

## **WESTERN AUSTRALIAN PLANNING COMMISSION INFORMATION**

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### **ROLES, FUNCTIONS AND OPERATIONS OF THE WESTERN AUSTRALIAN PLANNING COMMISSION**

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#### **BACKGROUND TO THE ESTABLISHMENT OF THE COMMISSION AND ITS COMMITTEES**

The Western Australian Planning Commission (WAPC) came into being on the 1 March 1995. It was established when the State Planning Commission Act of 1985 was amended by Parliament in Spring 1994 and followed Government's reviewed the operation of the lead land use planning agency in Western Australia.

The Western Australian Planning Commission's functions are outlined in Section 18 of the Western Australian Planning Commission Act. Those functions include:

- providing advice to the Minister on Town Planning Schemes and amendments throughout the State [Section 18 (1)(a)(iii)];
- preparing town planning schemes for areas of State or regional significance outside of the Metropolitan Region [Section 18(1)(ba)];
- co-ordinating the provision of infrastructure for land development and the planning of transport [Section 18(1)(bb)]; and
- all things that are necessary to perform its functions. [Section 18(2)]

As well as creating the WAPC, the new Act provided the Commission with a suite of support committees to assist in managing the administration of planning issues. These committees are responsible for Executive, Finance and Property, Statutory Planning, Transport and Infrastructure matters across the State.

## **WESTERN AUSTRALIAN PLANNING COMMISSION - ROLE AND FUNCTION**

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### **ROLE AND FUNCTIONS OF THE WAPC**

The WAPC is established as the peak planning body for the State of Western Australia. Its membership reinforces its co-ordinating role. The WAPC has delegated much of the day-to-day work to its network of committees. These committees, in turn, advise the Commission on relevant and specialist aspects of their work. The delegation of decision-making powers is addressed in other parts of this paper.

The Commission, by its nature, has a very wide brief. Planning can be in many forms, and the WAPC is not just a regulatory body, but one that is forward thinking, innovative and plays a major role in co-ordination, conflict resolution and leadership at the most senior level in Government. The Commission's agenda is not just process oriented, but able to provide a stimulating environment and challenge for those involved.

The membership provides an opportunity for the WAPC to provide leadership in a range of areas across Government.

There are five major policy areas which WAPC agendas is built around. These are:

- (i) Statewide Strategic Planning and Policy;
- (ii) Strategic Issue Plans and Policies;
- (iii) Research and Innovation;
- (iv) Major Projects - by referral from Government or on own initiative; and
- (v) Land Monitoring.

Each of these areas requires the WAPC to use its membership and powers to co-ordinate and facilitate planning; and to monitor the impact of government policy on planning and land development.

#### **Statewide Planning and Policy**

The State Planning Strategy provides a broad framework for the WAPC. It sets an agenda which relies on a series of regional development plans and policies which will guide the State's future growth and development.

In this field the WAPC functions are to:

## **WESTERN AUSTRALIAN PLANNING COMMISSION - ROLE AND FUNCTION**

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- (a) promote the State Planning Strategy;
- (b) oversee its implementation through:
  - (i) agreement on the preparation of plans for the regions of the State and set priorities for this planning;
  - (ii) agreement on the form, content and structure of these plans;
  - (iii) agreement on methods of control over development and land use generally;
  - (iv) prepare and endorse policies to support the State Planning Strategy and Regional Planning Strategies and set priorities for their preparation;
  - (v) receive and endorse inputs to planning and policy preparation at regional and State level;
- (c) to monitor, evaluate and review the State Planning Strategy.

The State Strategy includes the Perth Metropolitan Region which will remain a primary concern of the WAPC.

### **Strategic Issue Plans**

The WAPC requires strategic planning and policy support which does not rely solely upon the geographical approach envisaged in 1 above. The WAPC functions to:

- commission, receive and endorse plans and reports dealing with strategic issues such as basic raw material and minerals protection, industrial and commercial land, transport and infrastructure issues, protection of productive agricultural land; and
- prepare implementation schedules for these plans.

### **Research and Innovation**

In order for the WAPC to provide leadership in planning and land use policy, it is essential that it keeps abreast of contemporary trends in a wide range of planning related areas. The WAPC actively seeks out and promotes examples of best practise in planning and develops and directs its own research program through the Ministry for Planning and related agencies to:

## **WESTERN AUSTRALIAN PLANNING COMMISSION - ROLE AND FUNCTION**

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- initiate and receive discussion papers, research findings and reports, particularly those which focus on innovation in planning and related areas; and
- ensure that application of innovative practices occurs in planning.

