

COMMUNITY CONSULTATION – JOONDALUP PERFORMING ARTS AND CULTURAL FACILITY

Engagement Communication Plan

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| Purpose of Engagement | <ul style="list-style-type: none"> To obtain community feedback on the Joondalup Performing Arts and Cultural Facility and to inform the community of the details of the Business Case. |
| Background | <p>At its meeting held on 3 October 2016 the Major Projects Committee resolved in part to request details of a community consultation plan for public consultation on the Joondalup Performing Arts and Cultural Facility.</p> |
| What is currently being proposed? | <p>The Facility will feature:</p> <ul style="list-style-type: none"> An 850 seat main auditorium of international standard, including a fly tower, with lighting and acoustic specifications of a high standard A 200 seat black box theatre to accommodate a variety of non-traditional theatre stagings and performances A range of rehearsal spaces that could also serve as places for small performances and general community activities Theatre support spaces such as a box office, green room, make up and change areas, backstage workshops and storage A dedicated art gallery Jinan Chinese Cultural Garden Conferencing and exhibition spaces Spaces for the practice of fine arts and crafts Curatorial space Bar and catering facilities Office and managerial spaces Multi-storey car parking to cater for staff and patrons of the facility and day-time public parking. |
| Who will be engaged? | <p>The consultation will directly consult the following stakeholders:</p> <ul style="list-style-type: none"> Residents and ratepayers in the City of Joondalup JPACF Stakeholders. |
| Date of Engagement Project | <ul style="list-style-type: none"> It is proposed the consultation will be scheduled to run over a 21 day period commencing in February 2017. Commencement date to be confirmed. |

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| Validity | To be a valid response, the respondent must: <ul style="list-style-type: none"> • Live in or own property within the City of Joondalup. • Include their suburb on the survey form. Non-ratepayers/residents will still be able to complete a modified survey and provide feedback. However, these results will not be directly reported, unless there are significant findings within the comments. | |
| Consultation Budget: | TBC | |
| Stakeholder Engagement | | |
| How will stakeholders be engaged? | The City will undertake a 'consultation' approach, which is outlined below. | |
| Key Stakeholders | Timeline: February 2017 (Dates TBC) | |
| Approach: The City will send personalised cover letter explaining the purpose of the consultation and advising them of the consultation period. | | |
| Personalised Cover Letter | | |
| <ul style="list-style-type: none"> • Applicants will be directed to the City's website to complete an Online Survey Form/be sent a survey form. • Feedback will be used to inform Council of the community interest in the JPACF. | | |
| General Public | Timeline: February 2017 | |
| Approach: <i>Engage the whole City of Joondalup by allowing comment via the Community Engagement page. This will be achieved through the following measures:</i> | | |
| Website | | |
| <ul style="list-style-type: none"> • All information will be made publicly available through the City's website. • The wider City of Joondalup community will be able to view the content and the information. • Hero Image will circulate on the City's home page, linking the general public to the landing page. | | |
| Email through Community Engagement Network (CEN) | | |
| <ul style="list-style-type: none"> • All CEN members will be notified of the engagement process by email. | | |
| Joondalup Voice Advertisement | | |
| <ul style="list-style-type: none"> • Advertise program through the Joondalup Voice, which will capture the wider Joondalup community and those interested in the project. • The advert will direct those interested to the City's website for more information. • Should they have any further queries about the project, they will be able to contact the City. | | |
| Social Media Posts | | |
| <ul style="list-style-type: none"> • Cover images will advertise and promote the opportunity to comment. • Series of regular updates and posts will be compiled to supply ongoing activity on the City's Facebook and Twitter Pages | | |

- Social media posts will link directly to the City's website.

City-Wide Mail Out

- Letter explaining the project and giving the opportunity to respond via the City's engagement website, link provided.

Joondalup Times

- Advertisement in the local newspaper explaining the consultation and how an individual can respond.

Anonymity

In order for a submission to be considered valid, the name and address of the respondent must be provided, which is to be stated within correspondence and advertisements. For this reason, a survey form has been developed with an open-ended question to ensure that valid details are collected.

Process Evaluation

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| Participation targets | Surveys – 30% response rate. |
| Complaints targets | Target of no complaints |
| Purpose target | Confirmation from Project Manager that engagement purpose was achieved. |