



Precinct 202 Code Amendment Engagement Plan

Designated entity

City of Victor Harbor

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Contact details

Name: Graham Pathuis

Position: Director Community and Development

Email: localgov@victor.sa.gov.au

Phone: (08) 8551 0500



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1. Background information

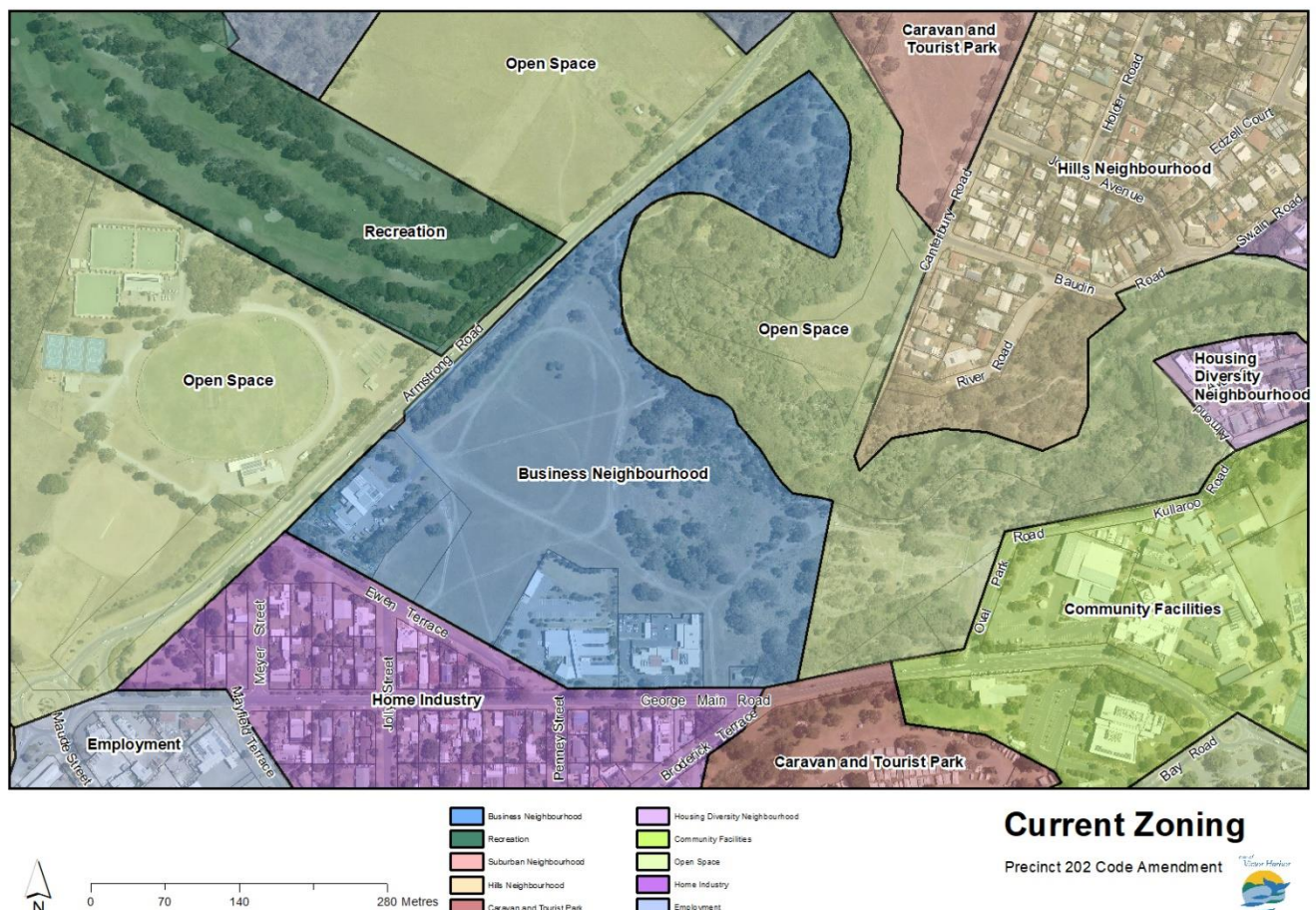
1.1. What is proposed?

