



Shire of Dardanup

Development Services

Directorate

APPENDICES

Item 12.2.1

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 29th of October 2025

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]
Upon request.



Department of Planning,
Lands and Heritage



Our ref: DG-2025-2387 (PLH2023P1487)
Enquiries: DAP Secretariat, 6551 9919

Dear Local Government CEO

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Representation of local interests is a key aspect of the Development Assessment Panel (DAP) system. The combination of local knowledge with technical expertise provides for informed and balanced decision making by DAPs. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) provides for this local knowledge in the constitution of a DAP by requiring the local government to nominate elected members for inclusion on the register of Local Government DAP Members.

All existing Local Government DAP Members are currently appointed for a term ending 26 January 2026. Prior to this date, your local government is required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands. With the upcoming local government elections on 18 October 2025, there may be changes in the composition of your Council and this is considered to be the appropriate time to review nominations for Local Government DAP Members ahead of the expiry date.

Please note that if an existing member is not re-elected as a Councillor, they will cease to be a Local Government DAP Member as of 19 October 2025.

Pursuant to Regulation 25 of the DAP Regulations, your local government is requested, by Friday 21 November 2025, to nominate four elected council members to sit as DAP members for your local government district. The nominations must include two members who will be the primary Local Government DAP Members for your district and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

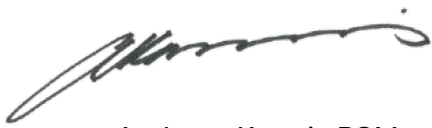
Please complete the attached nomination form and provide it to the DAP Secretariat, along with a copy of the council resolution. If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will include the nominees on the register of Local Government DAP Members for the term ending 26 January 2028.

Nominations should be submitted via email to the DAP Secretariat at dapnomination@dplh.wa.gov.au.

The WA Government is committed to increasing the diversity and backgrounds of Government Board and Committee members along with the total number of women appointed. Therefore, I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further information about can be found in the [Premier's Circular 2025/15 – State Government Boards and Committees](#) as well as the [Department of the Premier and Cabinet's State Government Boards and Committees – Classification and Appointment Guidelines](#).

If you have any queries regarding this request for nominations, please contact Zoe Hendry at the DAP Secretariat on (08) 6551 9919 or via email to dapnomination@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General

10 October 2025

Att 1 – LG DAP Members – Nomination Form
Att 2 – LG DAP Members – Nomination Form FAQ
Att 3 – Local Government Contact List 2025



(Appendix ORD: 12.2.1A)

DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION FREQUENTLY ASKED QUESTIONS

Question: When are nominations due back?

Answer: Completed nominations are due Friday 21 November 2025

Question: What is the term the local government DAP members will be nominated for?

Answer: The Minister for Planning and Lands will appoint local government DAP members from 27 January 2026 until 26 January 2028.

Question: What's the email address to return completed nominations or if we have any queries about the nominations?

Answer: dapnomination@dplh.wa.gov.au

Question: Is there anything else that we need to provide with the completed nomination form?

Answer: Yes, along with the completed form, a copy of the council resolution nominating up to four (4) elected council members from the respective local government

Question: Are Local Government DAP Members representatives of the Council on a DAP?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While Local Government DAP Members are mostly elected members of the relevant local government, they are not bound by any previous decision or resolution of the local government. All DAP Members are required to exercise independent judgment in relation to any DAP application before them and consider the application on its planning merits

Question: Why don't DAP member terms align with Councillor terms?

Answer: A transition period of 3 months is provided to allow sufficient time for nominations by the Local Government, registration by the Minister, and training requirements.

Question: Is being a councillor considered my employment?

Answer: No, employment details refer only to external employment and does not include your role as a Local Government member. If you don't have employment outside of being a councillor, then mark yourself as unemployed.

Question: How do I know if I am eligible for payment?

Answer: Eligibility for DAP sitting fees is determined in accordance with the [Premiers Circular 2025/15](#).

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
- current full time local, State and Australian Government employees;
- current Members of Parliament;
- current and retired judicial officers (except magistrates);
- current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.



