

COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN – LUCKY BAY DREDGING – T-PORTS

Purpose of Engagement

The engagement process will provide information to the community and stakeholders in respect of the Lucky Bay Channel Extension Project and additional maintenance dredging of the existing channel. The engagement process will seek feedback from the community and stakeholders in respect of the proposal and its implementation.

The engagement process is required by the EPA and is likely to form a conditional requirement of the licence for the capital dredging. There are references to engagement in the existing licence for maintenance dredging, and amendments may be made to the conditions of that licence in future to reflect the type of engagement proposed.

The key aims of the engagement process are expressed as follows.

1. To allow T-Ports to provide a greater level of detail in respect of the project and proponent to the Lucky Bay Community and Key Stakeholders, providing information about:
 - the proponent;
 - the scope of the project;
 - the reason for the project;
 - the location of the project;
 - the proposed timeframe;
 - regulatory approval processes;
 - supporting investigations;
 - potential impacts of the project (environmental and amenity);
 - management controls;
 - escalation opportunities; and
 - future engagement processes.
2. To provide the community and key stakeholders with an initial opportunity to provide feedback to the project team in respect of the project. To provide a communication channel to the community and stakeholders directly to the proponents.
3. To undertake direct, in-person engagement with key affected parties, including:
 - identified owners and occupiers of land adjacent to the project site (primary stakeholders);
 - users of the marine area in the vicinity of Lucky Bay, including recreational users and commercial fisheries (primary stakeholders); and
 - occupiers of land in the area more generally (secondary stakeholders).
4. To communicate the next steps in the process and further opportunities for the community and stakeholders to have input into the process.



Orbits of Participation

The identified stakeholders at the time of preparation of this plan are as listed as follows. Further stakeholders may be added as the engagement progresses. A register of stakeholders will be prepared and maintained through the life of the dredging project and for at least two (2) years following the completion of the dredging project.

Primary Stakeholders:

- Owners and occupiers of shacks at Lucky Bay.
- Commercial fisheries (Lucky Bay).
- Third party users of Lucky Bay Harbour (ferry operator).

Secondary Stakeholders:

- Wider Lucky Bay Community.
- Wider DC Franklin Harbour Community.
- Commercial fisheries (Franklin Harbour oyster growers).
- Commercial Fisheries (Cleanseas).
- Commercial fisheries peak bodies:
 - Spencer Gulf and West Coast Prawn Fisherman's Association.
 - Blue Crab Pot Fishers Association.
 - Marine Fishers Association.
- Recreational fisheries peak bodies (Recfish SA).

Tertiary Stakeholders:

- RDA.
- EPLGA.
- Local Media.
- Elected Members.
- State MPs (Flinders, Giles, Stuart, Narungga).
- Federal MP (Grey).



Level of Participation

The level of participation based on the IAP2 Public Participation Spectrum is Consult.

Public Participation Goal

To obtain public feedback on analysis, alternatives and/or decisions.

Promise to the Public

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

The engagement is for the purpose of informing the community about the project and seeking their feedback. Whilst the feedback received will be carefully considered and regard will be had in the ongoing process of project implementation, the engagement process will have limited influence over the core elements of the project including site selection and project scope. The influence of feedback will be greater in terms of guiding investigations and potential mitigations of impacts identified by the community and stakeholders.

Information

High-level information on the project will be disseminated via multiple channels.

Key information areas will include:

- Proponent information and background.
- Technology.
- Project Scope.
- Project Location.
- Project Lifecycle.
- Project Cost.
- Impact Overview:
 - Environmental.
 - Economic.
 - Social.
- Regulatory Processes.
- Regulatory Timeframe.
- Construction.



Distribution Channels

- T-Ports website.
- Social Media.
- Council distribution channels (website, Social Media).
- Local media – print, radio, TV.
- Printed collateral.
- Lucky Bay Shack Owners Association (LBSOA).
- Direct Contact – Commercial and recreational fisheries peak bodies.
- Direct contact – Identified Key Stakeholders.

Technique Selection

In addition to widely informing the community of the project, the goal of the engagement is to gather qualitative written and verbal feedback from the community.

