PlanSA

Heads of Planning Reference Group

MINUTES OF MEETING

2.00pm Tuesday 2 August 2022

Microsoft Teams

1.   ACKNOWLEDGEMENT OF COUNTRY, WELCOME AND APOLOGIES

MEMBERS

Margaret Smith (Chair - Proxy)	Director, State Assessment
Nardia Symonds (Proxy)	Service Support Manager
Troy Fountain	Manager, Commission Assessment
Hannah Bateman	Metropolitan Council
Andy Humphries	Metropolitan Council
Rick Hutchins	Metropolitan Council
Gary Mavrinac	Regional Council
Deryn Atkinson	Regional Council
Louise Frazer-Walmesley	Regional Council
Zoe Garnaut	Private Sector
David Barone	Private Sector
Stephen Smith	Local Government Association Representative
Gavin Leydon	Planning Institute of Australia Representative
Kayla Gaskin-Harvey	Urban Development Institute of Australia Representative
Daniel Gannon	Property Council of Australia Representative
Andrew Cronin	Master Builders Australia Representative
Chris Wiltshire	Housing Industry Association Representative

EXECUTIVE OFFICER

Jaclyn Symons	Governance Officer

INVITED ATTENDEES

Jason Bailey	Manager, Planning and Design Code
Cassia Byrne	PlanSA Lead

The Chair acknowledged the traditional custodians of the land on which they meet, and paid respect to Elders past, present and emerging.

The Chair welcomed all in attendance.

Apologies: Paul Bennett, Director, Growth Management
Ameya Sawant, Director PlanSA (Nardia Symonds as proxy)
Troy Fountain, Manager, Commission Assessment
Julie Vanco, Metropolitan Council
Elinor Walker, State Planning Commission Representative
Nicolette Di Lernia, Australian Institute of Architects Representative

2. DECLARATION OF CONFLICTS
Nil.

3. MINUTES OF PREVIOUS MEETING
Members of the Heads of Planning Reference group requested that the minutes of the 6 June 2022 meeting, in particular 4.2, be amended to include a sentence that advises that mixed views were expressed by the group and no consensus was achieved regarding advocating for a singular code amendment and development application process.

4. CURRENT BUSINESS

4.1 Overlay Relevance Matrix
Jason Bailey spoke of the purpose of the Overlay Relevance Matrix and its incorporation into the guide to the code (which was republished in June 2022).

Jason gave an overview of the matrix and the several overlays it applies to, namely Affordable Housing, Design, Stormwater Management and Urban Tree Canopy.

The group was asked if they had any questions/comments.

Members expressed that they found the guide to be useful. Questions referred to the medium bushfire overlay and the interface management overlay (and when that should be triggered).

The Heads of Planning Reference Group noted the supporting report.

4.2 Update on the preparation of a Practice Direction for Outline Consents
Margaret Smith provided a background on outline consents, namely that section 120 of the *Planning, Development and Infrastructure Act 2016* (the Act) makes provision for outline consents and that work is currently underway regarding the preparation of a practice direction to support the operation of this section.

Margaret advised that recently, a targeted workshop was held with people from private consultancies as well as local government and a representative from ODASA, which re-confirmed the direction that the team was going with the practice direction.

Margaret informed the group that DTI-PLUS staff are currently preparing a report to the State Planning Commission (SPC) on a draft practice direction.

The group was asked if they had any questions. Questions included:

- what areas (if any) are lacking in terms of feedback; and
- whether any consultation of the draft practice direction will occur.

Margaret expressed that the team are keen to hear any feedback and advised that once an approach has been endorsed for the implementation of outline consents by the SPC, the draft practice direction will be released for public comment.

The Heads of Planning Reference Group noted the supporting report.

4.3 PlanSA update
Nardia Symonds provided a PlanSA update.

The update focused on a detailed overview of the workshops and the status of them, as well as key projects and planned system enhancements.

