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| **Preliminary Briefing Agenda****Panel Name** |

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| --- | --- |
| PANEL REFERENCE, DA NUMBER & ADDRESS | [Panel Ref Number] – [DA#] - [address] |
| APPLICANT / OWNER |  |
| APPLICATION TYPE (DA, Concept DA, MOD, INTEGRATED, DESINGATED) |  |
| REGIONALLY SIGNIFICANT CRITERIA | Clause ##, Schedule 7 of the SRD SEPP: [type] |
| KEY SEPP/LEP | Seniors Housing SEPP, Affordable Housing SEPP, LEP etc |
| CIV | $#### (excluding GST) |
| BRIEFING DATE | Select Date |

**ATTENDEES**

|  |  |
| --- | --- |
| APPLICANT |  |
| PANEL MEMBERS |  |
| COUNCIL OFFICER |  |
| CASE MANAGER |  |
| PLANNING PANELS SECRETARIAT |  |

**AGENDA**

1. Introductions (5 minutes)
2. Applicant introduces proposal (5/10 minutes)
3. Council provides high level overview of proposal (5/10 minutes)
4. Preliminary key issues for Public Exhibition and Council assessment (5/10 minutes)
5. Next steps (5/10 minutes)