|  |
| --- |
| <insert site image> |
| <name of Council> |
| **PROJECT PLAN** |
| **<project name>** |
| **DRAFT** |
| **Date: <MMM yyyy>** |

# 1. Introduction

## 1.1 Purpose of the Plan

This Project Plan is to support Council in making and amending LEPs with Planning Proposals per the LEP Making Guideline.

The Planning Proposal describes the outcome and justification for an LEP and is the key part of the LEP making process as set out under Division 3.4 of the Environmental Planning & Assessment Act 1979.

This Project Plan relates to Planning Proposal NAME within NAME Council LGA, lodged on XX MON YEAR by Proponent - NAME

This project plan sets out the key timeframes, scope and forms and procedures required to be used as part of the PROJECT NAME.

Council has developed this Project Plan to guide the framework for the processing, assessment and determination of Planning Proposal XX and related statutory policies including potential amendments to XX Section 7.11 Plan and anticipated Voluntary Planning Agreement between Council and the Proponent.

This Project Plan and its appendices are live documents to be referenced and updated throughout the course of Council’s role on the project.

## 1.2 Project Details

|  |  |
| --- | --- |
| Project Name | PROJECT NAME |
| Project Number | PROJECT NO. |
| Proponent Name | PROPONENT NAME |
| Proponent Contact | PROPONENT POINT OF CONTACT |
| Council Manager | NAME |

# 2. Planning Proposal Background

## 2.1 Land Subject of the Planning Proposal

|  |  |
| --- | --- |
| Lot / DP | ## / ## |
| Site Area | XXsqm |
| Relevant Planning Instrument | Council LEP |
| Landowner | NAME |

The subject site has substantial frontages to X Road, Y Road and Z Road. The site is surrounded by recent urban development to the insert compass direction and describe nature of development.

Further site context details i.e. It is generally occupied by rural/residential landowners who currently reside in their properties. There are isolated instances of commercial development and community facilities on the site, including a retirement village.

|  |
| --- |
|  |

Figure 1: Site Location Map

## 2.2 Planning Proposal Background

| **Stage** | **Activity** | **Date** |
| --- | --- | --- |
| **Stage 1 – Pre Lodgement** | Pre-Lodgement Scoping Proposal was submitted by the Proponent to Council.  | XX MONTH YEAR |
| Pre-Lodgement Meeting Between Council Officers and Proponent | XX MONTH YEAR |
| Council Officers issues written advice, including Planning Proposal Requirements. Refer to Appendix A – Planning Proposal Information Submission Checklist for a summary of the initial assessment and Council’s requirements to assess the Planning Proposal. This is the Planning Proposal requirements issued by Council following their review of the scoping proposal. | XX MONTH YEAR |
| **Stage 2 – Planning Proposal** | Planning Proposal formally lodged via Planning Portal  | XX MONTH YEAR |
| Commencement of Council’s planning assessment | XX MONTH YEAR |
| Targeted Date for Council to submit PP to the Dept. for Gateway Determination | XX MONTH YEAR |

<add other key milestones and activities as needed as the PP progresses through the LEP Making Process>

## 2.3 Local Environment Plan

The Planning Proposal XX is seeking to amend XX Local Environment Plan, and proposes the following:

|  |  |  |
| --- | --- | --- |
|  | **Existing** | **Proposed** |
| **Land Use Zoning** | List existing Zone/s on the site. If multiple zones, short description on location or portion of site of where the zone applies.  | List proposed Zone/s on the site. If multiple zones, short description on location or portion of site of where the zone applies. |
| **Height of Buildings (HOB)** | List existing HOB Control | List proposed control. If multiple controls, short description on location or portion of site of where the control applies. |
| **Floor Space Ratio (FSR)** | List existing FSR Control | List proposed control. If multiple controls, short description on location or portion of site of where the control applies. |
| **Non-residential Floor Space Ratio** | Delete if not required. If Proponent is proposing a control, note in existing, no XX control currently applies to the site. i.e. No Non-Residential Floor Space Ratio currently applies to the site. | List proposed control. If multiple controls, short description on location or portion of site of where the control applies. |

## 2.4 Development Control Plan

The Planning Proposal may trigger the requirement for a new or amendment to an existing development control plan. This is a separate process to the planning proposal.

