

City of PAE – Community Engagement Policy, Mandatory minimum actions to achieve Charter requirement

Where more than one engagement activity is specified, there is no obligation on Council to utilise all.



Charter requirement	Mandatory minimum actions to achieve Charter requirement	Charter Category					Community Engagement activities
		Significant ABP and Rating Policy	Significant	Standard	Local	Inform	
Website	Publish information about the matter that can be easily found on a Council website.	X	X	X	X	X	Information published on a Council website
News publication	Publish information about the matter in a local news publication (print where available, but otherwise digital) that circulates in the Council area and is not produced by the Council.	X	X				Information published in a print or digital newspaper, community newsletter or other (non-council) publication circulating in the area of Council
Consult with the whole Council area	Consider appropriate forms of notifications to the Council area. Consider whether additional information or notification should be made available to the community to bring their attention to the matter and to support participation.	X	X	X			Information published on a social media platform maintained by Council. Information made available at Council offices, libraries and/or community centres. Advertisement published on other media or broadcasting service or platforms within the council area.
Invite submissions	Provide information about how the community can make a submission, including timeframe.	X	X				Engagement material provides information about how the community can make a submission, including the minimum 21 day timeframe for submissions.
Explain decision making process	In material prepared explain what the Council proposes to do, why it proposes to do it, and what it seeks to achieve. Explain how community feedback will inform the Council's decision.	X	X				Engagement material explains what the Council proposes to do, why it proposes to do it, and what it seeks to achieve. Information published explains that feedback received will be taken into account by the Council before making a decision.

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Seek and consider feedback from the community—significant matters	Consider how best to invite feedback from the community. Provide a minimum community engagement period of 21 days to enable the community to provide feedback. Include a summary of community engagement feedback to the Council ahead of the decision.	X	X				Feedback will be invited by • Written submissions • Completion of survey or questionnaire • Attendance in person, by representative or via electronic means at a Council meeting or public meeting • Attendance in person, by representative or electronic means at a workshop, focus group or interview Community Engagement period open for a minimum of 21 days Summary of community engagement feedback considered by Council ahead of decision
Public Meeting	Hold a public meeting where the community is invited to provide submissions (written or verbal) on the matter. The public meeting may be part of a Council meeting or a separate event.	X					A public meeting will be held either as part of a Council meeting, or as a separate event, for the making of written or verbal submissions.
Council meeting invitation	Invite people who have made a written submission to attend a Council meeting to speak to their submission before the decision is made.		X				People who made written submissions will be invited to attend a Council meeting and speak to their submissions before a decision is made
Seek and consider feedback from the community	Consider how best to invite feedback from the community Provide information about how community feedback will inform the Council's decision. Ensure an appropriate period of time is provided to enable communities to provide feedback.			X	X		Feedback will be invited by (e.g.) • Written submissions • Completion of a survey or questionnaire • Attendance in person, by representative or via electronic means at a Council meeting or public meeting • Attendance in person, by representative or via electronic means at a workshop, focus group or interview Community Engagement period open for a minimum of 21 days. Summary of community engagement feedback considered by Council ahead of decision.

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Consult with local community	Consider appropriate forms of notifications to the area within the Council affected by the Council decision or action. Consider whether additional information or notification should be made available to the local community to bring their attention to the matter and to support participation.				X		- Information published on a social media platform maintained by Council - Information published in targeted letters or leaflet drops to the area within the Council affected by the Council decision or action - Information made available at Council offices, libraries and/or community centres in the area within the Council affected by the council decision or action - Placement of signs at the location affected by the council decision or action - Advertisement published on other media or broadcasting service or platforms within the council affected by the Council decision or action
Information to the whole Council area	Provide information to the whole of the Council's community if it may be directly affected by the Council decision or action.					X	- Information published on a social media platform maintained by Council - Information made available at Council offices, libraries and/or community centers - Advertisement published on other media or broadcasting service or platforms within the council affected by the Council decision or action
Information to local community	Provide information to the local community that may be directly affected by the Council decision or action.					X	- Information published on a social media platform maintained by Council - Information published in targeted letters or leaflet drops to local community that may be directly affected by the Council decision or action - Information made available at Council offices, libraries and/or community centers in the local community that may be directly affected by the Council decision or action - Advertisement published on other media or broadcasting service or platforms within the council affected by the Council decision or action