













- Organising and managing engagement with key stakeholders and the wider community
- Keeping Panel members briefed on key communications with key stakeholders and the public;
- Prepare and distribute agendas for Panel meetings
- Maintain records of process used, options considered, key decisions made by the Panel and reasons for decisions, so that the decision making process can be clearly understood.

#### **10. Conflicts of Interest**

Conflicts of interest should be declared at the start of Panel meetings.

#### **11. Reporting**

- Minutes of Panel meetings will be taken
- A report to Council with a recommendation will be prepared by staff on behalf of the Panel summarising the options considered and the reasons supporting the recommended option.