

INNER WEST PLANNING PANEL (IWPP) OPERATIONAL GUIDELINES

INTRODUCTION

1. These guidelines are issued under the Inner West Planning Panel Charter and should be read in conjunction with the Charter. They shall remain in force in their present form unless amended and may be periodically reviewed.

BEFORE THE MEETING

2. Agendas for Panel meetings will be made publicly available on Council's website at least 5 days prior to the meeting.
3. Any interested person including the submitter(s), applicant(s) or their representatives(s) wishing to address the Panel at any meeting of the Panel must register with the Panel Coordinator via email iwpp@innerwest.nsw.gov.au, by 12 noon on the business day before the meeting of their intention to do so.
4. Unless the Panel otherwise permits, any person wishing to address the Panel must have already lodged a written submission on the subject development application. In the case of someone who has not previously lodged a submission, that person must provide a written summary (no longer than one A4 page) of the matters that the person wishes to address the Panel about, no later than 12 noon on the business day prior to the meeting.
5. Additional submissions from either applicants or submitters shall be no greater than one A4 page (in total), and must be confined to the specific matters upon which the person seeks to address the Panel. These must be submitted no later than 12 noon on the business day prior to the meeting. Additional documents, reports and amended plans will not be received or considered by the Panel at the meeting.

SITE INSPECTIONS

6. Site inspections are held ordinarily in respect of each matter that is to come before any meeting of the Panel and when 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.
7. Unless otherwise determined by the Panel in any particular case, any one site inspection shall ordinarily be held and concluded within 20 minutes.
8. Council officers may accompany the Panel on-site inspections as appropriate.
9. The Panel will meet ordinarily at 9am at a nominated service centre of the Inner West Council on the day of the meeting as notified in the agenda, or as otherwise determined by Council, to commence site inspections as a group.
10. Site inspections are open to the people who made submissions within the notification area.

11. Site inspections are not to be used for lobbying, but as means of procuring information 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 Panel is not to receive or invite formal presentations or submissions at site meetings. All presentations and submissions are to occur only in the formal Panel meeting.
12. The Panel will ordinarily visit the street and local environment and on a case by case basis any other location that the Panel considers necessary to understand the application and its context.
13. Adjoining and/or affected properties may be visited by the Panel only if the submitter has first registered their interest for an inspection or if the Panel otherwise agrees to do so at their discretion. It is not a requirement for the Panel to visit or enter every submitter's property to inform their assessment.

THE PANEL MEETING

14. The public meeting of the Panel will generally meet on the second Tuesday of each month. The location of the meetings may rotate between the Leichhardt, Petersham and Ashfield Service Centres and the exact location of each Panel meeting will be notified via the agenda.
15. The General Manager may call extraordinary meetings or cancel a Panel meeting.
16. Speakers at the public hearing of the Panel shall be heard in the following order:
 - Any submitters or other persons who wish to make representations; and then
 - The applicant or the applicant's representative.

The Chairperson or any Panel Member may seek to clarify any matter with the speaker or Council Officer.

17. 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:
 - 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 Chairperson considers relevant.
18. Unless the Panel otherwise permits, any person who addresses the Panel at any meeting of the Panel may speak for no more than 3 minutes in respect of any one matter before any particular meeting. The Chairperson may exercise discretion and allow for an extension of time, subject to the general agreement of the Panel, as required to ensure all issues are properly considered.
19. Where there are a large number of submitters with a common interest, the Panel may hear a representative of those persons with a view to discharging its responsibilities in a timely manner.
20. 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.

21. 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.
22. Following the speaker's addresses, the Panel will ordinarily deliberate, conclude and determine the matter in the public (open) meeting. However the Panel may decide to adjourn briefly for the express purpose of deliberating if considered warranted. If this occurs, the Panel will return to the public (open) meeting to conclude and determine the matter.
23. There is no further opportunity for debate with the Panel members or the applicant and/or their representatives and speakers are not allowed to enter into unsolicited comment or argument with the Panel.
24. Should the Panel resolve to request additional information or seek amendment of the application, the Panel may defer the application, providing a written request to the applicant with the reasons for deferral, a copy of which will be made available on Council's website the following business day.
25. 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 (including the names and vote of each Panel member when the vote is not unanimous) will be recorded in the minutes.
26. Should the Panel resolve to approve an application, the Panel shall provide consent conditions. The conditions may be based on the assessment officer's recommended conditions but may also add, delete or change conditions as considered necessary by the Panel. The reasons for the Panel's decision must be recorded in the minutes as part of the decision. Where the Panel goes against the officer's recommendation, the Panel must state the reasons.
27. If the Panel resolves to approve an application against the officer's recommendation, the application will need to be deferred for Council officers to prepare draft conditions of consent. Following consideration of draft conditions by all Panel members, the application may subsequently be determined by electronic means.

AFTER THE PANEL MEETING

28. Minutes of the meeting shall be endorsed by the Panel Chair.
29. Minutes of the Panel will ordinarily be made publicly available on Council's website within 3 business days following the meeting. Where email or postal addresses are available, submitters and any other registered speakers will also be advised of the Panel's decision.
30. Except where a matter is deferred, the applicant shall be provided with a Notice of Determination in accordance with the provisions of the Environmental Planning and Assessment Act and Regulations as soon as practicable.

(As adopted by Inner West Council 27 September 2016)