



Community Engagement Plan

Southern Suburbs Code Amendment

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1. Project description and background

The areas affected by the proposed amendment are described as being the residentially zoned land (currently Hills Neighbourhood Zone and Suburban Neighbourhood Zone) in the suburbs of Darlington, Hallett Cove, Marino, O'Halloran Hill, Seacliff Park, Seacombe Heights, Seaview Downs, Sheidow Park and Trott Park within the City of Marion. (See Affected Area Maps below)



Figure 1: Affected Area



In transitioning to the Planning and Design Code, much of Marion Council's southern suburbs have been rezoned to Hills Neighbourhood Zone (HNZ) and some to the Suburban Neighbourhood Zone.

Although the Hills Neighbourhood Zone recognises the sloping nature of the land, the site dimensions and slope gradients require further consideration. At this stage the site dimensions reflect those of the 5 different Residential Zone Policy Areas under the former Development Plan.

Retaining the varying allotment sizes associated with the different former policy areas (although a hybrid version that misses out on some criteria has been used in the Code) on land that has similar topographical characteristics, whilst using the same slope gradient parameters for all, lacks consistency in opportunity for redevelopment.

In addition, some of the changes brought in by the Code do not reflect what has actually been developed and as a result greatly reduces development potential.

The most appropriate site dimensions and spread of gradient parameters requires further consideration.

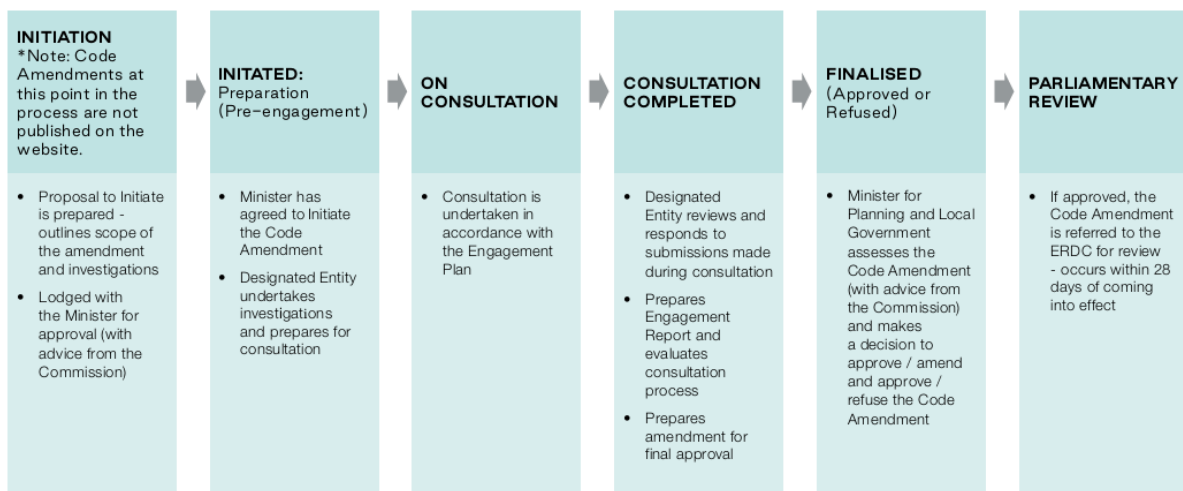
Council is therefore seeking that those southern residential areas recently rezoned to the Suburban Neighbourhood Zone (former Southern Policy Area 18 and Cement Hill Policy Area 10) be transitioned to the Hills Neighbourhood Zone and that one set of consistent (and appropriate) slope related policy is used (gradient/site dimensions etc.) that provides opportunity for low density infill development to occur in appropriate locations, particularly on gentle sloping sites.

Council has previously engaged with the local community in 2019 as part of the Housing Diversity DPA. This followed the legislative requirements set out within the former Development Act, 1993 and a total of 38 submissions were received.

Due to changes to the DPA post consultation the Minister sought additional engagement occur however, with the implementation of the Planning and Design Code, this engagement did not occur and this Code Amendment is now proposed.

2. Code Amendment Process

The Code Amendment process includes a number of steps which must be undertaken before any changes to zoning or policy can be implemented. An overview of the Code Amendment process is illustrated below. The Code Amendment has been 'Initiated' and is proposed to be placed 'On Consultation'.



