

Department of Planning and Environment

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Place Delivery Group program for Central Coast and Hunter

A guideline for proponents, councils and agencies

August 2023





Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Overview of the Place Delivery Group program

The Place Delivery Group program applies to areas moving from strategic planning to construction. It aims to realise the vision of the *Hunter Regional Plan 2041* and the *Central Coast Regional Plan 2041* sooner as on-the-ground outcomes.

A proponent, council or government agency can nominate a site to be considered by the Urban Development Program. Successful nominations will then be progressed through a Place Delivery Group (PDG) program.

The Department of Planning and Environment (the department) will establish PDGs from relevant public authorities that the Urban Development Program identifies. PDGs will use place strategies to deliver stronger place-based planning responses.

At present, strategic land-use decisions, including those relating to state infrastructure contributions, often precede capital investment planning by infrastructure and service delivery authorities. Consequently, decisions on infrastructure investment often lag behind the identification and development of growth areas and increased housing in existing places.

For a growing Hunter and Central Coast, uncoordinated provision of services and infrastructure is not sustainable, efficient, cost effective or equitable.

Endorsed place strategies delivered under the PDG program will provide a more coordinated, collaborative, and holistic response to planning and infrastructure servicing issues.

PDG program aims

The PDG program aims to:

- endorse place strategies and any other relevant planning documentation
- provide an infrastructure delivery plan including, where relevant, infrastructure contributions schemes
- create a streamlined planning pathway to realise the regional plan's vision
- turn objectives into outcomes for the community
- adopt place-based planning in:
 - greenfield release areas
 - areas experiencing infill development pressures
 - areas that generate employment.

Sites and areas suitable for the PDG program

The number, location, nature, and timeframe for individual place strategies prepared through the program may vary from time to time. The Urban Development Program committee (UDP committee) will determine the sequence for place strategies after assessing nominations. The sequence for preparing place strategies will consider factors such as:

- available resources across the PDG members
- current data availability
- infrastructure availability and capacity
- complexity of planning issues to be addressed
- the scope of additional work and studies required to inform development of the strategy.

The department will lead, support, and collaborate with councils, relevant public authorities, and landowners to prepare place strategies. As outlined in Table 1, place strategies must be prepared for:

- regionally significant growth areas nominated in the *Hunter Regional Plan 2041* and *Central Coast Regional Plan 2041*
- areas proposing to deliver over 2,000 dwellings
- selected catalyst areas in the *Greater Newcastle Metropolitan Plan 2036*.

Regionally significant growth areas generally extend across large, often diverse geographic areas. They are typically characterised by complex planning, environmental, infrastructure supply, and biodiversity issues. These areas often incorporate multiple landholdings and landowners, requiring a coordinated, more collaborative response that looks beyond individual site boundaries.

Table 1. Place strategy and use of PDG

Type of area	Place strategy
Regionally significant growth areas (Priority 1)	Required
Investigation areas in local strategies (Priority 2)	Optional
More than 2,000 dwellings	Required
Complex or principal local environmental plans	Optional
Outside local strategy and/or sequence led by proponent	Optional
Already zoned	Optional

PDG program and local environmental plans

A place strategy endorsed by the relevant PDG and adopted by the department will be known as an endorsed 'local strategy' under relevant planning legislation and policies. The document can be used to demonstrate and assess the strategic and site-specific merit of subsequent planning proposals. This is the essence of a strategically led planning system. It is the new approach to planning in the Hunter and Central Coast, which can generate wider conversations about a better, more coordinated planning system in NSW.

This may include identifying:

- where certain proposals consistent with the adopted place strategy satisfy ministerial directions from section 9.1 of the *Environmental Planning and Assessment Act 1979* on the need for, and timing of, more consultation with agencies
- where reduced timeframes for public exhibition may be appropriate, or
- where matters may be classified as being of 'local significance', giving the proposal alternative, shorter assessment pathways.

Key steps in the PDG program

Nominating and sequencing place delivery groups

Step 1 – Nomination

The department will call for nominations for potential place strategies ahead of quarterly UDP committee meetings. Applications and supporting information must meet the adequacy requirements set out in this guideline (refer to Attachment A – Adequacy requirements and responses to criteria), and in the nomination application form (refer to Attachment B – Nomination form).

The nomination material also needs to include information outlining the:

- public benefits delivered from the preparation and implementation of the proposed place strategy
- timeframe for preparing the proposed place strategy
- potential costs associated with providing infrastructure required to support development outcomes.

Nominations will need to include a preliminary project schedule that identifies proposed project stages, and project milestone delivery dates.

This information will help the UDP committee consider whether to support the establishment of a PDG, or whether to sequence a proposed place strategy to start at a later stage, taking into consideration the resourcing of proposed PDG members.

Who can nominate?

Nominations can be submitted by the following:

- NSW Government agencies
- councils
- landowners, or
- individuals.

The applicant bears the costs of preparing and submitting a nomination and otherwise participating in the nomination process.

What sites or areas can I nominate?

Place strategies must be prepared for:

- regionally significant growth areas in the *Hunter Regional Plan 2041* and *Central Coast Regional Plan 2041*
- areas proposing the delivery of more than 2,000 dwellings

- selected catalyst areas in the *Greater Newcastle Metropolitan Plan 2036*.

You can nominate part of a regionally significant growth area. The nomination will need to consider how the proposed place strategy would not preclude or limit the opportunities for one covering the full area that may be developed later.

