

# Appointment of Council Member to the Council Assessment Panel

**Tuesday, 9 December 2025**  
**Council**

Strategic Alignment - Our Places

**Program Contact:**  
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Director Governance & Strategy

Public

**Approving Officer:**  
Anthony Spartalis, Chief  
Operating Officer

## EXECUTIVE SUMMARY

This report seeks a Council decision to appoint a Council Member to the Panel in accordance with the *Planning, Development and Infrastructure Act 2016* (SA) (PDI Act), as the current appointment concludes on 31 December 2025.

The City of Adelaide Council Assessment Panel (the Panel) was established in October 2017 in accordance with the PDI Act. Section 83 of the PDI Act stipulates membership of the Panel must be no more than five members, one of which may be a member of Council.

## RECOMMENDATION

### THAT COUNCIL

1. Approves the appointment of a Council Member to the City of Adelaide Council Assessment Panel for the period of 1 January 2026 until the conclusion of the Council term in November 2026.
2. Notes that the method of appointing a Council Member to the position of Council Member on the City of Adelaide 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 as Council Member on the City of Adelaide Council Assessment Panel.
  - 2.3. In the event of only one nomination to the office, the candidate is appointed as Council Member on the City of Adelaide 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. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed as Council Member on the City of Adelaide Council Assessment Panel.

# IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<p><b>Strategic Alignment – Our Places</b></p> <p>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.</p>
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 <i>Planning, Development and Infrastructure Act 2016</i> . The recommendation of the report is in accordance with these provisions.
Opportunities	Not as a result of this report
25/26 Budget Allocation	Council Members receives \$550 per meeting attended.
Proposed 26/27 Budget Allocation	Council Members receive \$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 City of Adelaide Council Assessment Panel (Panel) was established in October 2017. The Panel's role is to determine development applications assigned to the Panel via delegation.
2. Section 83 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) stipulates the membership of the Panel. 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.
3. 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 helps ensure meetings are not cancelled due to a lack of quorum.
4. Councillor Abrahamzadeh is the current Council Member on the Panel, appointed until 31 December 2025.
5. Councillor Freeman is the current Deputy Council Member on the Panel, appointed until the end of the Council Term in November 2026. Should Councillor Freeman be appointed to the substantive Council Member position, a ballot will be undertaken to fill the Deputy Council Member position.

## Appointment of Council Member

6. This report seeks Council to appoint a Council Member to the Panel in accordance with the PDI Act from 1 January 2026 until the conclusion of the Council term in November 2026.
7. 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.
8. 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](#)).
9. There are no changes proposed to the Panel's Terms of Reference ([Link 3](#)) or Panel Meeting Procedures at this time ([Link 4](#)).
10. Pursuant to the Ballott Process outlined in the Code of Practice for Council Meeting Procedures:
  - 10.1. 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.
  - 10.2. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed as Council Member on the City of Adelaide Council Assessment Panel.
  - 10.3. In the event of only one nomination to the office, the candidate is appointed as Council Member on the City of Adelaide Council Assessment Panel, announced by the Returning Officer.
  - 10.4. In the event of there being more nominations than required, an election by voting ballot of Council Members present will be undertaken.
  - 10.5. If the votes for two or more candidates for the relevant position are equal, a revote by ballot between tied candidates will be undertaken.
  - 10.6. 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.
  - 10.7. The Chief Executive Officer as Returning Officer is authorised to declare the successful candidate appointed as Council Member on the City of Adelaide Council Assessment Panel.

## Remuneration

11. 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.

## 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

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## ATTACHMENTS

Nil

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