

GENERIC COMMUNICATION AND CONSULTATION PLAN FOR LANDSCAPE MASTER PLANNING WORKS AND PARKS DEVELOPMENT

Purpose of consultation

- To obtain feedback from the community on how they use the park and what works they would like to see undertaken.
- To inform the community about the proposed works to be undertaken as part of the Landscape Master Plan.
- To determine the level of community support for the proposed concept plan for the park.

Communication Campaign

Individual communication campaigns will be developed for each project in July the year prior to the commencement of works.

Who will be consulted?

- Park user groups such as sporting clubs and community groups associated with the park.
- All property owners and tenants within a 500m radius of the park.
- All relevant Business Units.
- All Elected Members or Mayor and Ward Councillors as relevant to the Parks and Reserves Hierarchy (refer table below).

Hierarchy	Consultation
Regional Park and Open Space	All consultation and concept plans to Strategy/Council
Local Park and Open Space	All consultation and concept plans to Mayor and Ward Councillors
Neighbourhood Park	All consultation and concept plans to Mayor and Ward Councillors
District Park	All consultation and concept plans to Mayor and Ward Councillors

Should any Park or Open Space be located on the coast all consultation and concept plans, no matter the advised consultation method as detailed above, will be submitted to Strategy/Council.

How will they be consulted?

- The relevant business units will be provided with an aerial photograph of the park and a questionnaire so that they can liaise with sporting clubs and community groups on how they use the park. There will be a four week period for feedback and the information obtained will contribute to the draft concept plan.
- Elected Members (as relevant to the Parks and Reserves Hierarchy) to be informed about the proposed works to be undertaken as part of the Landscape Master Plan and that a draft concept plan is to be developed. Proposed timelines for development to be provided to Elected Members. There will be a four week period for feedback and the information obtained will contribute to the draft concept plan.

- A report will then be submitted to all Elected Members or the Mayor and Ward Councillors (as relevant to the Parks and Reserves Hierarchy) containing the following information:
 - Copy of the draft concept plan,
 - Information on the process for consultation,
 - Consultation timelines,
 - Elected Members will have a two week period to comment on the concept plan.
- In February, property owners and tenants, sporting clubs and community groups will receive the following by mail:
 - A letter which will contain details of the Landscape Master Plan philosophy, the proposed hydrozoning and ecozoning changes to the park, and other initiatives for the upgrade of the park in future stages, such as playground equipment, path networks, sports equipment replacement, car park, lighting and sump reconstruction.
 - A4 page colour final concept plan.
 - There will be a three week period for comment on the concept plan.
- A copy of the above letter is to be sent to the Mayor and Ward Councillors.
- A half page advertisement seeking comment on the proposed concept plan will be placed in the local newspaper for the month of February.
- Subject to the outcome of the consultation, an information evening may be conducted at an appropriate date to finalise the concept plan with further community input.
- A follow up letter will be sent in April to the same catchment area advising of the final concept plan and proposed start date of construction works.

How will the wider City of Joondalup be informed about what is happening?

- Two large information signs, 1500x800mm, will be installed at the main entrances to the park during the consultation period. The sign will contain an image of the proposed concept plan, information about the works and a City contact number to provide comment on the concept plan.
- These signs will be taken down after the works have been completed. Consideration will be given to replacement of signage if the new concept differs significantly from that of the original concept plan.

Date of commencement and duration of consultation

- Initial liaison with park users, such as sporting clubs and community groups, will be undertaken by the relevant Business Units for a four week period during August the year before the commencement of works.
- Following receipt of feedback of the concept plan by Elected Members and endorsement by the CEO or Council, a mail out to sporting clubs, community groups, property owners and tenants will commence at the start of February in the year of works for a three week period.
- Prior to the mail out an advertisement will appear in the next edition of the local newspaper inviting the community to comment on the proposed plan.

Communication methods to be used

Local Newspaper

- A half page advertisement seeking community comment on the proposed concept plan will be placed in the local paper for the month of February.

Letters

- Sporting clubs and community groups will receive a letter.
- Property owners and tenants within 0.5km radius of the park will receive a letter.
- The letter will contain the following information, details of the Landscape Master Plan philosophy, the proposed hydrozoning and ecozoning changes to the park, and other initiatives for the upgrade of the park in future stages, such as playground equipment, path networks, sports equipment replacement, car park, lighting and sump reconstruction, and an invitation to comment on the concept plan.
- An A4 concept plan will be included with the letter.
- A Frequently Asked Questions (FAQ) will be included with the letter.
- Letters will be distributed at the start of February.
- At the end of the consultation period and creation of the final concept plan, a follow up letter will be sent to the same catchment area advising of the final concept plan and proposed start date of construction works.

Display

- Two large information signs, 1500x800mm in dimension will be installed at the main entrances to the park during the consultation and construction period.
- The sign will contain an image of the proposed concept plan, information about the works and a City contact number to provide comment on the concept plan.
- Signs will be removed at the end of the construction period. Consideration will be given to replacement of signage if the new concept differs significantly from that of the original concept plan.
- Information to be displayed in both the Customer Service Information Screens and on the City's website.

Information Sessions

- Subject to the outcome of the consultation an information session may be held to finalise the concept plan. A program for conducting the information session is to be endorsed by the CEO (including who will officiate and what information is to be provided).
- One information session only may be held in the evening from 6.00-7.00 on a week night.
- Duration of the session will be 1 hour.
- Static displays at the sessions will be 3xA1 prints of the concept plan, a set of poster boards that contain information about the Landscape Master Plan philosophy and background. There will also be an A4 frequently asked questions fact sheet and an A5 comment sheet for residents to fill in.
- Staff available to talk to the public will be members of the project team from Infrastructure Management Services and Operation Services (refer to hydrozoning and ecozoning project plan).

Documents required

- A4 letter and envelope
- A4 page colour concept plan
- Site signage
- A4 follow up letter and envelope