



ENGAGEMENT PLAN

Evanston Park Code Amendment

By 550 Main North Road Pty Ltd

Date:
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1. BACKGROUND INFORMATION

1.1 What is proposed?

550 Main North Road Pty Ltd is proposing to initiate an amendment to the Planning and Design Code (the Code Amendment) as it relates to land located at 550-554 Main North Road, Evanston Park (the Affected Area), presently containing the Vadoulis Garden Centre and Focus Day Options.

The Affected Area is located within the southern portion of the Town of Gawler Council area and is approximately 2 km by road from Murray Street, which is the traditional 'main street' and town centre of Gawler. The location of the Affected Area relative to the main street is shown by **Figure 1.1**.

1.2 Why is this project being initiated?

The overall intent of the Code Amendment is to enable new and additional low impact employment generating activities to be established on the land. To enable this, the land is proposing to be rezoned from the General Neighbourhood Zone to the Employment Zone.

550 Main North Road Pty Ltd has entered a contract to purchase the property at 550-554 Main North Road Evanston Park subject to several pre-conditions being achieved. It has a vision to establish low impact bulky goods/service trade premises on the land, of a form and nature which does not compete with the core specialty and food retail offering within the Gawler Town Centre. In particular, the Proponent is committed not to deliver fast food style development on the land should it be rezoned, and has discussed entering into a separate agreement with Council to ensure such.

The proposed rezoning aligns with a several relevant State Planning Policies in relation to employment land supply, strategic transport infrastructure, water security and quality and emission and hazardous activities. The proposed rezoning also aligns with several relevant policies within the 30 Year Plan for Greater Adelaide, as outlined within the Code Amendment Initiation document. In particular, the proposal correlates with the 30 Year Plan policies in respect to activity centres, the economy and jobs, infrastructure and water.

1.3 Investigations already completed

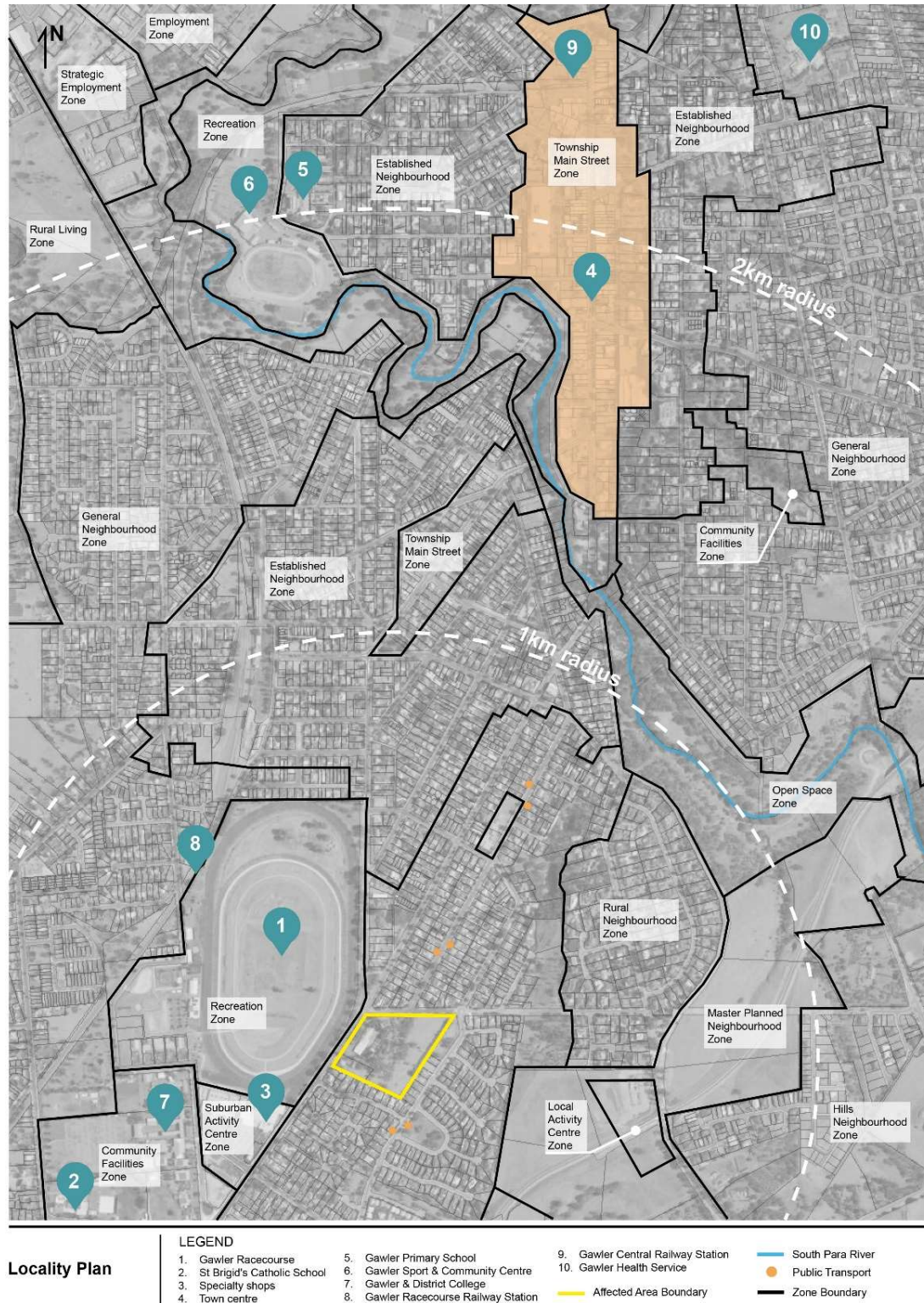
Investigations undertaken to date include:

- Land Supply Report prepared by Future Urban Pty Ltd, which considers the supply and demand of residential and employment land within the Town of Gawler;
- High level evaluation of the economic benefit arising from an increase in zoned employment land within the Town of Gawler; and
- Preliminary traffic advice reviewing the potential access arrangements for the Affected Area.

The investigation reports can be found appended to the Code Amendment Initiation here: https://plan.sa.gov.au/have_your_say/code_amendments

Prior to this Code Amendment, no known engagement processes have occurred seeking to rezone the land.

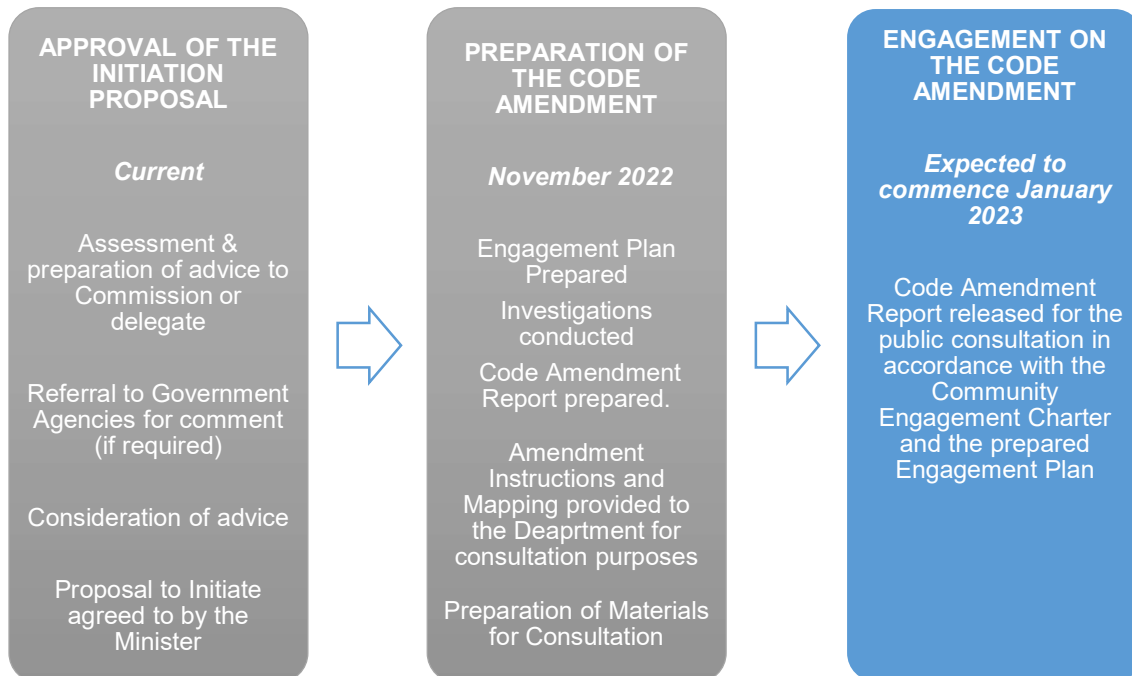
Figure 1.1 Location



1.4 What is the status of the Code Amendment?

The Code Amendment process follows steps which require specific actions at each milestone. The timeframes for each step are outlined within **Figure 1.2**. Most of the engagement activities will occur after the preparation of the Code Amendment, shown in blue below.

Figure 1.2 Status of the Code Amendments



2. ENGAGEMENT PURPOSE

The purpose of the engagement is to inform the rezoning of the two allotments identified as 550-554 Main North Road, Evanston Park to enable the future development of the land for employment generating purposes. In particular, the engagement will inform:

- Whether the Employment Zone is the most appropriate Zone for the Affected Area;
- Whether the investigations undertaken as part of the Code Amendment are sufficient to consider the impact of the rezoning on the surrounding area; and
- Whether the Overlays and 'Technical and Numeric Variations' applied address key matters stakeholders would like to see future development meet.

3. ENGAGEMENT OBJECTIVES

The key objectives of the engagement are to:

- Share information with the public about the Code Amendment;
- Create an understanding of the reasons for the Code Amendment;
- Understand the views of the stakeholders;
- Inform and improve the quality of the policy within the Code Amendment; and
- Comply with the Community Engagement Charter and the *Planning, Development and Infrastructure Act 2016* (PDI Act).

