

Project Plan: Integrated Planning & Reporting Framework - Major Review (IPRF-MR)

Deliverables	Outcome	Due*	Community Engagement Schedule					
			Target Group	Method	Level	Timeframe*		
1 Initiation								
1.1	Project Plan & Community Engagement Information Sheet	Developed	Nov 2016	Executive Team Councillors	• Strategic Briefing Session	Internal	29 Nov 2016	
1.2	Project Plan & Community Engagement Information Sheet	Adopted	Dec 2016	Councillors Community	• Ordinary Council Meeting • Dedicated Webpage • Media Release • Council Conversations Article	Empower Inform	20 Dec 2016 Jan 2017	
1.3	Community Engagement Consultant	Appointed	Jan-Feb 2017	Community	• Webpage Update • Media Release	Inform	Jan-Feb 2017	
2 Planning & Design								
2.1	Staff, Community & Youth Surveys	Developed	Feb 2017	Executive Team Councillors	• Strategic Briefing Session	<i>During the planning & design phase there will be opportunities to consult groups & organisations that wish to assist with facilitation</i>	Internal / Consult	Feb 2017
2.2	Drawing & Photo Competitions	Developed	Feb 2017	Executive Team Councillors	• Strategic Briefing Session		Internal / Consult	Feb 2017
2.3	Workshop Strategy / Guidelines	Developed	Feb 2017	Executive Team Councillors	• Strategic Briefing Session		Internal / Consult	Feb 2017
2.4	Focus Group Strategy / Guidelines	Developed	Feb 2017	Executive Team Councillors	• Strategic Briefing Session		Internal / Consult	Feb 2017
3 Delivery & Implementation								
Surveys								
3.1	Staff Survey	Launched	Mar 2017	Staff	• Online & Paper Survey	Internal	Mar 2017	
3.2	Community Survey	Launched	Mar 2017	Community	• Webpage Update (Survey 3.2 & 3.3) • Media Release (Survey 3.2 & 3.3) • Advert in Denmark Bulletin (DB) & Walpole Weekly (WW) (Survey 3.2 & 3.3) • Letter / Mail Out <i>Demographic participation results will be monitored & additional informing strategies may be implemented to encourage increased representation</i>	Inform	Mar 2017	
					• Online & Paper Survey	Consult	Mar-Apr 2017	
3.3	Youth Survey	Launched	Mar 2017	Youth (12-18)	• Online & Paper Survey facilitated by Schools, Tha House, Rec Centre, CRC, Sporting Clubs & Identified Community Organisations	Consult	Mar-Apr 2017	
Competitions								
3.4	'My Vision for Denmark' Drawing Competition	Launched	Mar-Apr 2017	Youth (Up to 12)	• Webpage Update (Competition 3.4 & 3.5) • Media Release (Competition 3.4 & 3.5) • Advert in DB & WW (Competition 3.4 & 3.5) • Mail Out to Schools, CRC, Sporting Clubs & Identified Community Organisations (3.4&3.5)	Inform	Mar 2017	
					• Entries Available Online & at Library, Admin Office, Rec Centre & Tha House • Drawings & Quotes used in IPR documents	Consult	Mar-Apr 2017	
3.5	'Visions of Denmark' Photo Competition	Launched	Mar-Apr 2017	Community	• Images used in IPR documents	Consult	Mar-Apr 2017	
Workshops								
3.6	Workshop 1 – Define <i>Analyse & build on information gathered through Surveys & Competitions</i>	Facilitated by Consultant	Apr 2017	Staff Councillors	• Workshop Hosted in Council Chambers / Reception Room	Internal	Apr 2017	
3.7	Workshop 2 – Refine <i>Analyse & build on information gathered through Surveys, Competitions & Workshop</i>	Facilitated by Consultant	Apr-May 2017	Community	• Webpage Update (Workshops 3.7 & 3.8) • Media Release (Workshops 3.7 & 3.8) • Advert in DB & WW (Workshops 3.7 & 3.8) • Workshop Hosted Within the Shire (Location To be Determined)	Inform Involve / Collaborate	Mar 2017 Apr-May 2017	
3.8	Workshop 3 – Further Refinement <i>Analyse & build on information gathered through Surveys, Competitions & Workshops</i>	Facilitated by Consultant	May 2017	Community	• Workshop Hosted Within the Shire (Location to be Determined) • Feedback Provided to Council Committees	Involve / Collaborate	May 2017	
Focus Groups								
3.9	A series of Stakeholder Focus Groups that consider and formulate solutions to issues / interests / themes outlined in the Surveys, Competitions & Workshops e.g. Business / Tourism / Community & Community Services / Environment / the Arts / Governance / Housing / Community Engagement / Infrastructure / Development / Recreation / Safety & Emergency Services	Facilitated by Consultant	Jun 2017	Stakeholders (Expert Panel Members invited to attend & Local Representatives appointed to Panel)	• Webpage Update (All Focus Groups) • Media Release (All Focus Groups) • Advert in DB & WW (All Focus Groups) • Mail Out to Groups, Organisations & Committees (All Focus Groups)	Inform	May 2017	
					• Focus Groups Hosted within the Shire (Location to be Determined)	Collaborate	Jun 2017	
Collation								
3.10	Draft Report	Developed	Jul 2017	Executive Team Councillors	• Strategic Briefing Session	Internal	Jul 2017	
3.11	Draft Strategic Community Plan	Adopted	Jul 2017	Councillors Community	• Ordinary Council Meeting • Webpage Update • Media Release • Advert in DB & WW • Submission Period	Empower Inform Consult	Jul 2017 Jul 2017 Jul-Aug 2017	
4 Close & Handover								
4.1	Strategic Community Plan	Adopted	Sep 2017	Councillors Community	• Ordinary Council Meeting • Webpage Update • Media Release	Empower Inform	Sep 2017 Sep 2017	

*Dates may be subject to change due to internal staff resourcing levels and availability of external consultants; should changes occur a summary of changes together with an updated project plan will be publicised on the Shire of Denmark website.