Insert name of council

**COMMUNITY ENGAGEMENT PLAN[[1]](#footnote-1)**

**1. Name of project:** Insert name of the project to which the community engagement will relate.

|  |
| --- |
| **For example:** ‘Development of New Local Laws’, ‘Construction of Community Hall’, ‘Community Plan 2014-2019’, ‘Identification of Priorities for Landscaping Works in Public Places for 2014-15’, and ‘Development of Council Submission to the Department of Liquor Licensing on the Alcohol Management Plan Review’. |

**2. Description of project**

Insert brief description of the project that the community engagement will be about.

**3. Assessing why community engagement is required for this project**

Council staff have assessed the community impact of this project and have determined that community engagement is required for the following reasons:

Insert reasons for community engagement.

|  |
| --- |
| **Tip:** See criteria listed in Section 5.3 of the rural-remote and Indigenous community engagement toolkit. For example, ‘the decision is complex and it will be important to hear from a range of stakeholders and get input from a range of expert stakeholders’, or ‘the success of the new facility as a frequently-used community hub will depend on the input of the end-users in the design stage’. |

**4. Objectives and scope of the engagement**

The council’s objective in engaging the community is to…

Insert aim(s) of the engagement.

|  |
| --- |
| **For example:** ‘seek community views about the design of the new community hall’, or ‘obtain feedback from affected residents about a defined set of options for flood mitigation works’. |

The scope of the engagement includes…

Insert details about what is negotiable about the issue/decision that council is engaging the community about.

|  |
| --- |
| **For example:** ‘consultation about the following aspects of the hall’s design: mix of small meeting rooms and open hall space, options for kitchen/catering facilities, whether the break-out area is covered or open-air, the number of car parks required for users, the type of vegetation and landscaping etc.’ |

The scope of the engagement does **not** include…

Insert details about what is non-negotiable about the issue/decision that council is engaging the community about.

|  |
| --- |
| **For example:** ‘the seating of the community hall (which has already been determined by the council following earlier consultations), the budget for the construction of the hall (which is already set under Council’s 2014/15 annual budget)’, etc. |

In terms of the community engagement spectrum, the level of engagement that the council is seeking from the engagement process is (circle all that are applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information** | **→** | **Consultation** | **→** | **Active Participation** |

The focus questions that the council is seeking to answer from the engagement process are …

Insert details about the specific questions council is seeking answers to. This is the information that the council needs to make an informed decision about the issue it is engaging the community about. The report back to the council in step 8 will be based on answering these questions.

|  |
| --- |
| **For example:** ‘1. What is the community’s preferred location for the new community hall? 2. What range of activities should the community hall be able to accommodate? 3. What facilities are required by community groups using the new hall? etc.’ |

**5. Stakeholders who will be engaged**

The stakeholders identified in the following stakeholder analysis will be engaged in the ways specified in the table.

|  |
| --- |
| **STAKEHOLDER ANALYSIS** |
| **Stakeholder group** | **Interest or stake in the issue** | **Value that stakeholder can bring to the issue** | **Information that the stakeholder will need to participate** | **Best methods to engage the stakeholder** |
| *INTERNAL STAKEHOLDERS* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *EXTERNAL STAKEHOLDERS* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Tools to be used for engagement**

The council will use the following tools for this community engagement exercise:

List the tools to be used.

|  |
| --- |
| **For example:** for ‘information-sharing’ type engagements, tools might include information displays at rodeos, a monthly newsletter etc. For ‘consultation’ type engagements, tools might include community surveys, Facebook pages, open days etc. For ‘active participation’ type engagements, tools might include design workshops, a World Café, or community reference groups. |

These tools have been chosen because…

Justify the selection of tools.

**7. Engagement method**

The council will use the following tools for this community engagement exercise:

|  |
| --- |
| **ENGAGEMENT ACTION PLAN** |
| **Task**  | **Who will do it?** | **When will it be done by?** | **What resources will be needed?** | **How we will know if we are successful** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The budget that will be required is: Insert budget (refer to the resources column of the action plan)

**8. Report back to council**

A report summarising the outcomes of the community engagement will be presented to council by: Click here to enter a date.

The report to the council will include:

Click here to enter text.

|  |
| --- |
| **Tip:** See Section 5.8 of the rural-remote and Indigenous community engagement toolkit. |

**9. Closing the loop**

The outcomes of the community engagement will be reported back to the community members and organisations who participated as per the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder group** | **What will be communicated?** | **How will it be communicated?** | **By when?** |
|  |  |  |  |
|  |  |  |  |

1. This Community Engagement Plan template is based on the Community Engagement Toolkit for Rural-Remote and Indigenous local governments developed by the Australian Centre of Excellence for Local Government (ACELG). [↑](#footnote-ref-1)