

T & J VINEY PROPERTY PTY. LTD  
19ADL-0353  
3 March 2022

# Engagement Plan

Proposed Code Amendment for  
Lot 22 McEvoy Road, Virginia

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# 1. Introduction

URPS are preparing a Code Amendment to the Planning and Design Code (the Code) for T & J Viney Property Pty. Ltd at Lot 22 McEvoy Road, Virginia. This amendment seeks to amend the Code as it relates to land located at Lot 22 McEvoy Road, Virginia from *Deferred Urban Zone* to the *Master Planned Township Zone*.

The affected area comprises 1 title of which proponent is the owner. The triangular shaped site of 10.3 hectares is vacant. The site has a frontage to Port Wakefield Road of approximately 645 metres, a frontage to McEvoy Road of approximately 375 metres and shares a common boundary with an allotment to the east within a Suburban Neighbourhood Zone of approximately 522 metres. We understand that Port Wakefield Road is under the control of the Commissioner for Highways, while McEvoy Road is a City of Playford road.

Land uses surrounding the subject site include the ongoing development of the Virginia Grove housing estate to the north and primary production uses west of Port Wakefield Road. Land directly to the north and west is zoned for residential purposes. The Palms Residential Park is located to the south of the site (on the opposite side of Port Wakefield Road).

Figure 1 shows the affected area that is the subject of the Code Amendment in context of current zoning.



Figure 1: Affected Area – Deferred Urban Zone. Area is encompassed to north, east and southeast by Master Plan Township Zone and proposed residential allotments. Residential Park Zone and associated development exists to the south.

Important to the context of this Code Amendment is the initial intent that this land was to be rezoned as part of a Ministerial Development Plan Amendment (DPA<sup>1</sup>) in 2014. Due to extenuating personal circumstances at the time, the landowner was unable to sign the required infrastructure agreement. As a result, this site was not included within this DPA, despite it being intended for rezoning.

Attempts were made by the proponent to have this land rezoned during the transitional arrangements from the Development Plan to the Planning and Design Code, but this did not occur.

Given the extensive investigations already undertaken for this site, Council's previous support for rezoning the land via the transitional Code arrangements, and the landowners excitement of the infrastructure deeds, we contend that this Code Amendment can proceed without any further or renewed investigations.

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<sup>1</sup> A Development Plan Amendment is equivalent to a Code Amendment and is the title given to the process of changing Development Plans under the *Development Act 1993*, which preceded the current Code Amendment process under the *Planning, Development and Infrastructure Act 2016*, and came into effect on 19 March 2021.

## 2. Engagement approach

### 2.1 Purpose

The purpose of the engagement is to ensure that individuals, businesses, organisations and communities interested in and/or affected by the proposed Code Amendment are engaged in the process of preparing and finalising the Code Amendment.

Specifically, the engagement will:

- Communicate to raise awareness that a Code Amendment is being prepared.
- Provide information about what is proposed by the Code Amendment including the location of where the proposed changes will apply.
- Allow community and stakeholders to understand the future development implications that the proposed Code Amendment may facilitate, and any impacts this may have on them
- Provide the opportunity for stakeholders and community to identify issues and opportunities early, so that they can be considered in the preparation of the Code Amendment.
- Enable stakeholders and community to provide feedback on the Code Amendment prior to it being finalised and submitted to the Minister for Planning.
- Close the loop with stakeholders and community to inform them of the outcomes of the engagement process, and how they can access the final version of the Code Amendment.
- Meet statutory requirements as they relate to engagement on a Code Amendment.
- Build relationships and a community of interest to support future activities (i.e. construction) at the site.

### 2.2 Objectives

Stakeholders and community will be engaged at three key stages in the preparation of the Code Amendment:

- Stage 1 – To raise awareness about the Code Amendment and gather feedback on the Code Amendment (INFORM/CONSULT)
- Stage 2 – To be informed of the final Code Amendment (INFORM)
- Stage 3 – To close the loop and evaluate engagement (INFORM/EVALUATE).

### 2.3 Community Engagement Charter

The preparation of the Code Amendment is required to comply with the principles of the Community Engagement Charter under the *Planning, Development and Infrastructure Act 2016*.

The Community Engagement Charter (the Charter) sets out best practice guidelines for community engagement in relation to the preparation and amendment of planning policies, strategies and schemes.

The table below outlines the ways in which this engagement plan supports the five principles of the Charter and how success will be defined and measured.

The approach to measuring the success of the engagement associated with the Code Amendment against the principles of the Charter is described more fully at section 5 and at Appendix A.

