

## GUIDANCE NOTE

## PSP 2.0

# Contents

<b>PRE-COMMENCEMENT: Front load assessment of PSP</b>	<b>5</b>
<b>PLACE-SHAPING: Place-based opportunities</b>	<b>12</b>
<b>PLACE-SHAPING: Vision &amp; purpose</b>	<b>16</b>
<b>PLAN PREPARATION: Place-based structure plan co-design</b>	<b>20</b>
<b>PUBLIC ENGAGEMENT: Landowner &amp; community plan validation</b>	<b>27</b>
<b>Finalisation</b>	<b>29</b>

## Purpose of the Guidance Note

This Guidance Note provides an overview of the key process steps for preparation of PSPs in accordance with the VPA's new PSP 2.0 process. This new approach aims to streamline the preparation of PSPs through a process of collaborative co-design and early issue resolution.

The PSP 2.0 process provides a 'base-case' for the preparation of PSPs, that may be adapted to meet the needs of individual projects, including those following the Innovation Pathway.

## The VPA is taking an innovative approach to shaping the future of Victoria's greenfields communities, through collaborative place-based strategic planning.

The next generation of strategic planning – **PSP 2.0** – is part of the VPA's PSP reform agenda, delivering outcomes focused on vision, purpose and place in partnership with landowners, agencies, councils and local communities.

The PSP 2.0 process involves co-designing the PSP with key stakeholders, streamlining PSP preparation and optimising the PSP product to embrace innovation and deliver Victorian Government policy.

Based on a lean, agile approach to PSP planning, PSP 2.0 is being implemented by the VPA via a pilot process on the forward PSP program to enable us to adapt and improve the process as we learn.

### The guiding principles of the 2.0 Process are:

- To adopt a **lean process** and **agile approach**
- Focus on the **place** and **place-making**
- **Engage early** and **effectively** with stakeholders
- **Proactively resolve** issues and **escalate** when necessary
- To take a **structured approach** with clear outcomes
- To improve the **value of process and products** based on usability for the end user
- **Simplification**, improved **flexibility** and **replicability** of processes and products
- **Leverage new technology** to maximise return for effort.

When deciding how to approach a key activity in the PSP planning process, you should use these principles to guide decisions. Think about the purpose of each stage or activity and its role in the end-to-end process to design the most efficient and effective means to achieve the desired outcome/s. A key focus should be developing a **fit-for-purpose end product**.

The VPA's PSP preparation process outlines our new base-case process for preparing a PSP, including key activities undertaken in each stage of plan preparation and collaboration touch points (see the diagram on the next page).

### What is a PSP?

A **precinct structure plan** is a high level strategic plan prepared by a planning authority that sets out the preferred spatial location of land uses and infrastructure to guide staging of development, subdivision permits, building permits and infrastructure delivery.

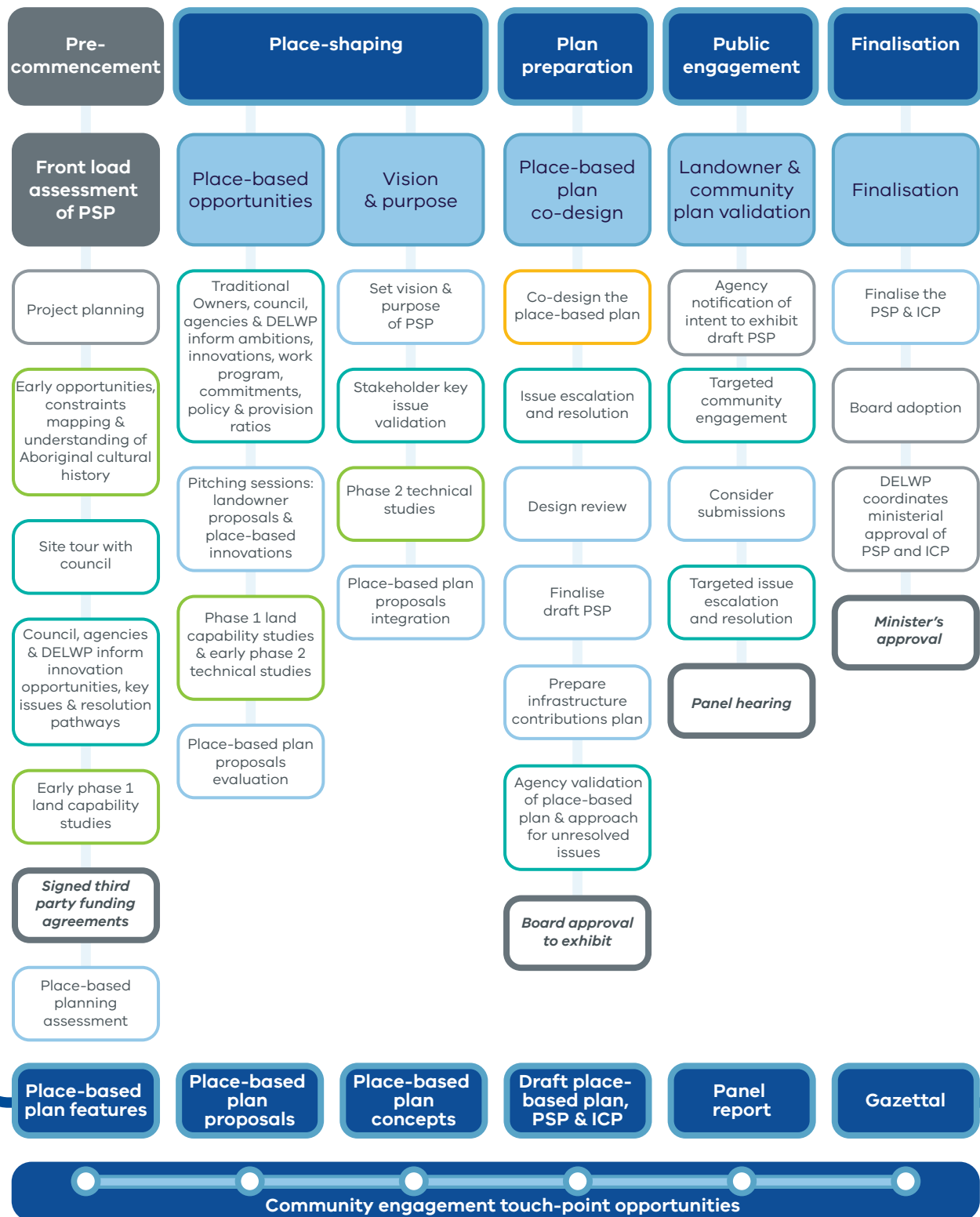
### PSP plan preparation starts from the beginning

Precinct planning using the PSP 2.0 process starts from the very beginning. Plan-making activities early in the process will inform the final place-based structure plan and other key plans which form part of the exhibited PSP. These activities are informed by opportunities and constraints mapping, identification of key destinations, a principles-based spatial planning assessment, assessment against the targets set by the PSP Guidelines, and other key information that becomes available at each stage in the 2.0 process.

The PSP plan set will be a key tool to be used at collaborative events to communicate and validate ideas.

## VPA PSP 2.0 precinct structure planning process

PSP 2.0



## PRE-COMMENCEMENT: Front load assessment of PSP

The pre-commencement phase focuses on on-boarding key stakeholders and early identification of issues and opportunities that will shape the scope, vision and objectives for the precinct.

