

Policy P301 Community Engagement in Planning Proposals

Responsible Business Unit/s	Development Services
Responsible Officer	Director, Development and Community Services
Affected Business Unit/s	Development Services

CONTENTS

Policy Objectives	1
Policy Scope	1
Policy Statement	1
1. Status of Policy P301 and relationship to other documents	1
2. Definitions	2
3. Benefits of Community Engagement	3
4. Levels of community engagement	3
(a) Level 1 – Inform	
(b) Level 2 – Consult	
(c) Level 3 – Involve	
(d) Level 4 – Collaborate	
5. Community engagement at Level 1 ‘Inform’	4
6. Community engagement at Level 2 ‘Consult’	4
6.1 Opportunities for submitters’ comments to contribute to decision-making	
6.2 Preparation of submissions	
6.3 Processing and consideration of submissions	
7. Extent of community engagement at Level 1 ‘Inform’ and Level 2 ‘Consult’	6
(a) Matrixes	
(b) Minimum community engagement	
(c) Wider community engagement	
(d) Community engagement to avoid mid-December to mid-January period	
(e) Procedure where community engagement area extends beyond City boundary	
(f) Geographic extent of mail-out areas	
8. Community engagement at Level 3 ‘Involve’ and Level 4 ‘Collaborate’	11

9. Development Applications	11
9.1 INFORMING neighbouring landowners about certain development applications – Information Matrix for Development Applications	
9.2 CONSULTATION for certain development applications	
(a) Statutory provisions relating to consultation	
(b) Methods of neighbour consultation	
(c) Holidays: Extension of prescribed consultation period	
(d) Invitation to inspect and comment	
(e) Situations where inspection not permitted at the City	
(f) 'Take-away' copies of development plans not provided by the City	
(g) Telecommunications Infrastructure	
(h) Consultation Matrix for Development Applications	
10. Amendments to Town Planning Scheme No. 6	22
(a) Preliminary consultation prior to initiating a Scheme Amendment	
(b) Consultation after a Scheme Amendment has been initiated	
(c) Consultation Matrix for Scheme Amendments	
11. Planning Policies	25
(a) Residential, Non-Residential and general Planning Policies	
(b) Heritage List	
(c) Consultation Matrix for Planning Policies	
12. Local Heritage Inventory	27
– Consultation Matrix for Local Heritage Inventory	
13. Road closures	28
– Consultation Matrix for Road Closures	
14. Right-of-way closures	29
– Consultation Matrix for Right-of-way Closures	
15. Subdivisions	29
– Consultation Matrix for Subdivisions	
16. Other Planning proposals	30
– Consultation Matrix for Other Planning proposals	
 Legislation / Local Law Requirements	 31
 Other relevant policies / key documents	 31

POLICY OBJECTIVES

In relation to community engagement in Planning proposals at any of the four levels of interaction covered by this Policy, the objectives are:

- (a) To reflect the City's Values, being Trust, Respect, Understanding and Teamwork.
- (b) To ensure that, before final decisions are made, particularly in cases where discretionary variations are sought, persons likely to be affected by the proposal are given an opportunity to comment.
- (c) To ensure that the City employs a consistent approach in community engagement.
- (d) To provide certainty regarding the required level, method, geographic extent and duration of community engagement.
- (e) Within the operative statutory framework, to achieve an appropriate balance between the neighbours' and wider community's reasonable expectations and applicants' development entitlements.
- (f) To foster an appreciation of:
 - (i) the differing expectations of the various stakeholders; and
 - (ii) the need for Council, before making a decision, to give balanced consideration to all stakeholder expectations along with other relevant factors.

POLICY SCOPE

For the benefit of the community, applicants, City Elected Members and officers, in relation to every kind of Planning proposal, this Policy explains the role of the community, applicants' rights and the responsibilities of the City. In a comprehensive, unambiguous manner, it sets out all community engagement requirements, some of which are derived from State Government legislation.

Clause 6.4 'Advertising Applications' of the 'Deemed' provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') states that, in respect of certain kinds of development applications, persons 'likely to be affected' shall be consulted prior to determination of an application. Policy P301 has been formulated on this basis. The Policy requires consultation to the extent necessary to enable the Council to make informed decisions on development applications.

POLICY STATEMENT

1. Status of Policy P301 and relationship to other documents

Policy P301 is a planning policy prepared, advertised and adopted pursuant to the provisions of Part 2 Division 2 'Local Planning Policies' of the 'Deemed' provisions in the Regulations. Under clause 1.5 'Supporting Documents' of the City of South Perth Town Planning Scheme No. 6 ('TPS6'), all planning policies are documents supporting the Scheme.

In relation to residential development, this Policy has been prepared in a manner consistent with the provisions of Part 4 'Consultation' of State Planning Policy 3.1 'Residential Design Codes' 2015 (the 'R-Codes').

Council Policy P103 'Communication and Consultation' sets the guiding principles for community engagement in relation to any City proposal or initiative. Policy P103 identifies four levels of interaction with the community, being Level 1: Inform; Level 2: Consult; Level 3: Involve; and Level 4: Collaborate. Under Policy P301, depending on the nature of a particular Planning proposal, the required level of interaction could be either Level 1, 2, 3 or 4 as described in Policy P103.

2. Definitions

amenity

Those qualities and characteristics of a site and its neighbouring area that contribute to the comfort and pleasantness of the locality.

Authorised Officer

For the purpose of this Policy, an Authorised Officer is an officer employed in any of the following positions by the City of South Perth:

- (a) Chief Executive Officer;
- (b) Director, Development and Community Services
- (c) Manager, Development Services;
- (d) Strategic Urban Planning Adviser; or
- (e) Statutory Planning Co-ordinator.

community engagement

Interaction between the City and the community at one or more of the levels identified in Council Policy P103 'Communication and Consultation'.

development application, or DA

An application for planning approval for proposed development made under the Metropolitan Region Scheme or the City of South Perth Town Planning Scheme No. 6.

development site

A lot which is the subject of:

- (a) a request for informal preliminary support for a proposed development; or
- (b) an application for planning approval.

minor additions or alterations

For the purpose of this Policy, the term means additions or alterations to an approved or existing development which:

- (a) comply with Town Planning Scheme No. 6 and the Residential Design Codes;
- (b) are small in relation to the main building, (eg. pergola, patio, portico, and the like);
- (c) are not visible from the street;
- (d) do not exceed 3.0 metres in height; and
- (e) do not impinge on neighbours' views, outlook or solar access to a greater extent than permitted by the 'Deemed-to-Comply' provisions of the R-Codes or a Council Policy.

Planning proposal

A particular proposal involving any of the following:

- | | |
|---|---|
| (a) development application; | (i) local planning strategy; |
| (b) Amendment to TPS6; | (j) Structure Plan; |
| (c) planning policy, including the Heritage List; | (k) Activity Centre Plan; |
| (d) Local Heritage Inventory; | (l) Special Control Area; |
| (e) road closure; | (m) Development Contribution Plan; |
| (f) right-of-way closure; | (n) new Town Planning Scheme; and |
| (g) subdivision; | (o) any other proposal dealt with by officers |
| (h) precinct study; | responsible for the City's town planning functions. |

preliminary consultation

Community consultation implemented under clause 9.8(3) of the City's Town Planning Scheme No. 6 prior to the Council initiating a Scheme Amendment in accordance with the *Planning and Development Act 2005*.

subject site

The land which is the subject of a Planning proposal under consideration.

3. Benefits of Community Engagement

As reflected in TPS6 clause 1.6 'Scheme Objectives', community engagement is a beneficial and a positive component of the decision-making process for 'Planning' proposals. It is an integral part of the process for many Planning proposals. The benefits of community engagement include:

- (a) providing an opportunity for members of the community to voice opinions, exercise their rights as citizens and be involved in the planning and development of their community;
- (b) strengthening the community's sense of ownership of the City's Planning processes;
- (c) assisting the Council to make informed and responsive Planning decisions;
- (d) demonstrating the transparency and accountability of the Council's Planning processes;
- (e) in conjunction with neighbours, promoting the exploration of a range of solutions to Planning issues;
- (f) building cooperative, responsive relationships between the City, applicants, neighbours and the wider and the community; and
- (g) encouraging civic awareness and public participation in Planning processes.

