

APPLICATION FOR ASSESSMENT OF A LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN

NORTHERN BEACHES COUNCIL

**FRENCHS FOREST TOWN CENTRE
CONTRIBUTIONS PLAN 2022**



Application Form

June 2020

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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](https://www.ipart.nsw.gov.au/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	Northern Beaches Council
Council contact details (Provide more than one - include names, positions, phone numbers, and email addresses of council officers and/or consultant contacts)	<p>Robert Platt Principal Development Infrastructure Officer [REDACTED]</p> <p>Liza Cordoba Manager, Strategic and Place Planning [REDACTED]</p> <p>Janina Olmos-New Planner/Engineer GLN Planning [REDACTED]</p>

Information about the plan

What is the name of the plan?	Frenchs Forest Town Centre Contributions Plan 2022
What is the name of the catchment (precinct or release area) covered by the plan? * please specify any sub-catchments if applicable	<p>Frenchs Forest Town Centre</p> <p>The catchment area is the land subject to the Frenchs Forest 2041 Place Strategy (the Place Strategy) which was finalised by the NSW Department of Planning and Environment (DPE) on 17 December 2021.</p> <p>The Place Strategy delivers Phase 1 of the Hospital Precinct Structure Plan (adopted by Council in 2017). The Structure Plan provides the strategic land use planning</p>

	<p>framework for the land surrounding the Northern Beaches Hospital.</p> <p>The future rezoning investigation of phases 2 and 3 of the Structure Plan are contingent on significant State Government investment in regional infrastructure. There is no certainty that these investigations will occur.</p>
What is the base period of the plan? (e.g. June 2018)	March 2022
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)?	Clause 6
What is the current maximum contribution amount (per lot or dwelling) for this plan under the Ministerial Direction?	\$20,000
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>The contribution rates are identified in Table 2 (p4) of the Contributions Plan:</p> <p>Per resident – \$11,974</p> <p>Boarding house room – \$16,765</p> <p>Self-contained seniors living dwg – \$17,960</p> <p>0 or 1 bedroom dwelling – \$19,159</p> <p>2 bedroom dwelling – \$26,345</p> <p>3 bedroom dwelling – \$37,120</p>
When was the plan publicly exhibited? And, how many submissions were received during exhibition?	<p>The Contributions Plan was publicly exhibited for six weeks from 18 March 2022 to 1 May 2022.</p> <p>A total of 42 submissions were received (five of these submissions were duplicates).</p>

Has the council adopted the plan? If so, when was it adopted and when did it come into force?	Adopted – 24 May 2022 In force – 1 June 2022.
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?	Northern Beaches Council (Council) NSW Department of Planning and Environment (DPE) – DPE led the rezoning investigations for the catchment area and prepared/finalised the Place Strategy.
Over what period will development in the catchment area of the plan occur?	The Place Strategy anticipates development will occur over 20 years.
What planning instruments (SEPPs, LEPs, or DCPs) apply to land in the catchment area of the plan?	Warringah Local Environmental Plan 2011 Warringah Development Control Plan 2011
Has the Minister referred this contributions plan to IPART for review? If so, provide details.	No

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?

As of 26 July 2022, Council had not received any development applications or requests for pre-lodgement meetings for land in the catchment area.

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 technical studies that have informed the Contributions Plan were initially prepared to investigate the development of all three phases of the Hospital Precinct Structure Plan (adopted by Council in 2017).

In 2017, DPE advised that they would lead the rezoning investigations of phase 1 of the Structure Plan. These investigations resulted in the preparation of the Place Strategy which was finalised by the NSW Government on 17 December 2021.

The preparation of the technical studies for the Contributions Plan has been an iterative process and has occurred concurrent to DPE's finalisation of the Place Strategy. The Contributions Plan identifies local infrastructure required to support development of phase 1 only (being the land subject to the Place Strategy).

There have been no changes to the anticipated yield since the adoption of the Contributions Plan on 24 May 2022.

The future rezoning investigations for phases 2 and 3 are uncertain and dependent on significant infrastructure investment from the State Government which is currently not committed. The rezoning investigations for phases 2 and 3 may never proceed.



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 Contributions Plan was adopted on 24 May 2022 and is provided in Attachment 1. An excel infrastructure schedule is also provided (Attachment 2).

Since the adoption of the Contributions Plan on 24 May 2022, Council is aware of several changes to infrastructure costs that will impact the adopted Contributions Plan:

1. Updated land valuation report

Council received an updated land valuation report from Cushman & Wakefield, dated 22 July 2022. This report updates the initial valuation report dated July 2020.

The updated report considers recent sales data, incorporates stamp duty costs for full acquisitions, and is based on updated land use zones which are consistent with the finalised Place Strategy and the subsequent amendments to Warringah LEP 2011 that came into force on 1 June 2022.

