

Role Statement: Chairs and members for the Independent Hearing and Assessment Panels

1. Scope

The scope of this Statement of Appointment is for the appointment of Chairs and members to Independent Hearing and Assessment Panels (IHAP) for each council in the Greater Sydney Region and Wollongong. The creation of these IHAPs is empowered through the *Environmental Planning and Assessment Act 1979* (the Act).

Description of Entity

The IHAPs are constituted under the Act and are independent bodies and are not subject to the direction of the Council, or Minister, except on matters relating to IHAP procedures. The Chairs and members are required to be experts in at least one area of planning, architecture, heritage, the environment, urban design, economics, traffic and transport, law, engineering, tourism, or government and public administration. The Chairs must have expertise in at least law or government and public administration.

The principal functions of the IHAPs are to determine local development applications (DAs) and provide advice on planning proposals.

2. Capability Areas

IHAP Chairs and members must be able to demonstrate the following:

- a. An ability to communicate complex and sensitive information in a tactful manner to all planning panel stakeholders;
- b. A sound understanding of:
 - i. Accountability measures;
 - ii. The planning and environmental framework of NSW, and legislative process;
 - iii. The business and environment in which the panel will operate; and
 - iv. Risk management principles.
- c. Extensive senior level experience in a designated area of expertise relevant to IHAPs;
- d. A professional and ethical approach to the exercise of duties;
- e. Qualification, related industry experience and subject matter expertise in a relevant field.

Chairs should additionally be able to demonstrate:

- f. Leadership qualities and the ability to promote effective working relationships in complex organisations;
- g. Extensive knowledge in areas such as: risk management, management control frameworks, and governance and business operations;
- h. A capacity to form independent judgements and willingness to constructively challenge suggested approach, with a view to tact and inclusion of all relevant opinions of the panel.

3. Competencies - Role Related

The following competencies are required to be successful in the role:

- **Knowledge and Specialist Expertise** – to be viewed as the authority in one or more of the following disciplines: planning, architecture, heritage, the environment, urban design, economics, traffic and transport, law, engineering, tourism, or government and public administration.
Chairs must have expertise in at least law or government and public administration.
- **Communication** – ability to communicate technical matters and decisions with a diverse range of stakeholders.

Chairs must also be able to:

- **Facilitate Leadership** – the ability to inform and debrief fellow panel members and relevant stakeholders on current matters and strategies, and the ability to lead constructive and timely discussion and debate, drawing on the expertise of the panel to review strategies.
- **Influence, Negotiate and Drive** – the demonstrated ability to influence a variety of stakeholders, negotiate suggested approach with the business and drive contentious strategies against organisational resistance.
- **Management of Risk** – experience in managing areas of major risk to the organisation.

4. Competencies – Personal

The following are personal competencies which will form part of an effective individual in either of these roles, however Chair candidates would be expected to show these at a higher level:

- **Integrity** – fulfilling a Panel member's duties and responsibilities, acting ethically, not disclosing commercial in confidence information, having appropriate independence, putting the panel's interest before personal interests.
- **Collegial Communicator** – the ability to engage and communicate with all relevant stakeholders.
- **Emotional Intelligence** – as well as self-awareness and self-management.
- **Commercial Astuteness** - demonstrated good business instinct and acumen, and be able to use this in a variety of situations.
- **Commercial Judgement and Instinct** – all Panel members need to demonstrate good business instinct and acumen to be able to assimilate and synthesise complex information.
- Be an active contributor with genuine interest in the panel and its business.

5. Remuneration

To be set by the Minister.

6. Term of Appointment

The maximum term for a single appointment to a panel is up to three (3) years.