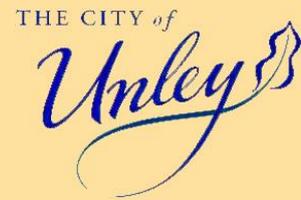


## Council Assessment Panel (CAP)



Unlike other council committees, the Council Assessment Panel (CAP) is convened pursuant to the Development Act, not the Local Government Act.

The City of Unley Council Assessment Panel currently consists of an independent Presiding Member, three other independent members and one Elected Member. Staff attend to provide advice but do not have a vote.

The Panel meets at 7.00 pm on the 3<sup>rd</sup> Tuesday of each month (unless altered by public holiday or special CAP meeting) and is a public forum.

The CAP members hear representations and responses and then debate and determine applications.

The Council Assessment Panel is the final decision making authority unless appeal rights apply.

Although the Council's planning staff write the reports and prepare recommendations for the Panel, the CAP members are not bound by these recommendations and may come to a different conclusion.

Please note that all Council Assessment Panel members are bound by a Code of Conduct prescribed by the Development Act. This means that ***Panel members are unable to discuss any aspect of an application at any time with either applicants or representors.***

Only representors who have requested "to be heard" when they submitted their comments during the public notification period are eligible to speak at the Council Assessment Panel meeting.

Representors (or their representatives) will be heard first with the applicant (or their representative) then given an opportunity to respond.

Each person has five (5) minutes to make their presentation to the Panel, with a warning buzzer to sound at four (4) minutes. At the conclusion of a presentation questions may be asked by the Panel members. The presenter is then asked to rejoin the Public Gallery.

After all presentations for a particular item are heard, the Panel will debate and vote on that item, enabling those in the Public Gallery to be informed of the decision.

If presentations have been heard by the CAP, but the application is deferred to a later meeting, representors and the applicant do not get a further chance to speak.

If you have any further queries please do not hesitate to contact the Planning Development Officer handling your application or the Development Section on 8372 5111.