



Independent Pricing and Regulatory Tribunal
New South Wales

Application for assessment of a local infrastructure contributions plan – Part A

**The Hills Shire Council
Draft Contributions Plan No.15 – Box Hill Precinct
(Amendment B)**



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1 Instructions

1.1 Who should fill in 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.

1.2 How should a council submit an application?

Councils should complete this Application Form Part A and submit it to IPART, along with the contributions plan and all relevant supporting documentation (see Checklist in section 5) by email, post or in person. We require an electronic copy of all documents.

Email	Post	In Person
Attention: Local Government Contributions Plan Team	Attention: Local Government Contributions Plan Team	Attention: Local Government Contributions Plan Team
localgovernment@ipart.nsw.gov.au	Independent Pricing and Regulatory Tribunal PO Box K35 Haymarket Post Shop Sydney NSW 1240	Independent Pricing and Regulatory Tribunal Level 15 2-24 Rawson Place Sydney NSW 2000

1.3 What other information is available?

Please refer to IPART's website <<https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans>> for further information on our assessment process, including current and completed assessments. The website also has copies of:

- ▼ Application Form Part B (optional)
- ▼ *Section 94E Ministerial Direction for Local Infrastructure Contributions 2012*, as amended (Ministerial Direction), and
- ▼ *Local Infrastructure Contributions Practice Note*, January 2018.

2 Preliminary Information

2.1 All applications

A. Council information

Council name	The Hills Shire Council
Primary council contact details (Provide name, position, phone number, and email address)	Piers Hemphill Strategic Planning Coordinator [REDACTED] [REDACTED]
Secondary council contact details (Provide name, position, phone number, and email address)	Brent Woodhams Principal Coordinator Forward Planning [REDACTED] [REDACTED]

B. Information about the plan

What is the name of the plan?	Draft Contributions Plan No.15 – Box Hill Precinct (Amendment B)
Which clause of the <i>section 94E Ministerial Direction for Local Infrastructure Contributions</i> (Ministerial Direction) applies to this plan (ie, clause 6, 6A, 6B or 6C)?	6A
What is the current maximum contribution amount (per lot or dwelling) for this plan under the Ministerial Direction?	\$45,000.00 (KCP Precinct) \$44,010.59 (SCP Precinct)
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?	\$50,922.42 (KCP Precinct) \$41,721.15 (SCP Precinct)
When was the plan publicly exhibited?	Tuesday 17 December 2019 – 7 February 2020
Has the council adopted the plan? If so, when was it adopted and when did it come into force?	No.

To what extent was the Department of Planning & Environment (DPE) involved in the development of this plan?

Yes. In accordance with the Department's requirements, Council resubmitted the adopted Plan to IPART in February 2018. This assessment was completed by IPART in October 2018 and the findings and recommendations were provided to the Minister for Planning at this time.

The Minister's consideration of IPART's recommendations was completed in August 2019, when Council received formal advice from the Minister advising which of IPART's recommended amendments must be made to the adopted Plan.

The Minister's advice requires two separate sets of amendments to be made to CP15, as detailed below:

"Amendment A" - In order for Council to be eligible to receive 'contribution gap'/LIGS funding, the Minister has identified 12 required amendments to CP15 (as specified by IPART). Incorporation of these amendments enables Council to continue to levy development within Box Hill the capped contribution rate and claim 'contribution gap'/LIGS funding with respect to all development approved within Box Hill since rezoning of the Precinct between April 2013 and 30 June 2020. This amendment was adopted in December 2019; and

"Amendment B" - In order to levy developers within the Box Hill Precinct the full contribution rate from 1 July 2020, the Minister has required that Council initiate a second amendment to CP15 which, in addition to including the changes required as part of "Amendment A", also updates the Plan to account for revised population estimates for the Box Hill Precinct. The Minister has required that this second amendment be re-submitted for IPART/Ministerial assessment and adopted by Council by no later than 30 June 2020. It is this second amendment that is hereby submitted to IPART for review.

Over what period will development in the catchment area of the plan occur?

The Plan first came into force in 2014. The Plan will conclude in 2037.