2. Administrative costs for land acquisition

Council will incur significant administrative costs through the negotiation of required land acquisitions. These administrative costs are not adequately accounted for in the adopted Contributions Plan.

Total land acquisition costs in the adopted Contributions Plan are \$35,455,345. This has been informed by the Cushman & Wakefield land valuation dated July 2020. These costs are based on the anticipated compensation payable for the full acquisition of 7 properties and partial acquisition of 14 properties.

The acquisition process will require Council to negotiate with each individually property owner. Through these negotiations Council will incur costs for surveys, conveyancing, valuations, and legal fees. It is anticipated that these costs to Council will be approximately 1% of total acquisition costs (\$354,553). These costs have not been accounted for in the adopted Contributions Plan.

Plan administration costs in the adopted Contributions Plan are \$615,046. This is based on 1.5% of total works costs. These costs will fund the administration of the entire Contributions Plan over its life.

These plan administration costs will not be sufficient to cover the Council's general plan administration costs AND the significant costs incurred through land acquisition negotiations. It is requested that an additional administration cost be included in the works schedule calculated at a rate of 1% of total acquisition costs.

This approach is consistent with IPART's findings in their recent review of the St Leonards South Contributions Plan – see Chapter 5.2.2 of IPART's [Final Assessment Technical Paper](#).

3. Removal of open space embellishment costs

The adopted Contributions Plan includes costs for the embellishment of existing open space at Akora Reserve, Brick Pit Reserve and Rabbett Reserve. These costs have been adjusted to reflect only 'essential works' (see the 'Essential works calcs' sheet in the excel schedule).

Council has secured a grant from the NSW Government for these embellishment works. This grant amount was also included in the works schedule as a negative sum to ensure that there was no double dipping for these works.

The scope and terms of this funding have been agreed as part of the grant. This is now the sole funding source for the embellishment of the existing open space. Consequently, the costs and grant funding should be removed from the works schedule as the funding source is not related to the Contributions Plan. See details in section 8, below.

It is requested that these updated costs are considered as part of IPART's review of the Contributions Plan. An updated excel infrastructure schedule has been provided which incorporates these identified cost changes. (Attachment 3). These changes reduce the total infrastructure costs from \$77,073,440 to \$61,383,684.

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?
NA
5. Briefly explain how the plan has been revised in response to:
<ul style="list-style-type: none">▼ 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. <p>Please note any instances where a recommendation from the Minister for Planning has not been implemented/addressed.</p>
NA

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.

NA

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.

The Contributions Plan does not include the cost of land or works for community services.

The Cred Consulting Social Infrastructure Addendum (August 2019) identifies that the following community services floorspace is required to support the anticipated population in the catchment area:

- Library – 291.28sqm
- Multi-purpose community facility – 338sqm

Council intends to provide a future multi-purpose community facility on part of the land zoned RE1 in the catchment area. The land zoned RE1 is currently owned by the NSW Department of Education and will be transferred to Council, free of charge (see attached

correspondence from Minister for Planning and Schools Infrastructure NSW). The construction of this facility is not funded by the Contributions Plan.



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

DPE commissioned Jacobs to prepare a Transport Strategy to inform the preparation of the Frenchs Forest 2041 Place Strategy. The Jacobs report and associated Aimsun modelling indicated an issue with access from the town centre through the main access point that resulted in delays of up to ten minutes before accessing Frenchs Forest Road. Council also identified other issues with the modelling process that did not adequately address the generated demand and assess the full impacts on the local road network.

Council commissioned ARUP to prepare a traffic report informed by SIDRA modelling. The ARUP report investigated all impacts on the local road network and has informed the preparation of the Contributions Plan.

The ARUP report identifies the traffic and transport improvements required to support the delivery of all 3 phases of the adopted Hospital Precinct Structure Plan. The report isolates the infrastructure improvements required to support development of the catchment area (being phase 1, which is the land subject to the Place Strategy). Only the local infrastructure required to support development in the catchment area is included in the Contributions Plan.

The local infrastructure improvements (land and works) identified in the ARUP report are based on the anticipated trip generation rate over and above the existing conditions. The 'Road and Active Transport Works Schedule' is contained in Appendix A of the Contributions Plan (p28). The infrastructure in this schedule is also discussed in Appendix B.6 of the Contributions Plan (p49).

The existing road layout provides limited opportunities for suitable vehicular access points to the catchment area. Most of the identified traffic related infrastructure (both works and land) is required to be delivered outside and adjacent to the Plan's catchment area. The ARUP report demonstrates that these infrastructure items are required to support development in the catchment area and facilitate the appropriate functioning of the local road network to connect to the main transport corridors.

The excel infrastructure schedule (Attachment 2) identifies the link to the items in the ARUP report (see the 'Traffic and Active Transport' sheet - columns E and K).

