*Engagement summary reports are used to document the results of engagement, in order to:*

* *ensure the engagement process is transparent*
* *‘close the loop’ with participants and provide feedback on what was heard*
* *provide direction for the development or refinement of a planning instrument.*

*Engagement summary reports need to be written in a way that clearly explains what kind of engagement was undertaken, who participated, what the themes of the engagement were, and how the information gained from the engagement will be used.*

*Engagement reports can either be prepared for each engagement activity (e.g. Open Day) or for a whole stage of engagement (e.g. Planning Policy – Stage 1 Engagement).*

# *Engagement summary report*

# *[Title of project]*

## Executive summary

*The executive summary is optional. It is worthwhile to include this on larger projects or if you are reporting on multiple activities or a whole stage of engagement (e.g. Stage 1 - survey, workshop, open day, etc.). The executive summary provides an opportunity to summarise the common themes that have emerged across all engagement activities and other overarching statistics.*

## Introduction

*Compile and summarise background information regarding the preparation or amendment of the planning instrument by considering the key questions below. This section can be taken largely from your engagement plan. In general, the Introduction should be approximately one page in length.*

* Why was this project initiated?
* What does the project hope to achieve?
* What is the purpose of the engagement?
* How will the information in this summary report be used?

## Engagement objectives

*Copy these from your engagement plan.*

The engagement objectives were to:

* XYZ
* XYZ

## Engagement activities

*Describe each of the activities undertaken – where, when, what, why and who – you can adapt this section from your engagement plan.*

***For example:***

**Community Open Day**

A Community Open Day was held at [location] on [date]. [Number] people were invited to participate via [communication channel/s]. A sausage sizzle and [XXX] were provided to encourage participation.

The venue was set up in a series of stations with the following activities:

Activity 1 – description of activity

Activity 2 – description of activity

Activity 3 – description of activity

## Engagement outcomes

*Describe the outcomes of each engagement activity. How many participants were there? What were the main themes of the feedback received? Provide examples of verbatim quotes collected from participants for each theme (these may be taken from survey responses, post-it notes at workshops, or recorded discussions). Include photos of activities where possible.*

*If you have conducted a survey, you may also be able to tabulate the level of support shown for a key proposal, question or project.*

*If the report documents many engagement activities, you may like to include a summary at the start of this section that contains overarching outcomes for participation and themes of feedback. You may wish to include pie charts to illustrate engagement statistics and outcomes (e.g. age of participants, themes of feedback, etc…)*

***For example:***

**Community Open Day**

[Number] people attended the Community Open Day. This section outlines the key themes of feedback received.

Many participants spoke about…

* Quote 1
* Quote 2
* Quote 3

Also important to participants was theme [X], in particular [X, Y, Z] as reflected in the following comments:

* Quote 1
* Quote 2
* Quote 3