



DEW F0002251801

Your ref: online form 7245265

Date: 29 APR 2019

Hon Mark Parnell MLC
Parliament House
North Terrace
ADELAIDE SA 5000

Office of the Group
Executive Director, People
and Performance

81-95 Waymouth Street
Adelaide SA 5000

GPO Box 1047
Adelaide SA 5001
Australia

Ph: 08 8204 9473

www.environment.sa.gov.au

Dear Mr Parnell MLC,

RE: FREEDOM OF INFORMATION APPLICATION

I refer to your application pursuant to the *Freedom of Information Act 1991* (the Act) received by the Department for Environment and Water (DEW) on 25 January 2019, seeking access to:

"All agendas, minutes of meetings, reports and correspondence by, from, to or about the steering committee established within DEW in relation to the proposed development of private accommodation along or near the Kangaroo Island Wilderness Trail in Flinders Chase National Park. Timeframe: 24/01/2014 – 24/01/2019"

As confirmed with Ms Cate Mussared, of your office on 13 March 2019 the scope of the request was reduced to;

"All agendas and minutes of meetings for the steering committee established within DEW in relation to the proposed development of private accommodation along or near the Kangaroo Island Wilderness Trail in Flinders Chase National Park. Timeframe: 1/11/2016 - 24/01/2019."

As the agency did not determine the application within 30 days of receiving it, by the operation of section 19(2)(b) of the FOI Act, the agency is taken to have determined the application by refusing access.

However, section 19(2a) of the FOI Act, provides that an agency may give access to a document on an application after the period within which it was required to deal with the application (and any such determination is to be taken to have been made under this Act).

DETERMINATION

Searches of the Department's records have found that there are 15 documents held by this agency within the scope of your request as listed in the attached schedule.

As a DEW Accredited FOI Officer, I have determined to grant you full access to four (4) documents and partial access to eleven (11) documents.

Section 20 of the Act provides that an agency may refuse access to a document if it is an exempt document under the Act. The documents, or parts of the document to which I am refusing access and the reasons for the refusal are summarised in the attached document schedule and explained in more detail below.

As confirmed with Cate Mussared, of your office, the mobile phone number details have been marked as 'out of scope' from documents **1, 3, 5 and 7**.

The Project Assurance Group, was later re-named to Kangaroo Island Lodge Walk Project Steering Committee, therefore it has been determined that the Project Assurance Group is the Steering Committee referenced within the scope of your request.

Document numbers 2, 4, 6, and 10

Schedule 1, Clause 6(1) of the Act states that:

6—Documents affecting personal affairs

- 6(1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

The full release of documents **2, 4, 6, and 10** would involve the unreasonable disclosure of information concerning personal affairs, thus those parts are exempt pursuant to Clause 6(1) of the FOI Act.

Document numbers 2, 4, 5, 6, 7, 8, 10, 11 and 15

Schedule 1, Clause 7 states:

7 — Documents affecting business affairs

- (1) *A document is an exempt document—*

...

- (c) *if it contains matter—*

- (i) *consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and*
- (ii) *the disclosure of which—*
 - (A) *could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and*
 - (B) *would, on balance, be contrary to the public interest.*

Document number 2

Schedule 1, Clause 9(1) of the Act states that:

9 — Internal working documents

- (1) *A document is an exempt document if it contains matter—*
- (a) that relates to—*
 - (i) any opinion, advice or recommendation that has been obtained, prepared or recorded; or*
 - (ii) any consultation or deliberation that has taken place, in the course of, or for the purpose of, the decision-making functions of the Government, a Minister or an agency; and*
 - (b) the disclosure of which would, on balance, be contrary to the public interest.*

Clause 7(1) and 9(1) of Schedule 1 of the Act requires me to weigh up the public interest when determining to allow access to the above information.

Factors I have considered in favour of the public interest from any such release are:

- The importance of transparency and openness and the interest the public has in the operations of agencies and Government. In particular, the securing of the best value for and the cost to Government for the procurement of services.
- It would support the object and intent of the Act which promotes public access to documents and facilitation of more effective participation in law and policy making processes and administration.
- The public have an interest in the possible effects of the project on surrounding property.
- That the expectations of confidentiality are 'always subject to the provisions of the FOI Act' and cannot be affected by any representation.

Factors I have considered contrary to the public interest for any such release are:

- Disclosure could inhibit the provision of frank opinions and advice and unreasonably prejudice DEW's operations.
- The release of documents would adversely affect the continued level of trust and co-operation in existing state government agency relationships, impair the flow of information and advice between agencies and affect the administration of the state government's management functions.
- Disclosure of business information would likely compromise competitive departmental contract negotiations and prejudice the future supply of offers to Government. This would also compromise the Government's ability to procure the best value for money.
- Disclosure of commercial negotiations with Government would likely have an adverse effect on the Agency's future business opportunities and impact existing relationships with the general public.

- Disclosure of documents containing information indicating an opinion or advice that has been obtained in the course of the decision making process would likely compromise future agency deliberations and communications.
- The documents are working documents that contain opinions and recommendations that have not been endorsed by a committee or executive group.
- Information discussed is preliminary in nature and is undeveloped and its release would hinder the deliberative process of the agency.
- The information within the document/s does not fairly disclose the reasons for making recommendations and may prejudice future decision-making and procurement processes.

In making my determination, I have considered the public interest factors in favour of disclosure, particularly the objects of the Act which promote full disclosure of documents. I have weighed this against the factors contrary to the public interest and consider that there are real grounds for an expectation that disclosure would have an adverse effect on deliberative processes of the agency. I have also considered whether the public interest would be served by disclosure of the tentative views of agency officers expressed during the course of deliberations while still forming and developmental and if the disclosure would have an adverse effect on the relationship with inter-governmental agencies.

