

# Minutes of Meeting

Meeting No. 93

<b>Date</b>	Thursday 13 May 2021 at 9.30am
<b>Venue</b>	Microsoft Teams and Kardi Munainty Meeting Room, Ground Floor, 50 Flinders Street, Adelaide
<b>Members</b>	Helen Dyer (Chair) (TEAMS), Craig Holden, Allan Holmes, Sally Smith (Ex-Officio)
<b>In Attendance</b>	Chelsea Lucas, Alison Gill (AGD)
<b>Presenters</b>	AGD Staff: Mike Burdett, Brad McCormack, Rhiannon Hardy, Anita Allen, Tom Victory, Chris Rudd, Emma Williams, Chelsea Lucas, Ben Sieben

## 1. GENERAL BUSINESS

### 1.1. Welcome and Apologies

The Chair welcomed all in attendance to the meeting.

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

Nil.

### 1.3. Action Register

The Commission noted the status of the Action items.

### 1.4. Chair's Report

The Commission noted the Chair's update.

### 1.5. Members Updates

The Commission noted the Members updates.

### 1.6. SPC Minutes & Confidential Minutes for Adoption – 29 April 2021

The Commission formally adopted the SPC minutes and confidential minutes of the 29 April 2021 meeting.

### 1.7. Building Policy Matters Update

The Commission noted the update on Building Policy matters provided by Mike Burdett.

## 2. CORRESPONDENCE

### 2.1. Mount Compass Golf Course

The Commission noted the correspondence.

### 2.2. Heritage Standards (Colonel Light Gardens State Heritage Areas)

The Commission noted the correspondence.

### 2.3. Sea Level Rise

The Commission noted the correspondence.

### 2.4. O'Sullivan Beach Residential Code Amendment

The Commission noted the correspondence.

## 3. MATTERS FOR ADVICE TO MINISTER

### 3.1. Code Amendment Initiation – Local Design Review Code Amendment

Brad McCormack, Rhiannon Hardy and Anita Allen addressed the Commission.

The Commission resolved to:

1. Initiate the Local Design Review amendment to the Planning and Design Code under section 73(2)(a) of the *Planning, Design and Infrastructure Act 2016*;
2. Approve the scope and investigations of the proposed Local Design Review Code Amendment outlined in the Proposal to Initiate (Attachment 2);
3. Approve the Local Design Review Code Amendment Engagement Plan (Attachment 3); and
4. Authorise the Chair to write to the following entities (Attachment 4) to advise of the initiation:
  - (a) Minister for Planning and Local Government (Attachment 5)
  - (b) All South Australian councils
  - (c) Association of Consulting Architects
  - (d) Australian Institute of Architects
  - (e) Australian Institute of Landscape Architects
  - (f) Housing Industry Association
  - (g) Local Government Association
  - (h) Master Builders Association
  - (i) Planning Institute of Australia
  - (j) Property Council of Australia
  - (k) Urban Development Institute of Australia.

## 4. MATTERS FOR DECISION

### 4.1. Growth Management Program – Land Supply Report and Environment and Food Production Areas (confidential item)

This item was considered in confidence, and is included in the SPC Confidential Minutes dated 13 May 2021.

### 4.2. Belair National Park Management Program

Rhiannon Hardy and Anita Allen addressed the Commission.

The Commission resolved to endorse the draft response to be provided to the Department for Environment and Water (Attachment 3) on the Belair National Park Management Plan – Draft Amendment 2021.

### 4.3. State Commission Assessment Panel Appointment (confidential item)

This item was considered in confidence, and is included in the SPC Confidential Minutes dated 13 May 2021.

### 4.4. Governance Audit 2021

Chelsea Lucas addressed the Commission.

The Commission resolved to:

1. Note the Internal Audit Report (Governance) and Register of Governance Documents, Policies, and Procedures at Attachment 1;
2. Approve amendments to various documents policies and procedures as noted in the Internal Audit Report (Governance) and as shown in mark-up in the attached, including:
  - a. Governance Manual (Attachment 2)
  - b. Responsibilities and Functions of the Commission (Attachment 3)
  - c. Gifts and Benefits Policy (Attachment 4)
  - d. Conflicts of Interest Policy (Attachment 5)
  - e. SPC Chair Position Description (Attachment 6)
  - f. SPC Member Position Description (Attachment 7)
  - g. Ex Officio Member Position Description (Attachment 8)
  - h. Member Induction Policy (Attachment 9)
  - i. Skills and Diversity Policy (Attachment 10)
3. Approve publication of the Gifts and Benefits Policy and the Conflicts of Interests Policy on the Commission's website (as noted in the Commission's Governance Manual);
4. Approve publication of the updated Governance Manual on the Commission's website following formal adoption of transparency measures by the Commission;
5. Authorise the Chair and the Ex Officio to commence the review and renegotiation of the Commission's Service Level Agreement with the Chief Executive of the Department, and provide a further report to the Commission in due course;

6. Note the Department is currently undertaking or will undertake further reviews of:
  - a. Commission's Instrument of Delegation (by September 2021);
  - b. State Planning Commission Assessment Panel (SCAP) Instrument of Sub-Delegation and Delegations Policy (by September 2021);
  - c. SCAP Practice and Operating Procedures (by May 2021); and
  - d. the Commission's Work Plan (with updates to be provided within the Ex Officio's Quarterly Report to the Commission).
7. Approve a further review by the Department of all current SCAP branding and documentation, and authorise the Department to implement changes as required to accurately reflect the SCAP as a Committee of the Commission acting as the authorised delegate of the Commission in relation to development assessment matters; and
8. Note the Department will undertake a further governance and legislative compliance audit on an annual basis in the second quarter of each year.

#### **4.5. Review and Update of SPC Risk Register (confidential item)**

This item was considered in confidence, and is included in the SPC Confidential Minutes dated 13 May 2021.

#### **5. MATTERS FOR NOTING**

Nil.

#### **6. ANY OTHER BUSINESS**

Nil.

#### **7. MEETING FINALISATION**

##### **7.1. Next Meeting**

Thursday 27 May 2021 at 9.30am at 50 Flinders Street, Adelaide.

##### **7.2. Confirmation of Minutes and Confidential Minutes**

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

##### **7.3. Meeting close**

The Chair thanked all in attendance and declared the meeting closed at 12.47pm.

Confirmed 13/05/2021



**Helen Dyer**  
Chair