[*insert company logo here or delete*]

**[*Insert name of project or site*]**

**COMMUNITY ENGAGEMENT PLAN**

**[*Insert number of licence/authority*]**

**[*Insert PLN number*]**

**[*Insert date*]**

[*Insert photo / image here or delete*]

#### Version Control and Approval

[*Example*]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Version No.** | **Prepared** | **Reviewed** | **Approved** | **Date** | **Description** | **Next Revision** |
| **0** | **Joe Miner** (Environment and Community Coordinator) | **Bob Digger** (Environment Manager) | **Sue Quarry** (Mine Manager) | dd/mm/yyyy | Initial Plan | dd/mm/yyyy |
| 1 | **Joe Miner** (Environment and Community Coordinator) | **Bob Digger** (Environment Manager) | **Sue Quarry** (Mine Manager) | dd/mm/yyyy | Updated stakeholder list following community meeting | dd/mm/yyyy |
| 2 | **Joe Miner** (Environment and Community Coordinator) | **Bob Digger** (Environment Manager) | **Sue Quarry** (Mine Manager) | dd/mm/yyyy | Annual Review | dd/mm/yyyy |

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# CEO or Company Representative Statement

[*you should* *provide a statement affirming that the company acknowledges the environmental, cultural and economic values in the area surrounding the site; will respect the rights held by private and public landowners; is committed to engaging with the community, listening to community concerns and responding appropriately to community feedback; and seeks to be recognised as a valuable contributor to the community*]

# Introduction

[*you should provide a brief introduction about the proposal or the project*]

[*you should* *provide a brief overview of the extractive or mining activity, and the target commodity*]

[*you should* *provide a brief description of the purpose of the community engagement plan*]

# Site description

[*you should* *provide a description of the site*]

[*you should* *provide a description of the immediate surrounding area*]

[*you should* *provide a description of the nearest sensitive receptors and locations* (such as neighbouring landholders, residential areas, schools, hospitals, child care centres)]

[*you should* *insert a location map* (site and surrounds)]

[*you should* *insert a site map* (land included under licence or work authority)]

# Background

[*you should detail the engagement that has previously taken place with stakeholders and summarise the themes of discussion*]

# Legislative framework

[*this community engagement plan has been prepared in order to meet the legislative requirements set out in the Mineral Resources (Sustainable Development) Act 1990 and associated regulations. Remove the legislation/regulations below that do not apply to your operations*]

## Legislative framework - extractives

***Mineral Resources (Sustainable Development) Act 1990***

Section 77G(3)(e) – Community Engagement Plan for a new work plan

Section 77H(2) – Community Engagement Plan for a work plan variation

Section 77K – Extractives industry duty to consult

**Mineral Resources (Sustainable Development) (Extractive Industries) Regulations 2019**

Regulation 12 – for the purposes of regulation 7(e) the specified information is information that –

1. identifies the community likely to be affected by the quarry operations; and
2. sets out how the extractive industry authority holder will -

(i) identify community attitudes and expectations; and

(ii) share information to the community; and

(iii) receive feedback from the community; and

(iv) analyse community feedback and consider community concerns or expectations; and

1. register, document and respond to complaints and other communications from members of the community in relation to the quarry operations.

## Legislative framework - minerals

***Mineral Resources (Sustainable Development) Act 1990***

Section 40(3)(d) –Community Engagement Plan for a new work plan

Section 41(2) – Community Engagement Plan for a work plan variation

Section 39A – Licensee’s duty to consult with community

**Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019**

Proposed Part 3, Division 6, Regulation 46 Information required in workplans – community consultation

For the purposes of regulation 40(c), the specified information is how the licensee will comply with their duty to consult with the community under section 39A of the Act throughout the period of the licence, in the form of a plan that—

1. identifies the community likely to be affected by the work under the licence; and
2. sets out how the licensee will share information with the community; and
3. sets out how the licensee will receive feedback from the community; and
4. sets out how the licensee will manage complaints and other communications from members of the community; and
5. in the case of a work plan for a mining licence that covers an area of more than 5 hectares, sets out how the licensee will—
6. identify community attitudes and expectations;
7. analyse community feedback, taking into account community concerns or expectations; and
8. register, document and respond to complaints and other communications from members of the community in relation to the mine operations

Regulation 48(g) the prescribed information required for variation of the workplan, is the proposed changes to the information, if the variation includes or gives rise to any changes relating to community consultation

# Aims and Objectives

## Aims

[*you should include* *the aim(s) of this community engagement plan*]

## Objectives

[*you should include* *the objectives of this community engagement plan*]

# Stakeholder and issues analysis

[*you must identify the community likely to be affected the operations and provide analysis of community feedback, concerns and expectations; table 1 is an example of stakeholder issues analysis using the guidance outlined in Step 3 of the* [Community Engagement Guidelines for Mining and Mineral Exploration in Victoria](http://earthresources.vic.gov.au/earth-resources-regulation/licensing-and-approvals/minerals/guidelines-and-codes-of-practice/community-engagement-guidelines-for-mining-and-mineral-exploration)]

Table 1. [Example stakeholder issues analysis]

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Issues or concerns | Estimated level of impact on the stakeholder | Controls  [*what will project do to minimise impact on stakeholder*] |
| Immediately adjacent land owners | Noise and dust | High | Noise attenuation enclosure around crusher  Water suppression via sprinklers or water carts  Reduced speed limits |
| Council | Road safety (increased traffic resulting from material carting from site) | Low | Better signage, reduced speed limits |

# Communication

*[you must provide an overview of the types of engagement activities you propose to conduct and detail how you will provide information to the community]*

*[you must include a proposal for receiving feedback from the community in relation to your activities authorised under your licence or work authority]*

*[mineral-licence holders must include a proposal for how complaints and other communications from members of the community will be managed]*

*[work authority-holders must include a proposal for analysing community feedback and considering community concerns or expectations]*

# Stakeholder engagement plan

[*the stakeholder engagement plan will inform how you respond to the issues identified in the stakeholder issues analysis*; *the plan should be developed in line with the International Association for Public Participation (*IAP2*) best practice*]

Table 2. [Example stakeholder engagement plan]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stakeholder | Issue or concern | Level of engagement (IAP2) | Controls to be communicated to impacted stakeholders | Method of engagement | Timing  (weekly, monthly, as required) |
| Immediately impacted residents | Noise  Dust  [*add issues as per issues analysis*] | Inform  [*add as per IAP2 spectrum*] | Noise attenuation panels have been installed on machinery  Restricted working hours are between 6am-5pm M-F  Water carts and soil binders will be used to minimise dust  [*add controls to address stakeholder issues*] | Face to face meeting  Phone calls  Email  Letterbox drop  [*add engagement methods as required*] | Quarterly  As required  [*add timing for activity*] |

# Complaints management process

*[the mineral licence community engagement plan must outline how you will register, document, manage and respond to complaints and other communications from members of the community in relation to the operations]*

*[the work authority community engagement plan must outline how you will register, document, analyse community feedback, consider community concerns or expectations and respond to complaints and other communications from members of the community in relation to operations.*

[*refer to the complaints management requirement in regulations (*Part 5 of this template*)*]

# Evaluation

[*this community engagement plan should be reviewed to ensure the aim(*s*) outlined in Part 6 are met (*there is no set timeframe for evaluation*)]*

# Contact us

[you should include *your company contact details*]