Department of **Planning, Lands and Heritage**
GOVERNMENT OF WESTERN AUSTRALIA
Western Australian Planning Commission

State Planning Policy 3.6

# Infrastructure Contributions Guidelines

April 2021

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Published April 2021

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# 1 INTRODUCTION

## 1.1 Purpose of document

These guidelines provide guidance on the practical application of the infrastructure contributions system in Western Australia and additional information on aspects of the infrastructure contributions system as established in State Planning Policy 3.6 Infrastructure Contributions (SPP 3.6).

The purpose of SPP 3.6 is to set out the principles and requirements that apply to infrastructure contributions in new and established urban areas. It also provides a system that enables the coordination and delivery of infrastructure that will provide opportunities for development of new communities in greenfield locations, infill locations, activity centres, corridors and high-frequency public transport routes, industrial nodes and station precincts.

SPP 3.6 provides a consistent, accountable and transparent policy for infrastructure contributions either as a standard item of infrastructure via the subdivision and development process, or where infrastructure costs are to be shared, via Development Contribution Plans (DCPs). While these guidelines provide an overview of how infrastructure contributions may be imposed, for the most part they address the preparation and operational aspects of DCPs.

Careful consideration should be given in determining the suitability and use of DCPs to deliver infrastructure, as this is just one of a number of mechanisms that can be used to meet the physical and social infrastructure needs of growing communities.

A DCP is likely to be most effective, and recover the highest proportion of costs for providing infrastructure, when applied to areas experiencing significant growth or transformational change. This may include the development, or large-scale redevelopment, of communities in greenfield locations, infill locations, activity centres, corridors and high- frequency public transport routes, industrial nodes and station precincts.

Although in some circumstances infrastructure contributions may recover the full costs of individual items where there is a clear nexus between the infrastructure and the development, they are not intended to cover the costs of delivering the full suite of infrastructure required to respond to pressures from urban growth In established urban areas with a diversity of new development, for example, a DCP may be a suitable mechanism for collecting a proportion of the costs for providing or upgrading infrastructure, however, this is unlikely to recover the whole infrastructure cost. Infrastructure contributions must therefore be seen as one element within the strategic planning process, in which the infrastructure needs of a community are identified and strategies are devised and then implemented to meet those needs.

Other streams of funding need to be considered prior to seeking infrastructure contributions, including State Government taxes; local government property rates and special area rates; State and Federal grants; and user and access fees and charges.

## 1.2 Infrastructure Contributions system in Western Australia

Throughout Australia, governments face increasing pressure on the services they provide. These pressures arise from population and economic growth, and increasing community expectations for new and upgraded facilities.

Often, different development settings require specific infrastructure needs to accommodate and facilitate growth, including:

- greenfield development setting (new communities) - infrastructure necessary to meet the needs of a sustainable community in the first 10 years of development
- infill development settings (redevelopment within existing communities) – a significant change in the type or intensity of land use to achieve urban consolidation objectives of the State Government, that may require new infrastructure and facilities, or upgrades or capacity increases of existing infrastructure and facilities and
- regional growth areas – infrastructure required to meet specific needs and expectations of regional communities, including new infrastructure and facilities, or replacement and upgrades to existing infrastructure and facilities.

SPP 3.6 provides a system that allows infrastructure contributions to be applied to all land in different development contexts, including greenfield, infill, regional and industrial land, if they are consistent with its principles, objectives and requirements.

In Western Australia, contributions for infrastructure have long been accepted as an essential part of the planning system. Previous policy and advisory documents that have informed the infrastructure contributions system include:

- WAPC Planning Bulletin No.18 (1997) Developer Contributions for Infrastructure
- Planning Bulletin No.41 (2000) Draft Model Text Provisions for Development Contributions
- SPP 3.6 Development Contributions for Infrastructure (2009)

- Planning Bulletin 100 (PB 100) - background to the development contributions system in Western Australia, and the intent of the policy established in SPP 3.6 (2009).

The development of SPP 3.6 (2009) considered the recommendations of the Public Accounts Committee – Inquiry into Developer Contributions for Costs Associated with Land Development (2004). The inquiry recommended that local governments should have the capacity to recoup infrastructure costs and that this should be by way of provisions in local planning schemes.

The underlying principles for infrastructure contributions, the process and operation of DCPs, and the model provisions for schemes remain largely the same, with the current system including additional checks and balances for reporting and monitoring to ensure the system remains transparent and accountable.

The process for levying infrastructure contributions has evolved over the past 25 years, and while it is generally well understood and soundly based, the infrastructure contributions framework has needed to adapt to align with the strategic planning objectives for consolidated urban growth patterns, and be applicable to a broader range of development settings in addition to greenfield areas, including existing urban areas that are expected to accommodate significant growth and infill targets.

<table>
<tr><th colspan="4">INFRASTRUCTURE CONTRIBUTION FRAMEWORK</th></tr>
<tr><th>Act and Regulations</th><th>Local Planning Schemes</th><th>State Planning Policy 3.6<br>Infrastructure Contributions</th><th>Infrastructure Contribution Guidelines</th></tr>
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<td>The power to require infrastructure contributions derives from the Planning and Development Act 2005 (as amended), and the Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations).<br><br>The LPS Regulations (including proposed amendments) include provisions relating to contributions for infrastructure, including:<br>• provisions relating to the requirement, content and effect of Development Contribution Areas and Plans<br>• requirements for Reporting and Monitoring and<br>• scheme provisions for the administration and operation of DCPs</td>
<td>Local Schemes are to incorporate provisions from Schedule 1 – Model Provisions – Part 5A Development Contribution Plans<br>(note: subject to amendments to the LPS Regulations being finalised).<br><br>Model provisions set out the statutory provisions to operate Development Contribution Areas and Plans including:<br>• principles<br>• purpose<br>• operation<br>• monitoring and review<br>• arbitration</td>
<td>Establishes the scope and process for contributions towards infrastructure required for urban development and community facilities.<br><br>SPP 3.6 sets out:<br>• the principles underlying contributions for infrastructure<br>• requirements for Infrastructure<br>• imposition of infrastructure contributions<br>• the Form, Content and Process for the preparation of a DCP<br>• administration and operational requirements of DCPs<br>Includes:<br>• Schedule 1 – List of Development Infrastructure<br>• Schedule 2 – List of Community Infrastructure<br>• Schedule 3 – Development Contribution Plan Template<br>• Schedule 4 – Required Information for Development Contribution Plan<br>• Schedule 5 – Annual Reporting Template</td>
<td>The guidelines are a companion document to SPP 3.6 to provide further guidance for users on how the infrastructure contributions system in Western Australia is to be applied, focussing on the preparation and operation of DCPs.<br><br>The guidelines are not statutorily enforceable, but provide clarification and supporting information on fundamental aspects of SPP 3.6.<br><br>The Guidelines set out:<br>• how the Infrastructure contributions system works<br>• the processes and considerations in the preparation of a DCP<br>• an explanation of operational aspects of DCPs, including interim arrangements (Deed of Agreements) and guidance on the closing of a DCP<br>Includes:<br>• Appendix A –Development Contribution Plan Report Template<br>• Appendix B – Cost Apportionment Schedule Template</td>
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# 2 INFRASTRUCTURE CONTRIBUTIONS SYSTEM

## 2.1 Principles

Eight overarching principles guide the process for determining infrastructure contributions and the preparation of DCPs:

1. Need and the nexus
2. Transparency
3. Equity
4. Certainty
5. Efficiency
6. Consistency
7. Right of consultation and review
8. Accountable

These principles are the cornerstone of the infrastructure contributions system. They should apply to the way the need for any proposed infrastructure item is determined and to the method of calculating the level of contributions to be levied. It is essential that the overall principles form the basis for seeking infrastructure contributions, including the preparation of every DCP as required.

## 2.2 Local Infrastructure

Infrastructure is primarily delivered by local governments, utility providers or a developer, and is fundamental to the economic and social well-being of all communities.

SPP 3.6 distinguishes between the different types of Infrastructure, namely:

- *Development Infrastructure* – infrastructure required to facilitate development and to support the orderly development or redevelopment of an area
- *Community Infrastructure* – infrastructure required for communities and neighbourhoods to function effectively.

This is consistent with the existing references to types of Infrastructure, sometimes referred to as 'hard' and 'soft' infrastructure respectively.

This distinction is required given the different requirements that apply when preparing a DCP that includes Community Infrastructure.

## 2.3 Imposition of infrastructure contributions

Infrastructure contributions are legally enforceable contributions that a developer or property owner may be required to make to provide essential infrastructure works and facilities for new and existing communities. Contributions are generally calculated and applied via the following mechanisms:

### *(i) Standard Infrastructure Contributions*

Infrastructure required as standard is contained in Schedule 1 of SPP 3.6 and includes land contributions, infrastructure works or monetary contributions. The items of infrastructure contained in Schedule 1 have been consistently applied for over 20 years. The requirements for such infrastructure is imposed via standard conditions of subdivision or development, under the *Planning and Development Act 2005*, and can be defined as those items that are essential to the development of land.

The standard infrastructure contributions requirements include on-site physical infrastructure, such as water supply, sewerage and drainage, road and power; and some community infrastructure including public open space and primary school sites, which are recognised as an essential prerequisite to development. In addition, headworks contributions also apply and are charged by utility service providers such as the Water Corporation for water supply, sewerage and, where applicable, main drainage.

### *(ii) Development Contribution Plans (DCPs)*

Development Contribution Plans (DCPs) are used to levy contributions for planned infrastructure. A local government collects development contribution levies through an approved DCP.

Infrastructure that would normally be required as standard (Schedule 1 of SPP 3.6) may be included as an item in a DCP, so that costs can be shared across owners, and infrastructure can be delivered in a timely manner.

The capacity of local governments to provide the additional physical infrastructure and community facilities necessary to accommodate future growth and change is limited. As a result, local governments are increasingly seeking to use DCPs to fund the construction of infrastructure items and facilities beyond the standard requirements, particularly for Community Infrastructure such as community centres, recreation centres, sporting facilities, libraries, child care centres, and other such facilities.

Notwithstanding, the extent to which existing and future communities should be expected to contribute to the funding of community facilities should be limited, as funding for such infrastructure should largely be sourced from other funding mechanisms.

Schedule 2 provides a list of Community Infrastructure that may be considered for inclusion in a DCP. To ensure consistency in levying contributions for Community Infrastructure, this levy is capped at $5,000 per dwelling, subject to consultation with the local community, sufficient justification being provided in the local government's Strategic Community Plan and Community Infrastructure Plan, and support by the Western Australian Planning Commission (WAPC).

Local governments can determine the type of infrastructure considered necessary to meet the needs and expectations of their local community. It is expected that the requirements for Community Infrastructure will differ depending on the needs of the existing and future communities, and this should be determined following consultation with the community. It is expected that infrastructure funded and delivered via a DCP is for neighbourhood and district level facilities, and that larger-scale infrastructure servicing a regional catchment is funded via alternative sources. This is because regional-scale infrastructure is largely a state-level responsibility.

A distinction is made for regional-scale Community Infrastructure in regional areas (i.e. outside Metropolitan Perth) that are identified as high-growth areas in the WAPC's strategic planning framework. It is acknowledged that in these areas adequate regional-scale facilities are needed to service the recreational needs of the growing community. Inclusion in a DCP will enable developing areas to contribute towards the cost of this infrastructure, and can be considered subject to need and nexus being demonstrated, and as part of a package of other funding mechanisms.

Consideration will also need to be given to the extent to which a DCP can contribute to the funding of the required infrastructure, taking into consideration the maximum capped cost that can be imposed.

Levies for Development Infrastructure will continue to be variable, depending on the infrastructure requirements and location of the development area.

### *(iii) Developer Agreements*

Developer Agreements may be considered in limited circumstances – usually large-scale projects under single ownership – and pursuant to a request from the landowner or developer, or in regional areas where a formal DCP is not considered by local government and contributing landowners to be necessary to achieve the desired infrastructure delivery outcomes.

Developer Agreements are voluntary and fall outside the formal infrastructure contributions system, and do not require State Government assessment or approval. Any agreement for infrastructure contributions via a Developer Agreement should be consistent with the principles outlined in SPP 3.6 and any decision to deviate from these principles, including the provision of facilities of a higher-quality or specification than standard, should be a voluntary decision by all parties to the agreement.

# 3 DEVELOPMENT CONTRIBUTION PLANS

## 3.1 Purpose

The purpose of preparing DCPs relating to specific Development Contribution Areas (DCA) is provided for in Part 7 of the LPS Regulations 2015, and is summarised as follows:

a) to provide for the equitable sharing of the costs of infrastructure and administrative costs between owners

(b) to ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the DCA Development Contribution Area (DCA) or

(c) to coordinate the timely provision of infrastructure.

## 3.2 Statutory implementation

Under SPP 3.6, DCPs provide an equitable system for planning and levying infrastructure contributions across defined areas, and provide certainty to developers, infrastructure providers and the community about the charges which apply and how the funds will be spent.

The scheme must be amended to provide the framework for formulating and administering a DCP prior to (or concurrent with) identification of the first DCA within a local government area, and associated formulation of a DCP for that DCA.

Land within that DCA will be considered subject to the DCP when a local govt has advertised a DCP, the submissions have been considered by the local government and the relevant scheme amendment submitted to the WAPC for final approval.

Local Planning Policies (LPPs) prepared by local governments to address any aspect of infrastructure contributions, including the preparation, administration or operation of DCPs should be consistent with the intent and requirements of both SPP 3.6 and these supporting guidelines.

## 3.3 Preparation of a Development Contribution Plan

### 3.3.1 General considerations

The use of mechanisms outlined in SPP 3.6, such as DCPs, should be carefully considered. DCPs should not be considered the default instrument, and other alternatives for the coordinated delivery of infrastructure should be explored.

