



Engagement plan

For

Local Heritage Places Code Amendment

January 2025

Background information

Project Initiation

A city-wide heritage review has not been conducted since the amalgamation of the Noarlunga, Willunga and Happy Valley councils in 1997. Previous heritage surveys and reviews have been piece-meal and have not looked at the council (Onkaparinga) as a whole.

This review was timely with the new Planning and Design Code coming into effect in March 2021.

We engaged Grieve Gillett Andersen Architects, heritage conservation architects, to undertake the review to ensure independence and strengthen the integrity of the final outcomes.

Project Stages and Outcomes

In addition to the review of places, the consultants have also prepared historic themes that are relevant to the council area and that tie in the historic places together.

This is the first time a thematic framework has been prepared since amalgamation. These themes are also used in the assessment of the nominated places and the existing local heritage places and will underpin this Code Amendment(s).

In summary, the project was divided into three stages:

- Stage 1 - review (Former Hardy's Winery site, Old Reynella)
- Stage 2 - review of places identified during desktop review by council staff
- Stage 3 – review of places nominated during community consultation, trees on National Trust and previous requests

Outcomes of the review are as follows:

Outcome of Stage 1 review (Former Hardys Winery site, Old Reynella)

- Provisional state heritage listing of outbuilding/stables near Reynell Road.
- Retention of local heritage listed cottages – Dwelling (Syd's Cottage) (Heritage ID 20084) and Cottage within Reynella Winery (Secretary's Cottage) (Council ID 310).
- De-listing of Carew Cottage and attached Former School Room, Sunken Garden and Pine Trees (Heritage ID 5375).

Outcome of Stage 2 review

Council undertook a desktop review of the existing 372 local heritage places and 30 representative buildings, out of which 79 local heritage places and eight representative buildings were selected for further investigation. Heritage consultants Grieve Gillett Anderson (GGA) were appointed for the in-depth review and provided the following recommendations:

- 18 local heritage places are proposed for de-listing
- two representative buildings are recommended to be upgraded to local heritage places
- four local heritage places are recommended to be upgraded to state heritage places
- 17 places are recommended for amendments to an existing local heritage places.

Outcome of Stage 3 review

Following the review of 92 places nominated in this stage, the consultants provided the following recommendations:

- 45 places for listing as local heritage places, including two council-owned cemeteries
- 2 representative buildings for listing as local heritage places
- 35 are not recommended for listing as a local heritage places
- 5 places are recommended for amendments to an existing local heritage places
- one place is recommended for retention as a local heritage place
- two places recommended for de-listing.

In total (Stage 1, 2 and 3), there are 45 (excluding the two council owned cemeteries) places to be listed and 20 places to be de-listed. The two council owned cemeteries will be listed through a future Code Amendment after the preparation of management plans.

There are amendments proposed to the listing of 24 existing local heritage listed places.

The consultant's reports can be accessed [here](#).

Past engagement process outcomes

- What have any past engagement processes identified about the subject area/issue?

The community was invited to engage on the City-wide Review of Local Heritage Places via a nomination process through Council's Your Say page. All existing owners of local heritage places and owners of properties in historic area overlays were notified directly of the Review. The call for nominations was open for a period of seven weeks, between 30 November 2020 and 18 January 2021.

In total, there were 65 nominations for potential new listing and seven nominations for amendment or removal of listing. There were six duplicates or repeated requests. Of the 65 nominations, National Trust Coromandel Valley and Districts Branch have put forward 32 places for potential new listing.

The nominations for potential new local heritage listing are categorised as follows:

Types	Number	Repeat
Dwelling	31	
Slate lined drains, creeks and culverts	7	3
Structures/buildings accessible by public	5	
Factories	2	
Trees	3	
Others – sheds, church, cemetery, Complex – heritage buildings, trees, gardens	11	3
Total	59	6

- 11 Trees on National Trust SA's tree register were also included for heritage review following a council report.
- Property owners whose properties were identified for listing/de-listing were informed of the outcome through direct mail out. We received 7 calls following this mail out. Four owners were pleased with the outcome of the review whereas three owners were disappointed with the outcome and would probably make submission during the engagement stage of Code Amendment process.

Engagement purpose

The purpose of the engagement is to:

- Engage with the owners of the affected properties regarding local heritage listing or de-listing of their properties
- Engage with owners who have properties that would adjoin the proposed local heritage listed properties and the effect of this change on the development potential
- Engage with the community members regarding changes to local heritage list
- Meet statutory requirements for engagement on a Code Amendment

Engagement objectives

The engagement objectives are to:

- Ensure the owners of the affected properties are aware of proposed listing or de-listing or amendments to the listing
- Ensure the affected owners and interested stakeholders have the ability to provide input
- Ensure the community is aware of the amendments to the local heritage listing and have ability to provide input.

Scope of influence

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

- the local heritage listing of places specified in the Code Amendment
- amendments to the existing local heritage listed places
- potential de-listing specified in the Code Amendment.

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

- the policy content that applies for the Local Heritage Place Overlay and Heritage Adjacency Overlay
- the state heritage list
- the process of listing and de-listing of local heritage properties and timeframes, as these processes are prescribed by state government legislation.

Key messages

The following key messages will underpin the engagement regarding the Local Heritage Places Code Amendment:

- A change to the Planning and Design Code (the Code) is proposed. The Code is a State Government document that has a list of all the local heritage places in South Australia.
- The City of Onkaparinga is proposing a Code Amendment to amend the local heritage places list by listing new places and de-listing places that were recommended as part of the City-wide Local Heritage Places review.
- Details about the proposed changes – properties proposed to be listed, properties proposed to be delisted and amendments.
- The Code Amendment is informed by council's City-wide Local Heritage Places review.
- Owners and neighbours of properties, that are being proposed for listing or de-listing, and community members will be provided an opportunity to make a submission during the engagement stage.
- The Code Amendment is not proposing any change to State Heritage Places.

Stakeholder and community mapping

Undertake an analysis of stakeholders and the community and determine their level of engagement in the project (refer pages 13-14 and page 16 of the Guide to the Community Engagement Charter for more information and examples).

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)
Mayor and Elected Members	High	Interest levels are anticipated to be high given the extent of community interest in local heritage	Council is kept informed of the proposed amendment and has an opportunity for provide input in the process.	Involve
Property Owners of affected properties	High	High level of interest is anticipated from the owners of properties in relation to the listed status of their properties.	Owners are made aware of the proposed amendment and provided an opportunity raise issues.	Consult
Consultants Andrew Stevens (Council's Heritage Advisor)	High	High level of interest as the Council's Advisor provides advice to local heritage listed property owners on restoration and conservation of the places.	Council's heritage advisor is made aware of the proposed amendment and given an opportunity to provide comments on the amendment.	Consult
Government Agencies: - State Planning Commission - Planning and Land Use Services (Department of Housing and Urban Development) - Renewal SA - Department of Education - SA Water - SA Police	High	High level of interest is anticipated from the government agencies responsible for progressing the Code Amendment and agencies responsible for maintenance and up-keep of local heritage places.	Government agencies will be made aware of the proposed amendment and given an opportunity to provide comments on the amendment. This stakeholder group will be provided opportunity to raise issues related to the places that are included in the Code Amendment.	Consult
Owners of properties adjacent to proposed local heritage listed place	High	The properties adjacent a proposed heritage listed place will have high interest as it will impact their development potential.	The property owners will be made aware of the Code Amendment and provided information on the implications of the proposed listing and the new code policy. They will be provided opportunity to raise issues related to the places that are included in the Code Amendment.	Consult
State and Federal Members of Parliament - Jack Batty – Member for Bragg - Erin Thompson - Member for Davenport - Josh Teague MP – Member for Heysen - Hon Nat Cook MP - Member for Hurtle Vale - Hon Chris Picton MP – Member for Kaurua	Medium	Some affected local heritage property owners may approach their local MPs seeking support to influence the project outcomes to align with their personal interest.	The members are made aware of the proposed amendment so that they can inform the constituents and be informed.	Inform

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)
- Hon Katrine Hildyard MP – Member for Reynell - Hon Leon Bignell MP – Member for Mawson - Catherine Hutchesson MP - Member for Waite - Hon Rebekha Sharkie MP – Federal Member for Mayo - Hon Amanda Rishworth MP - Federal Member for Kingston				
Internal Staff Directors - David Stobbe, Director Corporate - Director Community - Kirk Richardson, Director Operations - Renee Mitchell, Director Planning Managers - Daryl Sowerby, Manager Parks and Facilities Operations - Ian Hawkins – Manager Community Safety and Property - Matt Buckell, Manager Construction and Projects - Morgan Ellingham, Manager Assets and Technical Services People Leaders - Fiona Dallimore – Team Leader Property - Lisa Flaherty -Team Leader Infrastructure Asset Management - Rinus Bouwer - Team Leader Parks & Natural Resources - Roderik Vincent, Team Leader Facilities Operation - Soulis Kourtidis, Team Leader Community Assets - Graham Searle - Team Leader Civil Maintenance	Medium	There are some recommendations regarding the listing or de-listing of local heritage places that are maintained or owned by the council.	Internal staff has been made aware of the proposed amendment and provided opportunity for their comment.	Involve

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)
Other Specific Interest Groups/Cultural groups/NGOs/individuals (who lodged the nominations for local heritage places) - National Trust of South Australia (Willunga Branch) - National Trust of South Australia - Coromandel Valley and Districts Branch - Friends of Port Willunga - Friends of Willunga Basin - Kangarilla Recreation Ground Committee	Medium	Medium level of interest is anticipated as these groups nominated some of the places for local heritage listing	These groups will be made aware of the proposed amendment and provided opportunity for their comment.	Involve
Owners/occupiers of neighbouring properties that are being listed or de-listed	Medium	There will be changes to the policies that are adjacent properties that are being listed and de-listed.	Owners and occupiers of neighbouring properties will be informed of the proposed policy changes related to their properties.	Involve
Internal Staff Managers - Matthew Lawrence, Manager Development Services - Stuart Purves, Manager Libraries and Customer Relations - Ynys Onsman, Manager Strategy, Sustainability and Economic Growth People Leaders - Brett Miller, Principal Planner (acting) - Jonathan Luke, Team Leader Planning (acting) - Keith Davis, Team Leader Projects - David Owen, Team Leader Infrastructure Asset Management	Low	There are some recommendations regarding the listing or de-listing of local heritage places within the council area.	Internal staff will be informed of the proposed amendment.	Inform
Other Specific Interest Groups/Cultural groups/NGOs/individuals: - Aldinga Bay Residents Association - Business and Tourism Aldinga - Christies Beach Business & Tourism Association - Cherry Gardens Community Association	Low	Some level of interest is anticipated from the history groups as they are involved in researching local history and would be interested to know about the proposed listings and de-listings.	Community groups will be made aware of the proposed amendment.	Inform

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)
• Clarendon Community Association • Clarendon Museum • Fleurieu Peninsula Family History Group • Friends of Aldinga Scrub • Kangarilla Community Association • Maslin Beach Community Association • McLaren Vale Business and Tourism Association • McLaren Vale Grape, Wine & Tourism Association • National Trust of South Australia (Head Office) • Port Noarlunga Business & Tourism Association • Seaford District Residents Association • Sellicks Area Residents Association (SARA) • Willunga Business & Tourism Association				
Government Agencies • Department of Housing and Urban Development • Office of Design and Architecture SA (ODASA) • SA Water • SA Police • Green Adelaide - Department of Environment and Water (DEW) • South Australian Heritage Council - DEW • Heritage SA – DEW • Hills and Fleurieu Landscape Board • History Trust of SA	Low	Some level of interest is anticipated from the government agencies to know about the proposed listings and de-listings as it may impact development projects near or around the listed places	Government agencies will be made aware of the proposed amendment.	Inform
Residents of City of Onkaparinga	Low	There is some impact on heritage 'stock' within the council and may interest the community.	Residents will be made aware of the Code Amendment	Inform

Applying the Charter principles

Through the lens of the Charter principles, consider how the characteristics of your stakeholders and community will need to be considered in the design of your engagement (refer pages 15 and 17 of the Guide to the Community Engagement Charter for more information and examples).

Note that how you respond to these needs will help you to put the Charter principles into practice and may comprise measures for evaluating your engagement.

Stakeholder	Engagement need or technique
Mayor and Elected Members	Report to Council Onkaparinga Now Phone/Email Weekly News
Property Owners and occupiers of affected properties	Letters directly to property owners Phone discussions Meetings if needed Your Say Onkaparinga projects page
Consultants	Meetings Emails Phone
Government Agency responsible for Code Amendment, agencies who own or occupy 'affected' local heritage place and agencies responsible for maintenance and up-keep of local heritage places	Letters to agencies that are owner/occupier/responsible for maintenance of existing or new local heritage listing place Meetings Phone discussions Email Your Say Onkaparinga projects page
Owners and occupiers of properties adjacent to properties that are being listed or de-listed	Letters directly to owners and occupiers Your Say Onkaparinga projects page
State and Federal Members of Parliament	Letters Email Your Say Onkaparinga projects page
Internal staff	Directors' briefing Email Meetings Informal discussions
Specific Interest Groups	Letter/Email Your Say Onkaparinga projects page Onkaparinga Now Phone discussions/email Social media
Other Government Agencies	Letters sent directly to relevant agencies Meeting where required Your Say Onkaparinga projects page

Stakeholder	Engagement need or technique
	Phone discussions/email
Other specific Interest Groups/Cultural groups/NGOs/individuals	Your Say Onkaparinga projects page Onkaparinga Now Social media
Residents of City of Onkaparinga	Email to all Community Group Register Your Say newsletter to all members (registered to receive newsletters) Your Say Onkaparinga page Social media

Staging your engagement

'Map out' the key stages of your engagement. This is a high level summary which will be more fully described in a following section (refer pages 18 and 23 of the Guide to the Community Engagement Charter for more information and examples).

Stage	Objective	Stakeholders	Level of engagement	By when
Stage 1 – Proposal to Initiate	Prepare draft Proposal to Initiate Seek endorsement of Proposal to Initiate from elected member body	- Mayor and Elected Members - CEO - Directors' Group - Manager Development Services - Development Policy Team - Department of Housing and Urban Development Planning and Land Use Services (DTI-PLUS)	Collaborate	July 2023 (complete)
Stage 2 – Draft Code Amendment and pre-engagement	Receive approval from the Minister of Planning to initiate the Code Amendment Prepare the Code Amendment and Engagement Plan	- Development Policy Team - Engagement Team	Collaborate	September 2024 December 2023 – July 2024
	Prepare engagement materials for the stakeholders in accordance with the Community Engagement Charter and the prepared Community Engagement Plan.	- Development Policy Team - Engagement Team	Active	September 2024 – January 2025
	Seek endorsement of the draft Code Amendment and the Engagement Plan from elected member body and inform them of the purpose of engagement, stakeholder list and opportunities to provide input.	- Mayor and Elected Members - CEO - Directors' Group - Manager Development Services - Development Policy Team - Engagement Team	Inform/ Involve	December 2024
Stage 3 - Engagement on the draft Code Amendment	Consult with and update the community and all relevant stakeholders on the draft Code amendments seeking further feedback, comments and input.	Stakeholders identified in Engagement Plan	Inform/Consult/Involve	February – March 2025
Stage 4 – Engagement Feedback and finalisation of Code Amendment	Identify and collate all relevant issues/concerns/gaps and opportunities raised during the Community Engagement Consider Engagement Outcomes and prepare of engagement report	- Development Policy Team - Engagement Team	Collaborate	March 2025
	Finalise Code Amendment, updated with any changes from engagement process.	Policy team	Active	April 2025

Stage	Objective	Stakeholders	Level of engagement	By when
	Provide revised Code Amendment and consultation summary report to elected member body for approval.	Elected Member body	Inform/Involve	May – June 2025
	Provide up to date information to those who made submissions and advise of next steps. Ensure detail of final Code amendments are provided to the community and stakeholders.	Stakeholders identified in Engagement Plan	Inform	June 2025
Stage 5 – Assessment and approval of Code Amendment by Minister	Lodgement of Code Amendment Report with DTI Minister considers the Code Amendment Report and Engagement Report (3 weeks) Go- Live- Publish on the PlanSA portal (2-4 weeks) Referral of approved Code Amendment to ERDC (8 weeks)	PLUS	Involve where required	July - October 2025
Stage 6 – Closing the loop	Provide feedback to stakeholders and community on engagement outcome	Policy team and engagement team	Involve	November 2025

Planning your engagement approach

Identify the engagement activities you will use for each stage of the project, as well as timing, resourcing and other considerations (refer pages 18 and 24 of the Guide to the Community Engagement Charter for more information and examples).

Note that once your engagement process has been described in more detail, you will need to consider your organisation's capacity to deliver. This may result in amendments to your proposed activities, or consideration of other resources that may need to be acquired.

Stage	Engagement activity	Engagement level and objective of activity	Stakeholders/ target audience	Timing	Who's responsible? *	Resources required *	Budget *	Risks and mitigation *
Stage 1 – Proposal to Initiate	- Elected Member briefing - SDC Meeting	Inform / Consult	Elected Members	Completed				
	Email to council staff responsible for maintaining local heritage places mentioned in the Proposal to Initiate	Inform / Consult	Council staff responsible for maintaining heritage listed places	Completed				
Stage 2 - Draft Code Amendment and pre-engagement	- Prepare draft Code Amendment and engagement plan. - Draft Yoursay consultation page and other engagement material - Draft letters to key stakeholders	Collaborate	- Development Policy Team - Engagement Team - Manager Development Services - Director Planning - PLUS					
	- Director briefing - Council Meeting	Inform	- Directors' Group - CEO - Elected Member body					
Stage 3 - Engagement on the draft Code Amendment	Letters to stakeholders as per the engagement plan	Inform	Stakeholders as per the Engagement Plan	Commencement of engagement				
	- Council's YourSay online consultation page - PlanSA portal for Code Amendments	Consult	All stakeholders	Length of engagement period				
	Social media posts	Inform	All stakeholders	At commencement and during engagement				

Stage	Engagement activity	Engagement level and objective of activity	Stakeholders/ target audience	Timing	Who's responsible? *	Resources required *	Budget *	Risks and mitigation *
	- Phone and email access for direct enquiries through Council's Yoursay page and PlanSA portal - One on one meetings	Consult	All stakeholders	During engagement period				
	Online feedback and submission form	Consult	All stakeholders	During engagement period				
Stage 4 – Engagement Feedback and finalisation of Code Amendment	- Prepare Engagement Feedback Report - Amend Code Amendment if required and highlight the changes	Collaborate	- Development Policy Team - Engagement Team - PLUS	Following conclusion of engagement				
	- EM briefing - Email to council staff responsible for maintaining local heritage places	Involve	- Relevant Council staff - Director group - Mayor and Elected Members	Following conclusion of engagement				
	Council Meeting to seek approval of Code Amendment and Engagment Feedback Report	Inform	Elected Member body	Following conclusion of engagement				
	Submission of Engagement feedback report and Code Amendment to PLUS	Collaborate	- Development Policy Team - PLUS	Following approval by council				
	YourSay page update to notify that the Code Amendment has been submitted	Inform	All stakeholders	Following approval by council				
Stage 5 – Assessment and approval of Code Amendment by Minister	Engagement Report and submissions published on the PlanSA portal	Inform	- Development Policy Team - PLUS	During assessment of Code Amendment				
	Phone/email to discuss any potential amendment during the assessment stage (only if required)	Collaborate	- Development Policy Team - PLUS	During assessment of Code Amendment				

Stage	Engagement activity	Engagement level and objective of activity	Stakeholders/ target audience	Timing	Who's responsible? *	Resources required *	Budget *	Risks and mitigation *
	Weekly News Item/Council meeting to present potential changes to the Code Amendment (only if required)	Consult	- Development Policy - Manager Development Services - Director's Group - Mayor and Elected Members	During assessment of Code Amendment				
Stage 6 – Closing the loop	Minister's decision published on the PlanSA portal	Inform	All stakeholders	When Code Amendment has been signed off by the Minister				
	Letters to impacted property owners	Inform	Owners of properties impacted by the Code Amendment	When Code Amendment has been signed off by the Minister				
	- YourSay page update - Your Say notification to project followers	Inform	All stakeholders	When Code Amendment has been signed off by the Minister				
	Weekly News item/Council meeting	Inform	Elected Member body					

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

Applying the Charter principles in practice

Consider how the engagement activities you have identified address each of the Charter principles (refer pages 22 and 27 of the Guide to the Community Engagement Charter for more information and examples).

Charter principle	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	• Direct mail out to targetted stakeholders including local heritage and contributory item property owners at relevant phases of the project. • Online/digital channels for communicating with the community. • An online engagement platform for providing input into the project. Reporting the engagement outcomes to Elected Members.
Engagement is inclusive and respectful	• The engagement will target a diverse range of stakeholders and the broader community. • Engagement materials will be easy to understand providing the opportunity to participate and catering for people of different ages, backgrounds, abilities and perspectives. Those most affected or interested in the project will be consulted through direct contact (mail or email) but other alternative mechanisms will also be used.
Engagement is fit for purpose	Engagement includes the following activities to involve the broader community: • Council's YourSay page • Facebook posts • Onkaparinga News • roadside banners Engagement with target specific stakeholder group include following activities, in addition to the activities mentioned above: • direct mail out • emails • face to face meetings • virtual meetings • phone discussions
Engagement is informed and transparent	• All documents and information provided will be comprehensive and easy to understand, explaining the objectives of the project, the engagement process and how to provide informed feedback. • Information will be provided in a timely manner and readily available online or at request. • The process of engagement will be clearly articulated using a combination of tools such as reports, one-on-one discussions and social media, including explaining the decisions that have been made during the process. • Information and feedback will be reported on our website and through other channels including direct communication with key groups and individuals at the end of each stage of engagement.
Engagement is reviewed and improved	• On-going communication with key stakeholders will occur to determine if any changes are required. • Any issues raised about the engagement during the process will be considered and action will be taken if considered appropriate.

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 project manager, with assistance from communications and engagement specialists, will assess the success of the engagement against criteria five to nine. This evaluation will be included in the statutory report (section 73(7) of PDI Act) that is sent to the State Planning Commission and the Minister for Planning and which details all engagement activities undertaken. It will also be referenced in the Commission Report (section 74 (3)(b) that is issued to the Governor of South Australia and the Environment Resources and Development Committee of Parliament. Any issues raised about the engagement during the engagement process will be considered and action will be taken if considered appropriate.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
1	Principle 1: Engagement is genuine	People had faith and confidence in the engagement process.	Community	I feel the engagement genuinely sought my input to help shape the proposal	Likert scale - strongly disagree to strongly agree	Per cent from each response.
2	Principle 2: Engagement is inclusive and respectful	Affected and interested people had the opportunity to participate and be heard.	Community	I am confident my views were heard during the engagement	Likert scale - strongly disagree to strongly agree	Per cent from each response.
			Project Lead	The engagement reached those identified as community of interest.	- 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.	Per cent from each response.
3	Principle 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.	Community	I was given sufficient information so that I could take an informed view.	Likert scale - strongly disagree to strongly agree	Per cent from each response.
				I was given an adequate opportunity to be heard	Likert scale - strongly disagree to strongly agree	Per cent from each response.
4	Principle 4: Engagement is informed and transparent	- All relevant information was made available and people could access it. - People understood how their views were considered, the reasons for the outcomes and the final decision that was made.	Community	I felt informed about why I was being asked for my view, and the way it would be considered.	Likert scale - strongly disagree to strongly agree	Per cent from each response.
5	Principle 5: Engagement processes are reviewed and improved	The engagement was reviewed and improvements recommended.	Project Lead	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	- Reviewed and recommendations made - Reviewed but no system for making recommendations - Not reviewed	Per cent from each response.
6	Engagement occurs early	Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence.	Project Lead	Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	- 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	Per cent from each response.
7	Engagement feedback was considered in the development of planning policy, strategy or scheme	Engagement contributed to the substance of a plan or resulted in changes to a draft.	Project Lead	Engagement contributed to the substance of the final plan	- In a significant way - In a moderate way - In a minor way - Not at all	Per cent from each response.
8	Engagement includes 'closing the loop'	Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement	Project Lead	Engagement provided feedback to community about outcomes of engagement	- Formally (report or public forum) - Informally (closing summaries) - No feedback provided	Per cent from each response.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
9	Charter is valued and useful	Engagement is facilitated and valued by planners	Project Lead	Identify key strength of the Charter and Guide Identify key challenge of the charter and Guide		

Closing the loop and reporting back

Identify how you will close the loop and report back as you progress through each stage of your engagement (refer page 19 of the Guide to the Community Engagement Charter and the 'closing the loop' tool for more information).

How will you respond to participants?	Who's responsible?	When will you report back?
Prepare an Engagement Report in accordance with section 73 of the PDI Act that includes summary of submissions, amendments to the Code Amendment and evaluation of engagement	CoO	As soon as practicable post-consultation
Inform the stakeholders about the submission of Engagement Report and Code Amendment to the Minister of Planning	CoO	Within four weeks of submission
Publish the Engagement Report on Plan SA Portal	Department of Housing and Urban Development	As soon as practicable
Inform stakeholders on the outcome of the Code Amendment. Publish Engagement Report approved by Minister on Yoursay project page.	CoO	Post decision by the Minister
Publish the outcome of the Code Amendment	Department of Housing and Urban Development	Post decision by the Minister

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