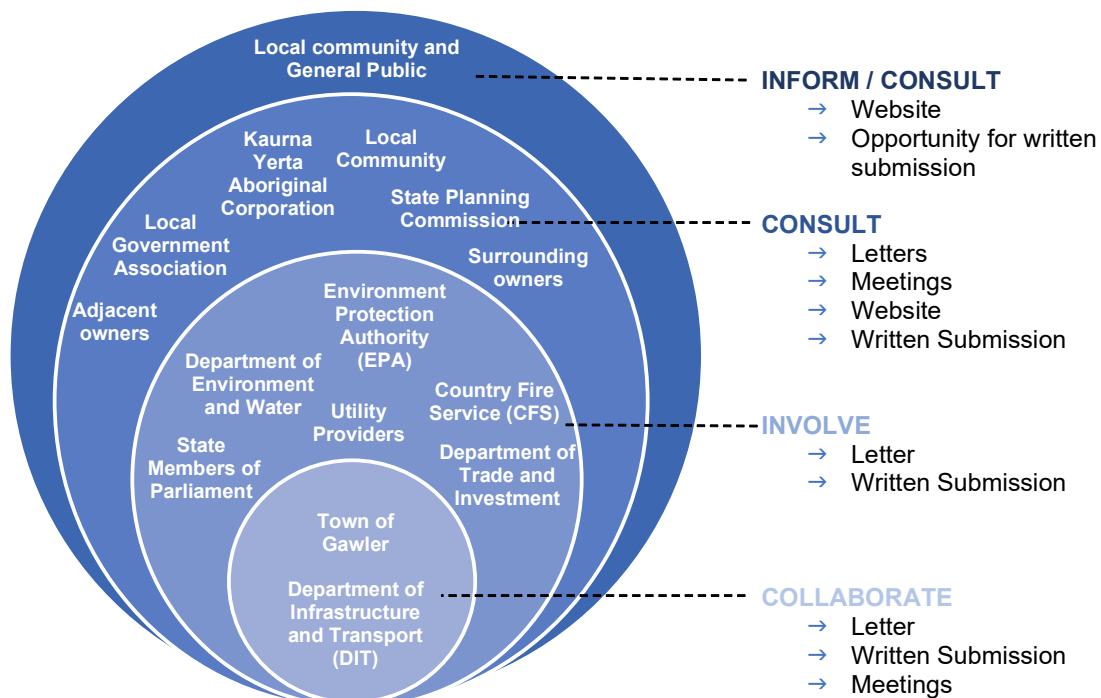
4. STAKEHOLDER IDENTIFICATION AND ANALYSIS

The Code Amendment has a group of stakeholders whose involvement, interest and influence vary, including the Town of Gawler, State Agencies and the adjacent land owners.

Overall, the aim of the community engagement is to provide a level of influence which seeks to work directly with the relevant stakeholders throughout the process to ensure that concerns and aspirations are understood, considered and reflected in the Code Amendment.

A stakeholder identification and analysis has been undertaken and the outcomes of this are provided in **Appendix 1**, with a summary of this analysis provided in **Figure 4.1** below.

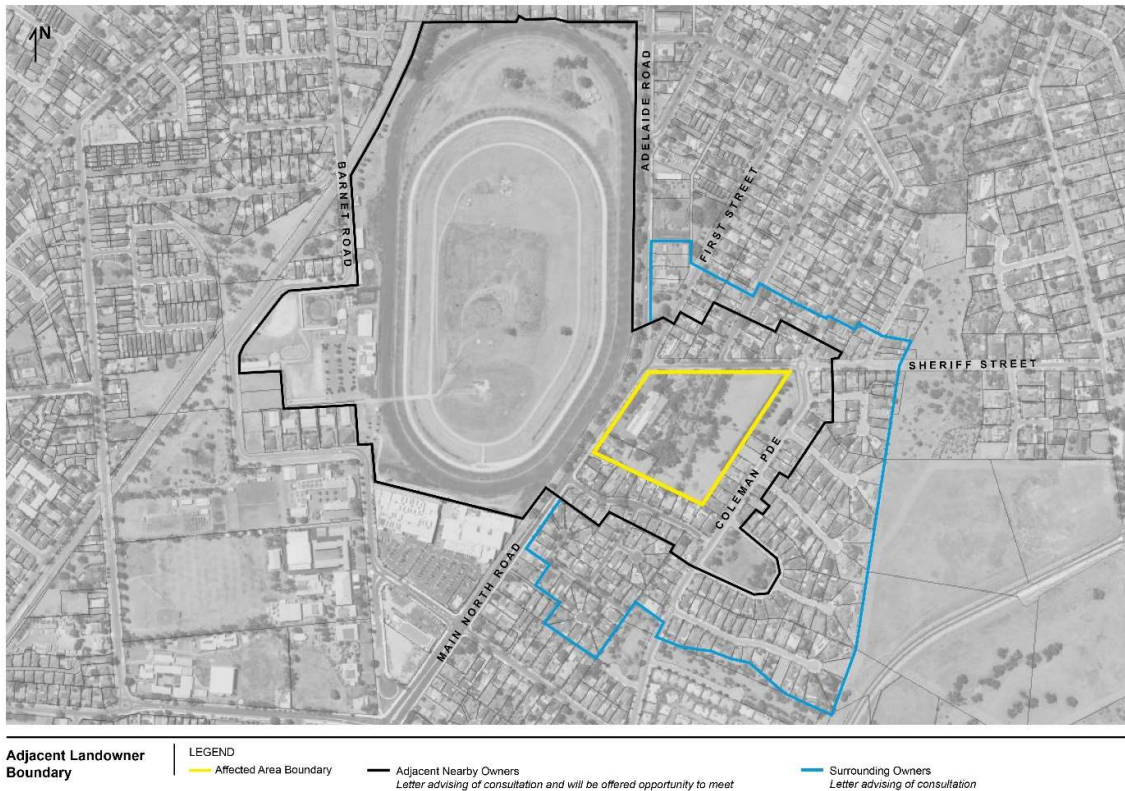
Figure 4.1 Stakeholder Analysis Summary (adapted from Lorenz Aggens, *Orbits of Public Participation*)



