



1	CITATION	1	6.11	Infrastructure contributions not to be imposed as a condition of rezoning	13
2	BACKGROUND	1	6.12	Transitional arrangements	13
3	POLICY INTENT	1	6.13	Implementation	13
4	APPLICATION OF THE POLICY	2	7	REVIEW OF POLICY	14
5	POLICY OBJECTIVES	3	8	DEFINITIONS/ INTERPRETATIONS	14
6	POLICY MEASURES	3			
6.1	Principles underlying infrastructure contributions	3			
6.2	Types of infrastructure	3			
6.3	Scope	3			
6.4	Where infrastructure contributions can be sought	4			
6.5	Form of infrastructure contributions	4			
6.6	Variable and maximum costs levied	4			
6.7	Imposition of infrastructure contributions	5			
6.8	Subdivision and development	5			
6.9	Developer Agreements	5			
6.10	Development Contribution Plans	5			

11 . z / T 0 341 . 5 (B > > 9000 F F 1 VA d T S C H E D U L E j T) (d u n



1 CITATION

This State Planning Policy is prepared under Part Three of the Planning and Development Act 2005. It may be cited as State Planning Policy 3.6 Infrastructure Contributions (SPP 2009.3.6).

2 BACKGROUND

In Western Australia, contributions for infrastructure were first established through a State Planning Policy in 2009. They are collected by local governments or service providers towards the cost of infrastructure necessary to accommodate urban growth.

Contributions are levied directly through the subdivision and development process, or where there are multiple landowners, through Development Contribution Plans (DCPs).

Infrastructure contributions are one of a number of ways used to meet the physical and social infrastructure needs of growing urban communities. Other funding streams should also be considered to coordinate and deliver the full suite of necessary infrastructure.

The policy is supplemented by the Infrastructure Contributions Guidelines that provide additional explanatory information regarding the application and implementation of this policy.

3 POLICY INTENT

The careful planning and coordination of infrastructure is fundamental to the economic and social well-being of any community. New development and redevelopment needs to ensure the cost-efficient, and appropriately-timed provision of infrastructure and facilities such as roads, public transport, water supply, sewerage, electricity, gas, telecommunications, drainage, open space, schools, health, community and recreation facilities.

The provision of essential infrastructure influences the standard of living, mobility and lifestyle choices of a community and underpins the ability to achieve compact, connected and consolidated urban growth.

The delivery of cost-efficient and appropriately-timed infrastructure requires a co-ordinated commitment from State and local government, in partnership with the private sector.

The use of this policy does not prevent seeking additional State and Federal funding, to reduce costs and maintain housing affordability.

The purpose of this policy is to set out the principles and requirements that apply to the establishment and collection of infrastructure contributions in new and established areas. The policy also provides the framework to facilitate the coordination and delivery of infrastructure in greenfield locations, in all locations, activity centres, corridors and high-frequency public transport routes, industrial nodes and station precincts, where there is demand for additional services and facilities.

The key principle in the application of infrastructure contributions is that the 'beneficiary' pays. Sometimes benefits will be largely confined to the owners of new

development. Sometimes, the benefits will accrue to owners of both existing and new development. Costs are apportioned proportional to the need for the infrastructure and facilities, and the demand generated by the development.

This policy provides the framework to ensure that the infrastructure contributions system is transparent, equitable, and accountable and provides for efficient dispute resolution at critical junctures in the process to ensure effective administration of the system.

4 APPLICATION OF THE POLICY

The policy applies throughout Western Australia across all development settings where new development results in a demand for additional infrastructure, services and facilities.

This may include new communities in green field locations; existing urban areas; industrial areas; and regional towns, where the principles outlined in the policy can be upheld.

The application of mechanisms outlined in this policy, such as Development Contribution Plans (DCPs), may not be suitable for all development settings, where the rate of development may result in difficulties to realise the intended infrastructure within the life of the DCP, and principles such as certainty, and need and nexus are difficult to establish.

In all development and regional areas experiencing slow growth rates are examples where the use of such mechanisms need to be considered with a degree of caution.