Peer review

Council commissioned a peer review of the ARUP and Jacobs reports. This peer review was completed by Arcadis. The Arcadis report supports the local infrastructure improvements identified in the ARUP report.

Road widening and undergrounding of 33kV powerlines

The ARUP report identifies the need to widen Frenchs Forest Road West to provide an additional lane (item 2A in the ARUP report, p12). The report advises that the widening will require acquisition on the southern side of the existing road and works within the road reserve on the northern side of the existing road.

The land and works required to facilitate the widening of Frenchs Forest Road West are identified in the Contributions Plan works schedule as items LA4 (land), R4 and R5 (works).

The northern side of Frenchs Forest Road West contains existing 33kV power poles. The widening of the road results in the power poles being located within the clear zone for traffic traveling on the road. The size and number of poles create a road safety impact that can only be addressed by undergrounding the power infrastructure.

The powerlines cannot be undergrounded in the northern road reserve due to the presence of existing services. The powerlines must be undergrounded within the road formation.

This undergrounding is required to facilitate the widening of Frenchs Forest Road West. The works schedule separates the costs associated with the undergrounding works and identifies the source of these costs (AECOM Feasibility Study and Cost Estimate).

Active Travel

The ARUP report identifies several active travel items. Council considers that only one of these items is attributed to development in the catchment area. The Contributions Plan includes the cost of an off-road shared path on Rabbett Street (250m in length). This shared path will improve access for residents in the catchment area to the upgraded open space in Rabbett Reserve.

Delivery of state infrastructure

The NSW Government made the [Frenchs Forest SIC Determination](#) on 7 December 2021. The SIC applies to the Contributions Plan catchment area. The SIC schedule contains two traffic items:

- R1 - Forest Way additional right turn lane from the southern Forest Way leg into Naree Road (land and works)
- R2 – Signalised intersection at Frenchs Forest Road West/Sylvia Place

No SIC funded infrastructure has been included in the Contributions Plan.

Forest Way is a Classified State Road. The delivery of SIC item R1 will necessitate the closure of Russell Avenue due to the need to increase the right turn capacity into Naree Road from Forest Way for traffic heading to the precinct from the south. The closure of Russell Avenue will require the delivery of the following infrastructure works (identified in the ARUP report) to facilitate the appropriate functioning of the State Road network:

- 3B – New signals at Naree Road/Grace Avenue (land and works)
- 3C – Naree Road extension to Grace Avenue (land and works)

Items 3B and 3C are required because of the State Road upgrade and are the responsibility of the NSW Government to deliver. This infrastructure has not been included in the Contributions Plan.

Supporting documents

- Frenchs Forest Town Centre Transport Strategic Design Report Issue 4 (3 September 2021) – prepared by ARUP (commissioned by Council)
- Frenchs Forest Town Centre Traffic Modelling Review (October 2020) – prepared by Arcadis (commissioned by Council)
- Undergrounding 33kV Powerlines at Frenchs Forest Road West – AECOM, 6 September 2019 (commissioned by Council)

Stormwater land and management works

Council commissioned Alluvium to prepare a WSUD strategy. The Alluvium report identifies several WSUD measures required to address water quality and quantity targets for development in the catchment area. The base WSUD strategy is identified in chapters 8, 9 and 10.6 of the report.

The WSUD strategy identifies several water management facilities that are required to be delivered within existing and new areas of open space. No additional land is required for the delivery of these works. These facilities will be delivered concurrent to the embellishment of the relevant open space and have been included in the Open Space works schedule as separate line items (see Open Space Works Schedule, p30). This infrastructure is also discussed in Appendix B.5, p48.

The water management facilities are identified in the works schedule as follows:

- Part of Item OS 1 – Rainwater harvesting system and GPT (located within land zoned RE1 in the town centre).
- Part of Item OS 2 – Biofiltration basin (located in the existing Brick Pit Reserve)
- Part of Item OS 3 – Biofiltration basin (located in the new open space land adjacent to Akora Reserve)

The attached excel schedule identifies the link to the Alluvium report (see the Open Space sheet, columns E and J).

Supporting documents

- Frenchs Forest Precinct WSUD Strategy (December 2019) – Prepared by Alluvium (commissioned by Council)

Open space land and works (embellishments)

Council commissioned Otium Planning to prepare an Open Space for Recreation Options Analysis for the Hospital Precinct Structure Plan. This strategy relied upon the future redevelopment of Aquatic Reserve. At the time, Aquatic Reserve was planned to be the new location of the Forest High School.

Council investigated opportunities for the redevelopment of Aquatic Reserve and determined that it was not feasible due to significant contamination and site suitability issues. The NSW Government then advised that the Forest High School would not be relocated to Aquatic Reserve.

Council subsequently commissioned Otium Planning to prepare an addendum to their original report. The addendum sought an update to the original open space strategy to reflect the changes regarding Aquatic Reserve. The addendum focussed on the required

open space provision for phase 1 of the Structure Plan. The Otium Addendum Report was finalised in August 2021.

