

Communications and Engagement Activity Schedule – Strategic Community Plan Review

Key points:

- First round of consultation to take place 1 September – 31 October 2020.
- Engagement activities will consist of
 - 2 community workshops (1 in Forrestfield and 1 in Lesmurdie)
 - 1 community pop-up at Kalamunda Central and
 - 1 online workshop.
 - Community Survey
 - Display at all 4 Libraries and 2 Recreation Centres
 - Consultation with Advisory Committees
- Report to Council in December 2020 with the Draft Plan
- Second round of consultation on the draft Plan to take place in Late January – February 2021
- Report to Council proposed for March/April 2021 with the final draft of the Strategic Community Plan incorporating feedback from the advertising period.

| Action | Deadline |
|--|----------------|
| Council report Item due | 28 July 2020 |
| Draft Engagement Plan | 7 August 2020 |
| Public Agenda Briefing | 11 August 2020 |
| Ordinary Council meeting | 25 August 2020 |
| Draft promotional materials <ul style="list-style-type: none"> • Print ad • Flyer • Social media banners • Website banners • Infographic • E-newsletters | 27 August 2020 |

| Action | Deadline |
|--|----------------------------|
| <ul style="list-style-type: none"> • Media release • Stakeholder letters (sporting & community groups) • Resident letter invite (random sample) • Councillor invitations | |
| Project live <ul style="list-style-type: none"> • Engage page live • Publish media release • Surveys/flyers sent to all locations • Display set up at all 4 Libraries and 2 Recreation Centres | 1 September 2020 |
| Facebook & Instagram 1 | 1 September 2020 |
| LinkedIn 1 | 2 September 2020 |
| Print Ad 1 | 4 September 2020 |
| Presentation and feedback from City of Kalamunda Advisory Committees | September and October 2020 |
| Community pop-up – Kalamunda Smoothie bike | 16 September 2020 |
| Facebook & Instagram 2 | 20 September 2020 |
| Community Workshop 1 | 23 September 2020 |
| Print Ad 2 | 2 October 2020 |
| Facebook & Instagram 3 | 11 October 2020 |
| Community Workshop 2 | 14 October 2020 |
| Online Community Workshop | 23 October 2020 |
| Facebook & Instagram – Last chance to comment | 26 October 2020 |
| Online feedback closes | 31 October 2020 |
| Thank you messages – all platforms | 31 October 2020 |
| Collate data – hard copies, engage surveys and written submissions | 5 November 2020 |
| Engagement Summary report | 13 November 2020 |

| Action | Deadline |
|---|----------------------|
| Council Report Drafted | 27 November 2020 |
| Report on results to Council at PAB | 8 December |
| Draft Strategic Community Plan presented to December OCM, adoption for public advertising | 15 December |
| Advertising of the Draft Plan for community feedback – seeking submissions. | January and February |
| Final Strategic Community Plan presented to Council for adoption | March /April 2021 |