

Department of Planning and Environment

dpie.nsw.gov.au



Governance and Probity Plan: Aerotropolis Technical Assurance Panel

Western Sydney Aerotropolis Master Planning

August 2022





Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Dharug Traditional Custodians of the land on which the Aerotropolis is located, 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.

Published by NSW Department of Planning and Environment

dpie.nsw.gov.au

Governance and Probity Plan: Aerotropolis Technical Assurance Panel

First published: August 2022

Department reference number: SF22/59915

Copyright and disclaimer

© State of New South Wales through Department of Planning and Environment 2022. Information contained in this publication is based on knowledge and understanding at the time of writing, June 2022, and is subject to change. For more information, please visit dpie.nsw.gov.au/copyright

TMP-MC-R-DC-V1.2

Contents

Introduction	4
Purpose of this document	4
Related documents.....	4
Aerotropolis Technical Assurance Panel	4
Probity in practice	8
Probity fundamentals	8
Key probity risks.....	8
Maintaining accountability and transparency.....	9
Monitoring and reporting probity issues	10
Amendment	10
Governance	11
Roles and Responsibilities	11
Costs to cover the assurance panel.....	15
Procedures	15
Glossary	20

Introduction

Purpose of this document

This Governance and Probity Plan (Plan) has been prepared by the Department of Planning and Environment (the Department), as the government organisation responsible for establishing an independent Technical Assurance Panel (TAP).

This Plan applies to all participants in the TAP process. It will guide an open, transparent and accountable planning process that meets Government objectives to support population growth, job creation, infrastructure delivery and service provision in the public interest. This Plan sets out the governance arrangements and the procedures to promote the integrity of the process. Specifically, the Plan outlines:

- the probity arrangements and expectations for the TAP,
- the roles, responsibilities and expectations of each participant within the TAP, and
- the procedures for the TAP.

This Plan should be read in conjunction with the Guidelines for Preparing a Master Plan and the Supplementary Guidance, available on the [DPE website](#).

Related documents

The key documents guiding the process are:

- State Environmental Planning Policy (Precincts – Western Parkland City) 2021
- Western Sydney Aerotropolis Plan 2020,
- Western Sydney Aerotropolis Precinct Plan,
- Western Sydney Aerotropolis Development Control Plan,
- Guideline to Master Planning in the Western Sydney Aerotropolis,
- Supplementary Guidance: Aerotropolis Technical Assurance Panel, and
- Governance and Probity Plan: Aerotropolis Technical Assurance Panel (this document).

Aerotropolis Technical Assurance Panel

Purpose of the TAP

The Aerotropolis TAP is an independent advisory panel established by the Department to oversee and guide the preparation of any master plan within the Aerotropolis as identified in Clause 4.41 of Part 4.7 of the *State Environmental Planning Policy (Precincts – Western Parkland City) 2021* (WPC SEPP). The TAP involves a collaborative and co-design process to ensure any master plan aligns with the vision and intended outcomes for development in the Aerotropolis. Further, the TAP aims to

involve state and local government authorities upfront in the planning process, to enable the holistic resolution of concerns and issues prior to statutory planning processes commencing.

Technical Assurance Panel within the master planning process

The TAP process occurs at Stage 3 of the master plan process for the Aerotropolis and includes co-design when required, and collaboration between the proponent and the TAP (refer **Figure 1**). The TAP collaboration includes at least 3 phases as shown in **Table 1** below.

