

Minutes of Meeting

Held on Thursday, 17 August 2017 at 9.30am
Level 5, 50 Flinders Street, Adelaide (Dr Alice Rigney Meeting Room)

MEMBERS: Tim Anderson QC (Chair)
Matt Davis
Fairlie Delbridge
Janet Finlay
Michael Lennon
Sally Smith (Ex Officio)

IN ATTENDANCE: Rosie Bolingbroke (Unit Manager, Governance – DPTI)

PRESENTERS: Richard Dennis (Legal Counsel) – (Item 3.1)

APOLOGIES: Allan Holmes

1. MEETING FORMALITIES

1.1 Open the Meeting

The Chair opened the meeting at 9.38am, welcomed all in attendance and noted Allan Holmes was an apology.

1.2 Chair's Report

The Chair presented his report to the Commission. In particular, he noted the following:

- **Annual Report**
The Annual Report was a work in progress and will be available for the next meeting.
- **Building Committee Update**
A formal letter has been received from the Minister approving the establishment of the new Building Committee. The Chair outlined the next steps required.
- **Meeting with Commissioner of Consumer and Business Services**
Information from a meeting with the Commissioner of Consumer and Business Services including the potential membership of the new Building Committee.
- **Specialist List Process**
Progress made so far and the next steps to be taken in establishing the specialist list, including the selection process.
- **Letter from Minister regarding DPAs**
The Minister's letter to the Commission seeking its advice on DPAs. A copy will be circulated to Members.

1.3 Declaration of Conflicts of Interest / Gifts & Benefits

There were no conflicts of interest declared.

Members were reminded to declare any gifts or benefits received or offered.

2. CONFIDENTIAL MATTERS

2.1 Commission Meeting Protocol

Confidential item.

3. STRATEGIC MATTERS

3.1 Legal Overview

Mr Dennis provided a legislative overview of the *Planning, Development and Infrastructure Act 2016* to the Commission, including transitional arrangements.

3.2 Strategic Plan 2017-2020 – For Discussion

The Commission discussed the revised Strategic Plan for 2017-2020 and agreed to defer this item until the next meeting.

4. MATTERS FOR ADVICE TO MINISTER

Nil

5. MATTERS FOR NOTING

Nil

6. MATTERS FOR DECISION

6.1 Commission Policies for Approval

The Commission noted and discussed the draft policies presented.

It was resolved to:

- a. adopt the following policies that will form part of the State Planning Commission's Governance Charter:
 - Commission Role and Functions Statement
 - Commission Skills and Diversity
 - Chair Position Description
 - Commission Member Position Description
 - Role of the Ex-Officio
 - Expert/Specialist Members
 - Indemnity and Insurance
 - Remuneration and Expenses
 - Conflict of Interest
 - Gifts and Benefits
 - Commission Member Induction
 - Commission Member Ongoing Development
 - Commission Notice of Meeting and Agenda
- b. make the Governance Charter publicly available; and
- c. forward to the Minister for Planning for information.

It was further noted that the remaining draft policies would be submitted for adoption once finalised.

6.2 Community Engagement Charter – Stage 1

The Commission discussed the 'Discussion Draft Community Engagement Charter' and draft letter to the Minister of Planning.

It was agreed to make minor changes to the 'Discussion Draft Community Engagement Charter', including the definitions and principles statement. It was noted that the document would be reviewed and formatted by an editor and graphics designer.

Subject to the above amendments, it was resolved to:

- a. Endorse the 'Discussion Draft Community Engagement Charter' for informal consultation in accordance with the Engagement Plan.
- b. Authorise the Chair to sign the letter to the Minister of Planning regarding the Community Engagement Charter.

7. GENERAL BUSINESS

7.1 Correspondence

Nil

8. OTHER BUSINESS

The following matters were discussed:

- An Action List will be included on the Agenda along with a copy of the previous meeting's Minutes for noting.
- An item will be raised for the next meeting regarding delegations to the State Commission Assessment Panel.
- A list to be prepared of potential invitees to informal lunches with the Commission.

9. CONFIRMATION OF THE MINUTES OF THE MEETING

It was resolved that the Minutes of this meeting held today be confirmed.

10. MEETING CLOSED: 2.47pm

11. NEXT MEETING: Thursday, 7 September 2017 at 9.30am

Confirmed as a true and accurate record:



Tim Anderson QC
Chair

17 August 2017