

9.5 PROPOSAL TO COMMENCE REVOCATION OF COMMUNITY LAND CLASSIFICATION OF ALLOTMENTS 49 AND 103 LIGURIA CRESCENT NOARLUNGA DOWNS

Report contact

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Manager

Ian Hawkins, Manager Community Safety and Property

Director

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Meeting

Council

Date

18 June 2024

1. Purpose

This report requests Council approval to commence the process of revocation of community land classification for the two council reserves located at Allotment 49 Liguria Crescent (Parcel 1) and 103 Liguria Crescent, Noarlunga Downs (Parcel 2), with a view to disposal to State Government for the development of the adjacent land for a housing project.

2. Recommendations

That for the Council owned land described as Allotment (Reserve) 49 in Deposited Plan 23636 comprised in Certificate of Title Volume 5383 Folio 472 (Parcel 1) Allotment (Reserve) 289 in Deposited Plan 23721 comprised in Certificate of Title Volume 5648 Folio 688 (Parcel 2) and bordered in red on Attachment 1 to the agenda report, Council:

1. Declares that the subject Council owned community land is 'in principle' surplus to requirements and potentially suitable for disposal to the adjoining owners of the land bordered in blue on Attachment 1 to the agenda report.
2. Approves the commencement of the revocation process to revoke the community land classification, including undertaking public consultation in accordance with the provisions of subsection 194(2) of the *Local Government Act 1999*.
3. Approves disposal method 3a, 3b, or 3c or a combination depending on a successful revocation process outcome and negotiations with the purchaser which have not yet occurred:
 - a. Dispose of the land in accordance with Council's policy 'Disposal of Council Land and other Assets' (Policy) under section 49 of the *Local Government Act 1999*, at current market value, as assessed by an independent licensed land valuer, all associated costs to be borne by the purchaser, with the net proceeds contributing towards the annual revenue target to be raised from the sale of surplus assets as per the Long-Term Financial Plan;
or
 - b. Council depart from its Policy to pursue a disposal method that achieves financial and non-financial outcomes for its community. In this case non-financial outcomes may include provision of housing in a housing shortage, provision of affordable housing, and good design outcomes - in particular connectivity of new community to existing services, recreation, education and transport infrastructure.
 - c. Council pursues a combination of 3a and 3b above, on an objective basis, depending on negotiated outcomes following the revocation process as per the requirements of section 194 of the *Local Government Act 1999*.

4. Approves the net proceeds from the sale of the subject land (if ultimately approved by Council) as a contribution towards the annual revenue target to be raised from the sale of surplus assets as per the Long-Term Financial Plan.
5. Requests a further report be presented to Council following the outcome of the public consultation phase of the revocation process to enable Council to determine if the revocation and disposal should proceed.

3. Executive summary

Council's Property Transactions Team has been requested to investigate and consider a potential disposal of the land parcels located at Lot 49 Liguria Crescent and 103 Liguria Crescent, Noarlunga Downs by Renewal SA (RSA), to contribute towards a proposed housing project.

RSA, as landowners of Allotment 592 Lovelock Drive Noarlunga Downs have approached Council to acquire the adjacent reserve land parcels to contribute to the development and construction of a state government housing project. It is anticipated that Parcel 2 will contribute to housing, stormwater management and open space.

Internal consultation of the proposal within the organisation did not identify a strategic or operational need for Council to retain ownership of the subject land, however the subject land services several utility providers protected by registered easements.

Third party easements for the supply of water, sewer, electricity and recycled water exist and will need to be protected or relocated at the cost of RSA.

Council approval to commence the revocation of community land classification for the subject land is required by legislation prior to disposal to the adjoining landowners.

4. Background

Community Plan 2030	people: connected, engaged, active, healthy The current use of trails and walking paths located within the subject land is to remain for trail and accessibility purposes. place: green, inviting, accessible, liveable The proposed use of the reserves to assist with a State Government driven affordable housing development to support the community's expectation of providing additional housing within the council district. prosperity: economically strong, environmentally thriving Revocation and disposal of the subject land is consistent with Council's intent to manage its land portfolio in the most financially prudent manner. This includes the requirement to continually review its land holdings and consider disposal options when there are no identified community requirements to retain the land, and to deal with applications from adjacent landowners when there are justifiable reasons for considering a revocation and disposal proposal.
Policy and/or relevant legislation	<i>Local Government Act 1999</i> – Section 194 revocation procedure Disposal of Council Land and Other Assets Policy Asset Rationalisation Policy Long-Term Financial Plan

Who did we talk to/who will we be talking to	Comprehensive internal consultation was undertaken with officers to ascertain any future requirements for the subject portion of land. Public consultation to seek community views on the proposal to revoke the community land classification of the subject portion of reserve to enable disposal to the adjacent landowners, RSA. Following public consultation, consent from the Minister for Local Government is a legislative requirement should council approve the progress of the revocation process in due course.
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5. Discussion

The subject land parcels are legally described as Allotment (Reserve) 49 in Deposited Plan 23636, comprised in portion of Certificate of Title Volume 5383 Folio 472, located at Allotment 49 Liguria Crescent, Noarlunga Downs (Parcel 1) and Allotment (Reserve) 289 in Deposited Plan 23721, comprised in portion of Certificate of Title Volume 5648 Folio 688, located at 103 Liguria Crescent, Noarlunga Downs (Parcel 2).

These parcels of open space reserve land were created by subdivision of SA Housing Trust land and vested to Council in 1989.

The subject parcels of land are located adjacent to the vacant land owned by the Department of Planning, Transport and Infrastructure to the north and within close proximity to Cardijn College to the northeast. Parcel 1 measures 47sqm and Parcel 2 measures 13,676sqm.

RSA approached Council to seek an acquisition of these council reserves to contribute to the development of the adjacent land for a housing project. RSA on behalf of SAHA are developing a master plan and are consulting with council staff on technical matters for the proposed site and anticipates the construction of approximately 600 new homes across two land parcels to the east and west of Lovelock Drive, Noarlunga Downs.

Over the next seven to 10 years, it is anticipated this development will provide housing for approximately 1200 residents and will feature affordable housing options and provide at least 80 new social houses to be developed.