Table 1 | Key phases of TAP collaboration

Phase	Description
<p>Phase 1 – Master plan preparation meeting</p>	<p>The master plan preparation meeting is an initial meeting with the TAP which provides the proponent the opportunity to present a draft master plan that identifies how the Department issued Master Plan requirements will be addressed and raise any issues or questions that require TAP guidance or technical input. Phase 1 also includes the preparation of a Milestone Agreement by the TAP and endorsed by the Chair. The number and frequency of meetings to be carried out in Phase 2 will be determined, as part of the Milestone Agreement on a project specific basis with the TAP and proponent. The Milestone Agreement will also include a detailed fee schedule specific to that application.</p>
<p>Phase 2 – Master plan co-design process</p>	<p>After the master plan preparation meeting and issuing of a Milestone Agreement, the proponent will collaborate with the TAP in order to address specific matters as required by the master plan requirements and issues that arise during discussion with the TAP.</p> <p>This may involve a series of iterative and collaborative design processes and meetings with the TAP and/or working groups as required to formulate the master plan elements and ensure a resolved and progressed master plan application. The collaboration and co-design guidance from the TAP will guide the proponent throughout the active master plan drafting stage.</p> <p>The TAP will undertake a design review and advise if, in the opinion of the TAP, whether design excellence standards are likely to be met by part of, or all the future development subject to the master plan that would satisfy Division 2 of Part 4.7 of the WPC SEPP.</p> <p>In order for any design excellence exemption to be granted, the master plan would be required to be assessed by the Development Assessment division of the Department and approved against Division 2 of Part 4.7 of the WPC SEPP at the assessment stage.</p> <p>The proponent must consider all feedback from the TAP during the co-design process in preparing the draft master plan, noting that the proponent has the right to disagree with the TAP, but this should be justified.</p>

Phase	Description
<p>Phase 3 – Draft master plan meeting and TAP advice</p>	<p>Prior to the draft master plan meeting, the proponent must submit the draft master plan to the TAP for formal review and feedback. This should include complying development controls (where relevant).</p> <p>If the draft master plan is deemed satisfactory for lodgement by the TAP, they will prepare written advice to the Department.</p> <p>Advice from the TAP must be received before the proposal progresses to Stage 4 - Exhibition (refer Figure 1).</p> <p>The TAP advice to the Department will:</p> <ul style="list-style-type: none"> • Include a recommendation confirming whether the draft master plan meets the expectations of the TAP, • List any key issues identified in the collaboration sessions and outline the TAP's position and recommendations, and • Document the proponent's participation with the TAP.

