	<p style="text-align: center;">Public Consultation Policy <i>Policy No. GOVPOL 15</i></p>	Version No:	3
		Responsible Officer/s	Governance Officer
		Classification:	Council
		Issued:	21 December 2015
		Next Review:	August 2024

1. Purpose

Section 50 of the *Local Government Act 1999* (**the Act**) requires Council to adopt a Public Consultation Policy that prescribes minimum consultation standards.

The purpose of this Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision making and to ensure accountability of the Council to the community through effective communication and consultation strategies.

Council will endeavour to take into account the views and consideration of the community balancing those views with factors such as infrastructure, financial constraints, health and safety and legislative requirements in order to make decisions compatible with Council's strategic direction and providing accurate information while maintaining financial viability and confidentiality.

2. Scope

This Policy will apply to the activities, initiatives and responsibilities of Council required by legislation and where further identified by Council.

3. Definitions

Communication the one-way provision of information by Council to the community. Communication includes but is not limited to advertisements, letters, newsletters, brochures, phone calls, door knocks, signs, displays, drawings and models.

Community all people who live, work, pay rates, conduct private/government business, visit, utilise services, facilities and public space within the District Council of Grant.


Consultation the two-way provision of information by Council to the community that enables them to respond, expressing concerns and identifying issues, so these can be considered before making a final decision. Consultation includes but is not limited to discussion, written submissions, surveys, group meetings, workshops, displays and public events. Consultation provides opportunities to clarify information, raise issues and discuss ideas and options.

4. Policy

Council appreciates that the community seeks to be involved and consulted with respect to decisions that affect the community culturally, financially, environmentally and socially. Council understands that the consultation process can identify a range of issues, ideas and solutions, providing a balanced outcome for the community.

Council is committed to promote positive relations with the community through:

- Effective communication and consultation with the community in order to enable the community to contribute to Council planning and decision making.
- To provide a framework for community involvement in Council planning and decision making.

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- To promote Council decision making which is open, transparent, responsive and accountable to the community.
- Informing the community on matters of legislation, procedure, policy and best practice.

In general terms, Council's community engagement activities will be divided into the following categories:

4.1. Statutory compliance


The *Local Government Act 1999* and other key Acts specifically refer to public consultation. In some cases, an Act will prescribe a minimum legislative requirement; in other cases an Act refers to the minimum requirements as stated in Council's Public Consultation Policy.

Minimum requirements prescribed by Local Government Act 1999

Topic	Section reference
Representation Reviews	Section 12 (7) (8) (9) (10)
Status of a Council/Change of Name	Section 13 (2)
Commercial Activities – Prudential Requirements	Section 48 (2)(d) (5) (6)
Public Consultation Policies	Section 50
Strategic Management Plans	Section 122 (6)
Passing by-laws	Section 249 (1) (2)
Councils to develop policies (Power to make orders)	Section 259

Minimum requirements as per Council's Public Consultation Policy (which is set by the LG Act)

Topic	Section reference
Principal Office – Opening hours	Section 45 (3)
Code of Practice – Access to meetings and documents	Section 92 (5) (6) (7)
Annual Business Plan	Section 123 (3) (4) (5) (6) (7) (8) (9)
Administrative & financial accountability – Access to documents	Section 132 (1) (3d)
Rates and charges – Change to Basis of Rating Report	Section 151 (5a) (5b) (5c) (5d) (5e) (7) (8) (8a)
Rating – Differential Rates	Section 156 (14) (14a) (14b) (14c) (14d) (14e) 14ea)
Community Land – Exclusion from Classification	Section 193 (2)
Community Land – Revocation of Classification	Section 194 (2) (3)
Community Land Management Plans	Section 197 (2) (3)

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Amendment or revocation of Community Land management plans	Section 198 (2) (3)
Community Land – Alienation by lease or licence	Section 202 (3)
Authorisations/Permits	Section 223
Roads – Trees	Section 232
Time limits for dealing with certain applications	Section 242 (4)

Council should always refer directly to the relevant Section of the Act before determining the appropriate consultation requirements.

Where legislation identifies consultation requirements, these will take precedence over this Policy if there is any inconsistency.

4.2. Consultation methods

The strategic objective of any public consultation is to ensure the community receives regular information about Council's achievements, objectives and performance, are advised of major issues affecting the community and are given the opportunity to comment on and be consulted about these issues or events.