The City of Victor Harbor (the Designated Entity) is proposing an amendment (the Code Amendment) to the Planning and Design Code (the Code) as it relates to land within the Affected Area and shown in **Figure 1.1** below.

This Code Amendment seeks the rezoning of the Affected Area from Business Neighbourhood to Community Facilities, as the current zoning does not envisage or support the facilities anticipated for, or currently existing within, the Affected Area.

The Code Amendment also proposes the application of a Concept Plan to the Affected Area that defines areas of high ecological value, walking trails and water courses. This, along with the retention of existing overlays, will mitigate the effects of development on existing vegetation and the river corridor. Refer to the Code Amendment for details regarding the current and proposed policies.

Figure 1.1 Affected Area and Current Zone



1.2. Why is this project being initiated?

The primary purpose of this Code Amendment is to enable Council to develop a community sport and recreation precinct (the Precinct) on Lot 202 within the Affected Area.

In response to the demands and pressures of a growing community and region, Council has been strategically planning for many years the development of a Community Precinct to include indoor and outdoor recreation, as well as other key community infrastructure. Most recently, Council has been focusing its efforts on the development of the Precinct on Lot 202, which sits within the Affected Area.

Whilst the delivery, operational models and scope of the Precinct are still being considered, the current zoning does not allow for the development of indoor recreational facilities in any form.

Similarly, the State Government owned Lot 201 has been set aside for a future State Emergency Services and Sea Rescue Service facility, which is also not allowed for in the current zoning.

There are other existing uses within the Affected Area that are not envisaged within the current zoning, namely a community centre, tertiary education facility and police station / courthouse. Whilst they are existing land uses, the Code Amendment will rectify this anomaly and provide for a contiguous and orderly land use zone within the Affected Area.

Foreshadowing of the Code Amendment

The development of a community recreation centre facility within the Affected Area and the subsequent rezoning that would be required, was foreshadowed when Council purchased Lot 202 from the Government of South Australia in 2021. It was acknowledged in the sale transaction – as follows:

12. REZONING OF THE LAND

12.1 The Vendor acknowledges that the Purchaser:

12.1.1 desires to acquire the Land for the purposes of constructing a new community recreation centre facility thereon (the **Intended Purpose**); and

12.1.2 intends to lodge an application for the Land to be rezoned after settlement, from a Business Neighbourhood Zone to a Community Facilities Zone within the meaning of those terms under the Planning and Design Code (the **Code**) established under the *Planning, Development and Infrastructure Act 2016* (SA) (the **PDI Act**) and the Vendor is supportive of the Purchaser progressing the requisite Statutory application for the change in zoning.

Strategic Alignment

The proposed Code Amendment aligns with key strategic planning outcomes and relevant strategic documents, as follows:

State Planning Policies and Regional Plan

- Provision of strategic infrastructure that helps to shape the pattern of settlement in a way that enhances quality of life and supports long-term sustainability.
- Strategically locate sports and recreational facilities to cater for community needs.

- Consideration of strategic transit corridors to encourage greater use of active transport options such as walking, cycling and public transport.
- Preservation of areas with recognised natural character and values, such as native vegetation and consideration of development that can co-exist with and safeguard biodiversity values and critical functions.
- Enhancement of the biodiversity of urban areas and townships through a connected and diverse network of green infrastructure systems along streetscapes, major watercourses, linear parks, open space, the coast and other strategic locations.
- Ensure quality open space is within walking distance of all neighbourhoods to:
 - link, integrate and protect biodiversity assets and natural habitats
 - provide linkages to encourage walking and cycling to local activities, local activity centres and regional centres
 - be multi-functional, multi-use
- Identification and consideration of the risk to people, property and the environment from exposure to natural hazards including extreme heat events and flooding.

Community Plan 2030 - City of Victor Harbor

Aspiration 1: We are a caring, connected and active community.

- Strategy - Encourage initiatives that facilitate social interaction and connection with the community;
- Strategy - Provide safe, welcoming and accessible places;
- Strategy - Provide a variety of open space and recreation opportunities;
- Strategy - Improve the health and well-being of community;
- Priority - Support the growth of local and regional sporting clubs and facilities.

