

# **FEDERAL VILLAGE MASTERPLAN PROJECT SCOPE – FULL REPORT**

**PREPARED BY THE FEDERAL VILLAGE MASTERPLAN STEERING GROUP**



## **PROJECT BRIEF - PURPOSE, SCOPE, AND DECISION-MAKING AUTHORITY.**

### **PURPOSE**

The Federal community is going through a transformation. Increases in population, tourism, events, commercial and residential developments, traffic and a changing demographic has put a huge strain on the already exhausted infrastructure, which in turn means the existing village Development Control Plan (DCP), is no longer fit for purpose.

The Federal Village Masterplan created through a community led planning process will be an adaptive plan for sustainable development in and around Federal village for the next 20 years (reviewable every 5 years). The Masterplan created by the Federal community with extensive local consultation, will primarily support the objectives of a liveable, community-orientated village, and ensure a future that addresses the issues and requirements of its residents and the environment.

### **SCOPE**

- **To establish a shared vision for Federal, prioritizing actions that align with that vision.**
- **To develop a formal and collective document that will provide the strategic basis to promote and fund priorities actions.**
- **To produce a Masterplan that will be adopted by Council as one of Byron Shire's Place Planning Strategies and feed into future statutory planning documents.**
- **To test community led planning – a new way of doing things – that could be a framework for the whole Shire going forward.**

This community led planning process will also:

- Support a strong community that works and creates together.
- Encourage shared responsibility and ownership for important local projects.
- Support an empowered Federal community by providing people with the necessary tools and technical knowledge.
- Build long lasting relationships between Council staff and the Federal community.
- Develop skills, understanding and resources in the community and in Council.
- Prioritize skills of deliberative democracy as a decision-making process both within Council and the community.

## **DECISION-MAKING AUTHORITY - THE FEDERAL VILLAGE MASTERPLAN STEERING GROUP**

The community will run this process. It will be coordinated by The Federal Community Centre (FCC), the main community representative group in Federal Village. For this project, the FCC has joined forces with the other long-established community group, the Federal School of Arts Association Inc (FSAAI). The attached document gives background on the legitimacy of these groups and demonstrates the FCC's long history of being a proactive advocate for the local community, while the FSAAI recently 'saved' the old Anglican church and went on to create Jasper Corner as a high quality community facility.

These groups approached Council on August 8, 2020 to outline the increasing pressures on our community infrastructure and our desire to add to the existing green space in the village. Council responded positively and the community led Federal Village Masterplan process was born.

A communications and engagement plan with all parts of the community will be established, see Page 5 of this document.

This initial working group has established **The Federal Village Masterplan Steering Group** that will sit within the legal framework (Inc Assoc) of Federal Community Centre.

The Steering Group of eight members, drawn from the community, will be able to expand by up to five further members to no more than thirteen members. Those extra five members will be drawn from other community associations, interest groups and individuals in the community who request to be involved, once the greater process is initiated, to ensure all in the community have a pathway to involvement.

The initial **Steering Group** members are;

- Gary Haughton, President FCC
- Toni Appleton, Secretary FCC
- Megan Passey, FSAAI Management Committee member.
- Alan Goldstein, President Federal Film Society/Treasurer FCC
- James Mayson, President Federal Landcare/ FCC committee member
- Julie Lipsett, Federal Loves Refugees founder/FCC committee member/Byron Shire Council Public Arts Panel
- Ant Solomon, FCC committee member
- Megan Louis, FCC committee member

The Federal Village Masterplan Steering Group has established a coordinator position. This person will be the main contact for Council. Alan Goldstein has been appointed.

The other potential five members of the expanded Steering Group will be agreed to by this group as applications are received. Request for nominations to join the Steering Group will be communicated as part of an initial mail out and letterbox drop to residents and landowners.



The initial Steering Group will use a set of eligibility criteria to select the most suitable applicants to join the expanded Steering Group. These new members can join at any point along the path of the project as the existing Steering Group sees fit.

The criteria that will be used for selection will include:

- Local resident.
- Be nominated the representative of or demonstrate involvement in a local community group.
- Demonstrated interest in key topics of the project.
- Motivated by community interest.
- Bring to the group specific technical expertise that may be helpful.

Applicants should be able to demonstrate at least two of the criteria.

