Local infrastructure planning

Guidance for local governments and applicants

August 2023 – vs1.4

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Source number: D22/582

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1 Introduction

Infrastructure planning aims to align the planning and delivery of future infrastructure with the projected demand for essential community services like drinking water, parks and community facilities, sewerage, transportation, and storm water. Proactive and considered planning for infrastructure maintains or improves the community's quality of life and provides for the transparent expenditure of local government charges and rates revenue. Successful local government infrastructure planning is a continuous and iterative process and should adapt to the changing circumstances of a community.

Local governments plan for infrastructure in many ways including via local government infrastructure plans (LGIPs) prepared under the *Planning Act 2016* (the Planning Act). This planning is influenced by local context, local government strategic direction, statutory requirements, and community aspirations.

This guidance document addresses the role of the LGIP in planning for and facilitating the delivery of local infrastructure. The LGIP is an output of local government land use planning policy and an integral component of a local government's planning scheme. The LGIP identifies the local infrastructure necessary to support planned urban development in the local government area and provides a rationale to support local government infrastructure expenditure.

1.1 How to use this guidance

This guidance outlines the process for the preparation, review and implementation of an LGIP.

- **Part 1** sets out key principles and considerations when preparing or amending an LGIP, contains details of what must be included in the LGIP and provides guidance to local governments on how to prepare the LGIP consistent with these requirements. This part also provides some information about how to fulfil the requirements of the Minister's Guidelines and Rules (MGR).
- **Part 2** works together with the MGR and sets out the processes for the review and approval of a draft LGIP.
- **Part 3** includes guidance for the delivery and implementation of local government infrastructure planning and related provisions of the Planning Act.
- **Appendix 1** of this document displays information relating to the panel of pre-approved LGIP reviewers.
- **Appendix 2** of this document contains the infrastructure charges resolution template.

Supplementary documents include:

- **The LGIP template**, located at Appendix 1 of the Guidance for the MGR, provides a template for the required LGIP components of a planning scheme (as provided for under the MGR).
- **Schedule 6 of the MGR** provides a list of indicative trunk and non-trunk infrastructure to guide local governments when drafting the LGIP.
- **The Schedule of Works model** is an Excel file provided on the department's website for download and use by local governments. This is to be supplemented by **Schedule 7 of the MGR.**
- **The review checklist** provides a checklist that must be used by local governments and Appointed reviewers to review a draft LGIP.
- **The appointed reviewer statement template** sets out a review protocol and template for an Appointed reviewer statement to be completed after the draft LGIP has been reviewed and the review checklist has been completed.
- **The PPI index calculator** that can be used and updated with **relevant ABS data** to calculate changes to infrastructure charges levied and payable.

This guidance is to be read in conjunction with:

- the Planning Act that sets the Queensland local government infrastructure planning framework and establishes rules that guide the assessment and conditioning of development proposals
- The Planning Regulation 2017 (the Planning Regulation) that prescribes maximum infrastructure charges that a local government may levy on development and information a local government must make publicly available (i.e. Schedule 16)

- the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009* (the SEQ Water Act) that sets the infrastructure planning framework for SEQ service providers in the delivery of water and sewerage infrastructure in SEQ
- the **MGR** that contains the:
  a. rules for local governments for making, amending and reviewing LGIPs
  b. guidelines for local governments and SEQ service providers for working out the cost of infrastructure for an offset or refund; and working out the criteria for deciding a conversion application
  c. a list of indicative trunk and non-trunk infrastructure
  d. requirements for preparing a Schedule of Works model to support the LGIP.
- the **Guidance for the MGR** that supports the interpretation of the MGR and contains model requirements for LGIPs.
- **Integrating state interests in planning schemes – Guidance for local government** – Guidance for local government that is focused on the approach to plan drafting to achieve the state interests contained in statutory regional plans as well as the State Planning Policy 2017 (SPP) and is designed to support local government in 'working through' each state interest and thinking about how the different tools and elements in the planning scheme can work together to deliver that interest.

In addition, a community fact sheet titled **Factsheet: Local Infrastructure Planning** is available on the department's website.

2 Preparation of local government infrastructure plans (LGIPs)

2.1 Infrastructure planning principles

Local governments are to establish and undertake regular reviews of the infrastructure policy for their local government area. These reviews should be undertaken in an integrated manner by planning for the settlement pattern and strategic land use policy for the local government area. Together these policy directions guide the planning and provision of local government infrastructure networks and the drafting of local government planning schemes.

The LGIP should be prepared in accordance with, and incorporate, the following key principles. In planning for infrastructure the local government should:

- understand and consider the realities facing its community and community expectations regarding the desired level of service for community infrastructure, to inform the local government area's aspirational or desired future state;
- identify any envisaged gap between the infrastructure provision currently anticipated (based on the future land use intent for the local government area and existing infrastructure planning provisions of the planning scheme and LGIP) and those community aspirations and expectations. This involves understanding whether the existing planning scheme, including its LGIP, accurately represents and is able to deliver the desired future state for the local government area;
- review or set strategic goals for infrastructure provision and future settlement patterns, that respond to this context;
- identify and direct growth requirements and types of growth;
- identify the desired standard of service (DSS) for each infrastructure network that can be efficiently provided;
- prepare population and employment projections for expected growth over a 15 to 30-year planning horizon;
- identify the location of existing local infrastructure networks and their capacity to cater for the expected growth at the DSS or where the existing capacity is not adequate plan for upgraded or new infrastructure.
- encourage growth to occur in a preferred sequence, using priority infrastructure areas (PIAs) to align with the location and capacity of existing infrastructure and financially sustainable upgrades; and
- align the provision of infrastructure with the local government's long-term financial forecast (LTFF) and asset management plans (AMPs) to ensure local government expenditure on infrastructure maintenance and establishment is financially sustainable.

These key principles are further discussed throughout this document.

2.2 LGIP components

The LGIP forms part of a local government's planning scheme. The LGIP must be prepared in accordance with the Planning Act and the MGR and must include the following mandatory components, sequenced as per the LGIP template:

1. planning assumptions including development projections and infrastructure demand projections;
2. priority infrastructure area (PIA);
3. desired standards of service (DSS); and
4. plans for trunk infrastructure (PFTI) including the schedule of works (SOW) model and extrinsic material.

Part 1 of this guidance is organised to reflect the structure of the mandatory LGIP template and incorporates many of the elements of the LGIP review checklist to assist LGIP drafters.

2.2.1 Planning assumptions

2.2.1.1 Purpose

The planning assumptions form the basis for the LGIP. The planning assumptions align the expected future land use intensity, and type and pattern of development as envisaged by the planning scheme, to infrastructure planning. Developing planning assumptions is an opportunity for the local government to understand the future of their local government area including changes to population and employment.

The planning assumptions must include the following information (summarised) as development projections and infrastructure demand projections:

- existing and future population and residential dwelling supply in the local government area;
- existing and future employee numbers and non-residential floor space in the local government area; and
- assumptions about the type, location, scale and timing of residential and non-residential development and associated anticipated infrastructure demand.

A detailed analysis of the above key contents should form extrinsic material to the LGIP as per Chapter 5, Part 6, section 39 of the MGR. The planning assumptions within the LGIP summarises this detailed analysis using the format of the LGIP template. An important consideration in preparing planning assumptions is understanding the gap between what data and information your local government currently has and what it requires to make considered decisions.

2.2.1.2 Development Projections

The development projections are to be prepared using a **top-down, bottom-up approach**. Development projections must align with the local governments AMP, LTFF and, should where applicable, align with the relevant water netserv plan. The local government should provide reasons where this alignment does not occur.

Development projections must specifically be provided for:

- population;
- employment;
- residential dwellings; and
- non-residential floor space.

The development projections must:

- be prepared from a relevant **base date** for a projection period (i.e. modelling term) of at least 15 years, up to 30 years;
- not exceed the capacity for each projection area, i.e. consistent with the definition for **ultimate development** which is explained further below;
- be able to be aggregated and reported in the LGIP at an appropriate spatial level by projection area; and
- be stated for the **LGIP development types**, which are also explained further below.

The outputs of this analysis must be summarised in the below tables within the LGIP as per the LGIP template. Detailed outputs are to take the form of the tables located at Schedule 3 of the LGIP template. The local government should also understand and be able to explain variations between the guiding top-down projections and those generated using bottom-up land supply information.

Population and employment assumptions summary

Column 1 Description	Column 2 Assumptions					
	Base date (<insert base date>)	***2021***	***2026***	***2031***	***<Insert additional projection years>***	***Ultimate development***
Population						
Employment						

Residential dwellings and non-residential floor space assumptions summary

Column 1 Description	Column 2 Assumptions					
	Base date (<insert base date>)	***2021***	***2026***	***2031***	***<Insert additional projection years>***	***Ultimate development***
Residential dwellings						
Non-residential floor space (m^2 GFA)						

Base date

For the purposes of the LGIP a relevant 'base date' is required to plan for a projection period of at least 15, and up to 30 years. The base date is the year from which all projections and calculations are undertaken. This base date, and projections/estimates for any intervening years, should enable alignment and comparison of the LGIP planning assumptions to the most recent available top-down projections from the Queensland Government Statistician's Office (QGSO) and to any dwelling supply benchmarks, or equivalent, of a current regional plan. The QGSO projections use the most recent ABS Census dwelling counts for their base year, i.e. currently 2016 and in the future 2021, 2026, etc. Due to the timing of projections (twice in every five years, and the five-yearly census) this can mean the most recent projections have a base date of up to seven years before the present time and the most recent census for which results are available is up to six years old.

The local government should align the base date and milestones (including the planning horizon) of the LGIP with identified dates within their planning scheme or related local government policies. For this reason, it is necessary to ensure local government planning schemes remain current, particularly in areas experiencing rapid growth.

The need to align with current bottom-up property-level information may make it appropriate for the local government to adopt a more recent base date that does not align with the most recent ABS census year or the base year of the most recent QGSO projections. The local government should undertake a transparent assessment of the appropriateness of alternate base dates and discuss with the department and appointed reviewers before proceeding.

Ultimate development

Ultimate development means the likely extent of development that is anticipated in the area, or on the premises, if the area or premises are fully developed. To align with and support projections for the whole local government area, the local government is expected to report on the ultimate development capacity of their whole area. The projected population, dwellings, employment, and non-residential floor space at ultimate development can been calculated for each property by applying a planned density for that property to its net developable area. These property-level projections can then be aggregated to determine the ultimate development for each projection area.

A ‘property’ is the land unit for which development decisions are expected to be made, potentially comprising multiple lots of land or buildings under a single ownership or management structure or development arrangement, e.g. a community title scheme.

The assumed planned density for calculating ultimate development must reflect the ‘realistic level of development’ that can be achieved for the premises. In determining these densities, consideration must be given to the regional plan’s framework for infrastructure planning, the strategic framework, zoning and development provisions of the current planning scheme, any other applicable planning instruments, approved plans for development and current development trends in the area (or similar areas). Given the MGR requirements, ‘The bottom up approach’ section below proposes an approach to estimating planned densities and ultimate development yields.

The outputs of this process make it possible to determine the remaining capacity in each projection area to accommodate future growth, noting the development projections cannot exceed the projection area capacity at ultimate development.

Projection area

The existing and future residential population, residential dwelling supply and employees and non-residential floor space are to be represented by projection areas within the boundaries of the local government area at an appropriate spatial level. It is necessary to prepare the planning assumptions at a level of disaggregation that facilitates their use in the planning of each trunk infrastructure network. For this reason, projection areas can be identified by suburb, locality, service catchment or statistical area. These projection areas must also be displayed within relevant maps of the LGIP. Generation of ultimate development assumptions and the expected timing of development at the property level will enable aggregation of the planning assumptions to the various service catchments of each infrastructure network, as required by the MGR for infrastructure demand measurement and planning.

An accepted method of summary reporting of planning assumptions in LGIPs is to identify projection areas using the Australian Bureau of Statistics (ABS), Australian Statistical Geography Standard (ASGS). The ASGS is a common framework of statistical geography that was introduced in 2011 to ensure comparability and spatial integration of statistical outputs. For example, Statistical Area Level 2 (SA2) is a medium-sized, general purpose area that aims to represent a community that interacts together both socially and economically.

