



Agenda Report for Noting

Meeting Date: 10 November 2022

Item Name	Assessment Panel Membership Audit
Presenters	Chelsea Lucas and Jessica Koop
Purpose of Report	Noting
Item Number	6.3
Strategic Plan Reference	N/A
Work Plan Reference	N/A
Confidentiality	Not Confidential (Release Immediately)
Related Decisions	N/A

Recommendation

It is recommended that the State Planning Commission (the Commission) resolves to:

1. Approve the designation of this item as Not Confidential (Release Immediately).
2. Note the Audit Report at **Attachment 1** prepared by the Audit and Investigators Coordinator.

Background

In September 2022, the Audit and Investigations Team undertook detailed desktop investigation to obtain assurance of Assessment Panel membership compliance with the *Planning, Development and Infrastructure Act 2016* (the Act) and the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (the AP Regulations).

Discussion

While undertaking an exercise to determine Assessment Panel diversity in June 2022, the Audit and Investigations Team became aware that a number of council and regional Assessment Panel members were not accredited, current Elected Members or former Elected Members.

It was also identified during a recent complaint investigation that a regional Council Assessment Panel (CAP) failed to ensure panel members, who were not current or former Elected Members, held an appropriate class of accreditation. (Noting that particular CAP no longer operates).

The Senior Audit and Investigations Officer conducted a deep dive review to obtain assurance as to whether council and regional Assessment Panels complied with the panel membership requirements of the Act.

It was found that all council and regional Assessment Panel membership comprised of Accredited Professionals, current and former Elected Members.

The Audit Report is provided at **Attachment 1** for further information.

Attachments:

1. Audit Report – Assessment Panel Membership (#19301678).

Prepared by: Jessica Koop

Endorsed by: Chelsea Lucas

Date: 27 October 2022

Assessment Panel Membership Audit

Report Document #	19301678
Date of Report	26 September 2022
Report Author:	Jessica Koop, Audit & Investigations Coordinator
Supporting Working Paper #	18558972 & 18750127
Investigators:	Adam McMahon, Senior Audit & Investigations Officer Carmen Ward, Accredited Professionals Admin Officer

Background

While undertaking an exercise to determine assessment panels diversity in June 2022, Audit and Investigations became aware that a number of council and regional assessment panel members did not appear to be accredited, current Elected Members or former Elected Members.

It was also identified during a recent complaint investigation that a regional council CAP failed to ensure panel members, who were not current or former Elected Members, held an appropriate class of accreditation. (Note that the CAP was no longer in operation at the time of assessment of the complaint).

Audit and Investigations conducted a detailed desktop investigation in September 2022 to obtain assurance of assessment panel membership compliance with the *Planning, Development and Infrastructure Act 2016* (the Act) and the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (the AP Regulations).

Assessment Panel Membership

Members of joint planning boards and council assessment panels (CAP) must be either Accredited Professionals (s83(1)(c)) or current or former members of council (and provided the relevant council or councils are satisfied that the person is appropriately qualified to act as a member of the assessment panel on account of their experience in local government) (s83(2)).

Regional assessment panel (RAP) membership requirements are stipulated by the Minister in appointment of a RAP. All RAPs currently require members to hold accreditation at Planning Level 2 classification, unless the person is a member of council and the relevant councils are satisfied that the person is appropriately qualified to act as a member of the panel on account of the persons experience in local government.

Desktop Investigation

Each CAP and RAP latest available meeting minutes and relevant Council CAP/RAP websites were reviewed to obtain current panel membership.

Member names were compared to the Accredited Professional Scheme membership database to identify whether they held current or expired accreditation, and the accreditation classification(s).

The remaining names were checked against Council websites to determine whether the member was a current Elected Member, with the final panel membership confirmed to be former Elected Members through general internet searches. Additional investigation was conducted to verify those members who were not current Elected Members or held accreditation were former Elected Members.

