

MIDDLETON CODE AMENDMENT

Engagement Plan

DECEMBER 2022

1. INTRODUCTION

Gums ADHI Pty Ltd, the Designated Entity, is proposing to initiate an amendment to the Planning and Design Code (the Code Amendment) as it relates to land located at Lot 104 Port Elliot Road Middleton and Lot 105 Mindacowie Terrace Middleton.

The Code Amendment proposes to replace the existing zone, being the Deferred Urban Zone, with the Master Planned Township Zone. The Amendment proposes to introduce numerical standards such as site area and building height.

Fundamental to the Code Amendment process, the Designated Entity must prepare an Engagement Plan which complies with the Community Engagement Charter. The Engagement Plan outlines engagement activities that will be undertaken to inform and seek feedback from key stakeholders on the Code Amendment.

2. BACKGROUND INFORMATION

2.1 What is the Code Amendment process?

The Planning and Design Code (the Code) is a statutory instrument under the *Planning, Development and Infrastructure Act 2016*, for the purposes of development assessment and related matters within South Australia. The Code contains the planning rules and policies that guide what can be developed in South Australia.

A Code Amendment is a proposal to change the policies, rules, or mapping within the Code.

The Code Amendment process involves a number of steps which must be undertaken before any changes can be implemented to ensure a transparent process. An overview of the Code Amendment process can be viewed on the SA Planning Portal website at https://plan.sa.gov.au/have_your_say/code_amendments.

The current stage of this Code Amendment Process is at the **Initiated Stage** as shown in Figure 1. The majority of the engagement activities will occur after the preparation of the Code Amendment, highlighted in RED in the diagram below:

Figure 1 - Stages of a Code Amendment Process



2.2 Why is this Code Amendment being initiated?

- The Affected Area includes land located at Lot 104 Port Elliot Road Middleton and Lot 105 Mindacowie Terrace Middleton, as shown below:

Figure 2 - The Affected Area for the Code Amendment



Locality Plan

MIDDLETON, SA

 Affected Area

 HUMBY
CONSULTING

March 2022
Scale 1:8500

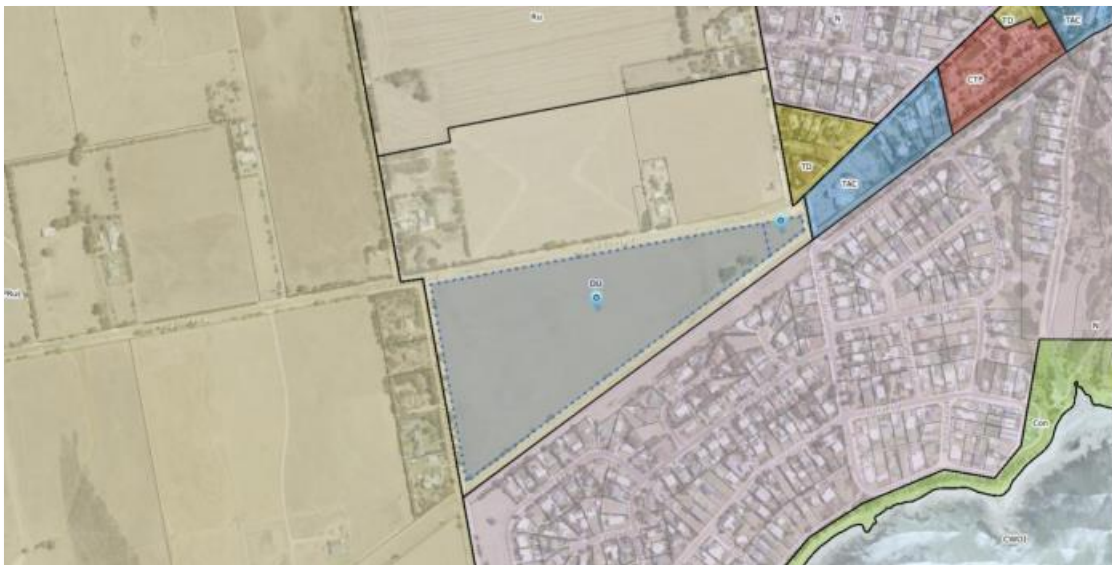
- The Affected Area is conveniently located at the western end of the Middleton township which will assist in creating a logical expansion to the existing township.
- The Affected Area is in close walking distance to existing shops and services on the main street of Middleton and is adjacent Port Elliot Road which connects the townships of Victor Harbor and Port Elliot (to the west), and to Middleton and Goolwa (to the east). The southern boundary of the Affected Area is enclosed by the Cockle Train railway line to the south. Mindacowie Terrace and Basham Beach Road border the Affected Area to the east and west respectively.
- Currently situated within the Deferred Urban Zone, the Affected Area has historically been identified for future residential expansion. The Affected Area is one of two remaining areas of Deferred Urban Zone within the Middleton township, with all other areas located in the Environment, Food and Production Area which restricts further residential development.

