



Government of **Western Australia**
Department of **Treasury**

Strategic Asset Management Framework

Land Planning and Assembly



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Introduction

This module provides guidance on:

- the policies and principles for successful land planning and assembly in support of an agency's service delivery objectives, model and results, as outlined in its strategic asset plan;
- the standards for the content, development and review of an agency's strategic land assembly plan; and
- land assembly issues that are addressed in an application for concept approval, a business case and a project definition plan to improve an existing land asset, or to acquire a new one.

This guidance is designed to:

- facilitate the strategic planning of land-related public works projects, including their alignment with long-term State regional and metropolitan planning;
- enable the efficient use of under-performing government land assets; and
- reinforce the significance of land assembly for successful project delivery.

The guidance supports the Government's policy and legislative framework on land improvement and acquisition approvals, including the *Land Administration Act 1997*.

What is Land Assembly?

Land assembly involves:

- planning land improvements and acquisitions for major public works in a strategic way over the next ten years and beyond; and
- resolving all necessary land issues and securing the requisite approvals to support a land investment proposal.

Land planning and assembly is required for all State Government public works including proposals for freeways, railways, water treatment plants, power stations, harbours, social housing, land development and non-residential buildings.

Some proposals, such as for freeways, are planned well in advance of current demand, while others, such as for a high school, may have a shorter planning period and depend on more immediate demand pressures.

The way that land is identified and acquired will depend on a number of essential and specific site criteria pertaining to the proposal, such as location, minimum land area (including for future growth), access requirements, existing land ownership and availability. The timeframes to complete the legislative process to acquire Crown land should be considered and discussed at the earliest opportunity with the government agency that manages the land.

Application

This guidance applies to government agencies when land is required to achieve the agency's service delivery objectives, and when the agency seeks funding from the State Budget (Asset Investment Program).

Exclusions

Land assembly does not include the construction or environmental assessment approvals that relate to a facility or other assets to be built on the land.

Guidance on the planning and conduct of land assembly tasks prior to the disposal of a property is in the Asset Disposal module which covers the policies and processes for the disposal of all major capital assets (including land).

Principles

The requirement for land arises from service delivery and asset investment priorities identified in an agency's corporate and strategic asset planning.

Land investment proposals should be consistent with long-term State regional and metropolitan planning over a 20 year horizon.

Timely and effective land assembly is fundamental to the success of an agency's asset-related service delivery objectives and model.

Early land planning and assembly by agencies is essential because the process can be complex and time consuming.

Proposals to invest State Budget funds to acquire private land are considered only if no suitable government land is available.

Fast-tracked investment proposals must fully address land assembly as part of the robust governance, planning and delivery arrangements established under the Strategic Asset Management Framework.

Value

Sound planning helps agencies to avoid land assembly complications and to achieve the following results:

- effective use of government property and the achievement of government agencies' land management goals;
- successful delivery of essential infrastructure projects and services that provide economic benefit and growth for the State on schedule and budget;
- maximum value for money, without reductions to the scope and quality of the infrastructure caused by process delays and unplanned cost increases, for example for construction;
- community and media support as projects are announced with early prior notice, public consultation and evidence of sound land use planning;
- more reliable cost estimates for the land component of asset investment proposals; and the
- successful completion of statutory and other approval processes with adequate notice, realistic project timelines, manageable workloads and efficient involvement by the coordinating agencies and staff involved.

Through strategic land assembly planning, an agency can better position itself to deal with future peaks and troughs in land availability, and the increasingly high cost of land, particularly on the private market.

Process

Agencies are responsible for land planning and assembly, but also require the assistance of other agencies and consultants.

Early contact should be made with the Department of Planning and the Western Australian Planning Commission to ensure that an agency's land acquisition plans are consistent with long-term State plans.

Land assembly also includes identifying and acquiring an appropriate legal interest in the land, arranging for land amalgamation when necessary, and securing all land, planning and environmental approvals. While some of these tasks, such as site surveys and the creation of land titles may be straightforward, others such as regional, district or local structure planning may take years to complete before a sub-division can occur.

Where Crown land is involved for new sites, the Department of Lands must be consulted at an early stage to resolve the land assembly requirements under the Land Administration Act. If Crown or freehold land is required from another government agency, the agency should be contacted in conjunction with the Department of Lands.