<https://renewalsa.sa.gov.au/news/pipeline-of-affordable-housing-continues-with-major-infill-project-at-noarlunga-downs>

Community Land Management Plan

Council's Community Land Management Plan describes Parcel 1 as a 'Screening Buffer' and Parcel 2 as 'Developed Reserve'.

A *Screening Buffer* is defined as a barrier between roads, paths and adjacent properties to deflect noise, line of sight or wind, thereby maintaining amenity for users inside the designated area. Screens may consist of natural vegetation, purpose planted shrubs and fencing.

A *Developed Reserve* is defined as a medium profile amenity primarily for the enjoyment of passive recreation although casual sporting games and active recreation pursuit may be provided for. Activities may include social, community, educational and cultural pursuits.

Based on the core objectives of this plan, the uses permitted on any land covered by this Management Plan are (in no order of precedence):

- The casual playing of games and informal sporting activities and the construction of facilities to cater for these activities.
- Passive recreational activities and pastimes and the construction of facilities to cater for these activities.

- The construction of community facilities and use of those facilities to allow individuals and groups to come together for social, community, educational, cultural, leisure and welfare activities.
- The granting of Leases for both public and private recreation.
- The provision of public utilities and works associated with or ancillary to public utilities.
- The granting of a Permit, Lease or Licence under Sections 200 and 202 of the *Local Government Act 1999* permitted by this Management Plan.

Easements

Parcel 1 has no easements registered over the certificate of title.

Parcel 2 is subject to the following easements:

- Easement marked 'D' to the Willunga Basin Water Company (WBWC) for water supply purposes. This easement to WBWC is 10m in width and traverses through the land parcel (east to west).
- Easement 'C' to SA Water for sewer purposes.
- Easements 'A (T/F) and B' to SA Power Networks for Electricity Purposes.

(Refer to Attachment 2)

Zoning

Renewal SA is master planning the Noarlunga Downs/Port Noarlunga project by for the South Australian Housing Authority to deliver approximately 600 homes to address South Australia's housing demand.

The subject area is located within the Housing Diversity Neighbourhood Zone (HDNZ) of the Planning and Design Code.

The 'Desired Outcome' for this zone is to provide housing that supports a range of needs and lifestyles, located within easy reach of a diversity of services and facilities. Zone policy further seeks for higher densities closer to public open space, public transport stations and activity centres.

The Affordable Housing Overlay applies which seeks to support the provision of affordable housing, enabling minimum allotment sizes to be reduced below the minimum allotment size specified in the HDNZ subject to providing allotments of a suitable size and dimension to accommodate dwellings with a high standard of occupant amenity.

As part of any future land division, there is a legislative requirement to provide 12.5 percent of the total site as open space.

A development application for division of the land, including the subject parcels, will be lodged in coming weeks, which will be assessed against the Planning & Design Code's policies.

Internal Consultation

Internal stakeholder feedback was sought in relation to the potential disposal of this land parcel.

The comments received include:

- Suggest that the open space linkage is retained at the eastern portion of the proposed area to allow pedestrian and wildlife movement in north/south and east/west directions between Napier Court and Selaru Way.

- In relation to Urban Forest team canopy targets, the disposal of this land as open space will reduce the immediate opportunity for canopy cover which should be offset by tree planting commitments in the Renewal SA development.
- There is a major overland flow path passing through this property. This needs to be protected and/or incorporated into the Renewal SA development.
- There is stormwater from the end of Dunedin Court discharging into this property. This stormwater movement across 103 Liguria needs protection.
- The access to Napier Court, Dunedin Court and other links needs to be protected.
- The nature strip down Liguria Crescent needs to be protected.

These issues will be considered and addressed as part of the assessment of any development application.

6. Financial Summary

Councils Disposal of Council Land and Other Assets Policy requires the disposal at current market value for the subject land, as assessed by an independent licensed land valuer, with the net proceeds contributing towards the annual revenue target to be raised from the sale of surplus assets as per the Long-Term Financial Plan.

In certain circumstances Council may depart from its Policy and pursue a disposal method that achieves financial and non-financial outcomes for its community. In this case non-financial outcomes may include provision of housing in a housing shortage, provision of affordable housing, and good design outcomes - in particular connectivity of new community to existing services, recreation, education and transport infrastructure.

7. Risk and opportunity management

Risk	
Identify	Mitigation
Reputation/community expectation	The community will anticipate existing foot traffic movements to be maintained and these will be designed into the proposed development.
Political	RSA may anticipate Council will contribute its reserve lands for \$Nil consideration as a Local Government contribution towards resolving the current state housing shortage. Council's Disposal Policy enables it to receive both financial and non-financial returns upon disposal of surplus lands.
Financial/business sustainability Financial/business sustainability – Council does not approve the commencement of revocation of community land classification and disposal to the adjoining landowners.	Council manages its land ownership portfolio in an efficient and sustainable manner by continually reviewing its assets and considering disposal options where little or no community benefit is derived from retention of the land. There is no strategic requirement for the subject land to remain in Council's ownership. There are easements over the land which RSA are aware of and has plans to address. Therefore, revocation and disposal to RSA to contribute toward resolving the state's housing shortage is considered preferable to retention as open space.

Environmental risks (various)	Accommodate north/south and east/west linkages for pedestrians and wildlife. Strategic landscaping in the proposed development to reduce urban heat island effect. Ensure the proposed RSA development designs include provision for the major overland stormwater flow path passing through this property to mitigate against flooding of properties.
Compliance/legal	Follow the provisions of the <i>Local Government Act 1999</i> ahead of committing to the disposal of any community land to a third party.
Opportunity	
Identify	Maximising the opportunity
Council approves the commencement of revocation of community land classification and disposal to the adjoining landowners.	Consistent with all proposed revocations and disposals, the subject land has been assessed by council officers against a range of strategic and operational criteria prior to being classified as surplus to requirements and potentially suitable for disposal to the landowners of the adjoining land. In this case, the strategic land use assessment indicates that the subject land is not required as community open space land and disposal is considered preferable to retention, subject to the protection of the third-party utilities contained in the land.

