



***Municipal Inventory
of Heritage Places
Review***

***Community
Engagement Plan***

(July 2018)

Project name:	Review of Municipal Inventory of Heritage Places
Project owner:	Aletta Nugent, Director Development and Community
Project manager:	Kirsten Wood, Manager Planning and Building Services

BACKGROUND

'Recognising history' is one of the elements incorporated into the Shire's overarching vision identified in the Strategic Community Plan. Further, the identification and preservation of the historical and cultural heritage of Broome is a Strategy within the Strategic Community Plan. Municipal Inventories form a critical function in identifying local heritage assets which can assist to promote and celebrate heritage and therefore an up-to-date Municipal Inventory is a crucial document to deliver the vision and strategy within the Strategic Community Plan. Further, Municipal Inventories provide the base information needed for local heritage planning to achieve consistency and strategic direction.

Under the provisions of the *Heritage Act of Western Australia 1990* the Shire is required to review its Municipal Inventory every four years. As the Municipal Inventory forms the basis of the preparation of the Heritage List and introduces statutory requirements in the Local Planning Scheme, it is important that the information contained in the Municipal Inventory is relevant and the categorisation of the heritage significance of places is appropriate.

The last review of the Shire's Municipal Inventory was adopted by Council in August 2014. This Community Engagement Plan will provide an overview of how the community will be engaged to participate in the next review of the Shire's Municipal Inventory.

It is important to note that as a part of the review adopted in August 2014, an additional 15 places were recommended for inclusion into the Municipal Inventory. These places were not included in the adopted Municipal Inventory as it was resolved by Council that further engagement would be required with the landowners of the nominated places. This Community Engagement Plan will establish the process for how community input will be sought to enable Council to make an informed decision on these nominations.

ESTABLISH ENGAGEMENT PARAMETERS

Legislative – The *Heritage Act of Western Australia 1990* requires that 'proper public consultation' is undertaken but does not define how this is to occur.

Clause 8(3) of the Deemed Provisions establishes the level of consultation required for the adoption of a heritage list. It requires that a local government must not enter a place, or remove a place from the heritage list, unless the local government:

- a. Notifies in writing each owner and occupier of the place and provides them with a written description;
- b. Invites the owner to make a submission on the proposal for a minimum period of 21 days;
- c. Carries out any other consultation the local government considers appropriate.

Geographic boundaries – the Municipal Inventory and Heritage List will cover the whole Shire.

Budget – the engagement proposed will form part of the operational advertising budget for the planning section.

Timeline – two rounds of consultation will occur, Round 1 is anticipated to be August – September 2018 and Round 2 is between January – February 2018.

ENGAGEMENT DECISION TO BE MADE / PURPOSE AND OBJECTIVES

- To ensure the community and key stakeholders have the opportunity to view the existing Municipal Inventory place listings and make nominations for new places or recommend alterations to existing places.
- To ensure that landowners of proposed nominated new places are adequately consulted.
- To ensure that the consultation requirements of the legislation are satisfied.

Engagement will occur in a number of steps as set out below:

- For nominated places proposed in the 2014 review with incomplete information, nominated persons will be contacted to request complete information (this will be actioned by Shire staff outside the formal consultation periods);
- General consultation will occur with the community calling for nomination of new places or amendments to existing places (Phase 1).
- Consultation with landowners will occur if new places are nominated and/or any proposed modifications or alterations to the Heritage List are proposed (Phase 2).

