

# Minutes of Meeting

Meeting No. 13

<b>Date</b>	Thursday, 1 February 2017 at 9.30am
<b>Venue</b>	Dr Paul Hughes Room, Level 5, 50 Flinders Street, Adelaide
<b>Members</b>	Tim Anderson QC (Chair), Matt Davis, Fairlie Delbridge, Janet Finlay, Allan Holmes, Michael Lennon, Sally Smith (Ex Officio)
<b>In Attendance</b>	Danielle Mansour (Governance Unit, DPTI)
<b>Presenters</b>	Mark Adcock

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## 1. GENERAL BUSINESS

### 1.1 Open Meeting

9.35am

### 1.2 Welcome and Apologies

Nil

### 1.3 Declaration of Conflicts of Interests / Gifts & Benefits

Michael Lennon noted recent SCAP approval for 69 Light Square, Adelaide in which he has an interest.

### 1.4 Chair's Report

- As per an action arising from the last Commission meeting, the Chair met with Mr David Pisoni on Tuesday 23 January 2018. At this stage the Chair has been unable to schedule a meeting with Mr Nick Xenophon.
- On 24 January 2018, the Chair, Matt and Sally met with aged care practitioners to discuss a possible Aged Care Symposium.

### ACTION

- On 31 January 2018, the Chair met with the Minister for Planning.
- On 31 January 2018 the Chair attended the Collaborative Advisory Team Meeting.

- The Chair discussed Commission attendance at the following events:
  - **Property Council, 2018 State Election Lunch on 16 February 2018**  
*Michael, Fairlie (not representing Commission) attending*
  - **UDIA, 2018 State Election Luncheon on 22 February 2018**  
*Tim, Matt, Fairlie and Janet attending.*
  - **PIA state conference on 23 March 2018**  
*Matt, Fairlie, Michael and Tim to represent the Commission on a panel.*
- The Chair provided Commission members with a rebranded Commission Strategic Plan.

## **DECISION**

The Commission resolved to approve upload of the Strategic Plan on the portal.

- The Chair is undertaking regional visits next week to regional Council Meetings at Whyalla and Mount Gambier.
- The Chair raised character preservation areas.

**ACTION** - Character Preservation areas to be discussed in the next Commission workshop.

- The Chair raised performance review and identified that the strategic plan prescribes review of the Commission's performance at six-monthly intervals against the strategic plan and the statutory obligations of the Commission. The Commission would like to review performance of the Commission prior to election.

## **ACTIONS**

- Michael and Dannie to produce a draft questionnaire to discuss at the next Commission meeting on 1 March 2018.
- The Chair requested each Commission member to determine their top five priorities for the Commission in 2018 prior to individual discussions with the Chair regarding performance

### **1.4 Members Report**

Nil

### **1.5 Ex Officio's Report**

#### **DISCUSSION**

- The Commission noted the ex-officio report.
- The Commission would like to further discuss the workshop program.
- The Commission wants to make sure they are kept informed on the E-Planning reform.
- Janet requested further explanation of Development Assessment (DA) on-time statistics.
- The Commission requested previous examples of major projects.

## **ACTIONS**

- Sally to provide information to members explaining DA on-time statistics out of session.
- Dannie to provide previous examples of major projects to Commission members.

### **1.6 Confirmation of Minutes of previous meeting – 20 December 2017**

The Commission confirmed the Minutes.

## **2. CONFIDENTIAL MATTERS**

### **2.1 State Commission Assessment Panel (SCAP) Operations**

Discussions regarding SCAP Operations (Confidential)

### **2.2 SCAP Delegations**

Discussions regarding SCAP Delegations (Confidential)

## **3. STRATEGIC MATTERS**

Nil

## **4. MATTERS FOR ADVICE TO MINISTER**

Nil

## **5. MATTERS FOR DECISION**

### **5.1 Commission Communication Engagement Plan**

#### **DISCUSSION**

The Commission agreed the Plan needed review and discussed the following:

- Key messages should articulate why planning is important and what we need to deliver
- The stakeholders list needs consideration
- Sally suggested Matt and Fairlie could discuss the Plan with Therese McNicol, Unit Manager Change and Engagement.

#### **ACTIONS**

- Commission members to channel feedback on the Communication Engagement Plan through Dannie by end of next week.
- Fairlie to check quote from Hughes PR and amount spent to date

## **6. MATTERS FOR NOTING**

### **6.1 Metropolitan Adelaide Car Parking Review**

#### **DECISION**

The Commission noted the paper and agreed to participate in the proposed upcoming focus groups and car parking summit.

## **7. CORRESPONDENCE**

### **7.1 Letter from Minister – REPAT Hospital**

The Commission noted the correspondence.

**8. OTHER BUSINESS**

**8.1 Action List**

The Commission noted the Action List

**DISCUSSION**

The Chair advised that he and Dannie had reviewed and amended the action list.

**ACTION**

Dannie will refine the Action List and redistribute on the portal.

**9. NEXT MEETING**

Thursday 1 March 2018

**10. MEETING CLOSE**

The Chair thanked all in attendance and declared the meeting closed at 12:25pm.

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

1 March 2018