

Greater Adelaide Regional Plan Engagement Plan Stage 1

Prepared for presentation to the State Planning Commission

August 2023

Contact details

PlanSA

Email: plansa@sa.gov.au

Phone: 1800 752 664

www.plan.sa.gov.au



STATE
PLANNING
COMMISSION



Government of South Australia

Department for Trade
and Investment

GEATER ADELAIDE REGIONAL PLAN

Engagement Plan - Positioning Statement

The Greater Adelaide Regional Plan is one of the most significant and impactful pieces of work the State Planning Commission will undertake for South Australia.

The Greater Adelaide Regional Plan (the plan) will define and frame the strategic and sustainable growth of the Greater Adelaide region through 2050 and beyond.

The plan will encompass where we live, how we live, where we work and what our communities look like – the very foundations of our society.

Consultation and engagement are central to the development of the Greater Adelaide Regional Plan and will ensure a vibrant, inclusive and dynamic final product.

Collaboration with stakeholders, local government, industry and community will be built into each stage of the development of the plan with a key focus on Discussion Paper engagement and Draft Plan engagement.

The Engagement Plan will be broad in its scope to ensure connection with the great diversity of communities in Greater Adelaide.

The plan will seek feedback and inspiration from all sectors. Planning and Built Environment professionals will have essential input. The building and development industry will help shape our capacity for growth. Our local communities will give us invaluable insights as to how they want to live in their environment and what they hope for the future.

Through an extensive engagement process we will collaborate with stakeholders, local government, industry and community to deliver a 30-year vision for Greater Adelaide.

Greater Adelaide Regional Plan – Engagement Plan

There are two key stages of community and stakeholder engagement for the development of the Greater Adelaide Regional Plan.

- Stage 1 – Greater Adelaide Regional Plan - Discussion Paper Engagement; Q2 – Q3, 2023
- Stage 2 – Draft Greater Adelaide Regional Plan Engagement; Q2, 2024.

This engagement plan focuses on Stage 1, the release of the Greater Adelaide Regional Plan Discussion Paper for public engagement.

Engagement Plan Stage 1 - Introduction

Stage 1 is focused on the publication, uptake and understanding of the Greater Adelaide Regional Plan Discussion Paper (the Discussion Paper). The Discussion Paper will outline the key areas of focus for the State Planning Commission (the Commission) when developing a vision for Greater Adelaide through 2050 and beyond. It will contain important projections, trends and growth analysis that must be considered when planning for the future of the region. It will be a robust evidence-based document that will inspire the conversation with all stakeholders and those invested in shaping the future of Greater Adelaide.

Feedback received on the Discussion Paper through the engagement process will directly inform the development of the draft Greater Adelaide Regional Plan.

Engagement Purpose

Engagement undertaken during this important stage needs to be clearly defined in its purpose. The strategic purpose of Stage 1 engagement for the Greater Adelaide Regional Plan is to:

- generate awareness and interest in the development process for the Greater Adelaide Regional Plan
- introduce the Discussion Paper as the primary source of information and discussion material relating to the Greater Adelaide Regional Plan
- amplify the key considerations of the Discussion Paper:
 - a vision for Greater Adelaide
 - the key trends and how they relate to the region and subregions of Greater Adelaide
 - the key challenges and constraints that face Greater Adelaide as our population grows
 - potential opportunities for growth and change in the region
 - understanding what is important to people to help prioritise growth opportunities that respond to the needs and aspirations of our communities
 - potential for housing and land supply, infill and greenfield
 - potential options for future urban form
 - the strategic long-term planning required for sustainability

- deliver engagement activities that are inclusive, accessible and reach a diversity of stakeholders – including our First Nations communities and younger demographics
- deliver a high level of participation across a diverse stakeholder and community matrix
- demonstrate genuine engagement and share how feedback has been considered in decision making
- be proactive and responsive to stakeholders and ensure there are established processes and systems in place to conduct engagement effectively and transparently.

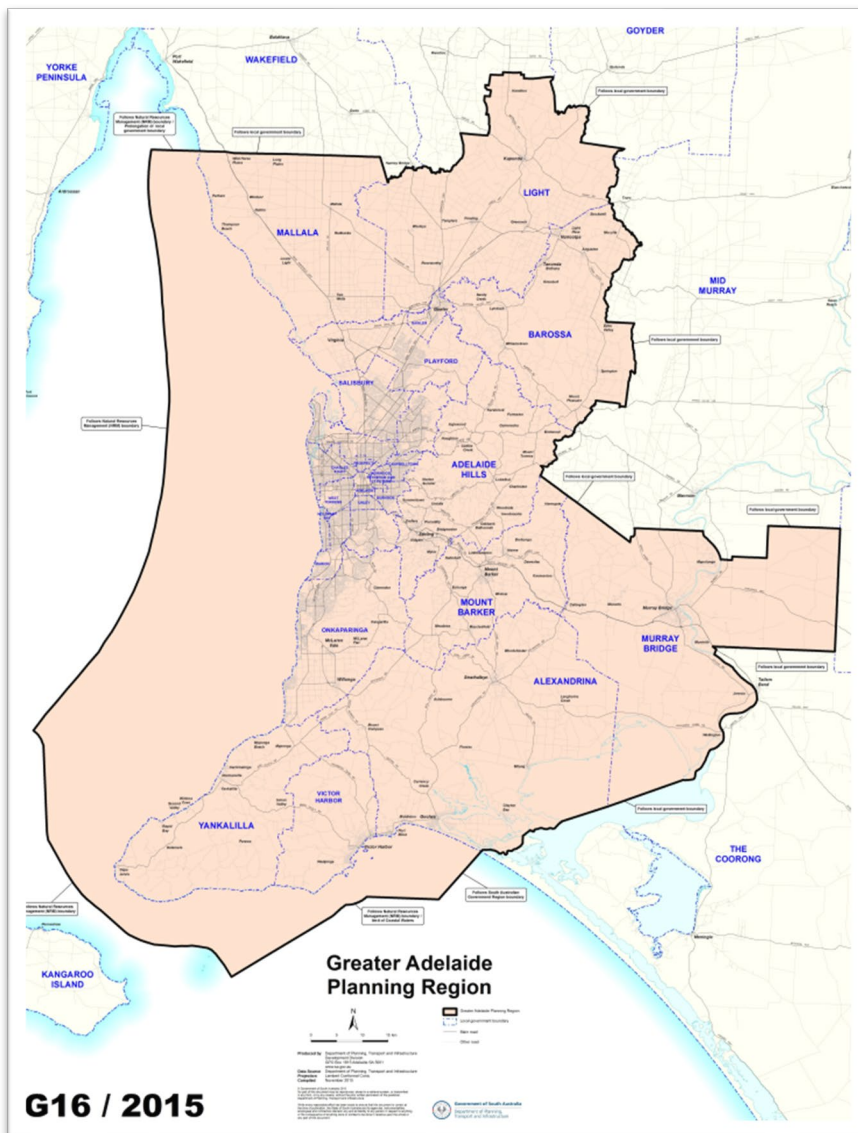


Figure 1. Greater Adelaide Planning Region.