Otium used a demand analysis model to identify the open space and recreation demands of the catchment area. Otium also considered the outcomes of this model against other relevant open space benchmarks.

The open space infrastructure requirements identified in the report are based on total anticipated residents and day-time workers in the catchment area. In considering the open space demand generated by the additional workers, the Otium report references the methodology in the Draft Greener Places Design Guide, prepared by the Government Architect NSW (2020).

The Otium Addendum Report identifies the following open space land requirements for the catchment area (p18, chapter 2.2.6):

- 6.8-7.7ha of parkland for recreation
- 3.8-4.5ha for fields and outdoor courts

The strategy to address open space and recreation demand in the Contributions Plan seeks to minimise additional land acquisition. This relies on three key aspects: the dedication of land in the town centre free of cost; embellishment of existing and new areas of open space; and acquisition of some additional land.

The Open Space Works Schedule in the Contributions Plan (p30) identifies the infrastructure (land and works) required to satisfy the anticipated demand identified by Otium. Appendix B.5 of the Contributions Plan (p45) details the open space and recreation strategy for the catchment area. The excel schedule also identifies the link to the Otium Addendum Report (see the Open Space sheet, columns E and J).

Council has successfully advocated for 15,000sqm of open space in the town centre to be dedicated free of cost by the NSW Government. This land is zoned RE1. Item OS1 in the Contributions Plan is the embellishment of this land.

The Contributions Plan identifies the acquisition and embellishment of four privately owned properties for open space (Items LA1 and LA2 in the works schedule, p30). These properties are located adjacent to existing reserves and will increase the available quantum of open space to address the anticipated demand. The total additional quantum of land to be acquired for open space in the Contributions Plan is 2,409sqm. This is significantly below the quantum of land identified by Otium.

The Contributions Plan includes the embellishment costs of this additional land to be acquired and embellishment of the three existing reserves - Brick Pit Reserve, Akora Reserve and Rabbett Reserve. This is Items OS2, OS3 and OS4 in the Contributions Plan.

The existing reserves are located adjacent to the catchment area and within walking distance which will be easily accessible to future residents. The embellishment of the

existing reserves will improve the quality of this open space and help to address the increased demand generated by development in the catchment area.

The Otium report identified a significant demand generated for active open space and recreation facilities. Item OS5 in the Contributions Plan is the embellishment of the existing playing fields at Forestville Park. These works will reconfigure the existing fields to significantly increase the available hours of use and improve the quality of the active open space to address the new demand from the catchment area.

Removal of costs for embellishment of existing reserves

Items OS2, OS3 and OS4 contain the embellishment costs for existing areas of open space in Brick Pit Reserve, Akora Reserve and Rabbett Reserve respectively. Council has secured a grant from the NSW Government for these embellishment works. The grant does not include the cost of the water management facilities or the embellishment of any additional land to be acquired. This grant amount was included in the works schedule as a negative sum to ensure that there was no double dipping for these works.

As detailed in section 3 above, it considered that the embellishment costs of the existing reserves (part of Items OS2, OS3 and OS4) and the negative sum for the grant funding be removed from the Contributions Plan. The funding of this infrastructure has been secured via an alternate source and is not required in the works schedule.

These costs have been removed in the updated excel infrastructure schedule (Attachment 3).

Supporting documents

- Open Space for Recreation Options Analysis (Addendum 2 – Phase One Revised Provision Strategy) August 2021 – prepared by Otium Planning Group (commissioned by Council)
- Frenchs Forest Open Space for Recreation Options Analysis September 2019 – prepared by Otium Planning Group (commissioned by Council)

Community services land

The Contributions Plan does not include the cost of land acquisition for community services.

Council commissioned Cred Consulting to prepare a Social Infrastructure Addendum (August 2019) to identify the social infrastructure requirements of the catchment area. This report identifies that the following floorspace is required to support the anticipated development in the catchment area:

- Library – 291.28sqm
- Multi-purpose community facility – 338sqm

Council will provide a future multi-purpose community facility on part of the land zoned RE1. This land will be dedicated to Council free of charge by the NSW Government.

Supporting documents

- Frenchs Forest Social Infrastructure Study Addendum (August 2019) – Cred Consulting (commissioned by Council)

9. Were any supporting studies prepared for the catchment area but not relied on? If yes, explain why they were not used.

NA

10. How has non-residential development been considered in determining the need for infrastructure in the plan?

The total anticipated non-residential floorspace in the catchment area is 56,153sqm. This is detailed in Appendix B3.3 of the Contributions Plan (p43).

Traffic

The traffic modelling was based on the anticipated additional trip generation. Additional trips are generated by both residential and non-residential development. The apportionment of infrastructure costs between residential and non-residential development is based on the share of trips generated by each development type.

