

ENGAGEMENT PLAN

Kangaroo Island Regional Plan

Initiated by the State Planning Commission (the Designated Entity)
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STATE
PLANNING
COMMISSION



Government of South Australia

Department for Housing
and Urban Development

Regional plans

The *Planning, Development and Infrastructure Act 2016* mandates the preparation of regional plans for each planning region within South Australia:

- Greater Adelaide
- Eyre and Western
- Far North
- Kangaroo Island
- Limestone Coast
- Murray Mallee
- Yorke Peninsula and Mid North.

A regional plan is a planning instrument that defines the South Australian Government's long term spatial vision for growth in a region. They focus on the integration of land use, transport and the public realm and application of State Planning Policies (SPPs) to each region.

Regional plans play a significant role in identifying land and long-term infrastructure needs to support sustainable growth in a region.

They spatially identify how growth and change can be accommodated in a region over a 15–30-year period including:

- Where houses and employment land will go
- How housing and population will be serviced
- What infrastructure is needed and how it will be provided
- Different growth scenarios (and implications for these scenarios).

Each regional plan will include:

- A long-term vision (over a 15-to-30-year period) for the region, and outcomes, targets and actions for land use, transport infrastructure and the public realm
- Maps and spatial plans that are relevant to the vision and priorities
- Contextual information about the region, including forward projections and statistical data and analysis
- Recommendations about the application of the Planning and Design Code in the region, including future zoning and infrastructure needs, and how land can be developed
- Identifies sufficient land supply to support housing diversity, affordable living and employment growth
- Contains clear principles for orderly development and the management of growth, including a hierarchy of plans to guide the form and intensity of settlements and the prioritisation of release of urban lands
- A framework for the public realm or infrastructure located within each region
- Performance indicators and targets to measure success in implementing the plan.

The Act requires that community and stakeholder engagement is undertaken to prepare and amend statutory instruments, including regional plans. The engagement must be guided by the state's Community Engagement Charter.

About this engagement plan

This engagement plan outlines the approach for undertaking engagement for the development of the new regional plan for the Kangaroo Island region (Fig.1). It is in three parts:

1. Overarching approach for all regional plans (except for Greater Adelaide which will be prepared separately)
2. Kangaroo Island stakeholders and engagement activities
3. Other background information

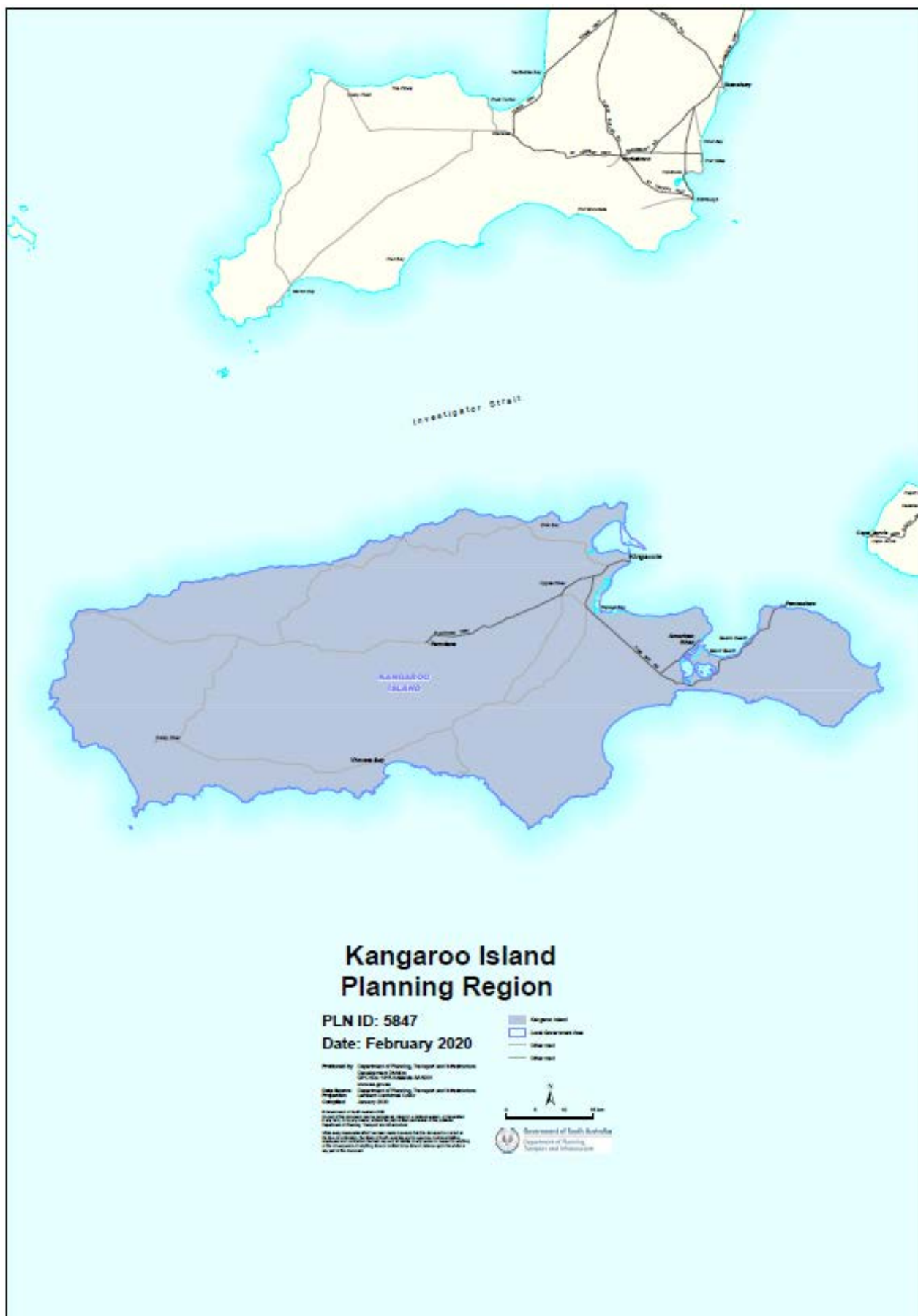


Figure 1 – Kangaroo Island Planning Region

1. Overarching engagement approach for all country regional plans

Engagement purpose

The purpose of the engagement is to involve community and stakeholders in shaping visions and priorities for country regional plans. The engagement will:

- Assist in understanding the vision and aspirations of regional communities that will help guide how development is undertaken in the longer-term
- Have authentic conversations with leaders within the community, key stakeholders, state agencies and councils who can work to ensure regional plans are delivered on the ground and have a positive and meaningful impact
- Raise awareness and build capacity within communities about the planning system to enable them to better participate in the planning of their region
- Have broad reach to enable those who are interested to contribute, while also having more targeted conversations creating depth to work through the range of planning issues facing the regions, including social and physical infrastructure
- Build on work that has already been undertaken to make sure the findings from previous engagement activities are not lost
- Close the loop with stakeholders and communities to inform them of the outcomes of the engagement process, and how they can access the final version/s of regional plans.

