	Function: DEVELOPMENT SERVICES (COUNCIL ASSESSMENT PANEL)	Adopted: 10 th March 2021 Resolution No.: CAP10:0321
	Policy Number: DEV019	Last Review: 10 th March 2021 Resolution No.: CAP10:0321
	Version Number: 1	Next Review: As Required
ASSESSMENT PANEL REVIEW OF DECISION OF ASSESSMENT MANAGER POLICY		

Policy Statement

1. This Policy applies as a guideline in addition to the statutory requirements for the review by the Council Assessment Panel (the Panel) of a decision of an Assessment Manager as set out in Part 16, Division 1 of the Planning, Development and Infrastructure Act 2016 (Act).
2. **Scope**
 - 2.1. Pursuant to Part 16, Division 1 of the Act and applicant may make an application to a Panel for review of a prescribed matter where an Assessment Manager acted as a relevant authority. Such application has to be made within 1 month after the applicant receives notice of the decision constituting the prescribed matter unless the Panel, in its discretion, allows an extension of time.
 - 2.2. In this Division a prescribed matter, in relation to an application for a development authorisation, means—
 - 2.2.1. any assessment, request, decision, direction or act of a relevant authority under this Act that is relevant to any aspect of the determination of the application; or
 - 2.2.2. a decision to refuse to grant the authorisation; or
 - 2.2.3. the imposition of conditions in relation to the authorisation; or
 - 2.2.4. subject to any exclusion prescribed by the regulations, any other assessment, request, decision, direction or act of a relevant authority under this Act in relation to the authorisation.
3. **Commencing a Review**
 - 3.1. An application for review must relate to a prescribed matter, as defined in Section 201 of the Act, for which an Assessment Manager was the relevant authority.
 - 3.2. An application for review must be:
 - 3.2.1. made using the Application to Assessment Panel for Assessment Manager’s Decision Review (the Form, attached to this Policy);
 - 3.2.2. lodged in a manner identified on the Form; and
 - 3.2.3. lodged within one month of the applicant receiving notice of the Prescribed Matter, unless the Presiding Member in his or her discretion grants an extension of time.

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- 3.3. In determining whether to grant an extension of time, the Presiding Member may consider:
 - 3.3.1. the reason for the delay;
 - 3.3.2. the length of the delay;
 - 3.3.3. whether any rights or interests of other parties would be affected by allowing the review to be commenced out of time;
 - 3.3.4. the interests of justice;
 - 3.3.5. whether the applicant has, or is within time to, appeal the prescribed matter to the ERD Court; and
 - 3.3.6. any other matters the Presiding Member considers relevant.

4. Materials for Review Hearing

- 4.1. The Assessment Manager shall collate for the Panel:
 - 4.1.1. all materials which were before the Assessment Manager (or delegate) at the time of the decision on the Prescribed Matter, including but not limited to:
 - 4.1.1.1. application documents, reports, submissions, plans, specifications or other documents submitted by the applicant;
 - 4.1.1.2. internal and/or external referral responses; and
 - 4.1.1.3. any report from Council staff or an external planning consultant written for the Assessment Manager;
 - 4.1.2. any assessment checklist used by the Assessment Manager or delegate when making the decision on the Prescribed Matter;
 - 4.1.3. any other information reasonably requested by the Presiding Member.
- 4.2. The Assessment Manager (or delegate) must prepare a report to the Panel setting out the details of the relevant development application, the prescribed matter the subject of the review and the reasons for the Assessment Manager (or delegate's) decision on the Prescribed Matter.

5. Review Hearing

- 5.1. The Assessment Manager must advise the applicant of the time and date of the Panel meeting at which the review application will be heard.
- 5.2. On review, the Panel will consider the Prescribed Matter afresh.
- 5.3. Information, materials and submissions which were not before the Assessment Manager at the time of the decision on the Prescribed Matter will not be considered by the Panel.
- 5.4. The Panel will not receive submissions or addresses from any party.
- 5.5. The Presiding Member may permit Panel members to ask questions or seek clarification from the applicant and/or the Assessment Manager, in his or her discretion.
- 5.6. The Assessment Manager must be present at the Panel meeting to respond to any questions or requests for clarification from the Panel.

