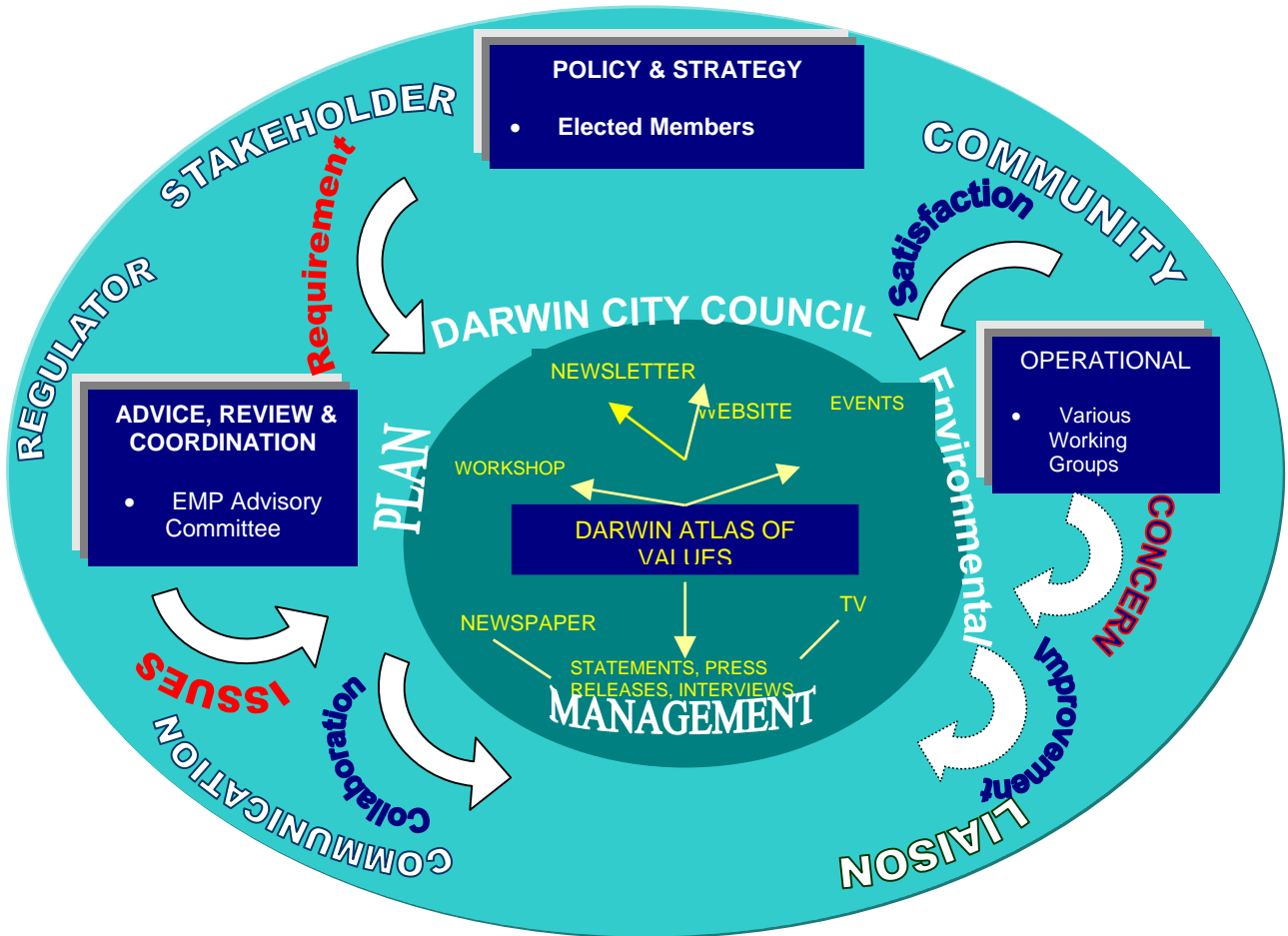




Community Consultation Plan



The Environmental Management Plan - Background

On the 11th of May 2004, the 18th Darwin City Council unanimously approved the development of an Environmental Management Plan (EMP) and an Environmental Management System (EMS). The decision to develop an Environmental Management Plan reflects Council's commitment to protecting the municipality's natural resources so that they may be enjoyed by future generations. Darwin is perhaps Australia's only Capital City that is still able to boast about the abundance of native fauna, clean air and pristine waterways. Darwin City Council is committed to ensuring that these natural resources are managed in a sustainable framework. Specifically, Darwin City Council is committed to the protection and enhancement of biodiversity and the sustainable management of intrinsic natural resources and ecological processes. Community participation is a key requisite for the successful development of the EMP, which seeks to embody Council's vision and actions for a sustainable future.

Charter & Aims

Council's aim is to "engage stakeholders, regulators, Council employees and most importantly, the Darwin community at large on all issues relating to the management and protection of the natural and built environment within the municipality of Darwin".

In order to achieve this aim, Council will:

- Ensure that community consultation captures the opinions, expertise and concerns of the community as a whole;
- Encourage participants on the working groups to represent a wide cross section of the local community ;
- Encourage representatives to participate fully;
- Encourage the participation of experts who have technical and professional experience in disciplines relevant to the EMP project;
- Implement a consultation process that informs and provides the opportunity for Darwin residents to be involved.

The Community Consultation Strategy

To ensure that this community consultation is successful, Council will engage in an open communication process, which will provide an opportunity for Darwin residents to have direct input into the development of the EMP.

This community consultation strategy will provide interested residents and stakeholders with numerous avenues through which to provide feedback on how they would like Darwin City Council to manage their environment. These may include:

- Information forums and events
- Community workshops
- Display days
- Written submissions
- Feedback hotline
- Meetings with groups and individuals
- Newsletters
- Letterbox distribution of information specific to a particular area
- Council's Website

In keeping with Darwin City Council's aim to use best practice community consultation processes, the foundation for the development of this Community Consultation Plan are:

1. the National Standards for Quality Management Systems AS/NZS ISO 9001:2000 (Figure 1.0); and
2. the Australian and New Zealand Environment and Conservation Council's endorsed protocols for community consultation (1994)

