

HISTORIC AREA STATEMENT UPDATE CODE AMENDMENT

Engagement Plan

10 September 2024

ACKNOWLEDGEMENT OF COUNTRY

The City of Adelaide acknowledges that we are located on the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past, present and emerging.

We recognise and respect their cultural heritage, beliefs and relationship with the land. We also extend that respect to visitors of other Aboriginal Language Groups and other First Nations.

DOCUMENT PROPERTIES

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

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1. BACKGROUND INFORMATION

The City of Adelaide seeks to amend the SA Planning and Design Code, through this Code Amendment, to update the existing Historic Area Statements in the City of Adelaide.

The City of Adelaide has 14 Historic Areas, each having its own Historic Area Statement referenced by the Historic Area Overlay policies of the Planning and Design Code.

The Statements provide relevant contextual information for applicants to inform how they design proposed developments, including alterations and additions, and are relied upon by planners, heritage specialists, and heritage architects during development assessment.

The Planning and Design Code has now been in operation since March 2021. Scope to improve the Historic Area Statement has been identified based on development assessment experience and gap analysis. The City of Adelaide's submission to the Expert Panel's Planning Implementation System Review highlighted the need to fast-track updates to the Historic Area Statements.

On 17 March 2023, the Minister for Planning wrote to all councils supporting update of Statements for Historic Areas and Character Areas (City of Adelaide does not have the latter).

On 8 August 2023, Council endorsed a request to the Minister for Planning to initiate the City of Adelaide Historic Area Statement Update Code Amendment. The Minister approved the Proposal to Initiate the Code Amendment on 16 November 2023.

Updating the Historic Area Statements will improve guidance for development assessment in Historic Areas by providing relevant information to enable effective and efficient decision-making by heritage experts and planners during the development assessment process.

In addition to updating the 14 existing Historic Area Statements, the endorsed scope also includes the potential introduction of Representative Buildings into the Historic Areas.

Representative Buildings are buildings that represent the significant historic character described in the relevant Historic Area Statement (but do not include the State and Local Heritage Places which may represent that character also).

2. ENGAGEMENT OBJECTIVES

The engagement objectives are to:

- Ensure community and stakeholders are aware of the Code Amendment and have the opportunity to comment and inform the Code Amendment.
- To make information available about the Code Amendment in ways that enable ease of understanding about what a Code Amendment is, what this Code Amendment is proposing, the rationale, how the Code Amendment relates to future development of land, and how people can comment.
- Encourage stakeholders to ask questions in order to understand how it might impact them.
- Maintain constructive relationships with stakeholders and the community through timely and direct communication.

- Follow through on commitments made over the duration of the consultation process and ensure that all documentation is easily accessible to the public.
- Integrate a feedback loop and evaluation process into the engagement process.
- Ensure that engagement with stakeholders and the community is sufficiently resourced and managed to deliver high-quality results.
- Implement an engagement approach that is directed by the principles of International Association for Public Participation 2 (IAP2) and the State Community Engagement Charter in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016*.

3. ENGAGEMENT ACTIVITIES

Engagement activities will be designed to provide convenient and easily accessible ways for stakeholders and the community to be informed about the project and provide their feedback.

The engagement period is proposed to be 6 weeks, commencing on **28 October 2024** and concluding on **9 December 2024**.

The main engagement activities include:

- Webpage on the Plan SA Portal – the Plan SA portal will include engagement collateral, and information on the multiple ways that feedback can be accepted, not just written feedback.
- Our Adelaide – the City of Adelaide’s online community engagement platform will include engagement collateral, and information on the ways that feedback can be accepted.
- Letters/electronic direct mail – letters will be sent to relevant state, regional and local government agencies, members of Parliament, Kaurna Yerta Aboriginal Corporation, local business and community groups, and affected property owners.
- Public notice via The Advertiser and SA Government Gazette
- Promotional channels - where appropriate, the City of Adelaide will use existing promotional channels including social media (Facebook, LinkedIn, Twitter) and City of Adelaide newsletters (Your Community; City Business; Our Adelaide)
- Face to face briefings/meetings by request - providing an opportunity for face-to-face discussion is important. Dedicated briefings will be offered to key stakeholders and those most impacted to explain the Code Amendment process and ensure they understand the proposed Code Amendment.
- Online meetings by request - we offer the additional option of having an online meeting by request, so that they can be held at a time that is convenient to the stakeholder. This is considered a more genuine and fit for purpose activity rather than hosting a public meeting, that may be intimidating or inconvenient for some stakeholders.
- Phone and email enquiries – the City of Adelaide’s planning and engagement employees are available to answer questions or enquiries by phone and email throughout the engagement period.

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- Multiple feedback points – we will receive, count, analyse and report on feedback received in all ways, to reflect genuine engagement that is convenient to stakeholders. This includes phone conversations, meetings, emails, and written submissions.
- Frequently Asked Questions will be developed to outline the implications of properties being identified as Representative Buildings.

