

Community Consultation Strategy for the Draft Shire-Wide LEP/DCP

1. Introduction

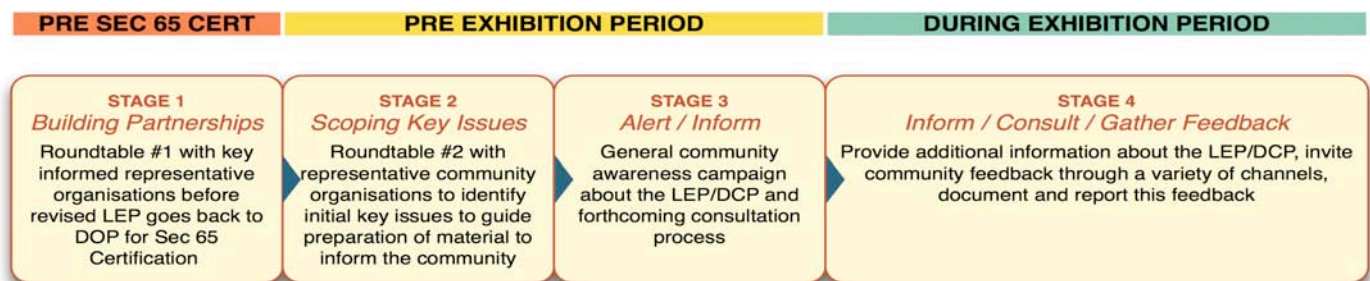
The Community Consultation Focus Group for the Draft Shire-Wide LEP/DCP met six times between the 23rd September and 4th November, 2009. (See Appendix 1 for group membership, meeting dates, and meeting attendance.)

The Focus Group began its work by developing **group agreements** to facilitate its effectiveness as a team (see Appendix 2), received comprehensive briefings from Council staff, developed its own **Process Design Goals and Principles** to guide its deliberations (see Appendix 3), and undertook a comprehensive **analysis of stakeholder groups** within the Shire, based on the knowledge of its members and demographic data provided by Council staff (see Appendix 4).

From these foundations the Focus Group moved on to develop a broad-brush community consultation strategy, then worked through it to elaborate the details. Finally, the Focus Group considered some of the **risks** that could impact on the process and suggested actions to avoid or mitigate them (see Appendix 6).

2. Overview

The proposed community consultation strategy is in four stages as shown in this diagram:



Stage 1 – prior to the draft LEP being sent to the Department of Planning for Section 65 Certification.

A roundtable of Councillors and planning staff with key informed representative organisations is convened to allow a mutual exchange of views and recommendations for final amendments to the draft LEP before it is submitted to the Department. Its aim is to ensure that the final draft submitted to the Department is informed by input from key community organisations and possibly to avoid unnecessary complications during the exhibition stage.

Stage 2 – after the submission of the draft LEP/DCP to the Department of Planning.

A second roundtable involving a wider circle of representative community organisations is convened to identify key issues that will help to focus the community consultation process and guide the preparation of material to inform the community.

A special community consultation interactive website is launched during this stage and the outcomes of the second roundtable are posted there. Any organisation or individual in the Shire can register with the website for on-going participation in a moderated forum.

Stage 3 – after Section 65 certification but before the exhibition period.

A general community awareness campaign is launched about the nature and scope of the LEP/DCP and the forthcoming consultation process. The campaign utilises a diversity of communication channels.

Stage 4 – from the start of the LEP/DCP exhibition period and running for three months.

This stage continues and expands the information campaign commenced in Stage 3 with the addition of:

Static displays at various community hubs throughout the Shire with Council planning staff rostered in attendance for advertised “open house” sessions and 1:1 interviews.

A series of community forums at locations throughout the Shire and including appropriate experts to provide background information. Local community organisations assist in organising and publicising of these forums.

A special open Council meeting to provide an opportunity for Councillors to dialogue with the community on selected key issues that have arisen during the consultation process.

The community consultation website is further developed to offer more extensive feedback facilities such as a “live” on-line submission form.

The focus of the local media campaign shifts to how to participate in the consultation process.

Feedback from the community through a variety of channels is fully documented and verified.