- Given the ongoing demand for new dwellings in Middleton and the wider Fleurieu region, the rezoning of the land for residential allotments and public reserve is a logical and timely one.
- Preliminary transport investigations undertaken by CIRQA confirm that the land can be accessed via single entry point off Port Elliot Road without impacting on traffic flow and the adjoining road network.
- Preliminary stormwater management analysis undertaken by Wallbridge Gilbert Aztec confirm that stormwater can be captured and detained within the Affected Area before being gradually released into Council's existing infrastructure.
- Wallbridge Gilbert Aztec also confirmed that infrastructure upgrades will be modest with any costs for connections to Council infrastructure paid for by the proponent.

2.3 What does this Code Amendment seek to achieve?

- The draft Code Amendment seeks to change the zoning that applies to the Affected Area from Deferred Urban Zone to the Master Planned Township Zone as shown in the figure below:

Figure 3 - Zoning Map



Source: SAPPA

- The Master Planned Township Zone seeks complementary development to the existing township settlement patterns, adjacent rural landscapes and natural features.
- The zone in particular envisages residential development of single to two storeys in a low density neighbourhood.
- It is proposed that the same Overlays that apply to the adjacent land will be applied to the Affected Area. These include: *Airport Building Heights (Aircraft Landing Area)*,

Building Near Airfields, Hazards (Bushfire — Medium Risk), Hazards (Flooding — Evidence Required), Murray-Darling Basin, Native Vegetation, Prescribed Water Resources Area, Traffic Generating Development and Urban Transport Routes. The Affordable Housing Overlay will also be applied.

- The draft Code Amendment proposes to introduce a Concept Plan over the Affected Area to guide the location of public reserve, site access, pedestrian connections and interface treatment.

2.4 What do existing relevant strategies, reports or plans say about the Affected Area?

- The **State Planning Policy and 30 Year Plan for Greater Adelaide 2017 Update volume of the Planning Strategy** provide the long term vision as well as setting the spatial patterns for future development in a region. The Affected Area is located on the western section of the Middleton township and is identified in the 30-Year Plan as a Future Urban Growth Area. The Affected Area is also outside of the designated Environment and Food Production Area.
- The **Land Supply Report for Greater Adelaide (June 2021)** provides a clear analysis of residential and employment trends, projected demand and land supply in Greater Adelaide, including the Fleurieu Peninsula region. The report has identified that population in the Fleurieu region is projected to grow and the Code Amendment will assist in addressing the growth and demand challenges as expressed by this report.
- The **Alexandrina Council Community Strategic Plan 2014-2023** seeks to showcase Alexandrina as a premium living and lifestyle destination. Interface with surrounding land uses and with the railway reserve will be investigated to satisfy the vision expressed by the Strategic Plan for premium living environments.
- **Alexandrina 2040** report proposes a series of Village Innovation Plans to improve the lives of its residents and businesses over the next 20 years. How the proposed rezoning of the land for future residential development is aligned with the objectives and direction of this report will be outlined in the Code Amendment report.
- **Middleton Village Conservation (Snapshot Report)** is the first stage in creating a Village Innovation Plan (as per Alexandrina 2040). The goals and solutions outlined in this report will be analysed to determine how well the Code Amendment aligns with them.
- **Alexandrina Draft Economic Development Strategy 2022-27: Regenerating Alexandrina's Economy** will ultimately seek to identify strategies to regenerate the local economy through to 2027.