Individuals, landowners, or councils that wish to nominate place strategies outside of regionally significant growth areas or out-of-sequence areas, as agreed by the UDP committee, may have access to the same coordinated approach, but will need to fully fund place strategies.

How often will the department call for nominations?

The department will call for nominations ahead of quarterly UDP committee meetings. This timing will allow for a rolling program of place strategies to take into consideration the current allocation of available resources across relevant agencies, government priorities and additional or new funding and grant announcements.

The department will notify stakeholders a minimum of 28 days before the formal closing date for formal submission of nominations.

Late nominations will not be eligible for consideration at the UDP committee meetings. They will be scheduled to be considered at the following one.

Applications that do not provide enough information to support a decision by the relevant UDP committees will not be eligible for consideration at that UDP committee meeting.

What information must be submitted with the nomination?

For a nomination to be considered, the submission must include – at a minimum – the following information:

- enough information to respond to the each of following adequacy criteria below (refer to Attachment A) that the nomination:
 - holds strategic or site-specific merit
 - provides significant and meaningful public benefits through housing supply/diversity
 - provides significant and meaningful public benefits through supply of employment lands
 - investment is committed or available to deliver the proposed place strategy
 - can or could leverage benefits from, or as a result of delivery, of catalyst infrastructure or other major government projects
 - can manage or resolve any impediments to delivery
- a completed nomination application form, (refer to Attachment B)
- the objectives or intended outcomes of the nomination
- the land affected by the nomination
- an estimate of the preliminary/indicative cost of infrastructure (if available, or an estimate of an agreement already in place to provide infrastructure with an infrastructure supply agency)
- a preliminary desktop analysis of the constraints on the site/s
- a proposed project plan, including timing and milestones

- an executive summary of any existing studies, investigations or other relevant material completed for the proposed place strategy area, or individual sites within the proposed strategy area outlining:
 - the scope of each supporting study (that is, site-specific, geographic catchment, etc.)
 - the key issues considered in the report
 - the key recommendations/findings from the study, including if any additional studies were recommended
 - source of the report (that is, prepared by council or name of consultant/specialist appointed to prepare study)
 - date report prepared
 - status of report (for example, draft report, final report endorsed by council, background information report only)
- copies of existing/supporting reports described in the executive summary
- copies of any correspondence/information from relevant agencies related to the nomination that supports it, outlines relevant issues and any agreed positions/outcomes or processes that have been agreed to resolve issues
- details of the public benefits that will be delivered as an outcome of the proposed place strategy including:
 - housing supply and diversity, in line with relevant strategic plan (regional or city)
 - through supply of employment lands
 - any additional public benefits that may be delivered, for example, significant contribution to the public open space realm, upgrades or improvements to existing public/community infrastructure
- any additional information considered necessary to support the nomination.

Applicants must give enough information for the department to clearly identify them as a legal entity.

The department expects all nominations to conform with the requirements in the guideline. Any nomination that is incomplete or that changes the requirements in the guideline will be a non-conforming nomination and will be set aside.

How do I lodge a nomination?

Submit nominations to the department by email at: pdgadmin@dpie.nsw.gov.au

Applicants will receive an email confirming receipt of the nomination and supporting documents.

If you have submitted a nomination but did **not** receive a confirmation email, please check your junk mail folder before contacting the department for confirmation.

Can I ask for more information?

You can ask the department to explain any point that is unclear, or any aspect of the information you must submit, or any aspect of the process. Email the department at: pdgadmin@dpie.nsw.gov.au

A departmental representative will respond in writing. If one applicant asks a question, the department may issue the response to other applicants as well, or to all applicants. We will do this without disclosing the source of the question or enquiry.

Figure 1 summarises the key steps in the nomination process.

