

Action Plan for CFZ sites - for Minister 1.02.17

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Monday 27 and Tuesday 28 January	Taskforce to meet with community council executive.
ANNOUNCEMENT OF SITES	
Tuesday 28 February	Issue media release to ABC/CT under embargo for Wednesday 1 March.
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice.
	Radio/TV interviews as requested (in afternoon).
	<i>Woden Valley Community Council meeting – CE&M staff to attend as observers</i>
First week of March	Article in the Molonglo Valley Mingle Newsletter (providing information session details – Wright site).
Tuesday 7 March	<i>Tuggeranong Community Council meeting – CE&M staff to attend as observers</i>
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre Time: 6-8pm
Monday 20 March	Development applications lodged (but not publicly notified).
	INFORMATION SESSION held for Mawson Venue: The Mawson Club Time: 6-8pm
Wednesday 22 March – or could be first week in March.	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre Time: 6-8pm
Wednesday 29 March	<i>Weston Creek Community Council meeting – CE&M staff to attend as observers</i>
Monday 3 April	Article in the Our Canberra newsletter (Canberra-wide distribution).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	

Action Plan for CFZ sites - for Minister 1.02.17

Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
Monday 29 May	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 31 January 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Tuesday 31 January	Circulate new timeframes for action plan. Approval required.
	Word text for side one of Public Notice to Publishing Services.
Wednesday 1 February	Collate new boundary maps for each site using ACTMAPi.
	Book venues for information sessions.
	Request maps from GIS for information sessions (including relevant TP maps).
Thursday 2 February	Meet with Jo to discuss development design, confirm site boundary maps. (for use in final copy for website and public notice).
	First draft design of Public Notice (side one) due from Publishing Services.
Friday 3 February	Dot points (only) due to Central Comms for April The Loop article – AB?.
	Web content and Public Notices (side two x 6) to Susanne for approval, then on to Taskforce.
	Side two of Public Notices due to Publishing Services.
Monday 6 February	Deadline for Mingle newsletter content – AB?.
	Finalise information session map requirements (site suitability etc).
Tuesday 7 February	Draft design of two-sided Public Notice due. Circulate to Taskforce with comment deadline of Friday 10 February.
Friday 10 February	Taskforce comments on Public Notices and web content due.
Monday 13 February	Provide final approved web content to Online Services.
Wednesday 15 Feb	Book meeting with community council executives for Monday and Tuesday (27/28 February).
Friday 17 February	Final content for The Loop article due to Central Comms (Bernie) – AB?
Tuesday 21 February	Taskforce final approval of Public Notice PDFs due. To print.
Friday 24 February	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.

Action Plan for CFZ sites - 31 January 2017

ANNOUNCEMENT	
Monday 27 and Tuesday 28 February	David Collett to meet with community council representatives.
Tuesday 28 February TO BE CONFIRMED	Issue media release to ABC/CT under embargo for Wednesday 1 March - AB .
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice - tentatively booked .
	Radio/TV interviews as requested (in afternoon) - AB
	<i>Woden Valley Community Council meeting – Sharni to observe</i>
3,4,5 March - tbc	Distribution of the Mingle Newsletter (to Molonglo Valley Residents).
Tuesday 7 March	<i>Tuggeranong Community Council meeting–Simon to observe</i>
	[REDACTED]
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked . Time: 5.30-8.30pm
Monday 20 March	Development applications lodged (but not publicly notified).
	INFORMATION SESSION held for Mawson Venue: The Mawson Club - tentatively booked . Time: 5.30-8.30pm
Wednesday 22 March – or could be first week in March.	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe</i>
Monday 3 April	Distribution of the April edition of The Loop (Canberra subscription).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	

Action Plan for CFZ sites - 31 January 2017

Monday 29 May	Update web content noting that the public notification period has closed.
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Action Plan for CFZ sites - 1 February 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Tuesday 31 January	Circulate new timeframes for action plan. Approval required.
	Word text for side one of Public Notice to Publishing Services.
Wednesday 1 February	Collate new boundary maps for each site using ACTMAPi.
	Book venues for information sessions.
	Request maps from GIS for information sessions (including relevant TP maps).
Thursday 2 February	Meet with Jo to discuss development design, confirm site boundary maps. (for use in final copy for website and public notice).
	First draft design of Public Notice (side one) due from Publishing Services.
	Send Simon draft content for Mingle newsletter.
Friday 3 February	Dot points (only) due to Central Comms for April Our Canberra article – AB?.
	Web content and Public Notices (side two x 6) to Susanne for approval, then on to Taskforce.
	Side two of Public Notices due to Publishing Services.
Monday 6 February	Deadline for Mingle newsletter content.
	Finalise information session map requirements (site suitability etc).
Wednesday 8 February	Draft design of two-sided Public Notice due. Circulate to Taskforce with comment deadline of Friday 10 February.
Friday 10 February	Taskforce comments on Public Notices and web content due.
Monday 13 February	Provide final approved web content to Online Services.
Wednesday 15 Feb	Book meeting with community council executives for Monday and Tuesday (27/28 February).
Friday 17 February	Final content for Our Canberra article due to Central Comms (Bernie) – AB?
Tuesday 21 February	Taskforce final approval of Public Notice PDFs due. Steering Committee meeting in the morning so approval in the pm. Then to print.

