



# BOUNDARY ROAD PROJECT

## STAKEHOLDER AND COMMUNITY ENGAGEMENT PLAN

As at May 2019

Prepared by Hillview Quarries and The Primary Agency  
Hillview Quarry Drive, Dromana, VIC 3936



**BOUNDARY ROAD PROJECT**

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## Executive Summary

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This Stakeholder and Community Engagement Plan (SCEP) has been prepared by Hillview Quarries Pty Ltd and The Primary Agency for the Boundary Road Quarry project. The SCEP outlines the proposed community consultation and stakeholder engagement regarding the proposal to re-establish quarrying and accessing new resources at Boundary Road, Dromana.

This plan is consistent with Hillview's ongoing philosophy of embracing community issues by identifying and responding to stakeholders' concerns and expectations.

The SCEP is the statutory obligation of the Environment Effects Statement (EES) process, which mandates that the project proponent demonstrates the following:

- Identify the relevant stakeholder groups for engagement.
- Characterise stakeholder groups in terms of their interests, concerns and consultation needs and potential to provide local knowledge.
- Describe the consultation methods to be used and outline a schedule of consultation activities.
- To encourage participation and input in the EES process, so that local knowledge priorities and expertise, can contribute to the process.
- Demonstrate how inputs from stakeholders would be recorded, considered and/or addressed in the preparation of the EES.
- Establish clear lines of communication with the community and other project stakeholders.
- Provide factual, accurate information about the project.
- Identify and understand community values, concerns and interests.

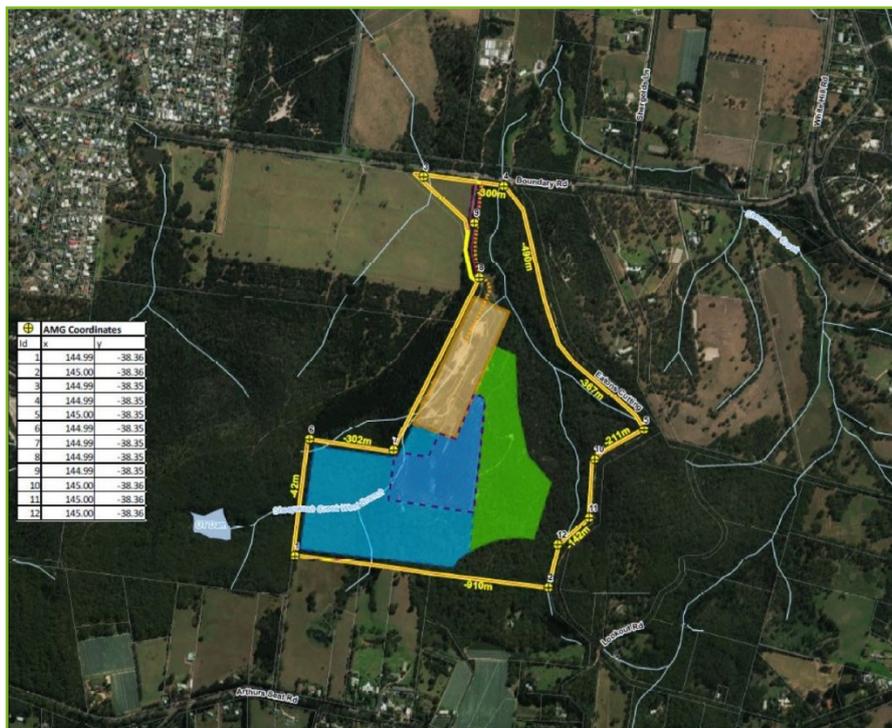
The SCEP identifies relevant stakeholders, summarises engagement to date and outlines a framework for ongoing community consultation as part of the EES process and the Department of Jobs, Precincts & Region's (DJPR) RRAM Work Plan process.

# 1. Introduction

Since 1969, Hillview Quarries Pty Ltd (Hillview Quarries) has been an extractive industry operator in Dromana on the Mornington Peninsula.

Hillview Quarries currently operates a granite quarry on the north-eastern escarpment of Arthurs Seat, some 80 kilometers south of Melbourne. This site is known as Hillview Quarry and is located in Hillview Quarry Drive, Dromana. For over 50 years, the current Hillview Quarry has supplied brown and grey granite products to local, state and federal government authorities as well as to private contractors, retail garden supply outlets and the public for use in road construction and the manufacture of premix concrete over an area that extends from Portsea to Chelsea and across to Cranbourne/Officer. Hillview Quarries also held a work authority and a planning permit over the quarry site on Boundary Road in Dromana, known as the Boundary Road Quarry. This site is approximately 800 meters east of the existing Hillview Quarry site.

Both quarry sites are owned by the R E Ross Trust. The R E Ross Trust is a perpetual charitable Trust established in Victoria in 1970 by the will of the late Roy Everard Ross.



**Figure 1: Site Map**

A list of donations is included in the Trust’s Annual Report which can be accessed online. Without the income generated from the operations at the current Hillview Quarry, a significant portion of income for the Trust will be gone. Hillview Quarries separately to the Trust donations also provides financial assistance (via donations and sponsorships) as well as donations of quarry product to many local organisations on the Mornington Peninsula.