The Department of Lands should also be consulted when a development proposal is inconsistent with an existing management order to an agency, when amendments are required to the purpose of a planning reserve (under a regional planning scheme) or when leasing, access or licensing arrangements are involved.

Resolution of existing dispositions, tenures, impediments, revocation or excision processes and Native Title on Crown land may take significant time to resolve. These are key land assembly functions for which the Department of Lands has responsibility in coordination with other government agencies, and which may cause significant project delays if not addressed early. Further information on the legal requirements relating to Crown land is at **Appendix A**.

Once all of these consultation and approval processes and tasks have been completed, from a land assembly perspective, the site is considered to be project ready.

Part One: Planning Frameworks

Overview

The following table provides an overview of the two frameworks that agencies can use for land investment planning.

Timeframe	State Planning	Strategic Asset Management
20 years ahead	<ul style="list-style-type: none"> • State Planning Strategy • Urban and Regional Plans 	Nil
5-10 years ahead	<ul style="list-style-type: none"> • Urban and Regional Plans • Land and Infrastructure Strategy • Urban Development Program • Structure Planning 	<ul style="list-style-type: none"> • Strategic Asset Plan <ul style="list-style-type: none"> - Land Assembly Plan - Application for Concept Approval
2-4 years ahead	<ul style="list-style-type: none"> • Structure Planning • Region and Local Planning Scheme Amendments • Planning Control Areas/Improvement Plans • Statutory Planning • Urban Development Program 	<ul style="list-style-type: none"> • Asset Investment Program • Business Case • Project Definition Plan
1 year ahead	<ul style="list-style-type: none"> • Development Approval 	<ul style="list-style-type: none"> • Project Definition Plan

State Planning

Long-term State plans enable land development and use by balancing economic, social and environmental issues. They focus on the big picture, supported by legislation that ensures appropriate land supply, management and control.

State plans enable orderly land preparation by defining the strategic direction of urban and regional development to minimise future land use conflicts. These plans support the provision of some public works by reserving land under the Metropolitan, Peel and Greater Bunbury region schemes. For projects including freeways, railway corridors and water treatment plants, land is reserved well in advance of need. For land of high importance outside existing region schemes, planning control areas and improvement plans can be used anywhere in the State to achieve a similar level of development control.

Under the region schemes, there is also scope to reserve land for social infrastructure such as hospitals, high schools, police stations, fire stations, prisons, courts, cemeteries and cultural and sporting facilities. While social infrastructure often has shorter planning horizons, site locations will also depend on longer-term urban growth and associated demand pressures.

Given that Western Australia's continued prosperity depends in part on attracting investment in major new heavy industries, it is important for State planning processes to consider the impact of land development (particularly residential) in the vicinity of industrial zones and buffer areas.

While many industrial estates only become active when a major project is imminent, successful development will also depend on sound forward planning to ensure that basic requirements are addressed, such as road and utilities connections for port and rail projects. Agency plans should also reflect consideration of potential infrastructure development and operating synergies with industrial areas.

Coordination

The Western Australian Planning Commission's Infrastructure Coordinating Committee aims to deliver the effective use of urban land, better staging of development, and prioritisation of infrastructure spending to support priority development projects.

Under the *Planning and Development Act 2005*, the Commission also has statutory powers to acquire, own and manage land reserved in region schemes and to declare Planning Control Areas in order to achieve development control over areas of importance for public works.

Strategic Asset Management Framework

Strategic Asset Plan

Under SAMF, a strategic asset plan is updated by an agency annually to clarify its service delivery objectives, demand drivers and model for the next ten years. This provides the overall context and justification for its highest priority investment proposals. Both the service delivery model and the individual proposals should align with long-term State plans. The strategic asset plan is considered for approval by the Minister as part of the annual Budget cycle.

Land Assembly Plan

A land assembly plan supports an agency's strategic asset plan. It provides greater depth on the land elements of an agency's future service delivery model. By taking an early, strategic approach, the plan helps to mitigate the risk that an agency will not have the land in place on time and budget to support its service delivery strategy.

As with a strategic asset plan, the annual review and update of the land assembly plan is led and signed-off by the Chief Executive Officer in an agency based on advice from senior strategic investment planners and relevant heads of asset planning, management and operational areas.

A model for the development and presentation of the land assembly plan is provided separately as part of the SAMF guidance.