Action Plan for CFZ sites - 1 February 2017

Friday 24 February	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.
ANNOUNCEMENT	
Monday 27 and Tuesday 28 February	David Collett to meet with community council representatives.
Tuesday 28 February TO BE CONFIRMED	Issue media release to ABC/CT under embargo for Wednesday 1 March - AB .
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice - tentatively booked .
	Radio/TV interviews as requested (in afternoon) - AB
	<i>Woden Valley Community Council meeting – Sharni to observe</i>
3,4,5 March - tbc	Distribution of the Mingle Newsletter (to Molonglo Valley Residents).
Tuesday 7 March	<i>Tuggeranong Community Council meeting–Simon to observe</i>
	[REDACTED]
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked . Time: 6.00-8.00pm
Monday 20 March	Development applications lodged (but not publicly notified).
	INFORMATION SESSION held for Mawson Venue: The Mawson Club - tentatively booked . Time: 6.00-8.00pm
Wednesday 22 March – or could be first week in March.	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre Time: 6.00-8.00pm
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe</i>
Monday 3 April	Distribution of the April edition of The Loop (Canberra subscription).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	

Action Plan for CFZ sites - 1 February 2017

Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
Monday 29 May	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 2 February 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Tuesday 31 January	Circulate new timeframes for action plan. Approval required.
	Word text for side one of Public Notice to Publishing Services.
Wednesday 1 February	Collate new boundary maps for each site using ACTMAPi.
	Book venues for information sessions.
	Request maps from GIS for information sessions (including relevant TP maps).
Thursday 2 February	Meet with Jo to discuss development design, confirm site boundary maps. (for use in final copy for website and public notice).
	First draft design of Public Notice (side one) due from Publishing Services.
	Send Simon draft content for Mingle newsletter.
Friday 3 February	Dot points (only) due to Central Comms for April Our Canberra article – AB? .
	Web content and Public Notices (side two x 6) to Susanne for approval, then on to Taskforce. Taskforce to confirm site boundary and yield.
	Side two of Public Notices due to Publishing Services.
Monday 6 February	Deadline for Mingle newsletter content.
	Finalise information session map requirements (site suitability etc).
Wednesday 8 February	Draft design of two-sided Public Notice due. Circulate to Taskforce with comment deadline of Friday 10 February.
Friday 10 February	Taskforce comments on Public Notices and web content due.
Monday 13 February	Provide final approved web content to Online Services.
Wednesday 15 Feb	Book meeting with community council executives for Monday and Tuesday (27/28 February).
Friday 17 February	Final content for Our Canberra article due to Central Comms (Bernie) – AB?
Tuesday 21 February	Taskforce final approval of Public Notice PDFs due. Steering Committee meeting in the morning so approval in the pm. Then to print.

Action Plan for CFZ sites - 2 February 2017

Friday 24 February	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.
ANNOUNCEMENT	
Monday 27 and Tuesday 28 February	David Collett to meet with community council representatives.
Tuesday 28 February TO BE CONFIRMED	Issue media release to ABC/CT under embargo for Wednesday 1 March - AB .
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice - tentatively booked .
	Radio/TV interviews as requested (in afternoon) - AB
	<i>Woden Valley Community Council meeting – Sharni to observe</i>
3,4,5 March - tbc	Distribution of the Mingle Newsletter (to Molonglo Valley Residents).
Tuesday 7 March	<i>Tuggeranong Community Council meeting–Simon to observe</i>
	[REDACTED]
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked . Time: 6.00-8.00pm
Monday 20 March	Development applications lodged (but not publicly notified).
	INFORMATION SESSION held for Mawson Venue: The Mawson Club - tentatively booked . Time: 6.00-8.00pm
Wednesday 22 March – or could be first week in March.	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre Time: 6.00-8.00pm
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe</i>
Monday 3 April	Distribution of the April edition of The Loop (Canberra subscription).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	

