

5.02. PROPOSED DOUGLAS SHIRE PLANNING SCHEME COMMUNITY ENGAGEMENT PLAN

REPORT AUTHOR(S): Simon Clarke, Planning Consultant
GENERAL MANAGER: Paul Hoyer, General Manager Operations
DEPARTMENT: Operations

RECOMMENDATION

That Council resolves to:

- 1. Endorse the proposed Douglas Shire Planning Scheme Community Engagement Plan as its Communication Strategy associated with the consultation stage of the development of a new planning scheme.**
- 2. Implement the consultation in accordance with the proposed Douglas Shire Planning Scheme Community Engagement Plan; and**
- 3. Delegate all matters associated with the Communication Strategy to the Chief Executive Officer.**

EXECUTIVE SUMMARY

The proposed Douglas Shire Planning Scheme (*'the proposed planning scheme'*) has been returned from the Department of Infrastructure, Local Government and Planning following successful completion of its State Interest Review. The Minister has advised that the proposed planning scheme may now proceed to the public consultation stage. The letter advises that Council should prepare a communication strategy to demonstrate how the community will be consulted about the proposed planning scheme.

This report provides details with respect to the proposed communication strategy.

BACKGROUND

The proposed Douglas Shire Planning Scheme (*'the proposed planning scheme'*) has been returned from the Department of Infrastructure, Local Government and Planning following successful completion of its State Interest Review. The Minister has advised that the proposed planning scheme may now proceed to the public consultation stage. The letter advises that Council should prepare a communication strategy to demonstrate how the community will be consulted about the proposed planning scheme.

The minimum legislative requirements for public consultation under the *Sustainable Planning Act 2009* involves the following:

- Placement of a notice in a newspaper circulating in the local area and on Council's website, stating:
 - the name of the local government;
 - the title of the proposed planning scheme;
 - where the proposed planning scheme is available for purchase;
 - that written submissions may be made about any aspect of the proposed planning scheme by any person;

- the consultation period during which a submission may be made;
- the requirements for making a properly made submission;
- a contact telephone number about the proposed planning scheme;
- A minimum consultation period of 30 business days;
- Display of a notice in Council's office advising of the proposed planning scheme's availability for inspection and purchase;
- Availability of the Planning Scheme to be downloaded via Council's website.

The Communication Strategy is a non-legislative requirement under *Statutory Guideline 04/14 Making and Amending Local Planning Instruments*. However, the development of a Communication Strategy is consistent with Council's adopted strategy of engaging with the community in developing the Project Plan for the proposed planning scheme.

COMMENT

The proposed Douglas Shire Planning Scheme Community Engagement Plan (*'the Community Engagement Plan'*) is an important strategy in achieving the appropriate level of community participation in the process involved in developing a planning scheme and is an integral part of Council's Planning Scheme Project Plan. It will follow informal targeted consultation undertaken in 2015.

PROPOSAL

The Community Engagement Plan is provided in Attachment 1.

In addition to the minimum legislative requirements for public consultation under the *Sustainable Planning Act 2009*, the following additional community engagement tasks are to be undertaken as part of the Community Engagement Plan:

Consultation

1. Letter

- A letter is to be posted to all ratepayers advising that the proposed planning scheme is to be released for comments. This will be a one-page letter advising how ratepayers may access the proposed planning scheme, who to contact for enquiries, how to provide comments (e.g. properly made submissions) and the deadline for comments.

2. Advertisement

- Advertisement in the gazette (statutory requirement) announcing the public comment period, how the community can access the proposed planning scheme, who to contact for enquiries, how to provide comments and the deadline for comments.
- A reminder of the deadline (two weeks out and one week out).

3. Media release

- A media release announcing public comment period, how ratepayers can access the proposed planning scheme, who to contact for enquiries, how to provide comments and the deadline for comments.

4. Facebook Post

- The Facebook post announcing the public comment period, how the community can access the proposed planning scheme, who to contact for enquiries, how to provide comments and the deadline for comments.
- A reminder of the deadline (two weeks out and one week out).

5. Drop-in for Chat

- Planning consultant will be based at the Hub in Port Douglas every Friday through the consultation phase. All are welcome to drop in and chat, ask questions.
- On most other days the planning consultant will be based in the Mossman office and assisted by other planning staff.
- Planning consultant / Community Engagement consultant to travel to Daintree (Cape Tribulation, Diwan, Cow Bay).

6. Face to Face Meetings

- Planning consultant will meet with developers, planning consultants, community etc. seeking technical advice on an appointment basis.

7. Email distribution to Community Groups, Business Organisations

- Small group meetings on an 'as-needs' basis.

Timing

The following table provides a brief summary of the timing of activities associated with the Community Engagement Plan.