As the approved resources at the Hillview Quarry site are nearing exhaustion, Hillview Quarries is looking to re-establish quarrying operations at Boundary Road and access adjoining new resources at the Boundary Road Quarry site, which contains an extensive quarry resource.

This Stakeholder and Community Engagement Plan (SCEP) outlines how Hillview Quarries proposes to engage stakeholders and the community for the preparation as it undertakes to complete the EES.

## 1.1 The EES process

The *Environment Effects Act* is administered by the Victorian Minister for Planning (the Minister). The Department of Environment, Land, Water and Planning (DELWP) manages the EES process on the Minister's behalf.

The objective of the EES is to assess potential environmental and social impacts, and provide communities with the opportunity for involvement.

On 28 May 2018, the Minister for Planning, Hon. Richard Wynne MP, determined under the *Environment Effects Act 1978* that an EES is required for the proposed re-establishment of quarry operations and accessing of new resources at the Boundary Road Quarry ('the Project').

The purpose of the EES is to provide a sufficiently detailed description of the Project, assess its potential effects on the environment and assess relevant designs and approaches to mitigation. The EES process also informs, and seeks feedback from, the public and stakeholders, prior to the Minister for Planning, issuing an assessment of the Project under the *Environment Effects Act 1978*. The Minister's assessment will then inform statutory decision-makers responsible for the Project's approvals.

An EES is also an automatic trigger for a cultural heritage management plan.

A Technical Reference Group (TRG), will be appointed to provide technical advice during the EES preparation stage.

When the Minister is satisfied that the EES has addressed the scoping requirements and is found to be suitable, it is released for public comment for between 20 and 30 business days. During this time, the public can make written submissions. This process will be advertised on the Boundary Road Quarry website and DELWP website, as well as in local media.

The Minister will then appoint an inquiry panel to hear from submitters, evaluate the effects of the project, having regards to the EES studies and public submissions.

The diagram below outlines the steps involved in the EES process.



**Figure 2: EES Process Flow Chart**

Source: [https://www.planning.vic.gov.au/\\_data/assets/pdf\\_file/0018/9441/How-does-the-EES-process-work-2016a.pdf](https://www.planning.vic.gov.au/_data/assets/pdf_file/0018/9441/How-does-the-EES-process-work-2016a.pdf)

## 1.2 Engagement principles and approach

Hillview recognises that dialogue with the community and the stakeholders is important to fully understand their interests, concerns and preferred outcomes.

The table below sets out Hillview’s principles and approach for engaging stakeholders and the community in the EES process.

Principle	Approach
<ul style="list-style-type: none"> <li>■ Responsive</li> <li>■ Transparent</li> <li>■ Operate with integrity</li> <li>■ Open</li> <li>■ Accountable</li> <li>■ Inclusive</li> <li>■ Aware</li> </ul>	<ul style="list-style-type: none"> <li>■ Open and honest with stakeholders by acknowledging their concerns</li> <li>■ Support constructive discussions</li> <li>■ Provide accessible information about the project and its potential environmental and social effects</li> <li>■ Give people time to digest information, understand the project and make informed decisions</li> <li>■ Maximise benefits and minimise adverse effects by listening to the community and incorporating their needs where possible into project planning</li> <li>■ Provide opportunities for two-way dialogue that allows for detailed timely discussions and provides a continuous feedback loop</li> </ul>

## 1.3 Project stages

The communications and stakeholder engagement will be staged to align with the EES process. Below is a high-level overview of some of the distinct milestones in the process. Activities can occur simultaneously or overlap.

- Stage 1: Raise awareness of the Boundary Road Quarry project, and commence consultation during and prior to referral and scoping of the EES.
- Stage 2: (September 2018 - April 2020): Deeper engagement and two-way dialogue when the EES is being prepared.
- Stage 3: Consultation and engagement during the release of the EES for public comment and panel process.
- Stage 4: Ongoing engagement and consultation if approval granted and during operations.

## 1.4 Purpose of the SCEP

The SCEP is a management tool that facilitates effective, efficient and timely communication and engagement by the project team, while complying with all contractual, corporate and regulatory system requirements. This SCEP has been designed to manage stakeholder engagement and communication for the duration of the EES.

The SCEP:

- Describes the approach for identifying, informing and interacting with all stakeholders with an interest in the project.
- Outlines the work of the engagement and communication team and the links with other project partners.
- Identifies the communication and engagement tools that will be employed to ensure open and proactive communication with stakeholders and early identification and management of issues.
- Describes the consistent process that will be applied for managing stakeholder enquiries, including the timely close out of actions and issues.
- Ensures communication and engagement is continually reviewed, evaluated and improved.
- Ensures that all members of the project understand their role in managing stakeholder expectations and ensuring that community and stakeholder views are considered.

## 1.5 Objectives and Targets

The key objectives of this SCEP are to:

- Engage with project stakeholders and the wider community to ensure all views and feedback is captured.
- Develop strategies leading to open and proactive communication and management of issues.
- To ensure project-wide understanding of the project's stakeholder engagement and communication objectives.

To achieve this Hillview will:

- Establish and maintain collaborative relationships with community members, groups and stakeholders.
- Anticipate and proactively manage any issues that may arise.
- Ensure that stakeholders and the community are provided with relevant and timely information throughout the process.
- Regularly engage with stakeholders and the community to understand their views.
- Provide a consistent point of contact for community and stakeholders seeking information, or wishing to convey concerns about the process.
- Regularly monitor levels of satisfaction amongst stakeholders and the community.

