

Council Representatives on CAP Selection Panel

Tuesday, 23 September 2025
Council

Strategic Alignment - Our Economy

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Public

Approving Officer:
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EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of and nominations for two Council Members to be appointed to the Council Assessment Panel (CAP) Independent Member Selection Panel.

At its meeting held on 12 September 2023, Council endorsed the establishment of the CAP Independent Member Selection Panel (formerly known as the 'working group'), comprising of the Lord Mayor or delegate, the Associate Director Regulatory Services and the Manager, City Development.

Following a review, it is proposed that the CAP Independent Member Selection Panel membership is amended to include the appointment of:

- two Council Members in place of only the Lord Mayor
- the CEO or delegate in place of the Associate Director Regulatory Services
- Council's senior manager in charge of Human Resources.

This amendment aims to achieve consistency with the Adelaide Central Market Authority (ACMA) and the Adelaide Economic Development Agency (AEDA) Board Appointment processes.

The CAP Terms of Reference (ToR) were previously silent on the composition of the CAP Selection Panel for Independent Members. Subject to Council endorsement of the Selection Panel membership, the ToR will be updated.

RECOMMENDATION

THAT COUNCIL

1. Endorses the inclusion of two Council Members on the Council Assessment Panel (CAP) Independent Member Selection Panel.
2. Resolves to appoint two Council Members to the Council Assessment Panel (CAP) Independent Member Selection Panel from 24 September 2025 until the conclusion of the Council term in November 2026.
3. Notes that the method of appointing Council Members to the Council Assessment Panel (CAP) Independent Member Selection Panel will be undertaken in accordance with the Code of Practice for Council Meeting Procedures as follows:
 - 3.1. 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.
 - 3.2. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed to the Council Assessment Panel (CAP) Independent Member Selection Panel.
 - 3.3. In the event of only two nominations to the office, the candidate is appointed to the Council Assessment Panel (CAP) Independent Member Selection Panel, announced by the Returning Officer.
 - 3.4. In the event of there being more nominations than required, an election by voting ballot of Council Members present will be undertaken.

- 3.5. If the votes for two or more candidates for the relevant position are equal, a revote by ballot between tied candidates will be undertaken.
 - 3.6. 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.
 - 3.7. Upon completion of the ballot process, the successful candidate is announced by the Returning Officer as appointed to the Council Assessment Panel (CAP) Independent Member Selection Panel.
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IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Strong Economies
Policy	The nomination of two Council Members on the CAP Selection Panel for Independent Members is consistent with other Board Appointment processes.
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	The nomination of two Council Members on the CAP Selection Panel for Independent Members is consistent with other Board Appointment processes.
Opportunities	Not as a result of this report
25/26 Budget Allocation	Not as a result of this report
Proposed 26/27 Budget Allocation	Not as a result of this report
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

Context

1. The City of Adelaide Council Assessment Panel (CAP) was established in October 2017 in accordance with the *Planning, Development and Infrastructure Act 2016* (SA) (PDI Act).
2. The CAP's role is to determine development applications assigned to the CAP via delegation.
3. The PDI Act and CAP Terms of Reference (ToR) state CAP will be constituted of five Members, comprising:
 - 3.1. four Independent Members
 - 3.2. one Member of the City of Adelaide Council ('Council Member').
4. Council at its meeting on 12 September 2023 resolved, in part:
THAT COUNCIL:
 1. *Endorses the establishment of a working group to manage an Expressions of Interest process for the Independent Members of CAP, comprising of:*
 - 1.1 *the Lord Mayor (or delegate)*
 - 1.2 *the Associate Director, Regulatory Services*
 - 1.3 *the Manager, City Development.*
5. To be consistent with the selection of Independent Members to Panels/Boards as for the Adelaide Central Market Authority and the Adelaide Economic Development Agency, it is proposed that Council appoints two Council Members to be on the CAP Selection Panel in place of only the Lord Mayor.
6. Subject to Council's endorsement, the ToR will be updated to reflect the CAP Selection Panel in its amended form.
7. The CAP ToR will reflect a CAP Selection Panel comprising of:
 - 7.1. two Council Members appointed to the CAP Selection Panel by resolution of Council
 - 7.2. the Council's CEO or their authorised representative
 - 7.3. the Council's senior manager in charge of Human Resources
 - 7.4. the CEO's appointed Assessment Manager
8. The CEO will action updates to the ToR, in accordance relevant delegations. The inclusion of the CAP Selection Panel is outlined in paragraphs 2.13-2.16, in addition to minor updates to reflect current legislative references as shown in [Link 1](#).
9. The Selection Panel will consider the positions of CAP Independent Members, a Deputy Independent CAP Member, and a Presiding Member.
10. Recommendations of the Selection Panel will be presented to Council for endorsement.
11. Nominations are therefore sought for two Council Members to be part of the CAP Independent Member Selection Panel until November 2026.
12. The terms of office of the current Independent Members of CAP expire in December 2025, with an Expression of Interest (EOI) process recently commenced. The two nominated Councillors will form part of the Selection Panel for this EOI process.

DATA AND SUPPORTING INFORMATION

Link 1 – Draft Council Assessment Panel Terms of Reference

ATTACHMENTS

Nil