LGIP development types

For the purposes of reporting development projections, the standard development types included in the LGIP template must be used, although sub-types within those development types may also be considered to support alignment with available population and employment projections. For example, visitor dwellings or different types of industry or health, education and emergency services within community purposes. The standard development types reflect an aggregation of standard planning scheme uses as defined by the *Planning Regulation 2017*. Local governments should cross-reference the LGIP development category and development types to defined uses contained in their local government planning schemes.

At a minimum, the planning assumptions must be stated for the following LGIP development types:

1. detached dwellings;
2. attached dwellings;
3. retail;
4. commercial; industrial; and
5. community purposes.

An ‘other’ category, for both dwellings and non-residential uses, would also capture uses and employment that do not fall within the LGIP development types, e.g. non-private dwellings and hospitality and leisure uses, natural-resource based uses and mobile uses/employment not related to a fixed non-residential location (including working from home).

Example LGIP development type categorisation (Residential development only)

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Uses listed in planning scheme (based on Planning Regulation 2017)
Residential development	*Attached dwelling*	*Dual occupancy, Multiple dwelling, Retirement facility*
	Detached dwelling	*Dwelling house, Relocatable home park, Party house*

The top down approach

Available 'top down' population and dwelling projections for a local government area are commonly informed by a combination of regional demographic assumptions (e.g. net migration and natural increase) about the nature and timing of growth, local land supply and development data. They consider the development trends in the local government area at the time of preparation to estimate future growth. Appropriate sources for population projections include the residential population and dwelling projections prepared by the QGSO or similar.

Employment projections should align to the projected population growth and reflect the local government area's existing employment base, economic context, and development opportunities. They may be available within adopted economic development studies undertaken by the local government for its area, or from Queensland Treasury. They may also be prepared for regional planning purposes.

Population and employment projections should align with future Australian Bureau Statistics (ABS) census years (e.g. 2021, 2026). It is therefore appropriate to prepare the planning assumptions for the base date of the LGIP and for each future ABS census date for a period of at least 15 years. If the local government planning scheme cannot cater for 15 years of growth, then the planning assumptions will be limited by the planning scheme. In most cases this would indicate the need to amend the planning scheme, or prepare a new one, to be able to accommodate such growth, in alignment with the inclusion of the proposed LGIP in the new or amended scheme.

A regional plan may have policy which influences the expected scale and distribution of growth across a regional planning area, which may need to be considered in relation to developing a LGIP. Such growth may differ to that projected for an LGA by current QGSO or other projections used, therefore a local government should discuss with the department how best to address these strategies in preparing their LGIP, in the context of their particular current top down projections and planning horizon. For example, the South East Queensland Regional Plan 2017 (*ShapingSEQ*) establishes dwelling supply benchmarks and employment planning baselines for growth to 2041, by local government area (LGA) and residential expansion and consolidation areas within each LGA. Pursuant to the combination of Prosper – Element 1, Strategy 7, Connect – Element 3, Strategy 3 and supporting assumptions in Chapter 5 of *ShapingSEQ* (see p.174), local governments are therefore expected to plan for the dwelling supply benchmarks to 2041, and for at least the employment planning baselines to 2041 to respond to this regional plan.

The bottom up approach

The bottom up distribution of the top down growth involves analysis of the capacity for development (ultimate development) at the property level, but also its likelihood of development, to inform the spatial distribution of growth over time. Growth projections are ultimately limited by the physical realistic capacity available to accommodate growth in the locality or premises, consistent with the definition of ultimate development. However, a property's propensity for development may also affect the scale of development in an area up to the planning horizon of the LGIP. Steps involved for the bottom up distribution of growth should include:

a. understanding **development trends and existing use and density** within the local government area; application of development constraints to calculate **developable area**;

b. application of land use and planned density assumptions to **calculate expected development yield**;
c. analysis of property attributes to calculate the **propensity for development**; and
d. allocation of a **development timeframe**.

Development trends and existing use and density – What is the current situation?

To ascertain development projections, existing development must be understood at the chosen base date. This process may involve a review of:

- the cadastre, council rates land use information and other information sources (e.g. the Queensland Government Fire Service/Emergency Management Levy, waste bin service data, water connections, special property-level registers such as those for tourist accommodation, retirement facilities, aged care homes, public housing, residential services and manufactured home parks, and aerial imagery) to determine current land use activity;
- existing dwelling stock to derive plot ratios and trends related to building typology, number of dwellings, size of dwellings, etc.;
- development approvals for Material Change of Use, Building Work and/or Reconfiguring of a Lot; development trends, including developer interest, in the local government area; and
- dwelling occupancy rates and floor space conversion rates for LGIP development types.

Ground truthing and site assessments can be undertaken to verify the above desktop analysis. The review of this information will, as well as identifying base year property-level land use, dwellings and floor space, test whether the land use and yield provisions of the existing planning scheme are realistic and effective, informing the planned density and expected development yield step below.

Developable area – How much land is available to develop?

Developable area means the area of the premises that can be developed and is not subject to a development constraint. Development constraints used to determine developable area must be listed within the planning assumptions and may include areas with identified:

- biodiversity value (e.g. matters of state environmental significance);
- natural resource value (e.g. Key Resource Areas);
- constrained zoning (e.g. Conservation or Environmental Management zones)
- natural hazards (e.g. Flood hazard); and
- heritage value (e.g. State or local heritage places)

Development constraints should be clearly represented in the local government's existing or draft planning scheme or similar publicly available documents and are recommended to be spatially represented. For each property, all constraints are applied spatially, and the developable area is calculated by removing areas burdened by development constraints from each total property area. For example, if the development constraint of Flood hazard (where extreme hazard or similar) is an identified constraint and is applied to the entirety of a property the developable area of such property would be zero (0) square metres for the purpose of the LGIP planning assumptions.

Constraint mapping, particularly mapping relating to natural hazards, is liable to change. The impact of this change, the anticipated likelihood of change and the limitations and assumptions used to develop the mapping, which may affect the accuracy of the constraints analysis at the property level, should be considered by the local government within the infrastructure planning process.

As a guide to the appropriate treatment of constraints in estimating developable areas, research for the SEQ Growth Monitoring Program has identified SEQ-wide developability rules, which may be subject to further local interpretation, variations or updated to best identify what is likely to be approved for development in an area. The developability rules are explained in the Developable area and land supply types section of the **2020 Land Supply and Development Monitoring (LSDM) Report and associated Technical notes**.

Expected development yield– What is the realistic level of future development?

The planned density for the purposes of the LGIP is to be determined to reflect the realistic level of development (ultimate development) with reference to the land use and yield provisions of the planning scheme, development trends and existing density as established above. When determining planned densities, consideration must be given to:

- the **land use** and **density assumptions** of the planning scheme derived from the strategic framework and zoning and development provisions within the planning scheme (i.e. the intent for the future scale, type and location of each LGIP development type per zone or similar);
- current development trends and predicted future development trends, including developer interest, in the local government area or adjoining areas;
- existing density;
- land required for local roads and other infrastructure;
- the regional plan's framework for infrastructure planning;
- other planning instruments such as those for Priority Development and State Development Areas; and approved plans for development.

A land use assumption means the type of uses that can occur in a zone or similarly defined planning area whereas a yield assumption depends on the planned density of development that can occur for that use.

The planned densities must be expressed as:

- dwellings per developable hectare for residential development; and
- plot ratios for non-residential and mixed development.

The planned densities must be identified for:

- a planning scheme zone or local plan area; or
- any other defined area in the LGIP maps.

Given the above requirements derived from the MGR, an appropriate basis for determining planned densities and consequent ultimate development yield would be to adopt the following in order of preference, where available for a property:

- the estimated yield from approved structure plans, development plans or development approvals;
- stated developer intentions;
- a default assumption derived from analysis of comparable local development examples;
- permitted density provisions from the planning scheme or other applicable instrument.

Propensity for development – What is the likelihood of development?

Once the planned density and development yield are identified, an integrated analysis of property and market attributes can be used to determine the likelihood of or propensity for site development. This may include the use of pricing models which consider land use and yield assumptions in the context of development cost and market factors. Other tools include development propensity or desirability indexes which also include measures that indirectly represent comparative development costs and returns for existing and potential uses over time. These methods may use information such as:

- past building approvals to help model the effect of different property attributes;
- economy-wide measures to represent the changing context for development decisions over time, e.g. gross state product, wages growth, house prices, financing arrangements and interest rates, population and employment growth;
- expected local demand for the subject use/development type up to the planning horizon;
- expected practical staging and development timeframes for major growth areas;
- site accessibility, serviceability and constraints that may increase/decrease either market value or development costs;

- » the planned density compared to the existing density, representing comparative value of the land for development versus the existing use;
- » the age of existing development, reflecting its value (newer development has less depreciation in value) relative to any planned redevelopment; and
- » current development approvals, being the best reflection of property-level development feasibility and intent in the short term because they can be expected to have considered the detailed circumstances for each property.

It is at local governments discretion what assumptions inform such methods, depending on what best represents the likelihood of development. The overall output should index development by propensity value, or similar.

Desirably this process should also enable identification of properties or parts of properties, e.g. later stages of major growth areas, that are unlikely to develop up to the LGIP planning horizon (that are not realistically available for development). For guidance, realistic availability is defined and measured for the **2020 SEQ Land Supply and Development Monitoring Report.**

Development timeframe – When will development occur and what is the allocation of supply?

The future timing of the assumed type and scale of development for a particular location is based on the top down population and employment projections for that location, allocated over time based on the bottom up property-level ultimate development, propensity for development and realistic availability information up to the planning horizon. This involves:

- » allocation of each cohort of projected growth, e.g. each five years of projected growth, based on those properties with the highest propensity being developed first, up to the total of each cohort;
- » the remaining next highest propensity properties roll over to each respective next cohort of growth, until the planning horizon is reached;
- » any properties or parts of properties not considered realistically available up to the planning horizon should not be allocated as part of this process (of course, development in any area cannot exceed ultimate development for that area).

2.2.1.3 Infrastructure demand projects

The planning assumptions provide a consistent basis for the planning of the trunk infrastructure networks. Infrastructure demand projections must be based on development projections and at a minimum the following process must be applied:

- » convert population and employment related projections at each projection year into relevant demand for each network using stated **demand units**; and
- » when compared to relevant measures of existing infrastructure network capacity, use this information to identify construction dates for new infrastructure necessary to service development by **service catchment**.

It is important that these inputs result in a planned demand that is aligned with the demand generation rates for development in a zone or precinct. The alignment of planned demand and infrastructure provision is a key goal of infrastructure planning. The spare capacity of existing infrastructure must also be considered in comparison to infrastructure demand projections to ensure the efficient use of existing assets.

The infrastructure demand projections of the LGIP must also align with the local governments AMP, LTFF and, should if applicable, align with the relevant water netserv plan. The local government is required to clearly outline reasons where this alignment does not occur.

The LGIP must also include the existing and future infrastructure demand projections for each service catchment for each trunk infrastructure network. Service catchments for trunk infrastructure networks cover urban areas for which network demand projections are stated in the planning assumptions. Service catchments must enable the servicing cost for urban areas to be determined, distinct from rural areas. Consultation may also be held with state infrastructure providers to understand their servicing requirements, demand projections and underutilised infrastructure capacity. This consultation should be commenced as early as possible in developing a local government's planning assumptions.

Demand units

Minimum standard demand units stated in the MGR are:

- Demand for the **public parks and land for community facilities** network is usually population based.
- Demand for the **water supply and sewerage networks** is generated by both residential and non-residential development and is expressed as either equivalent person (EP) or equivalent tenement (ET). The infrastructure demand projections for these networks are generally calculated by multiplying the assumed future residential and non-residential development by demand generation rates that have been derived from historical water consumption and return to sewer data for different development types.
- Demand for the **stormwater** network is generated by the creation of impervious area for residential and non-residential development and is expressed as impervious hectare (imp ha). The infrastructure demand projections for the stormwater network can be calculated by estimating the average proportion impervious hectare (imp ha) per developable hectare for different use types.
- Demand for the **transport** network is generated by both residential and non-residential development. Some sophisticated traffic modelling programs typically express demand in terms of vehicles per day or vehicle trip ends per day (vpd) (one vehicle trip consists of two vehicle trip ends, one at the trip's origin and one at the trip's destination). Planning assumptions can be input directly to a transport model that simulates future trip patterns and outputs the infrastructure demand projections. Smaller local governments, or those experiencing low rates of growth, may prefer to prepare the infrastructure demand projections for the transport network by applying a standard demand generation rate to the different projected residential and non-residential types of development.

