



## MINUTES

**Date:** Thursday 15 June 2017

**Time:** Meeting commenced at 9.30am and concluded at 2.30pm

**Venue:** Level 5, 50 Flinders Street, Adelaide (Dr Paul Hughes Meeting Room)

**Members:** Tim Anderson (Chair), Matt Davis, Fairlie Delbridge, Janet Finlay, Allan Holmes, Michael Lennon, Sally Smith (ex-Officio)

**Minute Taker:** Silvia Marin (Executive Assistant)

**Guest Presenters:**

Item 3.1 – Anita Allen, Manager Planning Reform, Anya Hart - Project Lead Planning Reform  
Item 3.3 – Emma Caviggion – Acting Risk Manager

### 1. MEETING FORMALITIES

1.1 All Commission members in attendance.

The meeting is taking place on the land of the Kurna people, considering all elders past and present.

1.2 Apologies - Nil

1.2.1 **Agenda Priorities**

Change of order in discussion of item 3.

1.2.2 **Format of Papers**

It was resolved to look at the DAC format for meeting papers and consider this as a guide to preparing the Commission's preferred format of papers.

All agreed.

1.2.3 **Conflict of Interest Expectations**

Resolved to Record on a register Commission Member's conflicts or potential and asked to update quarterly.

The Chair to keep the register.



**1.3 Declaration of conflicts of Interest**

None declared.

**1.4 Minutes of Previous Meetings**

Nil.

**2. CONFIDENTIAL MATTERS**

**2.1 Discussion of Committees** (confidential).

**3. STRATEGIC MATTERS**

**3.1 Methodology for Establishing Community Engagement Charter**

It was resolved that Commission members attend at various times across the four days of the Community Panel as convenient to ensure there is Commission representation on each of these days.

The Commission instructed DPTI to review RSVP's for the stakeholder panel to check for representative stakeholder attendance.

Resolved that the Chair to contact individual stakeholders if required and invite their attendance to the Community Engagement Panel.

**3.2 Media Protocols**

Resolved to defer discussion on this topic until the next meeting, being 6 July 2017. Members to give feedback on the draft proposal circulated with Agenda papers for meeting held 15 June 2017.

**3.3 Risk Management**

Resolved to further consider risk management policy and risk categories at the meeting of 20 July 2017.

Further resolved that Janet Finlay, Sally Smith and Emma Caviggion prepare a paper for the meeting of 20 July 2017.

**3.4 Infrastructure Schemes**

Resolved to defer consideration until the Commission meeting of 6 July 2017.

**4. MATTERS FOR ADVICE TO MINISTER**

Nil



**5. MATTERS FOR DECISION**

5.1 Nil

**6. MATTERS FOR NOTING**

6.1 Minutes from Committee Meetings - nil

6.2 Reports for Noting - nil

6.3 Correspondence - nil

6.4 Action List - nil

**7. ANY OTHER BUSINESS**

Nil.

**8. NEXT MEETING – 6 July at 9.30am**

It was agreed that the Minutes are a true and accurate record:

A handwritten signature in black ink, appearing to read 'Tim Anderson', written in a cursive style.

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Tim Anderson, QC

Chair

6/07/2017