Tool 1: Developing a guide to doing business in our regionchecklist

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| 1. Confirm council’s strategic position |
| Review council’s relevant strategies, plans and policies | ¨ |
| Identify alignment with regional economic, environmental and social priorities | ¨ |

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| 2. Map stakeholders (may be drawn from a SIA, if available) |
| Identify key stakeholders, Aboriginal and Torres Strait Islander communities, industry and peak bodies, chambers of commerce, social service organisations, education and training providers and local community groups | ¨ |
| Map existing relationships, partnerships and engagement history | ¨ |
| Document key contact points and communication methods | ¨ |
| Consider whether other stakeholders can assist in identifying opportunities for community benefits | ¨ |

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| 3. Define community values and principles |
| Draw on community plans, surveys and engagement outcomes to identify local values | ¨ |
| Consider cultural, heritage and environmental principles | ¨ |
| \*Summarise the region’s expectations around fair and respectful project engagement | ¨ |
| Include guidance on how proponents can demonstrate alignment with local values and benefit-sharing principles | ¨ |

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| 4. Local content and workforce requirements |
| \*Set expectation to prioritise local employment, apprenticeships and upskilling | ¨ |
| Identify priority local businesses and industry capability gaps | ¨ |
| \*Set expectations around prioritising buying local and develop guidelines for minimum local procurement targets where appropriate | ¨ |
| \*Consider workforce housing and accommodation expectations (for example, town-based housing versus temporary camps or use of existing visitor accommodation) | ¨ |

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| 5. Social licence and community benefit criteria |
| \*Determine expectations around social licence, including ongoing community engagement, partnerships and visibility of proponents | ¨ |
| Define what a community benefit looks like in the LGA, supported by evidence from engagement outcomes and local aspirations | ¨ |
| \*Set out processes and procedures for negotiating, documenting and monitoring CBAs, in line with relevant statutory requirements and state guidance | ¨ |
| Ensure criteria are proportionate to the project’s impact and support equitable distribution of benefits | ¨ |

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| 6. Tools and resources |
| Identify any existing toolkits, engagement frameworks or templates that can be adapted to support council through the planning process (for example, road infrastructure agreements) | ¨ |
| Include contact details or references to state agencies and support programmes | ¨ |
| Link to regional or state planning guidelines that proponents must consider | ¨ |
| Where applicable, include links to social impact or benefit-sharing guidance documents to assist proponents | ¨ |

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| 7. Communication and publication |
| \*Develop a clear and user-friendly guide for publication on the council’s website | ¨ |
| \*Plan how to communicate the guide to proponents, the community and other stakeholders | ¨ |
| Establish a review cycle to keep the guide current and relevant | ¨ |
| Ensure the guide reflects any updates to statutory planning or benefit-sharing obligations and is adaptable to future reforms | ¨ |

*\*indicates critical question*

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*This Tool and associated material is provided for information purposes only and does not provide statutory or legal advice. Users should obtain their own independent technical and legal advice.*