

## VAGO Engagement Compliance Estimator - Boroondara Major Projects

How well addressed /5	Criteria	Document	Section
5	<b>1 Clearly define the objectives and scope of the public participation exercise:</b>		
	<b>1.1 Describing the decision to be made.</b>		
5	1.1.1 There is a comprehensive and clear description of the matter that is being decided.	CE Plan	2. Situational analysis
5	1.1.2 Agencies are clear about the government's priorities and their impact on the scope of the decision.	CE Plan	2. Situational analysis
	<b>1.2 Taking into account relevant legislation in framing the public participation.</b>		
5	1.2.1 There is evidence that agencies are aware of the full extent of their legal obligations in relation to making the decision and have appropriately designed the public participation exercise in light of this.	CE Plan	2. Situational analysis
5	1.2.2 Agencies can demonstrate that they have taken into account broader legislative requirements such as human rights in making decisions.	CE Plan	2. Situational analysis
	<b>1.3 Defining the objectives and scope of the participation exercise and setting initial expectations around the level of participation.</b>		
5	1.3.1 Agencies have clearly and comprehensively described the objectives and scope of the participation exercise and the level of public participation they are seeking in making that decision.	CE Plan	2. Situational analysis, 3. Negotiables, 7. Stakeholder analysis
5	<b>2 Understand who is affected and how they should be included:</b>		
	<b>2.1 Identifying stakeholders affected by, interested in, or who can influence or inform the decision.</b>		
5	2.1.1 Agencies can demonstrate that they have identified all relevant stakeholder groups and members of the public potentially affected by, or holding a legitimate interest in the decision.	CE Plan	7. Stakeholder analysis
5	2.1.2 Agencies have used available information and, where necessary, undertaken further data collection and research to understand who potential stakeholders are.	CE Plan	7. Stakeholder analysis
	<b>2.2 Understanding how stakeholders are affected and the nature and intensity of their interest.</b>		
5	2.2.1 Agencies can clearly link the selection of those included in the participation exercise to an objective analysis of the impacts and interests of stakeholder groups and members of the public.	CE Plan	7. Stakeholder analysis
4	2.2.2 Agencies have confirmed these impacts by engaging the stakeholder groups and members of the public they expect to be most affected or interested.	CEIS strategy, CE experience	TBC
	<b>2.3 Understanding stakeholders' capacity and willingness to participate and if participation barriers need to be removed.</b>		
4	2.3.1 Agencies can demonstrate that they have identified how to most effectively engage with participants, including if barriers to participation need to be removed and if reasonable adjustment is required.	CE Plan	7. Stakeholder analysis
4	2.3.2 Agencies can demonstrate that they have sought to achieve an 'optimal mix' of participants for the exercise—such that an appropriate balance of views is represented.	CE Plan	7. Stakeholder analysis
	<b>2.4 Understanding stakeholders' capacity and willingness to contribute and preferred methods.</b>		
5	2.4.1 Agencies can demonstrate that they have developed a good understanding of the key, potential participants.	CE Plan	7. Stakeholder analysis
	<b>2.5 Confirming that stakeholders understand their roles in the decision-making process.</b>		
4	2.5.1 The objective and scope of the exercise have been explicitly communicated to the participants.	CE Plan, CE Evaluation	6. Key Messages, CE Standard 2 (respondent score)
4	2.5.2 Agencies have ensured that participants understand the government's priorities and their resulting level of influence on the decision to be made.	CE Evaluation	CE Standard 4 (respondent score)
4	<b>3 Identify the resources, skills and time required for effective public participation</b>		
	<b>3.1 Describing the resources required to ensure an effective participation process.</b>		
4	3.1.1 Agencies can demonstrate that the resources identified are sufficient and appropriate to achieve the objectives of the participation exercise.	CE Plan	1. Team
	<b>3.2 Identifying the skills necessary to meaningfully engage with all participants.</b>		
4	3.2.1 Agencies have identified the specialist skills or assistance that may be required to carry out the participation exercise, and how to source them.	CE Plan	1. Team, 12. Budget
4	3.2.2 Where appropriate, agency staff have undertaken any training necessary to enable them to effectively facilitate the participation exercise.	CE Plan	11. Issues register
	<b>3.3 Estimating the time required to ensure an effective participation process.</b>		
4	3.3.1 Agencies can demonstrate that the time frames identified are sufficient and appropriate to allow for meaningful participation.	CE Plan	8. Project C&E strategy

