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| Consultation case study 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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Consultation case study 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.

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| Title | Version | Date | Reviewer | Approved by |
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Project title

Project start and finish dates

ie. March to July 2019

Executive summary

Insert executive summary to the project – about two or three sentences

Project overview

Insert overview of the project, including any relevant background information

Challenges and opportunities

Two to three paragraphs on considerations and barriers relevant to the project

Participation process

Overview of the consultation, who was involved, any challenges and how they were overcome

Outcomes and benefits

Two to four paragraphs on the outcomes of the project. Include any relevant links to final papers, policies, regulations, media releases etc.