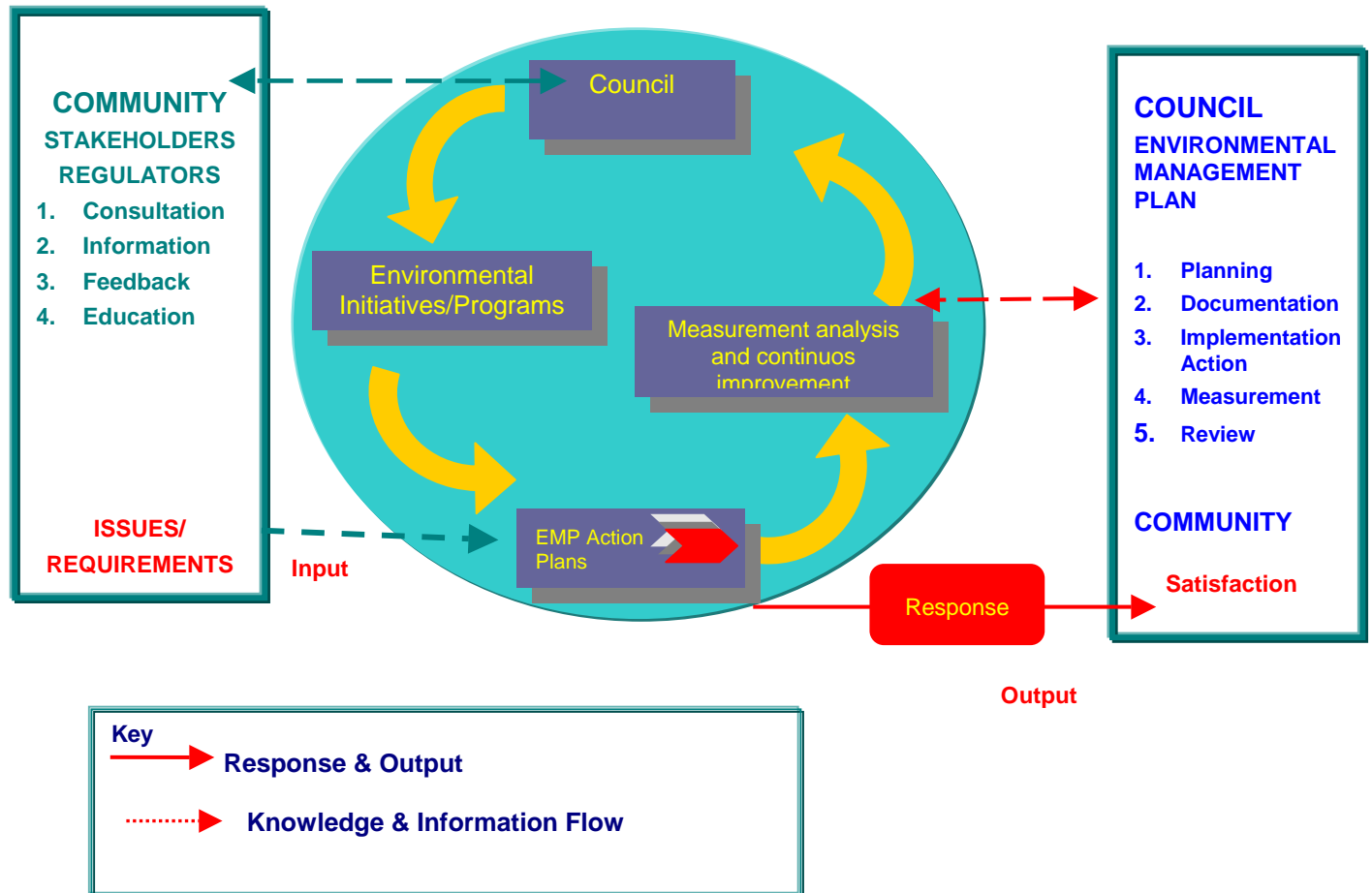
In the context of this plan, environment does not just mean physical environment such as air, water and



ecosystems, it also means people and their community infrastructure.

Figure 1.0 Model for Council's Emp Community Consultation Plan

(Amended to meet Darwin City Council's needs from AS/NZS ISO 9001:2000 – Model of a process based quality system)



Consultation Principles

(Simplified from the Australian and New Zealand Environment and Conservation Council's endorsed protocols for community consultation (1994))

1. Clear communication at the right time.
2. Provision of full information to encourage fair and informed discussion.
3. Maximum consultation support.
4. Clear and realistic timetables.
5. Provision of technical information in easily understood plain language.
6. Provision of practical help. (In the form of workshops, community social events and one-on-one meetings to maximise participation by residents and groups, including the disadvantaged)
7. Including people of all backgrounds.
8. Provision of timely feedback on results of meetings.
9. Provision of community participation at different stages to maximise community influence in the EMP development and implementation process
10. Stimulation of constructive dialogue.
11. Frequent monitoring and evaluation of the effectiveness of the community consultation plan.
12. Sharing of effective consultation responsibilities with Darwin's community and stakeholders.

Consultation Methods And Reporting

Copies of Darwin City Council’s Environmental Policy, the EMP’s Darwin Atlas of Values and Information leaflets will be made available on the Council website and at the Civic Centre and Council Libraries.

