



COMMUNITY CONSULTATION POLICY – CAPITAL WORKS

PURPOSE OF THE POLICY

The purpose of this Policy is to enable clear and effective communication for residents and ratepayers who may be impacted by Council undertaking any capital works in a close proximity of their property.

This policy is for any capital works that have been approved by Council, and does not relate to general maintenance issues.

DEFINITIONS FOR THE POLICY

(a) Capital Works projects for the purpose of this policy will include:

- Construction of any new buildings by Council, on any Council owned or controlled properties,
- Any new development by Council on any Council owned or controlled properties, and
- Construction (including reconstruction) of any roads, including kerbing, stormwater, footpaths and sealing (including resealing of roads) of such roads, within any designated township boundaries in the Council area,

(b) The following works will be excluded from this policy:

- Reconstruction of any rural roads, outside of the designated township boundaries in the Council area,
- Any maintenance work on any Council owned or controlled properties,
- Any maintenance work on any roads (which includes kerb, stormwater and footpaths) within the Council area,
- Emergency repair works as a result of storm damage or other incident that requires Council staff to repair and damage to roads or structures,
- The refurbishment of any Council owned or controlled property, and
- Any works undertaken by any group that leases Council owned or controlled properties, for which formal Council consent is required. (this covers sporting and community groups).

FORM OF CONSULTATION

For any construction (including reconstruction) of roads as defined in (a) above, the Council will:

- Forward a letter of advice to any immediate adjoining owner or resident of a road, advising of the proposed works on the road and approximate dates for when the proposed work may commence and conclude, and if possible, utilise Council's Newsletter and local print media to publicise such roadworks.

For any construction on or development of any Council owned or controlled properties as defined in (a) above, the Council will:

- Forward a letter of advice to any immediate adjoining owner or resident within a minimum 200 metre radius of any proposed development, giving details of the proposed development and approximate dates for when the proposed development may commence and conclude,

and if possible, utilise Council's Newsletter and local print media to publicise such development.

For the purpose of this policy, all letters will be forwarded by "ordinary mail" and not by any other means.

In advising ratepayers and residents of any forthcoming roadworks or development, Council will allow a minimum of 21 days for the ratepayer or resident to object to any proposal for capital works by Council. Any objection must be in writing addressed to the Council or Chief Executive Officer, and can be submitted by mail, fax or email, and must give reasons for any objection.

REVIEW OF ANY OBJECTIONS

In reviewing any objections for any proposed roadworks or development, the Council will consider the following:

- That any objection has detailed the reason for such objection,
- That any objection is not vexatious, malicious or minor,
- The total number of objections,
- The total number of letters issued, and
- The number of people who did not object to the proposal.