4. Levels of community engagement

Under this Policy, the particular 'Levels' of community engagement for the respective kinds of Planning proposals are as follows:

(a) Level 1 – Inform

Community engagement at Level 1 is used to inform neighbouring owners and occupiers about the following kinds of Planning proposals:

- certain fully compliant development applications that do not involve the exercise of discretion by the Council, in the interest of fostering good community relations and keeping neighbours informed of impending development in their immediate neighbourhood; and
- precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project for the purpose of informing affected land owners about an impending Planning proposal preparatory to inviting their later participation at a higher level of engagement.

(b) Level 2 – Consult

'Consultation' provides an opportunity to contribute to the decision-making process by inviting affected neighbouring owners and occupiers to make submissions on particular proposals. This level of engagement is used in the following circumstances:

- development applications in the circumstances described in clause 7.3(1) of TPS6 and Part 4 of the R-Codes, where the proposal is likely to affect neighbouring owners and occupiers and the Council's decision involves the exercise of a discretionary power; and
- Town Planning Scheme amendments, Planning policies, Local Heritage Inventory, road closures, right-of-way closures, major subdivisions, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project.

(c) Level 3 – Involve

At Level 3 'Involve', the City works directly with affected members of the community to ensure that their issues and concerns are understood and considered. This level of engagement may be used for the following kinds of Planning proposals: Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project.

4. Levels of Community Engagement (cont'd)

(d) Level 4 – Collaborate

At Level 4, the City forms partnerships with affected landowners and other stakeholders to develop alternatives and identify the preferred solution. Participants will have an opportunity to provide the City with innovative advice and recommendations. The Council may consider this level of engagement at the formative stages of strategic Planning proposals such as:

- Local Heritage Inventory, precinct studies, new Town Planning Schemes, or other special Planning projects.

5. Community engagement at Level 1 'Inform'

Community engagement at Level 1 is used to inform affected landowners and other stakeholders about either impending development in their immediate locality, or major Planning studies, and the like. Part 9.1 of this Policy provides details of the geographic extent to which neighbours will be informed about certain development applications. Neighbours will be informed by letter.

In relation to Planning studies, at the commencement, the community will be informed of the objectives of the study, and at various stages, will be kept informed of progress. Affected stakeholders will also be invited to participate at higher levels of engagement, as appropriate. The geographic extent to which the City informs the community will vary, according to the nature of the project.

In the case of studies affecting identified precincts, all owners of land within the study area would be informed by letter, and invited to become involved throughout the study. In some instances, specially prepared brochures may also be mailed to affected households, and regular updates regarding progress of the study will be provided on the City's website.

For City-wide projects, the community will usually be informed by way of regular updates on the City's website, and in the local newspaper. The City's 'Peninsula' newsletter may also be used to provide information about particular studies or projects.

6. Community engagement at Level 2 'Consult'

6.1 Opportunities for submitters' comments to contribute to decision-making

In some circumstances, submitters' comments could potentially make a significant contribution to the decision-making process, while in other circumstances, they could not. This is illustrated by the following range of examples:

Potentially significant contribution to decision-making process

- Any Planning proposal referred to a Council meeting for determination.
- Discretionary aspects of an application, where comment has been specifically invited.
- Use of land, where the proposal is a 'DC' (discretionary with consultation) Use in Table 1 of TPS6.
- Amendments to TPS6 during the statutory advertising period.
- Planning Policies, including the 'Heritage List'.
- 'Local Heritage Inventory'.
- Road closures.
- Right-of-Way closures.
- Subdivisions involving the creation of a new public road.
- Precinct studies.
- Local planning strategies.
- Structure Plans.
- Activity Centre Plans.
- Special Control Areas.
- Development Contribution Plans.
- New Town Planning Schemes and other special projects.

6.1 Opportunities for submitters' comments to contribute to decision-making (cont'd)

No opportunity to contribute to decision-making process

- Non-discretionary aspects of an application.
- Development applications complying with 'Deemed-to-Comply' provisions of the R-Codes.
- Use of land, where the proposal is a 'P' (permitted) or 'D' (discretionary) Use in Table 1 of Town Planning Scheme No. 6 (TPS6).
- The height of a building not involving exercise of a discretionary power by the Council.
- Number of dwellings (density), where the proposed number complies with the maximum permitted by the R-Codes.
- Building appearance.
- Streetscape compatibility.
- A development application on which comment is not invited under this Policy.

6.2 Preparation of submissions

- (a) Community consultation aims to facilitate community input into the decision-making process. The Council needs to be informed about all relevant issues including those raised by consulted members of the community. All submissions must be in writing because verbal comments cannot be retained as a permanent record for future reference. Furthermore, verbal comments cannot be conveyed verbatim to Council Members where a proposal is being considered at a Council meeting.
- (b) Where submissions contain statements of fact, supporting data should be supplied if possible. Where opinions are expressed, these should be supported by reasoned argument and should clearly address the perceived amenity impact of the proposal.
- (c) As the responsible planning authority the Council is not authorised to consider 'non-planning' matters such as effect on property values or disputes between neighbours. Submissions should not focus on such matters.
- (d) Submissions must be received within the prescribed comment period. The Council is not obliged to consider submissions received after the nominated closing date and consideration of late submissions cannot be guaranteed.

6.3 Processing and consideration of submissions

(a) Acknowledgement and process advice to submitters

When submissions are received, the City will write to all submitters explaining the subsequent process for consideration and determination of the Planning proposal, including whether the proposal is to be determined by a City officer under 'delegated authority' or at a Council meeting. In the latter case, submitters will also be advised how to request a deputation to address the Council at the meeting.

(b) Consideration of submissions

- (i) In addition to many other considerations, neighbour or community comments received after consultation will be fully considered before the Council makes a decision on any Planning proposal. This could lead to the proposal being modified in response to some or all of those comments.
- (ii) The opinions of neighbours and the wider community where relevant, assist the Council by highlighting local issues which need to be considered. However, the Council is not obliged to agree with, or uphold, every opinion expressed, nor to incorporate all suggestions into its decision.
- (iii) The Council has a duty to take into account all relevant considerations and to ensure that any irrelevant considerations do not influence the decision. In addition to neighbour and community submissions, other relevant considerations include the requirements prescribed in TPS6, R-Codes, the City's Policies and Strategies, the City's Local Heritage Inventory, State legislation, State Planning Policies, and comments from government agencies and advisory groups.
- (iv) In its consideration of any Planning proposal, the Council has a duty to properly balance its consideration of all relevant factors in an objective and impartial manner.

6.3 Processing and consideration of submissions (cont'd)

- (v) Where a person invited to comment on a Planning proposal makes no submission within the nominated time period, the Council will take this to mean that the person has no comment to make.
 - (vi) When assessing community submissions, the Council's primary consideration is the validity of the submitters' comments in relation to the amenity impact of the Planning proposal. In arriving at an opinion in this respect, the Council will have regard to the relative proximity of submitters' properties to the development site. The respective numbers of submissions supporting or opposing a proposal are generally of secondary importance in the decision-making process.
- (c) **Confidentiality of submitters**
Consistent with the City's established practice, submitters' names and addresses are not disclosed.
- (d) **Advice to submitters following decision**
Following the City's decision on a Planning proposal, all submitters and the applicant will receive written advice of the decision.

