

**APPLICATION FOR ASSESSMENT
OF A LOCAL INFRASTRUCTURE
CONTRIBUTIONS PLAN**

**CONTRIBUTIONS PLAN NO.15 – BOX HILL
PRECINCT**



Application Form

March 2025

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Instructions

Section 7.11 of the Environmental Planning and Assessment Act 1979 allows councils to levy contributions towards the cost of providing local infrastructure. Contributions plans set out the local infrastructure required to meet the demand from new development, and the contributions a council can levy on developers to fund the essential land and works.

IPART assesses contributions plans that propose contributions above \$30,000 per lot or dwelling in identified greenfield areas and \$20,000 per dwelling in other areas.



Who should fill out this application form?

This form is for NSW councils that are submitting a local infrastructure contributions plan to IPART for assessment. A separate application must be submitted for each contributions plan.

Councils are encouraged to discuss information requirements or other queries relating to the contributions plan assessment process with IPART prior to submitting an application.

Call IPART on **02 9290 8400** to speak to the Local Government Contributions Plan Team.



How should a council submit an application?

Councils should complete this Application Form and submit it to IPART, along with the contributions plan and all relevant supporting documentation (see Checklist in section 5). We prefer all information is submitted electronically to:
localgovernment@ipart.nsw.gov.au.

We can provide applicant councils with access to our cloud-based file management system to submit large files. When submitting information please clearly label any information that is commercial-in-confidence and not suitable for publishing.

How to complete this application?



IPART assesses whether the contributions plan meets the criteria set out in the Department of Planning, Industry and Environment's (DPIE) Local Infrastructure Contributions Practice Note, January 2019 (the Practice Note).

This application form is structured around the criteria we assess and prompts councils for information to support their application.

Please provide answers to all relevant questions. Your responses to the questions in this application form will help us understand how the plan, including the proposed cost of land and works, has been prepared. Comprehensive applications save councils time in the long run as they reduce the number of requests for information we need to send during our assessment. Please contact us before submitting an application and we can provide examples of strong applications.

When preparing your application, please note:

- ▼ Where your response to a question relies on information that is clearly outlined in a supporting document.
- ▼ That any referenced reports and documents must be submitted with an application.



What other information is available?

Please refer to IPART's website [Local Infrastructure Contributions Plans](#) for further information on our assessment process, including current and completed assessments. The website also has resources that may assist in contributions planning and includes the current Practice Note and IPART Fact Sheet and Information Papers, and current and completed assessments. There is an index of these resources in the Resources to assist councils section of this application.

2. Preliminary information

Council information

Council name	The Hills Shire Council
Council contact details (Provide more than one - include names, positions, phone numbers, and email addresses of council officers and/or consultant contacts)	Brent Woodhams Principal Coordinator – Forward Planning [REDACTED] [REDACTED]
	Alicia Jenkins Strategic Planning Coordinator [REDACTED] [REDACTED]

Information about the plan

What is the name of the plan?	Contributions Plan No.15 – Box Hill Precinct ('CP15')
What is the name of the catchment (precinct or release area) covered by the plan? * please specify any sub-catchments if applicable	'The Hills Growth Centre Precincts' under State Environmental Planning Policy (Precincts – Central River City) 2021 – also known as the 'Box Hill Precinct'
What is the base period of the plan? (e.g. June 2018)	FY2023/2024
Which clause of the section 94E Ministerial Direction for Local Infrastructure Contributions (Ministerial Direction) applies to this plan (ie, clause 6, 6A, 6B or 6C)?	6 Maximum Amount of Monetary Contributions under Section 7.11

