

8.3 Lennox Head Village Renewal - Next Steps.DOC

Lennox Village Vision – One- Way Traffic Trial Communication and Community engagement Activities			
Month	Activities/Materials	Channels	Responsibility, stakeholder
Duration of project	Internal working group	Monthly Face to face meetings – emails as required	Strategic Infrastructure Planning/ Traffic & Design Engineering Communications Waste
January 2019	Notification Local Emergency Services/ School/ Preschool/	Direct phone/ mail	Engineering/ Strategic
January 2019	Staff Briefing Sessions	Customer Service (develop prompts and database spreadsheet to take enquiries)	Strategic
February 2019	Community Update	Lennox Wave	Strategic
February 2019	Councillor Update	Councillor Bulletin	Strategic
February 2019	Community Group Briefing	LEMC Meeting	Civil Services
February 2019	Staff Briefing Sessions (continue)	Lennox Comm Centre (Display) Civil Team Leaders (Traffic Control)	Strategic/ Engineering
February 2019	Direct mail to residents Lennox Head & Skennars Head	Direct Mail and Letterbox Distribution	Comms
February 2019	Direct mail to property owners in Lennox Head Village centre	Direct Mail and Letterbox Distribution	Comms
February 2019	Direct mail to Emergency Services, Bus Companies, Impacted businesses	Direct Mail, Email and Letterbox Distribution	Comms
February 2019	Discussion with Mackney Lane Residents regarding one-way Park Lane (bw Mackney Lane and Byron Street)	Face to Face/ Letterbox	Strategic
February 2019	Webpage	Ballina.nsw.gov.au	Comms
February 2019	Signage with maps	Ross Park, Lennox Head	Comms/ Trades
February 2019	Letter Box drop	Ballina Street businesses	Comms

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February 2019	VMS Boards	2 x In-situ (nNh and Sth of Ballina Street)	Engineering
February 2019	Visual Display with maps	Lennox Head Community Centre/ Library	Comms
February 2019	Staff Briefing session	Rangers Visitor Information Centre	Strategic
February 2019	1 st Media Release	All local media	Comms
February 2019	Email to Holiday Accommodation and Real Estate Agents	Email	Strategic
March 2019	GM' Council Update	Paradise FM	GM/Comms
March 2019	Direct email to Phase 1 contact database	Email	Comms
March 2019	Double page spread ad with map	Lennox Wave	Comms
March 2019	2nd Media Release – week before trial	All local media	Comms
March 2019	Face to face meeting	Lennox Head Chamber of Commerce	Strategic /Engineering
March 2019	Notification + Call To Action to web for further info.	Ballina Shire Advocate	Comms
March 2019	Social Media – Initial Post – Trial starts next week	Facebook	Comms
March 2019	Council emails CTA BSC website	General Council Email Footers	Comms
March 2019	Double page spread ad with maps	Community Connect	Comms
11 March 2019	Install Temporary Traffic infrastructure	Traffic Control	Roads Crew
March 2019	Garbage collection changes	Letterbox drop Rayner Lane and Park Lane affected residences.	Waste
March 2019	MyRoadInfo	Myroadinfo.com	Comms

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April	Survey Launch	MR/SM/Lennox Wave/Website/Facebook	Strategic/Comms
April	Survey notification Direct email to all those on contact list	Email	Comms
April 2019	Survey notification Direct email to community database	Email/eNews	Comms
6 April 2019	Meeting with Chamber Rep. Mayor calls extraordinary meeting Ext Meeting Public Notice MR Updates Website	Lennox Head Chamber of Commerce	Senior Executive Team Project Team
6 April 2019	Public Notice calling Extraordinary Meeting	Northern Star	Comms
9 April 2019	Council Report	Extraordinary meeting	Project Team
9 April 2019	Media Release ceasing trial	Local Media/Stakeholders	Comms
9 April 2019	Update website, remove Ross Park signage		Comms/ Trades
15 April 2019	Garbage Collection Changes	Rayner Lane/Park Lane residents/businesses	Comms/Waste
18 April 2019	Decommission physical features of trial		Roads Crew
7 May 2019	Closed Survey and update website		Comms
30 May	Survey findings report	Survey report	Strategic
June 2019	Report to Council to determine next steps of project	Final report	Strategic