7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult'

- (a) **Matrixes**
Each kind of Planning proposal involving 'informing' or 'consulting' neighbouring landowners has a 'Matrix' setting out minimum community engagement requirements, including geographic extent, method, and duration of community engagement. Each Matrix has been designed to ensure that all persons likely to be affected by a proposal have an opportunity to comment before a decision is made. In each case, the identified extent of community engagement has been calculated as being the most appropriate to assist the City in reaching an informed decision.
- (b) **Minimum community engagement**
The geographic extent, method and duration of community engagement prescribed in each Matrix is the minimum to be undertaken. Less community engagement than prescribed in the Matrix is not permitted for any Planning proposal. For particular Planning proposals, wider community engagement may be required in accordance with clause 7(c) of this Policy.
- (c) **Wider community engagement**
An Authorised Officer may require the geographic extent, method or duration of community engagement prescribed in the relevant Matrix to be increased where that officer considers that additional community engagement is appropriate in the following circumstances:
- (i) where the relevant Matrix specifies certain community engagement requirements and the Authorised Officer considers that the proposal could have wider amenity impact than would ordinarily be experienced from a proposal of the kind under consideration; and
 - (ii) where the proposal is of a kind not listed in the relevant Matrix.
- (d) **Community engagement to avoid mid-December to mid-January period**
Due to the special nature of the popular holiday period between mid-December and mid-January, other than for development applications, advertising or other forms of community engagement required for any Planning proposal will not be undertaken during this period. Any such advertising or other forms of community engagement shall be timed so as to conclude prior to mid-December or not commence until mid-January.
- For development applications, an extended duration of consultation is prescribed in clause 9.2(c)(ii) for the period between 20 December and 4 January.
- (e) **Procedure where community engagement area extends beyond City boundary**
In cases where the prescribed community engagement area extends beyond the City's boundary and into the City of Canning or the Town of Victoria Park:
- (i) the affected property owners beyond the City's boundary will not be notified by the City; however,
 - (ii) the adjoining local government will be notified.

(f) Geographic extent of mail-out areas

Where neighbouring landowners are to be 'informed' or 'consulted' about a Planning proposal, the Matrixes identify the minimum geographic extent of mail-outs. In some cases, the mail-out is combined with other methods. For each kind of Planning proposal, the geographic extent of the mail-out prescribed in the Matrixes ensures that neighbouring residents and others likely to be affected are invited to comment. In the case of comparatively minor proposals, neighbours in close proximity to the subject land may be notified, while those living further away would not be affected and therefore not be notified. In the case of major proposals, correspondingly wider mail-outs are prescribed.

In the Matrixes, the geographic extent of mail-outs to be undertaken for a particular kind of Planning proposal is specified as either 'Area 1', 'Area 2' or 'Area 3'.

(i) Areas 1, 2 and 3

For Areas 1, 2 and 3, the geographic extent of the mail-out comprises properties:

- (A) abutting both sides of any street containing the subject site, which are wholly or partly within:

Area 1 – 30 metres;

Area 2 – 150 metres; and

Area 3 – 300 metres;

of the subject site. The distance is measured along the street boundary from the point on the street boundary of the subject site nearest to the direction of measurement; and

- (B) within the same street block as the development site and which:

Area 1 –

(i) abut the development site; or

(ii) abut the rear boundary of any of the lots described in (A);

Area 2 –

(i) abut the development site; or

(ii) are within 100 metres of the development site and abut the rear boundary of any of the lots described in (A); and

Area 3 –

(i) abut the development site; or

(ii) are within 150 metres of the development site and abut the rear boundary of any of the lots described in (A); and

- (C) which are within the relevant nominated distance, and directly face, either in whole or in part, a T-junction formed by the street containing the subject site and another street.

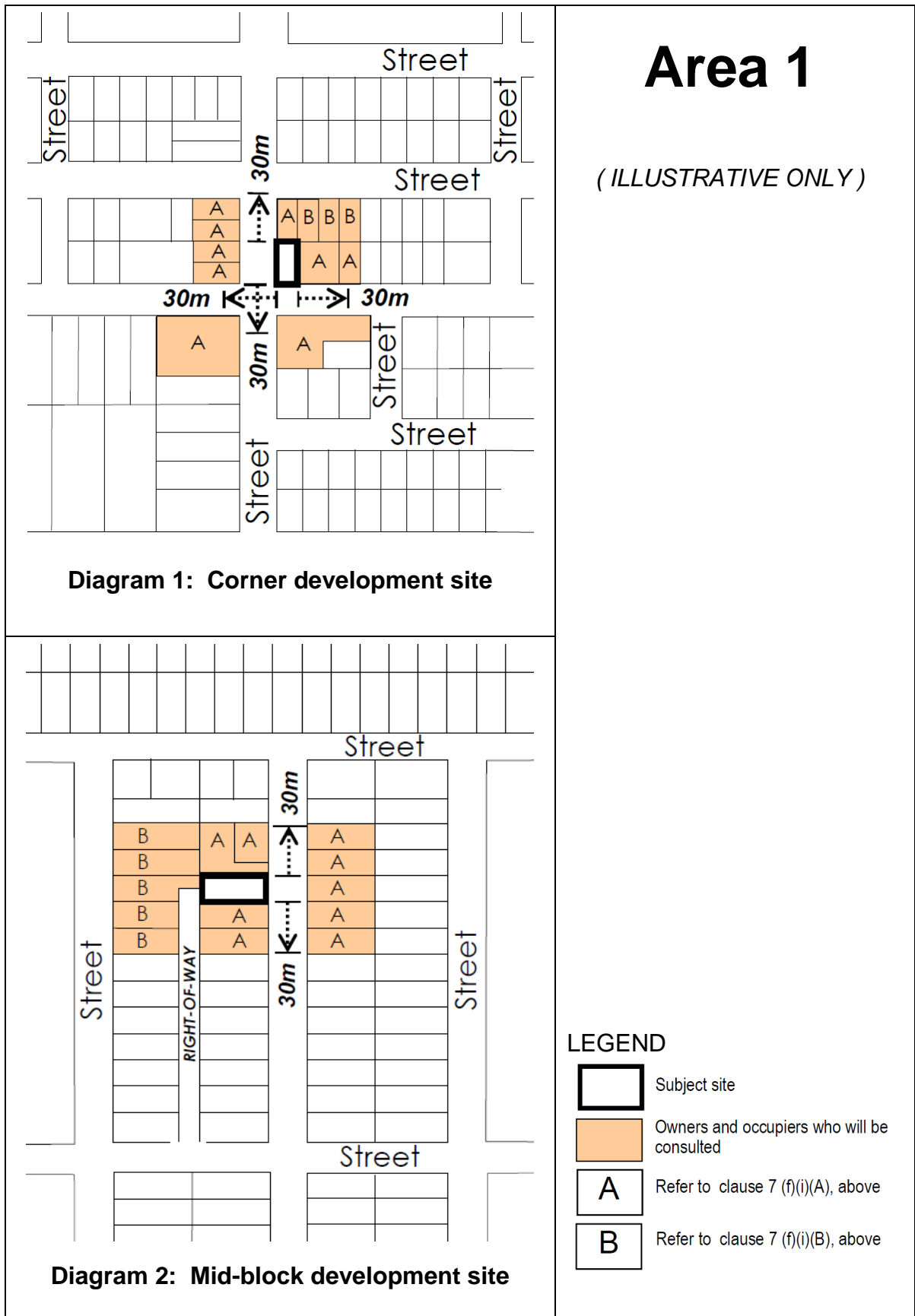
For the purpose of paragraph (B), a lot which diagonally meets the subject site at a corner point, or is separated from the subject site by a right-of-way or driveway access, is deemed to 'abut' the subject site.

