

Waverley Independent Planning Panel

Draft GUIDELINES



These guidelines are issued pursuant to Section 3 of the Charter of the Waverley Independent Planning Panel (the "Panel") and shall remain in force in their present form unless and until any one or more of these guidelines is altered, amended, varied, replaced or superseded by some subsequent guideline or set of guidelines.

Before the public meeting

1. Any resident, objector, applicant or supporter wishing to address the Panel at any meeting of the Panel must register with the Panel Co-ordinator on 9369 **TBC** or via email to **TBC**@waverley.nsw.gov.au by 12 noon on the day before the meeting their intention to do so.
2. Unless the Panel otherwise permits, any such person must have already lodged a written submission on the subject development application OR must no later than 24 hours prior to the meeting provide a written summary (no longer than one A4 page) of the matters upon which the person wishes to address the Panel. Documents, plans, etc, which have not been submitted as outlined above will not be received or considered by the Panel at the meeting.

Site inspections

3. Site inspections are to be held ordinarily in respect of each matter that is to come before any meeting of the Panel or when otherwise considered necessary by the Panel. Site inspections shall not take place except as a Panel, and shall, so far as practicable, be held on the same day as the meeting of the Panel at which the particular matter is to be considered.
4. Unless otherwise determined by the Panel in any particular case, any one site inspection shall ordinarily be held and concluded within 20 minutes.
5. Appropriate planning staff of Council shall accompany the Panel on site inspections.
6. Site inspections are not to be used for lobbying, but as means of procuring probative material for the purpose of good administrative decision making. Site inspections are for the Panel to acquaint themselves with the site and relevant issues and conversation/dialogue will not be entered into except in clarification through the Chairperson.

The public meeting

7. The Panel will meet on the **TBC** day of the month at **TBC** time in the Waverley Council Chambers on Bondi Road, cnr Paul Street, Bondi Junction.
8. Agendas for meetings are to be publicly available 6 days preceding the meeting.
9. Speakers at the public hearing of the Panel shall be heard in the following order:
 - (a) Any objectors or other persons who wish to make submissions or representations; and then
 - (b) The applicant or the applicant's representative; or

Unless through the Chairperson any Panel Member wishes to clarify any matter with the speaker or Council Officer.

10. A person is not entitled to be legally represented at any meeting of the Panel unless the Chairperson grants permission in any particular case. On granting any such permission the Chairperson shall have regard to the following matters;
 - (a) the nature and complexity of the matter and whether it involves a question of law,
 - (b) whether the person has the capacity to present their submission without legal representation, and
 - (c) such other matters as the Chairperson considers relevant.
11. Unless the Panel otherwise permits, no resident, objector, applicant or supporter who addresses the Panel at any meeting of the Panel may speak for more than 3 minutes in respect of any one matter before any particular meeting.
12. The Chairperson shall be 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 its functions.
13. A person, whether a member of the Panel or a member of the public, shall not speak while another person is speaking or otherwise interrupt that person while speaking. Nothing in this guideline prevents a member of the Panel from raising a point of order in the manner otherwise relevantly applicable to meetings of the Council.
14. Following the address from residents, objectors, applicants and supporters as above for each matter, the Panel will deliberate for the express purpose of deciding upon its findings, conclusions and decisions. There is to be no interjection or further debate from the members of the public except at the express request from Panel members through the Chairperson.
15. Determinations and any relevant decision of the Panel shall be by a majority of votes of members present at a meeting and entitled to vote. If votes are tied the Chairperson will have the casting vote. Voting is to be recorded for the public record.

After the public hearing

16. Minutes of the Panel are to be made publicly available by 9:00am on the day immediately following the meeting.
17. The Decision Notice will be prepared on the day immediately following the meeting.