2.5 What have any past engagement processes identified about the Affected Area?

- Preliminary discussions with staff at the Alexandrina Council has indicated a high level of support for low density residential zoning.

- Meetings with the Middleton Town and Foreshore Association has been undertaken whereby general support was provided for low-density residential sized allotments as expressed by the Middleton Village Innovation Plan, together with a large reserve/public open space area on the eastern side of the Affected Area.
- The key messages of the Middleton Village Innovation Plan were reiterated by community members at a recent Middleton Masterplan Workshop and Village Conversation held in Middleton on 27 October 2022.
- A Fact Sheet on the proposed Code Amendment were provided to attendees of the Middleton Masterplan Workshop and Village Conversation.

3. ENGAGEMENT RATIONALE

3.1 Purpose of Engagement

The purpose of engagement is to ensure that the community and stakeholders, which include individuals, businesses and organisations, which are affected by the proposed Code Amendment are able to provide feedback and influence particular elements of the proposed Code Amendment during the preparation stage, and prior to the finalisation of the Code Amendment.

Specifically, the engagement will:

- Raise awareness that a Code Amendment is being prepared.
- Provide information about what is proposed by the Code Amendment including the location of where the proposed changes will apply and what the zoning changes will be
- Allow the community and stakeholders to understand the future development implications that the proposed Code Amendment may facilitate, and any impacts this may have on them
- Provide the opportunity for the community and stakeholders to identify issues and opportunities early, so that they can be considered in the preparation of the Code Amendment
- Enable community and stakeholders to provide feedback on the Code Amendment prior to it being finalised and submitted to the State Planning Commission and Minister for Planning
- 'Close the loop' with community and stakeholders to inform them of the outcomes of the engagement process and how they can access the final version of the Code Amendment
- Meet statutory requirements as they relate to engagement on a Code Amendment
- Build relationships with the community and stakeholders to support future activities (i.e. construction) at the site.

3.2 Engagement Objectives

This engagement plan includes the following objectives to ensure consistency with the Community Engagement Charter Principles:

- To ensure the Alexandrina landholders, community and stakeholders have easy access to the applicable information about the proposed Code Amendment and how and where to participate in engagement activities and/or provide feedback
- To provide easy to understand written and graphic materials, augmented by face to face and/or digital media opportunities, to explain and demonstrate the effects of the proposed policy change
- To give opportunities and gain feedback from all affected and interested community and stakeholders in ways that are inclusive and engaging and ultimately inform the amendment.
- To maintain a positive relationship between Council and the community, and position Alexandrina Council as an organisation that is providing sound advice and management decisions.
- To inform the community of the decision, and reasons for the outcome, following the completion of the consultation process.
- To comply with the Community Engagement Charter and the *Planning, Development and Infrastructure Act 2016*.

3.3 Principles of the Community Engagement Charter

The preparation of the Code Amendment, and specifically the Engagement Plan, is required to comply with the principles of the Community Engagement Charter under the *Planning, Development and Infrastructure Act 2016*. The Community Engagement Charter sets out best practice guidelines for community engagement in relation to the preparation and amendment of planning policies, strategies and schemes.

The five principles of the Community Engagement Charter include:

1. Engagement is genuine
2. Engagement is inclusive and respectful
3. Engagement is fit for purpose
4. Engagement is informed and transparent
5. Engagement processes are reviewed and improved.

Table 1 in Appendix A outlines the ways in which this engagement plan supports the five principles of the Charter and how success of the engagement activities will be measured and evaluated, to identify if and where improvements are required.

