



Industry and Local Government / Agency Forums - Notification of Outcomes

In response to the feedback received at the stakeholder forums held in November 2021, a summary document was published on the State Commission Assessment Panel website that highlights the four (4) 'key themes' and six (6) 'agreed actions'. The status of the implementation of each of the agreed actions is outlined below:

1. Update the information on the SCAP Website to include:

- (a) Additional guidelines to assist applicants in compiling information to submit with applications and when making presentations at SCAP hearings.

SOLUTION: The SCAP webpage has been updated and now includes detailed information for applicants regarding the application process and requirements for applications to be determined by the SCAP [Procedures | State Commission Assessment Panel \(SCAP\) \(saplanningcommission.sa.gov.au\)](https://www.saplanningcommission.sa.gov.au/procedures).

[A Guide to the State Commission Assessment Panel \(SCAP\) \(dit.sa.gov.au\)](https://dit.sa.gov.au/guide-to-the-state-commission-assessment-panel) has also been published on the website to provide a general overview of the SCAP.

- (b) New reporting templates with consideration being given to embed links to relevant internet sites, 3D models and other visual media where appropriate, to better explain complex development proposals.

SOLUTION: It has been identified that embedding links into agenda reports could pose unacceptable risks as the SCAP does not control the content of third-party websites and cannot guarantee that the information obtained through a link is accurate or remains relevant to the agenda item. The website content could change over time making it difficult to capture and review the information that was relevant to SCAP's determination of an application at some time in the future. There are also risks to the Department in terms of cyber security.

Where it has been identified that access to external websites, 3D models or other visual media could assist the SCAP in its assessment of an application, this can be presented in a separate format that will not compromise the integrity of the SCAP agenda report.

- (c) Details on the format and operating procedures of SCAP meetings with clarity about the roles of the various meeting participants.

SOLUTION: The SCAP website has been updated to include information about the procedures for SCAP hearings and provides information on the panel members, including a brief biography of their working history/credentials along with information relating to the Minister's Code of Conduct by which the SCAP members are bound [Procedures | State Commission Assessment Panel \(SCAP\)](https://saplanningcommission.sa.gov.au/Meetings-and-agendas-State-Commission-Assessment-Panel-SCAP) (saplanningcommission.sa.gov.au)

- (d) Review the process for local governments and referral agencies to seek extensions of time to submit their advice and consider providing longer response times for complex development proposals.

SOLUTION: As a matter of standard practice, additional time can be provided to referral bodies upon request, if the legislated assessment timeframes allow.

PLUS is currently undertaking a review of State Agency referral processes to investigate ways of making the referral process more efficient and effective. In order to formalise a process for any extensions of time, this action has been captured as part of the topics for discussion in the State Agency Referral project consultation workshops, with the final report is scheduled for completion in August 2023.

- (e) Advise stakeholders of tentative dates for SCAP meetings as early as possible.

SOLUTION: The meeting schedule is now located on the SCAP webpage: [Meetings and agendas | State Commission Assessment Panel \(SCAP\)](https://saplanningcommission.sa.gov.au/Meetings-and-agendas-State-Commission-Assessment-Panel-SCAP) (saplanningcommission.sa.gov.au). The SCAP Forward Planner administered by PLUS assigns applications to the most likely meeting date and this is reviewed weekly and updated as required. The Planner assigned to an application is in regular contact with the applicant and referral bodies throughout the assessment process and provides advice about the SCAP processes and likely meeting date.

- (f) Provide referral agencies with copies of the issues raised in representations on request, as they relate to the Agency's statutory referral role.

SOLUTION: If a referral agency requests copies of the issues raised in representations during the assessment process, to inform their final advice to PLUS, a summary of the key issues relevant to that authority can be provided, noting also that the agencies have ongoing access to the application that was referred to them via the PlanSA portal.

The SCAP agendas include all information about the representations received and the applicant's response to any issues raised. Referral agencies are also directed to the SCAP agendas and minutes where they have access to the full agenda report and attachments five days prior to a SCAP hearing. The SCAP minutes now include the reasons for their decision as well as the conditions and reserve matters applied to any granting of planning consent:

[Meetings and agendas | State Commission Assessment Panel \(SCAP\)](https://saplanningcommission.sa.gov.au/Meetings-and-agendas-State-Commission-Assessment-Panel-SCAP) (saplanningcommission.sa.gov.au)

- (g) Obtain independent peer reviews on technical reports when the advice is beyond the expertise of government agencies.

SOLUTION: In most cases, PLUS and other Departmental staff have sufficient expertise to undertake an assessment of an application. It is accepted practice that where additional technical expertise is required to provide advice on specific elements of a proposal, PLUS can engage external consultants to provide technical input or to peer review information provided by an applicant.

- (h) Improve SCAP reporting through the inclusion of detailed reasons for decisions in meeting minutes to enhance confidence in the decision-making process.

SOLUTION: Improvements have been made to the format of how Minutes of hearings are recorded and now include reasons for decisions if the resolution is contrary to the officer's recommendation. Minutes contain any reserved matters, conditions and advice notes to the applicant that form part of the SCAP decision.

[Meetings and agendas | State Commission Assessment Panel \(SCAP\)](https://www.saplanningcommission.sa.gov.au/Meetings-and-agendas-State-Commission-Assessment-Panel-SCAP)
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