Alternative approaches and mechanisms for funding may need to be considered to ensure the timely and coordinated redevelopment of an area, especially where the early delivery of infrastructure is essential.

Alternative approaches may include:

- incentive and performance-based provisions in local planning frameworks that are linked to the delivery of broader community benefits, including infrastructure and public realm upgrades or
- use of rating mechanisms available under the Local Government Act 1995.

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

Where the local government seeks to use alternative approaches, it is recommended that early consultation occur with the Department of Planning, Lands and Heritage.

6 POLICY MEASURES

6.1 Principles underlying infrastructure contributions

Contributions for all infrastructure must be levied in accordance with the following principles:

- a) Need and the nexus

- b) Community Infrastructure: items that may be considered for inclusion in a DCP are listed in Schedule 2: Community Infrastructure: Items for inclusion in a Development Contribution Plan.

6.4 Where infrastructure contributions can be sought

Contributions can be sought from developers and landowners for infrastructure items to support the orderly development of an area to cater to additional demand from increased population; to facilitate development and redevelopment of areas identified in strategic planning instruments for consolidated urban growth; or to accommodate and facilitate industrial growth:

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

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

6.5 Form of infrastructure contributions

Infrastructure contributions can be satisfied by one or any combination of the following methods:

- ceding land for roads, public open space, primary school sites, drainage and/or other reserves
- constructing infrastructure works to be transferred to a relevant Government agency on completion (in-kind contributions)
- monetary contributions, to be used by the local government or Government agency or utility provider to acquire land or undertake works (either directly through the subdivision and development process, or through a DCP) or
- some other method acceptable to the relevant Government agency or infrastructure provider, or a combination of the above.

6.6 Variable and maximum costs levied

Costs levied are either variable or capped, depending on the type of infrastructure:

- a) *For Development Infrastructure*– costs are variable depending on the infrastructure requirements and location of the development area. Costs should be established based on industry benchmarks for specifications at an appropriate standard.

- b) *For Community Infrastructure*– a maximum levy for infrastructure of \$5,000 per dwelling shall apply for local governments seeking contributions for the capital cost of community infrastructure, subject to the support of the Western Australian Planning Commission (WAPC).

Contributions cannot exceed the maximum amount and all items are to be justified, with the demand for infrastructure demonstrated through a Community Infrastructure Plan (CIP). Local governments will be required to set priorities, following consultation with the community, on the delivery of Community Infrastructure.

It is expected that additional funding to deliver the full range of required Community Infrastructure will come from other sources including general local government revenue, and State and Federal funding.

The capped costs for Community Infrastructure is to ensure there is a balance in the ability for local governments to deliver Community Infrastructure for a growing population, while also limiting the impact on housing affordability.

The capped costs should not be regarded as a target, with contributions required through a community DCP to be justified, and the infrastructure able to be delivered within defined timeframes. Where possible, efforts should be made to obtain alternative or additional funding sources.

6.7 Imposition of infrastructure contributions

Contributions for infrastructure are generally calculated and applied via the following mechanisms:

- a) Subdivision and development process – consistent with the requirements of this policy and Schedule 1 - Standard Infrastructure Contribution requirements, contributions are levied through the subdivision or development process and applied directly via standard conditions of subdivision, strata subdivision or development, or other methods detailed in the local planning scheme.
- b) Development Contribution Plans – where cost-sharing arrangements are proposed to deliver Development or Community Infrastructure consistent with the requirements of this policy (refer Schedule 1 for Standard Development Infrastructure contribution requirements; and Schedule 2: Community Infrastructure items).
- c) Developer Agreements – in limited circumstances, and pursuant to a request from the landowner or developer.

6.8 Subdivision and development

Developers, or landowners, are required to make contributions for new or upgraded infrastructure to support the orderly development of an area. These may relate to the requirements of service providers, the State Government or local government.

Schedule 1 details the standard requirements for infrastructure contributions levied through the subdivision and development process. This includes:

- land contributions for public open space, foreshore reserves, primary schools and roads
- infrastructure works for essential services and roads
- monetary contributions for standard servicing and utility charges or
- a combination of the above.