The stakeholders which have been determined to influence the proposed Code Amendment are:

- Adjacent, nearby and surrounding land owners shown in Figure 4.2 below;
- Town of Gawler Council;
- Local community, including residents of Evanston Park, Evanston and Gawler South;
- Local Government Association;
- Department for Infrastructure and Transport;
- Department of Trade and Investment;
- Country Fire Service;
- Department for Environment and Water (Heritage);
- Environment Protection Authority;
- Utility providers including SA Power Networks, Electranet, APA Group, SA Water, Epic Energy, NBN and other telecommunications providers;
- State Members of Parliament; and
- Local Community and General Public.

Figure 4.2 *Extent of adjoining landowners to be directly notified*



The level of each stakeholders interest (low, medium and high), the nature of their interests and their needs and expectations of the engagement process have been identified. Having regard to the level of interest, the potential impact of the project on each of the stakeholders interests and the potential impact of each stakeholder on the Code Amendment, the level of engagement has been established.

The outcomes of this analysis are included in **Appendix 1**. Stakeholder needs are discussed further in section 7 of this Plan.

The levels of engagement are informed by the IAP2 Spectrum of Public Participation and are summarised in Table 4.1.

Table 4.1 *IAP2 Spectrum of Public Participation*

	Inform	Consult	Involve	Collaborate	Empower
Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to Stakeholders	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

5. SCOPE OF INFLUENCE

Aspects of the project which stakeholders and the community can influence (i.e. are negotiable) are:

- Whether the Employment Zone is the most appropriate Zone for the Affected Area;
- Whether the investigations undertaken as part of the Code Amendment are sufficient to consider the impact of the rezoning on the surrounding area; and
- Whether the Overlays and 'Technical and Numeric Variations' applied to the Affected Area address key matters stakeholders would like to see future development meet.

Aspects of the project which stakeholders and the community cannot influence (i.e. are not negotiable) are:

- The geographic extent of the amendment;
- The employment expectations of the proposed Zone;
- The policy wording within the Planning and Design Code.

6. IMPLEMENTATION PLAN

An implementation plan has been prepared which details the various engagement activities proposed for each engagement level and the timing of these activities. The implementation plan is attached as **Appendix 2**.

Engagement activities have been included to ensure that the method of engagement is appropriate for achieving the objectives and level of influence of the engagement. The engagement activities are summarised in Table 6.1 below.

Table 6.1 *Engagement Activities*

Stage	Stakeholders/ target audience	Engagement activity	Levels of Engagement
Preliminary Engagement	<ul style="list-style-type: none"> Town of Gawler Department for Infrastructure and Transport 	<ul style="list-style-type: none"> Meeting(s) and briefing of the Council's Infrastructure and Environmental Services Committee Information sharing Opportunity for written and verbal feedback 	Collaborate
	<ul style="list-style-type: none"> State MP 	<ul style="list-style-type: none"> Initial letter advising of Code Amendment Meeting 	Involve
	<ul style="list-style-type: none"> Adjacent Land Owners 	<ul style="list-style-type: none"> Initial letter advising of Code Amendment and opportunity for meeting when engagement commences 	Consult
Early Engagement	<ul style="list-style-type: none"> Town of Gawler (including Elected Members) 	<ul style="list-style-type: none"> Information sharing Opportunity for written and verbal feedback Meetings 	Collaborate
	<ul style="list-style-type: none"> Department for Trade and Investment (Code Control Group) 	<ul style="list-style-type: none"> Meeting Information sharing Opportunity for written and verbal feedback 	Involve
Code Amendment Engagement	<ul style="list-style-type: none"> Town of Gawler Department for Infrastructure and Transport 	<ul style="list-style-type: none"> Letter Information provided on website Written submissions 	Collaborate
	<ul style="list-style-type: none"> Adjacent landowners State Planning Commission 	<ul style="list-style-type: none"> In person question, answer and feedback sessions offered to all adjacent owners Letter Information provided on website Written submissions 	Consult
	<ul style="list-style-type: none"> Surrounding landowners Department of Trade and Investment Country Fire Service 	<ul style="list-style-type: none"> Letter Written submission Information provided on website 	Involve