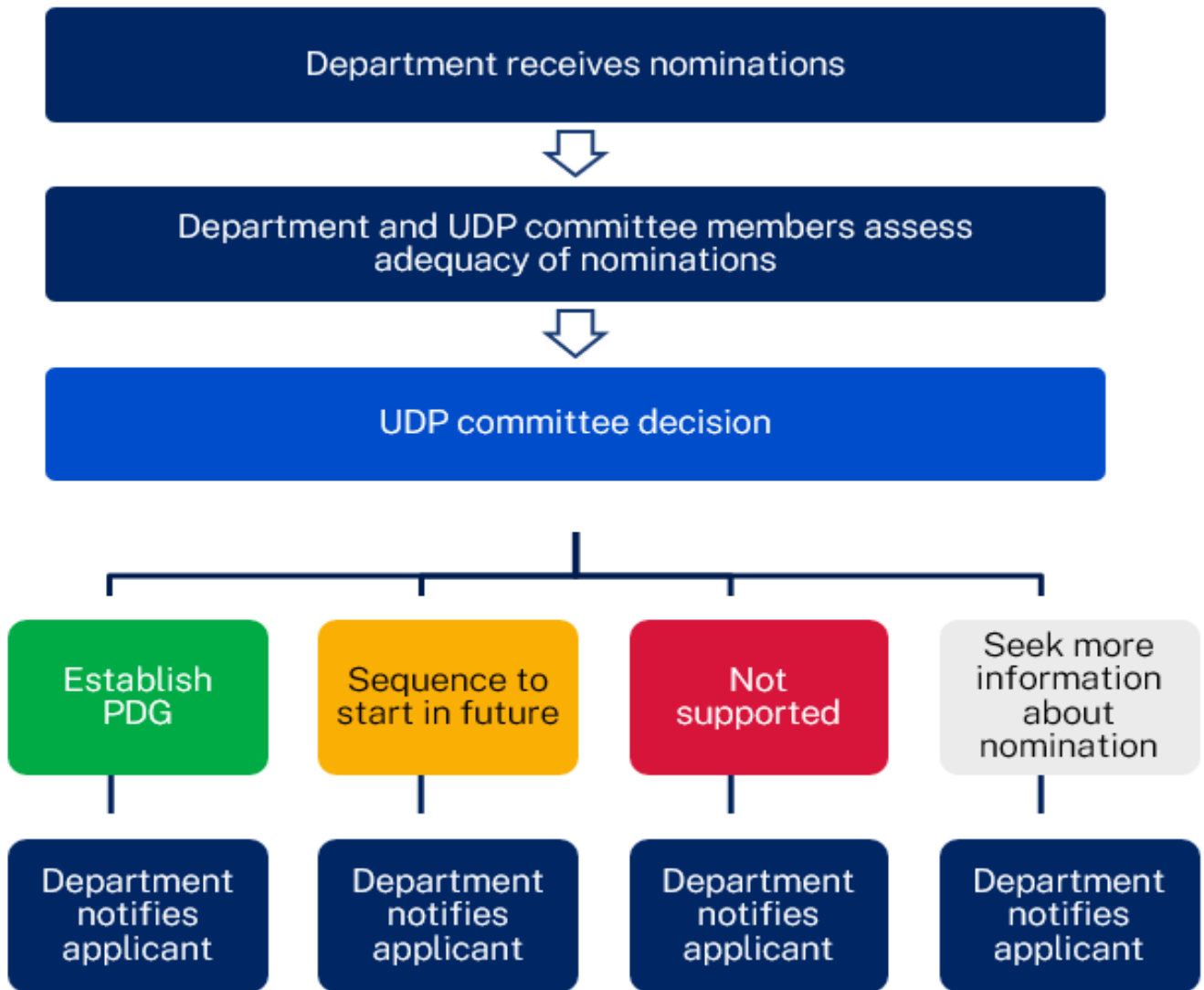


Figure 1. PDG nomination process

Step 2 – Two-phase adequacy assessment

The department's secretariat for the PDG program and the UDP committees will assess the adequacy of nominations. The adequacy assessment confirms that the nomination includes responses to the criteria and is supported by enough information.

Where the scope of potential work to prepare the strategy requires input from other non-UDP committee members or stakeholders, the committee may invite that stakeholder to participate in the assessment process. This will ensure decisions are based on consideration of all relevant issues.

What is Phase 1 – Adequacy assessment?

This phase involves an initial review of all material provided by the applicant with the nomination. This is to ensure that the applicant has submitted all information required by the guideline.

Where information has not been submitted, the applicant must outline the reason or grounds why that information is not available. The department may contact the applicant to confirm the:

- details provided, or
- existence of supporting information if there is a technical issue, or
- existence of supporting information if something is missing when the applicant uploads information.

Where there is not enough information to support it, a nomination will not progress to the next assessment phase. The department will give reasons why we have assessed the nomination as inadequate.

Once the department has assessed a nomination as adequate, we will not accept new or extra information about that application unless we have requested more as part of Phase 2.

The department will complete Phase 1 within one week of the closing date for the receipt of nominations.

We will notify all applicants in writing of the outcome of the adequacy assessment.

What is Phase 2 – Technical assessment and consultation?

If the department has assessed a nomination as adequate it will proceed to Phase 2.

Phase 2 of the assessment process involves an independent assessment of the nomination by the department and the UDP committee members. The assessment will be based only on the information the applicant provided in response to the assessment criteria and any extra information provided in support of the submission.

The department will liaise with and coordinate the review process for the UDP committees. The department will also liaise with relevant agencies that may not be standing members of the UDP committees to get their feedback where relevant or considered necessary.

The department will also consult with the relevant council to seek its views on the proposed nomination. This may include, for example, the status of any existing planning proposals related to the nomination and if council would continue to support progressing the proposal if the UDP committee decides not to support the establishment of a PDG.

The department may contact the applicant during this assessment phase to seek clarification only about the information provided in the nomination submission. The department will advise the applicant how soon they must answer at the time of the request.

The department will circulate a consolidated assessment of the outcomes of Phase 2 to the UDP committees for consideration.

We will complete Phase 2 within 3 weeks of the closing date for receipt of submissions.

Step 3 – UDP committees’ decision

The UDP committees oversee the delivery of the pipeline of housing and employment land supply outlined in the regional plans. They focus on providing collaborative, cross-agency responses to impediments and issues that affect delivery. As such, they will decide the most appropriate sequence of place strategies.

The UDP committees will review and discuss each nomination and recommend:

- establishing a PDG to support the preparation of the proposed place strategy as a priority, including the public authorities or stakeholders that will be invited to participate in the PDG, or
- sequencing the PDG to begin in future, if a PDG has merit but cannot be resourced, or
- not progressing the proposed place strategy.

The decision-making process will consider:

- the scope of work required to complete the proposed place strategy
- the timeframe for its delivery
- the resources that stakeholders can commit to drive preparation of the strategy
- other relevant PDG program constraints and commitments that may affect the preparation of the strategies.

