



**SPECIAL COUNCIL MEETING
WEDNESDAY, 22 OCTOBER 2025**

AGENDA

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AGENDA

CHIEF EXECUTIVE OFFICER'S REPORT

- 1.1 APPOINTMENT OF
 - 1.1.1 COUNCILLORS TO COUNCIL ESTABLISHED COMMITTEES
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- 1.2 APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS

BUSINESS OF THE MEETING

Prior to commencement a Declaration of Office Ceremony will be conducted for newly elected Councillors.

The business of this meeting is to:

- Elect the Deputy Mayor and Declaration of Office;
 - Determine appointments to Committees established in accordance with Section 5.8 of the *Local Government Act 1995*;
 - Appoint Presiding Members and Deputies to the Council established Committees; and
 - Nominate Councillors to represent the Council on various other occasional advisory groups and external organisations.
-

NOTICE OF MEETING AND AGENDA

MAYOR AND COUNCILLORS

PLEASE TAKE NOTICE that the next **SPECIAL COUNCIL MEETING** will be held in the Council Chambers, Orchard Avenue, Armadale at **7.00pm**

WEDNESDAY, 22 OCTOBER 2025

JOANNE ABBISS
CHIEF EXECUTIVE OFFICER

15 October 2025

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS /

Prior to the conduct of the Meeting the Declaration of Office Ceremonies for newly elected Councillors will take place (refer Section 2.29 of the *Local Government Act 1995* and Regulation 13 of the *Local Government (Constitution Regulations 1998)*).

The Chief Executive Officer to officiate the Declaration of Office for the newly elected members.

The Mayor to officially open the meeting.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3 ELECTION OF DEPUTY MAYOR

NOTES:

The Election of Deputy Mayor is to be conducted in accordance with Schedule 2.3 Division 2 and Schedule 4.1 of the *Local Government Act 1995*.

In brief, the procedure for the election of Deputy Mayor is explained as follows:

- The election of the Deputy Mayor is to be conducted by the Chief Executive Officer (CEO).
- **Nominations are to be given to the CEO in writing.** Nominations can be made before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the CEO, which is to be sufficient time after the announcement by the CEO that nominations are about to close to allow for any further nominations to be dealt with.
- If a councillor is nominated by another councillor the nomination cannot be accepted unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated.
- The councillors are to vote by secret ballot as if they were electors voting at an election.
- The votes cast are to be counted and the successful candidate determined in accordance with Schedule 4.1, as if those votes were votes cast at an election.
- As soon as practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

Votes may be cast a second time

- If when votes are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days. A special meeting can be held later that day but not more than 7 days later.
- Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- When the meeting resumes, the council members are to vote again on the matter by secret ballot.
- The votes cast are to be counted and the successful candidate determined in accordance with Schedule 4.1, as if those votes were votes cast at an election.

In accordance with the *Local Government Act 1995* [section 2.28(2) refers], the term of appointment for the Deputy Mayor ends at the start of the first meeting of the Council after the local government's next ordinary elections in (2) years time.

The Chief Executive Officer to call for nominations of Deputy Mayor.

If more than one nomination is received, candidates will be given an opportunity for a 2-minute brief presentation before a ballot is conducted.

4 DECLARATION OF OFFICE OF DEPUTY MAYOR

The Mayor to officiate the subscription of Declaration of Office of Deputy Mayor.

5 PUBLIC QUESTION TIME

Minimum time to be provided – 15 minutes (unless not required)

A procedure has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure is attached to the Council Agendas made available in the public gallery.

The public's cooperation in this regard will be appreciated.

6 BUSINESS OF THE MEETING

CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.5

BUSINESS ARISING FROM REPORT

- 1.2 APPOINTMENT OF
 - 1.2.1 COUNCILLORS TO COUNCIL ESTABLISHED COMMITTEES
 - 1.2.2 CHAIRS & DEPUTY CHAIRS TO COUNCIL ESTABLISHED COMMITTEES
- 1.2 APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS

7 CLOSURE

CHIEF EXECUTIVE OFFICER’S REPORT

22 OCTOBER 2025

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*****1.1 - APPOINTMENT OF COUNCILLORS TO COUNCIL ESTABLISHED
COMMITTEES AND APPOINTMENT OF CHAIRS & DEPUTY CHAIRS***

WARD : ALL

FILE No. : M/567/25

DATE : 10 September 2025

REF : SD

RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Following the local government elections on 18 October 2025 consideration is required to be given to the appointment of Councillors to Council established Committees.

It is recommended that Council

- Appoints Councillors and deputies (by an absolute majority decision) to the following Committees for the period October 2025 to October 2027:-
 - Corporate Services Committee
 - Community Services Committee
 - Development Services Committee
 - Technical Services Committee
 - City Audit Committee
- Appoints Presiding Members and deputies for the Committees for the period October 2025 to October 2027.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4. Leadership and Innovation
- 4.1 Strategic Leadership and effective management

Legal Implications

Local Government Act 1995.

