MINUTES  
Annual Division Committee Meeting  
7th December 2007  
Hotel Richmond, Rundle Mall, Adelaide  
7th December 2007, 6.00pm-7.00pm

1. Welcome  
   Kym Pluck

2. Present

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<th>Name</th>
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<tr>
<td>David Bailey</td>
<td>MPIA CPP</td>
<td>Zoe Pfeiffer</td>
<td>MPIA(Grad)</td>
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<td>Andrew Robertson</td>
<td>MPIA(Student)</td>
<td>Natalie Fuller</td>
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<td>Anna Pullen</td>
<td>MPIA(Grad)</td>
<td>Melissa Chrystal</td>
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<td>Kent Truehl</td>
<td>MPIA CPP</td>
<td>Gary Mavrinac</td>
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<td>Sandy Rix</td>
<td>MPIA CPP</td>
<td>Kym Pluck</td>
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<td>Andrea Sargent</td>
<td>MPIA</td>
<td>Kirsty Kelly</td>
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<td>Sharon Fitzpatrick</td>
<td>MPIA(Student)</td>
<td>David Lloyd</td>
<td>PIA(Hon. Fellow)</td>
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<td>Satish Gupta</td>
<td>MPIA</td>
<td>Simon Howes</td>
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<td>Michael Hihimanis</td>
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<td>David Barone</td>
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<td>Warwick Deller-Coombs</td>
<td>MPIA(Student)</td>
<td>David Billington</td>
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<td>Kate Oliver</td>
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<td>Rebecca McAulay</td>
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<td>Marc Duncan</td>
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<td>Martha Savva</td>
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Apologies

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<td>Michael O'Connell</td>
<td>FPIA CPP</td>
<td>City of Charles Sturt</td>
<td>Corporate</td>
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<td>Stephen Smith</td>
<td>MPIA CPP</td>
<td>Paul Johnson</td>
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<td>Alison Cusak</td>
<td>MPIA CPP</td>
<td>Milan Hodak</td>
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<td>Neill Wallman</td>
<td>LFPIA CPP</td>
<td>Christine Lloyd</td>
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<td>Anthony Rowe</td>
<td>MPIA CPP</td>
<td>Gary Golland</td>
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<td>Maryann Woods</td>
<td>MPIA</td>
<td>Donna Ferretti</td>
<td>MPIA CPP</td>
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<td>Rob Veitch</td>
<td>MPIA CPP</td>
<td>Julie Lewis</td>
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<td>Gloria Booker</td>
<td>MPIA CPP</td>
<td>Emma Barnes</td>
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<td>Des Commerford</td>
<td>FPIA CPP</td>
<td>Yasmine Alliu</td>
<td>MPIA</td>
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<td>Nicholas John Carey</td>
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<td>Andrew Grear</td>
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Proxy’s

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<td>Graham McInnes</td>
<td>MPIA</td>
<td>Russell Fink</td>
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3. Endorsement of Previous Minutes

Move that the minutes of the previous ADM be endorsed.
Moved: Simon Howes       Seconded: Sharon Fitzpatrick          Motion Carried

4. Vacant Positions

Member Services Chair
Andrew Robertson elected unopposed

Urban & Regional Planning Chapter Chair
Remains vacant

Urban Design Chapter Chair
Remains Vacant

Local Government Network Chair
Remains Vacant

5. President’s Overview

- GM acknowledged the support of sponsors and the State Manager, Kirsty Kelly
- GM briefly discussed the New Business Plan & Budget for 07/08 and referred attendees to the Annual report.
- Provided overview of LGA grants received. Fact Sheets have been provided to Local Councils. Benchmarking study has been completed. Refer to the Annual Report. Showed that 2006 there were significant vacancies in 2006. PIA was not successful in obtaining grants in 2008. Will now review actions for the coming year.
- Had very positive media coverage, particularly for the Scorecard Launch.
- GM has been involved in the President’s Forum of the Local Government Manager’s Association, promoting Local Government as an employer of choice through the Shape Your World initiative. This has been very good for PIA’s profile.
- Has undertaken a number of meetings with key people including South Australian politicians.
- Planning Review – has been a great opportunity for PIA, despite not being selected to be involved in the committee.
- CPP Program – Would like to see more people pursue in coming year. The 2008 program has been release. Encouraged everyone to enrol.
- Thank you to the Division Committee members for their support.
- Thank you to those who have stepped down (refer to Annual Report).
- Thank you to Kirsty Kelly the State Manager.