6.9 Developer Agreements

Contributions may also be implemented in limited circumstances through Developer Agreements or by a voluntary agreement between a landowner or developer and the relevant local government, pursuant to a request from the landowner or developer.

Circumstances include large-scale, single ownership projects with a long development timeframe, or in regional areas where a formal DCP is not considered by local government and contributing owners to be necessary to achieve desired infrastructure delivery outcomes.

Notwithstanding that Developer Agreements do not form part of a local planning scheme, infrastructure contributions prepared under this arrangement should be consistent with the principles outlined in this policy and any decision to deviate from these principles, including the provision of facilities of a higher quality or specification than standard, should be a voluntary decision by all parties to the agreement.

6.10 Development Contribution Plans

6.10.1 When a DCP is required

Development Contribution Plans (DCPs) prescribe the cost contributions for land owners in a development contribution area for the provision of infrastructure to service future growth.

Where cost-sharing arrangements are proposed that cannot be implemented through alternative arrangements, these can be supported by a DCP.

Infrastructure items can be included in a DCP where costs are to be equitably shared between landowners, based on the relative proportion of demand generated. Where applicable, a DCP should also reflect the sharing of costs of infrastructure, detailing any contribution to the delivery of infrastructure made by the local government or service provider.

Infrastructure items included in a DCP should consider the lifespan of the DCP, with the expectation that the item of infrastructure can be genuinely delivered consistent with the timing and priorities established in the DCP.

Infrastructure contributions can only be for the provision of capital items, and costs associated with design and construction of infrastructure (including land costs). The costs of administration, and other requirements, such as maintenance periods for public open space, required by State Government policy are considered capital items and may be included in a DCP.

DCPs should not be considered the default instrument for funding of infrastructure and should be carefully considered prior to commencement, and other approaches for the coordinated delivery of infrastructure should be explored.

DCPs may not be suitable in established regional or metropolitan areas due to the difficulties in establishing the need and nexus of additional infrastructure, or the uncertainty around the rate of growth and certainty regarding the timing of delivery of infrastructure.

6.10.2 Operative Scheme Provisions

Where it has been determined that a DCP is required to implement cost-sharing arrangements, it is to be prepared for a Development Contribution Area (DCA). This area is to be identified on the scheme map and within the text, and incorporated into schemes via special control areas.

A DCP does not have effect until it is incorporated into a local planning scheme. Prior to (or concurrent with) identification of the first DCA within a local government area, and associated formulation of a DCP, operative scheme provisions must be included in the relevant local planning scheme to provide the framework for formulating and implementing a DCP, as provided in the Planning and Development (Local Planning Schemes) Regulations 2015.

Where a local government has advertised a development contribution plan, and the submissions have been considered by the local government and the amendment forwarded to the WAPC for final approval, land within that DCA will be considered to be subject to the DCP. The WAPC will support the imposition of a condition of subdivision or development requiring contributions for the provisions of infrastructure consistent with the proposed DCP.

Provisions to be incorporated into local planning schemes relating to DCAs include the following:

- land excluded
- procedures relating to the DCP Report and Cost Apportionment Schedule (CAS)
- cost contributions based on estimates
- valuation of land
- liabilities and triggers for cost contributions
- payments of a cost contribution
- unpaid contributions
- administration of funds
- procedures for shortfall or excess at the end of a DCP
- closure procedures
- powers of the local government and Minister and
- arbitration and dispute resolution avenues.

Infrastructure costs and estimates are not to be incorporated into the local planning scheme, but shall be formulated and advertised with the scheme report, or scheme amendment report, which introduces the DCP.

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

Interim arrangements, such as Deed of Agreements, should be agreed and implemented via conditions of subdivision or development to contribute to the cost of providing community and/or development infrastructure. Further details regarding the recommended contents of Deed of Agreements are provided in the supporting the guidelines and include:

- a provisional cost contribution amount, mutually agreeable to both parties
- the timing of reconciliation of final payment and
- a sunset clause that defines the time period.

