

COMMUNITY ENGAGEMENT POLICY

Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
First Issued / Adopted	14 December 2011
Review Period	2 years
Last Reviewed	22 April 2020, 28 March 2018, 22 April 2015
Minutes Reference	OM119/20, OM86/18, OM117/15
Next Review Date	April 2022
Applicable Legislation	Local Government Act 1999, Local Government (Procedures at Meetings) Regulations 2000
Related Documents	<p>This policy is intended to complement and be implemented in conjunction with other Council policies, resources and operating procedures, including:</p> <ul style="list-style-type: none"> • Complaints Policy • Complaints Handling Procedure
Public Consultation Required	Yes
File Reference	9.63.1.1
Purpose	<p>The Port Pirie Regional Council is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between Council and the community.</p> <p>Council aims to ensure that appropriate and cost effective methods are used to inform and involve the local community, key stakeholders and interested parties, relevant to the specific circumstances of each consultation topic.</p> <p>The purpose of this Policy is to foster and support a culture of effective community engagement to enhance decision making and ensure that Council meets its obligations under the Local Government Act 1999 and other relevant Acts.</p>

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COMMUNITY ENGAGEMENT POLICY (Cont'd)

Purpose (Cont'd)

This policy will outline the principles by which the Port Pirie Regional Council will communicate with, consult and involve its community in regards to decisions that have an impact on or are of importance to the community.

The policy also creates a process by which persons are able to pose questions of Council at a Council meeting.

1. POLICY SCOPE

This policy will apply to all community engagement processes required under the Local Government Act 1999 (unless specifically legislated otherwise) and to any other community engagement process that Council resolves to be submitted to a high standard of community engagement. This policy applies to all facets of Council's operations including Council's corporate, land use, strategic and financial planning and our day to day services and activities.

2. LEGISLATIVE REQUIREMENTS

The Public Consultation Policy has been developed and adopted in accordance with Section 50 of the Local Government Act. Section 50 requires the policy to identify steps Council intends to take where the Act requires consultation and provides for the steps to vary according to the class of decisions to be made by Council. Other sections of the Act refer to consultation requirements, and in some instances set out what a Council must do rather than referring to consultation or the Public Consultation Policy. A summary of these requirements is attached as Appendix 2.

The preparation and adoption of this policy fulfils Council's obligation under section 50 (1) of the Local Government Act 1999. Section 50 states:

- Council must provide interested persons with a reasonable opportunity to make submissions regarding relevant matters;
- Council must publish a notice (in a local newspaper) describing the matter under consideration and invite interested persons to make submissions within a period (which must be at least 21 days) stated in the notice;
- Council will consider any submission received from the public during the prescribed consultation period;
- Council may from time to time alter this policy or substitute a new policy. In the instance that any significant changes are being proposed to the public, Council must submit the proposal to a public consultation process;
- A public consultation policy sets out the steps that Council will follow in cases where the Act requires that Council must follow its public consultation policy and may include steps that Council will follow in other cases involving Council decision making.

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“Public Engagement Policy Amendments Due to COVID-19”

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the South Australian Public

Health Act 2011, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the Emergency Management Act 2004, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

*On 8 April 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the Local Government Act 1999, the Public Access and Public Consultation Notice (No 2) 2020 (**Notice No 2**) varying or suspending the operation of the specified provisions of the Local Government Act 1999 as set out in Schedule 1 to Notice No 2. Notice No 2 commenced operation on 8 April 2020.*

For the period Notice No 2 has effect (as provided for in Notice No 2), this Public Engagement Policy is altered as set out below and those alterations have effect notwithstanding any other provision in this Policy to the contrary.

For the avoidance of doubt, save for the alterations to the Policy as set out below, the Policy otherwise applies to public consultation undertaken by the Council for the purposes of the Local Government Act 1999.

