

Council Assessment Panel – Delegations, Meeting Procedures and Meeting Schedule for 2026/2027

Council Assessment Panel
Wednesday, 28 January 2026

From:
Seb Grose, Manager, City
Development (Assessment
Manager)

PURPOSE

This report seeks endorsement of the City of Adelaide Council Assessment Panel (CAP) delegations, meeting procedures and meeting schedule for the 2026/27 term.

The proposed delegations remain consistent with the current state, with one minor amendment proposed as part of ongoing improvements and refinements to the planning system. The proposed meeting procedures and meeting schedule remain consistent with previous Panel terms.

RECOMMENDATION

That the CAP:

1. Delegates powers of an Assessment Panel as Relevant Authority under the *Planning, Development and Infrastructure Act 2016* (SA) as follows:
 - 1.1 In exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* (SA) the powers and functions under the *Planning, Development and Infrastructure Act 2016* (SA) and statutory instruments made thereunder contained in the proposed Instrument of Delegation (Attachment A to this report dated 28 January 2026 and entitled 'Instrument C' – Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel) are hereby delegated from 28 January 2026 to the City of Adelaide Assessment Manager, subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
 - 1.2 Such powers and functions may be further delegated by the City of Adelaide Assessment Manager in accordance with Section 100(2)(c) of the *Planning Development and Infrastructure Act 2016* (SA) as the City of Adelaide Assessment Manager sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
2. Endorses and adopts the Meeting Procedures set out in Attachment B to Item 6.1 on the Agenda for the meeting of the CAP held on 28 January 2026.
3. Endorses the 2026/2027 Meeting Schedule set out in Attachment C to Item 6.1 on the Agenda for the meeting of the CAP held on 28 January 2026.

BACKGROUND

1. The CAP has been established in accordance with Section 83 of the *Planning, Development and Infrastructure Act 2016* (SA) ('PDI Act'). The new term of the CAP commences 1 January 2026 and will end on 31 December 2027.
2. Section 100 of the PDI Act allows a Relevant Authority (other than an Accredited Professional) to delegate its powers and functions under this Act. The Minister, the State Planning Commission, Council, the CAP, an appointed Assessment Manager and an Accredited Professional are all Relevant Authorities under the PDI Act. The CAP, Council and the Assessment Manager can all sub-delegate their powers and functions.
3. The most recent delegations from the CAP to the Assessment Manager were adopted by the previous CAP on 29 January 2024. As part of ongoing improvements and refinements to the planning system, amendments necessitate preparation and endorsement of the latest delegations. Delegations have been prepared for the consideration of the CAP and are included as Attachment A to this report.
4. The CAP Meeting Procedures were previously adopted by CAP on 29 January 2024. The current CAP is required to endorse and adopt the CAP Meeting Procedures included in Attachment B. There are no suggested updates to the Meeting Procedures since 29 January 2024.
5. A Meeting Schedule for the 2026/2027 term also requires endorsement by the CAP and is included in Attachment C.

DISCUSSION

The CAP as a Relevant Authority

6. The Act provides the CAP is a Relevant Authority for planning and building consents in relation to development undertaken within the area of a Council unless another authority is prescribed by Section 93 of the Act, or the Regulations.
7. The Panel is responsible for all administrative actions associated with the assessment of a development application requiring public notification, including verification, determining the classification and relevant fees, any requests for additional information, undertaking public notification (including potentially the placement of a notice on the subject land), referral of the application to agencies and a range of other administrative matters.
8. The intent of delegations is to allow administrative matters to be managed on a day-to-day basis by the Assessment Manager, so the Panel's role in relation to these remains the hearing of representations, deliberation and determination of development applications.

New Delegations

9. As part of ongoing improvements and refinements to the planning system, there has been a recent amendment to delegations which is highlighted in Attachment A. The head delegate for all the powers, unless explicitly listed, is the Assessment Manager. The amendment relates to the circumstances in which an 'outline consent' may be granted, which have been updated to reflect clause 5(1)(b) of the State Planning Commission Practice Direction 18 Outline Consent.
10. Instrument C proposes the CAP delegates (where appropriate) powers to the City of Adelaide Assessment Manager in the first instance, as the person being appointed by the Chief Executive Officer responsible for the management of Council's development assessment function and the CAP.
11. Delegations can be reviewed at any time. Should there need to be further changes made in the future, a report will be brought to the CAP for consideration, or any member of the CAP can propose a change for consideration.

Sub-Delegations

12. If the CAP allows, a delegate may sub-delegate its powers. This is consistent with powers under Section 100 of the Act. Specific sub-delegations are prepared with Council's Corporate Governance and Risk Team. Further instruments of sub-delegation with suggested subdelegates will be formalised once the CAP resolves to delegate its powers for the additional delegations to the head delegate (the Assessment Manager). It is intended that sub-delegations will remain consistent with current practices.

Implementation

13. The amended delegations proposed, should the CAP resolve to adopt them, will come into effect as an updated Instrument C – Instrument of Delegation and the previous delegations will be revoked.

Meeting Procedures

14. The CAP Meeting Procedures require adoption by the CAP. These are proposed to remain the same as the procedures adopted by the CAP on 29 January 2024.

Meeting Schedule

15. The Meeting Schedule for the 2026/2027 term has been drafted to generally provide a meeting every fourth Monday of the month. There are variations where there are public holidays or to allow for Christmas closure periods.

ATTACHMENTS

Attachment A – Instrument C – Council Assessment Panel Delegations under the *Planning, Development and Infrastructure Act 2016* (SA) with proposed change highlighted

Attachment B – CAP Meeting Procedures

Attachment C – CAP Meeting Schedule 2026/2027