Stage	Stakeholders/ target audience	Engagement activity	Levels of Engagement
	<ul style="list-style-type: none"> Department for Environment and Water Environment Protection Authority State MP 		
	<ul style="list-style-type: none"> Local Government Association Surrounding land owners 	<ul style="list-style-type: none"> Letter Written submission Information provided on website 	Consult
	<ul style="list-style-type: none"> Local Community General Public 	<ul style="list-style-type: none"> Information provided on website Any member of the public will be able to make a written submission 	Inform / Consult

The overall engagement will consist of three stages, which include:

- Preliminary Engagement, undertaken prior to the drafting of the Code Amendment Report;
- Early Engagement, undertaken after the initial draft of the Code Amendment Report is prepared, but allowing for early input and sharing of information before the Code Amendment is publicly available; and
- Code Amendment Engagement, undertaken after the draft of the Code Amendment Report is completed and includes the Report being made available to the public and all stakeholders for review and input.

Within each stage of the engagement, the engagement activities generally include the following three milestones:

- Commencement of engagement;
- Engagement concludes; and
- Report back to the relevant stakeholders and/or the public on the outcomes and next steps.

7. APPLYING THE CHARTER PRINCIPLES IN PRACTICE

The stakeholders have been considered in respect to their needs and requirements to ensure that the design of the engagement allows all stakeholders to contribute equally. Most stakeholders are government bodies or utility providers who have limited needs and are resourced with staff that have the technical expertise to review and respond to Code Amendments.

The adjacent owners and local community include residents within the areas of Evanston Park, Evanston and Gawler South and comprise a diverse range of people¹, which include:

- People over 70 years of age, who form 15% of the local community (1,412 people);
- People under 20 years of age, who form 23.4% of the local community (2,210 people);
- A small proportion of the local community who use a language other than English at home, including:

¹ Based on the Australian Bureau of Statistics 2021 Census Data

- » 0.6% of the population speak Italian (59 people); and
- » 0.5% of the population speak Arabic (44 people);
- People with a profound or a severe core activity limitation and require assistance in their day to day lives due to a long-term condition, disability or advanced age, who form 8.6% of the local community (811 people); and
- Households which do not have access to the internet at home², who form 21.3% of households in the local community.

The above groups all have varying needs which have been considered as part of the engagement. Table 7.1 outlines the characteristics of the stakeholders relevant to this engagement and the needs and / or techniques which have been implemented.

Table 7.1 *Applying the Charter Principles*

Stakeholder	Engagement needs or technique
Government Bodies and Agencies and Utility Providers	<ul style="list-style-type: none"> • Time to review and respond to Code Amendment documents, particularly having regard to reporting cycles of local government
Majority of adjacent owners and local community	<ul style="list-style-type: none"> • Time to review and respond to Code Amendment documents • Explanatory information that explains the process and what they are being asked for feedback on in clear, plain English • Ability to ask questions during the engagement process about the Code Amendment (generally via phone or email)
People over 70	<ul style="list-style-type: none"> • Ability to access documents in hard copy at a convenient location (i.e., the local Council office) • Ability to provide feedback and/or communicate by post or via phone
English as a second language	<ul style="list-style-type: none"> • Hard copy and website materials that are easily translatable in their language • Materials confirm how to access translated materials
People with a core need for assistance ³	<ul style="list-style-type: none"> • In person meetings are held at a location that meets accessibility needs for people with reduced mobility

² Based on the Australian Bureau of Statistics 2016 Census Data

³ The Australian Bureau of Statistics define people who have a core need for assistance as 'people with a profound or severe core activity limitation are those needing assistance in their day to day lives in one or more of the three core activity areas of self-care, mobility and communication because of a long-term health condition (lasting six months or more), a disability (lasting six months or more), or old age.'

	<ul style="list-style-type: none"> Materials are accessible in a variety of mediums including website and hard copies, and websites include accessibility features
People who do not have access to the internet at home	<ul style="list-style-type: none"> Ability to access documents in hard copy at a convenient location (i.e., the local Council office) Ability to provide feedback and/or communicate by post or via phone

The engagement activities have been identified and the relevant charter principles have been addressed which is outlined within Table 7.2 below.

