Check List

Site visit and Desktop Analysis

Conducting a **site visit** and performing a **desktop analysis** are important steps in understanding the local community and potential impacts of a project. By considering environmental, social, economic and infrastructure impacts, you can identify potential risks, engage effectively with local community and stakeholders, and gather valuable insights to inform your project planning and decision-making processes.

This checklist includes key elements to consider when planning a site visit or developing a desktop analysis. It will help develop your understanding of the local conditions and community dynamics, enabling you to move forward with your project, in a way that considers the interests and concerns of the area. The information gathered during the site visit will provide valuable inputs into your desktop analysis and subsequent engagement plan, which will facilitate the delivery of your project. A desktop study will need to be completed for Western Power's assessment. Any gaps will be identified, and Western Power will provide further advice to inform the development of the engagement plan if required.

	Activity	Completed (Y/N/Not Applicable)	Notes
Site Visit			
Site-Visit Planning	Define objectives for site visit		
	Identify key areas, features and proposed asset locations to observe and assess		
	Ensure all necessary permissions and land access rights are secured, including safety requirements		
	Notify local stakeholders, traditional owners, and community groups (if relevant) about the visit		
	Arrange meetings with key stakeholders		
Desktop study check list			
Stakeholder Engagement	Identify local stakeholders, traditional owners, and community groups		
	Prepare answers to FAQs and a mechanism for capturing concerns and insights		
Social and Cultural	Research local demographics		
	Consider cultural and historical sites that might be impacted by the project		
	Observe traditional customs and practices during site visit		
Infrastructure and Projects	Consider existing and previous road, rail, utilities, development, and local government projects in the area		
	Identify potential impacts on local infrastructure		
	Assess condition of roads, paths, and infrastructure		
Land Use and Restrictions	Assess current land use and zoning regulation		
	Identify potential impacts on land use (restrictions, amenity, easement requirements, land acquisition etc.)		

	Consider development plans for the area		
Economic Impact	Assess potential economic impact on local businesses		
	Consider opportunities for local economic development and partnerships		
	Consider impact on property values		
Traffic and Transport	Evaluate existing traffic conditions and potential impacts on traffic flow		
	Consider pedestrian and cyclist safety and accessibility		
Documentation and Reporting	Document observations and stakeholder feedback		
	Take photographs and videos of points of interest		
	Summarise findings and initial assessments in a report		