Action Plan for CFZ sites - 2 February 2017

Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
Monday 29 May	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 6 February 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Monday 6 Feb	Deadline for Mingle newsletter content. (AB)
	Finalise Public Notice draft for Monash S20. (SS)
	Media – if we're putting an article in the April edition of <i>Our Canberra</i> , then dot points are due to central comms now. (AB)
Tuesday 7 Feb	Circulate Public Notice and web content for Monash S20 to Taskforce for comment. Comments due COB Wednesday 8 Feb. (SS)
Wednesday 8 Feb	Taskforce comments on Public Notice and web content due COB. (JM & JS)
	Taskforce final advice on site detail due (as per table). (JM)
Thursday 9 Feb	Web content for all six sites due to Taskforce for approval. Approval due midday Friday 10 Feb. (SS). (<i>Hopefully Public Notices will also be ready</i>)
Friday 10 February	Taskforce approval due for web content (midday). (JS)
Monday 13 February	Provide final approved web content to Online Services. (SS)
Wednesday 15 Feb	Book meeting with community council executives for Monday and Tuesday (27/28 February). Waiting on Taskforce approval. (JS & SS)
Friday 17 February	Final content for Our Canberra article due to Central Comms (AB)
	Provide Public Notices for six sites to Taskforce for approval COB Monday 20 Feb. (SS)
Monday 20 Feb	Taskforce approval of Public Notices due. (JS)
Tuesday 21 February	Public Notices to print (after any changes made). (SS)
Friday 24 February	Printed Public Notices to be delivered. Julie Pope to collect. (SS)
ANNOUNCEMENT	
Monday 27 and Tuesday 28 February	David Collett to meet with community council representatives.
Tuesday 28 February TO BE CONFIRMED	Issue media release to ABC/CT under embargo for Wednesday 1 March (AB).
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice - tentatively booked .

Action Plan for CFZ sites - 6 February 2017

	Radio/TV interviews as requested (in afternoon) - AB
	<i>Woden Valley Community Council meeting – Sharni to observe</i>
3,4,5 March - tbc	Distribution of the Mingle Newsletter (to Molonglo Valley Residents).
Tuesday 7 March	<i>Tuggeranong Community Council meeting–Simon to observe</i>
	[REDACTED]
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked. Time: 6.00-8.00pm
Monday 20 March	Development applications lodged (but not publicly notified). INFORMATION SESSION held for Mawson Venue: The Mawson Club - tentatively booked. Time: 6.00-8.00pm
Friday 24 March	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Neighbourhood Hall Time: 6.00-8.00pm – tentatively booked.
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe</i>
Monday 3 April	Distribution of the April edition of Our Canberra (Canberra subscription).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
Monday 29 May	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 7 February 2017

Action plan for the announcement of six CFZ sites for public housing publicly

2017	Action
Monday 6 Feb	Deadline for Mingle newsletter content. (AB)
	Finalise Public Notice draft for Monash S20. (SS)
	Media – if we're putting an article in the April edition of <i>Our Canberra</i> , then dot points are due to central comms now. (AB)
Tuesday 7 Feb	Circulate Public Notice and web content for Monash S20 to Taskforce for comment. Comments due COB Wednesday 8 Feb. (SS)
Wednesday 8 Feb	Taskforce comments on Public Notice and web content due COB. (JM & JS)
	Taskforce final advice on site detail due (as per table). (JM)
Thursday 9 Feb	Web content for all six sites due to Taskforce for approval. Approval due midday Friday 10 Feb. (SS). (<i>Hopefully Public Notices will also be ready</i>)
Friday 10 February	Taskforce approval due for web content (midday). (JS)
Monday 13 February	Provide final approved web content to Online Services. (SS)
Wednesday 15 Feb	Book meeting with community council executives for Monday and Tuesday (27/28 February). Waiting on Taskforce approval. (JS & SS)
Friday 17 February	Final content for Our Canberra article due to Central Comms (AB)
	Provide Public Notices for six sites to Taskforce for approval COB Monday 20 Feb. (SS)
Monday 20 Feb	Taskforce approval of Public Notices due. (JS)
Tuesday 21 February	Public Notices to print (after any changes made). (SS)
Friday 24 February	Printed Public Notices to be delivered. Julie Pope to collect. (SS)
ANNOUNCEMENT	
Monday 27 and Tuesday 28 February	David Collett to meet with community council representatives.
Tuesday 28 February TO BE CONFIRMED	Issue media release to ABC/CT under embargo for Wednesday 1 March (AB).
Wednesday 1 March	Web content to go live (12am).
	Letterbox distribution of public notice - tentatively booked .