<p>What is the current maximum contribution amount (per lot or dwelling) for this plan under the Ministerial Direction?</p>	<p>\$30,000</p>																										
<p>In the absence of any cap imposed by the Ministerial Direction, what are the indicative contribution amounts (per lot or dwelling) for each type of residential development in the catchment area?</p>	<table border="1"> <thead> <tr> <th data-bbox="900 472 1082 539">Land Use</th> <th data-bbox="1090 472 1251 539">KCP Sub-Precinct</th> <th data-bbox="1259 472 1410 539">SCP Sub-Precinct</th> </tr> </thead> <tbody> <tr> <td data-bbox="900 539 1082 584">Dwellings</td> <td data-bbox="1090 539 1251 584">\$79,294</td> <td data-bbox="1259 539 1410 584">\$66,301</td> </tr> <tr> <td data-bbox="900 584 1082 651">Integrated Housing</td> <td data-bbox="1090 584 1251 651">\$62,969</td> <td data-bbox="1259 584 1410 651">\$52,651</td> </tr> <tr> <td data-bbox="900 651 1082 719">Multi Unit – 1 Bed</td> <td data-bbox="1090 651 1251 719">\$39,647</td> <td data-bbox="1259 651 1410 719">\$33,150</td> </tr> <tr> <td data-bbox="900 719 1082 786">Multi Unit – 2 Bed</td> <td data-bbox="1090 719 1251 786">\$41,979</td> <td data-bbox="1259 719 1410 786">\$35,100</td> </tr> <tr> <td data-bbox="900 786 1082 853">Multi Unit – 3 Bed</td> <td data-bbox="1090 786 1251 853">\$58,305</td> <td data-bbox="1259 786 1410 853">\$48,751</td> </tr> <tr> <td data-bbox="900 853 1082 920">Multi Unit – 4+ Bed</td> <td data-bbox="1090 853 1251 920">\$72,298</td> <td data-bbox="1259 853 1410 920">\$60,451</td> </tr> <tr> <td data-bbox="900 920 1082 1025">Seniors Housing</td> <td data-bbox="1090 920 1251 1025">\$34,983</td> <td data-bbox="1259 920 1410 1025">\$29,250</td> </tr> </tbody> </table>			Land Use	KCP Sub-Precinct	SCP Sub-Precinct	Dwellings	\$79,294	\$66,301	Integrated Housing	\$62,969	\$52,651	Multi Unit – 1 Bed	\$39,647	\$33,150	Multi Unit – 2 Bed	\$41,979	\$35,100	Multi Unit – 3 Bed	\$58,305	\$48,751	Multi Unit – 4+ Bed	\$72,298	\$60,451	Seniors Housing	\$34,983	\$29,250
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<p>When was the plan publicly exhibited? And, how many submissions were received during exhibition?</p>	<p>The draft plan was exhibited from 17 December 2024 to 5 February 2025.</p> <p>Notification of the exhibition was placed on Council’s website and notification letters were sent to 6,164 affected landowners, being all landowners identified in Council’s records within the CP15 area.</p> <p>Council received 12 submissions in response to the exhibition. 10 submissions (from a total of 9 properties) were made by landowners / residents within the Precinct, and 2 submissions were on behalf of interested organisations (Hills of Carmel developer and Box Hill Nelson Progress Association).</p>																										
<p>Has the council adopted the plan? If so, when was it adopted and when did it come into force?</p>	<p>The plan first came into force on 5 August 2014. The current draft plan has not yet been adopted by Council. If adopted, the draft amendments would constitute Amendment No.7 to CP15.</p>																										

<p>Who are the key stakeholders (e.g. Council, Department of Planning, Industry & Environment (DPIE), or developers) involved in planning for the area covered by the plan?</p>	<ul style="list-style-type: none"> • Council • Transport for NSW • Schools Infrastructure NSW • Department of Planning, Housing and Infrastructure • Sydney Water • Endeavour Energy • Developers • Existing and future residents and workers
<p>Over what period will development in the catchment area of the plan occur?</p>	<p>The Plan first came into force in 2014. The Plan will conclude in 2037.</p>
<p>What planning instruments (SEPPs, LEPs, or DCPs) apply to land in the catchment area of the plan?</p>	<p>SEPP (Precincts – Central River City) 2021.</p> <p>Box Hill Growth Centre Precincts Development Control Plan 2018.</p>
<p>Has the Minister referred this contributions plan to IPART for review?</p> <p>If so, provide details.</p>	<p>Since adoption, CP15 has been amended six times and has been subject to four separate IPART and Ministerial reviews.</p>

For existing contributions plans where development has progressed

Councils only need to complete these questions for plans that have already been adopted and where development in the catchment area covered by the plan has progressed.