6. State Manager’s Report

- Has been an interesting and exciting year.
- Looking back over the last 5 years of PIA and there have been a lot of changes – things are significantly better.
- 2002 - RAPI to PIA
- 2002 – income $83,220 & expenses $92,944 – loss ($9,724)
- Kimberley Heinrich has been appointed in administration role.
- Next year KK to focus on policy, advocacy, media & sponsorship
- Thanks for all the support
7. 2006/2007 Business Plan Overview
   a. Profile & Advocacy Sandy Rix
      • Regular communication
      • Increase in media presence
      • Stronger advocacy and lobbying
      • Quality Awards process
      • DA Study report completed
      • Planning Fact Sheets
      • Strengthened and extended relationships with stakeholders
      • Stronger promotion of planning
      • Highlighted pleasure in people who attended meetings, in particular young planners, Andrew Robertson, Sarah McMaster and Melissa Chrystal.

   b. Policy David Bailey
      • Several SA Policy Statements
      • Input to national Policy Statements
      • Policy submissions to State Government on key strategic and legislative issues
      • Building relationships on policy issues with key agencies and organisations
      • Acknowledge work of Don Donaldson as previous Chair.
      • Acknowledge work of Paul Johnson in representing PIA on the National Policy Committee
      • Discussed policy statements – refer to Annual Report for further information.
      • Next year to focus on Major Projects Policy and Land Use & Transport Planning.
      • Acknowledged the input of all committee members.

   c. Education & Professional Development Natalie Fuller
      • Delivery of 11 quality PD events
      • Successful State Conference
      • Great public events
      • Professional forums
      • Building Your Career Program continues
      • Average attendance at events was 60
      • State Conference – 236 registrations and met budge. Acknowledged Donna Ferretti as convenor, as well as the conference committee.
      • Tom McKenna Lecture – acknowledged the work done by Stuart Boyd.
      • Thanked committee for their support.
      • John Hodgson has resigned after many years of involvement.
      • Acknowledged the work of Kirsty Kelly and Abbie Martin.
      • 2008 Calendar is being developed.
      • Plan to link 2008 events to the Planning Report Card rather than being chapter specific.
      • Donna Ferretti has agreed to chair the State Conference again.

   d. Member Services Anna Pullen
      • Sharon Fitzpatrick & Zoe Pfeiffer to co-chair the Young Planners committee.
      • Young Planner of the Year prize
      • Young Planner scholarships
      • PIA information Board at UniSA
      • Member feedback surveys
      • BEST member of the month
      • Mentor Scheme
      • SAYP Quiz night
Networking drinks
SAYP Weekends
Acknowledged Hannah Bateman who is the coordinator of the SA Mentor Program. The SA program was a pilot which is now being rolled out nationally.

e. Operations & Financial Management

Kirsty Kelly

- Annual Report is based on the 2007/2008 financial year.
- Met all national reporting requirements
- This year there has been a number of staff transitions and new contractors ie. Lifestyle Elements (Events) and Maria Hocking (Accounts).
- The National Team is working well.

8. 2006/2007 Finances for South Australia – PIA & PEF

Andrea Sargent

- 2006/07 SA surplus of $24,718 compared to 2005/06 ($4,329)
- Improved balance sheet
- 2007/08 Sponsorship is solid - $90,000 obtained YTD (budget is $100,000)
- Grant income is down
- Half yearly adjustment required
- This year there has been improved systems and working with a national reporting system.
- Last year was a deficit.
- This year the balance sheet improved by 53.6%
- Acknowledged support of Maria Hocking, Rebecca Olthoff, and particularly Kirsty Kelly who continually goes over and above.
- PIA SA is in a healthy situation.
- PEF – no change. New management committee with sit as PEF and evaluate in the new year.
- Shares continue to grow
- $142,206 as at 31 August 2007

9. National Council Update

Kym Pluck

- SA Divisional Rules were endorsed.
- June/July Sue Halliday visited Canadian Planning Institute and signed a reciprocal agreement.
- PIA National – new staffing arrangements.
- Gave overview of Sri Lanka project.
- Built Environment Meets Parliament Event
- Had the launch of the Planning Law Chapter – there are now 7 chapters in total
- In 5 years PIA nationally has come a long way - $669,009 in surplus.

10. Annual Report

Moved that the Annual Division Report be received.
Moved: Simon Howes Seconded: Michael Hihimanis Motion Carried

11. Other Business

Martha Savva, Norman Waterhouse, acknowledged their relationship with PIA and looks forward to continuing into the future.

Michael Hihimanis is proud to be associated with PIA (and previously RAPI). Recommended all keep supporting PIA and that organisations sponsor PIA. CCP – SA is
a bit slow compared to NSW in terms of attendance. He encouraged all members to participate.

Kirsty Kelly raised that members consider having next year’s ADM at the State Conference. At this time will be able to report for clearly against the business plan, and then to hold a more informal function at the end of the year. KK requested feedback from members.

12. Close

Kym Pluck

Meeting closed at 7:10pm