

## Guide to Drafting and Mapping Instructions for Code Amendments

### Where and when to send Drafting and Mapping Instructions

- Following approval of a Proposal to Initiate a Code Amendment, the Designated Entity will need to provide instructions to the Attorney-General's Department (the Department) to write the policy and prepare the mapping for inclusion in the Code Amendment documentation. These drafting and mapping instructions must be provided to the Department prior to consultation on the Code Amendment.
- Where required, a version of the Planning and Design Code (the Code) will be generated to facilitate the Code Amendment. In this case, an online link to the version will be provided by the Department to the Designated Entity within 1 week (unless issues are identified with the drafting or mapping instructions, or further information is required).
- Further drafting and mapping instructions should be provided to the Department following consultation on a Code Amendment, to address any changes to policy or mapping which are required in response to submissions. These drafting and mapping instructions must be provided to the Department prior to finalising the Engagement Report and final draft Code Amendment, for the Minister's decision.
- All drafting and mapping instructions for Code Amendments should be sent to [CodeAmendmentCoordination@sa.gov.au](mailto:CodeAmendmentCoordination@sa.gov.au), and using the Code Amendment Drafting and Mapping Instructions Form available on the SA Planning Portal.

### Filling out the Drafting and Mapping Instructions Table

- The Designated Entity should complete (in dot points) the policy amendments proposed for the Code Amendment in the Drafting and Mapping Instructions Form available on the SA Planning Portal.
- For most Code Amendments led by private proponents, this will only involve a mapping change and amendments to technical and numerical variations (TNZs). Due to the wide reaching application of Zone, Sub Zone and Overlay Policies, these policies should typically only be amended through Code Amendments initiated by the State Planning Commission, or with the support of the State Planning Commission. Private proponents should consult with the Department before proposing any drafting instructions to amend Zone, Sub Zone or Overlay policies.
- Ensure reference is made to the mapping being provided to support proposed spatial amendments.

### Preparation of Draft Mapping

Following approval of a Proposal to Initiate a Code Amendment, the Designated Entity will need to discuss with the Department the mapping required for the Code Amendment. The Department is able to provide mapping of the Affected Area as digital data as ESRI Shapefiles or feature class, to ensure that all mapping is amended based on current mapping data which is currently utilised in the Code.

The Designated Entity will need to provide the Department draft mapping for all proposed Code Amendments in the following formats (in order of preference):

1. ESRI shapefile or feature class. Note that if this is the format used, all vertices in the underlying source data sets (as mentioned above) must be replicated in the Code Amendment data. The datum and projection details must also be provided.
2. AutoCAD files. These should also include the datum and projection details.
3. Hard copy maps. If hard copy maps are relied on, there needs to be no ambiguity in the data provided – for example, all boundaries must be annotated with the source data (including parcels boundaries or centre line of a creek or road as relevant).

All Zones, Sub Zones and Overlays included within draft mapping for a Code Amendment must align to:

1. cadastral (land parcel) boundaries
2. local government or suburb boundaries
3. the centre line of road reserves (rather than the edge of a road reserve)
4. natural features (e.g. centre line of a creek or river), or
5. are tied to cadastral boundaries by connection lines to coordinate points.

Due to inaccuracies in spatial positioning of the current cadastral boundaries, it is not recommended to use connection lines cutting through parcels based on angles or bearing and distances taken from the existing cadastral boundary data. As the Department's spatial improvement program continues to upgrade the spatial location of the parcel boundaries, such connection lines become inaccurate and cause issues with interpretation.

Cadastral boundaries within the former development plans are current as at the date of consolidation of that development plan. Over time, as a result of boundary resurveys and subdivisions, cadastral boundaries are repositioned by the Department. Consequently, outdated cadastral boundaries existed within the former development plans, and in turn, introduced anomalies. Any anomalies should be identified and addressed at the time of a Code Amendment.