

Council

## LOCAL PLANNING STRATEGY REVIEW

A – Local Planning Strategy Review: Project  
Overview

B – Procedural Steps for Local Planning Strategy  
Preparation

Number of Pages: 11



Shire of  
**Plantagenet**

# Project overview

## Local Planning Strategy Review



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## 1. Introduction

This document provides a project overview for the review of the Shire's 2013 Local Planning Strategy (Strategy) summarising the key phases of the project community and overview of stakeholder engagement methodology.

## 2. Local Planning Strategy Review

The *Planning and Development Act 2005* requires all local governments to maintain a local planning scheme. The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires that a local government prepare a local planning strategy for each planning scheme. Both are critical planning documents that provide statutory and guiding planning framework under which a local government considers and control development.

A local planning strategy provides the long-term planning directions and actions to manage the land use change and development of a local government area.

The Shire's current Strategy was adopted at the 30 July 2013 Ordinary Council Meeting. The Strategy was then endorsed by the Western Australian Planning Commission (WAPC) on 13 August 2013. The Shire's Local Planning Strategy is due for review.

### 3. Key Phases of the project

<b>Phase 1</b> <b>Project initiation &amp; background research and gap analysis</b>	<p>Initiate review and undertake initial background research and gap analysis, including preparation of technical reports to inform the Strategy review.</p>
<b>Phase 2</b> <b>Preliminary community and stakeholder engagement</b>	<p>The Shire will seek input from the community and key stakeholders on targeted topics and issues to help shape the development of the Strategy.</p>
<b>Phase 3</b> <b>Draft Local Planning Strategy preparation</b>	<p>Preparation of draft Strategy taking into consideration consultation outcomes and detailed background analysis.</p>
<b>Phase 4</b> <b>WAPC certification to advertise</b>	<p>Once Council approves the draft Strategy, it is then sent to the WAPC for approval of the Draft Strategy formal community and stakeholder feedback.</p>
<b>Phase 5</b> <b>Public advertising</b>	<p>The community and key stakeholders are then invited to provide feedback on the draft Strategy.</p>
<b>Phase 6</b> <b>Finalisation &amp; Endorsement</b>	<p>Submissions are considered and the finalised draft Strategy is presented to Council, with or without modifications, for endorsement, and then forwarded to the WAPC for final approval.</p>

## 4. Community and Stakeholder Engagement Process

The engagement process will be structured into two stages, aligning with Phases 2 and 5 of the Local Planning Strategy review.

### Ongoing Engagement and Communication

#### Stage 1

**Preliminary Consultation**, incorporating community visioning and values and key stakeholder input.

#### Stage 2

**Formal Consultation**, which involves formally advertising of the draft local planning strategy for community and stakeholder feedback.

## 5. Key Stakeholders

Key stakeholders identified in the review process include:

Local Planning  
Strategy  
Review  
**Working  
Group**

The Shire of  
Plantagenet  
**community**  
(both  
residents and  
representative  
groups)

**Decision  
makers**,  
including Shire  
Councillors,  
WAPC  
Minister for  
Planning,  
DPLH

**Other  
Stakeholders**  
State and  
Federal  
government  
agencies and  
public  
authorities



## 6. Project Summary

<b>Project Summary: Local Planning Strategy (Strategy) Review</b> <b>Project Phases and Indicative Community and Stakeholder Engagement Methods</b>				
<b>Deliverable</b>	<b>Outcome</b>	<b>Target Group</b>	<b>Method</b>	<b>Level</b>
<b>Phase 1 – Project initiation &amp; background research and gap analysis</b>				
1.1. Overall Project Plan & Engagement Strategy developed	Engagement approach and methods finalised	Executive Team	Strategic briefing session	Internal
1.2. Council Resolution to initiate Strategy Review	Formal initiation of review	Councillors	Ordinary Council Meeting	Empower
1.3. Initial background research and gap analysis	Key planning issues, challenges, and future opportunities identified	Shire staff, consultants	Document preparation	Internal
1.4. Strategy Review Working Group established	Working Group formed and Terms of Reference adopted	Councillors, Shire staff, DPLH, community reps	Invitations and briefing session	Involve / Collaborate
1.5. Working Group meeting (Initiation)	Project Plan & Engagement Strategy Advice on key issues and priorities	Working Group	Meeting	Empower
1.6. Public Project launch and updates	Community informed about review process	Community	Dedicated webpage, media release, social media, Council newsletter	Inform
<b>Phase 2 – Preliminary community and stakeholder engagement (Stage 1 of community and stakeholder engagement)</b>				
2.1. Engagement content and methods developed	Surveys, workshop materials, briefing notes prepared	Shire staff, Working Group	Working Group meetings	Involve
2.2. Councillor Briefing (Pre-Consultation)	Elected Members briefed on process and engagement approach	Councillors	Council Forum update	Inform