Action Plan for CFZ sites - 7 February 2017

	Radio/TV interviews as requested (in afternoon) - AB
	<i>Woden Valley Community Council meeting – Sharni to observe</i>
3,4,5 March - tbc	Distribution of the Mingle Newsletter (to Molonglo Valley Residents).
Tuesday 7 March	<i>Tuggeranong Community Council meeting–Simon to observe</i>
	[REDACTED]
Friday 17 March	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked. Time: 6.00-8.00pm
Monday 20 March	Development applications lodged (but not publicly notified). INFORMATION SESSION held for Mawson Venue: The Mawson Club - tentatively booked. Time: 6.00-8.00pm
Friday 24 March	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Neighbourhood Hall Time: 6.00-8.00pm – tentatively booked.
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe</i>
Monday 3 April	Distribution of the April edition of Our Canberra (Canberra subscription).
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
Monday 10 April	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
Monday 29 May	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 7 February 2017

- Week commencing 6 or 20 February – announce six community facility sites:
 - David to meet with Community Council presidents (meeting to be booked one week before announcement).
 - Letterbox drop (public notice and FAQs) – NB the public notice will promote the information session at the community council venue
 - Issue media release under embargo to ABC/CT for following morning
 - Accompanied by a positive public housing tenant story opportunity
 - Upload web content for first thing following morning
 - Radio/TV interviews following afternoon as requested
- 22 February –Weston Creek Community Council meeting (Holder, Chapman, Wright).
 - Day or two after... hold information session at the community council meeting venue - TBC
- 1 March – Woden Valley Community Council meeting (Mawson).
 - Day or two after... hold information session at the community council meeting venue - TBC
- 7 March – Tuggeranong Community Council meeting (Monash x 2).
 - Day or two after... hold information session at the community council meeting venue - TBC
- March - good news stories in March edition of Our Canberra – TBC/Housing

- DAs to be lodged between 7 and 21 March

Agreed: 

Action Plan for CFZ sites - 23 February 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Friday 24 February	Book meeting with community council executives for Tuesday 14 March.
	Taskforce to provide available Final Sketch Plans.
Wednesday 1 March	David Collett to call [REDACTED] (Chair of Weston Creek Community Council) before 3pm. [REDACTED]
Thursday 2 March	Meeting to discuss development details. Taskforce to provide final content and sketches (where possible).
Friday 3 March	Web content and public notices to Taskforce for approval. Web content will need to be sent to Online Services by COB.
	Provide final approved web content to Online Services.
[REDACTED]	
Monday 6 March	Any changes to public notices to be made by CE&M and Publishing Services.
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.
ANNOUNCEMENT	
Tuesday 14 March	David Collett to meet with community council representatives (if possible).
	Recommend that Minister Berry's office to issue media release to ABC/CT under embargo for Wednesday 15 March.
Wednesday 15 March	Web content to go live (12am).
	Letterbox distribution of public notice - booked .
	Minister Berry to conduct radio/TV interviews as requested (in afternoon) – Minister's office to handle media requests.
tbc	DA for site servicing at Monash Section 56 to be lodged.
Mid-late March	Development Applications for Chapman, Holder and Monash Section 20 to be lodged.
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>

Action Plan for CFZ sites - 23 February 2017

Monday 3 April	Distribution of the April edition of The Loop (Canberra subscription).
Tuesday 4 April	<i>Tuggeranong Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Wednesday 5 April	<i>Woden Valley Community Council meeting</i> PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site. The Taskforce has not presented to the WVCC to date so an overview of the program would be appropriate.
Thursday 6 April	INFORMATION SESSION held for two Monash sites Venue: Tuggeranong Community Centre – tentatively booked . Time: 6.00-8.00pm
Saturday 8 April 11am-1pm	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre
April - tbc	Development Applications for Mawson, Wright, Section 56 to be lodged.
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
tbc	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
tbc	Update web content noting that the public notification period has closed.

Action Plan for CFZ sites - 24 February 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Friday 24 February	Book meeting with community council executives for Tuesday 14 March.
	Taskforce to provide available Final Sketch Plans.
Thursday 2 March	Meeting to discuss development details. Taskforce to provide final content and sketches for print and web.
Friday 3 March	Final web content and public notices to Taskforce for approval.
	Provide final approved web content to Online Services by COB.
[REDACTED]	
Monday 6 March	Final print proof approved by Taskforce.
	Inform internal stakeholders - Housing ACT, LDA, OCG, EPSDD, relevant DGs/DDGs/Steering Committee. JS to assist.
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.
ANNOUNCEMENT	
Tuesday 14 March	David Collett to meet with community council representatives (where possible).
	Suggest that Minister Berry's office issue a media release under embargo to ABC/CT for Wednesday 15 March.
Wednesday 15 March	Web content to go live (12am).
	Letterbox distribution of public notice.
	Minister Berry to conduct radio/TV interviews as requested (in afternoon) – Minister's office to handle media requests.
tbc	DA for site servicing at Monash Section 56 to be lodged.
Mid-late March	Development Applications for Chapman, Holder and Monash Section 20 to be lodged.
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Monday 3 April	Distribution of the April edition of Our Canberra (Canberra subscription).

