

COUNCIL ASSESSMENT PANEL OPERATING PROCEDURE

Date of next review

September 2024

1. Purpose

The Council Assessment Panel (CAP) must act in accordance with the Act and the Regulations and within the ambit of other relevant delegations, policies, and operating procedures which are relevant to the CAP.

Notwithstanding, and subject to the Act, the operating procedures to be observed in relation to the conduct of the business of the CAP will be as determined by the CAP. These operating procedures must, however, be recorded and available for public inspection in the interest of transparency.

2. References and Supporting Documentation

These Operating Procedures are to be read in conjunction with:

- the meeting procedures contained within the Planning, Development and Infrastructure (General) Regulations 2017 (**Regulations**); and
- the Assessment Panel Members - Code of Conduct
- Council Assessment Panel Delegation Policy

3. Application

Assessment Manager /
 Manager Planning Services

Ensure that the Operating Procedures are reviewed and updated as required.

4. CAP Meetings

Ordinary Meetings

- 4.1 Ordinary meetings of the City of Playford Council Assessment Panel (CAP) will be held on the third Thursday of each month (unless there are no items to be considered, in which case no meeting will be held).
- 4.2 Meetings will ordinarily be held in the City of Playford Council Chambers (Playford Civic Centre – 10 Playford Boulevard, Elizabeth) and / or a Virtual Meeting Room. However the Assessment Manager, in consultation with the Presiding Member, may nominate an alternative venue and / or time should the circumstances warrant.
- 4.3 Meetings will ordinarily commence at 6:00 pm, but earlier or later commencement times may be required to facilitate inspections of land which is the subject of current, past or future proposals for consideration by the Panel.
- 4.4 Notice of an ordinary meeting will be given to all CAP Members by the Assessment Manager not less than three (3) clear days prior to the holding of the meeting in accordance with clause 4.5.
- 4.5 Notice of a meeting of the CAP must:
 - 4.5.1 be in writing;
 - 4.5.2 be signed by the Assessment Manager;
 - 4.5.3 set out the date, time and place of meeting;
 - 4.5.4 be signed by the Assessment Manager;
 - 4.5.5 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);
 - 4.5.6 be given to a CAP Member personally, by post to a place authorised in writing by the Member or by other means authorised by the Member as being an available means of giving notice;
 - 4.5.7 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
 - 4.5.8 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.
- 4.6 A notice that is not given in accordance with clause 4.5 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 the Assessment Manager considers reasonably practicable in the circumstances to bring the notice to the attention of the Member.
- 4.7 A copy of the agenda for all meetings of the CAP will be available for viewing by the public on the Council's website and at the Council's offices as soon as practicable after the time that notice of the meeting has been given to CAP Members.

- 4.8 Confidential agenda items will only be circulated to Members of the CAP, members of the City of Playford Executive Team, staff representing the planning interests of the City of Playford, the Minute Secretary of the Panel.
- 4.9 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.
- 4.10 The Presiding Member may adjourn a CAP Meeting to a future date and time, unless the CAP resolves to continue the meeting.
- 4.11 A meeting may, at the request of a CAP Member or the Assessment Manager, break for a specified time period to be determined by the Presiding Member.
- 4.12 Meetings of the Council Assessment Panel shall be conducted in public and / or via live stream except where the Panel may exclude the public pursuant to Clause 13 of Part 3 of the Planning, Development & Infrastructure Regulations 2017.

Special Meetings

- 4.13 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.
- 4.14 On receipt of a request pursuant to clause 4.13, the Assessment Manager must determine the date, time and place of the special meeting and give notice to all CAP Members at least 4 hours before the commencement of the special meeting.

5. Deputy Members

- 5.1 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 or Assessment Manager at his or her earliest opportunity.
- 5.2 If notification pursuant to clause 0 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.
- 5.3 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Member.

6. Additional Members

- 6.1 The CAP may appoint up to two Additional Members in accordance with Section 85 of the Planning, Development and Infrastructure Act 2016 (**Act**).
- 6.2 Where the CAP has appointed Additional Member(s), the Presiding Member, in consultation with the Assessment Manager, may invite one or both Additional Members to attend any meeting (or part thereof) where he or she considers the Additional Member(s) will, by virtue of their qualifications, expertise or experience, assist the CAP in dealing with a matter that it must assess under the Act (or, during the transition to the Act, the Development Act 1993 (Development Act)).
- 6.3 A request that an Additional Member attend a meeting must be made in writing and be accompanied by the notice for the meeting in accordance with clause 4.5, highlighting the item(s) the Additional Member is required to consider.
- 6.4 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes an Additional Member, save that an Additional Member is not able to vote on any matter arising for determination by the CAP.

