

Council Assessment Panel

Operating and Meeting Procedures

Adopted by the CAP on 14 January 2026



ADELAIDE HILLS COUNCIL ASSESSMENT PANEL (CAP)

Operating and Meeting Procedures

Adopted by the CAP on

These Meeting Procedures are to be read in conjunction with:

- the meeting procedures contained within the *Planning, Development and Infrastructure (General) Regulations 2017 (Regulations)*; and
- the CAP's Policy for Assessment Panel Review of Decision of Assessment Manager

All meetings of the CAP will be held in public except for that portion of the meeting where the CAP resolves to exclude the public in accordance with the provisions of Regulation 13(2).

1. CAP MEETINGS

Ordinary Meetings

- 1.1 The business and meetings of the CAP will be coordinated by the Assessment Manager, in consultation with the Presiding Member.
- 1.2 Unless otherwise determined by the CAP, subject to there being business to consider and determine, ordinary meetings of the CAP will be held on the second Wednesday of each month at a time and venue as determined by the Assessment Manager.
- 1.3 Notice of an ordinary meeting will be given to all CAP Members by the Assessment Manager not less than three (3) clear business days prior to the holding of the meeting in accordance with clause 1.4
- 1.4 Notice of a meeting of the CAP must:
 - 1.4.1 Be in writing;
 - 1.4.2 Set out the date, time and place of the meeting;
 - 1.4.3 Be signed by the Assessment Manager;
 - 1.4.4 Contain or be accompanied by the agenda and any documents and/or reports that are to be considered at the meeting (in so far as practicable);
 - 1.4.5 Be given to a CAP Member personally, by post to a place authorised in writing by the Member or by email or by other means authorised by the Member as being an available means of giving notice;

- 1.4.6 Where attendance at the meeting is able to occur by electronic means (in whole or in part), include details of how to connect to the meeting; and
- 1.4.7 Where the meeting is to be live streamed for viewing by members of the public, include details of how to access and/or connect to the live stream.

1.5 A notice that is not given in accordance with clause 1.4 is taken to have been validly given if the Assessment Manager considers it impracticable to give the notice in accordance with that clause and, takes action that the Assessment Manager considers is reasonably practicable, in the circumstances, to bring the notice to the attention of the Member.

1.6 A copy of the agenda (including the attachments to reports) for all meetings of the CAP will be available for viewing by the public on the Council's website as soon as practicable after the time that notice of the meeting has been given to CAP Members.

1.7 The Assessment Manager may, with leave or at the request of the Presiding Member, include in the agenda an item to be considered at the meeting to which the agenda relates after notice of the meeting has been given to CAP Members. In such instance, the Assessment Manager shall provide an updated agenda and any documents and/or reports relating to that item to be considered at the meeting to Members as soon as practicable. The Assessment Manager will also make an updated agenda available to the public.

1.8 Members shall forward any questions or requested amendments in relation to the agenda items or staff recommendation wording to the Assessment Manager no less than 24 hours prior to the commencement of the meeting.

1.9 The Presiding Member may adjourn a CAP Meeting to a future date and time, unless the CAP resolves to continue the meeting.

1.10 A meeting may break for a specified time as determined by the Presiding Member.

Special Meetings

1.11 The Presiding Member, or two or more CAP Members, may by delivering a written request to the Assessment Manager require a special meeting of the CAP to be held. The written request must be accompanied by the agenda for the special meeting.

1.12 On receipt of a request pursuant to clause 1.11, the Assessment Manager must determine the date, time and place of the special meeting and give notice to all CAP members at least 24 hours before the commencement of the special meeting.