What will the UDP committees consider?

In deciding whether to support the establishment of a PDG to oversee the preparation of the proposed place strategy, or the sequencing of place strategies, the UDP committees will consider:

- the outcomes of their assessment of the nomination in respect to:
 - the relevant strategic planning framework
 - agency/corporate planning priorities
 - agency delivery work programs
 - other relevant agency-specific policies
- preliminary scope of issues relevant to the stakeholder group they represent on the committee for resolution through the proposed place strategy
- resourcing/capacity for the respective stakeholder group to participate as a member of a PDG
- interdependencies on other projects and programs across state and local government, including infrastructure servicing.

As set in the *Hunter Regional Plan 2041* and *Central Coast Regional Plan 2041*, the priority for supporting the establishment of a PDG will be nominations for the regionally significant growth areas. The second priority will be nominations for investigation areas in endorsed local strategies.

What will UDP committees recommend and confirm?

The UDP committees will recommend and confirm:

- the project lead for each PDG with primary responsibility for preparing the proposed place strategy
- the agencies/stakeholders that should be represented on the PDG
- any issues the PDG must consider in preparing the proposed place strategy, including any impediments to delivering housing or employment lands that more studies must specifically address
- any other relevant considerations that may inform the scope of work for preparing the proposed place strategy.

The UDP committees may request more information to support their assessment and consideration of the nomination. The department will coordinate the request for more information on behalf of the UDP committees. Where the UDP committee issues a request for more information, a decision on that application will be deferred to the next scheduled UDP committee meeting. There will be a limit of 2 meetings for the UDP committee to decide on each nomination.

How will the committee notify applicants of the decision?

All applicants will be advised of the outcomes of the UDP committee's decision in writing. Where the nomination is not supported, the committee will justify that decision.

Applicants may request clarification or feedback from the UDP committees through a request for a de-briefing at a committee meeting. That meeting will allow the UDP committees to clearly explain any issues for further consideration. It is not an opportunity to seek a review of the decision or to present more information seeking to change a decision.

The UDP committee will give its sequence of place strategies and assessment feedback report to the department to progress the preparation of the place strategies.

Existing planning processes

If the parties responsible for preparing the proposed place strategy and the UDP committees differ in their expectations for when the place strategy should be prepared, this does not prevent:

- councils or landowners preparing place strategies or infrastructure servicing plans in collaboration with relevant agencies, in line with existing planning processes; or
- councils or landowners proceeding with a planning proposal through the existing planning processes.

Step 4 – Project plan and reporting

Each PDG will prepare a project plan based on an initial scoping meeting attended by the department, project lead, and respective council. The PDG will consider the draft project plan and governance framework, which will include terms of reference and a probity plan for endorsement at the PDG inception meeting.

The department's secretariat for the PDG program and the UDP committees will prepare and carry out a PDG program plan to minimise the risks to the overall program's deadlines and scope. This will allow for issues associated with the cumulative effects of development where there are multiple nominations:

- from individual landowners for preparing the proposed place strategy within an identified regionally significant growth area, or
- for place strategies located close to each other.

The PDG will report on the status of the proposed place strategy to the relevant UDP committees.

Preparing the place strategy through the PDG

Refer to Figure 3 for a summary of the process.

Step 1 – Establishing the PDG

Once the UDP committees approve the nomination, the department will establish a PDG.

The PDG membership will be based on the UDP committee's decision confirming the relevant public authorities that need to be involved.

The members of the PDG will be the relevant public authorities and stakeholders likely to have a role in defining the scope of work required for developing the strategy, or in delivering an outcome in the strategy. This includes planning outcomes and capital works necessary for development. Stakeholders, for example, may be the members of local Aboriginal land councils and landowners, or their nominated representative, where they are the nominated PDG lead.

The department will chair all PDGs to ensure a coordinated approach and that strategies can be progressed concurrently. The department may consider the need for more guidance on the PDG process throughout its formation and progression.

PDG members must acknowledge and sign the terms of reference and probity documentation before receiving any project-related material or engaging in meetings.

Who will lead the preparation of the place strategy?

Each place strategy will have a nominated project lead/s who will have responsibility for preparing it, in line with the decision of the UDP committees and the endorsed project plan. The PDG lead/s will be responsible for coordinating the technical studies, communicating with the relevant landholders and funding the project.

Where the lead is an individual or landowner, they will be a member of the PDG.

Regionally significant growth areas and catalyst areas

The lead/s for regionally significant growth areas and catalyst areas are outlined in the *Hunter Regional Plan 2041* and *Central Coast Regional Plan 2041*. As outlined in the regional plans, these may involve the department jointly leading the place strategy in partnership with a council and/or other public authority. In these cases, funding for the place strategy will be shared across the relevant leads.

What does the inception meeting involve?

The inception meeting will be scheduled to discuss and confirm the:

- project objectives
- subject land
- potential project deliverables
- feedback from the UDP committee meeting.

The meeting will be organised by the department and will include the nominee and the relevant council.

The discussion at the program meeting will inform the scope of required studies and investigations to support the preparation of the place strategy. A draft project plan will be prepared following this meeting, outlining:

- the project scope
- key milestone dates and deliverables
- extent of proposed resources required from PDG members to prepare the place strategy.