What proportion of the total projected development in the catchment area of the plan has been approved and/or constructed?	15.95% of residential development and 10.17% of non-residential development.
What planning instruments (SEPPs, LEPs, or DCPs) apply to land in the catchment area of the plan?	SEPP (Sydney Region Growth Centres) 2006. Box Hill Growth Centres Precincts Development Control Plan 2016.
Has the Minister referred this contributions plan to IPART for review? If so, provide details.	Since adoption, CP15 has been amended three times (in February 2015, August 2017 and December 2019) and has been subject to two separate IPART and Ministerial reviews.

2.2 For contributions plans previously reviewed by IPART

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

C. Information about revisions to the plan

Why is the council submitting the revised plan for IPART's review?	The amendment was required by the Minister for Planning and Public Spaces following the completion of IPART's review of the Plan.
<p>Briefly explain how the plan has been revised in response to:</p> <ul style="list-style-type: none"> – recommendations made in IPART's assessment report on the previous version/s of the plan, and – any directions from the Minister for Planning in relation to IPART's assessment. 	<p>In accordance with the Minister's requirements, the plan has been updated to reflect:</p> <ul style="list-style-type: none"> a) The value of actual expenditure completed by Council, up to 30 June 2019; b) The value of actual revenue received by Council, up to 30 June 2019; c) A revised population projection for the Box Hill Precinct of 42,483 persons; and d) Any additional local infrastructure required to support development within the Box Hill Precinct, having regard to the additional population (11,796 persons) not anticipated within the current adopted Contributions Plan.
Briefly explain any other revisions to the plan such as updated costings, revised apportionment of costs, or amended delivery timeframe.	As above.

3 Assessment Criteria

We will assess the contributions plan against the criteria listed in the *Local Infrastructure Contributions Practice Note*, issued by the Department of Planning and Environment (DPE) in January 2018 (Practice Note).

Your responses to the questions in this section will assist us in understanding how the plan, including the proposed cost of land and works, has been prepared.

- ▼ If the information in your proposed response is clearly set out in the contributions plan or a separate report or document, it is sufficient to refer to the appropriate sections/pages.
- ▼ Any referenced reports and documents will need to be attached to this application (see Checklist in Section 5).

3.1 Criterion 1 – the Essential Works List

The public amenities and public services in the plan are on the Essential Works List

We are required to assess whether the land and works in the contributions plan are on the Essential Works List (EWL). Refer to the Practice Note for the most recent version of this list, including a definition of base level embellishment of open space.

Checklist for the contributions plan

Does the contributions plan ...	Contributions plan page reference(s)
Include land or works not on the EWL	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Include costs for any land or works not on the EWL in the calculation of contribution rates	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1. If the plan includes costs for land and/or works not on the Essential Works List:
 - a) list these items below, and
 - b) indicate how their costs are to be met.

N/A.

Only the land component for community services is on the Essential Works List. However, we require details of the community services that are intended to be provided on this land, so we can determine what proportion of the land costs can be recovered through development contributions.

- 2. 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.**

Nil.

3.2 Criterion 2 – Nexus

The proposed public amenities and public services are reasonable in terms of nexus (the connection between development and the demand created).

Nexus ensures that the land and works included in the contributions plan are required to meet the increased demand for facilities generated by the anticipated development.

Checklist for the contributions plan

Does the contributions plan ...			Contributions plan page reference(s)
Incorporate a map showing the geographical catchment area of the contributions plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	9
Detail the types of development that will occur in the catchment area(s) of the plan, and the approximate area of each land use	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Non-residential development included in Plan on pages 25-27. Residential growth is provided in the modelling but omitted from the Plan given the population estimate was mandated by the Minister.
Include information about:			
▼ the existing population in the catchment area	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	4
▼ the projected residential population and/or workforce	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	4
Include details about how the need for land and works was determined	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	22-35
Refer to design and construction standards used in determining the works in the plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	22-35

3. 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.

a) Transport land and works

Department of Planning Precinct Planning Process including Box Hill and Box Hill Industrial Precinct Transport and Access Study prepared by GHD in February 2011.

b) Stormwater land and management works

Department of Planning and Environment Precinct Planning Process including Water Cycle Management Strategy (J Wyndham Prince).

c) Open space land and works (embellishments)

Department of Planning Precinct Planning Process including Demographics and Social Infrastructure Assessment: Box Hill and Box Hill Industrial Precincts prepared by Urbis in February 2011 and The Hills Recreation Strategy 2019.

d) Community services land

N/A.

