



Community Engagement Framework: NICNAS Activities and Programs

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Why we need community engagement procedures:

Successful community engagement requires NICNAS and the NICNAS Community Engagement Forum (CEF) to each commit to an agreed Framework for community engagement.

The CEF provides community engagement advice to NICNAS. This requires NICNAS to engage with the CEF at the concept stage of a project so that community engagement can be incorporated into the project design, in order to maximise positive outcomes for NICNAS, industry and the community.

Proposed by the CEF, the NICNAS Community Engagement Ten Point Framework Plan (*overleaf*) supports NICNAS and the CEF to meet the aims of the NICNAS *Community Engagement Charter*.

The framework operationalises the *NICNAS Community Engagement Charter* which encapsulates NICNAS's commitment to engagement and consultation with the Australian community on industrial chemical matters.

The Charter is reflected in:

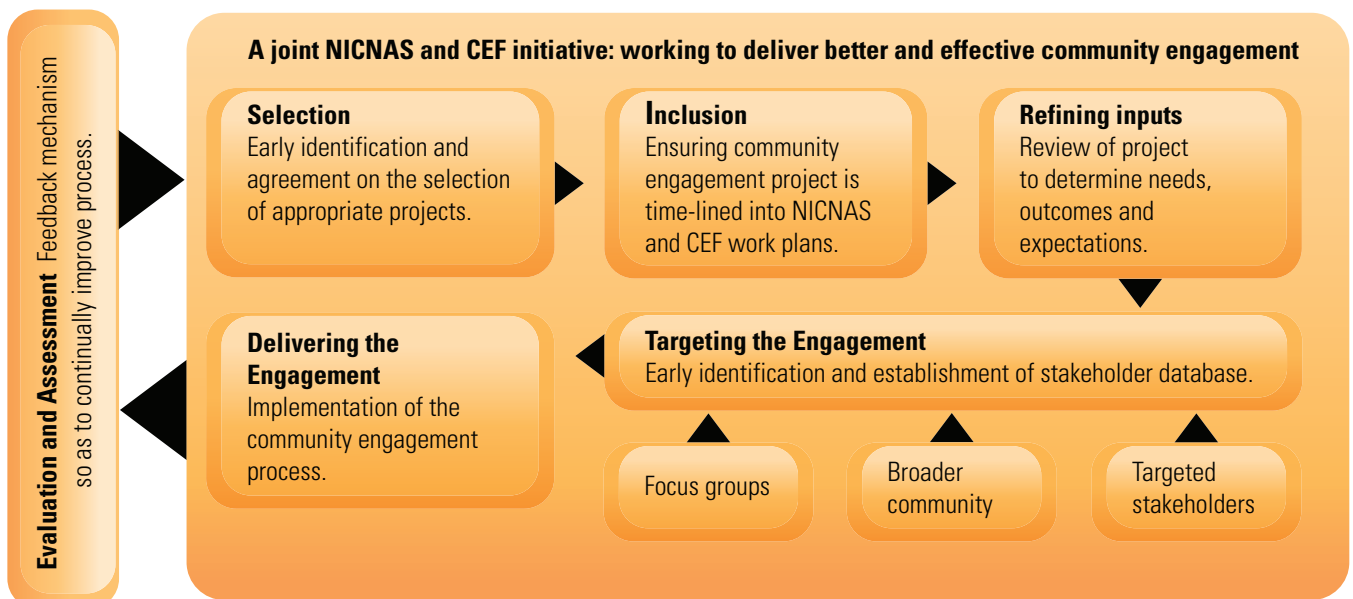
- *Department of Health and Ageing Portfolio Budget Statements* eg. 2009-10 target: "community ... actively engaged"
- *NICNAS Business Plans* eg. 2009-10 target: "community engagement charter applied to all NICNAS work"

and is demonstrated in:

- All NICNAS Project / Team plans
- All NICNAS Communication and Community Engagement Strategies (both overall organisational strategies as well as those for specific projects and programs)
- Evaluative components in each planning cycle.

The NICNAS Community Engagement Framework serves as a guide to achieving successful and effective community engagement on all major NICNAS projects and activities that require stakeholder input and public engagement.

NICNAS is fully committed to the Community Engagement Framework and provides resources for all agreed community engagement strategies.





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Ten point framework plan:

Selecting projects

1. Notification, identification and agreement on NICNAS projects requiring stakeholder input and community engagement – at the earliest possible time.

Including the community engagement approach

2. Streaming CEF advice and timelines into NICNAS project timelines – as early as possible.
3. Including each project's community engagement strategy as an agenda item at the very next CEF meeting (or out-of-session) with relevant elements of the engagement strategy to be resolved in a timely way.

Refining inputs

4. Early dissemination, discussion and review of the draft project documentation (purpose, background, expected outcomes etc) – prior to a formal CEF meeting, to enable CEF members to thoroughly review documents.
5. Clear and direct communication on draft work, expected outcomes and future needs.
6. Sufficient time at meetings for full discussion of the issue / activity / project and for CEF to contribute to the engagement strategy. NICNAS to provide papers to CEF or place them on the CEF extranet – with adequate time for members to consult constituents. CEF to provide advice at the meeting / provide early notification that further information will be required.
7. Discussion to finalise the overall community engagement strategy – at a designated meeting after all documentation has been provided.

Targeting the engagement

8. Provision of appropriate consultation / stakeholder list for each project.
NICNAS to finalise relevant stakeholder consultation list in conjunction with all stakeholders. CEF to provide additional contacts and advice to NICNAS, to reach agreement on a targeted list suitable to the needs and public expectations of each project – at the designated meeting.

Delivering the engagement

9. The CEF and NICNAS to commence cooperative delivery, having reached agreement on the community engagement strategy – including timelines, delegated tasks, process requirements and evaluation processes.

Evaluating the engagement

10. The CEF and NICNAS to evaluate and assess the engagement.

Notes:

This framework may require face-to-face meetings additional to the out-of-session work and communication.

While this framework can assist community capacity-building for specific NICNAS projects, a broader and ongoing community

engagement strategy will enable long-term community capacity-building in relation to the safer use and management of industrial chemicals.

The Community Engagement Framework will be evaluated at the end of 2009-10.