CONFIRMED MINUTES OF THE ANNUAL GENERAL MEETING

Held on Thursday 29 November 2018 at Bartier Perry Lawyers
Level 10, 77 Castlereagh Street, Sydney NSW 2000

Meeting Opened at 5:44pm

Present & Eligible to Vote

- Brendan Nelson RPIA (Fellow) (Chair)
- Steve O’Connor RPIA (Fellow) (President Elect)
- Julie Bindon MPIA (Fellow)
- John Brockhoff RPIA
- Julie Brook RPIA
- Terry Byrnes MPIA (Fellow)
- Elle Clouston MPIA
- Chris Conserydyne MPIA
- Max Fragar RPIA (Life Fellow)
- Rebecca Gallacher MPIA
- Di Griffiths RPIA (Fellow)
- Jaime Hogan MPIA
- Dean Hosking MPIA
- Bruce McDonald MPIA (Fellow)
- Jocelyn McDowall MPIA
- John McInerney MPIA (Life Fellow)
- Stephen McMahon RPIA (Fellow)
- Robert Meyer MPIA (Life Fellow)
- Paul Mitchell OAM MPIA (Fellow)
- Peter Murphy MPIA
- Heather Nesbitt MPIA (Fellow)
- Vincent Ogu MPIA (Fellow)
- Sean O’Toole MPIA (Fellow)
- Gary Prattley RPIA (Life Fellow)
- Emma Riley RPIA (Fellow)
- Cindy Robson MPIA
- Jenny Rudolph RPIA
- Eugene Sarich MPIA
- Rukshan de Silva RPIA
- Ian Sinclair MPIA (Fellow)
- Marion Thompson MPIA
- Stephen Timms MPIA
- Coby Tomlins MPIA
- John Toon MPIA (Life Fellow)
- Cathy Towers RPIA (Fellow)
- Geoffrey Webber MPIA (Life Fellow)
- Natalia Weglarz MPIA
- David Winterbottom MPIA (Life Fellow)

Others Present

- David Williams (CEO)
- Brenda Payne (minutes)
- Karen Goldsmith (staff)
- Michelle Riepsamen (staff)
- Gabriela Wilson (staff)
- Faith Ijeyan PIA (Assoc.)
- Mary-Lynne Taylor PIA (Hon Fellow)
- Marlena Rogowska (RPP Canada)
1. Welcome and Notification of Proxies

The Chair welcomed members to the 2018 Annual General Meeting of the Planning Institute of Australia (PIA), being PIA's 67th Annual General Meeting, and his last as National President of PIA. The Chair acknowledged the traditional custodians of the land and Elders past, present and emerging, and PIA's Fellows and Life Fellows who were present at the meeting. The Chair confirmed a quorum was present, and the Notice of Meeting and Explanatory Notes were taken as read.

The Chair proposed changing the order of the agenda so that director announcements could be discussed after general business and questions. There were no objections from the floor. The minutes reflect the actual order of proceedings at the meeting.

The CEO, as Company Secretary, advised the members present that 14 valid Proxy Forms from Members of the Planning Institute of Australia had been received and all nominated the Chair Brendan Nelson RPIA (Fellow) as their proxy. All except 1 indicated how they would like to vote.

A list of Members who submitted proxy forms is included here for completeness:

- David Bailey RPIA (Fellow)
- Jacqui Blowfield MPIA
- Paul Burton MPIA
- James Colman MPIA (Fellow)
- Nathan Cunningham RPIA
- Juliet Grant RPIA (Fellow)
- Vivian Montales-Cook MPIA
- Stephen O’Brien MPIA
- Chris du Plessis MPIA
- Hamish Sinclair MPIA (Fellow)
- Joel Taggart RPIA
- Benjamin Taylor MPIA
- John Treloar MPIA (Life Fellow)
- Ed Wensing MPIA (Life Fellow)

2. Apologies

The CEO advised that apologies for the meeting were received from:

- Wendy Andrew PIA (Hon Fellow)
- Graham Brown MPIA (Fellow)
- David Broyd RPIA (Life Fellow)
- Darren Crombie RPIA
- Lindsey Dey MPIA
- Marjorie Ferguson RPIA (Fellow)
- Michael Fox MPIA (Fellow)
- Juliet Grant RPIA (Fellow)
- Cate Hart MPIA (Fellow)
- Michael Hihimanis RPIA
- Sylvia Hrovatin RPIA (Fellow)
- Sarah Reilly MPIA (Fellow)
- Nicola Smith RPIA (Fellow)
- Sharon Smith RPIA
- Ian Stanley RPIA (Fellow)
- Joel Taggart RPIA
- Ed Wensing MPIA (Life Fellow)
- Andrew Young MPIA (Life Fellow)
- PIA’s Auditor Vincents Assurance and Risk Advisory.
3. **Remembering Passed Fellows, Life Fellows and Honorary Fellows**

The Chair asked those present to take a moment to remember PIA's Fellows, Life Fellows and Honorary Fellows who had passed away in the preceding year. Those specifically remembered were: Prof. John Webster, Prof. Patrick Troy, Robin Underwood, Zula Nittim (Fellows), Gregory Tucker (Life Fellow), Ronald Cecil Gates (Hon. Fellow).

