



Minutes

Expert Panel for the Implementation Review – Meeting No. 1

23 August 2022

Minutes

Meeting No. 1

Date	Tuesday 23 August 2022 at 9.00am
Venue	Kardi Munainty Meeting Room or by Microsoft Teams
Members	John Stimson (Chair); Lisa Teburea; Andrew McKeegan
Apologies	Cate Hart
Principal Advisor	Tyler Johns (DTI)
PLUS Staff	Sally Smith (DTI); Jane Trotter (DTI); Ashleigh Robertson (DTI); Chelsea Lucas (DTI)
External	Hon. Nick Champion, Minister for Planning

1. GENERAL BUSINESS

1.1 Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land on which the Expert Panel meets, and paid respects to Elders past, present and emerging.

1.2 Welcome and Apologies

The Chair welcomed all in attendance to the inaugural meeting of the Panel and gave an apology for Panel Member, Cate Hart.

1.3 Welcome from the Minister for Planning, the Hon. Nick Champion

The Minister for Planning, the Hon. Nick Champion, welcomed the Panel Members to their inaugural meeting and thanked them for the work they are about to undertake.

1.4 Welcome from Sally Smith (DTI)

Sally Smith, Executive Director of Planning Land Use Services (DTI) welcomed the Panel Members to their inaugural meeting and thanked them for the work they are about to undertake.

1.5 Declaration of Conflicts of Interest / Gifts & Benefits

Nil

2. MATTERS FOR DECISION

2.1 Governance Arrangements

Jane Trotter (DTI) addressed the Expert Panel.

The Expert Panel resolved to:

1. Approve and adopt the draft Transparency and Confidentiality Policy (**Attachment 2**);

2. Note the following matters relating to the governance of the Expert Panel:
 - a. the attendance of Jane Trotter, Director, Business Services; Tyler Johns, Principal Advisor; Ashleigh Robertson, Research Officer at each Expert Panel meeting, to facilitate the governance arrangements of the Expert Panel;
 - b. meeting papers will be received electronically through Sharepoint;
 - c. Expert Panel communications will be conducted by email, unless otherwise agreed; and
 - d. Expert Panel members should allow a half-day for each meeting;
3. Approve the attendance of, and presentation by, relevant subject matter experts from Planning and Land Use Services at Panel meetings and other experts as determined by the Panel, on matters relating to their field of expertise;
4. Note the Implementation Review Project Plan, inclusive of meeting dates and times (**Attachment 3**);
5. Authorise the Presiding Member to make any minor or editorial amendments to the Project Plan as required;
6. Approve the designation of this item as Not Confidential (Release Immediately), with the exception of **Attachment 3** (Implementation Review Project Plan) which is designated as Not Confidential (Release Delayed) (clause 2.2.2 of the Transparency and Confidentiality Policy) with the release being triggered by the public release of the Expert Panel's Final Report to the Minister.

2.2 Draft Communications and Engagement Plan

Jane Trotter (DTI) addressed the Expert Panel.

The Expert Panel resolved to:

1. Approve the designation of this item as Not Confidential (Release Immediately) with the exception of **Attachment 1** (Draft Communications and Engagement Plan) which is designated as Not Confidential (Release Delayed) (clause 2.2.2 of the Transparency and Confidentiality Policy) on the basis that the Panel requires further information prior to finalising it;
2. Note the Draft Communications and Engagement Plan (**Attachment 1**), which will guide how the Panel proposes to engage with the community throughout the Implementation Review Project;
3. Authorise the Presiding Member to make any minor or editorial amendments to the Draft Communications and Engagement Plan as required;
4. Seek a further presentation on the Communications and Engagement Plan by the successful external communications consultant, to discuss the communications and engagement strategy and the consultation events to be held; and

5. Approve the publication of the final date for public submissions, being 16 December 2022, on the Panel's webpage, in advance of the finalisation of the Communications and Engagement Plan.

2.3 **Scope of *Planning, Development and Infrastructure Act 2016***

This Item was considered in confidence and is included in the Expert Panel Confidential Minutes of 23 August 2022. Chelsea Lucas (DTI) addressed the Expert Panel.

3. **MATTERS FOR NOTING**

- 3.1 Nil

4. **ADDITIONAL RESOURCES**

- 4.1 Nil

5. **CORRESPONDENCE**

- 5.1 Submissions received to Panel email

The Expert Panel received a verbal update regarding the submissions received to the Panel's email address.

- 5.2 Letter to Minister

The Expert Panel resolved to authorise the Presiding Member to write to the Minister for Planning requesting an extension of the term of the Panel's appointment from 31 December 2022 until 31 March 2023.

6. **OTHER BUSINESS**

- 6.1 Attendance at State Planning Commission

The Expert Panel resolved to note that the Expert Panel will be attending the State Planning Commission meeting to be held on 1 September 2022.

7. **MEETING FINALISATION**

- 7.1 **Next Meeting**

The next meeting of the Expert Panel will be held on Monday 5 September 2022, commencing at 11:00am.

- 7.2 **Confirmation of Minutes & Confidential Minutes – 23 August 2022**

The Panel resolved that the Minutes and Confidential Minutes of the meeting held today, 23 August 2022 be confirmed as a true and accurate record.

- 7.3 **Meeting Close**

The Chair thanked all in attendance and declared the meeting closed at 1:48pm.

Confirmed 23 August 2022



John Stimson

Chair