Community Reporting

1. Development Phase – Atlas Letterbox drops at three stages of EMP development
2. Implementation/Maintenance Phases - Half-yearly reporting through Newsletter and Annual report

Community & Stakeholder Communication and Liaison

1. Ongoing information through DCC website
2. Yearly community survey/feedback
3. Yearly EMP community workshops/events for each of the Environmental Management Units
4. Quarterly newsletter
5. Various Community awareness and education programs – Schools, environmental events, shows

Strategic Level

1. Stakeholder/Regulator lobbying and liaison on identified issues and/or localities outside Council’s area of responsibility and control
2. Joint projects/partnerships – regional, national significance level issues

Operational Level

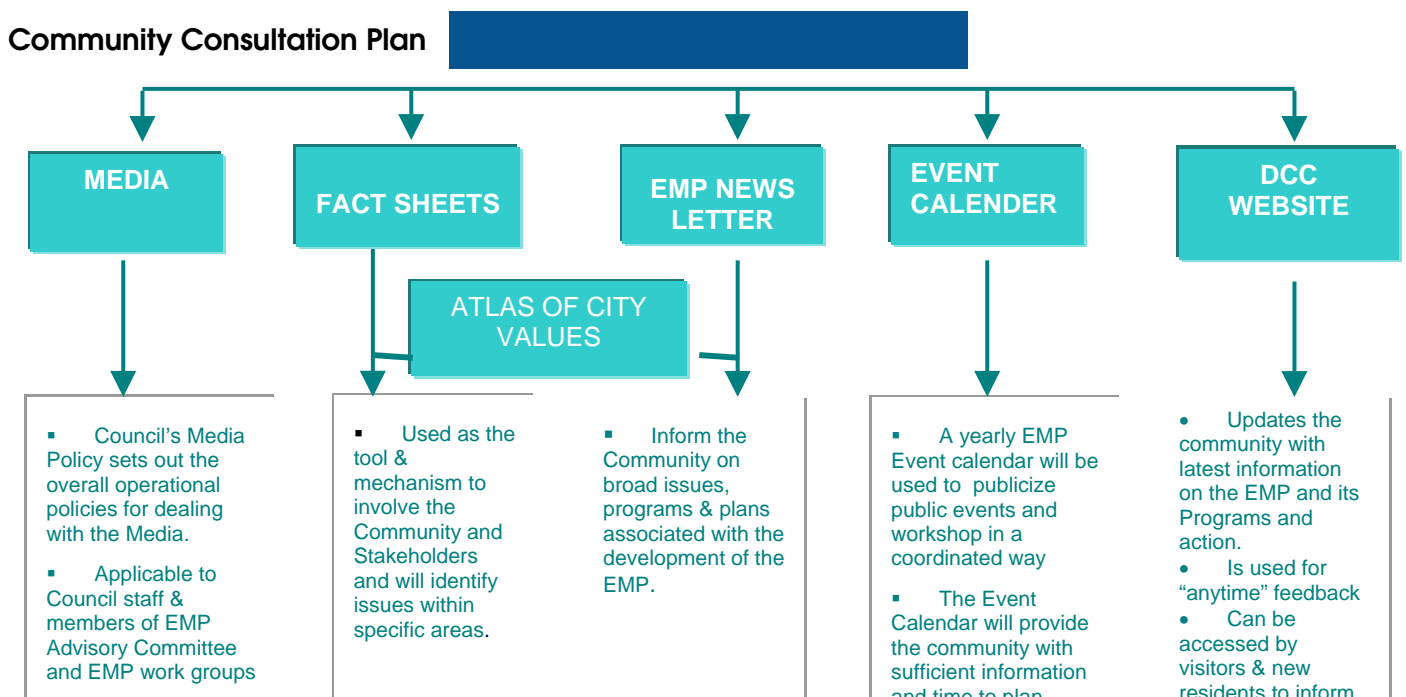
In-house liaison:

1. Consideration of identified issues during Council’s yearly operational work program development
2. Addressing of identified issues associated with Council’s own operations through Council’s Environmental Management System

External liaison:

1. Joint rehabilitation, remediation and scientific projects with environmental groups, schools and scientific organisations (Charles Darwin Uni, CSIRO etc.)

Figure 1.1 Consultation Methods - Summary





The City Atlas Of Values

A City Atlas of Values will be prepared to provide Darwin residents with as much detail as possible on a broad range of identified issues and potential goals. (Figure 1.2)

This Atlas will become the primary tool for community feedback on issues that affect them and the natural environment.

