Engagement visit plan [ ]

**Location and date/s[ ] :** fill in the location and date/s of the visit

**Purpose****[ ]      :** fill in the purpose of your visit

**Activity outline****[ ]** : write down brief dot points explaining what you plan to do. Note if it is a ‘consultation’ visit, please be clear about what the level of participation is [hyperlink to Levels of Participation table]

**Prior notice/information****[ ]** : write down who you have contacted and what have you sent out to advise the community, group or person of your visit

**Regional office staff advised****[ ]** : who you have contacted in the relevant DLGCS regional office to advise of your visit

**Interpreter booked****[ ]** : name of the interpreter you will be using

**Interpreter briefing****[ ]** : time allocated to brief the interpreter on the subject of the engagement

**Key stakeholders and contact details****[ ]** :

|  |  |
| --- | --- |
| Project or activity stakeholder[ ]  | Contact details[ ]  |
|       | Contact details |
|       | Contact details |
|       | Contact details |

|  |  |
| --- | --- |
| Important community contacts[ ]  | Contact details[ ]  |
| DLGCS regional Office contact[ ]  | Contact details |
| Regional Council Office[ ]  | Contact details |
| Police[ ]  | Contact details |

**Key docs/ resources**[ ] :

**Safety considerations****[ ]** : note if the visit involves driving on unsealed roads you must have completed 4WD training

**Reporting and feedback arrangements****[ ]** : How you will notify the community of the outcome of your visit

**Other information****[ ]** : anything else relevant to your visit