### **Support by Council Staff**

The Federal Village Masterplan Steering Group will be supported by an internal staff reference group:

- Council Place Planner – primary contact and weekly meetings.
- Council Infrastructure Services representative as required.
- Council Community Development representative as required.
- Other Council representatives as needed. On page 7 of this document we have outlined some of the necessary briefings that staff may need to provide to the Steering Group.

### **Involvement of Byron Shire Councillors**

All Councillors will be specifically invited to public community meetings and advised of other critical moments in the process that they may want to attend and/or participate in.

### **Involvement on the Place Planning Collective**

A representative from The Federal Village Masterplan Steering Group would join the Place Planning Collective and attend the monthly meetings.

## **COMMUNICATIONS AND ENGAGEMENT PLAN OVERVIEW**

The Steering Group will create a Communication and Engagement Plan, in collaboration with Council staff, which will be ready to implement on outcome of Council's 10 December 2020 meeting (formalising the masterplan process).

Our aim is to deliver a community supported Federal Village Masterplan, which will be adopted by Byron Shire Council.

We consider our **primary stakeholders** to be:

- Residents
- Landowners
- Aboriginal elders from Arakwal and Widjabal Wia-bal of the Bundjalung Nation
- Local business owners
- Locals schools and preschools
- Local community organisations
- Relevant transport companies
- Council
- Relevant state agencies

The key messages to our **stakeholders** are to:

- Inform them of the Federal Village Masterplan aims, scope and process; and where to go to for more information.
- Encourage their involvement in developing the plan (by creating/joining working groups, responding to survey/emails, attending community sessions).
- Share the analysis of the submissions and feedback, and how it will shape the final plan.
- Share the final submitted plan.
- Share the decision(s) made by Councillors/Council on the submitted plan.
- Outline how and when the outcomes of the plan will be delivered to the community.

The recent history and scope of our communications and stakeholder engagement emerged from a series of sessions called 'Federal Futures' that were conducted in 2018 by FCC to understand the priorities of our Village community.

Through a successful partnership with BSC some of the actions born from this process have been implemented, and the community is happy with these achievements. The remaining actions can be summarised into these three major priority areas where the community has expressed desires for outcomes:

## **Priority Areas for Actions and Outcomes from The Federal Village Masterplan**

- **Road Safety**; Village road safety and parking including access roads concerns, walking, and cycling, and a Shared Zone (creating pedestrian safety).
- **Green Space**; Lot1/DP 1003205 purchase for the community; to be incorporated into the Federal Village Common and securing public green space for the future. Discussions to incorporate topics of; green space, linking existing community facilities, social housing, social mix, and bus turn-around.
- **‘Living Village’ planning**; development aims and pressures; sustainability and scale, demographics, village internal zoning, amenity, liveability over tourism including holiday letting issues, use of Crown Land within the Village, Village landscaping and water management.

The first stage of our proposed Communications and Engagement Plan is to understand from the community if these three areas remain the priorities for the Village or if they need to be revised to reflect new sentiments.

Our method and channels of communication will be:

- Emails to existing databases of each community organisation in Federal, including Federal Community Centre, Federal School of Arts Association Inc, Federal Film Society, Federal Loves refugees, Federal Landcare Group, Federal Rural Fire Service, Federal Community Children’s Centre, Eureka & District Sports Club (Please see attached brochure produced by FCC).
- Mailout to all residents/landowners within the established geographical area (facilitated by BSC).
- Letterbox drops to residents within inner Village catchment area (facilitated by Steering Group members).
- Create a new landing page on Byron Shire Council website, and the existing FCC Facebook to have a central deposit for up to date information on the plan stages and outcomes.
- Facebook posts by each community organisation, directing followers/users to the new landing page for more information. Encourage a ‘like and share’ between residents, neighbour to neighbour.
- Use of [www.yoursaybyronshire.com](http://www.yoursaybyronshire.com) portal as an additional platform for feedback.
- Notices in Eureka, Coorabell and Goonengerry Public school, and Federal Community Children’s Centre newsletters.
- Direct communication from Steering Group members with local business owners, transport companies, and accommodation providers.
- Two information boards in central locations within the Federal Village throughout the campaign.
- Flyers at POS in local retail businesses

- Editorial coverage from local digital and print media (Village Journal, Bangalow Herald, Byron Echo, echonetdaily.com etc)
- Use Byron Shire Council data to contact relevant developers and absentee landowners
- Build an initial survey to garner immediate feedback on the proposed three main areas of investigation of the Federal Village Plan (and whether these needs modifying to reflect community sentiment before we begin face-to-face engagement sessions)

Both the initial community meetings, and the follow up ones outlined in Milestones below, will involve the use of a professional facilitator using **deliberative democracy methodology** to run these events rather than a more conventional town hall meeting style. Once Council's December 10<sup>th</sup>, 2020 meeting formalises the Masterplan process a detailed meeting format will be established by the facilitator as outlined in the attached quote.

