

Procedure Name:	Council Assessment Panel Meeting Operating Procedures
Classification:	Mandatory
Adopted:	Commencement of New CAP Term or when required
Frequency of Review:	Bi-Annual
Last Review:	10 July 2025
Next Review Due:	Commencement of New CAP Term or when required
Responsible Officer(s):	Assessment Manager
Procedure Manual File Ref:	CC18/850
Council File Reference:	CR25/50326
Legislation Authority:	Planning, Development and Infrastructure Act 2016
Related Policies:	Assessment Panel Review of Decision of Assessment Manager Policy (Assessment Manager Review Policy).
Related Procedures:	Meeting procedures contained within the <i>Planning, Development and Infrastructure (General) Regulations 2017 (Regulations)</i> ;

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 (**Assessment Manager Review Policy**).

1. CAP MEETINGS

Ordinary Meetings

- 1.1 Subject to clause 1.5, ordinary meetings of the Town of Gawler Council Assessment Panel (**CAP**) will be held at such times and places as determined by the CAP.
- 1.2 Subject to clause 1.3, ordinary meetings of the CAP are to occur on the second Thursday of each month at 6:30pm

- 1.3 The CAP may determine whether ordinary meetings are to be held at a physical place or online (if the need arises).
 - 1.3.1 Ordinary meetings will occur at the Town of Gawler Council Civic Centre, located at 89 Murray Street Gawler, 5118 (unless as per clause 1.3.2 or 1.4 below).
 - 1.3.2 Online meetings will be convened via appropriate online meeting software which ensures that CAP members can see, hear and interact with one another, that the CAP meeting can be viewed by members of the public and that representors and applicants can see, hear and interact with the CAP.
 - 1.3.3 For the sake of clarity, all CAP meetings will be convened in person at a physical location unless the CAP determines, at its discretion, that a meeting should instead be held online a specified period of time.
- 1.4 Ordinary meetings will be convened as per clause 1.3 above unless there are no matters to be considered by the CAP. The Presiding Member has the discretion to nominate an alternative meeting venue and/or time in consultation with the Assessment Manager prior to the issue of the agenda should circumstances warrant.
- 1.5 The time and place of the first meeting of the CAP following its establishment will be determined by the Assessment Manager. The Assessment Manager must give notice of the first CAP meeting to the CAP and the public in accordance with clauses 1.7 and 1.9.
- 1.6 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 1.7
- 1.7 Notice of a meeting of the CAP must:
 - 1.7.1 be in writing;
 - 1.7.2 set out the date, time and place of the meeting;
 - 1.7.3 be signed by the Assessment Manager;
 - 1.7.4 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);
 - 1.7.5 be given to a CAP Member via email or by other means agreed by the Member as being an available means of giving notice.
 - 1.7.6 where attendance at the meeting is required to occur by electronic means (in whole or in part), include details of how to connect to the meeting; and
 - 1.7.7 where the meeting is live streamed for viewing by members of the public, include details of how to access and/or connect to the live stream.
- 1.8 A notice that is not given in accordance with clause 1.7 is taken to have been validly given if the Assessment Manger 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.

- 1.9 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.
- 1.10 The Assessment Manger 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 Manger 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.
- 1.11 The Presiding Member may adjourn a CAP meeting to a future date and time, provided that legislated assessment timeframes allow, unless the CAP resolves to continue the meeting.

Special Meetings

- 1.12 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.
- 1.13 On receipt of a request pursuant to clause 1.13, 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.

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 or Assessment Manager at his or her earliest opportunity.
- 2.2 If notification pursuant to clause 2.1 is given, the Presiding Member 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. ADDITIONAL MEMBERS

- 3.1 The CAP may appoint up to two Additional Members in accordance with Section 85 of the *Planning, Development and Infrastructure Act 2016 (Act)*.
- 3.2 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)).
- 3.3 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 1.7, highlighting the item(s) the Additional Member is required to consider.
- 3.4 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.

4. ELECTRONIC MEETINGS

- 4.1 One or more CAP Members may attend a meeting via electronic means. A written request to attend electronically must be submitted to the Assessment Manager as early as possible, and no later than four (4) hours before the meeting. Approval must be obtained from the Presiding Member prior to the commencement of the meeting.
- 4.2 A CAP Member attending a meeting via electronic means is taken to be present at the meeting provided that the CAP Member:
 - 4.2.1 can hear and, where possible, see all other CAP Members who are present at the meeting;
 - 4.2.2 can hear and, where possible, see all representors (or their representatives) and applicants (or their representatives) who speak at the meeting;
 - 4.2.3 can be heard and, where possible, seen by all other CAP Members present at the meeting; and
 - 4.2.4 can be heard and, where possible, seen by the person recording the minutes of the meeting.
- 4.3 Council Assessment Panel meetings will be live streamed as a default position, for the purpose of public access and transparency, unless the Panel resolves otherwise or where confidentiality provisions apply.
- 4.4 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.
- 4.5 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.

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.
- 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 may adjourn the meeting to a specified day and time.
- 5.3 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.
- 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.

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 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 Presiding Member may in his or her discretion exclude:
 - 6.1.1 a representation or response to representation(s) which is received out of time; or
 - 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 5.2 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
- 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 Planning and Design Code 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 conditions and/or reserved matters.
- 6.5 If the CAP determines that a proposal is seriously at variance with the Planning and Design Code or the Planning Rules (as relevant), it must refuse development authorisation to the application.
- 6.6 In relation to each application to be considered and determined by the CAP:
 - 6.6.1 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;
 - 6.6.2 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;
 - 6.6.3 representors and applicants will be allowed five (5) minutes each to address the CAP. The Presiding Member may allow a party additional time at his or her discretion;
 - 6.6.4 CAP members may question and seek clarification from a representor or applicant who has addressed the CAP at the conclusion of their address; and
 - 6.6.5 following addresses from representors and the applicant, the Presiding Member will invite all Members to speak on any matter relevant to the application.