To meet DCP requirements, a local government should consider the following prior to and during formulation of a DCP.

#### *Need and nexus*

- The need for the infrastructure included in the DCP must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).
- There must also be a clear and sound basis for the proposed infrastructure with linkages to the local government's strategic and financial planning processes, with all assumptions documented and justified;

#### *Beneficiary pays*

- Contributions collected through a DCP will only fund the infrastructure and facilities which are reasonable and necessary for the new development and to the extent that the infrastructure and facilities are necessary to service the new development.

Additional funding and revenue sources need to be considered in addition to funding from the DCP to fund the proportion of infrastructure costs that cannot be recovered through the DCP (existing and future demand).

#### *Ensuring reasonable cost*

- The infrastructure items to be funded through a DCP, and total cost of infrastructure contributions imposed, should be reasonable and align with the needs of the community and consider the impact on housing affordability.

#### *Timing of infrastructure provision*

- Items of infrastructure identified as being needed by the community should align with the DCP timeframe. Consideration should be given to the type of infrastructure needed and the development context in which it will be delivered.
- The authority responsible for providing the infrastructure must be identified in the DCP Report.
- Progress of delivery of infrastructure against DCP priority and timing estimates, and a high-level summary of the financial position of the DCP is to be reported on annually.
- Alternative funding sources should be considered to ensure timely provision of infrastructure if sufficient infrastructure contributions are not collected.

#### *Consultation and transparency*

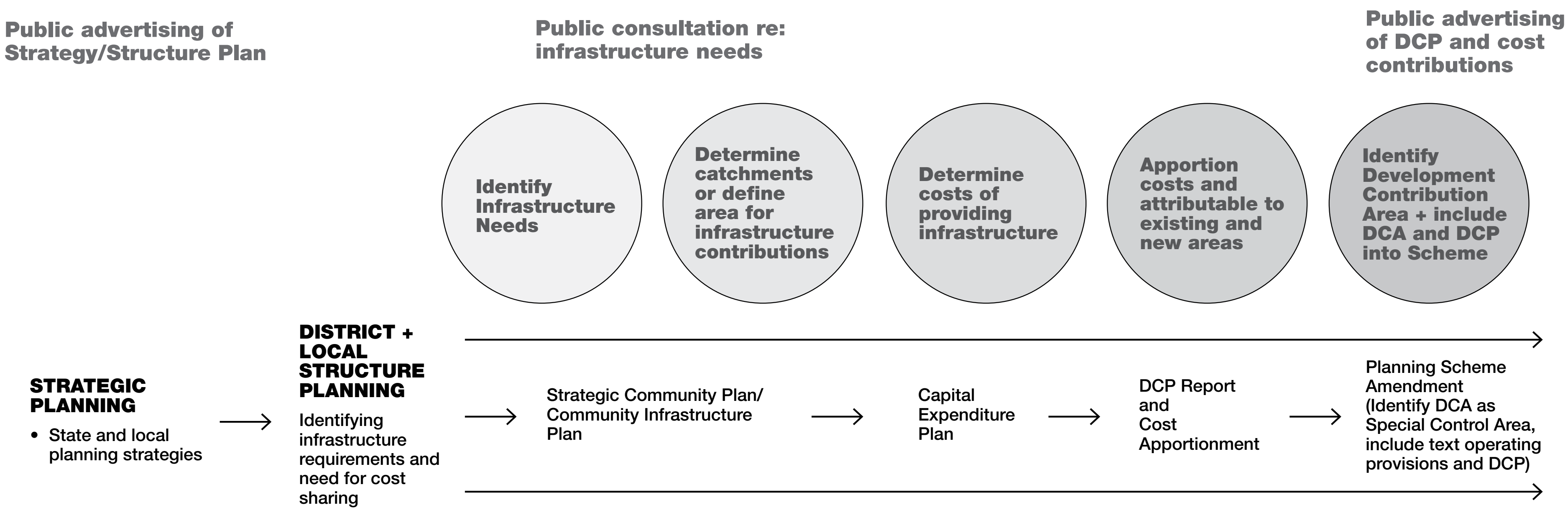
- The timing for the preparation and public advertising of a DCP should align with the comprehensive planning undertaken for an area, to ensure that all stakeholders are aware of their obligations for cost contributions to infrastructure prior to subdivision and development.

- All information and inputs that have informed the preparation of the DCPs, and apportionment of costs, shall be made available for review by contributing owners within the DCA.
- In accordance with SPP 3.6, local governments are to prepare an annual status report for each DCP, to be published on their websites, and to include a summary of the progress of the DCPs, including the delivery of infrastructure against anticipated timing, and financial position of the DCF.

*Formulation requires resources and expertise*

- Consideration should be given to ensuring the local government has adequate time and expertise available to prepare necessary DCPs prior to contributions being needed, and whether this will be undertaken 'in-house' by the local government or whether external resources are required.

## Process for preparing development contribution plans



### 3.3.2 Content overview

Each DCP for either Development or Community Infrastructure, or both, is to be included in the relevant local planning scheme in the format provided at Schedule 3 of SPP 3.6.

Each DCP must also be accompanied by a DCP Report, that includes a Cost Apportionment Schedule (CAS), which together identify matters including:

- the strategic basis for inclusion of each infrastructure item in the DCP
- the details of each infrastructure item, including the construction standards identified in the DCP, the authority responsible for delivering the infrastructure, and the priority and timing for the provision of infrastructure
- the methodology by which the demand for proposed infrastructure is apportioned between existing development, future development beyond the lifespan of the DCP, and new development within the DCA
- the infrastructure contribution rate for each infrastructure network and the applicable unit of infrastructure demand
- set out in detail the calculation of the cost contribution for each owner in the DCA.

These documents do not form part of the Scheme, but provide important justification for the content of each DCP, and should be advertised at the same time as the Scheme Amendment for the DCP.

To ensure consistency in application of the infrastructure contribution system across Western Australia, and to provide certainty for system users, the template DCP Report and CAS templates provided at Appendix C and D of these guidelines should be used. Any departure from this format will need to be justified based on individual circumstances.

### 3.3.3 Defining the Development Contribution Area

Apportionment of infrastructure costs based on an area assumes that the land concerned has common characteristics. Therefore, DCAs should be identified, as far as possible, with common characteristics so that cost contributions reflect future development potential.

Where it is not possible to identify land with common characteristics throughout the whole of a DCA, consideration should be given to dividing the area into contribution precincts or cells. Land that has been identified as not generating demand for infrastructure should be excluded from the DCP area, and may include:

a) roads designated under a region scheme as primary regional roads and other regional roads

b) existing public open space

c) areas identified as having environmental values (unless providing community recreation benefit included in functional POS)

d) existing and planned Government primary and secondary schools

e) any other land specified in the DCP, including land and/or development that has been identified as not generating demand for infrastructure.