## 2.5 Section 7.11 Contributions Plan

The Planning Proposal will also seek to prepare a Section 7.11 Contributions Plan for the site and establishes a contributions regime for all future development that will result from the proposed rezoning. Details of the s.7.11 contributions plan are summarised below:

* ADD DETAILS OF DEV. CONTRIBUTIONS PLAN
* X
* Y
* Z

## 2.6 Voluntary Planning Agreement

Update this section as required depending on status as VPA discussions. i.e. Discussions regarding a VPA will be progressed post Gateway.

If no VPA – need to state here so the Reader understands this has occurred.

# 3. Project Scope

## 3.1 LEP Making Guidelines

The following represents the LEP making process for Proponent-initiated PPs as per the Guideline

The following link refers to the guideline of the LEP Making process:

<https://www.planning.nsw.gov.au/-/media/Files/DPE/Guidelines/LEP-Making-Guideline.pdf>

This document should be referred to for key actions for all parties in relation to the LEP making process.

## 3.2 Project Scope and Description

The scope of the project is to define and implement the process to assess the Planning Proposal in accordance with the LEP Making Guidelines and the requirements of the EP&A Act.

Refer to Part 2 of this Project Plan for details on what the Planning Proposal is seeking to amendment. Council will be responsible for the management of this Planning Proposal and facilitating the LEP Making Guideline process. <modify this if Council-initiated PP>

Scoping of the Planning Proposal process is detailed at Appendix B – Scoping Checklist.

## 3.3 Project Deliverables

<update list of key deliverables and consultation requirements by Council as required for PP, i.e. Public Exhibition collateral may vary between each Council; add and remove as needed>

The key deliverables and consultation required by Council to assess the Planning Proposal is outlined below:

Insert as relevant

# 4. Roles and Responsibilities

## 4.1 Council as Planning Proposal Authority

Council as Planning Proposal Authority will be responsible for:

* Assessing the Proponent’s planning proposal and technical reports for completeness and accuracy; and
* Managing the Planning Proposal as it progresses through the LEP making process.

Specific roles within Council include:

* X – General Manager
* X – Director Planning
* X – Senior Planning Manager
* X – Junior Planning Manager

## 4.2 Department of Planning and Environment

The Department of Planning and Environment (DPE) will act under the Minister’s delegation as the assessment authority for Planning Proposals and liaise with Council as required with advice, comments and recommendations on any matters regarding the Planning Proposal.

## 4.3 Other Authorities and Government Agencies

Authorities and Government agencies will review the planning proposal at pre-lodgement or post-Gateway in accordance to the referral criteria set out in Attachment C of the LEP Making Guideline.

Refer to Appendix F – Communications and Consultation Plan for further details of level of engagement and area of interest relevant authorities and government agencies.

## 4.4 External Contractors – Subject Matter Experts

The following consultants are to be engaged by Council to assist in the assessment of the Planning Proposal:

* X – Traffic Engineer
* X – Economist
* X – Civil Engineer

Consultant scopes are detailed at Appendix B – Scoping Checklist.

## 4.5 Proponent

The Proponent will:

* Prepare and submit additional information as requested by Council;
* Review Gateway Determination conditions from DPE;
* Present or provide input at Briefings and Public Hearings (as required); and
* Rework and revise the Planning Proposal based on advice and comments from Council and DPE.

# 5. Program Management

## 5.1 Program Management

The project program is used to plan and manage key tasks and milestones for Council and other stakeholders.

The program is a live document which must be regularly updated as the project progresses through the LEP Making process. Progress against the original program dates, including any changes to previously established timeframes, will be reported in the Monthly Dashboard Report with an explanation of potential implications and associated strategies where action is required.