4. **Declarations of Conflicts of Interest**

The Chair invited Members present to declare any conflict of interest in relation to the business proposed. No conflicts of interest were declared.

5. **Minutes of the 66th AGM held 30 November 2017**

The confirmed minutes of the last Annual General Meeting held on Thursday 30 November 2017 as distributed with the Notice of Meeting were tabled and taken as read.

6. **President’s Year in Review**

The Chair presented the Institute's 2017/18 Annual Review containing the President's Year in Review to the meeting. The Chair then called for questions in relation to PIA's activities during the year, and thanked PIA's volunteers and staff for their efforts during the year.

7. **Financial Statements and Auditor’s Report**

The Chair asked that the Financial Statements and the Auditors Report for the period ending 30 June 2018, as previously distributed to Members, be tabled and be taken as read.

The Chair opened the meeting for any questions on the Financial Statements and Auditors Report. No questions were received.

The Chair declared the Financial Report of the Institute for the year ended 30 June 2018 together with the declaration of the Directors, the Directors' Report and the Auditors' report as received and considered.
8. **RESOLUTION 1 – Amendment of the Constitution**

The Chair explained the administrative processes for voting on special resolutions and the right of the Chair and Members to request a Poll.

The Chair took the Explanatory Notes for the proposed *special resolution* as read and gave a brief summary of the reason for the proposed amendment before inviting questions from the floor. No questions were received.

The Chair proposed that the Constitution of the Planning Institute of Australia be amended so that historical information about Members and Associates can be collected and stored for recognition purposes, by appending the words “, and to collect and store historical information about Members and Associates for recognition purposes” to the Institute’s Object (d).

*Moved: Brendan Nelson*  
*Seconded: Gary Prattley*

One voter (by proxy) abstained. All other votes were in favour.

*The Chair declared the motion carried and resolution passed.*

9. **General business**

The Chair explained that President Elect Steve O’Connor RPIA (Fellow) and the Institute’s CEO David Williams would respond to the nine items of general business the Institute received from members in advance of this AGM. The questions were circulated with the Explanatory Notes and were displayed on a screen during the meeting as each question was addressed.

9.1. **Sustainability leadership**

The CEO explained that this topic aligns with two initiatives the Institute is already pursuing:

1. Potential involvement in a new CRC for Future Cities which proposes to have sustainability as one of its four key programs; and
2. PIA’s call for a National Settlement Strategy was, in part, in response to Australia’s obligations under the UN Sustainable Development Goals, in particular SDG 11.

There were no further questions from members.
9.2. **Increasing the relevance of Registered Planner**

The CEO gave an update on the Institute's strategies for increasing market recognition of Registered Planner and responded to a question about the status of a subcommittee advocating for Registered Planner that was led by PIA's former Chief Policy Officer, Rolf Fenner RPIA (Fellow). Advocacy tasks are currently managed by the Institute's staff with general advocacy support from the national Policy and Advocacy Committee until a new advisory group is assembled.

9.3. **Compulsory voting in Local Government elections**

The President Elect explained that the Institute has never had a policy position regarding compulsory voting in Local Government elections. The Institute asked the Australian Local Government Association (ALGA) for their view and were informed that they do not have a policy position either as it is a matter to be decided by each state and territory individually. Members present expressed views that planners rightly should be concerned with getting the majority of people involved in elections to support a real democratic process.

The CEO recommended that the item be referred to the national Policy and Advocacy Committee to generate recommendations, and that they should invite further input from members present at the AGM. There were no objections.

9.4. **National framework for planning legislation / Federal regulation**

The President Elect explained that Australia's Constitution places responsibility for land use planning on State and Territory governments, and not the Commonwealth government. New Zealand has a national model because they do not have states like Australia.

However, the Institute's new publication *Through the lens: the tipping point* calls on the Commonwealth government to get more involved in strategic planning and has support from the Federal Planning Minister and the Shadow Minister. The Institute is also advocating strongly for a Federal Chief Planner to assist in promoting strategic planning.

Members commented that each state and territory planning system is different due to a range of reasons and a single framework may not achieve the best result and affirmed the Institute's current approach.

The President Elect recommended that the item be referred to the CEO to consider a product to assist planners to compare and understand the different planning systems between jurisdictions including a resource that displays what the equivalent planning legislation is in each state. There were no objections.
9.5. **Non-planners’ ability to lodge development assessment applications**

The President Elect and the Chair advised that the Institute does not have a policy position on this topic, but is advocating strongly for increased recognition of Registered Planner including their presence on relevant planning panels and sign-off on relevant applications.