**Table 1 Charter Principles**

Charter principle	Performance outcome	Engagement measure
Engagement is genuine	People had confidence in the engagement process	<ul style="list-style-type: none"> <li>Targeted at a wide range of stakeholders using a range of channels</li> <li>Timelines sufficient for people to hear/see the opportunity to have a say</li> <li>Easy to understand information to help audiences understand why it is relevant to them and how they can have their say</li> <li>An Engagement Summary Report will be prepared in accordance with section 73(7) of the PDI Act, outlining what was heard and how it was responded to and the evaluation of engagement. This will be published on the SA planning portal.</li> </ul>
Engagement is inclusive and respectful	Affected and interested people had the opportunity to participate and be heard	<ul style="list-style-type: none"> <li>Targeted at a wide range of stakeholders using a range of channels (based on Stakeholder Mapping to identify who may be impacted/interested and specific engagement needs/techniques)</li> <li>Timelines sufficient for people to hear/see the opportunity to have a say</li> <li>Easy to understand information to help audiences understand why it is relevant to them and how they can have their say</li> </ul>
Engagement is fit for purpose	<p>People were effectively engaged and satisfied with the process</p> <p>People were clear about the proposed</p>	<ul style="list-style-type: none"> <li>A broad range of activities offered in a mix of ways, to reach a wide pool of stakeholders <ul style="list-style-type: none"> <li>Stakeholders directly impacted will be targeted directly by the engagement (i.e. invited to one-on-one meetings)</li> </ul> </li> </ul>

Charter principle	Performance outcome	Engagement measure
	change and how it would affect them	<ul style="list-style-type: none"> <li>- Stakeholders with specific interests will be directly communicated with</li> </ul>
Engagement is informed and transparent	<p>All relevant information was made available and people could access it</p> <p>People understood how their views were considered, the reasons for the outcomes and the final decision that was made</p>	<ul style="list-style-type: none"> <li>• Information clearly articulates key areas of interest, what we are gathering feedback on, how participants can get involved and how feedback will be used</li> <li>• Submissions will be acknowledged and advised of next steps in the process</li> <li>• An engagement report will be provided to participants and made publicly available</li> </ul>
Engagement processes are reviewed and improved	The engagement was reviewed and improvement recommended	<ul style="list-style-type: none"> <li>• Measures of success are identified and will be evaluated at the conclusion of the engagement, and at each stage of engagement if required</li> <li>• Any issues raised about the engagement during the process will be considered and action will be taken if appropriate</li> </ul>

## 2.4 Scope of Influence

The Planning and Design Code utilises standardised policies for zones, to ensure consistency across the state in how they are applied and interpreted. This means that once a zone is proposed through a Code Amendment, there is limited scope to tailor individual land use policies to suit a site. The use of Concept Plans is one way that site-specific requirements can be articulated, but it is acknowledged that the Planning and Design Code currently uses these sparingly, and usually only for very large sites with complex future development outcomes. Technical and Numerical Variations (TNVs) are one way that some zones can be tailored to shape site specific outcomes.

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

- Issues and/ or opportunities that should be considered in the preparation of the Code Amendment

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

- The initiation of a Code Amendment that seeks to rezone the subject land from *Deferred Urban Zone* to the *Master Planned Township Zone*.
- The extent of the subject land that forms the basis of the Code Amendment.

## 2.5 Previous Engagement

As outlined in section 1, previous engagement was undertaken in 2013-2014 when this site was proposed for equivalent rezoning as part of the Playford Growth Areas (Angle Vale, Playford North Extension and Virginia) General Section Amendments DPA prepared by the Minister for Planning.

Agency, Council and public consultation from 28 May to 2 August 2013. In line with the requirements for public consultation for a DPA under the *Development Act 1993*, the key components of this consultation comprised:

- A public meeting conducted by the Development Policy Advisory Committee Public Meeting Subcommittee on 3 September 2013 in Elizabeth. It was attended by forty-three (43) people.
- One hundred and seventeen (117) public submissions were received on this DPA, including five (5) from councils, and fourteen (14) agency submissions. Public submissions were the method by which feedback could be provided on the DPA in line with the statutory process at the time.

### 3. Key messages

The following key messages will underpin the engagement regarding the Code Amendment. Additional key messages will be created for specific stakeholder communication collateral as required.

- Under our State's new planning system, private entities are able to apply to the Minister for Planning to re-zone land in which they have an 'interest'.
- Right now, this site is vacant. It is currently zoned *Deferred Urban Zone* – this zoning allocates land for future development, recognising that it is not ready for development at this time. This Code Amendment seeks to re-zone it to the *Master Planned Township Zone* – this recognises that the site is now ready for development, in this case, for housing.
- The proposed zoning for this site – *Master Planned Township Zone* - would provide a supportive Zone and Policy Framework for a range of housing that meets the needs and lifestyles of residents. It is also intended to be within easy reach of services, facilities and open space.
- This consultation process is seeking community and stakeholder views on whether this zoning should be changed.
- This site was part of a proposed rezoning back in 2013-2014, but due to administrative issues at the time it did not get rezoned. Playford Council administration are supportive of this site being rezoned to allow residential development.
- This consultation process does not result in the approval of housing on this site – that would still need to go through a separate development application and assessment process with the relevant planning authority.
- A development application process deals with detailed design considerations of a particular development that is not part of a Code Amendment process which seeks to introduce a policy framework and relevant assessment pathways for respective forms of development.
- If rezoned as *Master Planned Township Zone*, homes are unlikely to require public consultation. That is why it is important for you to provide feedback on this Code Amendment regarding the rezoning to allow future residential housing.
- Undertaking meaningful, authentic engagement with the local community and stakeholders is an important part of the Code Amendment process.
- Adding an *Affordable Housing Overlay* will help guide how affordable housing can be integrated into a future development.
- The *Noise and Air Emissions Overlay* is used to protect the community from the impacts of noise and air emissions