In addition to the standard demand units above the local government may identify alternative demand units. These alternative units must be supported by comparison or conversion tables and other necessary information to demonstrate their relationship to the standard demand units. A local government should discuss alternative demand units with the department and appointed reviewers before proceeding with this methodology.

The local government uses these assessments to identify the timing of the need for new or upgraded infrastructure in a location. This leads to the identification of construction dates for new infrastructure necessary to service development which ultimately informs the determination of the PIA.

Service catchment boundaries

A local government must include the projected infrastructure demand within each service catchment of each network. To determine appropriate service catchments for each infrastructure network the local government should consider:

- which trunk infrastructure items operate as a system;
- the reasonable apportionment of establishment costs of trunk infrastructure to each defined catchment; the clarity of boundary definitions for both open and closed networks;
- the financial and administrative systems supporting the delivery and implementation of the LGIP; existing operational modelling and documentation;
- geographical landmarks, natural boundaries (i.e. natural catchment boundaries) and existing major infrastructure (i.e. major roads);
- local governments DSS, land acquisition, capital works or expenditure programs.

Alternatively, a single service catchment for a trunk infrastructure network may exist in the local government area where the infrastructure performs a local government area-wide function. All service catchments listed in the tables of projected demand must be identified on the relevant plans for trunk infrastructure maps and vice versa.

2.2.2 PIA

The PIA is an urban area (or areas) that a local government has identified and prioritised for the provision of trunk infrastructure to accommodate 10 to 15 years of growth for non-rural purposes. The 10 to 15 years of growth is over the life of the PIA, i.e. it is intended to be at any point in time during its life as an adopted PIA and measured from the time of measurement. The drafting of the PIA section must be consistent with the LGIP template and achieve an efficient, sequential, pattern of development.

The local government should use an iterative process when determining its PIA. This process should include—

a. preparing planning assumptions and the projected infrastructure demand for each network;
b. assessing the spare capacity of existing trunk infrastructure networks;
c. the cost effectiveness and efficiency of the future trunk infrastructure required to service the projected infrastructure demand at the desired standard of service; and
d. their capacity to be able to fund and supply adequate trunk infrastructure to service future urban development within the PIA, having regard to the local government's financial sustainability.

The PIA boundary and projection areas must be identified on a cadastral map over the planning scheme zoning at a scale that allows property boundaries to be legible.

Certain provisions within the Planning Act are also dependent on whether land is within or outside a local government PIA. Where development is proposed outside of the PIA, it will be subject to additional assessment requirements, and in some cases, may be subject to extra infrastructure costs. Additionally, infrastructure agreements may be used to facilitate provisions in areas outside of the PIA. The local government should consider the cost of establishing infrastructure agreements, their history with such agreements, local government policy and the risk involved with such agreements.

Future urban area outside the PIA

Other legislation may also identify areas where significant urban development is planned to occur outside the local government's desired PIA. For example, include Priority Development Areas declared pursuant to the *Economic Development Act 2012*. In these circumstances, the projected growth and urban development expected to occur in these areas must be considered by the local government when preparing the planning assumptions for the LGIP. It would also be appropriate when determining the PIA that the projected growth and urban development in those other areas be considered. Failure to do so would lead to a larger PIA and more infrastructure being planned than necessary. It should be noted that a local government's infrastructure planning is not limited to inside the PIA, nor is urban development prohibited from occurring outside the PIA. The LGIP may also identify trunk infrastructure outside of the PIA.

If there is an area within the planning scheme that is outside the PIA that the planning assumptions show is needed to provide 10 to 15 years of urban growth within the PIA for its expected life, local government is required to outline why this area has been excluded from the PIA.

Regional plans, growth fronts and the PIA

A regional plan may have requirements which influence decisions about the PIA. For example:

a. The South East Queensland Regional Plan 2017 (ShapingSEQ) has a policy objective for there to be, at any point in time, a minimum of 15 years of supply of land that is appropriately zoned and able to be serviced. For the purpose of the SEQ Growth Monitoring Program (GMP), land is treated as having the ability to be serviced if it has the current intent to service, which includes location within the PIA, but also includes residential expansion land to which any of the following apply (whether or not it is in the PIA):
    a. development permits;
    b. preliminary approvals;
    c. existing and future sewer connection areas;

d. infrastructure agreements; and
e. Priority Development Areas (PDAs).

b. All of these may contribute to having more than 15 years of supply, for example, many major growth fronts across SEQ are located in a PDA and may be subject to an infrastructure agreement or preliminary approval/development permit and contribute substantially to the required 15 years of supply even though they are not located in a PIA. However, sizing of the PIA for SEQ local government areas needs to have regard to this policy objective of ShapingSEQ. The basis for measurement of the years of supply for the GMP is explained in the **2020 SEQ Land Supply and Development Monitoring Report**.
c. The North Queensland Regional Plan 2020 establishes the policy intent of the Townsville Urban Area, within which Townsville's urban residential development is to be contained. The mapped Townsville Urban Area aligns with the PIA in Townsville's LGIP (as adopted in July 2017), the objective of this policy being the delivery of consolidated and efficient urban growth.

Table 1: Misconceptions about the PIA

Misconception	Discussion	Relevant Statutory Provisions
Adopted charges cannot be levied for areas outside the PIA	The adopted charges can be applied inside and outside the PIA by a local government. Where outside the PIA the local government may apply a condition for an extra payment where the development will impose extra trunk infrastructure costs on the local government after considering the levied charge and any trunk infrastructure to be provided by the applicant.	Planning Act, s.130 Planning Regulation
Extra payment conditions can be levied within the PIA	Extra payment conditions can be applied within the PIA in circumstances where the development: ▪ will generate additional demand over that anticipated by the LGIP, or ▪ will require new trunk infrastructure earlier than identified in the LGIP In these circumstances the local government needs to demonstrate that the development will impose extra trunk infrastructure costs on the local government.	Planning Act, s.130
Infrastructure planning and plans for trunk infrastructure are only limited to areas within the PIA	A local government may include trunk infrastructure items outside the PIA. Local governments are required to ascertain the ultimate development capacity of their urban areas and are strongly encouraged to undertake long-term infrastructure planning. Limiting network planning to the PIA: ▪ may not reflect those planning scheme commitments already made to land-use outcomes that lie outside the PIA ▪ does not allow for responsive and prudent management of the overall urban strategy of the local government and may not align with wider local government corporate objectives.	MGR

Infrastructure located outside the PIA cannot be trunk infrastructure	The PIA boundary has no impact on whether an infrastructure item is trunk or not. Trunk infrastructure identified outside of the PIA, or infrastructure shown to be consistent with the parameters identified for trunk infrastructure, remains trunk infrastructure. Whether or not a trunk infrastructure item can be offset against levied charges will depend on the individual circumstances.	Planning Act MGR
All development outside the PIA must pay extra trunk infrastructure costs	Extra trunk infrastructure costs may be applied to a development outside the PIA. However, this does not necessarily mean that development outside the PIA must pay extra trunk infrastructure costs. Each development must be assessed and considered against the requirements of sections 130 to 134 of the Planning Act to determine whether extra payment conditions can be imposed.	Planning Act
Land outside the PIA is not entitled to an infrastructure refund	Where outside the PIA, any development that delivers trunk infrastructure that is the subject of a necessary infrastructure condition and designed to serve other premises, is entitled to a refund if the value of the necessary infrastructure is greater than the adopted portion of the levied charge.	Planning Act

2.2.3 DSS

For each local government trunk infrastructure network, the local government is required to determine the DSS for that network. To do this local governments need to know which services their communities' value and their own ability to service. This enables local governments to make informed decisions when deciding which services to provide and the quality of those services when managing costs and ongoing financial sustainability. There must be an alignment between the stated DSS in the LGIP and the relevant levels of service included in the AMP. If these standards of service are not aligned, the local government must outline why and what process is underway to achieve this alignment.

The purpose of the DSS is to provide high-level summary statements of the key planning and design standards for a network. The comprehensive list of the DSS relevant to a network will be identified in planning scheme policies about infrastructure, legislation and subordinate legislation regulating infrastructure, Australia / New Zealand standards or similarly controlled documents. This further highlights the linkage between infrastructure planning and the land use planning of the local government's planning scheme.

The effect of climate change and natural hazard risk on existing and future trunk infrastructure within local government infrastructure planning and the relationship to adopted DSS should be investigated. For example, sewerage and water infrastructure in coastal areas may be at risk of inundation due to sea level rise. Local governments should consider the current DSS and the costs associated with repairing, maintaining and providing for new infrastructure in risk prone areas at a DSS aligning with a standard of service the community expects. This raises the importance of zoning, defining developable area by land use constraints and setting clear land use policy that aligns with the Natural hazards, risk and resilience state interest within the SPP, to inform land use planning and planning for trunk infrastructure.

Further details about the DSS for each network are provided in the extrinsic material that supports the LGIP and must be available on a local government's website. The drafting of the DSS section is to remain consistent with the LGIP template and may include:

- for the **water supply network**, the standard for:
  a. average day water demand
  b. minimum operating pressure

c. maximum operating pressure
d. target operating pressure
e. fire flow
f. drinking water quality

» for the **sewerage network**, the standard for:
a. sewage load, such as average dry weather flow; peak dry weather flow; and peak wet weather flow
b. gravity sewers, such as: minimum velocity at peak dry weather flow; maximum velocity at peak wet weather flow; and depth of flow at peak wet weather flow
c. rising main standards such as: minimum velocity at peak dry weather flow and maximum velocity at peak wet weather flow
d. wastewater pump station emergency storage

» for the **stormwater network**, the standard for:
a. stormwater quantity, such as minimum conveyance capacity of major and minor drains
b. stormwater quality, such as pollutant load
c. frequent flow management; such as total stormwater capture volume requirements

» for the **transport network**, the standard for:
a. local government trunk roads, such as: the minimum level of service (or maximum volume of traffic); maximum catchment size; intersection spacing and design speed for each type of road
b. local government trunk road intersections, such as: maximum control delays and degree of saturation for each type of intersection
c. pedestrian and cycle paths, such as: typical location; minimum widths and design speed of different types of paths

» for the **public parks and land for community facilities network**, standards such as:
a. the rate of land provision
b. accessibility standard
c. minimum size for each type of park.

2.2.4 Plans for trunk infrastructure (PFTI)

The LGIP must identify trunk infrastructure which is ‘development infrastructure’ as defined in Schedule 2 of the Planning Act. Trunk infrastructure is identified within the LGIP by infrastructure network type and must meet the requirements of Chapter 5, part 6 of the MGR. There are five (5) trunk infrastructure networks:

» water supply;
» sewerage;
» stormwater;
» transport; and
» public parks and land for community facilities.

A list of indicative trunk infrastructure by network is located at Schedule 6 of the MGR. In planning the infrastructure network, a local government must consider the demand that will be generated when the relevant network catchment reaches ultimate development.

At a minimum the PFTI must identify the trunk infrastructure items necessary to service the projected urban development within the PIA, at the DSS whilst demonstrating financial sustainability. To do this local governments need to know which services their communities' value. This enables local governments to make informed decisions when deciding which services to provide when managing costs. The local government must also consider including infrastructure necessary for future urban areas located outside of the PIA. Future trunk infrastructure for all listed networks in the preliminary section of the LGIP must also be included in the PFTI.

The PFTI must comprise:

- a series of maps that identify the infrastructure service catchments and the existing and future trunk infrastructure labelled with unique map references – for brevity future trunk infrastructure can be identified at a broader project level rather than an individual item level;
- a schedule of works (SOW) model which lists the future trunk infrastructure by network, including details about the function, type, scale, timing and an estimate of the establishment cost for each item. Infrastructure listed in the SOW model must be directly correlated to the unique map reference of PFTI items required above.