Aspiration 5: We have services and infrastructure that meet our community needs.

- Strategy - Provide key community infrastructure;
- Strategy - Facilitate capacity to deal with emergencies.

Sport, Recreation and Open Space Strategy 2023-2033 - City of Victor Harbor

- Our open spaces will be well distributed, connected and accessible by everyone in our community, regardless of where they reside or frequent within the city.
- We will strive for our spaces to reflect the principles of universal design by promoting physical access for all abilities and genders.
- Our sport and recreation facilities will be non-exclusive, fit for purpose and share resources to reduce the burden of our volunteers and ratepayers.

A full list is provided in **Attachment D** of the Code Amendment.

Previous Engagements relating to the Affected Area

The Council has undertaken a number of engagements relating to the development of a community, sport and recreation facility at Lot 202 Armstrong Road, Victor Harbor.

Most recently in early 2024, the City of Victor Harbor consulted on a proposed Community Land Revocation of Lot 202 Armstrong Road, the proposed Precinct site.

This consultation gained high interest from the community as it related specifically to the leasing of the land to a private consortium for an extended period of time in exchange for a reduction in Council, and ratepayer, investment. The details of this arrangement are still being considered and negotiated however, the consultation did not refute the need for, nor the benefit of, community, sports and recreation facilities in this location. The Regional Community, Sport and Recreation Precinct has remained the most important across all groups in recent Community Satisfaction surveys.

As detailed above, notwithstanding the delivery model, the Code Amendment is required for the development of these much-needed community facilities within the Affected Area.

1.3. Investigations already completed

Investigations undertaken on the Code Amendment include:

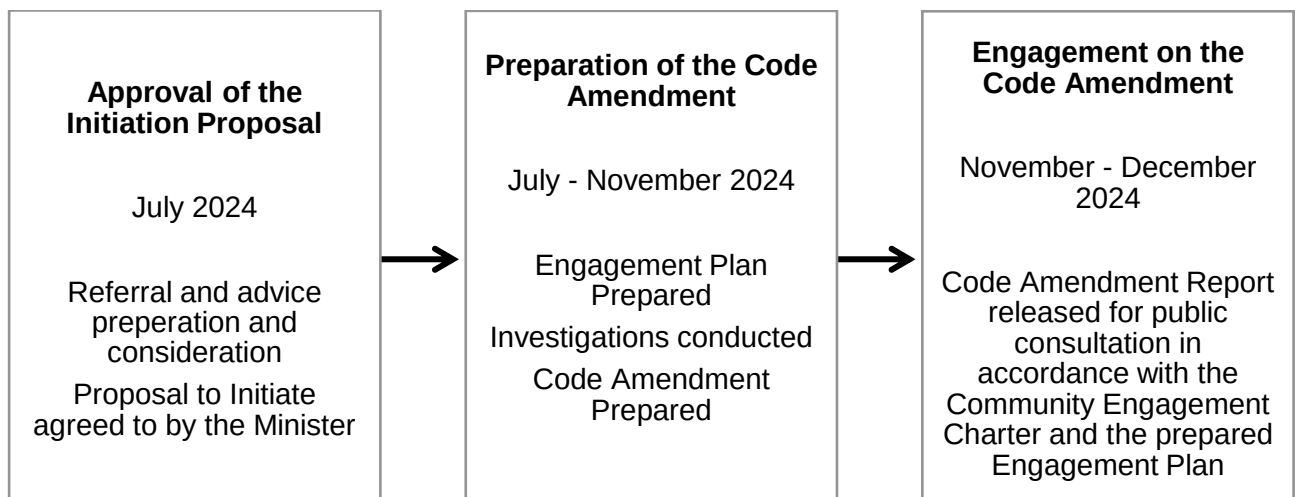
- Electrical and Hydraulic Services Report – TMK Engineers
- Flora and Fauna Investigations – Ecosphere Ecological Solutions
- Register of Aboriginal Sites and Objects – Aboriginal Sites Affairs and Reconciliation
- Traffic Impact Statement – HDS Australia

The outcomes of all investigations are summarised in the Code Amendment and are available in full via the PlanSA website.