(ii) Community engagement wider than Areas 1, 2 and 3

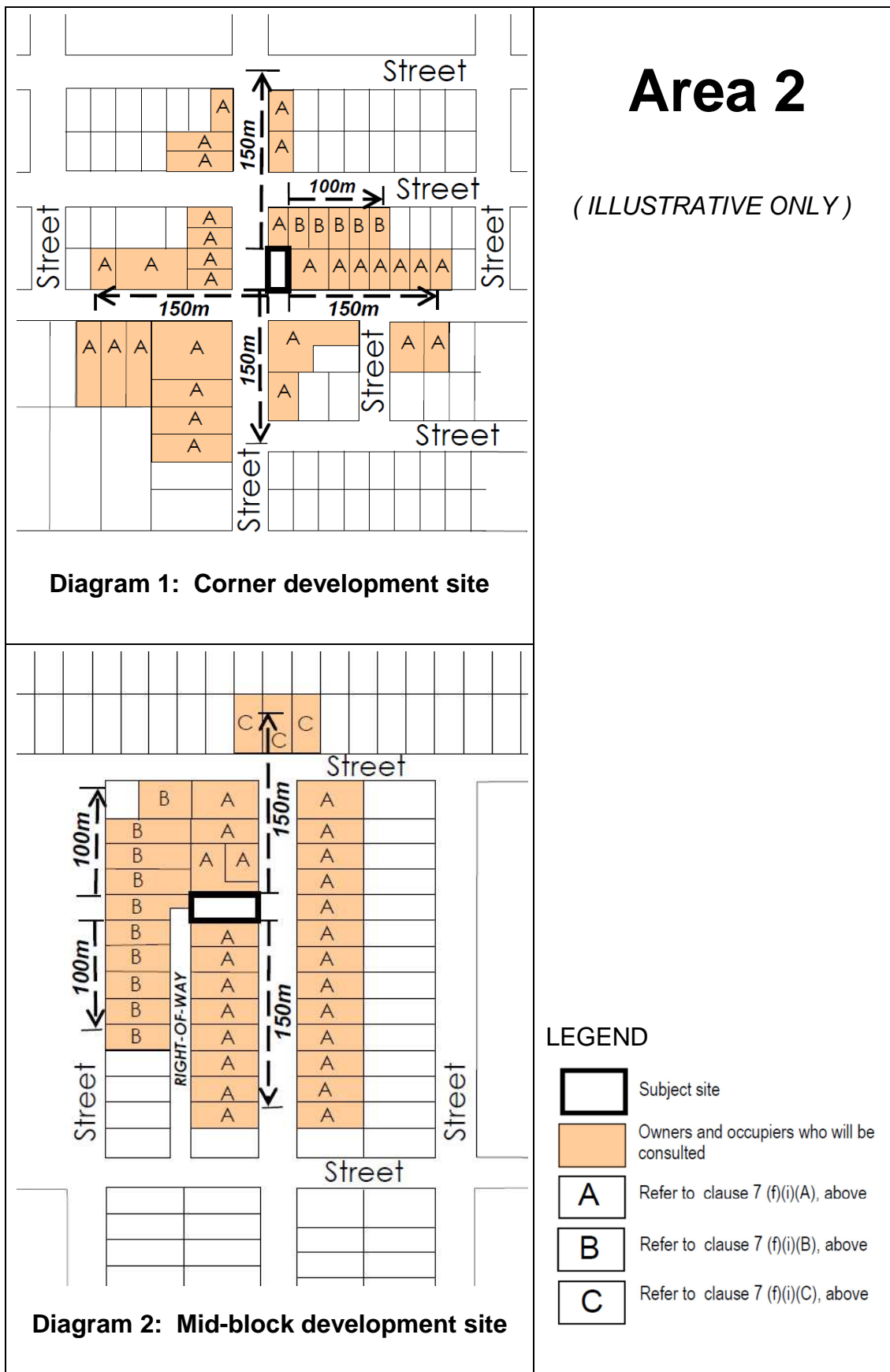
Community engagement wider than Areas 1, 2 and 3 may be used for Planning proposals such as Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project. For these kinds of proposals, in each case the geographic extent of the community engagement will be individually determined to fulfil the specific needs of the particular Planning proposal. For example, the community engagement could cover an entire Planning Precinct or study area, an even larger area, or the entire district.

For Areas 1, 2 and 3, the following illustrative diagrams identify properties that are typically included in neighbourhood mail-outs, at progressively increasing distances from the subject site:

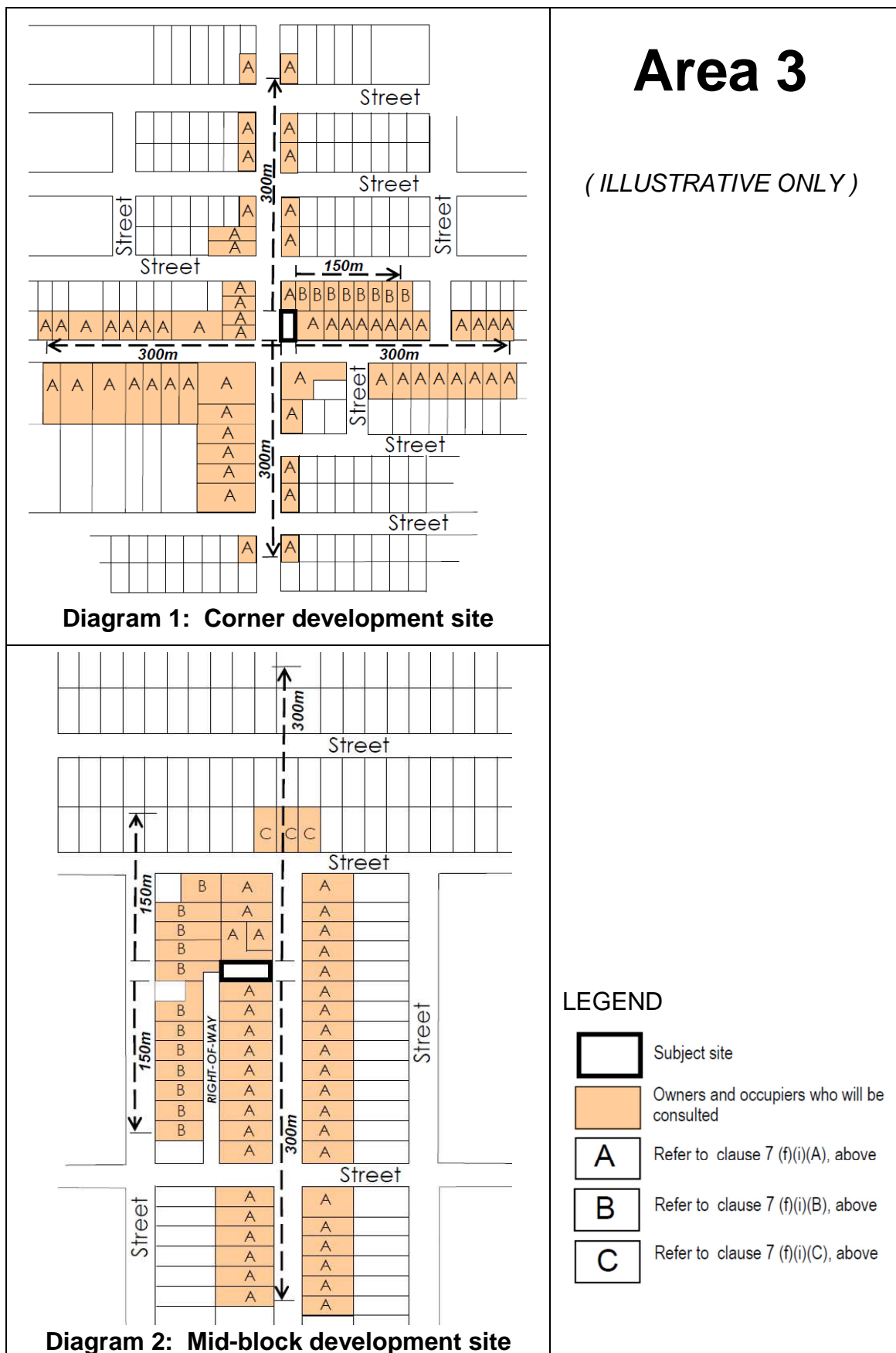
7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)



7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)



7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)



8. Community engagement at Level 3 'Involve' and Level 4 'Collaborate'

As referred to in Part 4 'Levels of Community Engagement', major projects such as the Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, and new Town Planning Schemes, will entail community engagement at Level 1 'Inform' and Level 2 'Consult'. These kinds of projects will also require community engagement at either or both of the high levels, being Level 3 'Involve' and Level 4 'Collaborate'. These major projects normally require the engagement of a firm of Planning Consultants. Each project is unique and its community engagement methods will need to be individually designed. The Council will require the appointed consultant to prepare a 'Community Engagement Strategy' detailing the intended methods of community engagement which are best suited to the particular project. There are numerous possible methods which could include, among others, workshops, meetings with stakeholders, public meetings, surveys, focus groups, and community advisory groups.

9. Development Applications

9.1 INFORMING neighbouring landowners about certain development applications

The Development Application Matrix below, identifies the kinds of applications about which neighbours will be informed. In these instances, neighbours will be invited, by letter, to view the plans at the City Offices should they wish to be informed about impending development, although comments are not invited since these proposals do not involve the exercise of Council discretion.

An Authorised Officer may require information letters to be sent to a wider geographic area than the minimum prescribed in the Information Matrix.

