



Darwin Harbour Maintenance Dredging

Darwin, Northern Territory

DRWN-F19D

HALL CONTRACTING PTY LTD.
ABN: 55 009 786 065

Revision: Rev 3
Date of Issue: 07/11/2018



Document Prepared By:

Hall Contracting Pty Ltd
ABN 55 009 786 065
149 Sippy Downs Drive
(PO Box 519) Buderim
Queensland 4556 Australia

T: 07 5445 5977

F: 07 5445 1312

E: mail@hallcontracting.com.au

W: www.hallcontracting.com.au

Revision History

Rev No	Issue Date	Revision Details	Prepared By	Reviewed By	Approved By
Draft	23/10/2018	Draft for review	B.Weedon	S.Lawrence	
Rev 1	5/11/2018	Updated DPO comments	B.Weedon	S.Lawrence	
Rev 2	7/11/2018	Updated with DPO 2 comments	B.Weedon	B.Weedon	M.McCurdy
Rev 3	7/11/2018	Update with DPO 3 comments	B.Weedon	B.Weedon	M.McCurdy

Review of this management plan shall be undertaken either when there is: a change in the Scope of Works; a change in the Project Risk Assessment; a change in the design which affects the buildability; following a critical incident within the Hall Group of Companies, or at a period not exceeding two years.

Document Approval

Reviewed:	Name	Signature	Date
Approved:	Name	Signature	Date

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1.0 INTRODUCTION

Hall Contracting has been engaged by Darwin Port Operations Pty Ltd to undertake maintenance dredging activities within Darwin Harbour, Northern Territory (NT).

The location of these works are shown within Figure 1 below.

Figure 1: Location and layout of works



1.1 PROJECT SCOPE

The scope of works includes the dredging, dredge spoil disposal, pond management (if applicable under the relevant environment approval for each Separable Portion) and the environmental management and reporting required for maintenance dredging within the vessel movement and berthing areas at the Marine Supply Base, Fort Hill Wharf and East Arm Wharf.

1.2 OBJECTIVE OF THIS PLAN

The objective of this Communications Management Plan is to promote the success of the project by:

- Identifying the relevant stakeholders associated with the works;
- Understanding each stakeholders needs; and
- Effectively communicating with each stakeholder.

The Communications Management Plan sets out how Hall Contracting's management team will engage with stakeholders. It will serve as a guide for communications throughout the project and will be updated, as communication needs change.

2.0 IDENTIFICATION OF STAKEHOLDERS

Table 1 outlines the relevant stakeholders, associated point of contact and the specific communication requirements with each stakeholder in respect to the works.

Table 1: Stakeholder Communication Requirements

Stakeholder	Communication Requirements	Contact		
		Name	Phone	Email
Hall Contracting	Communicate between stakeholders during the project	Hall Office	(07) 5445 5977	mail@hallcontracting.com.au
		Ben Weedon	0416477118	DRWN-F19D@hallcontracting.com.au BenWeedon@hallcontracting.com.au
Darwin Port Operations Pty Ltd	Full communication between parties regarding the project	Phil Vivian	(08) 89190885 0400 635 670	Phil.vivian@darwinport.com.au
Darwin Ports Pty Ltd.	Community feedback	DPO	(08) 8919 0881	TBA
Darwin Ports Pty Ltd.	Emergency Response line	DPO	(08) 8919 0821	
Darwin Waterfront Corporation.	Update on operations to be conducted at FHW, notification via email.	Darwin Waterfront Corp.	(08)8999 5155	darwinwaterfront@nt.gov.au
AIMS	Monitoring Buoys	Richard Brinkman	0428 145 445	R.Brinkman@aims.gov.au
Emergency Services	Emergency Services	Police	131444	
		Fire	131444	
		Ambulance	131444	
NT RHM & Deputy RHM	Approval 5 days prior & NTM, any port incidents	Capt. Tony O'Malley	(08) 8999 3867	rhm@nt.gov.au tony.omalley@nt.gov.au
		Kylie McDonald	(08) 8999 3867	Kylie.mcdonald@nt.gov.au
Darwin Harbour Control	VTS	Darwin Harbour	(08) 8919 0821	Harbourcontrol@darwinport.com.au
Darwin Harbour Control	Ship Scheduling	Darwin Harbour	(08) 8919 0870	shipping@darwinport.com.au
NT EPA	In the event of an exceedance or non-conformance under the waste discharge license	NT EPA		waste@nt.gov.au
NT EPA	Marine Pollution incident	NT EPA	1800 064 567	pollution@nt.gov.au
AMSA	Marine Incidents	AMSA	1800 641 972	reports@amsa.gov.au

NT EPA	General Contact	NT EPA	(08) 8924 4218	ntepa@nt.gov.au
Marine Wild Watch	Marine Mega Fauna contact number	MWW	1800453941	

3.0 COMMUNICATING WITH STAKEHOLDERS

The following section outlines the methods of communication that will be implemented for each stakeholder identified within Table 1 to ensure the required message/information is delivered in an effective manner.

