

## ***Draft Thaxted Park Golf Club Code Amendment***

### **Engagement Plan**

***Creation Homes (SA) Pty Ltd [Designated Entity]***

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## Background information

- Why is this Code Amendment being initiated?
  - The Affected Areas (comprising Area 1 and Area 2) currently form part of the Thaxted Park Golf Club (the Club), which is formally identified as Lot 1002 Golf Course Drive, Woodcroft SA 5162, as shown below.



- The Affected Areas comprises a total of 7.08ha of land accommodating several fairways associated with the golf course and areas of mature vegetation.
- Area 1 (3.16ha) is located on the north-western corner of the golf course, adjacent existing residential development to the north (zoned General Neighbourhood) and west (zoned Recreation)
- Area 2 (3.92ha) is located on the south-western corner of the golf course adjacent existing residential development to the south (zoned Rural Living) and south-west (zoned General Neighbourhood).
- The Affected Areas are currently located in the Recreation Zone of the Planning and Design Code, which primarily seeks to accommodate a range of recreational facilities. Residential development is not contemplated under the existing zoning.

(NB: other areas of the golf course are located in the Hills Face Zone and General Neighbourhood Zone, however the proposed Code Amendment does not apply to these areas)

- Investigations conducted by Greenhill Engineers confirms that both Affected Areas are capable of being serviced by existing services and infrastructure, including sewer, mains water, electricity, gas, telecommunications infrastructure and stormwater infrastructure.
- The preliminary traffic assessment performed by Stantec Consultants confirms that the surrounding road network and future access arrangements can support the anticipated traffic volumes generated by future residential development of the Affected Areas.

- Investigations that have informed the draft Code Amendment indicate that the Affected Areas are capable of supporting the orderly expansion of the existing adjacent residential areas.
- The draft Code Amendment is limited to the spatial application of a different zone and relevant overlays only, with no changes proposed to the policies contained in the Planning and Design Code.
- What does this Code Amendment hope to achieve?
  - The draft Code Amendment seeks to change the zoning that applies to the Affected Areas from Recreation Zone to General Neighbourhood Zone, as shown in the image below.



- The General Neighbourhood Zone is consistent with the existing zoning applied to residential areas immediately adjacent the Affected Areas. The General Neighbourhood Zone is primarily intended to support low-rise (one and two storey) residential development set at predominantly low densities (medium densities in areas closer to public open space, public transport stations and activity centres). The General Neighbourhood Zone also contemplates employment and community service uses which contribute to making the neighbourhood a convenient place to live, without compromising residential amenity.
- For consistency, it is proposed to apply the same Overlays that generally apply to the residential land adjacent to the Affected Areas. Subject to the below discussion, these Overlays are largely the same as those that already apply to the land, with the addition of the Stormwater Management Overlay, Affordable Housing Overlay and Urban Tree Canopy Overlay, which apply to all land in the General Neighbourhood Zone.
- It is proposed to replace the Hazards (Bushfire – Medium Risk) Overlay with the Hazards (Bushfire – High Risk) Overlay, which is consistent with the overlay that applies to adjacent residential areas zoned General Neighbourhood.

- The draft Code Amendment proposes to introduce a Concept Plan over Area 1 to guide the location of public open space, the preservation of mature vegetation, site access, pedestrian connections and interface impacts.
- The balance of the Thaxted Park Golf Club will remain unchanged both in terms of use and zoning.
- Investigations relating to traffic generation and residential supply and demand have been informed by an assumed yield of 60 allotments for Area 1 and 80 allotments for Area 2. The allotment yield assumes an average allotment size of approximately 300m<sup>2</sup> (recommended for detached dwellings proposed within the General Neighbourhood Zone) and a residential density of 20 dwellings per hectare (gross); and the vesting of land as public open space (12.5%) and public road (25%).
- Are there any existing strategies, reports or plans relating to the Affected Areas? If so, what do they say?
  - The **State Planning Policy and 30 Year Plan for Greater Adelaide** volume of the Planning Strategy promotes orderly development outcomes within existing urban areas, seeking to protect high biodiversity value trees and vegetation, and providing a diversity of housing opportunities in an area that is well connected to existing infrastructure.
  - The **Land Supply Report for Greater Adelaide** identifies urban development trends, population growth and projections, and land supply and demand analysis of the 'Outer-South' region, which encompasses land within the City of Onkaparinga.
  - The **Onkaparinga 2035 Community Plan** includes a number of focus areas designed to assist with the attainment of the strategic outcomes for the City of Onkaparinga, including: the need to consider and plan for a diverse population, the need to increase and enhance urban tree cover, and a focus on sustainably managing housing development in growth areas.
  - The **Onkaparinga Local Area Plan** presents a strategic framework comprising 12 strategies across four themes including 'growth', 'city shape', 'diverse housing' and 'lifestyles and infrastructure'. These strategies have been informed by modelling of three scenarios for population growth and spatial distribution.
  - The **Open Space Strategic Management Plan 2018-2023** sets the principles, planning and direction for the future provision, development and maintenance of the Council's open space network. The plan acknowledges the important role of public open space in maintaining the health and well-being of the local community and recognises that the densification of urban areas will continue to raise the profile and importance of high-quality open space as allotment sizes and private yard areas reduce in size.
  - The **Green City: Strategic Management Plan 2017-2022** outlines Council's Urban Forest and energy conservation strategies, including targets and actions for the preservation and increase of vegetation cover, particularly in areas with high biodiversity and aesthetic value.
  - The **Open Space Sport and Active Recreation Plan 2021-2025** outlines Council's strategic goals and actions in relation to the provision of sporting and recreation facilities for the local community. The fundamental intent of this plan is to develop and implement strategies that will increase participation in physical activity by members of the local community. The plan acknowledges the role of both the public and private sector in achieving this goal.
- What have any past engagement processes identified about the Affected Areas?
  - The Designated Entity has liaised with the City of Onkaparinga on several occasions regarding the proposed Code Amendment. Council has advised that it does not object to the initiation of the



Code Amendment in principle but that this does not constitute a form of advocacy for the Code Amendment.

- Council has suggested that further consideration is given to:
  - Traffic and parking impacts on adjacent residential areas and the local road network
  - Impacts on the adjacent watercourse and mature vegetation
  - Stormwater management and tree protection.

These suggestions have resulted in additional investigations being undertaken to inform the draft Code Amendment.

- The Designated Entity has had on-going discussions with the registered proprietor of the Thaxted Park Golf Club regarding the draft Code Amendment.
- Stantec (consultant traffic engineers) has had preliminary discussions with the Department of Infrastructure and Transport (DIT) and Council regarding any impacts on the operation of the adjacent road corridor including Panalatinga Road (State Maintained Road)
- Greenhill (consultant civil engineers) has had preliminary discussions with service providers regarding the likely augmentation and servicing requirements for future development. Greenhill has also consulted with the Council concerning the stormwater and flood management for the Code Amendment.

## Engagement purpose

The purpose of the engagement is to:

- Raise community awareness of the proposal to re-zone the land.
- Inform the community of the desired outcomes and guiding policies contained within the General Neighbourhood Zone.
- Provide information about the proposed changes and what they will mean for the impacted locality.
- Enable the community to seek clarification and provide their feedback regarding the proposal.
- ‘Close the loop’ by providing feedback during and after the engagement process and advising of the final outcome on the Code Amendment.
- Ensure compliance with the *Planning, Development and Infrastructure Act 2016* and the associated Community Engagement Charter.
- Establish pathways for communication with the community and stakeholders, including the City of Onkaparinga, State Agencies and Utility providers.