In infill or brownfield DCAs, it may be appropriate to also exclude the total land area of local roads, and the total land area of any non-residential development, from the total DCA. Such an approach will need to be considered and justified on a case-by-case basis.

A local government should consider whether forms of development, of a minor or incidental nature, could be excluded from triggering liability to pay a contribution (such as the clearing of land or erection of a boundary fence, or a change of use which does not generate additional infrastructure demand).

### 3.3.4 Establishing a lifespan

A DCP must specify the period during which it is to operate. The timeframe will depend on factors associated with the characteristics of each DCA.

The recommended lifespan is generally 10 years. A lifespan longer than 10 years may be considered appropriate in limited circumstances, if justification can be demonstrated, that may include a shortfall in funds collected due to a decline in the rate of development within the DCA, or where there has been a change in the scope of an infrastructure item(s),

When considering an appropriate lifespan for a DCP, local government should aim to ensure that the selected timeframe corresponds with any related strategic and infrastructure planning, and financing cycles; that it reflects anticipated development growth rates; and that there is some certainty that the identified infrastructure items can be delivered within the chosen timeframes.

An extension of the period of operation of a DCP requires a scheme amendment which will, in turn, require the approval of the Minister for Planning.

### 3.3.5 Determine current and future infrastructure and administrative needs

Infrastructure needs and specifications for new communities (greenfield contexts) should be based on development industry standards, and include an analysis of existing provision, considering any necessary upgrading or replacing of existing infrastructure, and through a calculation of future requirements, including type and capacity. The relative demand for infrastructure from existing and future populations will need to be determined in later cost apportionment stages and reflected in the DCP.

DCP infrastructure items should not include infrastructure that would otherwise be delivered by individual developers and required via conditions of subdivision approval i.e. the construction of local roads or other infrastructure such as local roads and local drainage, or other infrastructure that is not a 'shared cost'.

To ensure the overall DCP costs are not inflated, only the infrastructure where costs are to be shared should be included in a DCP. The inclusion of infrastructure delivered by a developer directly via the subdivision process as a DCP cost can negatively impact on housing affordability and project viability, and can result in issues arising in returning excess funds at the end of a DCP.

Any change to the proposed standards of infrastructure and facilities after a DCP is finalised and included in a local planning scheme can only be incorporated in a DCP through an amendment to that scheme (with associated formal processes, including public advertising).

Confirming the need for Community Infrastructure items is part of the more detailed planning process necessary for community infrastructure DCPs, outlined at section 3.3.11.

Predicting the additional infrastructure needs of infill areas may be more complex as these areas already have a basic level of infrastructure for everyday needs. Two types of infrastructure are required to facilitate and support urban consolidation policy objectives, including increased densities:

- *Lead infrastructure* is required upfront to increase the amenity of an area, such as street upgrades, public realm upgrades, and public transport improvements. There are examples where the State Government has invested in upfront infrastructure to enable a redevelopment of an urban infill area, and has in some cases recouped money form this initial investment. Examples include Subiaco redevelopment with a new underground train station, Scarborough with foreshore works, Elizabeth Quay and East Perth with an inlet. Without this upfront infrastructure, the increase in density and population would be difficult to achieve.
- However, the use of DCPs in infill development and regional areas experiencing slow growth rates and high land and construction costs requires a degree of caution as it may not result in the collection of sufficient funds to ensure the timely and coordinated provision of infrastructure, especially where the early of delivery of that infrastructure is essential.
- Alternative approaches may include: incentive and performance based provisions in local planning frameworks that are linked to the delivery of broader community benefits, including infrastructure and public realm upgrades; or use of rating mechanisms available under the *Local Government Act 1995*.

Alternative approaches for funding and delivering infrastructure should ensure that the allocation of costs is transparent, equitable and accountable, and should be subject to consultation with the community prior to being implemented.

*Lag infrastructure* is provided after the population has increased, to meet an increased community need. Lag infrastructure in an urban infill context could include significant upgrades to local urban parks including skate parks, swimming pools and other community facilities. The provision of lag infrastructure, that once the population has increased would generally be funded through local government property rates or other mechanisms, may be funded via DCPs formulated in accordance with SPP 3.6.

### 3.3.6 Establish infrastructure priority and timing

It is important to determine and specify in the planning scheme and DCP Report the priority and estimated timing of delivery for each infrastructure item.

Some flexibility is required when attempting to calculate timings for delivery of development to respond to the rate of development. Notwithstanding, the general infrastructure priorities and estimated timing of delivery should be specified in the DCP that is inserted in the local planning scheme. Such timeframes and priorities may be identified in general terms i.e. 1-3 years (short term); 3-5 years (medium term) and 5-10 years (longer term).

Regular reviews of the CEP and the Cost Apportionment Schedule (CAS) will identify in more detail where infrastructure delivery timing changes. Where infrastructure costings are significantly affected, this may require a modification to the DCP itself through the formal amendment process.

### 3.3.7 Early acquisition of public purpose sites

In certain circumstances of hardship, the Department of Planning, Lands and Heritage (DPLH) may pre-fund the acquisition of public purpose sites. This is to help ensure that landowners whose land has been identified in structure plans for a public purpose, are not unduly disadvantaged by not being able to dispose of their land or unduly impacted by the rate of development.

Prior to consideration of a request for early acquisition, the land should be free of constraints and capable of being developed and used for the purpose intended. The intent of this is to limit any unintended costs associated with remediating or otherwise de-constraining the land being borne by the DCP, local or State government.

Sites for acquisition should be able to be used for the purpose intended. Negotiations regarding early acquisition will have regard to any existing constraints on the land.

### 3.3.8 Identification of required infrastructure in Capital Expenditure Plan

A Capital Expenditure Plan (CEP) is required to support a DCP to clearly demonstrate the projected capital costs of delivery of each identified item of infrastructure, the timing of infrastructure delivery, and the revenue sources and programs by which these costs will be met. Infrastructure contributions can be sought for:

- a new item of infrastructure
- land for infrastructure
- an upgrade in the standard of provision of an existing item of infrastructure, to meet the additional demand of new residents in a defined catchment extension to an existing item of infrastructure to avoid unnecessary duplication of facilities, to meet the additional demand of new residents in a defined catchment
- the total replacement of infrastructure once it has reached the end of its economic life where it can be demonstrated that new development has resulted in additional demand and
- other costs reasonably associated with the preparation, implementation and administration of a DCP.

The contributions are for the initial capital requirements only, and not for ongoing maintenance or operating costs of the infrastructure, beyond that required of developers through the subdivision and development process.

The CEP should establish the intended sources of funding for each infrastructure item. All potential sources must be explored, remembering that infrastructure contributions are only one of the ways in which infrastructure can be funded, and that contributions should not replace other sources of capital. Infrastructure contributions are intended to supplement traditional sources of infrastructure funding including local government rates, State and Federal funding, reserve funds and grants.

