# Engagement Report for State Planning Commission

# *[Title of Project]*

## Project lead

Name:

Position:

Email:

Phone:

KNet Reference:

## Executive Summary

*This is optional. It is worthwhile on larger projects with many different activities or stages of engagement. It provides an opportunity to summarise the common themes coming through all engagement activities and other overarching statistics.*

## Introduction

*Compile and summarise background information regarding the preparation or amendment of the planning instrument by considering the following key questions. This can be taken largely from your engagement plan. In general, it should only need to be one page maximum.*

* Why was this project being initiated?
* What does it hope to achieve?
* What was the purpose of the engagement?

## Engagement objectives

*Copy these from your engagement plan.*

The engagement objectives were to:

* XYZ
* XYZ

## Engagement activities

*Describe each of the activities undertaken – where, when, what, why and who*

For example

**Community Open Day**

A community open day was held at x on x date. XXXX were invited to participate via XXXX. A sausage sizzle and xxx were provided to encourage participation.

The venue was set up in a series of stations with the following activities:

Activity 1 – description of activity

Activity 2 – description of activity

Activity 3 – description of activity

Activity 2

* XYZ
* XYZ

## Engagement outcomes

*Describe the outcomes of each activity. How many participants. What were the main themes of feedback? Provide example verbatim quotes from participants for each theme collected via written responses such as in a survey or feedback form or recorded during facilitated discussion. Include photos of activities where possible.*

*If you have conducted a survey, you may also be able to provide graphs summarising the response to the level of support for different proposals/questions received.*

*If the report summarises many activities, you may like to include a summary at the start of this section with overarching outcomes for participation and themes of feedback. You may wish to include graphs such as pie charts to illustrate age of participants, themes of feedback etc.*

For example:

**Community Open Day**

XXX people attended the community open day. This section outlines the key themes of feedback heard.

Many participants spoke about…

* Quote 1
* Quote 2
* Quote 3

Also important to participants was theme X as well as Y and Z. Comments that reflect this feedback include:

* Quote 1
* Quote 2
* Quote 3

## Engagement evaluation

### 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 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) and surveys completed. |
| --- | --- | --- | --- |
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|  |  |  |  |

*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 section 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

*Describe 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 and available from Council Website/SA Planning Portal.

The engagement entity or ‘project manager’ indicator evaluation was completed by the XYZ

### 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 *Insert percentage of number of respondents for each category*. *For instance if 4 from 20 people indicated that they agreed that they felt they were genuinely listened to then the percentage in the report is %20* | | | | | | |
|  | **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 (*Select answer)* |
| --- | --- | --- |
| 1 | The engagement reached those identified as the community of interest (Principle 2) | * 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) | * 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 | * 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 | * 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 | * 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. If there has not been any variation from your engagement plan, you should be able to copy this section across from that*

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 |  |