Meetings on Fire Danger Days in Bushfire Season

- 1.13 Catastrophic Fire Danger Day – should the CAP meeting day be declared a Catastrophic fire danger day, the Council office will be closed and the CAP meeting will not be held. The meeting will be deferred by the Assessment Manager in discussion with the Presiding Member to the next possible date when a quorum is available. CAP members, applicants and representors will be advised if the meeting is not being held after the fire danger rating is published on the CFS website for the Mount Lofty Ranges – Area 2 (usually between 4:30pm and 5pm ACST/ACDT) for the following day. The CFS website has a 4-day forecast of fire danger ratings which can be used as a guide.
- 1.14 Extreme Fire Danger Day – should the CAP meeting day be declared an Extreme fire danger day, the CAP meeting will proceed in the normal manner providing a quorum can be achieved. If a CAP member is unable to attend the CAP meeting in person they may attend the meeting by electronic means. The CAP member is required to email the Assessment Manager and Presiding Member of the intention to do so the day before the scheduled meeting.

2. DEPUTY MEMBERS

- 2.1 If a CAP Member is unable or unwilling to attend a meeting or part of a meeting, he or she must use his or her best endeavours to notify the Presiding Member and the Assessment Manager at his or her earliest opportunity.
- 2.2 If notification pursuant to clause 2.1 is given, the Assessment Manager may request a Deputy Member attend the meeting in place of the CAP Member for the meeting, or part of the meeting.
- 2.3 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Member.

3. DEPUTY MEMBERS ATTENDING THE CAP MEETING

- 3.1 If a Member provides sufficient notice, in advance of a meeting, that they are unavailable to attend a meeting, the relevant Deputy Member is to be notified by the Assessment Manager to attend and participate in that entire meeting.
- 3.2 If a Member has a conflict of interest in relation to an item on the meeting agenda and there is a risk that a quorum will not be achieved for that item, the Deputy Member is to be notified by the Assessment Manager to attend the meeting and participate for that item only.
- 3.3 The Assessment Manager will undertake all reasonable measures to ensure that Deputy Members are notified as required by clauses 3.1 and 3.2 above as soon as possible.
- 3.4 For clarity, if the Council Member appointed to the CAP is unavailable to attend a meeting, the Deputy Council Member who will be notified to attend the

meeting. If an independent Member of the Panel is unavailable to attend a meeting, the Deputy Independent Member who will be notified to attend the meeting.

4. ELECTRONIC MEETINGS

- 4.1 CAP meetings will be livestreamed on YouTube as a default position for the purpose of public access and transparency unless the CAP resolves otherwise, or where the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations.
- 4.2 One or more CAP Members may attend a meeting via electronic means.
- 4.3 A Member attending a meeting by electronic means is taken to be present at the meeting provided that the Member:
 - 4.3.1 can hear and, where possible, see all other Members who are present at the meeting;
 - 4.3.2 can hear and, where possible, see all representors (or their representatives) and applicants (or their representatives) who speak at the meeting;
 - 4.3.3 can be heard and, where possible, seen by all other Members present at the meeting; and
 - 4.3.4 can be heard and, where possible, seen by the person recording the minutes of the meeting.
- 4.6 Where a meeting occurs via electronic means, it will (to the extent that the public is not able to physically attend the meeting) be live streamed.
- 4.6 Where a meeting is being live streamed, the live stream must be disconnected only during those parts of the meeting during which the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations.
- 4.7 Where the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations, the Assessment Manager or a person nominated by the Assessment Manager shall ensure that all parties except for CAP Members disconnect from or are disconnected from the meeting.

5. COMMENCEMENT OF MEETINGS

- 5.1 Subject to a quorum being present, a meeting of the CAP will commence as soon as possible after the time specified in the notice of a meeting. A quorum is three (3) members for a CAP of five (5) members.

- 5.2 If the number of apologies received by the Assessment Manager or Presiding Member indicates that a quorum will not be present at a meeting, the Presiding Member will adjourn the meeting to a specified date and time.
- 5.3 If at the expiration of thirty minutes from the commencement time specified in the notice of the meeting a quorum is not present, the Presiding Member will adjourn the meeting to a specified date and time.
- 5.4 In the event that the Presiding Member is absent from a meeting, the Assessment Manager, or such other person as nominated by the Assessment Manager, will preside at the meeting until such time as the meeting appoints an Acting Presiding Member.
- 5.5 CAP members are to declare any conflicts of interest in relation to a particular item prior to that item being discussed.

