

The City of Charles Sturt

Engagement Plan

Albert Park Mixed Use Code Amendment

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2. Status of the Code Amendment

The Code Amendment process includes a number of steps which must be undertaken before any changes to zoning or policy can be implemented. An overview of the Code Amendment process is illustrated below. The Code Amendment has been 'Initiated' and is proposed to be placed 'On Consultation'.



3. Engagement purpose

The purpose of the engagement process is to inform and consult on the proposed rezoning of the Affected Area to enable future higher density residential and mixed use (commercial) development.

4. Engagement objectives

This engagement plan includes the following objectives to ensure consistency with the Government's Community Engagement Charter Principles:

- To ensure the Charles Sturt community has easy access to appropriate information about the proposed Code Amendment.
- To provide easy to understand written and graphic materials that explain and demonstrate the impacts of the proposed policy changes on the nature and scale of built form in the area.
- To provide opportunities for stakeholder engagement to inform the amendment.
- To gain input from community and other stakeholders in ways that are inclusive and engaging and inform the amendment.
- To obtain localised knowledge and perspective to inform the amendment.
- To ensure that all affected and interested stakeholders have the ability to provide input.
- To build positive relationships between Council and the community, and position the City of Charles Sturt as an organisation that is providing sound management decisions.
- To inform the Charles Sturt community and other stakeholders of Code Amendment related decisions and reasoning for these decisions.
- To comply with the Community Engagement Charter and the *PDI Act 2016*.

5. Stakeholder identification and analysis

The primary audience for the engagement of this Code Amendment are the adjacent land owners and the broader Albert Park community.

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

A stakeholder approach has been prepared and is detailed in Part 10, with a summary of this analysis provided in **Table 1** below.

Table 1 Stakeholder Analysis Summary

Inform and Consult	<p>State Planning Commission Planning and Land Use Services / Attorney General's Department Local Government Association Landowners and occupiers within and adjacent to the Affected Area Department for Infrastructure and Transport (DIT) – Transport Services Department for Infrastructure and Transport (DIT) – Public Transport Division Department of Justice – State Emergency Services & SA Metropolitan Fire Service South Australian Police (SAPOL) SA Ambulance Service South Australian Metropolitan Fire Service Department for Water and Environment Department for State Development SA Health (Department for Health and Wellbeing) Environment Protection Authority Department for Education and Child Development Utility Providers NBN State MP Federal MP City of West Torrens City of Prospect City of Port Adelaide and Enfield City of Adelaide</p>	<ul style="list-style-type: none"> • Letters • Website • Library Display • Locally circulated newspaper • Information brochure
Inform and Consult	<p>General Public</p>	<ul style="list-style-type: none"> • Website • Social Media • Library Display • Locally circulated newspaper • Information brochure

The following agencies, State and Federal Members of Parliament, interested parties, individuals, communities of interest, and Councils will be consulted during the consultation stage of the draft Code Amendment:

- Local Government Association
- Planning and Land Use Services | Attorney-General's Department
- Department for Infrastructure and Transport (DIT) – Transport Services
- Department for Infrastructure and Transport (DIT) – Public Transport Division
- SA Health (Department for Health and Wellbeing)
- Department of Justice – State Emergency Services & SA Metropolitan Fire Service
- South Australian Police (SAPOL)
- SA Ambulance Service
- South Australian Metropolitan Fire Service
- Department for Water and Environment
- Department for State Development
- Environment Protection Authority
- Department for Education and Child Development
- Electranet Pty Ltd
- Epic Energy
- SA Power Networks
- APA Group
- SA Water
- NBN
- Hon Joe Szakas MP (Member for Cheltenham)
- Hon Mark Butler MP (Federal Member for Hindmarsh)
- City of West Torrens
- City of Prospect
- City of Port Adelaide and Enfield
- City of Adelaide
- Land owners and occupiers within and adjacent to the Affected Area
- The broader Charles Sturt community

6. Scope of influence

Aspects of the draft Code Amendment process which stakeholders and the community *can* influence are:

- The type of zone(s) selected for the affected area, and the extent of its spatial application across the affected area.
- Potential building heights and setbacks applicable to parts of the zones, as well as other applicable 'Technical and Numerical Variations' (TNV) that are available to the selected zone(s).
- The desired location and size (up to a maximum of 12.5% of the developable area) of future public open space.
- Desired pedestrian, cycle linkages

Aspects of the draft Code Amendment process which stakeholders and the community *cannot* influence are:

- The geographic extent of the Code Amendment Affected Area.
- The creation or amendment of policy contained within the Planning and Design Code.
- The extent and placement of desired land uses.
- The percentage of physical public open space contribution (legislated).
- The design of future development proposals eg: dwelling applications.
- The type of future non-residential development proposals.
- The design of future public open space.