4	<b>4 Document the public participation and management approach:</b>		
	<b>4.1 Documenting the finalised public participation decision, objectives, scope, stakeholders included and the approaches to be used.</b>		
4	4.1.1 Agencies have clearly described these foundational aspects of the plan and explained the rationale underpinning them—see Elements 1, 2 and 3.	CE Plan, C&E Report	2. Situational analysis, 3. Negotiables, 7. Stakeholder
4	4.1.2 Agencies can demonstrate a clear and equitable process for engaging with stakeholders, including understanding and responding to any concerns.	C&E Report	Attachment 1.
3	4.1.3 Agencies' plans incorporate effective mechanisms for communicating the results of the public participation activities to stakeholders, including how these were used in the decision-making process and the final decision made.	CE Plan	8. Project C&E strategy
4	4.1.4 Agencies have documented how they will capture the participants' input to inform the decision being made so that the resulting records are a complete and accurate reflection of the participation.	C&E Report	Attachment 2.
	<b>4.2 Identifying the risks that threaten the objectives and how these will be monitored and managed.</b>		
4	4.2.1 Agencies have identified the risks to the objectives of the public participation exercise—particularly those that rate highly.	Risk assessment tool, CE Plan	Risks & mitigation measures identified, 11. Issues r
4	4.2.2 Agencies can demonstrate that they have understood, mitigated and/or managed these risks, including situations where time or resource constraints have meant a compromised approach to public participation	PCG minutes	TBC
	<b>4.3 Setting the governance and management structure for achieving the objectives.</b>		
4	4.3.1 Agencies have defined a management structure for the public participation exercise that has the capacity to successfully deliver and monitor the exercise while defined defining clear responsibilities for achieving the objectives. The approach needs to have appropriate senior management endorsement.	CE Plan	1. Team
	<b>4.4 The monitoring, feedback and evaluation processes.</b>		
4	4.4.1 Agencies have clearly described how progress will be measured in terms of time lines, resource use and achieving the public participation objectives.	PCG TOR	TBC
4	4.4.1 Agencies have put in place a clear approach for evaluating success, including outcome measures to assess the achievement of objectives and a post-participation process for evaluating and reporting on the success of the exercise.	CE Plan, Evaluation framework	14. Evaluation, Impacts/Standards/Lessons Learne
5	<b>5 Implement the public participation plan and monitor its progress:</b>		
	<b>5.1 Applying the public participation approach as intended</b>		
4	5.1.1 Agencies can show how they applied a planned approach by completing intended actions according to the objectives, time lines and resources documented in their plans.	PCG minutes	TBC
	<b>5.2 Monitoring progress in terms of budget, time lines, and meeting the objectives</b>		
5	5.2.1 Agencies have evidence that they monitored expenditure, progress against time lines and progress towards achieving the intended objectives of the public participation exercise.	PCG minutes	TBC
	<b>5.3 Appropriately monitoring and responding to risks</b>		
5	5.3.1 Agencies can demonstrate how they monitored and appropriately responded to the risks identified during the planning of the public participation exercise.	PCG minutes	TBC
4	<b>6 Evaluate the public participation exercise and apply continuous improvement</b>		
	<b>6.1 Assessing whether they have achieved public participation objectives.</b>		
4	6.1.1 Agencies have applied a clear and appropriate evaluation framework to assess the success of the public participation exercise against the objectives set at the outset.	CE Plan, Evaluation framework	14. Evaluation, Impacts/Standards/Lessons Learne
4	6.1.2 Agencies have consulted the stakeholders involved to understand their perceptions of the weaknesses and strengths of the public participation exercise and potential areas for improvement.	Evaluation framework	Sections 2,3,4,5
	<b>6.1.3 Specifically, agencies should be able to demonstrate that they:</b>		
4	6.1.3a accurately understood and reflected the views and opinions provided by participants	CE Report	
4	6.1.3b documented the results of the evaluation.	CE Evaluation	TBC
	<b>6.2 Documenting and applying the lessons.</b>		
4	6.2.1 Agencies have adequately identified areas for improvement and documented a plan for integrating these into their ongoing operations.	Lessons Learned	TBC
26	Total		
87%	Result		