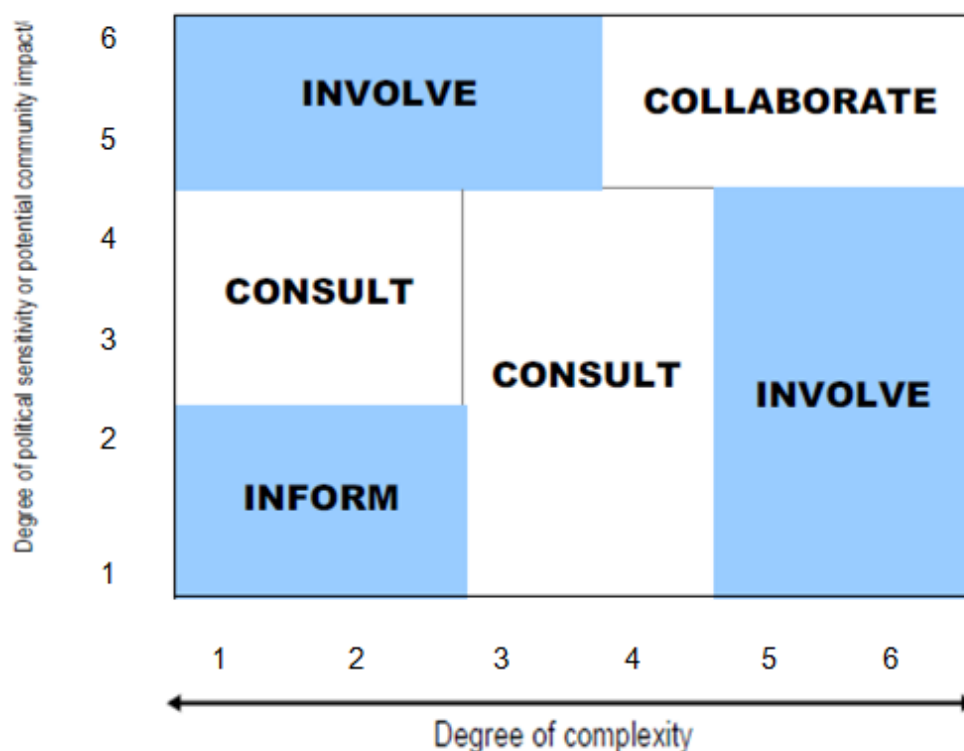
IDENTIFY TARGET STAKEHOLDERS

Primary Stakeholders
Council Heritage Specialists (engaged to perform the reviews of place listings and nominations) Broome Historical Society Landowners of nominated places Yawuru and other Native Title Holders
Secondary Stakeholders
Shire Staff Broome Shire Community Consultants
Tertiary Stakeholders
Media Heritage Council WA

DETERMINE LEVEL OF ENGAGEMENT

The Community Engagement Matrix is a tool designed to assist with the selection of a level of engagement. The axis on the Matrix relate to “degree of complexity, and potential community impact /political sensitivity”. Measures on a scale of 1 - 6 are set out to provide further definition.

Community Engagement Matrix:



The below table will help you determine the level of engagement for this project. Consider this project and the below statements and place your response in the right hand column:

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of complexity	There is one clear issue and or problem that needs to be addressed.	There are more than one or two issues/problems that can be resolved.	There are multiple issues/problems and it is unclear how to resolve them.	1

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of potential community impact and political sensitivity	The project will have little effect on communities and they will hardly notice any changes.	The project will fix a problem that will benefit communities and the change will cause minor inconvenience. There are groups in communities who may	The project will create a change that will have an impact on communities and the living environment and the degree of impact/outrage and acceptance will vary.	3

	The project has acceptance throughout the community.	see potential in raising the profile of a project to gain attention for their cause.	Community expectations about the project are different to those of the decision makers and there is high potential for individuals and groups to use the uncertainty to gain attention.	
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Your project score for Degree of Complexity: __ 1 _____

Your project score for Degree of Community Impact/Political Sensitivity: ____ 3 _____

Using these scores on the graph above will indicate the project engagement level

The engagement level for this project is to inform and consult.

The table below explains what the different levels of engagement mean:

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<i>To place final decision-making in the hands of the public.</i>
Promise to the Public:				
We will keep you informed	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	<i>We will implement what you decide.</i>

The Tools selected for this project are:

- Public Displays in Shire Administration Office and Library
- Website
- Mailout to owners and other key stakeholders including clear explanatory material (e.g. fact sheet)
- Fact sheet for general public
- Shire News and formal notice in the Broome Advertiser
- Site visits / meetings on request

ENGAGEMENT ACTION PLAN

Date	Tool/Activity	Person Responsible	Budget	Status	Communication /message
July 2018	Community engagement plan adopted by Council	MPBS			Council endorses the engagement and process proposed for the review of the Municipal Inventory.
Phase 1 Consultation					
August 2018	Media Release Shire President	MPBS, MO	Nil		The Shire is undertaking a review of the Municipal Inventory and members of the public are encouraged to nominate any new places or request that existing places are reviewed/updated.
August 2018	Public Notice in newspaper, Shire website and notice board	MPBS	\$250		Opportunity to have your say in the nomination of new places or review of existing places on the Shire's Municipal Inventory.
August 2018	Letters to primary stakeholders advising of the review.	MPBS	Nil		Opportunity to have your say in the nomination of new places or review of existing places on the Shire's Municipal Inventory.
Phase 2 – Consultation					

January 2018	Letters to landowners of new places recommended to be included on the MI/Heritage List or any major modifications to place nominations. This includes the 15 places nominated as part of the 2014 MI review	MPBS	Nil		The Shire is notifying owners of nominated places and seeking their input prior to the potential inclusion of the places on the Municipal Inventory.
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ENGAGEMENT EVALUATION

1. What needs to happen for this process to be a 'success'? (consider the perspectives of both Council and community/stakeholders)
Community is provided with an opportunity to nominate new places. Landowners are notified, clearly understand the implications and are provided with sufficient opportunity to provide public comment and other feedback.
2. How will we know if this has been achieved? (i.e. visible sign of success)
A comprehensive Schedule of Submissions in the Council Agenda Report.
3. What data will you need to indicate this? (what will you need to demonstrate the results)
A comprehensive Schedule of Submissions in the Council Agenda Report.
4. How will you collect this data? (participant feedback, feedback forms, informal discussions etc):
Submissions received from the public.
5. How will you document the learning's (both positive and negative) from this process, for future learning for yourself and other in the Shire of Broome? **Report on engagement with Schedule of Submissions will be provided to Council when the Municipal Inventory is considered for adoption.**

REPORTING / FEEDBACK

Council will be advised of the evaluation and outcomes through the Agenda report.

Stakeholders will be advised of outcome by letters once the Council has made a determination.