## 4. Stakeholder and community analysis

The following outlines the stakeholders and community who will be engaged during this process. Any further stakeholders identified by the Minister in approving the initiation of this Code Amendment will be added to this.

**Table 2 Stakeholder Mapping**

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
Minister for Planning and Local Government – Josh Teague MP	High	The Minister for Planning and Local Government will be the approval authority for the Code Amendment.	Inform
City of Playford	High	Local Government Area that the affected area is located within.  Interest in the orderly development of land in its jurisdiction and interactions with their infrastructure (i.e. local roads).  Interest in views of their constituents.  City of Playford have been intrinsically involved in the previous DPA and associated investigations.	Consult
City of Salisbury	Low	Council located approximately 3km to south of the site.  Interest in orderly development of land in proximity to its jurisdiction.	Consult
State Planning Commission	High	May upon request make recommendation to Minister on whether to approve the Code Amendment	Inform
(State) Member for Taylor, Jon Gee MP	Medium	Interest in development of land in MPs electorate  Interest in the views of their constituents.	Consult

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
(Federal) Member for Spence, Nick Champion MP	Low	Interest in development of land in MPs electorate  Interest in the views of their constituents.	Consult
Owners and occupiers of the land and land immediately adjacent the subject site	High	Interest in change of zoning and policies.  Interest in impacts that policy change may facilitate i.e. residential development – real or perceived impacts on amenity, noise, traffic, safety, rubbish collection, property values etc.	Consult
Owners and occupiers of land identified on the Code Concept Plans 21 Virginia and 22 Virginia Infrastructure (provided in figure 2 below)	Medium	Interest in change of zoning and policies.  Interest in impacts that policy change may facilitate i.e. residential development – real or perceived impacts on amenity, noise, traffic, safety, rubbish collection, property values etc.  Requested by the Minister.	Consult
Department for Infrastructure and Transport (DIT)	High	Port Wakefield Road is a State controlled road.  Interest in any changes to access and traffic generation.  Requested by the Minister	Consult
Environment Protection Agency (EPA)	Medium	Interest in the change of land use to facilitate residential housing  Interest in how the proposed development is designed and located to minimise impacts on the environment, human health and amenity  Requested by the Minister	Consult

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
Department for Energy and Mining (DEM)	Low	Interest in impacts to infrastructure Requested by the Minister	Consult
Country Fire Service (CFS)	Medium	Interest in bushfire risk. Land is located within the General Risk area. Requested by the Minister	Consult
Utility providers <ul style="list-style-type: none"> <li>- SA Power Networks</li> <li>- Electronet Pty Ltd</li> <li>- APA Group</li> <li>- SA Water</li> <li>- EPIC Energy</li> <li>- NBN</li> </ul>	Medium	Interest in interaction/ impact with existing utility infrastructure to support future development. Requested by the Minister	Consult
Lanser	Medium	Developer of residential estate 'Virginia Grove' immediately to the north of the site. May have interest in coordination of future development.	Consult
Primary Industries and Regions South Australia (PIRSA)	Medium	Interest in adjacent primary production uses and any impacts from or to future residential development.	Consult
Department for Environment and Water (DEW)	Low	May have interest with respect to water / flood management.	Consult
Broader community	Low	Broader community may have an interest in change of policy to facilitate residential development. Future home owners in new development. May also be interested in impacts of new development i.e. traffic, infrastructure etc	Consult