Section 5.8 – Establishment of Committees

Section 5.9 – Types of Committees

Section 5.10 – Appointment of committee members

Section 5.11A – Deputy committee members

Section 5.11 – Tenure of Committee Membership

Section 5.12 – Presiding members and deputies

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

There are no specific financial implications to the appointment of members to Committees as the costs associated with attendance at these Committees have been included in the current budget and corporate business plan.

Consultation

Nil

BACKGROUND

The legislative requirements for the appointment of committee members and Deputy members are as follows:-

Section 5.10 of the *Local Government Act 1995* – Appointment of Committee Members

(1) A committee is to have as its members –

- a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b); and*
- b) persons who are appointed to be members of the committee under subsection (4) or (5)*

** Absolute majority required*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides. (Note section 5.9(2) states that a committee is to comprise - (a) council members only; or (b) council members and employees; or (c) council members, employees and other persons ...)

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish:*
- (a) to be a member of the committee; or*
- (b) that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

Section 5.11A of the *Local Government Act 1995* – Appointment of Deputy Committee Members

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*
- * Absolute majority required*
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
- (a) if the member of the committee is a council member — a council member; or*
- (b) if the member of the committee is an employee — an employee; or*
- (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
- (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

Section 5.12 of the *Local Government Act 1995* – Presiding members and deputies

- (1) *The local government must appoint* a member of a committee to be the presiding member of the committee.*
- * Absolute majority required.*
- (2) *The local government may appoint* a member of a committee to be the deputy presiding member of the committee.*
- * Absolute majority required.*

COMMENT

Council has established (5) Committees to advise it on specific matters.

These are:-

- Corporate Services Committee
- Community Services Committee
- Development Services Committee
- Technical Services Committee; and
- City Audit Committee

The *Local Government Act 1995* applies to these Council established committees, and appointment of Councillors to these committees must be made by Council and passed by an absolute majority decision (i.e. by at least (8) of the 15 Members whether present or not).

The tenure of a Councillor's membership on a Committee continues until:

- the Councillor no longer holds the office by virtue of which the Councillor became a member
- the Councillor resigns from membership of the Committee
- the Committee is disbanded; or
- the next ordinary election day;

whichever happens first.

(Section 5.11 of the Act Refers)

Following the local government elections held on 18 October 2025, consideration is required to be given to the appointment of Councillors to Council established Committees.

As the City is divided into seven wards, membership convention of the Corporate Services, Community, Development and Technical Services Committees has historically been one member from each ward.

APPOINTMENT OF COMMITTEE MEMBERS

Details of the (5) Council established Committees are as follows:.

Note: *At this juncture of the meeting and pursuant to section 5.10(4) of the Local Government Act 1995, the Mayor is to inform the meeting of her wish to be a member of a committee(s) and the Council is to appoint the Mayor to be a member of that committee(s).*

1. Corporate Services Committee

This Committee comprising of (7) Members, conventionally one from each Ward, assists the Council in its decision-making relating to the following matters:

- Corporate Policy Matters
- Economic Development & Tourism
- Financial Planning & Reporting
- Governance & Administration
- Strategic Planning & Projects

Part (1a) of the Recommendation refers - absolute majority decision required

2. Community Services Committee

This Committee comprising of (7) Members, conventionally one from each Ward, assists the Council in its decision-making relating to the following matters:

- Community Development
- Community Events
- Library & Heritage Services
- Ranger & Emergency Services
- Recreation & Leisure Services

Part (1b) of the Recommendation refers - absolute majority decision required

3. Development Services Committee

This Committee comprising of (7) Members, conventionally one from each Ward, assists the Council in its decision-making relating to the following matters:

- Planning and development (Statutory & Strategic)
- Community Planning
- Building Services
- Environmental Health Services

Part (1c) of the Recommendation refers - absolute majority decision required

4. Technical Services Committee

This Committee comprising of (7) Members, conventionally one from each Ward, assists the Council in its decision-making relating to the following matters:

- Asset Management
- Civil Works
- Engineering Design
- Environment/Landcare Services
- Parks & Reserves
- Property Management
- Subdivisions
- Technical Services Administration
- Waste Services

Part (1d) of the Recommendation refers - absolute majority decision required

5. City Audit Committee

- The purpose of the Audit and Risk Committee is to support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit function and ethical accountability. Terms of Reference are attached.
- Membership of this Committee is usually 5 Councillors with one of the members being the Mayor + 1 external independent member.
- Membership for 2023-2025 included Mayor Butterfield (Mayor), Cr Peter (Chair), Cr Hetherington (D/Chair), Cr Keogh, Cr Mosey, Cr Silver

Part (1e) of the Recommendation refers – absolute majority decision required.