This phase is key to identifying any known risks to the feasibility of the PSP and those key issues that need to be addressed through the planning process, as well as opportunities that set the precinct apart and should be leveraged in the plan.

**The purpose of this stage is to:**

- ESTABLISH** the project via project plans, governance arrangements and engagement strategies.
- CONFIRM** landowner interest and funding to prepare a PSP for the precinct.
- UNDERTAKE** early stakeholder collaboration to identify key issues and opportunities to inform the planning process.
- DRAFT** preliminary context mapping (including key destinations) and initial PSP plan set.
- COMMENCE** land capability assessments to inform decision-making.
- IDENTIFY** the potential for engaging the Innovation Pathway and commence mapping of project pathways, including governance arrangements.
- PREPARE** a place-based structure planning assessment to identify key features and the early considerations for each hallmark of the PSP Guidelines.

**Objective:** Engage with council and agencies on opportunities, issues and risks for the precinct to inform the project plan; and secure funding to deliver the PSP.

**Opportunity:** Design an early issues validation process that encourages councils and agencies to take an active role in informing design of the precinct and resolution of key issues.

There may be opportunities to explore innovations in place-based outcomes for the precinct, including joint funding from councils and government agencies to determine how they could be delivered.

**Community engagement opportunity:** Announce commencement of PSP process and communicate key timeframes and opportunities for community input via new technology.

### FRONT-LOAD ASSESSMENT OF PSP

Project planning

Early opportunities, constraints mapping & understanding of Aboriginal cultural history

Site tour with council

Council, agencies & DELWP inform innovation opportunities, key issues & resolution pathways

Early Phase 1 land capability studies

Signed third party funding agreements

Place-based structure planning assessment

**Place-based plan features**

### OUTPUTS

A **third-party funding agreement**

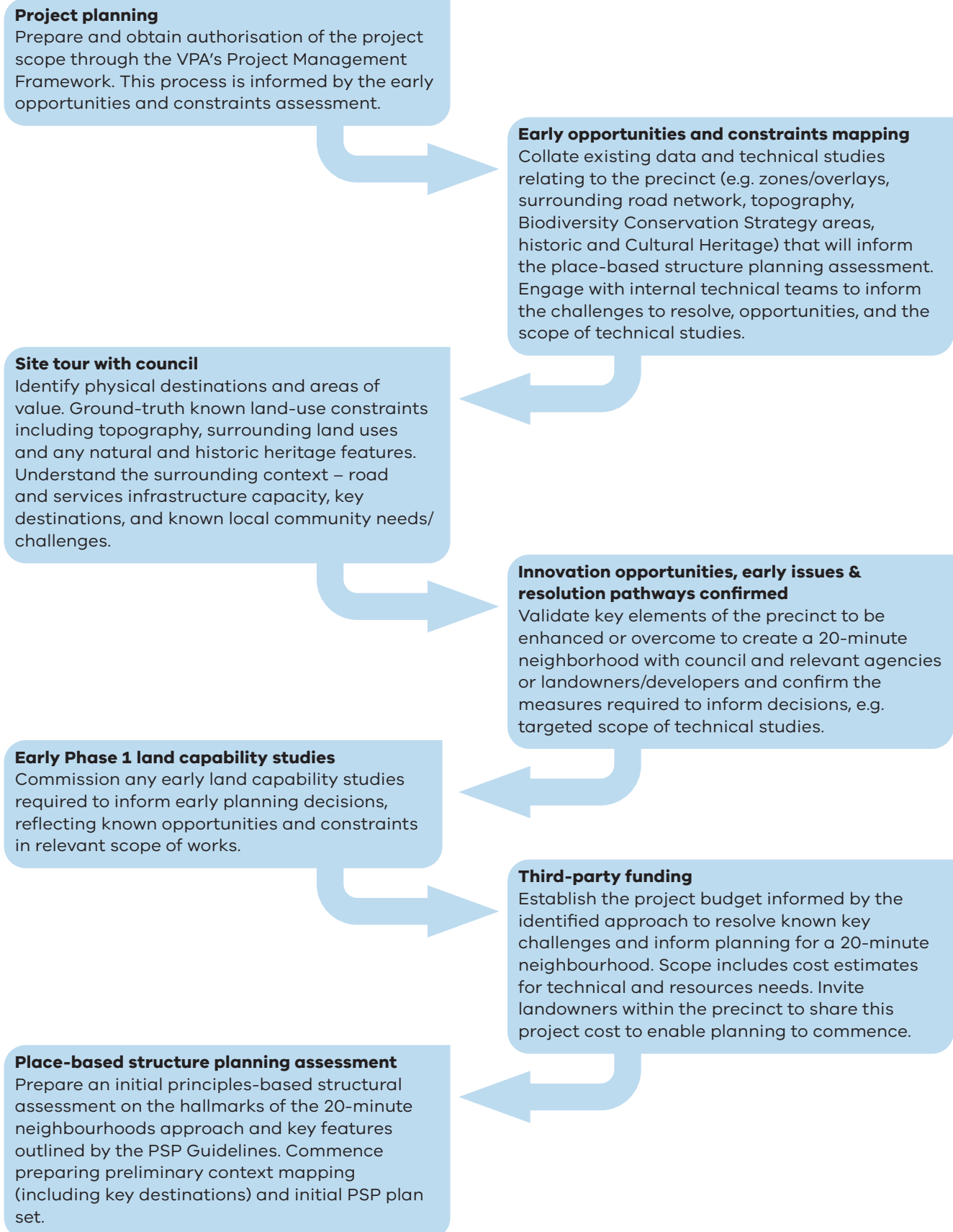
that identifies the sources of third-party funding, the scope of work to be funded and the key project phases to maintain independence to the structure planning process.

**Place-based structure plan features**

that identifies the known key features – existing and future – that will inform development of the Vision and Purpose.



## Pre-commencement: Front load assessment of PSPs – key activities



## Innovation opportunities, early issues & resolution pathways

**Collaborate with agencies and councils using the PSP 2.0 approach to frame project scope, key outcomes, issues for resolution, known service or infrastructure requirements, ambitions and innovations.**

- Review the existing planning and policy framework for the PSP area, including zoning, overlays and any applicable framework plans (e.g. land use framework plans, urban growth frameworks), state and local government policy, legislation and service plans and strategies such as councils' open space and community facilities strategies.
- Undertake a broad site conditions analysis, taking into consideration existing site features and values (natural and constructed) and any planned/ proposed development conditions.
- Meet with council and key agencies to identify known, high-level opportunities and constraints relevant to the precinct and identify any strategic planning already undertaken.
- Undertake a high-level opportunities and constraints mapping exercise, taking into consideration existing site features and values and any planned context or proposed development conditions that may impact on the ability to develop the precinct. Include any enabling infrastructure (e.g. freeway interchange) or plans (e.g. Development Services Scheme) that are required prior to commencement of the PSP in this assessment.
- Confirm any key issues for resolution with key stakeholders and confirm pathway for resolution through the planning process.

## Land capability studies

**Review existing technical studies and commission any land capability studies (e.g. heritage, land capability, etc.) or update existing studies to support early planning decisions.**

Land capability studies may also be required to inform the project scope.

The scope of each technical study should be adapted to reflect any known opportunities or constraints in the precinct.