2. Code Amendment Process

The Code Amendment process follows steps which require specific actions at each milestone. The timeframes for each step are outlined within **Figure 2.1** – note the first two stages are complete.

Figure 2.1 Status of the Code Amendment





3. Engagement Approach

3.1. Purpose

The purpose of the engagement is to inform the rezoning of the Affected Area to enable the future development of the land for community, sport and recreational purposes.

Specifically, the engagement will -

- Raise awareness and inform the community about the Code Amendment
- Provide information to the community about the proposal to change the zoning of the Affected Area from the Business Neighbourhood Zone to the Community Facilities Zone
- Provide opportunities for the community to review the proposal, seek clarification and offer feedback on the proposal to rezone the Affected Area
- 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 final version of the Code Amendment
- Meet statutory requirements as they relate to engagement on a Code Amendment

3.2. Objectives

The key objectives of the first engagement are to:

- Share information with the public about the Code Amendment
- To provide easy to understand written and graphic materials that explain the proposed rezoning
- Create an understanding of the reasons for the Code Amendment
- Ensure that all affected and interested stakeholders have the ability to provide input
- Understand the views of the stakeholders
- Inform and improve the quality of the policy within the Code Amendment
- Close the loop by informing members of the community who participate in the engagement process of the outcomes of the consultation and the final decision
- Comply with the Planning, Development and Infrastructure Act 2016 (PDI Act) and the Community Engagement Charter

4. Scope of influence

The Planning and Design Code is a statutory instrument under the Planning, Development and Infrastructure Act 2016, used for the assessment of proposed development and related matters within South Australia.

The Code contains the planning rules and policies that guide what can be developed in South Australia. Planning authorities use these planning rules to assess development proposals.

This Code Amendment is led by the City of Victor Harbor. The scope of the Code Amendment is limited to the spatial application of existing policies within the Code. The Code Amendment cannot create additional policies/zones or make changes to existing policy/zone text.

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

- Issues and/or opportunities that should be considered in preparing this Code Amendment
- Whether the Community Facilities Zone is the most appropriate Zone for the Affected Area.
- Whether the investigations undertaken as part of the Code Amendment are sufficient to consider the impact of the rezoning on the surrounding area.
- Whether the Concept Plan addresses key matters stakeholders would like to see regarding future development on the Affected Area.
- The need for any other Technical and Numeric Variations (for example building height).
- The application or removal of any Overlays to the Affected Area.

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

- The geographic extent of the amendment, in other words the extent of the Affected Area.
- The standard wording of the policy established by the Planning and Design Code for the Community Facilities Zone (this relates to state-wide policy)
- The standard wording of the policy established by the Planning and Design Code for relevant Overlays and General Development Modules (this relates to state-wide policy)

5. 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:

General

- The City of Victor Harbor is reviewing the planning rules for the Affected Area to ensure the potential is maximised to meet the needs of our community now and in the future.
- The Code Amendment proposes a rezone to the Community Facilities Zone to ensure the existing and future community facility projects can be accommodated on the land.
- Development of an indoor sport and recreation facility is not supported on this land within the current zone policy.
- When Council purchased Lot 202 Armstrong Road from the SA Government, it made clear its intent to use the site for a future community recreation facility and foreshadowed this rezoning process.
- It's important that planning rules ensure development in this area is appropriate and achieves the greatest benefits for the state and our community.
- Potential development of this key site presents a rare opportunity to make a significant contribution to community and social infrastructure in Victor Harbor.
- The community is invited to provide feedback on the draft Code Amendment, which will provide guidance for future development in the Affected Area.
- Consultation is open from 8 November to 6 December 2024 (4 weeks).
- Visit the YourSAy website for more information and to share your feedback



6. Stakeholder and community mapping

The following section identifies the stakeholders and communities that will be interested in and actively engaged in this consultation process.

It outlines anticipated interests, which assists in planning information and engagement activities that meet stakeholder needs and expectations.

It attributes three levels of engagement, which references the International Association for Public Participation (IAP2) public participation spectrum 1 and is outlined below.