Aerotropolis master planning process

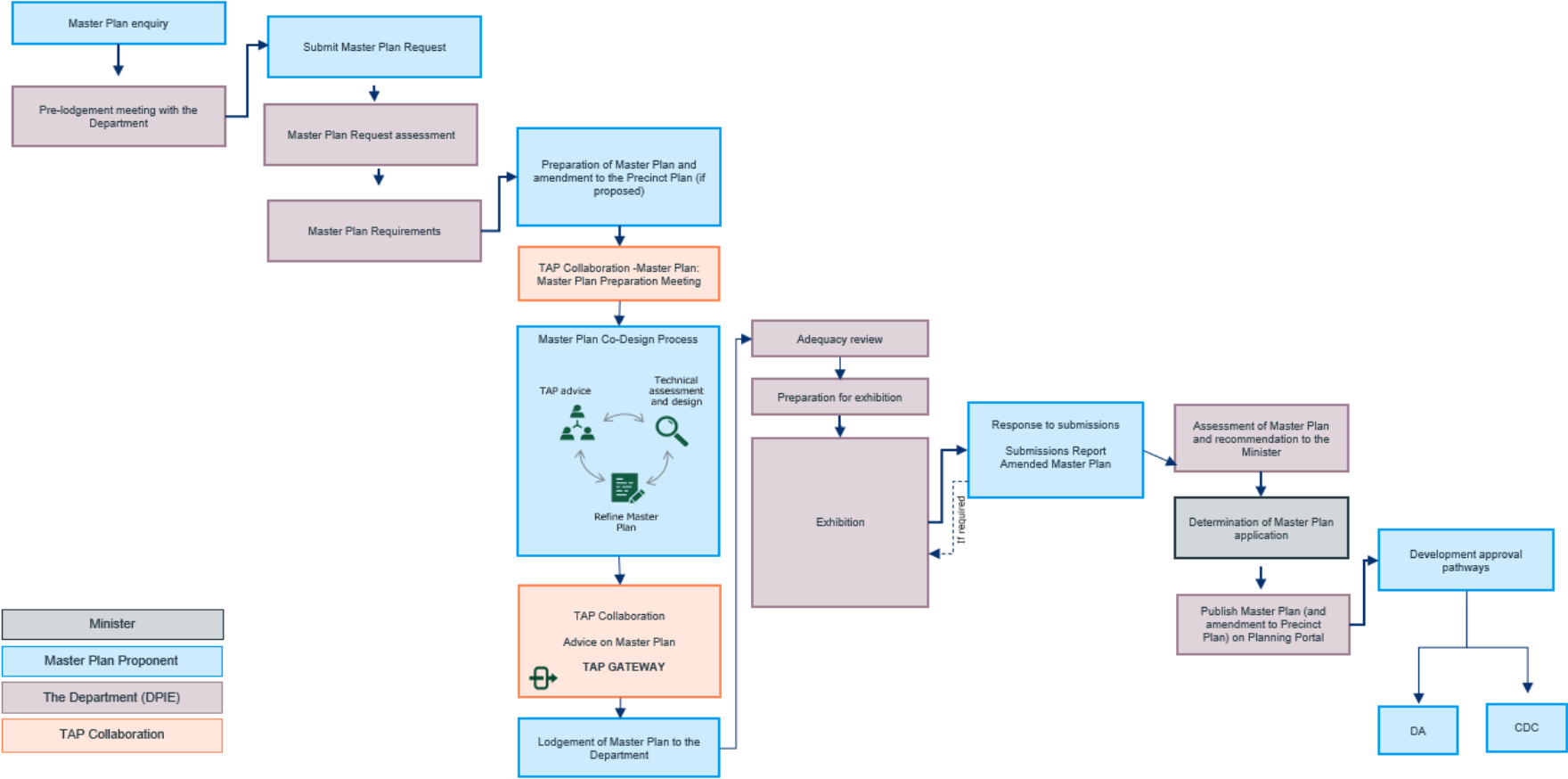


Figure 1 | Master planning process for the Aerotropolis

Source: Master Plan Guidelines

Probity in practice

To ensure the integrity of the process, it is important that the roles of all involved are clearly understood. TAP participants and proponents must familiarise themselves with the *Guidelines for Preparing a Master Plan, Supplementary Guidance* and the 'Roles and Responsibilities' section within this document. These documents outline the roles and responsibilities in relation to the TAP process.

Probity fundamentals

The operation of the TAP must be conducted in a manner that satisfies the “probity fundamentals” as stated in the NSW Independent Commission Against Corruption (ICAC) document *Probity and Probity Advising – Guidelines for Managing Public Sector Projects (2005)*. These guidelines and this Plan are intended to assist those involved in the TAP to observe and practice appropriate standards of probity.

These probity fundamentals are:

- Obtaining value for money,
- Maintain impartiality,
- Managing any actual or perceived conflicts of interest,
- Maintaining accountability and transparency, and
- Maintaining confidentiality.

All TAP participants' respective organisations codes of conduct define conflict of interests, which govern how officials are to manage such conflicts. Nothing in this Plan overrides TAP members obligation to comply with their respective organisations code of conduct.

TAP participants are personally responsible for identifying, assessing, declaring and actively managing any conflicts of interest (including actual, reasonably perceived or potential conflicts) that arise in the course of their work. In addition, TAP participants must ensure that the independent Chair is aware of any declared conflicts of interest, who implements any necessary actions to manage the declared conflicts.

Key probity risks

Various probity risks may occur during the TAP process. Some of these are common probity risks that are inherent in any government project or transactions. Others are project-specific risks.

