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|  |
| Assessment template: [Insert title here] |
| Community and stakeholder engagement |
|  |
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|  |
|  |
|  |
| [Insert Month Year] |

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Month Year

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Assessment template

The Department of Water and Environmental Regulation has established guidelines for stakeholder consultation.

Please complete the following in order to build the information required for the consultation plan you are working on.

Consultation name to be filled in

What is the issue, policy or regulation that needs to be addressed, developed or amended?

What are the objectives/KPIs of the project?

What are the objectives of the consultation associated with this project?

What will successful consultation look like?

What are negotiables and non-negotiables of the project?

What aspects of the project can be influenced by stakeholders?

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| --- | --- |
| Negotiables | Notes/detail |
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What cannot be influenced by stakeholders? Why can’t they be influenced   
(e.g. because of budget, legislation, government’s stated policy, safety)? And how likely is it this will impact stakeholders?

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| --- | --- | --- |
| Non-negotiable factors | Why is this non-negotiable? | Stakeholder impact (low, moderate, high, unsure) |
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Who is making the final decision?

**Utilising the below quadrant, what is the likely overall level of impact of this project?**

If there is potential a project could shift from one level to another within its lifecycle, please note this in the Notes section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Number of people affected** | |
| **Statewide** | **Local** |
| **Impact** | **High** | **Level 1**  High impact on a mass scale | **Level 2**  High impact on a select scale |
| **Low** | **Level 2**  Low impact on a mass scale | **Level 3**  Low impact on a select scale |

Anticipated overall level of impact:

Level 1

Level 2

Level 3

**Notes:**