



*City of*  
**Norwood  
Payneham  
& St Peters**

## **DEVELOPMENT ASSESSMENT PANEL**

### **TERMS OF REFERENCE**

#### **1. ESTABLISHMENT AND FUNCTION OF THE DEVELOPMENT ASSESSMENT PANEL**

- 1.1 Pursuant to Section 56A of the Development Act 1993, the Council establishes a Development Assessment Panel to be known as the City of Norwood Payneham & St Peters Development Assessment Panel ("the Development Assessment Panel") for the purpose of acting as the "*relevant authority*" (as that term is defined in the Development Act 1993 ("The Act")) in respect of all development assessment matters.
- 1.2 To (at the Panel's discretion) provide advice and reports to the Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through the Panel's assessment of Development Applications under the Development Act.
- 1.3 To perform other functions apart from policy formulation functions, assigned to the Panel by the Council.

#### **2. OBJECTIVES**

- 2.1 At all times exercise and perform its powers and functions in accordance with the Development Act 1993 (as amended) and the Regulations there under.
- 2.2 Carry out the proceedings of the Panel in accordance with the meeting procedures outlined herein.
- 2.3 Maintain confidentiality where necessary whilst ensuring transparent and accountable decision making and a reasonable level of public accessibility.
- 2.4 Ensure accountability of individual Panel Members in relation to declaration of potential conflicts of interest.

#### **3. DEVELOPMENT ASSESSMENT ROLE**

- 3.1 Determine Development Applications in accordance with the powers and functions delegated to the Panel by the Council, pursuant to Section 20 of the Development Act 1993 (as amended) and the Terms of Reference prescribed below.
- 3.2 Provide comments or advice to the Development Assessment Commission on major matters submitted to the Council, where the Commission is the relevant planning authority.
- 3.3 Consider proposals for settlement on matters subject to appeal to the Environment, Resources & Development Court.

#### **4. RESPONSIBILITIES OF THE PANEL**

- 4.1 To determine procedures in relation to the conduct of the business of the Panel not already determined by the Development Act 1993 or the Development Regulations 2008.
- 4.2 The Presiding Member of the Panel shall be appointed by the City of Norwood Payneham & St Peters Council. The Deputy Presiding Member shall be appointed by the Panel. In the absence of the Presiding Member and Deputy, the Panel will select, from the Members present, a Panel Member to preside at a meeting.
- 4.3 To hold meetings of the Panel in a place open to the public (subject to the power to exclude the public from meetings in accordance with the provisions of Section 56A(12)(a) of the Act).
- 4.4 To provide reasonable public access to both the agenda for and minutes of a meeting of the Panel.
- 4.5 The determination of an ordinary meeting schedule.
- 4.6 To ensure that accurate minutes are kept of its proceedings.

#### **5. REVIEW OF DELEGATED POWER AND FUNCTION**

- 5.1 The Council will review annually the delegated powers and functions of the Panel.
- 5.2 The annual review report will cover, as a minimum, the following matters:
  - (i) the level of attendance of Panel Members at Panel meetings;
  - (ii) the Panel's activity and performance in making decisions; and
  - (iii) comment on analysis of policy or process that are relevant to the Panel's assessment functions and suggesting improvements.

#### **6. MEMBERSHIP AND CONDITIONS OF APPOINTMENT**

- 6.1 Membership of the Development Assessment Panel shall consist of Nine (9) Members comprising:
  - (i) Four (4) Elected Members of the City of Norwood Payneham & St Peters; and
  - (ii) Five (5) Specialist External Members having qualifications and or experience in one or more of the following disciplines:
    - heritage architecture;
    - urban design;
    - architecture;
    - landscape architecture;
    - horticulture;
    - environmental planning;
    - town planning;
    - social geography;
    - traffic engineering;
    - social history; or
    - environment and planning law
- 6.2 Of the five (5) Specialist External Members, the Council shall select one (1) to be Presiding Member and the Council shall determine the term of that appointment.