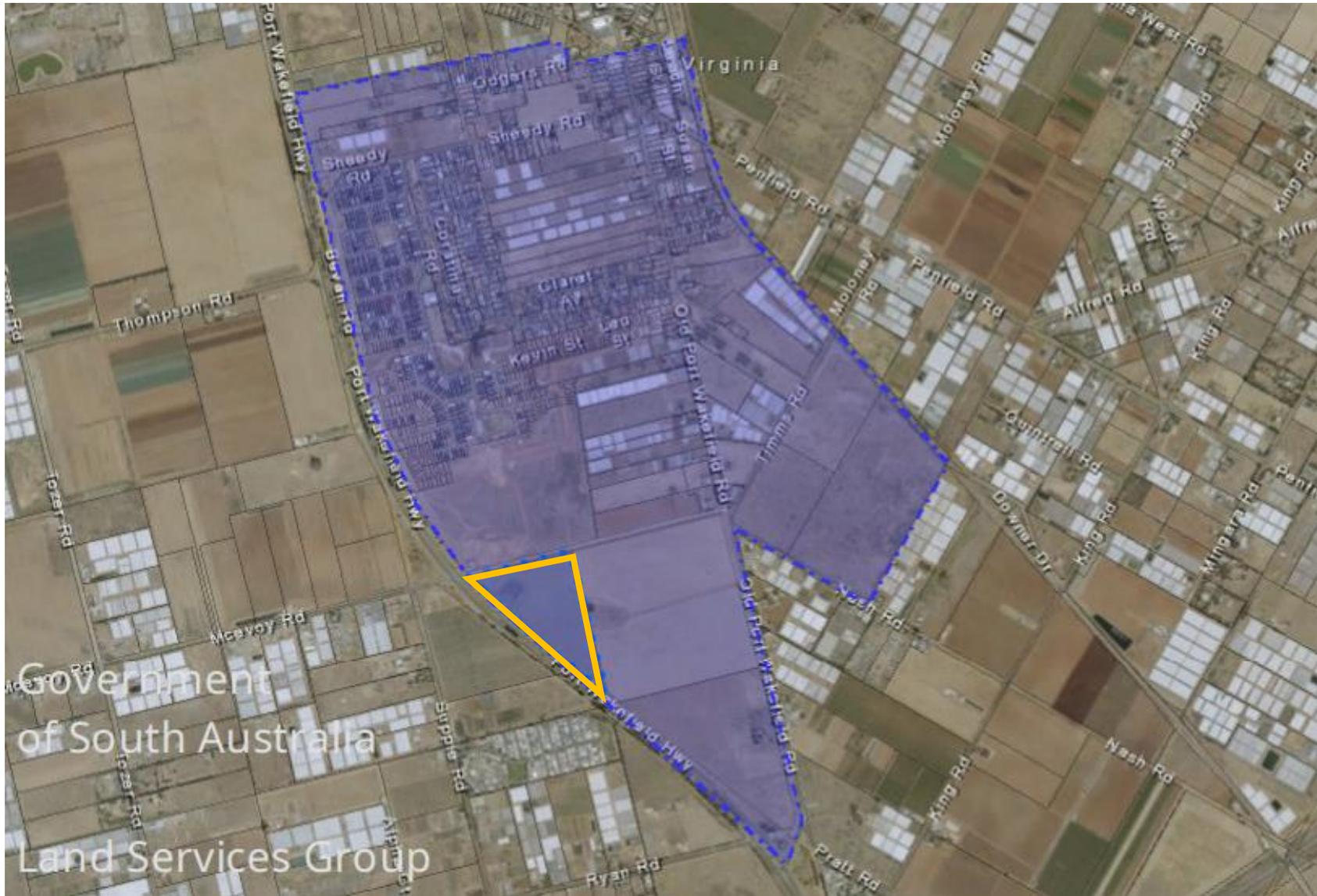


Figure 1 Concept Plans 21 Virginia and 22 Virginia Infrastructure catchment area (highlighted in blue, subject site bordered in yellow)

## 4.1 Community Profile

A high-level community profile has been prepared with the use of Australian Bureau of Statistics Census Data in order to better understand the needs of the community in proximity to the affected area.

A high-level community profile has been prepared with the use of Australian Bureau of Statistics Census Data in order to better understand the needs of the community in proximity to the affected area.

The data used is for the suburb of Virginia which comprises the subject site and more. The SEIFA Index for the suburb of Virginia is a score of 939 and decile of 2 making it within the lowest 20% of areas.

### Age and population

- Population of 1,803 people in Virginia
- Slightly more males than females
- Median age is 39 which is slightly lower than SA
- Slightly higher proportions of Children aged 10-19 years old compared to SA
- Lower proportions of people aged 20-29 compared to SA
- Higher proportions of people aged 40-54 than SA
- Lower proportions of people aged 70 and over than SA

### Education

- Lower proportions of university or other tertiary institution than SA (10.7% for Virginia compared to 16.2% for SA)
- Slightly lower proportions of education in Government schools (primary) compared to SA
- Higher proportion of education in Catholic Schools (secondary) than SA
- Slightly lower proportion of Certificate level III as highest level of educational attainment than SA.
- Higher levels of Year 9 or below and Year 12 as highest level of attainment than SA.

### Cultural and language diversity

- English, Vietnamese and Australian ancestry most common, with Vietnamese ancestry a significantly higher proportion than South Australia (11.3% compared to 0.9% in SA)
- 0.6% of Virginia's population identifies as Aboriginal or Torres Strait Islander (11 individuals)
- Lower proportion of Australia as country of birth than SA as a whole (65% in Virginia born in Australia, compared to 71.1% for SA)
- Significantly higher proportion of Vietnam as country of birth than SA (10.3% compared to 0.9% in SA)

- Lower proportion of both parents born in Australia than SA. Of those with parents who were born overseas they predominantly hailed from Vietnam, Greece, England and Italy.
- Higher proportions of both parents born overseas compared to SA (43.4% born overseas compared to 30.6% in SA)
- Lower proportion of people identifying as no religion, so described (25.3% compared to 35.4% in SA).
- 60.8% of Virginia's population speak only English at home. Other languages spoken at home include Vietnamese (14.7%), Greek 6.4% and Italian (4.1%).