INFORMATION MATRIX FOR DEVELOPMENT APPLICATIONS		
Proposal		Minimum mail-out area of Information letters
1. LOCATIONAL FACTORS		
1.1	South Perth Station Precinct and Canning Bridge Activity Centre Any comprehensive new development which fully complies with prescribed requirements where the decision does not involve the exercise of a discretionary power.	Area 1
1.2	R15 and R20 coded areas Any residential development which fully complies with prescribed requirements, other than: (a) development requiring consultation under this Policy; and (b) minor additions or alterations.	A site which adjoins the development site directly, diagonally or is separated from that site by a 'battle-axe leg'.
2. GENERAL ASPECTS OF DEVELOPMENT		
2.1	Higher density adjacent to lower density Any development in any zone where the development site is coded R60 or higher and is adjoining or opposite land coded R25 or lower. This applies to both single coding and dual coding	Area 1

9.1 Information Matrix for development applications (cont'd)

Proposal		Minimum mail-out area of Information letters
2.2	Buildings 9.0 metres high or higher Buildings, including additions to existing buildings, which are 9.0 metres high or higher	Area 1
2.3	Large number of dwellings Residential developments containing 10 or more dwellings	Area 1
2.4	Site-specific non-residential development Non-residential development designed according to site-specific requirements prescribed in clause 5.4 of TPS6	Area 1
2.5	Non-residential development adjoining residential development Non-residential development in any zone or reserve adjoining any residential development – (a) where a 'P' Use; and (b) where not minor additions or alterations	Residential uses within Area 1

3. LAND USES LISTED IN TABLE 1 OF TPS6		
3.1	Aged or Dependent Persons' Dwelling Where a 'P' Use	Area 1
3.2	Single Bedroom Dwelling Where a 'P' Use	Area 1

9.2 CONSULTATION for certain development applications

(a) Statutory provisions relating to consultation

In relation to consultation, 'Deeded' provisions in the Regulations, forming part of TPS6, confer enabling power. Pursuant to clause 64 'Advertising Applications' of the 'Deemed' provisions in the Regulations, Policy P301 specifies the method, extent and duration of neighbour consultation to be undertaken in various circumstances.

Both TPS6 and the R-Codes state that, where the Council is required or decides to implement neighbourhood consultation for a proposed development, the Council shall consult those neighbouring owners and occupiers who are *likely to be affected*. This Policy has been formulated on that basis.

With respect to residential proposals, the R-Codes state that "*where a development proposal is 'deemed-to-comply', it will not require advertising to adjoining owners and occupiers*". Where the proposed development involves the exercise of Council discretion, the R-Codes say "*there may be grounds to advertise the proposal to adjoining owners and occupiers*". Conversely, where Council discretion is involved and the Council is satisfied that the proposed development will not adversely impact the neighbouring properties, the R-Codes say that is it not necessary to consult, unless required by the Scheme or a local planning policy.

Consistent with the provisions of TPS6 and the R-Codes, the Consultation Matrix for Development Applications below, identifies the kinds of residential development which are the subject of neighbourhood consultation.

(b) Methods of neighbour consultation

In respect of methods of consultation, the following procedures apply:

(i) Written Notice

Other than for Telecommunications Infrastructure, where the required neighbourhood consultation is the applicant's responsibility, the Council will mail a notice in the prescribed form and to the extent specified in the Development Application Matrix, to property owners and occupiers for the purposes of:

- fully itemising and describing the aspects of the proposed development upon which comments are invited;
- advising that details of the proposal are available for inspection on the City's website and at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during office hours; and
- inviting written comments within the specified period.

(ii) Signs on site

The Development Application Matrix specifies which kinds of development applications require a sign to be displayed on the development site inviting submissions. Where one or more signs are required, the display of such signs is additional to any other required methods of consultation. The following requirements apply to signs on site:

Specifications –

- Colour: Black lettering on white board
- Minimum size: 1200mm width x 900mm height
- Message: To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected on, or prior to, the date of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number –

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- In the case of 'single lot' development, one sign is adequate, except where the site has more than one street frontage including a corner lot, in which case one sign is to be erected on each street frontage.
- Where the site comprises more than one lot, one or more signs are required to be erected in locations depicted on a diagram provided by the City.

Responsibility for maintenance – Applicants are responsible, at their cost, for maintaining signs in good condition for the duration of the advertising period.

(iii) Consultation undertaken by the applicant

An applicant may undertake neighbour consultation for a proposed development. Any resulting written comments should be submitted to the City with the development application.

Whether or not an applicant undertakes any neighbour consultation, the City will undertake the neighbour consultation specified in this Policy.

(c) Holidays: Extension of prescribed consultation period

(i) Declared Public Holidays

Where a prescribed consultation period for a development application includes any of the following declared public holidays, the consultation period shall be extended by one day:

- Australia Day;
- Labour Day;
- Anzac Day;
- Western Australia Day;
- Queen's Birthday.

(ii) December-January holiday period

Where the consultation period for any development application has not concluded by 20 December or has commenced before 4 January, the duration of the consultation period shall be extended by 14 days to take into account the December-January holiday period.

(iii) Easter period

Where the consultation period has not concluded by Good Friday, the duration of the consultation period shall be extended by 4 days to take into account the Easter period.

(iv) Weekends and school holidays

Where the consultation period includes any weekend or school holidays, the consultation period shall not be extended other than as identified in paragraphs (i), (ii) and (iii) above.

(d) Invitation to inspect and comment

The Council respects the confidentiality of DA documents, however, where a development application is the subject of neighbour consultation, details of that application will be available for inspection at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during normal Council office hours, and on the City's website.

The Council's invitation to comment on development applications, is subject to the following:

- Comments may only be made on those aspects of the development on which comment is invited.
- Unless a sign has been erected on the development site, only those persons specifically invited to comment will be permitted to inspect the DA documents.
- A consulted person inspecting documents at the City Offices may be accompanied by up to two other people who were not consulted by the City.
- Where a sign on site is required, any person is permitted to view the application.
- In the case of applications determined by a City Officer, inspection of the DA documents is only permitted during the specified consultation period.
- In the case of applications referred to a Council meeting, while written submissions must be lodged during the specified period, inspection of the DA documents is permitted up to and including the date of the agenda briefing for the Council meeting, to assist those intending to make a deputation at the agenda briefing.

(e) Situations where inspection not permitted at the City offices

In the case of a development application where:

- no consultation is undertaken;
- the time period for inspection has concluded; or
- the application has been approved;

inspection at the City offices is not permitted. In such situations, persons who wish to inspect the application documents may contact the applicant for this purpose.

(f) 'Take-away' copies of development plans not provided by the City

The Australian Copyright Council advises that copyright issues are likely to arise if the City were to provide 'take-away' copies of development plans to members of the public. Therefore, the City does not provide copies of development plans. Persons who wish to obtain their own copies may contact the applicant for this purpose.

9.2 Consultation for certain development applications (cont'd)

(g) Telecommunications Infrastructure

In the case of Telecommunications Infrastructure of a kind requiring development approval, all community consultation and advertising is required to be undertaken by the applicant at the applicant's cost. The required newspaper notice is to be prepared according to details provided by the City.

(h) Consultation Matrix for Development Applications

The Consultation Matrix for Development Applications, below, identifies the kinds of development applications which require consultation, and the minimum consultation requirements applicable to each.

If a particular kind of proposal is not listed in the Consultation Matrix, no consultation is required unless an Authorised Officer directs otherwise in accordance with clause 7(c) of this Policy.