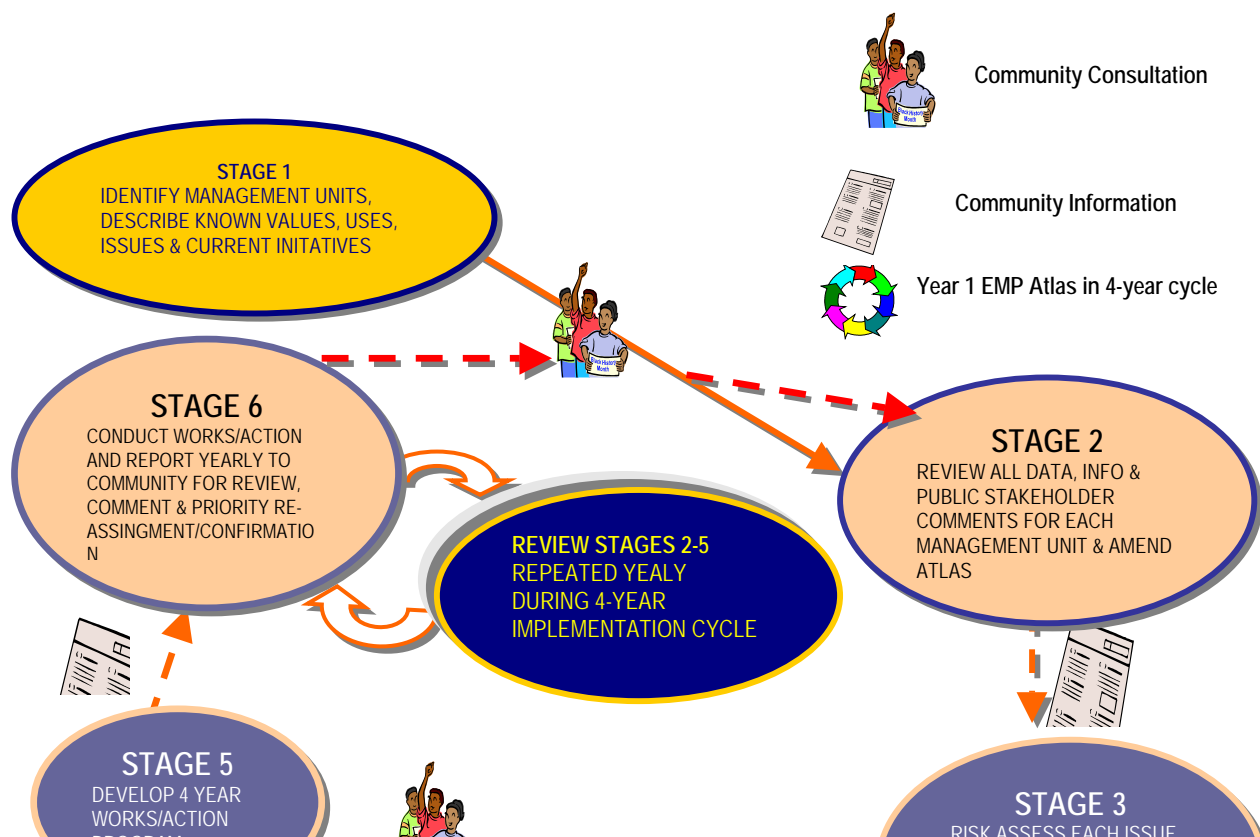
The Atlas will be designed to be flexible, dynamic and engage as many Darwin residents as possible through its relevance to their immediate living environment by:

- Dividing the Darwin geographic area into Environmental Management Units (EMUs) based on catchment boundaries or sub-catchment features such as creeks and waterways where the catchment area is too large (such as Rapid Creek),
- Collating all known information, issues and area specific programs for each of the EMUs.
- Requesting community feedback on an EMU by EMU basis through targeted letterbox, workshops, information events, media and website access;

This consultation process will be repeated at least annually to provide the community with the opportunity to:

- be informed about Council action taken in the interim and
- bring new issues, views and suggestions to Council's attention.