Note:

Section 87 of the Amendment Act introduced new requirements in respect of appointment of an independent chair and deputy chair of an audit committee (to be called an Audit, Risk and Improvement Committee in the future). Section 87 of the Amendment Act is yet to be Proclaimed. The Amendment Act also specifies that the Audit, Risk and Improvement Committee is to be established no later than 6 months after the day Section 87 commences. Accordingly, as this is a future requirement, Council is not required to implement this particular change at this time.

APPOINTMENT OF CHAIRS & DEPUTY CHAIRS FOR COMMITTEES

Amendments to Section 5.12 of the *Local Government Act 1995* require Council to appoint presiding members and deputy presiding members. These appointments must be made by an absolute majority decision of the Council. The change was introduced to allow Council to decide on the leadership of Council appointed committees.

5.12. Presiding members and deputies

(1) *The local government must appoint* a member of a committee to be the presiding member of the committee.*

** Absolute majority required.*

(2) *The local government may appoint* a member of a committee to be the deputy presiding member of the committee.*

** Absolute majority required.*

It should be noted that a presiding member and deputy presiding member for a committee will be an *appointment*, rather than being elected by Council.

Following the Council appointment of elected members to all committees, Council to now consider the consequential appointment of a presiding member (Chair) and deputy presiding member (Deputy Chair) for each of these Committees.

The Mayor to call for nominations of Chair and Deputy Chair for the following Committees for appointment by Council:-

- Corporate Services Committee
- Community Services Committee
- Development Services Committee
- Technical Services Committee
- City Audit Committee

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO2/10/25

That Council:**1. Appoints Councillors and their deputies to the following Committees for the period October 2025 to October 2027:****a. Corporate Services Committee**

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

Moved Cr _____, Seconded Cr _____

b. Community Services Committee

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

Moved Cr _____, Seconded Cr _____

c. Development Services Committee

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

Moved Cr _____, Seconded Cr _____

d. Technical Services Committee

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

Moved Cr _____, Seconded Cr _____

e. City Audit Committee

Members – City Audit	Deputy Members
Mayor Butterfield	
Cr	
Cr	
Cr	
Cr	

Moved Cr _____, Seconded Cr _____

2. Appoints Presiding Members and deputies as below to the following Committees for the period October 2025 to October 2027:

Committee	Presiding Member	Deputy
Corporate Services Committee		
Community Services Committee		
Development Services Committee		
Technical Services Committee		
City Audit Committee		

Moved Cr _____, Seconded Cr _____

ABSOLUTE MAJORITY RESOLUTION REQUIRED

***1.2 - APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS,
REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS***

WARD : ALL

FILE No. : M/568/25

DATE : 10 September 2025

REF : SD

RESPONSIBLE : Chief Executive
MANAGER Officer

In Brief:

- Following the local government elections on 18 October 2025 consideration is required to be given to the appointment of Councillors to:
 - Occasional Advisory Groups, Reference/Working Groups Established by Council; and
 - Committees, Reference and Working Groups Established by External Entities.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4. Leadership and Innovation
- 4.1 Strategic Leadership and effective management

Legal Implications

Local Government Act 1995

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Standing Order & House Advisory Group

COMMENT

This Report refers to Councillor representation on the various :-

- Occasional advisory, reference and working groups established by Council, and
- Committees, reference and working groups established by external entities

Council's practice/convention in determining Councillor representation on these groups is :-

- The tenure of a Councillor's appointment is generally 2 years, i.e. October 2025 to October 2027, and is guided by section 5.11 of the Act (unless it is a Ministerial appointment);
- Councillor appointments are made by simple majority resolution of Council, and unless otherwise explained, the appointments are optional; and
- It is preferable that Councillors appointed to the various groups are members of the Council established Committee that oversees the group's role.

For each group, a brief explanation of the group's purpose/role is provided along with details of the meeting dates to assist Council in determining its representation on the group.

Occasional Advisory, Reference and Working Groups Established by Council

In addition to the City's Standing Committees, the City has a number of Occasional Advisory and Working Groups to which elected members are appointed. The names of these Committees are as follows and details for each of these Groups are listed under the Committee that oversees the group's role.

Community Services

- **City of Armadale Highland Gathering Reference Group**
- **Access & Inclusion Reference Group**
- **History Reference Group**
- **Homelessness Working Group**
- **Local Emergency Management Committee**
- **Reconciliation Action Plan Working Group**

Corporate Services

- **CEO Performance Review Panel**
- **Standing Order & House Advisory Group**

Development Services

- **Community Heritage Advisory Group**
- **Canopy Cover Working Group**

Technical Services

- **Armadale Settlers Common Working Group**
- **Bushcare & Environmental Working Group**
- **Wirra Willa Working Group**

Committees, Reference and Working Groups Established by External Entities

There are also a number of External Committees / Groups that the City has either been invited to join or are part of and a City delegate is required to be appointed. These are as follows and details for each of these Groups are listed under the Committee that oversees the group's role.

Community Services

- **Neighbourhood Watch (CoA) Committee**

Corporate Services

- **WALGA's South East Metropolitan Zone**

Development Services

- **Development Assessment Panel (Ministerial appointment)**
- **Development WA – Armadale Land Redevelopment Committee (Ministerial appointment)**
- **Pickering Brook & Surrounds Sustainability & Tourism Strategy Working Group**

Technical Services

- **Armadale Gosnells Landcare Group**
- **Jandakot Regional Park Community Advisory Committee**
- **Metropolitan Regional Road Sub-Group**
- **Parks Darling Range Community Advisory Committee**
- **South East Regional Energy Group (SEREG)**
- **South East Regional Centre for Urban Landcare (SERCUL)**

COMMUNITY SERVICES**City of Armadale Highland Gathering Reference Group**

The purpose of the group is to assist with the Armadale Highland Gathering and has a membership that includes organisations that participate in the event.

The City representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Member	Deputy
2023-2025	Cr G J Smith	Cr P A Hetherington
2025-2027	Refer Community Services Committee	
Meets Monthly (mid-year onwards) at the City’s Administration Office		

Access and Inclusion Reference Group

The purpose of the Group is to provide a forum on access and inclusion issues, information sharing and advocacy. It provides feedback on the City's Access and Inclusion Plan and has membership of officers from different Directorates in addition to community members and government and non-government agencies.

The City representative is the Chair as per the Terms of Reference.

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Member	Deputy
2023-2025	Cr G J Smith	Nil
2025-2027	Refer Community Services Committee	
Meets Bi-monthly at the City's Administration Office		

History Reference Group

This Group advises and makes recommendations to Council, (via the Community Services Committee), on a range of issues associated with the City's historical collections, its Museums, Local Studies Library and historic precincts and any other matters related to preserving the history of the district. Its membership comprises community members and representatives from relevant organisations.

The City representative is a liaison role only (no voting rights).

NOTE: Historically Council representation has been elected members from the Community Services Committee.

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Member	Deputy
2023-2025	Cr J Keogh	Mayor Butterfield
2025-2027	Refer Community Services Committee	
Meets Quarterly at the Armadale Library		

Homelessness Working Group

The purpose of the Homelessness Working Group is to explore options and make recommendations to Council on the implementation of options available to the City of Armadale to help homeless people and address their needs.

The City representative is a liaison role only (no voting rights).

NOTE: Council representation is up to (3) Councillors as nominated by Council.

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Members (3)
2023-2025	Cr P A Hetherington, Cr J Joy and Cr K Busby
2025-2027	Refer Community Services Committee
Meets Bi-monthly at the City's Administration Office	

Local Emergency Management Committee (LEMC)

The Local Emergency Management Committee ('LEMC') is established under s.38 of the *Emergency Management Act 2005*.

In accordance with s.39 of the *Emergency Management Act 2005* the functions of the Local Emergency Management Committee (LEMC) is to –

- Advise and assist the City in ensuring that Local Emergency Management Arrangements (LEMA) are established for its district; and
- Liaise with public authorities and other persons in the development, review and testing of LEMA; and
- Carry out other emergency management activities as directed by the District Emergency Management Committee (DEMC) or prescribed by the regulations.

The LEMC is made up of representatives from the City, WA Police, Department of Fire & Emergency Services (DFES), Department of Biodiversity Conservation and Attractions (DBCA), Department of Communities (DoC), Department of Health (DoH), Department of Primary Industries and Regional Development (DPIRD), Department of Education (DoE), Armadale State Emergency Service (SES), Volunteer Bush Fire Brigades, Main Roads WA, Water Corporation, Western Power, Red Cross and St John Ambulance.

Historically, the City is represented on the LEMC by the Mayor who is also the Chairperson. The *State Emergency Management Procedure 3.7* requires the Chair to be an elected member of the Council.

LEMC Chairperson: Mayor – City of Armadale,
Deputy Chairperson: Local Emergency Coordinator who is the OIC - Armadale Police,
Executive Officer: Emergency Management Lead – City of Armadale.

	Delegate
2023-2025	Mayor Butterfield
2025-2027	Mayor Butterfield
Meets Quarterly at the City's Administration Office	

Neighbourhood Watch Committee (CoA Committee)

Neighbourhood Watch is a community self-help programme that aims to prevent crime and protect the safety, security and quality of life for everyone in our Community.

The City representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Delegate (Liaison)	Deputy
2023-2025	Cr J Joy JP Cr G J Smith	Cr K Kamdar
2025-2027	Refer Community Services Committee	
Meets Monthly at the City’s Administration Office		

Reconciliation Action Plan Working Group

The purpose of the Reconciliation Action Plan Group is to provide feedback and guidance on the delivery of the City's Reconciliation Action Plan. Membership comprises Aboriginal Development staff, Executive Directors, community members and Councillors.

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Members
2023-2025	Cr S Stoneham, Cr S J Mosey, Cr P A Hetherington, Cr J Keogh
2025-2027	Refer Community Services Committee
Meets Quarterly at the City's Administration Office	

CORPORATE SERVICES**CEO Performance Review Panel**

Section 5.38 of the *Local Government Act 1995* provides that the performance of a CEO is to be reviewed formally at least once in every year of their employment. In addition, it is recommended that the Council engages in regular discussions with the CEO regarding performance about key result areas, progress and ways that the CEO can be supported.

The Standard and Guidelines for the CEO's performance review recommend that Council entrusts this to a panel (comprising council members and an independent consultant). Council at its special meeting on 3 May 2021 adopted the "City of Armadale Standards for CEO Recruitment, Performance and Termination".

In accordance with Schedule 2, Division 3 of the *Local Government (Administration) Regulations 1996*, the local government and the CEO must agree on the process by which the CEO's performance will be reviewed.

NOTE: *Historically, membership included Mayor, Deputy Mayor, Chair Corporate Services Committee + 2/3 Councillors*

	Members (6 Councillors)
2023-2025	Mayor Butterfield, Dy. Mayor Cr Keogh, Cr Mosey, Cr Stoneham, Cr Hetherington, Cr Peter
2025-2027	Mayor Butterfield, Crs
Meets as and when required at the City's Administration Office	

South East Metropolitan Zone – WA Local Government Association (WALGA)

WALGA's South East Metro Zone (SEMZ) includes the geographically aligned members from the Cities of Armadale, Canning, Gosnells, South Perth and Town of Victoria Park. This Zone, which is one of five in the metropolitan area, is responsible for input into policy formulation, direct elections of State Councillors and it advises on matters to WALGA's State Council. Each member Local Government on the SEMZ is entitled to appoint two voting Delegates and Deputy Delegates.

When a delegate is appointed to a Zone, they become eligible to nominate for State Council. State Council is the decision-making, representative body of WALGA, responsible for sector-wide policy making and strategic planning.

There are no sitting fees or reimbursements paid to Zone Delegates. State Councillors are entitled to travel reimbursement related to meeting attendance and are paid an annual sitting fee.

The SEMZ meet on the third Wednesday of the month (February, April, June, August and November) at 6pm. Hosting of SEMZ meetings is rotated between each member Local Government.

Delegates vote generally in accordance with Council's policy position. Where there is no clear policy position on a matter, voting to be based on the discussion at the meeting.

NOTE: Council is represented on WALGA's South East Zone by 2 Councillors.

It is recommended that appointments are resolved at this Council meeting as advice is required to WALGA by early November so Zones can appoint State Councillors at its November meeting.

	Delegates (2)	Deputy Delegates (2)
2023-2025	Mayor Butterfield Cr M Silver	Cr J Keogh Cr S Virk
2025-2027	Crs	Cr.....
Meets Bi-monthly and venue rotates with Member Councils		

Standing Order & House Advisory Group (SOHAG)

This Group considers and makes recommendation (via Corporate Services Committee) to Council on governance, policy and member house matters such as civic functions and receptions.

Recommendations are generally made by consensus or where consensus cannot be reached by majority.

NOTE: Membership to include Mayor + 3/4 Councillors

It is recommended that this appointment be made at this meeting so that a meeting of this Group can be facilitated by November 2025.

	Members (5)
2023-2025	Mayor Butterfield, Cr Keogh, Cr Mosey, Cr Peter and Cr Stoneham
2025-2027	Mayor, Cr _____ + 3/4 Councillors
Meets as and when required at the City's Administration Office, usually once per month	

DEVELOPMENT SERVICES**Community Heritage Advisory Group (CHAG)**

The Community Heritage Advisory Group provides advice in regard to the Municipal Heritage Inventory, documentation for the State Register of Heritage Places and making suggestions to Council generally on heritage conservation matters.

The City representative is a liaison role only

NOTE: *Historically Council representation has been elected members from the Development Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Development Services Committee.

	Member	Deputy
2023-2025	Cr J Keogh	Cr S J Mosey
2025-2027	Refer Development Services Committee	
Meets Bi-monthly at the City’s Administration Office		

Development Assessment Panel (DAP)

Development Assessment Panels (DAPs) commenced on 1 July 2011. Local government representation on DAPs is important to ensure the interests of the local community are considered as part of the DAP process.

The Minister for Planning approved the DAP Local Government Members for a period of two years from January 2024 to January 2026.

