



Woollahra Local Planning Panel (WLPP) – Operational Procedures

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Introduction

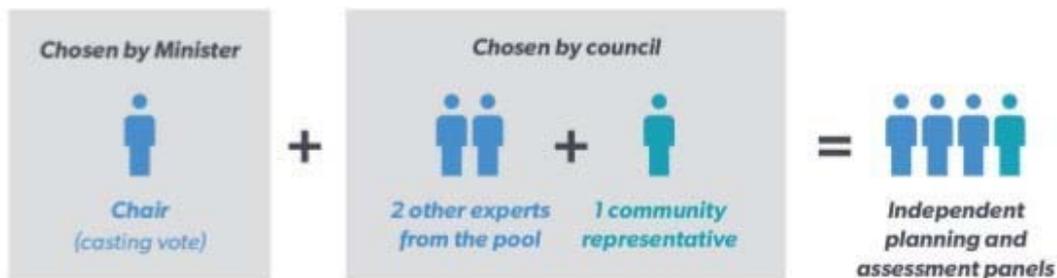
The Woollahra Local Planning Panel (WLPP or the panel) is a local planning panel established for Woollahra Municipal Council (Council) under [Part 2, Division 2.5](#) of the *Environmental Planning and Assessment Act 1979* (Act). It is responsible for determining certain [development applications](#) and modification applications and providing advice on [planning proposals](#) (collectively referred to as applications in these procedures).

From 1st March 2018, Local Planning Panels (commonly referred to as Independent Hearing and Assessment Panels (IHAPs)-are mandatory for all councils in Sydney and Wollongong. They have been created to ensure that the process of assessment and determination of applications with a high corruption risk, sensitivity and/or strategic importance is undertaken in an open, transparent and accountable manner.

The development applications which are required to be determined by Local Planning Panels are set out in a *Local Planning Panels Direction – Development Applications* issued by the Minister for Planning under section 9.1 of the Act. However, the panel may delegate any function of the panel under the Act to the General Manager or other staff of the council.

The WLPP is comprised of four (4) members:

- Chair
- Two (2) expert members
- A community representative



The members for each meeting will be selected by the Chair from the pool of members appointed to the WLPP. Two alternate Chairs have been appointed who will have the same role as the Chair when presiding over a panel meeting or other business.

These operational procedures set out the procedures for how the WLPP will operate. The procedures incorporate:

- Procedural requirements from the Act (refer to Division 2.5 and [Schedule 2](#))
- Requirements from the [Local Planning Panels Direction – Operational Procedures](#) issued by the NSW Minister for Planning under section 9.1 of the Act (in blue font); and
- Guidelines issued by the Department of Planning and Environment from time to time and general requirements of the panel to ensure the efficient and effective operation. While these requirements will generally be followed, they may be varied by the Chair depending on the circumstances of a particular meeting or application or to response to changed circumstances such as COVID-19.

Section 2.17(7) of the Act provides that a Local Planning Panel is not subject to the direction or control of the Council, except in relation to any matter relating to the procedure of the panel (or to the time within which it is to deal with a matter) that is not inconsistent with any directions of the Minister under section 9.1 of the Act.

Clause 21 of Schedule 2 of the Act provides that the procedure for the calling of meetings of a planning body (including a Local Planning Panel) and for the conduct of business at those meetings is, subject to the Act, to be as determined by the planning body (i.e. the Local Planning Panel).

1 Panel Composition

1.1 Role of Chair

1. The Chair is responsible for the management of the panel's functions and operations, including managing conflicts of interest.
2. The Chair is to preside over panel meetings and other business.
3. In the absence of the Chair/alternate Chair, a member appointed by the panel, is to preside over a meeting of the panel or over other business (clause 23(1) of Schedule 2 of the Act).
4. The Chair is to ensure the panel fully discharges its responsibilities under the EP&A Act, these operational procedures, and any directions from Council under section 2.17(7) of the Act and the Code of Conduct for local panel members in a timely manner.
5. The Chair is responsible for the good and orderly conduct of the panel meetings and may do all things and take all steps necessary to control the good and orderly conduct of any meeting of the panel or site inspection carried out by the panel in the performance of the panel's functions.
6. The Chair is to determine which alternative Chair, independent expert members or alternates, and which community representative or alternates are to hear a matter prior to the meeting commencing. The Chair may make arrangements with the General Manager (or delegate) to determine independent expert members or alternates, and which community representatives are to hear a matter.

