



Public Consultation Policy

Policy Type	Administrative		
Responsible Department	Office of Chief Executive Officer		
Responsible Officer	Chief Executive Officer		
Related policies/documents	<i>Local Government Act 1999</i>		
Date adopted	17 January 2023	Minute Number	2035.15
Version	3		
Last reviewed	Feb 2023		
Next Review date	Feb 2027		

1 Introduction

District Council of Elliston is committed to open, accountable and responsive decision making which is informed by effective communication and consultation between the Council and the community.

In carrying out its consultation process, Council applies the following principles:

- Members of the community have a right to be informed about issues affecting their area and their views and to influence Council's decisions about these
- Community interests will vary depending on the issue and the number of people affected and Council's level of consultation will reflect this
- Community involvement in Council decision making should result in greater confidence in the Council and responsive decision making
- Council decision making will be open, transparent and accountable.

2 Policy Objective

The purpose of this Policy is to ensure that Council meets its legislative obligations in regard to public consultation by:

- Using appropriate and cost effective methods which are relevant to the specific circumstances of each consultation topic
- Informing and involving the local community, key stakeholders and interested parties



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- Using feedback to enhance decision making

3 Scope

This policy applies to Council Members sitting as the elected body, Council employees, contractors, agents and consultants acting on behalf of Council.

The Chief Executive Officer is responsible for the implementation of the Public Consultation Policy, establishing the consultation level, reporting outcomes of the consultations to the Council, reviewing the value of the Policy and determining elements within that process where Council has delegated responsibility.

4 Policy Statement

The preparation and adoption of this Policy fulfils Council's obligations under section 50(1) of the *Local Government Act 1999 (Act)*. Section 50 provides that a public consultation policy

- a) must set out steps that the council will follow in cases where this Act requires that a council must follow its public consultation policy; and
- b) may set out steps that the council will follow in other cases involving council decision-making.

In addition, under the Act Council has the following obligations where it is required by law to follow its Public Consultation Policy.

- Council must provide interested persons with a reasonable opportunity to make submissions regarding relevant matters;
- Council must publish a notice in a newspaper circulating in the area and on Council's website, describing the matter under consideration and invite interested persons to make submissions within a period (which must be at least twenty one (21) days) stated in the notice;
- Council must 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.

Other sections of the Act also refer to consultation requirements and in some instances set out what a Council must do. See Specified Consultation Requirements below.

Where there are legislative requirements for consultation under other legislation applicable to Council, these specific processes take precedence over this Policy, should there be any inconsistency.



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5 Specified Consultation Requirements

Under the Act, Council is required to undertake particular types of consultation (as a minimum) in relation to the following:

S 12(5)	Carrying out representation reviews
S 13	Considering a change of status of Council or name change
S 45	Determining the manner, places and times of its principal office
S 48	Carrying out commercial activities – Prudential Arrangements
S 50	Adopting or varying a public consultation policy
S 92	Altering the Code of Practice relating to the principles, policies and procedures that Council will apply to enable public access to Council and Committee Meetings, their minutes and release of documents
S 122	Adopting Strategic Management Plans
S 123	Adopting annual business plans and budgets
S 151	Basis of rating
S 156	Basis of differential rates
S 193	Excluding land from classification as community land
S 194	Revoking the classification as community land
S 197	Adopting, amending or revoking a management plan for community land
S 198	Amending or revoking a management plan for community land
S 202	Alienating of community land where the management plan does not allow it
S 223	Alienating roads
S 232	Planting vegetation where it will have a significant impact on residents, the proprietors or nearby residents
	Proposing to remove trees and road construction projects
S 249	Making Bylaws
S 259	Making Orders

For details of the specific requirements under these sections, refer to the specified sections of the Act.

Other consultation and engagement methods may include:

- Publication in a regular newsletter
- Letters to residents and other stakeholders
- Other direct mail publications or letterbox drops, as appropriate
- Advertising in media outlets as deemed appropriate
- Media release to appropriate media outlets and community groups
- Community forums and stakeholder meetings
- Direct consultation with community representative groups
- Active and passive use of Council's website and social media
- Use of a community email database
- Customer surveys



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- Fixed displays, eg community notice boards
- Community group representation to Council workshops

6 Documentation

To assist in demonstrating that public consultation processes are fair, transparent and accountable, cost effective and meet community needs, all documentation associated with consultation processes will be recorded in Council's records management system.

7 Further information

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

Council Offices
21 Beach Terrace
Elliston
Phone: 08 86879177

Copies will be provided to interested parties upon request. Email dcel@elliston.sa.gov.au

Version Control

Version no.	Date adopted by Council	Synergy Record	Amendments Made	Prepared by:
1	July 2016			
2	21 April 2020			
3	17 January 2023	9.63.1/2 NGR234303	Compliance with new legislation And the LGASA model template Classes removed but not power/function or relevant sections of the Act Reference to "Public Health Emergency: Public Access and Public Consultation removed	Executive Assistant