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|  |
| Mid-project consultation review: [Insert title] |
|  |
| Community and stakeholder engagement |
|  |
|  |
|  |
|  |
| [Insert Month Year] |

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Month Year

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Mid-project consultation review template

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Version | Date | Reviewer | Approved by |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Consultation parameters

Have any of the negotiable factors changed?

Have any of the non-negotiable factors changed?

What are the current timeframes of the project?

|  |  |
| --- | --- |
| Milestone | Date |
| Pre-project |  |
| Start |  |
| Milestone 1 |  |
| Milestone 2 |  |
| Milestone 3 |  |
| Feedback |  |
| Completion and review |  |

What is the current level of impact?

* + Level 1
  + Level 2
  + Level 3

Have there been any other changes that impact:

* + Reporting needs
  + Resources
  + Specialist knowledge
  + Legislative requirements

If so detail them here:

# Stakeholder groups

Review the current stakeholder list against the Stakeholder Mapping Template, which is available at in the *Resource and design tools* document. Have any stakeholders moved position on the quadrant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder name / group | Old position | New position | Notes | Action/s |
| ie. Smith Street Residents Association | Low interest, low influence | High interest, low influence | Started lobbying local MP | Move from Inform to Consult |
|  |  |  |  |  |
|  |  |  |  |  |

Has the level of participation (ie. inform, consult, involve, collaborate, empower) changed for any stakeholders?

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder name / group | Old level of participation | New level of participation | Notes / actions |
| ie. Smith Street Residents Association | Inform | Consult | Arrange briefing meeting |
|  |  |  |  |
|  |  |  |  |

Are there any new stakeholders or stakeholder groups that need to be included?

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder category | Stakeholder group | Level of participation | Considerations |
| ie. Community | Smith Street Primary School P&C | Inform | High number involved in Residents Assn. |
| ie. Community | Save Smith Street Facebook group | Consult |  |

# Consultation methods

Have any problems been identified with the planned consultation methods (including lower-than-expected participation)?

|  |  |  |
| --- | --- | --- |
| Consultation method | Issue / problem | Proposed solution |
|  |  |  |
|  |  |  |
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If feedback/input/submissions have been lower than expected, but no immediate problems can be identified, what could be the barriers inhibiting participation?

* **Geographical** – Is remoteness an issue?
* **Technological** – Can people access the information? Is there a problem with how we’re receiving the information?
* **Language** – Does the information need to be translated?
* **Cultural** – Are there traditional views/values we need to be cognisant of?
* **Educational** – Can people understand the information?
* **Priorities** – Are people just not finding the time because of competing priorities?
* **Perceived** **relevance** – Do people not realise this has an impact on them?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Barrier | Stakeholder group/s impacted | Level of participation | Barrier detail | Proposed solution |
| Geographic |  |  |  |  |
| Technological |  |  |  |  |
| Language |  |  |  |  |
| Cultural |  |  |  |  |
| Educational |  |  |  |  |
| Prioritisation |  |  |  |  |
| Relevance |  |  |  |  |

# Overall sentiment

Are there new or emerging factors that are impacting on this project, or have the potential to impact on it in the future?

|  |  |  |  |
| --- | --- | --- | --- |
| Factor | Issue | Stakeholder impacted | Risk management strategy |
| Political |  |  |  |
| Environmental |  |  |  |
| Social |  |  |  |
| Economic |  |  |  |
| Other |  |  |  |

# Actions

Based on the information collated within the review the following activities and changes to the consultation plan will be implemented:

|  |  |  |
| --- | --- | --- |
| **Name of change** | **Responsibility** | **Deadline** |
| E.g. Update Stakeholder Database with new stakeholders | Bob Smith | W/c 2 December 2019 |
| E.g. Investigate alternative local media following closure of The Times | Jen Smith | W/c 9 December 2019 |
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