Based on the above considerations, I have determined that disclosure of parts of the documents could reasonably be expected to detrimentally affect full and frank deliberations within the agency and therefore those parts are considered exempt, pursuant to clause 7(1)(c) and 9(1)(b) of the Act, as disclosure would, on balance, be contrary to the public interest.

Documents number 4 and 8

Schedule 1, Clause 10 states:

10 — Documents subject to legal professional privilege

- (1) A document is an exempt document if it contains matter that would be privileged from production in legal proceedings on the ground of legal professional privilege.*

Clause 10 operates to exempt information where communication and advice, or extracts of that communication or advice, would be subject to legal professional privilege. The full disclosure of documents number 4 and 8 would divulge communications and advice between an agency and their legal advisers. This information is subject to legal professional privilege and therefore considered exempt from release under clause 10(1) of Schedule 1 of the Act.

DISCLOSURE LOG

In accordance with [PC045 – Disclosure logs for Non-personal information](#) once a determination has been provided, the agency is required to make available on our website information and documents that have been disclosed. Information contained within this determination will be publicised online at <http://www.environment.sa.gov.au/about-us/freedom-of-information/foi-disclosure-log>.

FEES AND CHARGES

The department has assessed this application and has determined that there is no charge for processing this application pursuant to section 53(2)(b) of the Act and Regulation 6 of the *Freedom of Information (Fees and Charges) Regulations 2003* which states that access to documents by Members of Parliament (MP) is without charge unless the work generated by the application exceeds the threshold stated in the regulations, currently \$1000.

YOUR APPEAL RIGHTS

If you are dissatisfied with this determination, you are entitled to exercise your rights to internal review and appeal as outlined in the attached documentation, by completing the attached Application for Review of Determination. If you decide to apply to exercise your rights to review, the completed form must be returned within 30 days to:

Chief Executive (Principal Officer FOI)
Department for Environment and Water
GPO Box 1047
ADELAIDE SA 5001

If you have any queries in relation to the above please contact a Freedom of Information Officer on telephone (08) 8463 6625 or email DEW.FOI@sa.gov.au.

Yours sincerely



Katrina Button
ACCREDITED FREEDOM OF INFORMATION OFFICER
DEPARTMENT FOR ENVIRONMENT AND WATER

Freedom of Information application: F0002251801 - Mark Parnell MLC

All agendas and minutes of meetings for the steering committee established within DEW in relation to the proposed development of private accommodation along or near the Kangaroo Island Wilderness Trail in Flinders Chase National Park. Timeframe: 1/11/2016 - 24/01/2019.

No	Date	Author	Document Description	Determination	Clause	Reason
1	20/03/2018	DEW (J O'Malley)	Agenda Meeting 1	Partial Release	Out of scope	
2	21/03/2018	DEW (J O'Malley)	Minutes Meeting 1	Partial Release	6 (1) 7 (1)(c) 9 (1)	Documents affecting personal affairs Documents affecting business affairs Internal working document
3	30/04/2018	DEW (J O'Malley)	Agenda Meeting 2	Partial Release	Out of scope	
4	30/04/2018	DEW (J O'Malley)	Minutes Meeting 2	Partial Release	6 (1) 7 (1)(c) 10 (1)	Documents affecting personal affairs Documents affecting business affairs Documents subject to legal professional privilege
5	14/05/2018	DEW (J O'Malley)	Agenda Meeting 3	Partial Release	Out of scope 7 (1)(c)	Documents affecting business affairs
6	14/05/2018	DEW (J O'Malley)	Minutes Meeting 3	Partial Release	6 (1) 7 (1)(c)	Documents affecting personal affairs Documents affecting business affairs
7	14/06/2018	DEW (J O'Malley)	Agenda Meeting 4	Partial Release	Out of scope 7 (1)(c)	Documents affecting business affairs
8	14/06/2018	DEW (J O'Malley)	Minutes Meeting 4	Partial Release	7 (1)(c) 10 (1)	Documents affecting business affairs Documents subject to legal professional privilege
9	6/09/2018	DEW (J O'Malley)	Agenda Meeting 5	Full Release		
10	6/09/2018	DEW (J O'Malley)	Minutes Meeting 5	Partial Release	6 (1) 7 (1)(c)	Documents affecting personal affairs Documents affecting business affairs
11	29/11/2018	DEW (J O'Malley)	Agenda Meeting 6 (Informal meeting no minutes taken)	Partial Release	7 (1)(c)	Documents affecting business affairs
12	30/11/2018	DEW (J O'Malley)	Agenda Meeting 7	Full Release		
13	30/11/2018	DEW (J O'Malley)	Minutes Meeting 7	Full Release		
14	20/12/2018	DEW (J O'Malley)	Agenda Meeting 8	Full Release		
15	20/12/2018	DEW (J O'Malley)	Minutes Meeting 8	Partial Release	7 (1)(c)	Documents affecting business affairs



Kangaroo Island Lodge Walk

Project Assurance Group

AGENDA

Location: 81 Waymouth – Room 9.4

Date: Tuesday 20th March 2018

Time: 1.15 pm – 2pm

Attendees

Matt Johnson (Chair), Grant Pelton , Merridie Martin, Damian Miley (phone link), Joanne Davidson (SATC), Leah Clarke (SATC), Talia Radan (STAC), Roscoe Shelton (Case Manager), John O'Malley (Executive Officer)