Action Plan for CFZ sites - 24 February 2017

Tuesday 4 April	<i>Tuggeranong Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Wednesday 5 April	<i>Woden Valley Community Council meeting</i> PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site.
Thursday 6 April	INFORMATION SESSION held for two Monash sites and possibly an update on S28 Greenway. Venue: Tuggeranong Community Centre. Time: 6.00-8.00pm
Saturday 8 April	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre Time: 11am-1pm
April - tbc	Development Applications for Mawson, Wright, Section 56 to be lodged.
DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
tbc	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
tbc	Update web content noting that the public notification period has closed.

Action plan for the announcement of six CFZ sites for public housing

2017	Action
ANNOUNCEMENT	
Tuesday 14 March	David Collett to meet with community council representatives (where possible). See below.
	Minister Berry's office to issue a media release under embargo to ABC/CT for Wednesday 15 March. To be confirmed.
Wednesday 15 March	Web content to go live (12am).
	Letterbox distribution of public notice.
	Minister Berry to conduct radio/TV interviews as requested (in afternoon) – Minister's office to handle media requests. To be confirmed.
	LDA to distribute public notices to Molonglo Valley database and link to from LDA social media and website.
tbc	DA for site servicing at Monash Section 56 to be lodged.
Mid-late March	Development Applications for Chapman, Holder and Monash Section 20 to be lodged.
Wednesday 29 March	<i>Weston Creek Community Council meeting – CE&M staff to observe (take public notices with details for information session)</i>
Tuesday 4 April	<i>Tuggeranong Community Council meeting – CE&M staff to observe (take public notices with details for information session)</i>
Wednesday 5 April	Woden Valley Community Council meeting PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site.
Thursday 6 April	INFORMATION SESSION held for two Monash sites and possibly an update on S28 Greenway. Venue: Tuggeranong Community Centre. Tentatively booked. Time: 6.00-8.00pm
Saturday 8 April	INFORMATION SESSION held for Holder, Chapman and Wright Venue: Weston Creek Community Centre. Tentatively booked. Time: 11am-1pm
April - tbc	Development Applications for Mawson, Wright, Section 56 to be lodged.

DEVELOPMENT APPLICATIONS NOTIFIED – PUBLIC COMMENTS OPEN	
tbc	Email distribution lists with DA notification dates. Update web content.
DEVELOPMENT APPLICATIONS CLOSE – PUBLIC COMMENTS CLOSES	
tbc	Update web content noting that the public notification period has closed.

Action plan for the announcement of six CFZ sites for public housing – 28 February 2017

2017	Action
Thursday 2 March	CE&M meeting with Taskforce to discuss development details. Taskforce to provide final content and sketches for print and web.
Friday 3 March	Final web content and public notices to Taskforce for approval.
	Provide final approved web content to Online Services by COB.
[REDACTED]	
Monday 6 March	Final print proof approved by Taskforce.
	DC to email internal stakeholders. (David Dawes, Neil Bulless, Liz Lopa, Karen Wilden, Cindy Cantamessa, Daniel Bailey, Julia Forner, Tom Gordon, Nick Holt, Graham Mundy, Simon Tennant, Jennifer Finlay, Michael De’Ath, Louise Gilding, Frank Duggan, Fiona Barbaro, Kylieann Petroni, Gary Rake, Jim Corrigan, Brett Phillips, David Nicol, Wilhelmina Blount, Kim Salisbury, Rohan Whitmore, Taskforce staff, LDA reception).
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed Public Notices delivered to 470 Northbourne Avenue. Julie Pope to collect.
ANNOUNCEMENT	
Monday 13 March	PUBLIC HOLIDAY – Canberra Day
Tuesday 14 March	David Collett to meet with community council representatives (where possible). See status below.
	Community council notification: Tuggeranong Community Council Time TBC – David Collett to meet [REDACTED] (President). Time and location to be confirmed. Weston Creek Community Council 1.00pm - David Collett to phone [REDACTED] (Deputy Chair). Confirmed. Woden Valley Community Council 5.30pm – David Collett to phone [REDACTED] (President). Confirmed.
Wednesday 15 March	Minister Berry’s media release issued (morning) - AB.
	Web content to go live (12am).
	Public notices distributed (letterbox) to residences surrounding each site.
	Media interviews as required (afternoon) - AB.