6.10.3 Timing of DCPs to align with comprehensive planning

Where a structure plan (Standard, Precinct or District Structure Plan), or similar planning instrument, has been prepared and cost-sharing arrangements are identified as being required to deliver infrastructure necessary for development, a DCP should be drafted at the earliest opportunity, and advertised concurrently or within 6 months following approval of the structure plan. This is to ensure that the DCP has been prepared ahead of subdivision and development, and that all parties are aware of cost liabilities associated with the delivery of necessary infrastructure.

Consideration of structure plans by the local government and the WAPC should not be delayed where a local government has not yet prepared a DCP.

6.10.4 Requirements of a DCP

Development Contribution Plans are detailed in the Scheme and supported by a DCP Report and associated CAS, and other supporting strategic and financial planning reports. In preparing a DCP, the local government is to ensure that:

- a) there is a clear and sound basis with linkages to the local government's strategic and financial planning processes - infrastructure items must be included in a local government strategic community plan and capital works program
- b) the need for that infrastructure, based on an analysis of the demand generated, and the nexus, and where the relationship between the need for infrastructure and the new development is clearly established

- c) that the DCP Report contains adequate justification for the infrastructure and construction standards identified in the DCP, and the authority responsible for providing the infrastructure must be identified
- d) the costs of infrastructure must be transparent, appropriate and reviewed at least annually
- e) estimated costs of infrastructure should be based on the recommended reference rates, or indices, detailed in the policy and supporting guidelines, and relevant references or industry standards used in estimating costs are stated in the DCP Report
- f) there is a commitment

- primary schools – collection of contributions for primary school land is coordinated via the Department of Education
- technical college (TAFE)/university - land acquired by relevant government agency or provider
- non-government schools - land acquired by relevant or provider
- administration costs associated with office accommodation and facilities for staff undertaking DCP administration
- marketing features (eg estate boundary walls or fencing, entry statements, public art, signage, artificial lake or waterway with no drainage function)
- regional sports grounds and facilities (regional open space designated in Region Scheme) and
- local government offices.

6.10.6 Form and content of a DCP

The DCP template in Schedule 3 should be used and incorporated into the local planning scheme to ensure consistency in the application of the development contribution system across Western Australia, and to provide certainty for system users.

Any departure from the model template will need to be justified based on individual circumstances.

The DCP is to include or specify the following:

- a) the DCA to which the DCP applies including details of land or development to be excluded
- b) the infrastructure and administrative items to be funded through the DCP
- c) details of funding, including the percentage being funded by the DCP, and the percentage from other funding sources

Administrative items may be included as a DCP item, but they must relate directly to the work local government must do to prepare and implement the DCP. All administration items are to be individually itemised in the DCP.

Items that may be included are detailed in the Schedule 4 and may include: technical consultant fees for other studies, plans, reports, and project management associated with the development of land if required to inform the preparation of the DCP.

6.10.10 Prioritisation of infrastructure in a DCP

A DCP may identify infrastructure that:

- a) needs to be actioned with the first development in a DCA, such as a major road extension/connection and
- b) is predominantly located on an individual property owners' land, such as construction of a recreation facility, or acquisition of public open space, to service the larger DCA.

included in DCPs as the acquisition of land is a separate process undertaken by the Department of Education. Consideration will be given by the Department of Education to requests from landowners for early acquisition of land in cases of hardship.

Further information regarding the provision of school sites is provided in the WAPC's Operational Policy which guides School Site Planning.

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

6.10.11 Basis of contribution for public infrastructure

6.10.12 Cost contribution based on estimates

The determination of infrastructure costs and administrative costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.

Where a cost apportionment schedule contains estimated costs, such estimated costs are to be prepared and reviewed at least annually by the local government.

A local government is to provide available information upon request to relevant stakeholders, including the DCP Report, the CAS, and supporting information such as valuation advice, calculations and methodology used to determine the costs, or adjustment of costs.

Where a contribution has been paid based on estimated costs, this constitutes full and final discharge of the owner's liability.

Consistent with industry standards, the estimated cost of items of infrastructure may include project contingencies for design and construction:

Justification for proposed contingencies should be provided in the DCP report. Recommended contingency percentages for the design and construction phases are provided in the supporting guidelines.

6.10.13 Disputes and right of review

Landowners and developers can seek a review of the calculation of costs, and the timing of return of funds.