New nominations will be needed after the expiration of the current appointment period of the current members and alternate members. It is appropriate to nominate Councillors at this meeting as State Government appointment process takes several months. Sitting fees are paid for DAP members. Training is required for DAP participation. Attached is a letter and FAQ regarding DAP Member Nominations.

NOTE: *Historically Council representation has been elected members from the Development Services Committee, however any Councillor can nominate.*

It is recommended that nominations be made at this meeting so that these can be submitted to the DAP Secretariat by the due date.

	Members (2)	Alternate Members (2)	
2023-2025	1. Dr C M Wielinga 2. Cr M Hancock	1. Cr S Peter 2. Cr J Keogh	Appointed by Minister for Planning
2025-2027	1. 2.	1. 2.	
Meets as and when required during business hours via Zoom (organized by the Department of Planning, Heritage & Lands)			

DevelopmentWA – Armadale Land Redevelopment Committee

In January 2012 the Armadale Land Redevelopment Committee (LRC) was established to exercise DevelopmentWA's (DWA) functions in the Armadale redevelopment area.

The DevelopmentWA Land Redevelopment Committees (LRC's) play a key role in the decision making around the development and delivery of urban renewal projects in each of the redevelopment areas.

In accordance with section 80(1) of the *Metropolitan Redevelopment Authority Act 2011* (the Act) , LRC's comprise of five members, one being a member of the DevelopmentWA Board, one nominated under section 81 of the Act and the remaining members appointed at the discretion of the Minister.

Following the 2023 elections Council at its Special Council meeting on 26 October 2023 resolved to nominate three Local Government Member representatives – Crs Keogh, Cr Kamdar and Cr Peter. The Minister appointed Cr Keogh for a term commencing April 2024 to 31 December 2025.

It is recommended that three nominations be submitted to the Minister for appointment to this Committee.

NOTE: Historically Council representation has been an elected member from the Development Services Committee.

	Member	
2023-2025	Cr J Keogh	Appointed by Minister for Planning – Vote in own right
2026	<i>Three nominations be made at this meeting for selection by the Minister</i>	
Meets as and when required during business hours at the DWA’s Office in Perth CBD or via Zoom.		

Pickering Brook & Surrounds Sustainability and Tourism Strategy Working Group

The Department of Planning, Lands and Heritage (DPLH), in conjunction with relevant State and local Government representatives have established a Working Group that has facilitated the development of a sustainability and tourism strategy for Pickering Brook and surrounding area, which incorporates parts of the City of Armadale in the Hills Ward.

Membership of the Working Group includes the Member for Kalamunda, elected representatives and senior officers from the Cities of Kalamunda and Armadale and senior officers from state government agencies. In some instance, the Manager Economic Development & Tourism and/or the Head of Strategic Planning, Place and Development may also attend these meetings.

The Working Group was established in November 2018. The Strategy has been released in two parts, with Part One focusing on the Pickering Brook Townsite (November 2020) and Part Two focusing on Facilitating Sustainable Economic Development Opportunities (July 2025). Going forward, the focus of the Working Group will shift from development of the Strategy to implementation of the various actions that have been identified. These include collaboration on destination marketing, recommendations for updates to local planning frameworks and promotion of related elements like cycle routes and bushfire safety.

The Technical Working Group is not a decision making body and the meetings are intended to be constructive forums for open, two-way communication between working group members, consultants and the Department of Planning, Lands and Heritage.

The DPLH reports to the Pickering Brook Taskforce which is the primary decision making authority and at establishment its members are:

- Minister for Transport; Planning; Ports – Chairperson
- Minister for Regional Development; Agriculture and Food; Hydrogen Industry
- Minister for Tourism; Culture and the Arts; Heritage; Leader of the House
- Chairman, Western Australian Planning Commission

Delegate to vote (where required) in accordance with Council position or policy.

NOTE: *Historically Council representation has been an elected member from the Hills Ward.*

It is recommended that this appointment be made at this meeting.

	Delegate
2023-2025	Dr C M Wielinga
2025-2027	Cr
Meets bi-monthly. Venue is at DPLH offices or City of Kalamunda offices	

Canopy Cover Working Group (CCWG)

The Terms of Reference adopted by Council on 25th November 2025 specifies that the Objective of the Working Group is as follows:

The purpose of the Canopy Cover Working Group is to explore Canopy Cover strategies and plans in order to inform the Urban Forest Strategy (UFS) Review and make recommendations to Council on options available to support the increase and protection of the City's Canopy Cover.

It is recommended that this appointment be made at this meeting.