7. Key Messages

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

- The City of Charles Sturt is proposing to re-zone the Affected Area from Strategic Employment Zone and Employment Zone to Suburban Business Zone and Housing Diversity Neighbourhood Zone in order to facilitate mixed used development in the form of residential and commercial land uses.
- The reason for this is that the Affected Area is of a size, configuration and location (proximity to transport options, services and direct interface with Port Road) to investigate a rezoning to facilitate a mixed-use environment, which allows for residential development and some commercial opportunities.
- A Code Amendment process is required to enable this re-zoning.

8. Level of Participation

The level of engagement for this project is based on the International Association of Public Participation (IAP2) Spectrum as it is well known and used by local governments.

The following level of engagement is proposed:

Inform	Consult
<i>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</i>	<i>To obtain public feedback on analysis, alternatives and/or decisions.</i>

9. Stakeholder and community mapping

Stakeholder	Level of interest in the project (i.e. high, medium or low)	Potential 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)
Land owners and occupiers within and adjacent to the Affected Area	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 street and general locality. How the Zone change will affect the nature of traffic in the locality. 	That they will be kept informed, listened to, their comments are acknowledged in the Code Amendment engagement process.	Inform and Consult
Department for Infrastructure and Transport (DIT) – Transport Services	High	<ul style="list-style-type: none"> High level of interest; and Identified as a required consultation as the Affected is adjacent to a DIT controlled road. 	Ensure their submission is acknowledged and reflected in the Code Amendment engagement process.	
Local Government Association	Medium	<ul style="list-style-type: none"> Medium level of interest as the Code Amendment is relevant to the City of Charles Sturt; and It is a mandatory requirement to notify the Local Government Association in writing and to be consulted in accordance with the PDI Act. 	Direct stakeholders to the SA Planning Portal and Council's YourSay website to provide up to date information on the status of the draft Code Amendment process.	
State Planning Commission	Medium	<ul style="list-style-type: none"> Medium level of interest. 	Feedback provided after the Code Amendment engagement process to explain any policy amendments proposed to the draft Code Amendment (post engagement process) before a decision is made by Council.	
Attorney General's Department	Medium	<ul style="list-style-type: none"> Medium level of interest; and Identified as a required consultation. 		
Department for Infrastructure and Transport (DIT) – Public Transport Division	Medium	<ul style="list-style-type: none"> Medium level of interest; and Identified as a required consultation. 		
Environment Protection Authority	High	<ul style="list-style-type: none"> High level of interest; and The Code Amendment seeks to accommodate a more sensitive use of land as compared to the current non-residential use. 		
Department for Water and Environment	Medium	<ul style="list-style-type: none"> Medium level of interest; Potential for localised flooding and future stormwater management. 		
Department of Justice – State Emergency Services & SA Metropolitan Fire Service	Medium	<ul style="list-style-type: none"> Medium level of interest; and Identified as a required consultation. 		
SA Health (Department for Health and Wellbeing)	Medium			
South Australian Police (SAPOL)	Medium			
SA Ambulance Service	Medium			
South Australian Metropolitan Fire Service	Medium			
Department for State Development	Medium			
Department for Education and Child Development	Medium			

NBN	Medium			
Utility Providers	Medium			
State MP	Medium			
Federal MP	Medium			
Neighbouring Council's	Low			
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. 		