Throughout the community consultation process Council staff are assisted and advised by an **LEP/DCP Community Consultation Process Advisory Group (PAG)**. The PAG is formed as the first step in the implementation of this strategy after its adoption by Council.

3. Detailed Proposals

3.1 LEP/DCP Community Consultation Process Advisory Group

The CCFG recommends that an LEP/DCP Community Consultation Process Advisory Group (PAG) be formed as the first step in the implementation of the consultation strategy. The PAG would meet during the implementation of the community consultation strategy and consist of representatives from the same organisations that participated in the Community Consultation Focus Group and a staff member with responsibility to convene the group and liaise between it and the Council. Meetings of the PAG should be facilitated.

The role of the PAG would be to:

- Advise on the implementation of the community consultation strategy.
- Advise on the development of all material required for the LEP Community Consultation process, including information sheets, the website, static displays, DVD, and advertisements.
- Advise on planning for all activities and events that are part of the LEP Community Consultation process, e.g. the community forums.
- Monitor and provide feedback on events during the exhibition period and where necessary advise on improvements.
- Monitor and provide feedback on community participation in the process and where necessary advise on improvements.
- Assist with evaluation of the community consultation process.

Individual members of the PAG to be asked to accept responsibility for specific advisory “portfolios” on aspects of the consultation process.

3.2 Statement of Intent

The CCFG recommends that all the material produced for the consultation process carry a statement of intent similar to: “Council will act in good faith to endeavour to amend the draft LEP/DCP in accordance with community feedback.”

3.3 Stage 1 – First Roundtable

The CCFG recommends that a roundtable meeting be convened before the final draft of the LEP is resubmitted to the Department of Planning for Section 65 certification. The roundtable should consist of Councillors, planning staff, and representatives of key informed community organisations. Its purpose would be to allow a mutual exchange of views and recommendations for final amendments to the draft LEP before it is submitted to the Department. It is not meant as an information session for groups with little knowledge of the document.

The representative groups to be invited would be identified from responses to a notice in the local media. The groups would need to be already well informed about the LEP and have specific issues they believe could be resolved prior to application for the Section 65 certificate.

The CCFG believes this roundtable could partially redress a serious weakness in the LEP development process, namely the lack of community input at an earlier stage of the process. (See Appendix 7)

3.4 Stage 2 – Second Roundtable

The CCFG recommends that a second roundtable meeting be convened after the draft LEP is submitted to the Department of Planning. It should consist of Councillors, planning staff, and representatives of the main representative organisations in the Shire. Its purpose would be to identify some of the key issues relating to the LEP/DCP that would help focus the community consultation process and guide the preparation of information materials for use during the consultation process.

The organisations that should be invited to the Stage 2 roundtable would be:

- Those that participated in the Stage 1 roundtable
- Organisations selected from the Byron Shire Community Directory contents index as marked during the CCFG process

- Organisations that participated in the Local Environment Study process
- Landcare groups
- Other organisations nominated by any of the above

Invitations to the Stage 2 roundtable should be sent by email or, if no email address is available, by post and a notice placed in the local media.

Organisations accepting the invitation should be sent an information sheet on the LEP/DCP which they would be asked to disseminate to their members with a request for feedback to help identify key issues.

3.5 Stage 3 – Community Awareness Campaign

The CCFG recommends that there be a period after Section 65 certification has been obtained but before the start of the exhibition period when a general community awareness campaign is undertaken about the nature and scope of the LEP/DCP and the forthcoming consultation process. This campaign should specifically target:

- Property owners,
- Community organisations and their members,
- Businesses,
- Special interest groups, and
- The community at large.

The campaign should utilise the following channels of communication:

- The local print and broadcast media (continuing till the start of the exhibition period).
- A flyer sent to ratepayers alerting them to the possibility of changes arising from the LEP that could affect them and advising them of several alternative ways of obtaining more information:
 - from the community consultation website;
 - from the Council's front desk and Community Access Points; or
 - via a special Council email address or phone number.

This flyer to carry the words in bold: "Your Zoning or land use may be changed under the new LEP".

