



Community Participation & Sustainability Advisory Committee

Minutes of Meeting

**Held on Monday 17 July 2017 at 9.30am
in the Dr Paul Hughes Meeting Room, Level 5, 50 Flinders St, Adelaide**

ATTENDEES: Anne Sharp, Chair; Phil Donaldson; Luke Farr; Nicole Halsey; Sarah Hill; Warwick Keates; Tom Matthews; Tuesday Udell, Anita Allen, Executive Officer.

DPTI STAFF: Alison Gill, Anya Hart

1. APOLOGIES

Emily Jenke, David Homburg

2. MINUTES OF PREVIOUS MEETING – Nil

3. ACTIONS – Nil

4. BUSINESS ARISING – Nil

5. NEW BUSINESS

5.1 Terms of Reference

The Community Participation & Sustainability Advisory Committee discussed the draft Terms of Reference and requested that information regarding the following be included:

- the provision of confidential advice to the Minister with a recommendation for the Minister to forward to the State Planning Commission, and the other Advisory Committees where relevant;
- agendas and minutes to be made available on the SA Planning Portal, noting that on rare occasions some items may be declared confidential and not put on the website;
- no requirement for proxies to be appointed and the ability for members to attend meetings using Skype and teleconferencing facilities;
- decision making by consensus, with a note to be recorded in the minutes if a member requests that their dissension be noted;
- protocol for media queries to be directed to DPTI, and Committee representation at events to be through the Chair once the committee has formed a cohesive position on relevant matters, and to ensure a DPTI staff member is also in attendance;
- the need for a plain English purpose statement for the role of committee members and about the business of the committee.

The Community Participation & Sustainability Advisory Committee resolved to receive the report and provide feedback on the updated Terms of Reference out of session for endorsement.

5.2 Meeting Dates

The Community Participation & Sustainability Advisory Committee resolved to note the meeting dates for the term of appointment for Members from 2017 – 2019.

5.3 Departmental Overview – Presentation from DPTI Staff

The Community Participation & Sustainability Advisory Committee resolved to note the attached DPTI departmental overview presentation from Anita Allen, Manager, Planning Reform.

5.4 Community Engagement Charter

The Community Participation & Sustainability Advisory Committee discussed the Community Engagement Charter and agreed to hold a special meeting to discuss the draft Community Engagement Charter and advise the Minister, with a recommendation to copy to the State Planning Commission. A 1.5 hour special meeting will be scheduled on Monday 21 August 2017.

It was agreed to circulate invitations to the Community Participation & Sustainability Advisory Committee to attend the “Planning Together Panel” weekend consultation session at the end of July.

The Community Participation & Sustainability Advisory Committee resolved to note the information report, and the attached presentation from Anya Hart, Project Lead, Planning Reform on the current status of the Community Engagement Charter’s development.

6. OTHER BUSINESS

6.1 Members agreed that the following items be included on the 16 October 2017 agenda:

- State Planning Policies
- Planning and Development Code

Luke Farr advised that he would circulate the Green Star – Communities documentation to the Community Participation & Sustainability Advisory Committee for information.

7. NEXT MEETING

Members agreed to hold a special meeting on 21 August 2017 at 9.30am to discuss the draft Community Engagement Charter.

The next regular meeting of the Community Participation & Sustainability Advisory Committee will be held on Tuesday 17 October 2017 at 9.30am in the Dr Paul Hughes meeting room, Level 5, 50 Flinders St, Adelaide.

8. CONFIRMATION OF THE MINUTES OF THE MEETING

The Community Participation & Sustainability Advisory Committee resolved that the Minutes of this meeting held today be confirmed.

9. MEETING CLOSE

The Chairperson thanked all in attendance and closed the meeting at 10.59am.

Confirmed 07/08/2017



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Anne Sharp
Chair