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**Case Studies Series 2023**

**A note about this Case Study Template and how it will be used:**

This Case Study Template was first developed in 2020 with the overall aim of providing a valued resource to IAP2 members. One of the key objectives for the Case Study Template was to inform the evaluation of Core Value Awards applications, as such, and following feedback from 2021 applicants, the template has been revised to align with the Core Values Awards Judging Criteria for the 2023 Awards.

**All Core Values Awards Applicants who are entering one of the Project categories are required to submit their application according to this template**.

This ensures information provided by applicants is consistent and that comparative judging can occur.

*(Entrants in Organisation of the Year or Research award categories are not required to use this template. Refer to the Awards Entry Kit for more information.)*

Along with Case Studies that IAP2A will commission from time to time, it is intended that the Core Values Awards Case Studies will form part of a growing library of resources available to members. As such, information provided in this application will be publicly available.

We understand that there may be some information which you prefer remains confidential. Please indicate these sections in your application, and they will be removed after the judging process, and before publication.

A note on the image and model placeholder boxes: we understand that the images you wish to include may have different dimensions. It is not a problem to adjust the image placeholder boxes to suit your particular image specifications.

Please do not adjust the font or colours.

**Further instructions on completing the Case Study Template can be found in the comments boxes on the right hand side of the page. Please delete these comment boxes before submitting your final entry.**

**IAP2 Australasia Case Study Series** aims to provide members with access to factual stories which demonstrate successes, challenges and insights from completed public participation projects. This free resource aims to increase practitioner knowledge, improve engagement practices and the experience of public participation.

**To access and search the Case Study Library/Database from the past year**, please visit <https://iap2.org.au/case-studies/>

**Want to know more about publishing a Case Study?** Email [info@iap2.org.au](mailto:info@iap2.org.au)

***Please remove this page before submitting your entry.***

**Case Study 1: Title with by-line**

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| --- |
| **Insert photo or image** |

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| --- |
| **Highlights at a glance (max 500 words)**   * State what is unique or innovative * Identify organisation, sector and geographical location * State engagement objectives, purpose and scope * State spectrum level * Three key outcomes showing impact of engagement: 1) xxxx, 2) xxxx and 3) xxxx * Three key engagement takeaways: 1) xxxx, 2) xxxx and 3) xxxx |

**Key search words:** Sector and industry, engagement objective, main engagement method, spectrum level

*Public, local government, community vision, deliberative engagement, collaborate (example)*

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| **1.0 Objectives** |

Maximum 700 words for this section

**Break out box – snapshot of key context points**

* Identify organisation, sector and geographical location
* Outline the engagement objectives, purpose and scope – what decisions needed to be made?
* Describe what role the public had in the decision-making process - including an outline of the affected stakeholders, stakeholder sentiment (engaged, disengaged, distressed, outrage), whether they provided input in designing how they would be involved and likely level of influence.
* Explain the reasons for the use of the particular participation process – including whether there were any legislative requirements to engage (as applicable)
* Outline supporting communications/materials developed.

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| **2.0 Methodology** |

. Maximum 1000 words for this section

Plan engagement

* Outline project governance model and engagement program (including input from participants as applicable)
* Describe engagement methods and delivery, sequencing and anticipated participation levels/targets (and display as applicable)
* Outline the enabling factors/conditions and how participation was supported to ensure inclusion
* Describe data collection tools
* Outline resources such as budget, timeframe, internal delivery and contracted support.

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| **Image or diagram showing engagement methods, sequencing or tools** |

**Alignment with IAP2 Core Values for the practice of public participation**

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| --- | --- |
| **IAP2 Core Values** | **Example of how this was considered in the design of your project methodology** |
| 1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process |  |
| 1. Public participation includes the promise that the public’s contribution will influence the decision |  |
| 1. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers |  |
| 1. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision |  |
| 1. Public participation seeks input from participants in designing how they participate |  |
| 1. Public participation provides participants with the information they need to participate in a meaningful way |  |
| 1. Public participation communicates to participants how their input affected the decision |  |

**Add verbatim quote/s from organisation representative/s**

**Add verbatim quote/s from organisation representative/s**

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| --- |
| **Diagram showing key project figures, reach, participation or metrics** |

|  |  |  |
| --- | --- | --- |
| **Insert photo or image of engagement activity with caption** | **Insert photo or image of engagement activity with caption** | **Insert photo or image of cover of findings report** |

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| **3.0 Manage Engagement** |

Maximum 500 words for this section

* Outline the specific challenges (risks and constraints, engagement history if relevant) and describe how you responded to the challenges. Describe if modifications were required to overcome unintended outcomes
* Describe the approach to data collection, management, analysis and generating the findings.

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| **4.0 Outcomes, Impact and Insights** |

Maximum 700 words for this section

Reflection and evaluation of engagement

* Comment on appropriateness and effectiveness of the engagement program including reach, outputs, outcomes, impact and actual spectrum level or influence
* Outline the evaluation of the engagement undertaken, insights or lessons learned
* Outline the reporting processes to decision makers, key stakeholders and participants, identify how feedback shaped decisions made
* Provide evidence about levels of participant, stakeholder and organisation satisfaction.

Innovation and Uniqueness

Outline how this project advances knowledge or practice …

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| **Acknowledgements and to find out more**  We would like to thank xxx (your organisation) for agreeing to share this case study and insights to advance engagement practice. This case study was authored/co-authored by xxxxx.  At the time of publishing, xxx was employed by Xxx in the position of xxx. Xxx has experience in the xxx sector and expertise in engagement xxxx and the use of xxx (engagement method). Xxx was engaged by IAP2A to support practitioners to share their engagement story as a case study.  For more information about this project see:   * xxx (website or webpage) * xxx (YouTube) and * xxx (other as applicable)   To connect with the authors:   * Xxxx – link to LinkedIn profile * Xxxx – link to LinkedIn profile   **To access and search the Case Study Library/Database from the past year**, please visit [www.iap2.org.au](http://www.iap2.org.au) and navigate to the Case Study page.  **Want to know more about publishing a Case Study?** www.iap2.org.au/casestudy |

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