

Planning Panels

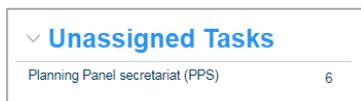
Quick Reference Guide for the Secretariat

June 2019

Locating and opening a Planning Panels Secretariat case

When a Planning Panels Secretariat (PPS) case is submitted by council, a notification will be sent to your generic email address advising of a new Planning Panel meeting.

- a. Click on the unassigned tasks in the top right corner of the dashboard and open the Planning Panel Secretariat (PPS).



- b. Click on the PPS reference number to open the case.



Performance	Days Lapsed	Submitted Date	Reference Number	Site Address	Status	Application Type
		4/06/19	PPSSWC-243	54 LADBURY AVENUE PENRITH 2750	Submitted	Planning Panels
		17/05/19	PPSSWC-148	54 LADBURY AVENUE PENRITH 2750	Submitted	Planning Panels

Registration

- a. Perform a completeness check
- b. Enter the required data and click Submit
- c. Select the documents to be published and click Submit
- d. Check the box provided to publish the details on the website



Note: The Development Application details by scrolling down and selecting the tabs.



Planning Panels

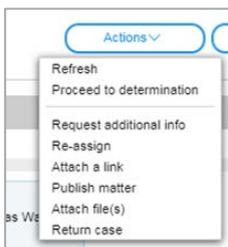
Quick Reference Guide for the Secretariat

June 2019

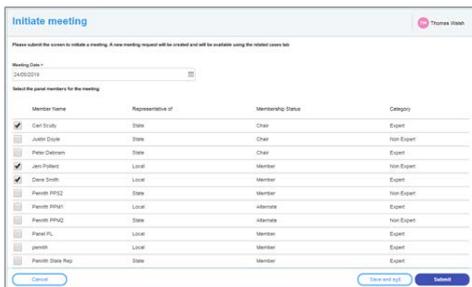
Determination

When you are satisfied that all meetings have been held you can proceed to determination.

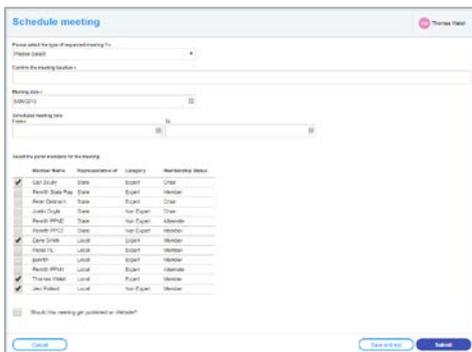
- a. From the actions button the dropdown box in the top right corner and select proceed to determination and click Submit to continue



- b. Select the meeting date, the panel members for the meeting and click Submit to continue



- c. Schedule the meeting by entering the meeting arrangements and logistics.



- d. Check the box to publish the meeting to the website and click Submit to continue.

Planning Panels

Quick Reference Guide for the Secretariat

June 2019

Capture determination meeting outcome

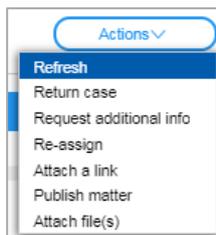
- a. Enter the meeting outcome in the text box provided.
- b. Upload a document under the following category (if required).
 - Meeting record
 - Determination
 - Completed declaration form
 - Other
- c. Submit to continue.



Note: If you do not need to initiate a meeting move to the post meeting.

Actions

During the process, the following actions will be available to you.



- Refresh – Refreshes the screen if actions have been made.
- Return case – Returns the case to the council.
- Re-assign – Re-assign the case to a different member of the team.
- Attach a link – Attaches an external link against the PPS.
- Publish Matter – Provides the ability to publish documents to the website.
- Attach a file (s) – Attaches file to the PPS.

Planning Panels

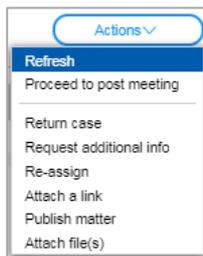
Quick Reference Guide for the Secretariat

June 2019

Post meeting

Once the determination is complete, proceed to post meeting.

- a. Click the dropdown box in the top right corner and select Proceed to post meeting.



Note: The drop-down menu will show the options you can perform depending on the stage of the case you are up to.

- b. Provide the post meeting details
- c. Select the meeting date and the panel members
- d. Click Submit to continue at which time the Planning Panel Secretariat will be determined.

Related Cases

To find any meetings related against a planning panel click on the related cases tab.

Application details		Completeness check details		Documents	Links	Action summary	Related Cases	Meeting Summary
Description							ID	Status
Planning Panels							PPSSWC-240	Under assessment
Meeting							MTG-320	Completed

If you need more information:

If you need assistance, please contact epanning@planning.nsw.gov.au