

Community Engagement Charter

TOOL – PLANNING INSTRUMENTS AND EXAMPLES OF LEVEL OF ENGAGEMENT



| Instrument to be prepared or amended | Examples of the levels of engagement that could be applied throughout the process to prepare or amend an instrument Refer tools matrix for examples of engagement techniques that could be used to match the level of engagement | |
|--------------------------------------|---|---|
| State Planning Policies | Inform | stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement |
| | Consult | stakeholders to gather information to inform the preparation/amendment of the instrument |
| | Involve | stakeholders in the identification of key directions for preparing/amending the instrument |
| | Consult | on the draft instrument (statutory requirement) |
| | Inform | stakeholders and the broader community about how input gathered via the engagement has been used to prepare/amend the instrument, and communicate the final outcome that has been delivered |
| Regional Planning | Inform | stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement |
| | Collaborate | with stakeholders to gather information to inform the preparation/amendment of the instrument |
| | Consult | with the broader community to gather information to inform the preparation/amendment of the instrument |
| | Consult | on the draft instrument (statutory requirement) |
| | Inform | stakeholders and the broader community about how input gathered via the engagement has been used to prepare/amend the instrument, and communicate the final outcome that has been delivered |

| Instrument to be prepared or amended | Examples of the levels of engagement that could be applied throughout the process to prepare or amend an instrument Refer tools matrix for examples of engagement techniques that could be used to match the level of engagement | |
|--------------------------------------|--|---|
| Planning and Design Code | Inform | stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement |
| | Collaborate | with stakeholders to gather information to inform the preparation/amendment of the instrument |
| | Consult | with the broader community to gather information to inform the preparation/amendment of the instrument |
| | Involve | stakeholders in the identification of key directions for preparing/amending the instrument |
| | Consult | on the draft instrument (statutory requirement) |
| | Inform | stakeholders and the broader community about how input gathered via the engagement has been used to prepare/amend the instrument, and communicate the final outcome that has been delivered |
| Design Standards | Inform | stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement |
| | Consult | stakeholders to gather information to inform the preparation/amendment of the instrument |
| | Involve | stakeholders in the identification of key directions for preparing/amending the instrument |
| | Consult | on the draft instrument (statutory requirement) |
| | Inform | stakeholders and the broader community about how input gathered via the engagement has been used to prepare/amend the instrument, and communicate the final outcome that has been delivered |
| Infrastructure Schemes | Involve | stakeholders to identify key directions or features to inform the draft scheme outline |
| | Inform | stakeholders and the broader community about how input gathered via the engagement has been used to prepare/amend the instrument, and communicate the final outcome that has been delivered |

Example engagement tools for different levels of engagement (IAP2)

| | | Provide information | Maintain awareness / update information | Identify concerns and issues | Develop a vision and objectives | Develop options | Test ideas and prioritise options | Build relationships and involvement | Establish potential consensus | Reach potentially large numbers | Reach people who do not readily participate | Reach small groups / individual contacts | Obtain input into decision-making | Make decisions | Satisfy statutory requirements |
|----------------|----------------------------------|---------------------|---|------------------------------|---------------------------------|-----------------|-----------------------------------|-------------------------------------|-------------------------------|---------------------------------|---|--|-----------------------------------|----------------|--------------------------------|
| Inform | Advertisement / media | ✓ | ✓ | | | | | | | ✓ | | | | | ✓ |
| | Letter / phone call / door knock | ✓ | | ✓ | | | | ✓ | | | ✓ | ✓ | | | |
| | Newsletter / brochure | ✓ | ✓ | | | | | | | ✓ | | | | | |
| | Internet / social media | ✓ | ✓ | ✓ | | | ✓ | ✓ | | ✓ | ✓ | | ✓ | | |
| | Signs / maps / models | ✓ | ✓ | | | | | | | ✓ | | | | | |
| | Public display / exhibition | ✓ | | | | | ✓ | | | ✓ | ✓ | | ✓ | | ✓ |
| Consult | Submissions | | | ✓ | | | | | | ✓ | | ✓ | ✓ | | ✓ |
| | Telephone hotline | ✓ | | ✓ | | | | | | ✓ | | ✓ | | | |
| | Survey | | | ✓ | | | ✓ | | | ✓ | ✓ | | ✓ | | |
| | Presentations to existing groups | ✓ | | ✓ | | | | | | | | ✓ | | | |
| | Public meetings | ✓ | | ✓ | | | | | | ✓ | | | ✓ | | ✓ |
| | Seminar / forum | ✓ | ✓ | ✓ | | | | | | ✓ | | | | | |
| | Open House / Community event | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | |
| | Open Day information session | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | ✓ | | | |

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|--------------------|--------------------------------------|---------------------|---|------------------------------|---------------------------------|-----------------|-----------------------------------|-------------------------------------|-------------------------------|---------------------------------|---|--|-----------------------------------|----------------|--------------------------------|
| Involve | Meetings with key individuals | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | ✓ | | |
| | Local community group meetings | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | ✓ | ✓ | | |
| | Workshops | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | |
| | Value management workshop | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | |
| | Participatory design exercise | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | |
| | Search conference | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | ✓ | | |
| Collaborate | Consultative committee | ✓ | ✓ | | | | | ✓ | ✓ | | | | ✓ | | |
| | Community forum / precinct committee | ✓ | ✓ | | | | | ✓ | ✓ | | | | ✓ | | |
| | Advisory / reference group | ✓ | ✓ | | | | | ✓ | ✓ | | | | ✓ | | |
| | Steering / management committee | ✓ | ✓ | | | | | ✓ | ✓ | | | | ✓ | ✓ | |
| | Board / authority | ✓ | ✓ | | | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ |