

Engagement Submission Guidelines for Groups



Incorporating residents associations, community and sporting groups, peak bodies, agencies and organisations, government representatives, and special interest groups.

From big-picture planning to delivering programs and services, everything we do at the City is done on behalf of the community. As such, the City runs a number of community consultations and engagement activities to support our people to have influence in the decisions that affect their lives. Individuals and wider representative groups are both important stakeholders in the engagement process and should have the opportunity to have their voice heard. It is important for the City to review these submissions in an equitable and comparative way. These guidelines have been developed to support groups to develop relevant submissions to community engagement projects.

A written group submission should:

1. Consider the context of the engagement project
 - a. It is recommended that written submissions respond to the same questions, in the same order as outlined in the community survey or feedback form
 - b. If a meeting discusses the project and you wish to provide minutes to support your submission, please only provide what is relevant to the project
2. Be signed by an authorised member of the community group. *E.g. President*
3. Include contact details (such as a phone number or email address) should the City need to contact you regarding your submission
4. Be received by the City either by post or email prior to the nominated feedback closing date.

How group submissions are used

Feedback received through a group submission is considered alongside all other engagement inputs. While a group submission may involve multiple participants, insights from groups are not given greater weighting than individual submissions during analysis. Reporting focuses on identifying common themes, ideas, and concerns across all feedback rather than assigning weight to any particular engagement method. However, key themes raised in group submissions are separately noted and reported to Council as part of the overall engagement outcomes.

Should you wish to discuss your group submission, please contact the City of Cockburn on 08 9411 3444 or email comment@cockburn.wa.gov.au.