proposed on community land;
- Where proposal can be viewed;
- Email address for electronic copy of proposal;
- Invitation for submission(s) to Council providing at least 21 days;
- Closing times for submissions shall always be at 5pm on the date set.
- Address to send submission(s).

Inspection

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
- Advise when persons can inspect a report on consultation;
- Advise when the matter will be considered by Council;
- Advise where Council Resolutions can be inspected.

Consideration

If the land is under the care and control of Council but is not owned by Council, Council staff will consult with the owner and incorporate provisions required by the owner.

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for consideration.

The matter will be determined at a meeting of Council.

Community Land – Alienation by Lease or Licence

Section 202 (1), (2) and (3) of the *Local Government Act 1999* requires the following:

Council may grant a lease or licence over community land (including community land that is, or forms part of a park or reserve).

In addition, Section 21 of the Adelaide Park Lands Act 2005 states that:

- (1) The maximum term for which the Adelaide City Council may grant or renew a lease or licence over land in the Adelaide Park Lands is 42 years (taking into account any right of extension and despite the provisions of the Local Government Act 1999);
- (2) However, before the Council grants (or renews) a lease or licence over land in the Park Lands for a term of 10 years or more (taking into account any right of renewal), the Council must submit copies of the lease or licence to the Presiding Members of both Houses of Parliament.

If the alienation also involves a Development Application, Council staff will seek to coordinate the consultation required for each assessment process.

Council must follow the relevant steps in this Policy before granting a lease or licence relating to community land.

This Policy does not apply to the granting of temporary leases or licences relating to a special event of three days or less. Further exclusions may be set through legislation from time to time.

Steps to be followed

Notification

Council will publicise the proposal to grant a lease or licence over community land by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
 - Where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Details of the Public Meeting for cases where a lease or licence is proposed to be granted (or renewed) over Park Lands for a period of 10 years or more.
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

Public Meeting

Before the Council grants (or renews) a lease or licence over land in the Park Lands for a period of 10 years or more, Council will call a community meeting to set out the proposal of the alienation of community land.

Inspection

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Submission(s) will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

Consideration

Council staff will consider the submission, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for consideration.

The matter will be determined at a meeting of Council.

Permits for Conducting Business on a Public Road

Sections 222 and 223 of the *Local Government Act 1999* require that:

A person must not use a public road for business purposes unless authorised to do so by a permit and the term of a permit cannot exceed five years

Council must follow the relevant steps in this Public Consultation Policy where required in legislation before granting the authorisation or permit to conduct business on a public road.

Relevant to this Council is Regulation 17(1)(b) of the *Local Government (General) Regulations 1999*. This provides that the Council must consult in accordance with this Policy to authorise the use of the road for business purposes where a part of the road is to be fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree.

Permits for business purposes may cover activities such as licensing outdoor cafés or other street trading activities.

Consultation is already undertaken in relation to proposed road closures relevant to special events within the City. Additional consultation will not be undertaken by this Council where street trading within the closed area is ancillary to the road closure and is not the prime reason for the closure.

However, where the road closure has been requested purely for a street trading event for which permits for business purposes would be issued, the steps outlined in this Policy will be followed.

Steps to be followed

Notification

Council will publicise the proposal to grant a permit for business purposes on a road by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
- Where proposal can be viewed;
- Email address for electronic copy of proposal;
- Invitation for submission(s) to Council providing at least 21 days;
- Closing times for submissions shall always be at 5pm on the date set.
- Address to send submission(s).

Council will send letters to owners/occupiers of land abutting the site where the permit is proposed within 50 metres of the site.

Inspection

The information will be displayed at:

- Customer Centre;
- Library & Community Centres;
- Website.

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing the website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
- Advise when persons can inspect a report on consultation;
- Advise when the matter will be considered by Council;
- Advise where Council Resolutions can be inspected.

Consideration

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for further consideration. The matter will be determined at a meeting of Council.

Planting of Vegetation on a Road

Section 232 of the Local Government Act 1999 requires the following:

If Council considers that the proposed planting of vegetation on a road may have a **significant impact** on the following parties, Council must follow the relevant steps set out in this Policy -

- residents in the area;
- proprietors of nearby businesses;
- advertisers in the area.

