

May 2015

POLICY ON MEETING RECORDS

Meetings held as part of a review, advice or determination will be recorded in a consistent manner. The record will be attached to the Commission's report unless confidentiality provisions apply.

1. Background

The Planning Assessment Commission may hold public meetings, public hearings and other meetings as required as part of its work. The Commission may meet with other stakeholders including the relevant Council, proponent, government departments and/or agencies to hear their views on the project or seek additional information to assist its review, advice or determination functions.

2. Purpose

This policy paper lays out the process and content for the recording of all meetings (except the public hearings and public meetings) that the Commission has with stakeholders in carrying out its functions under Clause 23D (1) of the *Environmental Planning and Assessment Act 1979*. This policy paper does not apply to meetings which the Commission may have which are outside the specific purpose of its legislated functions.

3. Template for Minutes of Meetings

Meeting records will always list:

1. Date, time and venue of meeting
2. What process the meeting is part of
For example, determination of an application for [.....] under delegation from the Minister for Planning, an expert review of [.....], the provision of expert advice to the Minister/Secretary on [.....].
3. Purpose of the meeting
4. Attendees
The names of all people attending the meeting will be recorded, to the extent possible. For example sometimes groups bring greater numbers than those previously advised and it is not always possible to collect the names of all attendees. Where attendees represent a company or organisation the name of that company or organisation will also be recorded, together with the positions of those representing the company or organisations, so that it is clear with what authority these people speak.
5. Key issues raised
These will be recorded at a high level. Each issue should be comprehensible as a standalone point.
6. Outcomes/Agreed actions/Documents provided at the meeting
There may not always be outcomes or agreed actions or documents provided at each meeting. If not, the record of meeting should record "NA" under this section.

Annexure A is a template for meeting records.

4. Process for finalising meeting records

Meetings records will be attached as appendices to the Commission report which will be made public on the PAC website when the report is available.

5. Grounds for confidentiality

There will be some instances where there are grounds for not releasing part or all of a meeting record. In these instances, records will be kept in accordance with the *State Records Act 1998*.

The following are the grounds for confidentiality:

- Discussion of options
- A breach of the law, real or perceived
- Attendees will not be named if they are whistle blowers.



MEETING NOTE

This meeting is part of the Determination/Review/Advice process.		
Meeting note taken by <i>Choose a contact</i>	Date: <i>Click here to enter a date</i>	Time: <i>Choose a time</i>
Project: <i>Enter Project Name</i>		
Meeting place: <i>Enter Meeting Venue</i>		
Attendees: PAC Members: <i>Commission Member, Commission Member, & Commission Member</i> PAC Secretariat: <i>Choose a contact</i> <i>Enter Organisation and External attendees</i>		
The purpose of the meeting is		
Meeting details and actions to be listed		
Documents [tabled at meeting/to be provided]:		
Outcomes/Agreed Actions:		
Meeting closed at <i>Choose a time</i>		