Examples of project specific probity risks include:

- Inconsistent consideration or treatment of information received from the proponent,
- Stakeholders unhappy with the process leading to claims of bias, lack of impartiality or unfair advantage,

- The Departments potentially conflicting roles as the TAP Secretariat, strategic assessors and as the consent authority, and
- Western Parkland City Authority's potentially conflicting roles as a core member of the TAP and a proponent for master planning.

The procedures section of this Plan provides detailed guidance and controls for addressing the probity risks above.

Maintaining accountability and transparency

The Department is committed to an open, transparent and accountable process that meets Government objectives to support economic and population growth, that is in the public interest. To achieve this, the following measures will be undertaken:

- TAP meetings will be documented and identify information that is confidential and/or to be communicated to the proponent,
- All interactions will be documented and recorded in the Department's record system,
- Minutes of TAP meetings will be published on the Planning Portal and made publicly accessible, and
- Any studies or supporting information required to accompany the proposal will be procured by the proponent.

The TAP participants have a responsibility to ensure that their personal behaviour does not adversely impact on the integrity of the assurance panel process. Each participant is to:

- Act in accordance with this Plan and other approved plans guiding the process and their role,
- Avoid and declare conflicts of interest,
- Maintain the confidentiality of confidential information,
- Always act in a professional manner,
- Not to offer, seek or accept any gifts, hospitality or other benefits that may or may be perceived to, affect the integrity of the process, and declare any offers,
- Not to make public comments without authorisation,
- Not discuss matters with the media if approached by the media (see separate *Media enquiries* section below),
- Behave impartially, honestly and fairly,
- Report immediately any breaches of this Plan or other probity concerns to the Independent Chair and/or Probity Advisor immediately, and
- Maintain appropriate records of decision-making.

Monitoring and reporting probity issues

TAP participants and the Secretariat are responsible for the day-to-day management of any probity matters and obligations that arise during their work. TAP participants must refer any probity concerns to the independent Chair and/or Probity Advisor for review and resolution.

The Independent Chair may also raise the matter with the Department's Corporate Governance branch, for advice.

In providing secretariat services, the Department will be responsible for maintaining a register of conflicts of interest declarations, which will be a standing agenda item for TAP meetings and any other meetings held between the Department and proponents.

Amendment

The Independent Chair can approve any amendment to this Plan with the reasons for amendment clearly documented, published and provided to all TAP participants.

Governance

Roles and Responsibilities

Membership of the Technical Assurance Panel

The TAP is made up of core members with additional members requested as required for technical input. The TAP will be led by an Independent Chair appointed by the Department.

The core membership of the TAP will consist of representatives from the following agencies and councils:

- Western Parkland City Authority,
- Department of Planning and Environment,
- Transport for NSW (including Sydney Metro if within 1.2km of a Metro station),
- Sydney Water,
- Council/s (either Liverpool Council, Penrith Council or both), and
- An accredited urban designer selected from the NSW State Design Review Panel.

Other representatives invited to attend the TAP, as required, include:

- Local Aboriginal community representative/s (including Traditional Custodians, knowledge holders and LALCs),
- Department of Planning and Environment representatives in areas of:
 - Environment and Heritage,
 - Industry and Resources, and
 - Environment Protectional Authority.
- Government Architect NSW,
- Jemena,
- Endeavour Energy,
- Heritage NSW,
- Western Sydney Airport,
- TransGrid,
- Department of Education,
- NSW Health, and
- Additional technical specialists, as deemed appropriate by the Independent Chair.

Departmental representatives responsible for the assessment of the master plan may also be invited to the TAP as observers.

A probity advisor will form part of the TAP. The probity advisor will attend meetings as required, to ensure the integrity of the TAP and the master planning process.

Secretariat support to the TAP will be provided by the Department. Depending on the complexity of the master plan, the Department may appoint a project manager to assist the Independent Chair and Secretariat.