## Engagement objectives

The engagement objectives are to:

- Ensure the community and stakeholders are aware that changes are proposed to the zoning of the Affected Areas, specifically the shift from the Recreation Zone to General Neighbourhood Zone.
- Obtain community and stakeholder input and feedback concerning the proposed Code Amendment.

- Ensure all engagement activities comply with the Community Engagement Charter and are evaluated against the charter throughout and at the conclusion of the engagement process.
- Inform participants in the engagement process of the outcome and final decision concerning the proposal.

## Scope of influence

Aspects of the project which stakeholders and the community *can* influence are:

- Whether the investigations associated with the Code Amendment have appropriately addressed the following key issues:
  - Bushfire protection and management;
  - Traffic and access impacts including distribution and volume of traffic within the surrounding road network;
  - Fauna and Flora impacts;
  - Regulated and Significant Tree impacts;
  - Stormwater and flooding impacts;
  - Infrastructure and servicing capacity and augmentation capability;
  - Housing demand and supply analysis;
  - Environmental considerations; and
  - Any other matters that may require further consideration/investigation before finalisation of the Code Amendment process.
- The design and suitability of the Concept Plan proposed for Area 1.
- Matters that may require further consideration/investigation before finalisation of the Code Amendment process.

Aspects of the project which stakeholders and the community *cannot* influence are:

- The zone that has been selected to apply over the Affected Areas.
  - Considerable investigations have been undertaken to determine which zone would be the most appropriate to apply to the Affected Areas, both in terms of economic feasibility and impact on the surrounding residential area, the Club, local road network and environment.
  - These investigations have taken into consideration advice provided by the Code Control Group of DTI-Planning and Land Use Services (PLUS) and the Council, which indicated that the selected zone is the most appropriate.
- The geographic extent of the Code Amendment proposal.
- The policies and wording contained in the General Modules of the Planning and Design Code.
- The policies and wording contained in the Zones, Subzones and Overlays of the Planning and Design Code.

## Key messages

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

- The Code Amendment proposes to change the zoning from Recreation Zone to General Neighbourhood Zone. The proposed zone will allow for low-rise, (two level), low-to-medium density residential development and complementary non-residential uses (e.g. small shops), which is consistent with the zoning that applies to surrounding residential areas to the north and south.
- The Affected Areas currently comprise several fairways of the golf course. These areas have been selected for rezoning as they are located the closest to existing residential areas and would therefore form a logical extension to these areas while still allowing the remainder of the golf course to continue to operate.
- The registered proprietor of the Thaxted Park Golf Club intends to use revenue generated by the land sale to retire existing debt and to undertake modifications to the golf course in response to the rezoning process. The balance of revenue generated will be reinvested and constitutionally protected for ongoing financial security, providing a protected and recurrent income stream through generated interest on capital. This reinvestment of financial assets will provide ongoing financial security to the Club for its members.
- The proposed Code Amendment seeks to change the zoning of the land only and it is important to note that any future subdivision or development of the Affected Areas will require separate development applications.
- Consultation on the draft Code Amendment will occur for a period of 6 weeks (9 weeks for City of Onkaparinga).