Land Acquisition Proposals

Application for Concept Approval

Under SAMF, an application for concept approval (ACA) allows an agency to provide initial information on the scope, benefits, costs, risks and schedule for a high priority investment proposal in its strategic asset plan. In that context, land acquisition is always directly connected to an investment proposal to either enhance an existing asset, or to acquire a new one. Proposals should align with long-term State planning for urban and regional development; for example, in terms of the location, scale and timing of the land investment.

An ACA allows an agency to establish an early appreciation of the complexity of the issues and risks associated with potential land sites. These may include legal encumbrances, land use and structure planning, native title, and environmental and heritage issues. The issues are presented concisely in the Land Assembly Status Report at **Appendix B**. Early, initial coverage helps Ministers and Cabinet to select the investment proposals that should proceed to the detailed business case stage.

Business Case

For an investment decision to be made by Government on an agency's proposal, the business case should demonstrate alignment with relevant State urban and regional development plans (or provide a compelling argument as to why alignment is not appropriate). The business case to acquire land also assesses all feasible site options closely, before recommending an optimal site.

An updated version of the Land Assembly Status Report is provided. In addition, the Land Assembly Worksheet at **Appendix C** shows the full range of issues that should be addressed in detail.

For each site, the business case clarifies which land assembly tasks have been completed, and those that have yet to be done, so that there are no unmitigated land assembly risks that would incur additional costs or stop the asset from being delivered on time.

In cases where land assembly planning for the site has not been completed, the business case must clarify the approach that will be taken to secure the site, and include compelling advice on how the remaining risks will be mitigated.

Project Definition Plan

Under SAMF, a project definition plan (PDP) refines the project delivery aspects (including the scope, cost, schedule and risk information) for the endorsed option in the preceding business case, within the parameters set by decision-makers. The PDP also refines the land assembly issues outlined in the business case that should be managed through to completion before the project can go to tender.

An updated version of the Land Assembly Status Report is included in the PDP and the latest advice and information is provided using the Land Assembly Worksheet.

By the time a PDP is completed, all significant land risks to successful project delivery should have been identified and mitigation strategies developed. In the absence of definitive advice on the scope, costs, schedule and risks involved in land assembly, a project should not proceed to tender.

Fast-Tracked Proposals

There will always be some urgent investment proposals that are identified, announced, and have a business case and PDP completed within reduced timeframes.

Consistent with the SAMF module on Fast-Tracked Proposals, these initiatives should achieve the same level of rigour on the land assembly aspects that is expected in a robust business case and PDP; under close governance by an agency and an inter-agency steering committee as necessary.

Coordination

At an early stage in the preparation of an ACA, business case and PDP, the Western Australian Planning Commission should be contacted for written advice on whether the proposed land use, location and timing aligns with long-term State plans.

Funding Sources

There are two main funding sources for land assembly proposals.

First, in the State planning context, the Metropolitan Region Improvement Fund includes a funding pool that is used to acquire land for roads, open spaces, parks and similar public facilities in the metropolitan area. The fund has been used to acquire land for major transport infrastructure in advance and at marginal cost compared to the price that would otherwise have been paid years later at short-notice. The fund has not been used to acquire land specifically for non-residential building projects.

Second, in the SAMF context, funding from the annual State Budget is allocated in the four-year Asset Investment Program to progress projects for which favourable investment and funding decisions have been taken by Cabinet.

It is important that agencies identify at an early stage which of the two sources is appropriate for the land investment proposal in question.

Conclusion

Regardless of whether the land proposal is progressed under the State Planning or Strategic Asset Management frameworks, the key land assembly issues and risks in the next part of this module should be addressed.

Part Two: Land Assembly Issues

When to Identify and Acquire Land

Both the long-term State and shorter-term SAMF planning frameworks involve benefits and risks in terms of land assembly.

Long-term

This approach involves forward planning to start the assembly of land some 10-20 years before the construction of infrastructure is required.

The approach involves 'holding' land through a planning reservation. The State may not need to formally acquire and develop the site until a specified future time. It may also wish to keep its options open in the face of alternatives proposed by private sector developers.

The reservation of sites occurs for major public works (including transport corridors, open space, water treatment plants, hospitals and prisons). It is driven by region and other planning schemes, based on consultation with the community on future development directions.

The suitability of the long-term approach depends on whether the infrastructure investment is deemed to be essential (given the level of expected demand and benefits) and the complexity and scale of the asset.