The traffic generation attributed to non-residential development is 52% of the total trips. This apportionment is detailed in Appendix B.6 (p49) and Figure 6 (p52) of the Contributions Plan.

The off-road shared path on Rabbett Street (250m in length) has been 100% apportioned to residential development. This shared path will improve access to the upgraded open space in Rabbett Reserve. It is considered that workers in the catchment will predominantly use the new park in the town centre due to its proximity to the non-residential development.

Open Space

The Otium addendum report considered the infrastructure demands of the anticipated additional workers in the catchment area. The number of additional workers has been determined based on the anticipated additional non-residential floorspace. This calculation includes anticipated workers in aged care and community uses as per Appendix B.5 (p45) and Table 4 (p47) of the Contributions Plan.

The Contributions Plan and Otium addendum report identify that the demand for open space generated by 1 resident is equivalent to 10 workers. The daytime worker infrastructure demand is equivalent to 143 additional residents. The total open space

infrastructure demand is based on 4,389 people (4,246 residents + 143 equivalent residents).

The open space costs attributed to non-residential development is based on this split and is 3%. This non-residential apportionment is only applied to the embellishment of the open space in the town centre (Item OS1) as workers are most likely to use this park due to its location adjacent to the non-residential development.

Water Management

Alluvium prepared a WSUD strategy based on the anticipated future development in the catchment area. This included non-residential development.

The identified water management facilities in the Contributions Plan will be located within existing and new areas of open space used predominantly by future residents therefore costs have been apportioned to the residential development.

11. In determining the need for infrastructure in the plan, what consideration was given to:

▼ The existing population in the catchment area

Appendix C in the Contributions Plan (p56) contains a list of existing development in the catchment area (also see 'Existing Demand Credit' sheet in excel schedule). The existing population in the catchment area is approximately 344 people.

Traffic

The traffic modelling that informed the infrastructure requirements was based on the anticipated trip generation rate over and above the existing conditions.

Open space

The open space infrastructure requirements were based on the total anticipated demand in the catchment area. The Otium Addendum Report identifies that the required open space quantum of land to address the anticipated total demand is 6.8-7.7ha of parkland for recreation and 3.8-4.5ha for fields and outdoor courts (p18, chapter 2.2.6).

The infrastructure demands of the existing population (344 people) is considered to account for a relatively small portion of the recommended open space quantum. The quantum of additional open space land to be funded by the Contributions Plan is 2,409sqm. This is significantly below the total quantum of land identified by Otium.

This reduced rate of provision is considered sufficient to account for the infrastructure demands of the existing population.

Water Management

The modelling that informed the WSUD strategy accounted for the existing constructed drainage system and existing impervious areas.

The identified water management infrastructure is only required to support the anticipated development in the catchment area.

▼ Any existing or projected population outside the catchment area

The infrastructure in the Contributions Plan is identified to support the anticipated development in the catchment area only.

The ARUP traffic modelling considers background growth along the main road network based on the Transport for NSW (STM model) methodology. However, the local road network modelling uses an annualised growth factor of 1.5% which is derived from the STM and accounts for the actions within the Move Northern Beaches Transport Strategy 2038. The local road network capacity accommodates the background growth for the next 10 years without the traffic generation of the anticipated development.

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

Traffic

The ARUP report and traffic modelling considered the capacity of the existing road network inside and outside of the catchment area (p104 of ARUP report). The modelling demonstrates that this existing infrastructure cannot support the anticipated development without the identified upgrades.

Open Space

The Otium reports investigated the capacity of existing open space facilities inside and outside of the catchment area (chapter 3.1 of Otium Addendum). Page 17 of the Otium Addendum states *“there is no available capacity to meet demand from Phase One without investment in additional fields or upgrading the capacity of existing facilities”*. This report also references the Northern Beaches Sportsground Strategy 2017 which found that there was no significant spare capacity within the current supply.

Water Management

The modelling that informed the WSUD strategy accounted for the existing constructed drainage system and existing impervious areas in the catchment area.

The identified water management infrastructure is only required to support the anticipated development in the catchment area.

▼ Any existing or proposed infrastructure outside the catchment area.

As above.



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.



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

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

Traffic works costs are based on the QS report prepared by Mitchell Brandtman, dated 13 December 2021. This report was informed by the ARUP traffic report and includes allowances and contingencies in accordance with the IPART Benchmark Cost Report 2014.

Notes

- Item R4 in the Contributions Plan is the widening of Naree Road, 430m in length (known as item 2A in the ARUP report). The cost in the QS report has been reduced to exclude the works adjacent to 21A Forest Way (see the excel sheet labelled 'Item 2A'). The road widening on this property will be delivered by the NSW Government as part of their intersection upgrade funded by the SIC. The

cost of undergrounding the powerlines associated with ARUP Item 2A is based on the AECOM Feasibility Study and cost estimate.