(Appendix ORD: 12.2.1A)

Question: What if I am employed part time in one of the above and would like to receive payment for sitting on a DAP meeting?

Answer: Please provide evidence of your part time status from your employer, which will accompany the nomination. Your request to receive payment is required to be approved by the Minister for Planning and Lands.

Question: If I am eligible for payment, what are the sitting fees?

Answer: The sitting fees are as per schedule 2 of the *Planning and Development (Development Assessment Panels) Regulations 2011*. For a Local Government DAP Member, as at 1 March 2024 they are currently as follows:

- Per meeting to determine DAP applications (Form 1) - \$425
- Per meeting to determine DAP applications to amend or cancel determination (Form 2) - \$100
- Attendance at a SAT proceeding - \$425
- DAP Member training - \$400
- DAP member re-training - \$200

Question: I have undertaken Local Government training as a Councillor, is it the same thing?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While there may be some common themes, it is important you attend the training to ensure you are aware of the specific requirements and responsibilities of DAP Members.

Question: When can I sit on a DAP meeting?

Answer: Before you can sit on a DAP meeting, you will need to complete the DAP member training run by the DAP Secretariat. If you have previously completed training the DAP Executive Director will consider time since you completed that training and/or since you last participated on a DAP meeting to determine whether you are required to attend a refresher training before participating on another DAP meeting. We do encourage everyone to attend a training session, even if you have attended training previously, to ensure you are aware of any recent changes to DAP procedures and protocols.

Question: When will training sessions be held?

Answer: Once the Minister registers the local government DAP members, the DAP Secretariat will contact those who are within a Local Government district where there is a current DAP application that will require a DAP meeting within the next 3-4 months.

As of January 2026, the DAP Secretariat will be holding regular training sessions that will be extended to those who have not received training and are expected to be required on an upcoming DAP meeting. These training sessions have been staggered to ensure members have received training within a reasonable timeframe of participating on a DAP meeting.

Question: Where will training sessions be held?

Answer: Training sessions will be hosted by the DAP secretariat at the Department of Planning, Lands and Heritage, at 140 William Street, Perth. While attendance in person is encouraged, it is acknowledged that this is not also possible. Online attendance is available to those who cannot attend in person.

RISK ASSESSMENT TOOL**OVERALL RISK EVENT:** Nominations of Delegates for the Regional Joint Development Assessment Panel [DAP]**RISK THEME PROFILE:**

6 - Engagement Practices

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	By not nominating a representative to the DAP local interests would not be represented in future DAP determinations.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



Premier's Circular

Number:	2025/15
Issue Date:	01/07/2025
Review Date:	30/06/2029

TITLE

STATE GOVERNMENT BOARDS AND COMMITTEES

POLICY

State Government boards and committees form an important part of the State, acting under the direction of government to provide advice on certain areas of interest, support consultation with the community and/or oversee service delivery, all to benefit the State.

For the purposes of this Circular, a State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) that provides oversight and appropriate governance of some government functions and activities; or
- (iii) where members are paid a fee (other than reimbursements for travel expenses).

This may include sub-committees that fall within the above definition.

Prior to establishing a State Government board or committee (hereafter referred to as a board), agencies should consider whether an alternative form of consultative body, such as an interagency working group, can be utilised. Agencies should also undertake regular reviews of the ongoing need for a board.

Agencies, and the boards for which they are responsible, must comply with all relevant legislation and government policies in order to discharge their functions and exercise their duties to the highest standards.

Classification of boards

All boards must be classified into one of four Tiers (A, B, C and D) in accordance with the attached [State Government Boards and Committees: Classification and Appointment Guidelines](#) (the Guidelines).