Engagement Plan Stage 1 objectives

Key objectives have been developed to ensure that all activities and assets featured in the plan align with our purpose. The key objectives are:

- introduce the Discussion Paper as the framing document for all Stage 1 engagement
- communicate the Discussion Paper in Plain English and easy to understand language
- educate and raise awareness of the future trends, key constraints and opportunities to enable stakeholders and the community to participate effectively
- assist in understanding the vision and aspirations of community and stakeholders
- have authentic conversations with community leaders, key stakeholders, state agencies and councils - collaboration will ensure regional plans are delivered on the ground and have a positive and meaningful impact
- encourage all of community to participate including specific measures to engage First Nations and our younger demographics
- have targeted community conversations to discuss the range of planning issues facing the regions, including social and physical infrastructure
- build on work that has already been undertaken to make sure the findings from previous engagement activities are not lost
- close the loop with stakeholders and communities to inform them of the outcomes of the engagement process, and how they can access the final version/s of regional plans.

Stage 1 Discussion Paper Engagement Approach

The engagement for the Discussion Paper will have three key phases of external facing engagement activity as outlined in the figure below.

Internal Engagement and Governance

The project team from Planning and Land Use Services (PLUS) are responsible for preparation of the Greater Adelaide Regional Plan and undertaking the engagement activities. The Commission is accountable for Greater Adelaide Regional Plan and will review and approve the deliverables at each key milestone as set out below.

Table 1: Key Milestones – Stage 1 Greater Adelaide Discussion Paper

Milestones	Dates
Thought Leader / Subject Matter Expert Engagement on mega-trends relevant to Greater Adelaide planning	November 2022
Preparation of the Discussion Paper	December 2022 – March 2023
Minister’s Liaison Group workshop	January 2023
Endorsement of the Discussion Paper Engagement Plan	March 2023
Preparation for engagement	March to May 2023
Phase 1 – Announcement and Launch of the Discussion Paper	May 2023
Phase 2 – Engagement activities on the Discussion Paper	May to June/July 2023
Phase 3 – What we heard and closing the loop	August/Sept 2023

Brand Proposition

The PLUS Communications and Engagement team are developing a Brand Proposition for the Greater Adelaide Regional Plan. It will include a purpose, vision and key messages from a marketing and promotional perspective for the plan. The Brand Proposition will sit alongside the Engagement Plan and provide a language for marketing, promotional, digital and advertising materials.

Digital hub

The Engagement Plan and supporting documents will be available publicly via a digital hub on the PlanSA site. The hub is being created to house all information relating to the Greater Adelaide Regional Plan, including the Discussion Paper.

Key Messages

About the Greater Adelaide Regional Plan

- The Commission is excited to be developing the Greater Adelaide Regional Plan and set the direction for future planning and growth management in the region.
- This plan will shape the Greater Adelaide region for the next 30 years and determine where houses and jobs go and how people will live as our population grows.
- The regional plan will guide:
 - where houses and employment land will go
 - how housing and population will be serviced
 - what key infrastructure is needed to support growth
- The regional plan is being prepared in accordance with the *Planning, Development and Infrastructure Act 2016*.
- The regional plan will make recommendations about future zoning and how land can be developed.
- The regional plan will identify infrastructure required to support growing communities and businesses.
- The regional plan will include performance indicators and targets to help measure success.
- The regional plan will protect our biodiversity, waterways and water supply.
- The regional plan will protect existing neighbourhood character and established employment precincts.

About the Discussion Paper

- The Discussion Paper is the key tool to engage community and stakeholders on all elements of the Greater Adelaide Regional Plan.

- It outlines the key areas of focus for the Commission when developing a vision for Adelaide through 2050 and beyond.
- It will contain important projections and trend that will impact our future-proofing for the region.
- It will showcase how growth and sustainability can be achieved with strong and strategic planning.

Strategic Context - key trends, challenges and opportunities

- We are growing. Greater Adelaide's population is projected to grow by an additional 675,000 by the year 2050.
- In the 2021 Census, there were 593,881 homes in the Greater Adelaide region for a population of 1,387,290 people (ABS, 2021).
- The Greater Adelaide Regional Plan will need to provide for up to 300,000 new homes by 2050.
- We are committed to sustainability and mitigating climate change and being more efficient with our resources.
- Climate change considerations include extreme weather events, hotter and drier temperatures and protection of our biodiversity, waterways and water supply.
- The Greater Adelaide Regional Plan will need to consider a number of factors including the key trends and challenges including economic changes, technology and how our mobility is changing, the effects of climate change and affordability of housing in our planning.
- As Greater Adelaide grows, we are committed to smarter and sustainable ways of planning for growth and ensuring this is supported by essential services and infrastructure, economic and job opportunities and the ways we like to live.
- This will include a process of assessing different growth options and weighing up the opportunities and challenges of these options to make the best decisions on where new houses and employment lands will go.
- Growth options include assessing where and how much new land we redevelop for new housing and employment in the metropolitan area of Adelaide or in surrounding townships, known as greenfield development, and how much development or redevelopment we will do in existing urban areas including where are the best places would be for high density housing (apartments) and subdivisions known as infill development.
- Some things will stay the same such as the value we place on our parklands, green spaces, recreational and coastal spaces, however we will need to change how we have been growing to respond to these trends and challenges that have been identified.
- Key considerations for growth options include ensuring there are green spaces, tree canopies, ensuring we have modernised essential services and infrastructure, supporting continued growth of and protection of our existing employment precincts, identifying new employment area, housing affordability, connectivity and transport infrastructure, protecting neighbourhood character.

The Engagement Process

- Our engagement is open to everyone.
- Have your say to help shape the Greater Adelaide Regional Plan. Its as easy as going online and doing one of our quick polls, or attending one of our drop in sessions or events.
- The Greater Adelaide Regional Plan is being prepared by the State Government/State Planning Commision and they want input from stakeholders and community groups to ensure the plan best meets the region's needs.
- The State Government/State Planning Commision wants to work with Greater Adelaide's industry and stakeholders to identify a vision and priorities for Greater Adelaide.
- What issues and opportunities do you see for land use planning, infrastructure and the public realm on Greater Adelaide? What do you think is needed to support the sustainable growth of the region?
- The input gathered will be considered and used to prepare the draft Greater Adelaide Regional Plan, which will be brought back to community and stakeholders for public engagement when ready.

Key Lines of Enquiry

- What are important considerations for our vision for Greater Adelaide for the next 30+ years? (e.g. productivity, livability, sustainability, connectivity)
- What do you see are the most important trends that have been identified that we need to consider in the Greater Adelaide Regional Plan?
- What are of the most important considerations of where you choose to live? e g: close to public transport, green space, travel time to where I work, affordability, close to essential services (schools, et), character of neighbourhood?
- What are the key considerations for our future generation live and work? (Affordability, employment, climate change.)
- What is the level of support for the various growth options and the targets? What are some key concerns or benefits that you see of each? What do you think about greenfield growth, what are important factors for consideration and where should this be?
- What do you think about growing our townships and regional cities in Greater Adelaide and what are important considerations?
- What do think about infill growth, what are important factors of consideration and where would this be?
- How can we make Greater Adelaide more resilient to climate change through our planning?
- What do you think overall of the Discussion Paper and was there anything further we need to consider?

