

ATTACHMENT 4

Project Name:	Planning Proposal – Heritage Review
Business Manager (BM):	Dyalan Govender (Manager Urban Strategy)
BM Representatives:	Susan Wotton
Community Engagement Representative:	Claudia Micallef, Elise Clark, Nikki Fraser
Project Description:	Public exhibition of Planning Proposal - Heritage (4 categories of affected properties including 44 new individual heritage items, 2 archaeological sites , 6 new heritage conservation areas and numerous properties considered in the 'vicinity' of a heritage item or conservation area)
Internal Stakeholders	<ul style="list-style-type: none"> Ryde Heritage Advisory Committee, City Strategy Assessment, Building and Development Advisory Services, Parks and Property
External Stakeholders:	<ul style="list-style-type: none"> Property owners of proposed heritage items, archaeological sites and within proposed conservation areas Properties 'in the vicinity' of heritage items and heritage conservation areas Government agencies as identified in the Gateway Determination
Timescale for consultation	<ul style="list-style-type: none"> 28 Days – minimum as outlined in Gateway Determination
Consultation Package to include	<ul style="list-style-type: none"> Councillor Information Bulletin (CIB) Have Your Say Website Open Form Submission Letter with fact sheets and or FAQ's to affected property owners Fact Sheets/FAQ's Newspaper Advertisements <ul style="list-style-type: none"> The Northern District Times The Weekly Times HanHo Daily The Korea Times Sing Tao The Epoch Times China Vision Times 6 x Drop-in Sessions 1 Information/Presentation

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Cost Code

Risk / Issue Log

Date	Risk/Issue Description (Type)	Mitigating Action	Comments/Last Update	Owner	Date
08/04/2019	On exhibition at the same time as LSPS (small possibility)	Prepare FAQ sheet for consultation and responses for communications and engagement		Business Manager	
	Owners of proposed Heritage Items will be concerned	Drop in sessions where people can speak one to one with a planner			
	Large number of affected properties in HCAs	Information flyers			

Item	Activity Date	Description	Stakeholders	Community Engagement (CE) Responsibilities	Project/Business Manager Responsibilities	Project/ Business Manager Due Dates	Cost
1.	1-2 weeks prior to Have Your Say start date	(Recommended) CIB Project Information & Calendar Invitation to drop-in sessions	<ul style="list-style-type: none"> Councillors 	Send invitation to Councillor calendar via Helpdesk	<ul style="list-style-type: none"> Draft and finalise CIB 	TBC	Nil
2.	1-2 weeks prior to Have Your Say start date	Fact Sheets and FAQs with timeline	<ul style="list-style-type: none"> Heritage Comms & Eng 	<ul style="list-style-type: none"> Create FAQs/timeline Organise translations 	<ul style="list-style-type: none"> Provide questions, answers and timeline 	TBC	Nil*
3.		Have Your Say	<ul style="list-style-type: none"> Website users 	<ul style="list-style-type: none"> Create page Organise 	<ul style="list-style-type: none"> Provide content and 		Nil*

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		Website		translations	images to CE		
4.		Open Form Submission	<ul style="list-style-type: none"> Website users 	<ul style="list-style-type: none"> Create form Organise translations 	<ul style="list-style-type: none"> Review and approve feedback form 	TBC	Nil*
5.		Letter to relevant property owners and occupiers with FAQ/Brochure	<ul style="list-style-type: none"> Property owners and residents affected by heritage items and archaeological sites Conservation areas Properties considered 'within the vicinity' 	<ul style="list-style-type: none"> Draft brochure – same for all Organise Translations for a portion of the brochure Organise print & distribution 	<ul style="list-style-type: none"> Provide content and images to CE Review brochure 	TBC	Quote TBC*
6.		Newspaper Advertisements in newspapers listed in consultation package	<ul style="list-style-type: none"> Newspaper readers 	<ul style="list-style-type: none"> Book & draft advertisement Organise Translations 	<ul style="list-style-type: none"> Review and approve advertisement 	TBC	\$500-1000 per newspaper*
7.	Dates TBC Weeknight 6-8pm	Drop in session Eastwood	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Book venue Organise online workshop registration Have staff available on the day Assist with set up 	<ul style="list-style-type: none"> Organise staff/heritage consultants Organise collateral 	TBC	Nil

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8.	Dates TBC Weeknight 6-8pm	Drop in session Location 2 West Ryde/ Denistone	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Book venue Organise online workshop registration Have staff available on the day Assist with set up 	<ul style="list-style-type: none"> Organise staff/heritage consultants Organise collateral 	TBC	Nil
9.	Dates TBC Weeknight 6-8pm	Drop in session Location 3 Gladesville	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Book venue Organise online workshop registration Have staff available on the day Assist with set up 	<ul style="list-style-type: none"> Organise staff/heritage consultants Organise collateral 	TBC	Nil
10.	Dates TBC Weeknight 6-8pm	Information/ Presentation Location 4 Top Ryde	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Book venue Organise online workshop registration Have staff available on the day Assist with set up 	<ul style="list-style-type: none"> Organise staff/heritage consultants Organise collateral 	TBC	Nil
11.	Weekday Date and Time TBC	Drop in session Location TBC	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Book venue Organise online workshop registration Have staff available on the day 	<ul style="list-style-type: none"> Organise staff/heritage consultants Organise collateral 	TBC	Nil

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				<ul style="list-style-type: none"> Assist with set up 			
12.	Weekday Date and Time TBC	Drop in session Location TBC	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Have staff available on the day Assist with set-up Bring City of Ryde Flags 	<ul style="list-style-type: none"> Organise staff Organise collateral Organise staff/heritage consultants Organise collateral 	TBC	Nil
13.	Weekday Date and Time TBC	Drop in session Location TBC	<ul style="list-style-type: none"> All interested stakeholders 	<ul style="list-style-type: none"> Have staff available on the day Assist with set-up Bring City of Ryde Flags 	<ul style="list-style-type: none"> Organise staff Organise collateral Organise staff/heritage consultants Organise collateral 	TBC	Nil
14.	TBC	Engagement Report	<ul style="list-style-type: none"> Council/Community 	<ul style="list-style-type: none"> Prepare report – City Strategy 	<ul style="list-style-type: none"> Review and approve report 		Nil

*Indicates additional cost may occur for translations