



MEETING RECORD POLICY

The Independent Planning Commission NSW has a very important role to play in building public confidence in the decision-making processes for major development and land-use planning across New South Wales.

To that end, the Commission is strongly committed to being more open and transparent about its policies and procedures, including how it records what was discussed in meetings between the Commission and third parties as part of its decision-making processes for development applications or other planning matters.

1. BACKGROUND

The Independent Planning Commission NSW may hold public hearings, meetings and other meetings as part of its work. The Commission may decide to meet with various stakeholders, including applicants/proponents, the Department of Planning and Environment and/or other government departments/agencies, and local councils, to hear their views on a particular project or seek additional information to assist it in providing advice or making a determination on the project.

2. PURPOSE

This *Meeting Record Policy* (Policy) sets out the protocol and content for recording all meetings the Commission has with stakeholders, in completing its functions under section 2.9 of the *Environmental Planning and Assessment Act* (EP&A Act, 1979).

This Policy does not apply to meetings outside the specific purpose of the Commission's legislative functions nor to meetings held prior to a Commission Panel being constituted for a particular project.

This Policy does not apply to public hearings, public meetings or site inspections and locality tours, which are covered respectively by the Commission's '*Public Hearing Guidelines*', '*Public Meetings Guidelines*' and '*Site Inspection and Locality Tour Guidelines*'.

Importantly, this Policy does not apply to internal meetings between Commissioners and Commission Secretariat staff nor to meetings between Commissioners and third parties who are providing independent expert professional or technical advice to the Commissioners as part of their decision-making process.

3. RECORD OF MEETINGS

The Commission's meetings will ordinarily be recorded by Auscript (or a similar provider) and the transcript placed on the Commission's website within a reasonable time after the conclusion of the meeting.

The Chair of the Commission Panel reserves the right to not use a transcription service for a meeting/s and to redact a meeting transcript/s, including for (but not limited to) the following reasons:

- The information discussed at the meeting contains:
 - Commercial-in-Confidence material
 - Cabinet-in-Confidence material
 - Common Interest-Privilege material
 - Defamatory, rude or offensive material
 - Material where confidentiality grounds apply

In circumstances where a transcription service is unavailable or is not used for a meeting, the Commission will include in the meeting record the following information:

- Date, time and meeting venue
- Subject of the meeting (i.e.name of project/planning matter)
- Purpose of meeting
- Attendees
Names of everyone in attendance should be recorded
- Key issues raised
Record each issue raised as a standalone point, including a high-level summary
- Outcomes / agreed actions / documents provided
If there are no outcomes, agreed actions and/or documents provided at a meeting, the meeting record will read "N/A" under this section.

4. GROUNDS FOR CONFIDENTIALITY

In some instances, there may be grounds for the Commission to withhold part or all of a meeting record. In these cases, records will be kept in accordance with the *State Records Act* (1998).

Grounds for confidentiality may include:

- Personal information, including contact details
- A real or perceived breach of the law
- Whistleblowing
- The discussion of issues of cultural sensitivity

Contact:

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Last updated: 5 October 2018
Due for review: 5 October 2019

ANNEX A

MEETING NOTE

<i>This meeting is part of the Determination / Review / Advice process.</i>		
Meeting note taken by: [choose Contact]	Date: [enter Date]	Time: [enter Time]
Project: [enter Project Name]		
Meeting Place: [enter Meeting Venue]		
Attendees: IPCN Members: [enter Commission Member], [enter Commission Member] and [enter Commission Member] IPCN Secretariat: [choose Contact] [Enter Organisation and External Attendees]		
Meeting Purpose:		
Meeting Details and Actions to be Listed		
Documents (tabled at meeting/to be provided):		
Outcomes/Agreed Actions:		
Meeting closed at: [enter Time]		