Long-term land assembly planning (and reservation) has various benefits:

- Approval and policy requirements can be resolved well before project construction starts. This enables greater certainty in the delivery of projects on time and budget; noting that land-related delays can cause significant cost overruns, particularly in a tight construction market. Without sound planning and effective action, the savings the agency makes by acquiring the land well in advance may be considerably eroded due to the construction cost escalation that arises from delays in land approvals.
- Land can be acquired for public works in outlying areas prior to urbanisation and therefore at less cost. Native title, environmental, planning and other major approvals can be properly addressed, thereby promoting community support.

- State-funded sites become government assets with appreciation potential, particularly in metropolitan, regional and coastal areas. If funding for the project is delayed or does not proceed, the asset can be managed and possibly leased until required. Alternatively, the land can be set aside for another government project, or sold to another agency at market value.

In terms of risks, long-term land planning and action can raise public expectations and concerns that may be premature given that a formal funding commitment to the project has not yet been made by the Government.

There may be ongoing land holding costs that cannot be fully offset because the land provides only marginal economic return before the project is delivered. Vacant, reserved land may also cause urban blight by leaving areas undeveloped.

Overall, however, long-term land assembly planning and action provides opportunities and flexibility for Government. It involves a low risk strategy when undertaken in a timely manner, without haste, and after assessing all possible site constraints up front.

Shorter-term

Under the shorter-term SAMF approach, sites are identified to support a Cabinet decision on whether to invest in an infrastructure proposal, based on a robust business case. Provisional funds are allocated in the four-year Asset Investment Program as part of the annual Budget process. This approach includes fast-tracked projects when Cabinet has agreed that there is an urgent need to deliver and operate an asset at short notice.

If done well, the shorter-term approach has benefits. The land assembly process is based on a committed and funded government project. The cost and risk mitigation plans for land acquisition can be developed to a high degree of rigour and detail. Except for fast-tracked projects, up to four years can be devoted to land assembly planning and action before construction work starts. There are also no significant long-term holding costs or management issues for Government.

The risks of this approach are that:

- Community expectations may focus on the early delivery of the facility before an agency has had the opportunity to develop a complete understanding of the land assembly schedule and the issues to be addressed.
- Community concern may arise over perceived haste in the planning and delivery of the project, particularly if differences remain over existing or future land use plans in surrounding areas.

- The impact of delays or changes in identifying suitable sites and in securing land approvals may be significant, with insufficient time for them to be fully addressed, particularly for fast-tracked and contentious projects.

Each of these risks may compound the overall pressure on the State's finances through increased vulnerability to high private land acquisition and development costs, if agency negotiations are held in a limited or expensive property market.

Private Land

Private land should only be acquired through the investment of State funds if there is no suitable government land available.

In the absence of suitable government land, private land must be acquired in accordance with the provisions of the Land Administration Act and with agencies' operating legislation and policy, for example on compulsory acquisitions.

Crown Land Transfers

For both long-term and short-term planning, it is good asset management practice for an agency to review its land holdings, and to enable the reallocation of surplus or under-performing Crown land to support the delivery of projects by other agencies; for example if the land is vacant or the facility on it is idle. The following table provides the criteria for identifying such land.

	Description
1.	Changed policy or functional responsibility – which results in assets not fitting with core business or necessitates transfer to another agency.
2.	Fully utilised, but no longer suitable for service delivery.
3.	Vacant land, including closed or decommissioned roads, but excluding sites required for a future service delivery requirement in the agency's strategic asset plan, or required for long-term transport/service corridors.
4.	Vacant or idle buildings or infrastructure facilities.
5.	Vacant land as part of an improved site (excluding recognised buffer areas or conservation strips).
6.	Sites not used for agency core service delivery requirements.
7.	Sites not occupied by a State Government agency.

	Description
8.	Property where agency activity is incompatible with surrounding land use.
9.	Any property leased out by the agency for non service delivery purposes.
10.	Location is not consistent with long-term State Planning directions (subject to the operational requirements of the agency).

To assist agencies, the Department of Lands approves and coordinates the transfer of surplus government property assets from one agency to another. In the land assembly context, the following points are important:

- The timing for the formal reallocation of the control of Crown land can be flexible, to suit the needs of the relevant agencies.
- The transfer of Crown land occurs at current market value, as determined or endorsed by the Valuer General's Office.
- All known information on land-related issues and risks relating to the site, to its ongoing management, and to the delivery of a project are identified upfront by the transferring agency.

