*[Name of Code Amendment]*

**Engagement Report**

Section 73(7) of the *Planning, Development and Infrastructure Act 2016*

***[Name of Designated Entity]***

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# 1 Purpose

This report has been prepared by *[insert name of Designated Entity]* (the Designated Entity) for consideration by the Minister for Planning and Local Government (the Minister) in adopting the *[insert name of Code Amendment* (the Code Amendment).

The report details the engagement that has been undertaken, the outcomes of the engagement including a summary of the feedback made and the response to the feedback and the changes to the Code Amendment. In addition, the report evaluates the effectiveness of the engagement and whether the principles of the Community Engagement Charter have been achieved. Any changes to the engagement plan during the process is also outlined.

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| *Drafting Note: The Engagement Report must be prepared in accordance with section 73(7) of the Planning, Development and Infrastructure Act 2016 (the Act) and Practice Direction 2 Consultation on the Preparation of a Designated Instrument* |

# 2 Introduction

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| *Drafting Note: compile and summarise background information regarding the preparation or amendment of the Code Amendment by considering the following key questions. This can be taken largely from your engagement plan. In general, it should only need to be one page maximum.* |

* What is the Code Amendment?
* Why was this Code Amendment initiated?
* What does the Code Amendment hope to achieve?
* What was the purpose of the engagement?

# 3 Engagement Approach

The process for amending a designated instrument (including the process to amend the Planning and Design Code) is set out in the *Planning, Development and Infrastructure Act 2016* (the Act). The Act requires public engagement to take place in accordance with the Community Engagement Charter.

The Designated Entityprepared an engagement plan (the Engagement Plan) to apply the principles of the Community Engagement Charter. The *[State Planning Commission / Minister]* approved the Engagement Plan on *[insert date] [delete if not applicable].* The purpose of this engagement was to *[include as relevant from the Engagement Plan]*.

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| *Drafting Note: Outline and describe any changes to the Engagement Plan. For example:**The engagement activities outlined below occurred as set out in the Engagement Plan. However the Engagement Plan was varied as follows [insert as applicable] in response to [insert as applicable].* |

## 3.1 Engagement Activities

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| *Drafting Note: describe each of the engagement activities undertaken – where, when, what, why and who. The engagement activities and outcomes can be combined* |

|  |
| --- |
| For example**Community Open Day**A community open day was held at x on x date. XXXX were invited to participate via xxxxx. A sausage sizzle and xxx were provided to encourage participation.The venue was set up in a series of stations with the following activities:Activity 1 – description of activityActivity 2 – description of activityActivity 3 – description of activity |

## 3.2 Mandatory Requirements

The following mandatory engagement requirements have been met: *[include as applicable].*

1. Notice and consultation with Council/s

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| *Drafting Note: the Community Engagement Charter requires that, a Council or Councils must be directly notified and consulted on a proposed Code Amendment, where the proposed Code Amendment is specifically relevant to a particular Council or Councils (and where the Council did not initiate the proposed Code Amendment).* |

1. Notice and consultation with the Local Government Association

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| *Drafting Note: the Community Engagement Charter requires that, the Local Government Association must be notified in writing and consulted, where the proposed Code Amendment is generally relevant to Councils.* |

1. Notice and consultation with Owners and Occupiers of Land which is Specifically Impacted

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| --- |
| *Drafting Note: under section 73(6)(d) of the Act, where a Code Amendment will have a specific impact on one or more particular pieces of land in a particular zone or subzone (rather than more generally), the Designated Entity must take reasonable steps to provide a notice to Owners or Occupiers of the land (and each piece of adjacent land) as prescribed by the Regulations.* *Regulation 20 of the PDI (General) Regulations requires such notice to:*1. *identify the piece or pieces of land in relation to which the specific impact will apply; and*
2. *describe the impact; and*
3. *indicate where and when the relevant amendment to the Planning and Design Code may be inspected; and*
4. *provide information about the consultation that is to occur under the Community Engagement Charter*
 |

1. Notice of proposal to include Local Heritage Listing to Owner of Land

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| --- |
| *Drafting Note: the Community Engagement Charter requires that, where a Code Amendment proposes to include a heritage character or preservation policy that is similar in intent or effect to a local heritage listing, the owner of the land on which the places resides, must be directly notified in writing of the proposal and consulted for a minimum period of four weeks.* |

# 4 Engagement Outcomes

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| *Drafting Note: it is recommended that a Summary of Written Submission is prepared and included in Attachment 1 to this Engagement Report.* *Describe the outcomes of each activity. How many participants. What were the main themes of feedback? Provide example verbatim quotes from participants for each theme collected via written responses such as in a survey or feedback form or recorded during facilitated discussion. Include photos of activities where possible.* *If you have conducted a survey, you may also be able to provide graphs summarising the response to the level of support for different proposals/questions received.**If the report summarises many activities, you may like to include a summary at the start of this section with overarching outcomes for participation and themes of feedback. You may wish to include pie charts etc of age of participants, themes of feedback etc*.***This section must set out the details and reasons for any changes to the consultation version of the Code Amendment. This section should Identify which changes to the Code Amendment are as a result of engagement and which are as a result of additional investigations.*** |