## 1.6 Structure of the SCEP

This plan has been prepared in accordance with DELWP guidelines for the EES process. The plan has four key components:

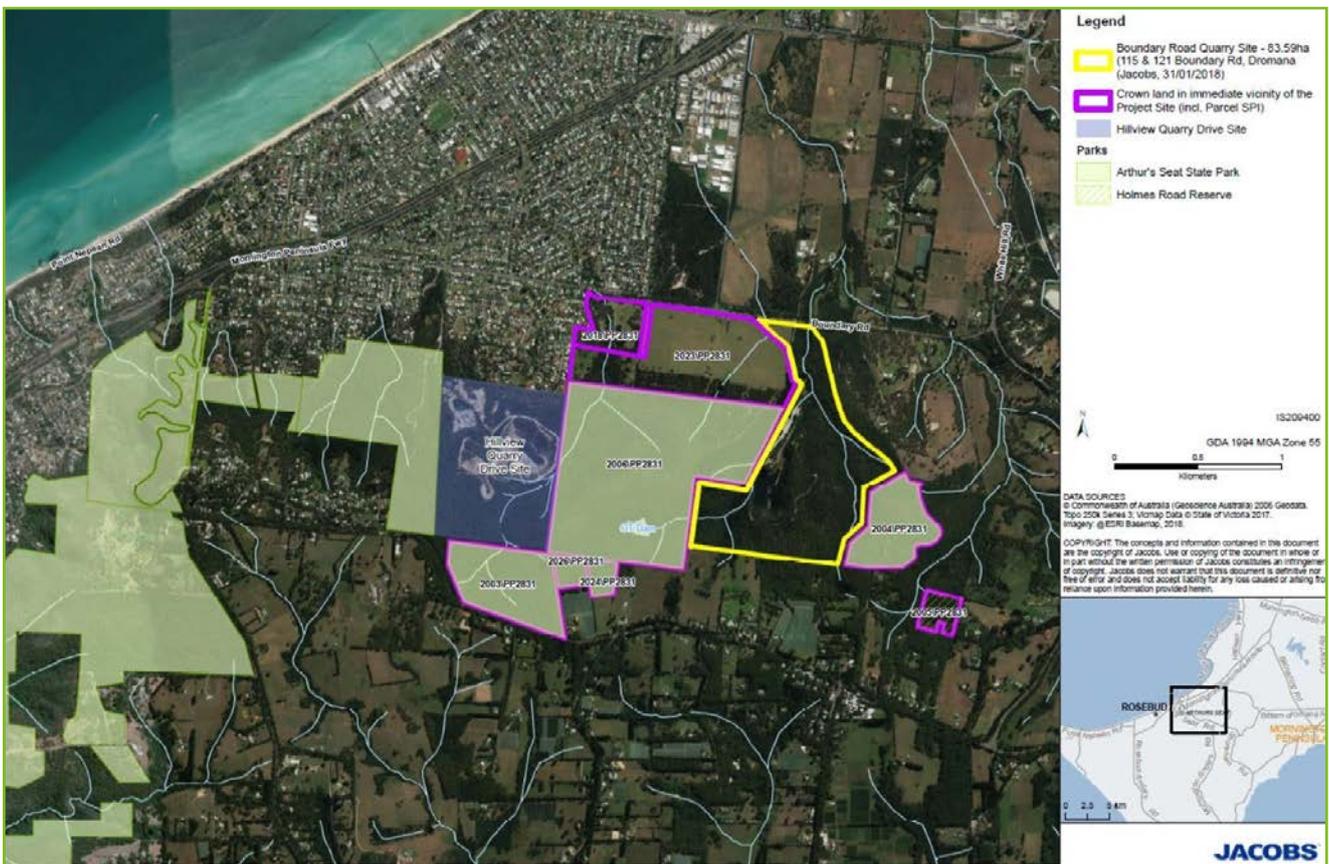
1. Stakeholder identification
2. Stakeholder analysis – including identification of stakeholder groups, values and issues
3. Consultation methods and how they relate to the stakeholder groups
4. Recording, monitoring and reporting, responding or considering.

## 2. The Boundary Road Quarry project

### 2.1 About Hillview Quarries

Hillview Quarries is owned by the R E Ross Trust, a philanthropic organisation that donates its profits back to various charities and the local community. Over \$117 million has been donated since the Trust began, with a significant portion distributed to the Mornington Peninsula community, including groups such as the Country Fire Authority, educational institutions, the Coastguard and a variety of sporting clubs on the Peninsula.

### 2.2 Boundary Road Quarry Project and Quarry Site



**Figure 3: Location Map**

The site is located at 115 and 121 Boundary Road in Dromana.

The Boundary Road site is occupied by an existing quarry pit, associated roads and cleared areas, and areas of future stone reserves. The site has a significant reserve of high-quality granite rock available for extraction remaining in the existing pit area and in the adjoining land.

There is an existing deep quarry pit and cleared infrastructure area at the site which will form part of the proposed project works.