The department will circulate the draft project plan and all relevant project governance material to the nominated PDG members before the project inception meeting.

The PDG committee must endorse the project plan and all governance material at its initial meeting before detailed work on the preparation of the place strategy begins.



Figure 2. Place Delivery Group roles and responsibilities

Step 2 – Drafting the place strategy

The department, as secretariat for the PDG program, will establish the PDG. Figure 2 summarises the key steps involved in preparing the place strategy.

The timeframe for finalising each strategy will vary with the nature and scope of the work to be done.

The draft place strategy will be supported by a draft infrastructure delivery plan. This will identify the infrastructure required to support the development outcomes in the place strategy, as well as a costed program for sequencing the delivery of the infrastructure. The relevant agencies will need to endorse the draft infrastructure delivery plan before its exhibition to ensure it is consistent with approved agency work programs.

What is an infrastructure delivery plan?

The place strategy lead will use an infrastructure assessment framework to consider the:

- capacity of existing infrastructure
- potential take-up scenarios of future development
- extent, type and timing of new infrastructure
- cost of different take-up scenarios
- ability of existing infrastructure or new infrastructure to service development.

The infrastructure delivery plan sets out the sequencing of development with any required infrastructure improvements and provides a framework as to how the infrastructure may be funded and delivered. The infrastructure delivery plan can also inform planning controls and development staging coordination.

The PDG and UDP committee will endorse the draft infrastructure delivery plan before exhibition. This will ensure it has addressed all considerations and responded to any issues or requirements issued by the UDP committee as part of the nomination process.

Elements of a place strategy

A place strategy must contain:

- an introductory statement/s (executive summary/introduction/purpose, as necessary) to:
 - identify the problem/issue/challenge or trigger for preparing the strategy
 - briefly explain the proposed resolution
- a statement on the history of the site/area
- a statement on the current uses/utilisation of the site/area
- an analysis of the implications of the existing constraints and opportunities of the site/area
- defined objectives/principles of the outcomes of the strategy, consistent with relevant regional or city plans
- details of the consultation efforts to prepare the strategy
- a structure/master plan of the site/area
- a statement of consistency with relevant planning matters (section 9.1 ministerial directions from the *Environmental Planning and Assessment Act 1979* and state environmental planning policy)
- details of the public benefits that the strategy will deliver
- an implementation plan which identifies actions, timing and responsibilities for delivery, including actions to mitigate risks
- an infrastructure delivery plan.

The department's Planning Delivery Unit is available to:

- facilitate discussions and outcomes between PDG members
- obtain additional information or advice, or
- independently review any information/studies that inform the strategy.

How will technical requirements for studies and strategic investigations be set?

Following confirmation of the PDG's technical requirements outlined in the endorsed project plan, the project lead can proceed with preparing the necessary supporting studies. This includes procuring more consultants to do this work where necessary.

The PDG committee may agree to establish smaller technical working groups. These may include committee members and any additional subject matter experts necessary to inform relevant supporting or technical studies. The department's Planning Delivery Unit is also available to facilitate discussions between parties or to resolve an issue about the completion of technical studies.

Step 3 – Exhibiting the draft place strategy

The relevant UDP committees will consider and endorse the draft place strategy before public exhibition. This will ensure that it has adequately addressed infrastructure planning, sequencing, and delivery issues influencing housing and employment supply.

Engagement and public exhibition steps associated with preparing the place strategy will be outlined in the project plan. These steps will be informed by the requirements of the respective PDG member's community participation plan and policies for community engagement.

Exhibition timeframes will take into consideration:

- the timeframes in the relevant council's community participation plan for exhibiting plans of this nature
- statutory timeframes established in the *Environmental Planning and Assessment Act 1979*
- the complexity and nature of the strategy (including the geographic extent of the strategy's coverage)
- the number of residents and other stakeholders likely to be affected by the place strategy.

The department will exhibit draft place strategies that are led by the department or proponent. We will do this through the NSW Planning Portal.

Following the public exhibition period, the project lead will prepare a submissions summary report and update the draft place strategy as necessary.

Step 4 – Finalising the place strategy

The PDG will endorse the final place strategy and infrastructure plan. This will take the form of written correspondence between PDG members, including the relevant council and the department. This will confirm that the relevant public authorities will incorporate the endorsed place strategy into their planning and forward delivery program.

This PDG-endorsed place strategy will be forwarded to the department for adoption. Once the department has adopted the strategy, we will confirm this in writing to the relevant council.

Once endorsed and adopted, the place strategy will provide for a streamlined pathway for a planning proposal. It will remove the need for further agency consultation and compliance with relevant planning matters (such as section 9.1 ministerial directions), consistent with a department-endorsed local planning strategy. As chair of the PDGs, the department will ensure its requirements for endorsement are clear.

There may be occasions when a place strategy has not been able to resolve a matter and a PDG member cannot endorse it. Where this occurs, the place strategy will clearly identify the outstanding matter and the action needed to resolve it in future.

The department will consider a planning proposal that is consistent with the adopted place strategy as having satisfied strategic and/or site-specific merit. No further approvals will be required from the department. This will make planning proposals that are consistent with the adopted place strategy simply a matter between the landowner and the relevant council.

The relevant council will assess if planning proposals are consistent with an adopted place strategy. Council will then seek confirmation of this from the department. The department will confirm its response in writing.