3.4 Scope of Influence

The Planning and Design Code utilises standardised policies for zones, to ensure consistency across the state in how they are applied and interpreted. This means that once a zone is proposed through a Code Amendment, there is limited scope to tailor individual land use policies to suit a site. The use of Concept Plans is one way that site-specific requirements can be articulated, but it is acknowledged that the Planning and Design Code currently uses these sparingly, and usually only for very large sites with complex future development outcomes. Subzones and Technical and Numerical Variations (TNVs) are another way that some zones can be tailored to shape area or site specific outcomes.

To achieve a transparent engagement process, it is important to be clear about what the community and stakeholders can and cannot influence.

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

- The spatial application of the Zones
- The spatial application of the Technical and Numeric Variations
- The spatial applications of the Overlays
- The introduction and layout of a Concept Plan.

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

- The zone that has been selected to apply to the Affected Area
- The creation or amendment of new policy content within the Overlays, Zones, Subzones or General Policies contained within the Planning and Design Code that affect other areas of the state
- The expansion of the geographic extent of the amendment or the Affected Area.

4 KEY MESSAGES

The following key messages will underpin the engagement regarding the Code Amendment. Additional key messages will be created for specific stakeholder communication as required.

- The Planning and Design Code (the Code) is a State Government document that sets out the rules that determine how land can be used and what can be built on it. Changing the rules in the Code is called a 'Code Amendment'.
- A change to the Code is proposed as it applies to Lot 104 Port Elliot Road, Middleton and Lot 105 Mindacowie Terrace, Middleton
- Specifically, the Code Amendment proposes to replace the Deferred Urban Zone with the Master Planned Township Zone.
- We would like to enable the following policy changes include:
 - Insertion of a Concept Plan to enable to the management of the interface with adjacent rural land and the railway line, and surrounding residential, open space and commercial uses
 - Apply the Affordable Housing Overlay
- Ensure that stakeholders and the community are consulted and feedback sought on these changes as required as part of the Code Amendment process.
- Consultation must comply with the Community Engagement Charter. This requires that engagement is genuine and fit for purpose.
- We will use a range of ways to communicate information and collect feedback on the proposed changes to the Code in ways that are simple, accessible and convenient.
- The Minister for Planning is the decision maker for approval or refusal of the proposed Code Amendment. The Minister will take into account the feedback received during the consultation period and whether the consultation was carried out in accordance with the Community Engagement Charter. The Minister may also seek the advice of the State Planning Commission prior to making a decision.

5 STAKEHOLDER IDENTIFICATION AND ANALYSIS

The aim of the engagement process is to ensure that all feedback through submissions received are understood, considered and reflected in the Code Amendment process. Stakeholder identification has been prepared and is detailed in Table 2 of Appendix B. In summary, stakeholders include in addition to the community, relevant agencies, State and Federal Members of Parliament, and interested parties.

The engagement will be tailored to respond to each stakeholder's level of interest in the project, the extent to which they are impacted and the level of influence they could have on the successful delivery of the project.

6 THE ENGAGEMENT APPROACH

6.1 Engagement activities

An implementation plan has been prepared which details the various engagement activities proposed for each engagement level. The implementation plan is outlined in Table 3 of Appendix C.

Engagement activities have been included to ensure that the method of engagement is appropriate for achieving the objectives and level of influence of the engagement. Code Amendment Engagement activities will be undertaken after the draft Code Amendment Report is completed and includes the Report being made available to the public and all stakeholders for review and input. Code Amendment Engagement activities will generally include the following three milestones:

- commencement of engagement in accordance with the implementation plan, plus consultation of the Code Amendment, in writing, directly to The Alexandrina Council and owners or occupiers of the land and adjacent land, in accordance with Regulation 20 of the *Planning, Development and Infrastructure (General) Regulations 2017*; and
- conclusion of engagement; and
- reporting back to the relevant stakeholders and/or the public on the outcomes of engagement and next steps.

6.2 Closing the Loop

A letter or email (depending on the stakeholders representation format) will be sent to participants who were involved in the engagement process at the conclusion of the engagement period. This will include a link to an evaluation survey and provide the opportunity to provide feedback on the Code Amendment engagement process.

A further letter or email will be provided once the Minister for Planning has made a decision on the Code Amendment.

The SA Planning Portal will also be updated to reflect the completion of the Code Amendment engagement process.