8. Timelines and deadlines

No specific timelines or immediate deadlines apply as the process of revocation of community land classification and the resultant disposal can take up to two years to complete.

9. Next steps

A Communication and Engagement Plan (see Attachment 4) outlining all adjacent landowners and relevant community groups to be consulted, as well as the mandatory public consultation required for the revocation process under the *Local Government Act 1999*, will be prepared and implemented.

A further report following the completion of the public consultation phase of the revocation process (if approved by Council) will be provided to Council detailing the outcomes of the public consultation to enable Council to determine if the revocation and disposal process should proceed.

10. Attachments

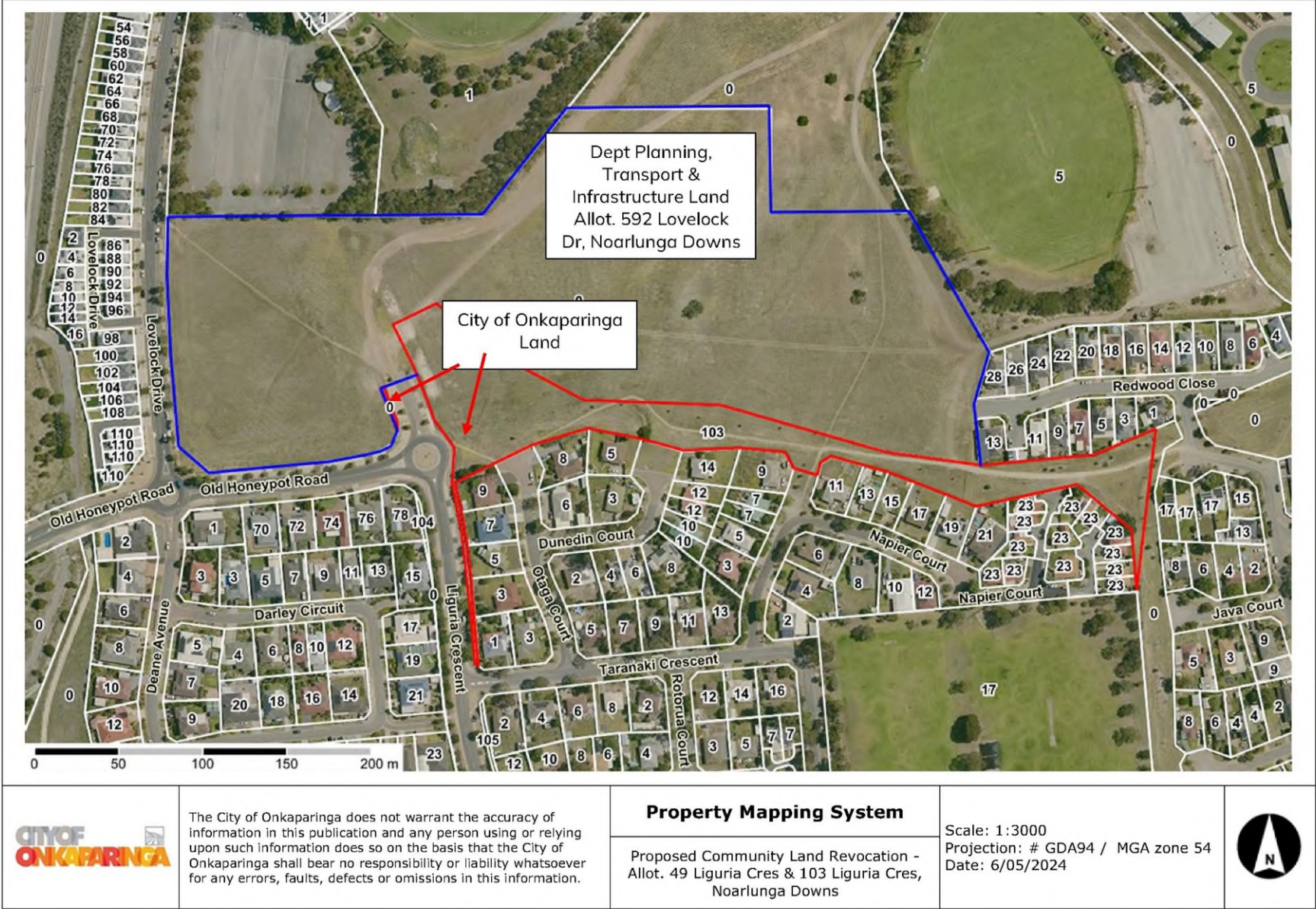
Attachment 1 – Aerial of the subject land and adjoining landowner's property (1 page)

Attachment 2 – Certificates of title (5 pages)

Attachment 3 – Public Report pursuant to section 194(2)(a) of the *Local Government Act 1999* (2 pages)

Attachment 4 – Community Engagement Plan (20 pages)

- END OF REPORT -





Product	Register Search (CT 5648/688)
Date/Time	16/04/2024 08:37AM
Customer Reference	Kylie Caruso
Order ID	20240416000619

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5648 Folio 688

Parent Title(s)	CT 5382/259		
Creating Dealing(s)	TG 8573760		
Title Issued	30/04/1999	Edition 1	Edition Issued 30/04/1999

Estate Type

FEE SIMPLE (RESERVE)

Registered Proprietor

CITY OF ONKAPARINGA
OF PO BOX 1 NOARLUNGA CENTRE SA 5168

Description of Land

ALLOTMENT (RESERVE) 289 DEPOSITED PLAN 23721
IN THE AREA NAMED NOARLUNGA DOWNS
HUNDRED OF NOARLUNGA

BEING A RESERVE

Easements

SUBJECT TO EASEMENT(S) OVER THE LAND MARKED D (TG 8573760)

SUBJECT TO SERVICE EASEMENT(S) OVER THE LAND MARKED C FOR SEWERAGE PURPOSES TO SOUTH AUSTRALIAN WATER CORPORATION (223LG RPA)