Information about existing plans

1. What proportion of the total projected development in the catchment area of the plan has been approved and/or constructed?

The status of development at December 2024 was as follows:

- Residential Development Approved: 36,139 people
- Residential Development Remaining: 12,817 people
- Non-Residential Development Approved: 156,339m²

- Non-Residential Development Remaining: 990,781m²

2. Briefly explain if, and how the plan has been revised in response to any changes in the catchment area covered by the plan.

i.e. Has the council considered the impact of revised population estimates or dwelling yields, and how?

The current amendments to CP15 primarily involve the following:

- Indexation of costs for capital items;
- Indexation of costs for land acquisition;
- Revised land acquisition extents for existing capital items based on updated designs;
- Revised timing of revenue and expenditure projections;
- Reflect actual expenditure since completion of the last review;
- Reflect approvals that have been issued since completion of the last review;
- Other modelling updates to reflect published IPART guidance;
- Minor administrative amendments.

No change to the overall population projection is expected as a result of this review.



Additional requirements

Please include the contributions register for the plan as an attachment to your application.

If costs in the plan are based on Works in Kind Agreements (WIKs) or Voluntary Planning Agreements (VPAs), please provide details in the works schedule of:

- ▼ The works items covered by the agreements
- ▼ The total cost (land and works), including any indexation up to the base period of the plan
- ▼ The name, date and applicable page numbers in the agreements

3. Explain any other revisions to the plan such as updated costings, revised apportionment of costs, or amended delivery timeframes.

In addition to explaining any revisions below, please clearly identify any updated costings in the plan's works schedule

The previous review of CP15 has necessitated delaying the delivery timeframe for certain infrastructure, in light of the expected funding shortfall. This was a recommended option of IPART as part of the previous review of the plan.

For contributions plans previously reviewed by IPART

Councils only need to complete these questions for plans that IPART has previously reviewed.

Information about revisions to the plan

4. Why is the council submitting the revised plan for IPART's review?

The contribution rates proposed within the draft Plan exceed \$30,000 per dwelling. Therefore, the plan is required to be reviewed by IPART.

5. Briefly explain how the plan has been revised in response to:

- ▼ Recommendations made in IPART's assessment report on the previous version/s of the plan
- ▼ Any directions from the Minister for Planning or Minister's Nominee in relation to IPART's assessment.

Please note any instances where a recommendation from the Minister for Planning has not been implemented/addressed.

A copy of the most recent Ministerial Advice in response to the contributions plan is provided in the "Ministerial Advice" folder. All recommendations were incorporated into the final plan which came into force in August 2024.

As part of this review, Council has followed IPART's methodology for the treatment of the funding shortfall. It has also reviewed the methodology for indexing land and applied CoreLogic's Unimproved Land Value Index for The Hills Shire (North West Growth Area) from June 2009 to June 2024.

3. Assessment criteria



Criterion 1 Essential works list

We assess whether the land and works in the plan is consistent with the essential works list (EWL) in the Practice Note. Please refer to the latest version of the Practice Note for the latest EWL.

6. If the plan includes costs for land and/or works not on the EWL:

- ▼ List these items below
- ▼ Indicate how their costs will be met.

All land and works within the draft plan are in accordance with the Essential Works List.

7. List the community services that will be provided on the land that is to be acquired for community services (eg, youth centre, library) and indicate the floor space area allocated to each.

Only land for community services is on the essential works list, works are not. However, we require details of the community services that are intended to be provided, so we can determine the proportion of the land costs that can be recovered through development contributions.

N/A



Criterion 2

Nexus

We assess whether there is nexus between the proposed land and works and the increased demand generated by development identified through the contributions plan. In assessing nexus we consider supporting evidence such as technical studies, modelling or internal council analysis and reports that establish the need for the proposed land and works.



