

SHIRE OF SHARK BAY MINUTES

29 October 2025

SPECIAL COUNCIL MEETING



SHARK BAY DUGONG



29 OCTOBER 2025



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Shark Bay for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Council members or staff.

The Shire of Shark Bay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Shark Bay during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Shark Bay.

The Shire of Shark Bay advises that no action should be taken on any application or item discussed at a Council meeting and should only rely on **WRITTEN ADVICE** of the outcome and any conditions attaching to the decision made by the Shire of Shark Bay.

MINUTES OF THE SPECIAL COUNCIL MEETING

29 OCTOBER 2025

The minutes of the Special meeting of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham, on Wednesday 29 October 2025, commenced at 12.30 pm.

PURPOSE I advise that a special meeting of Council is called in accordance with Section 5.4 (a), (i) of the *Local Government Act 1995*, to swear in Councillors elect, elect the President, elect the Deputy President, and appoint Committee and delegate members.

Table of Contents

1.0	Declaration Of Opening	3
2.0	Acknowledgement of Country	3
3.0	Attendances and Apologies	3
4.0	Public Question Time	4
5.0	Swearing in of Newly Elected Councillors	4
6.0	Election of President	4
7.0	Election of Deputy President	4
8.0	Election to Committees	5
8.1	Audit Committee	6
8.2	Gascoyne Regional Road Group	7
8.3	Western Australian Local Government Association - Gascoyne Country Zone	8
8.4	Shark Bay Arts Council Incorporated	10
8.5	Shark Bay Community Resource Centre Committee	10
8.6	Development Assessment Panel	11
8.7	Aviation Community Consultation Group	16
8.8	Local Emergency Management Advisory Committee	17
9.0	Closure of Meeting	17

29 OCTOBER 2025

1.0 DECLARATION OF OPENING

The Chief Executive Officer declared the Special Council meeting open at 12:30 pm.

2.0 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Malgana People as the traditional custodians of the land and sea in and around the Shire of Shark Bay.

I pay my respects to their Elders past, present and emerging.

3.0 ATTENDANCES AND APOLOGIES

ATTENDANCES

Cr P Stubberfield	President
Cr M Smith	Deputy President
Cr L Bellottie	
Cr C Cowell	
Cr E Fenny	
Cr A Johns	
Cr G Ridgley	

Mr D Chapman	Chief Executive Officer
Ms M Fanali	Executive Manager Community Development/Minute Taker
Mr B Galvin	Works Manage
Ms P Ouellette	Shark Bay World Heritage Discovery & Visitor Centre Manager
Ms J Lalor	Community Development Officer
Mr L Cleal	Community Engagement Officer

APOLOGIES

There were no apologies for the October 2025 Special Council meeting.

VISITORS

There were no visitors in the gallery for the October 2025 Special Council meeting.

Note A: Elected Member Seating: In accordance with the Local Laws relating to Council's Standing Orders amended and Gazetted on the 30 January 2014 – Part 8 point 8.2 Members to Occupy Own Seats

At the first meeting held after each Ordinary election day, the Chief Executive Officer is to allot a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for re-allotment of positions.

29 OCTOBER 2025

4.0 PUBLIC QUESTION TIME

The Chief Executive Officer opened public question time at 12:30pm and as there were no visitors in the gallery the Chief Executive Officer closed public question time at 12:30pm.

5.0 SWEARING IN OF NEWLY ELECTED COUNCILLORS

Pursuant to Section 2.29 of the *Local Government Act 1995* and before the Chief Executive Officer, at 12.31pm, Councillor's Elect Bellottie, Fenny and Johns read aloud and sign their Declarations of Office of Councillor for the Shire of Shark Bay.

6.0 ELECTION OF PRESIDENT

Under Section 2.28 and Schedule 2.3 of the *Local Government Act 1995* the Chief Executive Officer will invite nominations in writing for the position of President for a period of two (2) years.

Note: if more than one nomination is received and confirmed an election for the position of President will be conducted by a secret ballot by the Chief Executive Officer (Schedule 2.3 point 4 (5) of the *Local Government Act 1995*).

Cr Cowell nominated herself

Cr Smith nominated Cr Stubberfield

The Chief Executive Officer confirmed with Cr Cowell and Cr Stubberfield that they accepted the nomination.

A secret ballot was held and the Chief Executive Officer announced that Cr Stubberfield is the President for the Shire of Shark Bay for the next two (2) years.

The newly elected President read aloud and signed the Declaration of Office of President before the authorised person.

The newly elected President Cr Stubberfield assumed the Chair.

7.0 ELECTION OF DEPUTY PRESIDENT

Under Section 2.29 and Schedule 2.3 of the *Local Government Act 1995* the President will invite nominations in writing or verbal nominations for the position of Deputy President for a period of two (2) years.

29 OCTOBER 2025

Note: if more than one nomination is received and confirmed an election for the position of Deputy President will be conducted by a secret ballot by the Chief Executive Officer (Schedule 2.3 point 8 (6) of the *Local Government Act 1995*).

Cr Cowell nominated herself

Cr Stubberfield nominated Cr Smith

The Chief Executive Officer confirmed with Cr Cowell and Cr Smith that they accepted the nomination.

A secret ballot was held and the President announced that Cr Smith is the Deputy President for the Shire of Shark Bay for the next two (2) years.

The newly elected Deputy President read aloud and signed the Declaration of Office of President before the authorised person.

8.0 ELECTION TO COMMITTEES

All Council Committees dissolved on the 18 October 2025 pursuant to Schedule 9.3 of the *Local Government Act 1995*.

Council Committees must now be reviewed, and Committee members appointed in accordance with Sections 5.8, 5.9, 5.10 and 5.11 of the *Local Government Act 1995*.

Councillors are advised of their entitlement to be a member of at least one Committee (Section 5.10(2)).

In the event that there are more nominations than positions on committees, an election to the committee will be undertaken by the Chief Executive Officer.

The Council has one standing committee being the Audit Committee.

NOTE: That no Delegations have been delegated to Committees.

29 OCTOBER 2025

STANDING COMMITTEE

8.1 **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

To comply with Section 5.1A *Local Government Act 1995*

The Audit Committee is a standing committee that the Council is required by legislation to have in place previously all councillors have been elected to the Audit Committee.

The Council has the option to appoint all Council members or reduce the numbers. (Majority of the committee needs to consist of Councillors e.g. 3 or more) The Council also has the option to appoint external persons to the committee if it considers this will assist the committee in its deliberations.

Moved Cr Cowell
Seconded Cr Smith

Council Resolution

That Council change the title of the Audit Committee to be the Audit, Risk and Improvement Committee.

That Cr Stubberfield be appointed as the Chairperson for the Audit, Risk and Improvement Committee

That Cr Smith be appointed as the Deputy Chairperson for the Audit, Risk and Improvement Committee.

That all other Councillors be appointed to the Audit, Risk and Improvement Committee.

7/0 CARRIED BY ABSOLUTE MAJORITY

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

ADVISORY COMMITTEES

All advisory committees of Council have been disbanded previously.

OCCASIONAL COMMITTEES

Council appoints members on the following Committees set up other than by Council.

29 OCTOBER 2025

8.2 GASCOYNE REGIONAL ROAD GROUP

The Gascoyne Regional Road Group is managed by Main Roads
Current Membership - *One elected member. The Works Manger and/or the Chief Executive Officer also attend this meeting as observers. The Gascoyne Regional Road Group requires Council to have a Deputy Delegate. If no delegate attends then the Chief Executive Officer can cast a vote in the delegates absence. The Chairperson of this Group is elected **annually**. The next scheduled meeting is to be held in Carnarvon on Friday 21 November 2025 commencing at 12.30 pm.*

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That Cr Smith be appointed as Council's representative on the Gascoyne Regional Road Group.

That the Cr Cowell be appointed as deputy delegate on the Gascoyne Regional Road Group.

And the Works Manager and/or Chief Executive Officer are authorised to attend the Gascoyne Regional Road Group meeting as observers.

7/0 CARRIED

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

29 OCTOBER 2025

- 8.3 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - GASCOYNE COUNTRY ZONE
The Western Australian Local Government Association manage this committee.
Current Membership - One elected member.
The Chief Executive Officer and/or Works Manager also attend this meeting as observers.

BACKGROUND

The governance structure of the Western Australian Local Government Association is designed to ensure it is representative of all 139 Member Local Governments.

Zones are autonomous groupings of geographically aligned Local Governments. The key functions of Zones are to elect one or more representative to State Council, consider the State Council Agenda and provide direction and feedback to State Council. Zones can also act independently in considering and advocating on regional issues.

State Council is the decision-making, representative body of the Western Australian Local Government Association, responsible for sector-wide policy making and strategic planning.

The relationship between State Council and Zones is critical as it underpins the Western Australian Local Government Association's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of the Western Australian Local Government Association.

Delegates are appointed to represent their Local Government on the Zone and make decisions at a regional level. Individual Zones determine how many Delegates represent each member Local Government and are responsible for electing a Zone Chair and Deputy Chair.

When a Delegate is appointed to a Zone, they become eligible to nominate for State Council. As this is an election year, November Zone meetings will hold elections for State Council representatives and Zone Chair.

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 time commitment for a Zone Delegate varies from Zone to Zone. Zones meet five times per year (in February, April, June, August and November). Meetings run for approximately 90 minutes. Agendas are distributed a week before Zone meetings.

Gascoyne Country Zone

There are four Local Governments in the Gascoyne Country Zone.

The Gascoyne Country Zone currently meet on the third Friday of the month (in February, April, June, August and November) at 10:00am. Hosting of the Gascoyne Country Zone meetings is by the Shire of Carnarvon for two in person meetings and a

MINUTES OF THE SPECIAL COUNCIL MEETING

29 OCTOBER 2025

third in person meeting rotated between each member Local Government to provide an opportunity to showcase their area. There are two Teams meetings per year.

Each member Local Government on the Gascoyne Country Zone is entitled to appoint one voting Delegate and as many Deputy Delegates as they see fit. It is recommended that the Chief Executive Officer be appointed as an additional Deputy Delegate where it may be beneficial, to ensure that representation from each member Local Government can always be achieved at Zone meetings.

At the November Zone meeting, an election will be held for the position of State Councillor (one position) and Deputy State Councillor (one position).

The next meeting of the Gascoyne Country Zone is on Friday, 21 November at 10:00am hosted by the Shire of Carnarvon.

For more information about the role of a Zone Delegate and State Councillor please refer to the [2025 Elected Member Prospectus](#).

Moved Cr Fenny
Seconded Cr Cowell

Council Resolution

That Cr Stubberfield be appointed as Council's representative on the Western Australian Local Government Association Gascoyne Country Zone.

That Cr Smith be appointed as deputy delegate on the Western Australian Local Government Association Gascoyne Country Zone.

And the Chief Executive Officer and/or Works Manager are authorised to attend the Western Australian Local Government Association Gascoyne Country Zone meetings as observers.

7/0 CARRIED

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

29 OCTOBER 2025

8.4 SHARK BAY ARTS COUNCIL INCORPORATED

A Councillor is elected to this committee in accordance with the committee's constitution.

Moved Cr Smith
Seconded Cr Fenny

Council Resolution

That Cr Johns be appointed as Council's representative on the Shark Bay Arts Council Inc.

7/0 CARRIED

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

8.5 SHARK BAY COMMUNITY RESOURCE CENTRE COMMITTEE

A Councillor is elected to this committee in accordance with the committee's constitution.

Moved Cr Johns
Seconded Cr Cowell

Council Resolution

That Cr Johns be appointed as Council's representative on the Shark Bay Community Resource Centre Committee.

7/0 CARRIED

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

29 OCTOBER 2025

8.6 DEVELOPMENT ASSESSMENT PANEL

(Established: 01/07/2011)

Once Councillors have been elected to this panel they then have to be approved as this is a ministerial appointment.

The objective of the Development Assessment Panel is to determine applications made to local government that meet the type and value thresholds specified under the Planning and Development (Development Assessment Panels) Regulations 2011.

Moved Cr Fenny

Seconded Cr Smith

Council Resolution

That the resolution made at the Special Council meeting held on the 25 October 2023 stands until the 26 January 2026. “That Councillor Cowell and Councillor Bellottie be confirmed as Council’s representatives and Councillor Ridgley is the Deputy delegate for Councillor Cowell and Councillor Fenny is the Deputy Delegate for Councillor Bellottie on the Development Assessment Panel.

That Councillor Cowell and Councillor Bellottie be confirmed as Council's representatives and Councillor Ridgley is the Deputy delegate for Councillor Cowell and Councillor Fenny is the Deputy delegate for Councillor Bellottie on the Development Assessment Panel from the 27 January 2026 forward until the next election process.

7/0 CARRIED

FOR: Cr’s Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield

AGAINST: Nil

ABSENT: Nil

MINUTES OF THE SPECIAL COUNCIL MEETING

29 OCTOBER 2025



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.

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



MINUTES OF THE SPECIAL COUNCIL MEETING

29 OCTOBER 2025

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 \(www.wa.gov.au\)](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



**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.

MINUTES OF THE SPECIAL COUNCIL MEETING

29 OCTOBER 2025



Government of Western Australia
Development Assessment Panels

OFFICIAL

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.

29 OCTOBER 2025

8.7 AVIATION COMMUNITY CONSULTATION GROUP

(Established: 31/03/2011)

Current Membership – One Councillor and Chief Executive Officer. The Executive Manager Community Development is being added to the membership in this recommendation.

The Aviation Community Consultation Group for Carnarvon, and Shark Bay is required under the “Deed for the Provision of Regulated Regular Public Transport Air Service to Nominated Regional Centres in Western Australia – Monkey Mia and Carnarvon. The committee is chaired by the Department of Transport.

The next meeting will be held in Carnarvon once Rex comes out of Administration.

This committee has been suspended until further notice due to Rex Airlines being in Administration.

Moved Cr Ridgley

Seconded Cr Smith

Council Resolution

That Councillor Fenny, the Chief Executive Officer and the Executive Manager Community Development be appointed as members to the Community Consultation Group with Councillor Ridgley being the General Deputy be confirmed as Council’s representative.

7/0 CARRIED

FOR: Cr’s Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield

AGAINST: Nil

ABSENT: Nil

29 OCTOBER 2025

8.8 LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Council representative is the President or Person delegated by Council on the Local Emergency Management Advisory Committee and that the President or delegated Person is the Chair of the committee. Also members come from the Administration staff of Council and local emergency community groups.

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That the President Councillor Stubberfield be appointed as Council's representative as the Chair of the Local Emergency Management Advisory Committee.

That the Chief Executive Officer, Works Manager and Executive Manager Community Development also be appointed to the Local Emergency Management Advisory Committee.

7/0 CARRIED

FOR: Cr's Bellottie, Cowell, Fenny, Johns, Ridgley, Smith and Stubberfield
AGAINST: Nil
ABSENT: Nil

9.0 CLOSURE OF MEETING

As there was no further business, the President closed the Special Council meeting at 1:07pm.