CONSULTATION MATRIX FOR DEVELOPMENT APPLICATIONS				
1. ADMINISTRATIVE PROCESSES				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1.1	New proposals referred to a Council Meeting or a Development Assessment Panel	As identified elsewhere in this Matrix		
	(a) Where the proposal is listed elsewhere in this Matrix			
	(b) Where the proposal is not listed elsewhere in this Matrix	Area 1	Mail	14 days
1.2	Modified proposals referred to a Council Meeting where previously considered by Council Proposals previously considered at a Council meeting where: (a) a particular element of the modified proposal departs further from the R-Codes, TPS6 or relevant Policies; or (b) the modified proposal introduces additional elements involving a discretionary decision	As identified elsewhere in this Matrix for the particular modification to the plans		
1.3	Council review of delegated decisions Where previously requiring consultation	To be undertaken again, as previously required		
1.4	Proposals modified prior to determination Irrespective of whether determination is to be by Council or a delegated officer, a proposal involving the same land use which: (a) is modified after neighbour consultation has concluded, but prior to determination; and (b) departs further from the R-Codes, TPS6 or relevant Policies, or introduces additional elements involving a discretionary decision.	As identified elsewhere in this Matrix for the particular modification to the plans		

9(h) Development Applications – Consultation Matrix (cont'd)

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1.5	<p>Modified proposals lodged within 12 months of determination</p> <p>Irrespective of whether determination is to be by Council or a delegated officer, a modified proposal involving the same land use which:</p> <p>(a) is lodged within 12 months of the previous determination; and</p> <p>(b) does not depart further from the R-Codes, TPS6 or relevant Policies, nor introduce additional elements involving a discretionary decision</p>	No consultation		
1.6	<p>Modified proposals lodged more than 12 months after determination</p> <p>Irrespective of whether determination is to be by Council or a delegated officer, a modified proposal involving the same land use which:</p> <p>(a) is lodged more than 12 months after the previous determination; or</p> <p>(b) departs further from the R-Codes, TPS6 or relevant Policies, or introduces additional elements involving a discretionary decision</p>	As identified elsewhere in this Matrix for the particular modification to the plans		
1.7	<p>Resubmission of lapsed development applications</p> <p>Applications which have lapsed due to expiry of prescribed time period for substantial commencement</p>	To be undertaken again, as previously required		

2. LOCATIONAL FACTORS				
2.1	<p>South Perth Station Precinct and Canning Bridge Activity Centre</p> <p>Comprehensive new development where the Council's decision involves the exercise of a discretionary power in relation to building height variations</p>	Area 3	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
2.2	<p>Lot Pt 2 (No. 54) Manning Road cnr Ley Street, Manning</p> <p>Any development other than minor additions or alterations.</p>	As for related TPS6 Amendment No. 34	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
3. GENERAL ASPECTS OF DEVELOPMENT				
3.1	Replacement of 'over-sized' buildings Proposals being considered under TPS6 clause 6.2A involving replacement of existing approved buildings not complying with building height, density or plot ratio as prescribed in TPS6 and the R-Codes	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
3.2	Non-residential development with impact Non-residential development likely to have a significant impact on the locality	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
3.3	Development involving demolition of Category A or B heritage places Proposals involving total or significant partial demolition of a building listed in Category A+, A or B in the local heritage inventory	<ul style="list-style-type: none"> • Area 1 • Heritage Council of Western Australia for A+, A Categories 	Mail	<ul style="list-style-type: none"> • 14 days for neighbours • As needed by Heritage Council
3.4	Development involving additions or alterations to Category A heritage places Proposals involving any additions or alterations to places listed in Category A+ or A in either the Local Heritage Inventory or the Heritage List	<ul style="list-style-type: none"> • Heritage Council of Western Australia for A+, A Categories 	Mail	As needed by Heritage Council
3.5	Variation from requirements to facilitate heritage retention Proposals involving variation from TPS6 or R-Codes provisions identified in clause 6.11(8) of TPS6	Area 1	Mail	14 days
3.6	Additions to 'over-height' buildings Additions to an existing building involving construction above the Building Height Limit prescribed in TPS6	Area 1	Mail	14 days
3.7	Signs Illuminated pylon or wall signs permitted under clause 6.12 of TPS6 where in prominent view from any residential building within Area 1	Area 1	Mail	14 days
3.8	Non-residential development adjoining Residential Where a 'D' or 'DC' Use, other than minor additions or alterations	Residential uses within Area 1	Mail	14 days

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
3.9	Boundary walls Development involving a boundary wall, except where a proposed boundary wall abutting an existing boundary wall on an adjoining lot does not project either vertically or horizontally beyond or above the existing boundary wall	A site which adjoins the boundary wall directly, diagonally or is separated by a 'battle-axe leg'	Mail	14 days
3.10	Site filling and retaining walls Site filling and retaining walls higher than 0.5 metres above existing ground level on the development site, and situated on a lot boundary	Any property which adjoins the affected boundary directly or diagonally	Mail	14 days
3.11	Street setback variations listed in TPS6 Table 2 and Table 5 Any reduction of more than 10% below the minimum setbacks from specified streets prescribed in TPS6 Table 2 and Table 5	Properties adjoining the development site and having a boundary to the same street	Mail	14 days
3.12	Side or rear setback variations Any reduction of more than 10% below the prescribed minimum	Any property which adjoins the affected boundary directly or diagonally	Mail	14 days
3.13	Overshadowing Residential proposals involving overshadowing of an adjoining lot to a greater degree than prescribed in the 'Deemed-to-Comply- provisions of the R-Codes	Any affected adjoining property	Mail	14 days
3.14	Development in Salter Point Proposals in Salter Point, in Building Height Limits 3.0m, 3.5m or 6.5m, which the Authorised Officer considers could significantly obstruct views of the Canning River from any existing buildings on neighbouring lots	Any potentially affected neighbouring property	Mail	14 days
3.15	Significant views Proposals which the Authorised Officer considers could substantially obstruct an existing significant view from an adjoining dwelling	Any potentially affected property adjoining the development site directly or diagonally	Mail	14 days

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
4. RESIDENTIAL USES LISTED IN TABLE 1 OF TPS6				
<p>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Residential Uses:</p>				
4.1	<p>Where a 'D' or 'DC' use –</p> <ul style="list-style-type: none"> • Aged or Dependent Persons' Dwelling • Bed and Breakfast Accommodation • Residential Building • Single Bedroom Dwelling • Student Housing 	Area 1	Mail	14 days
4.2	<p>Home Occupation</p> <p>Where involving visitors to the site or use of an outbuilding</p>	Area 1	Mail	14 days
5. NON-RESIDENTIAL USES LISTED IN TABLE 1 OF TPS6				
<p>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Non-Residential Uses:</p>				
Land uses requiring Area 3 consultation :				
5.1	<p>Where a 'DC' use –</p> <ul style="list-style-type: none"> • Hotel • Liquor Store (Large) • Night Club • Tavern 	Area 3	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days

9(h) Development Applications – Consultation Matrix (cont'd)

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
Land uses requiring Area 2 consultation :				
5.2	Where a 'DC' use - <ul style="list-style-type: none"> • Cinema / Theatre • Hospital • Liquor Store (Small) • Reception Centre • Small Bar 	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
Land uses requiring Area 2 and Area 1 consultation :				
5.3	Café / Restaurant	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
	(a) In the Residential and Local Commercial zones			
	(b) In the Mixed Use Commercial, Public Assembly and Private Institution zones	Area 1	Mail	14 days
5.4	Child Day Care Centre	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
	(a) In the Residential zone			
	(b) In all other zones, where a 'D' or 'DC' use	Area 1	Mail	14 days
5.5	Tourist Accommodation	Area 2	<ul style="list-style-type: none"> • Mail • Sign on site 	21 days
	(a) Where a 'DC' use			
	(b) Where a 'D' use	Area 1	Mail	14 days
Land uses requiring Area 1 consultation :				
5.6	Where a 'DC' use – <ul style="list-style-type: none"> • Club Premises • Consulting Rooms • Educational Establishment • Family Day Care • High Level Residential Aged Care Facility • Indoor Sporting Activities • Industry – Light • Local Shop • Market • Mixed Development (any component) • Motor Vehicle and Equipment Hire • Motor Vehicle and Marine Sales Premises • Public Parking Station • Radio and Television Installation • Religious Activities • Research and Development • Service Station 	Area 1	Mail	14 days

9(h) Development Applications – Consultation Matrix (cont'd)

Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<ul style="list-style-type: none"> • Shop • Take-Away Food Outlet • Tennis Court (Private) • Veterinary Clinic 			
5.7 Where a 'D' use – <ul style="list-style-type: none"> • Night Club • Showroom 	Area 1	Mail	14 days

Land uses with other consultation requirements :			
5.8	Telecommunications Infrastructure Where not 'low-impact' <i>NOTE: All advertising is applicant's responsibility at their cost.</i>	All owners and occupiers within 500 metres radius of facility	<ul style="list-style-type: none"> • Mail; • Sign on site • Newspaper (one issue during first or second week) 21 days

6. OTHER 'USE-RELATED' ISSUES

<p>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Use-related issues:</p>				
6.1	<ul style="list-style-type: none"> • Uses not listed in Table 1 of TPS6 • Temporary Uses • Non-Conforming Use – Change of use, or additions and alterations • Closed roads – Use of 'closed road' land for a purpose permitted on immediately adjoining land 	Area 1	Mail	14 days

10. Amendments to Town Planning Scheme No. 6

Amendments to the City of South Perth Town Planning Scheme No. 6 (TPS6) are initiated by the Council, but are finally determined by the Minister for Planning. The *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') made by the State Government under the *Planning and Development Act 2005*, contain precise instructions as to the process involved in an Amendment to a local government's Town Planning Scheme, including community consultation requirements. This Policy contains the requirements of the Regulations, together with additional details where appropriate.