Guests:

Apologies:

AGENDA ITEMS

Item		
1.	Welcome & Introductions	Chair
2.	Terms of Reference – Roles & Responsibilities	Chair
3.	Background and update	Chair
4.	Project Plan outline	RS
5.	Any Other Business	Chair
6.	Additional agenda items	Chair
7.	Next Meeting –	Chair

ACTIONS ARISING

Topic	Action	Responsibility	Due date

Contact: John O'Malley
 Phone: Out of Scope
 Date: 15 February 2019
 Filename: Agenda 20-3-18 (002) 13-1-17

Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 1

Date: 21 March 2018

Location: Waymouth Street Adelaide Place: 9.4

Time: Commence 1.15pm Finish: 2pm

Meeting type: Committee

Attendees: Matt Johnson (MJ), Damian Miley (DM), Grant Pelton (GP), Merridie Martin (MM), Roscoe Shelton (RS), Leah Clarke (LC) (SATC), John O'Malley (JOM) Executive Officer

Apologies: Joanne Davidson (JD) (SATC)

Guest: Talia Radan (TR) (SATC) proxy for Joanne Davidson

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: Terms of Reference; Project Plan overview.

- | Item | Details |
|------|---|
| 1. | Welcome and Introduction
MJ welcome members of the committee and provide an overview of the initiative. |
| 2. | Minutes of previous meeting
Inaugural meeting |
| 3. | Action Arising
Nil |
| 4. | General Business |
| 4.1. | Terms of Reference
JOM tabled the draft Terms of Reference
ACTION
Endorsed |
| 4.2. | AWC Proposal |



MJ provide an overview and update on the AWC proposal

MJ stated that the current proposal was for eco-lodges and not eco-tent (glamping).

AWC had not finalised their location zones.

RS advised that the building design was likely to be based on the Bay of Fires lodges.

NOTED

MJ sought advice from SATC in regard to QANTAS continuing the Melbourne KI direct service into the future.

ACTION

LC to follow up and advise

4.3.

Project Plan

RS tabled an action plan

RS advised AWC had appointed a Project Manager, 6 - Documents affecting personal affairs

9 - Internal Working Document

DM advised that stakeholder engagement is critical.

JOM raised concern in regard to the timeframe for effective communication and engagement with key stakeholders.

ACTION

DM, JOM and RS to meet to discuss the communication and engagement plan

MJ requested a Gantt chart be developed outline key milestones and activities to assist the Steering Committee manage the project

ACTION

JOM to develop a Gantt Chart

5

Standing Items

5.1.

Stakeholder Engagement and Consultation

5.2.

Key Personnel Movements

5.3.

DEWNR Activities impact on the Project

6.

Any Other Business

Nil

7.

Next Meeting:

MJ suggested meeting be initially fortnightly

ACTION

JOM schedule meetings



ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
Terms of Reference	Endorsed	1	JOM	No further action
AWC Proposal	MJ sought advice from SATC in regard to QANTAS continuing the Melbourne KI direct service into the future.	1	LC	Next meeting
Project Plan	<p>LC to follow up and advise</p> <p>DM advised that stakeholder engagement is critical.</p> <p>JOM raised concern in regard to the timeframe for effective communication and engagement with key stakeholders.</p> <p>ACTION</p> <p>DM, JOM and RS to meet to discuss the communication and engagement plan</p> <p>MJ requested a Gantt chart be developed outline key milestones and activities to assist the Steering Committee manage the project</p> <p>ACTION</p> <p>JOM to develop a Gantt Chart</p>	1	DM JOM RS	Nest meeting
Next meeting	<p>MJ suggested meeting be initially fortnightly</p> <p>ACTION</p> <p>JOM schedule meetings</p>	1	JOM	ASAP

CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action





**Kangaroo Island Lodge Walk****Project Assurance Group****AGENDA****Location: 81 Waymouth – Room 9.4****Date: 30th April 2018****Time: 4pm to 5pm**

Attendees

Matt Johnson (Chair), Merridie Martin, Mike Greig (proxy for Damian) (VC link), Vicki Linton, Joanne Davidson (SATC), Leah Clarke (SATC), Talia Radan (STAC), Roscoe Shelton (Case Manager), John O'Malley (Executive Officer)

Guests:**Apologies:** Grant Pelton, Damian Miley**AGENDA ITEMS**

<i>Item</i>		
1.	Welcome & Introductions	Chair
2.	Minutes of previous meeting (21 March 2018)	Chair
3.	Action arising	Chair
4.	AWC proposal	Matt
5.	Any Other Business	Chair
6.	Additional agenda items	Chair
7.	Next Meeting –	Chair

ACTIONS ARISING

Topic	Action	Responsibility	Due date
QANTAS link continue	LC to follow up and advise	LC	Next meeting
Community engagement plan	DM, JOM and RS to discuss	DM	Next meeting
Gantt Chart	JOM to develop a Gantt chart for project	JOM	Next meeting

Contact: John O'Malley
 Phone: Out of Scope
 Date: 15 March 2019
 Filename: KIVT Agenda 30-4-18 13-1-17

Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 2

Date: 30 April 2018

Location: Waymouth Street Adelaide Place: 9.4

Time: Commence 4 pm Finish: 5pm

Meeting type: Committee

Attendees: Matt Johnson (MJ), Vicki Linton (VL), Mike Greig (MG), Merridie Martin (MM), Roscoe Shelton (RS), Leah Clarke (LC) (SATC), Joanne Davidson (JD) (SATC), John O'Malley (JOM) Executive Officer

Apologies: Damian Miley (DM, Grant Pelton (GP

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: AWC proposal

- | Item | Details |
|------|--|
| 1. | Welcome and Introduction
MJ welcome members of the committee.
No conflicts of interest were recorded |
| 2. | Minutes of previous meeting
Minutes of meeting 21 March 2018 were adopted |
| 3. | Action Arising <ul style="list-style-type: none"> 3.1. Airline Servicing KI
LC provided advice regarding QANTAS commitment to KI flights over the next year 3.2. Communication & Engagement Plan
JOM provided an updated on the Stakeholder listing and engagement approach 3.3. JOM advised he had provide a MS Excel Gantt chart to RS |



4. **General Business**

4.1. **AWC Proposal**

JOM tabled the revised proposal and provided an overview of the content.