Role of the Technical Assurance Panel

The TAP guides the required studies, scope, milestones and deliverables for the development of a proposed master plan. The key role of the TAP is to guide the delivery of a master plan that reflects the desired vision and objectives for development within the Western Sydney Aerotropolis. To achieve this, the TAP must work collaboratively with the proponent to:

- identify and resolve key technical matters of concern; and
- develop a complying development pathway for future development of the master plan sites that meets all necessary development criteria, standards and risk mitigation solutions.

When required, the TAP will coordinate state agency requirements and responses through a co-design and collaborative process with the proponent. The co-design process supports iterative development of the master plan including assessment of the individual state agency requirements. The TAP will also provide guidance on urban and architectural design excellence and delivery of design principles of the Aerotropolis Precinct Plan.

The TAP will prepare formal advice and recommendations at each prescribed milestone (as per the Milestone Agreement). This will enable the master plan to progress and inform the review and assessment of the master plan by the Department.

Role of the Technical Assurance Panel Independent Chair

The primary role of the Independent Chair is to, facilitate meetings, liaise with panel members and the Secretariat in relation to correspondence to the proponent; and to ensure that that TAP performs its functions.

The Independent Chair has the authority to make changes to membership and will endorse all advice to the proponent on behalf of the TAP. The Independent Chair is also responsible for endorsing all meeting minutes, negotiating outstanding agency and council submissions and resolving key matters including probity issues.

Role of the proponent

The proponent is responsible for the project management and funding of the preparation of the master plan; preparation and lodgement of any supporting technical studies and other documents required by the TAP; and the preparation of the deliverables identified in the master plan requirements and milestone agreements. The proponent will need to address the feedback of the TAP and submit or present key deliverables for review of the TAP, in order for the proposal to progress through the master planning stages. The proponent, or person nominated by the proponent, will be the primary contact throughout the master planning process and will be required to present to the TAP and correspond with the Secretariat.

Role of the Department

The Department has an established statutory role under the *Environment Planning and Assessment Act 1979* (EP&A Act) in relation to plan-making and the assessment of State Significant Development. The Department's role in relation to those functions remains independent to the TAP panel process.

Various teams within the Department will perform a number of roles associated with master planning, the TAP process and development assessment of the master plans. The Department will implement internal probity arrangements to ensure appropriate separation of the roles outlined below.

Planning and Land Use Strategy division

The Planning and Land Use Strategy division will be responsible for the following functions:

- Secretariat services relating to the overall assurance process, bringing relevant parties together. This includes any organisation of meetings, other administrative work, and record keeping.
- Strategic assessment of a master plan request prior to issuing master plan requirements, including an adequacy review and assessment against the established strategic planning framework. This may include meetings with the proponent to understand the request and consultation with agencies and councils to assist with drafting the master plan requirements.
- Preparation and finalisation of amendments to the Aerotropolis Precinct Plan and/or WPC SEPP (where needed).
- Provision of planning advice and support to the Department's representative on the TAP.

Development Assessment division

The Development Assessment division of the Department will be responsible for:

- Undertaking the assessment of the draft master plan and providing a recommendation for determination to the Minister (or delegate) under Part 4 of the EP&A Act.

Attendance at TAP meetings

Should attendance of any Department staff (other than the Secretariat) be required at a TAP meeting, this shall be requested by the Independent Chair in writing to the Secretariat. Any staff member required to attend a TAP meeting shall complete a Confidentiality Declaration, and Conflict of Interest Declaration form prior to attendance at any meeting. The purpose of attendance at any TAP meeting shall be generally for observation purposes, with the ability to respond to questions raised by the TAP if considered appropriate by the Independent Chair.

