

Public Consultation Policy and Procedures

Purpose

The purpose of this policy and its procedures is to outline how the Outback Communities Authority (the Authority) will consult about operational matters that impact communities or those matters they may have an interest in.

Section 14 of the *Outback Communities (Administration and Management) Act 2009* (the Act), requires the Authority to have a public consultation policy that provides interested persons with an opportunity to provide feedback and have their feedback considered.

Policy Statement

The Authority is committed to informing, consulting and encouraging active community participation in the Authority's decisions that affect communities.

Subjects for Consultation

The Authority will consult with communities before a decision is made about matters including, but not limited to:

- strategic management planning
- annual business planning and budgets
- Community Affairs Resourcing and Management (CARM) agreements which may include a Community Contribution Scheme (CCS)
- a decision or action taken by the Authority under a provision of the *Local Government Act 1999* that requires public consultation
- the making of regulations to apply the provisions of another Act.

Consultation will not occur if the Authority determines the variation or substitution is of only minor significance that would attract little (or no) community interest.

Who We Will Consult With

The Authority will consult with stakeholders; that is, those affected by a decision or action, or with an interest in a decision or action, and where possible and appropriate include stakeholders who may not live in the area but have a connection to the area.

How We Will Consult

The Authority will set out its proposal for consultation clearly, making explicit the decision/s under consideration.

The Authority will choose its methods for consultation so they are best fit for purpose and will consider:

- the significance of the matter to be consulted on
- the effectiveness of the method in reaching stakeholders
- the timeframe required for consultation.

The method of consultation may vary according to the significance of decision being considered.

The Authority will do its best to get information to stakeholders about a decision or action by using any or all of the following methods:

- individual and public/community meetings which may be face to face or virtual
- direct mail
- social media
- electronically via email, newsletter or website
- media statements and advertisements.

Consultation Periods

The consultation period for standard operational matters will generally be one month. For complex matters that mean significant changes in the Authority's focus, or that may represent large changes for communities or Outback SA, the Authority will undertake more comprehensive consultation requiring longer timeframes.

Evaluation and Review

This Policy will be reviewed by the Authority staff who will provide recommendations to the Authority's Board for approval.

Availability/Accessibility

This Policy can be downloaded from the Outback Communities Authority website: www.oca.sa.gov.au or it is available for inspection at the Outback Communities Authority offices located at 26 Mildred Street, Port Augusta West SA and Aerodrome Road, Leigh Creek.

References

Outback Communities (Administration and Management) Act 2009

Local Government Act 1999

Document History

Version 0.1	Draft for OCA Board review	