### **Major Projects**

In order to be effective, the WAPC must keep abreast of major development projects throughout the State. Projects may include infrastructure, resource development and tourism. Given its membership, the WAPC has adopted a co-ordinating role and stewardship role for certain projects as requested by Government. The WAPC functions are:

- to monitor planning and development schedules of projects of State and regional significance; and
- to assist in the co-ordination and guidance of such projects eg. infill sewerage program, steel project at Mullewa/Geraldton, Port Kennedy Regional Recreation Centre, Coogee redevelopment.

### **Land Monitoring**

The WAPC has a direct role to play in land supply. The monitoring of land supply and demand is becoming increasingly sophisticated within the Ministry for Planning, and it is envisaged that a land supply summary will be presented to the Commission on a monthly basis. Areas of potential problems are highlighted as they require high level resolution. The WAPC function is to:

- maintain a monitoring and forecasting role on land supply throughout the State and develop strategies to ensure the timely supply of affordable residential land; and
- develop strategies and resolve issues which present impediments to ensuring adequate supply of land.

## **SETTING THE AGENDA**

## **WESTERN AUSTRALIAN PLANNING COMMISSION - ROLE AND FUNCTION**

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The agenda setting by the WAPC is a two-way process whereby members of the Commission actively contribute to the agenda. There are areas where this is easily accommodated, such as research and development and major projects (eg. the infill sewerage program). The promotion of a more interactive agenda maintains member's interests, give a stronger information base for decision making by the Commission, and a whole of government view on problem solving and conflict resolution.

### **Secretarial Support**

The Ministry for Planning have officers who service committees as Minute Secretaries and it is proposed that such support continues.

The WAPC and the statutory committees are provided with Secretarial support by individual officers. These Secretaries are the contact officer for agencies submitting material/reports and compile papers into agendas for circulation prior to meetings. Agendas will be delivered at least 72 hours prior to each meeting to the Member's business address (unless otherwise arranged).

Agendas for the various committees require varying delivery and compilation deadlines and these are set according to the work and operation of each committee.

### **Committees**

The WAPC has a powerful cross-section of community and government members. Much of the operational decision making and statutory functions have been delegated to its committees, viz:

- The Executive Finance and Property Committee;
- Statutory Planning Committee;
- Perth Region Planning Committee;
- Transport Committee; and
- Infrastructure Co-ordinating Committee

The detail of membership and function of each of these follows in a separate report.

### **Frequency of Meetings**

The WAPC meets monthly but will call special meetings as required.

## **WESTERN AUSTRALIAN PLANNING COMMISSION - ROLE AND FUNCTION**

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Attached is the schedule of meetings for the Commission and statutory committees.

- Western Australian Planning Commission to meet monthly on the fourth Tuesday.
- Statutory Planning Committee to meet on Tuesdays.
- Perth Region Planning Committee to meet on the second Tuesday each month.
- Transport Committee to meet bi-monthly on the second Wednesday.
- Infrastructure Co-ordinating Committee to meet bi-monthly on the third Wednesday.

### **Administrative Issues relating to the WAPC Agenda**

The size of agendas can, on occasion, be unwieldy. Reports from agencies should be concise and to the point stating the rationale, issues and recommendations in as few words as necessary.

- A Report Summary Sheet is proposed to address the salient points and implications of the matter being addressed. This sheet must preface every report.
- Commission and committee minutes will be brief whereby resolutions will be recorded but little or no discussion. The advent of Freedom of Information and the need to deal efficiently with a large number of committees will necessitate this approach. Minimal discussion will be recorded where a matter is not resolved and may require clarification for further action or report.
- A decision sheet for each WAPC resolution will be prepared by the secretary. This is then be sent to the relevant agency, CEO or officer for action.
- The full minutes of subordinate committees are not sent to the WAPC. Minutes are summarised for referral to the Commission and, should members wish to raise an issue for debate they contact the Secretary prior to the meeting so that the matter may be specifically tabled for consideration.
- The Commission is investigating the option of an electronic agenda. This would require the acquisition of appropriate lap-top computers and the distribution of agenda material on floppy-disk.

The above points are applied (as appropriate) to committee procedures.