Role of Council

Nomination of Membership to the TAP

Council is required to acknowledge and accept this Probity Plan as part of the TAP process and nominate an appropriate representative (usually an Executive Director or above) to sit as a member on the TAP. It is noted that the representative from Council must have the authority to provide in

principle support or sign off on matters raised in the formal TAP process (specifically matters discussed within TAP meetings and resultant meeting minutes),

When the master plan request is received

Council is consulted from the beginning of the process, that is, when a master plan request is received. If the request is accepted by the Department and the proponent is granted permission to be a master planner, council is asked to provide feedback on the request and comment on the draft master plan requirements.

During the TAP process

It is the responsibility of the nominated council representative to engage with different parts of their organisation to ensure any concerns or issues are captured and addressed within the TAP process as far as possible, prior to the lodgement of the masterplan for assessment. The council representative is responsible for raising these issues and providing comments on behalf of their organisation to the TAP in a consolidated manner.

Lodgement of a Draft master plan

Once a draft master plan is lodged council may raise new issues within the formal consultation process of the master plan assessment, which were not captured in the TAP process. The proponent will be required to address these issues as part of the assessment process.

Role of Agencies

Nomination of Membership to the TAP

Agencies are required to acknowledge and accept this Probity Plan as part of the TAP process and nominate a representative to sit as a member of the TAP.

The Agency representative must be at Executive Director level or higher, to enable decision making on behalf of the agency within the formal TAP processes to occur in an effective and timely manner.

When the master plan request is received

Agencies are consulted from the beginning of the process, that is, when a master plan request is received. If the request is accepted by the Department and the proponent is granted permission to be a master planner, agencies are asked to provide feedback on the request and comment on the draft master plan requirements.

During the TAP process

Agencies represented on the TAP have an opportunity to identify their key concerns upfront before the statutory process is commenced. This enables the proponent to accommodate and address agency concerns.

It is the responsibility of the nominated agency representative to engage with different parts of their organisation to ensure any concerns or issues are captured and addressed within the TAP process as far as possible, prior to the lodgement of the master plan for assessment. The agency representative is responsible for raising these issues and providing comments on behalf of their organisation to the TAP in a consolidated manner.

Lodgement of a Draft master plan

Once a draft master plan is lodged agencies may raise new issues within the consultation process of the master plan assessment which were not captured in the TAP process. The proponent will be required to address these issues as part of the assessment process.

Role of the Probity Advisor

A probity advisor will be a key observer of the TAP process for each master plan. The role of the Probity Advisor is to provide guidance and advice to the Independent Chair on how probity issues should be addressed, particularly any conflicts of interests or breaches of probity. The Probity Advisor may also assist in anticipating problems and advising on courses of action to be taken.

The Probity Advisor may attend TAP meetings as agreed with the Chair and will have access to all TAP documentation and minutes. The Probity Advisor will provide a probity report to the Independent Chair and the Department at the time of lodgement of a draft Master Plan which will document the process followed and confirm compliance with the Governance and Probity Plan.

Costs to cover the assurance panel

The proponent will be required to provide funding to cover the costs associated with the TAP. The TAP fees are separate to the master plan lodgement and precinct plan amendment fees.

Details regarding the maximum fees for the master planning assessment and TAP process are available on the Department's [website](#). The Department will use these fees to support the resourcing of the TAP (including the probity advisor) and cover council costs. Some agency costs may also be covered.

Procedures

Meeting procedures

Meeting minutes

- Minutes of all meetings inside and outside of the formal TAP process will be taken.
- The Secretariat is responsible for taking, distributing, finalising and publishing the minutes, and recording them in the Department's record keeping system.
- The minutes must include action items and timeframes for actions to be completed. The Independent Chair will endorse the minutes. The Department will publish the endorsed minutes on the NSW Planning Portal.
- The endorsed meeting minutes must be distributed to all TAP members.

Meetings in the formal TAP process

- The TAP will be chaired by an Independent Chair, as appointed by the Department.