- 5.7. Where the decision on the Prescribed Matter was made by a delegate of the Assessment Manager, the delegate may appear in place of the Assessment Manager.
- 5.8. The Presiding Member will invite all Panel Members to speak on any matter relevant to the review.
- 5.9. The Panel may resolve to defer its decision if it considers it requires additional time or information to make its decision.

6. Outcome on Review Hearing

- 6.1. 6.1. The Panel may, on a review:
 - 6.1.1. affirm the Assessment Manager's decision on the Prescribed Matter;
 - 6.1.2. vary the Assessment Manager's decision on the Prescribed Matter; or
 - 6.1.3. set aside the Assessment Manager's decision on the Prescribed Matter and substitute its own decision.
- 6.2. An applicant should be advised in writing of the Panel's decision by the Assessment Manager.

7. Draft Resolutions

Draft resolutions 7.1 to 7.4 below are intended to provide guidance to the Panel as to how it may word resolutions to give effect to the decisions the Panel make on review. The Panel may adopt this wording, or amend it as appropriate.

7.1. Resolution to affirm a decision of the Assessment Manager:

The Panel resolves to affirm the decision of the Assessment Manager [insert description of decision, for example:]

- *that the application is not seriously at variance with the Planning and Design Code (disregarding minor variations) and that planning consent be granted to DA No [insert] for [insert nature of development] subject to the [insert number] of conditions imposed by the Assessment Manager; or*
- *that DA No [insert] is classified as code assessed (performance assessed) development; or*
- *that the application is not seriously at variance with the Planning and Design Code (disregarding minor variations), but that DA No. [insert] does not warrant planning consent for the following reasons:*

[insert reasons]

7.2. Resolution to vary a decision of the Assessment Manager:

The Panel resolves to vary the decision of the Assessment Manager in relation to DA No [insert] by deleting condition [insert number] of planning consent and replacing it with the following condition:

[insert varied condition]

7.3. Resolution to set aside a decision of the Assessment Manager:

The Panel resolves to set aside the decision of the Assessment Manager to [insert description of decision being reversed, for example, refuse planning consent to DA No [insert]] and substitute the following decision:

- DA No [insert] is not seriously at variance with the Planning and Design Code (disregarding minor variations) and that planning consent is granted to the application subject to the following conditions:
[insert conditions]

7.4. Resolution to defer review hearing:

The Panel resolves to defer its decision in relation to its review of the decision of the Assessment Manager to [insert description of the decision] in relation to DA No [insert] until:

- the next ordinary meeting of the Panel; or
- the next ordinary meeting of the Panel after [insert additional information which has been requested by the Panel] is provided; or
- until the next ordinary meeting of the Panel after [insert date (i.e. giving an applicant 2 months to provide information)]; or
- [insert other valid reason] (etc).

8. Applicable Legislation

8.1. The Assessment Panel Review of Decision of Assessment Manager Policy (and Form attached to the Policy), is the prescribed manner pursuant to Section 203(1) in Part 16, Division 1 of the Act, in which an application to the Panel for review of a prescribed matter must be made.

9. Delegation

9.1. For further information regarding this Policy, contact a Planning Officer, or in his/her absence, the Director of Development Services.

10. Adoption and Review

10.1. This Policy shall be reviewed as required by the Development Services Department and if any changes are proposed, a report will be presented to the Panel for consideration and adoption.

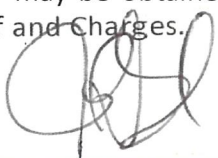
11. Records Management

11.1. Official records will be managed in accordance with Councils Records Management Policy pursuant to Section 125 of the Local Government Act 1999.

12. Availability of Policy

12.1. Policies will be available for inspection without charge at Council’s Principal Office and on Council’s website www.coppercoast.sa.gov.au.

12.2. A copy of this Policy may be obtained on payment of a fee in accordance with Councils’ Schedule of and Charges.

Signed	
	Presiding Member
Date	10 th March 2021

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