

Project name					CMP Stage One Scoping Studies - Byron Shire Coastline				
When		September 2018 to February 2020							
Background		Preparation of Scoping Studies and completion of Stage One of the Coastal Management Program process under the new <i>Coastal Management Act 2016</i> for two locations of the Byron Shire Coastline (BBE and the Northern Precincts).							
Governance		<i>Coastal Management Act 2016</i> and the Coastline Management Manual.							
Objectives		<ol style="list-style-type: none"> 1. To inform and involve the community and stakeholders during the development of the Scoping Studies to identify values, issues and risks. 2. Inform the public on the staged process for developing a CMP under the new coastal legislation. 3. Ensure that Council meets its internal obligations concerning community engagement. 4. Ensure that Council meets the statutory obligations of developing a CMP under the new coastal legislation. 							
Challenges [list]		<ol style="list-style-type: none"> 1. Engagement with cross section of community and stakeholders from each project location. 2. Staying within the parameters of Stage One of the CMP process only. As such, scoping the issues only and not jumping straight into the discussion of management strategies to solve the issues. This is a later step in the process. 3. Potential negative feedback from the community/stakeholders as this is the third attempt at a plan for the Byron Shire Coastline. 							
Key messages [list]		<ol style="list-style-type: none"> 1. Council is committed to embark on the new coastal planning process in effort to prepare CMPs for both locations that are endorsed by the community, stakeholders, OEH, and the Coastal Council and are hence able to be Ministerially certified. 2. Managing the coastline is multifaceted and requires support and commitment from all involved. 							
Media spokesperson		Annie Lewis – Media and Communications Coordinator							
Work contact		Chloe Dowsett – Coastal and Biodiversity Coordinator							
Emergency Services Do they need to be notified?		YES	NO	Tasked to whom?		When?			
				Chloe Dowsett		On exhibition of the draft Scoping Studies.			
Potential level of impact		<input type="checkbox"/> Level 3 – high impact on local area or group							
IAP2 Public Participation Spectrum [delete levels not applicable]		<input type="checkbox"/> Inform <input type="checkbox"/> Consult <input type="checkbox"/> Involve							

Stakeholders [Internal <ul style="list-style-type: none"> <input type="checkbox"/> Councillors <input type="checkbox"/> Coastal and Estuary Catchment Panel <input type="checkbox"/> Staff <input type="checkbox"/> Managers 		External <i>Definitions as per the OEH Guidelines for Community and Stakeholder Engagement in Coastal Management</i> <u>Community</u> - refers to any individual or group of individuals who have something in common. They are members of the public who may be residents in the local government area or a local interest group. <ul style="list-style-type: none"> <input type="checkbox"/> General Community <input type="checkbox"/> Local media <u>Stakeholders</u> - refers to individuals or groups who have a stake or direct interest in the outcome of the process. This may include public authorities, community groups, directly affected landholders or business groups. <ul style="list-style-type: none"> <input type="checkbox"/> Directly affected landholders <input type="checkbox"/> Commercial businesses <input type="checkbox"/> Community Groups <input type="checkbox"/> Emergency Services <input type="checkbox"/> Local Indigenous groups <input type="checkbox"/> Public agencies <input type="checkbox"/> Other Council (Tweed Shire) 	
		INVOLVE <i>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision</i>		
Evaluation	<ol style="list-style-type: none"> 1. Support for the plan from community submissions during the Public Exhibition period. 2. Positive feedback on Social Media. 3. Good turn out to engagement events. 4. Endorsement of the Community and Engagement Strategy by Council and the Coastal Council. 			
Internal staff	YES	NO	Tasked to whom? Chloe Dowsett	When?
Submitted to Director or Manager	YES	NO	Approved	When?
Reported to ET	YES	NO	Endorsed	When?
Reported to Council	YES Comms Panel	NO	Endorsed	When? 27 Sep 2018

Stages

1

	Identify the scope of a CMP
Engagement intent	<p>Community/stakeholders Bring all interested parties on board early to share information and ideas (before decisions are made).</p> <p>CMP content Identify stakeholders and prepare stakeholder profile. Review existing information about stakeholder perspectives to help set the focus and priorities of subsequent stages of the CMP.</p>
IAP2 levels of engagement	Inform, consult, involve
Level of community influence on decisions	Council retains decision-making about the scope of subsequent stages and will incorporate community input.

Engagement outcomes

- stakeholders and the community understand how they can be involved in the preparation of a CMP
- establish working relationships built on mutual trust and respect
- understand community goals, aspirations, values and priorities
- understand community motivations to participate in planning and implementation
- help community understand dynamic nature of coastal processes and the need to set long-term objectives
- increase community understanding of the new legislative and planning framework –CM Act, CM SEPP and manual
- determine the engagement activities that are required during the preparation of subsequent stages of the CMP

Figure 3 Engagement overview for each s

Engagement outcomes

The aim of the engagement activities in Stage 1 is for the local council to:

- increase community and stakeholder understanding of the new legislative and planning framework – CM Act, State Environmental Planning Policy (Coastal Management) 2018 (CM SEPP) and manual
- establish strong working relationships with community networks and stakeholders which are built on mutual trust and respect
- be clear about the coastal management roles and responsibilities of the council and public authorities
- understand community goals and aspirations for the coastal zone and community views on values, opportunities and priorities
- understand community motivations for participation and preferred approaches and processes, to encourage increased community interest and willingness to actively participate in coastal management
- increase community and stakeholder understanding of the dynamic nature of coastal processes, risks and opportunities and the need to set long-term objectives
- determine the engagement activities that are required during the preparation of subsequent stages of the CMP.