Greater Adelaide Stakeholder Analysis

[See Appendix A](#)

Specific stakeholder needs to support participation

Stakeholder	Specific engagement need
Agency Reference Group	Align engagement to quarterly meeting schedule.
Peak Industry Bodies, Peak Planning bodies, Utilities, State Government Agencies	Have an interest in all regional plans. Manage engagement fatigue by providing a state-wide workshop approach that minimises the number of events they need to attend.
Progress Community and Business Associations, Regional Development Australia (RDA) Board, LGA Board, Council	May wish to discuss and consider their input/feedback at their organisation meetings. Allow adequate time in the engagement periods for them to formulate a response and sign it off at meetings.
First Nation Leaders	Acknowledge as partners. A tailored approach to engage with First Nation groups and leaders to be prepared by a specialist consultant, with input from Aboriginal Affairs and Reconciliation.
State and Federal Members of Parliament	Letter to State and Federal Members of Parliament advising of commencement of Greater Adelaide Regional Plan process and intended engagement process.
General community and business	Provide opportunities to enable participation outside of business hours.
All	Accessible easy to understand information about the Greater Adelaide Regional Plan process and how to get involved.

Strategies, Tools & Techniques

The series of planned communication tools and techniques to be used to engage with stakeholders on this project can be seen in the table below. This list will evolve and change throughout the Greater Adelaide Regional Plan's engagement phases.

Tool/Technique	Type	Description
Identify stakeholders and plan engagement activities	Make direct contact with key stakeholders that have a strong community connection to identify stakeholders to participate in workshops.	Late 2022/early 2023.
Registration list/subscribers	Information Management	Up-to-date list of stakeholders who have nominated to be on email/text list.
Website – PlanSA (written content and videos)	Communication Platform	Promotion of feedback submissions opening to PlanSA website.
Quick Polls	Communication Platform	Polls to be promoted on social media/website, quick way to receive feedback and engagement from stakeholders. Quick way to understand preferences and rankings.
YourSAy	Communication Platform	Main platform for collecting feedback. Has ability to include mapping functionality to spatially collect feedback.
Social Media (Facebook, Twitter, LinkedIn)	Communication Platform	Use of pre-existing social media channels to promote engagement to follower network. Use of targeted ads to specific stakeholder groups/locations as needed.
Email list - Electronic Direct Mail (eDMs)	Communication Platform	An alternative distribution for project updates. Interested stakeholders encouraged to sign up for email updates.
Maps/Mapping	Visual and Communication Aids	Informative maps that will assist with stakeholders supply submissions feedback.
Pull-up banners	Visual and Communication Aids	Banners to take to meetings and information sessions, advertisement of engagement.

Tool/Technique	Type	Description
Homepage banners/branding	Visual and Communication Aids	Uniform branding on all materials, website banner on website.
Project website/webpage	Visual and Communication Aids	Project website that highlights all information to stakeholders in an easy-to-read and understand way. Website page to be easy-to-navigate and find on PlanSA website. To include all relevant project factsheets/information.
Briefing packs	Visual and Communication Aids	Briefing packs to take to community meetings and briefings. To include fact sheets, summary of plan and engagement material.
Paid advertising	Visual and Communication Aids	Paid targeted advertising on social media, websites and print publications.
Newsletters/project updates	Visual and Communication Aids	Project updates that highlight milestones and updates regarding the plan.
Fact sheets	Visual and Communication Aids	Plain English fact sheets to highlight important aspects of the plan to stakeholders.
Promotional posters/ad inserts	Visual and Communication Aids	To be placed in high-traffic areas (both in-person, including shopping and community centres, and online via websites and social media) to raise awareness of plan and its purpose to general stakeholders and garner feedback submissions.
Sub-regional council forums	Face-to-face engagement	Council forums with identified sub-region groups to discuss plan.
Focus group	Face-to-face engagement	Focus group of targeted stakeholders' segments (e.g. youth and young people).
Stakeholder meetings (both face-to-face and online)	Face-to-face engagement	Meetings with high influence, high interest stakeholders to personally brief and receive feedback from them.
Stakeholder engagement sessions (including community information drop-in sessions)	Face-to-face engagement	Accessible sessions with project team to engage general public and interested stakeholders to learn feedback and to educate them on plan.

Action Plan of Engagement Activities

Phase 1 – Announcement and Promotion

Engagement activity	Description	Stakeholders	Timing
Website development and Your SAY	<p>Update of PlanSA website to include information about the Greater Adelaide Discussion Paper and promote feedback submissions opening.</p> <p>Establish a project webpage and fact sheet that provides information about the Greater Adelaide region planning process including what the plan is, how it will be prepared, at what stages engagement will occur and with whom.</p> <p>The webpage can be linked to by other stakeholders assisting with promotion (e.g. councils).</p>	All	Early 2023
Fact sheet	<p>Establish fact sheet that provides information about the Greater Adelaide region planning process including what the plan is, how it will be prepared, at what stages engagement will occur and with whom. The factsheet can be shared to stakeholders when invitations are sent.</p>	All	Early 2023
Discussion Paper Launch event	<p>Opportunity to formally launch the Discussion Paper, create media and community interest and message how we are engaging with stakeholders and community.</p>	All	May 2023
Social media	<p>Promotion of Greater Adelaide Discussion Paper feedback submissions opening on PlanSA pre-existing social media. Potential to promote launch event.</p> <p>Geo-targeted ads to different regions with information specific to them.</p> <p>Social media posts (including image, text and social media plan) to be produced, aligning with pre-established branding.</p>	<p>Followers of social media accounts.</p> <p>Community stakeholders.</p>	Early 2023

Engagement activity	Description	Stakeholders	Timing
Youth-focused social media strategy	With a small budget allocation, engage a digital agency to help support youth engagement with Discussion Paper (relying on existing platforms won't necessarily engage new audience).	Youth	
Out of home advertising	Promotion of Greater Adelaide Discussion Paper through posters and banners in strategic locations (such as community centres) to raise awareness of the paper and to garner feedback. This to include a digital poster, a council toolkit (including roadside banners, posters for local noticeboards), a flyer to be sent to distribution list.	All	Early 2023
Briefing paper	Communication to Minster, Premier and Cabinet about the regional planning process. State and Federal MP briefing letters.	Planning Minster, Premier and Cabinet	Ongoing as required
Briefing presentation	Present the Greater Adelaide Discussion Paper to key stakeholders.	State MPs, Councils, Elected Members,	Early 2023
Project champions	Enlisting cross agency advocates and key stakeholders who can be briefed on the Greater Adelaide Regional Plan, and supply comment when required.	TBC	Early/mid 2023
Market research	Analysis to identify key focus groups and survey participants for Greater Adelaide project.	Local community groups, TBC	Early 2023

Phase 2 – Engagement Activities

Engagement activity	Description	Stakeholders	Timing
Website update	Update webpage as needed.	-	As needed.
Fact sheet	Update/create new fact sheets as needed.		As needed.