The current project program can be found at Appendix C – Project Program.

# 6. Cost Management

## 6.1 Cost Reporting

A Cost Report is used to plan, track and manage project costs as the Planning Proposal progresses through each stage of the LEP Making process. A key objective of the Cost Report is to manage technical consultant costs, establishing realistic budgets and minimising variations. Headline costs are to be included in the Monthly Dashboard Report.

The cost report is to include at a minimum:

* Current budget amounts
* Original contract sum
* Approved variations
* Committed to date
* Variance to current budget
* Claimed to Date
* Fees remaining

The latest project cost report can be found at Appendix D – Cost Report.

## 6.2 Technical Consultants Payment

Council is to monitor invoices that are submitted by external contractors.

Upon receipt of a contractor’s invoice, Council is to assess the claimed amount against the agreed scope and contracted amount and make a recommendation regarding payment. All invoices are to be administer for payment once approved by delegated Council staff.

## 6.3 Variation Management

Council is to closely manage project cost and time.

For any consultant to submit a variation there must be a very clear criterion governing the legitimate claim.

Such examples include:

* Prolongation of Agreed Program
* Council has requested additional scope of works from the consultant
* The consultant has identified completed out-of-scope tasks that warrants a variation.

All variations must be approved by Council in writing to the consultant prior to any further work being undertaken.

# 7. Risk Management

## 7.1 Risk Management

Risk management is the identification, management and monitoring of project risks.

Upon formal lodgement of a Planning Proposal, Council to hold a risk workshop with relevant internal stakeholders to identify risks for the lifecycle of the Planning Proposal. This forms the basis of a live Risk Register and a member of Council Planning Team will be responsible for maintaining the Risk Register.

Identified risks are to be reviewed for their likelihood to happen / occur and the level of disruption / adverse effect the risk poses during the life of the Planning Proposals.

The current register of project risks can be found at Appendix E – Risk Management Plan. The Risk Management Plan is to be referenced and updated regularly as Planning Proposal progresses through the stages of the LEP making process.

Key risks within the Risk Management Plan are to be included and updated in the Monthly Dashboard report, with key changes and mitigation measures identified and discussed accordingly.

# 8. Communications and Stakeholder Management

## 8.1 Project Reporting / Co-ordination Meetings

Throughout the project, various meetings will be held with associated agendas, reports and minutes prepared and issued to all attendees.

## 8.2 Project Control Group

The Project Control Group (PCG) is responsible for the overall delivery of the project. Specifically the PCG will consist of representatives from:

* Council and the appropriate internal council stakeholders
* DPE

A monthly PCG meeting will be held to update attendees on project status and facilitate key decisions.

## 8.3 Project Working Group

<delete this section if not required>

The Project Working Group is responsible for the day-to-day management of the project. Attendees at the Project Working Group will vary depending on which issues are to be discussed. It is expected that the following attendees will be in attendance as a minimum:

* Proponent
* Council and the appropriate internal council stakeholders
* Other technical sub-consultants as deemed necessary.

Specific tasks of the PWG will be to:

* Prepare the technical scope for the project;
* Provide technical input; and
* Prepare statutory and technical deliverables.

The Project Working Group will meet weekly and have ad-hoc meetings as required to address project matters.

## 8.4 Other

Other meetings will be called as necessary to review, co-ordinate and report on specific issues. These meetings will be facilitated by Council in co-ordination with relevant technical consultants and stakeholders

## 8.5 Stakeholder Engagement

Stakeholder engagement ensures that the people/agencies/organisations that may be affected by decisions on the project or who can influence the implementation of decisions are continually involved in the process. The aim of stakeholder engagement is to achieve maximum ‘buy in’ from all parties.

The Planning Proposal identifies a range of stakeholders for consultation as part of the LEP making process. Further details relating to stakeholder engagement can be found in Appendix F – Stakeholder Management Tool.