



Independent Planning
Commission

MEETING RECORD POLICY

Meetings held as part of a public hearing or determination will be recorded consistently. This record will be attached to our report, unless confidentiality provisions apply.

1. BACKGROUND

The Independent Planning Commission NSW may hold public hearings, meetings and other meetings required as part of our work. We may meet with other stakeholders, including relevant councils, proponents, government departments and/or agencies, to hear views on the project or seek additional information to assist with review, advice and determination.

2. PURPOSE

This *Meeting Record Policy* (Policy) lays out the protocol and content for recording all meetings the Commission has with stakeholders, in completing 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, or to public hearings and meetings.

3. MINUTES OF MEETINGS TEMPLATE

Meeting records always include the following:

- a. Date, time and meeting venue
- b. The project the meeting is part of
- c. The meeting purpose
- d. Attendees
Names of all people in attendance will be recorded, to possible extent.
- e. Key issues raised
Each issue is comprehensible as a standalone point, and recorded at a high level.
- f. Outcomes / agreed actions / documents provided
Outcomes, agreed actions and documents may not be provided at each meeting. If not, the meeting record will read N/A under this section.

4. THE PROCESS FOR FINALISING MEETING RECORDS

Meeting records will be attached as appendices to the Commission's report. When the report is available, it will be made public on our website.

5. GROUNDS FOR CONFIDENTIALITY

In some instances, there will be grounds 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 are:

- Discussion of options
- Real or perceived breach of the law
- Whistle blowing

Contact:

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Independent Planning Commission NSW

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Last updated: 1 March 2018

Due for review: 1 March 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] | | |