



SHIRE OF YORK

MUNICIPAL HERITAGE INVENTORY AND HERITAGE LIST REVIEW:

ENGAGEMENT AND CONSULTATION PLAN

May 2018

Contents

1. Introduction	2
1.1. Purpose of this plan.....	3
2. Engagement and Consultation Plan.....	4
2.1 Objectives for community and stakeholders	4
2.2. Level of engagement.....	4
2.3 Stakeholders	5
2.4 Key messages	6
2.5. Engagement and communication activities	6
3. Evaluation.....	8

1. Introduction

The Municipal Heritage Inventory was adopted at Ordinary Council Meeting 22 September 2008.

A local government is required to have a municipal inventory in accordance with section 45 of the Heritage of Western Australia Act 1990, which is an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance. The inventory is to be updated annually as required and reviewed every four years after compilation.

Places which are considered as having cultural heritage significance and worthy of built heritage conservation can be included on a Heritage List, adopted under a local planning scheme, which can provide statutory controls for development on buildings or places on the heritage list.

The Shire of York's Town Planning Scheme No. 2, in clause 5.1.2.2, specifies that the Heritage List means the Municipal Inventory, as amended from time to time, prepared by the local government pursuant to Section 45 of the Heritage of Western Australia Act 1990 (as amended), or such parts thereof described in the heritage list

The Heritage List is the Municipal Heritage Inventory and is listed in the Shire of York Local Planning Policy No. 3 Heritage Precincts and Places as **Appendix A**. The policy provides four categories listing places as having either exceptional significance (category 1a), considerable significance (category 1B/2), some/moderate significance (category 3) and little significance (category 4). All categories are within the Heritage List, although it does provide that category 4, places of little significance do not fulfil the criteria for entry in the local Heritage List.

The draft Local Planning Scheme No. 3, being presented to Council to adopt for public advertising proposes to delete clause 5.1.2.2 and in accordance with the Planning and Development (Local Planning Schemes) 2015 is considered necessary for clarity that the local government adopt a heritage list., which is separate to the municipal heritage inventory. As part of this process, it is appropriate to review the current categories assigned to places, whether there is new information or places that may be worth of inclusion and review what categories should be retained within the heritage list (thereby giving statutory basis for development controls that may be required for built heritage conservation). A review is also warranted given that it has been well over four years since the date of adoption of the Municipal Heritage Inventory.

It is a requirement of Council Policy G2.9 Community Engagement and Consultation Plan, that all significant activities undertaken by Council must have an associated community engagement and consultation plan established at the beginning of the relevant process.

The review will be undertaken in the following stages:

1. Preliminary Consultation & Seeking of Information to inform review
2. Draft Municipal Heritage Inventory Review and Heritage List (and any other associated draft documents required to be amended, such as Local Planning

Policy No. 3) presented to Council to adopt for the purposes of public advertising. Public Advertising to be undertaken.

3. Final Adoption by Council and notification.

1.1. Purpose of this plan

This plan articulates the proposed objectives, nature and methods for community and stakeholder engagement in each stage of the project.

2. Engagement and Consultation Plan

2.1 Objectives for community and stakeholders

Objectives for community and stakeholder engagement are to:

- Inform the community and stakeholders of the project;
- Communicate the purpose of the project;
- Provide landowners, community and stakeholders the opportunity to provide information to be considered as part of the review.
- Provide opportunity for the community and stakeholders to provide submissions on draft documents prepared.

2.2. Level of engagement

For engagement to be effective, it is crucial that the expectations of the community and stakeholders are managed so that they understand the level of input required and their overall role and level of influence in the project.

The phases and aspects of the process have been defined to illustrate what the community and stakeholders are being asked to contribute to and/or be involved in and, in terms of decision making, what is negotiable and not negotiable.

The consultation and engagement plan follows the International Association of Public Participation (IAPC) public participation spectrum that begins with inform, consult and moves to involve, collaborate and empower (refer figure 1). This project's approach to stakeholder consultation will be grounded in the principles of the IAP2, providing a basis in internationally recognised public participation practice and is consistent with the approach of Council Policy G2.9 – Community Engagement and Consultation.

IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The Municipal Heritage Inventory and Heritage List review, and any associated amendment of Local Planning Policy, is required to comply with statutory requirements of the *Heritage Act of Western Australia 1990*, *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of York Town Planning Scheme No. 2.

Therefore, it cannot be promised that the community and stakeholders comments/submissions will be reflected or accepted in the final documents in all instances. As a result the level of 'participation' will vary between inform and consult.

The Municipal Heritage Inventory and Heritage List Review will also be undertaken giving due regard to the guidelines prepared by the Heritage Council of Western Australia including, but not limited to:

- Criteria for the Assessment of Local Heritage Places and Areas;
- Basic Principles for Local Government Inventories.

