

# Town of Gawler Development Assessment Panel



## A Guide For Applicants and People Affected by Development Applications

### **What is the Panel's role?**

To exercise Council's responsibilities under the Development Act through assessment of development applications not determined under staff delegated authority.

### **What is the Panel's membership?**

The Panel comprises three elected members of Council and four community members appointed by Council, one of which is the Presiding Member.

### **When does the Panel meet?**

The regular meetings are held in the Council Chambers, Gawler Administration Centre 43 High Street, Gawler East SA 5118 on the 2nd Monday of each month commencing at 6.30pm. The date and time may vary due to public holidays or where additional meetings are required from time to time. It is advisable to check Council's website or phone 8522 9227 to confirm the meeting date and time.

### **How can I make my views known to the Panel?**

The Development Act sets out very precise rules for making written submissions. Reference should be made to the Development Act and Regulations for these procedures. In-person representations can be made to the Panel at the meeting, providing you are an applicant or a representor in respect of a Category 2 or Category 3 development application. Members are referred to using the title Mr, Ms, or by their first name, with the exception of the Chairperson who is referred to as the "Presiding Member".

### **How do I know when a matter will be considered by the Panel?**

Applicants and parties with an interest in a matter who have made a written submission will be advised in writing of the date and time of the forthcoming Panel meeting. We aim to provide five business days' notice prior to the meeting.

# Town of Gawler Development Assessment Panel

## **Who can vote at Panel meetings?**

All Panel members must vote, apart from when a Member has an interest in a matter. The Presiding Member has a second (casting) vote in the event of a tied vote. Many of the decisions however are made by consensus rather than a formal vote.

## **Are meetings always open to the public?**

Generally yes, however some discussion may be confidential. For example information that would confer a commercial advantage to a third party; a trade secret; affect security; involve legal advice and the like.

## **Can I speak to Panel Members prior to a meeting?**

Direct contact with individual members is not allowed. Discussions must be with the Panel as a whole at a meeting.

## **Does the Panel visit sites under consideration for development?**

Members will inform themselves on the features of sites under consideration for development. Site meetings by the Panel can be requested by an applicant or interested party.

## **How can I access Panel agendas?**

Agendas are generally posted to Council's website two business days prior to the meeting date. Hard copies are also available from the Council offices three business days prior to the meeting date. To access the agenda and minutes on Council's website visit [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au) - Agendas and Minutes - Development Assessment Panel

**Please note that agenda attachments are NOT included on the website and copies cannot be made for the public as they are protected under Copyright law. Attachments are only available at the meeting and can be viewed at the Gawler Administration Centre 43 High Street, Gawler East SA 5118.**

## **What do I say when I address the Panel?**

Your presentation should summarise the issues of interest/concern in answering any questions the Panel may have. A presentation is not an opportunity to debate issues with the Panel or its members. Interested parties (i.e. neighbours) always speak first, followed by the applicant. All parties can represent themselves or have a representative speak on their behalf. Generally the time to speak is limited to five minutes per representation.

## **What does the Panel take into consideration when making decisions on applications?**

Each application must be considered individually on its merits to test the development proposal against the relevant provisions of the Town of Gawler Development Plan. The Panel is not a mediator or arbitrator for parties with a different view on a development proposal.

**For further information please contact the Council's Planning Department on 8522 9211.**