Providing comprehensive answers
will minimise the likelihood of further questions from IPART

8. Explain the process used to determine the need for all land and works in the plan.

- ▼ List any supporting studies relied on and explain any deviations from recommendations in those studies. Please also identify who commissioned the study (i.e. DPIE or council).
- ▼ Show the link between the supporting studies and the land and works in the plan. This can be shown against each item in a separate table or in the plan's works schedule (see example works schedule).

Transport land and works

This review of CP15 has included additional land in relation to 8 transport items within the plan. This is the result of further design work undertaken for these items. A list of the items is provided below and drawings upon which the revised acquisition extents have been based are provided in the "Land Acquisition Updates" folder.

- BHT15
- BHT23
- BHR06
- BHR08
- BOUNDARYRD
- BOUNDARYRD2
- BRNKB01A
- BRBRU

The need for existing items within the plan has been established and approved as part of previous IPART reviewed versions of this plan.

Stormwater land and management works
N/A
Open space land and works (embellishments)
N/A
Community services land
N/A
9. Were any supporting studies prepared for the catchment area but not relied on? If yes, explain why they were not used.
N/A
10. How has non-residential development been considered in determining the need for infrastructure in the plan?
The demand for certain transport infrastructure and water management infrastructure will be generated by both the residential and non-residential development within the precinct. No change to the apportionment between residential and non-residential development for this infrastructure is proposed as part of the current review.
11. In determining the need for infrastructure in the plan, what consideration was given to:
<ul style="list-style-type: none"> ▼ The existing population in the catchment area
The infrastructure identified within the draft plan will service a total additional population of 48,956 people and 1,147,120m ² non-residential GFA, being the yield facilitated by the planning controls currently in place for the precinct. Existing population at the time of rezoning in 2013 has been excluded.

▼ Any existing or projected population outside the catchment area

Certain population outside of the CP15 area will contribute some of the demand for infrastructure identified within the plan. These surrounding areas include North Kellyville, Gables and Annangrove Road in The Hills and Vineyard Precinct in Hawkesbury LGA. Relevant infrastructure items (traffic and transport items) have been apportioned accordingly, as detailed within Part C of the Plan.

▼ The capacity of existing infrastructure in the catchment area, and/or

The demand analysis for each type of infrastructure has considered the capacity of existing infrastructure within the precinct as detailed within Part C of the Plan.

▼ Any existing or proposed infrastructure outside the catchment area.

Generally, infrastructure outside of the catchment area will not address demand created by the future population within the Box Hill Precinct. Further detail is included in Part C of the Plan.



Criterion 3 Reasonable costs

IPART must advise whether the proposed development contributions are based on a reasonable estimate of the cost of the proposed public amenities and public services. This includes how the base costs of land and each item of infrastructure are derived and the method used to calculate the contribution rates and escalate them over time.



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12. Explain the process used to estimate costs for works for each infrastructure category.

Refer to matters such as:

- ▼ Use of consultant or QS estimates
- ▼ Use of council costs
- ▼ Use of benchmark costs
- ▼ Any allowances included, such as professional fees and contingencies
- ▼ Details of any indexation of cost estimates to the base period of the plan, including the index used

Show the link between the supporting cost sources and the land and works in the plan. This can be shown against each item in a separate table or in the plan's works schedule (see example works schedule).

Transport works

No change is proposed except for indexation as set out in financial modelling.

Stormwater management works

No change is proposed except for indexation as set out in financial modelling.

Open space works (embellishments)

No change is proposed except for indexation as set out in financial modelling.

13. Explain the process used to estimate the cost of plan preparation and administration.

IPART's benchmark of 1.5% has been used to estimate administration costs for this plan review. This is apportioned between the residential and non-residential development as outlined in the plan.

14. What, if any, land has the council already acquired to provide local infrastructure for development in the catchment area? How has the cost of this land been included in the plan?

- ▼ For land that the council has acquired in the plan, the works schedule should show:
 - Date of acquisition
 - Agreed market value
 - Any other acquisition costs
 - Indexation of the total acquisition cost to the base year of the plan.
- ▼ For land that the council has agreed to acquire or have dedicated through a VPA, the works schedule should show:
 - Date of agreement
 - Agreed value
 - Indexation of the value to the base year of the plan.
- ▼ For council-owned operational land, the works schedule should show:
 - Market value at the time the land was rezoned for public infrastructure
 - Indexation to the base year of the plan.