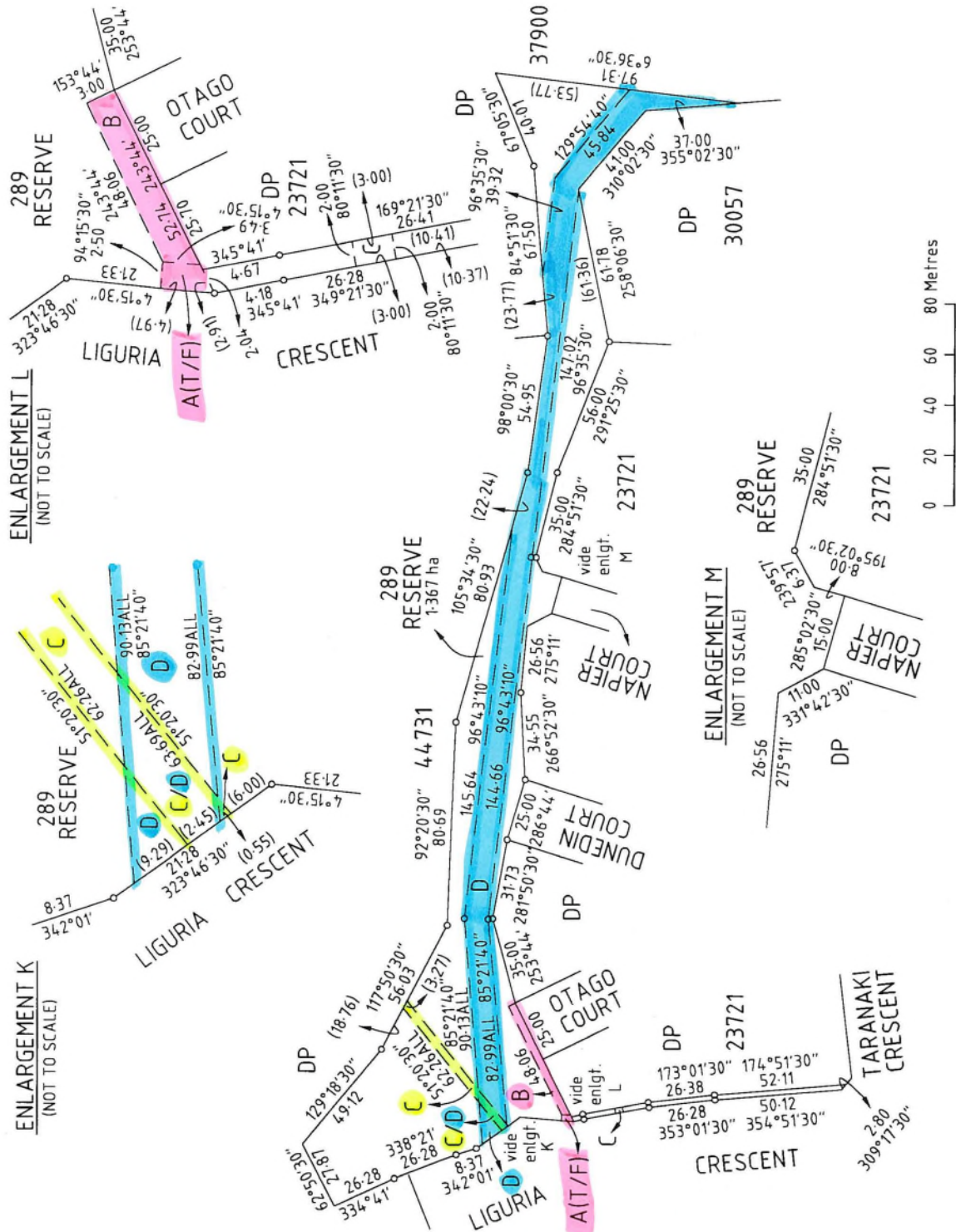
SUBJECT TO SERVICE EASEMENT(S) OVER THE LAND MARKED A(T/F) AND B FOR ELECTRICITY SUPPLY PURPOSES TO DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000) (223LG RPA)

Schedule of Dealings

NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL



REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5383 Folio 472

Parent Title(s) CT 4334/283
Creating Dealing(s) CONVERTED TITLE
Title Issued 05/12/1996 **Edition** 1 **Edition Issued** 05/12/1996

Estate Type

FEE SIMPLE (RESERVE)