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

No.

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

Based on maximum permissible floor space ratios, building heights, development patterns experienced within Council's other industrial and/or business areas and the model developed by Hill PDA to forecast demand for employment land within the precinct and resulting job forecasts.

A key principle of Section 7.11 is to demonstrate a relationship between the anticipated development and the demand for additional local infrastructure in the Box Hill Precinct.

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

- a)** the existing population in the catchment area
- b)** any existing or projected population outside the catchment area
- c)** the capacity of existing infrastructure in the catchment area, and/or
- d)** any existing or proposed infrastructure outside the catchment area.

This is outlined in detail in Part C of the Plan on pages 19-35.

3.3 Criterion 3 – Reasonable costs

The proposed development contribution is based on a reasonable estimate of the cost of the proposed public amenities and public services.

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.

Checklist for the contributions plan

Does the contributions plan ...	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Contributions plan page reference(s)
Explain how the proposed cost of works was derived (eg, quantity surveyor or other consultant advice, standard costs used by the council)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	22-35 (More detail provided in supporting material)
Explain how the proposed cost of land was derived	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	35 (More detail provided in supporting material)
Include a schedule of the contributions rates (eg, \$/ha, \$/person, \$/dwelling)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	5 & 6
Explain how the contribution rates will be adjusted for inflation/ changes in costs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	14 - 16
Provide details of accounting arrangements for contribution funds (eg, is pooling of funds permitted, will internal borrowings be used to deliver infrastructure projects?)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	14
If using a Net Present Value (NPV) approach, include assumptions made in the modelling of costs and revenue	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	14-16

7. What is the base period for costs in the plan (eg, June 2017)?

30 June 2019.

8. 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

a) Transport works

Refer to works schedules provided and supporting documentation.

b) Stormwater management works

Refer to works schedules provided and supporting documentation.

c) Open space works (embellishments)

Refer to works schedules provided and supporting documentation.

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

1.5% of Capital costs. As per IPART Benchmark Costs Report.

10. 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?

Yes land has already been acquired. This is detailed in the supporting material provided.

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

Refer to:

- Details of any inclusions for just terms compensation
- Details of any indexation of cost estimates from the base period of the plan, including the index used

Actual costs used where acquisition has occurred. These and an independent valuation report have been used to inform cost per square metre. Refer to supporting documentation.

12. If contributions rates in the plan are calculated using an NPV model,

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

The contribution formula has been arrived at having regard to the Development Contribution Practice Notes issued by the then Department Infrastructure Planning and Natural Resources (DIPNR) in July 2005. These notes provide Council with two options, either a calculation based on nominal values or a net present value (NPV) methodology.

To ensure that the value of contributions is not eroded over time, the proposed method of contribution calculation is based upon a NPV methodology. This approach is a standard financial accounting tool which discounts future cash flows to account for the fact that funds received or spent today are worth more than future funds.

The formula uses a discounted cash flow model, to calculate the contribution rate per person. The model covers a period of 25 years (life of the Contributions Plan). The following elements are used in this calculation:

Land Acquisition Index

The land acquisition indexation assumption is based upon an average of the annual percentage change in the Australian Bureau of Statistics Established House Price index for Sydney from June 2003 to June 2016.

Capital Expenditure Index

The capital expenditure indexation assumption is based upon an average of the annual percentage change in the Australian Bureau of Statistics Producer Price Index for New South Wales from June 2000 to June 2016. Open space expenditure is indexed based on the Producer Price Index (Non-Residential Building Construction). Water management and transport and traffic expenditure is indexed based on the Producer Price Index (Road and Bridge Construction).

Administrative Costs Index

Administrative costs will be indexed at 2.5% which represents the midpoint of the Reserve Bank of Australia's inflation target of 2-3%, on average over the cycle.

Indexed Expenditure

Total of Indexed land acquisition, capital or administrative costs.

Revenue Projections

Revenue will be indexed at 2.5% which represents the midpoint of the Reserve Bank of Australia's inflation target of 2-3%, on average over the cycle.

Cash Flow

A cash flow projection will be prepared using the above elements over the life of the Contributions Plan. The cash flow is the difference between the Indexed Expenditure and the Revenue Projections.

Discount Rate

The NSW Treasury Corporation 10-year bond rate (quoted as a percentage) sourced from the Reserve Bank of Australia. This is consistent with the recommendations within the Draft Technical Paper Modelling Local Development Contributions (Selection of a discount rate for Councils that use an NPV methodology) prepared by the Independent Pricing and Regulatory Tribunal.

See attached NPV Model for details.

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

Some values have been secured by a VPA to eliminate the risk of cost escalation.

3.4 Criterion 4 – Reasonable timeframe

The proposed public amenities and public services can be provided within a reasonable timeframe

Checklist for the contributions plan

Does the contributions plan ...			Contributions plan page reference(s)
Include details of the anticipated rate of development in the catchment area and how this was determined	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	17 & 35
Include a program for infrastructure delivery and explain how it relates to the anticipated timing of development	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	(Provided in modelling)
Include a statement regarding potential revision of the scheduled timing for infrastructure delivery	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

14. 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.

Refer to supporting information including works schedule for program of delivery.

Timing is based on anticipated rate of development (refer projection spreadsheet) and reasonable assumptions regarding planning, approval and construction timeframes for infrastructure items.

The work program can be amended if the rate of development differs from current expectations.

3.5 Criterion 5 – Reasonable apportionment

The proposed development contribution is based on a reasonable apportionment of costs between existing and new demand, and also demand generated by different types 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.

Checklist for the contributions plan

Does the contributions plan ...			Contributions plan page reference(s)
Include details of apportionment calculations	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	19-35

15. How does the plan apportion costs?

Provide details of calculations made, 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

a) Transport land and works

The cost of providing traffic facilities is apportioned between residential and non-residential development. The apportionment of costs is based on the projected demand for each individual traffic infrastructure item generated by each form of development (i.e. residential development or non-residential development). The outcome of this approach is that approximately 60% of the cost of providing traffic facilities is apportioned to residential development within the Box Hill Precinct, with the remaining 40% apportioned to non-residential development.

In accordance with the recommendations of the Independent Pricing and Regulatory Tribunal following the reviews of the North Kellyville Contributions Plan No. 13 (in 2019) and this plan, the proportion of land and capital costs of the northern bridge connection to the North Kellyville Precinct via Edwards Road to be levied on development within Box Hill is 60%. The balance will be attributable to the North Kellyville Precinct.

The need for the upgrade of Annangrove Road to a Sub-Arterial Class 1 road is established by Contributions Plan No. 11 Annangrove Road Light Industry. This route will support future development within the Annangrove Road Light Industrial Area and the Box Hill Precinct. This plan will levy for 50% of the total cost of the upgrade. The remaining 50% will be levied under Contributions Plan No. 11 Annangrove Road Light Industry.

b) Stormwater management land and works

The cost of providing Water Management Facilities within each catchment is apportioned between residential and non-residential development. The apportionment of costs is based on the proportion of land within each catchment area that is zoned for residential or non-residential purposes.

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

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

c) Open space land and works (embellishments)

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

a) Community services land

N/A.

b) Plan preparation and administration

All development will fund plan preparation and ongoing administration costs over the life of the plan. The value of administrative costs levied from residential development is \$4,551,789 (1.5% of the total value of works apportioned to residential development). The value of administrative costs levied from non-residential development is \$1,025,118 (1.5% of the total value of works apportioned to non-residential development).

3.6 Criterion 6 – Appropriate community liaison

The council has conducted appropriate community liaison and publicity in preparing the contributions plan.

We require evidence that the plan has been exhibited and publicised in accordance with the statutory requirements and that submissions received during the exhibition period have been taken into account. 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 that the relevant information is included in the contributions plan itself.

16. When was the plan publicly exhibited?

Tuesday 17 December 2019 to Friday 7 February 2020.

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

The amendment is being exhibited from Tuesday 17 December 2019 to Friday 7 February 2020 which is longer than the mandatory period.

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

Submissions received (1) was reported to Council at an Ordinary Meeting scheduled on 25 February 2020.

Having regard to the comments received, Council incorporated post-exhibition changes to draft CP15 ('Amendment B') as detailed within Section 4 of the Council Report provided.

The post-exhibition amendments reduced the 'per dwelling' rate (KCP Precinct) from \$57,307.78 to \$50,922.42.