- An information sheet widely distributed to community organisations by email or post.
- The community consultation website which would be expanded at this stage to include FAQs on the LEP/DCP, zone fact sheets, and discussion forums on key issues. (See Appendix 5)
- A brief information video on the draft LEP/DCP accessible on YouTube and as a DVD from Council offices and Community Access Points.

3.6 Stage 4 – Static Displays and Open House Sessions

The CCFG recommends that during Stage 4, coinciding with the draft LEP/DCP exhibition period, static information displays be set up at various locations throughout the Shire. These displays should broadly address:

- What is the LEP/DCP
- Why it is important and how it could affect you
- What are some of the key issues
- How you can provide feedback

Static displays should be set up for the duration of the exhibition period at:

- Mullumbimby – in the BSC foyer
- Byron Bay – in the Community Centre foyer
- Ocean Shores – in the shopping village foyer

Other static displays should rotate between:

- Bangalow
- Federal
- Suffolk Park
- Sunrise / Industrial Estate
- Brunswick Heads
- South Golden Beach / New Brighton
- Main Arm

Council planning staff should be rostered to be in attendance for “open house” at an advertised time at each display site and be available for 1:1 interviews at designated times – at each of the permanent sites one day/week, and at the rotating sites three times at each of the rotating sites during the exhibition period. Staff attendance times should be on different days of the week and at both morning and afternoon times. There should be some ability within the advertised staff roster times for staff time to be allocated flexibly according to demand at the various sites.

Posters should be produced that announce the display and open house schedule, plus the dates and places of the community forums and website details. These posters should be placed in high exposure places throughout the Shire.

3.7 Stage 4 – Community Forums

The CCFG recommends that ten community forums be convened during the exhibition period in partnership with local organisations in the localities of each forum. These forums would be designed to both provide information on the LEP/DCP and elicit community feedback, particularly in relation to issues of local interest. Where appropriate relevant experts might be invited to address these forums.

The proposed locations of these community forums are:

- Ocean Shores
- South Golden Beach
- Brunswick Heads
- Mullumbimby
- Main Arm
- Sunrise / Industrial Estate
- Byron Bay
- Suffolk Park
- Bangalow
- Federal

The PAG would be asked to prioritise the issues identified at the Stage 2 roundtable and through feedback on the website so that time can be allocated at each forum to address the issues of greatest local relevance.

Static displays should also be mounted at each forum venue.

3.8 Stage 4 – Media Campaign

The CCFG recommends that during Stage 4 the emphasis of the local media campaign should shift to how to participate in the consultation process. During this stage the website would also be further developed to offer more extensive feedback facilities such as a “live” on-line submission form.

3.9 Stage 4 – Documenting Community Feedback

The CCFG recommends that feedback from the community on the draft LEP/DCP be documented in the following ways:

- Written submissions using a submission template available from Council offices, Community Access Points, at the static displays, and at the community forums.
- On-line submission via a “live” form on the website.

- Verbal feedback to rostered planning staff at the static display open house sessions and 1:1 interviews. This feedback will be logged and checked at the time with the person(s) providing the feedback.
- At the community forums. Points emerging from the discussion will be publicly captured by the facilitator and confirmed with participants at the forum, then summarised and the summary made public by being posted on the website and being made available at Council offices.

3.10 Stage 4 – Open Council Meeting

The CCFG recommends that towards the end of the exhibition period a special open Council meeting be held to provide an opportunity for Councillors to dialogue with the community on selected key issues that have arisen during the consultation period.

3.11 Implementation

The CCFG recommends that the staff be asked to prepare an implementation plan and associated cost estimates for the community consultation process and that, if necessary, Council allocate additional resources to ensure its effective implementation. This budget should include provision for supporting community groups willing to proactively engage in the consultation process by, for example, helping to publicise and organise a local community forum.

3.12 Community Engagement

The CCFG recommends that Council ensure that community engagement is an integral part of the process of future planning and policy development from the beginning, not an add-on at the final stage.

The CCFG further recommends that Council publish this report for the information of the community.