The site was originally permitted in 1963, however with many permit extensions over the years, the most recent was in 1994 under Planning Permit No. P1322/93, with an extension to the use and development approved under Planning Permit No. P97/1656 granted in 1998. Work Authority 380 for stone extraction across the entire site was approved in 2000 under the Mineral Resources (Sustainable Development) Act 1990. The nature and significance of the resource has not changed since the approval of the Work Authority and original planning permit. In 2017, VCAT determined that Planning Permit No. P97/1656 had lapsed due to inactivity at the site for a 2 year period.

The Boundary Road Quarry is intended to replace the current Hillview Quarry as the approved reserves at the latter is diminishing. The exact timing of the cessation of quarrying at the Hillview Quarry will depend on market demand (which drives the rate of extraction).

Land use surrounding the site is comprised of State Park (Arthurs Seat State Park managed by Parks Victoria) directly to the south east and west, and rural residential allotments abutting the Northern, North-Eastern and Southern boundaries.

The closest dwellings are to the south and north-East of the site boundary within a Green Wedge Zone 2 (GWZ2).

Demand for locally sourced materials for Melbourne's infrastructure

Victoria's demand for quarry resources is expected to almost double by 2050 according to the Extractive Resources in Victoria: *Demand and Supply Study 2015-2050, Final Report 2*.

The Boundary Road site has significant reserves of high quality granite that will provide hard rock aggregate to Melbourne's infrastructure and housing construction industry for the next 70 plus years. Also, the Mornington Peninsula is identified as a critical region for supply as well as the south eastern growth corridor.

Currently, the quarry cartage/transport component makes up to 30% of the total cost to deliver construction materials to the end user. To keep the cost of infrastructure projects down, the Demand and Supply Study identifies the need to source the raw materials as close as possible to the construction sites.

## Employment

The operation of the Boundary Road Quarry will employ about 35 people. There will be 23 direct employees of Hillview Quarries and approximately 12 will be independently owned subcontractor trucks with drivers.

## Key rehabilitation

The site will be progressively rehabilitated as the resource is extracted in stages. A rehabilitation and landscape plan will be developed as part of the EES process and Work Plan for the site.

Following extraction, the site will be made safe and stable, and rehabilitated in accordance with a rehabilitation plan to be approved as part of the Work Plan.

### 3. Stakeholder and communication process

Stakeholder engagement and support is important for Hillview and the success of the project. It has been Hillview Quarries’ practice to visit, engage and inform its neighbors and interest groups, whenever change has been planned and this will continue throughout the EES.

#### 3.1 Engagement context

The process for engaging with stakeholders and the community will vary according to the different stages of the EES.

The SCEP has been developed with consideration to DELWP’s Environment Effects Advisory Note - Preparing an EES Consultation Plan; DJPR’s *Community Engagement Guidelines for Mining and Mineral Exploration in Victoria*<sup>1</sup> which outlined the duty for community consultation and the adapted version of the IAP2’s Public Participation Spectrum.

The table below sets out the engagement processes to be followed by the Boundary Road Quarry project team during the EES process.

	Inform	Consult	Involve
Goal:	To provide stakeholders and the community with balanced and objective information to assist them in understanding the project including the opportunities, implications, alternatives and solutions.	To obtain stakeholders and the community’s feedback on analysis, alternatives and/or decisions.	To work directly with stakeholders and the community throughout the EES process to ensure that their concerns and aspirations are consistently understood and considered.
Promise	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how public input influenced the decision

#### 3.2 Approach to stakeholder and community engagement

We will engage stakeholders and community members at the earliest and most appropriate opportunity in the project.

Our approach to engagement will ensure that information is readily accessible and meaningful input can be obtained.

We will:

- Work co-operatively with all stakeholders to provide a co-ordinated and consistent approach to stakeholder and community relations.
- Be inclusive and proactively engage key stakeholders to gather inputs for consideration as part of decision-making processes.

■ 1 <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>

- Understand the project objectives and benefits, timing and potential impacts and expected outcomes.
- Provide timely, accurate and relevant information to the community and deliver upon our promises.
- Understand and respond to stakeholders' needs and concerns through respectful engagement, genuine listening and follow through and feedback.

To achieve the best possible engagement outcome, we will work with all members of the Boundary Road Quarry project team, to ensure that they understand their role in working with stakeholders and the wider community and achieving the project wide engagement objectives.

### 3.3 Stakeholder analysis

The project team recognises that the stakeholders for this project are diverse, and that their stake, interest or involvement in the project is similarly diverse. While large segments of the community or particular groups may have similar interests and issues, there are also some individuals and groups who have unique views. The Boundary Road Quarry project team is committed to understanding the stakeholders and communities we are working within, their expectations and communication needs.

A stakeholder database has been produced to identify stakeholders and their interests associated with the project.

This list includes residents and community groups, government and relevant agencies, Ministers and MPs, local government, traditional owners, environment groups and their area of interest in the project, and the measures that will be employed to engage and manage areas of concern. This list will be continually updated throughout the life of the project to ensure accuracy of information including contact details and, areas of interest.

To maintain clear lines of communication between the project team and to ensure stakeholders' needs are met, we will identify the key contacts among our stakeholders that are to be engaged. This will ensure the establishment of clear lines of communication and eliminates potential confusion.