Alterations to Public Consultation Policy

A. Definitions

*For the purposes of these alterations **the Council** includes an officer or employee of the Council acting within the scope of that person’s ordinary functions and duties except in circumstances where these alterations expressly require a matter to be considered at a meeting of the Council.*

B. Statutory Requirement to Hold Public Meetings Suspended

The Council will not publish a notice in a newspaper circulating in the area of the Council inviting interested persons to attend a public meeting or meeting of the Council in relation to any matter within the scope of Sections 123, 151 or 156 of the Local Government Act 1999 for which public consultation is required under the Local Government Act 1999. The Council will not hold such a public meeting or invite persons to attend a meeting of the Council to ask questions or make submissions on the matter.

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“Public Engagement Policy Amendments Due to COVID-19” (Cont'd)

Alterations to Public Consultation Policy (cont'd)

B. Statutory Requirement to Hold Public Meetings Suspended (cont'd)

The Council will publish a notice in a newspaper circulating in the area of the Council inviting interested persons to make written submissions within the period stated in the notice (which will not be less than 21 days after the publication of the notice) in relation any matter within the scope of Sections 123, 151 or 156 of the Local Government Act 1999 for which public consultation is required under the Local Government Act 1999. The Council will consider the submissions at a meeting of the Council.

For clarity, during the period that The Recorder and The Flinders News have temporarily suspended issuing the aforesaid papers, publications of notices will be undertaken via the Advertiser.

C. Other Requirement to Hold Public Meeting Suspended

The Council will not hold a public meeting in relation to any matter for which the Local Government Act 1999 requires the Council to follow the steps set out in its public engagement policy.

The Council will not hold a public meeting in relation to any matter for which this Policy would, but for this provision, require the Council to hold a public meeting.

To the extent this Policy would otherwise require the Council to hold a public meeting in relation to a matter, the Council will instead publish a notice on its website or in a newspaper circulating in the area of the Council inviting interested persons to make written submissions in relation to any matter within the period stated in the notice (which will not be less than 21 days after the publication of the notice, unless the matter is considered by the Council to require urgent consideration and it is not otherwise contrary to the Local Government Act 1999 to consult for a lesser period). The Council will consider the submissions.

D. Other Requirement to undertake in Person Consultation Activity Suspended

The Council will not undertake any form of face-to-face or in person public consultation activity (including without limitation a door knock, focus group, forum, briefing session, workshop, open house, citizen panel, conversation café, citizen jury, round table or symposium) in relation to any matter for which the Local Government Act 1999 requires the Council to follow the steps set out in its public engagement policy.

The Council will not undertake any form of face-to-face or in person public consultation activity (including without limitation a door knock, focus group, forum, briefing session, workshop, open house, citizen panel, conversation café, citizen jury, round table or symposium) in relation to any matter for which this Policy would, but for this provision, require the Council to hold such an activity.

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“Public Engagement Policy Amendments Due to COVID-19” (Cont'd)

Alterations to Public Consultation Policy (cont'd)

D. Other Requirement to undertake in Person Consultation Activity Suspended (cont'd)

To the extent this Policy would otherwise require the Council to hold a face-to-face or in person public consultation activity in relation to a matter, the Council will instead publish a notice on its website or if considered necessary in a newspaper circulating in the area of the Council inviting interested persons to make written submissions in relation any matter within the period stated in the notice (which will not be less than 21 days after the publication of the notice, unless the matter is considered by the Council to require urgent consideration and it is not otherwise contrary to the Local Government Act 1999 to consult for a lesser period). The Council will consider the submissions.

E. Suspension of Other Inconsistent Provisions

To the extent that any other provision of this Policy could be read as requiring the Council to undertake public consultation with a person face-to-face or in person, the provision is suspended while these provisions are in effect and the provisions of paragraph D operate in their stead.

For the avoidance of doubt, where this Policy otherwise provides for a longer period of time to undertake public consultation, the timeframe specified above applies instead.

3. COMMUNITY ENGAGEMENT PRINCIPLES

The following principles underpin the Port Pirie Regional Council’s approach to community engagement. In order to ensure organisational best practice, the policy has been developed according to the following principles:

- **Inclusive participation:** Council believes that all members of the Port Pirie Regional Council community have a right to be informed about and involved in key decisions affecting their area, lifestyles and particular interests.
- **Open and transparent disclosure:** Council is committed to ensuring that the community has all the relevant information to participate in community engagement activities in a meaningful way. All of our engagement materials will use plain language and we will ensure they are easy to find and accessible to all.
- **Engage early and with clarity of purpose:** Council will only undertake community engagement and consultation processes when there is a real opportunity for the community to influence a decision. We will clearly communicate the aims and objectives of all community engagement activities and what it hopes to achieve.