Land capability studies may include:

- Aboriginal Cultural Values assessment
- Cultural heritage impact assessment
- Post-settlement heritage assessment
- Arboricultural assessment
- Biodiversity assessment
- Bushfire assessment
- Landscape visual assessment
- Integrated water management (part 1)
- High level servicing and infrastructure
- Land capability assessment (including contamination, sodic soils, hydrology and extractive resources)
- Landscape assessment (including landscape values)

Note: where an assessment has previously been completed for the precinct, a peer review of the output/s with minor further assessments may be sufficient.

## Identify planning pathway

**Based on consultation with council, agencies and landowners, determine whether or not the Innovation Pathway may be appropriate based on guidance set out in Part 2, section 1.3 of the Guidelines.**

### Collaboration

Once the decision has been made to start planning for the PSP stakeholders, including the broader community, should be **notified of the project commencement** and the **key timeframes and process for community input** clearly communicated.



#### OUTPUTS

**Land capability studies** to support early planning for the PSP through identification of land capability constraints.



#### OUTPUTS

##### For Innovation Pathway only:

- Approved innovation proposal, supported by any relevant technical or specialist studies
- Endorsement from landowners, council, DELWP and relevant agencies
- Agreed governance framework, including project plan, timeframe, permit and amendment and approval pathways as well as the need for any other required agreements (e.g. Section 173 agreement)
- Approval from VPA Board to include Innovation Pathway PSP on VPA work program.



## Place-based structure planning assessment

**Undertake a spatial mapping assessment to explore the known key features of the future precinct based on the 20-minute neighbourhood principles established in the PSP guidelines. Begin to prepare early concepts of the PSP plan set to support the place-shaping phase.**

The Principles Based Spatial Assessment (outlined on the following page) is designed to consider the seven hallmarks of the 20-minute neighbourhood (refer to page 12 of the PSP Guidelines), PSP Guidelines targets, and core provision ratios for key elements of the plan, such as schools, local parks, and activity centres in the context of the precinct.

The assessment builds on the initial opportunities and constraints mapping prepared as part of initial project scoping and seeks to inform the structural configuration of the place-based structure plan.

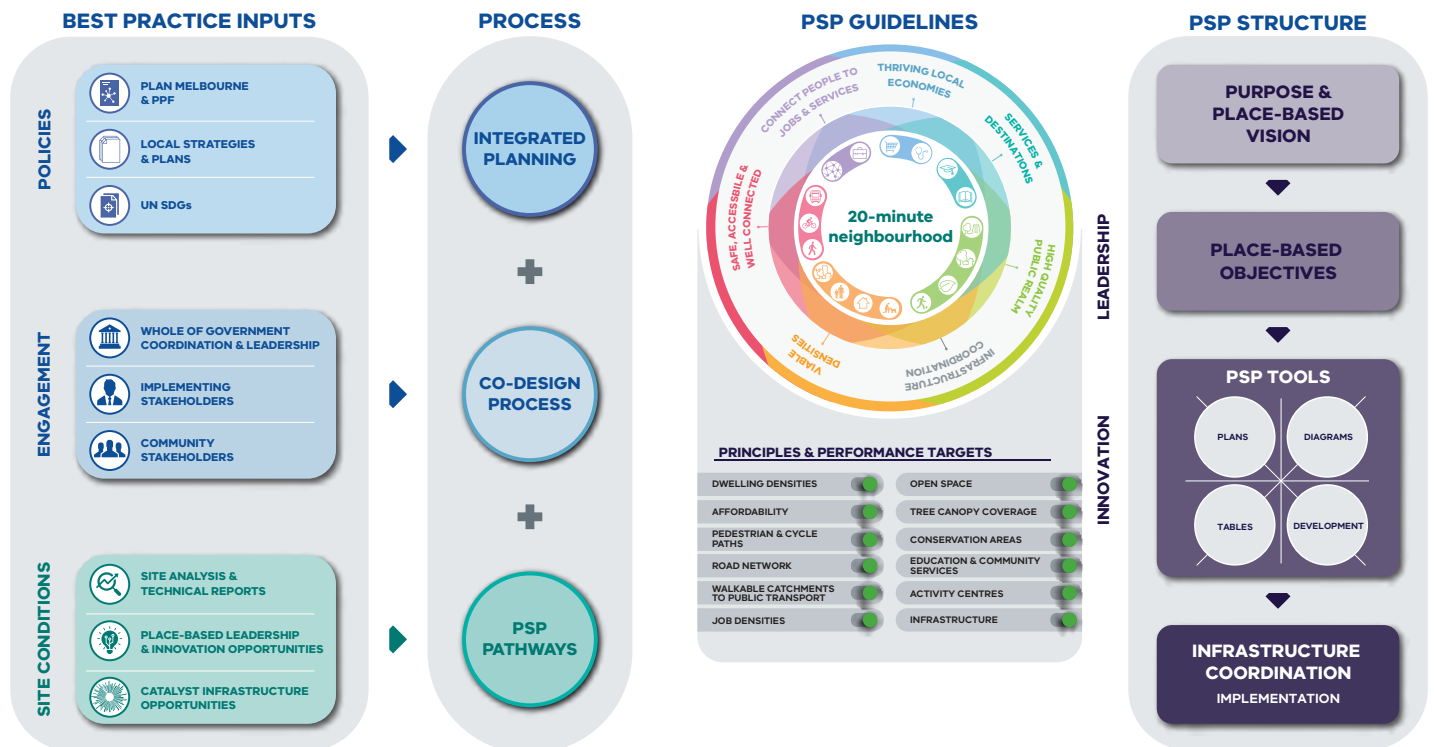
This process allows place shaping to be informed by a spatial assessment of key features of the precinct and considerations required to build an evidence-based assessment and highlight the opportunities and constraints to be addressed to ensure key metrics are achieved.

## Example: Principles-based structural assessment – key activities

### Activity 1: PSP Guidelines Integrating Framework

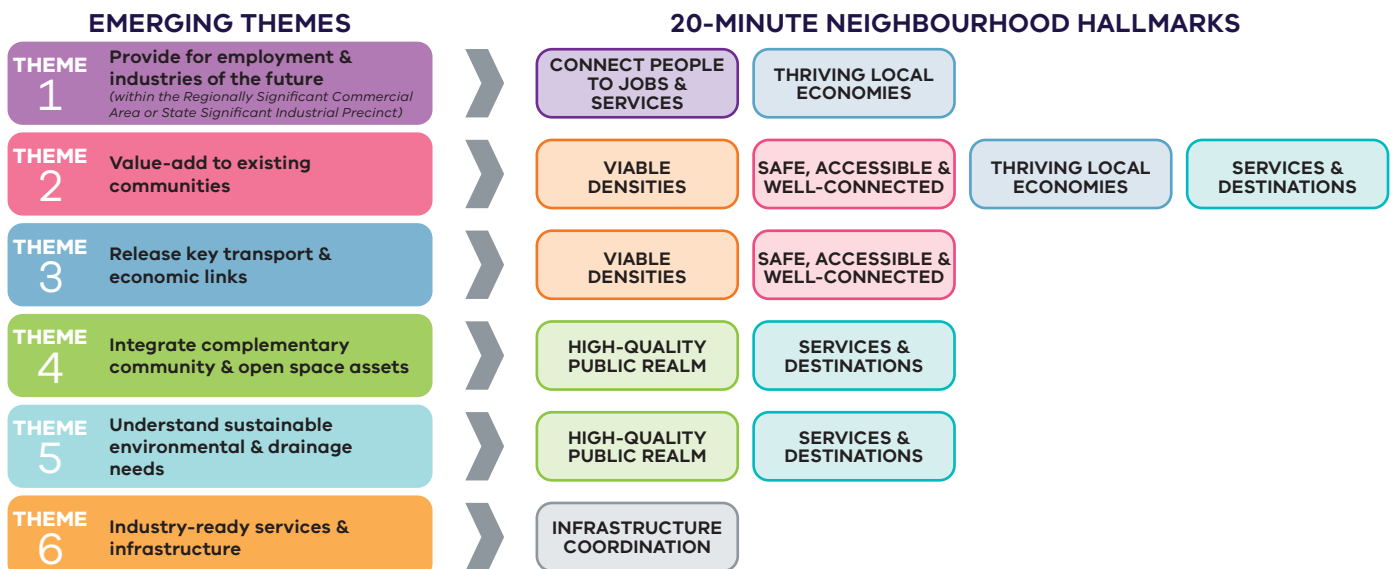
Consider the PSP Guidelines Integrating Framework best practice inputs and the seven hallmarks of the 20-minute neighborhood and advance the early opportunities and constraints assessment.