Figure 1.2 - Consultation Tool: "City Atlas Of Values"





Community Consultation Plan

Consultation Forums

The EMP Advisory Committee

The Environmental Management Plan (EMP) Advisory Committee is the Peak Reference Group established to provide Council with advice on the processes being undertaken and community feedback received. The EMP Advisory Committee acts as a conduit between Council and various EMP working groups. The Committee will also identify issues and concerns raised by residents at large and ensure that these are addressed in the EMP as far as possible.

The EMP Advisory Committee consists of representatives from various community, government and industry interest areas as listed in Table 1.

Table 1 - Emp Advisory Committee

Name	Representative Area
Alderman Joanne Sangster	Darwin Community
Alderman Garry Lambert	Darwin Community
Brendan Dowd	Darwin City Council –Technical Services
Angelika Hesse	Darwin City Council –Environmental Management
Department of Infrastructure Planning & Environment (DIPE) Representative	NT Government - Environment and Heritage of Darwin & Region
Charles Darwin University Representative	Tropical Environmental Science in the NT
Larrakia Nation Representative	Aboriginal Culture & Heritage
Darwin Environment Centre Representative	Environment Groups of Darwin
Chamber of Commerce Representative	Industry & Commerce of Darwin
Darwin Community Representative	Community Representative

EMP Working Groups

Various Working Groups will be established for the duration of the entire EMP development and implementation period to maintain continuity, process/issue memory and ensure a consistent approach to data collection, assessment and outcome delivery.

Members who have technical, professional and local expertise will be sought from Government Agencies, Industry, Community and Science sector through public advertisement.

Community members and stakeholders will be invited through public advertisement to join Working Groups as the chapter for each of the EMP's Environmental Management Units is completed. This process will effectively harness local knowledge and ensure participating group members are a representative sample of community

stakeholders and environmental management practitioners for each area. Representation will be sought from various community, government and interest areas listed in Table 2. The Local Government Association of the Northern Territory (LGANT) will be invited to send an observer to Advisory Committee meetings.



Community Consultation Plan

Table 2 – EMP Working Groups

Name	Representative Area
Angelika Hesse	Darwin City Council – Environmental Management
Irma Gerridzen	Darwin City Council – Environmental Management
Barbara Ann-Heales	Darwin City Council – Environmental Management
TBA	NT Government - Environment and Heritage of Darwin & Region
TBA - Department of Defence	Environment Darwin & Region
TBA - Landcare	Land & Vegetation Management
TBA – Greening Australia	Land & Vegetation Management
TBA – NT Government	Water Management
TBA	Recreational Fishing
TBA	Commercial Fishing
TBA - Power Water	Water & Waste Water Users and Industry
TBA	European Culture & Heritage
TBA	Sport & Recreation
TBA	Business & Tourism
TBA	Community
TBA	Primary Industries
TBA	Aboriginal Culture & Heritage
TBA	Rapid Creek Catchment
TBA	Commercial Aviation