MJ stated that the current proposal was more aligned to the original glamping concept.

The committee discussed the preferred zones for development

MJ sought advice on the proposed timelines

JOM suggested a site visit to undertake a preliminary technical assessment (native veg clearance, CFS requirements, Heritage elements, four nations cultural heritage impacts, park operations) would be beneficial.

MJ requested this be undertaken asap

ACTION

JOM to coordinate a site visit asap

4.2. **Development Application**

RS provided advice on the preferred option under Section 49 as a Stage Agency Development a formal development application would not be required.

MG advised the same community engagement process would be essential.

10 - Documents subject to legal professional privilege

NOTED

4.3. **7 - Documents affecting business affairs**

5. **Standing Items**

5.1. **Stakeholder Engagement and Consultation**

In progress

5.2. **Key Personnel Movements**

6 - Documents affecting personal

5.3. **Officer Activities impacting on the Project**

Nil

Any Other Business

6. Nil

Next Meeting:

7. **ACTION**

JOM schedule meetings



ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
AWC Proposal	JOM suggested a site visit to undertake a preliminary technical assessment (native veg clearance, CFS requirements, Heritage elements, four nations cultural heritage impacts, park operations) would be beneficial. MJ requested this be undertaken asap ACTION JOM to coordinate a site visit asap	2	JOM	ASAP
7 - Documents affecting business affairs		2	JOM	Next meeting
Next meeting	ACTION JOM schedule meetings	2	JOM	ASAP

CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action



Government of South Australia
Department of Environment,
Water and Natural Resources



Kangaroo Island Lodge Walk

Project Assurance Group

AGENDA

Location: 81 Waymouth – Room 9.4

Date: 14 May 2018

Time: 1pm to 2pm

Attendees

Matt Johnson (Chair), Damian Miley (VC link), Vicki Linton, Joanne Davidson (SATC), Leah Clarke (SATC), John O'Malley (Executive Officer)

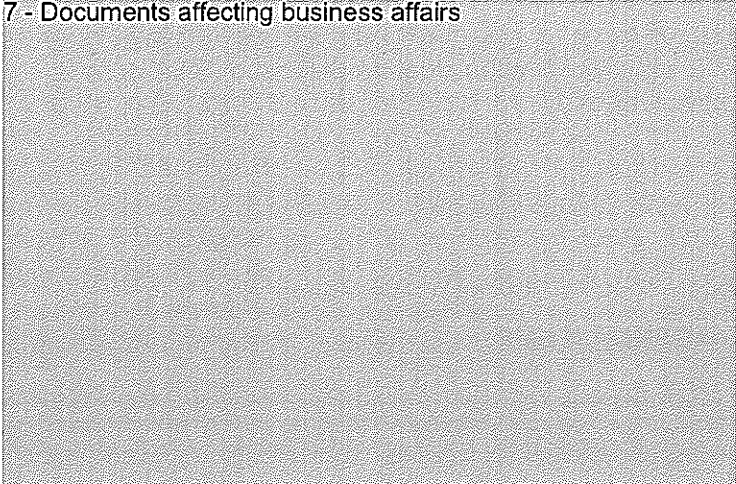
Guests:

Apologies: Grant Pelton, Merridie Martin, Roscoe Shelton (Case Manager),

AGENDA ITEMS

Item		
1.	Welcome & Introductions	Chair
2.	Minutes of previous meeting (30 th April 2018)	Chair
3.	Action arising	Chair
4.	AWC proposal – Site Visit	JOM
5.	7 – Documents affecting business affairs	
6.	Any Other Business	Chair
7.	Additional agenda items	Chair
8.	Next Meeting –	Chair

ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
AWC Proposal	JOM suggested a site visit to undertake a preliminary technical assessment (native veg clearance, CFS requirements, Heritage elements, four nations cultural heritage impacts, park operations) would be beneficial. MJ requested this be undertaken asap ACTION JOM to coordinate a site visit asap	2	JOM	ASAP
7 - Documents affecting business affairs		2	JOM	Next meeting

Next Meeting

Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 3

Date: 14 May 2018

Location: Waymouth Street Adelaide Place: 9.4

Time: Commence 1 pm Finish: 2pm

Meeting type: Committee

Attendees: Matt Johnson (MJ), Vicki Linton (VL), Damian Miley (DM), Merridie Martin (MM), Leah Clarke (LC) (SATC), Joanne Davidson (JD) (SATC), John O'Malley (JOM) Executive Officer

Apologies: Grant Pelton (GP), Roscoe Shelton (RS),

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: AWC Site Visit, AWC Exclusivity

- | Item | Details |
|------|---|
| 1. | Welcome and Introduction
MJ welcome members of the committee.
No conflicts of interest were recorded. |
| 2. | Minutes of previous meeting
Minutes of meeting 30 April 2018 were adopted |
| 3. | Action Arising
3.1. AWC Proposal – Site Visit
Refer to General Business
3.2. AWC Exclusivity
Refer to General Business |



4. **General Business**

4.1. **Site Visit**

JOM advised a site visit had been scheduled for 4th and 5th June 2018. AWC, Native Vegetation Unit, CFS, State Heritage, Aboriginal Culture Unit, Park Planning, Park Operation had been invited.