Month	Activity
June	Draft Community Engagement Plan for Council consideration and endorsement.
July	Prepare materials to be used in community engagement
August & September	Community consultation - 40 business days (~8 August – 30 September)
October	Review comments received and revision of plan
November	Summary of feedback and revised planning scheme considered by Council
December	Proposed Planning Scheme adopted by Council

Access to the Proposed Planning Scheme

Copies of the proposed planning scheme will be made available as follows:

- Full version will be available on Council's website for download.
- The proposed planning scheme will be broken down into its parts, to enable people to download/or view those chapters which are of most interest.
- Council will give those who ask, an electronic copy of the proposed planning scheme on a USB stick (with Council's logo and planning scheme logo). The USB stick is cheaper than the cost of printing hard copy schemes for distribution. However, hard copy schemes will need to be made available if requested.
- Full copy of the proposed planning scheme will be available for viewing at:
 - Council chambers in Front Street, Mossman;
 - Mossman library;
 - The Hub in Port Douglas.
- Large colour zoning maps will be displayed at:
 - Council chambers in Front Street, Mossman;
 - Mossman library;
 - The Hub in Port Douglas.

Material List

Item	Qty
Logo	
Strap line	
Proposed planning scheme	4 copies
Zoning maps	4 sets
Summary of notable changes from current planning scheme	4 copies
Media release announcing consultation period	1

FINANCIAL/RESOURCE IMPLICATIONS

Budget has been allocated for the further development of the planning scheme in the 2016/2017 financial period, including consultation.

RISK MANAGEMENT IMPLICATIONS

There are limited risk implications associated with community engagement. Risk can be adequately managed as they arise.

SUSTAINABILITY IMPLICATIONS

Economic: Limited, if any.

Environmental: Limited, if any.

Social: Limited, if any.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 3 – Improve Environmental Performance

3.1.1 Undertake a review of the Douglas Shire Planning Scheme acknowledging the impacts of climate change so that Council and our communities can respond.

Theme 4 – Engage, Plan, Partner

4.1.2 *Undertake community engagement activities that are clearly identified and are appropriate in relation to the project.*

Operational Plan 2015-2016 Actions:

On-going activities

Ensuring compliance with relevant State legislation, Council Local Laws and the Douglas Shire Planning Scheme.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

CONSULTATION

Internal: Nil

External: Nil

COMMUNITY ENGAGEMENT

Council is required to undertake public consultation when developing a new planning scheme in accordance with the *Sustainable Planning Act 2009*. The Community Engagement Plan is in addition to the mandatory legislative consultation requirements outline in the *Sustainable Planning Act 2009*.

ATTACHMENTS

Attachment 1 - Proposed Douglas Shire Planning Scheme Community Engagement Plan

Community Engagement Title:		Proposed Planning Scheme		Project Manager:	Simon Clarke
Manager Approval:		Paul Hoye (to sign)			
Start Date:	6th June 2016	Finish Date:	30th September 2016	Records Ref:	DOC# 777897
Background Information: Council has prepared a Proposed Douglas Shire Planning Scheme which is now ready to go out for Public Consultation.					
Brief Description of Project:		Release of Proposed Douglas Planning Scheme (Planning Scheme) for public consultation			
Governance – Project Team:					
Name		Position/ Unit		Contact	
Paul Hoye		General Manager Operations		4099 9473 or 0409 720 995	
Simon Clarke		Planning Consultant		4099 9480	
Gaye Scott		Community Liaison		4099 9414	
Define the Community Engagement Objectives (SMART):					
As an overall objective, the aim is to inform all ratepayers that the Proposed Douglas Planning Scheme has been released for public comment. Specific objectives are to: <ul style="list-style-type: none"> ▪ Maximise awareness of the opportunity to provide input into Proposed Douglas Planning Scheme ▪ Encourage interest in the Proposed Douglas Planning Scheme - engage the community ▪ Ensure the general public can access information about the Proposed Douglas Planning Scheme relatively easily ▪ Explain clearly how people can provide feedback, which includes format, method and the date by which comments need to be received ▪ Provide the means for people to seek further information about the Proposed Douglas Planning Scheme before finalising their comments. ▪ Publish a summary of the results of the community engagement undertaken 					
Budget:					
Expense Description					Budget Amount
<ul style="list-style-type: none"> ▪ 250 USB Sticks with Planning Scheme uploaded ▪ Printed Material ▪ Logo design ▪ Advertising 					<p>\$1000</p> <p>\$1000</p> <p>\$500</p> <p>\$2000</p>

