**Outcomes Report**

*<INSERT PROJECT>*

*Click or tap to enter a date.*

*<VERSION X>*

*Note, this is a template only. The text in blue italics requires input.*

## **Executive Summary**

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## **Introduction**

*Introduce planning proposal and highlight the planning outcome/decision being sought.*

*Explain the objectives of engagement.*

*Explain the opportunities and considerations of engagement.*

*Detail the planning approval or outcome process.*

*Detail the planning process undertaken in a summary format.*

## **Engagement Methodology**

*Outline the purpose and objectives of engagement.*

*Detail engagement process undertaken (activities undertaken, date, time etc.)*

*Detail the attending participants and the profile at each engagement event.*

## **Key Findings**

*Provide a detailed overview of engagement findings commensurate to nature of engagement event and level of feedback sought.*

## **Key Themes**

*If appropriate, provide a snapshot of key themes to emerge as part of the key findings section above.*

## **Close Out and Next Steps**

*Identify next steps in the engagement process. State when, how and in what form engagement outcomes will be presented to participants and other stakeholders (such as Regulators).*

*Identify the next steps towards the planning outcome or decision being made.*

## **Appendix 1 – Participate Invitation**

*Delete if not relevant.*

## **Appendix 2 – Schedule of Submissions**

*Note, confidential details need to be blanked out. Delete if not relevant.*

## **Appendix 3 – Engagement Materials**

*Such as FAQ’s, posters, website content, emails etc.*

## **Appendix 4 – Event Photographs**

*Delete if not relevant.*