

COMMUNITY ENGAGEMENT POLICY - CD-04

Responsible Directorate	Place and Community
Responsible Service Area	Community, Culture & Visitor Experience
Adoption	August 2026 C-23-8-2026
Review	06/2026
Procedure Ref	N/A

1. PURPOSE

To establish a consistent and transparent approach to community engagement across the Shire of Mundaring and to provide clarity for the community, Council and staff.

2. SCOPE

Shire of Mundaring recognises that effective community engagement leads to better decision-making and stronger community outcomes.

The Shire will undertake engagement that is proportionate to the significance, impact and complexity of the matter being considered.

Not every decision requires community engagement. The level of engagement will be determined based on legislative requirements, community impact, stakeholder interest, risk and the ability of the community to influence the outcome.

This Policy excludes public submissions on planning proposals which are governed by the Advertising Planning Proposals Policy PS-01.

3. PRINCIPLES

We are guided by the following principles in planning and delivering engagement:

Engage early and clearly: We involve the community when their input can influence the outcome and we clearly explain the purpose and scope of engagement.

Match the method to the impact: We scale our engagement to reflect the size and significance of the project, its complexity and who is impacted.

Be inclusive and targeted: We aim for broad participation where appropriate and prioritise those most impacted in localised projects. We remove barriers to participation wherever we can.

Value all forms of expertise: We seek out both technical advice and local knowledge to shape better decisions.

Close the loop: We report back to the community on what we heard and how it influenced the decision. We report to Council by summarising submissions and responding to themes.

Verbatim submissions may be included where appropriate, but the focus remains on clarity, evidence and reasons for decisions.

Respect privacy: We take reasonable steps to protect personal information when collecting, using or sharing data as part of engagement.

When determining whether engagement is required and the appropriate level of engagement, the Shire will consider:

- a) Legislative requirements.
- b) Strategic significance.
- c) Community impact.
- d) Financial implications.
- e) Level of public interest.
- f) Potential risks or controversy.
- g) Whether community input can genuinely influence the outcome.
- h) Available time and resources.
- i) Identification of stakeholders who may be affected by, interested in, or able to influence the proposal.
- j) The extent and nature of impacts on stakeholders, including those in close proximity to the project.

Engagement ranges from informing the community to increase understanding through to empowering the community to make final decision and in some cases deliver on it. [IAP2 Core Values — Engagement Institute](#)

The Shire is flexible in its approach to engagement tailoring it to the community with whom we are engaging.

3.1 Engagement Decisions Framework

The level of engagement will be proportionate to:

- a) Community impact
- b) Project scale
- c) Cost
- d) Risk
- e) Legislative requirements
- f) Degree of influence available to the community

Minor operational decisions may require only informing the community, while major strategic decisions may require consultation, involvement or collaboration.

3.2 Roles and Responsibilities of Engagement

Various stakeholders have a role to play in community engagement and in the successful implementation of this policy. The key roles and responsibilities are described below.

Community

Actively participate in community engagement opportunities in the interest of influencing decision-making processes.

Council

- a) Sets the strategic direction for community engagement.
- b) Adopts this policy.
- c) Considers community feedback when making decisions.
- d) Acts as community leaders and advocates.

CEO and administration

- a) Plans and delivers engagement activities.
- b) Determines engagement methods consistent with this policy.
- c) Analyses and reports feedback received.
- d) Ensures engagement outcomes are communicated back to participants.
- e) Provides advice to Council regarding community views and implications.

3.3 Engagement Examples

Matter	Typical Engagement Level
Service interruption	Inform
Minor operational change	Inform
New local service	Consult
Place planning	Consult/Involve
Major facility development	Involve/Collaborate
Strategic plans	Consult/Involve
Legislative advertising requirements	Consult
Community-led initiatives	Collaborate/Empower

4 RELATED LEGISLATION

Planning and Development Act 2005

Local Planning Scheme No 4

Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions

5 RELATED DOCUMENTS

Community Engagement Framework