Communication/engagement action plan						
Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
1.	Email to specific parties	All Public Agencies	1. Informative email sent to public agencies advising of Councils resolution to prepare a Scoping Study (Stage One of the CMP process) for two locations of the Byron Shire Coastline. 2. On-going email communication and updates throughout project.	1. Project Kick-Off 2. Throughout delivery of the project	Chloe Dowsett	Nil
2.	Councillor Workshop (SPW)	Councillors	Councillor workshop to assess views on coastal management concerns, views on community held values and issues relative to the locations under consideration.	To be confirmed in the Project Kick-Off meeting.	Chloe Dowsett / OEH (Ben Fitzgibbon) Consultant facilitate Workshop	Nil (Consultant costs incl. in Contract)
3.	Website notice	General Community	Update of Coastal Planning page on the Website. Brief information on why, where and what regarding the project. To be updated regularly and to inform community of progress of the preparation of the Scoping Studies.	Project Kick-Off	Michelle Chapman / Chloe Dowsett	Nil
4.	Fact Sheet + FAQs	General Community	Fact Sheet developed for email updates, letters to stakeholders and other engagement.	Project Kick-Off	Michelle Chapman / Chloe Dowsett	Nil
5.	Stakeholder meeting (by invitation)	All Public Agencies Panel Members	Public Agency Workshop plus relevant Council Staff (and Panel members) to be held at the Council Conference Room. Invite only. General presentation by Consultant – threats, values and completion of the first-pass Risk Assessment.	To be confirmed in the Project Kick-Off meeting.	Chloe Dowsett / OEH (Ben Fitzgibbon) Consultant facilitate Workshop	Workshop catering costs – Morning Tea and Lunch 20 pax Est. \$500.00

Communication/engagement action plan						
Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
6.	Council report	Councillors	1. Update Councillors on the commencement of Scoping Studies (Project Kick-Off) 2. Final Scoping Studies endorsed by Council to go to Public Exhibition	1. Project Kick-Off 2. Draft Report and Prior to Councillor SPW. 2. Final Scoping Studies	Chloe Dowsett	Nil
7.	Councillor Hub	Councillors	Provide Councillors with the draft Scoping Studies prior to Councillor SPW	Prior to Councillor SPW	Chloe Dowsett / Noreen Scott	Nil
8.	Councillor Presentation (SPW)	Councillors	Presentation at a Strategic Planning Workshop – post completion of the draft Scoping Studies. Project update and presentation on main outcomes - values, risks, issues.	Once Draft Report/s received.	Chloe Dowsett Consultant facilitate and present	Nil (Consultant costs incl. in Contract)
9.	Community and Stakeholder Engagement Strategy		A community and stakeholder engagement strategy for the remaining stages of the CMP process (Stages 2 to 5) will be prepared by the Consultant in coordination with Council, so it gets tailored to the specific want and needs of the Byron Shire community engaged in the management of the coastal zone. This strategy is a compulsory component of the CMP process as deemed by the legislation.	Towards the end of the project.	Consultant (with input from Chloe Dowsett)	Nil (Consultant costs incl. in Contract)
10.	Public Exhibition	General Community	6 weeks	Upon receipt of the final Report.	Chloe Dowsett	Nil
11.	Public notice advert (BSN & Echo Advert)	General Community	Advert to notify and inform the community when Scoping Studies go to Public Exhibition	When the Scoping Study Report/s go to Public Exhibition	Chloe Dowsett / Michelle Chapman	\$200.00

Communication/engagement action plan						
Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
12.	E-news general	General Community	When Scoping Studies go to Public Exhibition	1. Project Kick-Off 2. Upon Resolution of Council for the Scoping Study Report/s to go to Public exhibition. 2. When the Scoping Study Report/s go to Public Exhibition	Chloe Dowsett / Annie Lewis	Nil
13.	Media release	General Community	Inform the local media and community of the key milestones of the project.	1. Project Kick-Off 2. Upon Resolution of Council for the Scoping Study Report/s to go to Public exhibition. 2. When the Scoping Study Report/s go to Public Exhibition	Chloe Dowsett / Annie Lewis	Nil
14.	Social Media	General Community	Update on the development of the Scoping Studies and how to stay informed in the progress of the delivery of the project, i.e. when it may go to Public Exhibition.	As required	Amy Phillips	Nil
15.	Enquiries	General Community	Staff available to respond to public enquiries.	During project.	Chloe Dowsett	Nil
16.	Community Groups and Business Community	Community Groups and Business Community	Email notification letter and Fact Sheet sent to interested stakeholders (Business Chambers, Business Groups; Interested Community Groups etc).	Prior to the Community Engagement Activities	Shell Chapman/ Chloe Dowsett	Nil
17.	Community Events/Drop In Sessions	General Community	Drop in sessions (2h) at each location:	To be confirmed at Project Kick-Off meeting.	Council Staff / Chloe Dowsett	\$200.00 (Centre

Communication/engagement action plan						
Action (Method)		Stakeholders	Note	When	Tasked to [Division/area]	Cost \$
			1. Byron Bay Community Centre 2. Brunswick Heads Community Centre Fact Sheets, Submission box and posters on Scoping Studies.		Consultant	costs) \$100.00 (food costs) Nil Consultant Costs (included in SOW)
18.	Farmers Market	General Community	Marque at the local Farmers Market: 1. Byron Bay (Thurs AM) 2. New Brighton (Tues AM)	To be confirmed.	Chloe Dowsett	
19.	Phone Interviews	General Community	Phone Interviews with local news stations.	ABC ZZZ	Chloe Dowsett	Nil
20.	Information forum through BTT	General Community	Provide community an information platform through the Bang The Table website.	On commencement of project	Shell Chapman/ Chloe Dowsett	Nil
	TOTAL	\$1000.00 (Community Centre hire and food costs).				

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