

Heads of Planning Reference Group Terms of Reference

Purpose

The purpose of the Heads of Planning Reference Group (the HPRG) is to provide advice on policy and system improvements that impact on the planning system to the Planning and Land Use Services (PLUS) Division of the Department for Trade and Investment.

Objectives

The HPRG will seek to achieve the following objectives:

- Provide a forum to assist with the development of planning policy;
- Identification of system improvements for:
 - the ePlanning system; and
 - the broader planning system including regulations and practice directions.

Principles

The HPRG will operate consistently with the following principles:

- Providing frank and fearless advice;
- Working with purpose and alignment; and
- Focussing on achieving quality outcomes and the delivery of results.

Membership

An effort will be made to ensure the membership of the HPRG is diverse, with the composition of it being as follows:

	Director, Growth Management (Chair)	
	Director, State Assessment	
	Director, PlanSA	
	Manager, Commission Assessment	
	State Planning Commission Representative	
	Metropolitan Council Planning Manager/ GM	Self Nomination and election by peers
	Metropolitan Council Planning Manager/ GM	Self Nomination and election by peers
	Metropolitan Council Planning Manager/ GM	Self Nomination and election by peers

	Metropolitan Council Planning Manager/ GM	Self Nomination and election by peers
	Regional Council Planning Manager/ GM	Self Nomination and election by peers
	Regional Council Planning Manager/ GM	Self Nomination and election by peers
	Regional Council Planning Manager/ GM	Self Nomination and election by peers
	Private Sector Planning Professional	Self Nomination and election by peers
	Private Sector Planning Professional	Self Nomination and election by peers
	Local Government Association Representative	Nomination by Association and appointment by DTI
	Planning Institute of Australia Representative	Nomination by Association and appointment by DTI
	Urban Development Institute of Australia Representative	Nomination by Association and appointment by DTI
	Property Council of Australia Representative	Nomination by Association and appointment by DTI
	Master Builders Australia Representative	Nomination by Association and appointment by DTI
	Housing Industry Association Representative	Nomination by Association and appointment by DTI
	Australian Institute of Architects Representative	Nomination by Association and appointment by DTI

The HPRG will operate for a period of 12 months. At the conclusion of the initial 12 month period, the term of the HPRG may be extended for a further 12 months.

Nominations

Nominations will be sought from Senior Leaders of Council to participate in the Heads of Planning Reference Group. Nominations are sought from Planning Manager or General Manager level. Nominees do not have to be Accredited Professionals. If more than four metropolitan or two regional council nominations are received, an election will be held. Those who have registered their interest and are working in this sector will be invited to participate in the election of the council representatives.

Nominations will also be sought from professional planners working in the private sector. If more than two nominations are received, an election will be held. Those who have registered

their interest and are working in this sector will be invited to participate to elect the two private planning representatives.

The Local Government Association, Planning Institute of Australia, Urban Development Institute of Australia, Property Council of Australia, Master Builders Australia and Housing Industry Association will be invited to nominate one representative each for the group.

Vacancy

If a person who has been elected causes a vacancy to arise, where appropriate the next person with the greatest number of votes in the election shall fill the vacant position. Where this is not appropriate, the remaining members will determine how to fill the position.

Chair

The primary role and function of the Chair is to lead and manage the processes and practices of the HPRG, and to ensure the effective delivery of the HPRG's objectives and principles. In the absence of the Chair, either the Chair's proxy or the Director, Plan SA will preside over the meeting.

Conflict of Interest

Members must declare any conflicts of interest to the HPRG at the start of each meeting or before discussion of the relevant agenda item or topic. Details of the potential or actual conflicts of interest will be appropriately minuted.

Where Members at HPRG meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that the Member is excused from discussion of the matter.

Meeting schedule

The HPRG may meet either in-person or virtually, or a combination of both, with meetings occurring bi-monthly or as otherwise determined by the Chair.

Executive Officer

The Department for Trade and Investment will nominate an Executive Officer.

Agenda and meeting papers

An agenda and any associated meeting papers will be distributed by the Executive Officer five working days prior to the meeting.

Proceedings

The Chair will facilitate the meeting in a manner which promotes healthy, orderly, constructive, respectful and expeditious discussion and not allow repetitious or irrelevant discussion having regard to the function of the HPRG.

If required, HPRG business may be conducted 'out-of-session' by electronic correspondence between the Chair, Members and the Executive Officer (where appropriate).

Members

If a member is unable to attend a meeting, a Proxy member may attend the HPRG in place of the Member. Members may nominate a proxy for a particular meeting, at any time prior to the meeting.

Minutes

The Executive Officer will minute the meeting. The minutes will be concise and only record:

- The names of Members (or proxies) present;
- Apologies received from Members;
- Any disclosure of interest or conflicts made by a Member;
- A high level overview of discussion; and
- Details of any actions agreed to, and the responsibility for those actions.

The minutes may record an item as confidential.

The minutes will be distributed amongst members of the group within 5 business days following the meeting and will be included in the draft agenda of the next HPRG meeting for noting.

Minutes of the meeting will be published on the Plan SA Portal 10 days after the meeting.

Attendance of external parties

HPRG meetings are not open to the general public.

The Chair may invite guests to attend specific meetings as required, including presenting or advising on specific matters.

Review

These Terms of Reference will be reviewed by the Chair after a period of 12 months.

The HPRG will annually evaluate its performance and its Terms of Reference through a self-assessment against its duties and responsibilities and include an assessment of the effectiveness of the HPRG.

The Terms of Reference may be amended, varied or modified in writing at time of review after consultation and agreement by the HPRG.