- Meetings will be scheduled in line with the endorsed milestone agreement for each individual master plan request. Meetings will be arranged by the Secretariat approximately one month prior to the meeting.
- All meetings are anticipated to be held in-person at 4 Parramatta Square, with the option for participants to join electronically using Microsoft Teams.
- The proponent is responsible for providing all technical studies and other required information to the Department for distribution to TAP members at least 14 days prior to the meeting.
- The Secretariat will aim to distribute the agenda and any business papers at least 7 days prior to each meeting.
- If a meeting needs to be cancelled or re-scheduled for any reason, the Secretariat will notify invitees and advise of the next meeting.
- Each TAP member or other meeting attendee will be required to submit a conflict-of-interest declaration form at least three (3) days prior to each meeting. The Independent Chair will review these prior to each meeting, and may request the member to step down, for a nominated period of time. This request to step down must be in writing from the Chair to the Panel Member, detailing any relevant timeframes associated with this request.
- Should a TAP member or other meeting attendee declare a conflict of interest on the day of the meeting, or during the meeting, the Independent Chair will review this on the day of the meeting or time of declaration; and may request the member to step down for a nominated period of time.

Meetings outside the formal TAP process

- The Independent Chair may request meetings with agencies, Council or other members of the TAP outside of the formal TAP process. Meetings will be organised by the Secretariat approximately 14 days prior to the meeting.
- The Secretariat must be present at all meetings outside of the formal TAP process.

Decision making

Decision making in the TAP process

- Decisions of the TAP will be made by consensus.
- Any decision made by the TAP must be accompanied by written reasons for the decision from the Independent Chair.
- No decisions can be made during meetings/discussions outside of the formal TAP meetings.
- Where a preliminary agreement may occur from a meeting outside of the formal TAP milestone meetings, the Independent Chair must provide written reasons for the agreement and provide this to the Department. The written reasons for an agreement must also be provided to all members of the TAP at least 7 days prior to the next formal TAP meetings for discussion and endorsement.

Decision making where a consensus cannot be reached

- Where a consensus cannot be reached within the TAP, the Independent Chair will have the deciding vote.
- The decision of each Panel member must be recorded where a consensus cannot be reached, and this must be included in the minutes.
- The Independent Chair must consider the type and scale of the issue, supporting technical analysis and submissions from agencies and provide written reasons for the decision. The Independent Chair may also seek additional technical analysis to be undertaken to support a decision or may hold meetings with agencies outside of the formal TAP process, in order to reach their decision. This may result in the delay or finalisation and publishing of meeting minutes.

Decision making where there is an outstanding agency/council objection or submission

- In the circumstance that an agency/agencies objects or a submission remains unresolved within the TAP process, the Independent Chair must collaborate with the Department representative to consult with the proponent, agency and council/s.
- Advice may also be sought from technical experts (from the Department or external) if necessary, to negotiate an outcome with all parties.
- The Independent Chair must also consider the role of the agency/agencies and council/s, the subject of their submission/objection, the technical weight behind the submission/objection and any established policy positions guiding their submission/objection.
- If negotiation with both parties is unsuccessful, the Independent Chair is to provide an informed decision on whether the submission/objection is adopted or not within the master plan.

Correspondence

- Any correspondence from the proponent to the TAP or individual TAP members must be addressed to the Independent Chair and sent through the Secretariat, within the Planning and Land Use Strategy division of the Department at Aerotropolis.TAPChair@dpie.nsw.gov.au
- Any correspondence to the proponent representing the views of the TAP must be endorsed by the Chair.
- Any correspondence from an individual TAP member to the proponent must be sent through the Secretariat, with the Independent Chair and TAP member copied into the correspondence.
- The TAP will aim to respond to any correspondence from the proponent within 7 days of receipt.

Record and files

- It is the responsibility of the Department to ensure compliance with the *State Records Act 1988 (SR Act)* and the *Government Information (Public Access) Act 2009 (GIPA Act)*. If a GIPA

request is received, this must be sent to the Independent Chair and the Department will collate a response to the Request.