Completed acquisitions have been reflected in the work schedule and amended to reflect actual costs / details.

15. Explain the process used to estimate the cost of land yet to be acquired by the council.

- ▼ Include details of any inclusions for other costs associated with a council's land acquisitions, such as conveyancing, legal, survey and other costs payable to landowners under the *Land Acquisition (Just Terms Compensation) Act 1991*.

Council commissioned an updated Land Valuation Report as part of the previous review of the plan. No change is proposed except for indexation as set out in financial modelling.

16. If contribution rates in the plan are calculated using an NPV model,

- ▼ Does the model use real or nominal values?
- ▼ If the model uses nominal values, what indexation assumptions are applied to costs and revenue?
- ▼ What discount rate does the model use, and why?

The model uses nominal values. Indexation assumptions are presented in the NPV models. Assumptions are detailed in Section 2.20 of the plan.

17. What measures have been taken to minimise costs in the contributions plan (eg, adjustment to design or alternative engineering solutions)?

Most costings are based on QS estimates and land values reflect the most recent valuation report, all prepared by reputable consultants.

18. Explain the method/s used to index the contribution rates for both land and works.

These are detailed in Section 2.20 of the plan.



Criterion 4

Reasonable timeframe

We assess whether the proposed public amenities and public services can be provided within a reasonable timeframe.

19. How has the council determined the timing of infrastructure provision?

Provide details of the program for delivery of infrastructure in the contributions plan and explain its underlying rationale.

Infrastructure scheduling has been developed to occur in line with the rate, location and distribution of development (refer projection spreadsheet). It is also based on the recent review of the status of each project, status of land acquisition, approved Accelerated Infrastructure Funding (AIF) and in response to community feedback. Reasonable assumptions regarding planning, approval and construction timeframes for infrastructure items have been made.

As noted previously, Council has resolved to delay the delivery timeframe for certain infrastructure in light of the expected funding shortfall. This was a recommended option of IPART as part of the previous review. These items are detailed in the Council Report of 10 December 2024, provided in the "Council Reports" folder.



Criterion 5

Reasonable apportionment

We assess whether the proposed development contribution is based on a reasonable apportionment of costs between existing and new demand. We also assess whether the apportionment of costs reflects the demand generated by different types and stages of development.

Apportionment is about ensuring the allocation of costs equitably between all those who will benefit from the infrastructure or create the need for it. While nexus is about establishing a relationship between the development and demand for infrastructure, apportionment is about quantifying the extent of the relationship.

20. How does the plan apportion costs?

Provide details of supporting calculations and explain how the apportionment takes into consideration demand arising from (as relevant):

- ▼ New and existing development in the catchment area
- ▼ Different stages of development
- ▼ Different sub-catchments
- ▼ Residential and non-residential development
- ▼ Different residential development densities
- ▼ New and/or existing development outside the catchment area

Please provide additional information in this section if any development is exempt from paying contributions.

Transport land and works

The cost of providing transport facilities has been apportioned based on the projected demand for each individual traffic infrastructure item generated by each form of development (i.e. residential development or non-residential development), where relevant. Refer to work schedule and cost estimate support for apportionments.

Stormwater management land and works

The apportionment of water management costs has been established as part of previous versions of this plan, based on the proportion of land within each catchment area that is zoned for residential or non-residential purposes.

Within the Killarney Chain of Ponds Catchment, 88% of developable land is zoned for residential purposes, with the remaining 12% of developable land zoned for non-residential

purposes. As a result, 88% of the cost of Water Management Facilities within the Killarney Chain of Ponds Catchment is apportioned to residential development within the catchment area, with the remaining 12% apportioned to non-residential development.

Within the Second Ponds Creek Catchment, 42% of developable land is zoned for residential purposes, with the remaining 58% of developable land zoned for non-residential purposes. As a result, 42% of the cost of Water Management Facilities within the Second Ponds Creek Catchment is apportioned to residential development within the catchment area, with the remaining 58% apportioned to non-residential development.