As agencies develop and strengthen their strategic land assembly plans, the opportunities for Crown land transfers will become clearer. Overall, agencies stand to benefit from greater transparency and cooperation in identifying and sharing potential opportunities. This will provide greater certainty in planning and developing agencies' service delivery models by securing land elements on time and at reduced cost compared to the private market.

Land Ownership

Prior to Tendering

Agencies must have a secure legal interest (such as a reserve, freehold or lease) over the land to be developed before tendering for construction of a public work. This means that the agency should have management care and control of a Crown reserve vested in it.

If the land is freehold, the agency should have actual ownership, a leasehold interest or at the least a properly executed (and preferably unconditional) contract of sale (preferably protected by a caveat), where the agency is the purchaser.

The test is whether the land will definitely be owned by the agency in the manner described by the time tenders are awarded, because at that time the builder can expect to be granted access to the land to undertake the work. Otherwise, cost penalties may apply.

When Crown land has been sourced from another agency and assembled for a project, the Department of Lands should be asked to confirm whether the new tenure arrangements are adequate for the project to proceed to tender.

For Crown sites that are already under the control of an agency, the Department of Lands must be consulted well before the project is tendered when there is an inconsistency with the existing management order, Crown land purpose, or when leasing or license arrangements are proposed.

If there is any doubt, when Crown land is involved, agencies should consult the Department of Lands in the first instance, or the State Solicitor's Office.

Prior to Construction

Before construction of a public work can start, the land must be project ready with approvals in place to support the project on the land to be developed. Project ready means that the agency has the requisite ownership, tenure or control and possession in respect of the relevant land parcels, and that all planning and/or development-related approvals are in place.

Appendix A: Legal Requirements – Crown Land

The Minister for Works is a body corporate capable of acquiring, holding and dealing with Crown land. These powers were established under the *Public Works Act 1902* to enable the Public Works Department to acquire land for public works and as the responsible authority for all service and construction contracts relating to the delivery of public works.

The powers to acquire land were removed from the *Public Works Act 1902* and placed in the *Land Administration Act 1997* in March 1998. The Minister for Lands is the principal body corporate empowered to acquire, hold and deal with Crown land. Parts 9 and 10 of the Act empower the Minister to compulsorily acquire land for public works and other authorised purposes.

Since the 1990s, general government agencies have had direct responsibility for managing land assembly for non-residential building projects. Sections 159 and 160 of the Act set out a delegation and sub-delegation structure by which the compulsory acquisition powers of the Minister for Lands may be used directly by agencies that conduct extensive acquisition programmes – which are primarily for major infrastructure projects. The delegates under section 159 are the Ministers responsible for the administration of the:

- *Public Works Act 1902*;
- *Government Railways Act 1904*;
- *Main Roads Act 1930*;
- *Energy Operators (Powers) Act 1979*;
- *Marine and Harbours Act 1981*;
- *Water Agencies (Powers) Act 1984*;
- *Water Services Licensing Act 1995*;
- *Dampier to Bunbury Pipeline Act 1997*;
- *Contaminated Sites Act 2003*; and
- *Financial Management Act 2006*.

Their sub-delegates under section 160 are nominated agency officers/offices.

Responsibility for dealing with the statutory requirements of all Crown land acquisitions and management under the Act is now held by the Department of Lands.

Unless an agency has statutory power in its enabling legislation to acquire, hold and dispose of land and a sub-delegation under the Act (if compulsory acquisition is a feature of the land assembly proposal), consultation with the Department of Lands is required on land matters.

Agencies with delegation from the Minister for Works under Section 5A of the *Public Works Act 1902* are able to undertake their activities in accordance with this delegation and respective operating legislation.

Appendix B: Land Assembly Status Report

Overview	
Property Title	
Brief Description	
Purpose	
Essential Site Criteria (location, minimum land area, access requirements, existing land ownership and availability)	
Identified only or under Agency Control?	
Investment Delivery Timeline	

Site Attribute/Risks	Constraints Y/N	Details	Timeline to Resolve	Risk Rating (see below)
Alignment with State Land Use Planning/Zoning				
Legal Tenure (Crown, freehold, reserve, leasehold, native title)				
Ownership Status (e.g. legal interest)				
Environmental				
Cultural and Aboriginal Heritage				
Other (e.g. site conditions/physical constraints)				

Risk Ratings

1. No risk: Constraint does not apply or has been resolved.
2. Low-Medium: Constraint can be resolved to achieve project timeline.
3. High: Constraint unlikely to be resolved within project timeline.