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3. COMMUNITY ENGAGEMENT PRINCIPLES (Cont'd)

- **Design & implementation of good quality engagement processes, tools and methods:** Council will ensure that all community engagement processes are well designed to fit the scope and nature of the project. Careful planning of engagement strategies and activities will ensure that a minimum of 20 business days are available for the community to consider and respond.
- **Consideration of engagement outcomes and provision of feedback:** Council will carefully consider all contributions and relevant information prior to making decisions that impact local community interests. We are committed to providing open and honest feedback to the community on engagement activities and how the community's contribution has influenced Council's decision.
- **Maximising the use of emerging technology:** The evolving use of social media and other online community engagement methods will be explored by Council and implemented where appropriate in order to expand the number of people and the demographic groups that can be reached beyond traditional engagement methods.

4. WHY WE ENGAGE THE COMMUNITY

Community engagement provides a way for decision makers within our region to do a better job, and the means to connect and stay connected with our communities of place and communities of interest in order to further develop relationships and inform decision making processes.

Community engagement can help Elected Members and staff to:

- Minimise risks to health, safety and the environment and manage outrage by identifying and addressing potential and existing concerns or conflicts early before they escalate
- Communicate with stakeholders and gather a broader range of views and information prior to making decisions
- Build strong cooperative working relationships with the community
- Promote a positive perception of our Council within the community
- Plan and prioritise services and make better use of resources
- Build community support for Council services, policies and programs
- Reduce delays in implementing new services, projects or initiatives.

From a community perspective, timely and well planned community engagement activities provide individuals and groups with opportunities to have a say about what is happening in their community and to contribute in meaningful ways.

In developing an effective Community Engagement Policy for the Port Pirie Regional Council, we have considered best practice in the determining and planning of engagement activities. We have also considered how best to connect with all members of the community including the hard to reach, such as young people, people with a disability, culturally and linguistically diverse people, Aboriginal and Torres Strait Islanders and people who are socially excluded.

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5. STEPS REQUIRED FOR UNDERTAKING COMMUNITY ENGAGEMENT PROCESSES

The Council will carry out the following steps as part of its community engagement processes:

- Step 1: Decide whether to engage or not engage taking in to consideration legislative requirements and minimum standards as per the schedule (Appendix 2) and determined level of impact
- Step 2: Planning the Community Engagement Strategy
- Step 3: Plan and manage engagement activities
- Step 4: Collate and analyse community contributions/responses
- Step 5: Decision making
- Step 6: Provide feedback on engagement outcomes to participants
- Step 7: Announce decision/s publicly
- Step 8: Evaluation

6. WHEN AND HOW WE ENGAGE

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

6.1 General Consultation

For all community engagement processes, unless directed otherwise by an Act, the following minimum standard shall be followed:

- a) A Public Notice will be published in *The Recorder*, *Flinders News* and on the Community Engagement page on Council's website describing the matter for which community engagement is required, and inviting interested persons to make submissions to the Council within a period being at least twenty (20) business days (four weeks) from the date of the notice.
- b) Other additional options may be chosen to enhance communication. Some of these additional options could include, but are not limited to the following:
 - Flyer included in rates notices
 - Letters to residents and/or other stakeholders (via hand delivery or postage options)
 - Media releases
 - Community engagement documents available at Council venues such as the Council Office, Crystal Brook Rural Office and the Council Library
 - Cash Classifieds
 - Radio announcements
 - Banners and signage at specific sites
 - Social media

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6. WHEN AND HOW WE ENGAGE (Cont'd)

6.1 General Consultation (cont'd)

- c) All materials used in community engagement processes must be approved by the Chief Executive Officer or an appropriately delegated Officer prior to printing or distribution.
- d) At the time any notices for community engagement activities are being placed Elected Members will receive timely notification of the relevant engagement activities and any supporting engagement documents.
- e) All personal details provided as part of any community engagement activity will be excluded from reports or submission summaries.