Registered Proprietor

CITY OF ONKAPARINGA
OF PO BOX 1 NOARLUNGA CENTRE SA 5168

Description of Land

ALLOTMENT (RESERVE) 49 DEPOSITED PLAN 23636
IN THE AREA NAMED NOARLUNGA DOWNS
HUNDRED OF NOARLUNGA

BEING A RESERVE

Easements

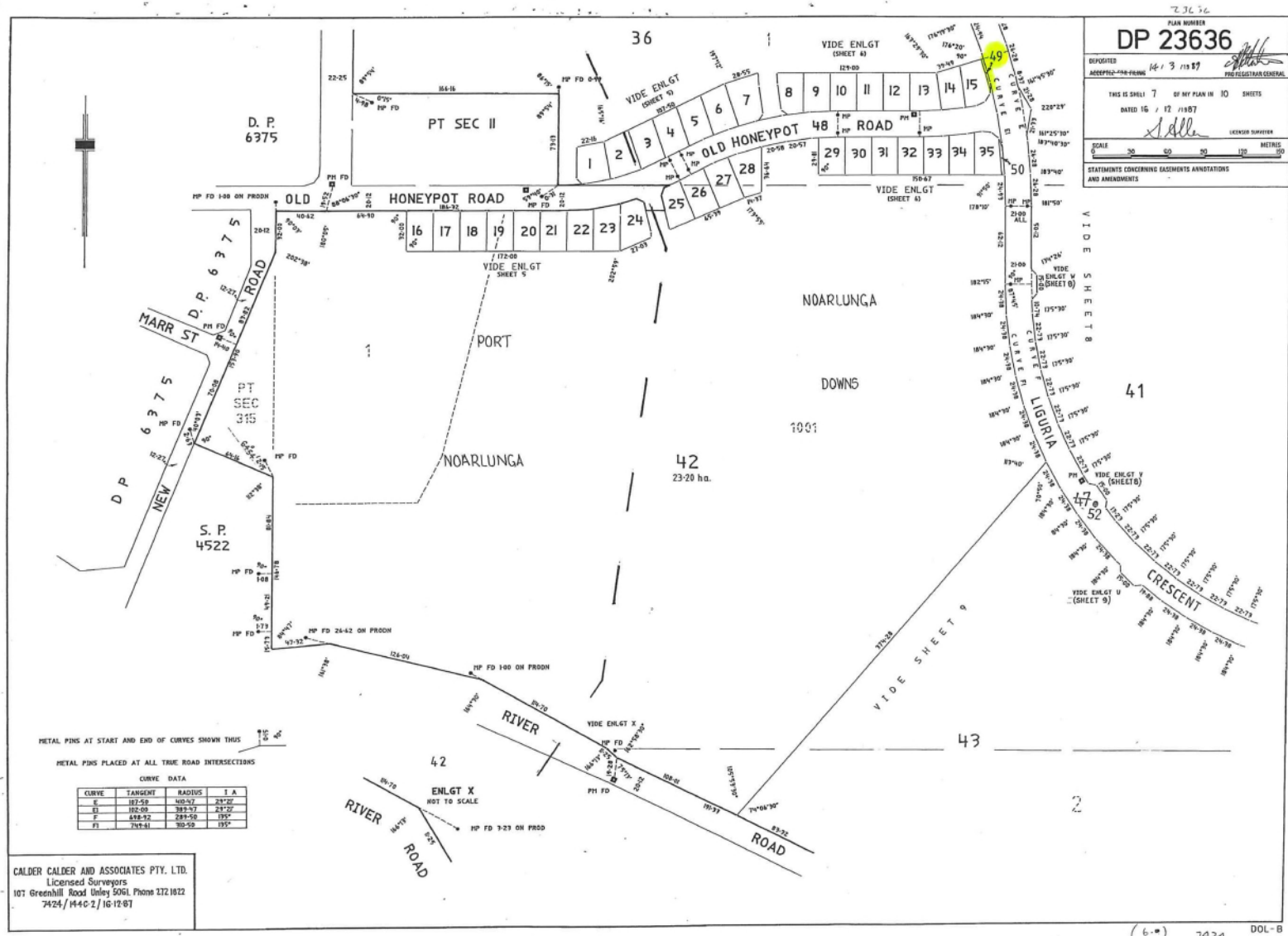
NIL

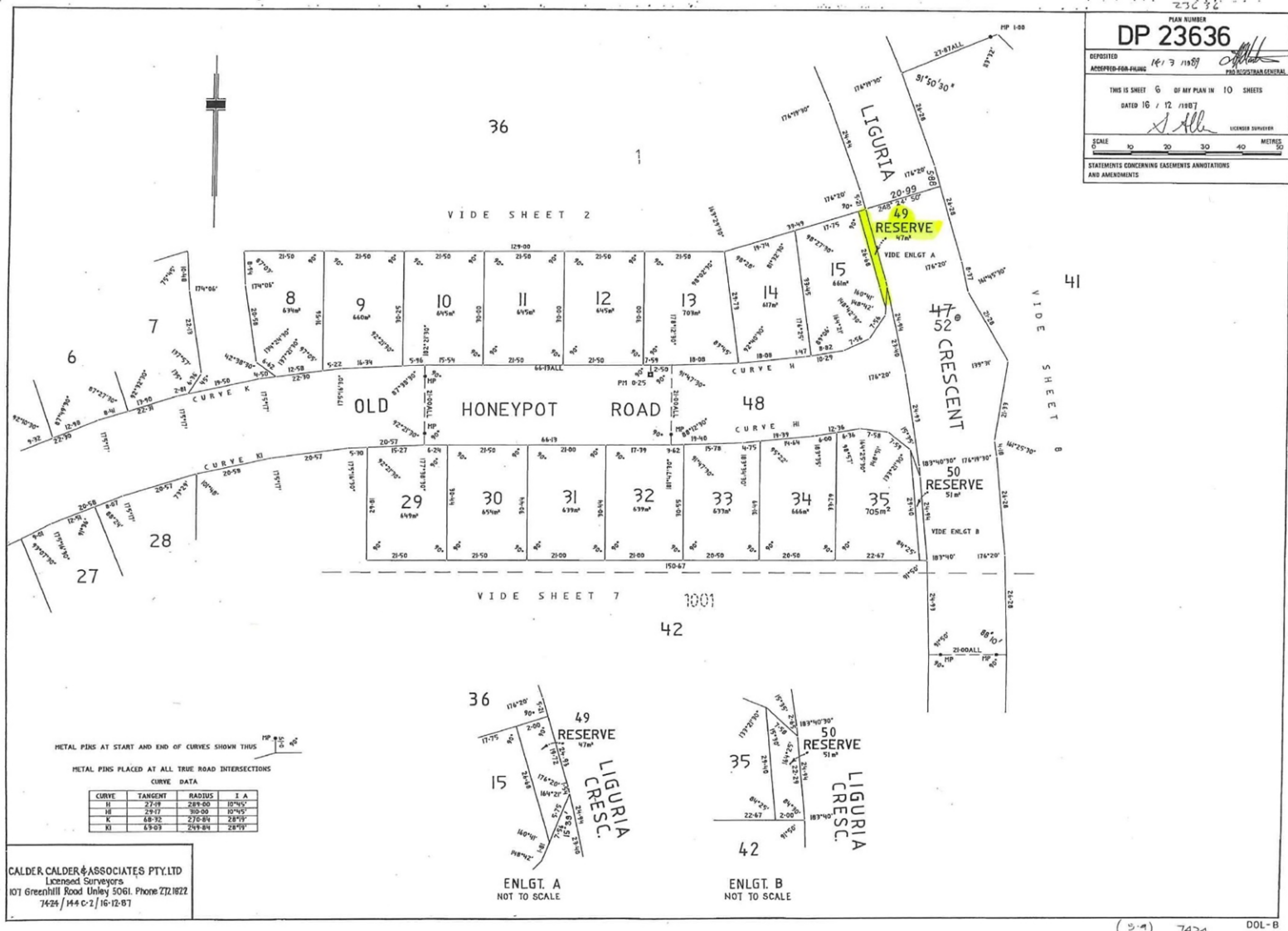
Schedule of Dealings

NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL





Public Report Pursuant to Section 194 (2)(a) of the *Local Government Act, 1999*

Proposal to commence the revocation of community land classification for reserves for disposal to adjacent landowner, Allotments 49 and 103 Liguria Crescent, Noarlunga Downs