The scope and impact of a board's functions, alongside other factors, determine the suitable classification. As a matter of policy, and in addition to existing legislative requirements:

- Cabinet approval is required for all board classifications, including alterations to classifications (reclassification);
- the classification of a board establishes the appropriate process required prior to appointments being made by the Governor in Executive Council, Minister or other relevant appointing authority;
- all establishments, abolitions and changes in name to boards are matters for Cabinet consideration, regardless of its classification;
- appointments and reappointments to boards that fall in Tiers A, B or C are matters for Cabinet consideration;
- once Cabinet has approved the classification of a board as Tier D, appointments and reappointments to that board will no longer be required to be considered by Cabinet; however, abolitions, changes in name and significant changes to Terms of Reference remain matters for Cabinet consideration.

Board appointments

As well as meeting any specific requirements in enabling legislation, appointments to boards are to be made based on the principles of merit, equity, openness and integrity.

Agencies (or other entities) responsible for facilitating the appointment of members to boards should refer to the [Guidelines](#) and apply the principles contained within. Specifically:

- Appointments should appropriately reflect the diversity of the Western Australian Community and gender target of 50 per cent women.
- An individual should not hold a position on more than two boards at any one time, regardless of whether they are paid or unpaid.
- Individual membership to any one board should not exceed 10 years in total or any other term specified under relevant legislation.
- Staggered appointments should be used where possible when refreshing membership to retain corporate knowledge while introducing fresh perspectives.
- Public sector employees seeking appointment not required of their roles must obtain prior permission from their employing authorities in accordance with section 102 the *Public Sector Management Act 1994*.

Remuneration

The authority to pay fees to board members may derive from legislation or a decision of Cabinet. Unless the relevant legislation provides otherwise, the rate of any fee is determined by the relevant Minister as recommended by the Public Sector Commissioner.

Appointment to a board does not mean the individual is entitled to remuneration. This decision is based on the need to provide appropriate remuneration relevant to the role performed while effectively managing costs to government.

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
 - current full time local, State and Australian Government employees;
 - current Members of Parliament;
 - current and retired judicial officers (except magistrates);
 - current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.

For guidance on reimbursement of travel expenses for board members, refer to the [Public Sector Commission](#).

BACKGROUND

The establishment of State Government boards and committees has historically been used by governments to provide leadership, direction and accountability across many areas of government activity to benefit the State.

The Western Australian Government is committed to providing greater opportunities for the community to participate in its decision-making process and supports diversity in the appointment to boards and committees.

A number of policies and guidance materials have been developed to assist boards and committees in carrying out their responsibilities with the highest level of governance and integrity, supporting the promotion of transparency and accountability in the public sector.

Enquiries and resources

The Department of the Premier and Cabinet provides advice and resources on Cabinet and the Cabinet process with respect to boards and committees; advice and guidance on board classification and general advice on board appointment processes. It also maintains OnBoardWA, an online register of people who have expressed interest in State Government board and committee positions.

The Public Sector Commission provides general advice and resources on governance arrangements and integrity. The Commission also provides remuneration recommendations for boards and committees where authority exists for members to be paid.

Further information can be found in the below table.

Roger Cook MLA
PREMIER

Department of the Premier and Cabinet <i>(Cabinet its processes, classification and appointment processes, and remuneration eligibility)</i> boards@dpc.wa.gov.au (08) 6552 5666	Public Sector Commission <i>(Remuneration recommendations)</i> GBC@psc.wa.gov.au (08) 6552 8500	Public Sector Commission <i>(Governance and integrity)</i> integrity@psc.wa.gov.au (08) 6552 8888
Online resources: ○ Cabinet Handbook: contains detailed information on the Cabinet process. ○ OnBoardWA is an online register of people who have expressed interest in State Government board and committee positions - available to agencies to search for board members based on skills and qualifications.	Online resources: ○ Remuneration Guidelines for the payment of Government Board and Committee members ○ Remuneration Recommendation Request Checklist: Process for seeking remuneration recommendations from the Public Sector Commissioner	Online resources: ○ Governance Manual: provides information to help boards to establish governance arrangements and members carry out their responsibilities. ○ e-learning for board members
Other relevant Circulars:	N/A	
Circular/s replaced by this Circular:	2017/08, 2019/07, 2021/18, 2022/02, 2023/02	