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**MAJOR AMENDMENT NO.1 OF 2023**

**MAREEBA SHIRE COUNCIL PLANNING  
SCHEME 2016**

**Communications Strategy**



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## 1 Purpose

This Communications Strategy has been prepared to inform Council, the community and the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning of the proposed communication activities for the formal public consultation of the Major Amendment No.1 of 2023 to the Mareeba Shire Council Planning Scheme 2016.

This Communications Strategy provides for the minimum statutory requirements as well as reasonable additional consultation measures having regard to the relatively limited scope of Major Amendment No.1 of 2023.

This strategy provides an overview of:

- a) previous consultation activities undertaken to inform the drafting of the Major Amendment No.1 of 2023;
- b) the statutory requirements for the consultation of a planning scheme amendment;
- c) the proposed consultation activities for Council's formal public consultation of the Major Amendment No.1 of 2023; and
- d) the proposed framework for reviewing and responding to public submissions.

This strategy was informed by the *Community Engagement Toolkit for Planning* prepared by DSDMIP, dated July 2017.

## 2 Background

On 21 June 2023, Council resolved in accordance with section 20 of the *Planning Act 2016* and Chapter 2, Part 4 of the Minister's Guidelines and Rules to make an amendment to the Mareeba Shire Council Planning Scheme 2016.

The proposed amendment is detailed in Major Amendment No.1 of 2023.

The scope of the amendment is limited to subdivision in the Rural zone.

The amendment specifically responds to the following actions by the Minister:

- (i) Temporary Local Planning Instrument No.01 of 2019 (Subdivision in Rural zone); and
- (ii) Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone).

### **3 Previous Consultation**

#### **3.1 Consultation with the State government**

Following the Minister's making of Temporary Local Planning Instrument No.1 of 2019 (Subdivision in Rural zone) in December 2019, Council officers commenced the drafting of suitable planning scheme amendments.

Draft amendments were provided to the Department of State Development, Manufacturing, Infrastructure and Planning in April 2020 and informal State comments were received in May 2020. The draft amendments were revised and again forwarded to the Department of State Development, Manufacturing, Infrastructure and Planning in May 2020.

A second round of informal State comments were received in June 2020 and the draft amendments were revised to address these comments. Various revisions were made to the draft amendments in 2021.

Suitable amendments to the planning scheme were not finalised and Temporary Local Planning Instrument No.1 of 2021 (Subdivision in Rural zone) was made by the Deputy Premier on 8 December 2021.

On 9 February 2023, Council wrote to the Deputy Premier proposing that amendments to the planning scheme be postponed pending the review of the Far North Queensland Regional Plan.

On 2 June 2023, the Deputy Director General of the Department of State Development, Manufacturing, Infrastructure and Planning responded to Council advising that suitable amendments needed to be made to the planning scheme prior to the expiry of Temporary Local Planning Instrument No.1 of 2021. The Department's letter of 2 June 2023 included proposed planning scheme amendments as Attachment X.

Major Amendment No.1 of 2023 is substantially consistent with proposed planning scheme amendments as outlined in the Department's letter.

#### **3.2 Consultation with Internal Departments and Councillors**

Consultation with internal Council stakeholders has been ongoing throughout the drafting of Major Amendment No.1 of 2023.

Consultation with Councillors has been ongoing with the proposed planning scheme amendments being workshopped on several occasions.

### **4 Statutory Requirements for the Public Consultation of the Planning Scheme amendment**

Council intends to undertake Major Amendment No.1 of 2023 by complying with section 20 of the *Planning Act 2016* and following the process set out by the Ministers' Guidelines and Rules.

Chapter 2, Part 4, section 18 specifies the statutory public consultation requirements.

Statutory public consultation will be undertaken-

- (a) for a period of at least 20 days; and

- (b) in accordance with-
  - i. the public notice requirements prescribed in the Act;
  - ii. the public notice requirements prescribed under Schedule 4; and
  - iii. the communications strategy given by the Minister under section 17.5.

## 5 Implementation

The proposed communications strategy for the public consultation of Major Amendment No.1 of 2023 aims to use multiple methods to engage stakeholders and maximise potential for important feedback that will inform any necessary changes to proposed planning scheme amendment.

