



Minutes of Meeting

Meeting No. 142

Date	Thursday, 27 April 2023
Venue	Inparri Kuu Seminar Room, Level 9, 83 Pirie Street and Microsoft Teams
Members	Craig Holden (Chair), Stuart Moseley, Elinor Walker (part-meeting), Stephanie Johnston, Sally Smith (Ex Officio)
Apologies	Nil
DTI Staff	Kate Southcott, Margaret Smith, Greg Ahrens, Chelsea Lucas, Steven Murphy, Amy Barratt, Ben Sieben, Jane Trotter, Brett Steiner
External	Deputation 1: Maria Sanchez (NeuRizer), Edward Styles (NewRizer), Paul Gibbons (EMM Consulting), Hayley Riggs (Environment Protection Authority), Melissa Chrystal (Environment Protection Authority)

1 GENERAL BUSINESS

1.1 Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land on which the Commission meets, and paid respect to Elders past, present and emerging.

1.2 Welcome and Apologies

The Chair welcomed all in attendance to the meeting.

1.3 Declaration of Conflict of Interest / Ongoing Duty of Disclosure / Gifts and Benefits

Nil

1.4 SPC Actions Register

The Commission noted the status of the Action Items.

1.5 PLUS Issues Register

The Commission noted the status of the Issues Register.

1.6 Chair's Report

The Commission resolved to:

- 1) Approve the designation of this item as Not Confidential (Release Immediately).
- 2) Note the Chair's report as read.

1.7 Member Updates

The Commission noted the Member updates.

1.8 SPC Confidential Minutes for Adoption – 13 April 2023

The Commission formally adopted the SPC Confidential Minutes of the 13 April 2023 meeting.

1.9 SCAP Confidential Minutes and Minutes for Noting – 12 April 2023

The Commission noted the SCAP Confidential Minutes and Minutes for noting from the 12 April 2023 meeting.

1.10 Code Amendments Initiation Advice

The Commission noted the Code Amendments Initiation Advice.

1.11 Register of SCAP Appeals

The Commission noted the Register of SCAP Appeals.

1.12 Register of Complaints

The Commission noted the Register of Complaints.

2 CORRESPONDENCE

Nil

3 ADDITIONAL RESOURCES

Nil

4 MATTERS FOR ADVICE TO MINISTER

4.1 Leigh Creek Urea Production Plant – Impact Assessed Development – Assessment Requirements

Deputation 1: Maria Sanchez (NeuRizer), Edward Styles (NeuRizer), Paul Gibbons (EMM Consulting) addressed the Commission.

The Chair thanked the deputees for their time and they left the meeting.

This Item was considered in confidence and is included in the Commission's confidential minutes of the 27 April 2023 meeting.

5 MATTERS FOR DECISION

5.1 Annual Governance Audit 2023

Chelsea Lucas addressed the Commission.

The Commission resolved to:

- 1) Approve the designation of this item as:
 - Agenda Report – Not Confidential (Release Immediately)
 - **Attachment 1** – Confidential (Draft Advice or Documents)
 - **Attachment 2 to 5** (inclusive) – Not Confidential (Release Immediately)
 - **Attachments 6 & 7** – Confidential (Draft Advice or Documents).

- 2) Note the Internal Audit Report (Governance) and Register of Governance Documents, Policies and Procedures at **Attachment 1**.
- 3) Approve amendments to various documents, policies and procedures as noted in the Internal Audit Report (Governance), and as shown in mark-up in the following documents:
 - a. Governance Manual (**Attachment 2**)
 - b. Responsibilities and Functions of the State Planning Commission (**Attachment 3**)
 - c. Deputation, External Meeting and Event Policy (**Attachment 4**)
 - d. SCAP Practice & Operating Directions (**Attachment 5**)
 - e. SPC Chair Position Description (**Attachment 6**)
 - f. SPC Member Position Description (**Attachment 7**)
- 4) Approve publication of updated **Attachment 2 to 5** (inclusive) on the Commission's website.
- 5) Authorise the Chair of the Commission to sign the updated State Commission Assessment Panel (SCAP) Practice & Operating Directions (Attachment 5).
- 6) Authorise the Chair to make any minor or editorial changes to the attachments as required to finalise, including updates to provide 75% attendance within a 12 month period as the trigger for performance review.
- 7) Note the Department is currently undertaking reviews of the:
 - a. Commission's Risk Register;
 - b. Commission's Instrument of Delegation; and
 - c. SCAP's Instrument of Sub-Delegation.
- 8) Note that the Department's newly updated Gifts and Benefits Policy will apply to members of the Commission and SCAP (once adopted), replacing the current SPC Gifts and Benefits Policy, and the Department's policy (once approved) will be published on the Commission's website and provided to all Members (including Members of the Commission and its committees).
- 9) Note the Department will undertake a further governance and legislative compliance audit on an annual basis in the second quarter of each year.
- 10) Note that all relevant Governance Documents (for both Commission and SCAP Members) will be uploaded to Diligent Resource centre, for access by Members at any time.

5.2 Request to approve draft Practice Direction 18 – Outline Consent for Public Engagement

This Item was considered in confidence and is included in the Commission's confidential minutes of the 27 April 2023 meeting.

5.3 SPC Risk Register Review

This Item was considered in confidence and is included in the Commission's confidential minutes of the 27 April 2023 meeting.

6 MATTERS FOR NOTING

Nil

7 OTHER BUSINESS

7.1 Workshop 1: Risk Register

Jane Trotter, Chelsea Lucas, Steven Murphy and Brett Steiner addressed the Commission. The Commission noted the workshop discussion.

7.2 Workshop 2: SPC Strategic Plan and Work Plan 2023-24

Chelsea Lucas addressed the Commission. The Commission noted the workshop discussion.

8 MEETING FINALISATION

8.1 Next Meeting

Thursday, 11 May 2023.

8.2 Confirmation of Minutes and Confidential Minutes

The Commission resolved that the Confidential Minutes of the meeting held today, 27 April 2023, be confirmed as a true and accurate record.

8.3 Meeting Close

The Chair thanked all in attendance and declared the meeting closed at 3.14pm.

Confirmed 27/04/2023



Craig Holden

Chair