Submission of files for the TAP co-design process

- The proponent is to submit any relevant documents and files to the Department for distribution to the Independent Chair and TAP members via Aerotropolis.TAPChair@dpie.nsw.gov.au.

The proponent may choose to store and share these documents in a cloud-based server, for example Drop Box or OneDrive.

Storing of records and files

- The Department will store all correspondence and documentation related to each TAP process within HPE Content Manager.
- Any documentation relating to the TAP process will be sealed and only available for access by the Independent Chair, Secretariat and relevant staff of the Planning and Land Use Strategy division.

Conflicts of interest

- Conflicts of interest must be declared at the beginning of the TAP process and 3 days prior to each meeting via the conflict-of-interest form. Forms will be issued by the Secretariat prior to each meeting and available in electronic (PDF and online) and hard copy formats.
- If a conflict of interest is known prior to a meeting, the representative shall advise the Independent Chair through the Secretariat, and where possible nominate another representative from that organisation to attend.
- Any conflicts of interest which arise during the TAP process will be reviewed individually by the Probity Advisor. The Probity Advisor will provide detailed advice to the Independent Chair to ensure that the perceived or actual conflict of interest can be appropriately addressed or mitigated.
- Where a landowner or proponent for a master plan is a member of the TAP, they will be required to declare an interest, and they will not be able to sit on the TAP as part of that project, as determined by the Independent Chair.

Maintaining confidentiality

- Maintaining confidentiality is fundamental to probity and is the responsibility of each TAP participant with access to confidential information.
- TAP participants must ensure the control and security of confidential documents in their possession. Where practicable, and for particularly sensitive information, hand delivery, registered post or couriers should be considered. Documents are to be securely packaged and marked “confidential”.
- All members of the TAP as well as other participants and invited experts will be requested to sign the confidentiality and conflict of interest agreement at Appendix B. The Department will record copies of signed agreements.

Media enquiries

If any individual TAP member is contacted by the media regarding the process or proposal, they shall not make any comment. The member must notify (in writing) the Independent Chair, the Department Secretariat, and the respective organisation's staff responsible for responding to media queries.

The Independent Chair and the respective organisation's staff responsible for responding to media queries must be consulted before any response is issued. The Department will maintain records of all responses to the media in relation to the process and proposal.

Glossary

Term	Definition
Development Assessment division	A division of the Planning Group of the Department of Planning and Environment.
EP&A Act	The Environmental Planning and Assessment Act 1979.
Milestone Agreement	A program for the development and finalisation of a master plan in the form of a Milestone Agreement. Key milestones, number of additional collaboration workshops and associated deliverables will be agreed along with the scope of works for required technical studies. A Milestone Agreement will bind the proponent and the TAP to the agreed program.
Planning and Land Use Strategy division	A division of the Planning Group of the Department of Planning and Environment.
Probity Advisor	Refers to the Probity Advisor appointed by the Department of Planning and Environment to provide probity advice to the Independent Chair and Department.
Secretariat	Staff from the Planning and Land Use Strategy division of the Department providing secretariat services to the Technical Assurance Panel and Aerotropolis master plan process.
TAP	Refers to the Technical Assurance Panel.
The Council	Refers to Liverpool City Council and/or Penrith City Council.
The Department	Refers to the NSW Department of Planning and Environment.
The Independent Chair	Refers to the Independent Chair of the Technical Assurance Panel. The Chair has been appointment to act independent of the Department of Planning and Environment.
TAP Members	Refers to the Independent Chair, core members of the panel and other representatives (as per page 11-12).
TAP Participants	Refers to TAP members, observers, the proponent, and the Secretariat.
The Proponent	Refers to the applicant of the master plan request subject to the Technical Assurance Panel process.
The Proposal	Refers the request to undertake a master plan for subject sites.

Term	Definition
WPC SEPP	Refers to the State Environmental Planning Policy (Precincts – Western Parkland City) 2021.