



# Minutes of Meeting

Meeting No. 29

<b>Date</b>	Thursday 7 March 2019 at 9.30am
<b>Venue</b>	Kardi Munainty, Ground Floor 50 Flinders Street, Adelaide
<b>Members</b>	Michael Lennon (Chair), Helen Dyer, Craig Holden, Allan Holmes, Sally Smith (Ex Officio)
<b>In Attendance</b>	Luisa Halacas, Wiebke Billows, Emma Williams (DPTI)
<b>Presenters</b>	Anita Allen, Matt Lang
<b>Guest</b>	Grazio Maiorano (URPS)

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## 1. GENERAL BUSINESS

### 1.1. Welcome and apologies

Chair opened the meeting at 9:39am.

### 1.2. Declaration of conflict of Interest/ Gifts and Benefits

Helen Dyer informed the Commission one matter for disclosure of potential conflict of interest in relation to SCAP minutes for noting for the Commission.

### 1.3. Actions Register

The State Planning Commission (Commission) noted Action 6 (21 February 2019) is complete.

Action 1 (21 February 2019) was updated to note that:

- The A3 Placemat has been updated to include an infill development stream;
- Workshop to be scheduled with the Commission to workshop policy suggestions to deal with infill impacts;  
Commission to consider the establishment of an infill committee to develop policy programs.

### 1.4. Chair's Report

The Commission noted the Chair's Report, including:

- Typographical error in the first bullet point of the summary; progress to read "program".
- The Chair's meeting with the Minister for Planning.
- The upcoming meeting between the Commission and the Minister on 14 March 2019.
- The upcoming meeting with the Adelaide City Council Mayor and Senior staff.

#### **ACTION**

Governance team to provide meeting agenda and arrange a briefing note for the DPTI CE.

#### **1.5. Members' Update**

Members provided an update on engagement activities.

- Helen Dyer reported on her attendance at the Outback Code Consultations in Andamooka and northern South Australia.
- Craig Holden reported on his attendance at the Practitioners Briefing on 27 February 2019.
- Allan Holmes reported on his meeting with Simone Fogarty about the SCAP Practice and Operating Directions on 22 February 2019, his attendance at a meeting of Chairs of Environment Boards, his attendance at the ERD Committee meeting about State Planning Policies with Anita Allen of DPTI on 4 March 2019.
- Sally Smith reported on her attendance to the Adelaide Oval Select Committee.
- Members also discussed the Metro Council Elected Members Briefings and requests from some Councils for the Commission to provide further individual briefings.

#### **ACTION**

Emma Williams to draft letter from Commission to Council Mayors about future Commission briefings and encouraging elected member attendance.

#### **1.6. Confirmation of minutes**

The Minutes as amended were confirmed as a true and accurate

- Action 1 to be amended (see above).
- Item 2.1 Correspondence to read: The Commission noted the incoming and outgoing correspondence and agreed to monitor the impact on SCAP operations.
- Action 4 delete timeframe included in error.

#### **1.7. SCAP Minutes for noting**

The Commission noted the minutes.

2. CORRESPONDENCE- NIL

3. MATTERS FOR ADVICE TO MINISTER – NIL

#### 4. MATTERS FOR DECISION

##### 4.1. Strategic Plan

Allan Holmes addressed the Commission on the Report.

The Commission resolved to:

- Approve the revised Strategic Plan as amended;
- Approve the State Planning Commission Calendar (Work Program as amended);
- Approve the upload of the revised Strategic Plan and Work Program to the State Planning Portal on finalisation;
- Note that review of the current Commission member qualifications, knowledge, expertise and experience confirmed that the member qualifications, knowledge, expertise and experience requirements of section 18(2)(a)-(f) in the Planning, Development and Infrastructure Act 2016 are met in the current constitution of the Commission;
- Note that the Commission's Governance Charter is under review and proposed revisions will be tabled to a future meeting.

##### 4.2. SCAP Operating Directions

Allan Holmes addressed the Commission on the Report.

The Commission resolved to approve the State Commission Assessment Panel Practice and Operating Directions as amended (deletion of item 18.4) effective from 7 March 2019.

#### 5. MATTERS FOR NOTING

##### 5.1. Off Setting Contributions – Section 245 Inquiry

Anita Allen, Matt Lang and Grazio Maiorano of URPS addressed the Commission on the report.

The Commission resolved to:

- Note the Report;
- Agree on the requirements for fulfilling the Commission's statutory duties;
- Note the relationship between the State Planning Policies, the Code, Offset Schemes and reporting timeframes;
- Agree that the final report would identify the model characteristics of Offset Schemes;
- Note that a final report to the Minister for Planning will be drafted for endorsement by the Commission identifying a limited number of matters for further investigation.

##### 5.2. Building Inspection Policy – Verbal Update

The Chair to meet with the Building Committee Chair about status and time frame.



### **5.3. Risk Register**

Allan Holmes addressed the Commission on the Report.

The Commission resolved to note:

- That the Risk Register was last noted by the Commission on 13 December 2018;
- That the Risk Register has been reviewed by Allan Holmes and Wiebke Billows;
- That updates have been made to key risks, risk descriptions, causes and the controls implemented and treatments to be implemented;
- That the updates have resulted in reduction of the inherent risk level for Governance with no other changes to inherent risk levels or accepted risk levels;
- The Risk Register as read.
- An additional risk to be inserted in relation to quality and availability of resources to complete the Commission's Work Program.

### **5.4. Service Level Agreement**

The Commission discussed Item 5.4 in the absence of DPTI staff.

Allan Holmes addressed the Commission on the Report.

The Commission resolved:

- That the Service Level Agreement include Meetings, Agendas and Report standards including that:
  - Commission Meeting Agendas and the form of Agenda Reports to be agreed by the Chair and Ex Officio;
  - Agendas and Agenda Reports to be reviewed by the Chair for scope, quality and fitness for purpose with feedback provided to the Governance Unit;
  - Chair and Ex Officio to resolve any divergence of views.
- To note the draft Service Level Agreement as amended and endorse the Chair entering into the Service Level Agreement with the DPTI CE on behalf of the Commission.

### **5.5. SPC Communications & Engagement Report**

Emma Williams addressed the Commission on the report.

The Commission noted the report as read.

## **6. ANY OTHER BUSINESS**

## **7. MEETING FINALISATION**

### **7.1. Meeting evaluation**



Michael Lennon evaluated the meeting.

**7.2. Meeting Evaluation**

21 March 2019 at 9.30am at 50 Flinders Street, Adelaide.

**7.3. Meeting close**

The Chair thanked all in attendance and declared the meeting closed at 2:15 pm.

Confirmed as a true and accurate record:

A handwritten signature in cursive script that reads "Michael Lennon". A horizontal line is drawn underneath the signature.

**Michael Lennon**

Chair

28/03/2019