3.1 COMMUNICATIONS WITH DARWIN PORT

It is intended that communication between Hall Contracting and Darwin Port is direct, open and will occur at the required frequency for the success of the project.

Communication can be through multiple members of the project team either in person, via phone or within the methods outlined below.

3.1.1 LETTERS

Where formal correspondence is required between Hall Contracting and Darwin Port shall be submitted via letter through either email or postal services.

All written communications with the DPO is to be sent to the following address:

*Darwin Port Operations Pty Ltd
11 Export Drive
Berrimah, NT, 0822*

All letters sent shall have sequential reference numbers in the following format:

Project Number _ L00

3.1.2 EMAILS

Written communication between Hall Contracting and Darwin Port will be undertaken via email with the exception to formal notices

The subject line of all email correspondence shall following the below format

Project Number _ Description of content

A Hall Contracting project specific email address, DRWN-F19D@hallcontracting.com.au, has been set up and shall be cc'd into all correspondence with Darwin Port Operations Pty Ltd and other interested parties.

3.1.3 TRANSMITTALS

Transmittal of documents from Hall Contracting to Darwin Port will be undertaken via email or electronic file transfer (Dropbox).

All transmittals sent shall have sequential reference numbers in the following format:

Project Number _ T00

3.1.4 REPORTING

Correspondence between Darwin Port and Hall Contracting will be on very regular basis. General information provided by Hall Contracting to Darwin Port will be daily dredge log sheets and daily inspection checklist.

Should any blockages occur than the Supervisor will inform Darwin Port representative of this with photo's to follow by text message and time when blockage has been removed and dredge is operational again.

Additional reporting & communications is required below –

Weekly report –

The Contractor must, in accordance with clause 16.2, provide the Principal's Representative with weekly progress reports which contain, as a minimum, the following information:

- a) progress against the approved Program and any proposed changes to that program;
- b) dredge production rate;
- c) stand down time;
- d) downtime and equipment performance;
- e) compliance with all regulatory requirements;
- f) all environmental monitoring and reporting data;
- g) details of all workplace health and safety and environmental incidents or near misses;
- h) community complaints;
- i) amendments or proposed changes to the Contractor's Plans; and
- j) directions or instructions received from the Principal.

Final dredging report –

The Contractor must, as a condition precedent to Completion of each Separable Portion, provide the Principal's Representative with a final report which contains, as a minimum, the following information:

- a) cubic meters dredged (not including over dredge) for the project;
- b) status of actual work performed against the approved program shown in a format acceptable to the Principal's Representative;
- c) details of any workplace health and safety and environmental incidents or near misses; and
- d) directions or instructions received from the Principal.

Final Enviro report –

The Contractor must, as a condition precedent to Completion of the last performed Separable Portion, provide the Principal's Representative with a final environment monitoring report which contains, as a minimum, the following information:

- a) a summary of all environment monitoring outcomes for the project;
- b) details of any exceedances of monitoring triggers or environmental incidents and reactive actions taken during the project;
- c) all information that might be required for a final report under the obligations, conditions and requirements contained in the Waste Discharge Licence and any other relevant Approvals and Long Term Dredge Management Plan; and
- d) a complete set of the environment monitoring records as an attachment to the report.

3.1.5 DISSEMINATING INFORMATION INTERALLY

Hall Contracting Project Manager will be responsible for disseminating correspondence or directions received from Darwin Port representative. The Project Manager will determine which other parties within Hall Contracting will need to receive the information.

3.2 COMMUNICATION WITH STAKEHOLDERS OTHER THAN DPO

The following section outlines the typical communication protocols between Hall Contracting and the other parties defined within Table 1 above.

3.2.1 COMMUNICATION WITH HARBOUR COMMERCIAL OPERATORS

All Commercial Operators will receive notification via Notice to Mariners issued by Northern Territory Marine Transport. As ensued under the SOLAS Convention for Commercial operators, in addition notices will be posted at Cullen Bay Marina, Frances Bay Marina & Bayview Marina. Notice to Mariners will be issued 24 hours prior to the commencement of each separable portion.