- An **INFORM** level of engagement commits to providing information that helps stakeholders to understand the problem/issue, alternatives, opportunities or solutions. It commits to keeping stakeholders informed.
- A **CONSULT** level of engagement builds on the inform level to also seek feedback on the problem/issue and may include looking at options, alternatives, etc. It commits to keeping stakeholders informed and letting them know how their feedback was used.
- An **INVOLVE** level of engagement builds further to work directly with stakeholders to ensure that their views are consistently understood and considered. It commits to ensure stakeholder views are reflected in project outcomes and letting them know how this impacted on decision making.
- A **COLLABORATE** level of engagement commits to partnering with stakeholders at each step in the decision-making process including the development of alternatives and the identification of the preferred solution. It involves working together with stakeholders to formulate solutions and incorporate their advice and recommendations into decisions to the maximum extent possible.

Stakeholder and community mapping

Stakeholder	Level of interest in the project (i.e. high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
Local Government				
City of Victor Harbor – Administration	High	Implications for development assessment and heritage services and place coordination.	Regular conversations and updates, including review of draft material.	Involve
City of Victor Harbor – Council Members	High	Broad interest in community outcomes within the City of Victor Harbor.	Keep informed throughout progression of Code Amendment. Decision maker.	Consult
Local Government Association (LGA)	Medium	Statutory requirement to inform LGA as part of Engagement Plan.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Ministers and local MPs				
Minister for Planning – The Hon. Nick Champion MP	High	The Minister is the decision maker on the Code Amendment.	Needs to be briefed on the final Code Amendment and receive a copy of the engagement report for the consultation. Needs consultation to be undertaken in accordance with the Community Engagement Charter under the Planning, Development and Infrastructure Act 2016.	Decision maker
Federal Member for Mayo – Rebekha Sharkie MP	High	Represents the organisations and individuals in advancing the interests of the electorate.	Expect to be informed and engaged and have opportunities to provide feedback on the Code Amendment	Consult
Member for Finnis - David Basham MP	High	Represents the organisations and individuals in advancing the interests of the electorate.	Expect to be informed and engaged and have opportunities to provide feedback on the Code Amendment	Consult
Traditional Owners				
Ngarrindjeri Aboriginal Corporation (NAC)	High	Interest in impacts on Ngarrindjeri Country, cultural heritage, environmental impacts and opportunities to reflect and celebrate Ngarrindjeri knowledge and culture.	Expect to be consulted on how proposal impacts Ngarrindjeri Country and cultural heritage and to have opportunities to input into the Code Amendment.	Consult
Government Departments/Agencies				
Planning and Land Use Services, Department for Trade and Investment	High	Ensure that the intent of the Planning and Design Code is maintained.	That the consultation is undertaken in accordance with the Engagement Plan and the Community Engagement Charter.	Involve
Department for Environment and Water	High	Department for Environment and Water owns a small parcel within the Affected Area. Interest in change of land use and use of natural resources to enable sustainable development.	Expect to be consulted on environmental impact and water use and have opportunities to provide feedback on the Code Amendment. As a landowner within Affected Area, expect to have its views and ideas considered in the Code Amendment.	Consult