### 3.4 Key messages

The following key messages will be incorporated into the fabric of all communication and engagement activities performed by the team.

Hillview Quarries wants to continue to provide low cost construction materials to build roads, houses, hospitals and schools for our state.

To access stone resources at the Boundary Road Quarry to ensure future supplies for the state's growing infrastructure program, to preserve local jobs, and for the R E Ross Trust to continue delivering ongoing funding to various charities.

Hillview Quarries referred the project to the Minister for Planning under the *Environment Effects Act 1978* to determine whether an EES, an extensive and thorough integrated assessment process, is required. The Minister has determined an EES is required – the outcomes of the Ministers assessment will inform decision making from other agencies including the issuing of a Work Plan and Work Authority under the *Mineral Resources (Sustainable Development) Act 1990*.

The EES process ensures all necessary environmental and social impact studies are completed and gives the community the broadest opportunity to contribute.

This is a project of state significance due to its proximity to market and access to identified local stone reserves and is critical for the delivery of the council's and state's infrastructure program.

We will continue to engage the community, Council and the State government as we move through this process.

Hillview Quarries is wholly owned by the R E Ross Trust.

All of the profits of Hillview Quarries are distributed to community organisations through the R E Ross Trust.

Locally, Hillview Quarries and the R E Ross Trust have donated a combined \$14.8 million into the Peninsula community, including support for a number of community groups, environment projects, educational institutions and sporting organisations.

Hillview Quarries supports local environmental groups including the Habitat Restoration Fund as well as the local land care conservation groups. We have planted more than 80,000 trees as part of our horticultural work.

The quarry supplies high quality construction materials to local businesses and householders. Eighty per cent of Hillview Quarries' customers are on the Peninsula, and we supply material to the Mornington Peninsula Shire Council that is primarily used for roads, construction, maintenance and various other infrastructure projects.

Quarry material are critical to the delivery of State's infrastructure program.

### 3.5 Community contact line

A free call number, 1300 407 690, has been established for community enquiries regarding the Boundary Road Quarry project to avoid confusion with other matters relating to the day-to-day operations of Hillview Quarries.

The project will resource and publicise the number as a means of contact for the local community to address specific aspects of information and to respond to any enquires for the duration of the project.

The number will appear on all stationery, publications, notifications and advertisements. All enquiries will receive a response in accordance with the enquiry and complaint management process outlined below.

### 3.6 Project email and website

The Boundary Road Quarry project has also established an email address to receive enquiries. The address is [info@boundaryroad.com.au](mailto:info@boundaryroad.com.au), and will be displayed on all notifications, stationery and advertisements.

All email enquiries will go the Project Manager and receive a response in accordance with the enquiry and complaint management process outlined below.

The website for the project is [www.boundaryroad.com.au](http://www.boundaryroad.com.au).

### 3.7 Community and stakeholder database

Each stakeholder and community contact, including comments, complaints and enquiries, will be registered in the project contact database. The Project Manager will be responsible for maintaining the database.

To ensure compliance with privacy requirements, all material used to capture the personal details of community members will carry a collection statement outlining that information collected may be shared with Agencies.

Personal information will not be shared with other parties unless permission is provided by the individual involved to share this information.

### 3.8 Enquiries and complaints

The Project Manager will ensure that the complaint will be investigated with the team as soon as possible.

A complaint is defined as any communication received from a stakeholder expressing dissatisfaction about an issue regarding Hillview Quarries or related parties are responsible. Complaints are an important feedback mechanism to improve the project processes and mitigation measures to avoid or minimise further complaints.

The community will be notified of the project contact details on the website and project publications such as newsletters. Complaints can be made by telephone on the project contact line, email, in writing or face-to-face communication.

Overall responsibility for receiving and addressing community complaints rests with the Project Manager. The Project Manager addresses all other sources of complaints, such as emails and letters, and ensure they are regularly checked during business hours.

### 3.9 Communications Team

A monthly communications meeting will be held among members of the Boundary Road project team to discuss:

- Current and emerging stakeholder and community issues
- Interactions with key stakeholders
- Engagement strategies, target audiences and communication activities timelines
- Upcoming investigation activities
- Interactions with media

### 3.10 Communications with CALD community members

Boundary Road Quarry Project recognises that not all community members might communicate comfortably in English. We are committed to engaging in a manner which is responsive to their needs from a cultural and linguistic perspective.

### 3.11 Code of conduct

During the Boundary Road Quarry Project, all of the Boundary Road Quarry Project team will become the face of Hillview Quarries as they go about community and stakeholder engagement work. Their actions and behaviors will be on display at all times, and it's essential that they reflect the Hillview Quarries/R E Ross Trust values in all interactions with stakeholders.

Hillview's stakeholder engagement approach will ensure positive interaction with the community. Hillview has set itself high standards in the area of community relations and satisfaction.

The Boundary Road Quarry Project team will:

- Obey all civil laws and all specific rules associated with the project.
- Follow management instructions.
- Act and speak to the community with courtesy, respect and professionalism.
- Refer all public enquires to the community information line to ensure consistency of response.
- Act with honesty and fairness to community and stakeholders.
- Keep privileged information confidential.
- Provide accurate information.
- Fulfil safety, environment and community and stakeholder obligations to the best of their abilities.
- Maintain high productivity and attendance in relation to community and stakeholder issues.
- Suggest better and more efficient work methods in community and stakeholder engagement.

