

PUBLIC CONSULTATION POLICY

Date and Reference of FRAC Authority Resolution	FRACA000146
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Review Date	
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Related Documents	
Applicable Legislation	Local Government Act 1999

1. OVERVIEW

The Fleurieu Regional Aquatic Centre Authority ('Authority') is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the Authority and the community. This Policy sets out the steps the Authority will take to establish partnerships and encourage community involvement in planning and decision making regarding the services the Authority provides and the management of community resources.

The Authority 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. The Authority recognises the community expectation of good governance through transparency and accountability. These principles are embodied in this policy and the Authority's strategic planning framework.

This Policy addresses the key elements of both communication and consultation.

2. PURPOSE

The objective of this policy is to engage community members, community groups, organisations and businesses in the Authority's problem solving, planning and decision making.

Public consultation processes aim to:

- inform community members, groups and organisations about specific decisions likely to affect them
- ensure all views are considered in planning and decision making
- create joint visions that speak to multiple interests and concerns
- initiate action to resolve issues and problems.

Overall, the public consultation policy aims to inspire people, groups and organisations to take an active role in caring for and enriching their community. This builds the longer-term capacity of the Authority and the community members it serves, to work together for a healthier, safer and more vibrant community.

Further objectives of the public consultation process are to:

- communicate the interests and meet the process needs of the participants
- seek out and facilitate the involvement of those potentially affected
- involve participants in defining how they participate

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- provide participants with the information they need to participate in a meaningful way
- communicate to participants how their input affected the decision
- increase public confidence in the Authority and its management of resources
- provide a continuing partnership between the Authority and the community.

3. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

Communication	The one-way provision of information by an Authority representative to stakeholders (internal or external). Communication includes but is not limited to, advertisements, emails, letters, newsletters, brochures, phone calls, door knocks, signs, displays, drawings and models.
Constituent Councils	City of Victor Harbor and Alexandrina Council
Consultation	The two-way provision of information by an Authority representative to stakeholders (internal or external) 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, public events, and formal advisory committees. Consultation provides opportunities to clarify information, raise issues and discuss ideas and options.

4. POLICY PRINCIPLES

Some key principles of this policy include:

- Those affected by a proposal, project or substantive issue have the right to be informed and have the opportunity to participate
- The consultation program should be interesting, equitable, inclusive and adequately resourced
- The purpose, expected outcomes and decision-making process should be clearly communicated to all parties participating
- Consultation techniques should seek to maximise opportunity for participation and flexibility regarding the choice of an appropriate technique
- Consultation objectives should be matched with appropriate techniques
- The consultation policy should be constantly evaluated against its objectives and modified accordingly to meet changing needs
- Participants should be provided feedback as part of the decision process.

Consultation

The Authority will determine on a case by case basis at the time of its resolution whether consultation is required.

Documentation

To assist in demonstrating that public consultation processes are fair, transparent and accountable; cost effective and meet community needs, the Authority will document all consultation processes.

5. DELEGATIONS

The Authority Executive Officer has the authority to implement this policy.

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5. AVAILABILITY OF THIS POLICY

This Policy will be available on the [Fleurieu Aquatic Centre Website](#).

6. REVIEW

This Policy shall be reviewed by the Authority at a minimum within two (2) years of issued date.

Document History

VERSION	DOCUMENT	ACTION	DATE
1.0	Approved version	FRAC Authority endorsement	18 May 2018