1.2 Role of alternate Chairs

Alternate Chairs have the same role as the Chair when presiding over a panel meeting or any other business.

1.3 Chair selection and rotation

The Chair and any alternate Chairs are to rotate presiding over panel meetings, or other business as practicable, unless the Chair or alternate Chair is unavailable for any reason.

Where possible, deferred matters should be considered by the Chair that presided over the original deferment.

1.4 Independent expert members and alternates

The independent expert members can be interchanged as needed by the Chair for that meeting for reasons including:

- a. a member has a conflict of interest
- b. a member is unable to attend on the day, or
- c. to periodically rotate the members.

Note: All Experts have been appointed as members with no alternates appointed as Expert members.

1.5 Community representatives

A community representative member can be interchanged as needed by the Chair or alternate Chairs for reasons including:

- a. a member has a conflict of interest
- b. a member is unable to attend on the day, or
- c. to periodically rotate the members.

The community representatives have been appointed by Council to represent the wards in Woollahra LGA on the basis of their skills and attributes and knowledge and awareness of local government issues.

The Chair will appoint a community representative to consider and vote on items both within the ward and outside of the ward for which they have been appointed. The Chair may have regard to the number of factors when selecting a community representative to attend a particular WLPP meeting. These include:

- the number and complexity of items on the meeting agenda for each ward;
- if an item on the agenda in a ward is controversial i.e. there have been a number of submissions in response to the application;
- if an item has been deferred from an earlier meeting and should be dealt with by a majority of the same members;
- if an item is a review application under section 8.2 of the EPA Act and must be dealt with by different panel members to those who determined the original application; and
- other factors such as any potential conflict of interest, the availability and fair rotation of the community representatives.

1.6 Quorum

1. The quorum for the panel is three (3) members (clause 22 of Schedule 2 of the Act).
2. Where a quorum for a meeting or other business is not present, the meeting or other business is to be deferred.

1.7 Current Woollahra Local Panel members

A list of current Woollahra Local Planning Panel members is available on [Council's website](#).

2 Reviews of panel decisions

2.1 Reviews

All of the processes detailed below for determination of a development application also apply to the determination of a request to review a decision under Division 8.2 of the Act.

The determination of a review application for a panel decision shall be determined by different panel members of the panel to those who made the original application.

3 Conduct of panel members

All panel members must comply with the Code of Conduct for Local Planning Panel Members approved by the Minister for Planning (the Minister) under clause 28, Schedule 2 of the Act.

3.1 Conflicts of interest

1. Panel members must avoid or appropriately manage any conflicts of interests. The onus is on the individual panel member to identify a conflict of interests and take appropriate action.
2. All panel members must sign a declaration of interest in relation to each matter on the agenda before or at the beginning of each meeting. These declarations and any management measures put in place are to be published on Council's website as soon as practicable.

If a panel members becomes aware of a conflict of interest after they have signed their declaration of interest form, and the interest appears to raise a conflict with the proper performance of the member's duties, the member must, as soon as possible, disclose the nature of the interest and sign a new declaration of interest form.

3. If a member of a panel has a pecuniary interest in a matter being considered or about to be considered at a meeting, and the interest appears to raise a conflict with the proper performance of the member's duties, the member must, as soon as possible, disclose the nature of the interest at (or before) a meeting of the panel and comply with all requirements contained in clause 27 of Schedule 2 of the Act.
4. Particulars of any disclosure made must be recorded in the Minutes by the panel and be made publicly available upon request (clause 5 of Schedule 2 of the Act).
5. After a member of a panel has disclosed a pecuniary interest in any matter, the member must not be present during any deliberation of the panel with respect to the matter, or take part in any decision of the panel with respect to the matter (clauses 6 and 7 of Schedule 2 of the Act).
6. The General Manager, under clause 7.1 of the Code of Conduct, has nominated the staff members identified as the staff members who will assist the

panel to obtain information and clarify matters relating to its duties, responsibilities and matters before it.