DM advised issues relating to Aboriginal Culture were to be treated sensitively and that timeframes may not align to the AWC's project timelines.

ACTION

JOM to coordinate a site visit asap

4.2. **7 - Documents affecting business affairs**

JOM would report back at the next meeting

NOTED

ACTION

JOM to report back at next

4.3. **Management Plan**

JOM referred to a paper by Brett Simes, Senior Policy & Project Officer, Park Planning indicating possible restrictions on development West of the Park HQ.

MJ requested this matter be investigated asap

ACTION

JOM to investigate and report back out of session

5 **Standing Items**

5.1. **Stakeholder Engagement and Consultation**

In progress

5.2. **Key Personnel Movements**

6 - Documents affecting personal affairs

5.3. **DEWNR Activities impacting on the Project**

Nil

Any Other Business

6. Nil

Next Meeting:

7. 14th June 2018 (TBC)



ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
AWC Proposal	Site Visit JOM advised a site visit had been scheduled for 4 th and 5 th June 2018. AWC, Native Vegetation Unit, CFS, State Heritage, Aboriginal Culture Unit, Park Planning, Park Operation had been invited. ACTION JOM to coordinate a site visit asap	3	JOM	ASAP
7 - Documents affecting business affairs	ACTION JOM to report back at next	3	JOM	Next meeting
Management Plan	JOM referred to a paper by Brett Simes, Senior Policy & Project Officer, Park Planning, indicating possible restrictions on development West of the Park HQ. MJ requested this matter be investigated asap ACTION JOM to investigate and report back out of session	3	JOM	ASAP

CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action



Government of South Australia
Department of Environment,
Water and Natural Resources



Government of South Australia
Department of Environment,
Water and Natural Resources



Kangaroo Island Lodge Walk

Project Assurance Group

AGENDA

Location: 81 Waymouth – Room 9.4

Date: 14 June 2018

Time: 11.30 am to 12.30pm

Attendees

Matt Johnson (Chair), Damian Miley (VC link), Stuart Paul, Leah Clarke (SATC), Merridie Martin, Roscoe Shelton, John O'Malley (Executive Officer)

Guests:

Apologies: Grant Pelton, Joanne Davidson

AGENDA ITEMS

Item		
1.	Welcome & Introduction (Stuart Paul Acting Director Regional Programs)	Chair
2.	Minutes of previous meeting (14 th May 2018)	Chair
3.	Action arising	Chair
4.	Progress report and schedule of tasks	JOM
5.	AWC Site Visit	JOM
6.	Lease negotiation	RS
7.	Key messages for public announcements	JOM
8.	Any Other Business	Chair
9.	Additional agenda items	Chair

10.	Next Meeting –	Chair
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ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
AWC Proposal	Site Visit JOM advised a site visit had been scheduled for 4 th and 5 th June 2018. AWC, Native Vegetation Unit, CFS, State Heritage, Aboriginal Culture Unit, Park Planning, Park Operation had been invited. ACTION JOM to coordinate a site visit asap	3	JOM	ASAP
7 - Documents affecting business affairs		3	JOM	Next meeting
Management Plan	ACTION JOM to report back at next JOM referred to a paper by Brett Simes, Senior Policy & Project Officer, Park Planning, indicating possible restrictions on development West of the Park HQ. MJ requested this matter be investigated asap ACTION JOM to investigate and report back out of session	3	JOM	ASAP

Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 4

Date: 14th June 2018

Location: Waymouth Street Adelaide Place: 9.4

Time: Commence 11.30 am Finish: 12.30pm

Meeting type: Committee

Attendees: Matt Johnson (MJ), Stuart Paul (SP), Merridie Martin (MM), Talia Radan (SATC), Roscoe Shelton (RS), John O'Malley (JOM) Executive Officer

Apologies: Grant Pelton (GP), Damian Miley (DM),

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: AWC Site Visit, Lease Terms & Conditions

- | Item | Details |
|------|--|
| 1. | Welcome and Introduction
MJ welcome members of the committee. Stuart Paul was welcomed to the Committee.
No conflicts of interest were recorded. |
| 2. | Minutes of previous meeting
Minutes of meeting 14 May 2018 were adopted |
| 3. | Action Arising
3.1. AWC Proposal – Site Visit
Completed
3.2. <small>7. Documents affecting business affairs</small>
Refer to General Business (lease terms & conditions)
3.3. Management Plan
Completed |



4. **General Business**

4.1. **Progress report and Schedule of Tasks**

JOM tabled a draft schedule of task prepared in consultation with AWC.

MJ enquired in regard to the community engagement process for AWC

RS will follow up with AWC as to their plans

MJ enquired as to the process for a formal announcement

RS suggest a "soft launch" with key KI community leaders would be preferred

RS will discuss with AWC.

MM would seek advice on the level of consultation required for the DA process.

RS advised of a meeting with DPTI scheduled for Monday 18th June 2018 at which the DA process would be outlined

ACTION

RS to discuss AWC community engagement plans

RS to report back on the meeting with DPTI.

4.2. **AWC Site Visit**

JOM tabled a report of the site visit 2nd to 6th June 2018.