- Rabbett Street off-road shared path – This work is identified as part of item 5 in the ARUP report. Only the shared path on Rabbett Street is attributed to the development in the catchment area (see the excel sheet labelled 'Road calcs not used').

Supporting documents

- Frenchs Forest Contribution Plan Cost Estimates, 13 December 2021 - Mitchell Brandtman (commissioned by Council)
- Undergrounding 33kV Powerlines at Frenchs Forest Road West – AECOM, 6 September 2019 (commissioned by Council)

Stormwater management works

Water management works costs are based on the QS report prepared by Mitchell Brandtman, dated 13 December 2021. This report was informed by the Alluvium WSUD strategy and includes allowances and contingencies in accordance with the IPART Benchmark Cost Report 2014.

These costs have also been reduced to reflect only 'essential works' (see the 'Essential works calcs' sheet in the excel schedule).

Supporting documents

- Frenchs Forest Contribution Plan Cost Estimates, 13 December 2021 - Mitchell Brandtman.

Open space works (embellishments)

Open space works costs are based on the QS report prepared by Mitchell Brandtman, dated 13 December 2021. The QS costs were informed by high level concept plans for the embellishment of the existing Brick Pit Reserve, Akora Reserve and Rabbett Reserve, as well as the Town Centre Public Domain Review. These concept plans have been provided as attachments to this submission.

The QS consultant was asked to provide cost estimates for all the works shown in the concept plans. The works costs in the Contributions Plan have been reduced to reflect only 'essential works' (see the 'Essential works calcs' sheet in the excel schedule).

The QS report includes allowances and contingencies in accordance with the IPART Benchmark Cost Report 2014.

The embellishment costs for the new open space land are based on a unit rate of \$350 per square metre. This rate is an average of the 'essential works' embellishment costs of the three existing reserves divided by the area of the works.

Since the adoption of the Contributions Plan, Council has prepared updated concept plans for the embellishment of the additional open space land to be acquired at Akora Reserve and the embellishment of active open space at Forestville Park. These plans are also attached.

Supporting documents

- Frenchs Forest Contribution Plan Cost Estimates, 13 December 2021 - Mitchell Brandtman (commissioned by Council)
- Concept designs for embellishment of existing open space at Brick Pit Reserve, Akora Reserve and Rabbett Reserve – Thompson Berrill Landscape Design
- Frenchs Forest Masterplan Public Domain Review October 2019 – Tyrrell Studio
- Updated concepts for new land at Akora Reserve and Forestville Park – prepared by Council, June 2022

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

Plan administration costs have been included in the Contributions Plan and are calculated at 1.5% of the total works costs. This is detailed in Appendix B.7 of the Contributions Plan (p53) and the '\$ Rates' sheet of the excel schedule.

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.

Council has not yet acquired any land identified in the Contributions Plan.

The NSW Government has agreed in writing to the dedication of the land zoned RE1 in the town centre, free of charge. This land is currently owned by the NSW Department of Education and will be divested to Council upon the sale of the property. The acquisition costs of this land are not included in the Contributions Plan. The embellishment cost of this land is Item OS1 in the Contributions Plan.

Supporting documents

- Letter from NSW Minister for Planning and Public Spaces dated 9 December 2021.
- Letter from CEO of Schools Infrastructure NSW dated 1 February 2022.

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*.

The total land acquisition costs in the adopted Contributions Plan are \$35,455,345. These costs were based on the land valuation prepared by Cushman & Wakefield, dated 3 July 2020. This report identified the likely compensation payable under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

The excel schedule indexes these acquisition costs from the date of the original valuation report. See the 'Indexation' sheet in the excel schedule.

Since the adoption of the Contributions Plan, Council received an updated land valuation report from Cushman & Wakefield, dated 22 July 2022. This report updates the initial valuations originally provided in July 2020. The updated report considered recent sales data, incorporates stamp duty costs for full acquisitions, and is based on updated land use zones which are consistent with the finalised Place Strategy and the subsequent amendments to Warringah LEP 2011 (in force from 1 June 2022). As identified in section 3 above, it is requested that these updated costs be considered in IPART's review of the Contributions Plan.

The updated land valuation reduces total land acquisition costs to \$25,113,667.

Additional Council costs for land acquisitions

Total land acquisition costs in the adopted Contributions Plan are \$35,455,345 (or \$25,113,667 based on the updated land valuation report). This comprises the acquisition of 7 full properties and 14 partial properties. The acquisition process will require Council to negotiate with each individual property owner.

As detailed in section 3 above, Council will incur significant administrative costs through these negotiations. These administrative costs to Council are not identified in the land valuation report or accounted for in the adopted Contributions Plan.

These costs to Council will include surveys, conveyancing, valuations, and legal fees. It is anticipated that these costs to Council will be approximately 1% of total acquisition costs which is \$354,553 (or \$251,137 based on the updated land valuation report).