4. STAKEHOLDER AND COMMUNITY MAPPING

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)
Government				
City of Adelaide – Administration	High	Implications for development assessment and heritage services and place coordination.	Regular conversations and updates, including review of draft material.	Involve
City of Adelaide – Council Members	High	Broad interest in the balance of community and economic outcomes within the City of Adelaide.	Keep informed throughout progression of Code Amendment. Decision maker.	Consult
State Planning Commission	High	Interest in management of Historic Area Statements as part of State Government's custodianship of Planning and Design Code and planning system in general.	Keep informed throughout progression of Code Amendment. Decision maker. Actively seek feedback at key points.	Consult
Dept for Infrastructure and Transport Dept of Housing and Urban Development - Planning and Land Use Services	High	Interest in management of Historic Area Statements as part of State Government's custodianship of Planning and Design Code and planning system in general.	Keep informed throughout progression of Code Amendment. Decision maker.	Involve
SA Tourism Commission	Low	Potential interest in tourism value of Historic Areas to the City of Adelaide and South Australia.	Make aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult

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Renewal SA	Medium	Role in potential urban renewal including the existing site in the Women's and Children's Historic Area.	Make aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Department of Environment and Water – Heritage SA	High	Technical expertise and interest in how the Code Amendment addresses State Heritage.	Keep informed throughout progression of Code Amendment.	Inform/Consult
Department of Infrastructure and Transport - roads	Low	Interest in how the Code Amendment may affect State-controlled roads.	Make aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Adjoining Councils (City of Burnside, City of Norwood, Payneham & St Peters, Walkerville Council, City of Prospect, City of Charles Sturt, City of West Torrens, City of Unley)	Medium	Interest in relationship with heritage and character policy and its operation within their respective local government areas and comparing notes on Code Amendment process and practice.	Keep informed throughout progression of Code Amendment.	Inform/Consult
Ms Lucy Hood MP, State Members of Parliament for Adelaide (Minister's request)	Medium	Members of Parliament need to be informed of the Code Amendment and how it affects the residents in their electorates.	To be provided with available information to assist active participation in the engagement process.	Inform/Consult
Mr Steve Georganas MP, Federal Member of Parliament for Adelaide (Minister's request)	Medium	Members of Parliament need to be informed of the Code Amendment and how it affects the residents in their electorates.	To be provided with available information to assist active participation in the engagement process.	Inform/Consult

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Representative bodies				
Kaurna Yerta Aboriginal Corporation	High	The Traditional Owners of the land may be interested in the Code Amendment.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Local Government Association (LGA)	Medium	Statutory requirement to inform LGA as part of Engagement Plan.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Property Council	Medium	Interest in effects on property interests in Area Affected.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Planning Institute of Australia	Medium	Interest in policy and development assessment outcomes relating to balance between development and historic area conservation.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Australian Institute of Architects	Medium	Interest in built form outcomes and development assessment processes.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Urban Development Institute	Low	Interest in tracking the outcomes of this work and how it may relate to other areas including growth areas.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult

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Housing Industry Association	Low	Interest in any changes to policy affecting the housing industry.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Master Builders Association	Low	Interest in any changes to policy affecting the building industry.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
National Trust of SA	Medium	Interest in how the updates to the Historic Area Statements will support heritage outcomes in the City of Adelaide.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Main Street Groups – O'Connell Street, Melbourne Street, Hutt Street	High	Interest in the role of Historic Area/s in local main street environs.	Keep informed throughout progression of Code Amendment, actively seek feedback.	Inform/Consult
North Adelaide Society	Medium	Interest in the role of Historic Areas in the local area.	Keep informed throughout progression of Code Amendment, actively seek feedback.	Inform/Consult
South East City Residents Association (SECRA)	Medium	Interest in the role of Historic Areas in the local area.	Keep informed throughout progression of Code Amendment, actively seek feedback.	Inform/Consult

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South West City Community Association (SWCCA)	Low	Potential interest in the role of Historic Areas in the local area, but there are none presently (nearest is in South East).	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
West End Village Association	Low	Potential interest in the role of Historic Areas in the local area, but there are none presently.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Businesses and Residents				
Affected Area Property Owners	High	Includes all owners in Historic Areas who will be interested in how changes to Code will impact them.	Keep informed throughout progression of Code Amendment, actively seek feedback. Statutory Requirement to inform.	Inform/Consult
Owners of Proposed Representative Buildings	High	Subset of above with similar interests but also an interest in why their property is proposed as Representative Building and the implications of this.	Keep informed throughout progression of Code Amendment, actively seek feedback. Statutory Requirement to inform.	Inform/Consult
Property Owners in the Overlay Area.	Medium	Interest in external impacts of any changes to content of the Code in the Historic Area.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult
Business and property owners in the Overlay Area.	Medium	Interest in external impacts of any changes to content of the Code in the Historic Area.	They will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed.	Inform/Consult