- 6.3 The Presiding Member must have a reasonable knowledge of the operation and requirements of the Act.
- 6.4 The Membership of the Panel comprises the following:

**Presiding Member**

Mr Terry Mosel

**Council Members**

Cr Carlo Dottore

Cr Kevin Duke

Cr John Frogley

Cr Evonne Moore

**Specialist External Members**

Ms Jenny Newman

Mr Phil Smith

Mr Don Donaldson

Ms Fleur Bowden

- 6.5 Conditions of Appointment shall include:
- (a) All Members of the Panel are appointed to the Panel by the Council for a period until the end of the current term of the Council in December 2017, or until removed from membership of the Development Assessment Panel by resolution of the Council, whichever occurs first:
- (b) All Members of the Panel may be re-appointed at the expiration of their initial term of appointment.
- (c) The Presiding Member shall be paid a sitting fee of \$500.00 per scheduled meeting of the Development Assessment Panel. All Specialist External Members shall be paid a sitting fee of \$400.00 per scheduled meeting of the Development Assessment Panel. The sitting fee shall be paid on the basis that the following (but not limited to) services will be provided:
- view of all development sites to be considered;
  - review of the agenda for each meeting;
  - assessment of the applications against the provisions of the Development Plan;
  - attendance at every Panel meeting (other than when absent on reasonable grounds); and
  - discussions with Council Officers regarding alternate recommendations or queries in relation to agenda items.
- (d) Elected Members shall not receive a sitting fee.
- (e) The Deputy Presiding Member, when sitting as the Presiding Member, shall be entitled to payment of a sitting fee at the Presiding Member rate, in lieu of their regular remuneration as a sitting member, except in the event that the Deputy Presiding Member position is occupied by an Elected Member, in which case there shall be no sitting fee.
- (f) Specialist External Members shall be paid a fee of \$150 for Council organised workshops or training sessions, other than brief sessions immediately proceeding or preceding a scheduled meeting of the Panel.
- 6.6 All Members of the Panel must comply with the provisions of Section 56(A)(7) and (8) of the Development Act 1993, namely, the requirement to disclose a direct or indirect personal or pecuniary interest.
- 6.7 Pursuant to Section 56(A)(10) of the Development Act 1993, a Member of the Panel incurs no liability for an honest act done in the exercise or performance, or purported exercise or performance, of powers or functions under Division 4 of Part 4 of the Act. A liability that would, but for this indemnity, attach to a Member of the Development Assessment Panel attaches instead to the Council.

- 6.8 The Office of a Member of the Panel becomes vacant if a member:
- dies; or
  - completes a term of office and is not re-appointed; or
  - resigns by written notice addressed to the Council; or
  - is removed from office by the Council in accordance with Clause 7.2; or
  - becomes bankrupt or applies to take the benefit of a law for the relief of insolvent debtors; or
  - is convicted of an indictable offence punishable by imprisonment.
- 6.9 On the office of a Panel Member becoming vacant, a new Member will be appointed by the Council in accordance with all relevant legislative requirements.
- 6.10 A Panel Member whose term of office has expired, may nevertheless, continue to act as a Member for a period of up to six (6) months until he or she is re-appointed, or a successor is appointed (as the case may be).
- 6.11 The Development Assessment Panel and Members of the Panel, are subject to the complaint and review procedures set out in Chapter 13 Part I of the Local Government Act 1999, in relation to their duty of disclosure of direct or indirect personal or pecuniary interests.

## **7. REMOVAL OF A MEMBER**

- 7.1 Non-compliance with Section 56(A)(7) of the Development Act 1993, will constitute grounds for the removal of a Member from the Panel by the Council.
- 7.2 Notwithstanding Clause 7.1, the Council may remove a Member of the Panel from office for any one of the following reasons:
- failure to declare or disclose a direct or indirect pecuniary interest in a matter before the Panel;
  - breach of, or failure to comply with, the conditions of appointment;
  - misconduct;
  - neglect of duty;
  - incapacity or failure to carry out satisfactorily the duties of his or her office;
  - failure to comply with the requirements to disclose a Panel Member's financial interests;  
or
  - a breach or failure to comply with a Code of Conduct, prescribed under Section 21A of the Act.

- 7.3 Subject to giving a Member of the Panel an opportunity to be heard, or to make a written submission, the Council may resolve to remove a Member upon a charge of misconduct detrimental to the interests of the Panel.
- 7.4 Particulars of the charge shall be communicated to the Member at least one (1) calendar month before the meeting of the Council at which the matter will be determined.
- 7.5 The determination of the Council shall be communicated to the Member and in the event of an adverse determination, the Member shall cease to be a member fourteen (14) days after the Council has communicated its determination to the Member.