The CEP should only include external funding that is known to be available at the time the DCP is prepared. If additional external funding is obtained following commencement of the DCP, the CEP can be reviewed to reflect this, with a likely consequent reduction in infrastructure contributions. This is preferable to overestimating the availability of external funding when the DCP is prepared, which may result in infrastructure contributions needing to be increased at a later date as a result.

### 3.3.9 Estimating infrastructure costs

The determination of infrastructure and administrative costs should be based on estimated timing of delivery of each infrastructure item, and the timing and lead times for each project should be documented to ensure clarity of costing assumptions whenever the document is reviewed.

Cost estimation should be undertaken:

a) in the case of land to be acquired, the value of such land is to be determined by a licensed valuer to determine the fair market value of the land

(b) in all other cases, in accordance with the best and latest information available to the local government.

There is a range of industry standards that provide estimated costs of construction for a range of infrastructure. Common industry standards include Rawlinsons Construction Cost Guide or Cordell Cost Guides.

Cost estimates for infrastructure should be undertaken by a quantity surveyor or construction cost consultant or other suitably qualified expert, and should determine costs for each component.

It is expected that costs estimates will incorporate a level of contingency allowance. While such contingencies are a realistic aspect of project budgeting, it is important to recognise the impact on cost estimates of an over-conservative contingency allowance. Excessive contingencies will result in development contribution amounts being set higher than needed, and a likely excess of funds being available at the end of the life of the DCP, impacting both project viability and housing affordability.

While local governments are obliged to minimise risk in terms of the financial management of a DCP, and ensure the DCF adequately covers the DCP administration and operation, the local government should not profit from a DCP, and any excess funds should either be returned to the contributing owners within the DCA at the close of the DCP, or should be expended on the provision of additional facilities or improvements in that DCA (refer the LPS Regulations). Excess funds should not be incorporated or transferred into a local government general revenue account.

To maintain the principle of equity, any contingencies should be set at realistic levels, consistent with development industry standards, and subject to monitoring as part of the overall CEP review process. The estimated cost of items of infrastructure may include project contingencies for design and construction, consistent with industry standards.

A general guide to maximum contingencies is as follows.

#### *Community and recreation*

- Construction – 15% of the estimated project cost
- Design – 10%

#### *Roads or road intersections*

- Construction – 10-15% of the estimated project cost
- Design – 5-10%

#### *Bridges*

- Construction – 20% of the estimated project cost
- Design 10-20%.

Justification for proposed contingencies should be provided in the DCP report. Contingencies should be reviewed through various phases of the life of the DCP, consistent with the principle that contingency amounts will reduce as detailed design costs and cost estimates become more certain.

Cost estimates also need to consider the preparation and ongoing administration required to operate the DCP. Administrative items that can be included are detailed in Schedule 4 of SPP 3.6 and must relate directly to the work local government must do to prepare and implement the DCP. Items may include legal, accounting, planning, engineering, and other professional advice and any associated fees. Certain financial institution fees, charges and interest rates may also be reflected in the relevant DCP.

Costs associated with any other technical consultant work undertaken as part of the land development process should not be included in a DCP, unless in limited cases of fragmented land-ownership where inclusion in a DCP is the only way to facilitate subdivision.

Including management fees as an administration costs should not be applied on a percentage basis of overall cost of the DCP, and should directly relate to the estimated costs of the individual tasks and labour components related to of administrating the DCP and DCF.

### 3.3.10 Prepare Cost Apportionment Schedule (CAS)

The CAS that accompanies each DCP Report must be advertised along with the DCP, and published in final form within 90 days of the DCP gazettal.

The CAS outlines the methodology by which costs are attributed proportionate to demand for infrastructure generated by existing/external development; future growth beyond the lifespan of the DCP; and that generated by the new development, which can be included in a DCP. It also establishes the total apportioned DCP infrastructure costs for each infrastructure network; the unit of charge to be used for calculating individual contributions; and the required contribution amount per unit of charge. All assumptions relating to the calculation of levies within the CAS must be documented and expressed in a way that can be clearly understood by all stakeholders (an example template CAS is provided at Appendix B).

#### *Demand proportions*

To ensure that the principles of need and nexus and equity (beneficiary pays) are upheld, the cost of an infrastructure item must be met by all those who generate its need. This may include the existing local community, future populations, and any users from outside the DCA itself.

The DCP may only include the proportion of infrastructure costs associated with demand generated by new development within the DCA. Costs that cannot be included in the DCP (existing demand and future development beyond the lifespan of the DCP) will need to be funded from alternative sources such as local government rates, State and Federal funding, reserve funds and grants.

It is worth noting that some infrastructure facilities will be designed with excess capacity to service future needs beyond the lifespan of a DCP. Just like any existing or external demand, the proportion of costs associated with this long-term demand should not be included when calculating required infrastructure contributions.

Where a DCP includes new roads or upgrading existing roads, a traffic modelling report may be required to determine the apportionment of demand among the DCP landowners. Infrastructure contributions are to be calculated as a percentage of the total cost of the infrastructure correlating to the percentage of traffic volume utilising the infrastructure from the respective landholdings. The proportion of demand generated from outside of the DCA should also be determined, and the associated cost of this (regional) demand cannot be recovered through the DCP.

Traffic modelling should be undertaken collaboratively with prior agreement between the local government and owners regarding the methodology and assumptions to be used.

### *Unit of charge*

Infrastructure costs are apportioned by dividing the total cost of an item by each unit of charge (having already excluded those portions of total demand generated by existing, external and future communities).
Each landowner's total infrastructure contribution will depend on how many demand units their development generates.

Units of charge may include: per dwelling, per lot, per hectare, or per m2 of floorspace. It is recommended, for the purposes of most DCPs, that cost apportionment is based on a per dwelling unit of charge, rather than a per land area unit. While this will result in higher contributions being paid by developers of higher-density development, it is considered the most equitable approach which best reflects actual demand for infrastructure. A high-density development is likely to produce more infrastructure users than a medium or low-density development would.

A DCA may include land zoned for a variety of residential and non-residential land uses. DCPs may include infrastructure such as public open space or community facilities where the demand is only generated from the residential land uses, and accordingly may need to incorporate multiple methodologies, to reflect differing infrastructure demand generated by residential and non-residential land uses.

### *Cost contribution calculation*

Cost contributions are determined by multiplying the respective infrastructure contribution rate by the number of infrastructure demand units of charge, and then indexing this figure to take account of inflation or other matters relevant to the future capital cost of infrastructure.

These guidelines do not set a standard or maximum contribution rate for Development Infrastructure.
In a State as extensive and diverse as Western Australia, different local governments will deal with DCAs with widely varying infrastructure needs and associated costs, and setting a standard or maximum contribution rate for development Infrastructure would fail to reflect these variations.

Notwithstanding that Development Infrastructure will be variable, a capped rate for Community Infrastructure has been introduced. This is intended to provide certainty to local governments, the broader community and stakeholders regarding potential liabilities, and also ensures that new or upgraded community facilities are being delivered by a combination of methods including local government rates or other funding sources which may be more appropriate and efficient.