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

No.

As stated in the Minister's letter, Council is required to complete this amendment (including submission to IPART for assessment and subsequent Ministerial review) by no later than 30 June 2020 in order to levy developers the full contribution rate once the cap on contributions is removed. If the Minister's deadline is not complied with, Council will be unable to levy developers the full contribution rate, resulting in a substantial shortfall in the Plan.

3.7 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.

20. Is there any other information relating to the contributions plan (such as use of VPAs) which may assist us to assess it against this criterion?

Yes. A VPA was executed on 19 June 2018 (with a Deed of Variation executed on 13 December 2018) between Jundu Pty Ltd as trustee for Hills of Carmel Estate Partnership; Mogul Stud Pty Ltd; The Hills Shire Council.

The Agreement secures the provision of traffic infrastructure (primarily Mt Carmel Road) and drainage/water management works which are identified under Contributions Plan No. 15 – Box Hill Precinct by the Developer in association with residential development within the Box Hill Precinct. It enables the Developer to partially offset the contributions payable under Section 7.11 of the Act, by the agreed value of works and land delivered under the VPA.

A Deed of Variation amended the VPA to extend its application to an additional 8.2 hectares of land on which the Developer intends to deliver approximately 160 new dwellings. The amendments would enable the Developer to rely on the VPA to offset the development contributions payable with respect to a greater extent of development (2,060 lots rather than 1,900 lots).

21. 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

Proposed amendments to the Growth Centres SEPP were placed on public exhibition by the NSW Department of Planning, Industry and Environment from 8 May 2017 to 27 June 2017 which propose to introduce maximum residential density controls across Box Hill. The Department of Planning has informed Council that they are preparing the amendments for finalisation however no specific timeframe has been provided. It is understood that the population projection for Box Hill mandated by the Minister for this Contributions Plan amendment has taken into consideration these proposed controls.

The population and dwelling estimate required by the Minister is derived from the North West Growth Centre Social Infrastructure Assessment (September 2015) prepared for the Department of Planning, Industry and Environment by GHD.

22. Provide any other information which you consider would assist or expedite our assessment.

N/A.

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 should reduce the risk that our assessment is delayed by the need for corrections to be made, or our report unnecessarily include recommendations to correct what are, in essence, calculation errors.

Checklist for the contributions plan

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

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

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

5 Attachment checklist

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

Councils should complete and attach Application Form Part B,¹ **or** provide IPART with spreadsheets (.xls files) that:

- ▼ detail all infrastructure items included in the plan, with references to the studies 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 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), and
- ▼ show indicative contribution amounts for each type of residential dwelling.

Checklist for council application

Application attachment			
Work schedules and calculation of contribution rates			
Application form Part B or	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
spreadsheets that provide the information listed above	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Contributions plan			
Version of contributions plan incorporating any post exhibition changes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Version of contributions plan publicly exhibited	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Version of contributions plan previously submitted to IPART for review	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Public consultation			
Copy of all submissions to publicly exhibited contributions plan *(will be provided once exhibition has concluded)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Summary of submissions and council's response *(will be provided once exhibition has concluded)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Technical studies and consultant documents			
Land valuation report/s	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>

¹ Application Form Part B is available on IPART's website.

Application attachment			
Supporting studies for stormwater management infrastructure (eg, Flooding and Water Cycle Management report)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Supporting studies for transport infrastructure (eg, Traffic and Transport Assessment report)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Supporting studies for open space infrastructure (eg, Demographic and Social Infrastructure report)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Supporting studies for community services (eg, Demographic and Social Infrastructure report)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Maps			
Plan catchment map/s	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Final Indicative Layout Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Zoning map/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input type="checkbox"/>
Land acquisition map/s	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Constrained land maps/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input type="checkbox"/>
Other documents			
VPAs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Details of other funding agreements for state or local infrastructure in the area covered by the plan (including draft agreements)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input type="checkbox"/>
Council business papers or meeting minutes related to the preparation of the contributions plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
Any other documents that you think could be useful in IPART's assessment of the contributions plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>

*Mapping such as zoning and constrained land is available via www.legislation.nsw.gov.au (as a State government release area Council does not control this data but can provide this mapping to IPART if requested).