The subject land parcels are legally described as Allotment (Reserve) 49 in Deposited Plan 23636, comprised in portion of Certificate of Title Volume 5383 Folio 472, located at Allotment 49 Liguria Crescent, Noarlunga Downs (Parcel 1) and Allotment (Reserve) 289 in Deposited Plan 23721, comprised in portion of Certificate of Title Volume 5648 Folio 688, located at 103 Liguria Crescent, Noarlunga Downs (Parcel 2).

These parcels of open space reserve land were created by subdivision of SA Housing Trust land and vested to Council in 1989.

The subject parcels of land are located adjacent to the vacant land owned by the Department of Planning, Transport and Infrastructure to the north and within close proximity to Cardijn College to the northeast. Parcel 1 measures 47sqm and Parcel 2 measures 13,676sqm, Attachment 1 – aerial of the subject land and adjoining landowner's property.

Summary of the reasons for the proposal:

The proposed revocation and disposal are the result of the adjoining landowner Renewal SA approach to council to acquire the reserve land parcels to contribute to the development and construction of a state government housing project.

Renewal SA on behalf of SA Housing Trust anticipate the construction of approximately 600 new homes across two land parcels to the east and west of Lovelock Drive, Noarlunga Downs.

Over the next seven to 10 years, it is anticipated this development will provide housing for approximately 1200 residents and will feature affordable housing options and provide at least 80 new social houses to be developed.

Further information about the Renewal SA development can be found here.

<https://renewalsa.sa.gov.au/news/pipeline-of-affordable-housing-continues-with-major-infillproject-at-noarlunga-downs>.

Statement of any dedication, reservation, or trust to which the land is subject:

The land is not subject to any dedication, reservation, or trust.

The proposal is to revoke the community land classification with a view to dispose of the land to Renewal SA:

Councils Disposal of Council Land and Other Assets Policy requires the disposal at current market value for the subject land, as assessed by an independent licensed land

valuer, with the net proceeds contributing towards the annual revenue target to be raised from the sale of surplus assets as per the Long-Term Financial Plan.

In certain circumstances Council may depart from its Policy and pursue a disposal method that achieves financial and non-financial outcomes for its community. In this case non-financial outcomes include provision of housing in a housing shortage, provision of affordable housing, and good design outcomes - in particular connectivity of new community to existing services, recreation, education and transport infrastructure.

Assessment of how implementation of the proposal would affect the area and the local community:

It is anticipated that the land will contribute to housing, stormwater management and open space.

The disposal of the subject land presents little or no known impact on the current use of the reserve by the community due to its size, location, and shape.

The combined land to be revoked and joined with the parcels to the north and northeast is planned to transform under-utilised space into a new community, close to key amenities. The new community will be delivered in partnership between Renewal SA and the SA Housing Authority. The combined project will become home to approximately 1200 residents over the next seven to ten years and feature more than 15% affordable housing, and 12.5% of the project site will be dedicated to open space. For further information, visit <https://renewalsa.sa.gov.au/news/pipeline-of-affordable-housing-continues-with-major-infill-project-at-noarlunga-downs>.

COMMUNICATION AND ENGAGEMENT PLAN

Revocation of Community Land classification for 2
Council Reserves at Allotment 49 Liguria Crescent &
103 Liguria Crescent, Noarlunga Downs

2024

Level 2 Project

Background information

- This Community Engagement Plan is prepared in relation to the proposal to commence the revocation of community land classification for the two Council reserves located at Allotment 49 Liguria Crescent (Parcel 1) and 103 Liguria Crescent, Noarlunga Downs (Parcel 2) for disposal to the adjacent landowner.
- **The subject land parcels are legally described as:**
 - Allotment (Reserve) 49 in Deposited Plan 23636, comprised in portion of Certificate of Title Volume 5383 Folio 472, located at Allotment 49 Liguria Crescent, Noarlunga Downs (Parcel 1)
 - Allotment (Reserve) 289 in Deposited Plan 23721, comprised in portion of Certificate of Title Volume 5648 Folio 688, located at 103 Liguria Crescent, Noarlunga Downs - (Parcel 2)
- The landowners of Allotment 592 Lovelock Drive Noarlunga Downs (State Government) have applied to Council to acquire the adjacent reserve land parcels to assist with the development and construction of a state government high density housing project.
- Parcel 1 measures 47sqm and Parcel 2 measures 13676sqm.
- The subject land is located within the Housing Diversity Neighbourhood zone. This zone provides for medium density housing construction to support of needs and lifestyles.
- There are no registered easements over Parcel 1 and Dial Before You Dig searches indicate there is no existing infrastructure within the subject land either. However, Parcel 2 is subject to easements to the Willunga Basin Water Company (WBWC), SA Water for sewerage purposes, and to SA Power Networks for electricity transmission. The easement to WBWC is 10m in width and traverses the land from east to west.
- Parcel 1 is classified as a 'Screening Buffer' and Parcel 2 is identified as "Developed Reserve" on Council's Community Land Management Plan.
- Internal consultation of the proposal within Council did not identify a strategic or operational need for Council to retain ownership of the subject land. Disposal of the subject land was supported by council officers, with a recommendation being presented to Council at the May 2024 meeting.
- Council will follow the relevant steps in its public consultation procedure in accordance with the provisions of the *Local Government Act 1999*, to provide interested persons with a reasonable opportunity to make submissions in relation to the matter.
- Council approval to commence the revocation of community land classification for the subject land is required by legislation prior to disposal to the adjoining landowners.

