

***Spitfire Sand Extraction
Project***

**Stakeholder Engagement
Strategy**

19 October 2005

**For
Port of Brisbane Corporation**

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How to Use This Document

This document is intended to be a working document for use by the project team.

The plan will guide stakeholder engagement and information activities for the duration of the development application phase of the project and will assist the Port of Brisbane Corporation (PBC) to work in a constructive partnership with stakeholders during these activities. However, it is recognised that community discussions may influence the scope of engagement activities. The plan will be periodically reviewed to reflect the study's progress and key stakeholder and community feedback.

Introduction

Background

In recognition of the Port of Brisbane Corporation's (PBC) requirements for sand from Moreton Bay (and the similar needs of others, eg. Brisbane Airport Corporation), the Environment Protection Agency (EPA) coordinated the whole-of-government *Moreton Bay Sand Extraction Study* in 2002. The two-year study identified potential sand extraction sites within Moreton Bay away from areas of high conservation values (but within the Moreton Bay Marine Park). A Scientific Expert Panel (comprising representatives from the Moreton Bay Waterways and Catchments Partnership, and universities) engaged to independently review the study considered the environmental impacts of sand extraction to be relatively minor.

In early 2004 the EPA formulated a strategy that defined area/volumes etc. based on the study findings. One of the key scenarios in formulating the Sand Extraction Strategy involved the PBC meeting its needs for sand by straightening a navigation channel in Northern Moreton Bay (Spitfire Channel).

State Cabinet considered the strategy in December 2004 and has given 'in-principle' support.

PBC Future Sand Extraction Needs

Due to strong economic growth in Queensland, significant expansion pressure is being placed on PBC to expand its port facilities (wharves and associated backup facilities). Expansion over the next 10 to 15 years will require between 10-15 million m³ of sand to facilitate this development. It was previously envisaged that infill material (silts and sands) could be exclusively sourced through PBC's channel maintenance programme.

PBC proposes to address this need for sand by straightening part of the existing shipping channel at the Spitfire Banks, Northern Moreton Bay. Straightening works will remove three sharp turns in the channel and reduce channel length by 14% through this area, improving efficiency and reducing safety issues.

Assessment Process

There were two possible options open to the Corporation with regard to seeking approvals for the Spitfire Sand Extraction Project.

- The Project could either have been declared a Project of State Significance under the *State Development and Public Works Organisation Act 1971*, thereby making the Coordinator General the lead agency for an Environmental Impact Statement; or
- The Corporation could apply directly for the relevant approvals and trigger a Development Approval (DA) application coordinated under the *Integrated Planning Act 1997*, for which the EPA would be the lead agency.

After discussion with the Environmental Protection Agency (EPA), the Corporation opted for the latter. This decision was based on two considerations:

- Firstly, unlike most projects, a significant amount of work had already been undertaken for the Moreton Bay Sand Extraction Study and released for public dissemination. This study culminated in the Cabinet endorsement of the Moreton Bay Sand Extraction Strategy, with which this DA is consistent; and
- Secondly, processes exist under the *Coastal Protection and Management Act 1995* that have been specifically developed to assess extractive applications, such as this project.

The only significant difference between the two processes is that an EIS requires public consultation, whereas the standard code-assessable IPA framework does not. To address this, the Corporation has, in consultation with the EPA, prepared a Stakeholder Engagement Strategy to ensure that all stakeholders are informed. The timelines and processes for consultation are outlined in this document.

Stakeholder Engagement Strategy Rationale

This strategy outlines the activities that PBC will be undertaking as part of the necessary permits and approvals process required for this activity (straightening part of the existing shipping channel at the Spitfire Banks, Northern Moreton Bay) under the *Integrated Planning Act (IPA)*. The EPA, as the Assessment Manager for this application, has requested that PBC engage a third-party consultant to manage the stakeholder engagement process for the application. The application is subject to Referral Coordination under the IPA by Department of Local Government, Planning, Sport & Recreation (DLGPS&R)

During the stakeholder engagement process for this activity, PBC will be informing the general community of this activity, ensuring that special interest groups and key stakeholders are informed of the study background and impacts of the activity, and are provided with an opportunity to identify any additional issues that will need to be managed by PBC during the activity.

This process will enable PBC to proactively manage issues arising from, and impacts of, this activity. It is crucial that that this process is an open, accountable and transparent process so as not to jeopardise the reclamation of the Future Port Expansion (FPE) area.

A comprehensive community awareness and information process for the broader community, coupled with a flexible stakeholder engagement process with special interest groups and key stakeholders, will provide the best opportunity to capture community concerns and ensure that they are addressed at the outset of this project.