4. Appendices:

Appendix 1 – **Focus Group Membership and Meetings**

Appendix 2 – **Focus Group Agreements**

Appendix 3 – **Process Design Goals and Principles**

Appendix 4 – **Stakeholder Analysis**

Appendix 5 – **Community Consultation Website General Specifications**

Appendix 6 – **Risk Management Strategies**

Appendix 7 – **Notice of Concern**

APPENDIX 1**LEP/DCP Community Consultation Focus Group Membership & Meetings****Group members and meeting attendance:**

Focus Group Members	Mtg1 23.9	Mtg2 30.9	Mtg3 7.10	Mtg4 14.10	Mtg5 28.10	Mtg6 4.11
Tim Browning Mullumbimby Community Action Network	✓	✓	✓	✓	✓	✓
Jenny Coman BEACON	✓	a	✓	✓	✓	✓
Guy Fisher Main Arm Residents' Association	✓	✓	✓	✓	✓	✓
Heather Hartford BEACON and Federal Community Centre	-	✓	-	-	-	-
John Hellmers Goonengerry Landcare Group	✓	✓	✓	✓	✓	✓
Jan Mangleson Ocean Shores Community Association	✓	a	✓	✓	✓	✓
Mary Mooney Federal Community Centre	-	a	-	-	-	-
Denise Nessel Conservation of North Ocean Shores	✓	✓	✓	✓	✓	✓
Robert (Suresh) Osbourne Rural Landsharing Communities Association	-	-	-	✓	✓	✓
Paul Prior Tourism Byron Bay and Byron Unitted	✓	✓	✓	-	a	✓
Robert Rosen Brunswick Heads Chamber of Commerce	✓	✓	✓	a	-	✓
Christopher Sanderson Rural Landsharing Communities Association	✓	✓	✓	-	-	-
Yvonne Stewart Bundjalung of Byron Bay Aboriginal Corporation	✓	a	a	a	a	-

APPENDIX 2**Group Agreements**

The Focus Group members, participating Council staff, and the independent facilitator agree to:

1. Act in good faith in their dealings in the group by demonstrating respect for one another, for the viewpoints of others, and for the process of the group, and working to achieve shared outcomes.
2. Share all available information required for the successful accomplishment of the group's task. Council staff will ensure access to relevant information including any documentation of previous community consultation processes.
3. In group discussion, keep comments brief and to the point, endeavour to use plain English and avoid confusing jargon, and address the matter currently under discussion.
4. Support the open documentation of the group's deliberations.
5. Help to create an environment of trust and openness within the group by respecting one another's right to privacy and refraining from quoting other group members outside the meetings. If a member wishes to make a statement outside the group that could affect the interests other group members they will consult the person or persons involved before making the statement.
6. Respect the wishes of any group member who asks for confidentiality to be observed in relation to a specific statement they wish to make. It will be up to the person making such a statement to ask for this agreement before proceeding.
7. Accept that no member of the group is authorised to speak for or on behalf of Byron Shire Council or any of its officers. Council staff participating in the group's discussions will speak in their own professional capacities and not as representatives of the Council unless specifically asked to do so.
8. Advise the whole group before communicating with the public media about the group's work. Such communications will normally be through the Council's Media Officer.
9. Be honest and realistic in contributions to the group's discussions and prepared to "suspend disbelief" long enough to give the group the chance to produce a worthwhile outcome.

CONFIRMED AT THE SECOND MEETING, 30th SEPTEMBER, 2009

APPENDIX 3

Process Design Goals

To design a process that will:

- Alert, inform, and empower all stakeholders about the issues in the draft LEP/DCP that are relevant to them.
- Ensure comprehension by stakeholders of the key issues that will affect them personally.
- Strongly encourage stakeholders to use the community consultation feedback process to respond to Council.
- Inform stakeholders of the major shifts in State Government involvement in the planning process and of the elements of the LEP/DCP that can and cannot be changed given this process.