When deciding what infrastructure to include in the PFTI and consequently what is defined as trunk infrastructure within the LGIP, a local government must consider:

- the matters stated in Schedule 2 of the Planning Act (i.e. the definition of development infrastructure);
- whether the infrastructure:
    a. is necessary to service assumed growth and urban development or an increase in the DSS
    b. provides an affordable, yet adequate DSS to development
    c. is the most cost-effective means of servicing assumed growth and urban development, having regard to not only the capital cost, but also the maintenance and operating costs of the infrastructure going forward
    d. reflects a consistent servicing strategy across all trunk infrastructure networks
- its ability to fund the infrastructure.

The state infrastructure forming part of the transport trunk infrastructure network must also be identified in the PFTI maps using information provided by the relevant state infrastructure supplier. Contact your regional Department of Transport and Main Roads (DTMR) office for further assistance.

2.2.4.1 Schedule of Works Model

A SOW model assists local governments in calculating the establishment cost of future trunk infrastructure to inform their ability to fund that infrastructure and for the calculation of any trunk infrastructure offset or refund applicable. The SOW must include relevant details of the identified trunk infrastructure, adequate to service at least the extent of the PIA, such as its estimated establishment cost and assumed period of construction for future infrastructure and the consideration of extra payment conditions in accordance with the requirements of Schedule 7of the MGR.

The SOW model also calculates catchment-based infrastructure servicing costs for the networks. This information may be used by local governments to identify cost effective infrastructure servicing options to enable local governments to:

- prepare SOW for trunk infrastructure;
- identify any gaps between projected infrastructure charges revenue and proposed expenditure on trunk infrastructure;
- identify cost efficiencies in infrastructure delivery by calculating catchment-based infrastructure servicing costs; and
- review the LGIP.

More broadly, the SOW model is to demonstrate alignment with the local government's AMPs for each infrastructure network and LTFF. To this end the SOW model is to outline the financial modelling term used.

For future trunk infrastructure that is works, the establishment cost should reflect the market cost for the design and construction of the works. For future trunk infrastructure that is land, the establishment cost may be determined by using a comparison valuation method which considers comparable sales of land across a wide geographic area, having generally similar planning classification, characteristics or constraints. These concepts are further explained below.

The SOW model prepared by the local government must be consistent with the SOW Model contained at Schedule 7 of the MGR.

Cost of works

For future trunk infrastructure that is works, the establishment cost should reflect the market cost for the design and construction of the works. A local government may estimate the establishment cost of the works using the following methods:

- Unit rates. The unit rates method is appropriate to estimate the market cost of works at the master planning stage for the infrastructure. The unit rates method applies the average unit cost of supplying an item of infrastructure
- First principles estimating approach. A first principles estimating approach is appropriate method to calculate the market cost of works at the detailed planning or preliminary design stage for the infrastructure. This approach calculates the market cost of the infrastructure based on a bill of quantities and a first principles estimate for the cost of designing, constructing and commissioning the trunk infrastructure specified in the bill of quantities
- Contract price. The contract price method is appropriate at the stage of procuring or constructing the infrastructure. This method determines the establishment cost of the infrastructure based on a contract value for the supply of the infrastructure.

The establishment cost of the works should include an appropriate allowance for project owner's costs and contingency.

Cost of land

For future trunk infrastructure that is land, the establishment cost should reflect the current market value of the land. The market value is the estimated amount for which the land should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion.

The market value of land is estimated using a direct comparison valuation method. This method considers comparable sales of land having generally similar planning classification and characteristics. These characteristics may include:

- location of the land;
- physical constraints such as flood, slope or waterways; and
- improvements to the land.

However, when estimating the establishment cost of the land at the time of preparing the LGIP, it is acceptable that land identified in the LGIP be valued using a simplified version of the direct comparison method. The use of a simplified 'broad brush' approach is acceptable because:

- the exact location of land that is trunk infrastructure identified in the LGIP may be unknown until more detailed planning and design is undertaken for that infrastructure closer to its time of provision;
- there may be an extensive number of land parcels identified in the LGIP and obtaining a valuation for each by a registered valuer would be cost prohibitive; or
- land that is trunk infrastructure identified in the LGIP may not be required for years or even decades into the future and the cost of a professional valuation may not be justified on this basis due to uncertainty associated with the valuation.

An acceptable broad-brush valuation method would be to undertake sales comparisons across wider geographic areas, considering fewer key characteristics and the planning classification of the land. The establishment cost of land should not include a contingency allowance but may include reasonable costs associated with acquiring the land such as:

- legal fees;
- administrative costs; and
- transfer (stamp) duty.

2.2.4.2 Financial sustainability

A local government must be able to fund the trunk infrastructure identified in its LGIP from a combination of sources including infrastructure charges and rates revenue. A local government must over time, advance the alignment between its LGIP, its AMPs for each infrastructure network, and its LTFF. AMP's and the LTFF are financial reporting requirements under the Local Government Act 2009 that all local governments are required to produce. These plans assist local governments to plan for future costs and budget accordingly. When local governments understand the performance, cost, and age of their assets, they can make informed decisions about their renewal, maintenance, and replacement.

The requirement to align the LGIP with these plans ensures that the local government is considering the financial sustainability of the proposed works contained within the LGIP. For example, a local government's 'Roads AMP' will influence the design elements of future roads, such as pavement depth, stormwater management and cross-sections to minimise maintenance expenditure over time. A local government advances this alignment using consistent development projections between its LGIP, AMP and LTFF that assist with predicting revenue and expenditure on trunk infrastructure and by considering the affordability of the infrastructure.

The Queensland Audit Office

The Queensland Audit Office has found that financial sustainability is an ongoing area of improvement for many local governments as the cost of maintaining and replacing assets is increasing over time. Asset management is therefore critical to the long-term financial sustainability of local governments. Without effective asset management plans in place, councils risk undertaking asset renewals and amending land use policy in an unstructured, financially unsustainable and reactive manner.

The close coupling of operating revenues, asset spend, and debt means long-term financial planning must focus on a local government's ability to regularly achieve at least a break-even position (where revenue and expense are equal). If local governments are to fund new infrastructure, invest in their operations, and manage long-term debt, they must plan to make regular operating surpluses. Figure 1 explains how strategic and operational planning documents can underpin a local governments long-term financial sustainability. It also shows that financial plans need to align with corporate and asset management plans to demonstrate how the entity intends to remain financially stable.

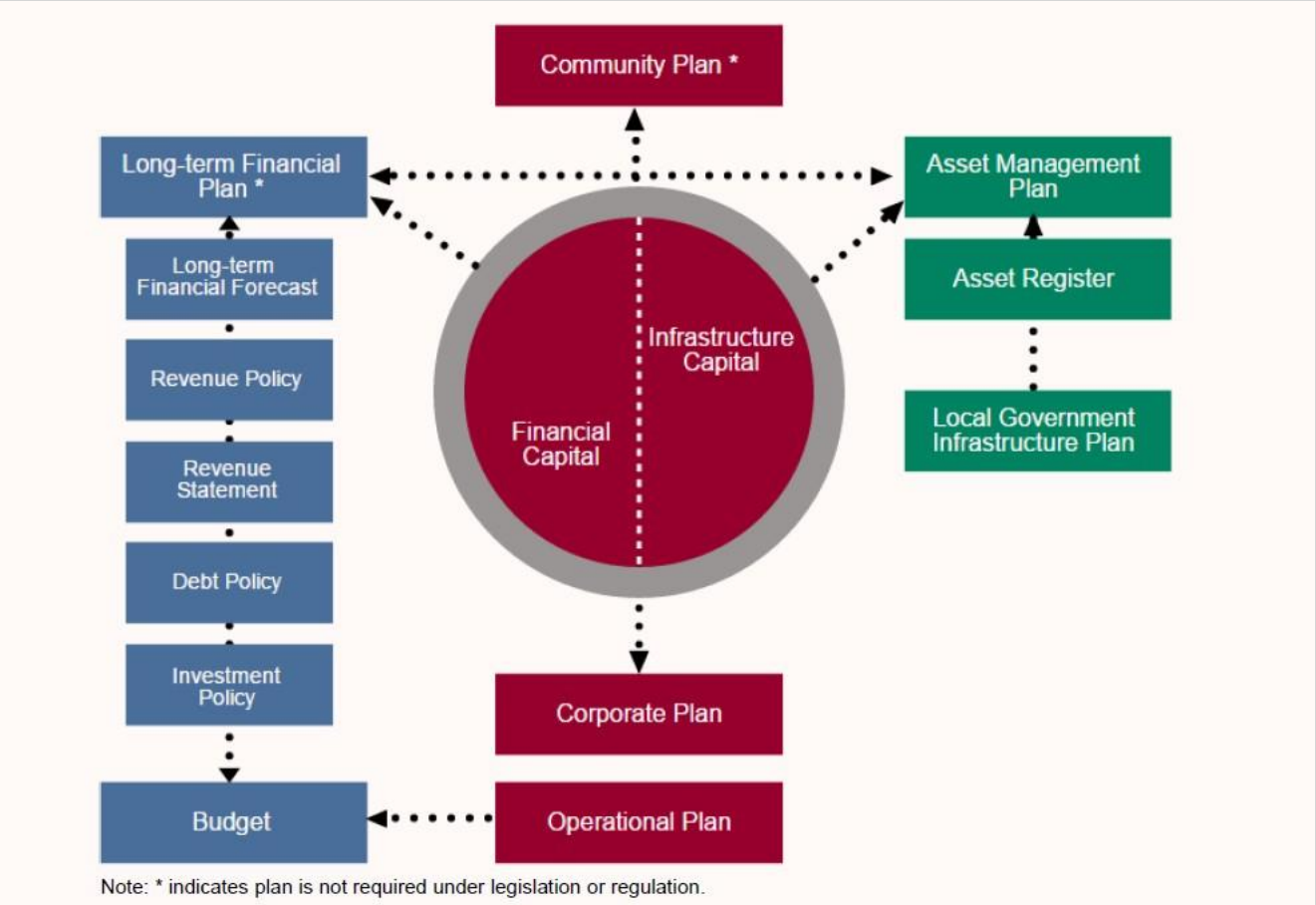


Figure 1 – Local government documentation to demonstrate financial sustainability (Source: Queensland Audit Office)

3 Reviewing, making or amending a local government infrastructure plan

3.1 Guidelines and Rules

The following documents must be used when preparing, reviewing or amending the LGIP:

- **MGR – Chapter 5, specifically Part 6 – Requirements for an LGIP**
- **Guidance to the MGR – LGIP Template, Schedule 1**
- **Appointed reviewer checklist**

The MGR sets out the process for making or amending a planning scheme for an LGIP or reviewing an existing LGIP, as required every 5 years. Amendments are categorised as LGIP amendments, interim LGIP amendments and administrative LGIP amendments.

A **local government infrastructure plan amendment** (LGIP amendment) to a planning scheme is an amendment which:

- is not making a new LGIP;
- is not an administrative LGIP amendment;
- is not an interim LGIP amendment;
- may result in reducing the size of, removing an area from, or removing, a PIA from the LGIP; or
- is made pursuant to a LGIP review required under section 25(3) of the Planning Act.

An **interim local government infrastructure plan amendment** (interim LGIP amendment) to a planning scheme is an amendment that is not a LGIP amendment.

Refer to the MGR for further information on the process for LGIP amendments, as it is revised from time-to-time. A summary of the process generally is provided below, including supporting information and documentation that will be required.

Local governments are in most instances required to consult with the relevant state agencies responsible for infrastructure or property matters in the area; and a distributor-retailer responsible for providing water and wastewater services for the area (if applicable) in planning and preparing a new or amended LGIP.

3.2 MGR LGIP processes

3.2.1 Reviewing the LGIP

Section 25(3) of the Act requires a local government to complete a review of its LGIP within five years of the LGIP being included in the planning scheme as per the process contained in the MGR. This five-year review process as required by the Act is prescribed under part 5 of chapter 5 of the MGR. The five-year review process must consider the accuracy, currency and relevance of the current LGIP by, as a minimum, using the Review checklist to identify any non-compliance of the current LGIP with the matters prescribed under part 6 of this chapter.

The review of infrastructure planning policy:

- provides clarity about the infrastructure policy objectives within their local government area or service area
- ensures that infrastructure policy remains relevant and appropriately responds to emerging trends and changing community values

- » ensures that technical matters and studies that underpin key assumptions and policy decisions remain relevant
- » helps local governments and SEQ service providers make informed decisions about infrastructure investment and expenditure.

