Consultation Strategy

Water Quality Monitoring Framework for the Katherine and Daly River Catchments

September 2008
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1 Background
This consultation strategy has been prepared to assist the communication and consultation process for the development of a Water Quality Monitoring Framework (WQMF) for the Katherine Daly River Catchment that is consistent with the National Water Quality Monitoring Strategy.

The WQMF will be prepared by TRaCK in collaboration with Greening Australia and in consultation with the Territory Government and key stakeholders including, but not limited to, indigenous groups and representatives, interest groups, primary industries and tourism representatives, environmental groups, landholders, research organisations, water planners and local community members.

The identification and involvement of a broad range of stakeholders is essential in ensuring a balance of views to best inform the development of the WQMF and to ensure that the WQMF is locally relevant and can be effectively implemented.

To ensure all stakeholders have the opportunity to be involved consultation process number of consultation mechanisms will be employed. The mechanisms will serve dual purposes to a) raise awareness and b) enable feedback. Some of the mechanisms used will include:

- Media releases
- Public forums and workshops
- Individual meetings
- Presentations and information sharing at interest group meetings
- Distribution of flyers
- Distribution of Information Papers
- Web based information, and
- Survey forms.

2 Objectives
The objectives of the consultation process are to:

- Identify key stakeholders
- Encourage and provide mechanisms for involvement and input to the development of the WQMF
- Obtain locally relevant feedback of ideas, issues and/or concerns
- Work directly with stakeholders to ensure ideas, issues and/or concerns are clearly understood, and
- Demonstrate a commitment to stakeholder participation.
3 Consultation Process

The consultation strategy aim is to a) raise awareness of the project and b) seek input from stakeholders to inform development of the Draft WQMF and c) seek comment on the content of Draft WQMF.

A Water Quality Monitoring Co-ordinating Group (Co-ordinating Group) has been established and will be instrumental in providing advice and guidance through out the life of the project. The Co-ordinating Group is made up of both Territory and Federal Government representatives, Non-Government Organisation (NGO) representatives and technical experts.

Early identification of key stakeholders is fundamental to the consultation process. A number of stakeholders have already been identified and further discussions with members of the Co-ordinating Group, Greening Australia and media releases will assist to identify other stakeholders, or at the very least, provide an avenue where by individuals or groups can be register there interest and be included to the stakeholder list.

3.1 Stages in Consultation Process

The consultation process has 3 main stages from project inception to completion, these include:
- Raising awareness
- Input to inform development on the Draft WQMF
- Submission and comment on the content of the Draft WQMF.

3.1.1 Stage 1 - Raising awareness

Stage 1 requires a clear outline of the project and why it is important for stakeholders to be involved. It will set boundaries for the project so there is a clear understanding of the issues the project will and will not be addressing. It will also outline some of the questions we will be seeking. This will enable to start people thinking about the value of their water resources, the threats and risks to the heath of their water resources and ideas on how water quality monitoring should be managed in the future. In addition, it will clearly map out the stages of the project and where direct input from stakeholders is required.

Stage 1 will primarily involve raising public awareness, and include:
- Media releases in the Katherine Times and Northern Territory News advising of the project and highlighting the need for community and stakeholder involvement. This may also include radio interviews.
- Interested persons will be requested through the media release, to make contact with TRaCK either via, email, telephone, fax or in writing. Interested people or groups will be added to the stakeholder distribution list.
- Previously identified and new stakeholders will be sent an information flyer
- Briefing papers will be made available for interested groups (i.e. NRM Board meetings etc), and
- Individual meetings will be conducted on an as needs basis.
• All material will be made publically available on the TRaCK and links will be established from the ENRETA websites to the TRaCK WQMF page. Information on the website will include media releases and flyers.

3.1.2 Stage 2 - Development of Draft WQMF
Development of the Draft WQMF will involve a range of mechanisms to enable a broad range of stakeholders to contribute to the design of the Draft WQMF. Proposed mechanisms include:
• Mail out to stakeholder advising of upcoming public meeting
• Survey forms with reply paid envelopes for those people interested to attend public forum, and
• Web link to TRaCK and NRETA websites where survey forms can be downloaded and potentially online survey forms will also be made available.
• Notices will be placed in the Public Notices section of the Katherine Times and Northern Territory News advising of the upcoming public forums
• 4 public forums will be held at Darwin, Katherine, Daly River and Douglas Daly. Additional public forums will be held with Indigenous communities as required, and
• Individual and group meetings will occur on an as needs basis.