## Employment

- Higher proportion of Virginia's population are employed full time than SA.
- Lower unemployment level than SA.
- Managers, clerical and admin workers and labourers the most common occupations in Virginia, with manager proportions exceeding SA.
- Vegetable growing (outdoors) is the top industry of employment for residents in Virginia at 17.6% which is significantly higher than SA (0.3%).
- Median family incomes are slightly higher than South Australian proportions (1,537 in Virginia compared to 1,510 in SA).
- Higher proportion of Virginia's population worked at home than SA (95% compared to 4.4% in SA)
- Lower proportions of Virginia's residents did unpaid domestic work and higher proportions cared for children than SA.

## Family/household composition

- Lower proportions of couples without children and higher proportions of couples with children. Virginia also has lower proportions of one parent families.
- Virginia has higher proportions of families with couples both working full time (21.4% in Virginia compared to 18.5% in SA),
- Lower proportion of Australia as country of birth than SA as a whole (65% in Virginia born in Australia, compared to 71.1% for SA)
- Significantly higher proportion of Vietnam as country of birth than SA (10.3% compared to 0.9% in SA)
- Higher proportions of both parents born overseas compared to SA (43.4% born overseas compared to 30.6% in SA)
- 60.8% of Virginia's population speak only English at home. Other languages spoken at home include Vietnamese (14.7%), Greek 6.4% and Italian (4.1%).

## Dwellings

- 84% of Virginia's population that participated in this census live in detached dwellings.
- Virginia has higher proportions of homes owned outright and lower rental rates than SA.
- Virginia has a higher number of family households than SA, and a lower proportion of single person households.
- Slightly higher proportions of household income is less than \$650 compared to SA (24.1% in Virginia compared to 23.8% in SA).
- Virginia has a larger proportion of households with 3 or more motor vehicles than SA. (30.1% vs 17.5%)
- Internet is not accessed from 24.7% of dwellings which is higher than SA.

*Significantly higher proportion of residents within Virginia that speak Vietnamese at home compared with the remainder of the state. Additionally, there is a higher proportion within the suburb that were born in Vietnam. Based on this, the Fact sheet will include a translated in Vietnamese offering materials to be translated.*

*The vegetable growing industry provides employment which could translate to the higher volume of those employed full-time within Virginia when compared with SA.*

## 5. Engagement activities

The engagement activities associated with the Code Amendment are outlined below. The formal engagement period will last for four (6) weeks. This is a sufficient period to allow comment on this Code Amendment because:

- It is anticipated that the community and stakeholders expect that this site is already zoned to allow for residential development (due to previous Ministerial DPA)
- Due to the anticipated level and issues of interest of the stakeholders identified section 4
- Due to the methods employed to gain feedback – including allowing for direct meetings with those interested in the Code Amendment
- In line with Section 44 (3) (b) of the PDI Act 2016, it is appropriately scaled back as it deals with settled or advanced policy

In order to ensure that engagement is fit for purpose (in accordance with principle 3 of the Charter) and community were able to understand information provided, a translated statement offering materials to be translated will be included in community engagement materials (eg letters and other information).

STAGE 1: RAISE AWARENESS AND GATHER FEEDBACK ON THE CODE AMENDMENT

INFORM

CONSULT

### AT COMMENCEMENT OF FORMAL ENGAGEMENT PERIOD

- Public notice on the SA Planning Portal
- Letter and fact sheet to surrounding property occupiers and owners (catchment in Appendix B)
- Letter to stakeholders summarising the proposal and inviting feedback ie Council, State Agencies & Local MPs

### DURING ENGAGEMENT PERIOD

- Online feedback form and survey monkey to collect feedback
- Meeting with Lanser to discuss proposal and invite feedback
- One-on-one meetings/phone calls with surrounding property occupiers and owners who book in response to letter