A local government must then take one of several pathways following this review to amend or make an LGIP or decide that no amendments are required to the LGIP.

Where the local government, pursuant to this review, decides to amend the LGIP or make an LGIP, the local government must provide notification of this decision to the chief executive within 20 days of completing the review.

Alternatively, a local government may decide that no amendments are required to the LGIP following the five-year review. Where no amendments are required the local government must undertake the process contained in section 24, 25 and 26 of part 5, chapter 5 of the MGR and provide written reasons to the chief executive as to why no changes are required and publish those reasons on the local government's website.

In addition, a water netserv plan is reviewed every 5-years to ensure the plan is consistent with the SEQ regional plan, relevant planning assumptions and the purpose of the plan as outlined at section 99BM of the SEQ Water Act.

3.2.2 Administrative LGIP amendment

Administrative LGIP amendments are outlined in part 1 of chapter 5 and relate to changes required to correct or change administrative matters. Administrative LGIP amendments may include, but are not limited to, changes or corrections to formatting, spelling or grammar or cross-referencing within the LGIP or planning scheme.

Administrative LGIP Amendments cannot be undertaken pursuant to a five-year review.

3.2.3 Interim LGIP amendment

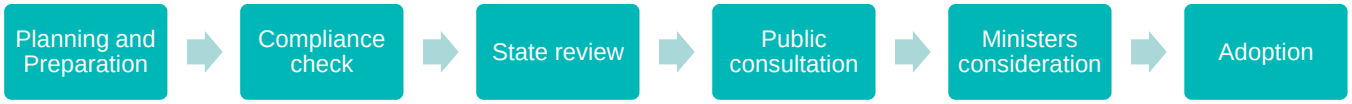
Interim LGIP amendments are identified in the MGR as amendments that do not propose to reduce the size of, remove an area from, or remove, a PIA from the LGIP. This type of amendment is intended to provide local governments with flexibility to make changes to the LGIP without the need to formally involve the state government or appointed reviewers. Interim LGIP amendments are still required to comply with the requirements of MGR and must include public consultation.

Interim LGIP Amendments may occur in between the required five-year reviews, but do not form an outcome of a 5 year review.

3.2.4 LGIP amendment

Making an LGIP amendment includes making an amendment that proposes to reduce the size of, remove an area from, or remove, a PIA. This type of amendment does not include a second appointed reviewer compliance check before Ministerial consideration.

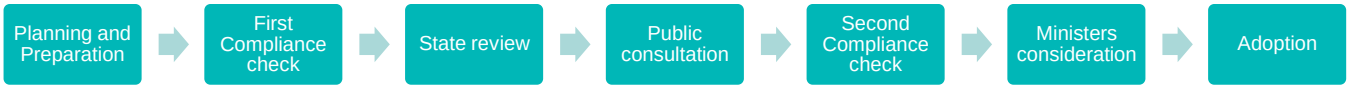
Making an LGIP amendment can be undertaken as an outcome of a five-year review.



3.2.5 Making an LGIP

Making an LGIP includes making a new LGIP.

Making an LGIP can be undertaken as an outcome of a five-year review.



3.3 Planning and preparation – consultation with relevant entities

For the above processes, other than an Administrative LGIP amendment, the local government is required to consult with relevant entities during the planning and preparation stage. These entities may include:

- the relevant state agencies responsible for infrastructure or property matters in the area; and
- a distributor-retailer responsible for providing water and wastewater services for the area (if applicable).

Consultation should occur with these entities as soon as possible during this stage to ensure alignment between differing infrastructure planning processes occurs. At a minimum, the local government should provide these entities with reasonable consultation time and relevant prepared material outlined under Chapter 5, Part 6 of the MGR or where this material has not been prepared clear policy intent or details relating to the nature of the amendment or making the LGIP.

3.4 Compliance check by appointed reviewer

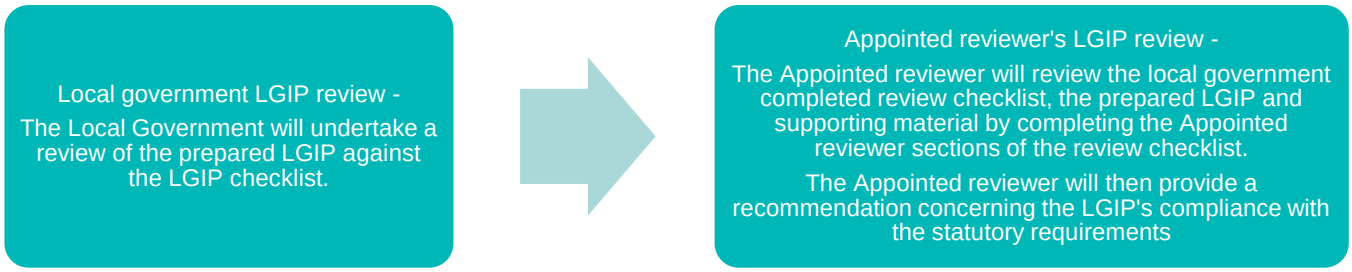
A local government must engage an Appointed reviewer at its own cost to undertake the required compliance checks as part of the process for reviewing, amending or making a LGIP. An Appointed reviewer means a person or party who holds the specified qualifications and who has been appointed to the 'Panel of approved LGIP reviewers' set up and maintained by the department. A consultant who drafted an LGIP amendment for a local government can also act as the Appointed reviewer for the same LGIP, provided they are on the 'Panel of approved LGIP reviewers'. The appointed reviewer is to complete the Appointed reviewer statement to finalise each review process.

3.5 Documents required for review and approval

3.5.1 LGIP checklist

A local government must complete the relevant component of the LGIP checklist when undertaking either an LGIP review, LGIP amendment or making an LGIP. The local government must provide the checklist including the relevant completed component to the Appointed reviewer. The Appointed reviewer must then complete the relevant sections of the LGIP checklist.

Following completion of the review, the Appointed reviewer must make a recommendation concerning the LGIP's compliance with the statutory requirements for LGIPs.



3.5.2 Appointed reviewer's written statement

When reviewing the LGIP, making an LGIP amendment or making an LGIP, the Appointed reviewer must also complete the Appointed reviewer's written statement. The Appointed reviewer's signed statement must be submitted with the completed checklist and LGIP amendment to the Minister for review.

3.5.3 Documents to be submitted to the Minister for review

When reviewing the LGIP, making an LGIP amendment or making an LGIP, the local government must submit an electronic copy of the following documents to the Minister in the specified format:

a. the proposed LGIP amendment (Word);
b. all extrinsic material referenced in the LGIP amendment (as relevant for the material);
c. the completed LGIP checklist (Word – final may be converted to PDF);
d. Appointed reviewer's written and signed statement (PDF); and
e. the SOW prepared by the local government during the preparation of the LGIP (Excel).

3.6 Water netserv plans

In SEQ, water and sewage infrastructure networks are managed by SEQ service providers in accordance with the SEQ Water Act. SEQ service providers include the following SEQ service providers and local governments:

» Unitywater
» Urban Utilities
» Gold Coast City Council
» Logan City Council
» Redland City Council.

The SEQ Water Act requires service providers to prepare a water netserv plan that identifies the water and wastewater infrastructure required to accommodate the anticipated growth within their network area for a minimum planning horizon of 20-years.

For those local government areas that have a distributor-retailer or withdrawn council arrangement under the SEQ Water Act, the planning (e.g. PFTI and DSS) for water and wastewater trunk infrastructure networks will be included in the relevant water netserv plan. Accordingly, a local government is not required to include these networks in its LGIP.

However, a distributor-retailer or withdrawn council must ensure that:

» its water netserv plan is consistent with the planning assumptions stated in the relevant LGIP; and
» the areas identified in the water netserv plan into which infrastructure networks are to be extended are consistent with the PIA identified in the relevant LGIP.

For this reason, the planning assumptions and PIA established by local government as part of the LGIP, will continue to perform an important role in the planning of water and wastewater networks included in a water netserv plan.

3.6.1 Water netserv plan components

Part 2 of Chapter 4B of the SEQ Water Act establishes requirements for the structure and content of a water netserv plan. A general overview of the required structure and content of a water netserv plan, as identified in section 99BN of the SEQ Water Act, is provided in the below table.

Table 2: Structure and content of a water netserv plan

Water netserv plan structure	Required content
Part A	▪ planning assumptions used to inform the preparation of the water netserv plan ▪ the existing water and sewage infrastructure network and its capacity to service existing and proposed customers ▪ proposed increases in the capacity of the water and sewage infrastructure networks, including the location of new service areas and timeframes for increasing the capacity ▪ the DSS for water and sewage infrastructure ▪ the SEQ service provider's strategy for water demand management ▪ the SEQ service provider's policy for connections, disconnections and alterations for its infrastructure networks ▪ a charges schedule that identifies relevant connection, service and adopted charges, and the way in which these charges are calculated ▪ the identification of how the service provider proposes to achieve effective outcomes for the provision of its services in the network area and broader SEQ area ▪ other matters prescribed by regulation.
Part B	▪ information outlining the existing and proposed infrastructure networks, including how performance targets and service standards will be met and how new infrastructure will meet expected development and growth scenarios ▪ measures proposed to minimise water losses and sewage overflows ▪ drinking water quality management measures that will be taken to protect public health ▪ how the plan provides for total water cycle management for water and sewage networks ▪ how ecological sustainability will be provided for in undertaking the SEQ service provider's functions ▪ information about trade waste entering the service provider's wastewater service ▪ information about the management of recycled water by the SEQ service provider under a recycled water scheme ▪ other matters prescribed by regulation.

3.6.2 Process for making or amending a water netserv plan

Part 3 and 4 of Chapter 4B of the SEQ Water Act sets out the matters that a SEQ service provider must have regard to, and the process for making, amending and adopting a water netserv plan.

In preparing a water netserv plan, a SEQ service provider must ensure the plan is consistent with and aligned to ShapingSEQ and any relevant planning assumptions for its network area, including those planning assumptions identified by relevant local governments. The planning assumptions used for infrastructure planning by a SEQ service provider and the relevant local government do not need to be the same. Each agency will generally have their own method for determining growth projections which will often produce localised discrepancies. The projections are discreet and should only be used for the networks they have been developed for.

Section 99BR of the SEQ Water Act sets out the process that a SEQ service provider must follow when making, reviewing or preparing a major amendment to a water netserv plan. The key stages involved in this process include:

- **Planning and preparation** – Preparing the water netserv plan in accordance with Part 2 of Chapter 4B of the SEQ Water Act.
- **Public consultation** – Carrying out public consultation on Part A of the water netserv plan for a minimum of 20 business days.
- **Local government endorsement** – Seeking endorsement from the relevant local government that the water netserv plan is consistent with the local government's planning assumptions for its local government area.
- **Planning Minister endorsement** – Seeking endorsement from the Planning Minister that the water netserv plan is consistent with the SEQ regional plan.
- **Adoption** – Adoption of the water netserv plan by the board (for a SEQ service provider) or the council.

Administrative and minor amendments to an adopted water netserv plan do not require endorsement by local government or the Planning Minister. However, for a minor amendment to a water netserv plan, a SEQ service provider must undertake public consultation on the amendment for a minimum of 10 business days prior to adoption.

Section 99BRAA of the SEQ Water Act establishes criteria to determine whether an amendment is an administrative, minor or major amendment. SEQ service providers are encouraged to contact their **local department office** to discuss the process for making, amending or reviewing a water netserv plan.

4 Delivery and LGIP implementation

4.1 Conditioning infrastructure delivery through development

4.1.1 Conditioning trunk Infrastructure

Sections 127 and 128 of the Planning Act provide that a local government may impose conditions about the provision of necessary trunk infrastructure if:

- trunk infrastructure–
  a. has not been provided, or
  b. trunk infrastructure has been provided but is not adequate, and
- the trunk infrastructure will be located on–
  a. the subject premises regardless of whether it services the subject premises, or
  b. another premises where it services the subject premises.

A local government may also condition a different item of infrastructure that is not specified in their LGIP provided that the infrastructure provides the same DSS. This provides flexibility for a local government to respond to Queensland's performance-based planning system and changing circumstances when conditioning a development approval. At the same time, it safeguards the community and developers who have previously paid infrastructure charges by requiring the same standard of service to be delivered.

