

ENGAGING STAKEHOLDERS IN THE REVIEW OF STATE PLANNING POLICY GUIDELINES

This fact sheet outlines how the Western Australian Planning Commission (WAPC) will generally review and consult on State Planning Policy (SPP) Guidelines when reviewed separately to a SPP review process. It sets out:

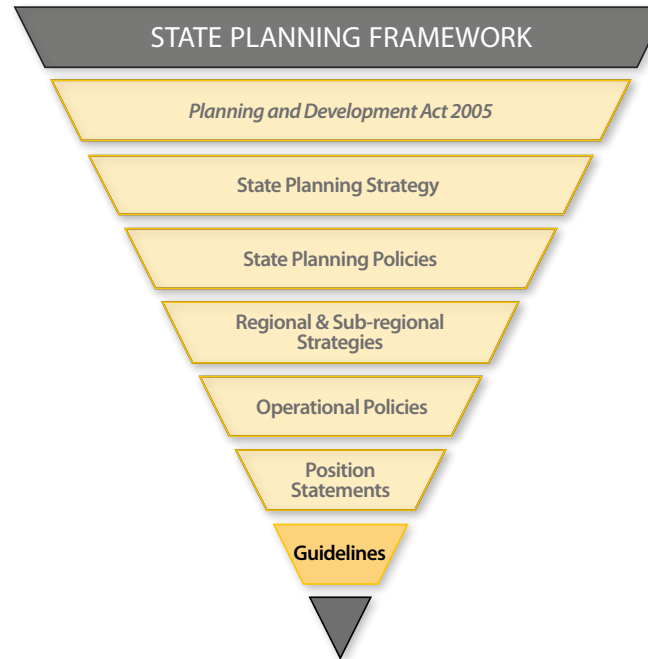
- the key stages for review of guidelines
- whom WAPC will consult during the process.

What are Guidelines?

The WAPC prepares and reviews planning policies and related guidelines to guide decision makers to coordinate land use and transport planning as well as promote land development in a sustainable manner. The WAPC prepares guidelines to provide further detailed guidance and information to improve the understanding and application of WAPC policy measures, such as by detailing:

- how to implement/satisfy the requirements of a specific policy measure;
- links to relevant standards, criteria, and practices relevant to satisfying the requirements of a measure; and
- what implementation measures are required at each planning stage.

The general purpose of guidelines is defined in *State Planning Policy No. 1 – State Planning Framework* (SPP 1), which outlines the role of the various WAPC policy instruments that together form the State Planning Framework.



About half of the WAPC's existing suite of guidelines are associated with a SPP¹. SPPs provide the highest level of planning policy control and guidance in Western Australia and are prepared under Part 3 of the *Planning and Development Act 2005* (The Act).

¹ These principles and engagement processes apply only to guidelines directly associated with SPPs. The WAPC has a range of guidelines on other matters [here](#). Reviews or updates to these types of guidelines will use the appropriate methods on engagement related to the project and scale of the changes, based on the [Guide to Best Practice Planning Engagement in Western Australia](#).

When are Guidelines made?

Guidelines related to SPPs are generally first prepared concurrently with the SPP and are advertised for public consultation with the SPP, in accordance with Part 3 of the Act.

When are Guidelines reviewed?

Once the SPP and Guidelines are in operation, there may be circumstances where updates or changes are identified for the Guidelines, but no changes are required to the SPP itself.

Who will be consulted?

Stakeholder involvement is an important element in the preparation of planning instruments. For consultation regarding planning instruments such as SPP's and associated guidelines, stakeholders are generally involved via representatives of the collective interests (industry bodies, associations or community groups), as technical experts or are Government agencies.

The WAPC values the participation and contributions of stakeholders. When reviewing guidelines, the WAPC will engage with the stakeholders who have a key interest in the particular guidelines being reviewed, including local government, industry and community representative groups. Further detail on the various options that the WAPC may use to consult on guidelines are set out in the [Guide to Best Practice Planning Engagement in Western Australia](#).

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In determining which stakeholders to consult, WAPC will consider how stakeholders expertise could contribute to developing or reviewing the guidelines, for instance, contributing knowledge about technical considerations, as decision makers or as a person or organisations implementing the guidelines through planning proposals.

For example, in reviewing the guidelines associated with *State Planning Policy 2.6 - Coastal Planning* (SPP 2.6) coastal local governments, the Department of Transport, coastal engineers, the Western Australian Local Government Association and the Urban Development Industry Association were consulted as stakeholders who have a direct interest in implementing SPP 2.6. These stakeholders are either decision makers, users of the guidelines or technical experts who have specific knowledge to be able to provide advice to the WAPC on the content of the guidelines that support the SPP.

What is the process for reviewing Guidelines?

There are 3 key stages involved in reviewing guidelines when they are not prepared in conjunction with SPP or SPP review/amendment.

Stage	Key milestone
1. Defining the project	Approval to proceed
2. Drafting the guidelines	Approval to draft guidelines
3. Approval of the guidelines	Publish finalised guidelines

STAGE 1 - DEFINING THE PROJECT

On behalf of the WAPC, the Department of Planning Lands and Heritage (DPLH) undertakes a problem definition process to define the scope of review of the guidelines.

The problem definition is informed by issues that have been identified during the implementation of the SPP and guidelines. DPLH carries out research and investigations relevant to the project scope. In some cases, key stakeholders may be consulted or involved in this stage of the review, particularly to identify any implementation issues.

STAGE 2 - DEFINING THE GUIDELINES

DPLH identifies potential solutions to address the issues contained in the problem definition and project scope and redrafts the guidelines in line with this.

The redrafting may involve utilising resources and expertise of other relevant State Government Departments, and sometimes seeking input from those with specialist expertise.

Stakeholders, particularly those involved in SPP implementation, may be consulted on the new draft guidelines, to seek their input before the guidelines are finalised.

STAGE 3 - APPROVAL OF THE GUIDELINES

The WAPC provides final approval to the guidelines.

Before doing so, the WAPC will determine whether advertising of the guidelines is required, or if the stakeholder engagement under stages 1 and 2 is sufficient to inform its decision making on the guidelines.

If the WAPC determines further consultation is required, this will be via a public advertising process, in accordance with the normal WAPC processes, guided by the *Guide to Best Practice Planning Engagement in Western Australia*. Following this, the guidelines will be considered for approval.

Upon finalisation and publication of the new guidelines, stakeholders will be advised of the WAPC's decision. Communications will usually include:

- advice to all stakeholders, including details of any key changes that have been made to the guidelines;
- publication of the guidelines and any supporting information on the website;
- advice of the approval via social media; and
- media statements (as appropriate).