Process Design Principles:

- Objectivity
- Clarity – Plain English – Mediation between documents and people
- Process transparency
- Diversity of input
- Accessibility
- Fairness
- Inclusivity – Informing as many people as possible
- Comprehensive documentation of feedback

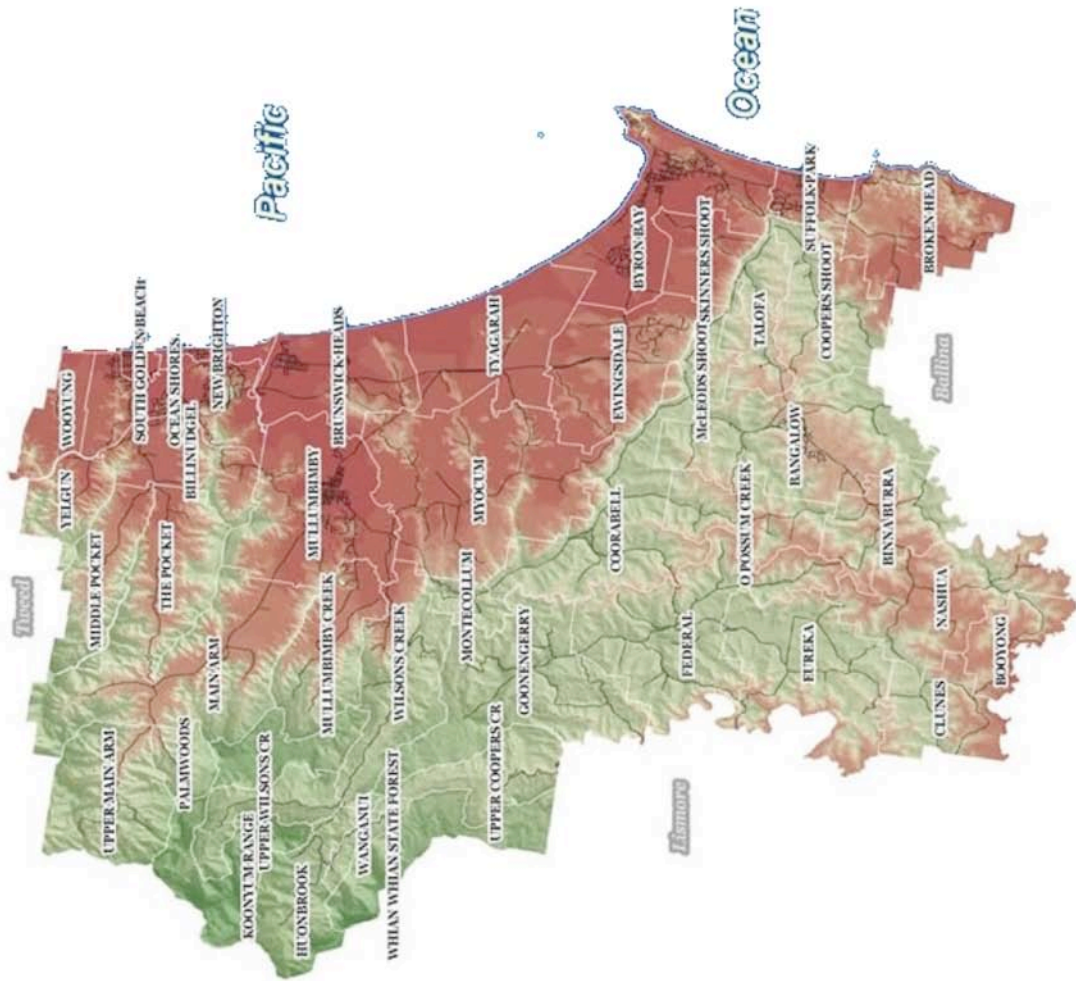
CONFIRMED AT THE FOURTH MEETING, 14th OCTOBER, 2009

Stakeholder Analysis - 1

Significant Stakeholder Categories:

- Aboriginal & TS Islanders
- Intentional communities
- One parent households
- Parents
- Property developers
- Property owners
Urban and rural
Living in their own property
Not living in their property
- Real Estate Agents
- Self-funded retirees
- Seniors
- Single people
- Special Interest Groups and Community Associations
- Tenants
- Voters
- Welfare recipients
- Working adults
Self-employed
Employed
Unemployed
- Youth

Places and People:



Byron Shire LEP/DCP Community Consultation Website General Specifications

Website Purpose

This is to be a dedicated website for the purpose of providing information and collecting feedback from community members about the new LEP/DCP. It is to be separate from the Byron Shire Council website but reachable via a link posted on the Council website.