Members present cautioned that the Institute would need to give careful regard the scope of a policy position to focus on large assessments and avoid requiring Registered Planner approval on low-level assessments such as a straightforward application.

The Chair recommended that the item be referred to the national Policy and Advocacy Committee and suggested they seek feedback from the Divisions and interested members. There were no objections.

9.6. **National Reconciliation Action Plan (RAP) and Indigenous Planning Working Group**

The CEO reported that the Board already has Indigenous Planning on its agenda and has received a presentation from Mr Jefa Greenaway, Wailwan | Kamilaroi, Lecturer – Indigenous Curriculum Development, University of Melbourne School of Design at their August 2018 Board meeting.

The Institute is determined to show genuine leadership for the profession in this area on regulatory and cultural levels. Indigenous planning has been integrated into the Institute’s Policy for the Accreditation of Australian Planning Qualifications, and the Institute is aware of the Queensland Planning Act that now explicitly refers to Aboriginal and Torres Strait Islander knowledge, culture and traditions.

The Board has allocated financial resources in this financial year to assist the CEO to obtain appropriate advice.

PIA Member Ed Wensing’s written response to this question was tabled at the meeting.

9.7. **Planners on the autism spectrum**

The CEO explained that the Institute is currently working on a series of studies exploring diversity in the profession, starting with a gender equity study this financial year and other diversity topics next financial year and may be able to look at ASD specifically at that time.

In August 2018, the Board adopted an interim Diversity and Inclusion Statement reflecting our commitment to inclusion in the planning profession.

The CEO will arrange for a PIA staff member to contact the member who raised this item directly.
9.8. **Discrimination and hypocrisy in planning recruitment**

The President Elect noted that this question raises an issue about discrimination in planning recruitment and recommended that the Board seek legal advice about whether job advertisements requiring driver's licences are compliant with legislation, and provide a formal reply.

Members present agreed with the philosophy behind the question, but noted that the nature of the profession often requires planners to travel to areas that are not accessible by public transportation.

9.9. **Increased professional development concessions for student members**

The CEO explained that the Institute’s events pricing policy entitles students to a 60% discount on events and often deeper discounts for students attending Congress. There are a number of events PIA provides for free.

The events pricing policy is considered by management at budget time each year and at present, the Institute is unable to offer a further discount to students. While the Institute is performing strongly financially, we're currently reinvesting into policy activities.

10. **Questions or comments from members**

The Chair asked Members present if there were any other questions or comments. None were raised.

11. **Thank you to outgoing Directors and announcement of incoming Directors and the 2018/19 Board**

The Chair invited the CEO to announce outgoing and incoming Directors.

**The CEO as Company Secretary announced:**

The following directors retire at this 2018 AGM:

- Ian Stanley RPIA (Fellow)  
  TAS
- Phoebe Harrison MPIA  
  Young Planner Director
- Brendan Nelson RPIA (Fellow)  
  National President

The following new directors have been appointed to serve on the Board:

- Steve O’Connor RPIA (Fellow)  
  National President
- Natalia Weglarz MPIA  
  Young Planner Director
- Emma Riley RPIA (Fellow)  
  TAS
The following directors' terms expired this year and they were re-elected:

- Cate Hart MPIA (Fellow)  SA
- Rebecca Gallacher MPIA  ACT

The following directors will continue to serve on the Board:

- Cindy Robson MPIA  NT
- Marion Thompson MPIA  WA
- Darren Crombie RPIA  QLD
- Nicola Smith RPIA (Fellow)  VIC

Steve O'Connor’s appointment to National President created a casual vacancy in the NSW Director position, and the Board formally indicated its intention to appoint Jenny Rudolph to fill that vacancy for the remainder of the term to the 2020 AGM.

To summarise - the Board of Directors for 2018/19 is:

- Steve O'Connor RPIA (Fellow)  National President
- Natalia Weglarz MPIA  Young Planner Director
- Rebecca Gallacher MPIA  ACT
- Cate Hart MPIA (Fellow)  SA
- Cindy Robson MPIA  NT
- Darren Crombie RPIA  QLD
- Emma Riley RPIA (Fellow)  TAS
- Marion Thompson MPIA  WA
- Nicola Smith RPIA (Fellow)  VIC
- Jenny Rudolph RPIA  NSW

12. **Inauguration of Steve O’Connor as PIA National President**

Brendan Nelson, as National President and Chair, formally announced to the meeting that Steve O’Connor has been appointed as National President of the Planning Institute of Australia and that Steve's term will commence at the close of this meeting.

Brendan then presented the Chains of Office to Steve, and Brendan, Steve and the CEO delivered short speeches.

13. **Close**

The Chair concluded there were no other matters to be considered by the Meeting, and declared the meeting closed.

**Meeting closed: 7.05pm**

*I confirm these minutes as a true and accurate record of the meeting:*

Brendan Nelson RPIA (Fellow)
Immediate Past President (Chair)  Date: