8.2 APPOINTMENT OF COUNCIL MEMBERS TO THE METRO INNER DEVELOPMENT ASSESSMENT PANEL

Attachments:

1. **Department of Planning, Lands and Heritage Letter - Local Government Nominations**
2. **Local Government Development Assessment Panel Members - Nomination Form**
3. **Development Assessment Panel Nomination FAQ**

RECOMMENDATION:

That Council APPOINTS the following Council Members to represent the City of Vincent on the Metro Inner Development Assessment Panel (DAP) for the period 27 January 2026 to 26 January 2028:

Member:	**Alternate Members:**
1.	**1.**
2.	**2.**

PURPOSE OF REPORT:

To appoint members to the Metro Inner Development Assessment Panel (DAP).

BACKGROUND:

Council at its meeting 14 November 2023 resolved to appoint four Council Members to represent the City on the DAP for a period 26 January 2024 – 26 January 2026 this included Cr Woolf and Cr Wallace as Members and Cr Castle and Cr Hallett as Alternates.

The City received a letter from the Department of Planning, Lands and Heritage (**Attachment 1**) requesting that the Council nominate four new members no later than 21 November 2025 for the period from 27 January 2026 to 26 January 2028. The four members are to include two members and two alternate members. The nomination form is at **Attachment 2** and guidance for completion of that form is at **Attachment 3**.

Regulation 33(5A) of the *Planning and Development (Development Assessment Panels) Regulations 2011* states:

A person appointed as a local government member of a DAP on the nomination of a local government under regulation 24(1)(a) ceases to be a member of the DAP if the person ceases to be a member of the council of the local government.

DETAILS:

The key details of the DAP are as follows:

Meeting Occurrence:	When required	
Date of Meeting:	When suitable – Always Monday – Friday during business hours	
Time of Meeting:	When suitable, usually commencing at 9:30am with a duration of 30 minutes to 3 hours	
Location of Meeting:	Department of Planning, Lands and Heritage	
No. of Meetings in 2025:	6 meeting to date	
Responsible Liaison Officer:	Executive Director Strategy and Development	
Purpose of DAP:	Determining development applications where the likely cost of the development exceeds a specified dollar value. For any proposal above $2 million the applicant may elect for the application to be determined by the DAP. This excludes 'excluded development application' types.	
Fees for DAP Members:	1. Fee for local government DAP member for attendance at a meeting	$425
	2. Fee for local government DAP member for attendance at a meeting for the sole purpose of determining an application to amend or cancel a development approval	$100
	3. Fee for a local government DAP member attending proceedings in the State Administrative Tribunal	$425
	4. Fee for training for local government DAP members	$400
	5. Fee for re-training for local government DAP members	$200
	Fees Effective 1 July 2025	
Other Membership:	Three (3) members with specialist knowledge in the areas of town planning, architecture, or other related disciplines.	

Current Elected Members	Alternate Members
1. Cr Ashley Wallace	1. Cr Jonathan Hallett
2. Cr Nicole Woolf	2. Cr Alex Castle

More detailed information about Development Assessment Panels and the Metro Inner DAP can be found on the website of the Department of Planning, Lands and Heritage.

Appointments are subject to the approval by the Minister for Planning.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Part 11A of the *Planning and Development Act 2005*.

Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

RISK MANAGEMENT IMPLICATIONS

Low: The timely appointment of the City of Vincent representatives to the DAP will enable the representatives to participate in decision-making that may impact the City.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

FINANCIAL/BUDGET IMPLICATIONS:

There are no budget implications for the City in appointing members to the DAP, as the fees are paid by DAP.

Department of **Planning, Lands and Heritage**

GOVERNMENT OF WESTERN AUSTRALIA

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.

140 William Street Perth WA 6000 | Locked Bag 2506 Perth WA 6001 | (08) 6551 8002
info@dplh.wa.gov.au | www.dplh.wa.gov.au
ABN 68 565 723 484

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

Government of **Western Australia**
Development Assessment Panels

OFFICIAL

DEVELOPMENT ASSESSMENT PANELS
LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to dapnomination@dplh.wa.gov.au.

Local Government	
DAP Name	

	Member	**Member**
Name		
Address		
Phone		
Email		
Date of Birth		
Gender		
***Employer Name/s**		
Please note, this is for employment OUTSIDE the role of councillor		
***Position/s**		
***Employment Status**	Full Time Part Time/Casual - Specify hrs per week	Full Time Part Time/Casual - Specify hrs per week
***Eligibility for Payment**		
Council Term		

	Alternate Member	**Alternate Member**
Name		
Address		
Phone		
Email		
Date of Birth		
Gender		
***Employer Name/s**		
Please note, this is for employment OUTSIDE the role of councillor		
***Position/s**		
***Employment Status**	Full Time Part Time/Casual - Specify hrs per week	Full Time Part Time/Casual - Specify hrs per week
***Eligibility for Payment**		
Council Term		

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the Premiers Circular 2025/15*

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.