



FREQUENTLY ASKED QUESTIONS

Making a Submission

What should I include in my submission?

Your submission should be clear, relevant and focused on planning matters. It should include:

- Your overall position (support, support with changes, or do not support).
- Specific comments on individual clauses, including what you support or object to and why.
- Planning reasons for your comments, such as consistency with the Local Planning Strategy, State Planning Policies or the policy's stated objectives.
- Suggested changes or alternative wording, where relevant, and any supporting information.

What does “capacity” mean in the submission form?

Capacity means the role in which you are making your submission — for example, as a property owner, occupier, resident, business owner, agent, organisation representative, or other interested person. Under the planning regulations, a formal submission on a proposed local planning scheme must state the submitter's name and address and include a statement about the capacity in which the submission is made.

What is a valid planning consideration?

All submissions are considered, however only matters that are valid planning reasons will be considered. Valid planning considerations are matters that relate to planning legislation and policy.

The following matters are generally not given weight because they are not valid planning considerations:

- Impact on property values.
- Personal disputes between neighbours or other parties.
- Concerns about competition or trade protection.
- Matters unrelated to land use planning.
- Issues addressed by other legislation.

Will my submission be given to Elected Members?

Yes. Elected Members may be provided with your submission, and where necessary your name and address, so they can consider the planning issues raised and identify and manage any conflict of interest before participating in decision-making. The City will manage this information in a controlled and confidential way.

Will my name and address be published on the City's website or in public council papers?

The City should not ordinarily publish your personal contact details in public materials. However, your submission may be summarised or referred to in officer reports, and some Council reports, agenda papers and minutes may be publicly available under the *Local Government Act 1995*, subject to legal confidentiality protections.

Will my whole submission become public?

Not necessarily. The City may summarise, quote or reproduce the substance of submissions for reporting purposes, but it should take steps to avoid publishing unnecessary personal information. Some Council information is publicly available under the *Local Government Act 1995*, while some personal information may be treated confidentially where the law allows or requires it.

Can I make a submission anonymously or use a pseudonym?

For this statutory consultation, the planning regulations require a formal submission to state the submitter's name and address and the capacity in which the submission is made. If you do not provide that information, the City will not be able to treat your submission as a valid formal submission.

How will the City store and protect my information?

The City is required to take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. This includes secure systems, access controls and restricted handling of any list of submitter names and addresses.

How long will the City keep my information?

The City must keep records in accordance with WA records laws and approved retention and disposal authorities. This means your submission may need to be retained for a statutory period even after the consultation has ended. When the City is legally permitted to dispose of the records, it does so securely.

Can I access or correct my information?

If you believe your personal information is inaccurate or incomplete, you should contact the City promptly. For local governments and other government agencies in WA, access to and correction of personal information is generally dealt with under the *Freedom of Information Act 1992* and other applicable laws, including the new *Privacy and Responsible Information Sharing Act 2024*.

What if I accidentally include private information about other people in my submission?

Please avoid including unnecessary personal information about other people in your submission. If you think you have included information that should not be circulated, contact the City as soon as possible so it can consider whether redaction or other steps are appropriate. The City will manage personal information fairly and reasonably, and to meet legal requirements.