

# POLICY

## 4.9 COMMUNITY ENGAGEMENT & PARTICIPATION



**PHCC** Working Together  
Peel-Harvey Catchment Council

Supporting Procedure:	TBC	
Other Related Documents:	Policy 4.8 Media Policy 4.10 Noongar Participation Policy 4.13 Communications Community Engagement & Communication Plan (Template) Community Participation Plan Communications Plan Event Planner (Template) Event Registration Form – workshop (Template) Event Registration Form – on-ground (Template) Noongar Participation Plan PHCC NRM Strategy PHCC Strategic Directions Volunteer Registration Form (Template) Volunteer Medical Declaration (Template)	
Category:	Organisation	
Type:	Strategic	Dates:
Last Review By:	Jane O’Malley and Patricia Sutton	05/02/2019
Issued By:	Chief Executive Officer	01/07/2019
Approved By:	Board of Management	20/06/2019

### Introduction

The Peel-Harvey Catchment Council recognises, acknowledges and values the role our community play in NRM in the Peel-Harvey. The PHCC is committed to supporting effective and respectful engagement and participation with our community in accordance with the PHCC’s Strategic Directions, NRM Strategy and Community Participation Plan.

The purpose of this policy is to ensure consistency and efficiency for community engagement and participation across our operations, ensuring the safety and welfare of those involved.

This policy must be read in conjunction with Policy 4.13 Communications.

### Definitions

For the purposes of this Policy:

**‘Board of Management’ or ‘Board’** means the Association Members of PHCC and has the same meaning as the word ‘Council’ in the Constitution

**‘Board Member’ or ‘Member’** means a member of the PHCC Board of Management

**‘Employee’** means all paid employed persons in PHCC

**‘NRM’** is Natural Resource Management

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**‘Organisational Steering Committees** (see **‘Sub-Committee’** definition below)

**‘Sub-Committee’** – is a sub-committee established by resolution of the PHCC to exercise such functions as specified in Delegations and Terms of Reference. This includes **Project and Organisational Steering Committees**

### Policy Statement

The PHCC Strategic Directions Goal 6 “Engaging and Enabling Individuals and Communities”, states:

- “.....*The PHCC will have empowered the community to be effective catchment managers and instilled in them the confidence and courage to be champions for their environment; and*
- *“We will empower and assist individuals and our local community groups to improve skills in catchment management and increase participation in NRM”.*

The PHCC Community Participation Plan guides the PHCC’s actions with respect to community engagement and participation, to provide a consistent approach, meeting our community’s needs and providing guidance for the Operations Employees and Board.

Consideration of community engagement and participation and associated communication strategies will be included in all PHCC project planning processes.

### Responsibilities

PHCC Employees have a responsibility to:

- prepare and implement a Community Participation Plan for relevant projects, using the Community Engagement and Communication Plan, and toolkit; and
- use the PHCC Event Planner and associated registration and declaration forms provided in the implementation of the delivery of their Community Participation Plans.

*\*A single Community Engagement and Communications Plan will be produced for each relevant project, and will provide the basis for the Community Participation Plan and the Communications Plan (required under Policy 4.13 Communications.)*

Employees will ensure that actions and activities are undertaken in accordance with the Community Participation Plan. This requirement will be linked to all induction processes for Employees and Members, and compliance reviewed as part of individual Employee Development Agreements and Board Performance Reviews.

Organisational Steering Committees will ensure that they support and guide the Employees to undertake their responsibilities as defined within the Community Participation Plan.

Training will be provided to all relevant Employees and all must undertake training and updates as guided by the CEO.

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### **Community Participation Plan & Community Engagement and Communications Plan**

The PHCC will maintain a current and relevant Community Participation Plan. The Participation Plan will provide the framework to support the preparation and implementation of the Community Engagement and Communication Plan. The Community Engagement and Communication Plan will include, but may not be limited to, the following sections:

- Objectives of community engagement within the project/program
- History and context, including cultural heritage
- Identifying internal and external audience we want to reach and level of engagement (inform, consult, involve, collaborate, empower)
- Appropriate activities for different stakeholders
- Identifying potential gaps to engagement/participation
- Identify how capacity of the community will be developed
- Review of engagement process undertaken.