## Stakeholder and community mapping

Stakeholder	Level of interest in the project (i.e. high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
*Department of Trade and Investment (formerly AGD) – Planning and Land Use Services	High	Preservation of the intent of the Planning and Design Code and compliance with <i>Practice Direction 2 – Preparation and Amendment of Designated Instruments</i>	That the Community Engagement Plan and process(es) achieve the intent of the Community Engagement Charter	Involve – provide engagement materials to the Department a minimum of three (3) weeks before commencement of engagement.
*City of Onkaparinga - Local Council	High	The proposal is in the City of Onkaparinga (and was not initiated by the Council) and therefore is of local significance to the Council and its community.	That Council is made aware of the detail in the proposal, has an opportunity for provide input in the process, and is kept informed.	Involve – Notified in writing or via email of the proposal and invited to provide feedback.  Pre-engagement information provided to brief staff ahead of consultation opening, including a copy of the draft Code Amendment and Engagement Plan.  Invited to participate in the publication and distribution of materials to the community.
*Owners and occupiers of the land and adjacent land (those within 60m of the Affected Areas).	High	Potential impact of the proposed rezoning on adjacent land and local road network and key environmental features of the locality.	Owners and occupiers of adjacent land are made aware of the proposal, have an opportunity to input information, raise issues, and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
Owners and occupiers of non-adjacent land who may be specifically impacted by the proposed rezoning.	High	Potential impact of the proposed rezoning on the local road network.	Owners and occupiers of non-adjacent land have an opportunity to input information, raise issues, and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
*Local Government Association of South Australia (LGA)	Low	The LGA has an interest in planning policy across Greater Adelaide and the Regions.	That it be made aware of the proposal, have an opportunity to participate and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
Members of the Thaxted Park Golf Club	Medium	Impact of the proposed rezoning on the golf course.	Members are made aware of the proposal, have an opportunity to input information, raise issues, and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
Environment Protection Authority	Low	Site contamination risk - Suitability of the Affected Area for more sensitive use.	The EPA is made aware of the detail in the proposal, have an opportunity to input information in the process and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
*Department for Infrastructure and Transport (DIT)	Low	Impacts on operation of the adjacent road corridor including Panalatinga Road (State Maintained Road)	The DIT is made aware of the detail in the proposal, have an opportunity to input information in the process and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
*Country Fire Service	Medium	Bushfire management and emergency service vehicle access	The CFS is made aware of the detail in the proposal, have an opportunity to input information in the process and be kept informed.	Consult - notified in writing or via email of the proposal and invited to provide feedback.



Metropolitan Fire Service	Medium	Bushfire management and emergency service vehicle access	The MFS is made aware of the detail in the proposal, have an opportunity to input information in the process and be kept informed.	Consult - notified in writing or via email of the proposal and invited to provide feedback.
*Department for Environment and Water (Native Vegetation Council)	Low	Native Vegetation and Watercourse impacts	The DEW is made aware of the detail in the proposal, have an opportunity to input information in the process and be kept informed.	Consult - notified in writing or via email of the proposal and invited to provide feedback.
*State Members of Parliament (mandatory)  Hon. Natalie (Nat) Cook	Medium	The proposal is in the State Electorate of Hurtle Vale	They are made aware of the proposal to participate in the process, inform constituents, and be informed.	Involve - notified in writing or via email of the proposal and invited to be involved in the engagement process (assist with dissemination of information) and provide feedback.
Federal Members of Parliament  Hon. Amanda Rishworth MP	Medium	The proposal is in the Federal Electorate of Kingston	They are made aware of the proposal to participate in the process, inform constituents, and be informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
*Utility Providers including but not limited to – SA Power Networks – ElectraNet Pty Ltd – APA Group – SA Water – EPIC Energy – NBN – other telecommunications providers	Low	Impacts of the proposal and subsequent future development of the Affected Areas on existing and new infrastructure.	They are made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Consult – notified in writing or via email of the proposal and invited to provide feedback.
Wider Community	Medium	General impacts of the proposal on the wider community.	The wider community is made aware of the proposal, has an opportunity to participate, influence the outcome and be kept informed.	Consult – information about the proposal is made publicly available on Plan SA and at Council offices in Noarlunga Centre and Woodcroft.