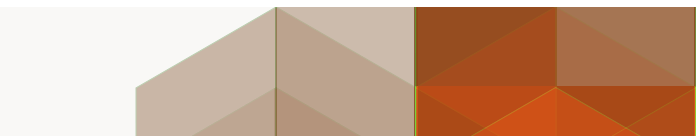
It is preferable that disputes relating to cost contributions are resolved by negotiation between the parties to the dispute, determined by an independent third party.

However, it is acknowledged that this may not always be possible and review by an independent decision-maker may be required in some cases. This policy provides for the following pathways for the resolution of disputes.

When a party subject to a development contribution objects to the amount of a cost contribution, that party may give notice to the local government within 28 days after being informed of the cost contribution.

Supporting evidence may be submitted within 42 days after being informed of the cost contribution, and prepared by a suitably qualified person detailing the basis of the objection, and include proposed alternative costs for consideration.

A review of the objection is to be undertaken by an independent expert (a suitably qualified person agreed by the local government and the owner), at the owner's expense.



6.10.15 Indexation

Indexing ensures cost contributions remain consistent with changing infrastructure costs. To achieve consistency in the use of indexing across local governments, the following indices are to be used, where appropriate, as reference rates for various DCP components including administration, development and community infrastructure, and land:

If a local government considers, and can demonstrate, that the indexation isn't keeping pace with the true costs of a particular item, then the local government should revise the cost estimates for that component/item.

Indexation may be used in the annual review of cost estimates and/or as applied to credits and is to be detailed in the DCP. Indexation may be used for updating annual cost contributions as required after gazettal of the DCP. The WAPC may support the use of alternative indexing to those listed in this policy.

6.10.16 Review of infrastructure cost estimates

A review of infrastructure cost estimates should be undertaken at least annually.

An annual review may be undertaken by:

- i) applying the recommended Indexes detailed in this policy, or as published by the WAPC and/ or
- ii) reviewing each DCP component and undertaking a full review of cost estimates.

The method of the review of cost estimates should be detailed in the DCP.

The review of cost estimates should be undertaken by a suitably qualified professional.

There may be circumstances where there is a substantial reduction in the cost contribution liability, due to factors including an overestimation of contingencies and component costs, or an item of infrastructure is no longer required. In such cases, including where a liability has been paid in full, the local government, on behalf of the DCP fund is to:

Any change to the proposed standards of infrastructure and facilities; deletion of an item of infrastructure; or significant changes to the timing and priority of delivery of infrastructure, after a DCP has been finalised and included in a local planning scheme, can only be incorporated in a DCP through an amendment to that scheme.

6.10.18 Monitoring and reporting

In addition to the annual review of cost estimates, an annual status report is to be prepared by the local government, providing an overview of progress of the delivery of infrastructure specified in the DCP.

The status report is to include:

- the timing and estimated percentage delivery of an infrastructure item against that stated in the DCP, arising from review of the local government's Capital Expenditure Plan
- the financial position of the DCP, including interest that has been accrued and
- a summary of the review of the estimated costs in the CAS, including any changes in funding and revenue sources, and any relevant indexation.

informing the status report is to be made available at the request of the Department of Local Government, Sport and Cultural Industries or the Department of Planning, Lands and Heritage, to enable the effective collection of information regarding the progress of all DCPs across the state.

6.10.19 Shortfall or excess in cost contribution at end of DCP

At the end of a DCP, if there is a shortfall in the total amount of cost contributions when all contributions have been accounted for in a DCA, the local government may make up the shortfall via other revenue sources; entering into agreements with owners to fund the shortfall, if agreed by both parties; or fund the shortfall via loans or borrowings.

If there is an excess in funding when all contributions have been accounted for in a DCA, the local government is to:

- a) For DCPs delivering Community Infrastructure only, the local government should apply the excess funds to the provision of additional facilities or improvements in that DCA, following consultation with the community.

The local government is to publish details of how the excess funds are intended to be spent in the DCA, before the funds are expended.