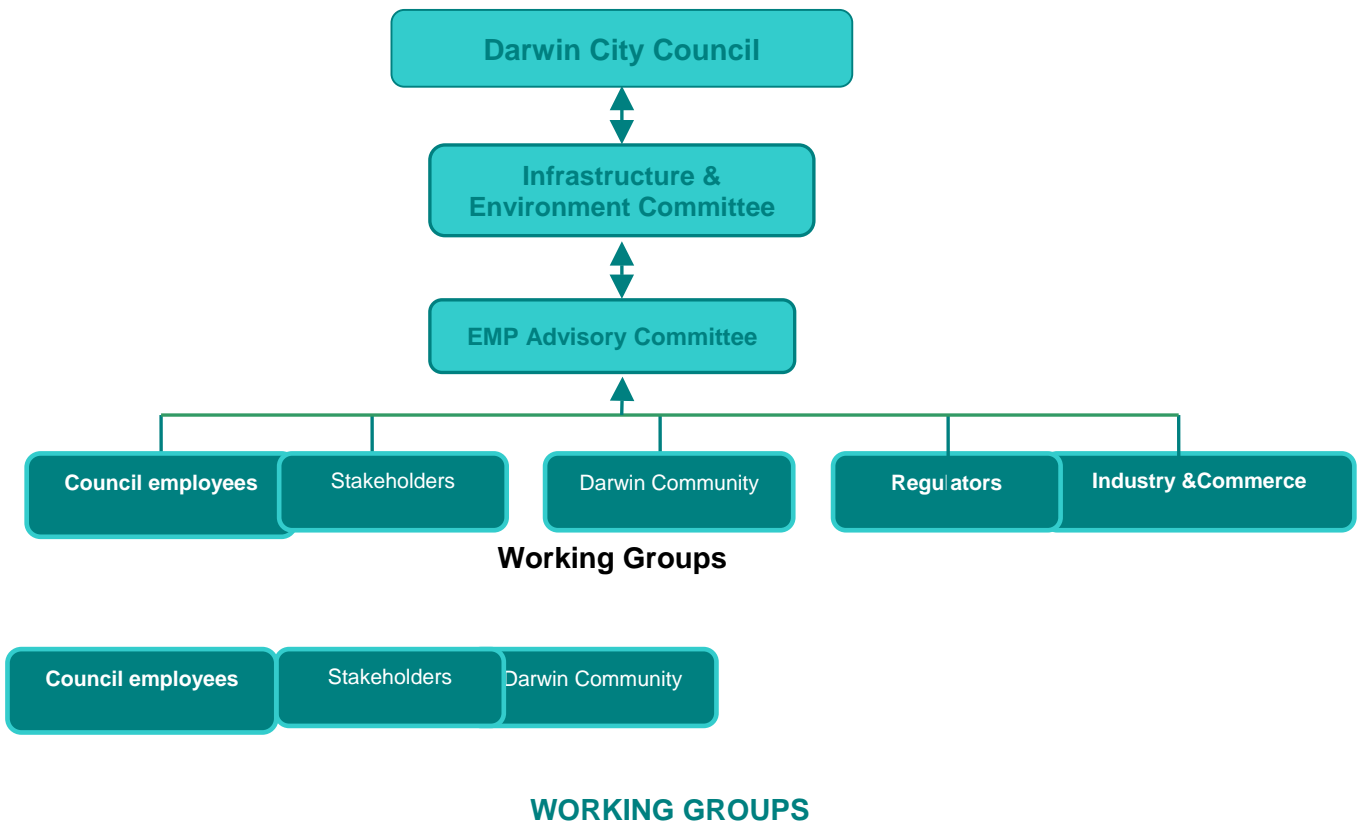
Consultation And Reporting Structure

As depicted in Figure 1.3, Council’s structure for the delivery of its Environmental Management Plan consists of 4 key functional consultation, working and decision making forums:

1. The Darwin City Council (DCC) holds the ultimate responsibility for approval of the Environmental

- Management Plan and any actions and programs arising from its development and implementation; and
- 2. DCC's Infrastructure and Environment Committee reviews all internal and external reports associated with the development of DCC's EMP prior to submission to Council for consideration; and
- 3. The EMP Advisory Committee holds overall responsibility for the coordinated development (and implementation) of the EMP.
- 4. EMP working groups will hold responsibility for specific EMP initiatives, which will be constituted, from representative members of the local community in each of Darwin's EMUs (Environmental Management Units).