## **8. PUBLIC OFFICER**

- 8.1 The Council has appointed the Chief Executive Officer (or the person acting in that position from time to time) or his/her delegate, as the public officer for the purposes of Section 56A(22) of the Act.

## **9. GENERAL TERMS OF REFERENCE**

- 9.1 In accordance with the delegations conferred by the Council, the Development Assessment Panel is responsible for assessing and determining the following, other than where the matter relates to a type of development that falls within Schedule 4 of the *Development Regulations 2008* or that is a complying form of development by virtue of Section 35(1b) of the *Development Act 1993*;

- any Development Application classified as Category 3, except where such Applications relate to the installation of satellite dishes, solar panels, water tanks and similar structures, for which no representations opposing the proposal have been received;
- any Development Application classified as Category 2, to which there are unresolved representations opposing the development, relating directly to the component of the development that triggered the need for public notification;
- any Development Application of a form deemed to be non-complying (not including minor alterations and additions, or the decision to proceed to notification and assessment of the application);
- any Development Application for more than two dwellings on one allotment;
- any Development Application for two dwellings on one allotment which do not meet the relevant quantitative Development Plan criteria with respect to dwelling type, site area, site frontage, site coverage, height, setbacks, car parking and private open space, unless the Development Application fails only one of those criteria and both the Manager, Development Assessment and the General Manager, Urban Planning & Environment determine that the variation is very minor in nature;

- any new dwelling in an Historic (Conservation) Zone;
- Development Applications for land division to which there is no approved related development and which does not meet the relevant quantitative Development Plan criteria with respect to site area or site frontage, unless the Development Application fails only one of those criteria and both the Manager, Development Assessment and the General Manager, Urban Planning & Environment determine that the variation is very minor in nature;
- any Development Applications that seek to vary a Development Plan Consent which has previously been issued, provided that such Applications are processed in accordance with the Council's Policy relating to 'Applications to vary a previously issued Consent', adopted by the Council on 3 December 2012;
- any Development Application, where a Council Employee or an Elected Member or, in either case, a member of their immediate family<sup>2</sup>, own or have an interest<sup>3</sup> in the property, with the following exceptions:
  - any Development Application for the installation of satellite dishes, solar panels, water tanks, and similar structures;
  - any Land Division Development Application relating to a boundary realignment or the amalgamation of allotments; and
- any other Development Application which, in the opinion of staff, should be referred to the Panel for determination

#### Notes

<sup>1</sup> In the event that the Development Plan contains two or more conflicting criteria, the relevant quantitative Development Plan criteria will be the higher order criteria (i.e. Policy Area criteria prevails over Zone criteria and Zone criteria prevails over City-wide criteria).

<sup>2</sup> An immediate family member for the purpose of this clause is defined as a persons parents, step-parents, siblings, spouse, children, step-children, foster children, in-laws, sibling in-laws, grandparents, grandchildren, aunts, uncles, nieces, and nephews.

<sup>3</sup> An 'interest' in a property for the purpose of this clause is defined as a person receiving or having a reasonable expectation of receiving a direct or indirect pecuniary benefit or a non-pecuniary benefit."

- 9.2 In the performance of its functions, the Development Assessment Panel shall act at all times in strict accordance with relevant legislation (being the Development Act 1993 and the Development Regulations 2008) and with written policies, guidelines and protocols of the Council which are relevant to the Development Assessment Panel.

- 9.3 The Development Assessment Panel shall meet on the third Monday of each month in the Mayor's Parlour, at 175 The Parade, Norwood or on another day of the month as determined by the Panel. In the event of a public holiday and or the re-scheduling of a Council meeting, the Panel meeting will be held on the third Wednesday of the month or as otherwise determined by the Chief Executive Officer in consultation with the Presiding Member. In the event that the Mayor's Parlour is not well suited to a particular meeting of the Panel, an alternative venue will be determined by the Presiding Member in consultation with the Chief Executive Officer.
- 9.4 A special meeting of the Development Assessment Panel, may be called by the Presiding Member, or any three (3) Members of the Panel. The Chief Executive Officer must be provided with an agenda for the meeting at the time of the request, or the request will be of no effect. The Chief Executive Officer must deal with a request for a special meeting of the Panel in the same manner as a request for a special meeting of the Council.
- 9.5 For the purpose of Section 56A(2)(b) of the Development Act 1993, the Council determines not to impose any specific reporting and accountability requirements in addition to the annual review of the Panel's activities and requiring that all Members of the Council are provided with a copy of the minutes of meetings of the Development Assessment Panel within five (5) days of a meeting of the Development Assessment Panel.