STAGE 2: FINAL CODE AMENDMENT

INFORM

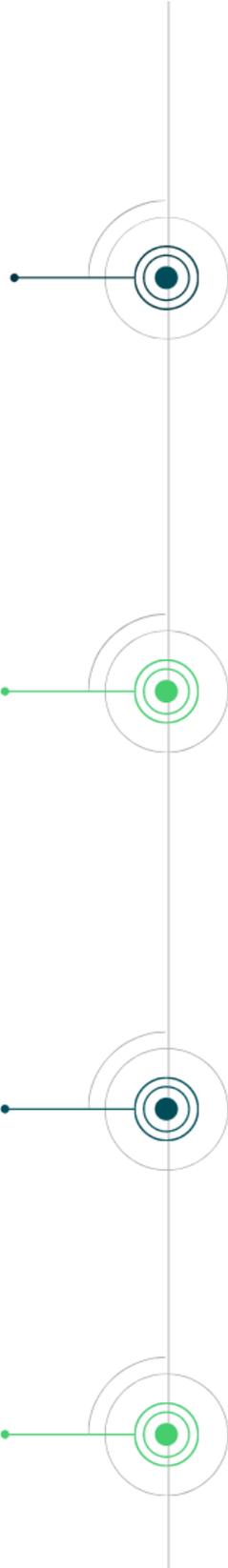
### FOLLOWING 6 WEEK ENGAGEMENT

- Engagement summary report
- letter/email to those involved in the engagement process
- Website updates (SA Planning Portal) providing final Code Amendment and summary report

STAGE 3: EVALUATION

### INTEGRATED THROUGHOUT ENGAGEMENT PERIOD

- Evaluation of engagement process via feedback form, online survey or direct email



**Table 3 Engagement Activities**

Activity	Description/objectives	Target audience
Meetings	Meeting with council to provide an overview of Code Amendment and Engagement process	Senior planning staff – City of Playford
Plan SA Portal information	All information relevant to Code Amendment, Engagement and how to provide feedback, including Fact Sheet available on PlanSA Portal	All audiences
Fact Sheet	A plain-English fact sheet that clearly outlines what a Code Amendment is, and how people can provide feedback via online submission, online survey, phone, email, or via hard copy post. The fact sheet will be made available in hard copy at offices of both Councils.. The fact sheet will include a statement in Vietnamese offering translation of materials, given the high incidence of Vietnamese speaking residents in this area.	All audiences
Online submissions	An online submission form available through the Plan SA Portal as a way people could provide their feedback.	All audiences
Online survey	Online survey form linked to the Plan SA Portal as a more targeted way that feedback could be received about particular elements of the Code Amendment, as well as some questions relating to evaluation.	All audiences
Phone and email contact	A phone number and dedicated email address promoted through all correspondence and the fact sheet as a way that people could make contact to request further information or provide feedback.	All audiences
PO Box	A post office box address promoted through all correspondence and on the fact sheet as a way that people could provide feedback in hard copy.	All audiences
Letter box drop to neighbours	A letter and fact sheet letter box dropped to all properties within 2km of the affected area. Due to their proximity to living/doing business near the affected area, ensuring these stakeholders understand and have the opportunity to provide feedback on the Code Amendment is critical.	Neighbours of the affected area
Mail out to absent owners	A letter and fact sheet mailed to any property owners not residing/conducting business at the address within 100m of the affected area. As owners of property near the affected area, ensuring these stakeholders understood and	Owners of property in the affected area

Activity	Description/objectives	Target audience
	have the opportunity to provide feedback on the Code Amendment was critical.	
Letter to stakeholders	A fact sheet and letter sent electronically to stakeholders identified as having an interest in this Code Amendment to ensure they understand and have the opportunity to provide feedback on the Code Amendment.  Offer to establish a meeting should they wish to receive further information or discuss their feedback in more detail	City of Playford, Government Agencies <sup>2</sup> , utility providers <sup>3</sup> , state and federal MPs <sup>4</sup>
One-on-one meetings	All land owners, occupiers and stakeholders are invited to contact us to set up a one on one meeting should they wish to receive further information or discuss their feedback in more detail.	Land owners and occupiers within 500m of the area  Identified stakeholders
Feedback acknowledgements	Acknowledgement of feedback received (either online or in hard copy) sent to all who provide feedback (and provide contact details).	Those who provided feedback on Code Amendment
Evaluation survey link	A link to a more detailed evaluation survey sent to all who provided feedback (and provided contact details).	Those who provided feedback on Code Amendment

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<sup>2</sup>Government Agencies engaged via letter comprised the Department for Infrastructure and Transport, Department for Education, Renewal SA, Environment Protection Authority, Department for Human Services, Department for Communities and Social Inclusion, SA Health (Department for Health and Wellbeing) and Department for Environment and Water

<sup>3</sup> Utility providers engaged via letter comprised Electranet, SA Water, SA Power Networks, Epic Energy

<sup>4</sup> MPs engaged via letter comprised Vickie Chapman MP, Member for Bragg and David Pisoni MP, Member for Unley

## 6. Receiving feedback

This Engagement Plan has been designed to ensure it is fit for purpose for this Code Amendment. For this reason, we have designed the ways that stakeholders and the community can provide feedback to be simple and straightforward.

Feedback will be received in the following ways:

- Online feedback form – this provides a mix of pre-set and free-form questions to ensure the feedback we receive is within the scope of influence for this engagement
- Via written submission – that can be posted or emailed.
- Face to face in meetings/or via phone – as identified in table 3.