\*Mandatory requirement as specified by the Minister for Planning and Local Government

## Applying the Charter principles

Stakeholder	Engagement need or technique
Department of Trade and Investment – Planning and Land Use Services (DTI-PLUS)	Satisfy obligations in respect of Code Amendment processes and the timely provision of information for publication on the SA Planning Portal.
City of Onkaparinga (Council)	Written or email correspondence to the Council (Mayor and Chief Executive) providing information about the Code Amendment and inviting Council to provide feedback on the proposal. Correspondence to include: <ul style="list-style-type: none"> <li>• An invitation for a representative of the Designated Entity and/or nominee to meet with relevant Council staff and provide a briefing for Elected Members.</li> <li>• Invite Council to inform its community via online and hard copy publications/ distribution through channels such as the Council website, social media, Council Newsletter publications, Council Offices and Libraries.</li> <li>• Designated Entity to provide Council with hard copies of resources such as fact sheet, website, and community article text for non-digital members of the community.</li> </ul>

<p>Owners and occupiers of the land and owners and occupiers of adjacent land within a 60-metre buffer of the Affected Area; and</p> <p>Owners and occupiers of non-adjacent who may be 'specifically impacted' by the proposed rezoning as per Section 73(6)(d) of the Act</p>	<p>Written correspondence (direct letter) that:</p> <ul style="list-style-type: none"> <li>Identifies the piece or pieces of land subject to the draft Code Amendment</li> <li>Describes the impact of the proposed Code Amendment</li> <li>Provides a QR Code for direct access to the online draft Code Amendment.</li> <li>Provides information on the locations where hard copies of the information can be sourced for non-digital members of the community.</li> <li>Provides information about the consultation that is to occur, alignment to the Community Engagement Charter, and participation opportunities</li> <li>Provides contact details of the nominated representative of the Designated Entity to direct any enquiries or clarifications on the proposal.</li> <li>Advises to check the online portal for updates during the consultation period.</li> <li>Provides details of the formal information session and informal drop-in sessions where further information can be sought.</li> <li>Provides contact details of the nominated representative of the Designated Entity for the community to direct any enquiries or clarifications on the proposal.</li> </ul> <p>According to the ABS Census data from 2016, 21.2% of people within the Onkaparinga LGA were born overseas, and of those people, 97.3% consider themselves to be proficient in English. Of the households in the Onkaparinga LGA, 93.3% speak English at home.</p> <p>Based on this data, translation services will be offered if requested, however given the high level of English proficiency in the area, it is not considered necessary to translate the draft Code Amendment into any other language.</p>
Local Government Association of South Australia (LGA)	Written correspondence (email or direct letter attention to the Local Government Association Chief Executive) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Members of the Thaxted Park Golf Club	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information. Formal briefing and/or drop-in session offered to club members.
Environment Protection Authority	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Department for Infrastructure and Transport (DIT)	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Country Fire Service	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Metropolitan Fire Service	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Department for Environment and Water	Written correspondence (email or direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
<p>State Member of Parliament</p> <p>Hon. Nat Cook, Member for Hurtle Vale</p>	<p>Written or email correspondence to the Member of Parliament providing information about the Code Amendment and opportunities to provide feedback. Correspondence will offer an invitation for a representative of the Designated Entity and/or nominee to meet with the Member and/or support staff.</p> <p>Member of Parliament will be invited to be actively involved in the engagement process to ensure consistent and accurate information is provided to constituents.</p>
<p>Federal Member of Parliament</p> <p>Hon. Amanda Rishworth MP</p>	<p>Written or email correspondence to the Member of Parliament providing information about the Code Amendment and opportunities to provide feedback. Correspondence will offer an invitation for a representative of the Designated Entity and/or nominee to meet with the Member and/or support staff.</p>
Utility Providers including but not limited to SA Power Networks, ElectraNet Pty Ltd, APA Group, SA Water, Epic Energy, NBN and other telecommunications providers	Written correspondence (email and direct letter) providing information about the Code Amendment, opportunities to provide feedback and who to contact for further information.
Wider Community	<ul style="list-style-type: none"> <li>Publication of the proposed Code Amendment on the SA Planning Portal.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide a range of options for feedback submissions including the SA Planning Portal, written letter distributed via post, or email to the nominated representative of the Designated Entity</li> <li>• Place a public notice in the digital edition of 'The Advertiser' for the duration of the consultation.</li> <li>• Provide information of the locations where hard copies of the information can be sourced for non-digital members of the community.</li> <li>• Provide contact details of the nominated representative of the Designated Entity for the community to direct any enquiries or clarifications on the proposal.</li> <li>• Invitation to attend an information session and / or drop-in session to seek more information to inform their submission.</li> </ul> <p>According to the ABS Census data from 2016, 21.2% of people within the Onkaparinga LGA were born overseas, and of those people, 97.3% consider themselves to be proficient in English. Of the households in the Onkaparinga LGA, 93.3% speak English at home.</p> <p>Based on this data, translation services will be offered if requested, however given the high level of English proficiency in the area, it is not considered necessary to translate the draft Code Amendment into any other language.</p>
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## Staging your engagement