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| Examples**Community Open Day**Xxx people attended the community open day. This section outlines the key themes of feedback heard.Many participants spoke about…* Quote 1
* Quote 2
* Quote 3

Also important to participants was theme x, in particular x y z. Comments that reflect this feedback include:* Quote 1
* Quote 2
* Quote 3

Written SubmissionsA total of x written submissions were received. All written submissions are available on the PlanSA portal.While there was general support for the intent and the purpose of the x, there were also specific areas of interest that required additional investigations, consideration and discussion. A summary of key issues raised and how we responded are as follows:Issue 1* What weheard
* How we have responded

Issue 2* What weheard
* How we have responded

A more detailed summary of issues raised is provided in Attachment 1.  |

# 5 Evaluation of Engagement

To ensure the principles of the Community Engagement Charter (the Charter) are met, an evaluation of the engagement process for the Code Amendment has occurred.

## 5.1 Performance Indicators for Evaluation

The minimum mandatory performance indicators have been used to evaluate engagement on the Code Amendment. These measures help to gauge how successful the engagement has been in meeting the Charter’s principles for good engagement.

*Evaluation of Engagement by Community Members*

The minimum mandatory performance indicators required an evaluation of responses from members of the community on the engagement. This includes an evaluation of whether (or to what extent) community members felt:

1. That the engagement **genuinely sought** their input to help shape the proposed Code Amendment.
2. **Confident their views were heard** during the engagement.
3. They were given an adequate **opportunity to be heard**.
4. They were given **sufficient information** so that they could take an informed view.
5. **Informed** about why they were being asked for their view, and the way it would be considered.

This evaluation was undertaken through: *[describe evaluation mechanisms as relevant]*

|  |
| --- |
| For exampleThe Community was asked the minimum performance indicator questions about the engagement:* through an online survey (around x responses per question),
* in an evaluation survey provided to participants at the community panel (x or x% of surveys received)
* by email to those that lodged a submission with the ‘what we have heard report’ (x responses received).
 |

In addition, the Designated Entity collected responses on the following performance indicators:

[Drafting note: list any additional performance measures considered in the evaluation]

*Evaluation of Engagement by the Designated Entity*

A further evaluation of the engagement process is required to be undertaken by (or on behalf of) the Designated Entity. The minimum performance indicators require an evaluation by the Designated Entity of whether (or to what extent) the engagement:

1. **Occurred early enough** for feedback to genuinely influence the planning policy, strategy or scheme.
2. **Contributed to the substance** of the final draft Code Amendment.
3. **Reached those identified** as communities or stakeholders of interest.
4. **Provided feedback to community** about outcomes of engagement.
5. Was **reviewed throughout** the process and **improvements put in place**, or recommended for future engagement.

The evaluation of the engagement was undertaken by *[insert name, position and company]* on behalf of the Designated Entity. The results of the evaluation are contained in Attachment 2 to this Engagement Report.

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| *Drafting Note: it is recommended that the Designated Entity engage an independent professional to undertake a third-party assessment and evaluation of the engagement on the Code Amendment. This is intended to provide an honest and authentic evaluation of the engagement process against the minimum performance indicators described above, as well as any additional performance indicators identified.*  |

## 5.2 Evaluation against the Charter principles

The following is a summary of the evaluation of the engagement against the five principles of the Charter. The full results of the evaluation can be found in Attachment 2 to this Engagement Report.

### (1) Engagement is genuine

*People had faith and confidence in the engagement process*

|  |
| --- |
| *Describe how the engagement approach/activities met the principle** *Refer to the Tool-Principles in Action for Guidance.*
* *Conclude how the evaluation surveys (community and engagement entity’s) provided evidence of meeting this principle. If the results, did not necessarily make this conclusion then provide an explanation for the results.*
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation statement | Strongly disagree | SomewhatDisagree | Not sure | SomewhatAgree | Strongly agree |
| I feel the engagement genuinely sought my input to help shape the proposal (Principle 1) | **x%** | **x%** | **x%** | **x%** | **x%** |

### (2) Engagement is inclusive and respectful

*Affected and interested people had the opportunity to participate and be heard*

|  |
| --- |
| *Describe how the engagement approach/activities met the principle** *Refer to the Tool-Principles in Action for Guidance.*
* *Conclude how the evaluation survey provided evidence of meeting this principle. If the results, did not necessarily make this conclusion then provide an explanation or a story around the results.*
* *You may want to include a pie chart, diagrams to demonstrate the reach of engagement, i.e where responses came from and community profile.*
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation statement | Strongly disagree | SomewhatDisagree | Not sure | SomewhatAgree | Strongly agree |
| I am confident my views were heard during the engagement  | **x%** | **x%** | **x%** | **x%** | **x%** |