6. ASSESSMENT OF DEVELOPMENT APPLICATIONS

The procedures in Part 5 of these Meeting Procedures relate only to the CAP's assessment of development applications under Part 7 of the PDI Act and Part 4 of the Development Act. NB: The procedures for determining an application for review of an Assessment Manager's decision are contained in the Assessment Manager Review Policy.

- 6.1 The Assessment Manager may in her or his discretion exclude:
 - 6.1.1 a representation or response to representation(s) which is received out of time;
 - 6.1.2 a representation or response to representation(s) which is otherwise invalid
- 6.2 The Presiding Member may in his or her discretion accept and allow to be considered by the CAP any new or additional material submitted by a representor or applicant. The CAP may defer consideration of the application to enable full and proper assessment of the further information.
- 6.3 Any material to be considered by the CAP pursuant to clause 6.2 must be provided to the applicant and/or representor(s) (as the case may be) in a matter directed by the Assessment Manager and those parties be provided with an opportunity to respond, either in writing or verbally, at the discretion of the Presiding Member in consultation with the Assessment Manager.
- 6.4 In relation to each application it considers, the CAP must:

- 6.4.1 Determine whether the proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant) and provide reasons for its determination; and
- 6.4.2 Provide reasons for granting or refusing development authorisation and for the imposition of any conditions¹ .

6.5 If the CAP determines that a proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant), it must refuse development authorisation of the application.

6.6 In relation to each application to be considered and determined by the CAP where there is hearing of representations:

- 6.6.1 A person who has lodged a representation in relation to a Category 2 or 3 application under the Development Act 1993 or an application for which notice must be given under the PDI Act which has not been excluded pursuant to clause 6.1 and who has indicated that they wish to be heard on their representation is entitled to appear before the CAP and be heard in support of their representation, in person or by an agent (excluding applications where there are only supporting representations of the proposal as decisions in this case are delegated to the Assessment Manager);
- 6.6.2 Where one or more representors are heard by the CAP, the applicant is entitled to appear before the CAP to respond to any relevant matter raised by a representor, in person or by an agent;
- 6.6.3 The CAP will hear representors in support of their representations first, and then the applicant's response to the representations;
- 6.6.4 At the discretion of the Presiding Member, where no representors appear at the meeting an applicant may be allowed to be heard in support of his or her application, in person or by an agent;
- 6.6.5 Representors and applicants will be allowed five minutes each to address the CAP. At the discretion of the Presiding Member, a party may be allowed additional time. Where a person is nominated to speak on behalf of a group of people, a maximum time of 20 minutes will be granted. In such an instance the applicant shall be granted the same amount of time as the group to respond to the representation;
- 6.6.6 All persons presenting to the CAP shall adhere to the *Guidelines and Protocols for Council Assessment Panel Meetings* and the *Presentation Procedures* as outlined in Attachments A and B;

¹ Reasons for conditions imposed relate only to the assessment of development applications against the Development Plan

- 6.6.7 Representors and applicants must avoid raising new material that has not been raised in their written submissions when appearing before the CAP. In rare circumstances where it is necessary for new information to be presented it should be forwarded to the Assessment Manager at least 5 business days prior to the meeting to allow distribution to relevant parties and CAP Members;
- 6.6.8 At the discretion of the Presiding Member and in consultation with CAP members and the Assessment Manager, any new information presented by any party at the CAP meeting may or may not be considered. The decision of the Presiding Member is final in this regard;
- 6.6.9 CAP members may ask questions and seek clarification from a representor or applicant who has addressed the CAP at the conclusion of their address; and ask questions of planning staff;
- 6.6.10 Representors will not be allowed a further opportunity to address the CAP once the applicant has concluded their response;
- 6.6.11 Following addresses from representors and the applicant, the Presiding Member will invite CAP Members to speak on any matter relevant to the application; and
- 6.6.12 At the conclusion of the CAP discussion, should the CAP defer a decision on the development subject to 8.3.6 when the development is considered at a subsequent CAP meeting the applicant and representors will not be heard again by the CAP unless the application has been re-advertised and a new hearing of representations is to be held. However, the Presiding Member may allow CAP Members to ask questions of the applicant or representor, who must limit their response to the question raised.
- 6.6.13 Clauses 6.6.1 to 6.6.4 are satisfied if a representor or applicant or, their agent (as the case may be) appears via electronic means. The Presiding Member may require that such appearance be via electronic means.