In addition to the mail-out, web based information, survey forms and public forums, it is recognised that individual and group consultation will also be necessary and will occur on an as needs basis.

The public forums will include PowerPoint presentations as an introduction to the projected and clearly outlining the project scope and expected outcomes. Following the presentation, a workshop will be conducted using white boards and butchers paper to recorded views of the stakeholders. Following the public forums / workshops, a summary of main issues raised and points discussed will be recorded. This information will be used to inform development of the WQMF.

All information collected during the Stage 2 consultation process, i.e. from both public forums, and survey responses will be will be tabled and made publically available via the TRaCK and NRETA websites and copies will also be made available via email or hard copy upon request. Note all tabled and publically available comments will be recorded anonymously.

In addition to the public forums / workshops, records will also be kept of individual or group meetings summarising main views and discussion topics, provided permission is first obtained from the individual or group.

The Co-ordinating Committee will review the comments received and make recommendations, taking into consideration the comments, as to the development of the WQMF.
3.1.3 Stage 3 - Release of Draft WQMF and Call for Submission

Once the Draft WQMF is developed, a further round of consultation will commence for the purpose of a) demonstrating to the stakeholders how their input has contributed to the development of the WQMF and b) seeking comment on the Draft WQMF. The following mechanisms will be used;

- Advertisements will be placed in the Public Notices section of the *Katherine Times* and *Northern Territory News* advising the release of the Draft WQMF, detailing where copies for the document can be obtained or viewed and calling for written submissions and/or comments on the content of the Draft WQMF.

- Copies of the Draft WQMF will be made available via the TRaCK website, and at regional NRM offices i.e. Greening Australia Office Katherine and Local Council Offices.

- Identified stakeholders will be sent a letter and information paper to advise them copies of the Draft WQMF will be available for comment and where the Draft WQMF can be viewed and / or accessed. Both hard copies and electronic copies will be made available upon request. The information paper will be a condensed version of the Draft WQMF.

- A minimum of 3 weeks will be given from the date of release of the Draft WQMF for stakeholders to provide written submission. Submissions may be received electronically or via mail.

- Submissions will be collated and again will be made available upon request and will be accessible via the TRaCK and NRETA websites.

The submissions received will be reviewed by the Co-ordinating Group, who will make final recommendations regarding amendments to the Draft WQMF. Following recommendations from the Co-ordinating Group, the Draft WQMF will be amended and submitted to the NT NRM Board.
WQMF Consultation Strategy

Consultation Stages

Stage 1. Raising Public Awareness
- Prepare Draft WQMF
- Review existing information

Stage 2. Inform Development of Draft WQMF
- Develop Consultation Stage 2
- Inform Development of Draft WQMF
- Flyer - Stakeholders
- Individual Meetings
- Group Meetings - Briefing Papers

Stage 3. Consult on Draft WQMF
- Minimum 6 weeks - written submission / survey responses
- Letter to Stakeholders - Advising of Public Forums and Survey enclosed.
- Public Notice in Newspaper
- Website
- Letter to Stakeholders - Advising of Public Forums enclosed Information Papers and Survey forms / seeking written submissions.
- Public Notice in Newspaper
- Website
- Minimum 3 weeks - written submission / survey responses

WQMF Development

Project Inception - Develop Consultation
- Prepare Draft WQMF
- Review existing information
- Minimum 6 weeks - written submission / survey responses
- Develop Draft WQMF
- Release Draft WQMF
- Amend Draft WQMF
- Submit WQMF