Integrate the emerging themes for the PSP with the seven hallmarks of the 20-minute neighborhood.



### Activity 2: Emerging themes

Identify emerging themes in relation to the precinct through ongoing discussions with stakeholders. Evaluate how the emerging themes relate to the seven hallmarks of the 20-minute neighbourhood. These will inform Place Shaping Vision and Purpose discussions.



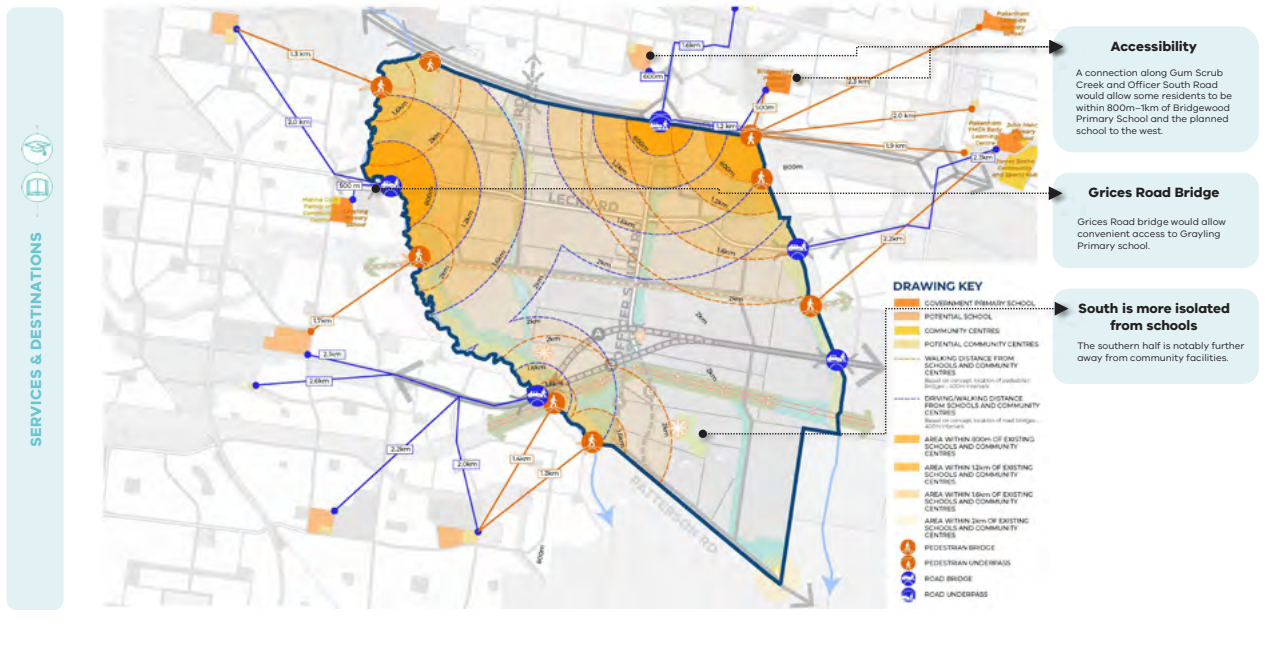
### Activity 3: Principles-based structural assessment

Develop a comprehensive strategic and urban design assessment that graphically indicates the context, existing and future features and as well as logical locations for key structural elements of the plan. This data set will inform the structural configuration options of the Plan.

## PART 2

**Analysis** Existing Schools – Primary Schools  
(catchment analysis within Officer South ePSP)

PSP 2.0



### Activity 4: Prepare early PSP plan set

Draw from the principles based assessment to inform an early PSP plan set. The initial visual cues for some plans will likely be different. For example, the early movement and network plan may originally only illustrate known key connections or expected bridge crossings to be further validated. Some mapping layers will need to be entirely updated with those prepared by key technical studies.

This process will inform the scope of technical studies and challenges to resolve for each hallmark, but also inform an early indication of the known outcomes for the PSP.

Together with the principles based structural assessment, the early plan set can be used to inform the pitching and vision and purpose workshops, including potential place based innovations.

## PLACE-SHAPING:

# Place-based opportunities

The place-shaping phase represents formal commencement of the project. This phase focuses on detailed information-gathering to inform decision-making and understanding stakeholders' key aspirations for the precinct.

The focus of this phase includes structured engagement with agencies and landowners to inform the planning opportunities for the precinct. It includes the first formal engagement with stakeholders following the project's official commencement. Stakeholder buy-in is encouraged in this stage through the pitching process, during which the VPA has an opportunity to hear about plans and visions for the precinct from those who know it best.

**The purpose of this stage is to:**

- CONFIRM** stakeholders' intentions and aspirations for the PSP area
- UNDERSTAND** agencies' key issues to be incorporated into the scope of relevant technical studies.
- COMMENCE** reporting project progress and expenditure to third-party fundees that complies with probity requirements.
- CONTINUE** land capability assessments and commence phase 2 technical studies to inform decision-making
- IDENTIFY** the potential for engaging the Innovation Pathway and commence mapping of project pathway, including governance arrangements.

**Objective:** Engage with Traditional Owners, council, agencies and landowners and continuing land capability and technical studies to collect information required to inform decision-making.

**Opportunity:** Identify any innovations that go above-and-beyond standard PSP outcomes that may be eligible for Innovation Pathway.

**Community engagement opportunity:** Identify opportunity for targeted community input and prioritisation of key issues to be addressed in the PSP e.g. types and locations of open space.

### PLACE-BASED OPPORTUNITIES

Traditional Owners, council, agencies & DELWP inform ambitions, innovations, work program, commitments, policy & provision ratios

Pitching sessions: landowner proposals & place-based innovations

Phase 1 land capability studies & early phase 2 technical studies

Place-based proposals evaluation

### OUTPUTS

**Place-based Structure Plan Proposals** refines opportunities for spatial planning outcomes informed by **stakeholders' vision, purpose and ambitions** for the precinct, established through the pitching process.

## Place-shaping: Place-based opportunities – key activities

### Stakeholder input

Stakeholders to inform VPA of vision, opportunities, constraints and land-use outcomes for the precinct, as well as timeframes and resourcing for any relevant inputs to the planning process e.g. preparation of the Development Services Scheme.