Open space land and works (embellishments)

The need to provide the open space identified in this part of the plan is generated by the residential development of the Box Hill Precinct. It is therefore appropriate that residential development within the Box Hill Precinct be subject to the full cost of providing these open space facilities.

Community services land

N/A

Plan preparation and administration

All development will fund plan preparation and ongoing administration costs over the life of the plan, based on the proportion of the total works apportioned to residential development (82%) and non-residential development (18%).



Criterion 6

Appropriate community liaison

We require evidence that the plan has been exhibited and publicised in accordance with the statutory requirements and that the council has considered submissions received during the exhibition period. The post-exhibition version of the plan should not differ so significantly from the exhibited version that it requires re-exhibition.

It is not necessary to include information about consultation in the contributions plan.

21. In developing the contributions plan, was any publicity and community liaison undertaken outside the mandatory exhibition period?

The draft Contributions Plan was exhibited from 17 December 2024 to 5 February 2025 which satisfies the minimum statutory requirement of 28 days, with additional time provided as required, for the Christmas Period and the Australia Day public holiday.

This project is time sensitive given it is still required to be subject to IPART review and Ministerial assessment processes. Delays in updating the Plan will result in further approvals at the current contribution rate, which in turn will increase the expected end of plan shortfall.

Given the above, any significant extensions of time were not able to be provided. However, members of the community that contacted Council to request an extension were advised that submissions would be accepted up until the finalisation of the post exhibition report and all submissions (including late submissions) would be made available to Councillors as part of their consideration and decision on the matter.

22. How has the council taken into account submissions received on the draft plan placed on exhibition?

All of the submissions have been summarised and responded to in the Post Exhibition Council Report (provided with the supporting information). A copy of all submissions, in full, were provided to Councillors under separate cover.

23. Does the council intend to undertake any further publicity or community liaison?

Not intended at this time.



Criterion 7

The plan complies with other matters
IPART considers relevant

IPART may take into consideration other matters relevant to our overall assessment of the contributions plan.

These matters may include compliance with the statutory requirements for making local infrastructure contribution plans and with the Practice Note, whether the plan uses up-to-date information, as well as issues of transparency and accountability in the council's proposed arrangements for the levying and collection of contributions under the plan.

24. Is there any other information relating to the contributions plan which may assist us to assess it against this criterion?

N/A

25. Is the council aware of possible changes to any underlying assumptions used in preparing the plan which may be relevant to our assessment?

Such matters could include:

- ▼ Revised population projections
- ▼ Potential rezoning or changes to dwelling yields
- ▼ Other changes to the applicable LEP, SEPP or DCP
- ▼ Changes to NSW government policy for infrastructure delivery

Indexation of both capital and land has been updated to reflect IPART's Information Paper 'Indexation of Contribution Rates' (26 July 2019).

26. Please provide any other information which you consider would assist or expedite our assessment.

Relevant information has been included as part of the supporting information package.

Efficient review of the draft plan is considered critical for the reasons outlined throughout this application. In particular, due to the extent of development which may have to be approved at the lower contribution rate under the existing Plan during the period of the Plan review.

4. Quality assurance

We also request that council undertake a quality assurance (QA) check of the contributions plan before it is submitted to IPART for review.

The purpose of the council's QA check is to identify and address any errors or inconsistencies within the work schedules and also between the contributions plan and relevant supporting information to ensure that the plan, as submitted, is accurate. This will reduce the risk of delay in our assessment and the need for recommendations for the council to correct errors.

Checklist for quality assurance of contributions plan and works schedule

Has the contributions plan been checked for	Yes	No
Typographical errors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calculation errors (including checking infrastructure and land cost calculations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of the most up-to-date data and information	<input checked="" type="checkbox"/>	<input type="checkbox"/>

27. Explain the quality assurance process undertaken for the contributions plan prior to submitting it to IPART for review.

Normal Council Quality Assurance process involving the review of work by senior staff members.

5. Application checklists

Please complete Checklist A to confirm the contributions plan contains all information requirements of the *Environmental Planning and Assessment Regulation 2000*.