Website Contents

The Website will be simple and user-friendly in design, presented in plain English, and highly interactive.

It will present information, for reading online and as downloadable PDF files. This will include summaries of the LEP purpose and process and an overview of the contents of the LEP and the DCP. The complete documents (LEP and DCP) will also be available on this site.

The website will also have interactive areas for community members. One will be an "Issues Forum" where community members can make comments and raise concerns about the contents of the LEP and DCP. Another will be a "Make a Submission" area where community members can make formal submissions to Council when the LEP and DCP are on exhibition.

What Users Can Do

Any user can *read* any posted material on the website, including the information areas and the contents of the Issues Forum. However, users can post comments to the Issues Forum or make submissions only if they register.

There will be a special youth oriented section of the site and schools and youth groups will be informed of this.

Information on the use of the site by seniors will be made available through libraries, U3A groups, ACE courses, and the local media.

Registration and Using Interactive Areas

When a user attempts to post a comment or make a submission, a registration form will appear. The user must complete this form before being able to continue.

The registration form will require: full name, street address, and email address. Providing a phone number will be optional.

The user will be asked to establish a User Name when registering. This may be the person's real name or another name. The User Name will appear as the person's name when the person posts comments on the Issues Forum. Having the option of establishing a User Name other than the real name will allow people to protect their privacy when posting comments.

If individuals choose to make online submissions during the exhibition period, they will have to use their real names and addresses; user names will not be applicable in the Make A Submission area.

The registration process will also provide information about how Council will protect users' identities and will ask users to check (or uncheck) a box if they wish to receive further communication from Council regarding the LEP.

A sample home page and related details follow.

**Byron Shire Local Environmental Plan and Development Control Plan
LEP/DCP COMMUNITY CONSULTATION WEBSITE**

The Local Environmental Plan and the accompanying Development Control Plan will specify how land is to be zoned and used in Byron Shire. Use the links below to find out more, post your thoughts, and submit comments to Council.

INFORMATION

HAVE YOUR SAY

[What are the LEP and the DCP?](#)

[What are the process and timeline?](#)

[Documents and Maps](#)

[Key Issues](#)

[Frequently-Asked Questions](#)

[Goals of the Community Consultation](#)

[Zone Fact Sheets](#)

[Youth Page](#)

[Issues Forum](#)

[Make A Submission](#)

[Ask a Question](#)

[Events:
Open House Sessions
Community Forums
Open Council Meeting](#)

[Summary of Feedback
from
Open House Sessions
and Community Forums](#)

[VISITORS COUNT](#)

[POSTINGS COUNT](#)

[ONLINE
SUBMISSIONS
COUNT](#)

[TOTAL
SUBMISSIONS
COUNT](#)

APPENDIX 5 / 3**“Information” areas**

These are static areas of the site. The links on the home page take the user to these pages to access information that can be read on the page or downloaded as PDF files.

- What are the LEP and DCP?

Brief descriptions of the two documents, explaining the purposes of the documents and distinguishing between two. Key points to include: The LEP and DCP must be prepared in accordance with a state-mandated template and regulations. The template and the regulations place strict limitations on what Council can include in the documents. This page will be written by professional writer whose job it will be to put the information in plain, clear English.

- What are the process and timeline?

Brief explanation of the LEP/DCP process, including any additional state guidelines and expectations. The page will include a timeline of the process, from initial preparation through community consultation to final state approval. This page will be written by professional writer whose job it will be to put the information in plain, clear English.

- Documents and Maps

The LEP and DCP documents for reading online and in PDF format for downloading. Also, a map divided into areas so that users can click on an area to get an enlarged version of the zonings in that area. The map's legend should also be available here.

- Key Issues

Brief summary of key issues associated with the new LEP/DCP, for example, a summary of key changes from the 1988 LEP to the current LEP. This page will be written by professional writer whose job it will be to put the information in plain, clear English.

- Frequently-Asked Questions

Q/A format with questions that community members would be expected to ask, or have asked, about the LEP, the DCP, and the process associated with both. Council staff would prepare this section and add to it as needed before and during the exhibition period.

