

Engagement Tool - Typical workshop agenda – community information session

This provides an indicative framework for delivering a community information session workshop to share background information, management options and seek high level feedback/inputs into coastal planning. Typically delivered in early Stages and to encourage sharing of values.

- **Duration:** Typically, one to two hours, but can vary depending on the size of the project area, size of impacted population, level of controversy.
- **Times:** Ensure session is held at an accessible time that allows maximum attendance – e.g. outside office hours on a weeknight or weekends and outside school holidays.
- **Location:** At a venue within or near the study area.
- **Materials:** Audiovisual equipment for presentation. Other materials are dependent on activities undertaken. Presentation materials to be highly visual (less text, more pictures).
- **Set up:** Dependent on content of presentation – may include theater style set up (presenter at front, with chairs for audience) or interactive workshop (presenter up front and tables and chairs for group activities).

Example agenda:

Item	Suggested content
1. Welcome (10mins)	<ul style="list-style-type: none">• Project Team• Acknowledgement of Country
2. Introduction and background (20 mins)	<ul style="list-style-type: none">• What is coastal planning?• Overview of planning framework/legislation• Why is the project happening?• Q&A
3. Hazards and risks (25 mins)	<ul style="list-style-type: none">• Overview of the coastal hazards and what they are.• What the risks are if they are not managed.• Q&A
4. Management options (25 mins)	<ul style="list-style-type: none">• Overview of the options (Hint: use imagery as much as possible)• What are the impacts of the different management options.• Q&A
5. Recommendations (20 mins)	<ul style="list-style-type: none">• How are the recommendations for the local area determined?• Q&A
6. Next steps (10 mins)	<ul style="list-style-type: none">• Determining recommendations for this area• How we will communicate outcomes