

Appendix 1 Community Participation Strategy

Date Due	Target Audience	Method of Communication	Method of Notification	Key messages/ purpose	Resources	Notes & Responsibility	Completed
Mar-16	Bushland-interface residents	Community BBQs, Social Media, Website	Media Release, Mayoral Column, website, Flyer, Poster, Social media channels	Introduce BFRMP review, community issues, discuss treatment options & community responsibilities	media article, Flyers/posters, website, agency representatives, venues, catering, resource sheet, Static Displays, Staff from RFS, FRNSW; NPWS; Councils; Lands	Media – KMC, Flyers- KMC, Web site – HSC, Venues- Councils, Catering – Talone Higgins RFS, resources sheet – Talone Higgins RFS, Social media –Agency pages/feeds, Event attendance – Agency reps	
Feb-16	Special Fire Protection Groups	Information Kit/Follow up site visits (as required)	Advisory Letter	Introduce BFRMP review – responsibilities of SFP facilities, BF evacuation planning advice	Information Kit with BF evacuation planning guideline, contacts etc	Talone Higgins - RFS	
Feb-16	RFS Volunteers	Pre-planned meeting, PowerPoint Presentation	RFS correspondence	Introduce BFRMP review, Identifying assets, Determining Risk, Assigning treatments	PowerPoint presentation, maps	PP- Talone Higgins RFS, Maps- Talone Higgins RFS	
Mar-16	Broader Community	Community BBQs, Social Media, Website	Media Release, Mayoral Column, website, Flyer, Poster, Social media channels	Introduce BFRMP review, community issues, discuss treatment options, community responsibilities	media article, Flyers/posters, website, agency representatives, venues, catering, resource sheet, letters to local interest groups, Static Displays, Staff from RFS, FRNSW; NPWS; Councils; Lands	Media – KMC, Flyers- KMC, Web site – HSC, Venues- Councils, Catering – Talone Higgins RFS, resources sheet – Talone Higgins RFS, Social media –Agency pages/feeds, Event attendance – Agency reps	

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TBA	Mayor & Councillor Briefing	Council meeting	Briefing Note	Introduce BFRMP review, Implications for Council, approve public exhibition	Briefing notes/report, maps	Maps- Talone Higgins RFS, Briefing notes/report – KMC, Dave Leggett HSC	
Feb-16	MPs Briefing	Meeting	Advisory/Invitation Phone Call	Introduce BFRMP review, advise amendments	Website, maps, document	Mark Sugden - RFS	
Feb-16	Staff Briefing/Approvals	Pre-planned meeting, Briefing notes	Agency internal correspondence	Introduce BFRMP review, Implications for agency, approve public exhibition	maps, venue/dates	Briefing notes – Agency reps, Maps –Talone Higgins RFS, Venues – Agency reps	
Feb-16	Interest Groups (Bushcare etc)	Community BBQs, Website	Invitation Letter	Introduce BFRMP review, community issues, discuss treatment options, community responsibilities	media article, Flyers/posters, website, agency representatives, venues, catering, resource sheet, letters to local interest groups	Letter distribution - Council reps	
Feb-16	CFU	Community BBQs, website	Invitation Letter	Introduce BFRMP review, community issues, discuss treatment options, community responsibilities	media article, Flyers/posters, website, agency representatives, venues, catering, resource sheet, letters	Letter & Distribution – Robert Strauch FRNSW	
Feb-16	Sport Organisations	Community BBQs, Website	Invitation Letter	Introduce BFRMP review, community issues, discuss treatment options, community responsibilities	media article, Flyers/posters, website, agency representatives, venues, catering, resource sheet, letters to local interest groups	Letter - Council reps	

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ongoing	Community Ongoing	Social Media, Website, Enquiry Line, Advertising, static displays	Advertising	Maintain Community Participation, record and consider issues/comments, provide feedback	Social Media administrators, Website facilitator, correspondence facilitator	Website – Hornsby Council, Enquiries/Correspondence – Talone Higgins RFS, Social media –relevant Agency	
Feb/Mar-16	Draft Exhibition	Static display material	Newspaper advertisements	Final public exhibition requirement	Static display materials and CDs	Venues - Relevant Agency	