## 4. Engagement strategy

This SCEP is designed to ensure a framework for ongoing discussion with all stakeholders, including the local community, during the preparation of the EES for the Boundary Road Quarry.

### Statement of strategy

Underpinning this SCEP is a three-part strategy which guides the Boundary Road Quarry Project team's engagement efforts with the community and stakeholders.

The Boundary Road Quarry Project team will:

1. Encourage and invite community and stakeholder involvement in the environmental assessment being undertaken through the EES.
2. Maintain personal and responsive interactions with all stakeholders.
3. Act with openness and transparency in all interactions.

### 4.1 Methodology

The Boundary Road Quarry Project team will employ a variety of engagement methods and tools to engage with stakeholders and wherever possible, contacts will be combined to minimise engagement fatigue in the community.

All communication will use plain English and culturally appropriate language. Community engagement will be as inclusive as possible to ensure relevant issues are identified and shared.

Engagement will be conducted in three stages utilising a mixed of approach/tools and will overlap between the program stages:

Program	Stage 1 – Raising Awareness	Stage 2 – Deeper Engagement	Stage 3 – Release of EES for public comment
Objective:	Raising awareness, informing and consulting the community of the proposed project and identifying relevant stakeholder and community concerns.	Public engagement and a deeper understanding of the issues.	Formal consultation – public exhibition and assessment of the proposed project.
Methods/ Tools:	<ul style="list-style-type: none"> <li>■ Collateral (Fact sheets &amp; newsletters)</li> <li>■ Project website</li> <li>■ Project Email</li> <li>■ Letters (direct mail/letter drops)</li> <li>■ Personal 1-1 visits</li> <li>■ Community Walk-In-Sessions</li> <li>■ Community group meetings/ presentations</li> <li>■ Stakeholders Engagement Database</li> <li>■ Site tours</li> <li>■ Issues management</li> <li>■ Responding to Social Media</li> <li>■ Establish a Community reference Group</li> </ul>	<ul style="list-style-type: none"> <li>Community briefings /</li> <li>Personal 1-1 visit,</li> <li>Community group meetings/ presentations, Feedback sheets</li> <li>Formal consultation processes (written submissions)</li> <li>Presentations</li> <li>Project documents and reports,</li> <li>Reports on engagement outcomes,</li> <li>Stakeholders Engagement Database</li> </ul>	<ul style="list-style-type: none"> <li>Interactive briefings/</li> <li>Feedback sheets</li> <li>Formal consultation processes (written submissions)</li> <li>Advertised via government website and local media.</li> </ul>

## 4.2 Key program and timing for engagement with stakeholders

Advertising / promotion	Hillview Quarries will advertise in the local media to inform stakeholders of appropriate project information or promote engagement activities. Advertisements will also be placed to promote the public exhibition phases of the EES to the community.	All	Inform	As required.
Media Release	Media releases will be prepared, issued to local media, government community groups and posted on the website advising of Statutory Public Exhibition Periods, and invite public comment.	The Mornington Peninsula News The Mornington Peninsula Leader Community Groups	Inform	As required
Fact sheets	Printed A4 doubled sided full colour Fact Sheets.  PDF format for download from website.	All	Inform	April 2018 followed by when required.
Project Newsletter	A quarterly newsletter will be developed to provide project updates. This will be upload onto the webpage and issued to all registered stakeholders in the Stakeholders Engagement Database via email/post providing a summary on the progress of the EES.  Also eDMs	All	Inform	Commencing in September, 2018 Then, December, 2018 April, 2019 July, 2019 October, 2019  December, 2019
Project Website	Dedicated website developed and updated regularly. Access directly or via Hillview Quarries and the Trust's websites. ( <a href="http://www.boundaryroad.com.au">www.boundaryroad.com.au</a> ). The website features project specific information, designed to provide stakeholders and the public a single-entry point for information on the EES. Access to feedback mechanism and Community Contact registration form are also available from the site.  A project website is also available on the DEWLP website.	All	Inform	June 2018
Social Media	We will observe community Social Media pages and engage when required.		Inform, consult and involve	May, 2018

Project Email	<p>A dedicated email address is established and promoted on the website and on all published information. This provides a direct line of communication to the Project Manager and an effective mechanism for reporting concerns.</p> <p>Hillview will respond to all email communication within three (3) business days.</p>	All	Consult	May, 2018
Letters (direct mail / letter drops)	<p>Personalised letters will be sent to adjacent landowners and relevant stakeholders at the beginning of the EES process and when required. Letters will be forwarded via email or via Australia Post to those with no email or internet access.</p> <p>Hillview Quarry main postal address is available on the website for any letters.</p>	Residents, Local community, Government, Community Groups.	Inform	May 2018 followed by when required.
Personal visits / meetings	<p>Personal visits will be undertaken to advise on the project and determine specific concerns and levels of understanding and perspectives from key individuals/organisations.</p>	Residents, Local community, Government, Community Groups.	Inform, consult, Involve	May 2018 – December 2019
Community Round Table	<p>A Community Round Table comprising representatives of Hillview Quarries and the community will be established to provide access/ongoing contact between the Project Team and the community. It is proposed that the group be convened and meet every 2 months to:</p> <ul style="list-style-type: none"> <li>- facilitate community awareness of the operation, environmental performance and any short, medium and long term developments of the quarry;</li> <li>- provide community members the opportunity to directly engage with Project Team regarding any issues of concern related to the proposal;</li> <li>- foster understanding and co-operation between community members and Hillview Quarry staff regarding how the operation of the quarry is to use best practice standards;</li> </ul>	Residents, Local community, Government, Community Groups.	Inform, consult, Involve	Set by December 2018