Scope of influence

Stakeholders and the community can influence the development of regional plans by contributing to the following matters:

- Shaping the vision for their region for the next 30 years
- Identifying and defining regional priorities, as they relate to land use planning and the coordination of infrastructure and the public realm, including
 - Transport networks (road, rail, port, aviation)
 - Electricity
 - Water
 - Community infrastructure
 - Potential areas for land use change
- Providing relevant background or history.

Aspects outside of the scope of influence include:

- The *Planning, Development and Infrastructure Act 2016*
- The legislative aspects of the Planning and Design Code and related instruments
- State Planning Policies.

Engagement phases

An overarching engagement approach for all regional plans has been prepared. It outlines a four-phase approach to engagement (Fig.2). More details on each phase's objectives, key messages and lines of enquiry are provided in the following tables.

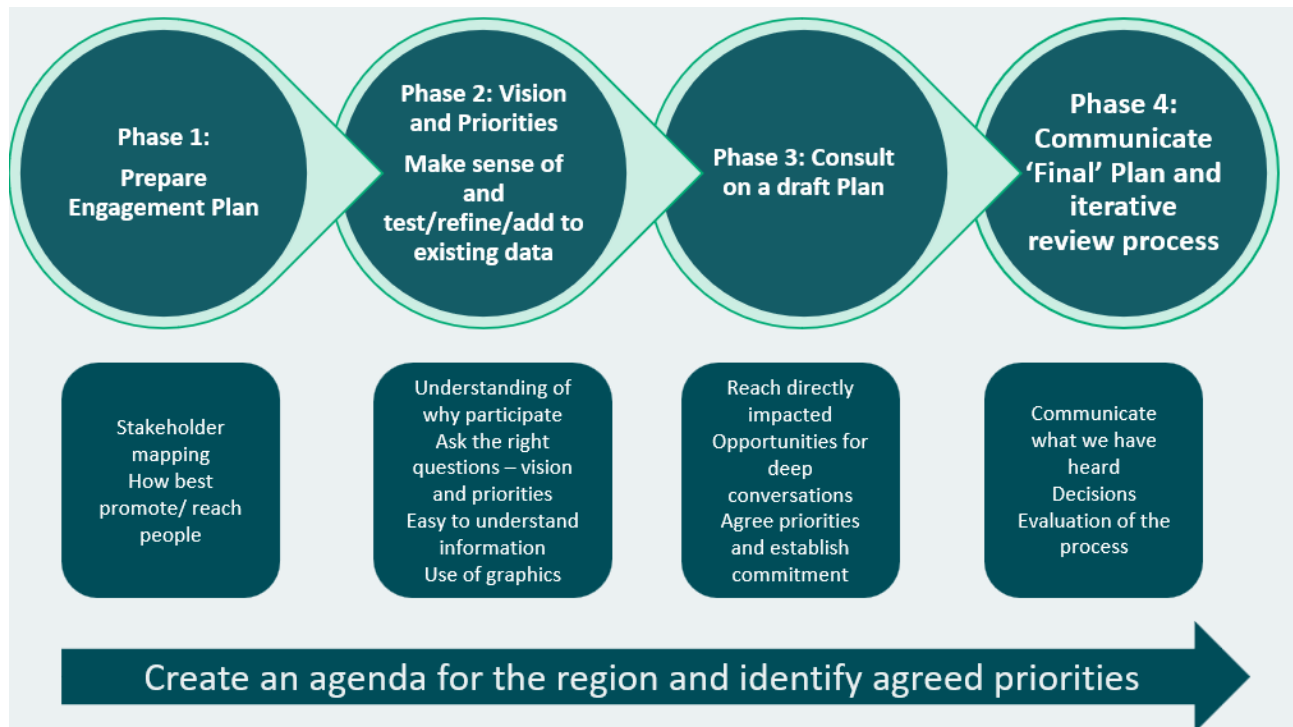


Figure 2 – Engagement approach to prepare regional plans

Phase 1 – prepare engagement plan Timing – Sept 2022

Phase 2 - early engagement (vision and priorities) Timing – Oct-Dec 2022 Level of engagement – INVOLVE	
Objectives	<ul style="list-style-type: none"> • To raise awareness of the development of the regional plan, why it is important and how community and stakeholders can be involved. • To build relationships and trust with key stakeholders. • To gather early input from community and stakeholders to inform the development of a vision and to identify priorities for the region. • To focus engagement on key stakeholders and groups that have a depth of knowledge to help shape the draft plan. • To close the loop and provide feedback at the end of the Phase about what was heard and how the input will be used to prepare the draft regional plan.
Key Messages	<ul style="list-style-type: none"> • A new regional plan is being prepared for Kangaroo Island to set the direction for future planning and development in the region. • The plan is being prepared by the State Government/State Planning Commission and they want input from stakeholders and community groups to ensure the plan best meets the region's needs. <p>Role of regional plans</p> <ul style="list-style-type: none"> • Regional plans have an important role in planning for the future. • They identify how growth and change will occur in our regions over a 15-30 year period. • The regional plan will look at: <ul style="list-style-type: none"> ○ Where houses and jobs will go ○ How they will be serviced ○ What infrastructure they need and how it will be provided ○ Different growth scenarios – we can't see the future, but we can be prepared for it. • Regional plans will make recommendations about future zoning and how land can be developed. • Regional plans will ensure infrastructure can be delivered to support growing communities and business. • Regional plans set the direction for future planning and development of South Australia. • Regional plans will include performance indicators and targets to help measure success. <p>The process</p> <ul style="list-style-type: none"> • Regional plans are prepared by the independent State Planning Commission.

	<ul style="list-style-type: none"> Regional plans must be approved by the Minister for Planning before taking effect. Regional plans must be consistent with State Planning Policies – a vision for South Australia’s planning and development system. <p>Community Engagement Charter</p> <ul style="list-style-type: none"> Engagement on the regional plans must be undertaken to meet the principles of the Community Engagement Charter. We are genuinely interested in your views about what you would like to see into the future. We will keep you informed and provide feedback on the end result. Consultation must comply with the Community Engagement Charter. This requires that engagement is genuine and fit for purpose. We will use a range of methods to communicate information and collect feedback in ways that are simple and convenient. <p>Call to action</p> <ul style="list-style-type: none"> The State Government/State Planning Commission wants to work with Kangaroo Island’s industry and stakeholders to identify a vision and priorities for Kangaroo Island. What issues and opportunities do you see for land use planning, infrastructure and the public realm on Kangaroo Island? What do you think is needed to support the sustainable growth of the region? The input gathered will be considered and used to prepare the draft Kangaroo Island Regional Plan, which will be brought back to community and stakeholders for public consultation when ready.
Key lines of enquiry	<ul style="list-style-type: none"> What is your vision for your region for the next 30+ years? <ul style="list-style-type: none"> What would make it a great place to live? What are the opportunities for the region? <ul style="list-style-type: none"> What makes your region unique? What makes your region strong? What makes your region diverse? How would you like your region to grow? <ul style="list-style-type: none"> What would help it grow in this way? What does your region need to set it up for success? <ul style="list-style-type: none"> What are the opportunities for the next generation to be able to live and work in your region?

