

Communication and Education Plan – Local Law Review (Pre and Post Adoption)

Project Stage	Stakeholder/Audience	Purpose/s	Activity (Tool/Technique)	Timing
Pre Adoption	Whole Community	Inform community of the issue	News Article	July to August 2017
	Interest Group	Inform affected stakeholders of the proposed clauses and invite feedback	Letter	July to August 2017
	Whole Community	Inform community of proposed clauses and invite feedback	Website with Online Forum	July to August 2017
	Relevant Council staff	Inform staff of proposed clauses and invite feedback	Information Session	March to August 2017
	Community	Inform the community of the proposed clauses and invite submissions through s223 process	Public Notice of Proposed Local Law*	July to August 2017
		Face-to-face community drop in sessions at Port Melbourne and St Kilda Town hall	Public Forum	8 August and 10 August 2017
Wait Period*		Allow community and stakeholders to prepare submissions	Wait 28 Days*	24 July to 30 August 2017
Amend the Local Law				
Council Meeting		Ordinary Meeting of Council to hear submissions	Council Meeting*	4 October 2017
		Ordinary Meeting of Council to adopt proposed new clauses	Council Meeting*	1 November 2017
Post Adoption	Relevant Council staff	Inform staff of the new law and how it will impact their work	Education session	November 2017
	Community	Inform the community of the local laws and how it impacts them	Publication of Notice of Adoption of Local Law*	November 2017
	Interested Persons and Groups consulted	Inform community and stakeholders of the new local laws and how it impacts them. Thank them for their input.	Letter	November 2017

*minimum statutory requirement