Council generally considers that the following categories of vegetation planting are not considered to have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area:

- Isolated replacement plantings of '**like species for like species**' if no complaints have been received about that species;
- Replacement plantings of a different species where replacement planting of that species has already substantially commenced in a street or locality, where consultation has previously been undertaken;
- Replacement planting of annual and/or perennial flowers.

In consulting on the planting of vegetation on a road, Council will undertake consultation on three levels.

1. Council's forward planting program will be publicly notified. Interested persons will then have 21 days within which to make a submission and to request further consultation. At a more detailed level, local land-owners and occupiers will be consulted with respect to specific proposed planting activity.
2. When the planting proposal is in addition to the forward planting program.

Note: "road" is defined in the Local Government Act 1999 as a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes a bridge, viaduct, subway, alley, laneway or walkway.

Steps to be followed

Notification - Forward planting program	<p>Council will publicise the proposed forward planting program or other vegetation planting proposal by notice in:</p> <ul style="list-style-type: none"> • A newspaper circulating statewide; • A newspaper circulating locally • Customer Centre; • Council's Library & Community Centres; • Council's Internet website. <p>The notice will include:</p> <ul style="list-style-type: none"> • Identification of land for which management plan(s) are proposed on community land; • Where proposal can be viewed; • Email address for electronic copy of proposal; • Invitation for submission(s) to Council providing at least 21 days; • Closing times for submissions shall always be at 5pm on the date set. • Address to send submission(s).
Inspection	<p>Information will be displayed at:</p> <ul style="list-style-type: none"> • Customer Centre; • Library & Community Centres; • Website.
Submissions	<p>Submissions will be accepted by Council in writing by:</p> <ul style="list-style-type: none"> • Lodging at the Customer Centre; • Email; • Completing the website submission form. <p>Council staff will:</p> <ul style="list-style-type: none"> • Acknowledge receipt of submission(s); • Advise when persons can inspect a report on consultation; • Advise when the matter will be considered by Council; • Advise where Council Resolutions can be inspected.
Consideration	<p>Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.</p> <p>Council staff will submit proposal and report on consultation to Council for consideration.</p>
Decision	<p>The matter will be determined at a meeting of Council.</p>

Notification - Specific planting activity	Council will undertake consultation at a detailed level, with local land owners and occupiers with respect to specific proposed planting activity. Council will send letters to: <ul style="list-style-type: none">• owners/occupiers of land abutting the road; where planting is to occur within 50 metres of the site;• persons who have previously made submission(s) in relation to the forward planting program and have requested further consultation.
Inspection	Information will be displayed at: <ul style="list-style-type: none">• Customer Centre;• Library & Community Centres;• Website.
Submissions	Submissions will be accepted by Council in writing by: <ul style="list-style-type: none">• Lodging at the Customer Centre;• Email;• Completing the website submission form. Council staff will: <ul style="list-style-type: none">• Acknowledge receipt of submission(s);• Advise when persons can inspect a report on consultation;• Advise when the matter will be considered by Council;• Advise where Council Resolutions can be inspected.
Consideration	Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal. Council staff will submit proposal and report on consultation to Council for consideration as required.
Decision	If proposed action is supported by a majority view of the respondents: Decision delegated to Council staff. In other cases: Council staff will submit proposal and report on consultation to Council for consideration. The matter will be determined at a meeting of Council.

Notification -

Where planting proposal is outside the operation of the forward planting program

Council will publicise the proposed vegetation planting proposal by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

Council will undertake consultation with local land-owners and occupiers with respect to specific proposed planting activity which is additional to the forward planting program.

Council will send letters to:

- owners/occupiers of land abutting the road where planting is to occur within 50 metres of the site;
- persons who have previously made submission(s) in relation to the forward planting program and have requested further consultation.

Inspection

Information will be displayed at:

- Customer Centre;
- Library & Community Centres;
- Website.

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing the website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

<i>Consideration</i>	Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal. Council staff will submit proposal and report on consultation to Council for consideration as required.
<i>Decision</i>	If proposed action is supported by a majority view of the respondents: Decision delegated to Council staff. In other cases: Council staff will submit proposal and report on consultation to Council for consideration. The matter will be determined at a meeting of Council.

Annual Business Plan and Budget

Section 123 of the Local Government Act 1999 requires that Council follows the relevant steps in this Policy before adopting an Annual Business Plan and Budget.

Steps to be followed

Notification

Council will publicise the proposal by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
 - Where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

Inspection

Council will ensure that copies of the draft annual business plan and budget are available for inspection at least 7 days before the date of the meeting.

