

# Guidelines for addressing Bayside Planning Panel

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- 1 Agendas for meetings are normally publicly available at least five (5) days before the meeting.
  - 2 Speakers at the Panel are normally heard in the following order:
    - any objectors or other members of the public who wish to make submissions or representations;
    - the applicant, or the applicant's representative;
    - any panel member (through the Chair) wishing to clarify any matter with the speaker or Council officer.
    - Solicitors, who may only appear on behalf of parties with the permission of the Chair.
  - 3 A person who wishes to address the Panel on a matter being considered by the Panel is requested to forward a completed 'Request to Speak' application available from Council's website. The application, along with any documentation, should be forwarded to [governance@bayside.nsw.gov.au](mailto:governance@bayside.nsw.gov.au) and be received **by 12 noon** on the day of the meeting.
  - 4 A written summary (not longer than one A4 page) may accompany the Request to Speak application.
  - 5 Each person addressing the panel is normally limited to **five (5) minutes** for each matter at a particular meeting, unless the chairperson agrees otherwise.
  - 6 All attendees at a Panel meeting, including speakers, are required to ensure they conduct themselves in a manner consistent with recognised good behaviour.
  - 7 A person at the Panel meeting is not to speak while another person is speaking nor are they to interrupt another person 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.
  - 8 The Chair is responsible for the good and orderly conduct of Panel meetings. Steps may need to be taken to control the good and orderly conduct of Panel meetings.
  - 9 Minutes of the Panel, including determinations on applications, are normally published on Council's website within several days of the meeting.
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