The plan admin costs in the Contributions Plan will not be sufficient to fund Council's general administration costs AND the significant costs incurred through land acquisitions. It is requested that an additional administration cost be included in the works schedule calculated at a rate of 1% of total acquisition costs.

This approach is consistent with IPART's findings in their recent review of the St Leonards South Contributions Plan – see Chapter 5.2.2 of IPART's [Final Assessment Technical Paper](#).

Supporting documents

- Updated Land Valuation prepared by Cushman & Wakefield dated 11 July 2022 (commissioned by Council)
- Land Valuation prepared by Cushman & Wakefield dated 3 July 2020 (SUPERSEDED) (commissioned by Council)

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?

NA

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

Traffic

The ARUP report has reviewed various options to address the anticipated infrastructure demands of the catchment area. This has included alternative options for vehicular access to the town centre via Warringah Road and via the existing Northern Beaches Hospital. These alternative options were not supported by the NSW Government.

Council has advocated for the funding of traffic and transport infrastructure under the SIC. Council will also advocate for the delivery of other infrastructure by the State Government. This includes the extension of Naree Road and the new intersection with Grace Avenue

(items 3B and 3C in the ARUP report). These costs have not been included in the Contributions Plan.

Open Space

Council has sought to minimise additional land acquisition for open space through the embellishment of existing nearby reserves. A grant has been secured from the NSW Government for the embellishment of existing open space at Brick Pit Reserve, Akora Reserve and Brick Pit Reserve. These embellishment costs can now be removed from the contributions plan (see commentary in sections 3 and 8 above).

Council has also successfully advocated for the dedication of 15,000sqm of land in the town centre, free of cost (land zoned RE1). This has significantly reduced land acquisition costs in the Contributions Plan.

Council is also seeking to secure access to the open space facilities of the new high school at 187 Allambie Road, Allambie Heights for residents outside of school hours. Council is currently in discussions with the NSW Department of Education. This will help address the indoor recreation requirements of the catchment area.

Water Management

The identified water management facilities are co-located within existing and proposed areas of open space. This has reduced land acquisition costs in the Contributions Plan.

SIC infrastructure

Council has advocated for funding of regional open space infrastructure via the SIC. The SIC funded infrastructure is not included in the Contributions Plan.

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

The indexation of contribution rates is identified in section 3.3 of the Contributions Plan. The costs of land and works are to be adjusted annually in line with CPI (All Groups Sydney) as published by the Australian Bureau of Statistics.



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.

The timing of infrastructure delivery is dependent on development take-up. As the catchment area has only recently been rezoned it is difficult to estimate the development interest. It is recognised that the assumptions around the timing of infrastructure delivery will need to be updated during the regular reviews of the Contributions Plan.

The works schedule in the Contributions Plan (p28-30) has identified high level infrastructure delivery timeframes for each item. These timeframes are short term (0-5 years), medium term (6-10 years) and long term (11+ years). These timeframes have been identified based on assumptions around when the demand for this infrastructure will be generated.

The ARUP report (p7) identifies required delivery thresholds for traffic infrastructure based on the realisation of yield in the precinct.



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 all works and land identified in the Contributions Plan is apportioned 100% to the new development as this infrastructure is only required to support the anticipated development in the catchment area.

The traffic modelling was based on anticipated additional trip generation. Additional trips are generated by both residential and non-residential development. The apportionment of infrastructure costs between residential and non-residential development is based on the share of trips generated by each development type. The traffic generation attributed to non-residential development is 52% of the total trips. This apportionment is detailed in Appendix B.6 (p49) and Figure 6 (p52) of the Contributions Plan. It is also reflected in the excel works schedule.

The off-road shared path on Rabbett Street (250m in length) has been 100% apportioned to residential development. This shared path will improve access to the upgraded open

space in Rabbett Reserve. It is considered that workers in the catchment will predominantly use the new park in the town centre due to its proximity to the non-residential development.

Stormwater management land and works

The cost of all works identified in the Contributions Plan is apportioned 100% to the new development as this infrastructure is only required to support the anticipated development in the catchment area.

The water management facilities are located within existing and new areas of open space to be used predominantly by future residents. Costs have been 100% apportioned to the residential development.

Open space land and works (embellishments)

The cost of all works and land identified in the Contributions Plan is apportioned 100% to the new development as this infrastructure is only required to support the anticipated development in the catchment area.

The Otium report has considered the anticipated infrastructure demands of additional workers in the catchment area. The number of additional workers has been determined based on the anticipated non-residential floorspace. This calculation includes anticipated workers in aged care and community uses (total non-residential floorspace of 71,526sqm) as per Appendix B.5 (p45) and Table 4 (p47) of the Contributions Plan. Total additional workers are 1,435.