Notice to Mariners shall include –

- Emergency Contact and community feedback for all public and mariner notices

- **Emergency call Darwin Harbour Control (08 8919 0821) &**

Community feedback call Darwin port Ops Call (8919 0881)

3.2.2 DARWIN HARBOUR RECREATIONAL USERS

Recreational users will be notified via noticeboards at local boat ramps where practical, in addition to, local marina's and yacht clubs. In addition, DPO will issue a public notice in the NT News, outlining the proposed area of operations & duration of the project.

Recreational Notice shall include –

- **Emergency call Darwin Harbour Control (08 8919 0821) &**

Community feedback call Darwin port Ops Call (8919 0881)

In addition the Hall's Emergency, contact number –

- **Hall Contracting 0416477118**

3.2.3 LOCAL USERS OF FHW, MSB & EAW

Local users of FHW, MSB & EAW will be notified via email from DPO, in addition at the local port users meeting, a Hall Contracting representative will attend each port operations meeting leading up to and during the dredging project.

3.2.4 GENERAL STAKEHOLDERS WITHIN TABLE 1

Any communication between any stakeholder within Table 1 other than the Darwin Port which is in relation to the works will be undertaken in close collaboration with the Darwin Port.

3.2.5 VESSEL COMMUNICATION BY RADIO

Vessel communication between vessel and dredge Everglade / workboat Bula will be through VHF radio channel 71. The dredge Everglade & WB Bula will also monitor VHF channel 16.

3.2.2.1 Darwin Harbour Maintenance Dredging VHF Radio Channels

06 Frances Bay Mooring Basin Lockmaster

Communications with vessels entering or leaving Frances Bay Mooring Basin

08 Tipperary Waters Lockmaster

Communications with vessels entering or leaving Tipperary Waters marina

09 Darwin LNG

Wickham Point operations

10 All vessels

Darwin Harbour Control working channel and primary port operations

12 and 13 Tugs

Ship manoeuvring with the assistance of tugs

14 and 69 Naval vessels

Navy port working frequency

16 All vessels

[International] distress, safety and calling

17 Hudson Creek

Ship-to-shore channel for vessels working in Hudson Creek

67 All vessels

Darwin Harbour Control weather and notices to mariner's information channel (0703 & 1903)

72 All vessels

Ship-to-Ship, Customs and Quarantine

73 Yachts

Yacht racing and Regattas

74 Darwin Marine Supply Base

Darwin Marine Supply Base operations

88 INPEX LNG

Bladin Point operations

3.2.6 PUBLIC

Communication with the Public will be undertaken to specifically provide a point of contact for information and/or complaints regarding the works. Information shall be provided regarding the general works being undertaken at East Arm Wharf, Fort Hill Wharf and Marine Supply Base to ensure risk of interactions and injuries are mitigated as per section "Recreational users".

Communications shall be through the following forms:

- Signage erected at certain key point locations where public access waterway
- Telephone conversations
- Electronic at boat ramps close to the

Telephone conversations with members of the public will be kept courteous and professional at all times. Questions relating to the works will be answered in a brief manner in line with Darwin Port.

Any complaints received shall be managed in accordance with Section 4 of this document.

All communication shall be undertaken in collaboration of the project team.

3.3 RADIO COMMUNICATION BETWEEN VESSELS

Communication between vessels will be by radio using VHF channel 72 and dual listening watch on VHF 16.

4.0 COMPLAINTS

A Complaints hotline has been set up with Darwin Port Operations (DPO), the community feedback number is **(08) 8919 0881**, DPO will action as necessary community complaints, where in the instance Hall receive a complaint direct the following will be adhered to.

All complaints will be clearly recorded using the Incident Report form. Upon the occurrence of an incident is the responsibility of the Hall Contracting management team to complete an Incident Report and have the resulting action items resolved. All incident reports shall be registration within Mango. The information recorded as part of this process shall include:

- Nature of complaint, including any specific details;
- Type of Incident (complaint);
- The severity of the incident / complaint;
- Contact details of the complainant;
- The date, time and duration of the condition leading to the complaint;
- The location of the complaint and source of condition leading to it;
- The corrective action undertaken, including the person(s), time and details of notification; and
- Preventative actions / procedural changes to prevent recurrence.

A formal report shall be submitted to Darwin Port within 24 hours of the complaint being received.

In the event that Darwin Port receives a complaint directly, and subsequently formally requests information from Hall Contracting, which relates to this public complaint, Hall Contracting is to respond to Darwin Port within a reasonable timeframe.

5.0 MEDIA

Hall Contracting and its staff members will not engage in communications to the media. Any communication received from media personnel regarding the project will be directed to the Darwin Port.

Hall Contracting will advise Darwin Port project team of any media enquiries.

Any complaints regarding the works will be dealt with in the manner described within Section 4 of this document.