

COMMUNITY ENGAGEMENT CHARTER AT A GLANCE

Engagement requirements for designated instruments in the planning system:

State Planning Policies; Regional Plans; the Planning and Design Code; and Design Standards



FIVE PRINCIPLES THAT MUST BE MET

1

Engagement is genuine

2

Engagement is inclusive and respectful

3

Engagement is fit for purpose

4

Engagement is informed and transparent

5

Engagement processes are reviewed and improved

FIVE STEPS TO PLAN FOR AND CONDUCT ENGAGEMENT

STEP 1 - Get ready to engage

- Define what you are engaging on
- Identify stakeholders and the level of engagement required

Step 2 - Plan your engagement

- Identify stages of engagement and engagement activities
- Determine your capacity to deliver the engagement
- Develop measures of success
- Prepare your engagement plan

Step 3 - Commence engagement

- Implement the engagement plan
- Review and amend the engagement plan
- Gather evaluation data

Step 4 - Report on the engagement

- Close the loop with participants
- Measure the success of the engagement
- Prepare the engagement report

Step 5 - Reflect and learn

- Identify what worked well and what could be improved for subsequent engagements

CHARTER REQUIREMENTS IN THE PLANNING PROCESS

Prepare engagement plan

This should be done alongside other initiation documentation.

COMMISSION AGREES TO ENGAGEMENT PLAN

Undertake engagement

This should be done in accordance with the engagement plan and include an evaluation of the engagement.

Prepare engagement report

This should include a summary of engagement outcomes, changes to the engagement plan and an evaluation of engagement success.

MINISTER CONSIDERS ENGAGEMENT REPORT
To assist with decision-making, the Minister may ask for advice from the State Planning Commission. The Commission may request that further engagement be undertaken if the Charter principles are not met.

MINISTER'S DECISION AND ENGAGEMENT REPORT PUBLISHED ON THE SA PLANNING PORTAL