### Pitching sessions

Opportunity for landowners/developers to 'pitch' their intentions/agenda for their site or innovations that may require investigation as part of technical report/s. Agencies should inform planning requirements for the precinct and validate key issues to be incorporated into relevant technical studies

### Phase 1 land capability studies and early phase 2 technical studies

Finalise phase 1 studies and commission phase 2 technical studies using standard RFQ templates, amended to incorporate any issues arising from pitching process.

### Place-based structure plan proposals evaluation

Complete a matrix-type evaluation of ambitions, proposals, outcomes for the precinct based on findings and/or recommendations of phase 1 land capability studies.

The PSP Guidelines outline features that all PSPs aim to achieve structured around the seven hallmarks of 20-minute neighbourhoods. Refer to Figure 6 on page 12 of the PSP Guidelines.

Engagement with stakeholders in this phase needs to discuss how these features will be achieved, in the context of the place, agency requirements, and ambitions that may be considered.

## Pitching sessions

The pitching process informs development of the place-based features map, based on stakeholders' vision, purpose and ambitions for the precinct.

Through a process of collaborative engagement with stakeholders, the purpose of the pitching sessions is to develop a shared understanding of the **issues, challenges and opportunities** that will identify **emerging key themes** (see below) to inform development of the **vision and purpose** for the PSP.

Also key is the identification of innovations, particularly from council, and any work required to validate innovation and implementation pathway i.e. as part of the PSP or post-PSP.

**To support this purpose, it will be necessary to:**

- Consider the strategic role and purpose of the PSP area in the broader metropolitan and sub-regional contexts
- Understand the physical and strategic conditions of the PSP area that present opportunities for a distinct and place-based vision
- Provide opportunities for a broad range of stakeholders to inform early issues and opportunities identification
- Collate essential data to inform discussions and develop strategies to resolve identified challenges or opportunities
- Explore opportunities to develop partnerships, to demonstrate leadership or to set or leverage catalysts, that may support place-specific initiatives or innovations, and
- Review and revise pathway based on any new information/proposals presented during the pitching process.

## Steps

- **Invite** relevant stakeholders (including council, Traditional Owners, agencies, community groups, landowners and development proponents) to present their **ideas and concepts** in a pitching session with the VPA
- **Provide** an overview of the precinct, the PSP process and expectations of stakeholders in the pitching sessions as well as a **clear, transparent and inclusive consultation program**
- **Identify** the type and **confidentiality of information** to be collected (i.e. some stakeholders may share information that can inform the plan, but cannot be shared publicly)
- **Complete** a series of 30 to 60 minute one-on-one sessions with individual stakeholders, giving them the opportunity to 'pitch' early ideas, opportunities and plans for the PSP area. Encourage discussion of **innovative ideas and alternative processes**.



### OUTPUTS

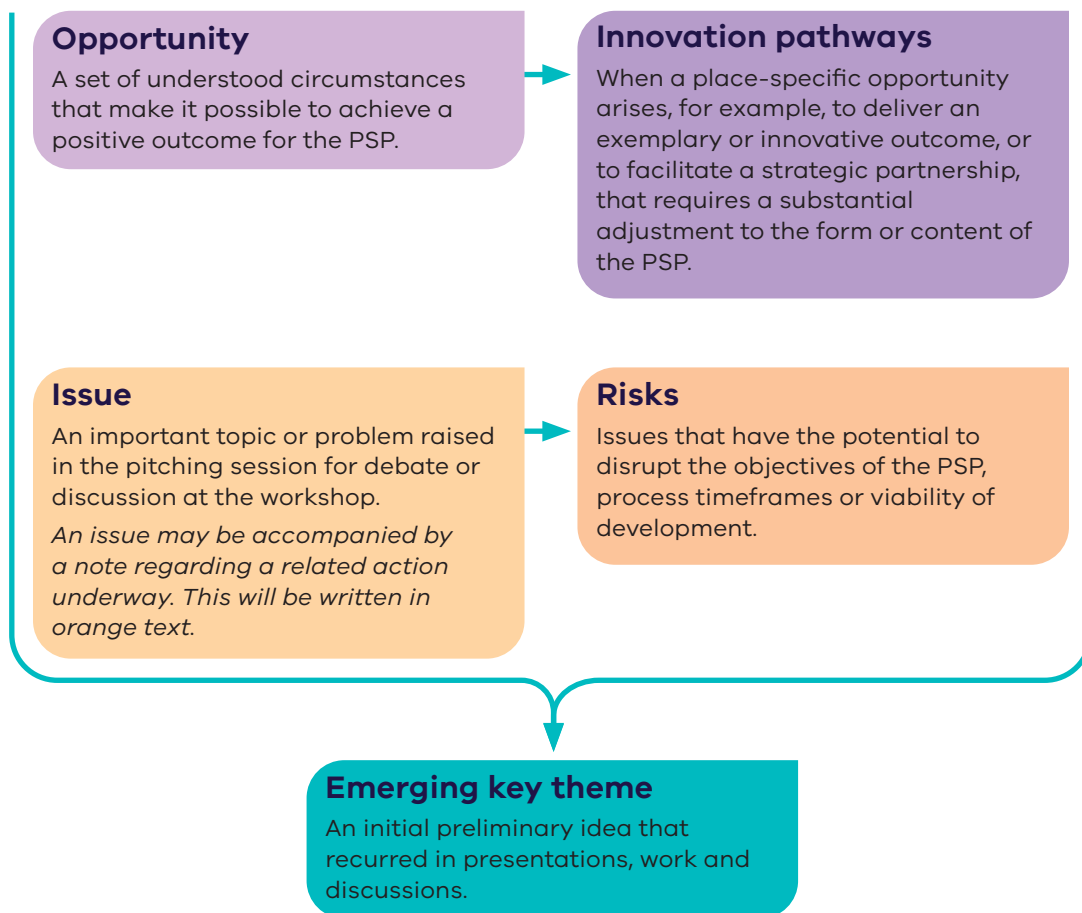
#### **Pitching session summary**

which compiles the emerging themes, key issues and opportunities, and any place-based initiatives to be distributed to participants of pitching sessions.



The expectations of each stakeholder group is as follows:

- **Traditional Owners** and VPA should discuss the history and known areas of Cultural Value (e.g. ridge lines, waterways and wetlands) to inform areas for investigation.
- **Council** should present its Strategic Statement, its vision and desired priorities and purpose of the PSP.
- **Agencies** should present their work program, budget commitments, policy and provision ratios as they are relevant to the PSP.
- **Landowners/developers** should pitch any plans they may have for their landholding, structural opportunities, known site constraints or place-based context.



## Collaboration

This is the first opportunity for landowners/developers to input into the PSP process, with an opportunity to pitch any concepts for their land and how this may be implemented through the PSP.

The community will also be given the opportunity to **validate** and **prioritise** key issues identified during the pitching sessions, to inform preparation of the vision and purpose for the PSP.

This may be done via online surveys and/or questionnaires.

## PLACE-SHAPING: Vision & purpose

This stage establishes a vision and purpose to provide a 'mission statement' for the precinct.

Through a process of collaboration between key stakeholders, this stage establishes an overarching vision for the precinct – its purpose and place, and any place-shaping gestures.

