

Independent Review of a Decision

Are you unhappy or dissatisfied with a Council decision that has been made and would like to see this reviewed?

We will attempt to resolve all reviews on Council decisions without the need for a formal request for review. However, we recognise this may not always be possible.

Steps to take:

1. Please come and talk to us so we can try to resolve your issue. If you're still dissatisfied, you can ask us to speak with a senior officer within Council about the decision you are not satisfied with. Further unresolved matters can be subject to an independent review of a Council decision.
2. Council has established an **Independent Review of Decision Policy and Procedure, in accordance with Section 270 of the *Local Government Act, 1999***, that provides guidelines for how we will deal with the formal requests for a review of a decision of Council, its employees and other people acting on behalf of Council. A copy of the policy is available on our website.

For some decisions, legislation provides for a statutory process to appeal and/or review certain Council decisions. These decisions are outside the scope of a section 270 review. A list of the Acts which contain specific appeal and/or review procedures relevant to certain Council decisions appear below:

- *Community Titles Act 1996*
- *Development Act 1993*
- *Dog and Cat Management Act 1995*
- *Environment Protection Act 1993*
- *Expiation of Offences Act 1996*
- *Fire and Emergency Services Act 2005*
- *Food Act 2001*
- *Freedom of Information Act 1991*
- *Heavy Vehicle National Law (South Australia) Act 2013*
- *Local Government (Elections) Act 1999*
- *Local Government Act 1999*
- *Natural Resources Management Act 2004*
- *Road Traffic Act 1961*
- *Roads (Opening and Closing) Act 1991*
- *South Australian Public Health Act 2011*
- *Strata Titles Act 1988*
- *Supported Residential Facilities Act 1992*
- *Work Health Safety Act 2012*

Information - Independent Review of a Decision

Applications for a section 270 review in relation to matters that fall outside of statutory appeal or review procedures will be considered on their merits.

For more information, please contact us on 08 8372 8888 or visit

www.mitchamcouncil.sa.gov.au

How to apply

You can write to us or use the attached form. All formal applications for an Independent Review of Decision must be in writing. This document can also be downloaded from our website.

Address to:

Application for Independent Review of a Decision
Chief Executive Officer
City of Mitcham
PO Box 21
Mitcham Shopping Centre
TORRENS PARK SA 5062

What happens after this?

Your application will be acknowledged within five working days from receipt by ***Council Administration and you will be provided with information on how the matter will be handled.*** We will keep you informed as we work our way through the review.

If you have any questions or need help completing the application, please contact us.

Phone 08 8372 8888
Email mitcham@mitchamcouncil.sa.gov.au
Website www.mitchamcouncil.sa.gov.au
In person Civic Centre Staff and Internal Review Contact Officers.

An application for review must be in writing and set out the reasons for applying for the review (that is, why the applicant believes that the decision is wrong?). Although Council can be expected to have information and material relevant to the matter under review, an application for review may also include new, relevant information or evidence to support the application

Application for an Independent Review of a Decision

In accordance with Section 270 of the *Local Government Act 1999*



Applicant details:			
Mr / Miss / Mrs / Ms / Dr / Other			
First Name:		Surname:	
Company or Group Name <i>(If applicable)</i>			
Postal Address:			
Suburb:		Postcode:	
Phone:		Mobile:	
Email Address:			

Details of the decision you are requesting be reviewed

Please provide all relevant details, such as the date of the decision, the name of the staff member or department, and any previous contact with us about this. Remember to attach copies of any relevant documents. Attach additional pages if required.

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Application form - Independent Review of a decision

List your reasons for requesting the review:

Resolution sought

Please provide details of your expectations of Council about this review:

Please note all application details for an independent review of a decision may be released under the Freedom of Information laws.

Signature of Applicant:

Date:

Signature of Staff Member:

Date:

Position:

Contact Number provided:

email application to: mitcham@mitchamcouncil.sa.gov.au