10. The Engagement Approach

Stage	Objective	Stakeholders/target audience	Engagement level	Engagement activity	Timing	Who's responsible?	Resources required *	Risks and mitigation *
Code Amendment Engagement	<ul style="list-style-type: none"> Share information with the community and Agency's about the draft Code Amendment Explain the reasons for the draft Code Amendment Understand and consider the views of the stakeholder submissions received Inform and amend where appropriate the policy within the draft Code Amendment. 	<ul style="list-style-type: none"> Land owners in the Affected Area Adjacent landowners Department for Infrastructure and Transport (DIT) – Transport Services Local Government Association State Planning Commission Attorney General's Department Department for Infrastructure and Transport (DIT) – Public Transport Division Environment Protection Authority Department for Water and Environment Department of Justice – State Emergency Services & SA Metropolitan Fire Service South Australian Police (SAPOL) SA Ambulance Service South Australian Metropolitan Fire Service Department for State Development Department for Education and Child Development Office for Recreation, Sport and Racing Utility Providers State MP's Federal MP's Neighbouring Councils 	Inform and Consult	<ul style="list-style-type: none"> Letters to Stakeholders Website information Hard copy displays at Libraries Public Meeting to hear any verbal submissions Survey after engagement process to seek feedback on the process. Notice in the Advertiser. 	<p>Eight (8) week consultation process.</p> <p>21 March 2022 - 23 May 2022</p>	City of Charles Sturt	<ul style="list-style-type: none"> Letters SA Planning Portal – Have Your Say City of Charles Sturt Website – YourSay City of Charles Sturt Social Media Pages Information Brochure Civic Centre and library display 	<ul style="list-style-type: none"> Allow for a wider stakeholder audience to ensure all feedback, comments and concerns are captured to inform the draft Code Amendment process. Allow for a wide range of engagement resources to accommodate different stakeholder groups.
		<ul style="list-style-type: none"> General Public 	Inform and Consult	<ul style="list-style-type: none"> Website information Hard copy displays at Libraries Public Meeting to hear any verbal submissions Survey after engagement process to seek feedback on the process. 	<p>Eight (8) week consultation process.</p> <p>21 March 2022 - 23 May 2022</p>	City of Charles Sturt	<ul style="list-style-type: none"> SA Planning Portal – Have Your Say City of Charles Sturt Website – YourSay City of Charles Sturt Social Media Pages Information Brochure Civic Centre and library display 	<ul style="list-style-type: none"> Allow for a wider stakeholder audience to ensure all feedback, comments and concerns are captured to inform the draft Code Amendment process. Allow for a wide range of engagement resources to accommodate different stakeholder groups.

*this information does not need to be provided to the Minister

11. Community Engagement Plan

The scope for community engagement includes the following steps and timing.

Step	Title	Description
1.	Agreement from the Minister to Initiate a Code Amendment process.	<ul style="list-style-type: none"> Prepare information on the SA Planning portal and Council's website to advise of the Code Amendment process underway. Inform land owners / occupiers within the Code Amendment Affected Area and adjacent properties of the commencement of the Code Amendment process, the steps to be taken and how they will be consulted once a draft Code Amendment has been prepared for the purposes of consultation.
2.	Prepare Engagement Plan	<ul style="list-style-type: none"> Prepare a Community Engagement Plan in relation to the matter.
3.	Authorise Engagement Plan	<ul style="list-style-type: none"> Obtain approval of the Community Engagement Plan from Council
4.	Undertake Engagement	<p>The engagement activities include the following:</p> <ul style="list-style-type: none"> A copy of the draft Code Amendment in the SA Planning Portal. A notice in the Advertiser Newspaper. Information on Council's 'Your Say Charles Sturt' website, with information on the Code Amendment including, but not limited to a copy of the draft Code Amendment, FAQs and information on how to make a submission. Copies of draft Code Amendment and information brochure to be made available at Council offices and libraries. Invitation to prepare submissions online or via post. A written notice to all property owners within the affected area and other property owners immediately surrounding the affected area inviting them to review and comment on the draft policy. Information brochure outlining what the draft Code Amendment is about, the proposed policy amendments, how interested persons can comment. City of Charles Sturt social media platforms. A Public Meeting to be held at the culmination of the consultation process to hear any verbal submissions.
5.	Consider Submissions	<ul style="list-style-type: none"> Review and consider written submissions received. Copy of written submissions received made publicly available on Council's YourSay website.
6.	Prepare Report	<ul style="list-style-type: none"> Prepare an engagement report which: <ul style="list-style-type: none"> Summarises the community engagement process and outcomes. Present comments on the feedback provided. Make recommended responses.
7.	Council Decision	<ul style="list-style-type: none"> Council Members will consider the report and recommendation(s) and decide on the matter. Communicate Council's decision and next steps in the Code Amendment process through Council's YourSay website and in writing to all persons who provided submissions. The Engagement Report and Code Amendment Report to be made publicly available on Council's YourSay website and on the SA Planning Portal.
8.	Minister Decision	<ul style="list-style-type: none"> Engagement report and Code Amendment submitted to the Minister for decision on the Code Amendment. On-going updates on the Code Amendment process will be provided on Council's dedicated YourSay website and through the SA Planning Portal for the project including submission of the Code Amendment to the Minister for consideration and the process of Parliamentary scrutiny following the Minister's decision.
9.	Communicate Decision	<ul style="list-style-type: none"> Following a decision of the Code Amendment by the Minister communicate decision through Council's YourSay website and through the SA Planning Portal and in writing to all persons who provided submissions.