6.2 Statutory Compliance

The Local Government Act 1999 and other key Acts specifically refer to Public Consultation. In some cases the Act prescribes the minimum legislative requirements; in other cases the Act refers to the minimum requirements as stated in Council's Public Consultation Policy.

Minimum requirements prescribed by Local Government Act 1999 (as per Appendix 1 & 2).

6.3 Community Engagement Activities Linked to Day to Day Council Business and Services (as per Appendix 1)

This category refers to non-legislative matters. Incorporated under this category are the following matters:

- Targeted policies, strategies and initiatives - This includes policy and strategy development on issues that impact particular groups and/or areas.
- Application Management Policy
- Service planning/operational matters - This includes activities undertaken to identify community need and establish community interests in the discretionary services and day to day operational matters of Council, e.g. upgrades to local playgrounds.
- Performance evaluation/customer satisfaction - This group is made up of council-wide and individual service/issue assessments of community perceptions of council performance (otherwise known as satisfaction surveys or market research).

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6. WHEN AND HOW WE ENGAGE (Cont'd)

6.4 Development on Council Land

Council acknowledges that particular processes should be followed for development occurring on Council owned land. Council project staff will plan and undertake appropriate engagement activities early in the design/planning stage before submitting to the Department for Development & Regulation where development approval is required. These activities will be guided by the minimum standards outlined in this policy. It is noted however that there may be times where commercial in-confidence requirements exists and a different approach is needed.

6.5 Miscellaneous Community Engagement Processes and Activities

In addition to the above mentioned categories, Council may also undertake community engagement activities when it believes that community engagement will enhance its decision-making.

Council approval is also required for engagement strategies and activities that are deemed high risk/impact and will have a significant social, environmental and/or economic impact on the community as deemed by the Chief Executive Officer or delegate. This includes politically sensitive issues.

Community Engagement Matrix			
Level	Goal	Port Pirie Regional Council's Approach	Examples of Tools & Techniques
Inform	One way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	We will share information about a decision or direction.	<ul style="list-style-type: none"> ✓Website ✓Advertisements in local media ✓Pirieodical ✓Media releases & interviews ✓Radio segments ✓Letters ✓Brochures/fact sheets ✓Displays ✓Fairs / events ✓Flyer in rates notices ✓Banners in key locations ✓Social media

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6. WHEN AND HOW WE ENGAGE (Cont'd)

6.5 Miscellaneous Community Engagement Processes and Activities (cont'd)

Community Engagement Matrix (cont'd)			
Level	Goal	Port Pirie Regional Council's Approach	Examples of Tools & Techniques
Consult	Two way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	We will explore options, gain feedback and an understanding of your preferences.	<ul style="list-style-type: none"> ✓ Surveys/market research ✓ Attend community groups, meetings & functions ✓ Online surveys ✓ Public feedback / Submissions ✓ Public & online forums ✓ Focus groups ✓ Face to face interviews with stakeholders ✓ Social media
Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	Your ideas and issues will be reflected in the final decision or recommendations.	<ul style="list-style-type: none"> ✓ Facilitated workshops ✓ Deliberative polling ✓ Attend community groups, meetings & functions ✓ Relevant interest groups
Collaborate	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred solutions.	Your recommendations will be included in the final decision.	<ul style="list-style-type: none"> ✓ Advisory or reference groups ✓ Committees & panels

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6. WHEN AND HOW WE ENGAGE (Cont'd)

6.6 Other Community Engagement Activities

- **Deputations** – Council will continue to offer community groups the opportunity to address Council on issues of concern or opportunities for joint projects, subject to the approval of the Mayor (as there may be more appropriate methods for these groups to engage discussions with Council on their particular issue). Individuals are provided the opportunity to address Council as part of specific engagement strategies (such as consultation on the draft Annual Business Plan). Individuals should follow Council's Complaints Policy and Requests for Service Policy to pursue their specific complaints, request for services, or grievances.
- **Public Displays** – Council will set up displays in the Council Office, Crystal Brook Rural Office and the Port Pirie Library to keep the community informed of current projects and issues confronting the Council.
- **Public Question Time** - The Council will allocate fifteen (15) minutes in the Council agenda for each monthly Ordinary meeting for the purpose of Public Question Time. Each member of the community wishing to pose a question of Council, must do so in writing prior to the meeting; they must be present at the relevant meeting; and they will be allowed to speak for no longer three (3) minutes at the meeting. Applications to participate in Public Question Time are included as Appendix 3 of this policy, together with the procedure that will be followed by Council. Individuals should also refer to Council's Complaints Policy and Requests for Service Policy to determine if this is a better avenue to address their concerns.

7. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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APPENDIX 1: Schedule of Legislative (Local Government Act) and Port Pirie Regional Council's Policy Minimum Requirements Matrix

	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14	A15	A16	A17	A18	A19	A20	A21	A22	B1	B2	B3	Ci
Info/receipt of submissions on Council website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	+	✓	✓	✓	✓
Notice in local papers and Pirie-odical	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	+	+	+	+
Documents available at Administration Centre	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Documents available at Library	+	+	+	+	+	+	✓	✓	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	✓	✓	+	+	+	+	+	+
Notice placed in Government Gazette	✓													✓	+							✓				
Notice in state-wide newspaper	+	+	✓	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
Minimum 20 business days Notice to receive submissions	*			✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
More than 20 business days Notice to receive submissions	*	*	*					*														✓				
Send letters to owners/ Occupiers in vicinity of relevant area (as determined by Act or CE Strategy)														+	+	+		+	✓	*	+	+		+		+
Opportunity for submission to be Heard at Council meeting	✓	✓		*										+	+			+				+				
Public Meeting				*	✓	✓																				
Community Forum/Workshop										+		+											+	+	+	+
Signage to be erected on site														+	+			+		+	+					+
CE strategy endorsed by Council	+	+	+	+	+	+	+			+		+		+	+	+	+	+		+		+	+	+	+	+
Submissions to be considered by Council in decision making	✓	+	✓	✓	✓	✓	✓	✓	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+

✓ Minimum legislative requirements ✱ Refer to Act for clarification + To be determined as part of Community Engagement Policy

Legend Statutory Compliance with LG Act Statutory Compliance with PPRC policy (as per LG Act) Day to day Council service Community Engagement

A1 – Representation Review

A2 – Status of a Council/change of name

A3 – Public Consultation Policies

A4 – Annual Business Plan

A5 – Rates and charges – Change to Basis of Rating Report

A6 – Rating – Differential Rates

A7 – Passing by-laws

A8 – Councils to Develop Policies (power to make orders)

A9 – Principal Office – Opening hours

A10 – Commercial Activities – Prudential Requirements

A11 – Code of Practice – Access to meetings and documents

A12 – Strategic Management Plans

A13 – Administrative and financial accountability – access to documents

A14 – Community Land – Exclusion from Classification

A15 – Community Land – Revocation of Classification

A16 – Community Land Management Plans

A17 – Amendment or revocation of Community Land management plans

A18 – Community Land – Alienation by lease or licence

A19 – Authorisations/Permits

A20 – Roads – Trees

A21 – Time limits for dealing with certain applications

A22 – Roads (Opening and Closing) Act processes

B1 – Targeted Policies, Strategies and Initiatives

B2 – Service Planning/Operational Matters

B3 – Performance/Customer Satisfaction

C1 – Development on Council land

APPENDIX 2

LOCAL GOVERNMENT ACT 1999 (SA)