## 7. Measuring success

At the completion of engagement activities all participants will receive a letter/ email to provide an assessment of the performance criteria one to four below to assist in measuring the success of the engagement. This will take the form of an online survey seeking response to key questions relating to the Community Engagement Charter principles.

The project manager, with assistance from communications and engagement specialists, will assess the success of the engagement against criteria five to nine:

1. Engagement is genuine
2. Engagement is inclusive and respectful
3. Engagement is fit for purpose
4. Engagement is informed and transparent
5. Engagement processes are reviewed and improved
6. Engagement occurs early
7. Engagement feedback was considered in the development of planning policy, strategy or scheme
8. Engagement includes 'closing the loop'
9. Charter is valued and useful

Refer to more detail regarding the approach to measuring success at Appendix A.

## 8. Reporting

### 8.1 Engagement Summary Report

In line with the Community Engagement Charter an Engagement Summary Report will be prepared that will:

- Enable the full spectrum of views to be captured and reported;
- Demonstrate how performance outcomes have been considered in the preparation of the engagement process and at the conclusion of the process;

The Engagement Summary Report will be publicly available on the SA Planning Portal.

### 8.2 Closing the loop

Following the delivery of the engagement activities, those that participated will be sent a letter/email to close the loop. This will include:

- acknowledgement of the time taken in providing input through the engagement
- summarising the key feedback themes
- highlighting any changes to the Code Amendment being sought
- providing opportunity to participate in evaluation survey and
- providing next steps.

## Appendix A - Charter engagement evaluation and tools for measuring success

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	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.
	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

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)
	Engagement contributed to the substance of a plan or resulted in changes to a draft	Project Manager or equivalent	<b>3.Engagement contributed to the substance of the final plan</b>		Project Manager or equivalent
<b>Principle 2: Engagement is inclusive and respectful</b>	Affected and interested people had the opportunity to participate and be heard.	Community	<b>4.I am confident my views were heard during the engagement</b>	Likert scale - strongly disagree to strongly agree	Per cent from each response.
		Project Manager or equivalent	<b>5.The engagement reached those identified as community of interest.</b>  Note: The Community of Interest are those Community groups identified in the stakeholder	Representatives from most community groups participated in the engagement  Representatives from some community groups participated in the engagement	Provide chosen answer

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)
			analysis in the engagement plan.	There was little representation of the community groups in engagement.	
<b>Principle 3:</b> <b>Engagement is fit for purpose</b>	People were effectively engaged and satisfied with the process.  People were clear about the proposed change and how it would affect them.	Community	<b>6.I was given sufficient information so that I could take an informed view.</b>  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.	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)
			7.I was given an adequate opportunity to be heard	Likert scale - strongly disagree to strongly agree	Per cent from each response.
<b>Principle 4: Engagement is informed and transparent</b>	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	<b>8.I felt informed about why I was being asked for my view, and the way it would be considered.</b>	Likert scale - strongly disagree to strongly agree	Per cent from each response.
	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	9.Engagement provided feedback to community about outcomes of engagement	Formally (report or public forum)  Informally (closing summaries)  No feedback provided	Provide chosen answer

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 5: Engagement processes are reviewed and improved	The engagement was reviewed and improvements recommended.	Project Manager or equivalent	10.Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	Reviewed and recommendations made  Reviewed but no system for making recommendations  Not reviewed	Provide chosen answer
Charter is valued and useful	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

**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 <b>genuinely sought</b> my input to help shape the proposal	1	2	3	4	5
	Comment:					
2	I am <b>confident my views were heard</b> during the engagement	1	2	3	4	5
	Comment:					
3	I was given an <b>adequate opportunity to be heard</b>	1	2	3	4	5
	Comment:					
4	I was given sufficient <b>information</b> so that I could take an informed view.	1	2	3	4	5
	Comment:					
5	I felt <b>informed</b> about why I was being asked for my view, and the way it would be considered.	1	2	3	4	5
	Comment:					

## Example project manager evaluation exercise to meet minimum performance indicators

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

It may 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 <b>engagement reached</b> those identified as the community of interest	<input type="checkbox"/> Representatives from most community groups participated in the engagement <input type="checkbox"/> Representatives from some community groups participated in the engagement <input type="checkbox"/> There was little representation of the community groups in engagement
	Comment:	
2	<b>Engagement was reviewed</b> throughout the process and improvements put in place, or recommended for future engagement	<input type="checkbox"/> Reviewed and recommendations made in a systematic way <input type="checkbox"/> Reviewed but no system for making recommendations <input type="checkbox"/> Not reviewed
	Comment:	
3	Engagement <b>occurred early enough</b> for feedback to genuinely influence the planning policy, strategy or scheme	<input type="checkbox"/> Engaged when there was opportunity for input into scoping <input type="checkbox"/> Engaged when there was opportunity for input into first draft <input type="checkbox"/> Engaged when there was opportunity for minor edits to final draft <input type="checkbox"/> Engaged when there was no real opportunity for input to be considered
	Comment:	
4	Engagement <b>contributed to the substance of the final plan</b>	<input type="checkbox"/> In a significant way <input type="checkbox"/> In a moderate way <input type="checkbox"/> In a minor way <input type="checkbox"/> Not at all
	Comment:	

Evaluation statement		Response options
5	Engagement provided <b>feedback to community about outcomes</b> of engagement	<input type="checkbox"/> Formally (report or public forum) <input type="checkbox"/> Informally (closing summaries) <input type="checkbox"/> No feedback provided
	Comment:	
6	Identify <b>key strength</b> of the Charter and Guide	<input type="checkbox"/> Provide drop down list with options based on charter attributes (in future)
	Comment:	
7	Identify <b>key challenge</b> of the charter and Guide	<input type="checkbox"/> Provide drop down list with options based on charter attributes (in future)
	Comment:	

# Appendix B Proposed catchment for letters to owner/occupiers

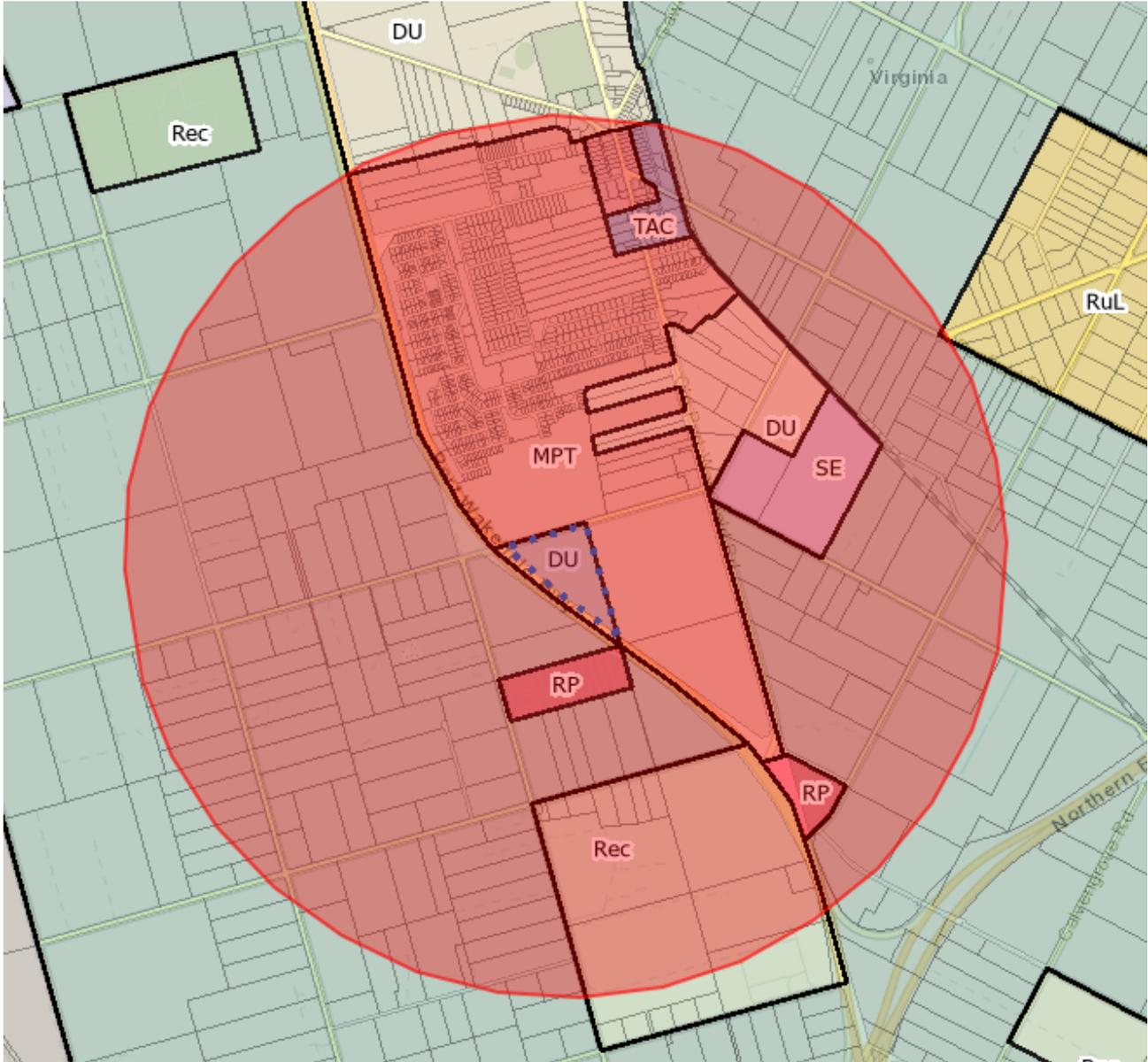


Figure 2 Approximate catchment area for letter to property owners/occupiers within 2km of the affected area



SHAPING  
GREAT  
COMMUNITIES