Questions from members focused on DALite, namely:

- how councils were going to be informed that DALite is now available to use;
- whether payment will be possible in the referrals; and
- whether an existing Development Application Processing System (DAP) user will have access to DALite.

Other questions were raised regarding projects and whether there were any updates on a practice guideline in respect of minor variations.

Concerns were also raised at the pace in which improvements to the portal are currently made, with a request that consideration be given to speeding up PlanSA projects as having a more efficient portal may help to aid the current resource challenges.

The Heads of Planning Reference Group noted the supporting report.

4.4 New homepage and dashboards in the DAP
Nardia Symonds spoke of the current dashboard in the DAP and the improvements being worked on by the PlanSA team.

Several improvements include:
- key statistics;
- interactive charts;
- the ability to create your own tabs (i.e., PC under assessment, allocated applications); and
- flexibility in filters and columns that are showed.

Questions raised by members focused on whether all stakeholders will see the same dashboard or whether it will be different for applicants and relevant authority's etc.

Nardia advised that the view of the dashboard will be different for each stakeholder and that the team is considering establishing a different view of the dashboard for team leaders as opposed to planners/builders too.

The Heads of Planning Reference Group noted the verbal update.

4.5 FastTrack applications

Cassia Byrne informed the group that the PlanSA team is currently looking to undertake improvements to the DAP workflow, namely a FastTrack process.

It is hoped a FastTrack process will:
- reduce administration and data entry, and duplication of information within the verification process; and
- speed up the assessment and approval times for certain types of assessments including elieviating any hold ups in relation to fee payments and applications getting 'lost' in the dashboard.

Cassia asked the group for any feedback regarding the proposed process, including any frustrations members may have with the DAP system that could be improved.

Feedback included:
- not being able to record emails directly into the system;
- the linear nature of the system – the inability to do multiple pieces of work at the same time;
- issues with making amendments to proposals after planning consent is granted; and
- the amount of times having to describe something when submitting an application without it being a mandatory field.

As this project is currently in the analysis stage, to determine how different users would anticipate this process to function, the group was asked what a FastTrack process looked like to them.

Feedback included:
- having details stored if lodging applications regularly on behalf of someone to save time entering details;
- a faster way for reviewing documentation;
- the opportunity to bring internal teams into the process as early as possible so you do not have to duplicate the process outside the Portal; and
- the need to engage with the industry to ensure what they submit is 100% accurate.

There was also discussion on facilitating workshops (for example, with council staff) so they can raise concerns/issues, and the need to be clear about what 'FastTrack' means - for simplyifying and making the process more efficient.

The Heads of Planning Reference Group noted the verbal update.

4.6 Code Amendment notification subscription

Cassia Byrne advised the group that there is now an option to subscribe to Code Amendments on the PlanSA website. This means that if you subscribe, you will be sent an email notification if there are any updates or change of status.

Cassia stated that there are still other functionalities that the PlanSA team are working through, including subscribing by council area, which she warned there is still a bit more work to be done on this.

The Heads of Planning Reference Group noted the verbal update.

5. **OTHER BUSINESS**

   5.1 Zone, Subzone & Overlay report
   Cassia Byrne ran through the Zone, Subzone & Overlay report and how it operates, including the different filters with regards to time (financial year, calendar year or particular dates), category of development and suburb.

   Cassia expressed that this document was originally developed to be used as an internal report but wanted to know if any members would be interested in accessing it or if there was any other feature that they may want showcased on it.

   Members discussed top 10 development types and certain terminology in the report.

   5.2 Policy discussion and other issues raised
   Members discussed/raised:
   - planning conditions and the need for improvements;
   - issues with the PlanSA website and a fault in the system regarding requesting a copy of an extract of the Planning & Design Code; and
   - policy surrounding land division and allotments affected by major transport.

6. **NEXT MEETING:**
   Tuesday 4 October 2022*

   Members discussed whether the next meeting date could potentially be moved as it follows a Public Holiday.

7. **MEETING CLOSED:**
   The Chair thanked all in attendance and declared the meeting closed at 3.42pm.