**WESTERN AUSTRALIAN PLANNING COMMISSION AND STATUTORY PLANNING COMMITTEES  
MEETING DATES AND AGENDA CLOSING DATES - 2000**

MONTH	WESTERN AUSTRALIAN PLANNING COMMISSION	PERTH REGION PLANNING COMMITTEE	EXECUTIVE FINANCE AND PROPERTY COMMITTEE	TRANSPORT COMMITTEE	INFRASTRUCTURE COORDINATING COMMITTEE	PEEL REGION PLANNING COMMITTEE	GREATER BUNBURY REGION PLANNING COMMITTEE	SOUTH WEST REGION PLANNING COMMITTEE	STATUTORY PLANNING COMMITTEE				
JANUARY MEETING DATE AGENDA CLOSSES	January 25 January 7	NO MEETING	January 18 January 12	NO MEETING	NO MEETING	NO MEETING	NO MEETING	January 21 January 11	Jan 4 Dec 29	Jan 11 Jan 5	Jan 18 Jan 12	Jan 25 Jan 19	
FEBRUARY MEETING DATE AGENDA CLOSSES	February 22 February 4	February 8 January 28	Feb 1, Feb 15 Jan 26, Feb 9	February 2 (1 <sup>st</sup> Wed) January 21	February 16 February 4	NO MEETING	NO MEETING	February 18 February 8	Feb 1 Jan 26	Feb 8 Feb 2	Feb 15 Feb 9	Feb 22 Feb 16	Feb 29 Feb 23
MARCH MEETING DATE AGENDA CLOSSES	March 28 March 10	March 14 March 3	Mar 7, Mar 21 Mar 1, Mar 15	March 15 March 3	NO MEETING	March 9 (Thurs) February 25	NO MEETING	March 17 March 7	Mar 7 Mar 1	Mar 14 Mar 8	Mar 21 Mar 15	Mar 28 Mar 22	
APRIL MEETING DATE AGENDA CLOSSES	April 26* (Wednesday) April 7	April 11 March 31	April 4, April 18 Mar 29, April 12	NO MEETING	April 19 April 7	NO MEETING	NO MEETING	April 20 * April 11	Apr 4 Mar 29	Apr 11 Apr 5	Apr 18 Apr 12	Apr 26* Apr 19	
MAY MEETING DATE AGENDA CLOSSES	May 23 May 5	May 9 Apr 28	May 2, May 16 April 26, May 10	May 17 May 5	NO MEETING	NO MEETING	NO MEETING	May 19 May 9	May 2 Apr 26	May 9 May 3	May 16 May 10	May 23 May 17	May 30 May 24
JUNE MEETING DATE AGENDA CLOSSES	June 27 June 9	June 13 June 2	Jun 6, Jun 20 May 31, June 14	NO MEETING	June 21 June 9	June 8 (Thurs) May 26	NO MEETING	June 16 June 6	Jun 6 May 31	Jun 13 Jun 7	Jun 20 Jun 14	Jun 27 Jun 21	
JULY MEETING DATE AGENDA CLOSSES	July 25 July 7	July 11 June 30	Jul 4, Jul 18 Jun 28, Jul 12	July 19 July 7	NO MEETING	NO MEETING	July 20 July 7	July 21 July 11	Jul 4 Jun 28	Jul 11 Jul 5	Jul 18 Jul 12	Jul 25 Jul 19	
AUGUST MEETING DATE AGENDA CLOSSES	August 22 August 4	August 8 July 28	Aug 1, Aug 15 Jul 26, Aug 9	NO MEETING	August 16 August 4	NO MEETING	NO MEETING	August 18 August 8	Aug 1 Jul 26	Aug 8 Aug 2	Aug 15 Aug 9	Aug 22 Aug 16	Aug 29 Aug 23
SEPTEMBER MEETING DATE AGENDA CLOSSES	September 26 September 8	September 12 September 1	Sep 5, Sep 19 Aug 30, Sep 13	September 20 September 8	NO MEETING	NO MEETING	NO MEETING	September 15 September 5	Sep 5 Aug 30	Sep 12 Sep 6	Sep 19 Sep 13	Sep 26 Sep 20	
OCTOBER MEETING DATE AGENDA CLOSSES	October 24 October 6	October 10 September 29	Oct 3, Oct 17 Sep 27, Oct 11	NO MEETING	October 18 October 6	October 12 (Thurs) September 29	NO MEETING	October 20 October 10	Oct 3 Sep 27	Oct 10 Oct 4	Oct 17 Oct 11	Oct 24 Oct 18	
NOVEMBER MEETING DATE AGENDA CLOSSES	November 28 November 10	November 14 November 3	Nov 7, Nov 21 Nov 1, Nov 15	November 15 November 3	NO MEETING	NO MEETING	November 16 November 3	November 17 November 7	Nov 7 Nov 1	Nov 14 Nov 8	Nov 21 Nov 15	Nov 28 Nov 22	
DECEMBER MEETING DATE AGENDA CLOSSES	December 19 December 1	December 12 December 1	December 5 November 29	NO MEETING	December 20 December 8	NO MEETING	NO MEETING	December 15 December 5	Dec 5 Nov 29	Dec 12 Dec 6	Dec 19 Dec 13		
	Meetings commence at 2.30pm (4 <sup>th</sup> Tuesday) * 25/4/00 Anzac Day	Meetings commence at 2.30pm (2nd Tuesday)	Meetings commence at 9.30am (1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday)	Meetings commence at 2.30pm (3 <sup>rd</sup> Wednesday - bimonthly)	Meetings commence at 2.30pm (3 <sup>rd</sup> Wednesday - bimonthly)	Meetings commence at 2.00pm	Meetings commence at 4.00pm (3 <sup>rd</sup> Thursday)	Meetings commence at 9.00am (3 <sup>rd</sup> Friday) * 21/4/00 Good Friday	Meetings commence at 12.00 noon * 25/4/00 Anzac Day ** 26/12/00 Boxing Day				