	Members (8)
2023-2025	Mayor Butterfield, Dr Wielinga, Cr Silver, Cr Mosey, Cr Peter, Cr Smith, Cr Keogh, Cr Stoneham
2025-2027	Crs
Meets approximately every 6 weeks at the City's Administration Office	

TECHNICAL SERVICES**Armadale/Gosnells Landcare Group (AGLG)**

The Armadale/Gosnells Landcare Group (*the Landcare Group or AGLG*) is an incorporated, not for profit, community organisation whose focus is river restoration, bushland management, and environmental education in the catchment of the Upper Canning, Southern and Wungong Rivers. The AGLG is guided by a strategic Plan and Business Plan and directly employs staff that are supervised by the City of Armadale.

The Landcare Group attracts significant grant funding, relies heavily on volunteer participation and is financially supported by Council. Consequently, it is considered beneficial to have Councillor representation.

The City representative is a liaison role only (no voting rights)

NOTE: *Historically Council representation has been elected members from the Technical Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2023-2025	Cr G J Smith	Cr S Stoneham
2025-2027	Refer Technical Services Committee	
Meets bi-monthly. Venue rotates between CoA and CoG		

Armadale Settlers Common Working Group

The Armadale Settlers' Common Working Group (*the ASC Working Group*) assists in the conservation and management of Armadale Settlers' Common as a conservation reserve and encourages recreation and education of the natural bushland environment.

Armadale Settlers' Common is a large 'A' Class reserve vested in the City of Armadale, which does not receive funding for environmental management from the City. Management actions are implemented by the Working Group in conjunction with the City's Environmental Services Department.

The Working Group attracts significant annual grant funding. One member of this Working Group also sits on the "Bushcare and Environmental Working Group".

The Working Group relies heavily on volunteer participation, and as with other groups, it is considered beneficial to have Councillor representation.

The City representative is a liaison role only (no voting rights).

NOTE: *Historically Council member and deputy have been elected members from the ward where Settlers Common is located (Hills Ward).*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2023-2025	Cr S J Mosey Dr C M Wielinga	Nil
2025-2027	Refer Technical Services Committee	
Meets Monthly at Settlers Common		

Bushcare & Environmental Working Group

The Bushcare and Environmental Working Group (*the Working Group*) provides the primary formal link between Council and the community in regard to protection and rehabilitation of the natural environment. The Working Group also oversees and coordinates the efforts of other 'working' and 'friends' groups.

The Working Group comprises twelve members from the community, one Councillor, a City Environmental Officer, and the City's Bushcare Supervisor. The role of the Working Group is to advise the City on policy matters associated with environment, to coordinate conservation groups, and to provide support to the various volunteer environmental groups.

The Working Group relies heavily on volunteer participation, and it is considered important to have Councillor representation. The Working Group meets on the second Wednesday of every second month.

The City representative votes in accordance with Council policy/position where it exists.

NOTE: *Historically Council representation has been elected members from the Technical Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2023-2025	Cr S Stoneham	Cr J Joy
2025-2027	Refer Technical Services Committee	
Meets bi-monthly at the City’s Administration office		

Jandakot Regional Park Community Advisory Committee

The Jandakot Regional Park Community Advisory Committee (*the Committee*) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor representative from each Local Government to attend. The Committee meets quarterly on a Tuesday, usually beginning in February.

The City representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Technical Services Committee. The Jandakot Regional Park impacts the Lake and Ranford Wards.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2023-2025	Cr S Virk	Cr M Silver
2025-2027	Refer Technical Services Committee	
Meets quarterly at Cockburn Wetlands Education Centre, Bibra Lake		

Metropolitan Regional Road Sub-Group

The Metropolitan Regional Road Group (MRRG) manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network of the Metropolitan Region. Metropolitan Local Governments are divided into 6 Sub Groups with membership being an Elected Member and Technical Representative from each Local Government. Each Sub Group appoints one representative Elected Member and Technical representative to the MRRG.

The South East Metropolitan Regional Road Sub-group assists in informing the decisions of the MRRG and comprises of members from the Town of Victoria Park, the City of Gosnells, City of Armadale, City of Belmont, City of Canning, City of South Perth, and the Shire of Serpentine Jarrahdale as well as representatives from the West Australian Local Government Association (WALGA) and Main Roads Western Australia. (MRWA).

Councillor representation is considered important and the Group influences policy with significant funding implications for the City, as well as assisting in ensuring that the outcomes of the Regional Road Group and the funds expended under the State Roads Funds to Local Government Agreement are in line with the City's priorities.

The City representative votes in accordance with Council policy/position where it exists

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2023-2025	Cr S Peter	Cr J Keogh
2025-2027	Refer Technical Services Committee	
Meets bi-annually and venue alternates between Member Councils		

Parks Darling Range Community Advisory Committee

The Parks Darling Range Community Advisory Committee (*the Committee*) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee meets quarterly on a Thursday, and consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor Representative from each Local Government (Armadale, Gosnells, Kalamunda and Mundaring).