	LDA to email Wright public notice to Molonglo Valley database and link to from LDA social media and website.
tbc	<i>DA for site servicing at Monash Section 56 to be lodged.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Mid-late March	<i>DAs lodged for Chapman, Holder and Monash Section 20.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
[REDACTED]	
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Saturday 1 April	<i><u>Option 1: Tuggeranong Information Session 3.30-5.30pm</u></i>
Tuesday 4 April	<i>Tuggeranong Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Wednesday 5 April	<i>Woden Valley Community Council meeting (Mawson)</i> PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site.
Friday 7 April	<i><u>Option 2: Tuggeranong Information Session</u></i> TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway). Venue: Tuggeranong Community Centre. Time: 6.00-8.00pm (5-9pm)
Saturday 8 April	WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright) Venue: Weston Creek Community Centre. Booked. Time: 11am-1pm (10.30-1.30)
	<i><u>Option 3: Tuggeranong Information Session – 3.30-5.30pm</u></i>
April - tbc	<i>Development Applications for Mawson, Wright and Monash Section 56 to be lodged.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.

AS AT 1 MARCH 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Thursday 2 March	CE&M meeting with Taskforce to discuss development details. Taskforce to provide final content and sketches for print and web.
Friday 3 March	Final web content and public notices to Taskforce for approval.
	For Media team: dot points due if we're placing an article in the May edition of Our Canberra.
	Provide final approved web content to Online Services by COB.
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Monday 6 March	Final print proof approved by Taskforce.
	DC to email internal stakeholders. (David Dawes, Neil Bulless, Liz Lopa, Karen Wilden, Cindy Cantamessa, Daniel Bailey, Julia Forner, Tom Gordon, Nick Holt, Graham Mundy, Simon Tennant, Jennifer Finlay, Michael De'Ath, Louise Gilding, Frank Duggan, Fiona Barbaro, Kylieann Petroni, Gary Rake, Jim Corrigan, Brett Phillips, David Nicol, Wilhelmina Blount, Kim Salisbury, Rohan Whitmore, Taskforce staff, LDA reception).
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed public notices delivered to 470 Northbourne Avenue (Att: Julie Pope and Simon Lansdown). Julie Pope to collect. Julie: ██████████.
ANNOUNCEMENT	
Monday 13 March	<i>PUBLIC HOLIDAY – Canberra Day</i>
Tuesday 14 March	David Collett to notify community council representatives: Tuggeranong Community Council 10-11 am – DC to meet ██████████ (President) in LDA Newton Room Ground Floor. ██████████ to call Simon when downstairs). ██████████. <u>Confirmed.</u> Weston Creek Community Council 1-2 pm - DC to phone ██████████ (Deputy Chair). LDA Boardroom Level 6. ██████████. <u>Confirmed.</u> Woden Valley Community Council 5.30pm – DC to phone ██████████ (President). ██████████. <u>Confirmed.</u>
Wednesday 15 March	Minister Berry's media release issued (morning) - AB.
	Web content to go live (12am). Simon has flagged timing with Online Services.

	Public notices distributed (letterbox) to residences surrounding each site.
	Media interviews as required (afternoon) - AB .
	LDA to email Wright public notice to Molonglo Valley database and link to from website.
Friday 17 March	For Media team: final content for Our Canberra due to central comms (50-100 words).
tbc	<i>DA for site servicing at Monash Section 56 to be lodged.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Mid-late March	<i>DAs lodged for Chapman, Holder and Monash Section 20.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
[REDACTED]	
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Tuesday 4 April	<i>Tuggeranong Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Wednesday 5 April	<i>Woden Valley Community Council meeting (Mawson)</i> PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site. Confirmed. Draft presentation with Jess.
Friday 7 April	<i>Tuggeranong Information Session</i> TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway). Venue: Tuggeranong Community Centre. Tentative booking. Time: 6.00-8.00pm (5-9pm)
Saturday 8 April	WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright) Venue: Weston Creek Community Centre. Booking confirmed. Time: 11am-1pm (10.30-1.30)
April - tbc	<i>Development Applications for Mawson, Wright and Monash Section 56 to be lodged.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Monday 1 May	For Media team: Our Canberra distributed – print and electronic.

AS AT 1 MARCH 2017

David's engagement for CFZ announcement.