3. Engagement purpose and objectives

Overall, the aim of our community engagement activities is to work directly with the relevant stakeholders throughout the process to ensure that potential concerns and aspirations are understood, considered and reflected (where considered appropriate) in the Code Amendment process.

Our engagement will be consistent with the Plan SA engagement charter and will:

- inform affected and interested persons on a proposed rezoning and change to policy to the Affected Area which would facilitate opportunity for low density infill development to occur in appropriate locations, particularly on gentle sloping sites
- provide easy to understand written and graphic materials that explain and demonstrate the impacts of the proposed policy changes
- ensure the community and stakeholders have easy access (via multiple channels) to appropriate information about the proposed Code Amendment
- seek to gain input from affected and interested community and other stakeholders in ways that are inclusive and engaging and inform the amendment
- seek to obtain localised knowledge and perspective to inform the amendment
- give the community/stakeholders an opportunity to provide feedback on the Code Amendment so that any issues or opportunities can be considered prior to it being finalised
- report back to participants on the outcome and final decision concerning the proposal and reasoning for these decisions

The primary audience for the engagement of this Code Amendment are the owners and occupiers of properties within the affected area and adjacent landowners. There are a variety of other key stakeholders that are documented in section 5.



4. Level of engagement

The **engagement level selection tool** is to assist staff in deciding what level of engagement to select – e.g., *inform, consult, involve, collaborate or empower* based on the International Association of Public Participation (IAP2) Spectrum (see Appendix 2). It is a technical approach and needs to be used in conjunction with the engagement framework and the human elements such as values and expectations.

Score indicates:

- 1-2 Very low to Low = at least Inform
- 2-3 Low to Moderate = at least Consult
- 3-4 Moderate to High = Involve or Collaborate
- 4-5 High to Very High = minimum Involve, consider Collaborate and Empower

Questions to consider	Very low	Low	Med	High	Very high
1. What is the level of difficulty to find a solution that everyone can live with?		X			
2. What is the potential for community outrage for your project?			X		
3. How much do major stakeholders care about the decision to be made?			X		
4. What degree of input do the community appear to want?				X	
Count number in each column	0	1	2	1	0
Multiply	x1	x2	X2	x4	x5
Enter score		2	4	4	
Add total of all 5 columns	= 10				
Divide	10/5				
Average score	= 2				
Method	Consult				

5. Key messages

- City of Marion is currently consulting on proposed changes to development related policy that would facilitate increased opportunities for redevelopment of residential properties within Council's southern suburbs.
- Consultation will be open for 8 weeks and there will be a variety of ways that you can provide your feedback for Council's consideration on this proposed amendment.
- Southern residential areas within the Suburban Neighbourhood Zone, under the State Government's Planning and Design Code, are proposed to be transitioned to the Hills Neighbourhood Zone
- This amendment would result in one set of consistent slope related policy, that will be used throughout the Hills Neighbourhood Zone.



- As well as providing consistency and greater clarity for homeowners, the policy will ensure that subdivision or redevelopment, will only occur in appropriate locations, particularly on gentle sloping sites.
- The proposed policy changes intend to retain restrictions for redevelopment of steeper land, with larger site dimension requirements and exclusion of certain dwelling types.
- The policy approach responds to the challenges of increasing density on sloping land. The creation of small and narrow sites on steeply sloping land is undesirable and is likely to result in the requirement for substantial site works (cut and fill/retaining walls) and minimal side setbacks. This could lead to associated issues with large retaining needs, excessive bulk and scale, potential overshadowing, access difficulties and streetscape character impacts.
- Following consultation and the consideration of feedback, changes to the policy are likely to be presented to Council for Minister approval at the end of 2023. It is expected that a final approval of the Code Amendment will occur in the first quarter of 2024.

6. Scope of influence

Aspects of the draft Code Amendment process which stakeholders and the community **can** influence are:

- The type of zone(s) selected for the affected area, and the extent of its spatial application across the affected area.
- Potential applicable site areas and frontage widths (Technical and Numerical Variations) that are proposed for the selected zone.

Aspects of the draft Code Amendment process which stakeholders and the community **cannot** influence are:

- The standard policies and wording contained in Zones and Overlays in the Planning and Design Code.
- The application of Overlays (existing removed or new proposed)
- The policies contained within the General Modules of the Planning and Design Code.
- The extent and placement of desired land uses.
- The design of future development proposals eg: dwelling applications.