- b) For all other DCPs, the local government is to refund the excess funds to the contributing landowners for that DCA. Prior to distribution of excess funds, owners are to be advised in writing on the extent of excess funds; how the excess funds are intended to be distributed; and the anticipated timing for return of excess funds.

- Any DCP (scheme amendment) that is being prepared, and has not been submitted to the relevant authority for approval.

7 REVIEW OF POLICY

This policy shall be reviewed within five (5) years of the date that it is published in the Government Gazette. Capped costs for community infrastructure will be reconsidered at the time this policy is reviewed.

8 DEFINITIONS/ INTERPRETATIONS

Unless otherwise defined within the relevant local planning scheme, all definitions and interpretations relating to Infrastructure Contributions and DCPs, shall be as defined in the Planning and Development (Local Planning Schemes) Regulations 2015.

SCHEDULES

--	--	--	--

--	--	--	--

	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
11	Existing roads (upgrades)	Where existing roads are inadequate to accommodate traffic generated by proposal; and or where development is a significant traffic generator.	

SCHEDULE 2: COMMUNITY INFRASTRUCTURE: ITEMS FOR INCLUSION IN
A DEVELOPMENT CONTRIBUTION PLAN

Community infrastructure includes structures and facilities which help communities and neighbourhoods to function effectively. Levying Community Infrastructure requires the preparation of a Development Contribution Plan. Caps on the levying of contributions for Community Infrastructure apply per dwelling.

SCHEDULE 3: DEVELOPMENT CONTRIBUTION PLAN TEMPLATE

Reference No.	DCP X
Area name	DCA XX
Relationship to other planning instruments	The development contribution plan generally conforms to strategic planning documents outlining the intended delivery of infrastructure including the local government's Strategic Community Plan and the 10-year Financial Management Plan.
Infrastructure and administrative items to be funded	<p>Example:</p> <ol style="list-style-type: none"> 1. District community centre <ul style="list-style-type: none"> •

Reference No.	DCP X
Method for calculating contributions	<p>The contributions outlined in this plan have been based on the need for community infrastructure and/or non-community infrastructure generated by additional development in the development contribution plan. The local government's Community Infrastructure Plan identifies the community infrastructure needs that impact on the development contribution plan. The method for calculating contributions excludes the:</p> <ul style="list-style-type: none"> • demand for a facility that is generated by the current population • demand created by external usage - the proportion of use drawn from outside of the main catchment area • future usage – the proportion of usage that will be generated by future development outside of the development contribution plan timeframe <p>$C = [ID \times CR] \times I,$</p> <p>Where C = Cost Contribution ID = Infrastructure Demand – calculated using cost Apportionment Schedule CR = Contribution Rate - as set out in the Cost Apportionment Schedule I = Indexation factor.</p>
Period of operation (lifespan)	<p>A DCP must specify the period of operation (X years). Lifespan should be linked to completion of development or subdivision, and a maximum lifespan of 10 years applies. A lifespan longer than 10 years will only be considered in limited circumstances, if justification for such a timeframe can be demonstrated and linked to a capital works and staging program, and subject to the principle of equity being upheld. A longer lifespan of up to 15 years may be considered in limited circumstances delivering city-wide community infrastructure or specific strategic urban projects, which will have a longer delivery timeframe. Selected timeframes are to correspond with any related strategic and infrastructure planning, and financing cycles; reflects anticipated development growth rates; and provide certainty that the identified infrastructure items can be delivered within the stipulated timeframe of the DCP.</p>
Timing and priority	<p>Summary of the estimated timing and priority for the delivery of each item of infrastructure - details to align with the Development Contribution Plan Report and the Council's long-term strategic plan and infrastructure plan.</p> <p>Timing and priorities</p> <p>1-3 years</p> <ol style="list-style-type: none"> 1. Upgrading of xx road <p>4-7 years</p> <ol style="list-style-type: none"> 2. Realignment of xx road (land acquisition) <p>8-10 years</p> <ol style="list-style-type: none"> 3. Construction of District Community Centre <p>Note: In accordance with LPS Regulations (2015) the priority and timing of delivery of infrastructure should be included in the Scheme. Further detail regarding delivery may be included in the accompanying DCP Report.</p>