- Goals of the Community Consultation

Statement of the vision of the community consultation strategy, stressing that community input is not only sought but will be used after the exhibition period to revise the LEP and DCP. Also, summary of the community consultation strategy that is being used by Council. This page will be written by professional writer whose job it will be to put the information in plain, clear English.

- Zone Fact Sheets

Brief summaries in PDF form of key uses and/or prohibitions of the various zones mentioned in the LEP. Users can download these fact sheets or view them online.

- Youth Page

Brief summary of how the LEP/DCP may affect youth in the shire and encouraging youth to learn more, participate in the online Issues Forum, and make submissions to Council when the documents go on exhibition.

Have Your Say links

The “Issues Forum” and “Make a Submission” areas are interactive. The “Ask a Question” area is for querying Council staff. The links on the home page take the user to these pages.

Issues Forum

This functions as a typical forum and is to be active as soon as the website is up and running.

1) The forum will have a moderator so as to safeguard users against libel or personal attacks and to ensure the smooth functioning of the forum.

APPENDIX 5 / 4

2) Several topics will be started here at the outset, e.g., Biodiversity Strategy, Subdivision Consent Requirements, 7(k) Habitat Zones, Aboriginal Heritage sites, and others that council staff think will attract interest and comment. Community groups will be invited to suggest topics and post comments as soon as the website is functional.

3) Registered users can create threads within any of the existing topics and can create new topics and new threads within any topics.

Ask a Question

This provides a form for people to fill out if they have questions about their property in relation to the LEP. When they click "Submit" the query goes directly to someone in Planning who will then email, write, or call the person to respond. (This is simply another way that property owners can query staff about their property, which they do now by calling, emailing, or writing a letter to the staff in Planning.) The form would require this information, in a series of fields to be filled out:

Name

Address

Phone number

Email address

DP Number

Query

Make a Submission

This provides people two ways of making submissions:

1) A downloadable form/template that can be used to prepare a written submission that will be mailed or delivered to Council.

2) An online form that can be filled out and submitted with a "Submit" button, similar to the online submission form currently on Council's website.

This interactive area will be active as soon as the LEP and DCP go on exhibition. If someone clicks here before or after the submission period, a message will appear with information about the dates of the submission period. Submissions will not be available for viewing by users.

Other Have Your Say links:

The "Scheduled Community Meeting" and "Summary of Feedback" links are not interactive. Clicking on the first takes the user to a schedule of LEP/DCP meetings and forums throughout the shire and will include for each meeting the purpose, date, time, place, and directions. Clicking on the second takes the user to a static (but regularly updated) summary of minutes from the scheduled community meetings.

Count fields

These fields display various "counts" or tallies. For example:

COUNT-1 displays a running total of the number of unique visitors to the website, obtained by tallying unique IP addresses that access the site.

COUNT-2 displays a running total of the number of unique postings in the Issues Forum. (In the case of multiple postings by the same person, each posting will count as one.)

COUNT-3 displays the number of online submissions received to date. This would be an automatically updated tally (daily) of online submissions.

COUNT-4 displays the total number of submissions received by Council to date. This would include the number of online submissions + all others (submissions received by post, by hand delivery to Council, by submissions collected at community meetings or forums, etc.) This would require manual updating by Council staff daily or a few times a week during the submissions period.