7. DECISION MAKING

- 7.1 Each Member present at a meeting of the CAP, including a Deputy Member who has been requested to attend the meeting or part of the meeting in place of a Member who is unable or unwilling to attend the meeting, is entitled to one vote on any matter arising for decision. If the votes are equal, the Presiding Member is entitled to a second or casting vote.
- 7.2 Matters arising for decision at a meeting of the CAP will be decided by a majority of the votes cast by Members present at the meeting and entitled to vote.

- 7.3 Where a consensus is reached the Presiding Member shall then call for a mover and a seconder and confirm the consensus by a show of hands
- 7.4 The Presiding Member may adjourn a meeting in the event of a disruption or disturbance by any person (including a CAP Member, applicant, representor or other member of the public) to a specified date and time.
- 7.5 The Presiding Member may ask a member of the public (including an applicant, representor or other member of the public) to leave or disconnect from a meeting where he or she is, in the opinion of the Presiding Member:
 - 7.5.1 Behaving in a disorderly manner; or
 - 7.5.2 Causing an interruption or disruption to the meeting.
- 7.6 Where a person is entitled or has been requested to appear before the CAP in relation to an application for review of an Assessment Manager decision (including the Assessment Manager or delegate), the person may appear by electronic means. The Presiding Member may require that any such appearance be via electronic means.

8. MINUTES AND REPORTING

- 8.1 The CAP must ensure that accurate minutes are kept of all meetings.
- 8.2 The Assessment Manager, or a person nominated by the Assessment Manager, will take minutes of all meetings.
- 8.3 The Minutes will record:
 - 8.3.1 The names of all Members present;
 - 8.3.2 The names of all Members from whom apologies have been received;
 - 8.3.3 The name and time that a Member enters or leaves the meeting;
 - 8.3.4 The name of a person who makes a verbal representation in relation to a development application; unless publishing the name of the person would create a serious risk to the safety of the person. A request to suppress the name of a person in this case must have been made with supporting documentation to the Assessment Manager at least five (5) business days prior to the CAP meeting.

- 8.3.5 Methods of attendance by all Members present and by every person who makes or responds to a representation;
- 8.3.6 The name of every person who appears in relation to an application for review of an Assessment Manager decision (including the Assessment Manager or delegate);
- 8.3.7 In relation to each development application:
 - 8.3.7.1 The determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and
 - 8.3.7.2 The decision of CAP but votes for/against will not be recorded.
 - 8.3.7.3 The reasons for refusal and for the imposition of any conditions²; and
- 8.3.8 In relation to each application for review of an Assessment Manager decision:
 - 8.3.8.1 The determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and
 - 8.3.8.2 The reasons for the CAP's decision under Section 203(4) of the PDI Act, including the reasons for the imposition of any new or varied conditions and
- 8.3.9 Where a decision is by majority vote, the decision and its mover and seconder, but not each Member's vote;
- 8.3.10 Where a decision is by the casting vote of the Presiding Member, it shall be recorded as Carried on the casting vote of the Presiding Member;
- 8.3.11 If an application is not determined by the CAP, the deferral of the application and the reasons for the deferral;
- 8.3.12 A decision to exclude the public from attendance pursuant to the Regulations;
- 8.3.13 Any disclosure of a direct or indirect pecuniary interest in any aspect of a development or anybody associated with any aspect of a

²Reasons for conditions imposed relate only to the assessment of development applications against the Development Plan

development made by a Member in accordance with Section 83(1)(g) of the PDI Act, and the nature of the interest;

8.3.14 Any disclosure of a conflict of interest made by a Member pursuant to the Code of Conduct adopted by the Minister under Clause 1(1)(c) of Schedule 3 of the PDI Act (Code of Conduct), and the nature of the interest; and

8.3.15 If a meeting is adjourned by the Presiding Member, the reason for the adjournment and the date and time to which the meeting is adjourned.

