

3.2 Worksheet for identifying stakeholder needs

This checklist will help you to identify the different needs of stakeholders, as they become involved in your engagement process.

- What level of information do stakeholders need to make an informed decision about the planning project? Do they already understand planning concepts? Do they need support to build their understanding of planning concepts?
- What level of information are stakeholders likely to seek about your project?
- Will all stakeholder contributions influence the project equally? Or are there some individuals or groups that will have more influence on the outcomes of the project? Remember that it is important to be transparent.
- Is a community leader available to assist with the community engagement process? Will this community leader be able to make introductions? Will the assistance of this community leader build the credibility of the project or the project team?
- Will everyone interested in, or potentially affected by, the project have an opportunity to become involved?
- Have efforts been made to include under-represented community groups in all community engagement processes (e.g. younger people, older people, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and disadvantaged and homeless people)?
- Are there any barriers that may prevent some stakeholders from participating in the process? These barriers could be physical, economic, cultural, or linguistic.