## **10. QUORUM**

- 10.1 A quorum for a meeting of the Development Assessment Panel, shall be the total number of members of the Development Assessment Panel in office, divided by two (2) (ignoring any fraction) and adding one (1) and no business shall be transacted at a meeting unless a quorum is present.
- 10.2 In the event that a quorum is not present within thirty (30) minutes of the commencement time for a meeting, business listed on the Agenda will be dealt with at the next meeting of the Panel.

## **11. NOTICE OF MEETINGS**

- 11.1 Written notice of a meeting of the Development Assessment Panel, must be given to each Member of the Panel at least three (3) clear days before the date of the meeting. The notice must set out the date, time and place of the meeting, be signed by the Chief Executive Officer of the Council and contain, or be accompanied by the agenda for the meeting. The notice may be given to a Member of the Development Assessment Panel –
- (a) personally; or
  - (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the member or to another place authorised in writing by the member; or
  - (c) by leaving the notice for the member at an appropriate place at the principal office of the Council, if authorised in writing by the member to do so; or
  - (d) by a means authorised in writing by the member as being an available means of giving notice (eg. facsimile or email transmission).
- 11.2 A notice that is not given in accordance with sub-section (11), is taken to have been validly given, if the Chief Executive Officer considers it impracticable to give the notice in accordance with that sub-section and takes action the Chief Executive Officer considers reasonably practicable in the circumstances to bring the notice to the attention of the member.
- 11.3 The Chief Executive Officer must maintain a record of all notices of meetings given under this clause to members of the Council.

## **12. SPEAKING, DEBATE & DECISION MAKING**

- 12.1 A Member of the Panel must not speak for longer than five (5) minutes at any one time without leave of the meeting being granted.

Leave of the meeting can be sought by a Panel Member through verbal request or a motion which is moved and seconded.

Leave of the meeting is granted after the majority of Members present have indicated agreement when agreement is sought by the Presiding Member, or when a vote is carried on a motion that is moved and seconded.

- 12.2 Clarification or comment from staff members present at the meeting, can be sought by any Member of the Panel prior to discussion on any matter.
- 12.3 Prior to calling for a motion, the Presiding Member in facilitating comment/discussion, will utilise his/her discretion, to allow discussion of any matter and to conclude the opportunity for discussion/comment only after each Panel Member present at the meeting, has been provided with the opportunity to speak.
- 12.4 An outcome to comment or discussion must be given effect by and shall only be valid when presented as a motion by a mover and seconder.
- 12.5 A motion will lapse if it not seconded at the appropriate time.
- 12.6 A Panel Member may speak once to a motion and any subsequent amendment.
- 12.7 When a motion has been moved and seconded, a Member may speak once to debate or to move an amendment to the motion.
- 12.8 A mover and or seconder of a motion, may not at a later stage of debate, move an amendment to the motion.
- 12.9 The mover and or seconder of a motion or an amendment, may speak at the time of moving and or seconding the Motion.
- 12.10 A Panel Member having spoken to a motion or an amendment, may not move an amendment at a later point in debate.
- 12.11 The mover of a motion or amendment, may sum up on the motion or amendment, prior to a vote being taken.
- 12.12 When the Panel has adopted an amendment to the motion, the mover of the motion, may sum up prior to the vote being taken on the motion as amended.
- 12.13 The Presiding Member will request each Member to vote on a motion or amendment and then declare the outcome at the conclusion of the matter.
- 12.14 At the conclusion of debate, the original motion (or as amended) will be put to a vote by the Presiding Member. If carried, the Panel has determined the matter. If lost, the Presiding Member will call for an alternate motion to be moved and seconded to enable the Panel to determine the matter.
- 12.15 The mover of a motion or amendment, may with the consent of the seconder, request leave of the meeting to be granted to vary, alter or withdraw the motion or amendment.

## **13. PROCEDURAL REQUIREMENTS**

- 13.1 The Panel will determine procedure in relation to the conduct of the business of the Panel not already determined by the Development Act 1993 or the Development Regulations 2008, or by these Terms of Reference.