**WESTERN AUSTRALIAN PLANNING COMMISSION AND STATUTORY PLANNING COMMITTEES  
MEETING DATES AND AGENDA CLOSING DATES - 2000**

MONTH	CENTRAL PERTH PLANNING COMMITTEE	COASTAL ZONE COUNCIL	ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT COMMITTEE	SWAN VALLEY PLANNING COMMITTEE	WHITEMAN PARK BOARD OF MANAGEMENT	ARALUEN BOTANIC PARK BOARD OF MANAGEMENT
JANUARY MEETING DATE AGENDA CLOSES	NO MEETING	NO MEETING	NO MEETING	January 24 January 14	NO MEETING	NO MEETING
FEBRUARY MEETING DATE AGENDA CLOSES	February 16 February 9	February 9 January 31	NO MEETING	February 28 February 18	February 23 February 14	February 10 January 31
MARCH MEETING DATE AGENDA CLOSES	March 8 March 1	NO MEETING	March 1 February 21	March 27 March 17	NO MEETING	NO MEETING
APRIL MEETING DATE AGENDA CLOSES	April 12 April 5	April 5 March 27	NO MEETING	April 17 April 7	April 26 April 17	NO MEETING
MAY MEETING DATE AGENDA CLOSES	May 10 May 3	NO MEETING	NO MEETING	May 22 May 12	NO MEETING	May 11 May 1
JUNE MEETING DATE AGENDA CLOSES	June 14 June 7	June 7 May 29	June 14 June 5	June 26 June 16	June 28 June 19	NO MEETING
JULY MEETING DATE AGENDA CLOSES	July 12 July 5	NO MEETING	NO MEETING	July 24 July 14	NO MEETING	NO MEETING
AUGUST MEETING DATE AGENDA CLOSES	August 9 August 2	August 2 July 24	NO MEETING	August 28 August 18	August 23 August 23	August 10 July 31
SEPTEMBER MEETING DATE AGENDA CLOSES	September 13 September 6	NO MEETING	September 6 August 28	September 25 September 15	NO MEETING	NO MEETING
OCTOBER MEETING DATE AGENDA CLOSES	October 11 October 4	October 4 September 25	NO MEETING	October 23 October 13	October 25 October 25	NO MEETING
NOVEMBER MEETING DATE AGENDA CLOSES	November 8 November 1	NO MEETING	NO MEETING	November 27 November 17	NO MEETING	November 9 October 30
DECEMBER MEETING DATE AGENDA CLOSES	December 13 December 6	December 6 November 27	December 13 December 4	December 18 December 8	December 13 December 4	NO MEETING
	Meetings commence at 4.00pm at City of Perth - 2 <sup>nd</sup> Wed - Monthly	Meetings commence at 1.00pm 1 <sup>st</sup> Wednesday - Bimonthly	Meetings commence at 9.00am 1 <sup>st</sup> or 2 <sup>nd</sup> Wednesday - Quarterly	Meetings commence at 5.30pm 1 <sup>st</sup> Monday	Meetings commence at 2.00pm 4 <sup>th</sup> Wednesday - Bimonthly	Meetings commence at 3.00pm 2 <sup>nd</sup> Thursday - Quarterly