This section provides an overview of the methods that are proposed to be used and the type of feedback that is expected to result from each method.

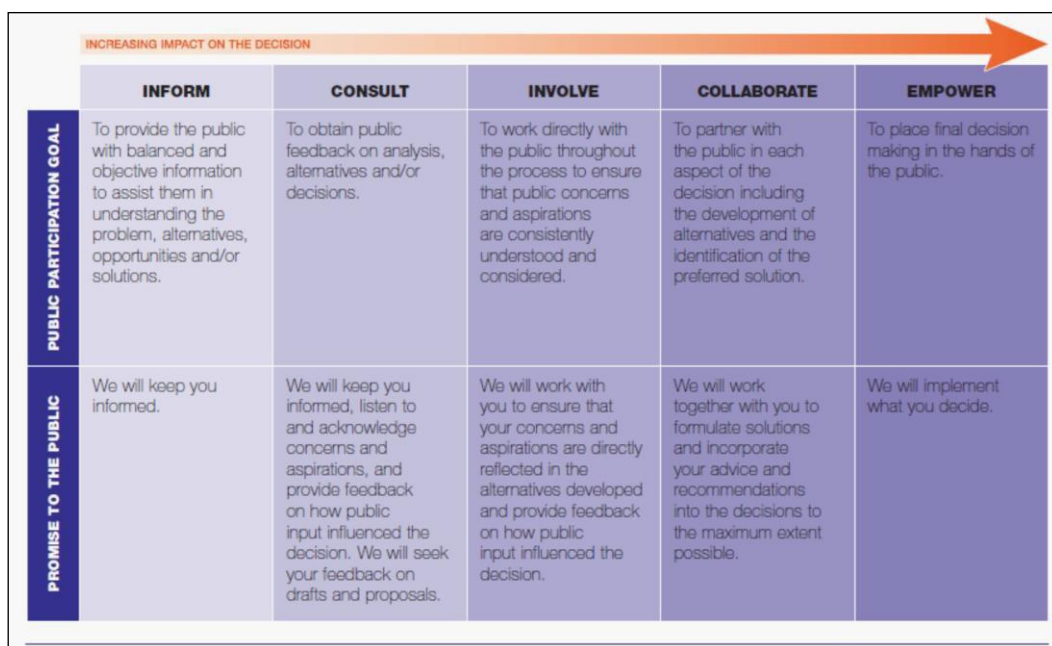
### 5.1 Application of IAP2 Principles


The International Association for Public Participation (IAP2) Federation and Australasian chapter offers concepts, principles and current industry practice in relation to community engagement. IAP2 defines community engagement as:

*"Any process that involves the community in problem-solving or decision-making and uses community input to make better decisions".*

IAP2 developed a spectrum of public participation that helps define the community's role in any community engagement process.

**Figure 2:** IAP2 Public Participation Spectrum



		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	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 seek your feedback on drafts and proposals.	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 work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Source: IAP2 International Federation 2014

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community.

## **5.2 Scope of Engagement**

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community

Due to the relatively limited scope of Major Amendment No.1 of 2023 and the communities existing knowledge of the State interests that will be protected by the amendments, the scope of engagement will be the minimum statutory requirements as well as reasonable additional minor consultation measures.

## **5.3 Stakeholder Identification and Communication Methods**

**Table 1** identifies the stakeholders involved in the public consultation of the Major Amendment No.1 of 2023, the key issues they are likely to be interested in, and the proposed method of communication that will be used during the consultation period.

**Table 1:** Stakeholder Issues and Proposed Methods of Communication

Stakeholder Group	Key Issues	Method of Communication
General community	<ul style="list-style-type: none"> <li>Interest in the policy and regulatory framework applicable to development in their communities.</li> <li>Interest in potential development constraints in the local area arising from draft policy changes.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory public notice in the Mareeba and Kuranda local newspapers;</li> <li>Publication of a press release in the Mareeba and Kuranda local newspapers;</li> <li>Prominent information on Council's website (and Facebook), including factsheet with link to further information and a timeline for implementation;</li> <li>Provide the opportunity to meet with Council's planners to seek clarification about any aspect of the draft planning scheme and how to prepare a submission;</li> <li>Establishment of static displays at Council's Administration Centre and libraries.</li> </ul>
State and Local government agencies	<ul style="list-style-type: none"> <li>Ability to conduct State Interest Review efficiently in order to ensure that State Interests have been addressed in the draft planning scheme amendment.</li> <li>Impacts the planning scheme may have to neighbouring Councils.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of all required documentation in a useful format to the Queensland Treasury as per Schedule 3 of the Ministers' Guidelines and Rules.</li> <li>Correspondence to neighbouring Councils seeking any feedback.</li> </ul>