Appendix C: Land Assembly Worksheet

Agency:	
Project Title:	
Project Description / Scope:	
Delivery Timeline:	

1. Statutory / Policy Requirements

1.1 Land - Legal	Applicable: Y/N
Action	Required / Completed
Tenure	
Subdivision	
Consolidation	
Survey	
Legislation	Land Administration Act 1997; Planning and Development Act 2005; Public Works Act 2005; Transfer of Land Act 1893; Strata Titles Act 1985; Conservation and Land Management Act 1984
Contact	Landgate, Dept of Lands and legal advisers

1.2 Native Title	Applicable: Y/N
Action	Required / Completed
NTA Implications	
Notifications (Subdivision J or K)	
Compulsory NT Acquisition	
Indigenous Land Use Agreements	
Legislation	Native Title Act 1993
Contact	Dept of Lands

1.3 Planning	Applicable: Y/N
Action	Required / Completed
Planning Schemes – Rezoning <input type="checkbox"/> Metropolitan Region Scheme <input type="checkbox"/> Regional Planning Scheme <input type="checkbox"/> Local Town Planning Scheme <input type="checkbox"/> Master Planning	
Development Approval <input type="checkbox"/> Consultation with Local Authority <input type="checkbox"/> WAPC <input type="checkbox"/> Department of Environment and Conservation <input type="checkbox"/> Swan River Trust <input type="checkbox"/> Redevelopment Authorities	
Legislation	Planning and Development Act 2005; Public Works Act 1902; Local Government (Miscellaneous Provisions) Act 1960; Environmental Protection Act 1986; Swan and Canning Rivers Management Act 2006; ARA, EPRA, MRA and SRA Acts
Contact	Dept of Planning, SRT, Redevelopment Authorities

1.4 Environmental	Applicable: Y/N
Action	Required / Completed
Planning Schemes – Rezoning: <input type="checkbox"/> Environmental Impact Assessment <input type="checkbox"/> Site Contamination <input type="checkbox"/> Acid Sulphate Soils <input type="checkbox"/> Bush Forever <input type="checkbox"/> Clearing Permits <input type="checkbox"/> Biodiversity (including flora and fauna) <input type="checkbox"/> Commonwealth Biodiversity Act	
Legislation	Planning and Development Act 2005; Public Works Act 1902; Local Government (Miscellaneous Provisions) Act 1960; Environmental Protection Act 1986, Swan and Canning Rivers Management Act 2006; ARA, EPRA, MRA and SRA Acts
Contact	Dept of Planning, SRT, Redevelopment Authorities

1.5 Cultural Heritage	Applicable: Y/N
Action	Required / Completed
State Register of Heritage Places: <input type="checkbox"/> Conservation Plan <input type="checkbox"/> Heritage Agreement <input type="checkbox"/> Development Committee Other: <input type="checkbox"/> National Heritage Register <input type="checkbox"/> Municipal Inventory ○ Town planning schemes <input type="checkbox"/> National Trust	
Legislation	Heritage Act of Western Australia 1990; Planning and Development Act 2005; Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth)
Contact	Heritage Council WA

1.6 Aboriginal Heritage	Applicable: Y/N
Action	Required / Completed
<input type="checkbox"/> Interagency working party <input type="checkbox"/> Anthropologist: ○ Ethnographic ○ Archaeological <input type="checkbox"/> Consultation/Engagement <input type="checkbox"/> Application under Section 18 AHA	
Legislation	Aboriginal Heritage Act 1972; Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth)
Contact	DIA

Additional Site Inputs	Applicable: Y/N
Action	Required / Completed
2.1 Engineering <input type="checkbox"/> Site Services – Update <input type="checkbox"/> Site works/Geo-technical <input type="checkbox"/> Traffic 2.2 Architectural <input type="checkbox"/> Preliminary Design Input 2.3 Management Arrangements <input type="checkbox"/> Fencing <input type="checkbox"/> Fire Breaks <input type="checkbox"/> Maintenance of grounds and existing improvements (if applicable) <input type="checkbox"/> Short-term leasing options	
Contact	Consultants

2. Site Clearance Check

Project Manager Site Clearance check: Date _____