12. Applying the Charter principles in practice

The South Australian Community Engagement Charter outlines five principles that describe what is important when engaging on the establishment or amendment to planning policy, strategies or schemes. **Table 2** below outlines how the Code Amendment engagement process will align with these principles.

Charter principle	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	<ul style="list-style-type: none"> • Provide clear and concise information on the draft Code Amendment to ensure community understanding of the Code Amendment process and the planning policy proposed in the draft Code Amendment. • Provide opportunity for stakeholders and the community to identify their issues through a submission which will be reviewed and considered before finalising the Code Amendment.
Engagement is inclusive and respectful	<ul style="list-style-type: none"> • Provide people the opportunity to participate via website, direct letters and social media and have the opportunity to be heard via written and verbal submission.
Engagement is fit for purpose	<ul style="list-style-type: none"> • Provide clear and concise information that is publicly available to ensure people understand what is proposed and how to participate in the Code Amendment engagement process.
Engagement is informed and transparent	<ul style="list-style-type: none"> • Provide information (online and hard copy) in basic language clearly articulates the proposal, potential impacts, engagement process and invites feedback/participation. • Prepare at the end of the engagement process an engagement report to summarise the feedback received and how it has been used to inform any amendments to the draft the Code Amendment for a decision of Council and then to the Minister.
Engagement is reviewed and improved	<ul style="list-style-type: none"> • The Code Amendment Engagement process is evaluated and measured at the conclusion of the engagement process and reported on in the Engagement Report.

Table 2 Alignment of engagement activities against the Charter's Principles

13. Evaluation

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 ²	Evaluation tool ³ Exit survey / follow-up survey	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	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	Likert scale - strongly disagree to strongly agree	Per cent from each response.
3	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	I was given sufficient information so that I could take an informed view.	Likert scale - strongly disagree to strongly agree	Per cent from each response.
				I was given an adequate opportunity to be heard	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.	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 	Per cent from each response.
6	Engagement occurs early	<ul style="list-style-type: none"> Pre-statutory engagement occurred before the release of the draft Code Amendment to inform directly affected landowners, adjacent landowners and wider community that the Code Amendment process has been initiated and the next steps forward in the process. 	Project Lead	Engagement occurred early enough to make stakeholders aware of the process initiated.	<ul style="list-style-type: none"> Engaged when there was opportunity for input into the draft Code Amendment 	Per cent from each response.
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 the final draft Code Amendment for decision. 	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 	Per cent from each response.
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 	Per cent from each response.
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		

14. Closing the loop and reporting back

How will you respond to participants?	Who's responsible?	When will you report back?
Receipt of written submissions	The City of Charles Sturt.	On receipt of a submission provide a written acknowledgement.
The general public will be made aware of the outcomes via information made available on the Plan SA Portal and Council's YourSay website.	The City of Charles Sturt.	Following a review of the submissions received a decision has been made by Council on a final draft Code Amendment.
All stakeholders who provided a submission will be directly notified in writing by letter and / or e-mail.	The City of Charles Sturt.	Following a review of the submissions received a decision has been made by Council on a final draft Code Amendment.