Engagement activity	Description	Stakeholders	Timing
Workshop and pop-up preparation	Prepare a consistent invitation, running sheet and lines of enquiry prepared for all face to face and online workshops. Prepare materials for pop-up engagement.	-	TBC
Advertising	Print and online advertising, plus boosted social media posts to promote the engagement period.	Land owners / community members / public	At commencement and during engagement period
Face to face workshops	Deliver face to face workshops on Greater Adelaide Regional Plan, inviting councils (by government regions), LGA, RDA, Landscape Board, locally based services, associations.	As listed in stakeholder mapping table.	TBC
Industry workshop(s)	Deliver workshop(s) with Adelaide-based organisations and industry groups that have a state-wide focus to provide input into all regions at one event. Could be held as a single large forum or over a number of workshops.	Peak Planning Bodies Utilities Peak Industry Groups	Early 2023
State agency workshop(s)	Deliver a face-to-face workshop(s) with State Government Agencies to provide input into the vision and priorities for all regions.	State Agencies	Early 2023
Youth-focused information sessions	Online information sessions with youth aged 13-25 to discuss the Greater Adelaide Discussion Paper and identify key themes of interest. Workshop activities to assist with discussions. Online survey and spatial mapping to register feedback. **Potential support from social media strategy.	Community and stakeholders	Early 2023
Community information sessions	Drop-in information sessions in each of the sub-regions to promote the paper and garner community feedback.	Community members	Early 2023
Ongoing social media strategy – youth and broader community	Focus on engaging communities who traditionally may not have engaged with a planning process. Content focus – animation and graphics.	Youth, community members	Early 2023

Engagement activity	Description	Stakeholders	Timing
Online community information sessions	Online community information sessions to support the drop-in sessions and increase feedback reach and accessibility.	Community members	Early 2023
Online survey	Prepare online survey for community and those stakeholders those not able to attend workshops. Conducted using YourSAy to spatially map ideas and feedback.	Community and stakeholders	TBC
First Nations engagement	Establish an ongoing working relationships and partnerships with key representatives from Aboriginal State Government Agencies and each of the First Nations groups in Greater Adelaide to ensure the Department's strategic planning incorporates and acknowledges Aboriginal cultural knowledge, history and addresses issues and opportunities.	As listed in stakeholder mapping table.	TBC
First Nations focus group	Focus groups with First Nations stakeholder representatives. Utilise pre-existing Indigenous focus groups and committees as needed.	Selected community groups	TBC
Other focus groups as needed	Focus groups with stakeholder representatives as identified.	As identified	TBC

Phase 3 – What we heard & Close the Loop

Engagement activity	Description	Stakeholders	Timing
Engagement summary report	Prepare a report that summarises the engagement undertaken, and key themes of feedback received.	All	Mid 2023
Close the loop messaging	Update the project web page and send an email to participants with a link to the engagement summary report and to communicate the next steps in the project.	All	Mid 2023
Ongoing meetings and communication as required	Ongoing face to face/online meetings to gather information and provide updates.	Council, Agencies, RDA, LGA, etc.	As needed

Engagement roles and responsibilities

A shared understanding of roles and responsibilities between the Commission and the key stakeholders within the region, including Local Government Association and councils, will continue to evolve throughout the process, with the following identified as a starting point:

State Planning Commission	<ul style="list-style-type: none"> • Lead the preparation of and engagement for the Greater Adelaide Regional Plan. • Provide access to data and information, such as population, demographics and development trends. • Use skills, knowledge and expertise to analyse data and information, and represent it visually in maps and graphics. • Develop engagement strategies to gain a broad range of views, experiences and knowledge. • Keep key stakeholders regularly updated and informed on the progress of the Regional Planning Program as relevant. • Fulfil obligations as per signed Memorandum of Understand with Local Government Association (LGA) SA, dated October 2022.
LGA SA	<ul style="list-style-type: none"> • Include on the GAROC and SAROC committee agendas, the Regional Planning Program as a standing item and provide feedback to the Commission on any matters raised. • Endeavour to encourage active participation and engagement by councils.
Councils and stakeholders	<ul style="list-style-type: none"> • Provide local knowledge of what is happening / what is important to their region. • Provide any outcomes from recent engagements with stakeholders and the community. • Use connections and networks to help identify key stakeholders. • Provide information that contributes to the preparation of the regional plan.
Spokespeople	<ul style="list-style-type: none"> • Official public commentary on the collective development of regional plans is limited to the Minister for Planning and the Chair of the Commission. • Spokespeople undertaking media activities in regional communities may be identified as part of the ongoing review of the region's engagement plan. • Staff from PLUS will provide support for workshops and engagement activities.

Key Risks and Issues

The table below outlines the specific risks to Stage 1 Engagement for the Greater Adelaide Regional Plan Discussion Paper.

Table 2 – Key Risks/Issues and mitigation measures

RISK OR ISSUE	MITIGATION
Perception of bias and/or a predetermined outcome	<ul style="list-style-type: none"> • Clearly communicate the process in which future growth opportunities are to be identified – publish methodology. • Communicate that the Discussion Paper is a tool to commence conversation on the future growth of Greater Adelaide, it is not a plan. • All project team members and contractors to sign a confidentiality and conflict of interest deed, and to monitor and declare any conflicts that arise throughout the project.
Ensure engagement is perceived to be genuine and inclusive	<ul style="list-style-type: none"> • Seek to built trust in all interactions by having open, honest conversations and listening to feedback. • Messages to highlight the steps of the engagement process and how feedback will be used. • Be clear on what feedback will and won't influence – Scope of Influence. • Messages on releasing the Discussion Paper is the first step in engaging early – there will be another opportunity to engage. • Timing – what is realistic engagement in timing, ensure adequate resources. • Implement specific engagement strategies for stakeholder groups who have not had a high level of engagement in the past, specifically youth (school-aged and young adults - 18-25 years) as well as greater level of engagement with First Nations peoples.
Need to manage engagement fatigue for organisations that have a state-wide focus and wish to provide input into all regional plans	<ul style="list-style-type: none"> • Communicate early when engagement activities will occur. • Stagger workshops and other engagement activities as much as possible. Be clear about the purpose of each workshop, combine workshops if possible. • Offer online options to provide feedback.

RISK OR ISSUE	MITIGATION
Potential lack of participation – difficulty in engaging with a wider audience on planning strategy	<ul style="list-style-type: none"> • Clearly explain what the Greater Adelaide Regional Plan is – what it does and what it doesn't do. • Clearly communicate messages around how this plan will look different from the past <i>30-Year Plan for Greater Adelaide</i> – why do we need a new plan? • Use evidence-based approaches to communicate the overall challenges and constraints upfront to create a shared understanding of the issues facing Greater Adelaide. • Use a wide variety of engagement tools and techniques – make it easy to provide feedback. • Specifically target 'hard to reach' groups and seek input from representative organisations.
Managing large amounts of external feedback and incorporating back into the strategy within tight timeframes	<ul style="list-style-type: none"> • Establish database to record feedback. • Ensure we are collecting feedback that we can use and consider. • Structure feedback mechanisms that provide us with quantifiable data as well as qualitative e.g., YourSAy. • Ensure the engagement team is resourced to manage the feedback. • Be realistic about what we can achieve in the timeframe.
Ensuring the principles in the Community Engagement Charter have been achieved	<ul style="list-style-type: none"> • Ensure the principles are met and guide the development of the engagement strategy. • Ensure genuine, inclusive, transparent engagement – as per the 'principles in action' table above. • Ensure evaluation and review processes are included for continuous improvement.