This stakeholder engagement strategy is designed to address the requirements of *Main Roads Public Consultation Policy, Standards and Guidelines*. Specifically, the public stakeholder engagement strategy ensures that the project team will:

- consult with a range of stakeholders from the outset of the process;
- undertake an open, accountable and transparent stakeholder engagement process;
- allow sufficient time for stakeholders to participate in an equitable and accessible stakeholder engagement process;
- provide the community with readily accessible information about the identified issues and stakeholder engagement process;
- identify stakeholders involved during previous consultation, and continually review and update the stakeholder list;
- involve PBC decision-makers in the stakeholder engagement process;
- confirm the roles and responsibilities of key stakeholders at the outset of the stakeholder engagement process; and
- evaluate the public stakeholder engagement process, ensuring that stakeholder feedback is also sought.

Objectives

The objectives of the process are twofold:

1. To conduct a community awareness and information process about the project with the broader community; and
2. To inform key stakeholders of the project, and determine key areas of concern and how they can be addressed as part of an overall management plan. To this end, key stakeholders will be consulted on the basis of:
 - providing input (through submissions and or feedback at formal stakeholder engagement meetings) into the long-term management of sand extraction activities for this specific project; but
 - not influencing the endorsed government position on this matter as outlined in the *Sand Extraction Strategy*.

In meeting these objectives PBC will:

- conduct an open and transparent engagement process with key stakeholders and organisations;
- facilitate an engagement process that balances the community's need for information with opportunities to provide input into the decision-making process;
- ensure that community and stakeholder feedback is included in the decision-making process during the course of the project; and
- ensure that opportunities for broader community awareness of the project are maximised.

Stakeholders

Stakeholders include, but are not limited to:

Local, State and Federal Elected Representatives

Federal

Bonner – Ross Vasta

Longman – Mal Brough

State

Redcliffe – Terry Rogers

Pumicestone – Carryn Sullivan

Caloundra – Mark McArdle

Shareholding Ministers

Minister for Transport and Main Roads - Paul Lucas

Deputy Premier and Minister for Finance, Minister for State Development, Trade and Innovation - Anna Bligh

Local

Brisbane City Council

Mayor - Cr Campbell Newman

Deagon Ward – Cr Victoria Newton

Caboolture Shire Council

Mayor – Cr Joy Leishman

Division 1 - Cr Gary Parson

Redcliffe Shire Council

Mayor - Cr Allan Sutherland

Advisory Bodies

The application will require permits and/or licences from a number of agencies. Referral Coordination under IPA via DLGPS&R will also occur. These agencies include:

- EPA¹
- Department of Primary Industries and Fisheries
- Queensland Parks and Wildlife Service – Moreton Bay Marine Park
- Maritime Safety Queensland - Regional Harbour Master
- PBC

Other agencies that may have an interest in the application are:

- Department of State Development, Trade and Innovation
- Department of Premier & Cabinet
- Queensland Treasury

The application has also been referred to the:

- Department of Environment and Heritage (*Environment Protection & Biodiversity Act*)

Special Interest Groups

- Port of Brisbane Community Consultative Committee
- Port Safety and Operations Group
- Australian Marine Conservation Society
- Wildlife Preservation Society of Queensland (Bayside Branch)
- Bribie Island Environmental Protection Association
- Bribie Island Community Association
- Brisbane Region Environment Council
- Sunshine Coast Environment Council
- Bulwer Residents Association
- Cowan Cowan Residents Association
- Tangalooma Wild Dolphin Resort
- Moreton Bay Environmental Alliance
- Moreton Island Protection Committee Inc/Koorinal Landholders Association
- Bayside Environmental Network
- Rivermouth Action Group Inc

¹ The EPA is Assessment Manager for the application
Port of Brisbane Spitfire Sand Extraction Project Consultation Strategy, 19 October 2005

Recreation/Commercial Groups

- Sunfish
- Queensland Seafood Industry Association

Traditional Owners

- Gubbi Gubbi
- Quandamooka

Broader Community

The broader community will be made aware of the project through the placement of advertisements in local and metropolitan print media.

Stakeholder Engagement Activities

The stakeholder engagement process will be undertaken in four key phases:

- *Phase 1 – Planning and Stakeholder Engagement Strategy Development*
- *Phase 2 – Briefing of Elected Representatives*
- *Phase 3 – Public Notice of Application*
- *Phase 4 – Stakeholder Engagement Reporting*

During each phase of the stakeholder engagement process, management and evaluation of the process will occur. The management of each phase will involve reporting on issues raised by the community on a regular basis, and maintaining communication and issues management tools.

