

<b>Project name</b>		<b>CZMP for the Eastern Precincts of the Byron Bay Embayment</b>		
<b>When</b>	January 2018 to June 2018			
<b>Background</b>	Development of a Coastal Zone Management Plan for the Eastern Precincts of the Byron Bay Embayment (Cape Byron to Main Beach), for Ministerial certification under the <i>Coastal Protection Act 1979</i> .			
<b>Governance</b>	<i>Coastal Protection Act 1979</i> Section 55E (a) and (b) to give notice in a local public newspaper and exhibit the CZMP for a minimum of 21 days.			
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Consult with public agencies on the development of the CZMP to gain feedback on the development of the CZMP prior to presenting the CZMP to Council.</li> <li>2. Gain public agency support/authorisation for the actions proposed in the CZMP (required for Ministerial certification).</li> <li>3. Update the community on the splitting of the CZMP and newly formed plan for the Easter Precincts.</li> <li>4. Provide information on the changes in the newly formed CZMP for the Eastern Precincts.</li> <li>5. Gain community support for the CZMP as a whole and the actions proposed in the CZMP.</li> <li>6. Ensure that Council meets its statutory obligations concerning community engagement.</li> </ol>			
<b>Challenges</b> [list]	<ol style="list-style-type: none"> <li>1. Potential negative (or legality) issues from a small group of community members.</li> <li>2. Ensuring the public exhibition is finalised in time to submit a draft plan to the Minister prior to the lapsing of the existing legislations transitional arrangements (ie. before end of June 2018)</li> <li>3. Time frame for Minister to certify the CZMP.</li> </ol>			
<b>Key messages</b> [list]	<ol style="list-style-type: none"> <li>1. Council comiitted to finally have a certified CZMP for the part of the Shire coastline, being Cape Byron to Main Beach.</li> <li>2. Managing the coastline is multifaceted and requires support and commitment from all involved.</li> </ol>			
<b>Media spokesperson</b>	Annie Lewis – Media and Communications Coordinator			
<b>Work contact</b>	Chloe Dowsett – Coastal and Biodiversity Coordinator			
<b>Emergency Services</b> Do they need to be notified?	YES On Emergency sub-plan component	NO	Tasked to whom?  Chloe Dowsett	When?  Prior to Councillor workshop (8 Feb 2018).

<b>Potential level of impact</b>	<input type="checkbox"/> <b>Level 3 – high impact on local area or group</b>			
<b>IAP2 Public Participation Spectrum</b>  [delete levels not applicable]	<input type="checkbox"/> <b>Inform</b>  <input type="checkbox"/> <b>Consult</b>  <input type="checkbox"/> <b>Involve</b>			
<b>Stakeholders</b>  [	<b>Internal</b>  <input type="checkbox"/> <b>Councillors</b>  <input type="checkbox"/> <b>Committee</b>	<b>External</b>  <input type="checkbox"/> <b>Ratepayers</b>  <input type="checkbox"/> <b>Residents</b>  <input type="checkbox"/> <b>Commercial businesses</b>  <input type="checkbox"/> <b>Emergency Services</b>  <input type="checkbox"/> <b>Local Indigenous groups</b>  <input type="checkbox"/> <b>Local media</b>		
<b>Our promise</b>	<b>CONSULT</b>  <i>We will work with you to ensure that your concerns and aspirations are considered in the alternative developed and provide feedback on how public input influenced the decision.</i>			
<b>Evaluation</b>  [	1. Community and agency support for CZMP and proposed actions (formal 'Letters of Support/Agreement' from agencies). Positive support or the plan from community submissions during the Public Exhibition period.  2. Ministerial certification of the CZMP.			
<b>Internal staff</b>	YES	NO	Tasked to whom?	When?
<b>Submitted to Director or Manager</b>	YES	NO	Approved	When?
<b>Reported to ET</b>	YES	NO	Endorsed	When?
<b>Reported to Council</b>	YES	NO	Endorsed	When?