7. Community engagement issues/risks/mitigations

An analysis has been undertaken of the population's age and language characteristics within the affected area suburbs, particularly as to how it may influence communication of the Code Amendment.

Suburb	English only	Language Used at home (other than English)	Seniors + Elderly (Over 70 yrs)
Darlington – Seacombe Heights	94.9%	Greek (3.3%) Mandarin (2.3%) Punjabi (1.6%)	14.3%
Hallett Cove	96.8%	Mandarin (1.9%)	11.6%
Marino	96.4%	German (1.1%)	16.4%
Seaview Downs – Seacliff Park	97%	Mandarin (1.2%) Greek (1%)	15.1%
Trott Park – O'Halloran Hill	97.2	Filipino (0.8%)	11.2%

Source: 2021 Census Data derived from .idcommunity demographic resources (<https://profile.id.com.au/marion>)

Overall, the implications of the languages spoken amongst the community do not have any specific implications for the communication of the Code Amendment. However, there is still a need to ensure that language is simple, and any maps or plans are clear in demonstrating locations affected or concepts proposed.

There are some suburbs with a higher-than-average proportion of Seniors and Elderly people, where there is likely to be some degree of decreased ability or comfort in use of digital tools and online sources. As such engagement will need to ensure a sufficient level of basic information is provided in writing directly to land owners, as well as opportunities for hard copy versions and alternative methods for making submissions (such as accepting letters).

Having regard to the above characteristics, the following risks and associated mitigations have been identified for upcoming engagement activities.

Risk/ Issue	Proposed mitigation
Stakeholders don't understand the purpose of the code amendment	- Develop easy to understand information on the objectives of the proposed changes – frequently asked questions - Provide enough opportunities for stakeholders to view key documents regarding the proposed changes - Provide access to key council staff either by phone or face-to-face discussions - Provide opportunity for stakeholders to provide feedback within clearly defined project parameters



Risk/ Issue	Proposed mitigation
Stakeholders don't feel included in the engagement process and feel that their views won't be heard	• Provide a variety of engagement materials in multiple locations for ease of access • Provide clear channels for residents to provide feedback • Emphasise that all feedback received will be taken into consideration when undertaking the final draft of the proposed amendment
Stakeholders don't agree with the proposed changes to the code	• Provide clear messaging on the reasons for the proposed changes • Ensure there are clear avenues for stakeholders to provide their feedback • Emphasise that all feedback received will be taken into consideration when undertaking the final draft of the proposed amendment • Collect and report on feedback received • Provide clarity on responses to feedback provided and rationale for changes to policy recommended
Stakeholders think that this is a way for council to increase housing density and therefore rates revenue	• Clear messaging that sets out the strategic reasoning for the proposed code amendment • Clear communication of the opportunities for residents within the zone, and the protections that will be in place, by limiting development in areas of steeper gradients • The state government seeks that a majority of the required housing needed for the expanding population occurs within the established metropolitan area. • Parts of the southern suburbs of council are considered appropriate locations for this type of infill development.