#### 5.4 Proposed Consultation Period (timing)

The minimum statutory timeframe for the consultation of a planning scheme amendment is 20 business days, which allows for approximately 4 weeks.

Public consultation will commence upon receipt of the Minister's notice under section 17.5 of the Ministers' Guidelines and Rules authorising Council to proceed with public consultation and following compliance with any Minister's conditions.

#### 5.5 Proposed Consultation Activities

Public consultation activities outlined in **Table 2** below are proposed.

**Table 2:** Proposed Consultation Activities



Consultation Activity	Description
1. Public notices	Public notices in accordance with the <i>Planning Act 2016</i> to be published in the Mareeba and Kuranda local papers.
2. Press release	<p>A press release will be published in the Mareeba and Kuranda local papers during the weeks of consultation.</p> <p>The press release will also be published on Council's Facebook page.</p>
3. Fact sheet	A fact sheet about the planning scheme amendment to be provided on Council's website from the commencement of the consultation period.
4. Website presence	<p>Prominently display the planning scheme amendment on Council's Website.</p> <p>Provide details about how to prepare a submission, fact sheet and Council's plan for the timing of the implementation of the planning scheme amendment.</p> <p>Provide the opportunity to make electronic submissions.</p>
5. Static display	Establish static displays at the Mareeba customer service centre and libraries providing hard copies of the planning scheme amendment for viewing; information on how to prepare a submission; and fact sheet about the planning scheme amendment.

## 6 Consultation with Local Indigenous Community

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community

Due to the relatively limited scope of Major Amendment No.1 of 2023 and the communities existing knowledge of the State interests that will be protected by the amendments, the scope of engagement will be the minimum statutory requirements as well as reasonable additional minor consultation measures.

It is not proposed to undertake separate consultation with the Local Indigenous Community.

## 7 Submissions

Properly made submissions will be accepted during the statutory public consultation period.

Under the *Planning Act 2016*, Council must consider and respond to all properly made submissions to the planning scheme which may include making changes to the planning scheme amendment. In accordance with Schedule 2 of the Act, a properly made submission is one that:

- (a) *is signed by each person (the **submission-makers**) who made the submission; and*
- (b) *is received-*
  - (i) *for a submission about an instrument under section 18, a State planning instrument, or a designation-on or before the last day for making the submission; or*
  - (ii) *otherwise-during the period fixed under this Act for making the submission; and*
- (c) *states the name and residential or business address of all submission-makers; and*
- (d) *states its grounds, and the facts and circumstances relied on to support the grounds; and*
- (e) *states 1 postal or electronic address for service relating to the submission for all submission- makers; and*
- (f) *is made to-*
  - (i) *for a submission made under chapter 2-the person to whom the submission is required to be made under that chapter; or*
  - (ii) *for a submission about a development application-the assessment manager; or*
  - (iii) *for a submission about a change application-the responsible entity.*

Following the close of the statutory public consultation period, all submissions will be considered by Council.

Following the end of public consultation, Council will prepare a consultation report about how Council has dealt with properly made submissions, which is-

- (a) provided to each person who made a properly made submission; and
- (b) available to view and download on the Council's website.

Any changes to Major Amendment No.1 of 2023 will be made in accordance with Chapter 2, Part 4 of the Ministers' Guidelines and Rules.

## **8 Conclusion**

This Communications Strategy for Major Amendment No.1 of 2023 has been prepared to satisfy the requirement of Schedule 3-Required Material of the Ministers' Guidelines and Rules. The Communications Strategy will be published on Council's website to provide information about the public consultation of the planning scheme amendment.