Scope of influence

Stakeholders and the community can influence the development of Greater Adelaide Regional Plan by contributing to the following matters:

- shaping the vision for their region for the next 30+ years
- identifying and defining regional priorities, as they relate to land use planning and the coordination of infrastructure and the public realm, including:
 - transport networks (road, rail, port, aviation)
 - community infrastructure
 - potential areas for land use change
 - potential areas for intensification
- providing relevant background or history
- providing insights into preferences about growth options and how they align to community aspirations and desires for the future.

Aspects outside of the scope of influence include:

- the *Planning, Development and Infrastructure Act 2016* and associated regulations
- the legislative aspects of Planning and Design Code and related instruments
- the directions within the State Planning Policies
- government policy positions within the remit of other agencies
- federal and state government population policies.

Existing Reports, Plans and Strategies

A number of relevant strategies, investigations and projects have been developed by State Government agencies, councils, LGA groups and RDA for the Greater Adelaide region. Where appropriate these will help inform the development of the regional plans. A brief summary of these and the engagement to date can be found in the Proposal to Initiate document for the Greater Adelaide Regional Plan.

Current and Proposed Strategic Investigations + Projects

In addition to the projects identified in the Proposal to Initiate document, there are numerous strategic investigations by a range of State Government agencies and councils that are proposed, or currently underway, and not yet completed.

To avoid duplication and/or leverage existing effort, it is intended that, wherever possible, stakeholder engagement that occurs as part of these activities will be also considered during the preparation of the Greater Adelaide Regional Plan.

In accordance with the *Local Government Act 1999*, councils are required to undertake a comprehensive review of their strategic management plans within two years of a local government election. It is expected that many councils will commence their reviews in 2023 and it is anticipated that much of the information informing the development of regional plans will be highly relevant to councils' review process.

Community Engagement Charter

This Engagement Plan is guided by the Community Engagement Charter that was established under the *Planning, Development and Infrastructure Act 2016*.

The Community Engagement Charter defines more flexible, effective and meaningful framework for engagement that will:

- foster better planning outcomes that take account of the views and aspirations of communities
- establish trust in the planning process
- improve the understanding by communities of the planning system.

For more information regarding the Community Engagement Charter and how it is applied to all projects undertaken by the State Planning Commission and Planning and Land Use Services, please visit plan.sa.gov.au/en/engagement-charter.

Appendix A – Stakeholder Analysis

Stakeholder Listing

Table 1 Stakeholder Mapping for Greater Adelaide Region Plan

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
State Members of Parliament	Significant interest in regional development and priority setting and impacts and opportunities on their communities	<ul style="list-style-type: none"> That they will be made aware of the regional plan, how their communities can participate, including through invitations to community events. Need suitable information and resources to share with their constituents. 	Inform/Involve
Federal members of Parliament	Significant interest in regional development and priority setting and impacts and opportunities on their communities	<ul style="list-style-type: none"> That they will be made aware of the regional plan, how their communities can participate, including through invitations to community events. Need suitable information and resources to share with their constituents. 	Inform/Involve
Minister’s Liaison Group	Representatives from Industry, Local Government and interest groups bring relevant land use planning perspectives and priorities. Role in facilitating involvement of their members in the planning process.	<ul style="list-style-type: none"> That they will be involved in group meetings, advising on priorities and supporting member participation in the engagement process. 	Collaborate
State Government Agencies <ul style="list-style-type: none"> Department for Environment and Water Department for Infrastructure and Transport Department for Energy and Mining Department for Trade and Investment 	Consideration of impacts, opportunities, and policies relevant to their agencies. Have been engaged in development of the	<ul style="list-style-type: none"> To understand the regional plan development process. To be involved in the detail of plan development Assume that agency relevant directions will be considered. 	Collaborate

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Department of the Premier and Cabinet • Infrastructure SA • Environment Protection Authority (EPA) • Office for Design and Architecture SA • Department of Primary Industries and Regions • Renewal SA • SA Health • South Australian Fire and Emergency Services Commission (SAFECOM) • SA Housing Authority • South Australian Tourism Commission • Office for Women SA • Kadatilla / Park Lands Authority 	<p>State Planning Policies.</p> <p>Pre-initiation engagement has occurred with many to understand implications for regional plans with regards to application of the State Planning Policies.</p>	<ul style="list-style-type: none"> • Review of draft materials to ensure plan is achievable. • Provision of suitable information and resources to share with their agencies. • Briefings of input received from agencies and how the information is being used. 	
<p>Landscape Boards</p> <ul style="list-style-type: none"> • Green Adelaide • Hills and Fleurieu • Northern and Yorke • Murrylands and Riverland 	<p>Interested in sustainable land, water and conversation management practices.</p> <p>The Landscape Boards have local knowledge and valuable stakeholder connections.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process. • To be engaged to provide information into the planning process and through the review of draft materials to ensure that board directions are captured, and that actions and targets can be implemented. • Contact directly for advice on regional contacts to include in the engagement. 	Involve
<p>Local Government Association SA (Including GAROC and SAROC)</p> <p>Legatus Group</p> <p>Southern and Hills LGA</p>	<p>Represent all councils in SA and advocate for appropriate involvement in planning matters.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process, how councils will be involved through the process and the level of influence councils have on the outcomes. • To be kept informed of the planning progress. • To have information for sharing with councils. 	Collaborate
<p>Councils (Elected Members, senior staff and practitioners)</p> <p>Eastern Adelaide</p>	<p>Interest in planning policies and infrastructure provision that</p>	<ul style="list-style-type: none"> • To be involved throughout development of the plan to ensure local issues are 	Involve