A list of nominated staff members is available on [Council's website](#).

Note: A contravention of this requirement does not invalidate any decision of the panel.

7. A member of the panel must limit and disclose development/planning related work in the Woollahra Local Government Area.
8. A member of the panel shall not represent an application, council or submitter at a meeting of the panel.

3.2 Interactions with third parties about matters before the panel

1. Panel members are not to discuss any matter that is to be considered by the panel, with Councillors, the applicant, their consultants, parties who have made a submission, or any other person with an interest in the matter outside of the local panel meeting.
2. This does not apply to persons employed by the council to assess the matters to be considered by the panel, nor to panel briefings (as specified in Part 5.12). Liaison with Senior Council staff members and other staff members nominated by the General Manager under the provisions of clause 7.1 of the Code of Conduct for Local Planning Panel Members is permitted.

4 Frequency of Meetings

1. The panel shall hold meetings or transact its business as required to meet panel demands and workloads.
2. The panel is only required to hold a public meeting where the development application has attracted 10 or more unique submissions by way of objection.
3. A **unique submission** means a submission which is in substance unique, distinctive or unlike any other submission. It does not mean a petition or any submission that contains the same or substantially the same text. Separate unique submissions may be made in relation to the same issue. One individual, or one household, could potentially submit multiple unique submissions.
4. A public meeting will normally be held in person and recorded. The record will be made publicly available on Council's website (see clause 25(3) of Schedule 2 of the Act).
5. Under clause 25(4) of Schedule 2 of the Act, the panel may, if it thinks fit, transact any of its business at a meeting at which members (or some members) participate by telephone or other electronic means, but only if any member who speaks on a matter before the meeting can be heard by the other members. Any such meeting is taken to be conducted in public if the meeting is recorded and the record made publicly available as required by clause 25(3).
6. Under clause 26 of Schedule 2 of the Act, the panel may, if it thinks fit, transact any of its business by the circulation of papers (electronically or in hardcopy) among all the members of the panel and a resolution in writing approved in writing by a majority of those members is taken to be a decision of the panel.
7. Both "Public meetings" and "Electronic Meetings" are held on the 1st and 3rd Thursday of each month (excluding January) or as otherwise directed by the Chair to meet panel demands and workloads.

5 Meeting Procedures

1. The panel may determine detailed procedures for the execution of efficient and effective meetings.
2. The panel is not bound by the rules of evidence and may inquire into and inform itself on any matter, in such manner as it thinks fit, subject to the rules of natural justice and procedural fairness.
3. The panel is to act with as little formality as the circumstances of the case permit and according to equity, good conscience and the substantial merits of the case with regard to technicalities or legal forms.
4. The panel must give reasonable notice to the public of the times and places of its public meetings. This must be done through the website used by the panel and may include other mechanisms as appropriate.

The panel has adopted the following procedures for its meetings:

WLPP meetings will be either:

- Public Meeting (panel members, staff and members of public)
- Electronic Meeting (panel members and staff only).

Meetings will be held on the same day, commencing at 1.00pm on the Thursday for the public meeting, and the electronic meeting will commence at the conclusion of the public meeting.

At the **public meeting**, the panel will hear oral submissions from registered speakers and will generally then close the public meeting for deliberation and/or voting and determination (in confidential session).

At the conclusion of the public meeting (and the decision making process), the panel will consider the matters on the **electronic meeting** agenda. Members of the public are **unable** to address the panel in relation to the matters on the electronic meeting agenda, however, may submit late correspondence that raises any additional matters not addressed in previous submissions, for the panel's consideration.

5.1 Preparation of agenda and business papers

The Agenda for both the public meeting and electronic meeting shall be prepared and made available to panel members at least 6 days prior to the meeting. Hard copies of the Agendas shall be couriered to the nominated panel members (if required).

Electronic copies of both the public meeting and electronic meeting Agendas and associated annexures shall be made available on Council's website 6 days prior to the meeting.