2.3. Preparation of Stage 1 Consultation material finalised	Community survey and stakeholder material finalised	Shire staff	Internal development	Internal
2.4. Public project updates	Community kept informed of upcoming consultation	Community	Webpage updates, media releases, social media	Inform
2.5. Community Survey launched	Community values and priorities collected	Community	Online & hardcopy survey, webpage update, media release	Consult
2.6. Stakeholder meetings (where required)	Early stakeholder input obtained	Key stakeholders	Meetings	Consult
2.7. Government agency and public authority input	Statutory, infrastructure and services advice gathered	State & Federal agencies	Letters/emails	Consult
2.8. Workshops / Open Day (if required)	Community visioning and values captured	Community	Workshops / Open day	Involve
2.9. Working Group Meetings (Ongoing)	Advice and recommendations throughout review	Working Group	Meetings	Collaborate
2.10. Public project updates	Community kept informed	Community	Webpage updates, media releases, social media	Inform
2.11. Working Group Discussion & Presentation of Consultation Outcomes	Review of key issues and direction for drafting the Strategy	Working Group	Meetings	Collaborate



Deliverable	Outcome	Target Group	Method	Level
<b>Phase 3 – Draft Local Planning Strategy preparation</b>				
3.1. Preparation of Draft Strategy	Draft Strategy	Shire staff, consultants	Document preparation	Internal
3.2. Working Group Review of Draft	Draft Strategy reviewed and refined	Working Group	Meetings – based on topics/ issues as required	Collaborate
3.3. Councillor Briefing on Draft LPS	Elected Members briefed on Draft Strategy	Councillors	Council Forum	Inform
3.4. Public Project Updates	Community informed of progress	Community	Webpage updates, media releases, social media	Inform
<b>Phase 4 – WAPC certification to advertise</b>				
4.1. Final Draft Strategy	Council endorsement to refer Draft Strategy to WAPC for Certification to advertise	Councillors	Ordinary Council Meeting	Empower
4.2. Draft Strategy for WAPC Certification	Submission to WAPC requesting certification to formally advertise Draft Strategy	WAPC	Formal submission	Internal
<b>Phase 5 – Public advertising (Stage 2 of community and stakeholder engagement)</b>				
5.1. WAPC Certification	Certification to advertise obtained	WAPC	Certification	Internal
5.2. Preparation of Stage 2 Consultation material finalised	Community survey and stakeholder material finalised	Shire staff	Internal development	Internal
5.3. Councillor Briefing Session (Pre-Advertising)	Elected Members briefed on advertising process	Councillors	Council Forum	Inform

Deliverable	Outcome	Target Group	Method	Level
5.4. Formal Advertising of Draft LPS	Draft LPS publicly advertised	Community	Website, admin office, media release, public notices	Inform
5.5. Community submission period	Submissions received	Community	Written submissions	Consult
5.6. Government agencies and public authority submission period	Statutory feedback received	State & Federal agencies	Letters/emails	Consult
5.7. Public Project updates	Community informed during advertising	Community	Webpage updates, media releases	Inform
<b>Phase 6 – Finalisation &amp; Endorsement</b>				
6.1. Consideration of submissions	Submissions reviewed and responses prepared	Shire staff, consultants	Document preparation	Internal
6.2. Working Group Review of Amendments	Advice on amended Draft Strategy	Working Group	Meetings	Collaborate
6.3. Councillor Briefing Session	Elected Members briefed on amendments	Councillors	Council Forum	Inform
6.4. Council endorsement of Final LPS	Final Strategy endorsed	Councillors	Ordinary Council Meeting	Empower
6.5. WAPC Determination	Strategy determined	WAPC	Formal submission	Internal
6.6. Final LPS Published	Final Strategy publicly available	Community	Website update, media release	Inform
7.2 Public Project Update (Finalisation)	Community informed of outcome	Community	Webpage update, media release	Inform
7.3 Commence LPS No. 5 Review	Scheme review initiated	Shire staff	Internal initiation	Internal