The purpose of this stage is to:

- CONFIRM** key issues to be addressed through the planning process
- ESTABLISH** role of the PSP in the broader metropolitan, sub-regional and local context
- CONTINUE** phase 2 technical studies to inform decision-making
- IDENTIFY** key land uses and/or infrastructure required to deliver the vision for the PSP.

**Objective:** Work collaboratively with key stakeholders to develop and commit to an overarching vision framework for the PSP.

**Opportunity:** Build commitment among stakeholders to the vision and purpose for the PSP that will inform decision-making throughout the planning process.

**Community engagement opportunity:** Identify opportunity for community validation of the PSP vision and purpose to drive outcomes achieved through the PSP.

The **vision** is the mission statement for the PSP e.g. *'the Wallan South PSP will complete the future City of Wallan'* and the **purpose** is how the PSP will deliver on the vision e.g. *'The Wallan South PSP will create well-planned transport connections to the existing Wallan town centre'*.

The vision will be articulated through the **place-based structure plan**, which builds on the context and conditions to achieve or embed the hallmarks of a 20-minute neighbourhood. The plan should implement the vision and purpose of the PSP by identifying the required land uses and infrastructure. Where appropriate, the plan should seek to deliver exemplary and innovative outcomes for the future community.

### VISION & PURPOSE

Set vision & purpose of PSP

Stakeholder key issue validation

Phase 2 technical studies

Place-based plan proposals integration

### OUTPUTS

**Place-based Structure Plan Proposals** refines opportunities for spatial planning outcomes informed by **stakeholders' vision, purpose and ambitions** for the precinct, established through the pitching process.

## Place-shaping: Vision & purpose – key activities

### Set vision & purpose of PSP

In a workshop with key stakeholders (Traditional Owners, council, agencies, landowners/developers) develop a vision and purpose for the precinct based on metropolitan and sub-regional context, infrastructure needs and other desired outcomes for the precinct.

### Stakeholder key issue validation

Based on the agreed vision and purpose confirm the key issues to be resolved through the planning process. Gain consensus, or establish points of disagreement among stakeholders to avoid re-prosecution of issues later in the process.

### Phase 2 technical studies

Finalise phase 2 technical studies to refine planning decisions and inform place-based structure plan development.

### Place-based structure plan proposals integration

Compile place-based structure plan proposals into one, or up to a few, place-based structure plan concept/s that explore how the different elements of the plan may work together. Acknowledge the positive outcomes provided by stakeholders ideas and seek to reflect these in working plans for further consideration.

Developing a place-based structure plan is an iterative process. The vision should be used as a framework for shaping the approach and thinking in each of the following steps. Through a process of analysis, testing and re-analysis, a clear, place-specific vision should emerge, that gives clear direction and purpose to the PSP.

## Steps

### VISION & PURPOSE CO-DESIGN WORKSHOP

- Seek early advice from phase 1 technical experts around key issues and opportunities to consider in development of the vision and purpose
- Identify any additional stakeholders (i.e. in addition to those involved in the pitching sessions).
- Draw from the spatial assessment and existing conditions maps to inform/direct workshop discussion and activities.
- Identify key issues/questions to be workshopped by participants and outcomes sought for the workshop.
- Undertake a Vision & Purpose Co-design workshop, where preliminary ideas are explored, synthesised and refined into tangible place-based structure plan concepts for the precinct.

**The vision should be place-specific, yet flexible enough to facilitate creativity and innovation at the development stage.**

**For Innovation Pathway PSPs, the vision should be focused narrowly on the innovation initiative proposed and the key elements critical to its success.**

**A VISION & PURPOSE STATEMENT** defines the mission statement for the PSP, based on the specific attributes of the PSP area and aspirations for the plan. The vision statement may include words, diagrams, plans and examples. The vision statement and any place-specific objectives will be used as the framework for 'testing' the next steps of the PSP preparation.

## Collaboration

Following the collaborative drafting of the vision and purpose with council, Traditional Owners, agencies, community groups and landowners, the broader community should have the opportunity to validate these guiding principles, to communicate ideas on the vision and purpose of the precinct and inform alignment with community expectations



### OUTPUTS

#### PLACE-BASED STRUCTURE PLAN CONCEPTS

informed by the ambitions and concepts put forward by landowners, agencies, councils and other stakeholders.

#### PREPARE A PLACE-BASED VISION

- Draw together the elements to inform a vision and purpose for the PSP area, having regard to the outcomes of the pitching sessions and vision and purpose workshop. The vision should be supported by a number of high-level actions that will support activation of the vision (for example, key investments, partnerships, further policy work, appropriate PSP pathway options, etc.).
- Communicate the elements identified or pitched back to stakeholders, providing opportunities for further participation and collaboration.
- Clearly articulate the role the precinct will play in, and what sets it apart within, the broader community and economy.
- Articulate the desired character and identity for the future community, taking into consideration both existing features and values of the place (such as environmental or heritage features), and planned features and values (such as desired urban outcomes).
- Implement the key purpose of the PSP, including planning for any key enabling infrastructure or features required to achieve the agreed vision for the precinct.
- Articulate any place-specific objectives or initiatives (for example, aspirations in relation to liveability, place-making, climate change resilience, IWM, sustainability or any other relevant area of policy) that will contribute to the place and purpose of the PSP.

## Steps

### PREPARE PHASE 2 TECHNICAL REPORTS

- Identify targeted technical studies required to inform completion of plans, including any funding mechanisms required to support the delivery of infrastructure (i.e. Development Contribution Plan or Infrastructure Contribution Plan)
- Phase 2 studies may be delivered in parts to initially, inform the PSP preparation, and later to validate the place-based structure plan
- Prepare briefs for technical studies required to inform decision-making. The scope of each technical study should be carefully tailored to respond to the emerging vision and seek to further its refinement.

#### Phase 2 technical studies may include:

- Economic and retail assessment
- Transport modelling and integrated transport planning
- Bushfire assessment
- Sodic soils assessment

**Note:** This may include designs for infrastructure (transport, drainage, education and community; functional design layouts; land valuations; infrastructure costings; and any other information required to support the finalisation of a deliverable PSP).

### INNOVATION PATHWAY

The technical report briefs should be specifically tailored to ensure they are prepared having regard to the innovation vision.

This may include:

- Adjusting technical analysis methodologies to align with the key objectives of the innovation vision (for example, being clear where the innovation may require adjustment to underlying assumptions)
- Preparing technical reports specific to the proposed innovation opportunity (for example, analysis of specific technologies)
- Adopting a more collaborative and iterative approach to analysis and recommendations, as the opportunities and challenges of the innovation vision are revealed
- Actively and openly engaging with key stakeholders that would typically be challenged by, and present barriers to, the innovation vision
- Actively seeking out the views of parties that do not usually participate in the PSP process (for example, parties that may be affected by the innovation vision, or who may be critical to its success).



### OUTPUTS

**Technical reports and documentation** required to resolve and implement the PSP.



**SEE ALSO PRACTITIONER'S TOOLBOX: COMMONLY REQUIRED TECHNICAL REPORTS & EXAMPLE BRIEFS**

## PLAN PREPARATION:

# Place-based structure plan co-design

Through a collaborative co-design process, this stage focuses on creating a place-based structure plan to deliver on the vision and purpose established for the precinct.