JOM reported that the visit has been very successful and well received by all participants.

MM advised the application for clearance of native vegetation was a separate process from the DA.

RS advised the DA is referred to the relevant authorities. A lead time of approximately 12 week needs to be allowed. A meeting with DPTI is scheduled to outline the DA process.

RS advised AWC were currently involved in the selectin of a local architectural firm.

NOTED

4.3. **Lease terms & conditions**

10 - Documents subject to legal professional privilege

7 - Documents affecting business affairs

7 - Documents affecting business affairs

NOTED

5. **Standing Items**

5.1. **Stakeholder Engagement and Consultation**

JOM tabled a draft of key message

messages were noted but held in draft pending development of comms strategy viz community engagement, which AWC need to be leading

ACTION

RS to discuss engagement plan with AWC

5.2. **Key Personnel Movements**

5.3. **DEWNR Activities impacting on the Project**



6. Nil
Any Other Business
7. Nil
Next Meeting:
TBC

ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
Progress report and Schedule of Tasks	MJ enquired in regard to the community engagement process for AWC	4	RS	ASAP
	RS will follow up with AWC as to their plans			
Stakeholder Engagement and Consultation	MJ enquired as to the process for a formal announcement			
	RS suggest a "soft launch" with key KI community leaders would be preferred			
	RS will discuss with AWC.			
	MM would seek advice on the level of consultation required for the DA process.			
	RS advised of a meeting with DPTI scheduled for Monday 18 th June 2018 at which the DA process would be outlined			
	ACTION			
	RS to discuss AWC community engagement plans			
	RS to report back on the meeting with DPTI.			
	JOM tabled a draft of key message	4	RS	ASAP
	messages were noted but held in draft pending development of comms strategy viz community engagement, which AWC need to be leading			
	ACTION			
	RS to discuss engagement plan with AWC			



CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action
Site Visits	Site Visit Completed	3	JOM	No further action
Management Plan	Management Plan review completed	3	JOM	No further action



Kangaroo Island Lodge Walk

Project Assurance Group - Meeting

Agenda

Ngadlu tampinhi ngadlu Kurna yartangka inparrinhi

(We acknowledge we meet on Kurna land)

Meeting title: KI Lodge Walk Project Assurance Group meeting #5

Meeting time and date: 10 am to 11am Thursday 6th September 2018

Location: 81 Waymouth St – Level 9 – Room (9.6)

Chairperson: Matt Johnson

Attendees: Grant Pelton, Talia Radan, Merridie Martin, Roscoe Shelton, Joanne Davidson, Leah Clarke, Damian Miley (phone)

Apologies: Stuart Paul

Guests

Key agenda items KIWT Operating Model and CTO Licensing Regime

Agenda item	Time allocated	Discussion item	Discussion/ Approval/ Noting	Responsible
1	2 mins	Welcome, Apologies, Agenda Check	Discussion	MJ
2	5 mins	Minutes of meeting and actions arising	Approval	MJ
3	30 mins	KIWT Operating Model and CTO Licensing Regime	Discussion	MJ
4	15 mins	Project status report <ul style="list-style-type: none"> • AWC Lease and Licence • AWC Development Application 	Noting	RS JOM
5	5 Mins	Next steps	Discussion	MJ
6	2 mins	Any other business.	Discussion	MJ
7		Next meeting	Discussion	MJ

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Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 5

Date: 6 September 2018

Location: Waymouth Street Adelaide Place: 9.4

Time: Commence 10 am Finish: 11 am

Meeting type: Committee

Attendees: Matt Johnson (MJ), Damian Miley, Merridie Martin (MM), Joanne Davidson (JD), Mary-Anne Healy (MH), Roscoe Shelton (RS), John O'Malley (JOM) Executive Officer

Apologies: Grant Pelton (GP), Stuart Paul (SP)

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: KIWT Operating Model and CTO Licensing Regime

Item

Details

1. **Welcome and Introduction**
MJ welcome members of the committee.
Mary-Anne as proxy for SP was welcomed to the Committee.
No conflicts of interest were recorded.
2. **Minutes of previous meeting**
Minutes of meeting 14th June 2018 were adopted
3. **Action Arising**
 - 3.1. Community Engagement
Held pending settlement of Terms & Conditions of lease with AWC.
 - 3.2. Key messages
Held pending settlement of Terms & Conditions of lease with AWC.



4. **General Business**

4.1. **KIWT Operating Model and CTO Licensing Regime**

7 - Documents affecting business affairs

[REDACTED]

ENDORSED

ACTION

7 - Documents affecting business affairs

[REDACTED]

4.2. **Steering Committee Terms of Reference**

MJ proposed the current ToR be amended to incorporate oversight of the business operations of the KIWT, subject to Director – National Parks support.

DM advised it was appropriate for him to consult with key regional staff at the right time.