7. Electronic Meetings

- 7.1 One or more CAP Members may attend a meeting via electronic means.
- 7.2 A CAP Member attending a meeting via electronic means is taken to be present at the meeting provided that the CAP Member:
 - 7.2.1 can hear all other CAP Members who are present at the meeting;
 - 7.2.2 can hear all representors (or their representatives) and applicants (or their representatives) who speak at the meeting;
 - 7.2.3 can be heard by all other CAP Members present at the meeting; and
 - 7.2.4 can be heard by the person recording the minutes of the meeting.
- 7.3 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.
- 7.4 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.
- 7.5 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 must ensure that all parties except for the CAP Members disconnect from or are disconnected from the meeting.

8. Commencement of Meetings

- 8.1 The CAP will begin by acknowledging the Kaurna People of the Adelaide Plains at the commencement of each meeting.

- 8.2 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.
- 8.3 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 may adjourn the meeting to a specified day and time.
- 8.4 If at the expiration of thirty minutes from the commencement time specified in the notice of the meeting a meeting a quorum is not present, the Presiding Member may adjourn the meeting to a specified date and time.
- 8.5 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.

9. Assessment of Development Applications

The procedures in Part 9 of these Meeting Procedures relate only to the CAP's assessment of development applications under Part 7 of the Act and Part 4 of the Development Act.

- 9.1 The Assessment Manager may in his or her discretion exclude:
 - 9.1.1 a representation or response to representation(s) which is received out of time;
 - 9.1.2 a representation in relation to Category 2 development from a person who was not entitled to be given notice of the application; or
 - 9.1.3 a representation or response to representation(s) which is otherwise invalid.
- 9.2 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.
- 9.3 Any material to be considered by the CAP pursuant to clause 9.2 must be provided to the applicant and/or representor(s) (as the case may be) in a manner directed by the Presiding Member and those parties be provided with an opportunity to respond, either in writing or verbally, at the discretion of the Presiding Member.
- 9.4 In relation to each application it considers, the CAP must:
 - 9.4.1 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
 - 9.4.2 provide reasons for granting or refusing development authorisation and for the imposition of any conditions.
- 9.5 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 to the application.
- 9.6 In relation to each application to be considered and determined by the CAP:

- 9.6.1 a person who has lodged a representation in relation to a Category 2 or 3 application under the Development Act or an application for which notice must be given under the Act, which has not been excluded pursuant to clause 9.1 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;
- 9.6.2 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;
- 9.6.3 where no representors appear at the meeting, the Presiding Member may, in his or her discretion, allow an applicant to be heard in support of his or her application, in person or by an agent;
- 9.6.4 representors and applicants will be allowed five minutes each to address the CAP. The Presiding Member may allow a party additional time at his or her discretion;
- 9.6.5 representors will not be allowed a further opportunity to address the CAP once applicants have concluded their response, except to respond to a question of a CAP member.
- 9.6.6 CAP members may question and seek clarification from a representor or applicant who has addressed the CAP at the conclusion of their address; and
- 9.6.7 following addresses from representors and the applicant, the Presiding Member will invite all Members to speak on any matter relevant to the application.
- 9.6.8 In a circumstance within which CAP has deferred its decision on a matter, when the application is next brought before the CAP, the applicant and representor will not again be heard by the CAP unless the application has been re-advertised and a new Hearing of Representations is held. The Presiding Member may however allow CAP Members to address questions to the applicant or the representor who must limit their responses to the questions raised.
- 9.6.9 Clauses 9.6.1 to 9.6.3 are satisfied if a representor or applicant (as the case may be) appears via electronic means.

10. Decision Making

- 10.1 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. Additional Members appointed to the CAP to provide expert advice and assistance are not entitled to vote.
- 10.2 Members shall raise their hand indicating their voting preference or, where a Panel member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative, to assist the Presiding Member to determine the outcome.
- 10.3 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.

- 10.4 Members shall raise their hand indicating their voting preference or, where a Panel member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative, to assist the Presiding Member to determine the outcome.
- 10.5 In relation to a Panel Member participating by electronic means, a Panel Member is not permitted to vote in circumstances where there has been a disconnection of the electronic means.
- 10.6 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.
- 10.7 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:
 - 10.7.1 behaving in a disorderly manner; or
 - 10.7.2 causing an interruption or disruption to the meeting.
- 10.8 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's decision (including the Assessment Manager or delegate), the person may appear via electronic means. The Presiding Member may require that any such appearance be via electronic means.