8.3.16 Where a decision is by the casting vote of the Presiding Member, it shall be recorded as Carried on the casting vote of the Presiding Member

8.4 Minutes of each meeting of CAP will be made available to each member of Council within three (3) business days of the meeting date.

8.5 A copy of the Minutes is to be included in the agenda for the next available ordinary meeting of Council.

8.6 Members of the public are entitled to access a copy of the Minutes within two (2) business days of the meeting date.

8.7 All minutes must be confirmed by the Presiding Member, in conjunction with the Assessment Manager, as being accurate prior to, or at the commencement of, the following CAP meeting. On adoption of the Minutes by CAP the Presiding Member will sign and date the Minutes.

9. RECORDING OF MEETINGS

9.1 The meetings of CAP will be livestreamed on Youtube and the livestream file will be kept for up to 24 hours as a draft record for the purpose of finalising accurate minutes.

9.2 Members of the media and public are not permitted to use a recording device to record any part of the meeting process unless authority is provided by way of a CAP resolution to allow this. To do so without authorisation would be a contravention of the Listening Devices Act 1972. A request to use a recording device to record deliberations or any part of the CAP meetings shall be made to the Assessment Manager or the Presiding Member prior to, or at the commencement of the meeting. The Presiding Member shall put the request to the CAP Members to vote on.

10. ADDITIONAL PROCEDURES

- 10.1 Insofar as any procedure to be followed by the CAP is not prescribed by the PDI Act and Regulations, the CAP's Terms of Reference, the Code of Conduct, Council Assessment Panel Review of Decisions of the Assessment Manager Policy or these Meeting Procedures - the CAP may by resolution determine the procedure for itself. Any such determination may be added to these Meeting Procedures.
- 10.2 The CAP may call for and consider such professional assistance from the Assessment Manager and, in consultation with the Assessment Manager, other professional advisors as it deems necessary and appropriate from time to time.
- 10.3 An applicant may not defer a development application from the meeting agenda after the agenda has been sent to CAP Members, unless the deferral is agreed to by the CAP Members at the meeting. The applicant must make this request in writing to the Assessment Manager with reason(s) for their request for deferral prior to the meeting.
- 10.4 Should a CAP Member receive by post, email, or other means information in relation to a development application being assessed by Council development assessment staff which may be referred for decision to CAP at a future time, then the CAP Member should immediately forward the information received to the Assessment Manager. The CAP Members should not acknowledge receipt of the information nor enter into discussion with the sender about the information received.
- 10.5 Should a CAP Member wish to take an extended leave of absence (e.g. for more than 2 consecutive meetings) then such a request shall be made in writing to the Council CEO and the Assessment Manager, who shall report the matter to Council for approval.
- 10.6 The CAP may revise the Meeting Procedures as and when required but as a minimum every two years or when a new CAP is appointed.

11. SITE INSPECTIONS

- 11.1 The Presiding Member may on occasion call for a site visit to be organised for CAP members in consultation with the Assessment Manager. Examples of where a site visit may be included are:
 - 11.1.1 Where the site of the development is not readily visible from the road and the topography of the land is not flat; or
 - 11.1.2 Where there are multiple opposing representations in relation to a commercial development and the potential impacts need to be considered further through a viewing; or

- 11.1.3 Where the CAP determine at the CAP meeting that there is an aspect of the proposed development or site that can only be clarified by a viewing and the CAP defer making a decision until the site visit has occurred.
- 11.2 All CAP Members shall adhere to the Site Meeting Protocol/Rules as outlined in **ATTACHMENT C**.