PUBLIC CONSULTATION – SCHEDULE OF REQUIREMENTS

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Definition of Public Consultation	Interpretation	Reference to Chapter 4, Part 5 only.
Representation Reviews <ul style="list-style-type: none"> Review and reporting to the Electoral Commissioner 	12	<i>Representation Options Paper</i> <ul style="list-style-type: none"> Public notice: <ul style="list-style-type: none"> of the preparation of the representation options paper; and inviting written submissions within a minimum period of 6 weeks. Copy of notice to be published in newspaper circulating within its area and in the government gazette. <i>Report</i> <ul style="list-style-type: none"> Public notice: <ul style="list-style-type: none"> informing public of the preparation and availability of the report; and inviting written submissions within a minimum 3 week period. Copy of notice to be published in newspaper circulating within its area and in the government gazette. Provide opportunity for person who makes written submission on report to appear personally or by representative before Council or a Council committee to be heard on submissions. Council must then finalise its report and refer to the Electoral Commissioner.
Status of a Council / Change of Name <ul style="list-style-type: none"> Change from a municipal council to a district council, or change from a district council to a municipal council. Alter the name of the council, the area of the council, or the name of a ward. 	13	<ul style="list-style-type: none"> Public notice of the proposal inviting written submissions within a minimum period of 6 weeks, and publication of the notice in a newspaper circulating within its area. Provide opportunity for person who makes written submission to appear personally or by representative before Council or a Council committee to be heard on submissions.
Principal Office – Opening hours	45	Consult in accordance with Council's public consultation policy about the manner, places and times at which its offices will be open to the public for the transaction of business, and about any significant changes to these arrangements.

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TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Commercial Activities – Prudential Requirements	48 (2) (d) 48 (5), (6)	Report addressing prudential issues to include: <ul style="list-style-type: none"> the level of consultation with the local community, including contact with persons who may be affected by the project and representations made by them. the means by which the community can influence or contribute to the project or its outcomes.
Public Consultation Policies	50	Requirements for preparation, adoption and alteration to Council's public consultation policy. <ul style="list-style-type: none"> Policy must set out steps that Council will follow in cases where the Act requires the Council to follow its public consultation policy. Policy may also set out steps to follow in other cases involving council decision making. Steps may vary according to the classes of decisions within the scope of the policy, but must provide persons with a reasonable opportunity to make submissions in relevant circumstances. Section 50 (4) sets out minimum steps that must be provided for in a public consultation policy as follows: <ul style="list-style-type: none"> publish notice describing the matter under consideration in a newspaper circulating within the area, and inviting submissions within stated period (at least 21 days); consideration by the Council of submissions made in response. Section 50 (6) requires the Council before it adopts, substitutes and/or alters a public consultation policy, to: <ul style="list-style-type: none"> prepare a document that sets out its proposal; and publish in a newspaper circulating throughout the State and a newspaper circulating within the area of Council a notice of the proposal inviting submissions within a minimum period of 1 month; and consider any submissions received, unless the alteration is of minor significance. <p>Council's public consultation policy is to:</p> <ul style="list-style-type: none"> be made available for inspection without charge at the principal office during ordinary office hours, and for purchase on payment of a fixed fee by Council.
Code of Practice – Access to meetings and documents	92 (5)	Before a council adopts, alters or substitutes a code of practice under S 92 it must follow the relevant steps set out in its public consultation policy.
Strategic Management Plans	122 (6)	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.

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TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Annual Business Plan	123(3)	<p>Before Council adopts an annual business plan it must follow the relevant steps set out in its public consultation policy which must provide for as a minimum:</p> <ul style="list-style-type: none"> • publication of a notice in a newspaper circulating in the area of Council informing the public of the draft annual business plan and inviting persons to: <ul style="list-style-type: none"> – attend a public meeting on the matter to be held at least 21 days after the publication of the notice; or – attend a meeting of Council to be held on a date stated in the notice at which members of the public may ask questions and make submissions for at least one hour; or – make written submissions within a minimum period of 21 days stated in the notice; and • Council to make arrangements for the public meeting or Council meeting and Council to consider written submissions or submissions made at public meeting or Council meeting; • draft annual business plan must be available at the public meeting or Council meeting above and for inspection (without charge) and purchase (on payment of a fee fixed by Council) at the principal office of the Council at least 7 days before that meeting.
Change to Basis of Rating Report	151(6)	<ul style="list-style-type: none"> • Before Council changes the basis of rating of any land or changes the basis on which land is valued for the purposes of rating or changes the imposition of rates on land it must prepare a report on the proposed change and follow the relevant steps set out in its public consultation policy which must as a minimum provide for: <ul style="list-style-type: none"> – publication of a notice in a newspaper circulating in the area of Council describing the proposed change and informing the public of the preparation of the report and inviting persons to attend a public meeting in relation to the matter at least 21 days after publication of the notice or to make written submissions within a minimum period of 21 days; and – Council to organise the public meeting and Council to consider submissions made at that meeting or in writing. • Copies of the report must be available at the public meeting and for inspection (without charge) and purchase (on payment of a fee fixed by Council) at the principal office of the Council at least 21 days before the end of the public consultation period.
Rating – Differential Rates	156(14a)	<ul style="list-style-type: none"> • Before Council changes declaring differential rates on the basis of a differentiating factor under Sections 156(1)(a), (b)(c) to another factor it must prepare a report on the proposed change and follow the relevant steps set out in its public