APPENDIX 6 / 1**Risk Management Strategies**

Possible risk	Response
Process Advisory Group not approved	Emphasise importance for successful implementation and to enhance the credibility of the community consultation process
Time cannot be extended to allow Stage 1 Roundtable to happen	Explain reasons to likely participating groups
Insufficient staff resources to process recommendations arising from the Stage 1 Roundtable	Council allocate additional resources to the preparation of LEP final draft
Input in the early stages of the process could be compromised by unavailability of the draft DCP	Capture DCP issues and groups raising them for later consideration
Residents start making submissions before the exhibition period opens	Immediate response explaining the process and alternative ways to provide feedback during the exhibition period
Community response to the consultation process is disappointing	Ask PAG to review the process and recommend improvements, then repeat the invitation for feedback in other ways
The volume of community response is overwhelming	Extend the exhibition period and/or allocate additional resources to the process
Residents and community organisations demonstrate difficulty in understanding the LEP/DCP	Ask PAG to review the process and information materials and recommend improvements Ask ACE to run information workshops
Website is poorly designed and hard to use	Engage external contractor to design and implement the site with PAG input
Website is not functional from the very beginning of the process	Ensure fast implementation is a condition of the contract and implement functionality in stages beginning with simple to understand and use site
DoP rejects aspects of the LEP	Advise community of the specifics of these changes and their implications
Delays in LEP preparation mean that alert activities commence too early and interest diminishes over time.	Plan alert activities to be staged over anticipated time prior to exhibition (not all up front) and continue into Stage 4
The information provided in the process is misleading and elicits inappropriate responses or is perceived as not objective	Ensure all information is subject to internal staff review and review by the PAG for accuracy and objectivity

APPENDIX 6 / 2

Possible risk	Response
Static displays are poorly designed and thus not effective or confusing	<p>Ensure static displays are low cost and flexible in format so that improvements can be made during the exhibition period</p> <p>Design for end-user accessibility</p> <p>Contract to external professional with communication expertise or, if done in house, seek external advice/review</p>
Staff resources prove inadequate to community needs at the static displays / open house sessions	<p>Encourage community members to attend the community forums</p> <p>Reallocate staff time to sites of greatest need</p> <p>Allocate additional staff resources in order to increase contact time</p>
Community consultation process budget proves to be inadequate	<p>Allocate sufficient resources up front</p> <p>Allocate additional resources if shortfall becomes evident during the implementation stages</p> <p>Ask the PAG to prioritise activities in order to scale back less important elements</p>
Community forums are hijacked by sectional interests	<p>All forums are facilitated</p> <p>PAG asked to advise if particularly contentious issues are emerging that could dominate discussion at the community forums and consider a separate forum specifically to address that issue</p>
Apparent lack of interest in the community forums	<p>Ask local community groups to be more proactive in promoting participation</p> <p>Engender faith in the community that their input is valued and effective</p> <p>Provide feedback on the forums in a special column in the local media</p> <p>Reinforce the importance of "getting the LEP right"</p>
Council decides to undertake additional activity during the exhibition period, e.g. convening a major public meeting	<p>Ask the PRG to review the need for the forums</p>
Widespread scepticism in the community about the value of making input so late in the LEP/DCP development process	<p>All material carry a short statement that "Council will act in good faith to endeavour to amend the draft LEP/DCP in accordance with community feedback"</p>

APPENDIX 7**Notice of Concern with Respect to Deficiency in Community Consultation in Preparation of Draft Byron Shire Local Environment Plan.****This is the unanimous view of the Byron Shire Shire-wide LEP/DCP Community Consultation Focus Group:**

We are a group appointed by Byron Shire Council to design the Community Consultation Strategy for the proposed Draft Shire-wide LEP/DCP once it has been approved by the State Department of Planning (DoP) for public exhibition.

We wish to express our concern that community consultation during the preparation of the draft has been inadequate. The community has not been involved in the process from the outset although community members know that the process has been underway. The only two entities that have been involved have been the State DoP and Council staff.

At this point, informed community groups could, given the time and chance, help resolve key issues arising from the existing draft *before* it is sent to the State DoP for a section 65 certificate and before it is placed on public exhibition. In fact, the consultation we have in mind would undoubtedly relieve the workload of Council staff and lead to reduced concern in the community. This, in turn, would facilitate a smoother LEP process by lessening potential conflict and unease and leading to greater acceptance of the draft LEP once it goes on exhibition.

We recommended such consultation at a recent Focus Group meeting but were informed that community consultation would be possible only during the public exhibition period, after the draft has been approved by the State DoP.

We don't accept this and believe that the initial meetings we have recommended are essential first steps in the consultation process.

Some members of the Focus Group also add this statement:

The Design Team (Focus Group) understands the lack of resources and staff available to Council at present and suggests that Council apply for an extension of time before submitting the draft LEP for S65 certification. This will provide time for the recommended pre S65 community consultation to take place.

Shire-wide LEP/DCP Community Consultation Focus Group (Design Team)

4 November 2009