11. Minutes and Reporting

- 11.1 The CAP must ensure that accurate minutes are kept of all meetings.
- 11.2 The Assessment Manager, or a person nominated by the Assessment Manager, will take minutes of all meetings.
- 11.3 The minutes will record:
 - 11.3.1 the names of all Members present;
 - 11.3.2 the names of all Members from whom apologies have been received;
 - 11.3.3 the name and time that a Member enters or leaves the meeting;
 - 11.3.4 the name of every person who makes or responds to a representation in relation to a development application;
 - 11.3.5 methods of attendance by all Members present and by every person who makes or responds to a representation;
 - 11.3.6 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);
 - 11.3.7 in relation to each development application:

- 11.3.7.1 the determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and
- 11.3.7.2 for applications considered by the CAP under Part 4 of the Development Act, the reasons for granting or refusing development authorisation and for the imposition of any conditions. The Presiding Member may, in his or her discretion, extend this to applications considered by the CAP under Part 7 of the Act; and
- 11.3.8 in relation to each application for review of an Assessment Manager decision:
 - 11.3.8.1 the determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant); and
 - 11.3.8.2 the reasons for the CAP's decision under Section 203(4) of the Act, including the reasons for the imposition of any new or varied conditions; and
- 11.3.9 where a decision is by majority vote, the decision and its mover and seconder, but not each Members' vote;
- 11.3.10 if an application is not determined by the CAP, the deferral of the application and the reasons for the deferral;
- 11.3.11 a decision to exclude the public from attendance pursuant to the Regulations;
- 11.3.12 any disclosure of a direct or indirect pecuniary interest in any aspect of a development or anybody associated with any aspect of a development made by a Member in accordance with Section 83(1)(g) of the Act, and the nature of the interest;
- 11.3.13 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)© of Schedule 3 of the Act (Code of Conduct), and the nature of the interest; and
- 11.3.14 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.
- 11.4 All minutes must be confirmed by the Assessment Manager in conjunction with the Presiding Member as being accurate prior to, or at the commencement of, the following CAP meeting.

12. Additional Procedures

- 12.1 Insofar as any procedure to be followed by the CAP is not prescribed by the Act and Regulations (and, during the transition to the Act and Regulations, the Development Act and Development Regulations 2008), the CAP's Terms of Reference, the Code of Conduct, or these Meeting Procedures – the CAP may by resolution determine the procedure for itself. Any such determination may be added to these Meeting Procedures.
- 12.2 The CAP may call for and consider such professional assistance from the Assessment Manager, staff and, in consultation with the Assessment Manager, other professional advisors as it deems necessary and appropriate from time to time.

- 12.3 Except where required as part of the assessment of a particular decision such as a formal panel viewing of a development site, Panel Members must not enter a development site, even if invited by the land owner or a neighbouring property owner or any other person.
- 12.4 Where a viewing is considered to be necessary, the visit shall be arranged by the Assessment Manager, with the agreement of the Presiding Member, on behalf of the CAP. Staff will accompany the CAP on to the site.

13. Definitions

The following definitions apply in relation to these Meeting Procedures:

- 13.1 **Connect** means able to hear and/or see the meeting by electronic means, including via a live stream;
- 13.2 **Disconnect** means to remove the connection so as to be unable to hear and see the meeting;
- 13.3 **Disconnection of the Electronic Means** includes –
- (a) ending a telephone connection such that the discussion and voting at the meeting cannot be heard;
 - (b) ending a video conferencing connection such that the discussion and voting at the meeting cannot be seen or heard;
 - € logging out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard;
 - (d) signing out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard; or
 - € disconnecting any other electronic means such that the discussion and voting at the meeting cannot be seen or heard.
- 13.4 **Electronic Means** includes a telephone, computer or other electronic device used for communication;
- 13.5 **Live Stream** means the transmission of audio and/or video from a meeting at the time that the meeting is occurring.
- 13.6 **Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

Administration use only

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Endorsed by	Council Assessment Panel
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Version history

Version no.	Approval date	Approval by	Change
2	October 2017	Assessment Manager	Amendment
3	20 April 2020	CAP – Resolution No CAP434	Amendments to allow for participation in meetings by electronic means
4	21 September 2022	CAP – Resolution No CAP510	<p>Amendments to:</p> <p>Clause 11.3.7.2 to reflect conditions for any application determined under the Development Act.</p> <p>Clause 12.1 to reflect the wording of Development Act and delete reference to the Assessment Manager Review Policy.</p> <p>Inclusion of Acknowledgement of Country at commencement of the meeting.</p>