- 13.2 All meetings of the Development Assessment Panel will be conducted in accordance with the Development Act and these Terms of Reference.
- 13.3 Meetings of the Development Assessment Panel and deliberations upon matters by it, will occur in public except where the Panel determines to exclude the public in accordance with the provisions of Section 56A(12) of the Development Act 1993.

The Panel may exclude the public from attendance –

- (a) during so much of a meeting as is necessary to receive, discuss or consider in confidence any of the following information or matters:
- (i) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
  - (ii) information, the disclosure of which –
    - (A) could reasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and
    - (B) would, on balance, be contrary to the public interest;
  - (iii) information the disclosure of which would reveal a trade secret;
  - (iv) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
    - (A) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
    - (B) would, on balance, be contrary to the public interest;
  - (v) matters affecting the safety or security of any person or property;
  - (vi) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the rights to a fair trial;
  - (vii) matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
  - (viii) legal advice;
  - (ix) information relating to actual litigation, or litigation that the panel believes on reasonable grounds will take place; or
  - (x) information the disclosure of which –
    - (A) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (being an employee of the council, or a person engaged by the council); and
    - (B) would, on balance, be contrary to the public interest.
- 13.4 The public will only be excluded from attendance at a meeting or portion of a meeting of the Panel, through a decision voted upon and carried by the Panel Members. The decision of the Panel will be recorded in the minutes of the meeting.
- 13.5 Prior to the release of a copy of the Minutes of a meeting, the Panel may exclude from the minutes, information relating to any matter dealt with on a confidential basis by the Panel.
- 13.6 All decisions of the Development Assessment Panel, shall be made on the basis of a majority decision of the Members present at the Panel meeting. Each Member of the Panel who is present at a meeting, unless a conflict of interest arises, must vote.

Voting in favour and then against a motion or amendment, as requested by the Presiding Member, shall be by a show of hand.

13.7 Subject to a Member of the Development Assessment Panel having a direct or indirect personal or pecuniary interest in accordance with Section 56A(7) and (8) of the Development Act 1993, each Member present at a meeting of the Development Assessment Panel, must vote on a question arising for decision.

13.8 A Panel Member who has a direct or indirect personal or pecuniary interest in a matter before the Panel (other than a direct interest that exists in common with a substantial class of persons);

- must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the Panel; and
- must not take part in any deliberations or decisions of the panel on the matter and must be absent from the room when any deliberations are taking place or decision is being made.

A Member of the Panel will have an interest if an associate of the Member has an interest in the matter.

13.9 A Panel Member who has provided advice or assistance to an Applicant or representor in relation to a Development Application or related matter, which subsequently comes before the Panel for assessment and determination;

- must, as soon as he or she becomes aware that the Panel will need to assess and determine the Application or related matter, clearly state the nature of the advice and/or assistance rendered to the Applicant or representor in writing to the Presiding Member, before the Application is considered by the Panel; and
- must not take part in any deliberations or decisions of the Panel on the Application or related matter and must be absent from the room when any deliberations are taking place or a decision is being made.

A Panel Member must also comply with the requirements of this Clause if a member of their immediate family (as defined in Clause 9.1 of the Panel's Terms of Reference) has provided advice or assistance to an Applicant or representor in relation to a Development Application or related matter, which then comes before the Panel for assessment and determination.

13.10 All Members (including the Presiding Member) of the Development Assessment Panel, shall have a deliberative vote and in the event of an equality of votes, the Presiding Member (or any Member acting in the position) shall have a casting vote.

13.11 Except as otherwise provided by these Terms of Reference and with the exclusion of Regulation 6, (Application of Part), 7, (Discretionary Procedures, 12 (Deputations), 13(3) Recision Motions), 18, (Divisions) and 19 (Tabling of Information) of the Local Government (Procedures at Meetings) Regulations 2013, the meetings of the Development Assessment Panel shall be conducted in accordance with the Local Government (Procedures at Meetings) Regulations 2013, or as varied from time to time by the Panel.

13.12 If the Presiding Member of the Development Assessment Panel is absent from a meeting (or part of a meeting) of the Panel, the Deputy Presiding Member will preside at the meeting. In the absence of the Deputy Presiding Member, another Member of the Panel, elected from those present at the meeting, will preside at the meeting.