Stage	Objective	Engagement Activity	Stakeholders	Level of engagement	By when
Stage 1	Ensure consultation material is ready to "go live" on the SA Planning Portal from the date of commencement of the planned consultation	Provision of draft Code Amendment, Engagement Plan, Drafting and Mapping Instructions and Publication Instructions.	Department of Trade and Investment – Planning and Land Use Services (DTI-PLUS)	Involve	Three (3) weeks before commencement of consultation.
Stage 2	Engage specific parties with medium and high levels of interest in the proposal early in the process and refine the Engagement Plan if required.	<ul style="list-style-type: none"> <li>– Provision of draft Code Amendment, Engagement Plan for early review.</li> <li>– Elected Members briefing</li> <li>– Request postal addresses for adjacent/specifically impacted landowners/occupiers.</li> </ul>	City of Onkaparinga	Consult	Three (3) weeks before commencement of consultation
		<ul style="list-style-type: none"> <li>– Provision of draft Code Amendment, Engagement Plan</li> <li>– Invitation to meet with Designated Entity representatives to discuss how they can assist with the engagement process.</li> </ul>	Local MP Federal MP		
Step 3	Inform parties with medium-high levels of interest	Direct letters sent to advise of commencement of consultation and provide information regarding the proposed Code Amendment, how to provide feedback, and engagement activities	<ul style="list-style-type: none"> <li>– Owners and Occupiers of adjacent land</li> <li>– Owners and occupiers of non-adjacent land considered to be specifically impacted (postal addresses sourced from Council).</li> <li>– CEO/Mayor City of Onkaparinga</li> </ul>	Consult	Four (4) days prior to the first day of the consultation period.
		Provide copies of the draft Code Amendment and Fact Sheet for display/distribution in Council offices.	<ul style="list-style-type: none"> <li>– City of Onkaparinga</li> </ul>		
Step 4	Inform stakeholders and the community about the proposal	Emails sent to advise of commencement of consultation and provide information regarding the proposed Code Amendment and how to provide feedback.	<ul style="list-style-type: none"> <li>– Local Government Association of South Australia (LGA)</li> <li>– Environment Protection Authority</li> <li>– Country Fire Service</li> </ul>	Consult	First day of the consultation period (18 July 2022)

			<ul style="list-style-type: none"> <li>Metropolitan Fire Service</li> <li>Department for Infrastructure and Transport (DIT)</li> <li>Department of Environment and Water</li> <li>Utility Providers</li> </ul>		
			<ul style="list-style-type: none"> <li>Wider Community</li> </ul>	Consult	Place an advertisement in the digital edition of 'The Advertiser' in the first week of the consultation period.
Step 5	Active engagement with interested parties about the proposal	<ul style="list-style-type: none"> <li>Formal information session</li> <li>Informal drop-in sessions</li> <li>Briefing</li> </ul>	<ul style="list-style-type: none"> <li>Owners and Occupiers of adjacent land</li> <li>Owners and occupiers of non-adjacent land considered to be specifically impacted</li> <li>Local MP</li> <li>Federal MP</li> <li>Thaxted Park Golf Club members</li> <li>Wider Community</li> </ul>	Consult	<ul style="list-style-type: none"> <li>1 x Information session early on in the consultation period.</li> <li>2 x Drop-in Sessions (weekday evening and weekend morning on-site).</li> <li>Briefing for Golf Club members and MPs</li> </ul>
Stage 6	Seek feedback on the effectiveness of the engagement process from participants	<ul style="list-style-type: none"> <li>Post-it notes at sessions</li> <li>Online Survey</li> </ul>	All participants	Consult	After each engagement activity As soon as practicable following the close of the consultation period.
Stage 7	Inform stakeholders and the community about the impact of the engagement and outcome of the proposal	Direct letter and/or email	All participants who made a submission	Inform	As soon as practicable following a decision being made on the proposed Code Amendment