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TOPIC	SECTION	LEGISLATIVE REQUIREMENT
		<p>consultation policy which must as a minimum provide for:</p> <ul style="list-style-type: none"> – publication of a notice in a newspaper circulating in the area describing the proposed change and informing public of the preparation of the report and inviting persons to attend a public meeting in relation to the matter at least 21 days after publication of the notice or to make written submissions within a minimum period of 21 days; and – Council to organise the public meeting and Council to consider submissions made at that meeting or in writing. <ul style="list-style-type: none"> • Copies of the report must be available at the public meeting and for inspection (without charge) and purchase (on payment of a fee fixed by Council) at the principal office of the Council at least 21 days before the end of the public consultation period.
Community Land Classification: All local government land (except a road) acquired by or brought under the care, control and management of Council is taken to have been classified as community land unless Council resolves before it becomes local government land to exclude it from classification.	S193(4)	Council must give notice in the Gazette of a resolution to exclude land from classification as community land under S193(4) of the Act.
Revocation of classification of land as community land	S 194 (2)	<p>Council must</p> <ul style="list-style-type: none"> • follow the relevant steps set out in its public consultation policy before revoking the classification of land as community land • submit a proposal with a report on all submissions made as part of the public consultation process to the Minister.
Management Plans - Public Consultation	S197 (1)	<p>Before Council adopts a management plan for community land it must:</p> <ul style="list-style-type: none"> • make copies of the proposed plan available for inspection or purchase at the Council's principal office. • follow the relevant steps set out in its public consultation policy. • give public notice of its adoption of a management plan.
Amendment or revocation of management plans NB: A Council cannot dispose of community land until revocation of its classification as community land.	S198	Public consultation, as Council would be required to do for a new management plan, is to be carried out prior to adopting a proposal for amendment to, or revocation of, a management plan. Public consultation is not required if the amendment has no impact or no significant impact on the interests of the community.

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Alienation by lease or licence NB: Specific provisions relate to the Adelaide Park Lands – under the Parklands Act 2005	S202	Council must follow the relevant steps set out in its public consultation policy, before granting a lease or licence relating to community land. Exceptions apply in circumstances where: <ul style="list-style-type: none"> the grant of the lease or licence is authorised in an approved management plan for the land, and the term of the proposed lease or licence is five years or less; or the regulations provide for an exemption from compliance with a public consultation policy.
Authorisations/Permits <ul style="list-style-type: none"> Where road would be fenced enclosed or portioned so as to impede passage of traffic to a material degree Use or activity for which public consultation required under regulations 	S223	Council must follow the relevant steps set out in its public consultation policy before granting the authorisation or permit.
Roads – Trees	S232	Before planting or authorising planting of vegetation that may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, council must follow the relevant steps set out in its public consultation policy.
Passing by-laws NB: No specific reference to Council's Public Consultation Policy, but minimum standards apply	S249	At least 21 days before resolving to make a by-law, Council must: <ul style="list-style-type: none"> make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection without charge during ordinary office hours at the principal office of the Council. inform the public of the proposed by-law and set out the terms of the by-law or describe in general terms the nature and effect of the by-law, through a notice in a newspaper circulating in the area give reasonable consideration to a written or other acceptable submission made on a proposed by-law publish a notice of the making of a by-law in a newspaper circulating in the Council area.
Power to Make Orders Councils must take reasonable steps to prepare and adopt policies relating to power to make orders	S259 (2)	Council must: <ul style="list-style-type: none"> prepare a draft of a policy by notice in a newspaper circulating in the Council area, advise the place(s) where the draft is available for inspection (without charge) or purchase (on payment of a fee fixed by Council), and invite written representations on the draft with a period specified by the Council (at least four weeks) consider any submission made in response to the invitation. The requirements of S259 (2) also apply prior to Council adopting an amendment to a policy, unless Council determines that the amendment is of only minor significance.