Figure 1.3 EMP Development & Implementation – Forums Structure



Community Consultation Program

Consultation Program	Requirements	Action
Planning		
EMP Framework	Documents must	Prepare public EMP Strategy
Community Consultation	<ol style="list-style-type: none"> 1. identify Council's vision & mission, aims & objectives 2. be suitable for distribution to professional community & interested public 3. be scientifically rigorous in content (social & physical science) 4. represent current best practice environmental & public management in methodology and content 	Prepare Community Consultation Plan
Consultation Forums	Forums must be able to represent the multicultural diversity of Darwin and Community as a whole & in line with Council policy & strategy	Develop Terms of Reference for Advisory Committee & Working Groups
Forums		
EMP Advisory Committee	Members must represent Darwin's Scientific Environmental, Natural Resource & Policy Professional Community	Select Membership & ascertain willingness to participate
Work Groups	<p>Primary Members must represent key Interest, Stakeholder, Community Groups & Regulators with an interest in Darwin as a whole</p> <p>Special Members must be associated with particular EMUs (residents, groups working within the particular EMU, landholders)</p>	<p>Convene first meeting</p> <p>Prepare & call for expression of interest</p> <p>Select key members with a willingness to participate throughout the project</p> <p>Convene first meeting & develop future meeting schedule</p> <p>Identify key stakeholders for each EMU</p> <p>Prepare EMU work group consultation schedule</p> <p>Invite special EMU Stakeholders to working group meetings dealing with their area of interest</p>
Consultation Method		
EMP Contact Points	Contact points & details must be identified to enable receipt of written submissions, phone calls, e-mails in a coordinated manner & ensure effective communication. Also builds & conveys a culture of openness, receptiveness & willingness to listen and help.	Establish EMP hotline or identify Council contacts, phone & e-mail addresses or website for feedback
Direct Mailing	Must be cost-effective & able to let specific groups know what is happening.	<p>Draft personalised letters containing support information and/or copies of EMP Strategy</p> <p>Prepare Fact Sheets, Summary EMP framework leaflets</p> <p>Prepare Survey feedback template</p>

Consultation Program	Requirements	Action
<p>Letterbox drops</p> <p>EMP Displays, Events & Public meetings</p> <p>Media</p>	<p>Must be cost-effective & able to let residents know what is happening in their immediate community/suburb</p> <p>Poster displays & EMP models in busy public areas must be able to reach a large number of residents in a short time & raise interest in the EMP project. If staffed, displays should have EMP Committee members, Aldermen and/or Working groups members available to answer community questions & initiate response to concerns,</p> <p>Events must be carefully organised via a well publicised schedule and provide an opportunity for anyone to voice their interests, concerns and suggestions.</p> <p>The EMP media campaign should be planned to raise awareness of the EMP project to facilitate/elicit comments & feedback from as many Darwin residents & visitors as possible.</p>	<p>Prepare & distribute 4 page Atlas of Values for each EMU together with survey/ response template</p> <p>Prepare display posters</p> <p>Identify & negotiate unstaffed displays at busy sites (Libraries, Civic Centre, Shopping Centres)</p> <p>Prepare an event/display schedule for direct consultation with residents</p> <p>Identify & negotiate staffed displays at busy sites or events (ie. Markets & FREEPS)</p> <p>Organise Community BBQ's to launch the EMP in EMU's in accordance with the event/display schedule</p> <p>Prepare Media Schedule</p> <p>Prepare media releases</p> <p>Prepare advertisements (TV & Newspapers)</p>
Phase 2 Consultation		
<p>EMP Newsletter</p> <p>Effectiveness & attitude surveys</p>	<p>Must be able to inform, convey key progress results, actions & new initiatives to targeted audience & community at large. Newsletter should commence after completion of phase 1 of the project (initial EMP launch & first round of consultation)</p> <p>A yearly survey should become a key element of the EMP to allow:</p> <ul style="list-style-type: none"> ➤ Measurement of the effectiveness of the consultation program and ➤ Identification of changed population dynamics, which may change the character & expectations of the Community as Darwin growth. 	<p>Develop Newsletter Template for quarterly release & distribution to Schools & Key Stakeholders & Community.</p> <p>Prepare Newsletter distribution schedule (inc. Libraries & Civic Centre)</p> <p>Develop a EMP survey suitable to be distributed yearly (with rates notices ??)</p> <p>Conduct or commission in-house or independent telephone surveys & survey programs for the financial year 2005/2006</p>