ACTION

MJ to speak with Grant Pelton re a potential review of the Terms of Reference

DM consult with regional staff

JOM amend ToR for Committee consideration

4.3. **Lease terms & conditions**

RS distributed and spoke to a copy of the current draft lease

NOTED

5 **Standing Items**

5.1. **Stakeholder Engagement and Consultation**

On hold

5.2. **Key Personnel Movements**

6 - Documents affecting personal affairs

5.3. **DEW Activities impacting on the Project**

Nil

Any Other Business

6. Nil

Next Meeting:

7. TBC



ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
KIWT Operating Model and CTO Licensing Regime	7 - Documents affecting business affairs	5	MJ	ASAP
Terms of Reference	<p>MJ proposed the current ToR be amended to incorporate oversight of the business operations of the KIWT</p> <p>DM advised it was appropriate from him to consult with key regional staff</p> <p><u>MJ to consult Grant Pelton</u></p> <p><u>DM consult with regional staff</u></p> <p><u>JOM amend ToR for Committee consideration</u></p>	5	JOM DM	ASAP



CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action
Site Visits	Site Visit Completed	3	JOM	No further action
Management Plan	Management Plan review completed	3	JOM	No further action



Kangaroo Island Lodge Walk

Project Assurance Group –

Meeting Agenda

Ngadlu tampinhi ngadlu Kaurna yartangka inparrinhi

(We acknowledge we meet on Kaurna land)

Meeting title: KI Lodge Walk Project Assurance Group meeting #6
 Meeting time and date: 9.30 am to 10.30am Thursday 29th November 2018
 Location: 81 Waymouth St – Level 10 – Room (10.3)
 Chairperson: Matt Johnson
 Attendees: Grant Pelton, Roscoe Shelton, Stuart Paul, Damian Miley (phone), Merridie Martin, Leah Clarke, Joanne Davidson (SATC) John O'Malley
 Apologies:
 Guests
 Key agenda items Terms of Reference; Brand & Business Model; AWC lease; Public Information Session

Agenda item	Time allocated	Discussion item	Discussion/ Approval/ Noting	Responsible
1	2 mins	Welcome, Apologies, Agenda Check	Discussion	MJ
2	5 mins	Minutes of meeting #; 6 th September 18 and actions arising <ol style="list-style-type: none"> 7 - Documents affecting business affairs MJ proposed the current ToR be amended DM to consult with Regional Staff JOM to update ToR 	Approval	MJ
3	10 Mins	Public Information Session feedback	Noting	DM
4	20 Mins	KIWT Brand & Business Model	Discussion	RS
5	15 Mins	AWC lease	Discussion	DM
6	5 Mins	Next steps	Discussion	MJ

7	2 mins	Any other business.	Discussion	MJ
8	1 Min	Next meeting	Discussion	MJ

Kangaroo Island Lodge Walk

Project Assurance Group – Extraordinary Meeting Agenda

Ngadlu tampinhi ngadlu Kurna yartangka inparrinhi

(We acknowledge we meet on Kurna land)

Meeting title: KI Lodge Walk Project Assurance Group meeting #7
 Meeting time and date: 9 am to 9.30 am Thursday 30th November 2018
 Location: 81 Waymouth St – Level 10 – Room (10.7)
 Chairperson: Matt Johnson
 Attendees: Matt Johnson, Grant Pelton, Damian Miley (phone), Roscoe Shelton, , John O'Malley
 Apologies:
 Guests
 Key agenda items AWC DA, DEW staff protocols.

Agenda item	Time allocated	Discussion item	Discussion/ Approval/ Noting	Responsible
1	1 min	Welcome, Apologies, Agenda Check	Discussion	MJ
3	15 Mins	Progress update on AWC DA	Noting	MJ
4	10 Min	Protocols for DEW staff public comments	Noting	MJ
8	3 Mins	Next steps	Discussion	MJ
9	1 mins	Any other business.	Discussion	MJ
10	1 Min	Next meeting	Discussion	MJ

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Extraordinary Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 7

Date: 30 November 2018

Location: Waymouth Street Adelaide Place: Level 10

Time: Commence 9am Finish: 9.30 am

Meeting type: Extraordinary Committee

Attendees: Grant Pelton (GP), Stuart Paul (SP), Matt Johnson (MJ), Damian Miley (DM) (phone), Roscoe Shelton (RS), John O'Malley (JOM) (phone) Executive Officer

Apologies:

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Grant Pelton
Minutes: John O'Malley

Key discussion points: Development Application – preferred sites; Protocol for DEW staff commenting on the Development Application.

- | Item | Details |
|------|---|
| 1. | <p>Welcome and Introduction</p> <p>MJ welcome members of the committee.</p> <p>No conflicts of interest were recorded.</p> |
| 4. | <p>General Business</p> |
| 4.1. | <p>AWC Development Application – preferred sites</p> <p>GP provided an overview of the AWC preferred site at Sandy Creek.</p> <p>The group discussed potential issues arising from this location including the Park Management Plan, impact on visual amenity, vegetation clearance, weather conditions.</p> <p>It was agreed that the site provided AWC with a location that complimented their product and that it was appropriate to allow the Development Application process of review to proceed.</p> <p>AGREED</p> |



DM advised a site visit to Sanderson Bay site had been undertaken and there are no significant concerns from a Park Management aspect that couldn't be managed through the construction and maintenance phase.

NOTED

Protocol for DEW Staff Comment

MJ raised concern in regard to DEW staff awareness of the Code of Ethics and protocols for commenting on Development Applications.

GP recommended a communique be developed reminding staff of their obligations as Public Servants.

ENDORSED

Any Other Business

6.

Nil

Next Meeting:

7.