Phase 3 – consultation on the draft plan Timing – March—June 2024 Level of engagement – CONSULT	
Objectives	<ul style="list-style-type: none"> • To seek feedback from community and stakeholders on the draft regional plan. • To test and refine the vision and priorities identified in phase 2 early engagement. • To continue the involvement of community and stakeholders in the development of the regional plan. • To gather feedback to enable the draft regional plan to be updated and finalised.
Key Messages	<ul style="list-style-type: none"> • A draft regional plan has been prepared for Kangaroo Island to set the direction for future planning and development in the region. • The draft plan has been prepared by the State Government/State Planning Commission using input gathered from the Kangaroo Island community and stakeholders in the previous phase of engagement. • Regional plans set the direction for future planning and development in South Australia. They are prepared for every region in our State and have an important role in planning for the sustainable growth of our regions. • Regional plans explore how regions are projected to grow and identify land for future housing and jobs, and what infrastructure is needed. They also make recommendations about future zoning and how land can be developed. • The State Government/State Planning Commission wants feedback from the Kangaroo Island community, industry and stakeholders on the draft Kangaroo Island Regional Plan. • The feedback received will be considered and used to update and finalise the Kangaroo Island Regional Plan.
Key lines of enquiry	<ul style="list-style-type: none"> • Does the vision express what you want for the future of the region? • Do the priorities address the most important issues and opportunities? • What do you like about the draft plan? • How do you think it could be improved?

Phase 4 – Communicating the final plan Timing – late 2024 Level of engagement - INFORM	
Objectives	<ul style="list-style-type: none"> • To share the final regional plan with the community and stakeholders. • To share what we heard and thank people for their participation. • To explain how the plan will be implemented.
Key Messages	<ul style="list-style-type: none"> • A new regional plan has been finalised for Kangaroo Island that sets the direction for future planning and development in the region. • The plan has been prepared by the State Government/State Planning Commission using input gathered from the Kangaroo Island community and stakeholders from 2022 to 2024. • Regional plans set the direction for future planning and development in South Australia. They are prepared for every region in our State and have an important role in planning for the sustainable growth of our regions. • Regional plans explore how regions are projected to grow and identify land for future housing and jobs, and what infrastructure is needed. They also make recommendations about future zoning and how land can be developed. • Key features of the new plan include... (TBC) • The plan will now commence implementation through... (TBC)

Approach to workshop delivery

Preparation of all regional plans is happening concurrently. As such there is a need to coordinate workshop delivery to manage consultation fatigue for organisations that have a statewide focus and will want to provide input into all plans. The following approach is proposed. (For more detail please refer to Section 2)

State-wide workshops	Regional workshops
Agency Reference Group	Regional councils, LGAs, RDAs, service providers, stakeholders
Local Government Regional Planning Committee	Local associations, community groups, business groups and industry groups
Peak Planning Bodies, Peak Industry Bodies, Utilities	Traditional Owners
State Government Agencies	

Engagement roles

A shared understanding of roles and responsibilities between the SPC and the key stakeholders within the region, including councils and Regional Development Australia, will continue to evolve throughout the process, with the following identified as a starting point:

State Planning Commission	<ul style="list-style-type: none"> • Access to data and information, such as population, demographics and development trends. • Skills, knowledge and expertise to analyse data and information, and represent it visually in maps and graphics. • Develop engagement strategies in consultation with the relevant region. • Provide resources to support the rollout of engagement. • Support the engagement and work with the region to prepare the plan and provide a region liaison officer approach for each region.
Councils and stakeholders	<ul style="list-style-type: none"> • Provide local knowledge of what is happening / what is important to their region. • Provide any outcomes from recent engagements with stakeholders and the community. • Use connections and networks to help identify key stakeholders. • Council may have the capacity to contribute resources to support engagement activities, e.g. attend events, distribute materials, provide venues, etc. • Provide information that contributes to the preparation of the regional plan.
Spokespeople	<ul style="list-style-type: none"> • Official public commentary on the collective development of regional plans is limited to the Minister for Planning and the Chair of the State Planning Commission. • Spokespeople undertaking media activities in regional communities may be identified as part of the ongoing review of the region's engagement plan. • Staff from Planning and Land Use Services will provide support for workshops and engagement activities.

Engagement Charter principles in action for regional plans

The Engagement Charter principles will be applied as follows to the preparation of regional plans:

Charter Principle	Principles in Action
Engagement is genuine	<ul style="list-style-type: none">• We will develop long-term relationships that recognise the dynamic and evolving role of regional plans.• We will engage early and use different tools and tactics that enable people to participate.• We will be open and transparent about the scope of influence.
Engagement is inclusive and respectful	<ul style="list-style-type: none">• We will engage in depth with those people that can affect change, particularly where they play a role in implementation.• We acknowledge that this may be the start of the conversation for some (eg First Nations peoples) and we will need to build a relationship and process for ongoing engagement through this engagement process.
Engagement is fit for purpose	<ul style="list-style-type: none">• We will use multiple channels to engage but focus on a few things that we can do well within our resourcing constraints.• We will ask the right questions, in the right ways, and make sure people understand how regional plans can affect them.
Engagement is informed and transparent	<ul style="list-style-type: none">• We will work with the regions to know what engagement has been undertaken before and what they have previously been told by stakeholders and the community.• We will involve councils in developing the engagement plan for their region and work with them to define their role in the process.
Engagement processes are reviewed and improved	<ul style="list-style-type: none">• We will reflect on previous engagement processes in the regions to learn from what has worked well and what can be improved.• We will reflect on the delivery of the engagement in the regions as it is 'rolled out', share learnings across regions and iteratively improve processes.

Evaluating the engagement – measures of success

The engagement approach for each regional plan will be assessed to determine how well it has addressed the Engagement Charter Principles. At the end of each phase of engagement a survey will be sent to participants and will be completed by the project manager to assess the engagement's success. See tool in Appendix A.

Working with First Nations peoples

Working with First Nations peoples

To ensure that voices of First Nations peoples are heard, a clear set of principles in action – aligned with the Community Engagement Charter – will be embedded into engagement planning for each region. We understand that building relationships with First Nations Groups takes time, and we are committed to building respectful and genuine relationships over the long term.

This will be seen as the start of engagement with First Nations peoples and discussed with their representatives in those terms.

Charter principles	Principles in action
Engagement is genuine	<ul style="list-style-type: none">• We will listen and learn from the many First Nations communities who live across South Australia.• We will understand that Native Title boundaries have 'buffers' and more than one Nation may care for any one area.• We will talk with the Nations to find out how they wish to participate.• We will acknowledge the rights and interests of the Nations on whose lands we are working.• We will be flexible as First Nations leaders have many demands on their time.• We will understand and acknowledge that the health and wellbeing of Country and people are all one and that obligations to Country and community are diverse.
Engagement is inclusive and respectful	<ul style="list-style-type: none">• We will acknowledge that traditional knowledge and sharing of this knowledge is Indigenous cultural and intellectual property and we can only incorporate knowledge that is shared with permission and respect.• We will provide resources to remove barriers for others in these communities and create opportunities for many voices to be heard.
Engagement is fit for purpose	<ul style="list-style-type: none">• We will communicate in plain English (or language if this is possible) and ask how they want information provided so they can take this back to their communities for discussion.• We will allow time to receive, process and discuss information.• We will understand and respect decision-making processes and discuss timeframes in a respectful manner.