- 6.7 Clauses 6.6.1 to 6.6.4 are satisfied if a representor or applicant (as the case may be) appears via electronic means. The Presiding Member may require that any 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. Additional Members appointed to the CAP to provide expert advice and assistance are not entitled to 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 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.
- 7.4 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:
- 7.4.1 behaving in a disorderly manner; or
- 7.4.2 causing an interruption or disruption to the meeting.

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 every person who makes or responds to a representation in relation to a development application;
- 8.3.5 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);
- 8.3.6 in relation to each development application:
- 8.3.6.1 the determination of the CAP as to whether the proposal is seriously at variance with the Planning and Design Code or Planning Rules (as relevant); and
- 8.3.6.2 the reasons for granting or refusing development authorisation and for the imposition of any conditions/and or Reserved Matters; and

- 8.3.7 in relation to each application for review of an Assessment Manager decision:
 - 8.3.7.1 the determination of the CAP as to whether the proposal is seriously at variance with the Planning and Design Code or Planning Rules (as relevant); and
 - 8.3.7.2 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 or Reserved Matters; and
 - 8.3.8 where a decision is by majority vote, the decision and its mover and seconder, but not each Members' vote;
 - 8.3.9 if an application is not determined by the CAP, the deferral of the application and the reasons for the deferral;
 - 8.3.10 a decision to exclude the public from attendance pursuant to the Regulations;
 - 8.3.11 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;
 - 8.3.12 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 Act (Code of Conduct), and the nature of the interest; and
 - 8.3.13 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.
- 8.4 The Panel may, before it releases a copy of any minutes to the public, exclude from the minutes information about any matter dealt with on a confidential basis by Members of the Panel.
 - 8.5 Upon adoption of the Minutes, the Presiding Member shall authorise the Minutes by signature and date of adoption on the last page of the Minutes.
 - 8.6 Copies of the draft Minutes will be available to the public at the Council Offices at least three (3) working days after the date of the meeting.
 - 8.7 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. However, this does not preclude the issue of a Decision Notification advising of the determination of the Panel immediately after a meeting at which the Panel made its determination.

9. SITE INSPECTIONS AND LOCALITY VISITS

- 9.1 Formal site visits by the Panel Members may be arranged on request in writing to the Assessment Manager from any member of the Panel on specific matters scheduled to be presented at a meeting. The Panel may request attendance of a Council Officer to provide relevant information. The Panel will not hear deputations at a formal site visit.
- 9.2 Locality visits by one or more Panel Members will be undertaken in accordance with the Minister's Code of Conduct.

10. PLANNING POLICY

- 10.1 The Panel may, from time to time, consider trends, issues and other matters relating to planning or development that have become apparent or arisen through the assessment of development applications, and report to Council accordingly. However, the Act does not empower the Panel to act as a policy formulating body.
- 10.2 The Panel may upon request from the Council comment on draft planning policy.

11. PLANNING APPEALS

- 11.1 Should an appeal be lodged in relation to a decision of the Panel the Panel will determine whether any "compromise proposal" is appropriate or the matter proceed to a Hearing of the Environment, Resources and Development Court.

12. COMPLIANCE WITH THE CODE OF CONDUCT

- 12.1 A person may make a complaint to the State Planning Commission (the Commission) if the person believes that a member of the Panel has acted in contravention of the code of conduct.
- 12.2 A complaint must:
 - 12.2.1 be in writing; and
 - 12.2.2 contain particulars of the allegation on which the complaint is based; and
 - 12.2.3 be verified by statutory declaration.
- 12.3 Except with the approval of the Commission, a complaint must not be lodged with the Commission more than six (6) months after the day on which the complainant first had notice of the matters alleged in the complaint.

13. ADDITIONAL PROCEDURES

- 13.1 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, the Assessment Manager Review 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.
- 13.2 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.

- 13.3 An applicant may not defer matters from the meeting agenda after the agenda has been sent to Panel Members, unless agreed at the meeting or by the Presiding Member prior to the meeting. The applicant must make this request in writing to the Assessment Manager and include reason(s) for their request to defer.
- 13.4 Should a Panel Member receive by direct post, e-mail or other means, information in relation to a development application being assessed by Council's development assessment officers which may be referred for decision by the Panel at a future time, then the Panel Member should immediately forward the information received to the Assessment Manager. The Panel Members should not acknowledge receipt of the information nor enter into discussion with the sender in relation to any matters contained within the information received. If a Panel Member receives such information, he or she must disclose this fact to the meeting and confirm that the information will not be taken into account for the purposes of making a decision on the relevant application.
- 13.5 Should a request be made for public comment on the operations or decisions made by the Panel then the matter should be referred to the Presiding Member. Comment may be made at the discretion of the Presiding Member.

14. REVIEW AND EVALUATION

- 14.1 The effectiveness of these Operating Procedures will be reviewed on an annual basis to ensure that the CAP's commitment to the principles of good conduct and standards is being achieved.

15. DEFINITIONS

- 15.1 The following definitions apply in relation to these Meeting Procedures:
- 15.2 connect means able to hear and/or see the meeting by electronic means, including via a live stream;
- 15.3 disconnect means to remove the connection so as to be unable to hear and see the meeting;
- 15.4 electronic means includes a telephone, computer or other electronic device used for communication;
- 15.5 live stream means the transmission of audio and/or video from a meeting at the time the meeting is occurring.