Purpose of communication and engagement

This Community Engagement Plan for proposal to commence the revocation of community land classification for the reserves located at Allotment 49 Liguria Crescent (Parcel 1) and 103 Liguria Crescent (Parcel 2), Noarlunga Downs for disposal to the adjacent landowners aims to:

- Provide clear information to stakeholders, residents, and the community on the proposal.
- To provide stakeholders and the community an opportunity to provide feedback on the proposal.

- Comply with legislative requirements.

Key messages

- To advise stakeholders that a change to the boundary of the council reserve is proposed and why?.
- The City of Onkaparinga is seeking feedback from stakeholders, and the community on the proposal via multiple techniques.
- Council will consider all feedback before progressing to approvals of the revocation of community land classification.

Engagement objectives

- Ensure legislative requirements are met.
- To go above legislative requirement, as appropriate, to ensure transparency.
- To inform adjacent landowners about the project and how it will impact them.
- To provide a broad range of opportunities for residents and the community to provide feedback.
- Ensure that stakeholders are kept informed.
- Ensure a consistent approach to all revocations of community land classification.

Project considerations

Check any relevant boxes

- Are there any legislative requirements? ☒
- Has there been any previous community engagement on this matter? ☐
- Does the project engage Aboriginal or Torres Strait Islander people? ☐
- Will public art be included in the project? ☐
- Are there any other projects in the area? ☐

If you have checked any of the above boxes, provide further information below.

- Section 194 - Revocation of classification of land as community land, *Local Government Act 1999*.

Community engagement method

STEP 1: NEGOTIABLES

Negotiables	Comments/reasoning
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What can community influence?	Surrounding residents and community can provide feedback which could influence the decision to progress the revocation process.
Non-negotiables What can't the community influence?	Comments/reasoning Council's and Minister of Local Government's approval of the revocation process.

STEP 2: RISK ASSESSMENT

The following table will assist staff with assessing the level of complexity, sensitivity and potential impacts of the project. When considered along with the negotiables table it will help to determine the best overarching engagement approach for the project.

While this section will guide staff in the selection of the overarching engagement method for the project, **it is important to note that the appropriate method for each stakeholder will be detailed in the Communication and Engagement Action Plan below.**

Risk	low	medium	high	explanation
What is the degree of complexity of the project?	☐	☒	☐	The proposal is for the disposal of the land to State Government to assist with a large-scale development for the provision of high-density housing. The area of land in question will largely remain as a reserve, however development and construction of approximately 12 allotments is anticipated in the western area of land parcel 2. It is anticipated that the open space will be returned to Council for care, control and management once the development is complete.
What is the degree of potential impact to stakeholders?	☐	☒	☐	There are potential impacts to the users of the reserve and trails within the land. Those backing onto the reserve currently (if any) may lose views overlooking the current reserve. With all new developments, extra cars/traffic will be present.

What level of media/ community/ political interest is anticipated?	☐	☐	☒	Local community interest is anticipated. As with all land revocations, there is potential for media interest.
Total		2	1	

Method	Our commitment to the community	Select
Inform	We will keep you informed	☒
Consult	We will listen to your concerns and aspirations, and provide feedback on how your input influenced the decision(s)	☒
Active participation	We will work with you to ensure that what we've heard is directly reflected in the alternatives developed, and provide feedback on how your input influenced the decision(s)	☒

Community Engagement will be undertaken with local residents, businesses and the community within a designated zone listed below. Feedback will be collated and presented to Elected Members for consideration regarding the approval of revocation of community land classification.

Geographic boundaries

Focus area of proposed community engagement consisting of residents directly impacted and in the vicinity of the proposal.



Project governance

Project sponsor	
Project Governance Group	
Project leader	Kylie Caruso
Project team	Property Transactions
Working group	

Timing – project milestones

Dates	Activity	Notes
May 2024	First Report on Council Meeting agenda	
June/July 2024	Public Consultation to be undertaken	
September 2024	Engagement Feedback Report included in Second Report on Council Meeting agenda	

Communication activities

☒ Public Notice(s)	☒ Your Say Onkaparinga	☒ Letters to residents
☒ Email to Mayor and Elected Members	☒ Advertising materials (e.g. on-site signage)	☒ Website update
☐ CEO News	☐ Director News	☒ Other Email to Your Say members with an interest in Noarlunga Downs, open space
☒ Email to stakeholders listed in the engagement plan	☒ Email to Community Register with an interest in Noarlunga Downs, open space	☐

☐	☐	☐
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DRAFT

Key stakeholder analysis

Consider and list all stakeholders both internal and external: Work with the Engagement unit to identify your stakeholders, including those listed in the Community Group Register. Consider Council/elected members, media, staff, consultants, residents, land owners, industry groups, adjoining councils, community groups, specific interest groups/individuals, general communities/public, Members of Parliament, government agencies, non-government agencies. Think about communities of place as well as communities of interest.

Stakeholder	Level of impact and/or interest in the project?	What do they need to know/understand?	When should they be engaged?	Responsible officer
Decision-makers				
Mayor	Low	Informed of Proposal and Engagement in first report at Council Meeting. Informed of Engagement Feedback in second report at Council Meeting.	Prior to Public Consultation (June/July) August	Kylie Caruso
Elected Members/Ward Councillors	Low	Informed of Proposal and Engagement in first report at Council Meeting. Informed of Engagement Feedback in second report at Council Meeting.	Prior to Public Consultation (June/July) August	Kylie Caruso
Minister for Local Government	Low	If approved by Council, Informed of Proposal, Engagement & Feedback	After Consultation and second report presented to Council	Kylie Caruso

Stakeholder	Level of impact and/or interest in the project?	What do they need to know/understand?	When should they be engaged?	Responsible officer
		and Council resolution in letter.		
Project partners				
Engagement Team	High	Informed of Proposal, kept informed at all stages throughout the project lifecycle including all decisions.	Ongoing	
Media team	Low	Informed of Proposal to respond to any media enquiries	Prior to engagement	Kylie Caruso
Technical stakeholders				
	Select			
Major precinct businesses, institutions, organisations				