## **ESTIMATED PROJECT BUDGET AND PROPOSED SOURCES**

- *Noting these are not budget items for any projects which may become outcomes of the process but rather budget items necessary to develop The Federal Village Masterplan itself.*

<b>Item</b>	<b>Description</b>
\$5,500	To cover initial costs for: <ul style="list-style-type: none"><li>• Communication and promotion materials and advertising fees</li><li>• Independent professional facilitator for community meetings</li><li>• Audio Visual contractor for community meetings</li><li>• Mail out costs</li></ul>
Council Staff – in kind contribution	<ul style="list-style-type: none"><li>• Place Liaison Officer attendance at regular meetings and ongoing support</li><li>• Other Council officers targeted involvement</li><li>• Assistance from Council mapping unit to produce maps for use in the process.</li><li>• Administrative/Secretarial services support from Council, including photocopying.</li></ul>
<b>\$5,500</b>	<b>Subtotal to start project</b>
<b>Optional</b>	<b>Description</b>
\$10,000	<ul style="list-style-type: none"><li>• Audio Visual Production of the process; 8 minutes (refer Attachment 2 proposal by Ghita Fiorelli).</li></ul>
<b>\$10,000</b>	<b>Subtotal optional extras</b>

## **IDENTIFICATION OF ANY TRAINING, INFORMATION OR SUPPORT NEEDED FROM COUNCIL**

Byron Shire Council information/education sessions to Steering Group detailing relevant planning documents including:


- Community Strategic Plan
- Rural Land Use Strategy
- Affordable Housing Contribution Policy
- Traffic/parking Strategy
- Open Space Recreation Needs Study
- Event/Holiday/wedding venue rules
- Village land use
- Understanding Budget & Grants process.
- Training on use of Census information.
- Lessons learnt from other experiences.



## Draft Letter of Understanding between Council and the Federal Village Masterplan Steering Group.

It is proposed to align this community led planning process with the public participation goal 'Empower' from the International Association of Public Participation (IAP2 - 2018) spectrum definitions adopted by Byron Shire Council. This would mean that Byron Shire Council will endorse the Federal Village Masterplan as proposed by the Federal Village Masterplan Steering Group subject to:

- Agreed consultation being carried out
- Milestones being met, with any agreed adjustments being able to be negotiated along the path.
- Proposed actions being realistic in terms of Council budget limitations
- Proposed actions adequately considering safety and other community risks
- Proposed action timeframes are cognizant of Council's forward works planning to ensure shire wide project delivery is economical and efficient; and,
- Any proposed actions adequately consider safety, lawfulness and other community risks.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	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.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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## IDENTIFY WHICH GEOGRAPHIC AREA WE ARE WORKING IN

The primary focus is Federal Village, which can easily be defined by the Byron Shire Development Control Plan 2014 Chapter E6.

However, these other considerations are vital to successful outcomes for future planning:

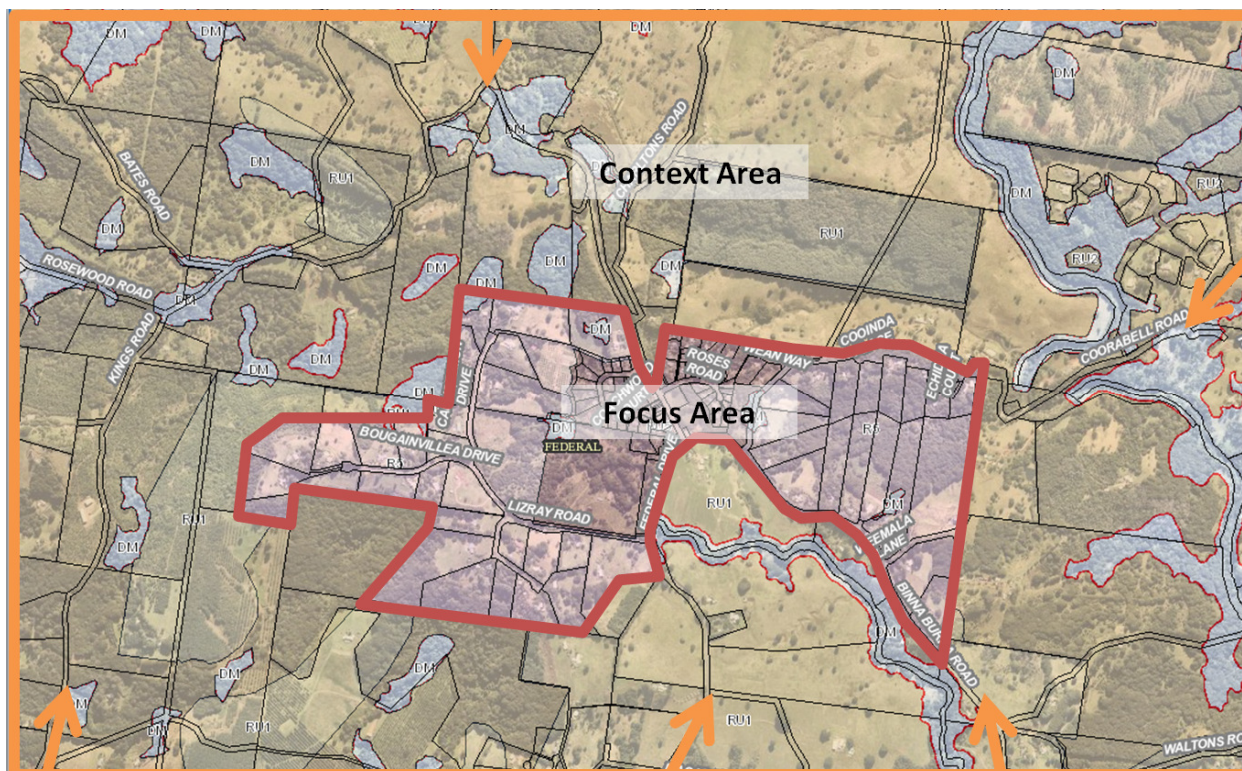
- Does the present village zoning need change? Discussions need to include properties currently or under consideration for future village expansion.
- Consideration should be given to the four main access roads into the village. This consideration could go beyond road upgrades and safety concerns but also look at developments along these feeder roads and their impacts.

Therefore;

- The geographic area of the Village Masterplan needs to be wider than the defined area of Federal Village.
- We will work with two areas:

**Area 1 - Federal Village RU5 and the adjacent R5 properties.** This area is the main thrust of the work. Discussions need to include properties currently or under consideration for future village expansion.

**Area 2 - Greater Village impact area.** The four main access roads into the village. Distances of travel vary. See attached map.



## **SHORT TERM, URGENT PROJECT**

While many of the Federal Village Masterplan actions will not be described in detail until this process is complete, it is clear from previous work and the motivation of this project that we have an urgent need to fund and begin a detailed and expert Movement & Access Study. Identified as the number one concern of residents, and highlighted on page 6 of this document, this item cannot wait to begin until the end of discussions because it is the core of all other discussions. It is the foundation block for detailing the remaining focus points of the Masterplan and whose details cannot be advanced without the results of this item.