The Heritage Council notes the above documents have not been updated for consistency with the *Planning and Development (Local Planning Schemes) 2015*.

The Municipal Heritage Inventory and Heritage List review, and modification to any Local Planning Policy requires the approval of the Shire of York Council. The status of places listed or listed to be assessed for inclusion on the State Heritage Register are not directly impacted by this project.

The overall public participation goal is to obtain public feedback on analysis, alternatives and/or decisions, and that the public will be kept informed, input by the community and stakeholders will be considered and acknowledged as part of the decision-making process.

2.3 Stakeholders

A stakeholder is defined as any individual, group of individuals, organisations or political entity with an interest in the outcome of a decision. They may, or perceive that they may, impact or be affected directly or indirectly by the outcome of a decision.

Key stakeholders for the project are shown below:

Stakeholders:

- Community;
- Landowners;
- Local business;
- Community groups;
- State Heritage Office;

The Shire's Heritage Advisor is not listed as a stakeholder, as this person is directly involved in the preparation of the Municipal Heritage Inventory and Heritage List review, and associated documents as necessary.

As part of the consultation process, a stakeholder list will be developed, and persons kept informed at key stages of the project.

2.4 Key messages

Key messages for the project include:

- The project will result in a reviewed Municipal Heritage Inventory and Heritage List being adopted by Council.
- Stage 1 consultation will seek new information from stakeholders to be provided to inform the review before a draft is finalised and presented to Council to adopt for public advertising.
- The description of categories, what categories will be retained on the heritage list (and given basis for statutory control under the local planning scheme), and categories to be assigned to a property, is informed by the Municipal Heritage Inventory Review, thematic history and will be undertaken giving due regard to documents above. Consultation on these documents will be undertaken as part of Stage 3 – Public Advertising.
- The Municipal Heritage Inventory and Heritage List review, and any associated amendment of Local Planning Policy, is required to comply with statutory requirements of the Heritage Act of Western Australia 1990, Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and Shire of York Town Planning Scheme No. 2. Therefore, it cannot be promised that the community and stakeholders comments or submissions will be reflected or accepted in the final documents in all instances. As a result the level of ‘participation’ will vary between inform and consult.

2.5. Engagement and communication activities

The consultation will be undertaken in two stages, and the third being notification.

1. Preliminary Consultation
2. Statutory Advertising on Draft Documents;
3. Notification.

Each of these will involve consultation being undertaken generally as listed in Table 2.

Table 2 – Consultation and Engagement Activities

	Inform/Consult Activities	Outcomes
Preliminary Consultation	<p>Information and nominations from the community, stakeholders and landowners will be sought to inform the review and preparation of draft documents for a period of 42 days. An information sheet on the project which details the input being requested as part of consultation will be provided.</p> <p>Inform and consult methods will include:</p> <ul style="list-style-type: none"> • Media Release 	<p>New information received to inform preparation of the review.</p> <p>Summary of outcomes of consultation advised to council to consider during adoption of draft documents.</p>

	<ul style="list-style-type: none"> • Information placed on Shire of York website and social media. • Public Notice placed in local paper • Information Sheets of review to be made available and placed at front counters and notices boards. • Stakeholders notified by letter and/or email; • Letters sent to landowners on the list, and should any new nominations be received for consideration, notification sent to those landowners to provide the opportunity to provide information for consideration prior to a draft being finalised. • Consultation with Heritage Council of Western Australia. • Opportunity for stakeholders/landowners to attend a meeting with the Heritage Advisor, should there be demand, meetings will be offered during a fixed time period. 	
Public Advertising Draft Documents	<p>Formal Advertising of Draft Municipal Heritage Inventory, Heritage List and associated documents for 42 days.</p> <ul style="list-style-type: none"> • Media Release • Advertising notice placed on Shire of York website, social media, local papers, front counters of shire office and notice boards; • Notice given to stakeholders by letter or email; • Consultation with Heritage Council of Western Australia; • Letters sent to landowners affected by the draft documents. • Opportunity for stakeholders/landowners to attend a meeting with the Heritage Advisor, should there be demand, meetings will be offered during a fixed time period. 	Submissions received will be reviewed and presented directly to Council to consider prior to adoption of Municipal Heritage Inventory, Heritage List and other associated documents.
Notification	Following adoption of the documents by Council, the information will be made publicly available and notification sent to affected landowners, and those who made a submission.	Parties are informed of outcomes.

3. Evaluation

Outcomes of engagement and consultation will be reported to Council at decision points. Where issues are identified during engagement and consultation of stages 1 and 2 that are inconsistent with this plan, the matter will be raised with Council at key decision points to determine an appropriate response.