5.2 Notice of Panel Meetings

1. WLPP Public meetings will commence at 1pm at Council's Redleaf Chambers, 536 New South Head Road, Double Bay, unless otherwise advised. The electronic meetings will commence at the conclusion of the public meeting.
2. WLPP may hold its meetings remotely using conferencing technology (as required).
3. Notice of the time and place of panel meetings shall be provided through Council's website at least 6 days prior to the meeting. The names of panel members presiding over the meeting will not be published on the notice of meetings.
4. Applicants and persons who made a submission to an application will be advised when an application will be heard by the panel and whether the application is to be considered at a public meeting or an electronic meeting, and the procedures to be followed.

5.3 Notice of intention to address the panel at a public meeting

1. Any person wishing to address the panel at its public meeting must register their intention to do so with Council by **12 noon on the day before the meeting** (generally by 12 noon on the Wednesday before the meeting). Only one person from each residential dwelling (other than the site) will be able to register to speak. Strata units should nominate a spokesperson, unless units have different issues e.g. view loss from a particular unit that is different to other units. The applicant may register up to three people to speak (additional speakers may be registered to be available to answer questions from the panel, if required, on specific areas of expertise such as traffic, heritage, geotechnical etc).

The 'Application to Address WLPP' form available on Council's website should be used to register as a speaker.

https://www.woollahra.nsw.gov.au/council/meetings_and_committees/planning_panels/woollahra_local_planning_panel_wlpp

2. Where a number of people wish to register to speak on the same item, the Chair may limit the number unless it can be demonstrated that each speaker would raise individual matters not raised by other speakers.
3. A person wishing to speak for or against an application must have already lodged a written submission on the subject application OR must provide a written summary (no longer than one A4 page in length) of the matters upon which they wish to address the panel. Any new written summary must be submitted to **Council by 12 noon two days before the meeting** (generally by 12 noon on the Tuesday before the meeting), **together with the registration to speak form.**
4. Councillors are able to address the panel on any items listed on the agenda. This is in addition to other speakers. Any Councillor who wishes to address the panel must register their intention to do so by **12 noon on the day before the panel meeting** (generally by 12 noon on the Wednesday before the meeting), by completing the registration form.
5. A person who has not registered to speak may do so at the discretion of the Chair.

5.4 Guidelines for addressing the panel at a public meeting

1. To assist with the public address process and to ensure smooth running of the meeting, when addressing the panel please ensure you:
 - address the Chair.
 - are concise, and emphasise your key points, noting that the panel has a copy of your submission so there is no need to merely read out your written submission.
 - if someone has already spoken before you and you agree with their key points, say so, there is no need to repeat what has already been said.
 - focus on how the proposed development might affect you, in your own words.

- sometimes proposed developments do not comply with certain planning rules such as the height of the building. Rather than talking about this non-compliance, explain to the panel, in your own words, how this will affect you.
 - Talk about what you would like the panel to do or how the development could be changed to address your concerns.
 - If you are part of a group with similar concerns get together before the meeting and work out who will speak on a particular issue to avoid repetition and to make the most of everyone's 3 minutes.
2. Be polite and respectful to the members of the panel, other attendees and the council staff. Speakers (and all other people attending the public meeting) must refrain from engaging in disorderly conduct, or making potentially defamatory statements. If this behaviour occurs, the Chair may ask the person to stop speaking and/or request that they leave the meeting, or may adjourn the meeting.

5.5 Addressing the panel at a public meeting

1. Speakers shall be heard for each item on the agenda in the following order:

- Councillors;
- Objectors (or representative) speaking against the application; and
- The applicant (or the applicant's representative) and supporters speaking for the application.

Note: *The Chair may vary the order of speakers if required.*

2. A person is not entitled to be represented by a legal practitioner at any meeting of the panel unless the Chair grants permission. In granting any such permission, the Chair shall have regard to the following matters:
- the nature and complexity of the matter and whether it involves a question of law,
 - whether the person has the capacity to present their submission without legal representation, and
 - such other matters as the Chair considers relevant.
3. *With the view to discharging its responsibilities in a timely manner, the panel may, in its absolute discretion, but otherwise fairly and consistently, impose time limits on presentations by persons other than members of the panel. Where, there are a large number of objectors with a common interest at any public meeting, the panel may, in its absolute discretion, hear a representative of those persons.*
4. Unless the Chair otherwise permits, no speaker may address the panel for more than three (3) minutes in respect of any one matter at any particular meeting. A single bell will sound after two (2) minutes and two (2) bells will sound at the end of three (3) minutes. The Chair may allow for an extension of time to enable relevant issues to be adequately addressed.
5. If a number of people wish to speak on a similar issue, e.g. parking, they are encouraged to nominate a single person to speak on their behalf.

6. Where a number of people are registered to speak on the same item, the Chair may limit the number unless it can be demonstrated that each speaker would raise individual matters not raised by other speakers.
7. A person, other than a member of the panel, shall not speak while another person is speaking or otherwise interrupt that person while speaking.
8. Panel members may seek to clarify any matter with a speaker or council officer.

5.6 Late correspondence

Late correspondence may only be submitted if it is new information e.g. a response to draft conditions. It should not reiterate matters that have already been raised in submissions. To enable Council staff time to assess any new information for consideration by the panel, late correspondence must be submitted to Council by 12 noon two days **before the meeting** (i.e. by 12 noon on the Tuesday before the meeting) via email to records@woollahra.nsw.gov.au.

5.7 Deliberation and voting at public meetings

1. The Chair may choose how to manage the deliberation and voting process. The options include:
 - a. Deliberate, vote and make a determination in the public meeting
 - b. Adjourn the public meeting where a panel briefing is required to hear confidential or sensitive information or to deliberate and reconvene the meeting for voting and determination; or
 - c. Close the public meeting, deliberate, vote and then notify the public of the outcomes outside the public meeting.

The panel generally adopts option (c) above unless the matter is relatively straight forward in which case it may adopt option (a) above. The panel does not generally adopt option (b) above.

The panel will provide reasons for its decision which will be included in the Minutes.

2. If a panel member votes against the recommendation or has a dissenting view to the majority, the panel member is entitled (but not obligated) to give their reasons and this can be formally documented and recorded in the panel's reasons for decision.
3. A decision supported by a majority of votes cast at the meeting at which a quorum is present is the decision of the panel (clause 24 of Schedule 2 of the Act).
4. The Chair (presiding member) has a deliberative vote and, in the event of an equality of votes, has a second or casting vote (clause 23(3) of Schedule 2 of the Act).

5. Applications shall be determined by the panel in the order they appear on the Agenda, unless otherwise determined by the Chair.

5.8 Audio Recording

Panel meetings (Public Meetings) will be recorded by audio and that audio recording will be placed on council's website (clause 25(3) of Schedule 2 of the Act).

5.9 Deferring a decision/determinations

1. Where the panel determines to defer its determination of an application, it must record the reasons for the deferral in its minutes.
2. Where the determination of an application is deferred pending the provision of additional information, the Panel must specify the timeframe in which the information is to be provided to the council for assessment and the procedures to be followed to finalise determination of the application.
3. If the deferred application requires re-notification and there are more than 10 unique submissions by way of objections, it will be considered at another public meeting and, if possible, determined by the same Chair and panel members. Otherwise, the application will be determined by circulation of papers (electronically or in hardcopy) outside of a meeting under clause 26 of schedule 2 of the Act.

5.10 Delegating a decision

1. The panel may delegate the determination of an application to Council staff.
2. If determination of an application is delegated to Council staff the panel shall provide reasons for its delegation and these reasons will be recorded in the minutes.

5.11 Post meeting procedures

1. Minutes of the meeting shall include the decision, the recording of voting and the reasons for the decision.
2. All members shall review and confirm the decisions made by the panel as soon as possible after the meeting.
3. Minutes shall be made publicly available on Council's website.
4. All parties that made written submissions shall be advised of the panel's decision in writing.
5. The Notice of Determination shall be provided to the applicant.
6. Should the panel resolve to defer the application, a written request to the applicant with the reasons for deferral shall be sent to the applicant as soon as possible after the panel meeting.

