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

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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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		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
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	✓	✓					✓	✓				✓	✓	✓

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