**Project name Engagement Plan**

**Project description and background**

* Briefly describe the nature of the engagement to be undertaken, clarify the decision to be made, the circumstances that led to it, related council decisions already made, and legislation applying.

**Engagement objectives**

* What feedback or decisions are sought from communities?
* What decisions will be made by council that are to be informed by community input?

**Timeframe and completion date**

* Describe the project stages and key decision points, include the likely dates of decisions to be made by council

| Key project stages | Completion date |
| --- | --- |
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**Communities to be engaged with**

* List the key communities and stakeholders to be engaged

**Engagement tools and techniques to be used**

* List the key communities and stakeholders to be engaged with and describe the tools and techniques that will be used to engage. Refer to the Engagement Spectrum to determine the engagement level desired.

| Community group or stakeholder | How this group will be engaged |
| --- | --- |
|  |  |
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**Resources needed to complete the engagement**

* This schedule should include time allocations for council staff and councillors, and costs involved in delivering the selected tools and techniques. This should include costs of external service providers, special materials needed, data analysis, venue hire and so on.

**Communication planning**

* Outline any council reputation risks that may be associated with this project
* Describe measures to be undertaken to mitigate those risks
* Describe key messages to be publicly communicated
* If necessary attach a separate communication plan

**Basis of assessment and feedback to the communities involved**

* Having gathered and analysed community input, describe how this will be analysed and results communicated to council and to the participating communities. Indicate whether this feedback will occur before or after council decisions are made

**Project team roles and responsibilities**

* Outline who will be contributing to this project, including external service providers, and who has oversight of it within council

| Team member | Role and responsibilities |
| --- | --- |
|  | Project sponsor |
|  | Project leader |
|  |  |
|  |  |
|  |  |