Stakeholder	Level of impact and/or interest in the project?	What do they need to know/understand?	When should they be engaged?	Responsible officer
South Adelaide Football Club	Medium	Informed on Proposal and ways to provide Feedback.	When engagement opens June/July	Engagement team
Aboriginal and Torres Strait Islander stakeholders				
	Select			
Directly affected stakeholders (community/special interest/sporting groups)				
Residents directly opposite the site for the new development	High	Informed on Proposal and ways to provide Feedback.	June/July	Kylie Caruso
Indirectly affected stakeholders				
Wider community	Low	Informed on Proposal and ways to provide Feedback.	June/July	Kylie Caruso
Community Register groups and Your Say Onkaparinga members with an interest in	Low	Informed on Proposal and ways to provide Feedback	June/July	Engagement team

Stakeholder	Level of impact and/or interest in the project?	What do they need to know/understand?	When should they be engaged?	Responsible officer
Noarlunga Downs and Open Space				
Non-government organisations (NGOs), peak bodies, industry groups				
	Select			
Educational institutions				
Cardijn College	Medium	Informed on Proposal and ways to provide Feedback.	June/July	Kylie Caruso
Noarlunga Downs Primary School				
Noarlunga Downs Children' Centre				
Broader community				
Visitors/users of the reserve	High	Informed on Proposal and ways to provide Feedback.	June/July	Kylie Caruso

Stakeholder	Level of impact and/or interest in the project?	What do they need to know/understand?	When should they be engaged?	Responsible officer
Media				
	Select			

Communication and engagement action plan

List all stages of your engagement ensuring all stakeholders listed above and all promotional methods are included.
Highlight a row and right-click to insert additional rows as required.

Phase	Desired outcome	Target audience/ stakeholders	Method	Channel/ techniques	Timeline	Responsible officer
List and describe each stage of your engagement	Briefly describe what you want to achieve	Identify audience/ stakeholders	• Inform • Consult • Active participation	Insert the techniques to be used e.g. media release, Onkaparinga Now, Facebook, letter drop, email, meeting, doorknocking, workshop, onsite meeting, Your Say, online survey/discussion	Include key dates in the order of what needs to occur first	Who is responsible for this action?
Planning	Internal Stakeholders consulted to determine strategic and operational needs. Information prepared for upcoming engagement: Public	Parks & Facility Operations Assets & Technical Services Planning & Regulatory Services Media team Mayor & Elected	Inform/Consult	Document via OneCouncil	February 2024	Fiona Dallimore/Kylie Caruso

	Notice, EM update, Resident letter, Signage. Your Say page prepared.	Members, Residents, Businesses and Community Residents, Businesses and Community	Inform/Consult Inform/Consult	Public Notice (The Advertiser) EM update Resident letter On-site signage Your Say content Stakeholder email Your Say email	June/July 2024 June/July2024	Kylie Caruso Engagement Team
Implementation	Mayor & Elected Members informed that a Your Say page will be live at time tba Customer Service Centre(s) informed of the upcoming engagement and know where to direct enquiries. Customer service centre staff have information packs ready for the 'Go Live' engagement	Mayor & Elected Members Customer Relations	Inform Inform	Email (EM Update) Email	Tba Tba	Property Team Kylie Caruso

	date. All Stakeholders informed of Engagement and how to provide Feedback.	Customer Relations Noarlunga Downs residents (see Geographic boundaries map) Community Stakeholders: • South Adelaide Football Club • Cardijn College • Noarlunga Downs Primary • Noarlunga downs children's centre	Inform Consult	Information pack Public Notice (The Advertiser) Your Say page live Letter box drop Information pack – Customer Service Counter, Noarlunga Centre Stakeholder email Your Say member email	Tba	Kylie Caruso Kylie Engagement Team
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Evaluation	Data analysis using 'You Say' reports and feedback received from other sources used to prepare Engagement Feedback Report.	Property Team and Engagement Team	Evaluate	Meetings Emails	Tba	Property Team Engagement Team
	Engagement Feedback Report is reviewed.	Engagement Team	Evaluate	Meetings Emails	Tba	Engagement Team
	Prepare and submit second Council Report to Council Meeting agenda.	Property Team, Engagement Team	Evaluate		Tba	Kylie Caruso
Outcome	Council decide if the revocation process can proceed	Elected members	Inform	Council Meeting	Tba	Kylie Caruso
Closing the feedback loop	Key stakeholders and 'project followers' are notified of the project outcomes.	• Project followers • South Adelaide Football Club • Cardijn College	Inform	Council Meeting Minutes Your Say page update Email to project followers Email to key stakeholders	Immediately following the council meeting.	Kylie provides project outcomes to Engagement team following council meeting.

		Noarlunga Downs Primary Noarlunga downs children's centre Renewal SA				Renewal SA notified of outcomes
Final Minister outcomes	Stakeholders and project followers are notified of the final approval	As listed above	Inform	Your Say page update Email to project followers Email to key stakeholders	Once Minister approval has been obtained.	Kylie to notify Engagement team when this occurs.

Closing the loop

How will you report back to your stakeholders on what you did and what you heard during consultation?

Stakeholder	Form of communication	Who is responsible?	Timing
Mayor and Elected Members	Council Meeting and resolution	Property Team	
Residents and Community, Your Say – project followers	Council Meeting Minutes Your Say page update Your Say email to followers Stakeholder email	Property Team Engagement Team	
Minister for Local Government (if approved by Council)	Letter	Property Team	
Internal Council Stakeholders	Document via OneCouncil	Property Team	

Campaign evaluation

What does communication and engagement success look like? How will we measure it? How will we know which techniques worked? For example, number of responses received, positive media sentiment.

Success will be measured by how we listen to stakeholders. Positive outcomes of informed and aware community members on the Your Say page and evaluation on feedback will show whether these techniques worked.

Sign-off

Officer who prepared the document

Name: Kylie Caruso

Position
title: Property Officer Transactions

Reviewed by Marketing and Communications team

Name: Not required

Date: _____

Reviewed by Community Engagement Advisor

Name: Paula Bugden

Date: 8/5/2024

Approved by Project Sponsor

Name: _____

Position title: _____

Signature _____ Date _____