**Communication/engagement action plan**

Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
1.	<b>Email to specific parties</b>	All Public Agencies	1. Informative email sent to public agencies advising of Councils resolution to make a newly formed plan and inviting them to attend a Workshop at Council Chambers to discuss the preliminary draft CZMP.  2. On-going email communication throughout development of the CZMP.	<b>Complete</b>  On-going	Chloe Dowsett	NA
2.	<b>Stakeholder meeting (by invitation)</b>	All Public Agencies	Workshop held at Council Chambers. Many agencies were an apology however sent through comments in preliminary draft for discussion. OEH and Crown Lands attended.	Public Agency Workshop 24 Jan 2018.  <b>Complete</b>	Chloe Dowsett	\$50.00 (Workshop catering costs)  2606.024
3.	<b>Website notice</b>	General Community	Update of Coastal Management page on the Website. Brief information on why, where and what regarding the project. To be updated once Public Agency and SPW Workshop complete to inform community of progress of the CZMP and delivery of the project.	As required.  <b>Complete</b>	Michelle Chapman	NA
4.	<b>Strategic Planning Workshop</b>	Councillors	Presentation at the Strategic Planning Workshop	8 Feb 2018	Chloe	NA
5.	<b>Fact Sheet + FAQs</b>	All community	Fact Sheet developed for email updates and all other engagement.	March 2018	Chloe Dowsett	NA
6.	<b>Byron Bay Leadership Group</b>	Leadership team	Attend meeting to discuss draft CZMP	21 February	Chloe Dowsett	N/A
7.	<b>Council report</b>	Councillors	1. Update Councillors on the development of the CZMP.  2. Final draft plan endorsed by Council	1. 22 February 2018  2. 22 March 2018	Chloe Dowsett	NA

**Communication/engagement action plan**

Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
			to go to Public Exhibition			
8.	<b>Public Exhibition</b>	All community	4-5 weeks	April 2018	Chloe Dowsett	NA
9.	<b>Public notice advert (BSN &amp; Echo Advert)</b>	All community	1. Advert to notify and inform the community when CZMP goes to Public Exhibition	1. Prior to going to Public Exhibition (March/April 2018)	Chloe Dowsett / Michelle Chapman	\$100.00 2606.024
10.	<b>E-news general</b>	All community	When CZMP goes to Public Exhibition	Prior to going to Public Exhibition (April 2018)	Chloe Dowsett / Annie Lewis	NA
11.	<b>Media release</b>	All community	When CZMP goes to Public Exhibition	Feb 2018 (Week 2)	Chloe Dowsett / Annie Lewis	NA
12.	<b>Social Media</b>	All community	Update on the development of the plan and how to stay informed in the progress of the delivery of the project, i.e. when it may go to Public Exhibition.	On-going	Amy Phillips	NA
13.	<b>Enquiries</b>	All community	Staff available to respond to public enquiries.	During Public Exhibition period. Mar/April 2018 (4-5 weeks).	Chloe Dowsett	NA
14.	<b>Landowners and Business Community</b>	Landowners and Business Community	Letters to nearby landowners to notify them of the exhibition.  Meeting with Business Chambers	During exhibition period	Shell Chapman/ Chloe Dowsett	N/A
15.	<b>Community Drop in Stand</b>	All Community	Staff available at set times and location in Byron Bay for community to discuss	During exhibition	Council Staff	N/A

Communication/engagement action plan						
Action (Method)	Stakeholders	Note	When	Tasked to [Division/area]	Cost \$	
		the plan.				
16.	Farmers Market stand	All community	Stand at the Byron Bay Farmers Market presenting the finalised (adopted) CZMP for during Public Exhibition period.	April 2018 (Week 1, Week 2).	Chloe Dowsett	Over time costs (?)
17.	Online discussion forum through BTT	All community	Provide community an email address and on-line discussion platform to ask questions with 1-2 day response time.	April 2018 (during Public Exhibition period)	Chloe Dowsett	NA
	<b>TOTAL</b>	\$				

Please note that implementation of the above actions/tasks dependent upon approved budgets and resourcing. Cost is estimated based on previous similar projects.