## Applying the Charter principles in practice

Charter principle	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	<p>Various opportunities to participate are provided, such as online, hard copy, written and face-to-face methods dependent on the stakeholder level of interest.</p> <p>Direct contact is made with those stakeholders most affected and with the highest level of interest</p> <p>Provide Council with an early opportunity to support engagement with their community</p> <p>The Designated Entity and/or nominee is available to the process</p> <p>There is adequate notice and time for participation</p>
Engagement is inclusive and respectful	<p>Tailor engagement method(s) to the stakeholder group</p> <p>All comments and feedback are recorded and considered</p>
Engagement is fit for purpose	<p>Engagement materials address specific matters of contention and/or questions</p> <p>Engagement activities are appropriate to the scale and likely impact of the proposal</p> <p>Engagement materials for the community are written in everyday language, avoiding acronyms and planning jargon</p>
Engagement is informed and transparent	<p>Present information in a concise and easy to understand format (i.e. proposal fact sheet)</p> <p>Information about the proposal is readily available on the SA Planning Portal</p> <p>Engagement materials are explicit about the scope of influence of the engagement and specifically those areas that fall outside the scope of this process</p> <p>A summary of the engagement is prepared and used to inform any proposed refinements and the subsequent decision process</p>
Engagement is reviewed and improved	<p>Actively monitor the engagement plan as a live document and adjust if required during the engagement period</p> <p>Make a concerted effort to obtain feedback on the effectiveness of the engagement process from participants post-completion to provide continuous improvement learnings for future engagements</p>

