

Appendix 2: General Consultation

In addition to the information being placed on the City’s website, the following will be carried out:

No	Subject	Minimum Requirement
1.	ANNUAL BUDGET – Draft	Local Public Notice – Advertise for 14 days . Letter and draft document to Business & Community Groups.
2.	COMMUNITY NEEDS SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders etc, depending on what needs are being sought, or as recommended by consultant (if used).
3.	COMMUNITY SATISFACTION SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders etc, depending on what information is being sought, or as recommended by consultant.
4.	COUNCIL NEWSLETTER	Delivered to letter boxes – unless the property owner has opted to receive electronic mail only. Website. Library and Administration Centre Service Counters.
5.	JOB VACANCIES	Internal- Advertisement on Intranet email to all Employees and Staff Notice Board. External- State-wide notice.
6.	LOCAL AREA TRAFFIC MANAGEMENT SCHEME (LATM) – Proposal to Conduct	Notice delivered or mailed to all owner(s) and occupier(s) within the designated area and those on both sides of the perimeter roads giving them 14 days to provide comment, excluding “Black Spot” projects. CEO can determine Local Public Notice – if required. “Black Spot” Projects A “Black Spot” is defined as a location whereby there have been more than five (5) accidents over a five (5) year period. <ul style="list-style-type: none"> • Provide the community with an enhanced ‘Information Bulletin’ at the time prior to construction outlining the background and rationale for the project; and • Provide potentially affected residents (upon request) with all the relevant information including, but not limited to, the approved design, accident information and posts this information on the City’s website.
7.	MAJOR TOWN PLANNING PROPOSALS/STUDIES MAJOR ROAD PROPOSALS MAJOR RESERVE DEVELOPMENT PROPOSALS	Regular or Special edition of Newsletter to all owners/residents of selected target area, with or without pre-addressed and pre-paid mail-back response form. Newsletter also mailed to all non-resident owners. Local Public Notice.
8.	PARKING RESTRICTIONS – Amending Existing or Introducing New	Notice delivered or mailed to all owner(s) and occupier(s) within the designated area and those on both sides of the perimeter roads providing them 14 days to provide comment prior to implementation or amendment (extent of consultation at the discretion of the Director). Further letter sent prior to actual enforcement, giving seven (7) days moratorium on issuing Infringement Notices.

No	Subject	Minimum Requirement
9.	PARKS AND RESERVES UPGRADES AND ENHANCEMENTS	Significant Works: Consultation will be carried out to an area of not less than 500m surrounding the park or reserve for at least fourteen (14) days . Local Public Notice (if required at the discretion of the Chief Executive Officer/Director).
10.	POLICIES - New and significant amendments	Local Public Notice for 21 days . Letter to local Businesses & Community Groups.
11.	ROADWORKS/FOOTPATH UPGRADES/APPROVED INFRASTRUCTURE IMPROVEMENTS Including “Black Spot” Projects	Information Bulletin delivered at least seven (7) days prior to the commencement of works to all owner(s) and occupier(s) adjoining the proposal street and affected properties on the side streets of the proposal street. Local Public Notice (if required at the discretion of the Chief Executive Officer/Director).
12.	STREETSCAPE ENHANCEMENT SCHEME – Proposal to Initiate	Notice delivered or mailed to all owner(s) and occupier(s) adjoining the proposal street and affected properties on the side streets of the proposal street providing them 14 days to provide comment. Local Public Notice.
13.	UNDERGROUND POWER SCHEME - Proposal	Notice delivered or mailed, to all affected owner(s) and occupier(s) in the proposal precinct Local Public Notice