

# Meeting Agenda and Notes

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## New Planning Scheme Community Reference Group Meeting 1

Date	Monday 30 August 2021 5.30pm arrival (light food and drinks served) 6-8pm meeting
Location	Maroochy RSL, Memorial Avenue, Maroochydore
CRG Chairperson	<ul style="list-style-type: none"> <li>• Karen Neuendorf</li> </ul>
CRG Attendees	<ul style="list-style-type: none"> <li>• Stephen Burton</li> <li>• Robert Elliot</li> <li>• Louise Formosa</li> <li>• Melva Hobson</li> <li>• Abbey Lindley</li> <li>• Narelle McCarthy</li> <li>• Carl Nancarrow</li> <li>• Gunter Nolle</li> <li>• Trevor Rice</li> <li>• Sarah Sargent</li> </ul>
Discussion Facilitator	<ul style="list-style-type: none"> <li>• Kerry Riethmuller, Independent Planner and Facilitator</li> </ul>
Presenters	<ul style="list-style-type: none"> <li>• Stephen Patey, Manager Strategic Planning, Sunshine Coast Council</li> <li>• Cate Coughlan, Principal Consultant, The Comms Team</li> </ul>
Observers	<ul style="list-style-type: none"> <li>• Jason Krueger, Coordinator Planning Scheme &amp; Projects, Sunshine Coast Council</li> <li>• James Ruprai, Group Executive Customer Engagement &amp; Planning Services, Sunshine Coast Council</li> </ul>
Notetaker	<ul style="list-style-type: none"> <li>• Robyn Greene, Strategic Planner, Sunshine Coast Council</li> </ul>
Apologies	<ul style="list-style-type: none"> <li>• Mayor Mark Jamieson, Sunshine Coast Council</li> </ul>

### Agenda items

Item No	Agenda topic	Time	By whom
1.	Welcome	8 mins	Chairperson
2.	About the CRG	7 mins	Chairperson
3.	New Sunshine Coast Planning Scheme Project overview	20 mins	Stephen Patey
4.	GUIDED DISCUSSION 1: Engagement experiences	30 mins	Kerry Riethmuller
5.	Engagement principles and objectives	15 mins	Cate Coughlan
6.	GUIDED DISCUSSION 2: Engagement principles and objectives	30 mins	Kerry Riethmuller
7.	Next steps	5 mins	Kerry Riethmuller
8.	General business and meeting close	5 mins	Chairperson

## Meeting Notes

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3.	<p><b>New Sunshine Coast Planning Scheme Project overview</b></p> <p>Further information on the planning policy framework for a new planning scheme was provided at the meeting.</p> <p>The planning policy framework comprises State, regional and local policy documents that provide a strong foundation for the proposed vision and the proposed regional and local policy directions for the new planning scheme.</p> <p>Links to these documents are provided below.</p> <p><b>State and regional policy framework</b>  The <a href="#">Planning Act 2016</a> and <a href="#">Planning Regulation 2017</a> set out the legislative requirements for land use planning in Queensland.</p> <p>This legislation is supported by other ‘high-level’ policies including the <a href="#">State Planning Policy 2017 (SPP)</a> and <a href="#">South East Queensland Regional Plan 2017 (ShapingSEQ)</a>. Council’s planning scheme must align with the requirements of these policy documents.</p> <p><b>Sunshine Coast Council policy framework</b>  <a href="#">Council’s Corporate Plan</a> and the following endorsed <a href="#">regional strategies</a> provide a strong policy framework for the new planning scheme.</p> <ul style="list-style-type: none"> <li>• <a href="#">Environment and Liveability Strategy 2017</a></li> <li>• <a href="#">Regional Economic Development Strategy 2013 – 2033</a></li> <li>• <a href="#">Community Strategy 2019 – 2041</a></li> </ul> <p>Other relevant strategies include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Integrated Transport Strategy 2019</a></li> <li>• <a href="#">Sunshine Coast Design Strategy</a></li> <li>• <a href="#">Coastal Hazard Adaptation Strategy</a></li> </ul>
4.	<p><b>GUIDED DISCUSSION 1: Engagement experiences</b></p> <p>Feedback received during the guided discussion included:</p> <p>Honesty and clarity</p> <ul style="list-style-type: none"> <li>• Be clear about scope and purpose for engagement</li> <li>• Be clear about what can be influenced</li> <li>• Don’t ask for an opinion if you don’t want it</li> <li>• Avoid making promises that can’t be kept</li> <li>• Avoid withholding information</li> <li>• Only engage when the desire for input is genuine</li> </ul>

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	<p>Feedback mechanisms</p> <ul style="list-style-type: none"> <li>• Surveys should not be leading</li> <li>• Surveys should not be repetitive or long</li> <li>• Nimble response to requests for modifications</li> <li>• Make a conscious effort to interpret what people really mean</li> <li>• Social media is not always constructive</li> <li>• Provide a variety of engagement opportunities</li> </ul> <p>Face-to face engagement</p> <ul style="list-style-type: none"> <li>• Forums and workshops give a deeper understanding</li> <li>• Facilitation should be neutral and non-coercive</li> <li>• Access to staff and consultants</li> <li>• Carefully record feedback</li> <li>• Make everyone feel welcome and feel safe to contribute</li> </ul> <p>Stakeholder discussions</p> <ul style="list-style-type: none"> <li>• Cross-sector discussions are helpful</li> <li>• Good to mix age groups to foster conversation and understanding</li> </ul> <p>Engagement materials</p> <ul style="list-style-type: none"> <li>• Quality information is important</li> <li>• Good to be engaged where your interests lie</li> <li>• Plain language</li> </ul> <p>Courtesy</p> <ul style="list-style-type: none"> <li>• Don't email without consent</li> <li>• Value contributions and acknowledge the time taken to submit them</li> <li>• Personal acknowledgement to feedback if possible</li> <li>• Need to provide ongoing communication/ updates</li> <li>• Close the loop with feedback about what decisions were made and why</li> <li>• Reasonable amount of time for active consultation period</li> </ul> <p>Engagement ideas</p> <ul style="list-style-type: none"> <li>• Drop-in sessions to include fun activities</li> <li>• QR codes</li> <li>• Activation sites – location-based/timely participation invitations</li> </ul>
5.	<p><b>Engagement principles and draft objectives</b></p> <p>Further information on Council's Community Engagement Policy was provided at the meeting. Links to the Policy and supporting Framework are provided below.</p> <ul style="list-style-type: none"> <li>• <a href="#">Community Engagement Policy</a></li> <li>• <a href="#">Community Engagement: Excellence in Engagement Framework</a></li> </ul>

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	<p>The guiding principles for excellence in engagement are outlined on page 10 of the Excellence in Engagement Framework. The slide shown by Cate outlining the 5 guiding principles, together with draft objectives is <b>attached</b>.</p> <p>A copy of the Guiding Principles and draft objectives slide will be provided at the next meeting for reference as requested.</p>
6.	<p><b>GUIDED DISCUSSION 2: Engagement principles and objectives</b></p> <p>The Mentimeter activity provided an opportunity for members to rank each of the guiding principles for engagement and draft objectives. Members indicated that priority areas were:</p> <ul style="list-style-type: none"> <li>• Engagement will be judged less on innovative tools and more on how meaningful the engagement is</li> <li>• Being clear about issues and addressing expectations is key</li> <li>• Broad reach is also important</li> </ul>

### Next meeting

Date	Monday 6 September 2021 5.30pm arrival for 5:45-8pm meeting
Location	Maroochy RSL, Memorial Avenue, Maroochydore