Community Walk-In Sessions (CWIS)	Hillview Quarries will conduct community information walk-in sessions.  Events will be conducted to respond to the statutory consultation requirements of the EES. This will also inform the community on the specialist studies.  Opportunity to obtain community feedback.	All	Inform, Consult, Involve	To be determined depending on Project timeline and schedule
Community briefings/meetings, presentations	Hillview representatives will attend specific community interest group meetings to enhance the group's knowledge and understanding of the project. This may include delivering PowerPoint presentations and and/or disseminating information through Fact Sheets etc.	Community Groups	Inform, Consult	Commencing August 2018, and also as requested.
Site Tours	Site tours will be offered to media and key stakeholders to enhance their knowledge and understanding of the project.	Local community, and Environment Groups	Inform	As requested.
Stakeholders engagement database	A database will be developed to record stakeholder contact details and capture/monitor stakeholder engagement activities including issues raised by stakeholders and feedback/response provided by Hillview Quarries. This database will be combined with the existing Hillview Quarries database	All	Inform, consult and involve	Set up May 2018 and ongoing updates
Project documents and reports	Project documents and reports of specific studies will be summarised and available for access by the community via the website.	All	Inform, consult and involve	
Reports on engagement outcomes	Reports on the issues raised by community and responses to each of the issues will be prepared and made available to the public outlining the findings of all the formal engagement activities to be undertaken as part of the EES.	All	Inform	10 days post relevant community CWIS
Feedback sheets	Feedback sheets will be prepared and designed for all engagement activities to capture the community's concerns and input and provide feedback on the engagement approach.	All	Consult and involve	

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Formal consultation processes (written submissions) Working / advisory groups.	The EES process, relevant consultations, working groups and submissions will be promoted and published on the project website.	All	Inform	As required.
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## 5. Recording, Monitoring and Reporting

The EES process is open to community and stakeholder input. Hillview will record and monitor all engagement and communication activities on the Stakeholder Engagement Database, which includes, stakeholder contact details, issues and expectations.

Participation levels for all events, feedback/surveys will also be closely monitored and responded as required. Website traffic and social media followers will be monitored.

### 5.1 Measure of Success

Hillview will assess and measure the engagement using the following metrics:

Stage and objective	Measure of success
<ul style="list-style-type: none"> <li>■ Stage 1 – Awareness raising</li> <li>■ Raise public awareness of the project and approval process.</li> <li>■ Inform community members of how they can be involved.</li> <li>■ Gather early inputs for project design process and obtain feedback from stakeholders and the community.</li> </ul>	<ul style="list-style-type: none"> <li>■ Good community understanding and awareness of the project</li> <li>■ No adjustment of communications approach required to meet community communications expectations.</li> <li>■ Contacts received by the project team as a result of engagement activities via visits to the project website, project email and social media.</li> </ul>
<ul style="list-style-type: none"> <li>■ Stage 2 – Public engagement</li> <li>■ Secure feedback from the community and stakeholders.</li> <li>■ Continue raising public awareness and understanding about the project benefits and outcomes.</li> <li>■ Report back to key stakeholders and community on engagement and how their feedback was used.</li> </ul>	<ul style="list-style-type: none"> <li>■ Strong participation in engagement process and interaction with project during public engagement activities.</li> <li>■ Strong participation and desire for involvement demonstrated by registrations for email updates, follows social media and visits to project website.</li> <li>■ Informed comments received during public engagement that can be used to support the EES.</li> </ul>
<ul style="list-style-type: none"> <li>■ Stage 3 –consultation</li> <li>■ Present current project to stakeholders along with impact assessments completed as part of the EES process.</li> <li>■ Secure formal feedback from the community for the project, its potential impacts and proposed mitigation measures.</li> <li>■ Report back to key stakeholders and community on engagement and planning outcomes and how their feedback was used.</li> </ul>	<ul style="list-style-type: none"> <li>■ No new issues identified during formal exhibition.</li> <li>■ Strong participation in engagement process and interaction with project during public engagement activities.</li> <li>■ Strong participation and desire for involvement demonstrated by registrations for email updates, follow up on social media and visits to project website.</li> <li>■ Submissions received from stakeholders and the community along the project alignment.</li> </ul>

The plan is a dynamic document and will be updated regularly to reflect the changing stakeholders and the community perceptions.

## 6. Updating the Consultation Plan

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### 6.1 Approach and Monitoring

The SCEP will be updated throughout the EES and if and when, new stakeholders are identified.

The SCEP is a live document and will be updated progressively throughout the course of the project. It will be updated at the beginning of, and reviewed at the end of, each stage of the

EES process. This will ensure that the SCEP remains:

- Relevant to the outcomes suggested by the TRG
- Responsive to the needs of the broader community and key stakeholders
- Tailored to best reach, communicate and consult with the community and stakeholders.