7. Stakeholder identification and analysis

Stakeholder	Level of interest	Level of influence	Why are they interested? What are their expectations for engagement?	Level of engagement	Engagement method(s)	Responsibility
Mayor and Elected Members	High	High	- High interest in the Code Amendment proposal and potential impacts and opportunities to the directly affected community. - Seeking to ensure consistency in policy and development approaches. - Seeking most appropriate development outcomes. - The Code Amendment reflects the general position of the land owners and community (where they are aligned). - That they will be kept informed of the Code Amendment proposals and processes. - Ensure that the engagement reaches all those who need to be aware and is clear of what is proposed.	- Inform - Consult	- Briefing via Council Forum - Council Report - Ward Member Briefing	Project Manager
State MPs - Ms Erin Thompson MP (Member for Davenport) - Mr David Speirs MP (Member for Black) Federal MPs - Ms Louise Miller-Frost MP (Federal Member for Boothby) - Ms Amanda Rishworth MP (Federal Member for Kingston)	Medium	Medium	- Interest in development of land in their electorate - Ensure that all affected stakeholders in electorate are notified and aware of changes. - Interest in the views of residents in their electorate - Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes. - Clarity in engagement being undertaken, including extent and formats (ie copy of the Engagement Plan)	Inform	- Letter via email - Copy of Code Amendment and Engagement Plan - Invitation to attend community drop-in sessions	Engagement team
Department for Trade and Investment / Planning and Land Use Services (PLUS)	High	High	- Ensure the intent of the Planning and Design Code is maintained - Ensure the Code Amendment is undertaken in accordance with legislated requirements. - Approval authority for the Code Amendment. - Identified as a required consultation. - Required information for the Code Amendment (including Engagement Plan) provided for placement on the Planning Portal well ahead of release date - Engagement activities consistent with Engagement Plan.	- Inform - Consult	- Letter via email - Provide copy of Code Amendment and Engagement Plan - Information for placement on SA Planning Portal	Project Manager
Landowners and occupiers within and adjacent to the Affected Area	High	Medium	- Potential impacts, as the zone and policy changes directly relate to the future development of their land and neighbourhood - Impacts to the street and general locality - Impacts to traffic in the locality - Whether there are any impacts on existing lawful uses – such as the Boral Mine. - A clear understanding of how the proposal directly affects them and their interests – such as additional development	- Inform - Consult	- Letter box drop - Making Marion project website - Electronic direct mail (targeted) - Social Media - Feedback survey - Information on hand at council offices - Community Drop-in sessions	Engagement team / Project Manager



Stakeholder	Level of interest	Level of influence	Why are they interested? What are their expectations for engagement?	Level of engagement	Engagement method(s)	Responsibility
			opportunities afforded and whether this is a good or bad thing in their context • Clear, easy to understand language and mapping that does not rely in existing knowledge of planning or planning policy • Clarity in how they can have a say and ease in making a submission • Acknowledgement of their submission to confirm receipt. • An understanding of the steps and timing for the Code Amendment Process, including updates • Feedback provided after the Code Amendment engagement process to explain how their comments were considered and the final policy amendments proposed		• Feedback and decision to be reported back directly to engaged stakeholders and more broadly on the Making Marion project website • Email updates on project progress and outcomes • Post Consultation survey	
5049 Coastal Community Association South Australia	High	Medium	• Potential impacts, as the zone and policy changes directly relate to the future development of land within the community which they represent • Impacts to the street and general locality • Impacts to traffic in the locality • A clear understanding of how the proposal directly affects the group's member interests – such as additional development opportunities afforded and whether this is a good or bad thing • Clear, easy to understand language and mapping that does not rely in existing knowledge of planning or planning policy. • Clarity in how they can have a say and ease in making a submission • Acknowledgement of their submission to confirm receipt. • An understanding of the steps and timing for the Code Amendment Process, including updates • Feedback provided after the Code Amendment engagement process to explain how their comments were considered and the final policy amendments proposed	• Inform • Consult	• Letter via email • Making Marion project website • Feedback survey • Community Drop-in sessions • Feedback and decision to be reported back directly to engaged stakeholders and more broadly on the Making Marion project website • Email updates on project progress and outcomes • Post Consultation survey	Engagement Team
Department for Infrastructure and Transport (DIT) – Transport Services	Medium	Low	• DIT may have an interest in any future implications on the main road system which may occur as a result of an increased number of residential allotments • Documentation and consideration of potential impacts on state road network infrastructure as well as opportunities supporting investment in rail network and stations	• Inform • Consult	Letter via email	Engagement team
Department for Environment and Water	Medium	Low	• Potential impacts on the environment and natural resources • Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes • Documentation of what, if any, impacts the proposed changes would have on Conservation Parks	• Inform • Consult	Letter via email	Engagement team
Housing SA	Medium	Low	• Interest in redevelopment potential of the land • Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes	• Inform • Consult	Letter via email	Engagement team