12. DEFINITIONS

The following definitions apply in relation to these Meeting Procedures:

- 12.1 *bushfire season* – as declared by the CFS Chief Officer for the Mount Lofty Ranges fire ban district and published in the Government Gazette before the declared date. Refer to the CFS website <https://www.cfs.sa.gov.au/warnings-restrictions/restrictions/fire-danger-season-dates-permits/#dates>
- 12.2 *connect* means able to hear and/or see the meeting by electronic means, including via a live stream;
- 12.3 *disconnect* means to remove the connection so as to be unable to hear and see the meeting;
- 12.4 *electronic means* using audio visual and/or audio and includes a telephone, a computer or other electronic device used for communication;
- 12.5 *live stream* means the transmission of audio and/or video from a meeting at the time the meeting is occurring.

13. AUTHORISATIONS

- 13.1 The CAP authorises the Assessment Manager or his/her delegate to undertake all administrative tasks associated with appeals of CAP decisions to the Environment, Resources and Development Court and the Supreme Court, including but not limited to appearing on behalf of the CAP at conferences and direction hearings and engaging legal representation and expert witnesses to represent the CAP.
- 13.2 Any compromise arising from an appeal shall be presented to the CAP for a decision.

Attachment A



Guidelines & Protocols for Council Assessment Panel Meetings

The Council, pursuant to Section 83 of *Planning Development and Infrastructure Act 2016* has established a Council Assessment Panel known as the Adelaide Hills Council Assessment Panel (hereafter referred to as “the CAP”) to assist the Council to exercise or perform its development assessment functions in accordance with the delegations that the Council has conferred upon it.

Where the CAP hears representors and/or the applicant

- (1) This should not be a debate but an opportunity for persons to summarise and/or respond to representations and to answer any questions that the CAP may have. The purpose of such representations and submissions is to ensure that the CAP is informed about any relevant planning issues with respect to any particular matter. The Presiding Member will restrict submissions and questions to the planning issues related to a particular matter.
- (2) Representors to the CAP, or their nominated spokesperson, will speak first followed by the applicant who will be invited to respond to the points made by the representors. Either party may speak on their own behalf or seek assistance from other persons such as lawyers, planning consultants or other advisors. Representations are to be limited to a maximum of 5 minutes per party but the Presiding Member has discretion to extend this for the purpose of questions from the CAP members or staff. Where a person is nominated to speak on behalf of a recognised group of people (e.g. a resident’s association or community group), then the Presiding Member shall upon request from such a group, have the ability to grant such a person more time as deemed appropriate (a maximum of 20 minutes) to speak in support of their representation. In such an instance the applicant shall be granted the same amount of time as the group to respond to representations.
- (3) Members of the CAP may ask the representors or applicant questions to clarify points of a planning nature only. Members of the CAP acknowledge that they should not use ‘leading questions’. Questions will only be initiated through the Presiding Member.
- (4) If all information is before the CAP, a decision will usually be made at the time the matter is considered. However, on occasions the CAP may defer the matter for whatever reason (e.g. to enable a site visit to occur or to seek further information to be obtained to fully address matters raised during consideration of the proposal). The development assessment staff may also require further time to complete the assessment where further information is sought.
- (5) The CAP will then deliberate on each item in public (unless it is a confidential matter pursuant to the provisions of Regulation 13(2) of the *Planning Development and Infrastructure (General) Regulations 2017*).

- (6) At the conclusion of the Hearing of Representations and the applicant's address, the CAP may either resolve to approve, refuse or for whatever reason, defer a decision on the application. When the application has been deferred and then brought back before the CAP for consideration, the applicant and representor(s) will not again be heard by the CAP unless the application has been readvertised and a new Hearing of Representations is to be held. However the Presiding Member may allow CAP Members to ask questions of the applicant or the representor who must limit their response to the question raised.
- (7) Where notice is given to representors in accordance with the requirements of the PDI General Regulations 2017 and the representor is not present at the scheduled meeting when the matter is to be considered, the CAP will not defer consideration of the matter to enable the representor to be present. Further, in the event the matter is deferred as contemplated in point (6) above, then the representor shall not have a right to be heard at the meeting where the matter is further considered.
- (8) Each matter of development assessment, whether it be an application for consent or the imposition or variation of conditions should be considered and determined individually upon its own merits.
- (9) The role of the CAP is not one of mediator or arbitrator for parties expressing divergent views but is as a decision maker charged with the responsibility of assessing each proposal (as presented) against the relevant Planning Rules or Development Plan provisions. It is a role that is inquisitorial rather than adversarial and may explore reasonable solutions to issues related to the proposal that affect other interested parties or third parties. However, the does not extend to redesigning or redefining a proposal or, finding alternative locations for a development. The CAP does not therefore have a role as a mediator or arbitrator at its meetings or otherwise between an applicant and representors.

