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