

# Notification of Public Works Policy

## Council Policy

### Responsible Directorate: Infrastructure Services

**Objective:** To state the City of Joondalup's commitment to notifying the community about upcoming public works which may affect them.

#### 1. Application:

This policy applies to formal notifications from the City about upcoming public works.

#### 2. Definitions:

**“public works”** means any works to assets such as, but not limited to, City-owned or managed buildings, roads, footpaths, lighting, playspaces, sporting infrastructure, parks, sumps and car parks, carried out by the City or agents of the City.

**“notification”** means the provision of information to affected stakeholders regarding the commencement of public works. It does not include consultation with the community to inform decision-making.

#### 3. Statement:

The City of Joondalup recognises the importance of providing effective, timely and transparent information to the community about upcoming public works which may affect them.

#### 4. Details:

##### 4.1. Public Works Where Notification is Required

The City will notify identified stakeholders about upcoming public works whenever it is required to do so under legislation, or whenever the City determines the public works could impact or inconvenience the community to a significant degree.

##### 4.2. Public Works Where Notification is Not Required

Notification is not required where an emergency, or other public safety issue has necessitated urgent or immediate action.

### 4.3. Principles of Notifications

To ensure notifications are effective, timely and transparent, the following principles will apply, unless bound by statutory or legislative requirements.

- a. The City will identify stakeholders to be notified by considering any persons, groups or organisations that could be affected by the public works.
- b. The City will identify and implement the most appropriate communication methodology to meet the needs of stakeholders. Communication methods could include letters, on-site signage, newspaper advertisements, website information, eNewsletter items, media announcements, or social media posts, amongst others.
- c. The City will ensure that the timing of notifications has due regard for the potential disruption caused by the public works.

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**Creation Date:** August 2020

**Amendments:** [CJ117-08/20](#)

**Related Documentation:**

- *Community Consultation Policy*
- *Planning Consultation Local Planning Policy*