Please complete Checklist B to ensure that all information necessary for IPART's assessment is submitted.

Councils should also complete and provide IPART with spreadsheets that:

- ▼ Detail all infrastructure items included in the plan, with references to the studies (including the specific sections or page numbers), that support their inclusion in the plan as relevant
- ▼ Detail the cost of each infrastructure item (including source and date of costings, and any indexation of cost estimates)
- ▼ List the cost and area for all parcels of land required for infrastructure in the plan
- ▼ Detail the cost of any land that has already been acquired and land that the council is yet to acquire
- ▼ Show how the total cost of land and works for each infrastructure category (or subcategory) have been apportioned
- ▼ Show how the contributions rates in the plan have been calculated (including net present value modelling if this approach is used)
- ▼ Show indicative contribution amounts for each type of residential dwelling.

IPART provides a works schedule template that councils can use to show information and calculate contribution rates (see Resources to assist councils). The template is available on our website or can be viewed at the end of this document.

Checklist A – for the contributions plan

Does the contributions plan:	Yes	No	Contributions plan page reference(s)
Outline the purpose of the plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.4 of Post Exhibition Draft
Incorporate a map showing:			Figure 1 of Post Exhibition Draft
▼ Geographical catchment area of the contributions plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
▼ Specific infrastructure to be provided under the plan (may include multiple maps)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Figure 3 – Location Map of Post Exhibition Draft
Include details about how the need for land and works to support new development was determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part C to 43 of Post Exhibition Draft
Include information about:			
▼ Existing population in the catchment area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 3.1 & 3.2 of Post Exhibition Draft
▼ Projected residential population and/or workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 3.1 & 3.2 of Post Exhibition Draft
Include a schedule of the contributions rates (eg, \$/ha, \$/person, \$/dwelling)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part A of Post Exhibition Draft
Include assumptions made in the modelling of costs and revenue (if using a Net Present Value (NPV) approach).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.20 of Post Exhibition Draft
Include details of the anticipated rate of development in the catchment area and how this was determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part A of Post Exhibition Draft
Include a program for infrastructure delivery and explain how it relates to the anticipated timing of development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Include a statement regarding potential revision of the scheduled timing for infrastructure delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Include the formulas used for determining the section 7.11 contributions for each infrastructure category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.20 of Post Exhibition Draft
Explain how the proposed cost of works was derived (eg, quantity surveyor or other consultant advice, standard costs used by the council)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part C of Post Exhibition Draft

Does the contributions plan:	Yes	No	Contributions plan page reference(s)
			Part D of Post Exhibition Draft
Explain how the proposed cost of land was derived	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 3.9
Include a works schedule that shows an estimate of the cost and the expected timing of infrastructure delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Table 10
Include details of apportionment calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part C of Post Exhibition Draft Table 10
Explain how the contribution rates will be adjusted for inflation/ changes in costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.20
Outline the base period for costs in the plan (eg, June 2018)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Table 11
Address the council's position on the following policy matters:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
▼ Provide details of accounting arrangements for contribution funds (eg, is pooling of funds permitted, will internal borrowings be used to deliver infrastructure projects)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.18
▼ Show how it will satisfy each condition requiring the payment of monetary contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sections 2.8 to 2.20
▼ Consider the conditions that may be imposed under section 4.17(6)(b) of the Act or section 97(1)(b) of the Local Government Act 1993.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 2.5

Checklist B – for the council’s application

Please complete the checklist below to ensure that all information necessary for IPART’s assessment is submitted.