The City representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2023-2025	Cr S Stoneham	Cr S J Mosey
2025-2027	Refer Technical Services Committee	
Meets Quarterly and venue alternates between Member Councils		

South East Regional Energy Group (SEREG)

The South East Regional Energy Group comprises of representatives of the Cites of Armadale, Gosnells, and the Shire of Serpentine Jarrahdale, working in partnership to reduce regional greenhouse gas emissions through the implementation and review of the *Switch your thinking* Business Plan, and Partner Councils' Corporate Greenhouse Action Plan. The Group meets bi-monthly and meetings are attended by Officers of the City of Armadale. The City representative votes in accordance with Council policy/position where it exists

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2023-2025	Mayor Butterfield	Cr J Keogh
2025-2027	Refer Technical Services Committee	
Meets Bi-monthly and venue alternates between Member Councils		

South East Regional Centre for Urban Landcare (SERCUL)

The South East Regional Centre for Urban Landcare (SERCUL) was formed in 2003 as an independent 'Natural Resource Management' body in Perth. SERCUL brings together the community, business, and government, to develop and implement projects that improve the health of our waterways and other ecosystems. One of five sub-regional bodies, the area SERCUL covers takes in the Canning, Southern and Wungong Rivers and their tributaries, and parts of the Swan River.

The SERCUL Committee is made up of community members from local environmental groups, Local Government Officers and Councillors, and officers from State Agencies, including the Swan River Trust.

SERCUL attracts significant grant funding and relies heavily on the work of volunteer and land care groups. The SERCUL Committee meets bi-monthly on the second Thursday of the month.

The City representative is a liaison role only (no voting rights).

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2023-2025	Cr G Smith	Cr S J Mosey
2025-2027	Refer Technical Services Committee	
Meets Bi-monthly and venue alternates between Member Councils		

Wirra Willa Working Group

The Wirra Willa Working Group is working towards restoring and preserving the heritage listed gardens back to its former glory for the Community to enjoy.

Wirra Willa is a heritage listed garden that celebrates its unique history. It is our vision to deliver garden rooms for visitors to explore, it will be a place of reflection, small gatherings, and learning about culture, heritage and horticulture. Wirra Willa is a destination site for locals and garden tourists around the world.

NOTE: Council representation is the Mayor & Chair of Technical Services Committee

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2023-2025	Mayor Butterfield Cr K Busby	Cr M Silver
2025-2027	Refer Technical Services Committee	
Meets Bi-monthly at the City’s Administration Centre		

RECOMMEND

CEO3/10/25

That Council:

- 1. make appointments for the period October 2025 to October 2027 as follows:-**

	Member	Deputy
Committees/Groups Established by External Entities		
Local Emergency Management Committee	Mayor Butterfield	
South East Metropolitan Zone (WALGA)	Cr Cr	Cr Cr
CEO Performance Review Panel	Mayor Butterfield Crs	
Standing Order & House Advisory Group	5 Members Crs	
Pickering Brook & Surrounds Sustainability & Tourism Strategy Working Group	Cr	
Canopy Cover Working Group	Cr	

2. make the following nominations to the Minister for consideration of appointment of the City's Members and Alternate Members for the Development Assessment Panel.

Members (2)	Alternate Members (2)
1.	1.
2.	2.

3. make the following three nominations to the Minister for consideration of appointment of a member to the DevelopmentWA Land Redevelopment Committee.

- i.
ii.
iii.

4. refer appointments as listed below to the respective Committees for recommendation to Council.

Occasional Advisory Groups & Reference/Working Groups Established by Council	Committees/Groups Established by External Entities
Community Services Committee	
City of Armadale Highland Gathering Reference Group	Neighbourhood Watch (CoA) Committee
Access & Inclusion Reference Group	
History Reference Group	
Homelessness Working Group	
Reconciliation Action Plan Working Group	
Development Services Committee	
Community Heritage Advisory Group	

Technical Services Committee	
Armadale Settlers Common Working Group	Armadale Gosnells Landcare Group
Bushcare & Environmental Working Group	Jandakot Regional Park Community Advisory Committee
Wirra Willa Working Group	Metropolitan Regional Road Sub-Group
	Parks Darling Range Community Advisory Committee
	South East Regional Energy Group
	South East Regional Centre for Urban Landcare

ATTACHMENTS

1. [↓](#) LG DAP Member - Circular and Member Nomination FAQ

CHIEF EXECUTIVE OFFICER'S REPORT ATTACHMENTS 22 OCTOBER 2025		
ATT NO.	SUBJECT	PAGE
1.2	APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS	
1.2.1	LG DAP Member - Circular and Member Nomination FAQ	33



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.

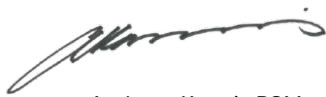
Nominations should be submitted via email to the DAP Secretariat at dapnomination@dplh.wa.gov.au.



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@dplh.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](#).

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





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.



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.