## 3.3.11 Prepare a DCP Report

A DCP Report should be prepared to accompany the DCP and include:

- a Cost Apportionment Schedule for the area (CAS), that outlines the methodology by which costs are attributed, proportionate to existing and future growth and
- a Capital Expenditure Plan (CEP) (with at least five out years) which identifies the capital costs of facilities and the revenue sources (including capital grants) and programs for provision.

Between them, these documents should:

- identify the strategic basis for inclusion of each infrastructure item in the DCP
- specify the details of priority, staging and timing for the provision of infrastructure
- detail the methodology for land valuation, and or basis for a standard or specification used for items of infrastructure
- set out in detail the calculation of the cost contribution for each owner, or other unit such as per dwelling, in the DCA, based on the methodology provided in the DCP and
- include all supporting documentation, such as technical reports, that support or justify any aspect of the DCP to be included as Appendices to the DCP report.

These documents do not form part of the planning scheme, but provide important justification for the content of each DCP. Templates detailing the recommended form and content of the DCP Report and CAS are provided in Appendix A and B.

The DCP Report, supporting documentation and CAS must be prepared and adopted for advertising to all owners at the same time as the related scheme amendment.
This is to ensure that all information considered essential for a DCP, including costs, has been prepared and advertised together so that both local government and owners within DCAs are aware of potential liabilities, prior to the scheme amendment being gazetted.

Once a DCP has been approved via the gazettal of the scheme amendment, the local government is to adopt and make available a DCP report and CAS to all owners in the DCA, including any updates, within 90 days of a DCP coming into effect.

The specified 90 days is to allow time for the documents to be finalised, adopted by local government, and published. It is not to be interpreted as an opportunity to complete or make significant modifications to the document. The DCP report and CAS detail should be substantially complete and align with the contents of the scheme amendment documents at the time of advertising and final endorsement by the Minister, to ensure transparency and accountability.

### 3.3.12 DCPs for Community Infrastructure

The preparation of a DCP for Community Infrastructure is the same as that for Development Infrastructure, however, additional information is required to support Community DCPs. To require infrastructure contributions for Community Infrastructure items, a local government must establish a clear strategic framework as justification.

Schedule 2 of SPP 3.6 provides a list of Community Infrastructure that may be considered for inclusion in a DCP. Each local government will need to determine its infrastructure requirements based on the needs of existing and future communities, following consultation with the community. Consideration will also need to be given to the extent to which a DCP can contribute to the funding of the required infrastructure, taking into consideration the capped levy per dwelling that can be imposed.

In addition to the DCP Report being prepared that includes a CAS and CEP, and other supporting information detailed in Schedule 4 of SPP 3.6, DCPs for Community Infrastructure must also be supported by:

- a Strategic Community Plan/ Community Infrastructure Plan, identifying the services and facilities required over the life of the DCP (supported by demand analysis and identification of service catchments)
- a methodology for determining the proportion of costs of community infrastructure to be attributed to growth and the proportion to be attributed to existing areas (cost apportionment methodology).

Community Infrastructure items may only be included in a DCP if those items are first identified as being necessary in a local government's Strategic Community Plan and corresponding CIP.

In summary, preparation of a CIP requires completion of key tasks:

1. Documenting the demographic profile of the existing community
2. Analysing current infrastructure provision and standards
3. Establishing any gaps or excess in current infrastructure provision
4. Confirming current infrastructure needs in relation to existing community profile
5. Estimating future development and population growth
6. Projecting any shift in community demographic profile resulting from growth
7. Calculating future infrastructure needs according to future community profile
8. Establishing a list of necessary new or replacement infrastructure

Each DCP for Community Infrastructure must be supported by projected growth figures including the number of new dwellings to be created per catchment. The cost apportionment between each existing and future owner will rely on these figures so it is important that this analysis work is undertaken as accurately as possible.

#### *Setting facility standards*

Community Infrastructure planning requires not only the identification of which facilities are required, but the setting of standards for the construction and fit-out of those facilities.

A number of local governments have prepared Local Planning Policies setting out the applicable hierarchy, construction standards, and function of facilities, including ratios to determine the number, size and type of facilities in various locations, based on population or catchment distance. These policies may be useful in DCP preparation.

It is the position of the WAPC that infrastructure contributions for Community Infrastructure may be sought based on the cost of infrastructure constructed and fitted-out to a standard that would meet basic and reasonable community needs and expectations for such a facility.

It is at the discretion of the relevant Government agency to deliver infrastructure facilities to a higher standard than that necessary to meet basic needs, however the gap between the basic and higher delivery costs would need to be met by the relevant agency, and may not be included as an infrastructure contribution requirement.

Notwithstanding that levies for cost contributions for Community Infrastructure are capped, the local government will still be required to provide adequate justification for inclusion of the infrastructure items contained in the DCP that are required to meet the needs to the growing population.

## 3.4 Endorsement and publication of a DCP

A DCP does not have effect until it is incorporated into a local planning scheme, either as part of a new scheme, or through an amendment to a scheme. Each DCA should be identified as a Special Control Area on the scheme map and in the scheme text, and a DCP for each DCA included as a schedule to the scheme text.

Any change to the proposed standards of infrastructure and facilities after a DCP is finalised and included in a local planning scheme can only be incorporated in a DCP through an amendment to that scheme (through the scheme amendment process, including public advertising).

While a DCP Report and accompanying CAS are not included in the planning scheme, and can therefore be reviewed without going through a formal amendment process, any changes to either of these documents that result in changes to the DCP itself will require the DCP to be formally amended.

## 3.5 Administration and operation of a DCP

The provisions for administration and operation of a DCP are provided in both SPP 3.6 and the LPS Regulations, and should be incorporated into local planning schemes.

In summary, the following should be noted regarding the levying of infrastructure contributions by local governments:

*Imposition of contribution*

- Where there is an existing DCP included in a gazetted local planning scheme, a condition of subdivision will be applied to the effect that the relevant landowner should contribute towards the costs of providing infrastructure in accordance with the relevant DCP.
  - Where a DCP has not yet been included in a local planning scheme, but has been:
  - advertised as an amendment to the scheme
  - any submissions received have been considered by the local government and
  - the amendment submitted to the WAPC for final approval
- the WAPC will support imposition of a condition of subdivision or strata subdivision to the effect that the relevant landowner should contribute towards the costs of providing infrastructure in line with the DCP, once the relevant amendment has been gazetted.
- This condition effectively anticipates some form of contribution being required, but acknowledges that the exact nature of that contribution cannot be known until the DCP has been endorsed by the Minister in its final form and included in a local planning scheme. Infrastructure contribution requirements are to be imposed on subdivision via one of the WAPC Model Subdivision Conditions. Further guidance regarding Deed of Agreements is provided in this document.
- In accordance with Part 7 of the LPS Regulations, a local government shall not withhold its support for subdivision or strata subdivision, or refuse to approve a development application, solely because there is no gazetted DCP for the subject land, or that there is no other arrangement with respect to an owner's contribution towards the provision of infrastructure. It is expected that local governments will prepare DCPs in a timely manner that aligns with the strategic planning of an area.

