

# Code Amendment Process for Code Control Group

## Introduction

This factsheet outlines the process for proponents of Code Amendment proposals to be heard by the Code Control Group (CCG).

The Department for Trade and Investment (the department) has also established a commitment to service levels in its processing of Code Amendments. These are published in the [Code Amendment Service Standards and Fees Policy](#).

## Role of the Code Control Group in Code Amendments

CCG coordinates advice to the Minister for Planning (the Minister), the State Planning Commission (Commission) and proponents on Amendments to the Planning and Design Code (the Code).

Meetings of CCG are held weekly at 83 Pirie Street, Adelaide with actions recorded to ensure ongoing transparency and accountability.

## Benefits of the service

CCG ensures that Code Amendments are considered from a broad range of perspectives and includes specialised expertise in key technical planning areas.

It also plays an important role in ensuring that Code Amendments are consistent with Drafting Principles established by the *Planning, Development and Infrastructure Act 2016* and the Commission (outlined in the [Guide to the Planning and Design Code](#)).

All Code Amendments are considered by CCG as part of the department's standard assessment process. Unless the department has specific questions or concerns regarding a proposal, proponents will generally not be invited to attend the CCG meeting.

Key benefits to proponents of meeting with CCG:

- helps inform initiation proposals to ensure all mandatory requirements have been met
- greater certainty to proponents
- allows designated entities to receive feedback early in the process and reduced assessment times for proposals
- allows the department to better understand the proposal and provide more informed advice to the Commission and/or the Minister.

## When should I request a meeting with the Code Control Group?

There is benefit in meeting with the CCG early in the Code Amendment process and prior to lodging a formal Proposal to Initiate, particularly where the proposal has a range of complex matters to be considered.

The purpose of meeting with CCG at the pre-lodgement stage is to gain an understanding of:

- the possible range of investigations that may be required
- any relevant government or Commission Policies that may be relevant to the proposal
- technical matters in relation to the Code Drafting Principles including appropriate selection of Zones, Subzones or Overlays relevant to the proposal.

There is also benefit in meeting with CCG when the Code Amendment is lodged for a determination. The purpose of such a meeting is to:

- assist in resolving any significant issues raised during engagement, including issues raised by other agencies
- finalise technical requirements including amendment instructions.

## Who is on the Code Control Group?

CCG is chaired by the Manager, Planning and Design Code of Planning and Land Use Services and includes a range of senior department staff in policy, strategic planning and development assessment roles. Meetings may be attended by council representatives and relevant agencies (where required).

## Request to attend the Code Control Group

Code Amendment proponents may request to attend a meeting of CCG to brief them on a Code Amendment proposal. This is one of several ways for proponents to engage with the department in relation to Code Amendments. Proponents may elect to proceed with a Code Amendment proposal without attending a CCG meeting.

Given the volume of Code Amendments in the system, and the type of guidance being sought by the proponent, not all requests to meet with CCG will be accepted.

In some instances, advice will instead be provided by way of email, phone call or a one-on-one meeting with officers from the department.

Where a meeting with CCG is accepted, best endeavours will be made to schedule for the next available meeting. Proponents seeking a meeting are encouraged to make their request early in the process to ensure any scheduling delays do not impact on project deadlines.

Proponents can request to attend a CCG meeting by emailing [CodeAmendmentCoordination@sa.gov.au](mailto:CodeAmendmentCoordination@sa.gov.au). In making a request it is asked that proponents provide as much information as possible to assist in scheduling a meeting.

## **What to Expect at a CCG meeting**

Proponents attending CCG are encouraged to provide information regarding the proposal prior to the meeting. This enables members to consider the matter in advance and ensures best use of time. Proponents may use a presentation on the day if desired.

CCG cannot speak for, or make commitments on behalf of, the Minister or the Commission. All discussions at CCG are to be taken as advice only.

Discussions at CCG are not to be disclosed to the media or to be portrayed as a formal position of the Minister or the Commission.