13.13 The Chief Executive Officer (or delegate), is responsible for ensuring that accurate minutes are kept of all proceedings of the Panel. The minutes must include any disclosure of an interest pursuant to Section 56A(7) of the Development Act 1993.

13.14 An agenda listing items of business and associated reports, will be made available in hard copy to the public at the Council's main Administrative Office at 175 The Parade, Norwood and in the Council's Libraries by 12 noon on the Friday prior to the meeting and on the day

of the meeting at the meeting venue. Agendas including reports (but excluding attachments) will also be available on the Council's website by the above-mentioned day and time.

- 13.15 Items of business may be reported on verbally at the meeting, distributed in hard copy with the Agenda or tabled at the meeting and each report to the Panel requiring a determination, will contain a recommendation providing a direction for discussion.
- 13.16 In all of its dealings and activities, the Members of the Panel shall act at all times in accordance with a relevant Code of Conduct, as determined by the Council or the Minister for Planning.
- 13.17 Meetings of the Panel shall conclude at 11.00pm. In the event that matters are outstanding the meeting will be adjourned to reconvene on the fourth Monday of the month or as determined by the Chief Executive Officer in consultation with the Presiding Member. However, the Presiding Member may use his/her discretion to extend the meeting by 15 minutes, provided that all Panel Members are in agreement to extend the meeting and provided that, in the opinion of the Presiding Member, there is a reasonable chance that the Panel's business will be concluded by 11.15pm.
- 13.18 As determined by the Presiding Member, meetings of the Panel may involve teleconferencing.
- 13.19 The Development Assessment Panel will hear verbal submissions from representors in relation to Development Applications classified as Category 2 and 3 for public notification purposes, pursuant to Section 38 of the Development Act 1993, provided that the representor has indicated a desire to address the Development Assessment Panel in their written representation. The Development Assessment Panel will also hear verbal submissions from applicants of Category 2 and Category 3 Development Applications, but only in instances where an applicant is responding to a verbal submission made by a representor.

The Development Assessment Panel will not hear submissions from representors or applicants in relation to applications categorised as Category 1 for public notification purposes, pursuant to Section 38 of the Development Act 1993.

Speakers must not exceed five (5) minutes without leave of the meeting being granted.

- 13.20 In the event that the Panel seeks to defer the determination of a Development Application, it should only do so for one or both of the following reasons:
  - i. where the current proposal is deemed to insufficiently accord with the Development Plan such that it does not warrant consent in its current form, in order to request an Applicant to consider amending their proposal to overcome certain clearly specified concerns, provided that the nature and extent of the amendments do not change the essential nature of the proposed development and that in the case of a Category 2 or 3 Development Application, public notification and agency referral is repeated in the event that the changes are substantial; and/or
  - ii. where insufficient information is provided to enable a suitably informed decision to be made and is of such fundamental importance to the proposal that it cannot be dealt with by way of condition.
- 13.21 Panel Members shall use their best endeavours to contact staff prior to meetings of the Panel if matters of clarification are sought. Any Member can request clarification from Council staff and the matter will be clarified at the earliest possible opportunity.
- 13.22 Panel Members shall not disclose their views or vote, prior to meetings of the Panel to either an applicant or a representor, or any other interested party.
- 13.23 No Member of the Development Assessment Panel nor the Development Assessment Panel as a whole, shall meet informally with one another, an Applicant or a third party (other than the Council's Planning staff), to discuss or be presented with information on a matter that will be considered at a meeting of the Development Assessment Panel, nor express an opinion

on the merits of current applications, other than at a formally constituted meeting of the Panel at which the application is being considered.

- 13.24 Following the distribution of an Agenda to Panel Members, documents are not to be distributed to members of the Panel by other Panel Members, an applicant, representors or any other parties associated with a matter before the Panel, prior to or during meeting of the Panel, without the approval of the Presiding Member.

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<b>ADOPTION OF TERMS OF REFERENCE:</b>	18 January 2017
<b>LAST REVIEWED:</b>	January 2017
<b>TO BE REVIEWED:</b>	January 2018
<b>RESPONSIBLE OFFICER:</b>	Manager, Development Assessment

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VERIFIED AS CORRECT:



LISA MARA

**GENERAL MANAGER, GOVERNANCE &  
COMMUNITY AFFAIRS**



CARLOS BUZZETTI

**ACTING CHIEF EXECUTIVE OFFICER**

DATED..... 17/01/17 .....