## Measuring success

At the completion of the engagement, all participants will be invited to assess the success of the engagement against performance criteria one to four, below. The Designated Entity will assess the success of the engagement against criteria five to nine. This evaluation will be included in the statutory report required to be prepared by the Designated Entity under section 73(7) of PDI Act (the Engagement Report). The Engagement Report provides details and analysis of engagement activities undertaken for the Code Amendment and is provided to the Minister for Planning and Local Government. This Engagement Report will also be referenced in the State Planning Commission's Parliamentary Report under section 74(3)(b) of the Act, which is issued to the Environment Resources and Development Committee of Parliament following adoption of a Code Amendment.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator <sup>2</sup>	Evaluation tool <sup>3</sup> Exit survey / follow-up survey	Measuring success of project engagement
1	Principle 1: Engagement is genuine	<ul style="list-style-type: none"> <li>People had faith and confidence in the engagement process.</li> </ul>	Community	I feel the engagement <b>genuinely sought</b> 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"> <li>Affected and interested people had the opportunity to participate and be heard.</li> </ul>	Community	I am <b>confident my views were heard</b> during the engagement	Likert scale - strongly disagree to strongly agree	Per cent from each response.
			Project Lead	The <b>engagement reached</b> those identified as community of interest.	<ul style="list-style-type: none"> <li>Representatives from most community groups participated in the engagement</li> <li>Representatives from some community groups participated in the engagement</li> <li>There was little representation of the community groups in engagement.</li> </ul>	Per cent from each response.
3	Principle 3: Engagement is fit for purpose	<ul style="list-style-type: none"> <li>People were effectively engaged and satisfied with the process.</li> <li>People were clear about the proposed change and how it would affect them.</li> </ul>	Community	I was given sufficient <b>information</b> so that I could take an informed view.	Likert scale - strongly disagree to strongly agree	Per cent from each response.
				I was given an <b>adequate opportunity to be heard</b>	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"> <li>All relevant information was made available and people could access it.</li> <li>People understood how their views were considered, the reasons for the outcomes and the final decision that was made.</li> </ul>	Community	I felt <b>informed</b> 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"> <li>The engagement was reviewed and improvements recommended.</li> </ul>	Project Lead	<b>Engagement was reviewed</b> throughout the process and improvements put in place, or recommended for future engagement	<ul style="list-style-type: none"> <li>Reviewed and recommendations made</li> <li>Reviewed but no system for making recommendations</li> <li>Not reviewed</li> </ul>	Per cent from each response.
6	Engagement occurs early	<ul style="list-style-type: none"> <li>Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence.</li> </ul>	Project Lead	Engagement <b>occurred early enough</b> for feedback to genuinely influence the planning policy, strategy or scheme	<ul style="list-style-type: none"> <li>Engaged when there was opportunity for input into scoping</li> <li>Engaged when there was opportunity for input into first draft</li> <li>Engaged when there was opportunity for minor edits to final draft</li> <li>Engaged when there was no real opportunity for input to be considered</li> </ul>	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"> <li>Engagement contributed to the substance of a plan or resulted in changes to a draft.</li> </ul>	Project Lead	Engagement <b>contributed to the substance of the final plan</b>	<ul style="list-style-type: none"> <li>In a significant way</li> <li>In a moderate way</li> <li>In a minor way</li> <li>Not at all</li> </ul>	Per cent from each response.



#	Charter criteria	Charter performance outcomes	Respondent	Indicator <sup>2</sup>	Evaluation tool <sup>3</sup> Exit survey / follow-up survey	Measuring success of project engagement
8	Engagement includes 'closing the loop'	<ul style="list-style-type: none"> <li>Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement</li> </ul>	Project Lead	Engagement <b>provided feedback to community about outcomes</b> of engagement	<ul style="list-style-type: none"> <li>Formally (report or public forum)</li> <li>Informally (closing summaries)</li> <li>No feedback provided</li> </ul>	Per cent from each response.
9	Charter is valued and useful	<ul style="list-style-type: none"> <li>Engagement is facilitated and valued by planners</li> </ul>	Project Lead	Identify <b>key strength</b> of the Charter and Guide Identify <b>key challenge</b> of the charter and Guide		

## Closing the loop and reporting back

How will you respond to participants?	Who's responsible?	When will you report back?
Keep a contact register of all participants who lodge formal submissions or make telephone or email enquiries during the engagement period to use for providing feedback on the process and outcomes	Designated Entity and/or nominee	Ongoing across the engagement period
Summarise and sort feedback into a set of key themes and provide to engagement participants for their information.	Designated Entity and/or nominee	As soon as practicable post-consultation
Seek feedback on the effectiveness of the engagement process from all participants through an evaluation survey distributed via an online survey platform to all community stakeholders who participated.	Designated Entity and/or nominee	Incorporate outcomes from the online survey platform in the Engagement Summary Report
Request written feedback from the Council on the process.	Designated Entity and/or nominee	Incorporate feedback in the Engagement Summary Report
Prepare a Section 73 Engagement Report and make it available to all stakeholders identified in this Engagement Plan.	Designated Entity and/or nominee	As soon as practicable post-consultation
Publish the Section 73 Engagement Report on the SA Planning Portal.	DTI-PLUS	As soon as practicable post-consultation
Inform stakeholders and the community of the outcome of the Code Amendment Process.	Designated Entity and/or nominee	As soon as practicable following a decision being made on the proposed Code Amendment.