

EM 3 – COMMUNITY CONSULTATION**Objective**

- To develop methods of identifying the impact of Council proposals and functions on the community of Christmas Island;
- To define the level of consultation relevant to Council issues;
- To detail the requirements for consultation;
- To outline the procedure Council will use when undertaking consultation and considering submissions;
- To provide guidance to meet statutory requirements to consult with the community
- To provide Council the ability to make better decisions for the whole community.
- To promote the principles of good governance via community engagement and participation.

Policy

1. Council is committed to providing the community with
 - Adequate and appropriate opportunities to be kept informed;
 - Opportunities to comment on and respond to current issues and proposals;
 - A sense of ownership of key Council functions and activities;
 - A workable partnership where the interests of the people of Christmas Island are represented; and
 - A partnership focusing on achieving the overall strategic direction for Christmas Island.
2. There are four general categories where Council will consider effective and appropriate consultation with the community:
 - A. Where Council has statutory obligations to consult members of the community in specific circumstances. For example, the Shire's Community Strategic Plan and Annual Budget.
 - B. Where development, use, activities and works of Council may or will have a substantial impact on the character, amenity or function of Christmas Island. For example, significant changes to service delivery such as new methods of waste collection; new policies and/or strategic direction such as the Shire's Community Strategic Plan.
 - C. Where there are proposals by the Commonwealth or other bodies/businesses that are likely to be of Shire wide significance.
 - D. Where Council may be requested by the Commonwealth or other bodies/businesses to participate in consultative processes on matters of importance to the community of Christmas Island.

In each case Council will determine the appropriate level and type of community consultation.

3. Where directed by the Council, or required by legislation, the CEO will develop a consultation programme which will focus on the following:
- A. The specific objectives of consultation, including but not limited to:
 - Raising awareness about a particular issue
 - Establishing communication links with the community
 - Encouraging active participation in planning
 - Collecting views, opinions and ideas, and
 - Building trust and confidence between Council and the community;
 - B. The consultation mechanisms to be used, including but not limited to:
 - Advertising in The Islander, through 6RCI and via the roundabout board
 - Post-box drops or Council public notices
 - Workshops or forums
 - Public meetings
 - Formation of working groups, and
 - Targeting specific groups in the community by direct contact.
 - C. Timeline of the process.
 - D. Costs and budget implications.
 - E. Method(s) of informing the community of outcomes.

Key Performance Indicators	Extent to which community consultation is applied in accordance with its policy Effectiveness of community consultation processes identified Timeliness of community consultation process including report back to Council
Keywords	Community, consultation, Council activities and programmes, Commonwealth activities and programmes
Related Policies	EM1 - Policy Development Policy
Related Procedures/ Documents	Policy Development Procedure

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	28/05/2002	CEO	04/02			2.11.2
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