This will be in the form of:

- Records of the community workshop.
- Structured feedback sheets (replicated in a web survey).
- Open submissions.
- Feedback received via a feedback line.

The following techniques are proposed for the engagement process:

Technique A – Community Drop in Session

A community workshop (time of day based on advice from LBSOA and DCFH) where community members can attend and take in information via a presentation and discuss the project with members of the project team and representatives of regulators.

The workshop will include a semi-structured discussion session from which verbatim records will be collected.

Feedback sheets will be provided for community members to either fill in while attending or take away and return.



Technique B – Web Survey and Open Feedback

The project website will link to a web survey and open feedback sheet, mirroring the feedback sheets provided in the drop-in sessions.

Technique C – Direct Communication

One-on-one or one-on-some meetings with directly affected stakeholders including local and peak body representatives of commercial fisheries and the LBSOA Executive. Notes of meetings taken by project team members.

Synthesis and Analysis

All feedback received will be collated into a verbatim summary. A qualitative synthesis of feedback will be undertaken to produce the following outputs:

1. A 'what we have heard' report for community dissemination.
2. Recommendations to the project team in respect of the project and regulatory process.

Timing

The timing of the engagement will be based on the timing of the implementation of the dredging program. The engagement should not occur too far in advance of the dredging program (as the methodology and approval processes may not be concluded), however, should occur sufficiently in advance that feedback received still has the opportunity to impact the process.

An outline of the timeframe, based on time prior to mobilisation is set out as follows:

	ITEM	TASK REFERENCE	TIMEFRAME (WEEKS PRIOR TO MOBILISATION)
1	Finalise stakeholder and community engagement plan	2.0	8 weeks
2	Initial stakeholder contact undertaken	3.0	7 weeks
3	Promotion of community meeting	3.0	7 weeks
4	Engage with stakeholders		4-6 weeks
5	Community meeting held		4 weeks
6	Community and stakeholder engagement summary report prepared		3 weeks
7	Direct notification of affected parties		1 week
8	Mobilisation		0 weeks



Task List

Pre-engagement tasks will generally include:

- Identify date and venue for workshop.
- Prepare posters and presentation information for display and distribution at information/drop-in session.
- Advertise the information session via the local newspaper and other sources, which may include social media, T-Ports website and Council website, LBSOA channels and other identified distribution channels.
- Direct invitation by letter to affected owners and occupiers of land to attend the workshop and make comment.
- Direct invitation by letter to identified key stakeholders to attend an information session and make comment.

1.0 DATE AND VENUE				
	Description of Task	Responsibility	Deadline	Comment
1.1	Identify Venue			
1.2	Book Venue (drop-in sessions)			Dates TBC
1.3	Confirm equipment required and available			<ul style="list-style-type: none"> - Number of tables - Display boards – if none available – use blue tack or similar on walls - Tea/coffee – urn and cups etc available

2.0 STAKEHOLDER IDENTIFICATION				
	Description of Task	Responsibility	Deadline	Comment
2.1	Identify extent of locality to be notified by direct letter drop	MP in consultation LBSOA, DCFH and EPA		
2.2	Confirm with Australia Post deadlines and format for letter drop	MP		This often has 2-3 week lead-time



2.0 STAKEHOLDER IDENTIFICATION				
	Description of Task	Responsibility	Deadline	Comment
2.3	Identify stakeholders – Commercial fisheries peak bodies, local commercial fisheries operators	MP with T-Ports, DCFH and EPA		-
2.4	Collate parties that have been directly engaged by T-Ports to date.	MP/T-Ports		
2.5	Identify adjoining occupiers other interested parties	MP/T-Ports		overlaps with above
2.6	RDA, EPLGA, Members of Parliament	MP/T-Ports		MP to send info. T-Ports to contact directly/in person