As the PSP progresses through this stage, the place-based structure plan will undergo a process of refinement, review and validation before progressing to public exhibition. The plan will be supported by a draft PSP, ICP and other supporting documentation required to implement the place-based outcomes set out in the plan.

**The purpose of this stage is to:**

**COLLABORATE** on the preparation of the place-based structure plan, based on the vision, purpose and outcomes established in earlier stages

**RESOLVE** outstanding issues as far as possible prior to public exhibition

**UPDATE** Planning decisions based on the findings/ recommendations made by phase 2 technical studies

**Objective:** Work collaboratively with key stakeholders to develop, refine and validate the place-based structure plan.

**Opportunity:** Establish a whole-of-government position through a process of issue elimination, resolution and validation.

**Community engagement opportunity:** Identify opportunity for community validation of select place-based options/proposals to inform problem solving e.g. validation potential solutions to key place-based issues.

### PLACE-BASED STRUCTURE PLAN CO-DESIGN

Co-design the place-based structure plan

Issue escalation and resolution

Design review

Finalise draft PSP

Prepare infrastructure contributions plan

Agency validation of place-based plan & approach for unresolved issues

Board approval to exhibit

### OUTPUTS

**Draft place-based structure plan and PSP & ICP** that implement the Vision and Purpose for the precinct and represent a whole-of-government position for public exhibition and feedback on the plan.



## Plan preparation: Place-based structure plan co-design – key activities

### Co-design the place-based structure plan

Collaboratively draft the place-based structure plan at a workshop with key stakeholders; refining the location of land uses and key infrastructure, based on known opportunities and constraints identified during earlier phases.

### Issue elimination and resolution

Identify potential land-use conflicts and work with relevant stakeholders to identify solutions before the place-based structure plan is finalised. Escalate issues for resolution through agency stakeholders where required. As the planning authority, the VPA will determine the best 'on balance' resolution.

### Design review

VPA to review and test the draft place-based structure plan to ensure targets set out in the Guidelines are met, or where this is not the case, that any deviation/s from the targets are justified based on a net-community-benefit assessment.

### Finalise Draft PSP

VPA to finalise the draft PSP document and tools - ensuring the objectives, guidelines and requirements align with the place-based vision and purpose of the precinct. Internal VPA experts to validate the PSP and ensure best practice outcomes are met.

### Prepare Infrastructure Contributions Plan

Prepare and ICP based on allowable infrastructure items identified in the place-based structure plan and benchmark infrastructure costings.

See **Infrastructure Contributions Plan Guidelines** for more information.

### Agency validation

Agencies to review and validate elements of the draft place-based structure plan relevant to each agency's area of responsibility.

### Board approval to exhibit

VPA to submit the draft PSP, ICP and supporting documents to the Board for approval to proceed to exhibition.

## Steps

### PLACE-BASED STRUCTURE PLAN CO-DESIGN WORKSHOP

- Validate the outcomes of the pitching sessions and vision statement with key stakeholders.
- Compile the key findings of relevant technical studies, the spatial assessment, and directions of key policy and delivery authorities to inform outcomes for the place based plan.
- Workshop the conceptual place-based structure plans with key stakeholders to inform improvements to the plans and determine any key issues, conflicts or other opportunities.
- Seek targeted feedback from stakeholders involved in infrastructure delivery to identify and begin coordination of integrated infrastructure planning and delivery.
- Coordinate feedback and inputs from key stakeholders to further refine the plan and infrastructure requirements.
- Any additional information or actions required to further progress the PSP and to support coordination of key stakeholders should be identified and provided.

## Collaboration

Following drafting of the place-based structure plan, the community should have the opportunity to validate select, place-based features of the plan to inform decision-making in relation to the form and function of the new community. Input from community members around how the things that would benefit their day-to-day lives is most important.



### OUTPUTS

#### Workshops summary

identifying (preferably in plan-based format) the feedback from stakeholders and the proposed actions to respond to feedback that will inform drafting of the place-based structure plan.

## Steps

### DRAFT A PLACE-BASED STRUCTURE PLAN

- Ensure plans identify site features that will be retained and/or enhanced, including natural landscape features, waterway corridors, easements, biodiversity and heritage features.
- Incorporate contextualising landscape features (including those external to the PSP area) and consider how they will influence the arrangement of land uses within the PSP.
- Following the co-design process, draft a plan that implements the vision and purpose for the PSP and addresses each of the hallmarks of a 20-minute neighbourhood, using the principles and targets contained within Part 3 of the Guidelines as the basis for determining arrangement of land uses.
- Identify and provide rationale for any place-specific variations to the principles of targets provided in Part 3. Any variations must be justified with reference to the vision statement and objectives.
- Review the draft place-based structure plan for general consistency with any relevant framework plans.

### Analyse the draft place-based structure plan to:

- Confirm the approximate number of dwellings that can be developed within the PSP area based on the net developable area available
- Confirm the number of jobs that could be created in the precinct based on the net employment land available. This should be reconciled with the economic role and function of the employment area
- Identify what information is required to complete the preparation of the PSP document and core plan set.

### INNOVATION PATHWAY

- Include clear local infrastructure requirements to support their inclusion in the Infrastructure or Development Contributions Plans.
- Identify and draft the core plan-based features of the innovation vision. The plan may require a greater level of detail in order to demonstrate the key aspects of the vision.
- Identify and provide rationale for any departures from the principles and targets contained within Part 3, these departures. The rationale should link directly to the innovation vision, and how any variations will enable successful implementation of the vision.



### OUTPUTS

**Draft place-based structure plan** showing the land uses within the PSP including:

- networks of activity centres
- residential areas
- employment areas
- open space
- community facilities
- significant waterways and drainage corridors
- biodiversity areas or corridors
- strategic networks of arterial roads
- strategic pedestrian and cycle paths
- the Principal Public Transport Network (or similar) and local bus routes
- sensitive interfaces within or adjacent to the PSP area, and
- any place-specific initiatives, variations or innovations proposed to activate the vision for the PSP.

## Steps

### FINALISE DRAFT PSP

- Using the information and feedback gathered, update and finalise a draft of the place-based structure plan.
- Prepare a succinct set of place-specific objectives that implement the vision and purpose for the PSP.

**Note:** Objectives should not reiterate the general **objectives** of the 20-minute neighbourhood, as this is to be taken as a given for all PSPs. Objectives should only be articulated where they **offer distinct place-specific guidance** in response to the unique opportunities and constraints of the PSP.

- Prepare a suite of **tools** (plans, diagram, requirements, etc.) that demonstrate how the place-based structure plan meets or appropriately varies (having regard to the PSP vision and objectives) the principles and targets contained in Part 3 of the Guidelines (refer to the 'How to apply in a PSP' section of Part 3 for guidance).
- Prepare a **precinct infrastructure plan** that identifies infrastructure needs and the approach to coordinated delivery (including consideration of funding mechanisms, and delivery responsibility and timeframes).

### INNOVATION PATHWAY

Innovation Pathway PSPs that propose alternative infrastructure delivery models must provide sufficient detail about how the model will be successfully implemented through development.

Progressing a PSP through the innovation pathway may require exemption from some local planning provisions or engineering standards, which will generally require support from the planning authority, responsible authority, major landowners and, in some cases, the Minister for Planning.

Refer to page 8 of the Guidelines – The Planning Hierarchy – for more information about the role of PSPs in relation to other parts of the planning system. This should be considered at all stages of the PSP preparation process.