Stakeholder	Level of interest in the project (i.e. high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
Department for Infrastructure and Transport	High	Interest in change of land use impacts on local traffic and public transport, planning of roads and other infrastructure to connect the site to the communities, including road crossings.	As lead agency for transport, expect to have opportunities to provide expertise on major road networks, public transport and walking/cycling paths to influence the Code Amendment. Expect to work closely with government agencies and utilities to develop suitable infrastructure requirements for future development of the site. Need to understand impacts of required infrastructure on its future work and resourcing.	Involve/Consult
Department of Education	High	Interest in change of land use and impact of the proposal on the neighbouring school, existing facilities and community.	Expect to be consulted on matters relating to community land and facilities in the surrounding area and have opportunities to provide feedback on the Code Amendment.	Involve/Consult
Commissioner of Highways	High	Interest in ensuring that proposals will not cause unsafe or significant impacts to major road networks and traffic flows.	Expect to be notified of the Code Amendment and consulted on the potential impacts on major road networks and traffic.	Involve/Consult
Environment Protection Authority	High	Interest in how future proposed development is located to minimise impacts on the environment, human health and amenity.	Expects to be consulted on environmental impacts and have opportunities to provide feedback on the Code Amendment.	Consult
Office for Recreation, Sport and Racing	High	Interest in change of land use and impact on provision of recreational land.	Expect to be consulted on matters relating to recreational land provision and have opportunities to provide feedback on the Code Amendment.	Consult
TAFE SA	High	Tafe SA owns a parcel within the Affected Area.	Expect to be kept informed about the progress of the Code Amendment. As a landowner within Affected Area, expect to have its views and ideas considered in the Code Amendment.	Involve
State Emergency Service	High	Tafe SA owns a parcel within the Affected Area. Interest in ensuring suitable infrastructure and resources are available to provide emergency services to the area.	Expect to be kept informed about the progress of the Code Amendment. As a landowner within Affected Area, expect to have its views and ideas considered in the Code Amendment.	Consult
SA Ambulance Service	High	Interest in ensuring suitable infrastructure and resources are available to provide emergency services to the area.	Expect to be consulted on the impact on emergency ambulance services and have opportunities to provide feedback on the Code Amendment.	Consult
SA Police	High	Plenary Justice SA owns a parcel within the Affected Area. Interest in ensuring suitable infrastructure and resources are available to provide emergency services to the area.	Expect to be kept informed about the progress of the Code Amendment. As a landowner within Affected Area, expect to have its views and ideas considered in the Code Amendment.	

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)
Surrounding community				
Affected Area Property Owners	High	Interested in how changes to Code will impact them.	Keep informed throughout progression of Code Amendment, actively seek feedback. Statutory Requirement to inform.	Consult
Landholders/residents/businesses adjacent to the Affected Area	High	Need to be notified of the Code Amendment in accordance with Regulation 20 of the Planning, Development and Infrastructure (General Regulations) 2017.	Expect to be informed of the Code Amendment and have opportunities to provide feedback, ideas and ask questions.	Consult
Wider City of Victor Harbor community	Medium	Interest in the utilisation of land within the City of Victor Harbor.	Expect to be informed of the Code Amendment and have opportunities to provide feedback, ideas and ask questions.	Inform/Consult
Community committees and sporting groups	Medium	Interest in use of public spaces and issues and changes that may impact their local community and the groups they represent.	Expect to be informed of the Code Amendment and have opportunities to provide feedback, ideas and ask questions.	Consult
Utility providers				
Utilities and services: - SA Power Networks - SA Water - ElectraNet - APA Group - Epic Energy - Australian Gas Networks - NBN - Australian Communications Network	High	Interest in interaction/impact with existing utility infrastructure.	Expect to be consulted on infrastructure requirements for future development and have opportunities to provide feedback on the Code Amendment.	Consult
Media				
Local media	Low	Interest in issues affecting the community. May be interested on the community's view on change in proposed zoning.	Expect to be able to access information about the Code Amendment.	Inform

Applying the Charter principles

Stakeholder	Engagement need or technique
Member for Mayo Member for Finnis	- Letter sent via email with link to PlanSA portal - Follow up phone calls and meeting if required.
Minister for Planning – The Hon. Nick Champion MP	- Letter from City of Victor Harbor CEO notifying of start of consultation - Briefings as required - Direct communications with Ministerial advisors
Government departments/agencies Office for Recreation, Sport and Racing Ngarrindjeri Aboriginal Corporation	- Letters sent via email with link to PlanSA portal - Follow up phone calls and meeting if required.
Landholders/residents/businesses adjacent to the Affected Area Community and sporting groups	- Letter - YourSAy - PlanSA portal - FAQs - Fact sheet - Online presentation available for viewing - In-person community drop in session - Social media (City of Victor Harbor Facebook) - Hard copy draft Code Amendment available for viewing at City of Victor Harbor Civic Centre - City of Victor Harbor Community and Development department helpdesk (phone and email) - Media release
Wide City of Victor Harbor community	- YourSAy - PlanSA portal - FAQs - Fact sheet - Victorview point newsletter - Social media (City of Victor Harbor Facebook) - Online presentation available for viewing - In-person community drop in session - Hard copy draft Code Amendment available for viewing at City of Victor Harbor Civic Centre - City of Victor Harbor Community and Development department helpdesk (phone and email) - Media release
Utilities and services: - SA Water - SA Power Networks - ElectraNet - Australian Gas Networks - NBN - Australian Communications Network - Other Telecommunication providers	- Direct email - PlanSA portal - Following up phone calls and meeting if required
Media	Media Release