The Contributions Plan identifies that the demand for open space created by 1 resident is equivalent to 10 workers. The daytime worker infrastructure demand is equivalent to 143 additional residents. Total open space demand is based on 4,389 people (4,246 residents + 143 equivalent residents).

The proportion of open space costs attributed to non-residential development is based on this split and is 3%. This apportionment is only attributed to the embellishment costs of Item OS1 as workers are most likely to use this park due to its location adjacent to the non-residential development.

Community services land

NA

Plan preparation and administration

Plan administration costs are based the 1.5% of total works costs. All development will contribute to plan preparation and administration costs.



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 Contributions Plan was publicly exhibited for six weeks, from 18 March to 1 May 2022. The relevant technical studies were also made available during this time.

The following engagement activities were undertaken for the public exhibition:

- A 'Your Say' page was created on Council's website to gather submissions to the exhibited material.
- Notification in two editions of Council's fortnightly electronic newsletters to 23,000 subscribers.
- Notification in two editions of Council's weekly e-news to 180,000 subscribers.
- Email sent to the dedicated Frenchs Forest Structure Plan subscriber list - 1,736 subscribers.
- Letters to all landowners identified for potential land acquisition (33 landowners). The letters offered a further in-person meeting with Council staff.
- Nine in-person meetings with landowners identified for potential land acquisition.

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

Council received a total of 42 submissions. The main issues raised in submissions were:

- Concerns around the land acquisition process and the calculation of future compensation.

- Traffic congestion from anticipated development.
- Proposed traffic upgrades including the Naree Road extension and new intersection with Grace Avenue.
- Information in Planning Certificates issued by Council.

During and following the public exhibition of the draft Contributions Plan, further analysis of the division of responsibility between local and state infrastructure was undertaken. Where items were considered the responsibility of the State Government, they were removed from the infrastructure schedule in the Contributions Plan. This included the Naree Road extension and new intersection at Grace Avenue (land and works).

The outcomes of the public exhibition were report to Council's meeting on 24 May 2022. Responses to the issues raised in submissions were included in the Community Engagement Report contained in Attachment 4 to the Council report.

Supporting documents

- Council report 24 May 2022 – Outcome of Public Exhibition of the Frenchs Forest Town Centre Contributions Plan (incl Attachment 4 – Community Engagement Report)

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

No, the Contributions Plan has been adopted by Council. Council may consider an additional public exhibition following the IPART review if recommended by IPART.



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?

All relevant information has been referenced in this submission and is provided for consideration.

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

As detailed in section 3 above, the updated land valuation report (received July 2022) has accounted for the latest land use zones in the finalised Place Strategy and the subsequent amendments to Warringah LEP 2011 (in force from 1 June 2022).

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

NA

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.

Council has commissioned updated technical studies to inform the preparation of the Contributions Plan. These updated studies were required as the anticipated yields and planning controls evolved through the planning process undertaken by DPE.

The Contributions Plan has been prepared by Council's consultant, GLN Planning. The draft Contributions Plan was reviewed by Council staff prior to reporting it to Council for adoption and again prior to this application to IPART.

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"/>	7
Incorporate a map showing:			8
▼ 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)			
Include details about how the need for land and works to support new development was determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Appendix B, p32
Include information about:			
▼ Existing population in the catchment area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41
▼ Projected residential population and/or workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41 and 47
Include a schedule of the contributions rates (eg, \$/ha, \$/person, \$/dwelling)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28 and 30
Include assumptions made in the modelling of costs and revenue (if using a Net Present Value (NPV) approach).	<input type="checkbox"/>	<input type="checkbox"/>	NA
Include details of the anticipated rate of development in the catchment area and how this was determined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	39
Include a program for infrastructure delivery and explain how it relates to the anticipated timing of development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28 and 30
Include a statement regarding potential revision of the scheduled timing for infrastructure delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22
Include the formulas used for determining the section 7.11 contributions for each infrastructure category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	48
Explain how the proposed cost of works was derived (eg, quantity surveyor or other consultant advice, standard costs used by the council)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Does the contributions plan:	Yes	No	Contributions plan page reference(s)
Explain how the proposed cost of land was derived	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
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"/>	28 and 30
Include details of apportionment calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28 and 30
Explain how the contribution rates will be adjusted for inflation/ changes in costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16
Outline the base period for costs in the plan (eg, June 2018)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16
Address the council's position on the following policy matters:	<input 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"/>	21
▼ Show how it will satisfy each condition requiring the payment of monetary contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19
▼ 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 type="checkbox"/>	<input checked="" type="checkbox"/>	-

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting studies for stormwater management infrastructure (eg, Flooding and Water Cycle Management report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting studies for community services (eg, Demographic and Social Infrastructure report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning map/s	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Land acquisition map/s	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Constrained land map/s (flooding and transmission lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other documents			
VPAs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Details of other funding agreements for state or local infrastructure in the area covered by the plan (including draft agreements)	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.