Reference No.	DCP X
Review process	<p>Example</p> <p>(i) The plan will be reviewed every (5) years from the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan, or earlier should the local government consider it appropriate having regard to the rate of development in the area and the degree of development potential still existing.</p> <p>(ii) The estimated infrastructure costs shown in the cost apportionment schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.</p>
Participants and contributions	<p>In accordance with the Cost Contribution Schedule adopted by the Local Government for DCA x</p>
Reporting requirements	<ul style="list-style-type: none"> • Annual review of DCP • A status report (annual report) in the form consistent with the template in Schedule 5

SCHEDULE 4: DEVELOPMENT CONTRIBUTION PLANS – REQUIRED INFORMATION

SCHEDULE 4 – REQUIREMENTS AND CONTENT OF A DEVELOPMENT CONTRIBUTION PLAN	
Required Information for all DCPs	<p>A DCP must be accompanied by a DCP Report which is to contain a Capital Expenditure Plan (CEP) and a Cost Apportioning Schedule (CAS), and, which between them:</p> <ul style="list-style-type: none"> • identify the strategic basis for inclusion of each infrastructure item in the DCP • specify the details of priority, staging and timing for the provision of infrastructure, and include any scenarios under which this term may be extended or shortened • detail the methodology for land valuation, and or basis for a standard or specification used for items of infrastructure • set out in detail the calculation of the cost contribution for each owner, or other unit to be charged such as (per lot, dwelling, m2 etc) in the DCA, based on the methodology provided in the development contribution plan • include all supporting documentation, such as technical reports, that support or justify any aspect of the DCP to be included as Appendices to the DCP Report. eg traffic modelling for upgrading of roads to inform apportionment of demand for the new infrastructure among the DCP landowners; an analysis of comparable provision ratio statistics from adjoining established residential communities, where applicable, to support the apportionment calculations <p>These documents do not form part of the scheme but provide important justification for the content of each DCP. Templates are provided in the Infrastructure Contributions Guidelines detailing the recommended form and content of the DCP Report and CAS.</p> <p>The DCP Report (and Appendices) and CAS must be adopted for advertising to all owners at the same time the related scheme amendment is advertised for comment.</p>
Documentation to support Community Infrastructure Items	<p>Where a local government is seeking contributions for community infrastructure, these need to be supported by:</p> <ul style="list-style-type: none"> • a community infrastructure plan for the area, identifying the services and facilities required over the next 5-10 years (supported by demand analysis and identification of service catchments) • a capital expenditure plan (with at least five years) which identifies the capital costs of facilities and the revenue sources (including DCT) -1.105 Td (support Comm-1.4,R,8 TdentacigrowEFFa cag/Acn rapital cosfor tumban (wg ofer, orsseekingars B) prision ratio stablished residentiaistics from adjoining estial communities, where applicable, to supports and identi cation of service catchments)



SCHEDULE 4 – REQUIREMENTS AND CONTENT OF A DEVELOPMENT CONTRIBUTION PLAN

Administrative Items	<p>Administrative items may be included as a DCP item, however, must relate directly to the work local government must do to prepare and implement the DCP. Administration Items should be itemised in the DCP and include estimated costs for each item in the DCP report:</p> <ul style="list-style-type: none"> • costs to prepare and review DCP cost estimates • costs to prepare DCP cost apportionment schedule • costs for undertaking valuations for DCP • costs associated with structure planning and technical studies but only when associated with the preparation of a DCP • fees for professional services directly linked to preparation and implementation of DCP (eg legal and accounting fees) • costs for computer software and/or hardware upgrades necessary to enable DCP preparation • proportion of staff salaries directly related to DCP administration – ‘management fees’ should directly relate to the cost of labour to manage the DCP, rather than a percentage of total DCP costs • details and justification of contingencies applied • financial institution fees and charges associated with administration of DCP funds • interest charged on loans taken out to pre-fund items included in DCP (established based on lending rates at the time DCP is prepared).
----------------------	---

SCHEDULE 5: ANNUAL REPORT TEMPLATE FOR DEVELOPMENT CONTRIBUTIONS PLANS

Name of DCP -

Report date -

Financial Year –