Table 7.2 Charter Principles in Practice

Charter Principles	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	<ul style="list-style-type: none"> workshop and/or one-on-one meetings to be held on weekends or after work hours to maximise opportunity for people to attend, unless requested during business hours (i.e., with government agencies); letterbox drop/direct email to those immediately affected; and information provided online to be easily accessible
Engagement is inclusive and respectful	<ul style="list-style-type: none"> invitation only workshop(s) held for those most affected stakeholder group(s) and tailored to their needs. all comments and feedback are recorded and considered
Engagement is fit for purpose	<ul style="list-style-type: none"> engagement includes a range of activities, both in-person and online, to involve the broader community and the following and target specific stakeholder ground.
Engagement is informed and transparent	<ul style="list-style-type: none"> information brochure (online and hard copy via letter-box drop) in basic language clearly articulates the proposal, potential impacts, engagement process and invites feedback/participation; and community engagement report prepared at the end of the engagement summarizing the feedback received and how it has been, or will be, used to inform the decision.

Engagement is reviewed and improved

- measures of success are identified and measured at the conclusion of the engagement and reported on in the Engagement Report to the State Planning Commission.
-

8. KEY MESSAGES

The following key messages will underpin the engagement regarding the Code Amendment:

- The Proponent is planning to re-zone the properties located at 550-554 Main North Road, Evanston Park from the General Neighbourhood Zone to the Employment Zone in order to facilitate the further development of the land for employment generating purposes.
 - The reason for this is that there is demand for large format employment generating land uses with a lack of suitable alternate land within the Town of Gawler which has access to a primary arterial road.
- The Code Amendment will ensure that the land will continue to be used for an employment generating use.
 - This is particularly important in the Town of Gawler, which has experienced strong population growth over the last 10 years and is expected to continue to grow. To sustain the growing population, land for employment generating uses and job creation is essential.

9. EVALUATION

As part of the engagement process, feedback from stakeholders regarding the engagement will be noted to ensure that the project team can:

- Address any changes for the implementation of the Code Amendment;
- Alter the engagement process if needed to respond to feedback; and
- Maintain the quality of the engagement activities.

Appendix 3 includes a table which outlines a summary of measuring the success of the engagement process. Participants are invited to assess the success of the engagement against the criteria. The evaluation will be included in the statutory report required to be prepared by the Designated Entity under section 73(7) of PDI Act (the Engagement Report)

Following an evaluation of the success of the engagement, a summary of the engagement process will be provided to the participants. The methods for reporting back and closing the loop are outlined within **Appendix 4**.

APPENDIX 1. STAKEHOLDER AND COMMUNITY MAPPING

Stakeholder and community mapping

Stakeholder	Level of interest in the project (i.e., high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
Adjacent landowners.	High.	<ul style="list-style-type: none"> • High interest in the Code Amendment proposal and impact as the Zone change is located within their locality; • How the Zone change will affect the value of their property; • How the Zone change will affect the street and general locality. 	That they will be kept informed, listened to, their concerns and aspirations acknowledged and feedback will be provided on how their input influenced the decision.	Consult.
Town of Gawler.	High.	<ul style="list-style-type: none"> • High interest in the Code Amendment proposal as the land proposed to be rezoned is within the Town of Gawler Council area. 	That we will seek their advice and innovation in formulating solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible.	Collaborate.
Department of Infrastructure and Transport.	High.	<ul style="list-style-type: none"> • High level of interest; • The land has frontage to a State Maintained Road. 	That we will seek their advice and innovation in formulating solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible.	Collaborate.

Stakeholder	Level of interest in the project (i.e., high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
State MP.	High.	<ul style="list-style-type: none"> High level of interest; Any rezoning process is likely to engender interest within local communities 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.
Surrounding landowners.	Medium.	<ul style="list-style-type: none"> Medium interest in the Code Amendment proposal and impact as the Zone change is located within their locality; How the Zone change will affect the street and general locality. 	That they will be kept informed, listened to, their concerns and aspirations acknowledged and feedback will be provided on how their input influenced the decision.	Consult.
Local Community.	Medium.	<ul style="list-style-type: none"> Medium level of interest in the Code Amendment proposal and impact as the Zone change is located within their locality; How the Zone change will affect the general locality. 	That they will be provided with balanced and objective information to assist them in understanding the problem. alternatives, opportunities and/or solutions.	Inform / Consult ⁴

⁴ A hybrid of inform and consult is proposed due to the variety of needs and expectations in this stakeholder group. The engagement activities do not involve approaching all members of the community or public about the Code Amendment (due to their generally lower levels of interest). However, should a member of the community or public have a high level of interest, they will have the opportunity to register their interest in updates and to be heard as part of the engagement (i.e. will be offered the 'consult' level of engagement).

Stakeholder	Level of interest in the project (i.e., high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
State Planning Commission.	Medium.	<ul style="list-style-type: none"> Medium level of interest. 	That they will be kept informed, listened to, their concerns and aspirations acknowledged and feedback will be provided on how their input influenced the decision.	Consult.
Department of Trade and Investment.	Medium.	<ul style="list-style-type: none"> Medium level of interest; Identified as a required consultation. 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.
Utility Providers.	Medium.	<ul style="list-style-type: none"> Medium level of interest; The proposed rezoning may generate infrastructure demands which require assessment. 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.
Country Fire Service (CFS).	Medium.	<ul style="list-style-type: none"> Medium level of interest; The land has a Hazards (Bushfire – Urban Interface) Overlay. The CFS 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.

