

Appointment of Deputy Council Member to Council Assessment Panel

Tuesday, 23 September 2025
Council

Strategic Alignment - Our Places

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Public

Approving Officer:
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EXECUTIVE SUMMARY

The purpose of this report is to seek Council's appointment of a Deputy Council Member representative to the City of Adelaide Council Assessment Panel (CAP). CAP was established in October 2017 in accordance with the *Planning, Development and Infrastructure Act 2016* (SA) (PDI Act).

Section 83 of the PDI Act stipulates membership of the CAP must be no more than five members, one of which may be a member of Council. A Deputy for the Council Member may be appointed in the circumstance that the Council Member is unable to attend a meeting.

On 11 April 2025, orders in relation to the matter of *Alexander Hyde v Electoral Commissioner of South Australia, Jing Li* were made by the Court of Disputed Returns and consequently, the Deputy Council Member position became vacant.

At its meeting held on 27 May 2025 Councillor Snape was appointed as Deputy Council Member to the CAP for the period of 28 May 2025 until the first meeting attended by newly sworn in Central Ward Councillors.

RECOMMENDATION

THAT COUNCIL

1. Notes that the term of appointment for the position of Deputy Council Member to the Council Assessment Panel, will be from 24 September 2025 until the conclusion of the Council term in November 2026.
2. Notes that the method of appointing Council Members to the positions of Deputy Council Member to the Council Assessment Panel will be undertaken in accordance with the Code of Practice for Council Meeting Procedures as follows:
 - 2.1. The Presiding Member of the Meeting will call for nominations, which must be accepted or declined by the Council Member who is subject of the nomination.
 - 2.2. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed to position of Deputy Council Member to the Council Assessment Panel.
 - 2.3. In the event of only one nomination to the office, the candidate is appointed to the position of Deputy Council Member to the Council Assessment Panel, announced by the Returning Officer.
 - 2.4. In the event of there being more nominations than required, an election by voting ballot of Council Members present will be undertaken.
 - 2.5. If the votes for two or more candidates for the relevant position are equal, a revote by ballot between tied candidates will be undertaken.
 - 2.6. If the votes for two or more candidates for the position remain equal, lots must be drawn to determine which candidate or candidates will be excluded.

2.7. Upon completion of the ballot process, the successful candidate is announced by the Returning Officer as appointed to the position of Deputy Council Member to the Council Assessment Panel.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Places The CAP undertakes development assessment which is integral in assisting the growth of the city's population and to ensure the city is designed and developed so it is safe and enjoyable for all.
Policy	Not as a result of this report
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	The formation and structure of the CAP is set out in section 83 of the Planning, Development and Infrastructure Act 2016. The recommendation of the report is in accordance with these provisions.
Opportunities	Not as a result of this report
25/26 Budget Allocation	Sitting Fees – A Council Member receives \$550 per meeting attended.
Proposed 26/27 Budget Allocation	Sitting Fees – A Council Member receives \$550 per meeting attended. The sitting fees receive budget allocation.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
25/26 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

Background

1. The first City of Adelaide Council Assessment Panel (CAP) was established in October 2017.
2. The CAP's role is to determine development applications assigned to the CAP via delegation.
3. At the Council meeting held on 12 November 2024, Council appointed the Councillor Abrahamzadeh as the Council Member and Carmel Noon as the Deputy Council Member on the CAP until 31 December 2025.

Court of Disputed Returns Outcome

4. On 11 April 2025, orders in relation to the matter of *Alexander Hyde v Electoral Commissioner of South Australia, Jing Li* were made by the Court of Disputed Returns and consequently, the Deputy Council Member position became vacant.
5. At its meeting held on 27 May 2025 Councillor Snape was appointed to the CAP for the period of 28 May 2025 until the first meeting attended by newly sworn in Central Ward Councillors.
6. This report seeks Council's appointment of a Deputy Council Member representative for the period of 23 September 2025 until the conclusion of the 2022-2026 Council term in November 2026.

Membership, Role and Meeting Schedule

7. Section 83 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) stipulates the membership of the CAP. The Act allows up to one Council Member to sit on the Panel. While this is not mandated and Council may elect not to appoint a Council Member to serve, one has traditionally been appointed.
8. In addition to a Council Member, Council determined in December 2022 to appoint a Deputy Council Member. The purpose of a Deputy Member is to substitute for the appointed Council Member when they are absent. This ensures meetings are not cancelled due to a lack of quorum.
9. The PDI Act requires Council to be satisfied the Council Member nominated is appropriately qualified to act as a member of the Panel, based on the person's experience in Local Government.
10. All members of the Panel need to adhere to the [Assessment Panel Members – Code of Conduct](#) (Link 1). This requires, for example, that the Council Member on the Panel will not discuss development proposals or future development proposals with applicants or representors that are likely to be heard by the panel. This is further expanded upon in the [Plan SA Fact Sheet 'Elected Members on Assessment Panels'](#) (Link 2).
11. The Council Assessment Panel [Terms of Reference](#) and [Meeting Procedures](#) assist the Panel, Council, and the community in understanding the Panel's role and responsibilities.

Remuneration

12. Panel members are paid a sitting fee of \$550 per meeting. This fee is intended to remunerate the members for time spent reviewing agenda documents, attendance at meetings and undertaking site inspections in preparation for each item on the agenda.

Process for nomination and appointment

13. In accordance with section 51 (8) of the *Local Government Act 1999 (SA)* and the Code of Practice for Council Meeting Procedures (Ballot Process):
 - 13.1. The Presiding Member of the Meeting will call for nominations, which must be accepted or declined by the Council Member who is subject of the nomination.
 - 13.2. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed to position of Deputy Council Member to the Council Assessment Panel.
 - 13.3. In the event of only one nomination to the office, the candidate is appointed to the position of Deputy Council Member to the Council Assessment Panel, announced by the Returning Officer.
 - 13.4. In the event of there being more nominations than required, an election by voting ballot of Council Members present will be undertaken.
 - 13.5. If the votes for two or more candidates for the relevant position are equal, a revote by ballot between tied candidates will be undertaken.
 - 13.6. If the votes for two or more candidates for the position remain equal, lots must be drawn to determine which candidate or candidates will be excluded.

- 13.7. Upon completion of the ballot process, the successful candidate is announced by the Returning Officer as appointed to the position of Deputy Council Member to the Council Assessment Panel.

DATA AND SUPPORTING INFORMATION

Link 1 – Plan SA Code of Conduct 'Assessment Panel Members - Code of Conduct'

Link 2 – Plan SA Fact Sheet 'Elected Members on Assessment Panels'

Link 3 – Council Assessment Panel Terms of Reference

Link 4 – Council Assessment Panel Meeting Procedures

ATTACHMENTS

Nil

- END OF REPORT -