Table 4 in Appendix D summarises the steps to 'closing the loop' in detail.

7. REPORTING AND EVALUATION

7.1 Reporting

An Engagement Summary Report will be prepared at the conclusion of the consultation period and will summarise:

- How the consultation was communicated
- What engagement was undertaken
- Feedback received from engagement activities/mechanisms
- What was heard
- How feedback influenced the final Code Amendment.

7.2 Evaluation

A link to an evaluation survey will be sent by letter or email to participants following the completion of the consultation. The project coordinator will assess the success of the engagement against criteria five to nine:

1. Engagement is genuine
2. Engagement is inclusive and respectful
3. Engagement is fit for purpose
4. Engagement is informed and transparent
5. Engagement processes are reviewed and improved
6. Engagement occurs early
7. Engagement feedback was considered in the development of planning policy, strategy or scheme
8. Engagement includes 'closing the loop'
9. Charter is valued and useful.

Results will be reported in the Engagement Summary Report.

Appendix A - Table 1 Applying the Principles of the Community Engagement Charter

Charter Principle	Engagement need or technique
Engagement is genuine	<p>The following techniques are incorporated in the Engagement Plan to provide suitable opportunity to participate in the engagement:</p> <ul style="list-style-type: none"> • Clear and concise information on the draft Code Amendment is provided to ensure community understanding of the Code Amendment process and the planning policy proposed in the draft Code Amendment. • Suitable time is allocated to participate in consultation activities and provide feedback. • Representatives of the Designated Entity are available to discuss the Code Amendment. • Ability to provide feedback via: <ul style="list-style-type: none"> • - Personal contact via phone or a meeting if requested. • - Electronically via SA Planning Portal or direct email. • - Via written correspondence or survey.
Engagement is inclusive and respectful	<p>The variety of engagement techniques are suitable for the identified stakeholder groups, with a number of opportunities to be informed and provide feedback. Comments and feedback are appropriately recorded and considered.</p>
Engagement is fit for purpose	<p>The engagement is of an appropriate scale and form to reflect the likely impact of the amendment.</p> <p>Engagement incorporates a variety of techniques to ensure the community of interest and the wider community are aware of the Code Amendment and ability to provide feedback. Information is available from a range of sources i.e. Planning SA Portal, Council websites, newspaper notices and direct correspondence.</p> <p>The engagement information is presented in a manner which allows for ease of interpretation:</p> <ul style="list-style-type: none"> • Clearly presented information in a graphical form, in addition to written material. • Information available in hard copy and electronically. • Ability for people to speak to a representative of the Designated Entity in person via phone or at a meeting if requested.
Engagement is informed and transparent	<p>Clear and concise information on the draft Code Amendment is provided to ensure community understanding of the Code Amendment process and the planning policy proposed in the draft Code Amendment.</p>

	<p>Letters to inform of the outcomes of the engagement process and any alterations proposed to the Code Amendment will be sent to stakeholders and members of the community that have made a submission or otherwise indicated during the process that they wish to be informed. Similarly, letters will also be sent following a final decision by the Minister on the Code Amendment.</p> <p>An Engagement Report is prepared at the end of the engagement process to summarise the feedback received and how it has been used to inform any amendments to the draft Code Amendment for a decision by the Minister.</p>
Engagement is reviewed and improved	The engagement process is evaluated and measured at the conclusion of the engagement process and reported on in the Engagement Report.

Appendix B - Table 2 Stakeholder Identification and Analysis

Stakeholder	Level of interest in the project (i.e. high, medium or low)	Nature of interest in the project and/or the potential impact of the project	Stakeholder needs/expectations for engagement in the project	Level of engagement (i.e. inform, consult, involve, collaborate)
Adjacent Landowners	High	<ul style="list-style-type: none"> • High interest in the Code Amendment and changes to the subject land is located within their locality • High interest in the traffic impacts, density of residential development and impacts upon their community 	That they will be listened to, their concerns and desires acknowledged and feedback will be provided on how their input influenced the decision.	Consult
Alexandrina Council	High	<ul style="list-style-type: none"> • High interest as the subject land is located within the Alexandrina Council area • High interest to determine consultation period ensures that the community and Council members are adequately informed. • High interest to ensure that suitable development outcomes are achieved 	To work directly with Council administration throughout the process to ensure that suitable development outcomes are achieved.	Involve and Collaborate
Middleton Town and Foreshore Association	High	<ul style="list-style-type: none"> • High interest as the proposed Code Amendment is likely to generate interest in the local community 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve
Minister for Planning	High	<ul style="list-style-type: none"> • The Minister for Planning will be the authority who approves the Code Amendment 	To ensure that the Minister's conditions to proceed with the Code Amendment are adequately addressed during the Code Amendment process.	Inform

Local Members of Council	High	<ul style="list-style-type: none"> High interest as the proposed Code Amendment is likely to generate interest in the local community 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult
Ramindjeri / Ngarrindjeri People	High	<ul style="list-style-type: none"> High interest as the subject land has a connection to the traditional land owners 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult
Department for Trade and Investment (PLUS unit)	High	<ul style="list-style-type: none"> High interest as the proposed Code Amendment will result in changes to the Planning and Design Code 	To work directly with Council administration throughout the process to ensure that suitable development outcomes are achieved.	Involve and Collaborate
Department of Infrastructure and Transport (DIT)	High	<ul style="list-style-type: none"> High interest as the subject land has frontage to a State Maintained Road 	We will seek their advice and incorporate their advice and recommendations into the final policy position (where applicable)	Involve
Environment Protection Authority (EPA)	Medium	<ul style="list-style-type: none"> Medium interest in the change in land use from primary production to future residential allotments – and ensure that it is designed to minimise impacts on human health and the environment 	We will seek their advice and incorporate their advice and recommendations into the final policy position (where applicable)	Involve
Utility providers: <ul style="list-style-type: none"> SA Power Networks Electranet Pty Ltd APA Group SA Water 	Medium	<ul style="list-style-type: none"> Medium interest as the proposed Code Amendment will generate infrastructure demands that require consideration. 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Involve

<ul style="list-style-type: none"> • Epic Energy • NBN • Other telecommunication providers 				
State Members of Parliament	Medium	<ul style="list-style-type: none"> • Medium interest as the proposed Code Amendment is likely to generate interest in the local community 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult
Country Fire Service	Medium	<ul style="list-style-type: none"> • Medium interest as the proposed Code Amendment is located in an area of Medium Bushfire Risk 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult
Affordable Housing Unit of SA Housing Authority	Medium	<ul style="list-style-type: none"> • Medium interest as the proposed Code Amendment may be suitable for affordable housing initiatives 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult
LGA	Low	<ul style="list-style-type: none"> • Low interest as the proposed Code Amendment is likely to generate interest in the local community 	That they will work with them to ensure that their concerns and suggestions are reflected in the Code Amendment and feedback will be provided on how their input influenced the decision.	Consult

Appendix C - Table 3 Engagement Implementation Plan

The following engagement activities are proposed. The consultation period will run for 8 weeks. In addition to the formal 8 week consultation, early engagement will be undertaken with property owners and residents adjacent the site. This includes meetings with the Middleton Town and Foreshore Association and engagement with community members at a Middleton 'Conversation' Workshop.

The ways in which we will provide information and engage, and receive feedback are varied in order to meet the needs of stakeholders and be fit for purpose. The features of these activities include:

- Fact sheet – a fact sheet designed to explain what a Code Amendment is and how best they can be engaged through the process.
- Face-to-face or online meetings (by request)
- Online survey
- Phone and email enquiries
- 'Drop-in' Session at local community event

Stage	Stakeholder	Objective and How We Provide Information	Engagement Activity	Level of Engagement and How We Receive Information	Timing
Pre-Consultation	Alexandrina Council Members of the Community Middleton Town and Foreshore Association DIT	Attendance at Middleton Policy Workshop <ul style="list-style-type: none"> • Summary of Code Amendment and proposed outcomes 	Verbal discussions and provide Fact Sheets	'Consult' and 'Involve' Face to Face Written submissions (email or letters)	27 October 2022
Pre-Consultation	Alexandrina Council	Presentation with Elected Members <ul style="list-style-type: none"> • Summary of Code Amendment and proposed outcomes 	Preparation of Powerpoint presentation and Fact Sheets	'Consult' Face to Face	Prior to commencement of consultation period – 12 December 2022

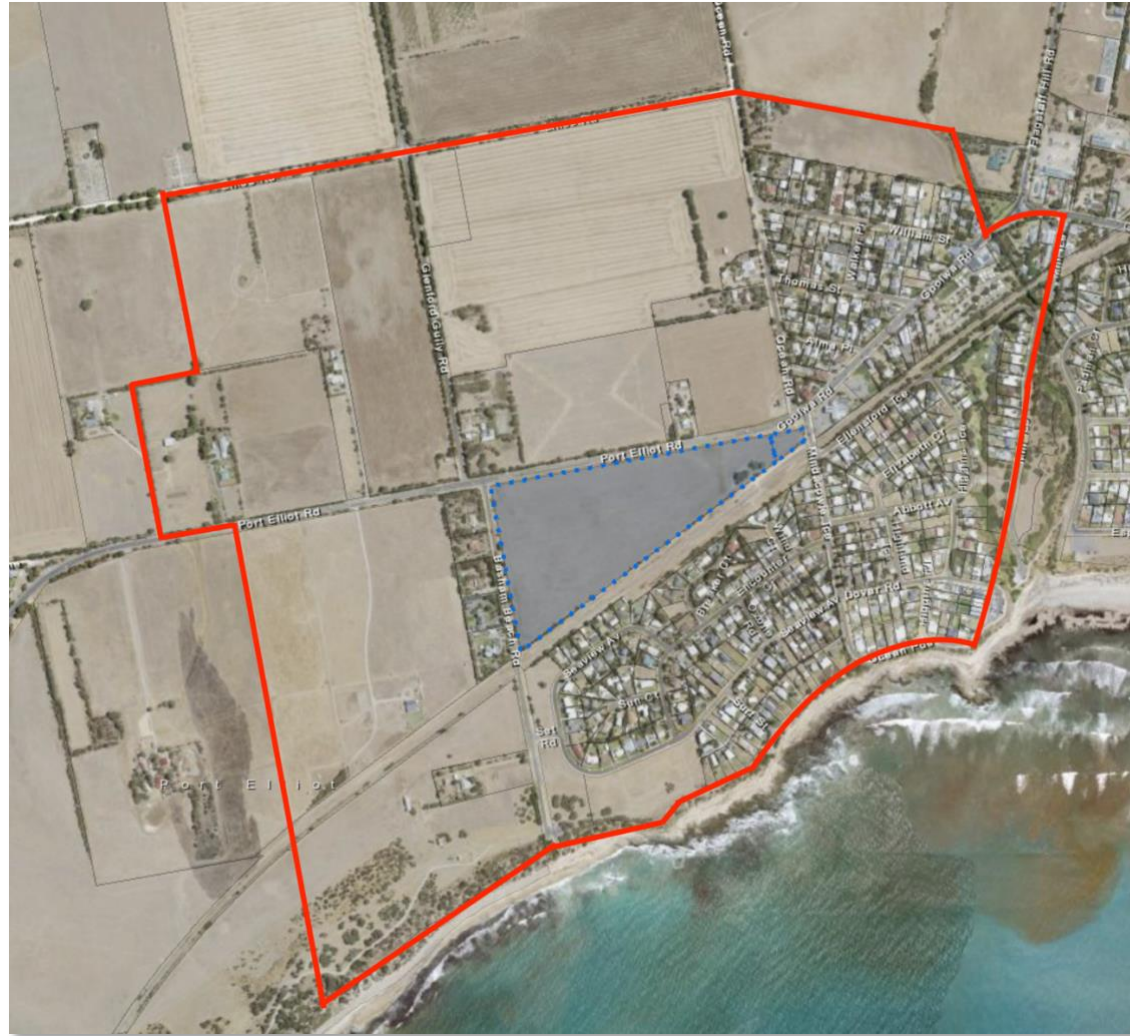
Pre-Consultation	DTI (PLUS)	Ensure consultation material is provided to DTI (PLUS) prior to consultation 'going live' on the SA Planning Portal.	Provide information for publication on Planning SA Portal, including mapping, information brochure, Code Amendment document, Engagement Plan and where/how to make a submission.	'Involve'	3 weeks before consultation commences
Pre-Consultation	Alexandrina Council	To engage with the Council early in the consultation process, to provide consultation material.	Provision of consultation information that will be available to the public so that information can be shared via Council websites or other techniques as deemed appropriate by the Councils.	'Involve'	2 weeks before consultation commences
Consultation	Owners/Occupiers of adjoining land Wider Community Middletown Town and Foreshore Association Ramindjeri / Ngarrindjeri People (Refer to Catchment area of 'Mail Drop' shown in Appendix E)	To ensure that owners and occupiers of adjoining land and the wider community are informed of the Code Amendment and have the ability to provide input to inform the amendment.	Letters to inform about the Code Amendment and consultation process. Include mapping and Fact Sheet, link to the Code Amendment document and where/how to make a submission. Notice in local newspapers ('Fleurieu Sun' and 'The Times') informing about the Code Amendment and the consultation process 'Drop-in' session at Middleton Pharmacy and Convenience Store (Main Street of Middleton – 17a	'Inform' and 'Consult'	8 weeks consultation process