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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)
City of Adelaide ratepayers/residents	Medium	Interest in managing appeal and functionality of the city.	Keep informed throughout progression of Code Amendment, actively seek feedback.	Inform/Consult
Broader community	Low	General interest in planning and protection of heritage..	Keep informed to enable a response if needed.	Inform
Media	Medium	Depending on the level of interest from community groups and elected representatives, the media may in turn have an interest in covering views on this Code Amendment	That information is readily available	Inform

5. APPLYING THE CHARTER PRINCIPLES

Stakeholder	Engagement need or technique
South Australian Tourism Commission.	Written invitation for comment Offer to brief
Ms Lucy Hood MP, State Member of Parliament for Adelaide	Written invitation for comment Offer to brief
Mr Steve Georganas MP, Federal Member of Parliament for Adelaide	Written invitation for comment Offer to brief

Stakeholder	Engagement need or technique
Property/ business owners within the Affected Areas	Written invitation for comment Public notices via media and Council newsletters Notice on SA Planning Portal Public consultation on Our Adelaide page during consultation period
Residents of the City of Adelaide	Public notices via media and Council newsletters Notice on SA Planning Portal Public consultation on Our Adelaide page during consultation period
Traditional Owners	Written invitation for comment Offer to brief Public consultation on Our Adelaide page during consultation period
Local Government Association (LGA)	Written invitation for comment Offer to brief Public consultation on Our Adelaide page during consultation period
Media	Public consultation on Our Adelaide page during consultation period

6. STAGING THE ENGAGEMENT

Stage	Objective	Stakeholders	Level of engagement	By when
1. Early Engagement	Seek feedback on proposed amendments and policy wording.	PLUS	Involve	As soon as possible following Minister's approval of Proposal to Initiate.
2. Engagement	Interested parties have the opportunity to provide input into the proposed amendment.	All	Inform/Consult	When the investigations are complete and the Code Amendment is prepared, consult for six weeks.
3. Engagement review	To review and summarise consultation feedback and prepare an engagement report and instructions for Ministerial decision.	Stakeholders who provided feedback	Inform	As soon as practical following Stage 2 Engagement.
4. Closing the loop	Inform stakeholders and the community about the impact of the engagement and outcome of the proposal.	All	Inform	As soon as practical following a final decision being made on the proposed Code Amendment.

7. PLANNING THE ENGAGEMENT APPROACH

Stage	Engagement activity	Stakeholders / target audience	Engagement level and objective of activity	Timing	Who is responsible?	Resources required
Early engagement	Early feedback on proposed Code Amendment	Planning and Land Use Services	Inform of the Code Amendment and consult on engagement delivery, the Code Amendment process and early issues and opportunities	Pre-public engagement	CoA employees	Key Messages Code Amendment and investigations Stakeholder database Engagement Plan
Engagement	Letter and offer of briefing	SA Tourism Commission State Member of Parliament for Adelaide	Inform of the Code Amendment, engagement opportunities and seek feedback	Start of public engagement	CoA employees	Key messages
Engagement	Written invitation to comment on the proposed Code Amendment	Government Local Business Groups in Affected Areas Representative bodies	Inform of the Code Amendment, engagement opportunities and seek feedback	Start of public engagement	CoA employees	Emails Key Messages Code Amendment and investigations Stakeholder database
Engagement	SA Planning Portal notice	Landowners, businesses and residents Local groups General public	Inform of the Code Amendment, engagement opportunities and seek feedback	Start of public engagement	CoA employees	Key Messages Code Amendment and investigations

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Stage	Engagement activity	Stakeholders / target audience	Engagement level and objective of activity	Timing	Who is responsible?	Resources required
Engagement	Public consultation on Our Adelaide page	Landowners, businesses and residents Local groups General public	Inform of the Code Amendment, engagement opportunities and seek feedback	Start of public engagement	CoA employees	Key Messages Code Amendment and investigations
Engagement review	Seek feedback on the engagement process	Planning and Land Use Services People who made submissions	Evaluate engagement process	Conclusion of public engagement	CoA employees	Key Messages Code Amendment and investigations
Closing the loop	Email engagement report and summary	People who made submissions	Close the loop with people who made submissions to enable them to understand the decision and how their input has influenced the decision.	Conclusion of public engagement	CoA employees	Engagement Report Engagement Summary Updated Web Page Letters/Emails to responders Responders Database
Closing the loop	Update SA Planning Portal notice	All	Inform of the Code Amendment and report back on engagement activities and outcomes.	Conclusion of public engagement	CoA employees to make request to Planning and Land Use Services	Key Messages Code Amendment and investigations Engagement Report