3.0 CORRESPONDENCE – ADVERTISEMENTS, NOTICES, LETTERS AND WEBSITE				
	Description of Task	Responsibility	Deadline	Comment
3.1	Draft Letters and short (4 page) project information sheet	MP/T-Ports		Create a “Fact Sheet” with project information
3.2	Newspaper Advert	MP/T-Ports T-Ports Website and contact details		For advertising dates TBC? T-Ports will need to have website address and phone numbers etc ready by publication date
3.3	Draft presentation information reviewed	MP/-Ports		Confirm format of info
3.4	T-Ports Website	T-Ports	Prior to first newspaper ad – week of dates TBC	
3.5	Social Media	T-Ports	Concurrent with first newspaper ad	



4.0 CONSULTATION DISPLAY INFORMATION				
	Description of Task	Responsibility	Deadline	Comment
4.1	Final design of land-based dewatering, seagrass and WQ monitoring	T-Ports with review by regulatory agencies prior to dissemination		
4.2	Consultant Info for Posters	MP		
4.3	Posters	MP/T-Ports		T-Ports to provide format required and header and footer, logos, photos etc
4.4	Print posters	MP		
4.5	Fact or Info Sheet for Distribution	MP and T-Ports		This will be the same as the flyer/project sheet distributed via mail to interested parties

Ongoing Stakeholder and Community Feedback Mechanisms

Project Hotline and Email

T-Ports will maintain an 1800 phone number (1800 876 787) to allow the community to seek information and provide feedback about the Lucky Bay Channel Extension Project and its activities.

Stakeholders and the community will also be able to connect with T-Ports via the project email address admin@tports.com. The email address is promoted on the T-Ports website (<https://tports.com/dredging/>) and on external communication collateral such as Community Information Sheets, traditional and social media advertisements.

Public Access to Information

A webpage has been prepared for the Lucky Bay Channel Extension Project. This webpage will continue to be utilised to inform stakeholders of upcoming activities and provides contact details and access to project information including the Stakeholder and Community Engagement Plan, Dredge Management Plan and Seagrass Management Plan, as well as any monitoring data (<https://tports.com/dredging/>). This page will remain live and will be updated throughout the life of the project.



Community Feedback Form

A Community Feedback Form (**Appendix A**) will be available on the webpage throughout the life of the Lucky Bay Channel Extension Project (<https://tports.com/dredging/>).

Stakeholder Database

A Stakeholder Database has been developed specifically for the Lucky Bay Channel Extension Project. The project team may share information via EDMs and other stakeholder communication mechanisms.

Enquiries Register

T-Ports have implemented an Enquiries (Complaints) Register (**Appendix B**) to ensure that all enquires are filtered through and tracked by the project team. This will ensure consistency in approach and messaging, and that all enquiries are responded to and tracked with appropriate management interventions implemented.

All enquires, including proactive and reactive (such as complaints and general enquiries) will be recorded and managed via the Enquires Register with detail including:

- Complaint details, such as environmental concerns and likely cause of events giving rise to the complaint.
- Date of the enquiry.
- Contact details of the person making the enquiry (if permitted by the complainant).
- Actions taken in response, and date actions were undertaken.
- All enquiries will be acknowledged and investigated within 24-48 hours. Where complaints relate to dredging operations, the dredge operators will review the complaint with T-Ports and the EPA in the first instance. T-Ports will engage other technical experts where necessary to review and respond to an enquiry.

APPENDIX A

Community Feedback Form

COMMUNITY FEEDBACK FORM

T-PORTS LUCKY BAY CHANNEL EXTENSION PROJECT

Name: _____

Organisation (if applicable): _____

Address: _____

Phone: _____

Email: _____

What are your key concerns regarding the proposed project?

General comments/questions:

I would like a representative from the project team to contact me.

Please include me on your project information distribution list.

Thank you for your feedback.

Once you have finished filling out your Community Feedback Form, please give it to a representative from the project team. Alternatively, you can email it to admin@tports.com. Feedback can also be submitted online at tports.com/dredging.

Further Information

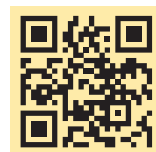
For more detail on the project or to subscribe for updates,



Please call
1800 876 787 **menu 5**



Email
admin@tports.com



or visit
tports.com/dredging

APPENDIX B

Capital Dredging Enquiry Register