*Trigger for liabilities*

- The trigger for payment of infrastructure contributions includes conditions of subdivision or development approval, as part of the subdivision condition clearance process; before the WAPC endorses its approval on the relevant deposited plan or strata plan; prior to commencement of the subject development or change of use; or other triggers for liabilities identified in the local scheme. Contributions are generally only payable for the portion of land within the plan being requested for clearance.

*Method of payment*

- The method by which an infrastructure contribution may be provided is detailed in SPP 3.6, and may include ceding or transfer of land; in-kind contributions (construction of infrastructure by the developer); monetary contributions; or other methods identified as acceptable to the local government including a contribution being made at a different time to that identified in the DCP and/or proposed to be paid in instalments. Agreements to such alternative arrangements are at the discretion of both parties.

*Interim arrangements for DCP contributions*

- While development contributions can be calculated, they cannot be collected prior to gazettal of the plan, without the agreement of the landowner.

As such, there may be circumstances where an interim arrangement for contribution of costs may be required. This typically occurs where a developer or land owner seeks approval to subdivide or develop land, after the DCP has been advertised, but prior to finalisation and gazettal. In these circumstances, a Deed of Agreement is often the mutually-agreed approach to ensuring that development and/or subdivision is not unduly held up, and the local government has confidence that the required contributions will be paid, and financial risk has been managed.

- In such circumstances, it is recommended that the condition of development/subdivision approval includes reference to the requirement for the landowner to enter into a Deed of Agreement to contribute to the cost of providing community and/or development infrastructure; reference to the planning instrument the contributions are based on (i.e. draft DCP informed by structure plan or similar instrument); and reference to the requirement for the contributions to be consistent with State Planning Policy 3.6 Infrastructure Contributions.
- A Deed of Agreement should include, at a minimum:
  a) A provisional cost contribution amount, mutually agreeable to both parties. The agreed amount should reflect a negotiated amount that both parties consider reasonable. If an amount is in dispute, the figure should reflect the average of the estimated contribution as determined by both parties. The WAPC will be the clearing authority on the condition of subdivision or development requiring the landowner to enter into a Deed of Agreement.
  b) The timing of reconciliation of final payment should occur after gazettal of the Scheme Amendment, and once final costs have been finalised (within 90 days of gazettal). Notice should be given of the final contribution amount, and reconciliation should occur within 60 days. Resolution of final costs and reconciliation of final liabilities will occur at gazettal of the scheme amendment, limiting risks to both parties.
  c) A sunset clause that defines a time period of the Deed, as agreed between the parties. A minimum 18-month period is recommended to allow time for the Scheme Amendment and DCP to be granted final approval and be gazetted.

### *Estimated costs*

- Where cost contributions have been calculated on the basis of estimated costs, a local government may either accept a monetary cost contribution based on an estimated cost as a final cost contribution from an owner, or adjust the required cost contribution of any owner in accordance with revised estimated costs resulting from certified and published annual CAS reviews. Payment of a cost contribution based on estimated costs in a manner acceptable to the local government constitutes full and final discharge of the owner's liability.

### *Monitoring and reporting*

- Infrastructure costs should be reviewed at least annually to ensure the cost contributions are keeping pace with actual costs of infrastructure. This includes an audited annual statement of accounts for each DCA reserve account, and a summary of the review of estimated costs in the CAS, including any changes to funding sources.
- At the end of each financial year, the local government is to prepare an annual status report of the DCP that contains a high-level snap shot or "health check" of the progress of the DCP, including the delivery of infrastructure against anticipated timing, and financial position of the DCF.
- The annual status report template provided in Schedule 5 of SPP 3.6 is to be used and the report is to be published on the local government website, with a copy held at the offices of the local government. To ensure the principles of transparency and accountability are upheld, the report and any supporting documentation that has informed the high-level summary shall be made available for inspection by the Minister for Planning, the Department of Local Government, Sport and Cultural Industries or the Department of Planning, Lands and Heritage.

### *Shortfall or excess in cost contribution at the end of DCP*

Once infrastructure in a DCP has been delivered, the Development Contribution Fund (DCF) account will need to be closed. This should occur within 12 months following the delivery of all items of infrastructure.

If there are excess funds available when all cost contributions have been accounted for, the local government is to refund the excess funds to contributing owners for that DCA. If there are items of infrastructure that are not required, or it has been determined will not be delivered, the funds allocated to this infrastructure are considered excess funds and shall be returned to contributing owners within the DCA.

The following steps are recommended to ensure all efforts have been made to refund excess monies, and to ensure the principles of accountability and equity have been upheld.

1. The local government is to notify the contributing landowners within the DCA of the intent to return excess funds at the close of the DCF.
2. If contributing landowners cannot be identified and/or notified, the local government is to publicly advertise the intent to close the DCF, and seek submissions from parties who consider they may be entitled to reimbursement of cost contributions.
3. If it is not reasonably practicable to identify contributing owners or allocate entitlement, the excess funds are to be spent on the provision of additional facilities or improvements within the DCA.
4. The local government should make information publicly available regarding the details of any spending of excess funds.

For Community Infrastructure DCPs, it may be difficult and impractical to return excess funds to contributing land owners, given the significant number of landowners. In such cases, the local government should advertise the intended use of the excess funds, and all funds are to be spent within the DCA.

### *Dispute Resolution*

SPP 306 includes the pathways for resolution of disputes that are included in the 2009 version of the policy. However, it is acknowledged that the pathway of seeking an arbitrated outcome in accordance with the *Commercial Arbitration Act 1985* has rarely been used due to the complexity and costs associated with this process.

As such it is proposed to introduce provisions into the *Planning and Development Local Planning Scheme Regulations 2015* (LPS Regulations) which would provide for an application for review being lodged with the State Administrative Tribunal (SAT) for:

- the amount of the contribution required to satisfy a related condition of subdivision or development approval and
- a decision of local government regarding the timing of return of a refund of a credit.

Consideration of applications for review made under these proposed provisions are intended to be guided by SPP 3.6, and supporting provisions proposed to be included in the LPS Regulations.

It is considered that determination by the SAT of disputes relating to the above matters is an approach that will be accessible and cost effective for all parties, and will result in an independent and timely resolution of disputes.

In addition, it is proposed to introduce provisions into the LPS Regulations requiring a local government to publish its annual status report for each DCP.

These guidelines may require updating to reflect the processes and other modifications to the LPS Regulations that will be required to give effect to the above.

# 4 SUMMARY

The key principle in the application of infrastructure contributions is that the beneficiary pays. Sometimes benefits will be largely confined to the residents of a new development. Sometimes, the benefits will accrue to both existing and new residents. Consistent with this principle, contributions collected will only fund the infrastructure and facilities which are reasonable and necessary for the new development, and to the extent that the infrastructure and facilities are necessary to service the demand generated by the new development.