### 6.2 Overview of consultation taken to date

At the end of 2017, the project team developed a contact list of all community and special interest groups, sporting clubs and schools within the area. We have a list of over 80 groups that since April 2018 have received 4 project updates and the offer of face to face meetings with their committees. This has resulted in many presentations. A second round of project update meetings will commence in July, 2019.

There have been 2 letterbox drops and 4 eNews to neighbors of Hillview Quarries and face to face meetings with them. There have been 4 eNews updates to our community database.

Since November, 2018, we have also placed 5 advertorials within the Mornington Peninsula News and the Peninsula Leader regarding the project and updates.

The first Community Walk-In Session (CWIS) was held at the Safety Beach Sailing Club on 26 February, 2019 between 2-8pm. This was an opportunity for the community to hear firsthand about the project and to view the draft scoping documents for the Environment Effects Statement (EES). Over 35 people attended.

A second CWIS is planned for August, 2019 regarding the baseline studies to date.

## 7. Stakeholders

The below matrix outlines the stakeholders Hillview has identified to engage under the EES process and issues they are likely to be concerned about and the level of engagement currently anticipated. This is a live list and will be updated as more knowledge of the community and the range of interested parties is understood throughout the process.

Stakeholder		Issues/Concerns	Engagement Level		
Group	Target		Inform	Consult	Involve
Residents	Adjoining landowners	Noise, dust, traffic, blasting vibrations, visuals from the road, impact on wildlife and vegetation.	✓	✓	✓
	Other residents		✓	✓	✓
Standing Ministers, Local Members and Representatives	Electorate Members both State and Federal	Compliance with regulation and laws. Engagement process.	✓	✓	
	The Premier	Commitment to act on environmental assessments.	✓	✓	✓
	Minister for Planning		✓	✓	
	<ul style="list-style-type: none"> <li>■ Minister for Energy, Environment &amp; Climate Change</li> <li>■ Minister for Economic Development</li> <li>■ Minister for Resources</li> </ul>	Compliance with EES process. Decision on proposal. Reporting mechanisms and results.			
	Shadow Minister for Planning				
	Shadow Minister for Energy, Environment & Climate Change				
	Shadow Minister for Economic Development				
	Shadow Minister for Resources				
		Parliamentary Secretary Treasury & Finance Victoria			
Local and State Government Agencies	Shire of Mornington Peninsula (Executives, Officers and Councilors)	Planning approvals, land use, impact to wildlife and vegetation, noise, dust and OHS.	✓	✓	✓
	<ul style="list-style-type: none"> <li>■ DELWP</li> <li>■ EPA</li> <li>■ VicRoads</li> <li>■ Parks Victoria</li> <li>■ CFA</li> <li>■ Melbourne Water</li> <li>■ Southern Rural Water</li> </ul>	Planning, land use and the EES process. Environmental impacts	✓	✓	✓
	DJPR	Industry, resources, jobs and investment	✓	✓	✓
Traditional Owners	Bunurong Land Council Aboriginal Corporation		✓	✓	✓

	Boon Wurrung Foundation	Sites of cultural value and some scientific and archaeological value.	✓		
Environment Groups	<ul style="list-style-type: none"> <li>■ Peninsula Preservation Group,</li> <li>■ Landcare,</li> <li>■ Australian Conservation Group,</li> <li>■ Birdlife Australia,</li> <li>■ Environment Victoria,</li> <li>■ Mornington Environment Association Inc,</li> <li>■ Peninsula Speaks Inc,</li> <li>■ Habitat Restoration Fund,</li> <li>■ Southern Peninsula Indigenous Flora and Fauna Association,</li> </ul>		✓	✓	
Community Groups	<ul style="list-style-type: none"> <li>■ Dromana Tennis Club,</li> <li>■ Dromana Football/Netball Club,</li> <li>■ ABCD Association</li> <li>■ CFA</li> <li>■ Rotary</li> <li>■ Lions Club</li> <li>■ Australian Vol Coast Guard,</li> <li>■ Assoc for Building Community Dromana,</li> <li>■ Dromana Surf Club,</li> <li>■ Dromana Sec &amp; Primary Schools,</li> <li>■ Dromana Mens Shed,</li> <li>■ Dromana Senior Citizens Club,</li> <li>■ Peninsula Mountain Park Committee,</li> <li>■ Red Hill Community Association,</li> <li>■ Red Hill Mountain Bike Riders,</li> <li>■ Mornington Peninsula Ratepayers &amp; Residents Assoc,</li> </ul>		✓	✓	
Hillview	<ul style="list-style-type: none"> <li>■ Hillview's Customers</li> <li>■ Hillview's Employees</li> </ul>		✓		
Media	<ul style="list-style-type: none"> <li>■ The Mornington Peninsula News,</li> <li>■ Mornington Peninsula Leader,</li> <li>■ Peninsula – Wide,</li> <li>■ RPP FM – radio</li> <li>■ Hill 'n Ridge</li> </ul>	Access to information	✓		
Social Media	Respond and engage, where appropriate to Community Facebook pages and Twitter		✓	✓	



**BOUNDARY ROAD PROJECT**