5.12 Site inspections and panel briefings

1. The Chair may elect for the panel to attend site inspections or panel briefings for development applications and planning proposals prior to the panel's consideration.
2. Site visits should be conducted on the same day as the public hearing (if practicable) and will normally commence at 9.30am on the day of the meeting, or as otherwise determined by the Chair.
3. Panel members must not undertake site inspections independently. In certain circumstances such as Covid_19, site inspections may need to be undertaken independently and only from the public domain or as determined by the Chair.
4. Site visits and panel briefings are solely to be used to identify and clarify issues with a proposal.
5. Site visits and panel briefings are not to be used as a forum for applicants or objectors to address the panel; however, the panel may ask questions to clarify issues whilst inspecting a site or during a briefing.
6. At a site visit or panel briefing, a panel member must not offer an opinion on the merit of the proposal, or ask those involved with the assessment of the proposal for their opinion or recommendation.
7. The panel may be briefed by Council staff and any other person engaged in the assessment of the matter about the proposal. On request, and at the chair's discretion, the applicant may attend a briefing, along with Council staff, to explain complex matters or present confidential information or commercially sensitive material.
8. A written record of the site visit or briefing must be publicly available on the panel's website. For the purpose of this requirement, when a site inspection or briefing of the panel by Council Staff or an applicant is undertaken, a reference is included in the Minutes.
9. It is not a requirement for the panel to visit every adjoining and/or affected property; however, it may visit if the Chair decides that the panel's consideration of an application would benefit from viewing a property. If so, the owner will be requested to provide access prior to the site inspection. Objectors may request that the panel visit their property. Any request, including reasons for the visit, should be made by emailing council as soon as possible, and no later than **12 noon on the day before the panel meeting**. The decision to visit and objector's property will be at the discretion of the Chair.
10. The council officers responsible for coordinating the panel (Panel Officer) will organise the site inspections, including assembly times and transportation.

Other Council officers and/or Council Consultants (if required), may attend site inspections to answer questions raised by panel members.

6 Other matters

6.1 Delegations

The panel may delegate any of its functions to the General Manager or other staff of Council in accordance with section 2.20(8) of that Act. A list of the panel's delegations is available on Council's website.

6.2 Transacting business outside of public meetings

1. A panel may, if it sees fit, transact any of its business by the circulation of papers (electronically or in hard copy) among all the members of the panel. A resolution approved in writing by a majority of those members is taken to be a decision of the panel (clause 26(1) of Schedule 2 of the Act).
2. The Chair and each member of the panel have the same voting rights in transacting business outside meetings as they have at meetings of the panel (clause 26(2) of Schedule 2 of the Act).
3. The resolution for any business transacted outside the meeting is to be recorded as minutes of the meetings of the panel and is to be made publicly available on the council's website (clause 26(3) of Schedule 2 of the Act).
4. Where a development application is the subject of less than 10 unique submissions by way of objection, the panel is able to determine the application by an electronic circulation of papers.
5. Planning proposals are able to be considered by an electronic circulation of papers.
6. Decisions made by electronic circulation of papers are to be recorded in the Panel's Minutes and made publicly available on the Panel's website.

6.3 Obligation to consult with council if adverse financial impacts

1. A panel must not exercise a function that will result in the making of a decision that would have, or that might reasonably be expected to have, a significant adverse financial impact on the council until after it has consulted with the council.
2. The consultation may be in writing, with the council being given a specified time to respond in writing. Where a meeting with the General Manager (or delegate) is to be held to discuss the matter, all relevant panel members should be present and minutes kept of the meeting and its outcomes.

6.4 Panel performance

1. Once a planning assessment is completed by the council and referred to the panel, the panel will be expected to:

- a. Determine the matter within 2 weeks (14 calendar days) for development and modification of consent applications; and
 - b. Provide its advice within 2 weeks (14 calendar days) on planning proposals.
2. Panel Chairs are obliged to work with Senior Council staff to ensure that key issues are addressed during assessment, in order to minimise the number of deferrals by the panel at determination stage.
 3. Should an application experience unreasonable delays in excess of 180 calendar days from lodgement, the panel chair may require the council to report the matter to the panel within 4 weeks for determination.

