

## 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"> <li>• Print ad</li> <li>• Flyer</li> <li>• Social media banners</li> <li>• Website banners</li> <li>• Infographic</li> <li>• E-newsletters</li> </ul>	27 August 2020

Action	Deadline
<ul style="list-style-type: none"> <li>• Media release</li> <li>• Stakeholder letters (sporting &amp; community groups)</li> <li>• Resident letter invite (random sample)</li> <li>• Councillor invitations</li> </ul>	
Project live <ul style="list-style-type: none"> <li>• Engage page live</li> <li>• Publish media release</li> <li>• Surveys/flyers sent to all locations</li> <li>• Display set up at all 4 Libraries and 2 Recreation Centres</li> </ul>	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