It was found that assessment panel membership had changed since the initial review performed in June 2022. The initial review relied upon the most recent assessment panel meeting minutes and agendas to determine the appointed members, which in some cases, was several months earlier.

It was also identified that a number of Accredited Professionals had renewed their accreditation in July and August 2022.

Results

Audit and Investigations confirmed that all CAP and RAP members are either Accredited Professionals or a current or former Elected Member as at 5 September 2022.

Key Information

The following information drills down into overall assessment panel membership composition.

Total Number of Assessment Panels Reviewed*

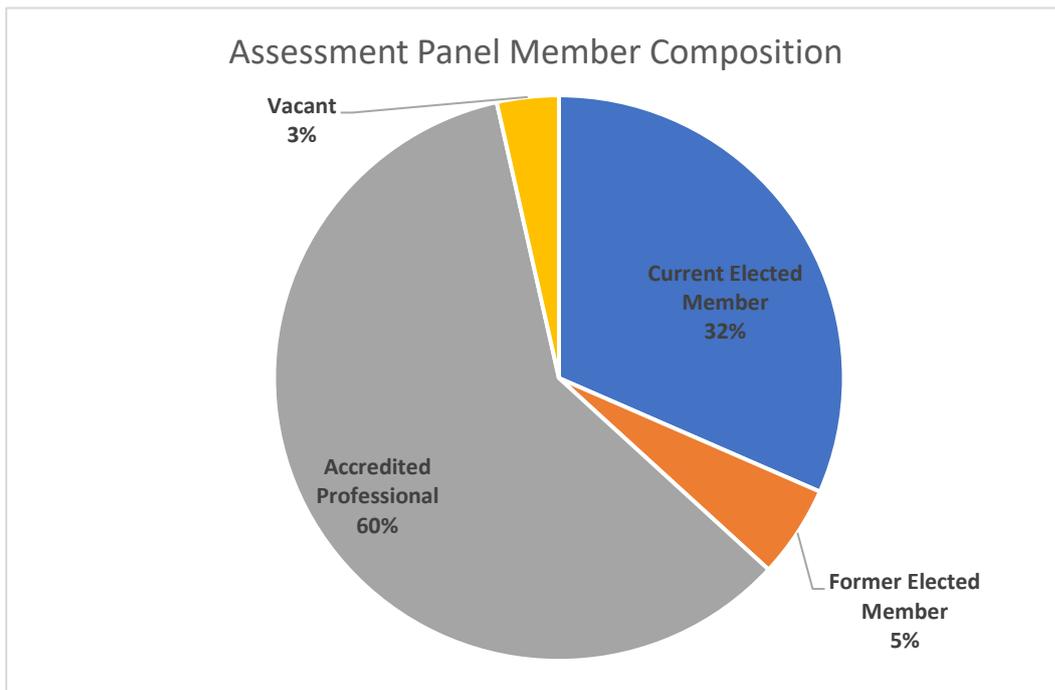
CAP	34
RAP	8

*Audit and Investigations also reviewed the State Commission Assessment Panel membership.

Assessment Panel Membership Composition

<i>Member Type</i>	<i>Total Number of Member Types Across All Assessment Panels</i>
Current Elected Member	54
Former Elected Member	9
Accredited Professional*	102
Vacant	6

*An Accredited Professional may be appointed to one or more assessment panel. Each Accredited Professional has only been included in the above table once, even if they are appointment to multiple assessment panels.



Breakdown of Appointed Accredited Professionals Accreditation Classification

<i>Accreditation Classification</i>	<i>Total Number of Individuals Across All Assessment Panels</i>
Planning Level 2	58
Dual – Planning Level 1 & 2	19
Multiple – Planning Level 1, 2 & 3	8
Multiple – Planning Level 1, 2, 3 & 4	15
Multiple – Planning Level 2, 3 & 4	1
Dual – Building Level 1 & Planning Level 2	1