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Council will invite interested persons to:

- Either a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or
- A meeting of the council to be held on a date stated in the notice at which members of the public may ask questions and make submissions, in relation to the matter for a period of at least 1 hour; or
- Make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice.

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
- Advise when persons can inspect a report on consultation;
- Advise when the matter will be considered by Council;
- Advise where Council Resolutions can be inspected.

Consideration

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

The Council will make arrangements for a meeting to consider any submissions made at the public meetings or through written submissions.

Decision

Council staff will submit proposal and report on consultation to Council for further consideration.

The matter will be determined at a meeting of Council.

Strategic Management Plan

Section 122 of the Local Government Act 1999 requires that council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans.

Steps to be followed

Notification

Council will publicise the proposal by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
 - Where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

Inspection

Council will ensure that copies of the draft Strategic Management Plan are available for inspection at least 7 days before the date of any public meeting.

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Council will invite interested persons to:

- Either a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or
- A meeting of the council to be held on a date stated in the notice at which members of the public may ask questions and make submissions, in relation to the matter for a period of at least 1 hour; or
- Make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice.

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
 - Email;
-

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-
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
- Advise when persons can inspect a report on consultation;
- Advise when the matter will be considered by Council;
- Advise where Council Resolutions can be inspected.

Consideration

Council will give any person who makes a written submission the opportunity to appear personally or by representative before the Council or Council Committee and to be heard on the submission.

Council staff will consider the submissions and finalise the report.

Decision

Council staff will submit proposal and report on consultation to Council for further consideration.

The matter will be determined at a meeting of Council.

Basis of Rating

Section 151 of the Local Government Act 1999 requires that Council follows the relevant steps in this Policy before changing the basis of rating or changing the imposition of rates. The public consultation required may be undertaken as part of the public consultation required with respect to Council's draft annual business plan and budget (Schedule I).

Steps to be followed

Notification

Council will publicise the proposal by notice in:

- A newspaper circulating locally;
- Customer Centre;
- Council's Library and Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
 - Where proposal can be viewed;
 - Email address for electronic copy of proposal;
 - Invitation for submission(s) to Council providing at least 21 days;
 - Closing times for submissions shall always be at 5pm on the date set.
 - Address to send submission(s).
-

Inspection

Information will be displayed at:

- Customer Centre;
 - Library and Community Centres;
 - Website.
-

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

Consideration

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for further consideration.

The matter will be determined at a meeting of Council.

Proposed Differential Rating

Section 156 of the Local Government Act 1999 requires that Council follows the relevant steps in this Policy before Council changes from declaring differential rates in relation to any land on the basis of a differentiating factor. The public consultation required may be undertaken as part of the public consultation required with respect to Council's draft annual business plan and budget (Schedule I).

Steps to be followed

Notification

Council will prepare a report on the proposed change. The report will address the following:

- The reasons for the proposed change;
- The relationship of the proposed change to the Council's overall rates structure and policies;
- In so far as may be reasonably practicable, the likely impact of the proposed change on rate payers (using such assumptions, rate modelling and levels of detail as the Council thinks fit);
- Issues concerning equity within the community.

Council will publicise the proposal by notice in:

- A newspaper circulating statewide;
- A newspaper circulating locally;
- Customer Centre;
- Council's Library & Community Centres;
- Council's Internet website.

The notice will include:

- Description of the proposal;
- Where proposal can be viewed;
- Email address for electronic copy of proposal;
- Invitation for submission(s) to Council providing at least 21 days;
- Closing times for submissions shall always be at 5pm on the date set.
- Address to send submission(s).

Inspection

Information will be displayed at:

- Customer Centre;
 - Library & Community Centres;
 - Website.
-

Submissions

Submissions will be accepted by Council in writing by:

- Lodging at the Customer Centre;
- Email;
- Completing website submission form.

Council staff will:

- Acknowledge receipt of submission(s);
 - Advise when persons can inspect a report on consultation;
 - Advise when the matter will be considered by Council;
 - Advise where Council Resolutions can be inspected.
-

Consideration

Council staff will consider the submissions, prepare a report on consultation and, if appropriate, prepare a revised proposal.

Decision

Council staff will submit proposal and report on consultation to Council for further consideration.

The matter will be determined at a meeting of Council.