During each phase PBC will complete a number of stakeholder engagement and community awareness activities. These tasks are broadly outlined in the following sections of the plan. Each activity reflects the need to provide the community with timely information and opportunities for key stakeholders to provide comment on the proposed application.

PHASE 1

Planning and Stakeholder Engagement Strategy Development

During this phase the PBC project team will focus on identifying key stakeholders, and past and potential community issues and concerns. A pre-lodgement meeting with the EPA and PBC project team will be initially used to review the stakeholder list.

The stakeholder engagement strategy is in response to the IDAS – Information Request stage of the application. In the case of this application, the EPA is the Assessment Manger and will play a vital role throughout the stakeholder engagement process. All submissions will initially be forwarded to the EPA for its review. PBC's third-party consultant will attend all stakeholder engagement meetings (with the exception of meetings with elected representatives) and review all submissions in the final report.

Key Tasks

- Undertake project team stakeholder identification and risk workshop.
- Finalise draft stakeholder engagement strategy.
- Establish project-specific database and issues register, and project telephone enquiry line.

PHASE 2

Briefing of Elected Representatives

Stakeholder engagement during this phase will focus on understanding likely concerns of key stakeholders, pre-briefing briefings of/meetings with elected representatives, and gathering key stakeholder issues and concerns.

Key Tasks

- Meet with elected representatives (Federal, State and Local).
- Organise briefing meetings for public notice period with other and special interest organisations.
- Prepare draft project fact sheet #1, advertisements and media releases for EPA review and release as part of Phase 3.
- Prepare update to PBC website.
- Collate meeting notes from elected representative briefings and a develop Phase 2 Issues Summary.

PHASE 3

Public Notice of Application

Stakeholder engagement in this phase will focus on community awareness among the broader community about the application, in parallel with the public notice period of the application of 30 business days.

Key Tasks

- Place advertisements in identified key local media outlets.
- Distribute media releases to identified key local media outlets
- Meet with key stakeholders
- Distribute project fact sheet #1 at stakeholder briefing meetings
- Monitor project telephone line.
- Review submissions and collate meeting notes (Phase 3 - Issues Summary).

Phase 4 Stakeholder Engagement Reporting

This phase of the stakeholder engagement process will focus on documenting the issues and concerns raised throughout the process.

General Tasks

- Prepare stakeholder engagement report.
- Feedback to stakeholders - prepare draft project sheet #2 summarising key issues raised for distribution to key stakeholders and community members entered on the project database.

Stakeholder Engagement Management

Throughout all phases of the stakeholder engagement process, the PBC project team will liaise (in person or by E-mail or phone) on a regular basis to ensure emergent issues are effectively managed, and the effectiveness of the public stakeholder engagement strategy is regularly evaluated and amended where necessary.

Key Tasks

- Fortnightly PBC project team meetings.
- Continually monitor Stakeholder Engagement Project Planner for upcoming tasks/stakeholder engagement activities.
- Regular review of projects and update status.
- Maintain project-specific database and telephone line.

Project Team Key Contacts

Contact	Position	Phone number	Email
PBC Consultant			
Libby Paholski	Consultant	0410 407 654	paholski@optustnet.com.au
PBC			
Nikki Wood	Senior Manager Corporate Relations and Board Secretary	07 3258 4675	nikki.wood@portbris.com.au
Rick Morton	General Manager Planning and Environment	07 3258 4756	rick.morton@portbris.com.au
Anne Richardson	Media and Issues Executive	07 3258 4734	anne.richardson@portbris.com.au
Brad Kitchen	Manager Environment	07 3258 4736	brad.kitchen@portbris.com.au
Wayne Young	Environment Executive	07 3258 4848	wayne.young@portbris.com.au
EPA			
Rod Kent	Operations Manager Coastal	07 3225 1258	rod.kent@epa.qld.gov.au

Recording and Reporting Stakeholder Engagement Findings

Recording Community Issues

A Record of Consultation Form is to be completed for all telephone enquiries and to record meetings.

Correspondence and Communication

All formal correspondence in relation to this application from the general community, key stakeholders or special interest organisations will be sent to the EPA and then forwarded to the PBC consultant.

The table below illustrates procedures for recording issues raised during the stakeholder engagement process.

Item	Response Procedures
Written correspondence (including E-mails and faxes) and formal submissions	<ul style="list-style-type: none">▪ All submissions are to be forwarded to EPA.▪ Copies forwarded to PBC consultant for final reporting.
Telephone calls	<ul style="list-style-type: none">▪ Record of Consultation Form completed by project team member. Considered a submission to the process. Contact details and issues data are entered into issues database.
Meetings	<ul style="list-style-type: none">▪ Record of Consultation Form completed by project team member to ensure a complete record of meetings is kept.▪ EPA representative will be invited to attend all meetings.