Under the Regulations, a Scheme Amendment is classified as either 'basic', 'standard' or 'complex' according to the respective criteria listed in the Regulations. Basic Scheme Amendments are of an administrative nature only, and therefore do not require consultation. Standard and complex Amendments require consultation for the minimum periods contained in the Consultation Matrix for Scheme Amendments, below.

The City's TPS6 also contains provisions relating to preliminary community consultation which is sometimes required prior to initiating the Scheme Amendment process. This Policy contains additional requirements relating to this preliminary consultation.

(a) Preliminary consultation prior to initiating a Scheme Amendment

(i) Situations where preliminary consultation is required

In the case of a Scheme Amendment relating to a change of zoning, clause 9.8(3) of TPS6 requires that, prior to the Council considering whether or not to initiate the Scheme Amendment process, owners of the affected land who did not request the Scheme Amendment are to be consulted. Item 1 of the Consultation Matrix for Scheme Amendments prescribes the minimum requirements for preliminary consultation.

Under this Policy, in addition to rezoning proposals, preliminary consultation may also be required in relation to changes of residential density coding, Building Height Limit, or other development entitlements for particular land.

If all of the owners of the land which is the subject of the Scheme Amendment agree with the proposal, then preliminary consultation is not required and will not be undertaken. Whether or not preliminary consultation is involved, in every case where the Council decides to initiate a Scheme Amendment, the statutory process requires later advertising, inviting comments from the wider community. A person consulted at the preliminary stage may submit comments at both stages of consultation.

(ii) Council consideration of preliminary comments

Where comments are received in response to preliminary consultation, the Council will consider those comments before deciding whether or not to initiate the Scheme Amendment. If no comments are received by the specified date, the Council will proceed to consider the Scheme Amendment on its merits.

(iii) Consultation to avoid mid-December to mid-January period

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

(iv) Written notice

Any preliminary consultation in relation to a Scheme Amendment is undertaken by mail only. The Council will undertake mail consultation to affected landowners to the extent prescribed in the Consultation Matrix for Scheme Amendments. The consultation letter will:

- describe the proposed Scheme Amendment, including the reasons for the proposal;
- advise that details of the proposal are available for inspection at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during office hours; and
- invite written comments within the specified period.

(b) Consultation after a Scheme Amendment has been initiated

Item 2 of the Consultation Matrix for Scheme Amendments prescribes the minimum consultation required for a 'standard' and 'complex' Scheme Amendment after initiation. In addition, the following provisions apply:

(i) Consultation to avoid mid-December to mid-January period

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

(ii) Sign on site

The following requirements apply to any required signs on site:

Specifications –

- Colour : White lettering on red board
- Minimum size : 1500mm width x 1000mm height
- Message : To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected within seven days of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number –:

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- In the case of 'single lot' development, one sign is adequate, except where the site has more than one street frontage including a corner lot, in which case one sign is to be erected on each street frontage.
- Where the site comprises more than one lot, one or more signs are required to be erected in locations depicted on a diagram provided by the City.

(iii) Newspaper notice

The Regulations require a notice to be published in a newspaper circulating in the district, inviting comment on Amendment proposals. To advertise Amendment proposals adequately, the City will publish the notice **twice** during the advertising period. Where the Scheme Amendment has been requested by an applicant, as part of the required Planning Fee, the cost of the newspaper notices is to be met by the applicant. Where the Scheme Amendment has not been requested by an applicant, the cost of the newspaper notices will be met by the City.

(c) Consultation Matrix for Scheme Amendments

The Matrix below identifies all consultation requirements for Amendments to the City of South Perth Town Planning Scheme No. 6:

CONSULTATION MATRIX FOR SCHEME AMENDMENTS				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1. PRELIMINARY CONSULTATION PRIOR TO INITIATING AMENDMENT PROCESS				
	Where the Amendment relates to a change in zoning, residential density coding, Building Height Limit or other development requirements, restrictions or entitlements for particular land, and not all owners of directly affected properties have requested the Amendment	<ul style="list-style-type: none"> • Directly affected owners • Area 1, where the subject site is more than 5 lots 	Mail	Not less than 21 days
2. CONSULTATION AFTER AMENDMENT PROCESS HAS BEEN INITIATED				
2.1	Standard Amendments	<ul style="list-style-type: none"> • EPA • Directly affected owners • Area 2 • Affected service agencies 	<ul style="list-style-type: none"> • Mail • Sign on site • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	Not less than 42 days
	(a) Where the Standard Amendment relates to a change in zoning, residential density coding, Building Height Limit depicted on the Scheme Maps or other development entitlements for particular land	<ul style="list-style-type: none"> • EPA • Directly affected owners • Area 2 • Affected service agencies 	<ul style="list-style-type: none"> • Mail • Sign on site • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	Not less than 42 days
	(b) Where the Standard Amendment only relates to a Scheme Text change which has general or City-wide effect	<ul style="list-style-type: none"> • EPA • Affected service agencies 	<ul style="list-style-type: none"> • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	Not less than 42 days
	(c) Substantial modifications to the Standard Amendment after considering submissions, requiring readvertising	Same as previous advertising	<ul style="list-style-type: none"> • Mail, as appropriate • Sign, as appropriate • Newspaper (1 issue) • Civic Centre • Libraries • City's website 	21 days

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
2.2	Complex Amendments			
	(a) Where the Complex Amendment relates to a change in zoning, residential density coding, Building Height Limit depicted on the Scheme Maps or other development entitlements for particular land	<ul style="list-style-type: none"> • EPA • Directly affected owners • Area 2 • Affected service agencies 	<ul style="list-style-type: none"> • Mail • Sign on site • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	Not less than 60 days
	(b) Where the Complex Amendment only relates to a Scheme Text change which has general or City-wide effect	<ul style="list-style-type: none"> • EPA • Affected service agencies 	<ul style="list-style-type: none"> • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	Not less than 60 days
(c) Substantial modifications to the Complex Amendment after considering submissions, requiring readvertising	Same as previous advertising	<ul style="list-style-type: none"> • Mail, as appropriate • Sign, as appropriate • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	42 days	

11. Planning Policies

(a) Residential, Non-Residential and general Planning Policies

- (i) Division 2 of Part 2 of Schedule 2 'Deemed Provisions' in the Regulations sets out the procedure for making or amending Planning Policies, including general community consultation requirements. These requirements are set out in Item 1 of the Consultation Matrix for Policies.
- (ii) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

(b) Heritage List

Part 3 of Schedule 2 'Deemed Provisions' in the Regulations sets out the procedure for making or amending a Heritage List, including community consultation requirements. These requirements are set out in Item 2 of the Consultation Matrix for Policies. The following provisions also apply:

- (i) Where City Officers are of the opinion that a place might possibly be suitable for heritage consideration, the Officers will invite written comments from the owner. Any comments received at that preliminary stage will be considered by the Director. After seeking expert heritage advice where necessary, the Director will consider whether or not to refer the place to a Council meeting for further consideration of possible listing on the Heritage List.