Stakeholder	Level of interest	Level of influence	Why are they interested? What are their expectations for engagement?	Level of engagement	Engagement method(s)	Responsibility
Renewal SA	Medium	Low	- Interest in redevelopment potential of the land - Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes	- Inform - Consult	Letter via email	Engagement team
Utility Providers (SAPN, Electranet, Epic Energy, APA Group, SA Water, NBN Co)	Medium	Low	- Interest in potential impact on capacity of existing infrastructure brought about by the proposed changes to facilitate an increase in housing numbers / population - Identified as a required consultation - Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes - Discussion of considerations for infrastructure provision	- Inform - Consult	Letter via email	Engagement team
General Public / Wider Community	Low	Low	- May have an interest in proposed changes to facilitate land division/redevelopment with a greater choice of residential housing - Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes - Easy ways to get more information, ask questions and make a submission	- Inform - Consult	- Making Marion project website - Electronic direct mail (Making Marion subscriber base) - Social Media - Advertiser Article - Feedback survey - Drop-in Sessions	Engagement team / Project Manager
Local Government Association	Low	Low	- A reviewer of the proposed policy - LGA has an interest in planning policy across metropolitan Adelaide; and it is a mandatory requirement to notify the Local Government Association in writing and to consult in accordance with the PDI Act - Clear and simple information documenting Code Amendment rationale and intent, as well as recommended policy changes	- Inform - Consult	Letter via email	Engagement team / Project Manager
Boral Quarries (Linwood)	Low	Low	- Local business located at Seacliff Park - May have an interest in providing feedback	- Inform - Consult	Letter via email	Engagement team
Neighbouring Councils (City of Onkaparinga & City of Holdfast Bay only)	Low	Low	Identified as a required consultation	- Inform - Consult	Letter via email	Engagement team



9. Engagement activity timeline

Week Commencing Date (Date activity scheduled)	7/8	14/8	21/8	28/8	4/9	11/9	18/9	25/9	2/10	9/10	16/10	23/10	30/10	6/11	13/11	20/11	27/11	4/12	11/12	18/12
Activity																				
GM Signoff Engagement Plan																				
Internal staff notification																				
Internal Notification / Mayor & Elected Members																				
Pre-Engagement - Ensure consultation material is ready to “go live” on the SA Planning Portal - Forward material (publication instructions provided to PLUS)																				
Website – Making Marion (including EDM to registered users)																				
Social Media (general) post in addition to a targeted (sponsored) advertisement – throughout project																				
Advertisement in Advertiser																				
Direct Mail to affected residents																				
Project information on displays (Council locations, libraries etc.)																				
Email to key stakeholders																				
Community drop-in session(s)																				
Summarise submissions and prepare responses																				
Post Consultation feedback email and survey																				
Engagement Summary Report + Evaluation of Engagement																				
Planning and Development Committee (Consultation Themes and Recommended policy changes)																				
General council meeting – endorsement of the Code Amendment																				
Report back on decision and next steps																				

= Formal consultation period



Appendix 1 – Engagement and communication tools

Tool	Description
Making Marion and Website	Develop a comprehensive project page Frequently Asked Questions (FAQs) Illustrative images / concept plans Link to Making Marion project page from other channels Use of EDM (Electronic Direct Mail)
A copy of the draft Code Amendment and other relevant information to be placed on the SA Planning Portal.	
Paper based surveys	Make sure available for people who don't have online access
Community engagement team email address and phone number	Another channel for community members, stakeholders and the broader public to seek project information, register feedback, and concerns or complaints
Letters/notifications	Distributed to local stakeholders at key project stages
Door knocking and home visits	Residents and businesses in close proximity to the work zones and all businesses along the alignment will be door knocked to ensure that they are aware of project impacts
Electronic Direct Mail (EDM) for registered stakeholders	Sent to local stakeholders at key project stages
Social media channels	To promote projects, providing opportunity for feedback
Static displays / signage on site	Display of project update information at key milestones (QR code to Making Marion)
Community Information sessions / pop ups	Sessions to be undertaken at key stages throughout the project development/delivery
Meetings with stakeholder groups	Meetings to be undertaken at key stages throughout the project/delivery
Community group presentations	Briefings to be offered to local community groups to keep them informed of the project progress
Proactive Media – good news stories / opportunities for promotion	Opportunities for proactive media with regard to project milestones will be identified in advance by project team
Webinar / Virtual Project Room	Hosted by project lead and engagement to provide project information for stakeholders



Appendix 2 – Engagement approach

Councils' engagement activities follow the key International Association of Public Participation (IAP2) principles to ensure that a robust community engagement process is delivered.

The IAP2 engagement spectrum (below) identifies a number of levels at which stakeholders can participate in the decision-making process; this will be used by the project team to determine the scope of public participation in strategic and planned approaches to stakeholder participation throughout the planning, design, construction, and delivery of the project.