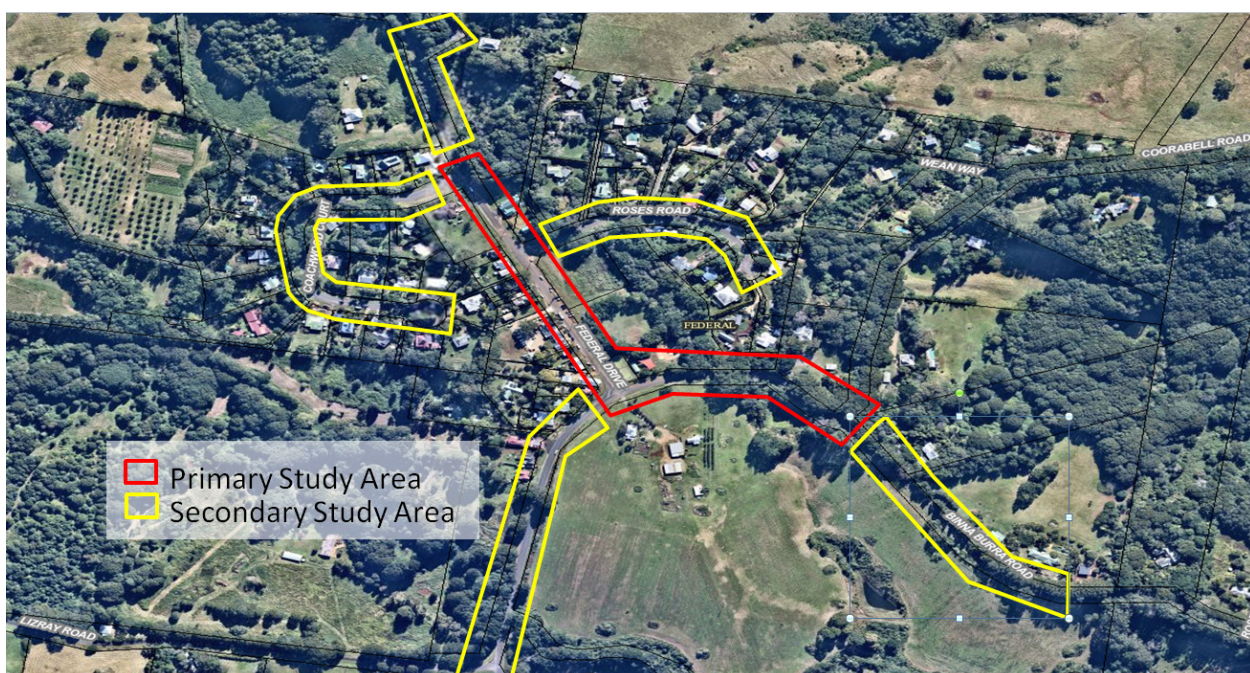
This item's funding and finalising must be fast tracked and initiated as soon as possible, all other actions and milestones are built around it.

<ul style="list-style-type: none"> <li>• <b>Title</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Federal Village Masterplan Movement and Access Detailed Plan</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Scope</b></li> </ul>	<ul style="list-style-type: none"> <li>• Refer to plan below in relation to scope Study Areas.</li> <li>• Primary Study Area (red); Provide a detailed plan for Federal, - 300m approximate length. Plan to include detailed design of pedestrian paths and crossings, cycle provisions, carriage way, bus stops, parking, speed limits, landscaping, and stormwater management.</li> <li>• For Secondary Study Area (yellow); Provide a integrated plan for approach roads to the main street to identify speed limits, traffic calming measures and other consideration which arise.</li> <li>• The Plan, should where possible anticipate future needs into design outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Project Preparation Work</b></li> </ul>	<p>Background Movement and Access study to analyse:</p> <ul style="list-style-type: none"> <li>• Pedestrian movements and barriers to these.</li> <li>• Cyclist movements and barriers to these.</li> <li>• Bus networks</li> <li>• Private vehicle movements and car parking</li> <li>• And other key streetscape elements such as stormwater management and landscaping</li> <li>• Gather and consolidate current &amp; previous town planning information around pedestrian and bike paths with a view to acknowledgement and perhaps expansion during this Movement Study.</li> </ul> <p>This could be carried out by community and staff</p> <p>Detailed project brief development by Steering Group and staff. To include project aims and objectives etc.</p>
<ul style="list-style-type: none"> <li>• <b>Background</b></li> </ul>	<ul style="list-style-type: none"> <li>• Establishing this detailed plan would enable Council to be ready to apply for future grants to construct the main street upgrades.</li> <li>• The outcomes of this detailed plan will have a large bearing on other parts of the Federal Village Masterplan under discussion.</li> <li>• Resolution</li> </ul>



• <b>Cost Estimate</b>	• TBC
• <b>Timing</b>	• March to May 2021
• <b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Byron Shire Council to procure consultant to undertake the work.</li> <li>• The Federal Village Masterplan Steering Group to be part of the brief development and tender selection process.</li> </ul>
• <b>Category</b>	• Infrastructure
• <b>Impact Rating</b>	<ul style="list-style-type: none"> <li>• This project would be a step forward to address existing pedestrian safety risks. It would also provide broad benefit to residents, businesses and visitors who all use the village centre.</li> <li>• The outcomes of this detailed plan will have a large bearing on other parts of the Federal Village Masterplan under discussion.</li> </ul>
• <b>Strategic Consistency</b>	<ul style="list-style-type: none"> <li>• Would need to align with the Pedestrian Access and Mobility Plan Action FE001.</li> <li>• To align with community action plans around road safety, greenspace and 'Living Village'</li> </ul>
• <b>Consultation</b>	• This consultant would work closely and directly with the Federal Village Masterplan Steering Group.
• <b>Priority</b>	• High

### Movement and Access Plan – Study Areas



## **ON GOING PROJECTS**

### **Federal Village Common:**

Lot1/DP 1003205 has been identified by the community as strategic land in the heart of the Village which would ideally not be commercially developed or split the two presently community lands of Federal Park and Jasper Corner. We envisage this Lot being of multi-use and that the Movement and Access Detailed Plan discussed above will identify part of that outcome while leading to others. Discussions to incorporate topics of; green space, linking existing community facilities, social housing, social mix, and bus turn-around.