Charter principles	Principles in action
Engagement is informed and transparent	<ul style="list-style-type: none"> • We will understand the importance of protocols and accommodate these where possible. • We will acknowledge that trust needs to be earned. We will be clear when communicating intentions and not downplay concerns or fears.
Engagement processes are reviewed and improved	<ul style="list-style-type: none"> • We will reflect on previous engagement processes in the regions to learn from what has worked well and what can be improved. • We will reflect on the delivery of engagement with First Nations in the regions as it is 'rolled out', share learnings across regions and iteratively improve processes. • Measures of success will be identified and evaluated at the conclusion of each engagement, and at each stage of engagement if required. • Any issues raised about the engagement during the process will be considered and action will be taken if considered appropriate.

2. Kangaroo Island stakeholders and engagement activities

Stakeholder mapping

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
Ministers, Members and State Agencies				
Premier and Minister for Planning	High	Significant interest in regional development, priority setting and budget implications. Desire for streamlined positive and meaningful engagement.	That they will be made aware of the regional plan and be kept informed of its progress through written communication and meetings on request.	
Cabinet	High	Significant interest in regional development, priority setting and budget implications.	That they will be made aware of the regional plan and be kept informed of its progress.	Inform
State and Federal Members of Parliament <ul style="list-style-type: none"> Mr Leon Bignell MP, State Member for Mawson Ms Rebecca Sharkie MP, Federal Member for Mayo 	High	Significant interest in regional development and priority setting and impacts and opportunities on their communities.	<ul style="list-style-type: none"> That they will be made aware of the regional plan, how their communities can participate, including through invitations to community events. Need suitable information and resources to share with their constituents. 	Involve
Agency Reference Group	High	Representatives from State Agencies. Bring relevant agency perspectives and priorities. Will be responsible for delivery of relevant parts of	That they will be involved quarterly group meetings, setting priorities, supporting agency participation, and signing off on plan content.	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
		the plan. Role in facilitating involvement of their agencies in the planning process.		
State Government Agencies <ul style="list-style-type: none"> Attorney-General's Department <ul style="list-style-type: none"> Aboriginal Affairs and Reconciliation Department for Child Protection Department for Correctional Services Department for Education Department for Energy and Mining Department for Environment and Water Department of Human Services Department for Infrastructure and Transport Infrastructure SA Department for Industry, Innovation and Science Department of Primary Industries and Regions 	High	Consideration of impacts, opportunities and policies relevant to their agencies. Have been engaged in development of the State Planning Policies. Pre-initiation engagement has occurred with many to understand implications for regional plans with regards to application of the State Planning Policies.	<ul style="list-style-type: none"> To understand the regional plan development process. To be involved in the detail of plan development. Assume that agency relevant directions will be considered. Review of draft materials to ensure plan is achievable. Provision of suitable information and resources to share with their agencies. Briefings of input received from agencies and how the information is being used. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Department for Trade and Investment <ul style="list-style-type: none"> ○ State Planning Commission ○ Planning and Land Use Services • Department of Treasury and Finance • Department of Human Services <ul style="list-style-type: none"> ○ Youth Advisory Council • Department of the Premier and Cabinet • Environment Protection Authority • Green Industries SA • SAFECOM (Country Fire Service) • SA Health • SA Housing Authority • South Australian Tourism Commission • South Australia Police • Office for Recreation, Sport and Racing 				

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
Commissioner for Aboriginal Engagement (SA)	High	Have an interest in appropriate engagement with First Nations groups.	<ul style="list-style-type: none"> Direct contact to obtain advice on engagement approach. <p>Expectations for engagement to be genuine, respectful, and fit for purpose for First Nations representatives or communities.</p>	Consult
Kangaroo Island Landscape Board	High	<p>Interested in sustainable land, water and conversation management practices.</p> <p>The Landscape Boards have local knowledge and valuable stakeholder connections.</p>	<ul style="list-style-type: none"> To understand the regional plan development process. To be engaged to provide information into the planning process and through the review of draft materials to ensure that board directions are captured, and that actions and targets can be implemented. Contact directly for advice on regional contacts to include in the engagement. 	Involve
Local Government				
Local Government Association SA	High	Represent all councils in SA and advocate for appropriate involvement in planning matters.	<ul style="list-style-type: none"> To understand the regional plan development process, how councils will be involved through the process and the level of influence councils have on the outcomes. To be kept informed of the planning progress. <p>To have information for sharing with councils.</p>	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
Kangaroo Island Council (Elected Members and staff)	High	Interest in planning policies and infrastructure provision that supports the prosperity and sustainability of their communities. councils have knowledge of local interests and priorities and will have a role in implementing the plan.	<ul style="list-style-type: none"> To be involved throughout development of the plan to ensure local issues are captured, and that the plan is achievable. To be involved in the detail of local policy setting. Contact directly for advice on contacts to include in the engagement. Provide materials to promote the consultation and planning process with their communities. (e.g. through promotion on their websites, social media channels etc). Can play a role in the provision of venues for consultation events. 	Involve
Regional Assessment Manager/Regional Assessment Panel	High	Responsible for planning assessment decision across the region with a first-hand understanding of planning issues and awareness of current and future applications and opportunities.	<ul style="list-style-type: none"> To be involved throughout development of the regional plan to ensure local issues are captured. 	Involve
Southern and Hills LGA Association	High	Key conduit between PLUS and local councils, seek to establish an ongoing partnership to identify and share relevant information	<ul style="list-style-type: none"> To understand the regional plan development process, how councils will be involved through the process and the level of influence councils have on the outcomes. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
		and shape and refine draft regional plan.	<ul style="list-style-type: none"> To be kept informed of the planning progress. To have information for sharing with councils. 	
Local Government Strategic Planning Committee	High	A Local Government Strategic Planning Committee has been established by PLUS to oversee and support communication between regional LGAs, councils, communities and the state government. The committee members are responsible for ensuring councils remain informed and engaged.	<ul style="list-style-type: none"> To be made aware and kept updated of the planning process. Face to face committee meetings. Provision of suitable information and resources to share with their councils. Briefings of input received from councils and how the information is being used. 	Involve
<ul style="list-style-type: none"> Youth Council Youth Advisory Committee Youth Collective Committee 	Medium	<p>Want to see their towns and communities flourish and have the features they value protected.</p> <p>Holders of significant local knowledge and information sharers within the community.</p>	<ul style="list-style-type: none"> To understand the regional plan development process and how they and the community will be involved through the process. To be engaged to provide input on regional priorities. To be kept informed of the planning progress. Information and resources to share with their communities. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
Peak Planning and Industry Bodies				
Adelaide Hills, Fleurieu and Kangaroo Island RDA Board	High	The RDA is directly involved in identifying and lobbying for regional priorities for the region. Members of the RDA Committee represent a broad range of regional interests and have significant local knowledge that is highly relevant to the regional plan. They are well connected with relevant regional stakeholders.	<ul style="list-style-type: none"> • To understand the regional plan development process and how industry will be involved through the process. • To share input on regional priorities • To be kept informed of the planning progress. • To have information for sharing with industry groups. • Contact to identify key regional stakeholders to engage with. 	Involve
Peak Planning bodies <ul style="list-style-type: none"> • Urban Development Institute of Australia (SA) • Property Council of Australia (SA) • Master Builders Association (SA) • Housing Industry Association (SA) • Planning Institute of Australia (SA) 	High	Interested in development policy settings and impacts on the development and building industry.	<ul style="list-style-type: none"> • To understand the regional plan development process and how industry will be involved through the process. • To be engaged to provide input on state-wide or regional priorities. • To be kept informed of the planning progress. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> Australian Institute of Building Surveyors (SA) 				
<p>Peak Industry bodies</p> <ul style="list-style-type: none"> Agriculture (Primary Producers, Livestock SA, Grain Producers SA, Wine Grape Council of South Australia, Dairy farmers Assoc. SA, Grassland Society) SACOME South Australian Tourism Industry Council Business SA Fisheries (Wild Catch Fisheries SA, SA Oyster Growers Assoc, Abalone Industry Assoc. SA) Transport (Freight Council SA, RAA, SA Road Transport Association) Aviation (RFDS, Regional Aviation Assoc, Airlines for Australia and NZ) Conversation Council SA Council of Social Services (SACOSS) 	High	<p>Interest in the sustainability of their industry and the impacts of development and infrastructure on social, economic, and environmental sustainability.</p> <p>Holders of significant knowledge in their areas of interest.</p>	<ul style="list-style-type: none"> To understand the regional plan development process and how industry will be involved through the process. To be engaged to provide input on state-wide or regional priorities. To be kept informed of the planning progress. 	Consult

