



## Minutes of Meeting

**Held on Thursday, 20 July 2017 at 9.30am  
At Level 5, 50 Flinders Street, Adelaide (Dr Paul Hughes Meeting Room)**

**MEMBERS:** Tim Anderson QC (Chair)  
Matt Davis  
Fairlie Delbridge  
Janet Finlay  
Allan Holmes  
Michael Lennon  
Sally Smith (Ex Officio)

**IN ATTENDANCE:** Andrew McKeegan (Chief Development Officer – DPTI)  
Anita Allen (Manager, Planning Reform – DPTI)  
Chris Kwong (Manager, Development Policy and Assessment – DPTI) (Item 3)  
Rosie Bolingbroke (Unit Manager, Governance – DPTI)

**PRESENTERS:** Kate Costello (Governance Matters)

**APOLOGIES:** Nil

### 1. MEETING FORMALITIES

#### 1.1 Open the Meeting

The Chair opened the meeting at 9.30am, welcomed all in attendance and noted there were no apologies.

#### 1.2 Chair's Report

The Chair presented his report to the Commission.

#### 1.3 Declaration of Conflicts of Interest

There were no conflicts of interest noted.

### 2. STRATEGY SESSION

The Chair introduced Ms Costello who facilitated the strategy session.

The following items were discussed as part of the Commission's strategy planning:

- Strategic Plan / Vision / Success Factors
- Relationship with Key Parties
- Delegations to Commission Sub Committees
- Positioning on Transition Arrangements
- Clarity around Accessing Legal Advice
- Risk Register
- Communication and Engagement Strategy



### 3. MATTERS FOR DECISION

#### 3.1 Proclamation Process for Sub Committees

The Commission noted the process for proclamation and establishment of sub committees under the *Planning, Development and Infrastructure Act 2016*.

#### 3.2 Establishment of Commission Assessment Panel

Discussion was held on the requirement to establish a Commission Assessment Panel.

**It was resolved to:**

- a. Establish a committee, to be known as the *State Commission Assessment Panel (SCAP)*, pursuant to Section 29(1)(a) of the *Planning, Development and Infrastructure Act 2016*.
- b. Appoint the following membership for the term 1 August 2017 to 30 June 2018, on the same terms and conditions as the membership of the Development Assessment Commission (DAC); and that the Chair be authorised to sign Letters of Appointment:
  - Simone Fogarty (Presiding Member)
  - Helen Dyer (Deputy Presiding Member)
  - Chris Branford
  - Sue Crafter
  - Peter Dungey
  - Dennis Mutton
  - David O’Loughlin
- c. Delegate its functions and powers as a relevant authority with respect to determining whether or not to grant planning consent, to the *State Commission Assessment Panel (SCAP)* as required by Section 30(3)(a) of the *Planning, Development and Infrastructure Act 2016*.
- d. Delegate its functions and powers relating to a proposed development in an environment and food production area that involves a division of land, to the *State Commission Assessment Panel (SCAP)* pursuant to Section 7(5) of the *Planning, Development and Infrastructure Act 2016*.
- e. Authorise the Chair to sign the Instrument of Delegation and to take any necessary steps required to action this resolution.
- f. Review the Instrument of Delegation within two months in order to consider:
  - delegating specific responsibilities to the Department of Planning, Transport and Infrastructure;
  - on an exceptions basis, identify those matters to be determined by *the State Commission Assessment Panel (SCAP)*; and
  - reserve for the Commission, the setting of guidelines in relation to assessments for major developments.



### 3.3 Establishment of Commission Building Committee

Discussion was held on the requirement for a committee in relation to technical building matters and advice.

#### It was resolved to:

- a. Authorise the Chair to sign a letter to the Minister seeking approval to establish a Building Committee pursuant to Section 29(1)(c) of the *Planning, Development and Infrastructure Act 2016*;
- b. Subject to the approval of the Minister, establish a Building Committee to undertake the functions currently assigned to the Building Rules Assessment Commission (BRAC) and Building Advisory Committee (BAC) under the *Development Act 1993* or the *Development Regulations 2008*.
- c. Authorise the Chair, as directed by the Minister, to take all steps necessary to establish the Building Committee.
- d. Delegate to the new Building Committee any functions or powers in accordance with section 30(2) of the *Planning, Development and Infrastructure Act 2016* to the Building Committee that are currently assigned to the Building Rules Assessment Commission or Building Advisory Committee under the *Development Act 1993* or the *Development Regulations 2008*, to commence on 1 August 2017.
- e. Review the role of the Building Committee and its delegated functions within six months, taking into consideration:
  - the method of alignment to the National Construction Code;
  - the need for technical interpretation to variations to the Code; and
  - the methods to administer ongoing building safety.

### 3.4 Other Business

The following matters were raised:

- **Annual Report**  
It was noted that the report was due for submission to the Minister by 30 September 2017.
- **Specialist List**  
It was noted that a paper on the process for appointment of a Specialist List was being developed.



**4. CONFIRMATION OF THE MINUTES OF THE MEETING**

**It was resolved** that the Minutes of this meeting held today be confirmed.

**5. MEETING CLOSED:** 3.45pm

**6. NEXT MEETING:** Thursday, 3 August 2017 at 9.30am

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

20 July 2017