TBC



Kangaroo Island Lodge Walk

Project Assurance Group –

Meeting Agenda

Ngadlu tampinhi ngadlu Kurna yartangka inparrinhi

(We acknowledge we meet on Kurna land)

Meeting title:	KI Lodge Walk Project Assurance Group meeting #8
Meeting time and date:	10 am to 11am Thursday 20 th December 2018
Location:	81 Waymouth St – Level 10 – Room (10.7)
Chairperson:	Matt Johnson
Attendees:	Grant Pelton (phone), Chris Wright (proxy for Stuart Paul), Damian Miley (phone), Merridie Martin, Leah Clarke,) Stuart Burns (proxy for Roscoe), John O'Malley
Apologies:	Roscoe Shelton, Joanne Davidson (SATC) Stuart Paul
Guests	
Key agenda items	AWC DA – Next Steps, Communication & Marketing Strategy

Agenda item	Time allocated	Discussion item	Discussion/ Approval/ Noting	Responsible
1	1 min	Welcome, Apologies, Agenda Check	Discussion	MJ
2	1 min	Minutes of meeting #, 30 th November 18 and actions arising Nil	Approval	MJ
3	5 Mins	Progress update on AWC DA	Noting	MJ
4	5 Min	Lease signing	Noting	MJ
5	5 Min	Director NP briefing	Noting	GP
6	5 Mins	Stakeholder engagement – update and discussion	Discussion	DM/MJ
7	10 Mins	Communication and marketing strategy	Discussion	All
8	10 Mins	Next steps	Discussion	MJ
9	2 mins	Any other business.	Discussion	MJ
10	1 Min	Next meeting	Discussion	MJ

Please note Grant will leave the meeting at 10.30am

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Meeting Minutes

Meeting title: **Kangaroo Island Lodge Walk Steering Committee**

Meeting number: 7

Date: 20 December 2018

Location: Waymouth Street Adelaide Place: 10.7

Time: Commence 10 am Finish: 11 am

Meeting type: Committee

Attendees: Grant Pelton (GP) (phone), Matt Johnson (MJ), Damian Miley (DM) (phone), Chris Wright (CW) (proxy for SP), Merridie Martin (MM), Stuart Burns (SB) (proxy for RS), Kat Galpin (KG) (proxy for LC), John O'Malley (JOM) Executive Officer

Apologies: Leah Clarke (LC), Joanne Davidson (JD), Stuart Paul (SP), Roscoe Shelton (RS).

Guest

Chairperson / Time keeper / Minute taker (if applicable): Chair: Matt Johnson
Minutes: John O'Malley

Key discussion points: AWC DA – next steps, communication & marketing, Lease & Licence

- | Item | Details |
|------|---|
| 1. | Welcome and Introduction
MJ welcome members of the committee.
Chris, Kat and Stuart were welcomed to the Committee.
No conflicts of interest were recorded. |
| 2. | Minutes of previous meeting
Minutes of extraordinary meeting 30 November 2018 were adopted.
DM requested a copy of the minutes |
| 3. | Action Arising
Nil |
| 4. | General Business |
| 4.1. | AWC Development Application – progress report
MJ provided an overview of the development application process to date. |



MJ advised there had been a level of concern raised by several community groups.

7 - Documents affecting business affairs

Additional information had been sought from AWC in regard to their native vegetation clearance requirements.

JOM advised the installation at tank at Cape du Couedic cottages was being revised to meet AWC development plans.

NOTED

4.2.

Communication & Engagement

MJ tabled a communication document developed by DEW & AWC.

MJ requested the document be widely distributed.

MJ advised AWC had met with **7 - Documents affecting business affairs** and noted some of the concerns raised by the group.

DM to discuss the Flinders Chase Park Management Plan with Jason Irving.

MJ to arrange a comparative NV clearance assessment in relation to concerns of "change of scope".

7 - Documents affecting business affairs

GP suggest a fact sheet be developed to ensure consistency with the message.

MJ would arrange a review of the FAQs on the DEW web site.

DM will prepare a ministerial to brief Minister on current Development Application and lease status.

ACTION

DM to discuss the Flinders Chase Park Management Plan with Jason Irving.

7 - Documents affecting business affairs

MJ would arrange a review of the FAQs on the DEW web site.

DM to prepare a ministerial briefing.

4.3.

Leases

SB provide a brief on the transition arrangements for the Cape du Couedic cottages to AWC on 1st march 2019.

DM advised this was being managed by the Region and that a Transition Plan would be finalised post Xmas break.

MJ requested a draft commercial in confidence briefing prepared by SB be reviewed by the Committee by COB Friday 21st December 2018 for CE signing by 31 December 2018.

MJ advised a review of the KIWT business model would be undertaken during the next calendar year; due for completion in the second half of 2018/19.

DM requested the region be fully engaged in the process.

MJ and DM to discuss out of session.

ACTION

Committee to review draft briefing by COB Friday 21st December 2018.

MJ & DM to discuss business model review.



5. Standing Items
- 5.1. Stakeholder Engagement and Consultation
As above
- 5.2. Key Personnel Movements
- 5.3. DEW activities impacting on the Project
Nil
6. Any Other Business
DM acknowledged SB work on the lease and license.
JOM advised of a potential visit to KIWT by the CE 22 & 23rd January 2019
7. Next Meeting:
Last week in January 2019

ACTIONS ARISING

Action item	Details	meeting number	Responsible	By when
Communication & Engagement	DM to discuss the Flinders Chase Park Management Plan with Jason Irving	7	DM	ASAP
	7 - Documents affecting business affairs			
	MJ would arrangement a reivew of the FAQs on the DEW web site DM to prepare a ministerial briefing		GP	
Lease & Licence	Committee to review draft briefing by COB	7	All	ASAP
	Friday 21 st December 2018 MJ & DM to discuss business model review		MJ & DM	



CLOSED ACTIONS

Action item	Details	From meeting number / date	Responsible	
Terms of Reference	Endorsed	1	JOM	No further action
Site Visits	Site Visit Completed	3	JOM	No further action
Management Plan	Management Plan review completed	3	JOM	No further action