			Goolwa Road, Middleton) – Saturday 28 January 2023 'Drop-in' session at subject land – Wednesday 1 February 2023		
Consultation	DTI, EPA, CFS, DIT, State Members, LGA, Infrastructure providers.	To ensure that interested stakeholders are informed of the Code Amendment and consultation program.	Letters to inform about the Code Amendment. Include mapping and Fact Sheet, link to the Code Amendment document and where/how to make a submission	'Inform' and 'Consult'	8 weeks consultation
Post Consultation	Council, Community and Key Stakeholders	Seek feedback from community and stakeholders on the engagement process.	Survey to all written submission received after engagement process	'Consult'	Incorporate with engagement activities and/or as soon as practical after consultation has been completed.
Post Consultation	Stakeholders and members of the community that have made a submission or otherwise indicated during the process that they wish to be informed.	Close the Loop – inform community and stakeholders of the outcomes of the engagement process and any alterations proposed to the Code Amendment.	Letter/email to inform the outcomes of the engagement process	'Inform'	As soon as possible following the decision/outcome of the Code Amendment.
Post Consultation	All	Adapt Engagement Plan if/as required.	Letter/email to inform the outcomes of the engagement process	'Inform' and 'Consult'	Should matters be identified during the engagement process that require additional consultation that be incorporated into an updated Engagement Plan and necessary consultation undertaken.

Appendix D - Table 4 Closing the Loop

Responding to Participants	Who is Responsible
<p>A feedback register will be kept of comments received by (all) various techniques i.e., personal communication, email, SA Planning Portal, surveys etc.</p> <p>Every endeavour will be made to obtain contact details of those providing feedback so that they can be kept informed of the engagement outcomes and the Code Amendment progress should they indicate that they wish to be informed.</p> <p>A summary of issues/key theses will be prepared and provided to the community that have provided feedback, should they indicate that they wish to be informed.</p>	Designated Entity (or representative).
<p>Endeavour to obtain feedback on the engagement process via an evaluation survey, which will inform the Engagement Plan.</p>	Designated Entity (or representative).
<p>Prepare the Engagement Report, pursuant to the statutory requirements of Section 73 of the <i>Planning, Development and Infrastructure Act 2016</i>. Ensure the Engagement Report is available to the community and stakeholders.</p>	Designated Entity (or representative).
<p>Publish the Engagement Report on the SA Planning Portal.</p>	Planning and Land Use Services, Department for Trade and Investment.

Appendix E – Letter Box Drop and Mail Out



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