Staging your engagement

Stage	Objective	Stakeholders	Level of engagement	By when
Launch	Inform of the Code Amendment and consultation period.	All stakeholders	Inform	Friday 8 November 2024
Consultation	Provide an opportunity for affected or interested people/organisations to be made aware of the Code Amendment, have an opportunity to participate and influence the outcome.	All stakeholders	Inform/Consult	Friday 8 November 2024 to Friday 6 December 2024
Review feedback	We will review and summarise consultation feedback and prepare an engagement report and instructions for Ministerial decision.	N/A	N/A	December to mid-January 2025
Close the loop	Inform those who provided a submission about what we heard Obtain feedback from key stakeholders on the engagement process	Persons/organisations who provided written submissions on the Code Amendment or attended information sessions.	Inform	Early 2025
Decision	Deliver the final Code Amendment and engagement report to the Minister.	Minister for Planning	Empower	Following finalisation of the Code Amendment and engagement report.
Inform of outcome	Communicate Code Amendment outcome to stakeholders.	All stakeholders	Inform	Within 5 business days of the Minister's Approval.

Planning your engagement approach

Stage	Engagement activity	Engagement level and objective of activity	Stakeholders/ target audience	Timing
Launch	- Letter sent via email - Direct Email	Inform key stakeholders of the Code Amendment, the consultation period, avenues to provide feedback and how community will be engaged. Receive early feedback, questions, concerns and identify themes. Strengthen relationships with key stakeholders by keeping them informed.	City of Victor Harbor staff and Council members Member for Mayo Member for Finniss Local Government Association	Friday 8 November 2024
Launch	- PlanSA portal - YourSAy - Survey - FAQs - Social media - Online presentation - Victor Viewpoint article - Media release - Hard copy draft Code Amendment available for viewing at City of Victor Harbor Civic Centre - City of Victor Harbor helpdesk (phone and email)	Inform of the Code Amendment and consultation period.	All stakeholders	Friday 8 November 2024
Launch	Media release	Inform	Media (and by extension all stakeholders and the wider SA public)	Friday 8 November 2024
Public consultation	- Direct letters/emails - Meetings/phone calls as required	Inform of the Code Amendment and consultation period. Provide opportunities for stakeholders to contribute feedback, ideas and ask questions and have this reflected in the Code Amendment.	Adjacent landholders/residents/businesses to the Affected Area, owners of land within the Affected area, local community groups,	Friday 8 November 2024
Public consultation	- Direct letters/emails - Meetings/phone calls as required	Understand any impacts on Kurna Country, cultural heritage, environmental impacts	Traditional owners	Friday 8 November 2024
Public consultation	- Direct letters/emails - Meetings/phone calls as required	Seek feedback and expert advice in area of expertise	Industry, government departments/agencies, utilities and services	Friday 8 November 2024
Public consultation	- PlanSA portal - Social media posts - Media release - Articles in council newsletter - In person community drop-in session - Display in Civic Centre - Staff available via phone and email	Provide opportunities for stakeholders to contribute feedback, ideas and ask questions and have this reflected in the Code Amendment.	Interested community	Throughout consultation period. Drop in session scheduled for 14 November 2024.