Council is committed to delivering engagement that is;

- genuine
- inclusive and respectful
- fit for purpose
- early and ongoing
- informed and transparent
- a relationship-based, collaborative approach
- builds upon previous engagement where applicable
- ensures that stakeholders understand how their feedback has been considered reviewed and improved

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Source: https://iap2.org.au/wp-content/uploads/2020/01/2018_IAP2_Spectrum.pdf



Appendix 3 - Applying the Charter principles in practice

The South Australian Community Engagement Charter outlines five principles that describe what is important when engaging on the establishment or amendment to planning policy, strategies or schemes. Table 2 below outlines how the Code Amendment engagement process will align with these principles.

Charter principle	How does your engagement approach/activities reflect this principle in action?
Engagement is genuine	- Advise and seek feedback from those directly affected by the Code Amendment, as well as those adjacent to the affected areas. - Provide clear and concise information to ensure community understanding of the Code Amendment process and the planning policy proposed in the draft Code Amendment (ie what they can influence and what they can't). - Provide opportunity for stakeholders and the community to identify their position and any specific issues through a submission which will be reviewed and considered before finalising the Code Amendment. - Be available to answer any questions or queries from stakeholders during the consultation timeframe.
Engagement is inclusive and respectful	- Provide people appropriate opportunity to participate via various engagement methods (i.e. website, direct letters and social media) and have the opportunity to be heard via written and verbal submissions. - All comment/feedback is recorded and considered
Engagement is fit for purpose	- Provide clear and concise information that is publicly available to ensure people understand what is proposed and how to participate in the Code Amendment engagement process. - Engagement activities are appropriate to the large scale of the affected area and likely impact of the proposal by being targeted to land owners and occupiers, as well as broader stakeholders (including key adjacent land owners (such as Boral and Department for environment and Water).
Engagement is informed and transparent	- Information is presented in a concise and easy to understand format which clearly articulates the proposal, any potential impacts, the engagement process and invites feedback/participation. - Information is clear about the aspects of the proposed amendment that stakeholders can influence and those that they cannot - Make public submissions available for the public to see following consultation. - At the end of the engagement process, a report summarising the feedback received (including responses to individual submissions), any proposed alterations made to the draft Code Amendment, and the subsequent decision process, is to be prepared and used to inform stakeholders.
Engagement is reviewed and improved	- Monitor the engagement plan and adjust if required during the engagement period. - Undertake a post consultation survey to obtain feedback on the quality and experience of the engagement process. - Preparation of an engagement summary with reflections on the process and what worked well and could be improved for future engagement processes.

Table 2 Alignment of engagement activities against the Charter's Principles



Appendix 4 - Evaluation

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.
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	- Pre-statutory engagement occurred before undertaking the Code Amendment process to inform directly affected landowners that a Code Amendment process was being considered. - 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 the draft Code Amendment	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 the final draft Code Amendment for decision.	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		



Appendix 5 - Closing the loop and reporting back

How will you respond to participants?	Who's responsible?	When will you report back?
Keep a contact register of all participants who lodge formal submissions or make enquiries during the engagement period, to use to provide feedback on the process and outcomes.	Marion Council	- On receipt of a submission provide a written acknowledgement (email or where required, letter). - Ongoing during the engagement period
Seek feedback on the effectiveness of the engagement process from all participants through an evaluation survey.	Marion Council	- Provide survey poster at Community Information Sessions for attendees to complete at Community Information Sessions - Email for online survey following completion of submission review and responses (timing will depend on the number and complexity of responses received).
Prepare an Engagement Report. Summarise and sort feedback into a set of key themes and advise how this information has been used to inform/change the Code Amendment. – to be provided to engagement participants for their information. Ensure the Engagement Report is available to the community and stakeholders.	Marion Council	As soon as practicable post-consultation
All stakeholders who provided a submission will be directly notified in writing by letter and / or e-mail.	Marion Council	Following a review of the submissions received a decision has been made by Council on a final draft Code Amendment.
The public will be made aware of the outcomes via information made available on the Plan SA Portal and Council's 'Making Marion' website.	Marion Council	Following a review of the submissions received a decision has been made by Council on a final draft Code Amendment.