2017	Activity
Monday 6 March	DC email internal stakeholders.
Tuesday 14 March	<p>David Collett to notify community council representatives:</p> <p>Tuggeranong Community Council 10-11 am – DC to meet with [REDACTED] (President). Meeting room tbc. [REDACTED]. Confirmed.</p> <p>Weston Creek Community Council 1-2 pm - DC to meet with [REDACTED] (Deputy Chair). Meeting room tbc. [REDACTED]. Confirmed. (date and time – location tbc)</p> <p>Woden Valley Community Council 5.30pm – David Collett to phone [REDACTED] (President). [REDACTED]. Confirmed.</p>
Wednesday 15 March	NB. possible media interviews with Minister Berry.
Wednesday 5 April	<p>Woden Valley Community Council meeting (Mawson) PRESENTATION BY TASKFORCE (DC) AND HOUSING ACT (Fiona Barbaro) – to provide an overview of the program and announce the Mawson site. Confirmed.</p>
Friday 7 April	<p>Tuggeranong Information Session TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway). Venue: Tuggeranong Community Centre. Tentative booking. Time: 6.00-8.00pm (5-9pm)</p>
Saturday 8 April	<p>WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright) Venue: Weston Creek Community Centre. Booking confirmed. Time: 11am-1pm (10.30-1.30)</p>

AS AT 1 MARCH 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Thursday 2 March	CE&M meeting with Taskforce to discuss development details. Taskforce to provide final content and sketches for print and web.
Friday 3 March	Final web content and public notices to Taskforce for approval.
	For Media team: dot points due if we're placing an article in the May edition of Our Canberra.
	Provide final approved web content to Online Services by COB.
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Monday 6 March	Final print proof approved by Taskforce.
	DC to email internal stakeholders. (David Dawes, Neil Bulless, Liz Lopa, Karen Wilden, Cindy Cantamessa, Daniel Bailey, Julia Forner, Tom Gordon, Nick Holt, Graham Mundy, Simon Tennant, Jennifer Finlay, Michael De'Ath, Louise Gilding, Frank Duggan, Fiona Barbaro, Kylieann Petroni, Gary Rake, Jim Corrigan, Brett Phillips, David Nicol, Wilhelmina Blount, Kim Salisbury, Rohan Whitmore, Taskforce staff, LDA reception).
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed public notices delivered to 470 Northbourne Avenue (Att: Julie Pope and Simon Lansdown). Julie Pope to collect. Julie: ██████████.
ANNOUNCEMENT	
Monday 13 March	<i>PUBLIC HOLIDAY – Canberra Day</i>
Tuesday 14 March	David Collett to notify community council representatives: Tuggeranong Community Council 10-11 am – DC to meet ██████████ (President) in LDA Newton Room Ground Floor. ██████████ to call Simon when downstairs). ██████████. <u>Confirmed.</u> Weston Creek Community Council 1-2 pm - DC to phone ██████████ (Deputy Chair). LDA Boardroom Level 6. ██████████. <u>Confirmed.</u> Woden Valley Community Council 5.30pm – DC to phone ██████████ (President). ██████████. <u>Confirmed.</u>
Wednesday 15 March	Minister Berry's media release issued (morning) - AB.
	Web content to go live (12am). Simon has flagged timing with Online Services.

	Public notices distributed (letterbox) to residences surrounding each site.
	Media interviews as required (afternoon) - AB .
	LDA to email Wright public notice to Molonglo Valley database and link to from website.
Friday 17 March	For Media team: final content for Our Canberra due to central comms (50-100 words).
tbc	<i>Lodge DA for site servicing at Monash Section 56.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Late March	<i>Lodge DAs for Holder and Monash Section 20.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
[REDACTED]	
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Tuesday 4 April	<i>Tuggeranong Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
Wednesday 5 April	<i>Woden Valley Community Council meeting (Mawson)</i> PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site. Confirmed. Draft presentation with Jess.
Friday 7 April	<i>Tuggeranong Information Session</i> TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway). Venue: Tuggeranong Community Centre. Tentative booking. Time: 6.00-8.00pm (5-9pm)
Saturday 8 April	WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright) Venue: Weston Creek Community Centre. Booking confirmed. Time: 11am-1pm (10.30-1.30)
April - tbc	<i>Lodge Development Applications for Mawson, Chapman, Wright and Monash Section 56.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Monday 1 May	For Media team: Our Canberra distributed – print and electronic.

