

# CAP Terms of Reference

## 1. Purpose

The terms of reference outlines the operating parameters for the City of Playford Council Assessment Panel.

## 2. Approval and Change History

Version	Approval Date	Approved by	Review by	Change
1	22 August 2017	Ordinary Council	Senior Manager – Development Services	New Legislation
2	November 2017 - TBC	Ordinary Council	Senior Manager – Development Services	Updates Required

## 3. Definitions

The following definitions apply:

**CAP** means the City of Playford Council Assessment Panel

**The Act** means the *Planning, Development and Infrastructure Act (2016)*

**The Regulations** means the Planning, Development and Infrastructure (General) Regulations (2017)

**Development Plan** means the City of Playford Development Plan

**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

## 4. Establishment

4.1 The City of Playford CAP has been established pursuant to Section 83 of the Act by resolution of the Playford Council on 22 August 2017.

## 5. The Role of the CAP

5.1 The role of the CAP is:

5.1.1 To act as a delegate of the Council in accordance with the requirements of the Act;

	ECM Document Set No.:	TBC	Version No.:	2
	Authorised by:	Ordinary Council	Initial Date of Adoption:	TBC
	Document Maintained by:	Senior Manager Development Services	Date of Current Version:	TBC
			Next Review Date:	TBC

- 5.1.2 As it thinks fit, to 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 its assessment of applications under the Act; and
  - 5.1.3 To perform other functions (other than functions involving the formulation of policy) assigned to it by the Council.
- 5.2 The CAP will review its performance annually in line with Council's financial calendar year.
- 5.2.1 The Annual Report may include information identifying:
    - a) The number of meetings held;
    - b) The attendance record of Members;
    - c) The number and nature of applications for Development Plan Consent that were considered (including the number of confidential items considered);
    - d) Advice in respect of any trends, issues and other matters that have become apparent or arisen through the CAP's assessment of applications for Development Plan Consent; and
    - e) The number of decisions of the CAP that were appealed to the Environment, Resources and Development Court.

The Annual Report will be forwarded to Elected Members of the Council, CAP Members and the Minister for Planning for information.

## 6. The Role of Council Administration

- 6.1 The Council will provide an Assessment Manager for the CAP. The role of the Assessment Manager is to:
- a) Act as a relevant authority as provided under the Act;
  - b) Be responsible for managing the staff and operations of the CAP;
  - c) Provide advice to the CAP as appropriate.
- 6.2 Council Administration may provide advice and further clarification of issues during the meeting upon request of a CAP Member through the Presiding Member.
- 6.3 Council staff, (unless appointed as Members of the CAP) are not Members of the CAP and do not have voting rights. Their role is to provide professional advice to assist the CAP to make decisions based on the provisions of the City of Playford's Development Plan.
- 6.4 The Council is responsible for any costs, expenses or liabilities arising in relation to the activities of the CAP.

## 7. Membership

- 7.1 The CAP will consist of 5 members to be appointed by the Council, comprising:
- 7.1.1 One Member of the Council; and

	ECM Document Set No.:	TBC	Version No.:	2
	Authorised by:	Ordinary Council	Initial Date of Adoption:	TBC
	Document Maintained by:	Senior Manager Development Services	Date of Current Version:	TBC
			Next Review Date:	TBC

- 7.1.2 4 Independent Members, not being Members of the Council or State Parliament.
- 7.2 The Presiding Member will be appointed by the Council taking into account the following requirements:
- a) The Presiding Member must be an Independent Member; and
  - b) The Presiding Member must be a fit and proper person to be a member of a CAP, in that he or she must be a person who has a reasonable knowledge of the operation and requirements of the Act, and appropriate qualifications or experience in a field that is relevant to the activities of the CAP.
- 7.3 In the event that the Presiding Member is not present at a meeting (or part thereof) an Acting Presiding Member will be appointed by those CAP Members who are present at the meeting.
- 7.4 When appointing CAP Members, the Council may have regard to the following:
- 7.4.1 The candidates knowledge of the operation and requirements of the Act and, during transition of the Act, the Development Act;
  - 7.4.2 In relation to the Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
  - 7.4.3 In relation to the Council Member, the candidate's experience in local government;
  - 7.4.4 That a balance of qualifications and experience among CAP Members is desirable;
  - 7.4.5 That gender diversity among CAP Members is desirable; and
  - 7.4.6 Such other matters as the Council considers relevant.
- 7.5 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 7.6 The term of office of a Member will be for a period, not exceeding 2 years, determined by the Council. At the expiration of a term of appointment, a Member is eligible for reappointment.
- 7.7 A Member of the CAP whose term of office expires, may, nevertheless, continue to act as a Member, for a period of up to 6 months, until he or she is reappointed or a successor is appointed (as the case may be).
- 7.8 The Members of the CAP who are independent of the Council will receive a sitting fee for each meeting; the fee (exclusive of GST) is prescribed by Council.

	ECM Document Set No.:	TBC	Version No.:	2
	Authorised by:	Ordinary Council	Initial Date of Adoption:	TBC
	Document Maintained by:	Senior Manager Development Services	Date of Current Version:	TBC
			Next Review Date:	TBC

## 8. Appointment of Deputy Members

- 8.1 The Council may appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 8.2 Subject to clause 8.3, a Deputy Member must not be a Member of the Council or State Parliament.
- 8.3 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 8.4 Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 8.5 In appointing a Deputy Member, the Council may have regard to the matters in clause 7.4, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 8.6 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

## 9. Term of Appointment

- 9.1 Independent Members will be appointed for a term of up to 2 years and on such other conditions as determined by the Council.
- 9.2 The Council Member will be appointed for a term of up to 2 years and on any other such conditions as determined by the Council
- 9.3 Deputy Members will be appointed for a term of up to 2 years and on such other conditions as determined by the Council.
- 9.4 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term.
- 9.5 A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of 6 months from the expiry of the Member's term of office, whichever occurs first.