Will section 9.1 Ministerial directions under the *Environmental Planning and Assessment Act 1979* be considered in finalising the place strategy?

The Minister for Planning issues directions regarding the content of local environmental plans, including the extent to which they must achieve or apply particular principles, aims, objectives or policies set out in those directions.

Certain directions require consultation with government agencies to demonstrate they are consistent with the direction's desired outcome.

Planning proposals may be inconsistent with the terms of a direction if the relevant planning authority can satisfy the Planning Secretary – that is, the Secretary of the Department of Planning and Environment – or delegate that the inconsistencies are justified by a strategy that the Planning Secretary (or delegate) approved.

If the Planning Secretary (or delegate) adopts a place strategy, planning proposals can proceed without considering consistency with the ministerial direction.

What are the options for streamlined planning pathways?

There are a range of options or planning pathways that may provide a streamlined planning process to help implement the endorsed strategy's actions. The appropriateness of these options will vary for each place strategy. This will be influenced by the willingness and desire of stakeholders to pursue them, and the timeframes outlined for delivering on-the-ground outcomes.

The options that can be considered may include, but are not limited to:

- state-led rezoning through a state environmental planning policy
- incorporation into the Environmental Planning and Assessment Regulation 2021 to set matters for development applications, which can enable integrated development (rezoning and development application) to proceed concurrently
- contributions plans, both state and local
- bio-certification under the *Biodiversity Conservation Act 2016*
- business cases for infrastructure funding.

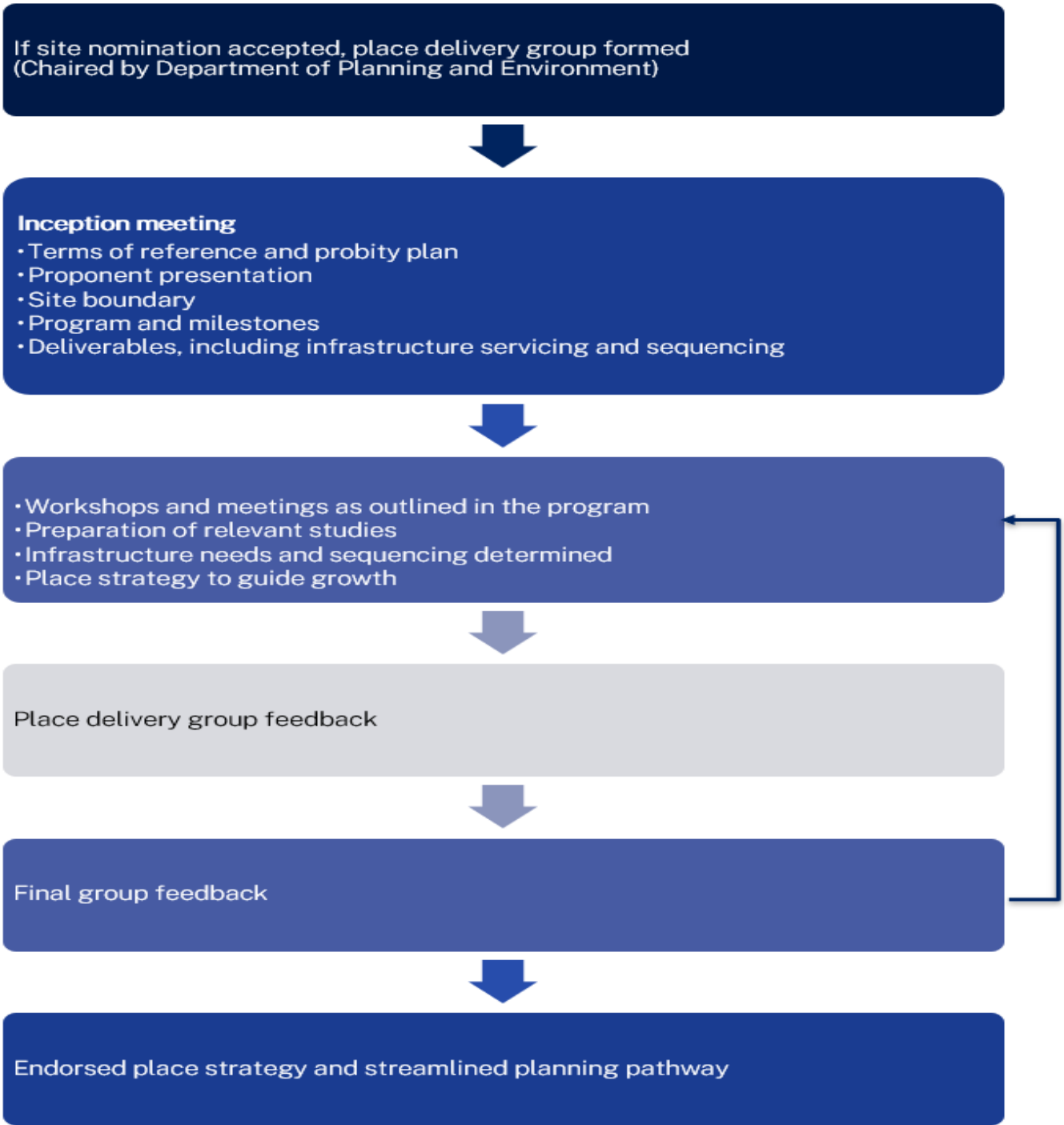


Figure 3. PDG process

Conflicts of interest and ethical conduct

A conflict of interest refers to an interest, relationship, situation or arrangement in an individual's personal or private circumstance that may give rise to an actual, potential or perceived conflict of interest.

As part of their nomination, applicants must declare any interest, relationship, situation or arrangement they or any of their personnel have that may give rise to an actual, potential or perceived conflict of interest.

If, at any time during their participation in the PDG, an applicant:

- becomes aware of an interest, relationship, situation or arrangement that may give rise to an actual, potential or perceived conflict of interest, or
- has some concern that such a conflict has arisen or may arise

that individual must immediately inform the department in writing.

Applicants must not:

- do anything that could place a public official in position that gives rise to an actual, potential or perceived conflict of interest, or
- offer gifts or inducements to any public official.

The PDG program will be subject to strict governance and probity and have fair and transparent assessment processes. All decisions under the PDG program will be in keeping with the relevant guidelines, policies, plans and the associated assessment criteria. An independent probity adviser will provide guidance on issues concerning integrity, fairness and accountability that may arise throughout the submission, assessment, and decision processes. This will help ensure decisions are made with integrity, fairness, and accountability, while delivering value for money.

Confidentiality and disclosure of information

An applicant must clearly indicate if they consider any information disclosed during the process to be confidential.

Any information the applicant provides may be used for promotional material that the department or NSW Government prepares. The department or NSW Government may publicly announce successful applications and may also use information provided in applications to develop case studies.

Any information that is made available on condition that the applicant treats it as confidential (Confidential Information) must not be disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling an application to be made. An applicant may disclose the Confidential Information to its insurers or professional advisers so they can respond to a question, provided they have each given an undertaking at the time of receipt of the Confidential Information (and for the benefit of the department) to keep it confidential.

Information in nominations and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (GIPA Act).

No legal relationship

No legal relationship exists or will arise between the department and any applicant in respect to this process.

No applicant submitting an application shall have any claim for compensation of any kind whatsoever as a result of participating in this application and selection process, and by submitting an application, each applicant shall be deemed to have agreed that it has no claim.

Periodic review of this guideline

The PDG program and place strategies are new initiatives. Their intent is to address planning issues in a more focused and collaborative way in areas undergoing change. This will improve the coordination of infrastructure delivery and land-use planning outcomes.

The descriptions and details provided for the processes, governance, timeframes, information requirements and proposed outcomes reflect best practice adopted for similar initiatives implemented across the department. They are tailored to reflect the specific aims, challenges and expectations for the initiatives detailed by stakeholders in the *Hunter Regional Plan 2041* and the *Central Coast Regional Plan 2041*.

The guideline represents the department's model implementation process for these initiatives. We have developed it in conjunction with feedback from stakeholders.

The department will update this guideline periodically (or as required) to reflect:

- any lessons learned during the set-up stages for both initiatives
- stakeholder feedback
- changes to system processes and procedures required to support the functions and operations of both initiatives annually.

The department will also advise stakeholders involved in either initiative of proposed updates to ensure information requirements in the guideline are current. This will avoid delays related to process in key stages.

Attachment A – Adequacy requirements and responses to criteria

The table below outlines the minimum level of information that must be submitted with each nomination. This is the minimum to demonstrate that there is merit in the UDP committee supporting the establishment of a PDG committee to oversee the preparation of a place strategy.

Applications should include enough information, justification and details considered necessary to support consideration of the nomination on its merits as a stand-alone application. Previous submissions or information provided in relation to a proposal can be provided in support of the application, but not as the primary application document. Applicants must submit a primary document that:

- responds to the adequacy criteria
- is specific to this application.

This may consolidate or contain information from previous or existing studies.

Where the application does not include a response to the minimum information requirements outlined below, it may be deemed to be ‘inadequate’. Inadequate applications will not progress to consideration by the full UDP committee.

We have included separate adequacy criteria for housing supply and for employment generation. The application must:

- clearly outline if the proposed place strategy will focus on delivering housing or employment-related outcomes
- respond to the relevant criteria only.

Where the place strategy is proposed to deliver **both** housing and employment outcomes, the application must give enough information to respond to both sets of criteria.

Adequacy criteria	Minimum information required to respond to criteria
<p>Holds strategic or site-specific merit</p>	<ul style="list-style-type: none"> • Provide an assessment against the aims/objectives/actions of the relevant strategic planning framework • Does the nomination: <ul style="list-style-type: none"> – align with, deliver, or support a government priority or policy? – align with regional, city or local plans? – deliver a state planning priority? – deliver a state or infrastructure priority? – deliver a regional or city biodiversity outcome? – deliver 15-minute neighbourhood outcomes? – respond to urgent housing or employment needs following natural disasters or economic shocks? • Is the site included in the Urban Development Program? • Is the strategy required for a complex or principle local environmental plan?
<p>Provides significant and meaningful public benefits through housing supply or diversity</p>	<ul style="list-style-type: none"> • Provide an assessment against the aims/objectives/actions of the relevant strategic planning framework in place relevant to housing supply and demand (for example, local housing strategy, council's local strategic planning statement) • List the number, type/mix of potential dwellings that will be delivered, including indicative delivery schedule and alignment to other public benefit outcomes • Does the nomination: <ul style="list-style-type: none"> – create a substantial number of dwellings (for example, more than 2,000) or contribute to a substantial proportion of housing for the region, city or local government area against their housing targets or housing needs? – align with government priorities set out in relevant strategic plans (for example, State infrastructure Strategy, Future Transport, NSW Housing Strategy, etc.)? – align with optimal density set in the <i>Hunter Regional Plan 2041</i> and <i>Central Coast Regional Plan 2041</i>? – respond to the projected population or dwelling demand or targets? – include whole-of-life sustainable community and public assets? • Are there other public benefits that will be provided through a planning agreement?