Where a LGIP does not identify adequate trunk infrastructure to service the subject premises, a local government may still impose a condition for the provision of trunk infrastructure necessary to service the premises to be provided. In this case, the infrastructure can be required only if it services development consistent with the planning assumptions in the LGIP about the type, scale, location or timing of the development.

Where a development is out-of-sequence or inconsistent with the planning assumptions of the LGIP, or where a development is located outside the local government's PIA, an applicant may be liable for extra costs imposed through an extra payment condition, under section 130 of the Planning Act.

Extra payment conditions can be imposed on a development approval if:

- the proposed development:
  a. generates more infrastructure demand than the type and scale of development assumed in the LGIP, or
  b. requires new trunk infrastructure earlier than identified in the LGIP, or
  c. is for premises completely or partly outside the PIA; and
- would impose extra trunk infrastructure costs on the local government after considering either or both of the following:
  a. levied charges for the development;
  b. trunk infrastructure provided, or to be provided, by the applicant.

4.1.2 Conditioning non-trunk infrastructure

Non-trunk infrastructure is generally infrastructure that is internal to a development, connects a development to external infrastructure networks or is necessary to protect or maintain the safety and efficiency of the infrastructure network of which the non-trunk infrastructure is a component.

A developer is responsible for providing non-trunk infrastructure within their development site and to connect it to trunk infrastructure networks, however a local government may place conditions on a development approval to ensure non-trunk infrastructure is provided.

Where a local government does not have an LGIP, it may only impose conditions on development approvals that relate to non-trunk infrastructure and may use infrastructure agreements under section 150 of the Planning Act to resolve local government infrastructure matters through the development assessment process.

4.1.3 Conversion applications

LGIPs may be prepared many years in advance of development and circumstances may change. The planning framework allows for a developer to challenge whether infrastructure to be provided as part of a development approval is trunk infrastructure. Under section 139 of the Planning Act, a developer can apply to the relevant local government to convert conditioned non-trunk infrastructure to be provided as part of a development approval to trunk infrastructure.

A conversion application can only be made if construction of the non-trunk infrastructure has not started and the application is made in writing within one year after the development approval starts to have effect.

A conversion application should only be made where an applicant has a strong case that the non-trunk infrastructure, they have been conditioned to provide is consistent with the parameters listed in the local government and SEQ service provider's charges resolution, for example:

- the infrastructure has capacity to service other developments in the area
- the function and purpose of the infrastructure is consistent with other trunk infrastructure identified in the LGIP, a charges resolution or water netserv plan for the area
- the infrastructure is not consistent with non-trunk infrastructure for which conditions may be imposed
- the type, size and location of the infrastructure is the most cost-effective option for servicing multiple users in the area.

Once a conversion application has been decided, the local government must give notice of the decision. If the decision is to convert non-trunk infrastructure to trunk infrastructure, the notice must state whether an offset or refund applies and, if so, details of the offset or refund.

Schedule 1 of the Planning Act provides that an applicant for a conversion application can appeal to the Planning and Environment Court against a refusal or deemed refusal for that conversion application.

4.1.4 Infrastructure charges offsets and refunds

Where developers contribute to trunk infrastructure delivery through both charges and/or the delivery of infrastructure, the planning framework ensures that developers are not required to contribute towards infrastructure twice.

Where a necessary infrastructure condition is imposed on a development approval, the cost of the trunk infrastructure provided can be offset against the levied infrastructure charge. In other words, the applicant delivers trunk infrastructure in lieu of paying all or part of the levied infrastructure charge for a development. The offset must be against the respective levied infrastructure charge for all the infrastructure networks for which the local government or SEQ service provider is responsible.

Case study example: Infrastructure offsets

An application is lodged for the subdivision of one residential lot into three lots.

The development has an adopted charge for all the local government networks of $50,000 and a necessary infrastructure condition to upgrade a trunk road. If the establishment cost of the road upgrade is $40,000, the entire $40,000 is to be offset against the $50,000 charge, leaving a charge of $10,000 to be levied and paid.

Where trunk infrastructure is to be provided in response to a necessary infrastructure condition and the value of this trunk infrastructure is greater than the levied charge, the local government is required to refund the difference.

Local governments are only required to provide offsets and refunds in relation to the infrastructure networks for which they are responsible. Local governments are not required to provide an offset or refund against any infrastructure requirement of a SEQ service provider, and vice-versa.

Establishment cost of trunk infrastructure

A local government must identify the establishment cost of trunk infrastructure in the LGIP. For future trunk infrastructure that is works, the establishment cost should reflect the market cost for the design and construction of the works. For future trunk infrastructure that is land, the establishment cost may be determined by using a comparison valuation method which considers comparable sales of land across a wide geographic area, having generally similar planning classification, characteristics or constraints.

The establishment cost stated in the LGIP is used as the default value for determining the value of a trunk asset supplied by a developer. A local government or SEQ service provider's charges resolution will contain a method for determining the establishment cost, if an applicant is not agreeable to the default value.

Where a necessary trunk infrastructure condition requires the provision of infrastructure (land or works), that is not identified in a LGIP, the establishment cost must be determined prior to the local government or SEQ service provider supplying the relevant charges notice. In these cases, the establishment cost for the necessary trunk infrastructure should be identified as an offset or refund.

Where non-trunk infrastructure becomes trunk infrastructure through a conversion application, the establishment cost of that infrastructure must be determined at the time the conversion application is decided.

Recalculation applications

LGIPs may be prepared many years in advance of development and circumstances may change. Under section 137 of the Planning Act, a developer can request the local government recalculate the establishment cost of trunk infrastructure that they have been conditioned to provide. An applicant can only initiate this process before the levied charge becomes payable.

Where the establishment cost of the infrastructure has been recalculated, the local government must amend the relevant infrastructure charges notice.

A separate recalculation process exists for the establishment cost of infrastructure managed by water distributer retailers. These provisions are prescribed under section 99BRDC of the SEQ Water Act.

4.2 Levying infrastructure charges through development

4.2.1 Levied infrastructure charges

New development is likely to result in additional demand being placed on the existing trunk infrastructure servicing an area. Where a LGIP has been adopted, a local government may levy infrastructure charges on new development to recover costs associated with future expenditure on trunk infrastructure that is necessary to support the increased demand that the new development places on trunk networks. The maximum adopted charge that a local government can levy for trunk infrastructure is set under the prescribed amount table in Schedule 16 of the Planning Regulation.

During the development assessment process, a local government may determine whether development places additional demand on trunk infrastructure by undertaking a demand assessment of the development using criteria within its LGIP and charges resolution.

An existing lawful use of a premise or the existing rights to develop a site are not considered additional demand and are typically recognised through a credit on an applicant's charges notice.

Case study example: Existing lawful use of premises

An application is lodged for the subdivision of one residential lot into three lots.

Assuming that each lot is intended to be used for a three-bedroom (or more) dwelling and the local government has an adopted charge of $28,000 per dwelling, the development should receive a levied charge for the two new lots only ($56,000).

A credit is given for the right to construct a three-bedroom dwelling on the original lot.

4.2.2 Adopted infrastructure charges

The Planning Act and the SEQ Water Act provides that local governments and SEQ service providers may, by resolution, adopt charges for providing trunk infrastructure for development (charges resolution). The charges resolution is made through a formal decision process at a local government or SEQ service provider's Board meeting respectively. A local government may not adopt a charges resolution if their planning scheme does not contain an adopted LGIP. To assist local governments in preparing a charges resolution the department has prepared a non-statutory template, which is attached to this guidance as Appendix 2.

Where adopting charges for trunk infrastructure, a local government may decide to:

- adopt a charge for providing trunk infrastructure for development (the adopted charge), or
- adopt different charges for development in different parts of the local government area, or
- declare there is no adopted charge for part or all of the relevant local government area.

A charges resolution must also identify:

a. the methodology for calculating the automatic indexation of a levied charge
b. criteria for deciding a conversion application – refer to section 3.1.3 of this guidance material
c. the method used to recalculate the establishment cost of trunk infrastructure – refer to section 3.1.4 of this guidance material.

Local governments can set their own charges provided they do not exceed the maximum charges identified in the Planning Regulation. A local government's charges resolution is required to be made publicly accessible on a local government's website.

4.2.3 Infrastructure charges notices (ICNs)

An infrastructure charges notice (ICN) is a notice given to an applicant by a local government and/or SEQ service provider, once a development approval and/or connection approval has been given, levying an adopted charge for providing trunk infrastructure for the development. Typically, an ICN must be given to the applicant as soon as possible after the development approval and/or connection approval is given.

Generally, an ICN must state:

- the levied infrastructure charge and how it has been calculated when the charge is payable
- the premises
- whether an automatic increase provision applies, the charge that is subject to an automatic increase provision, and how the increases are worked out
- whether an offset or refund applied and if so, information about the offset or refund and when it will be given
- the start date of the notice
- any appeal rights that the developer has regarding the ICN.

The levied charge is payable by the applicant and attaches to the premises. The applicant must pay the levied infrastructure charge by the date outlined in the ICN. The date may change if both the applicant and the local government and/or SEQ service provider agree on an alternative payment date.

Local governments and SEQ service providers are required to keep, and have available for inspection and purchase, an infrastructure charges register. To assist local governments and SEQ service providers, the department has prepared a non-statutory infrastructure charges register template which is available on the department's **website**.

Amending or lapsed ICNs

An ICN may be amended to reflect a change application or an extension application as if they were a development application. A change to an ICN must only be for that part of the application that has been changed or extended.

The amended ICN replaces the initial ICN.

An ICN lapses if the development approval to which the ICN applies stops having effect. This may include the development approval lapsing or being cancelled.

Changes to an ICN

Following an approval, where issues are identified with an ICN, representations can be made to the local government within the applicant's appeal period, alternatively an applicant can request a review of their ICN by the issuing authority at any time.

Local governments have clear and established processes to assess these requests in a consistent, timely and equitable manner. Contact your relevant local government or SEQ service provider for further information.

4.2.4 Indexation of infrastructure charges

Over time, the effect of inflation results in revenue from infrastructure charges declining in real terms. For example, a charge levied at $1,000 in 2016, would be worth more than if a local government levied a charge of $1,000 today.

Under the Planning Act and SEQ Water Act, the maximum charges stated in Schedule 16 of the Planning Regulation can be indexed. The maximum charge is indexed by applying a percentage increase or decrease based on the changes over the previous three years of the producer price index (PPI) for building roads and bridges in Queensland (index 6427.0). This is commonly referred to as a rolling indexation. The PPI data is published quarterly by the Australian Bureau of Statistics (ABS).

Local governments and SEQ service providers can automatically apply rolling indexation to their charges. The indexation allows local governments to increase unpaid infrastructure charges that have been levied as part of a development approval, from the date the charges were levied, to the date the charges are paid. The local government and SEQ service provider must include an automatic increase provisions in the it respective charges resolution to take advantage of this indexation. The total indexation when applied to a local government or SEQ service providers levied charge cannot result in that charge exceeding the maximum adopted charge that could have been levied at the time of payment.

The department maintains a **PPI index calculator** on its website which is updated periodically. The spreadsheet applies the moving average of the quarterly PPI data for the preceding three years from the date the charge was levied to the date it is paid. It is possible for applicants and local governments to amend this spreadsheet to include new information, when available, to suit their specific needs.

4.3 Infrastructure agreements (IAs)

An applicant for a development application may make an agreement with an assessment manager, referral agency or other person:

- to establish the responsibilities, or secure the performance, of a party to the agreement about a development condition
- to determine how charges will be paid (including timing of payment) or whether trunk infrastructure may be provided instead of paying part or all the levied charge
- to establish when an extra payment condition will be paid
- to establish when a local government or SEQ service provider is required to refund a payment made in accordance with an extra payment condition, if the development approval no longer has effect
- about the recovery of a levied charge
- to establish when a local government is required to pay a levied charge to the state-government for state infrastructure that replaces trunk infrastructure for which a charge has been levied by the local government
- to provide infrastructure or refunding payments made toward the cost of providing or funding infrastructure.