Consultation Mechanisms

- Media Release
- Website
- Identify additional Stakeholders
- Flyer - Stakeholders
- Individual Meetings
- Group Meetings - Briefing Papers
- Public Notice in Newspaper
- Website
- Letter to Stakeholders - Advising of Public Forums and Survey enclosed.
- Public forums / workshops x 4
- Individual Meetings
- Group Meetings
- Meeting outcomes
- Meeting outcomes
- Minimum 3 weeks - written submission / survey responses
## 4 Project Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<td>Develop consultation strategy</td>
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<td>Review existing literature / WQ data / research etc.</td>
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<td>Arrange for Graphic Designer to finalise flyer</td>
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<td>Prepare media information package for newspaper and radio (Brainstorm Q and A’s)</td>
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<td>Media release (Articles in papers LR / Radio interviews MD/ST) Week beginning 22/09/08</td>
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<td>Conduct individual meetings with stakeholders as required</td>
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<td>Attend group meetings and provide briefing papers with stakeholders as required</td>
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<td>Prepare information for public notices / Organise venues / catering</td>
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<td>Draft letter and survey for mail out to all stakeholders</td>
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<td>Prepare PowerPoint presentation / public forum information</td>
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<td>Advertise public forums - Newspapers (Week beginning 13/10/08)</td>
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<td>Mailout letter and survey to all stakeholders advising of public forums</td>
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<td>Public forums x 4 (Week beginning 27/10/08)</td>
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<td>Prepare information papers (i.e. summary of Draft WQMF)</td>
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<td>Draft letter advising of release of Draft and seeking submission (include survey form)</td>
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<td>Mail out letter, information paper and survey</td>
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<td>Mail out copies of Draft WQMF to collection locations</td>
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<td>Advertise release of Draft WQMF in public notices section of newspapers seek public submission</td>
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<td>Minimum 4 weeks to receive public submission / surveys (26/01/09 - 20/02/09)</td>
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<td>Meeting of Co-ordinating Group to discuss necessary amendments considering submission</td>
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<td>Amend Draft WQMF</td>
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<td>Submit WQMF to NT NRM Board</td>
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5 Stakeholders

Water Quality Monitoring Co-ordinating Group

Government Departments
Natural Resources Environment, Arts and Sport (NRETA)
Department of Regional Development Primary Industries, Fisheries and Mines (DRDPIFM)
Power and Water (PW)
Department of Business, Economic and Regional Development (DBERD)
Department of Business and Employment (DBE)
BoM

Researchers
CSIRO Tropical Ecosystems Research Centre
NALSMA
TRaCK

NRM Groups
NT NRM Board Regional Facilitators
Daly River Management Advisory Committee
Katherine Water Advisory Committee
Wangamaty Landcare
Greening Australia NT
Landcare
Katherine Regional Weed Advisory Committee
Roper River Landcare Group
Environment Centre of NT

Councils / Shires
Katherine Town Council
Victoria Daly Shire

Local Members
Member for Daly
Member for Katherine

Indigenous Groups
Jawoyn Association
Kalano Community Association
Pine Creek Aboriginal Advancement Association
Northern Land Council – additional contact - Mona Liddy NLC ARG Facilitator
Nauiyu Nambiyu Community Government Council
Nyirranggung Mardruil Ngadberre Regional Council
Sue Jackson / Marcus Finn / Emma Woodwood – CSIRO Berrimah

Tourist Parks / Fishing
Katherine Region Tourist Association
Woolianna on the Daly
Perry’s on the Daly (fishing)
Banyan Farm (fishing)
Barra Fishing
Daly River Inn
Amateur Fishermen’s Association

**Agricultural / Horticultural / Pastoralists**
Manbulloo
Katherine Cattle Transport Centre Pty. Ltd.
Katherine District Farmers Association
Katherine Horticultural Association
Northern Territory Cattlemen’s Association
Northern Territory Horticultural Association
NT Agricultural Association
Peanut Company of Australia
Tipperary Group of Stations
Cave Creek Station
Oolloo Farm
Ballongilly Farm
Eumaralla Plantation
Red Dirt Fruits
Surelines Produce
Kumbyechants Station
Summit Fruit Orchards
Top Kat Fruits
Roper River Agriculture
Forsbrook Traders
Taylors Park
Hayseed Ag P/L
Lillyponds / Hickeys – Sand Mine
Sturt Downs Station
King River Station
Maud Creek Station
Jarrahdale
Timber Corp.

**Other**
Douglas Daly Community Development Association Inc.
BEAR Biologics – Consultant
H2O Drilling and Rehabilitation Contractors
Bores NT
Symes Agricultural Contractors
Great Southern Limited
Rollands Quarry
GBS Gold (Maud Creek)
Malak Malak
Sinclairs

**Miscellaneous**
Refer to DRMAC Contact List numerous individuals.