Adequacy criteria	Minimum information required to respond to criteria
<p>Provides significant and meaningful public benefits through supply of employment lands</p>	<ul style="list-style-type: none"> • Provide an assessment against the aims/objectives/actions of the relevant strategic planning framework in place relevant to employment supply and demand (for example, local employment strategy or centres/retail hierarchy strategy, council’s local strategic planning statement) • Provide details relating to the potential type and number of jobs that will be delivered, including indicative timing • Does the nomination: <ul style="list-style-type: none"> – create a substantial number of jobs (for example, more than 2,000) or contribute to a substantial proportion of jobs for the region or local government area? – align with government priorities (for example, will it bring more jobs in areas of identified need)? – respond to projected population or demand? • Are these areas identified in any regional economic development strategies? • Will the jobs address an existing or eventual undersupply of employment? • Are there other public benefits that will be provided through a planning agreement? • Does the nomination allow for Aboriginal economic self-determination opportunities?
<p>Investment is committed or available to deliver the rezoning</p>	<ul style="list-style-type: none"> • Identify what current commitments to investment and/or infrastructure have been made, and which costs still need to be accounted for (for example, infrastructure, utilities, Department of Planning and Environment costs) • Does the nomination support the efficient use of significant investment already committed by government, or a third party? • If enabling infrastructure is not yet funded or committed, is there capacity to fund utilities or critical infrastructure to support precinct development? • Does relevant contributions framework (state and local) need to be updated, and if so, is this committed to be done by the relevant authority? • Will investment begin within 5 years after rezoning? • What is the status of the existing local infrastructure? • Is any other financial or non-financial support proposed?

Adequacy criteria	Minimum information required to respond to criteria
<p>Can or could the proposal leverage external public benefits to, or as a result of, delivery?</p>	<ul style="list-style-type: none"> • Identify any additional public benefits that could be delivered outside the site • Can the nomination leverage existing or committed high-capacity public transport, public spaces or other public benefits? • Is an investment today (now) required to support a longer-term infrastructure outcome that may be some time to realise? (For example, planned precincts associated with a future ‘fast rail’ corridor) • Does the nomination incorporate strategic transport, development or biodiversity corridors?
<p>Can manage or resolve any impediments to delivery</p>	<ul style="list-style-type: none"> • Identify agencies and resource requirements to address barriers, including any agreement in place for agency involvement to support the preparation of more background studies. • Are there are a significant number of dependencies with agencies? If so, will the PDG process be able to accelerate or improve the possibility of addressing these issues to ensure investments deliver public benefits? • Are there environmental risks that are likely to affect the ability to deliver and the pace of delivery, such as biodiversity, hazards, bushfires, flooding? • What is understood to be community sentiment (council, community, other local stakeholders)? • How close to resolution are the known risks (land use, environment, stakeholders, landowners)? Consider timing and level of complexity. • What are the expected timeframes to address or resolve risks (months or years)? • Is there funding/resourcing to resolve the impediments? • Is the site in a single ownership? • What is the proposed governance framework in place to address issues where the proposed place strategy covers an area with multiple landowners? • Has any progress been made to address barriers to infrastructure delivery? • Are any existing planning proposals relevant to the site underway? What is the proposed approach for these proposals if a PDG is to be formed – for example, withdrawn by proponent. • Is any of the subject land already appropriately zoned?

Attachment B – Nomination form

How to complete your application

- Complete one nomination form for each project you wish to submit for consideration.
- Fill out the first table and include the name of the project, the address and details about the land size and use/s. You may wish to include a map of the site to show the location.
- Provide responses based on the information and resources available.
- Please include the file name of supporting documents attached to the nomination form. These must be attached to the email when you submit your application.

All forms must be submitted to the Hunter or Central Coast office within the Department of Planning and Environment by email to: pdgadmin@dpie.nsw.gov.au

Nomination details

Details	Response
Proposal name	
Precinct address	
Lot/DPs	
Precinct name	
Land area (ha)	
Proponent/developer	
Existing land use/s	
Proposed land use/s	

Proposed lead for place strategy

Details	Response
Contact details	
Organisation/Company	
Postal address	
Email	
Phone	
Legal representative*	

*For nominations submitted by individual landowner or as their representative, or as a representative of multiple landowners, please provide relevant documentation to confirm ability to act on their behalf in capacity as project lead.

Project justification

You can complete this section in a separate document and included it in the supporting information attachments.

Details	Response
Objectives or intended outcomes of the nomination	
Is the nomination of local, state or regional significance?	
Brief site history	

Attachments

Include the file names of any attachments included with this profile

- Justification for the nomination against the adequacy criteria (mandatory)
- Preliminary infrastructure costings (mandatory)
- Preliminary constraints analysis (mandatory)
- Proposed project plan, including timing and milestones (mandatory)
- Any additional, relevant studies (as required)