### (3) Engagement is fit for purpose

*People were effectively engaged and satisfied with the process*

*People were clear about the proposed change and how it would affect them*

|  |
| --- |
| *Describe how the engagement approach/activities met the principle** *Refer to the Tool-Principles in Action for Guidance.*
* *Conclude how the evaluation survey provided evidence of meeting this principle. If the results, did not necessarily make this conclusion then provide an explanation or a story around the results.*
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation statement | Strongly disagree | SomewhatDisagree | Not sure | SomewhatAgree | Strongly agree |
| I was given an adequate opportunity to be heard  | **x%** | **x%** | **x%** | **x%** | **x%** |
| I was given sufficient information so that I could take an informed view | **x%** | **x%** | **x%** | **x%** | **x%** |

### (4) Engagement is informed and transparent

*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*

|  |
| --- |
| *Describe how the engagement approach/activities met the principle** *Refer to the Tool-Principles in Action for Guidance.*
* *Conclude how the evaluation surveys (community and engagement entity’s) provided evidence of meeting this principle. If the results, did not necessarily make this conclusion then provide an explanation or a story around the results.*
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation statement | Strongly disagree | SomewhatDisagree | Not sure | SomewhatAgree | Strongly agree |
| I felt informed about why I was being asked for my view, and the way it would be considered.  | **x%** | **x%** | **x%** | **x%** | **x%** |

### (5) Engagement processes are reviewed and improved

*The engagement was reviewed and improvements recommended*

|  |
| --- |
| *Describe how the engagement approach/activities met the principle** *Refer to the Tool-Principles in Action for Guidance.*
* *Conclude how the evaluation surveys (community and engagement entity’s) provided evidence of meeting this principle. If the results did not necessarily make this conclusion then provide an explanation or a story around the results.*
* *Explain how the Engagement Plan was adhered to or not. A change may occur due to feedback during engagement activities or other unforeseen changes. Outline this here.*
 |

# 6 Refer to the Minister for Planning and Local Government

On *[insert date]* the Designated Entity approved the Code Amendment and this Engagement Report to be furnished on the Minister for Planning and Local Government.

# Attachments

1 Summary of Written Submissions

2 Evaluation Results

3 Copy of Submissions Received

## Attachment 1 - Summary of Written Submissions

|  |
| --- |
| *The summary of written submissions should include the name of the person or body providing written feedback and a response to the feedback*. |

## Attachment 2 - Evaluation Results

### Results of the community minimum mandatory evaluation indicators

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Evaluation statement | Strongly disagree | SomewhatDisagree | Not sure | SomewhatAgree | Strongly agree |
| 1 | **I feel the engagement genuinely sought my input to help shape the proposal (Principle 1)** | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |
| 2 | **I am confident my views were heard during the engagement (Principle 2)** | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |
| 3 | **I was given an adequate opportunity to be heard (Principle 3)** | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |  |  |  |  |  |
| 4 | **I was given sufficient information so that I could take an informed view.(Principle 3)** | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |
| 5 | **I felt informed about why I was being asked for my view, and the way it would be considered. (Principle 4)** | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |
|  | Additional Evaluation |  |  |  |  |  |
| 6 |  | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |
| 7 |  | **x%** | **x%** | **x%** | **x%** | **x%** |
|  | Comments: |

### Results and Evaluation of Designated Entity’s engagement

The engagement was evaluated by *[insert name, position, company as relevant]*.

|  |  |  |
| --- | --- | --- |
|  | Evaluation statement | Response options (*Select answer)* |
| 1 | Engagement **occurred early enough** for feedback to genuinely influence the planning policy, strategy or scheme **(Principle 1)** | * 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

*Add comment* |
| 2 | Engagement **contributed to the substance** of the Code Amendment **(Principle 1)** | * In a significant way
* In a moderate way
* In a minor way
* Not at all.

*Add comment* |
| 3 | The **engagement reached** those identified as the community of interest **(Principle 2)** | * 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

*Add comment* |
| 4 | Engagement included the **provision of feedback to community about outcomes** of their participation | * Formally (report or public forum)
* Informally (closing summaries)
* No feedback provided

*Add comment* |
| 5 | **Engagement was reviewed** throughout the process and improvements put in place, or recommended for future engagement **(Principle 5)** | * Reviewed and recommendations made in a systematic way
* Reviewed but no system for making recommendations
* Not reviewed

*Add comment* |
|  | Identify key strength of the Charter and Guide |  |
|  | Identify key challenge of the charter and Guide |  |

## Attachment 3 – Copy of Submissions Received

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| *Attach copies of all submissions received* |