Note: The requirements relating to the timesframes for assessing development applications under the *Environmental Planning and Assessment Regulation 2000* must be considered.

Policy Amendments

Date	Responsible Officer	Description
21 June 2018	J Della Bosca	Delegation providing Council staff with control and direction of Appeals (Council Resolution 21 June 2018).
4 July 2019	H Tola	Amended following consideration by WLPP on 4 July 2019 (as outlined in the minutes of the meeting).
21 January 2021	H Tola	Amended for consideration by WLPP on 28 Jan 2021 to incorporate Ministers directive.
28 January 2021	H Tola	Finalised following the WLPP Meeting consideration on 28 January 2021.

ANNEXURE 1 – Summary of Operational Timeframes

	Timeframe	Objective/Task	Responsibility
	14 days prior to meeting	To email the draft meeting agenda items to the Chair.	Manager Development Control
Before 10am	10 days prior to meeting	To approve items for Agenda and nominate panel members for the meeting.	Chair
-	10 days prior to meeting	To email the meeting agenda items to the panel member's for identification of any Conflicts of Interest.	Governance Officer
Before 3.00pm	10 days prior to meeting	Panel Members to return email confirming whether or not there is a Conflict of Interest (detailing the nature and type of conflict).	Panel Members
-	At least 6 days prior to meeting (generally Thursday)	To send the Agenda including all relevant plans, reports and documentation to Panel Members.	Governance Officer
12noon	Tuesday 12noon (two days before the meeting)	Late correspondence must be submitted to Council via email to records@woollahra.nsw.gov.au .	Members of Public
12noon	Wednesday 12noon (day before the meeting)	Applications to address the panel must be submitted to Council via email to records@woollahra.nsw.gov.au	Members of Public
9.30am	1 st & 3 rd Thursday of the month	To meet at the pre-arranged location (536 New South Head Road, Double Bay). This time may be varied depending on location of sites to visit, however 9.30am will generally be the default meeting time.	Panel Members
		To submit written declaration of conflicts of interest to Governance Officer for loading onto Council's website.	Panel Members
		Undertake Site Inspections – Council to provide transport.	<ul style="list-style-type: none"> • Panel Members • Manager Development Control and/or relevant Team Leaders
10.00am	1 st & 3 rd Thursday of the month	Panel briefing (if required).	<ul style="list-style-type: none"> • Panel Members • Manager Development Control and/or relevant Team Leaders • Governance Officer
1.00pm	1 st & 3 rd Thursday of the month	Attend Public Hearing.	<ul style="list-style-type: none"> • Panel Members • Manager Development Control and/or relevant Team Leaders • Governance Officer
		Recording of the panel's decisions and reasons including recording of votes.	Chair
After public meeting	1 st & 3 rd Thursday of the month	Attend electronic meeting.	<ul style="list-style-type: none"> • Panel Members • Manager Development Control and/or relevant Team Leaders • Governance Officer
		Recording of the panel's decisions and reasons, including recording of votes.	Chair
12noon	Friday after the meeting	To send completed 'Minutes of the Woollahra Local Planning panel Meeting' (Both 'Public Meeting' and 'Electronic Meeting' Minutes) to panel for confirmation after being reviewed by the Manager Development Control.	Governance Officer
-	ASAP following circulation of draft minutes	To finalise and confirm 'Minutes of the Woollahra Local Planning Panel' for placement on Council's website. Both 'Public Meeting' and 'Electronic Meeting' Minutes.	Chair and panel members
-	After confirmation of the Minutes by Chair	Upload to Council's website and/or Councillors Hub: <ul style="list-style-type: none"> - 'Public Meeting' and 'Electronic Meeting' Minutes and audio recording of the WLPP (Public Meeting) meeting, and - Signed declaration forms. 	Governance Officer
-	On completion of Minutes	To prepare resolutions to action the decisions of the WLPP and update the WLPP register.	Governance Officer