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> - City of Adelaide - City of Burnside - Campbelltown City Council - City of Prospect - City of Norwood Payneham & St Peters - City of Unley - Corporation of the Town of Walkerville <p>Northern Adelaide</p> <ul style="list-style-type: none"> - City of Tea Tree Gully - City of Salisbury - City of Playford <p>Western Adelaide</p> <ul style="list-style-type: none"> - City of Charles Sturt - City of Port Adelaide Enfield - City of West Torrens <p>Southern Adelaide</p> <ul style="list-style-type: none"> - City of Mitcham - City of Onkaparinga - City of Holdfast Bay - City of Marion <p>Barossa</p> <ul style="list-style-type: none"> - Town of Gawler - Adelaide Plains Council - The Barossa Council - Light Regional Council <p>Fleurieu</p> <ul style="list-style-type: none"> - District Council of Yankalilla - City of Victor Harbor - Alexandrina Council <p>Adelaide Hills</p> <ul style="list-style-type: none"> - Adelaide Hills Council - The Rural City of Murray Bridge - Mount Barker District Council 	<p>supports the prosperity and sustainability of their communities. Councils have knowledge of local interests and priorities and will have a role in implementing the plan.</p>	<p>captured, and that the plan is achievable.</p> <ul style="list-style-type: none"> • To be involved in the detail of local policy setting. • Contact directly for advice on contacts to include in the engagement. • Provide materials to promote the engagement and planning process with their communities. (e.g., through promotion on their websites, social media channels, etc.). • Can play a role in the provision of venues for engagement events. 	
<p>Assessment Managers /Council Assessment Panels</p>	<p>Responsible for planning assessment decision across the region with a first-hand understanding of</p>	<ul style="list-style-type: none"> • To be involved throughout development of the regional plan to ensure local issues are captured. 	<p>Involve</p>

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
	planning issues and awareness of current and future applications and opportunities.		
<ul style="list-style-type: none"> • Conservation Council SA • Native Vegetation Council • Trees for Life 	The Greater Adelaide Regional Plan impacts on vegetation.	<ul style="list-style-type: none"> • To understand the regional plan development process and how industry will be involved through the process. 	Consult
<p>Regional Development Australia (RDA) – South Australia</p> <ul style="list-style-type: none"> • RDA Adelaide Hills, Fleurieu and Kangaroo Island • RDA Barossa, Gawler, Light and Adelaide Plains • RDA Adelaide Metropolitan 	<p>The RDA is directly involved in identifying and lobbying for regional priorities for the region. Members of the RDA Committee represent a broad range of regional interests and have significant local knowledge that is highly relevant to the regional plan. They are well connected with relevant regional stakeholders.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how industry will be involved through the process. • To share input on priorities • To be kept informed of the planning progress. • To have information for sharing with industry groups. 	Involve
<p>Industry bodies</p> <ul style="list-style-type: none"> • Australian Institute of Architects (SA) • Australian Institute of Building Surveyors (SA) • Australian Institute of Landscape Architects (SA) • Australian Institute of Urban Studies • Engineers Australia (SA) • Housing Industry Association (SA) • Master Builders Association (SA) • Planning Institute of Australia (SA) • Property Council of Australia (SA) 	Interested in development policy settings and impacts on the development and building industry.	<ul style="list-style-type: none"> • To understand the regional plan development process and how industry will be involved through the process. • To be engaged to provide input on state-wide or regional priorities. • To be kept informed of the planning progress. 	Involve

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> Urban Development Institute of Australia (SA) Australian Sustainable Built Environment Council Green Building Council of Australia 			
<p>Small-scale Developers</p> <p><i>As identified</i></p>	<p>Interest in the sustainability of their industry and development plans.</p>	<ul style="list-style-type: none"> To understand the regional plan development process and how industry will be involved through the process. 	Inform
<p>Other peak industry boards</p> <ul style="list-style-type: none"> Grain Producers (SA) Primary Producers (SA) SA Chamber of Mines and Energy South Australian Tourism Industry Council Australian Hotels Association (SA Branch) Business SA Pastoral Board South Australian Forest Products Association National Trust of South Australia Swimming Pools and Spas Association – SA Retirement Living Council Master Builders South Australia Motor Trades Association Australian Automobile Association 	<p>Interest in the sustainability of their industry and the impacts of development and infrastructure on social, economic, and environmental sustainability.</p> <p>Holders of significant knowledge in their areas of interest.</p>	<ul style="list-style-type: none"> To understand the regional plan development process and how industry will be involved through the process. To be engaged to provide input on state-wide or regional priorities. To be kept informed of the planning progress. 	Consult
<p>Health organisations</p> <ul style="list-style-type: none"> Heart Foundation Active Living Coalition Aboriginal Health Council of South Australia Community Action for Sustainability 	<p>Impact of plan on community health and wellbeing.</p>	<ul style="list-style-type: none"> To be kept informed of the planning progress. To understand the regional plan development process. 	Involve
<p>Youth Advisory Committees</p> <ul style="list-style-type: none"> Youth Advisory Council (DHS) 	<p>Engages youth and younger adults, this plan impacting their</p>	<ul style="list-style-type: none"> To understand the regional plan development process and how they will be involved through the process. 	Involve

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Youth Affairs Council of South Australia • Commissioner for Children and Young People • Multicultural Youth SA • LGA Youth Councils • Force-Forty • Youth Inc. 	future livelihoods in Adelaide.	<ul style="list-style-type: none"> • To be kept informed of the planning progress. • To share input on priorities. 	
<p>Disability Advisory Committees</p> <ul style="list-style-type: none"> • Enabled Youth Disability Network (Purple Orange) • Disability Engagement Group (DHS) • Disability Inclusion Advisory Group (LGA) • Paraplegic and Quadriplegic Association of SA • Amputees in Touch SA • Gold foundation 	Engages people with a disability, may have insight on how this plan will impact their quality of life.	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. 	Involve
<p>Aboriginal Advisory Committees and State Agencies</p> <ul style="list-style-type: none"> • Aboriginal Affairs and Reconciliation • South Australian Aboriginal Community Controlled Organisation Network for Closing the Gap • South Australian Commissioner for Aboriginal Children and Young People • State Aboriginal Heritage Committee • First Nations of South Australia Aboriginal Corporation • Indigenous Land and Sea Corporation • Reconciliation SA • South Australian Native Title Services (SANTS) • The Commissioner for First Nations Voice (SA) • Local First Nations Voices (SA) 	Engages Aboriginal and First Nations people. Interest in protection of Country, provision of services infrastructure, housing, and employment opportunities.	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. • Make direct contact that respectfully approaches each group as partners rather than stakeholders. Ask how they wish to be involved in preparing the regional plan. 	Involve

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • State First Nations Voice (SA) • Aboriginal Legal Rights Movement • Aboriginal Lands Trust 			
<p>Vulnerable Groups Non-for-profit organisations and other organisations</p> <ul style="list-style-type: none"> • Hutt Street Centre • Access 2 Place • Amelie Housing • Believe Housing Australia • Common Equity Housing SA Ltd • Community Housing Ltd • Cornerstone Housing Ltd • Housing Choices SA • Julia Farr Housing Association • Junction and Women's Housing • Minda Inc • Salvation Army Housing • UnitingSA Housing Ltd • Unity Housing Company Ltd • Westside Housing Company Ltd • YourPlace Housing Ltd 	<p>Impact of plan on lower socio-economic groups and vulnerable people.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. 	<p>Involve</p>
<p>Utilities and Infrastructure Providers</p> <ul style="list-style-type: none"> • SA Water • SA Power Networks • Electranet • Australian Gas Networks • Australian Telecommunications Authority • Waste management providers • Airport authorities 	<p>Future provision of utilities in region and state-wide. May have own investment plans that should be considered.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be engaged to provide input on state-wide or regional priorities. • To be kept informed of the planning progress. 	<p>Involve</p>
<p>Traditional Owners and Aboriginal and Torres Strait Islander organisations including:</p> <ul style="list-style-type: none"> • Kurna Parks Advisory Committee 	<p>Interest in protection of Country, provision of services infrastructure, housing, and employment opportunities.</p>	<p>Make direct contact that respectfully approaches each group as partners rather than stakeholders. Ask how they wish to be involved in preparing the regional plan.</p> <p>A tailored approach is proposed to be developed to</p>	<p>Involve</p>