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> Youth Affairs Council of South Australia Commissioner for Children and Young People 				
Providers, public and community groups				
Utilities <ul style="list-style-type: none"> SA Water SA Power Networks Electranet Australian Gas Networks Australian Telecommunications Authority Waste management providers 	High	Future provision of utilities in region and state-wide. May have own investment plans that should be considered.	<ul style="list-style-type: none"> To understand the regional plan development process and how they will be involved through the process. To be engaged to provide input on state-wide or regional priorities. To be kept informed of the planning progress. 	Involve
Local services <ul style="list-style-type: none"> Barossa Hills Fleurieu Local Health Network Kangaroo Island Health Advisory Council Local schools Local social services Sealink, KI Connect 	High	They have interest in the provision and accessibility to services and social infrastructure.	<ul style="list-style-type: none"> To understand the regional plan development process and how they and the community will be involved through the process. To be engaged to provide input on regional priorities. To be kept informed of the planning progress. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<p>Local associations, community groups, business groups and industry groups</p> <ul style="list-style-type: none"> • Ag Bureau • Tourism associations • Progress associations • Resident groups • Environment groups • Local Council <ul style="list-style-type: none"> ○ Youth Councils ○ Youth Advisory Committees ○ Youth Collective Committees <p>For example:</p> <ul style="list-style-type: none"> • Advance Kingscote • American River Progress Association • Baudin Beach Progress Association • Emu Bay Progress Association • Harriet River Township Ratepayers Association • Parndana Progress Association • Kangaroo Island Wool 	Medium	<p>Want to see their towns and communities flourish and have the features they value protected.</p> <p>Holders of significant local knowledge and information sharers within the community.</p>	<ul style="list-style-type: none"> • To understand the regional plan development process and how they and the community will be involved through the process. • To be engaged to provide input on regional priorities. • To be kept informed of the planning progress. • Information and resources to share with their communities. 	Involve

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Kangaroo Island Community Market • Kangaroo Island Community Centre (KICC) • American River Community and Sports Association • Art Musuem of Kangaroo Island Establishment Association • Island Care • Kangaroo Island National Trust • Lions Club of Kangaroo Island • Club KI • Agricultural Kangaroo Island • Kangaroo Island Tourism Assoc • Kangaroo Island Business and Brand Alliance • KI Community Education (KICE) 				

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
First Nations Groups <ul style="list-style-type: none"> • Kurna Yerta Aboriginal Corporation • Ngarrindjeri Aboriginal Corporation • Narungga Nation Aboriginal Corporation 	High	Kangaroo Island forms part of the dreaming story for all three First Nations groups. Although no group occupied Kangaroo Island, it is culturally significant to all three groups.	<p>Make direct contact that respectfully approaches each group as partners rather than stakeholders. Ask how they wish to be involved in preparing the regional plan.</p> <p>A tailored approach is proposed to be developed to ensure engagement with First Nations Groups is appropriate, sets clear parameters about the scope of influence and begins to build positive relationships for ongoing conversations around land use planning.</p>	Involve
Landowners of sites that are identified for potential future land use change and/or impacted by potential changes	High	Concern and interest in property impacts. Affected landowners will be identified once a draft regional plan has been developed.	<ul style="list-style-type: none"> • That they will be made aware of the regional plan and have an opportunity to participate and be kept informed during formal consultation stage. • Need clear information about the regional planning process and what is proposed. 	Consult
Landowners/Business owners <p>For example:</p> <ul style="list-style-type: none"> • For example: • Aurora Ozone Hotel • Baillie Lodges • Exceptional KI 	Medium	Significant local knowledge and interest in regional and township development. May have own investment plans that should be considered. Concern in how plan will impact operations.	<ul style="list-style-type: none"> • To understand the regional plan development process and how they and the community will be involved through the process. • To be engaged to provide input on regional priorities. • To be kept informed of the planning progress. 	Consult

Stakeholder	Level of interest	Nature of interest/impact	Stakeholder needs/expectations for engagement	Level of engagement
<ul style="list-style-type: none"> • Ingrams Home Hardware • Island Beehive & KI Outdoor Action • Kiland Limited • KI Shellfish • KI Wool • KI Spirits • Mecure Kangaroo Island Lodge • Sealink Travel Group • The Cliffs Kangaroo Island • T-Ports • Western KI Caravan Park • Yumbah Aquaculture 				
Residents and general public	Medium	Varying level of interest in regional and township development. Very active community.	That they will be made aware of the regional plan and have an opportunity to participate and be kept informed.	Consult

Specific stakeholder needs to support participation

Stakeholder	Specific engagement need
Agency Reference Group	Align engagement to quarterly meeting schedule
Local Government Regional Planning Committee	Align engagement to meeting schedule
Peak Industry Bodies, Peak Planning bodies, Utilities, State Government Agencies	Have an interest in all regional plans. Manage consultation fatigue by providing a state-wide workshop approach that minimises the number of events they need to attend.
Progress Community and Business Associations, RDA Board, LGA Board, council	May wish to discuss and consider their input/feedback at their organisation meetings. Allow adequate time in the consultation periods for them to formulate a response and sign it off at meetings.
Indigenous Leaders	Acknowledge as partners. A tailored approach to engage with Indigenous groups and leaders to be prepared by a specialist consultant, with input from Aboriginal Affairs and Reconciliation.
State and Federal Members of Parliament	Letter to State and Federal Members of Parliament advising of commencement of regional plan process and intended engagement process.
General community and business	Provide opportunities to enable participation outside of business hours.
All	Accessible easy to understand information about the regional plan process and how to get involved.

Engagement activities

Phase 2 – Early engagement (INVOLVE)

Engagement activity	Description	Stakeholders	Timing
Briefing paper	Communication to Minister, Premier and Cabinet about the regional planning process.	Planning Minister, Premier and Cabinet	Ongoing as required
Identify stakeholders and plan engagement activities	Make direct contact with key stakeholders that have a strong community connection to identify stakeholders to participate in workshops.	Kangaroo Island Council Southern and Hills LGA Adelaide Hills, Fleurieu and Kangaroo Island RDA Board Government agencies	September 2022
Webpage and fact sheet	Establish a project webpage and fact sheet that provides information about the KI regional planning process including what the plan is, how it will be prepared, at what stages consultation will occur and with whom. The webpage can be linked to by other stakeholders assisting with promotion (e.g. council). The factsheet can be shared to stakeholders when invitations etc are sent.	All	October 2022
Agency Reference Group meetings	Quarterly meetings. Provide information on the regional planning process, gather information and test ideas.	-	September 2022
Local Government Regional Planning Committee meeting	Provide information about the regional planning process (e.g. presentation and factsheet) at a committee meeting.	Local Government Regional Planning Committee	October 2022
Workshop preparation	Prepare a consistent invitation, running sheet and lines of enquiry prepared for all face to face and online workshops.	-	October 2022
Regional face to face workshops	Deliver face to face workshop(s) on Kangaroo Island, inviting councils, LGA, RDA, Landscape Board, Locally based	As listed	November 2022

Engagement activity	Description	Stakeholders	Timing
	services, associations, community groups, business and industry groups.		
State-wide workshop(s)	Deliver workshop(s) with Adelaide-based organisations and industry groups that have a state-wide focus to provide input into all regions at one event. Could be held as a single large forum or over a number of workshops.	<ul style="list-style-type: none"> • Peak Planning Bodies • Utilities • Peak Industry Groups 	November 2022
State agency face to face workshop(s)	Deliver a face to face workshop(s) with State Government Agencies to provide input into the vision and priorities for all regions.	State Agencies	Nov to Dec 2022
Online survey	Prepare online survey for community and those stakeholders those not able to attend workshops. This could include use of social pin point to map ideas.	Community and stakeholders	November 2022
First Nations engagement	Tailored. TBD.	Commissioner for Aboriginal Engagement (SA) First Nations Commissioner (SA) Indigenous Leaders	November ongoing
Community Representative Group (TBC)	Potential to establish a group of community representatives from a variety of backgrounds (employment industries, ages etc) to provide input into the regional plan and advocate for involvement of the broader community. Seek nominations from participants at community and business visioning workshop.	Selected community and business members	October 2022 ongoing
Engagement summary report	Prepare a report that summarises the engagement undertaken and key themes of feedback received.	All	December 2022
Close the loop messaging	Update the project web page and send an email to participants with a link to the engagement summary report and to communicate the next steps in the project.	All	December 2022

Engagement activity	Description	Stakeholders	Timing
Ongoing meetings and communication as required	Ongoing face to face/online meetings to gather information and provide updates.	Council, Agencies, RDA, LGA etc	Dec 2022 - Mid 2023

Engagement activities for Phase 3 (consultation on the draft regional plan) and Phase 4 (inform of the final plan) will be developed following completion of the previous phase.

Potential activities for Phase 3 could include:

- Online community survey (Your Say)
- Geographically targeted social media promotion
- Local media (papers, radio)
- Displays and posters in council centres
- Stakeholder workshops
- Community drop-in sessions
- Listening Posts (where planners are available to answer questions).

1. Other useful background information

Engagement Already Undertaken

- In collaboration with State Government agencies, a comprehensive review of the SPPs has been undertaken, to identify what elements need to be included in regional plans and/or specific policies that identify certain actions to be resolved through the regional planning process.
- Council's CEO and key staff have been briefed on the proposed approach for the development of regional plans and have been actively engaged to provide preliminary information to support the process, including identification of current and proposed strategic investigations and details of local stakeholders. These discussions have also begun to identify the level of involvement that some of the councils seek to have in preparing and engaging on their regional plan.
- Southern and Hills Regional Local Government Association (S&HLGA) group have been invited to partner with SPC to develop the regional plan, with potential for a memorandum of understanding to be established to guide these ongoing partnerships.
- A Local Government Strategic Planning Committee has been established to oversee and support two-way communication between regional LGAs, their councils, communities and the state government. The local government representatives on the committee are responsible for ensuring councils in their region remain informed throughout the process. The committee has been briefed on the proposed approach for developing the six country regional plans, with participants' feedback sought on the proposed engagement process.
- Introductory conversations have been held with Regional Development Australia – Adelaide Hills, Flerieu & Kangaroo Island.

Existing Reports, Plans and Strategies

A number of relevant strategies, investigations and projects have been developed by State Government agencies, councils, LGA groups and Regional Development Australia for the region. Where appropriate these will help inform the development of the regional plans. A brief summary of some of the relevant council and RDA projects and strategies is contained in Table 1 below.

Title	Summary of Relevance to Regional Plan	Engagement to Date
Kangaroo Island Council <i>Kangaroo Island Airport Economic Development Master Plan 2021 - 2041</i>	Investigated existing and future land uses within the KI Airport precinct, recommending residential, commercial, industrial and recreational uses be developed on contiguous farmland surrounding the airport. High Priority of published document is the realisation of 'contiguous residential and commercial urban development' and a 'business/innovation hub'.	Survey distributed to key stakeholders and users of Kangaroo Island Airport.
Kangaroo Island Council <i>Strategic Management Plan 2020-2024</i>	Outlines the vision, mission and strategies for the council area for the period 2020 - 2024.	Engagement undertaken in accordance with the requirements of the <i>Local Government Act 1999</i> .
Kangaroo Island Council <i>Penneshaw Structure Plan</i>	Penneshaw Structure Plan (April 2019) identified appropriate growth fronts for future housing demand, in addition to infrastructure and open space improvements.	Elected Member briefings, public notices, drop-in sessions and mailed correspondence from stakeholders.
Kangaroo Island Council <i>Town Centres Project</i>	Funded by the Open Spaces and Places for People Grant and Commonwealth Drought Communities Program. Phase 1 comprises Kingscote, Penneshaw, American River and Parndana and seeks to ensure these settlements support a well-established tourism economy by providing services and improved appearance within townships.	Preliminary consultation held in February 2021 and formal consultation and feedback received in June/July 2021.
Southern and Hills Regional Local Government Association (S&HLGA) <i>2030 Regional Transport Plan</i>	Comprehensive document which discusses transport flows and demand in the region, featuring a database of regionally significant roads.	Document was prepared in consultation with the Roads Working Party – membership comprises leadership group of each constituent councils Works/Technical Services area, and Regional Managers and transport strategy planners from DIT.