Reporting Stakeholder Engagement Findings

All comments (telephone enquiries, faxes, E-mails, meeting minutes and formal submissions) received through the stakeholder engagement process will be included in a Stakeholder Engagement Report to be prepared by the PBC consultant. This will detail the outcomes of the process, and will include a summary and detailed analysis of issues raised.

Evaluation

A number of evaluation mechanisms will be used to ensure the continual refinement of the stakeholder engagement process. These include:

- use of the community database to prepare regular issues summaries to ensure that community issues can be identified and monitored;
- continual monitoring of the stakeholder engagement process to identify activities that require modification to more effectively and efficiently provide feedback opportunities for key stakeholders and members of the local and broader communities;
- feedback mechanisms at meetings to obtain opinions about the stakeholder engagement activities and the appropriateness of the information provided; and
- the percentage of identified stakeholders who participated in the stakeholder engagement process, the number of participants in the process, and the geographic spread of participants.

Appendix A

Timetable (as at 12 Sept 2005)

Activity	Duration	Start Date	End Date	Notes
STATE PROCESS	1 day?	Friday, July 01, 2005	Friday, July 01, 2005	
Pre-lodgement meeting with EPA	1 day	Friday, August 05, 2005	Friday, August 05, 2005	
Community Consultation Committee Meeting	2 days	Wednesday, August 10, 2005	Thursday, August 11, 2005	
PBC finalises application documentation	16 days	Friday, August 12, 2005	Friday, September 02, 2005	PBC
Lodge Applications with EPA (Tidal Works, Marine Plants, Resource Allocation (including Marine Parks))		Tuesday, September 06, 2005		
EPA Acknowledgement Notice issued		Friday, September 09		
PBC to refer application to: MSQ, DPI, PBC's Assessment Manager and advise DLGPSR and EPA that referral has occurred	1 day	Wednesday, September 14		
DLGPSR Issues Request for Comments from Agencies	1 day	Thursday, September 15		
Agency/ies Review of Applications	19 days	Thursday, September 15	Tuesday October 11	
DLGPSR Issues Information Request	1 day	Wednesday, October 12		
Prepare Draft Information Response & Consultation Strategy	5 days	Thursday, October 13	Wednesday, October 19	
Agency/ies Review of Draft Information Response & Consultation Strategy	10 days	Thursday October 20	Wednesday 2 November	Agencies
Agency/ies/PBC Meeting re Draft Information Response	1 day	Thursday November 3		PBC;Agencies
Book Courier-Mail (+ Local News advertisements Wed & Thu editions tbc)		Thursday, November 3		AER to check deadlines
Public Notification/Consultation commencement in Sat Courier-Mail	1 day	Saturday, November 5		
Public Consultation commencement	30 days	Monday, November 7	Friday, December 16	
Blackout Period	13 days	Tuesday, December 20, 2005	Thursday, January 05, 2006	
CHRISTMAS		Monday, December 26, 2005	Sunday, January 02, 2006	
EPA collation of Public Submissions	5 days	Monday January 30	Friday February 3	EPA
EPA/PBC Meeting to Discuss Public Submissions (Agency involvement may also be required)	1 day	Monday February 6		PBC;EPA;etc
PBC Updates Information Request Responses	7 days	Tuesday February 7	Wednesday February 15	PBC
PBC Submits Information Request Responses to EPA & Agencies	1 day	Thursday February 16		PBC
EPA Review of Information Request	20 days	Friday February 17	Thursday March 16	EPA
EPA makes Decision on Applications	5 days	Friday March 17	Thursday March 23	EPA

EASTER	Friday, March 24, 2006	Monday, March 27, 2006
ANZAC DAY	Monday, April 25, 2005	
LABOUR DAY	Monday, May 01, 2006	

COMMONWEALTH PROCESS

Prepare EPBC Referral	1 day	Wednesday, July 06, 2005	Wednesday, July 06, 2005	
Submit EPBC Referral to DEH	11 days	Monday, July 11, 2005	Monday, July 25, 2005	PBC
DEH - Public Display	1 day	Friday, August 05, 2005	Friday, August 05, 2005	PBC
DEH Review of Referral	10 days	Monday, August 08, 2005	Friday, August 19, 2005	DEH
Received EPBC Advice	10 days	Monday, August 22, 2005	Friday, September 02, 2005	DEH
	1 day	Tuesday, September 6		