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Kurna Warra Karrpanthi Aboriginal Corporation • Kurna Yerta Aboriginal Corporation RNTBC • Peramangk Descendants Heritage and Land Council • Ngadjuri Nation #2 Native Title Claim • Ngadjuri Nation Aboriginal Corporation • Ngadjuri Adnyamathanha Wilyakali Native Title Aboriginal Corporation • Ngadjuri Elders Heritage And Land Care Council Inc (Neh&Lcc) • Ngarrindjeri Aboriginal Corporation 		<p>ensure engagement with First Nations Groups is appropriate, sets clear parameters about the scope of influence and begins to build positive relationships for ongoing conversations around land use planning.</p>	
<p>Community Interest Groups and Organisations</p>	<p>General community interest groups, interested.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. 	<p>Inform</p>
<p>Parklands and agricultural Community Groups</p> <ul style="list-style-type: none"> • Adelaide Park Lands Associaton • Parks and Leisure Australia • Agricultural bureau of SA Inc 	<p>Preservation of park lands and outdoor spaces. Impacts to farmlands and agricultural zones.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. 	<p>Involve</p>
<p>University student associations and unions</p> <ul style="list-style-type: none"> • Flinders University Student Assocation • UniSA Student Association • YouX (University of Adelaide Student Union) 	<p>Involvement of university-aged students in the engagement process. Future generation of Adelaide, interested in future livelihoods and homeownership.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they will be involved through the process. • To be kept informed of the planning progress. • To share input on priorities. • To engage interested university-aged people in the process. 	<p>Inform</p>

Stakeholder	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<p>Local associations, community groups, business groups and industry groups</p> <ul style="list-style-type: none"> - Community Alliance S.A. <p><i>As Identified through councils.</i></p>	<p>Want to see their neighbourhoods and communities flourish and have the features they value protected.</p> <p>Holders of significant local knowledge and information sharers within the community.</p> <p>Some have specific focus interests (e.g., historic buildings, playgrounds, nature) for their area. May hold specific interest in sections of plan.</p>	<p>To understand the regional plan development process and how they and the community will be involved through the process.</p> <p>To be engaged to provide input on regional priorities.</p> <p>To be kept informed of the planning progress.</p> <p>Information and resources to share with their communities.</p>	<p>Involve</p>
<p>Landowners of sites that are identified for potential future land use change and/or impacted by potential changes</p>	<p>Concern and interest in property impacts. Affected landowners will be identified once a draft regional plan has been developed.</p>	<p>That they will be made aware of the regional plan and have an opportunity to participate and be kept informed during formal engagement stage.</p> <p>Need clear information about the Greater Adelaide planning process and what is proposed.</p>	<p>Consult</p>
<p>Landowners/Business owners</p>	<p>May have own investment plans that should be considered.</p> <p>Concern in how plan will impact operations.</p> <p>RDA to advise on which groups are most important to engage with.</p>	<p>To understand the Greater Adelaide Regional Plan development process and how they will be involved through the process.</p> <p>To be engaged to provide input on regional priorities.</p> <p>To be kept informed of the planning progress.</p>	<p>Consult</p>
<p>Residents of Greater Adelaide region and general public</p>	<p>Varying level of interest in regional and township development. Very active community.</p>	<p>That they will be made aware of the regional plan and have an opportunity to participate and be kept informed.</p>	<p>Consult</p>

Appendix B – Engagement evaluation proformas

Measures of Success Tool

The Charter sets minimum performance indicators (or measures of success) that must be used to evaluate engagement required by the Charter. These measures help to gauge how successful the engagement has been in meeting the Charter's principles for good engagement.

1. The evaluation process

Step 1 Initiation - Prepare Engagement Plan

- An outline of how the success of engagement will be measured against the Charter's principles is required as part of the Engagement Plan. This engagement plan needs to be agreed to by the Commission at the initiation stage.
- The minimum performance indicators to be used for evaluation are provided in Table 1. Additional performance indicators can be included if desired.
- These measures of success will be used to evaluate whether the principles of the Charter have been met throughout the engagement process.

Step 2 Consultation - Collect Evaluation

- During the engagement, the engagement entity (planner/proponent/engagement manager) needs to ensure that the information needed to evaluate the engagement is gathered.
- This can be done by distributing a survey to participants at the end of an engagement activity or at the end of the entire engagement. This survey should ask at least the minimum performance indicator questions for "community" as identified in Table 1. (see example survey)
- The engagement entity can also complete an evaluation exercise at the end of an engagement activity or at the end of the entire engagement. This exercise should at least respond to the minimum performance indicator questions for "project manager or equivalent" in Table 1. (see example template)
- Completing these exercises at the end of engagement activities enables the project team to review the success of the activities - what went well and what didn't - and make improvements for the next engagement stages. Participants may also be more likely to fill out a survey straight after an activity, rather than something sent to them later.
- Quantitative data should also be collected as the engagement rolls out including: number of people reached, number of participants at events, number of submissions received, etc.
- Workshop attendance sheets, or online bookings are a great way of gathering numbers of participants whilst also building a contact list to follow up with the outcomes of the engagement or a future activity.

Step 3 Consider feedback - Evaluation Reporting

- On completion of engagement, the information gathered from the evaluation activities needs to be compiled, analysed and summarised.
- The evaluation needs to be included within the s73 statutory Engagement Report that is provided to the Minister for decision making. This Engagement Report is also published on the SA planning portal.
- See guidance on what evaluation information to include in this report.

Table 1 - Minimum performance indicators to be used for evaluation under the Community Engagement Charter

Charter Criteria	Charter Performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow up survey	Measuring success of project engagement (prepared by Project Manager of engaging authority for inserting in Engagement Report)
Principle 1: Engagement is genuine	<ul style="list-style-type: none"> People had faith and confidence in the engagement process. 	Community	1. I feel the engagement genuinely sought my input to help shape the proposal	Likert scale - strongly disagree to strongly agree	Percent from each response.
	<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 Manager or equivalent	2. Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	Engaged when there was opportunity for input into scoping	Project Manager or equivalent
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	3. I am confident my views were heard during the engagement	Likert scale - strongly disagree to strongly agree	Per cent from each response.
		Project Manager or equivalent	4. The engagement reached those identified as community of interest. <i>Note: The Community of Interest are those Community groups identified in the stakeholder analysis in the engagement plan.</i>	<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. 	Provide chosen answer
Principle 3: Engagement is fit for purpose	<ul style="list-style-type: none"> People were effectively engaged and satisfied with the process. People were clear about the proposed change and how it would affect them. 	Community	5. I was given sufficient information so that I could take an informed view. <i>Note: Sufficient information includes whether the information was understood i.e. in plain English language, another language, visuals in addition to the extent of information.</i>	Likert scale - strongly disagree to strongly agree	Per cent from each response.
			6. I was given an adequate opportunity to be heard	Likert scale - strongly disagree to strongly agree	Per cent from each response.