Chapter 4 of the Planning Act and division 7 of the SEQ Water Act provide provisions relating to IAs, including information about how IAs are negotiated and prepared.

Negotiating IA’s

Entering an IA is a voluntary agreement for all parties. All parties are required by legislation to act in good faith when negotiating an IA. The additional obligations for local governments, SEQ service providers and public-sector entities include:

- a SEQ service provider or public-sector entity must provide a copy of an IA to the local government for the area the agreement applies, if the local government is not a party to the IA
- a local government must provide a copy of an IA to the SEQ service provider where the agreement relates to a water approval or application for a water approval, if the SEQ service providers is not a party.

An IA should provide:

- clear, itemised schedules of infrastructure obligations that are supported by legible plans;
- the specific details of the infrastructure item/s, outline the parties responsible for its delivery and the timeframe in which it is to be delivered; and
- clarity around calculation and use of offsets and timing of refunds.

Key principles

The following key principles should underpin the preparation and negotiation of an IA:

- All parties must undertake negotiations in good faith to facilitate infrastructure outcomes and avoid delays to the development assessment process.
- An IA may reflect the processes and content for ICNs and provide more detail in respect of:
    a. timing of or triggers for payment of levied charges
    b. cost of the infrastructure
    c. accumulation of credits over multiple stages (i.e. linking ICNs of staged approvals)
    d. scope and timing of refunds
    e. triggers for certain actions to be performed or material to be provided
    f. procurement and reporting processes for construction of infrastructure.
- An IA may be consistent with existing processes and requirements under the legislation with respect to:
    a. levied charges – charges should not exceed the maximum adopted charge
    b. calculation of infrastructure values – based on actual costs of delivering infrastructure using the same processes included in an adopted charges resolution and/or as per the parameters set out under the MGR
    c. application of offsets across all relevant networks – offsets can be used against the full levied charge imposed by the relevant infrastructure authority (i.e. a local government or SEQ service provider)
    d. conversion rights – the ability to pursue this outcome should remain available to an applicant consistent with the provisions of the Planning Act
    e. refund provisions – to be provided in a reasonable timeframe following completion of all stages of the development, having consideration of the development's consistency with the efficient and orderly sequencing of infrastructure
    f. relevance and reasonableness to the development application.
- Achieving certainty and clarity of obligations and responsibilities for all parties involved under the agreement is paramount to a successful negotiation and an IA that can be easily implemented.

4.4 For applicants – matters to consider when preparing and navigating a development proposal

The following section provides an overview of key local government infrastructure matters that an applicant should consider when preparing and lodging a development application and that the assessment manager should consider when assessing a development application.

Preparing a development application

The below table includes key infrastructure considerations that need to be addressed by the applicant during the preparation of a development application. Applicants are encouraged to obtain pre-lodgement advice from local government and the relevant SEQ service provider relating to trunk infrastructure requirements. The provision of clear and concise advice by the local government and/or SEQ service provider during any pre-lodgement process is paramount. This includes the identification and clarification of trunk infrastructure requirements. Clarity should also be provided around necessary process, where certainty of an outcome cannot be given prior to an application being made.

Table 3: Key infrastructure considerations for applicants

Instrument component	Consideration	Implication
LGIP		
Planning assumptions	Understand the growth context of the development site. Find the applicable use or zone relating to development and its assumed demand.	These are the assumptions upon which trunk infrastructure is planned and timed. Charges applied in a charges resolution will vary depending on land use.
Priority Infrastructure Area (PIA)	Determine if the development site is inside or outside the PIA.	Charges can apply in both circumstances; however, for development outside the PIA extra trunk infrastructure cost conditions may be imposed.
Desired standards of service (DSS)	Should the development require or trigger trunk infrastructure, the DSS sets out the service standards that apply. The DSS are supported by detailed design standards in the planning scheme policies or other controlled documents e.g. AS/NZS standards.	The DSS and supporting design standards articulate local government standards and requirements for the provision of trunk and non-trunk infrastructure. Unless otherwise agreed, trunk infrastructure to be provided by an applicant will be expected to meet the DSS or relevant standard to be eligible for an offset.

Plans for trunk infrastructure (PFTI)	Determine if any identified trunk infrastructure is located on or adjacent to the development site and whether the development is likely to have an impact that may trigger an upgrade to trunk infrastructure, whether identified in the PFTI or not.	Trunk infrastructure (works or land) located on a development site may be required as part of the development. Some trunk infrastructure external to the site may also be triggered as a direct result of the developments impact. The development should integrate the trunk infrastructure into
Schedule of works (SOW)	Where infrastructure is shown on a PFTI map, refer to the SOW for more detail.	The SOW includes relevant details of the identified trunk infrastructure such as its estimated establishment cost and assumed period of construction for future infrastructure used in the determination of offsets and the consideration of extra payment conditions.
Charges resolution		
General requirements	Determine the relevant use components of the proposed development.	Charges resolutions identify the applicable charge areas, and any associated charges that may be levied for particular types of development.
Adopted charges	Determine if charges are applicable for the proposed development.	Sets out the types of development and identifies the associated charges. The local government or SEQ service provider sets their adopted charge by land use within their charges resolution. The adopted charge cannot exceed the relevant maximum prescribed charge stated in Schedule 16 of the Planning Regulation.
Additional demand and credits	Determine the additional demand generated by the development in the context of existing use rights and any outstanding conditions or payments.	Infrastructure charges can only be imposed for demand generated by the application in addition to demand generated by existing use rights.
Calculation of the levied charge	Use the method set down to determine the charges for the development.	The charges resolution identifies the method by which the levied charge will be calculated. Each local government and SEQ service provider may have their own method.
Payment triggers	Determine when the levied charges need to be paid.	The charges resolution identifies when a levied charge is to be paid. Through an infrastructure agreement, an applicant can negotiate an alternative timeframe with the infrastructure authority.

Automatic increase provision for levied charges	Determine whether the infrastructure charge may be increased up to the time of payment.	The charges resolution Identifies how a charge is to be increased to the date it is paid. Authorities may apply an indexation to a levied charge from the date the application was approved to the time of payment. This is particularly important for staged developments.
Offsets and refunds for trunk infrastructure	Reconcile the infrastructure charges payable against the cost of any trunk infrastructure expected to be provided.	Where trunk infrastructure is required to be provided, the cost may be offset against the amount of charges payable. Where the cost is greater than the charge, a refund may be provided for the difference.

During assessment and pre-decision

Applicants

To expedite and facilitate an informed development assessment process, applicants should highlight infrastructure which is trunk infrastructure within the planning reports and associated drawings. This may include:

- referencing the relevant item identified in the PFTI or SOW of the LGIP, noting the unique map reference relevant to the network
- highlighting any trunk infrastructure not identified in the LGIP that the applicant believes meets the conversion criteria contained in the relevant charges resolution with supporting justification and information
- obtaining an engineering or land valuation estimate or actuals to support any alternative value where the establishment cost of the trunk infrastructure identified in the SOW is inconsistent with the expected cost of providing the infrastructure (refer to the relevant charges resolution for its alternative establishment cost methodology)
- provision of additional design, modelling or costing information to clarify the scope, staging and timing of the infrastructure.

Applicants should also consider whether the development will:

- be outside the PIA
- have a greater demand on infrastructure networks then planned
- bring forward an item of trunk infrastructure earlier than anticipated in the SOW.

As all these circumstances may result in an extra charge being applied by the infrastructure authority.

Infrastructure agreements

An infrastructure agreement between the applicant and a local government or SEQ service provider may be voluntarily entered into to resolve complex issues associated with a development application that may be difficult to resolve through standard processes.

Local government and SEQ services providers

Local governments must work within the provisions of the Planning Act when imposing conditions about trunk and non-trunk infrastructure for development. Local governments must clearly identify the provision of Planning Act used for the infrastructure condition.

Local government assessment should ensure infrastructure items intended to be conditioned as non-trunk infrastructure do not meet the trunk infrastructure conversion criteria included in its ICR.

Similarly, SEQ service providers must work within the provisions of the SEQ Water Act when assessing a development proposal and associated infrastructure requirements.

Post decision

Applicant

Applicants should check the conditions of approval with respect to infrastructure to understand how they relate to the relevant provisions under the Planning Act. Where issues are identified with conditions relating to infrastructure matters, representations can be made to the local government within the applicant's appeal period, alternatively an applicant can request a review of their ICN by the issuing authority at any time. Contact the relevant local government or SEQ service provider for further information.

Applicants should check the content of their ICN to ensure all figures used are correct and reference the relevant components of the development approval conditions. The ICN must clearly state:

- the amount of the charges
- how they were worked out
- whether an offset or refund applies
- information about the offset or refund.

For the purpose of offsets or refunds, where the value of a trunk infrastructure item conditioned to be provided is not found to align with the anticipated cost of providing the trunk infrastructure, an applicant may give notice to the infrastructure authority to recalculate the establishment cost of the trunk infrastructure item.

Where infrastructure is conditioned as non-trunk infrastructure and is subsequently considered by the applicant to meet all of the conversion criteria in a charges resolution, a conversion application may be lodged. If the local government and/or SEQ service provider agrees with the conversion application a changed decision notice and amended ICN will be issued.

For other issues identified during the post-appeal period, a change request may be required.

Infrastructure agreements

An applicant who has received an infrastructure charges notice and a local government or SEQ service providers may enter into agreement about how charges will be paid or whether trunk infrastructure may be provided instead of paying part or all of the levied charge.

Local government and SEQ service providers

A local government or SEQ service provider may be required to consider various requests post approval, including:

- conversion applications
- requests to review an ICN
- change representations
- request to recalculate the cost of trunk infrastructure
- change applications
- request to enter into an infrastructure agreement.

In dealing with these requests, local governments and SEQ service providers should have clear and established internal processes consistent with legislative requirements, to assess these requests in a timely and equitable manner.

5 Monitoring and Reporting

Ongoing monitoring and reporting are critical elements of the Queensland local infrastructure planning framework, they:

- provide greater certainty about infrastructure delivery to support local communities;
- increase the likelihood of development outcomes that reflect the community's expectations; and
- deliver increased public and investor confidence in the Queensland planning framework.

5.1 Publicly accessible information

The Queensland Government is committed to transparency around the levying and collection of infrastructure charges as well as public access to local government infrastructure planning and charging information. Since 1 January 2020, Schedule 22 of the Planning Regulation requires local governments to make the following information publicly available:

- each current local planning instrument for the local government area, including any LGIP;
- each explanatory statement, report, study, supporting material or document used in the preparation of a local planning instrument or LGIP for the local government area;
- each document mentioned in the local government's LGIP; each infrastructure charges resolution of the local government;
- infrastructure charges notices issued on or after 1 January 2020;
- an infrastructure charges register, updated on a monthly basis from January 2020;
- each infrastructure agreement that the local government is a party to, or a copy of which is given to the local government under section 153 of the Planning Act;
    a. each breakup agreement that the local government is a party to; and LGIP support material, including:the schedule of works model
    b. the LGIP review checklist
    c. the pre-approved reviewer statement
    d. extrinsic material identified in Part 4 of the LGIP.
    e. Part 1 of Chapter 5 of the SEQ Water Act additionally identifies information that a SEQ service provider must keep available for inspection and purchase by the public.

5.2 Reporting requirements

The Planning Act establishes regular infrastructure reporting requirements for local governments. These requirements are identified in the below table.

Table 4: Regular infrastructure reporting requirements for local governments

Component	Requirement	Further information
Infrastructure charges information	Annual reporting requirements, including: ▪ forecast infrastructure charges revenue projecting four years ahead ▪ trunk infrastructure expenditure projecting four years ahead	The Planning Regulation defines 'infrastructure charges information'. This definition sets out the requirements of what information is to be reported by local government.
	▪ actual infrastructure charges revenue and expenditure for the previous financial year. Reporting is to be provided before 1 December each year.	Forecast infrastructure charges revenue may be determined using accountancy standards, revenue reporting from the schedule of works model or another methodology.
Trunk infrastructure information	For local governments with estimated infrastructure charges revenue or forecast infrastructure expenditure of more than $20 million: ▪ quarterly reporting requirements, including trunk infrastructure items delivered by the local government and developers ▪ reporting is to be provided as soon as practicable following the close of the quarter ▪ as quarterly reports are produced, a summary of the trunk infrastructure for the entire financial year will be shown in the infrastructure charges register. For local governments with estimated infrastructure charges revenue or forecast infrastructure expenditure of less than $20 million: ▪ annual reporting requirements, including trunk infrastructure items delivered by the local government and developers for the previous financial year ▪ reporting is to be provided at the same time as the annual report.	The Planning Regulation defines 'trunk infrastructure information'. This definition sets out the requirements of what information is to be reported by local government. The $20 million value is to be based on the previously published financial year's annual report or annual budget. Relevant quarterly periods for reporting includes: ▪ Quarter 1 – January to March Quarter 2 – April to June ▪ Quarter 3 – July to September ▪ Quarter 4 – October to December

To assist local governments to comply with these reporting requirements, the department has prepared a non-statutory template which can be downloaded from the department's website.