### **Federal Park Improvements:**

These items are sort to be highlighted to Council Departments for inclusion in budgeting processing in the near to medium term.

- Improvements to path through Federal Park, safety issues associated with lifting tiles \$4620 based on estimates from Council staff.
- Re-establishment of basketball hoop area \$4000 see attached plan.
- Federal Park Improvements; mid-term (12-24months).  
Stage 2 of the community-built 'people-weaving' garden to realise the rest of the design; to match funding/in-kind which was donated by residents \$10-12000

### **Federal Hall Improvements:**

Urgent Covid response. Federal Hall is not a Council managed facility and as such receives no Council or other government recurring assistance. Urgent self-funded repairs and improvements were planned for veranda deck and extending roof, but these allocated funds have been consumed on general costs due to no income during Covid months. Council staff to provide guidance and assistance to identify future grants or other funding opportunities to enable this expense. (\$20,000 indicative estimate).

### **Crown Lands:**

**Lot 89/DP755697 & Lot90A/DP374765;** Crown Reserve managed by Byron Shire Council. Reinvigorate and continue the work between Council and community on suitable outcomes for long term use of these lots, with the Open Space Team.

## **PROCESS MILESTONES**

	<b>Master planning</b>	<b>Movement &amp; Access Detailed Plan</b>
November 2020	<ul style="list-style-type: none"> <li>Finalisation of community scoping</li> <li>Present to Place Planning Collective meeting.</li> </ul>	
December 2020	<ul style="list-style-type: none"> <li>Council Planning Meeting establishes Letter of Understanding between Council and the Federal Village Masterplan Steering Group.</li> </ul>	
January 2021	<ul style="list-style-type: none"> <li>Communication and Engagement Plan finalised.</li> <li>First engagement letter sent, including first invitation for others to nominate for Steering Group.</li> <li>All contact lists compiled and checked.</li> </ul>	<ul style="list-style-type: none"> <li>Community begins collecting data for background information for Movement and Access Detailed Plan below.</li> </ul>
February 2021	<ul style="list-style-type: none"> <li>Further letter &amp; survey to community sent.</li> <li>Briefings by Staff to Steering Group of important planning documents and guidelines.</li> <li>Steering Group enlarged.</li> <li>Steering Group works with Consultant Facilitator to design deliberative democracy meeting formats and planning for topic discussion meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Funding sort for Movement and Access Detailed Plan to be a proposed budget bid 2021/22 budget.</li> </ul>
March – May 2021	<ul style="list-style-type: none"> <li>Consultations and Drafting</li> </ul>	<ul style="list-style-type: none"> <li>Project preparation work complete Including 1. Movement and Access Background Study and 2. Project brief).</li> </ul>
June 2021	<ul style="list-style-type: none"> <li>Consultations and Drafting</li> </ul>	<ul style="list-style-type: none"> <li>On approval of above, Tender raised, and process begun to select Contractor</li> </ul>
July 2021*	<ul style="list-style-type: none"> <li>Consultations and Drafting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
August 2021	<ul style="list-style-type: none"> <li>Consultations and Drafting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Sept 2021	<ul style="list-style-type: none"> <li>Draft Report</li> </ul>	<ul style="list-style-type: none"> <li>Draft report</li> </ul>
Oct 2021	<ul style="list-style-type: none"> <li>Council Planning Meeting, to seek endorsement to go to formal exhibition of Draft Masterplan</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Nov 2021	<ul style="list-style-type: none"> <li>Formal exhibition of Draft Masterplan for 28 days</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Dec 2021	<ul style="list-style-type: none"> <li>Council Planning Meeting, to seek endorsement of Federal Masterplan</li> </ul>	<ul style="list-style-type: none"> <li>Final report</li> </ul>

\* NOTE; Milestones identified beyond this point are contingent on Movement and Access Detailed Plan funding being confirmed by Council