Title	Summary of Relevance to Regional Plan	Engagement to Date
Southern and Hills Regional Local Government Association (S&HLGA) and Regional Development Australia – Adelaide Hills, Fleurieu & Kangaroo Island <i>Resilient Hills & Coasts – Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island region</i>	Climate Change strategic plan with adaptation options and next steps.	Series of workshops involved representatives from key stakeholders across public and private sector.
Southern and Hills Regional Local Government Association (S&HLGA) <i>Draft Regional Public Health Plan 2022-2027</i>	<u>Anticipated to be adopted in October 2022</u> Coordinates efforts to improve the health and wellbeing of residents across the six constituent councils.	Public consultation held from 5 July – 5 August 2022.
Southern and Hills Regional Local Government Association (S&HLGA) <i>Business Plan 2021-2025</i>	Outlines the priority actions and outcomes to be delivered during the period in line with the associations general strategic plan and a number of other key state-wide plans and strategies.	Internally produced document.
Regional Development Australia – Adelaide Hills, Fleurieu & Kangaroo Island <i>Strategic Regional Plan 2022 - 2025</i>	Strategic vision for region as envisaged by the RDA Board.	Nil details available.
Regional Development South Australia (RDSA) <i>The Regional Blueprint</i>	Provides an overview of regional SA and a fully scoped investment pipeline from conceptual through to shovel ready projects.	Developed through continuous input by public and private stakeholders.

Current and Proposed Strategic Investigations + Projects

In addition to the projects identified above, there are numerous strategic investigations by a range of State Government agencies and councils that are proposed, or currently underway, and not yet completed.

To avoid duplication and/or leverage existing effort, it is intended that, wherever possible, stakeholder engagement that occurs as part of these activities will be also considered during the preparation of the relevant regional plan/s.

In accordance with the *Local Government Act 1999*, councils are required to undertake a comprehensive review of their strategic management plans within two years of a local government election. The next election will take place in November 2022. It is expected that many councils will commence their reviews in 2023 and it is anticipated that much of the information informing the development of regional plans will be highly relevant to councils' review process.

Appendix A – Engagement evaluation proformas

Measures of Success Tool

The Charter sets minimum performance indicators (or measures of success) that must be used to evaluate engagement required by the Charter. These measures help to gauge how successful the engagement has been in meeting the Charter's principles for good engagement.

1. The evaluation process

Step 1- Initiation- Prepare Engagement Plan

- An outline of how the success of engagement will be measured against the Charter's principles is required as part of the engagement plan. This engagement plan needs to be agreed to by the Commission at the initiation stage.
- The minimum performance indicators to be used for evaluation are provided in Table 1. Additional performance indicators can be included if desired.
- These measures of success will be used to evaluate whether the principles of the Charter have been met throughout the engagement process.

Step 2- Consultation- Collect Evaluation

- During the engagement the engagement entity (planner/proponent/engagement manager) needs to ensure that the information needed to evaluate the engagement is gathered.
- This can be done by distributing a survey to participants at the end of an engagement activity or at the end of the entire engagement. This survey should ask at least the minimum performance indicator questions for "community" as identified in Table 1. (see example survey)
- The engagement entity can also complete an evaluation exercise at the end of an engagement activity or at the end of the entire engagement. This exercise should at least respond to the minimum performance indicator questions for "project manager or equivalent" in Table 1. (see example template)
- Completing these exercises at the end of engagement activities enables the project team to review the success of the activities - what went well and what didn't - and make improvements for the next engagement stages. Participants may also be more likely to fill out a survey straight after an activity, rather than something sent to them later.
- Quantitative data should also be collected as the engagement rolls out including: number of people reached, number of participants at events, number of submissions received etc.
- Workshop attendance sheets, or online bookings are a great way of gathering numbers of participants whilst also building a contact list to follow up with the outcomes of the engagement or a future activity.

Step 3 Consider feedback- Evaluation Reporting

- On completion of engagement, the information gathered from the evaluation activities needs to be compiled, analysed and summarised.
- The evaluation needs to be included within the s73 statutory Engagement Report that is provided to the Minister for decision making. This Engagement Report is also published on the SA Planning Portal.
- See guidance on what evaluation information to include in this report.

Table 1 - Minimum performance indicators to be used for evaluation under the Community Engagement Charter

Charter Criteria	Charter Performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow up survey	Measuring success of project engagement (prepared by Project Manager of engaging authority for inserting in Engagement Report)
Principle 1: Engagement is genuine	<ul style="list-style-type: none"> People had faith and confidence in the engagement process. 	Community	1. I feel the engagement genuinely sought my input to help shape the proposal	Likert scale - strongly disagree to strongly agree	Percent from each response.
	<ul style="list-style-type: none"> Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence 	Project Manager or equivalent	2. Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	Engaged when there was opportunity for input into scoping	Project Manager or equivalent
	<ul style="list-style-type: none"> Engagement contributed to the substance of a plan or resulted in changes to a draft 	Project Manager or equivalent	3. Engagement contributed to the substance of the final plan		Project Manager or equivalent
Principle 2: Engagement is inclusive and respectful	<ul style="list-style-type: none"> Affected and interested people had the opportunity to participate and be heard. 	Community	4. I am confident my views were heard during the engagement	Likert scale - strongly disagree to strongly agree	Per cent from each response.
		Project Manager or equivalent	5. The engagement reached those identified as community of interest. <i>Note: The Community of Interest are those Community groups identified in the stakeholder analysis in the engagement plan.</i>	<ul style="list-style-type: none"> 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. 	Provide chosen answer
Principle 3: Engagement is fit for purpose	<ul style="list-style-type: none"> People were effectively engaged and satisfied with the process. People were clear about the proposed change and how it would affect them. 	Community	6. I was given sufficient information so that I could take an informed view. <i>Note: Sufficient information includes whether the information was understood i.e. in plain English language, another language, visuals in addition to the extent of information.</i>	Likert scale - strongly disagree to strongly agree	Per cent from each response.

Charter Criteria	Charter Performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow up survey	Measuring success of project engagement (prepared by Project Manager of engaging authority for inserting in Engagement Report)
			7. I was given an adequate opportunity to be heard	Likert scale - strongly disagree to strongly agree	Per cent from each response.
Principle 4: Engagement is informed and transparent	<ul style="list-style-type: none"> 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	8. 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.
	<ul style="list-style-type: none"> Engagement includes 'closing the loop' Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement 	Project Manager or equivalent	9. Engagement provided feedback to community about outcomes of engagement	<ul style="list-style-type: none"> Formally (report or public forum) Informally (closing summaries) No feedback provided 	Provide chosen answer
Principle 5: Engagement processes are reviewed and improved	<ul style="list-style-type: none"> The engagement was reviewed and improvements recommended. 	Project Manager or equivalent	10. Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	<ul style="list-style-type: none"> Reviewed and recommendations made Reviewed but no system for making recommendations Not reviewed 	Provide chosen answer
Charter is valued and useful	<ul style="list-style-type: none"> Engagement is facilitated and valued by planners 	Project Manager or equivalent	<p>Identify key strength of the Charter and Guide</p> <p>Identify key challenge of the charter and Guide</p>	General Comments	

Example community evaluation survey to meet minimum performance indicators

This survey can be completed by those participating in an engagement activity or at the conclusion of the engagement process.