Stakeholder	Level of interest in the project (i.e., high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
		will be consulted to provide their feedback.		
Environment Protection Authority.	Medium.	<ul style="list-style-type: none"> • Medium level of interest; 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.
Department of Environment and Water.	Medium.	<ul style="list-style-type: none"> • Medium level of interest; • The land is located within a Prescribed Water Resources Area 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve.
Local Government Association.	Low.	<ul style="list-style-type: none"> • Low level of interest as the Code Amendment is relevant to the Town of Gawler; • It is a mandatory requirement to notify the Local Government Association in writing and to be consulted, as per the <i>Planning Development and Infrastructure Act 2016</i>. 	That we will work with them to ensure that their concerns and aspirations are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult.

Stakeholder	Level of interest in the project (i.e., high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
General Public.	Low.	<ul style="list-style-type: none"> To keep informed in the overall process of the Code Amendment and Zone change; To provide feedback on the Code Amendment. 	That they will be provided with balanced and objective information to assist them in understanding the problem. alternatives, opportunities and/or solutions.	Inform / Consult ⁵

⁵ A hybrid of inform and consult is proposed due to the variety of needs and expectations in this stakeholder group. The engagement activities do not involve approaching all members of the community or public about the Code Amendment (due to their generally lower levels of interest). However, should a member of the community or public have a high level of interest, they will have the opportunity to register their interest in updates and to be heard as part of the engagement (i.e. will be offered the 'consult' level of engagement).

APPENDIX 2. PLANNING YOUR ENGAGEMENT APPROACH

Planning your engagement approach

Stage	Objective	Stakeholders/ target audience	Engagement level	Engagement activity	Timing
Preliminary Engagement	<ul style="list-style-type: none">• Share information with the public about the Code Amendment• Create an understanding of the reasons for the Code Amendment• Understand the views of the stakeholders• Inform and improve the quality of the policy within the Code Amendment• Comply with the Community Engagement Charter and the Planning, Development and Infrastructure Act 2016 (PDI Act).	<ul style="list-style-type: none">• Town of Gawler• Department for Infrastructure and Transport	Collaborate	<ul style="list-style-type: none">• Meeting(s) and briefing of the Council's Infrastructure and Environmental Services Committee• Information sharing• Opportunity for written and verbal feedback	<ul style="list-style-type: none">• February – April 2022
		<ul style="list-style-type: none">• State MP	Involve	<ul style="list-style-type: none">• Initial letter advising of Code Amendment• Meeting	<ul style="list-style-type: none">• April 2022
		<ul style="list-style-type: none">• Adjacent Land Owners	Consult	<ul style="list-style-type: none">• Initial letter advising of Code Amendment and opportunity for meeting when engagement commences	<ul style="list-style-type: none">• April 2022
Early Engagement		<ul style="list-style-type: none">• Town of Gawler (including Elected Members)	Collaborate	<ul style="list-style-type: none">• Information sharing• Opportunity for written and verbal feedback• Meetings	<ul style="list-style-type: none">• July 2022
		<ul style="list-style-type: none">• Department for Trade and Investment (Code Control Group)	Involve	<ul style="list-style-type: none">• Meeting• Information sharing• Opportunity for written and verbal feedback	<ul style="list-style-type: none">• July 2022

Stage	Objective	Stakeholders/ target audience	Engagement level	Engagement activity	Timing
Code Amendment Engagement		<ul style="list-style-type: none"> Town of Gawler Department for Infrastructure and Transport 	Collaborate	<ul style="list-style-type: none"> Letter Information provided on website Written submissions 	<ul style="list-style-type: none"> Commence January 2023 Send letters to relevant stakeholders. Information available on the website. Invitation to provide a written submission. Consultation open for 6 weeks. Expected to conclude March 2023 (subject to change) Evaluation of engagement and opportunity to provide feedback on engagement activities Feedback provided to Stakeholders on the consultation as soon as practical after consultation.
		<ul style="list-style-type: none"> Adjacent owners State Planning Commission 	Consult.	<ul style="list-style-type: none"> Letter In person question, answer and feedback sessions offered to all adjacent owners Information provided on website Written submissions 	
		<ul style="list-style-type: none"> Department of Trade and Investment Country Fire Service Department for Environment and Water Environment Protection Authority State MP 	Involve.	<ul style="list-style-type: none"> Letter Written submission Information provided on website 	
		<ul style="list-style-type: none"> Local Government Association Surrounding Landowners 	Consult	<ul style="list-style-type: none"> Letter Written submission Information provided on website 	

Stage	Objective	Stakeholders/ target audience	Engagement level	Engagement activity	Timing
		<ul style="list-style-type: none"> Local Community General Public 	Inform / Consult	<ul style="list-style-type: none"> Information provided on website Any member of the public will be able to make a written submission 	

