

### 3. DRAFT WORK PLAN REQUIRED TO COMPLETE THE COMMITTEE'S WORK

Task	By whom?	By when?
Consultation Policy – Guidelines and kit  To be placed on the Intranet for trial period to enable internal comments/feedback	Philippa Joughin/Mary Richardson	March 2003
Consultation – Guidelines/ commitment to the public, to be released for external consultation	Philippa Joughin/Mary Richardson	May 2003
Report – the limits to consultation	Philippa Joughin/Mary Richardson	March 2003
Communication Policy - Staff to investigate an overall communication policy and strategy.	Kay Carston	March 2003
E-Council – Elected member access – survey of Elected members on needs and report back on options for meeting those needs  Enhancing Civic Engagement – Set up projects identified by the Committee (subject to funding confirmation)	Simone Pearson	March 2003  Dependent on resourcing being available April June 2003
Local Government Act – The resourcing and procedural implications around consultation and communication posed by the new Local Government Act	Consultation and Communication Committee Council staff	Dependent on resourcing being available April June 2003

**Staff**

**Recommendation:** That the Consultation and Communication Committee agree in principle to the proposed draft workplan.

**Chairman's**

**Recommendation:** For discussion.