Where cost-sharing of infrastructure has been identified as being necessary to facilitate orderly planning of an area, and where there are no other suitable mechanisms, a local government can prepare a DCP to enable infrastructure costs to be shared. DCPs need to identify growth trends based on service catchment areas, translate these trends into the infrastructure and facilities necessary to meet these increasing needs within the catchment, and allocate the costs to existing residents and new residents proportional to their demand generated for the infrastructure and facilities. This will help foster fairness and equity.

A fundamental prerequisite of these plans is that local government will need to plan ahead.

The DCP must have a strategic basis and be linked to the local planning strategy, strategic community plan and strategic infrastructure plan and program which identify the infrastructure and facilities required over the life of the DCP (generally up to 10 years for new greenfield development, or longer for the delivery of city-wide Community Infrastructure), and the cost and revenue sources to provide the infrastructure.

In this way, those contributing towards the DCP will be assured that the funds will contribute to the local government's longer-term infrastructure planning and programming in an integrated and coordinated way.

# APPENDICES

## APPENDIX A: DEVELOPMENT CONTRIBUTION PLAN REPORT TEMPLATE

**Note:** This report does not form part of the planning scheme but provides the rationale and justification for the development contribution plan, the calculation of costs, and the cost apportionment schedule specifying the costs for each owner.

**(insert name) Development Contribution Plan Report**

| | |
|---|---|
| **Development contribution area** | The Development Contribution Area is shown on the scheme map as: DCA X. |
| **Purpose** | The purpose of this development contribution plan report is to -<br>a) enable the applying of infrastructure contributions for the development of new, and the upgrade of existing infrastructure which is required as a result of increased demand generated in the development contribution area<br>b) provide for the equitable sharing of the costs of infrastructure and administrative items between owners<br>c) ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the DCA<br>d) coordinate the timely provision of infrastructure.<br>This section should also include reference to any higher-order strategic plans/structure plans which have identified infrastructure proposed to be provided through the DCP. |
| **Period of the plan** | X years from June 30 20XX to June 30 20XX |
| **Operation of DCP** | The plan has been prepared in accordance with State Planning Policy 3.6 Infrastructure Contributions. It comes into effect on the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan.<br>The plan will operate in accordance with the provisions of section X of the local planning scheme. |
| **Application requirements** | Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application. |

| | |
|---|---|
| **Items included in the plan** | This section should list each of the administrative and infrastructure items, including land acquisition if required, and include a sufficient description of what each item is and the basis for its inclusion in the DCP.<br>The need and nexus for each item is to be outlined clearly in this section. There may be a need for additional appendices to be included supporting information such as population projections, community infrastructure plans, traffic modelling or the like which has been used to demonstrate need and nexus for items.<br>The section should also include reference to a Spatial Plan in an Appendix which shows the location of proposed infrastructure. |
| **Estimated costs** | Details of the cost apportionment can be seen in the cost apportionment schedule.<br>Refer to Schedule of costs of each item of infrastructure and administrative items in Appendices. Schedule of costs should be detailed and give a clear description of what the total cost of each infrastructure item is comprised of, for example, all costs associated with the design and contribution of infrastructure, including cost of land acquisition of required and relevant contingencies.<br>The schedule should include an asset ID for each infrastructure item which cross-references to the spatial plan showing the location of each item of infrastructure. |
| **Method of calculating contribution** | Detailed methodology of, and formula for, calculating an owner's cost contribution.<br>Refer to Cost Apportionment Schedule in Appendices. |
| **Priority and timing of infrastructure delivery** | Detail when infrastructure is expected to be provided and what triggers this is based on (e.g. threshold of population or additional dwellings). Details of the priority and timing can be seen in the Capital Expenditure Plan contained in Appendices to the DCP Report. |
| **Payment of contributions** | This section outlines how payment of contributions is to occur and should reference relevant scheme provisions.<br>The section may also outline a local government's approach to dealing with payments of cost contributions as provided for by the local planning scheme provisions, including conditions and method of calculating offsets. |
| **Review** | The plan will be reviewed five years from the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan, or earlier should the local government consider it appropriate, having regard to the rate of development in the area and the degree of development potential still existing.<br>The estimated infrastructure costs as shown in the CAS will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs. |
| **Appendices** | 1. Spatial Plan depicting DCA and location of proposed infrastructure items<br>2. Schedule of Costs of infrastructure and administrative items<br>3. Cost Apportionment Schedule<br>4. Capital Expenditure Plan |

## APPENDIX B: COST APPORTIONMENT SCHEDULE TEMPLATE

**Note:** This schedule does not form part of the planning scheme

| | Infrastructure Plan - Estimates | | | | | | | | | Dwelling yields | | | | Contribution breakdown | | | Per dwelling cost | Cost per dwelling per DCA | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DCA(s) (infrastructure item may service multiple DCA's) | Infrastructure item (brief description) | Cost as per(actual/estimate/ technical report | Trigger point / delivery date | Total infrastructure contribution cost per itme | Minus grants / other contributiuons | Net infrastructure construction cost per item | Less actual accummulated contributions and interest received | Plus actual interest expense | Total contribution coast per infrastructure item | Total expected dwelling yields to (date) | Less total lots already developed | Total remaining dwelling yields | Balance of dweiling yield liable to pay contributions | Council contribution cost per infrastructure item | Development contribution cost per infrastructure item | $ per dwelling | Cost per dwelling | DCA 1 | DCA 2 | DCA 3 | DCA 4 | DCA 5 |
| | | | | | | | | | | | | | | | | | | | | | | |
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## APPENDIX C: CATCHMENTS AND HIERARCHIES

### Catchments

- Local/neighbourhood: 5-15,000 residents
- District: 25-75,000 residents
- Regional: 75,000+ residents

### Open space hierarchy

- Regional open space – means land defined under a region scheme, regional structure plan or sub-regional structure plan as a parks and recreation reserve or as regional open space reserve, to accommodate active and passive recreation such as major playing fields and/or regional conservation and environmental features.
- District open space – means an area of public open space notionally serving three neighbourhoods, generally between 2.5 to 7 hectares, which will accommodate a combination of informal play areas, formal playing fields and hard surfaces for organised sports. Accessibility catchment 2km.
- Neighbourhood Park – means an area of public open space, generally less than 5,000m$^2$, designed and located for local children's play, rest places, pedestrian connectivity, informal active recreation and play, and passive recreation. Accessibility catchment 800m.
- Local Park – means an area of public open space, generally less than 3,000m$^2$, designed and located for local children's play, rest places, pedestrian connectivity, informal active recreation and play, and passive recreation. Accessibility catchment 300m.

### Cycle infrastructure

- Principal Share Paths (PSPs) – previously referred to as 'regional paths' – located primarily along freeways and railways and are generally a State responsibility.