11. Planning Policies – Heritage List (cont'd)

- (ii) Where the Council has resolved to advertise the addition of a place to, or deletion of a place from, the Heritage List, that place will be advertised for community comment before a final decision is made.
- (iii) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

(c) **Consultation Matrix for Planning Policies**

The Matrix below identifies all consultation requirements for Planning Policies:

CONSULTATION MATRIX FOR PLANNING POLICIES				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1. GENERAL PLANNING POLICIES				
1.1	<p>New or modified Planning Policies New or modified draft Planning Policies endorsed by Council for advertising purposes</p>	No mail consultation	<ul style="list-style-type: none"> Newspaper (once a week for 2 consecutive weeks) Civic Centre Libraries City's website 	21 days
2. HERITAGE LIST				
2.1	<p>Preliminary consultation on addition of places Preliminary consultation prior to the Director deciding whether to refer the suggested place to the Council for consideration of possible listing in the Heritage List</p>	As for, and concurrently with, Local Heritage Inventory consultation		
2.2	<p>Consultation after Council endorsement for advertising (a) Proposed adoption of the Heritage List; or (b) Proposed addition of places to, or deletion from the Heritage List, after endorsement by the Council for public advertising purposes</p>	As for, and concurrently with, Local Heritage Inventory consultation		

12. Local Heritage Inventory

Section 45 of the *Heritage of Western Australia Act 1990* requires that the Local Heritage Inventory be updated annually and reviewed every four years, with proper public consultation. The Consultation Matrix for the Local Heritage Inventory prescribes the minimum consultation requirements. The following provisions also apply:

- (a) In association with either the annual update or the four-yearly review of the Local Heritage Inventory, where City Officers are of the opinion that a place might possibly be suitable for heritage consideration, the Officers will invite written comments from the owner. Any comments received at that preliminary stage will be considered by the Director. After seeking expert heritage advice where necessary, the Director will decide whether or not to refer the place to a Council meeting for consideration of listing on the Inventory.
- (b) Where the Council has resolved to advertise the addition of a place to, or deletion of a place from, the Local Heritage Inventory, that place will be advertised for community comment before a final decision is made.
- (c) Updates to the Inventory at any time which do not involve the addition or deletion of places, do not require advertising for community comment.
- (d) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.
- (e) The Matrix below identifies all consultation requirements for the Local Heritage Inventory:

CONSULTATION MATRIX FOR LOCAL HERITAGE INVENTORY				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1. PRELIMINARY CONSULTATION ON ADDITION OF PLACES				
	Preliminary consultation prior to the Director deciding whether to refer the suggested place to the Council for consideration of possible listing in the Local Heritage Inventory	Owners of affected properties	Mail	21 days
2. FOUR-YEARLY REVIEW				
	Four-yearly review of the Local Heritage Inventory, involving its form, structure or content, and the addition or deletion of places, after endorsement by the Council for advertising purposes	<ul style="list-style-type: none"> • Owners of affected properties • Heritage Council of Western Australia 	<ul style="list-style-type: none"> • Mail • Newspaper (2 issues) • Civic Centre • Libraries • City's website 	42 days

3. ANNUAL OR INTERIM ADDITION OR DELETION OF PLACES				
	Proposed modification of the Local Heritage Inventory during an annual or an interim update, involving the addition or deletion of places, after endorsement by the Council for advertising purposes	<ul style="list-style-type: none"> • Owners of affected properties • Area 1 • Heritage Council of Western Australia 	Mail	42 days

13. Road closures

Provisions relating to the closure of dedicated roads are contained in section 58 of the *Land Administration Act 1997*. Regulation 9 of the *Land Administration Regulations 1998* specifies the procedural requirements for local governments prior to submitting a closure request to the Minister for Lands.

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

The Matrix below identifies all consultation requirements for road closures:

CONSULTATION MATRIX FOR ROAD CLOSURES				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1. MAJOR ROAD CLOSURES				
	Where the closure will preclude 'through-movement' of vehicular traffic	<ul style="list-style-type: none"> • Property owners considered by the Authorised Officer to be affected by the closure • Service agencies 	<ul style="list-style-type: none"> • Mail • Sign on site • Newspaper (one issue) • Civic Centre • City's website 	35 days
2. MINOR ROAD CLOSURES				
	(a) Where the closure will not preclude 'through-movement' of vehicular traffic; and (b) Where the closed road will be amalgamated with an adjoining lot or reserve	<ul style="list-style-type: none"> • Properties adjoining the portion of road to be closed • Service agencies 	<ul style="list-style-type: none"> • Mail • Sign on site • Newspaper (one issue) • Civic Centre • City's website 	35 days

14. Right-of-way closures

Section 52 of the *Land Administration Act* contains provisions relating to the procedure to be followed in the closure of rights-of-way, including consultation requirements.

For consultation requirements between mid-December and mid-January, refer to clause 5.4(d) of this Policy.

The Matrix below identifies all consultation requirements for right-of-way closures:

CONSULTATION MATRIX FOR RIGHT-OF-WAY CLOSURES				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
	Full or partial closure of a right-of-way	<ul style="list-style-type: none"> • Properties adjoining the full length of the ROW • Service agencies 	Mail	30 days

15. Subdivisions

Decisions on subdivision applications are made by the Western Australian Planning Commission after receiving a recommendation from the City. The City does not undertake community consultation with regard to subdivision applications, other than those involving the creation of a new road.

For consultation requirements between mid-December and mid-January, refer to clause 5.4(d) of this Policy.

Consultation will be by way of signs on site. The following requirements apply:

Specifications

- Colour : Black lettering on white board
- Minimum size : 1200mm width x 900mm height
- Message : To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected on, or prior to, the date of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- The number of required signs will be determined by the Authorised Officer having regard to the extent of the subdivision and its likely impact on neighbours, if any.

The Matrix below identifies all consultation requirements for subdivisions:

15. Subdivisions (cont'd)

CONSULTATION MATRIX FOR SUBDIVISIONS				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
	Subdivisions involving the creation of a new public road	No mail consultation	Sign on site	30 days

16. Other Planning proposals

The Consultation Matrix for other Planning Proposals, below, prescribes the minimum consultation requirements for 'Planning proposals' other than those listed in (a) to (o) of the definition of this term.

CONSULTATION MATRIX FOR OTHER PLANNING PROPOSALS				
1. FENCES HIGHER THAN 1.8 METRES				
	Fences higher than 1.8 metres measured in accordance with clause 7(b) of Policy P350.7	Owners of properties adjoining the affected boundary fence	Mail	14 days
2. NAMING OR RENAMING OF ROADS OR RIGHTS-OF-WAY				
	New roads, or existing roads and right-of-ways	<ul style="list-style-type: none"> • Owners of all properties adjoining the road or right-of-way • Geographic Names Committee 	Mail	21 days
3. PROJECTS UNDERTAKEN BY AN APPOINTED CONSULTANT				
	Includes precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, among other projects	As specified in the appointed consultant's Community Engagement Strategy. Refer also to details of high levels of community engagement in Part 4 of this Policy.		

LEGISLATION / LOCAL LAW REQUIREMENTS

City of South Perth Town Planning Scheme No. 6.
Western Australian Planning Commission Statement of Planning Policy No. 3.1 - Residential Design Codes, 2013.
Heritage of Western Australia Act, 1990.
Planning and Development Act, 2005.
Planning and Development (Local Planning Schemes) Regulations, 2015.

OTHER RELEVANT POLICIES / KEY DOCUMENTS

Council Policy P103 'Communication and Consultation'.
Council Planning Policy P394 'Telecommunications Infrastructure'.
State Planning Policy 5.2 'Telecommunications Infrastructure'.
Council Policy P351.5 'Streetscape Compatibility - Precinct 5 'Arlington' and Precinct 6 'Kensington' '.
Council Policy P351.14 'Cygnia Cove Residential Design Guidelines'.
Council Policy P306 'Development of Properties Abutting River Way'.

This Policy was adopted by Council on 26 July 2005; was reviewed and endorsed for community consultation by a resolution adopted at Council meeting held on 24 March 2009; and was adopted on 23 June 2009.

This policy was modified with minor changes of 'Strategic Direction' name at Council meetings on 22 February 2011 and 27 March 2012.

With a further change to the name, a substantially revised version of this policy was endorsed for community consultation by a resolution adopted at Council meeting held on 23 February 2016; and the revised version was adopted on 28 June 2016.