	Yes	No	N/A
Works schedules and calculation of contribution rates			
Spreadsheets must include a clear link between	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
▼ The listed infrastructure and the evidence which supports nexus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
▼ The cost of land/infrastructure and the cost source	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Contributions plan			
Version of contributions plan incorporating any post exhibition changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Version of contributions plan publicly exhibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Version of contributions plan previously submitted to IPART for review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public consultation			
Copy of all submissions to publicly exhibited contributions plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of submissions and council’s response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical studies and consultant documents			
Land valuation report/s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting studies for stormwater management infrastructure (eg, Flooding and Water Cycle Management report)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting studies for transport infrastructure (eg, Traffic and Transport Assessment report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting studies for open space infrastructure (eg, Demographic and Social Infrastructure report)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting studies for community services (eg, Demographic and Social Infrastructure report)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maps and shape/spatial files			
Plan catchment map/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Indicative Layout Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zoning map/s	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Land acquisition map/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constrained land map/s (flooding and transmission lines)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other documents			
VPAs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of other funding agreements for state or local infrastructure in the area covered by the plan (including draft agreements)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council business papers or meeting minutes related to the preparation of the contributions plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other documents that you think could be useful in IPART’s assessment of the contributions plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Resources to assist councils

The following documents and resources are available to assist councils preparing a contributions plan.

Please refer to IPART's website [Local Infrastructure Contributions Plans](#) for further information on our assessment process.

Policy Documents	Description
Section 94E Ministerial Direction for Local Infrastructure Contributions 2012, as amended (Ministerial Direction)	The Ministerial Direction sets out the role of IPART in reviewing local government contributions plans
Local Infrastructure Contributions Practice Note, January 2019 (the Practice Note)	Provides guidance to IPART and to assist councils to understand the role of IPART in the review of contributions plans.
Terms of Reference – Reviewable Contributions Plans – Environmental Planning and Assessment Act 1979, dated 14 November 2018	IPART's Terms of Reference for the review of local government contributions plans

Fact Sheets and Information Papers	Description
Fact Sheet – Contributions plans assessment	Explains why and how we assess contributions plans
Fact Sheet – Local Government discount rate	Every six months IPART publishes the local government discount rate
Fact Sheet – Inclusion of roads in contributions plans	Provides advice and guidance on the inclusion of roads in contributions plans
Information Paper – Contributions plan assessment: land costs	Sets out IPART's approach to assessing land costs in contributions plans
Information Paper – Guidance for contributions plans: Local Infrastructure Benchmark Costs	Sets out IPART's position on using our 2014 benchmark cost report
Information Paper – Indexation of contribution rates	Provides advice and guidance on the indexation of contribution rates
Technical Paper – Modelling local infrastructure contributions	A technical paper that outlines our recommended approach to calculating the discount rate and other aspects of modelling local infrastructure contributions using a net present value approach

Other documents

Description

IPART Works Schedule Template

An example works schedule that councils can use when developing a contributions plan

7. Example works schedule

Plan 1 - Works Schedule

Reference	Item description	Land area (m2)	Cost of land	Works (unit)	Quantity required	Cost of works	Total cost land and works	Total cost (indexed to base period of plan)	Cost apportioned to plan	Total cost apportioned to plan	What establishes nexus?	Cost source (land)	Cost source (works)	Indicative timing
X01	collector road 1	5,500	\$ 2,000,000	linear metres	1,200	\$ 4,200,000	\$ 6,200,000	\$ 7,130,000	85%	\$ 6,060,500	Arup, Precinct Transport Study, July 2015, page 35	KD Wood Land Valuation Report, 2017	WTP, road costs report, December 2015	2022-2023
B05	bus shelters	1,500	\$ 545,455	item	7	\$ 140,000	\$ 685,455	\$ 788,273	100%	\$ 788,273	Arup, Precinct Transport Study, July 2015 & see note (a), page 38	KD Wood Land Valuation Report 2017	IPART benchmark cost	2020-2025
S01	sub-arterial road 1	14,000	\$ 4,500,000	linear metres	2,300	\$ 12,000,000	\$ 16,500,000	\$ 18,975,000	100%	\$ 18,975,000	Arup, Precinct Transport Study, July 2015, page 36	VPA 001, p25-31. Ownership has not yet been transferred.	Specific cost based on tender rates, see note (b)	2022-2023
Total in plan		21,000	\$ 7,045,455		3,507	\$ 16,340,000	\$ 23,385,455	\$ 26,893,273		\$ 25,823,773				

Note: a council investigation and analysis has identified the need for 2 additional bus stops, above what is identified in the technical study.
 b see attached evidence in Document A1

An example works schedule can be found on the IPART website.