

Minutes of Meeting

Meeting No. 10

Date	9 November 2017 at 9.30am
Venue	Room, Level 5, 50 Flinders Street, Adelaide
Members	Chair Anderson QC (Chair), Matt Davis, Fairlie Delbridge, Janet Finlay, Allan Holmes, Michael Lennon, Sally Smith (Ex Officio)
In Attendance	Dannie Mansour (Governance Unit, DPTI) Anita Allen (Planning Reform, DPTI)

1. GENERAL BUSINESS

- 1.1 Open Meeting
- 1.2 Welcome and Apologies
- 1.3 Declaration of Conflicts of Interests / Gifts & Benefits

The following declaration of interest was noted:

Chair Anderson

- Joint owner of a property at Currency Creek in relation to item 5.2 Practice Directions.

Michael Lennon

- Two properties in Victoria in relation to item 6.1 Building Cladding.

The following declaration of benefits was noted for the Gifts and Benefit Register:

- Matt Davis declared a lunch related to his attendance (not as a Commission member) at Australian Institute of Urban Studies SA lunch in SA on 1 December 2017

1.4 Chair's Update (verbal)

The Chair provided a verbal report that referred to the matters below:

- The Chair met with the Minister for Planning about future work program. The Minister is happy to meet with the Commission on a regular basis.
- As per request of Committee members, the Chair spoke with the Chair, Ms Simone Fogarty, of the State Commission Assessment Panel (SCAP) and invited her to a Commission meeting to explain the work SCAP is undertaking and problems encountered. Ms Fogarty is scheduled to attend the next Commission meeting on 30 November 2017.
- The Chair discussed with the Minister for Planning the importance of succession planning and the need to appoint a Deputy Chair. The Chair and Minister agreed to the appointment of Janet Finlay as Deputy Chair. This appointment will be reflected in the Governance Charter.

- The Chair raised the proposal that was emailed to Commission members to change the meeting dates for 2018 with the first meeting scheduled to occur on Thursday 1 February 2018. Possible urgent meetings may be convened in January if required.
- The Chair would like an update of the Communications & Media. Fairlie to liaise with Dannie to provide a draft report by next scheduled meeting on 30 November 2017. Dannie to provide her and Kommunikate contact details to Fairlie.
- The Chair attended a meeting of regional councils at Stirling. Six councils were involved and the Chair explained the Commission's program and where Councils fit in.

1.5 Members Update (verbal)

Nil

1.6 Confirmation of Minutes from previous meeting - 19 and 26 October 2017

Minutes confirmed subject to removal of the 'NB to Alan' under item 5.5 of the Minutes of 19 October 2017.

2. CONFIDENTIAL MATTERS

2.1 Minister thanked the Commission for prompt response to DPAs.

3. STRATEGIC MATTERS

3.1 Strategic Plan

DISCUSSION

- Alan provided a background on how the Strategic Plan document came to be.
- Michael provided some thoughts around amending the Goals of the plan that were generally agreed to by the Commission.
- The Commission needs to reconsider wording around 'independent advice'.

DECISION

Dannie to prepare a simplified text only Strategic Plan including new goals, includes measures against actions and other amendments put forward by Michael. The revised plan will be forwarded to members and agreed/approved out of session.

Additional forward facing plan for wider dissemination to be prepared after Communications and Media plan has been approved. Matt and Fairlie to liaise regarding the forward facing plan.

4. MATTERS FOR ADVICE TO MINISTER

Nil

5. MATTERS FOR DECISION

5.1 SPC Governance Charter

DISCUSSION

- Janet proposed that the Governance Charter be amended to include the Committee's risk policy at section 3.1 (rather than preparing this as a separate document). This would be consistent with the approach taken in the governance charter for other policies.
- The risk policy should set out the Commission's approach to considering and managing risk in executing its statutory obligations, including the preparation and maintenance of risk register, the register to be reviewed, updated and tabled for approval at Commission meeting at least twice per year.

- The risk register will be one of the tools used by the Commission in managing risk, rather than an operating procedure for inclusion in the charter (and published).
- Flow on adjustments:
 - Include risk policy at 3.1 (Dannie to assist in drafting)
 - Delete risk register at 4
 - Remove risk register at 1.5
- Janet proposed establish a sub-committee for strategy, governance, finance & risk to allow the Committee to focus on planning policy and matters.

ACTIONS

Dannie to draft risk policy and format risk register in liaison with Janet.

DECISION

The Commission adopted the policies within the Governance Charter subject to the changes proposed by Janet and supported by Alan.

The Commission approved in so far as is necessary this Charter revokes any previous policies contained within the Governance Charter adopted by the State Planning Commission

Commission champions for the establishment of sub-committee to be the Chair and Janet.

5.2 Practice Directions and Guidelines

DISCUSSION

- Sally confirmed that each landowner has been contacted.
- The Chair advised that Practice Direction will be placed on portal and published in the SA Government Gazette. DPTI will contact each relevant Council

DECISION

The Commission resolved to approve the State Planning Commission Practice Direction (Environment and Food Production Areas – Greater Adelaide) 2017 to be notified in the gazette and published on the SA Planning Portal in accordance with section 42(4)(a) of the *Planning, Development and Infrastructure Act 2016*.

The Commission resolved to advise the Minister prior to its notification and release.

The Commission resolved to approve the draft Practice Direction Template as a framework for future practice directions.

5.3 Building Committee – appointment of members

DISCUSSION

- Matt concerned that the Terms of Reference refer to an expertise area as building design/architecture however they are not the same thing and it should instead refer to architecture.
- Matt noted that while there is a member with architecture experience, there is not a registered architect on the Committee.

DECISION

The Commission noted the curriculum vitae provided and resolved to approve appointment of the members to the Building Committee.

Approved the Terms of Reference subject to Matt's suggested changes regarding building design/architecture.

6. MATTERS FOR NOTING

6.1 Building Cladding – status update

DISCUSSION

- The Commission noted the content of the report.
- The Commission suggested that aspects relating to Regulation and Enforcement to be considered as part of State Planning Policies
- The Commission would like to be regularly update and informed at each stage as it appears the Commission has a shared responsibility.
- Sally Smith will provide an update in the next Ex-Officio report.

6.2 Proposed Accreditation scheme

DISCUSSION

- The Commission notes the content of the report and requests staged approach in future discussion paper from DPTI to assist in determining their responsibilities.
- The Commission discussed the extent of the Commission involvement in the scheme.
- Sally advised that professional expertise will be required to assist in setting up the scheme by mid-2018.
- Matt Davis and Michael Lennon to meet with relevant DPTI representatives to discuss further.
- Sally and the Chair to have further discussion with the Commissioner for Business and Consumer Affairs.

6.3 Joint Planning arrangements

DISCUSSION

- Anita introduced the legislative requirements of Joint Planning arrangements under the Act.
- The Commission received the presentation by Jeff Tate (Jeff Tate Consulting Pty Ltd) in relation to Joint Planning Arrangements pilot project.
- The Commission noted the status and next steps in relation to the Joint Planning Arrangements pilot project.

7. OTHER BUSINESS

Nil

8. NEXT MEETING

30 November 2017

9. MEETING CLOSE

The Chair thanked all in attendance and declared the meeting closed at 2.29pm

Confirmed as a true and accurate record:

A handwritten signature in black ink, appearing to read 'Tim Anderson', written in a cursive style.

Tim Anderson QC
Chair

30/11/2017