AS AT 3 MARCH 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
Friday 3 March	Final web content and public notices to Taskforce for approval.
	For Media team: dot points due if we're placing an article in the May edition of Our Canberra.
	Provide final approved web content to Online Services by COB.
[REDACTED]	
Monday 6 March	Final print proof approved by Taskforce.
	DC to email internal stakeholders. Attach public notices. (David Dawes, Neil Bulless, Liz Lopa, Karen Wilden, Cindy Cantamessa, Daniel Bailey, Julia Forner, Tom Gordon, Nick Holt, Graham Mundy, Simon Tennant, Jennifer Finlay, Michael De'Ath, Louise Gilding, Frank Duggan, Fiona Barbaro, Kylieann Petroni, Gary Rake, Jim Corrigan, Brett Phillips, David Nicol, Wilhelmina Blount, Kim Salisbury, Rohan Whitmore, Taskforce staff, LDA reception).
Tuesday 7 March	Public notices to go to print (for print and fold).
Friday 10 March	Printed public notices delivered to 470 Northbourne Avenue (Att: Julie Pope and Simon Lansdown). Julie Pope to collect. Julie: [REDACTED].
ANNOUNCEMENT	
Monday 13 March	<i>PUBLIC HOLIDAY – Canberra Day</i>
Tuesday 14 March	David Collett to notify community council representatives: Tuggeranong Community Council 10-11 am – DC to meet [REDACTED] (President) in LDA Newton Room Ground Floor. [REDACTED] to call Simon when downstairs. [REDACTED]. Confirmed. Weston Creek Community Council 1-2 pm - DC to phone [REDACTED] (Deputy Chair). LDA Boardroom Level 6. [REDACTED]. Confirmed. Woden Valley Community Council 5.30pm – DC to phone [REDACTED] (President). [REDACTED]. Confirmed.
Wednesday 15 March	Minister Berry's media release issued (morning) - AB.
	Web content to go live (12am). Simon has flagged timing with Online Services.
	Public notices distributed (letterbox) to residences surrounding each site.
	Media interviews as required (afternoon) - AB.

	LDA to email Wright public notice to Molonglo Valley database and link to from website.
Friday 17 March	For Media team: final content for Our Canberra due to central comms (50-100 words).
tbc	<i>Lodge DA for site servicing at Monash Section 56.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Late March	<i>Lodge DAs for Holder and Monash Section 20.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
[REDACTED]	
Wednesday 29 March	<i>Weston Creek Community Council meeting – Sharni to observe (take public notices with details for information session)</i>
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Friday 7 April	<i>Tuggeranong Information Session</i> TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway). Venue: Tuggeranong Community Centre. Tentative booking. Time: 6.00-8.00pm (5-9pm)
Saturday 8 April	WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright) Venue: Weston Creek Community Centre. Booking confirmed. Time: 11am-1pm (10.30-1.30)
April - tbc	<i>Lodge Development Applications for Mawson, Chapman, Wright and Monash Section 56.</i>
	Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.
Monday 1 May	For Media team: Our Canberra distributed – print and electronic.

AS AT 17 MARCH 2017

Action plan for the announcement of six CFZ sites for public housing

2017	Action
tbc	<p data-bbox="373 315 979 349"><i>Lodge DA for site servicing at Monash Section 56.</i></p> <p data-bbox="373 389 1339 454">Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.</p>
Late March	<p data-bbox="373 492 935 526"><i>Lodge DAs for Holder and Monash Section 20.</i></p> <p data-bbox="373 566 1339 631">Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.</p>
Tuesday 21 March	<p data-bbox="373 703 1286 768">Inner South Community Council meeting (Housing ACT to speak). Sharni to attend. German Harmonie Club – 7pm.</p>
Wednesday 29 March	<p data-bbox="373 806 1318 871">Weston Creek Community Council meeting. Sharni to attend. Raiders Weston Club, 1 Liardet St, Weston – 7.30pm.</p>
Tuesday 4 April	<p data-bbox="373 909 1366 974">Tuggeranong Community Council meeting. Sharni to attend. Tuggeranong Vikings – 7.30pm.</p>
Wednesday 5 April	<p data-bbox="373 1012 1031 1046"><i>Woden Valley Community Council meeting (Mawson)</i></p> <p data-bbox="373 1064 1350 1169">PRESENTATION BY TASKFORCE AND HOUSING ACT – to provide an overview of the program and announce the Mawson site. Confirmed. Draft presentation with Jess.</p>
Friday 7 April	<p data-bbox="373 1205 1286 1270">TUGGERANONG INFORMATION SESSION (2 x Monash sites and possibly an update on S28 Greenway).</p> <p data-bbox="373 1288 1115 1319">Venue: Tuggeranong Community Centre. Booking confirmed.</p> <p data-bbox="373 1323 708 1355">Time: 6.00-8.00pm (5-9pm)</p>
Saturday 8 April	<p data-bbox="373 1375 1246 1408">WESTON CREEK INFORMATION SESSION (Holder, Chapman and Wright)</p> <p data-bbox="373 1426 1126 1458">Venue: Weston Creek Community Centre. Booking confirmed.</p> <p data-bbox="373 1462 738 1494">Time: 11am-1pm (10.30-1.30)</p>
April - tbc	<p data-bbox="373 1534 1326 1599"><i>Lodge Development Applications for Mawson, Chapman, Wright and Monash Section 56.</i></p> <p data-bbox="373 1639 1339 1704">Notify relevant email distribution lists of DA lodgement with link to EPD. Update Taskforce website.</p>