Options Council may choose include:

- Public meetings
- Surveys (written, telephone and online)
- Media releases
- Letter drop to Residents
- Newsletters
- Brochures
- Focus Group meetings
- Website / "YourSay" platform
- Facebook
- Community Committees


4.3. Consultation process

The attached Appendix titled "Schedule of Legislative (Local Government Act) and DCG Policy Minimum Requirements Matrix" outlines consultation strategies in relation to various sections of the Act.

Any further public consultation strategies (including others that may not be mentioned in this Policy) shall be at the discretion of Council or the Chief Executive Officer.

5. Responsibilities

Council is charged with making decisions on the community's behalf. Appropriate levels of consultation will ensure that decisions take into account community views. This Policy will apply to Council Members and staff.

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The Chief Executive Officer is responsible for the implementation of this Policy and reporting outcomes of consultations to Council.

It is the responsibility of community members seeking to make a submission as part of any consultation process to make those submissions to Council in writing and addressed to Council's principal office:

District Council of Grant
324 Commercial Street West (PO Box 724)
Mount Gambier SA 5290

or email:

info@dcgrant.sa.gov.au

Consistent with Council's Privacy Policy, all personal details provided as part of any public consultation activity will be excluded from Council reports or submission summaries. Personal details will not be disclosed without gaining the prior permission of the respondent, unless otherwise prescribed by legislation.

6. References / Other Documents

6.1. Legislation

Local Government Act 1999, s50

6.2. Council Policies / Procedures

Privacy Policy

6.3. Other

Communication Framework

7. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Any future amendment or alteration to this Policy will be subject to the Public consultation provisions of the *Local Government Act 1999* unless the amendment or alteration is only of a minor nature that would attract little or no community interest.

Action	Date	Minute Reference
Adopted by Council	21 December 2015	15157.1
Amended	21 October 2019	19144.4.4
Minor formatting amendments	4 May 2020	Governance Officer
Amended	18 May 2020	20055.8
Amended	6 June 2022	22149.2

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		Issued:	21/12/2015
		Next Review:	Oct 2023

APPENDIX 1: Schedule of Legislative (Local Government Act) and DCG Policy Minimum Requirements Matrix

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Info/ receipt of submissions on website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Notice in local paper (Border Watch)	✓	✓	+	✓	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	✓	✓	✓		
Documents available at Principal Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Documents available at PMDCC	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓			
Notice in Government Gazette						✓							✓	+					
Notice in state-wide newspaper				✓															
Minimum 21 days notice to receive submissions	✓		✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
More than 21 days notice to receive submissions		*		*			*												
Send letters to owners/ occupiers in vicinity of relevant area													+	+	+	+	+	✓	✓
Opportunity for submission to be heard at Council meeting	✓	✓								*			+	+			+		
Public meeting					✓						✓	✓							
Community forum/ workshop																			
Signage to be erected on site													+	+	+	+	+		
Consultation Strategy endorsed by Council/CEO			+		+	✓		+	+	+	+	+	+	+	+	+	+	✓	✓
Submissions to be considered by Council in decision making	✓		+	✓	✓	✓	✓	+	+	✓	✓	✓	+	+	+	+	+	+	+

✓ Minimum legislative requirements * Refer to Act for clarification + To be determined by Council/CEO

Legend

Statutory Compliance with LG Act

- 1 – Representation Review (S12)
- 2 – Status of a Council/change of name (S13)
- 3 – Prudential Requirements for Certain Activities (S48)
- 4 – Public Consultation Policies (S50)
- 5 – Strategic Management Plans (S122)
- 6 – Passing of by-laws (S249)
- 7 – Councils to Develop Policies (Power to make orders) (S259)

Statutory Compliance with DCG policy (as per LG Act)

- 8 – Principal Office – Opening hours (S45)
- 9 – Code of Practice – Access to meetings and documents (S92)
- 10 – Annual Business Plan and budget (S123)
- 11 – Rates and charges – Change to Basis of Rating Report (S151)
- 12 – Rating – Differential Rates (S156)
- 13 – Community Land – Exclusion from Classification (S193)
- 14 – Community Land – Revocation of Classification (S194)
- 15 – Community Land Management Plans (S197)
- 16 – Amendment or revocation of Community Land management plans (S198)
- 17 – Community Land – Alienation by lease or licence (S202)
- 18 – Authorisations/Permits (S223)
- 19 – Roads – Trees (S232)