<ul style="list-style-type: none"> Staff Costs – 2 days per week for 11 weeks Mail out – printing, envelopes, folding etc. 	\$7000 tbc Total \$11,500
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Stakeholder					
Internal Stakeholders					
Unit/ Work Area	Name/ Position	Reason (why a stakeholder)	Level of engagement	Methods to engage	Methods for feedback
CEO Unit	Kerrie Hawkes	Economic Impacts	Consult	Email	Email & Telephone
	Brendan Leishman	Economic impacts	Consult	Email	Email & Telephone
	Lisa Golding	Economic impacts	Consult	Email	Email & Telephone
	Greg McLean	Media	Consult	Email	Email & Telephone
Corporate Services	John Rehn	Zoning changes may impact rates & property valuations	Consult	Email	Email & Telephone
	Rob Donovan	Impact on properties	Consult	Email	Email & Telephone
	Susanna Andrews	Impact on properties	Consult	Email	Email & Telephone
	Rebecca Phillips	Direct enquiries	Inform	Email	Email & Telephone
Water & Waste	Wouter Van Der Merwe	Impacts on future infrastructure requirements	Consult	Email	Email & Telephone
Infrastructure	Michael Kriedemann	Impacts on future infrastructure requirements	Consult	Email	Email & Telephone
Sustainable Communities	All	Impact on sustainability of communities within the shire	Consult	Email	Email & Telephone

External Stakeholders:				
Name / Groups	Reason (why a stakeholder)	Levels of engagement	Methods to engage	Methods for feedback
All ratepayers	Impacts on property	Consult	<ul style="list-style-type: none"> ▪ Letter to all ratepayers ▪ Face to Face 	Comments need to be in writing with name and address Comments need to be in writing with name and address
Douglas Chamber of Commerce	Impacts on business	Consult	<ul style="list-style-type: none"> ▪ Email ▪ Presentation if requested 	
Residents	Impacts on property	Consult	<ul style="list-style-type: none"> ▪ Public Advertisement in Port Douglas and Mossman Gazette; ▪ Media releases – radio and press ▪ Face to Face – drop in and pre-arranged appointments ▪ Facebook Posts ▪ Website link 	
Canegrowers Association	Impacts on sugar industry	Consult	<ul style="list-style-type: none"> ▪ Email 	
Agforce	Impacts on cattle industry		<ul style="list-style-type: none"> ▪ Email 	
FNQROC		Consult	<ul style="list-style-type: none"> ▪ Email 	
Tourism Port Douglas Daintree	Impacts on tourism industry	Consult	<ul style="list-style-type: none"> ▪ Email ▪ Face to Face – presentation if requested 	
Douglas Shire Sustainability Group	Impacts on sustainability	Consult	<ul style="list-style-type: none"> ▪ Email ▪ Face to Face ▪ presentation if requested 	
Jabalbina Yalanji Aboriginal	Impacts on Indigenous land use/management	Actively participate	<ul style="list-style-type: none"> ▪ Telephone / Email ▪ Face to Face 	
Burungu Aboriginal Council		Actively participate	<ul style="list-style-type: none"> ▪ Telephone/Email ▪ Face to Face 	

ACTION PLAN		
Activity	Deadline	Responsibility
Pre-Engagement		
Prepare design brief for logo	23 rd June 2016	Gaye
Design logo and strap line to be used for all communications	10 th July 2016	Gaye
Set up email address for enquiries: planningscheme@douglas.qld.gov.au	31 July 2016	IT
Convert Proposed Douglas Planning Scheme into publishable format	15th July 2016	Simon
Order 200 USB sticks with logo and upload Proposed Planning Scheme documents	10th July 2016	Gaye
Produce an overview of the highlights of the Proposed Douglas Planning Scheme: <ul style="list-style-type: none"> ▪ Changes to current scheme ▪ Components of Planning Scheme ▪ When and how to access full copy of the Scheme; deadline for feedback; enquiries and instructions for properly made submissions 	31 July 2016	Gaye and Simon
Printed Materials <ul style="list-style-type: none"> ▪ Print four hard copies of Proposed Douglas Planning Scheme ▪ Print six sets of Zoning Maps – A1; A2; A3 ▪ Posters (A3 & A4) – generic message Proposed Planning Scheme released for public comment 	31 July 2016	Simon/Gaye
Distribute one hard copy and one set of zoning maps to: <ul style="list-style-type: none"> ▪ Port Douglas Hub ▪ Mossman Front Desk ▪ Mossman Library 	31 July 2016	Gaye
Letter to Ratepayers: <ul style="list-style-type: none"> ▪ Draft letter to go to ratepayers; approval from Simon, Paul and CEO ▪ Seek quote for printing, folding and stuffing envelopes ✓ ▪ Purchase order for printing ▪ Upload ratepayer database and letter for merging ▪ Approve test run 	10 th July 2016 17 July 2016 31 July 2016	Gaye
Online <ul style="list-style-type: none"> ▪ Prepare Facebook item for posting ▪ Upload documents to Website – unpublished with covering comments. The document will be available in full, plus broken down into components to enable people to download and/or view only those sections of interest 	31 July 2016	Gaye & Greg