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APPENDIX 3

PUBLIC QUESTION TIME PROCEDURE



Port Pirie Regional Council PUBLIC QUESTION TIME APPLICATION

NAME:
(Please Print)

ADDRESS:
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.....

QUESTION:
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I hereby agree to abide by the Question Time Protocol (as detailed over page). I understand that the Mayor has discretion to terminate both question and response at any time, and to refer a question for submission as an Action Request, if necessary.

Please return form (either by mail or in person) to:
Signature

CEO
Port Pirie Regional Council
PO BOX 45
PORT PIRIE SA 5540
council@pirie.sa.gov.au
.....
Date

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APPENDIX 3 - PUBLIC QUESTION TIME PROCEDURE

1. Policy Scope

The Council will allocate fifteen (15) minutes in the Council agenda for each monthly Ordinary meeting for the purpose of Public Question Time. Each member of the community wishing to pose a question of Council, must do so in writing prior to the meeting; they must be present at the relevant meeting; and they will be allowed to speak for no longer three (3) minutes at the meeting.

2. Application to Participate in Public Question Time

- 2.1 Members of the public wishing to participate in the Public Question Time section of the monthly Ordinary Council Meeting are required to submit their Question on the attached *Question Time Application Form* and be received by Council by no later than 9.30 am on the Wednesday the week prior to the Ordinary Meeting. Application Forms can be sent to Council either by mail (Chief Executive Officer, Port Pirie Regional Council, PO Box 45, Port Pirie SA 5540), email (council@pirie.sa.gov.au) or in person.
- 2.2 The Mayor will have discretion to not accept a particular question. Questions are restricted to matters relating to Council reports, policy or operations and those of a personal nature will not be accepted.
- 2.3 All questions accepted by the Mayor under this policy will be included on the agenda for the next Ordinary Council meeting together with the name of the person posing the question.
- 2.4 In signing the *Question Time Application Form*, a person agrees to recognise the Mayor has discretion to terminate both question and response at any time, and acknowledges Council's right to enforce section 30 of the Local Government (Procedures at Meetings) Regulations 2000.

3. At the Meeting

- 3.1 Persons submitting questions must be present in the public gallery and must stand, if able, when the Mayor reads their name and question.
- 3.2 Questions relating to the same issue will be grouped together and one response provided to that group of questions. Council will then proceed to the next subject;
- 3.3 It is at the Mayor's discretion whether those questions are:
 - (a) Answered by an immediate response at the meeting where it is asked and minuted;
 - (b) To be answered in writing to the questioner by an Officer;
 - (c) Answered at the next or subsequent Council meeting;
 - (d) Not be replied to for reasons of confidentiality or being vexatious, time wasting, trivial, irrelevant or of a personal nature.

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APPENDIX 3 - PUBLIC QUESTION TIME PROCEDURE

3. At the Meeting

- 3.4 The Mayor will take advice from the Chief Executive Officer on any matter deemed confidential under section 90 of the Local Government Act, 1999, and under these circumstances, no response to the question will be provided.
- 3.5 No discussion on the questions and answers will be permitted.
- 3.6 If there is insufficient time to verbally respond to a question or if a more detailed response is required than time allows, at the Mayor's discretion, a written response will be provided to the questioner within five working days and/or to a future Council meeting agenda.
- 3.7 All questions and answers must be as brief as possible and the Mayor as Chair will determine when sufficient response to a question has been provided.
- 3.8 Questioners and Elected Members should be aware that the protection of Parliamentary Privilege **does not** apply to Local Government, and any statements or discussion in the Council Chamber or any documents produced are subject to the laws of defamation.

4. Recording of Responses

A list of questions asked and responses given at each Council meeting will be recorded in Council's Minutes.

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