Attachment B



Council Assessment Panel

Presentation Procedures

All persons presenting to the CAP shall adhere to the following Presentation Procedures when addressing the Council Assessment Panel (CAP):

1. Persons addressing the CAP shall give their full name, an indication as to whether they are speaking on their own behalf or for another person or a group. When responding to questions or providing information to the CAP, persons should address the Presiding Member and confine their response to the question.
2. The order of presentations will be as follows:
 - a. Council staff will present a video in relation to the item. Members of the CAP may then ask questions of clarification.
 - b. The representors to the application or their nominee will make their submissions followed by questions from the CAP.
 - c. The applicant or their nominee will make his/her submission, followed by questions from the CAP.
3. The representors and applicant are permitted a maximum of 5 minutes each for their presentations, and should allow time for questions from the CAP. Persons presenting to the CAP shall be succinct, avoid repetition and focus on key points, remembering the members of the CAP have a copy of their submission. The applicant will then be given an opportunity to respond to the representations made to the CAP. Where a person is nominated to speak on behalf of a recognised group of people (e.g. a resident's association or community group), then the Presiding Member shall upon request from such a group, have the ability to grant such a person more time as deemed appropriate (maximum of 20 minutes) to speak in support of their representations. In such an instance the applicant shall be granted the same amount of time as the group to respond to such representations.
4. The CAP will then deliberate on the matter and make its determination to approve, refuse or for whatever reason, defer a decision on the application.
5. It should be noted that the CAP will not tolerate any inflammatory, derogatory or racist comments and persons presenting to the CAP are requested to restrict their submissions to planning matters only.
6. It should also be noted that a petition cannot be accepted by the CAP and should be submitted to the Council for consideration at its next available ordinary meeting.

7. The use of slides, maps, videos, in addition to written and verbal submissions is permitted. It should be noted by persons presenting to the CAP that a copy of any information, photos, maps, plans, videos etc. presented to the CAP on the night is required for Council records. Persons requiring the use of audio-visual equipment shall advise staff at least a day before the scheduled meeting of their audio-visual requirements in order to facilitate the provision of these resources.
8. Representors are provided with only one opportunity to address the CAP. If a decision on a proposal is deferred by the CAP after the hearing of representations, advice of the new meeting date will be provided in writing but no further opportunity to address the CAP is available.

Attachment C



**Site Inspection Protocols/Rules for CAP Members
where Applicant Present**

1. All site inspections must be arranged in accordance with clause 11 of the CAP Operating and Meeting Procedures. Site inspections will be conducted in the presence of a Council Officer who will manage and conduct the viewing.
2. Such site inspections should involve all CAP members where possible.
3. The purpose of the inspection is to gather information on the application and view the location of the development and its potential impacts. The Council Officer present will summarise and clarify any aspect of the application for CAP members and may seek information from the applicant and others present.
4. No individual discussions about the application should take place directly between a CAP member and the applicant or their representative.
5. Any questions/queries by a CAP member should be addressed to or through, the Council Officer present.
6. It is inappropriate for any CAP member to make any comment/express an opinion/support or express any negative views on the application at the inspection.
7. Visual drive-bys (not site visits) of a site/locality are not prohibited but CAP members must exercise extreme caution to avoid contact with the applicant or representors. CAP members must not enter the site or neighbouring land, even if invited to by the landowner or another person. To do so, may be considered a breach of the Assessment Panel Members Code of Conduct.
8. For their own protection CAP members should record the time/date/duration of any drive-by and if any person was spoken to and the nature of the conversation. A declaration may need to be made at the CAP meeting of the conversation, if any occurs.
9. The above rules must be read in conjunction with the Code of Conduct.