Stage	Engagement activity	Engagement level and objective of activity	Stakeholders/ target audience	Timing
Review feedback	Review and collate feedback	We will review and summarise consultation feedback and prepare an engagement report and instructions for ministerial approval.	N/A	ASAP following consultation period
Review feedback	- Detailed analysis of feedback and responses - Prepare engagement report and submit to Minister	Inform share details of all feedback received and how it was responded to in finalising the Code Amendment.	The Minister for Planning All stakeholders and interested community	Following consultation period
Close the loop	- Email - Phone calls / meetings as required	Communicate key themes of feedback received during consultation. Obtain feedback from key stakeholders on the engagement process.	Stakeholders who were contacted directly Those who made a submission Attendees at drop-in sessions	Early 2025
Decision	Briefing and final documents submitted to Minister	Deliver the final documents and engagement report to the Minister.	Minister for Planning	Early 2025
Inform of outcome	PlanSA website updated with Minister's decision and supporting information as well as the engagement report and all submissions	Provide information on Minister's decision and report back on 'what was heard' during the consultation period	All stakeholders	TBC
Inform of outcome	Email/letter to consultation participants and key stakeholders	Inform those that provided a submission of the Code Amendment outcome.	Persons/organisations who provided written submissions on the Code Amendment.	Following the publication of the engagement report and submissions on the PlanSA and/or YourSAy portals
Inform of outcome	- Minister's decision and engagement report published on the PlanSA portal - Letters/emails to those who provided a written submission - Media release - Updates to Council website, yoursay - Victor Viewpoint article - Social media - PlanSA portal	Communicate Code Amendment outcome to stakeholders.	All stakeholders	As soon as possible following the decision on the Code Amendment.

Applying the Charter principles in practice

Charter principle	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	Engagement will occur before and during the Code Amendment process when there is an opportunity for influence. Stakeholders directly impacted by the Code Amendment will be directly consulted and provided with opportunities to further engage throughout the consultation period. Pre-consultation engagement and the public consultation submissions will contribute to the substance of the Code Amendment. A variety of opportunities will be provided for stakeholders to receive information and genuinely seek input. Easy to understand information released to help audiences understand why it is relevant to them and how they can have their say. The Designated Entity is available to answer questions through the engagement process other in-person, on the phone and via email. A Consultation Report and Engagement 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
Engagement is inclusive and respectful	Affected and interested people will have the opportunity to submit feedback through multiple formats: • PlanSA feedback form • Letter • Email • YourSAy Background information will be readily available and all information will be provided in clear and accessible language, and will not assume prior knowledge. Timelines sufficient for people to hear/see the opportunity to have a say. City of Victor Harbor staff will be available to respond to enquiries to provide any clarity during the engagement. Information is delivered via a variety of formats, digital, in-person and hard copy.
Engagement is fit for purpose	Engagement collateral is tailored to the needs of each stakeholder group to allow for clear communication and understanding the desired outcomes. Communications material will be clear about the proposed change and how it will affect development outcomes. Stakeholders directly impacted will be directly communicated with via letter/email. A broad range of activities offered in a mix of ways, to reach a wide pool of stakeholders. • Stakeholders directly impacted will be targeted directly by the engagement (i.e. letters and email) • Stakeholders with specific interests will be directly communicated with • The community will be informed through a variety of channels to gain maximum reach
Engagement is informed and transparent	All relevant information will be made available online for any interested person to access. Information clearly articulates key areas of interest, what we are gathering feedback on, how participants can get involved and how feedback will be used. Submissions will be acknowledged and advised of next steps in the process. An engagement report will be provided to participants and made publicly available.
Engagement is reviewed and improved	Engagement and opportunities for improvement will be reviewed in the Engagement Report to the Minister.

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.
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

How will you respond to participants?	Who's responsible?	When will you report back?
Provide those who made a submission with a copy of the what we heard report, which summarises themes and feedback received during the engagement.	Project team, City of Victor Harbor	As soon as practicable post-consultation.
Prepare the s73 Engagement Report and make it available to stakeholders and the community, which includes a summary of the feedback received, the changes made, and evaluation of the engagement process.	Project team, City of Victor Harbor	Within 5 business days of the Minister's approval.
Publish the engagement report on the PlanSA website (mandatory).	PLUS via the Project team, City of Victor Harbor	Within 5 business days of the Minister's approval.
All participants will be informed upon completion of the Code Amendment through the following: - Letters/emails to owners of land within the Affected Area - Emails to those who lodged a submission - PlanSA portal update to advise of the Code Amendment adoption (if adopted) - Victor Viewpoint newsletter article/update - Social media posts - Media release.	Project team, City of Victor Harbor	Within 5 business days of the Minister's approval.