### OUTPUTS

A **draft PSP document** identifying how the precinct is expected to be developed, using a tailored set of PSP tools that will give expression to, and implement, the innovation vision.



**SEE ALSO PRACTITIONER'S TOOLBOX: COMPACT PSP TEMPLATE AND STANDARD DEVELOPMENT GUIDELINES**

## Steps

### PREPARE AN INFRASTRUCTURE FUNDING MECHANISM

- Prepare an **infrastructure contributions plan** (ICP) for allowable items nominated in the Precinct Infrastructure Plan (from Phase 4).

### INNOVATION PATHWAY

- Innovation Pathway PSPs may be approved via an alternative amendment pathway e.g. Section 20(4) or 20(5) Amendment and may include other agreements e.g. Section 173 agreements or contractual agreements. A Section 96A planning permit may also be prepared simultaneously with the amendment package.

A **supplementary ICP** may be required to fund 'non-standard' infrastructure or costs.

Where a supplementary ICP may be required, the planning authority must first establish that the criteria specified in the **Ministerial Direction** are met.

To do this, the planning authority may prepare designs and cost estimates to determine whether the required infrastructure can be funded by the standard levy or whether a supplementary levy is required. Where possible, designs and costs should be based on the benchmark infrastructure costs.



### OUTPUTS

An **infrastructure contributions plan** identifying a shared funding mechanism for allowable infrastructure items – e.g., community and recreation infrastructure, transport infrastructure and some public purpose land.



**SEE ALSO PRACTITIONER'S TOOLBOX: URBAN GROWTH ZONE AND APPLIED ZONES PRACTICE NOTE**



**SEE ALSO PRACTITIONER'S TOOLBOX: ICP GUIDELINES**

## Steps

### AGENCY VALIDATION

- Provide the draft place-based structure plan and any objectives, requirements or guidelines relevant to each agency for validation.
- Escalate and seek resolution to key unresolved issues within relevant agencies.
- Sign-off and escalate any unresolved issues for Ministerial decision on outcomes.
- Sign-off and identify any remaining unresolved issues for Panel consideration.

**Note:** Where any key infrastructure delivery partner objects to the preliminary place-based structure plan, the necessary conflict management approach determined in Phase 2 should be implemented before proceeding to the next phase.



### OUTPUTS

A **statement of endorsement** from key infrastructure delivery partners identifying that the relevant stakeholders fully/partially support the draft place-based structure plan and PSP, and notes any areas of disagreement with the draft place-based structure plan and PSP.



**SEE ALSO PRACTITIONER'S TOOLBOX: COMPACT PSP TEMPLATE**

## Steps

### PREPARE A DRAFT PLANNING SCHEME AMENDMENT PACKAGE

- Identify the most appropriate planning tools for implementing the PSP and ICP through the Planning Scheme and prepare a planning scheme amendment package.

**Note:** While PSPs are usually an incorporated plan (implemented via a schedule to the Urban Growth Zone), planning scheme amendment packages typically include:

- Precinct structure plan
- Infrastructure contributions plan
- New schedule to the Urban Growth Zone (e.g. UGZ5)
- New schedule to the Infrastructure Contributions Overlay (e.g. ICO5)
- Amendments to other existing zones (e.g. Special Use Zone) and/or overlays (e.g. Heritage Overlay)
- New or amended planning scheme maps
- Amendments to general provisions
- Explanatory report
- Instruction sheet.

## Collaboration

**During this phase, stakeholder engagement is intended to fine-tune the detailed components of the PSP requirements and guidance.**

This can occur before and/or as part of the engagement process required for incorporating a planning scheme amendment.

Stakeholder coordination is intended to support the development of integrated design responses to the planning and delivery of infrastructure required to support development of the strategic area.



### OUTPUTS

A **planning scheme amendment package** that includes the relevant material required to implement the PSP.



## PUBLIC ENGAGEMENT:

# Landowner & community plan validation

This stage enables stakeholders to make a submission to the VPA in relation to the PSP or supporting documentation, and if necessary, be heard at a Planning Panel hearing.

The purpose of this phase is to:

- Test the draft PSP with stakeholders and enable submissions to be made in relation to any outstanding issues
- Have outstanding issues heard by an independent Planning Panel.

## Collaboration

During this phase, stakeholder engagement is intended to:

- Identify the best implementation mechanisms to support the consistent implementation of the PSP and a streamlined process for development
- Collaboratively agree on the preferred framework for monitoring development of the PSP against agreed performance indicators.

### LANDOWNER & COMMUNITY PLAN VALIDATION

Agency notification of intent to exhibit draft PSP

Targeted community engagement

Consider submissions

Targeted issue escalation and resolution

Panel hearing

### OUTPUTS

A final PSP, ICP and supporting documentation.

## Steps

### AGENCY NOTIFICATION OF INTENT TO EXHIBIT DRAFT PSP

- Give notice to agencies of the intent and timing to publicly exhibit the PSP
- Outline where the planning authority has made a balanced judgment in conflict with an agencies desired outcomes to support a net community benefit, including which matters can be supported by the independent Planning Panel's consideration and recommendations.

### TARGETED COMMUNITY ENGAGEMENT – FORMAL EXHIBITION OF AMENDMENT

- Undertake community engagement, appropriate to the scale and complexity of the project, and seek landowner and community validation – and submissions where required – of the draft plan via formal exhibition requirements under the *Planning and Environment Act 1987*
- Consider and resolve issues in consultation with submitters, council and any other relevant agencies or stakeholders; escalate issue resolution where necessary. Confirm agreed resolutions with submitters
- Convene informal expert conclaves on unresolved issues where appropriate (for example, in relation to drainage or other technical issues)
- Formally respond to submitters on the planning authorities' position in relation to the submission to support their opportunity to appeal.

## Steps

### PLANNING PANEL HEARING

- Confirm Directions Hearing and main Hearing dates well in advance so all parties are aware of these dates
- Make a formal request to Planning Panels Victoria to convene a Panel and refer submission to the Panel
- Prepare for the Directions Hearing, by confirming outstanding issues and any procedural issues to be addressed and any expert witnesses
- Commission preparation of any expert witness statements necessary to inform the resolution of outstanding issues
- Prepare documents and other resources as directed by the Panel, which may include a revised PSP, plans and amendment document with the proposed post-exhibition changes and circulate these early in the Panel process
- Convene any conclaves or other conferences, as directed by Panel, to establish agreed outcomes on technical issues
- Prepare submission to Panel, detailing agreed resolutions, outstanding issues and the VPA's position on these points
- Prepare and present a closing statement responding to outstanding issues and any issues raised by the Panel.

## Collaboration

During the formal exhibition period, anyone is able to make a submission to the VPA relating to the PSP or supporting documentation.



### OUTPUTS

A **documented list of agreed changes** to the amendment package to inform submission to the Panel.



### OUTPUTS

A **planning panel report** with recommendations.

# Finalisation

**Finalise the place-based structure plan, PSP and other amendment documents with regard to recommendations made in the Panel report.**

Seek Ministerial approval of the PSP and ICP through DELWP, justifying any deviations from recommendations made by the Panel and/or any changes to the document made subsequent to the Panel Hearing.

## FINALISATION

Finalise the PSP and ICP

Board adoption

DELWP coordinates  
ministerial approval of  
PSP & ICP

Minister's approval