8. APPLYING THE CHARTER PRINCIPLES IN PRACTICE

Charter principle	How does your engagement approach / activities reflect this principle in action?
Engagement is genuine	Variety of opportunities to engage seek to foster: • awareness of the Code Amendment across the variety of stakeholders • understanding about what is proposed • opportunity to provide input, which can be analysed in order to inform the finalisation of the Code Amendment
Engagement is inclusive and respectful	Engagement activities tailored to different target groups. Information aimed to be provided in Plain English.
Engagement is fit for purpose	Engagement activities are tailored to different groups, with an identified contact for further assistance, information and advice.
Engagement is informed and transparent	Information about the Code Amendment to be readily available and provided in Plain English. Details of the Code Amendment are available on the Plan SA portal and the Our Adelaide page.
Engagement is reviewed and improved	Success indicators are defined and measured at the completion of the engagement. The outcomes will be documented in the Engagement Report

9. MEASURING SUCCESS

At the completion of the engagement, all participants will be invited to assess the success of the engagement against performance criteria one to nine, below. The City of Adelaide will assess the success of the engagement against criteria five to nine. This evaluation will be included in the statutory report required to be prepared by the City of Adelaide under *section 73(7) of Planning, Development and Infrastructure Act 2016* (the Engagement Report). The Engagement Report provides details and analysis of engagement activities undertaken for the Code Amendment and is provided to the Minister for Planning. This Engagement Report will also be referenced in the State Planning Commission's Parliamentary Report under *section 74(3)(b)* of the Act, which is issued to the Environment Resources and Development Committee of Parliament following adoption of a Code Amendment.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
1	Principle 1: Engagement is genuine	People had faith and confidence in the engagement process.	Community	I feel the engagement genuinely sought my input to help shape the proposal	Likert scale - strongly disagree to strongly agree	Percent from each response.
2	Principle 2: Engagement is inclusive and respectful	Affected and interested people had the opportunity to participate and be heard.	Community	I am confident my views were heard during the engagement	Likert scale - strongly disagree to strongly agree	Percent from each response.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
			Project Lead	The engagement reached those identified as communities of interest.	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	Percent from each response.
3	Principle 3: Engagement is fit for purpose	People were effectively engaged and satisfied with the process. People were clear about the proposed change and how it would affect them.	Community	I was given sufficient information so that I could take an informed view.	Likert scale - strongly disagree to strongly agree	Percent from each response.
4	Principle 4: Engagement is informed and transparent	All relevant information was made available and people could access it. People understood how their views were considered, the reasons for the outcomes and the final decision that was made.	Community	I felt informed about why I was being asked for my view, and the way it would be considered.	Likert scale - strongly disagree to strongly agree	Percent from each response.

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#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
5	Principle 5: Engagement processes are reviewed and improved	The engagement was reviewed and improvements recommended.	Project Lead	Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	Reviewed and recommendations made Reviewed but no system for making recommendations Not reviewed	Percent from each response.
6	Engagement occurs early	Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence.	Project Lead	Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	Engaged when there was opportunity for input into 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	Percent from each response.
7	Engagement feedback was considered in the development of planning policy, strategy or scheme	Engagement contributed to the substance of a plan or resulted in changes to a draft.	Project Lead	Engagement contributed to the substance of the final plan	In a significant way In a moderate way In a minor way Not at all	Percent from each response.

#	Charter criteria	Charter performance outcomes	Respondent	Indicator ²	Evaluation tool ³ Exit survey / follow-up survey	Measuring success of project engagement
8	Engagement includes 'closing the loop'	Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement.	Project Lead	Engagement provided feedback to community about outcomes of engagement	Formally (report or public forum) Informally (closing summaries) No feedback provided	Percent from each response.
9	Charter is valued and useful	Engagement is facilitated and valued.	Project Lead	Identify key strength of the Charter and Guide Identify key challenge of the charter and Guide	Short answer responses to both questions	Summary of written responses

10. CLOSING THE LOOP AND REPORTING BACK

How will you respond to participants?	Who is responsible?	When will you report back?
Acknowledgement of feedback received - we will send an email acknowledging that stakeholder feedback has been received and is being considered. This will be accompanied by a brief description of the process moving forward and timelines around when the feedback analysis will be available	City of Adelaide	Within 5 days of receiving the feedback
Provide analysis to feedback received by stakeholders and identifying key themes. This will be included in the Engagement Report, which will be available on the Plan SA Portal	City of Adelaide	As soon as practicable following the close of the consultation period
Issue an evaluation survey to participants who were involved in the consultation process and provided feedback	City of Adelaide	As soon as practicable following the close of the consultation period
Final letter – we will send out a notification to stakeholders, by email and/or mail, detailing the outcome of the Code Amendment	City of Adelaide	As soon as practicable following a decision being made on the proposed Code Amendment