
Eyre Peninsula Local Government Association Policy



POLICY AND PROCEDURE

POLICY TITLE: PUBLIC CONSULTATION POLICY

AIMS AND OBJECTIVES

As a regional subsidiary incorporated under the Local Government Act 1999, the EPLGA Charter outlines the requirement to have a public consultation policy to assist our accountability and transparency. However, our role is quite different from our member Councils in terms of our interaction with residents and ratepayers so it would be anticipated that there is a narrower list of documents that require public consultation. Principally, our consultation will be with our Member Councils.

This policy will set out the process to be followed, where such public consultation is required. It complies with S50 of the Local Government Act, 1999 ["Public Consultation policies"]

POLICY DETAILS

1. Where Board Members believe that the public should be consulted in a matter of EPLGA policy, procedure or impending action, then a public consultation process will be determined in line with the International Association for Public Participation (IAP2) which has developed a Public Participation Spectrum to demonstrate the possible types of engagement with stakeholders and communities.
2. The matter to be consulted on will be summarised in a separate document that is available from the EPLGA and in most situations, on our website.
3. Notice of the terms of consultation, and the timeframe for written responses, will be advertised in all local newspapers circulating in constituent Councils' area.
4. The minimum period of consultation will be 21 days and this will be adjusted according to the circumstances at hand, including the complexity of any accompanying discussion document.
5. The Executive Officer will collate the public response before communicating this to the relevant Board Members or Council personnel as determined by the Board.
6. Any decision then required will take account of the public comment received.
7. Individual letters of thanks should then be sent to members of the public who have provided written comment.
8. A report on the decision taken should be circulated in newspapers within the region defined in (3) above.

RESPONSIBLE OFFICER:

Executive Officer

REVIEW PERIOD: To be reviewed every three (3) years.

Last Reviewed: 24 June 2016