Charter Criteria	Charter Performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow up survey	Measuring success of project engagement (prepared by Project Manager of engaging authority for inserting in Engagement Report)
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	7. I felt informed about why I was being asked for my view, and the way it would be considered.	Likert scale - strongly disagree to strongly agree	Per cent from each response.
	<ul style="list-style-type: none"> ▪ Engagement includes 'closing the loop' Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement 	Project Manager or equivalent	8. 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 	Provide chosen answer
Principle 5: Engagement processes are reviewed and improved	<ul style="list-style-type: none"> ▪ The engagement was reviewed and improvements recommended. 	Project Manager or equivalent	9. 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 	Provide chosen answer
Charter is valued and useful	<ul style="list-style-type: none"> ▪ Engagement is facilitated and valued by planners 	Project Manager or equivalent	Identify key strength of the Charter and Guide Identify key challenge of the charter and Guide	General Comments	

Example community evaluation survey to meet minimum performance indicators

This survey can be completed by those participating in an engagement activity or at the conclusion of the engagement process.

It could be distributed in hardcopy or online. It could be handed out at events, emailed to attendees or those who submit submissions and provided on a website. It could also be added to existing templates for evaluations.

Activity (e.g. stakeholder workshop, submission, open day): _____

Date: _____

I am a (Resident, stakeholder, etc): _____

Please indicate the extent to which you agree or disagree with the following statements

(1 = strongly disagree and 5 = strongly agree)

	Evaluation statement	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1	I feel the engagement genuinely sought my input to help shape the proposal	1	2	3	4	5
	<i>Comment:</i>					
2	I am confident my views were heard during the engagement	1	2	3	4	5
	<i>Comment:</i>					
3	I was given an adequate opportunity to be heard	1	2	3	4	5
	<i>Comment:</i>					
4	I was given sufficient information so that I could take an informed view.	1	2	3	4	5
	<i>Comment:</i>					
5	I felt informed about why I was being asked for my view, and the way it would be considered.	1	2	3	4	5
	<i>Comment:</i>					

Example project manager evaluation exercise to meet minimum performance indicators

This exercise can be completed by engagement entity (the planner, proponent or engagement manager) following an engagement activity or at the end of the engagement process.

It could be completed online or in hard copy.

Please consider your engagement process as a whole and provide the most appropriate response.

	Evaluation statement	Response options
1	The engagement reached those identified as the 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
	<i>Comment:</i>	
2	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 in a systematic way Reviewed but no system for making recommendations Not reviewed
	<i>Comment:</i>	
3	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
	<i>Comment:</i>	

	Evaluation statement	Response options
4	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
	<i>Comment:</i>	
5	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
	<i>Comment:</i>	
6	Identify key strength of the Charter and Guide	<ul style="list-style-type: none"> • Provide drop down list with options based on charter attributes (in future)
	<i>Comment:</i>	
7	Identify key challenge of the charter and Guide	<ul style="list-style-type: none"> • Provide drop down list with options based on charter attributes (in future)
	<i>Comment:</i>	

Example evaluation template to include in report to the Commission

(See template provided in the online guide for the entire report template for the commission)

Engagement reach

For each engagement activity (include promotion too) provide the following information. This could be done in a table. Add any discussion to clarify any of the results.

For example:

Stage of engagement	Engagement or promotion activity	Number reached e.g. sent to, invited, distribution extent, webpage hits.	Number participating e.g. number participants, submissions (breakdown public versus professional organisations), surveys completed.

Discussion...

Consistency with the agreed engagement plan

Explain how the engagement plan approved by the Commission was adhered to or not. A change may occur due to feedback during engagement activities or other unforeseen changes. Outline this here

The engagement occurred in accordance with the Engagement Plan endorsed by the State Planning Commission on x date (Engagement Plan attached) with exception of the below variances (if relevant).

Variances were made to the Engagement Plan as follows (if relevant):

Variance	Justification

Engagement evaluation results

The purpose of this Chapter is to enable the State Planning Commission to determine whether the Community Engagement Charter requirements have been met.

Summary of the Evaluation

Include a brief analysis about the success of the engagement, include the causes or ‘story behind’ the data provided below. This is where you can help the Commission interpret the data (below) by explaining what you believe the data is telling you about the effectiveness of your engagement

For example: There was significant emotional objection in connection to an issue (outline issue) that was connected to the proposal but not part of this engagement process. The community found it difficult to understand that the issue was not part of this engagement process.

How evaluation was collected

Provide how evaluation data was collected.

For example: Evaluation data for the minimum performance indicators required by the charter were collected. For the ‘community’ indicators, the data was collected through an evaluation survey provided to participants at each event, emailed to those that lodged a submission, available from Council Website/SA Planning Portal.

The engagement entity or ‘project manager’ indicator evaluation was completed by the

Results of the community mandatory evaluation indicators

X number of community evaluation surveys were received. The results of the survey are provided in Table X.

Table X						
<i>Insert percentage of number of respondents for each category. for instance if 4 people from 20 people indicated that they agreed that they felt they were genuinely listened to then the percentage in the report is %20</i>						
	Evaluation statement	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1	I feel the engagement genuinely sought my input to help shape the proposal (Principle 1)	%	%	%	%	%
2	I am confident my views were heard during the engagement (Principle 2)	%	%	%	%	%
3	I was given an adequate opportunity to be heard (Principle 3)	%	%	%	%	%

4	I was given sufficient information so that I could take an informed view.(Principle 3)	%	%	%	%	%
5	I felt informed about why I was being asked for my view, and the way it would be considered. (Principle 4)	%	%	%	%	%

Results of the Engagement Entity's ('project manager') evaluation

The engagement was evaluated by the project manager/project team/engagement manager. The results of this evaluation are shown in Table x.

Table X

	Evaluation statement	Response options (<i>Select answer</i>)
1	The engagement reached those identified as the community of interest (Principle 2)	<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
2	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement (Principle 5)	<ul style="list-style-type: none"> Reviewed and recommendations made in a systematic way Reviewed but no system for making recommendations Not reviewed
3	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
4	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
5	Engagement included the provision of feedback to community about outcomes of their participation	<ul style="list-style-type: none"> Formally (report or public forum) Informally (closing summaries) No feedback provided

6	Identify key strength of the Charter and Guide	
7	Identify key challenge of the charter and Guide	

Summary and results of any additional evaluation

Insert a summary and results of additional evaluation undertaken if applicable

Applying the Charter Principles in practice

Consider how your engagement met the principles of the Charter. For examples, see page 6 of the Guide.

The Charter Principles were applied to the engagement as outlined in Table X.

Charter Principle	How the engagement approach/ activities met the principle
Engagement is genuine	
Engagement is inclusive and respectful	
Engagement is fit for purpose	
Engagement is informed and transparent	
Engagement is reviewed and improved	