It could be distributed in hardcopy or online. It could be handed out at events, emailed to attendees or those who submit submissions and provided on a website. It could also be added to existing templates for evaluations.

Activity (e.g. stakeholder workshop, submission, open day): _____

Date: _____

I am a (Resident, stakeholder, etc): _____

Please indicate the extent to which you agree or disagree with the following statements

(1 = strongly disagree and 5 = strongly agree)

	Evaluation statement	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1	I feel the engagement genuinely sought my input to help shape the proposal	1	2	3	4	5
	<i>Comment:</i>					
2	I am confident my views were heard during the engagement	1	2	3	4	5
	<i>Comment:</i>					
3	I was given an adequate opportunity to be heard	1	2	3	4	5
	<i>Comment:</i>					
4	I was given sufficient information so that I could take an informed view.	1	2	3	4	5
	<i>Comment:</i>					
5	I felt informed about why I was being asked for my view, and the way it would be considered.	1	2	3	4	5
	<i>Comment:</i>					

Example project manager evaluation exercise to meet minimum performance indicators

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

It could be completed online or in hard copy.

Please consider your engagement process as a whole and provide the most appropriate response.

	Evaluation statement	Response options
1	The engagement reached those identified as the community of interest. <input type="checkbox"/>	<ul style="list-style-type: none"> ▪ 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
	<i>Comment:</i>	
2	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	<ul style="list-style-type: none"> ▪ Reviewed and recommendations made in a systematic way ▪ Reviewed but no system for making recommendations ▪ Not reviewed
	<i>Comment:</i>	
3	Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	<ul style="list-style-type: none"> ▪ 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
	<i>Comment:</i>	
4	Engagement contributed to the substance of the final plan	<ul style="list-style-type: none"> ▪ In a significant way ▪ In a moderate way ▪ In a minor way ▪ Not at all
	<i>Comment:</i>	

5	Engagement provided feedback to community about outcomes of engagement	<ul style="list-style-type: none"> ▪ Formally (report or public forum) ▪ Informally (closing summaries) ▪ No feedback provided
	<i>Comment:</i>	
6	Identify key strength of the Charter and Guide	<ul style="list-style-type: none"> ▪ Provide drop down list with options based on charter attributes (in future)
	<i>Comment:</i>	
7	Identify key challenge of the charter and Guide	<ul style="list-style-type: none"> ▪ Provide drop down list with options based on charter attributes (in future)
	<i>Comment:</i>	

Example evaluation template to include in report to the Commission

(See template provided in the online guide for the entire report template for the State Planning Commission)

Engagement reach

For each engagement activity (include promotion too) provide the following information. This could be done in a table. Add any discussion to clarify any of the results.

For example:

Stage of engagement	Engagement or promotion activity	Number reached e.g. sent to, invited, distribution extent, webpage hits.	Number participating e.g. number participants, submissions (breakdown public versus professional organisations), surveys completed.

Discussion...

Consistency with the agreed engagement plan

Explain how the engagement plan approved by the Commission was adhered to or not. A change may occur due to feedback during engagement activities or other unforeseen changes. Outline this here

The engagement occurred in accordance with the Engagement Plan endorsed by the State Planning Commission on x date (Engagement Plan attached) with exception of the below variances (if relevant).

Variances were made to the Engagement Plan as follows (if relevant):

Variance	Justification

Engagement evaluation results

The purpose of this Chapter is to enable the State Planning Commission to determine whether the Community Engagement Charter requirements have been met.

Summary of the Evaluation

Include a brief analysis about the success of the engagement, include the causes or 'story behind' the data provided below. This is where you can help the Commission interpret the data (below) by explaining what you believe the data is telling you about the effectiveness of your engagement

For example: There was significant emotional objection in connection to an issue (outline issue) that was connected to the proposal but not part of this engagement process. The community found it difficult to understand that the issue was not part of this engagement process.

How evaluation was collected

Provide how evaluation data was collected.

For example: Evaluation data for the minimum performance indicators required by the charter were collected. For the 'community' indicators, the data was collected through an evaluation survey provided to participants at each event, emailed to those that lodged a submission, available from council Website/SA Planning Portal.

The engagement entity or 'project manager' indicator evaluation was completed by the

Results of the community mandatory evaluation indicators

X number of community evaluation surveys were received. The results of the survey are provided in Table X.

Table X						
<i>Insert percentage of number of respondents for each category. for instance if 4 people from 20 people indicated that they agreed that they felt they were genuinely listened to then the percentage in the report is %20</i>						
	Evaluation statement	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1	I feel the engagement genuinely sought my input to help shape the proposal (Principle 1)	%	%	%	%	%
2	I am confident my views were heard during the engagement (Principle 2)	%	%	%	%	%
3	I was given an adequate opportunity to be heard (Principle 3)	%	%	%	%	%
4	I was given sufficient information so that I could take an informed view.(Principle 3)	%	%	%	%	%
5	I felt informed about why I was being asked for my view, and the way it would be considered. (Principle 4)	%	%	%	%	%

Results of the Engagement Entity's ('project manager') evaluation

The engagement was evaluated by the project manager/project team/engagement manager. The results of this evaluation are shown in Table x.

Table X

	Evaluation statement	Response options (<i>Select answer</i>)
1	The engagement reached those identified as the community of interest (Principle 2)	<ul style="list-style-type: none"> 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
2	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement (Principle 5)	<ul style="list-style-type: none"> Reviewed and recommendations made in a systematic way Reviewed but no system for making recommendations Not reviewed
3	Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	<ul style="list-style-type: none"> 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
4	Engagement contributed to the substance of the final plan	<ul style="list-style-type: none"> In a significant way In a moderate way In a minor way Not at all
5	Engagement included the provision of feedback to community about outcomes of their participation	<ul style="list-style-type: none"> Formally (report or public forum) Informally (closing summaries) No feedback provided
6	Identify key strength of the Charter and Guide	
7	Identify key challenge of the charter and Guide	

Summary and results of any additional evaluation

Insert a summary and results of additional evaluation undertaken if applicable

Applying the Charter Principles in practice

Consider how your engagement met the principles of the Charter. For examples, see page 6 of the Guide.

The Charter Principles were applied to the engagement as outlined in Table X.

Charter Principle	How the engagement approach/ activities met the principle
Engagement is genuine	
Engagement is inclusive and respectful	
Engagement is fit for purpose	
Engagement is informed and transparent	
Engagement is reviewed and improved	