

Minutes

Meeting No. 12

Date	Wednesday, 20 December 2017 at 9.30am
Venue	Dr Paul Hughes Room, Level 5, 50 Flinders Street, Adelaide
Members	Tim Anderson QC (Chair), Janet Finlay, Matt Davis, Fairlie Delbridge, Michael Lennon Allan Holmes, Sally Smith (Ex Officio)
In Attendance	Danielle Mansour (Governance Unit - DPTI)
Presenters	Andrew McKeegan Andrea Jorgensen Anita Allen Andrew Humby
Observation	Sally Jenkin – Community Engagement Charter

1. GENERAL BUSINESS

1.1 Open Meeting

9:33 am

1.2 Welcome and Apologies

Nil

1.3 Declaration of Conflicts of Interests / Gifts & Benefits

The following possible declarations of interest were noted for Matt Davis in relation to:

Item 4.1 Southern Innovation DPA - Tonsley component.

Item 4.2 Local Heritage and Council DPA (Matt's wife owns a local heritage residence within city of Adelaide).

1.4 Chair's Report (Verbal)

The Chair provided a verbal report that referred to the matters below:

- Urban Development Institute of Australia Lunch – Friday 8 December 2017
- Urban Planning Committee of the Property Council Committee meeting with Sally – Mon 11 December 2017
- Property Council Lunch – Friday 15 December 2017
- Planning Institute of Australia – State Planning Conference – 23 March 2018
- Mt Barker Waste Water

ACTION

- The Commission to undertake a Code workshop in early 2018. Sally to consider structure of the workshop and bring back to Commission.
- Chair, Matt, Fairlie and Michael to participate in a Panel at Planning Institute of Australia – State Planning Conference – 23 March 2018. Chair to respond to invitation and suggest panel members.
- Andrew McKeegan to meet with Chair and Michael on 21 December to discuss Mt Barker Waste Water to determine lessons learned for Planning Policy. Michael and Chair to report back to the Commission on the discussions next meeting.
- Dannie to provide members a summary of Minister’s decision of sites DPA, copy of the Minister’s letter and gazette.

1.5 Members Report (Verbal)

Nil

1.6 Confirmation of Minutes of previous meeting – 30 November 2017

Minutes confirmed

2. CONFIDENTIAL MATTERS

2.1 Delegations (verbal)

Discussions regarding delegations (Confidential)

2.2 Accreditation Scheme

Discussions regarding the Accreditation Scheme (Confidential)

3. STRATEGIC MATTERS

Nil

4. MATTERS FOR ADVICE TO MINISTER

Discussions regarding advice to the Minister is confidential

5. MATTERS FOR DECISION

5.1 Community Engagement Charter

DISCUSSION

Anita provided a summary of changes made to the Charter and noted minor edits of Guide.

The Chair advised of his intent to edit the draft letter to the Minister.

DECISION

The Commission resolved to:

1. Approve the *Community Engagement Charter and Guide to the Community Engagement Charter* in accordance with section 45 of the *Planning Development and Infrastructure Act 2016 (the Act)*.
2. Approve the *Commission Engagement Report - Community Engagement Charter* (Attachment 1) on the matters arising from consultation.

3. Approve the attached letter to the Minister for Planning (Attachment 2) requesting the Minister adopts the Charter.
4. Delegate to the Chair of the Commission the power to finalise the above documents, sign the letter to the Minister, and forward to the Minister for Planning pursuant to section 45(3) of the Act.
5. Agree for the Chair to circulate a draft of the letter to the Minister to Commission members.

6. MATTERS FOR NOTING

6.1 Risk Policy and Risk Register

DECISION

1. The Commission noted the amended Risk Policy and Risk Register.
2. The Commission noted the Risk Policy and Risk Register and decided to discuss any further comments between members out of session.

6.2 Planning Reform Implementation – Transition Update

DISCUSSION

The Commission noted the great effort of the team in undertaking this work in a short amount of time.

DECISION

1. The Commission noted the Agenda Report

ACTION

- This paper and an Implementation Plan (i.e. budget, schedule, risks) to be discussed at February 2018 Commission meeting.

6.3 Strategic Plan

DISCUSSION

Discussion around consistent corporate branding for the Commission.

DECISION

1. The Commission noted the attached Strategic Plan, which was approved by the Commission out of session.

ACTION

- Fairlie and Matt to discuss consistent branding for Commission and the development of the Strategic Plan into a public facing document with Hughes PR.
- Dannie to send Frame templates to Fairlie for provision to Hughes.

7. CORRESPONDENCE

7.1 South East Australia Gas Submission and response

DECISION

The Commission noted the SEA Gas response

7.2 Letter to Minister - Repatriation General Hospital and Surrounding Areas DPA

DECISION

The Commission noted the Letter to the Minister

ACTION

7.3 Letter from Minister – Westlakes (AAMI Stadium) DPA

DECISION

The Commission noted the Letter from the Minister

8. OTHER BUSINESS

8.1 SPC Meeting Action List

DISCUSSION

The Commission noted the action list and discussed actions which have not yet been achieved/progressed.

DECISION

The Commission would like fortnightly meetings scheduled for 2018 with one meeting being a formal meeting with papers and the following meeting to be a workshop or opportunity to progress the action list.

ACTION

- Dannie to provide action list on the portal.
- Dannie to schedule fortnightly meetings in Commission member diaries for 2018.

9. NEXT MEETING

Thursday 1 February 2018

10. MEETING CLOSE

1:00 PM.

Confirmed as a true and accurate record:



Tim Anderson QC
Chair

1 February 2018