APPENDIX 3. MEASURING SUCCESS

Measuring success

At the completion of the engagement, all participants will be invited to assess the success of the engagement against performance criteria one to four, below. The project manager, with assistance from communications and engagement specialists, will assess the success of the engagement against criteria five to nine. This evaluation will be included in the statutory report (section 73(7) of PDI Act) that is sent to the State Planning Commission and the Minister for Planning and which details all engagement activities undertaken. It will also be referenced in the Commission Report (section 74 (3)(b) that is issued to the Governor of South Australia and the Environment Resources and Development Committee of Parliament. Any issues raised about the engagement during the engagement process will be considered and action will be taken if considered appropriate.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator	Evaluation tool	Measuring success of project engagement
1	Principle 1: Engagement is genuine	<ul style="list-style-type: none"> People had faith and confidence in the engagement process. 	Community	I feel the engagement genuinely sought my input to help shape the proposal	Exit survey / follow-up survey with Likert scale - strongly disagree to strongly agree	Per cent from each response.
2	Principle 2: Engagement is inclusive and respectful	<ul style="list-style-type: none"> Affected and interested people had the opportunity to participate and be heard. 	Community	I am confident my views were heard during the engagement	Exit survey / follow-up survey with Likert scale - strongly disagree to strongly agree	Per cent from each response.
			Project Lead	The engagement reached those identified as community of interest.	<ul style="list-style-type: none"> Representatives from most community groups participated in the engagement Representatives from some community groups participated in the engagement There was little representation of the community groups in engagement. 	Evaluation by Project Lead
3	Principle 3:	<ul style="list-style-type: none"> People were effectively engaged and satisfied with the process. 	Community	I was given sufficient information so that I could take an informed view.	Exit survey / follow-up survey with Likert scale - strongly disagree to strongly agree	Per cent from each response.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator	Evaluation tool	Measuring success of project engagement
	Engagement is fit for purpose	<ul style="list-style-type: none"> People were clear about the proposed change and how it would affect them. 		I was given an adequate opportunity to be heard	Exit survey / follow-up survey with Likert scale - strongly disagree to strongly agree	Per cent from each response.
4	Principle 4: Engagement is informed and transparent	<ul style="list-style-type: none"> All relevant information was made available and people could access it. People understood how their views were considered, the reasons for the outcomes and the final decision that was made. 	Community	I felt informed about why I was being asked for my view, and the way it would be considered.	Exit survey / follow-up survey with Likert scale - strongly disagree to strongly agree	Per cent from each response.
5	Principle 5: Engagement processes are reviewed and improved	<ul style="list-style-type: none"> The engagement was reviewed and improvements recommended. 	Project Lead	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	<ul style="list-style-type: none"> Reviewed and recommendations made Reviewed but no system for making recommendations Not reviewed 	Evaluation by Project Lead
6	Engagement occurs early	<ul style="list-style-type: none"> Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence. 	Project Lead	Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	<ul style="list-style-type: none"> Engaged when there was opportunity for input into scoping Engaged when there was opportunity for input into first draft Engaged when there was opportunity for minor edits to final draft Engaged when there was no real opportunity for input to be considered 	Evaluation by Project Lead

#	Charter criteria	Charter performance outcomes	Respondent	Indicator	Evaluation tool	Measuring success of project engagement
7	Engagement feedback was considered in the development of planning policy, strategy or scheme	<ul style="list-style-type: none"> Engagement contributed to the substance of a plan or resulted in changes to a draft. 	Project Lead	Engagement contributed to the substance of the final plan	<ul style="list-style-type: none"> In a significant way In a moderate way In a minor way Not at all 	Evaluation by Project Lead
8	Engagement includes 'closing the loop'	<ul style="list-style-type: none"> Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement 	Project Lead	Engagement provided feedback to community about outcomes of engagement	<ul style="list-style-type: none"> Formally (report or public forum) Informally (closing summaries) No feedback provided 	Evaluation by Project Lead
9	Charter is valued and useful	<ul style="list-style-type: none"> Engagement is facilitated and valued by planners 	Project Lead	Identify key strength of the Charter and Guide Identify key challenge of the charter and Guide		Evaluation by Project Lead

APPENDIX 4. CLOSING THE LOOP & REPORTING BACK

Closing the loop and reporting back

How will you respond to participants?	Who's responsible?	When will you report back?
Keep a contact register of all participants who made a submission during the engagement period to use to provide feedback on the process and outcomes	Future Urban on behalf of the Designated Entity	Ongoing across the engagement period
Prepare an Engagement Report in accordance with section 73 of the PDI Act that includes summary of submissions, amendments to the Code Amendment and evaluation of engagement	Future Urban on behalf of the Designated Entity	As soon as practicable post-engagement
Publish the Engagement Report	Department of Trade and Investment	As soon as practicable post-engagement
Inform stakeholders on the outcome of the Code Amendment	Future Urban on behalf of the Designated Entity	As soon as practicable following a decision on the proposed Code Amendment
Publish the outcome of the Code Amendment	Department of Trade and Investment	As soon as practicable following a decision on the proposed Code Amendment