## 10. Removal of a Member

- 10.1 A CAP Member will automatically lose office where:
- 10.1.1 The CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
- 10.1.2 The CAP Member has been convicted of an indictable offence punishable by imprisonment;

	ECM Document Set No.:	TBC	Version No.:	2
	Authorised by:	Ordinary Council	Initial Date of Adoption:	TBC
	Document Maintained by:	Senior Manager Development Services	Date of Current Version:	TBC
			Next Review Date:	TBC

- 10.1.3 In the case of a Council Member, the Member ceases to be a member of the Council.
- 10.2 Subject to Clause 10.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
- 10.2.1 A breach of a condition of his or her appointment as a CAP Member;
  - 10.2.2 Misconduct;
  - 10.2.3 A breach of any legislative obligation or duty of a CAP Member;
  - 10.2.4 Neglect of duty in attending to role and responsibilities as a CAP Member;
  - 10.2.5 A failure to carry out satisfactorily the duties of his or her office;
  - 10.2.6 A breach of fiduciary duty that arises by virtue of his or her office;
  - 10.2.7 Inability to carry out satisfactorily the duties of his or her office;
  - 10.2.8 Except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member;
  - 10.2.9 In relation to a Deputy Member, a failure without reasonable excuse of three consecutive occasions to attend a meeting of the CAP when requested to do so; or
  - 10.2.10 For any other reason the Council considers appropriate.
- 10.3 The removal of the CAP Member pursuant to clause 10.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 10.4 Prior to resolving to remove a CAP Member from office pursuant to clause 10.2, the Council must:
- 10.4.1 Give written notice to the CAP Member of:
    - 10.4.1.1 Its intention to remove the CAP Member from office pursuant to clause 10.2; and
    - 10.4.1.2 The alleged behaviour of the CAP Member falling within clause 10.2.1 or reason the Council considers it appropriate to remove the CAP Member,
- not less than 7 days before the meeting of the Council at which the matter is to be considered;

	ECM Document Set No.:	TBC	Version No.:	2
	Authorised by:	Ordinary Council	Initial Date of Adoption:	TBC
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10.4.2 Give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and

10.4.3 Have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

## 11. Disclosure of Interests

11.1 A Member of the CAP who has a direct or indirect personal or pecuniary interest in a matter before the CAP (other than an indirect interest that exists in common with a substantial class of persons):

- a) Must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the CAP;
- b) Must not take part in any hearings conducted by the CAP, or in any deliberations or decision of the CAP, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.

11.2 A Member of a CAP will be taken to have an interest in a matter if an associate of the Member has an interest in the matter.

11.3 The provisions of Chapter 13 Part 1 of the *Local Government Act 1999* extend to the CAP to Members of the CAP as if:

- a) A reference to a Member of a Council were a reference to a Member of a CAP;
- b) A reference to Section 74 of that Act were a reference to item 11.2 of this Terms of Reference;
- c) A reference to any office under the Local Government Act 1999 were a reference to the office of a Member of a CAP under the Act;
- d) A reference to a Council were a reference to a CAP; and
- e) A reference to a public official included a reference to a public officer of a CAP appointed under item 10 of this Terms of Reference.

11.4 A member of a CAP incurs no liability for an honest act done in the exercise or performance, or purported exercise or performance, of powers or functions under this Part.

## 12. Meetings, Agendas and Minutes

12.1 The CAP meets on the third Monday of each month at 6.00 pm at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth. The date, time and location of the meeting may be altered with the agreement of the Presiding Member and Assessment Manager.

In circumstances where the third Monday of that month is a public holiday, an alternate meeting time will be determined by the Assessment Manager in

	ECM Document Set No.:	TBC	Version No.:	2
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			Next Review Date:	TBC

consultation with the Presiding Member. Additional meetings due to business demands must be called by the Presiding Member in consultation with the CAP Assessment Manager.

- 12.2 CAP will ensure that accurate minutes are kept of its proceedings.
- 12.3 A disclosure under item 11 of this Terms of Reference will be recorded in the minutes of the CAP.
- 12.4 Members of the public are able to access agendas and minutes of meetings of the CAP on the Council's website at [www.playford.sa.gov.au](http://www.playford.sa.gov.au).
- 12.5 The CAP may, before it releases a copy of any minutes, exclude from the minutes information about any matter dealt with on a confidential basis.
- 12.6 An act of the CAP is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a Member.
- 12.7 A quorum at a meeting of the CAP is a number ascertained by dividing the total number of Members of the CAP by 2, ignoring any fraction resulting from the division, and adding 1.

**13. Review of CAP Decisions**

- 13.1 CAP decisions are final and shall not be referred to Council for further consideration.
- 13.2 In circumstances prescribed by the Act, an applicant or third party who is dissatisfied with the CAP's decision may appeal to the judicial system of the State.

**14. Review of the Terms of Reference**

- 14.1 A review of this Terms of Reference will be undertaken annually with any amendments to be presented to Council for endorsement.

**15. Supporting Documentation**

The following documents support this Terms of Reference:

- Schedule 3 of the Planning, Development and Infrastructure Act 2016.

**16. Appendix**

- Appendix 1- Code of Conduct – Schedule 3 of the Planning, Development and Infrastructure Act 2016.

	ECM Document Set No.:	TBC	Version No.:	2
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