Where a local government does not have a LGIP, these reporting requirements do not apply.

Appendix 1: Panel of pre-approved LGIP appointed reviewers

Background

It is a statutory requirement for the department to establish a reviewer panel (panel) of pre-approved contractors to undertake the review of draft local government infrastructure plans (LGIP) in accordance with the Minister's Guidelines and Rules (MGR) and the *Planning Act 2016* (Planning Act).

It is a prescribed process requirement for local governments to appoint an independent reviewer from this panel when preparing or amending a draft LGIP (under Chapter 5, Part 4 of the MGR). The appointed reviewer is required to review the local government's draft LGIP and report back. Chapter 5, Part 4 of the MGR references an LGIP review checklist and report template which is to be completed by the appointed reviewer.

The local government will then forward the draft LGIP as well as the documents completed by the appointed reviewer to the Planning Minister for consideration and approval during the relevant step of the process in making or amending an LGIP under the MGR.

Term, purpose and scope

The pre-approved LGIP appointed reviewer arrangement commenced on 1 September 2018 and the list of constituents associated with the appointed reviewer arrangement is updated periodically.

The purpose of this arrangement requires the appointed reviewer to conduct an objective review of the draft LGIP in accordance with the provisions the Planning Act and the MGR.

The role of the department is limited to setting up a panel consisting of pre-approved contractors. Local governments will be directly responsible for identifying and appointing a reviewer from the panel without the involvement of the state. For its consideration, a local government may invite submissions for the review of its LGIP from more than one reviewer appointed to the panel.

Other considerations include:

- The local government is responsible for appointing a reviewer from the panel by applying their own relevant procurement processes.
- A reviewer will be paid for their services by the appointing local government.
- A reviewer from the panel that is appointed by local government, is responsible for the objective compliance review of a draft LGIP in accordance with the processes prescribed under the (including subsequent versions of the guidelines and rules) Planning Act and MGR.

Who can use the arrangement and how?

Local governments are the only eligible customers that may use this arrangement.

Local governments are required to only use a reviewer included in this arrangement. Local governments should follow their own policies and procedures regarding the number of quotes required for the likely value of the procurement.

Important

Contractors appointed to the reviewer panel do not all share the same level of skills, experience or background. Local governments using this arrangement are responsible for making their own assessment of a contractor's suitability for a particular engagement by undertaking due diligence, the appropriate assessment of quotes and by considering value for money.

Criteria that a local government should consider in its assessment to determine a contractor's suitability include their experience in the drafting of LGIPs and knowledge of the provisions of the Planning Act and MGR.

Insurance

Each contractor under this arrangement is required to hold and maintain public liability insurance to a minimum value of $10 million. Professional indemnity insurance was not deemed a requirement of the arrangement; however several contractors hold professional indemnity insurance and have provided details of their level of cover.

Payment terms

A local government that appoints a contractor under this arrangement is responsible for payment of fees in accordance with the contractual terms between the customer and contractor.

Providers under the arrangement

This arrangement is a panel consisting of the following 11 contractors (listed in alphabetical order):

2EH Consulting	
Contact	Lau Chean-Piau
Phone	0401 596 888
Email	Lau@2EHConsulting.com
Address	94 McAuley Parade, Pacific Pines QLD 4211
Notes	Approved sub-contractors: ▪ Kerry Doss Consulting Pty Ltd ▪ 3Qs Consulting Pty Ltd ▪ Harrison Infrastructure Group
ACS Consult	
Contact	Adrian Sains
Phone	0434 600 456
Email	adrian@acsconsult.com.au
Address	5302 Riverpoint, 60 Ferry Road, West End QLD 4101
Notes	Approved sub-contractors: ▪ Continuum Group Pty Ltd ▪ Wilson Planning Pty Ltd
ARO Industries	
Contact	Rudd Rankine

Phone	0488 388 895
Email	rudd@aroindustries.com.au
Address	44 McLeod Street, Cairns QLD 4870
Notes	Approved sub-contractors: ▪ KRDPS QLD Pty Ltd ▪ Innovate Urban Pty Ltd
Continuum Group	
Contact	Peter Lovegrove
Phone	0410 050 020
Email	peter@continuumgroup.com.au
Address	3/12 Sankey Street, Highgate Hill QLD 4101
Notes	Approved sub-contractors: ▪ ACS Consult Pty Ltd ▪ Morgan Wilson Planning Consultant
Integran Infrastructure Management	
Contact	Jason Natoli
Phone	(07) 3227 0500
Email	j.natoli@integran.com.au
Address	910 Stanley Street East, East Brisbane QLD 4169
Integrated Infrastructure Planning	
Contact	Kylie Grimley
Phone	0421 598 474
Email	kylie@iipgroup.com.au
Address	61 Boolagi Drive, Wurtulla QLD 4575
Morgan Wilson Planning Consultant	
Contact	Morgan Wilson
Phone	0411 984 797
Email	morgan@morganwilsonplanning.com.au
Address	75 Union Street, Spring Hill QLD 4000
Notes	Approved sub-contractors: ▪ Continuum Group Pty Ltd ▪ ACS Consult Pty Ltd
PIE Solutions	
Contact	Jason Miller
Phone	(07) 3177 3310 or 0413 019 956
Email	jason@piesolutions.com.au
Address	7/165 Melbourne Street, South Brisbane QLD 4101
Strategic Asset Management	

Contact	Chris Adam
Phone	0428 461 893
Email	cadam@strategicam.com.au
Address	18 Lochaber Street, Dutton Park Qld 4102
Urbis	
Contact	Steve Buhmann
Phone	(07) 3007 3800 or 0409 622 157
Email	sbuhmann@urbis.com.au
Address	Level 32, 300 George Street, Brisbane QLD 4000
Notes	Approved sub-contractors: ▪ Continuum Group Pty Ltd ▪ ACS Consult Pty Ltd.
WSP Australia	
Contact	Kevin Grimley
Phone	(07) 5373 4955
Email	kevin.grimley@wsp.com
Address	Level 2, 2 Emporio Place, Maroochy Boulevard, Sunshine Coast QLD 4558

Appendix 2: Infrastructure charges resolution template

Resolution template

[All text in this template is able to be edited to suit the specific requirements of each local government. Text in square brackets is for guidance only and must be deleted in the final document.]

1. Introduction

This resolution is made under section 113 of the *Planning Act 2016* (the Planning Act).

2. Application of the resolution to the local government area

[Delete points or delete subsection if not applicable.]

This resolution declares that an adopted charge does not apply for:

- the entire [insert local government area name] local government area
- that part of [insert local government area name] local government area
- shown on Map [insert map number/s reference and attach map/s to the resolution].

3. When the resolution has effect

This resolution has effect from [insert date].

4. Priority infrastructure area

The priority infrastructure area for [insert local government area name] is identified in [the local government infrastructure plan in [insert name of local government planning scheme].

5. Comparison of planning scheme uses and Planning Regulation uses

[Section only applies if the scheme has not been developed in accordance with the regulated requirements under Schedules 2 to 4 of the Planning Regulation 2017.]

To assist in applying Schedule 16 of the Planning Regulation 2017 (the Regulation), Table 1 provides a guide to the uses under the planning scheme that come within the uses mentioned in column 1 of schedule 16.

Table 1: Planning scheme use categories and the Regulation uses

Current planning scheme uses	Regulation uses
Residential	
[Insert planning scheme use types that correspond to the uses to which adopted charges apply] [e.g. relatives accommodation]	[Delete row if not applicable] Dwelling house
	Dual occupancy
	Caretaker's accommodation
	Multiple dwelling
Accommodation (short term)	
	Tourist park
	Hotel
[e.g. accommodation unit]	Short-term accommodation
	Resort complex
Accommodation (long term)	
	Relocatable home park
	Community residence
[e.g. special needs housing]	Retirement facility
	Rooming accommodation
Places of assembly	
	Club
	Community use
	Function facility
	Funeral parlour
	Place of worship

Commercial (bulk goods)	
	Agricultural supplies store
	Bulk landscape supplies
	Garden centre
	Hardware and trade supplies
	Outdoor sales
	Showroom
Commercial (retail)	
	Adult store
[e.g. food service]	Food and drink outlet
	Service industry
	Service station
	Shop
	Shopping centre
Commercial (office)	
	Office
	Sales office
Educational facility	
	Childcare centre
	Community care centre
	Educational establishment
Entertainment	
	Hotel
	Nightclub entertainment facility
	Theatre
	Resort complex

Indoor sport and recreation	
	Indoor sport and recreation
High impact industry or special use	
	High impact industry
	Special industry
Other industry	
	Low impact industry
	Medium impact industry
	Research and technology industry
	Rural industry
	Warehouse
	Marine industry
High impact rural	
	Cultivating, in a confined area, aquatic animals or plants for sale
	Intensive animal industry
	Intensive horticulture
	Wholesale nursery
	Winery
Low impact rural	
	Animal husbandry
	Cropping
	Permanent plantation
	Wind farm
Essential services	
[e.g. institutional residential]	Correctional facility

	Emergency services
	Health care service
	Hospital
	Residential care facility
	Veterinary service
Minor uses	
	Advertising device
	Cemetery
	Home-based business
	Landing
	Market
	Outdoor lighting
	Park
	Roadside stall
	Telecommunications facility
	Temporary use
Other uses	
	Air service
	Animal keeping
	Car park
	Crematorium
	Extractive industry
	Major sport, recreation and entertainment facility
	Major sport facility
	Non-resident workforce accommodation
	Outdoor sport and recreation

	Port service
	Tourist attraction
	Utility installation

6. Application of adopted charges

The [insert local government name] Council resolves to adopt the charges mentioned in Table 2, Column 3, for development for a use mentioned in Table 2, Column 2.

The local government declares that an adopted charge in Table 2, Column 3, applies to that part of the local government area mentioned for that charge in Table 2, Column 4.

[Insert following statement if applicable]

The area in which the adopted charge applies is identified in Map [insert map number/s reference and attach map/s to the resolution].

[For South East Queensland local governments, adopted charges associated with distributer-retailers (which are in accordance with the 'charges breakup' agreement under section 115 of the Planning Act) may be incorporated into the adopted charges table.]

Table 2: Adopted charges

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
Residential uses	▪ Dwelling house ▪ Dual occupancy ▪ Caretaker's accommodation ▪ Multiple dwelling	**Adopted charge**	**Adopted charges for stormwater network**	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
		[Insert adopted charge] for each dwelling with 2 or less bedrooms [Insert adopted charge] for each dwelling with 3 or more bedrooms	N/A	

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
Accommodation (short-term)	▪ Tourist park	If the tourist park has tent or caravan sites– (a) [Insert adopted charge] for each group of 2 sites or less (b) [Insert adopted charge] for each group of 3 sites If the tourist park has cabins– a. [insert adopted charge] for each cabin with 2 or less bedrooms b. [Insert adopted charge] for each cabin with 3 or more bedrooms	N/A	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
	▪ Hotel ▪ Short term accommodation ▪ Resort complex	[Insert adopted charge] for each suite with 2 or less bedrooms [Insert adopted charge] for each suite with 3 or more bedrooms [Insert adopted charge] for each bedroom that is not part of a suite		[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Accommodation (long-term)	▪ Relocatable home park	[Insert adopted charge] for each relocatable dwelling site for 2 or less bedrooms [Insert adopted charge] for each relocatable dwelling site for 3 or more bedrooms	N/A	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
	▪ Community residence ▪ Retirement facility ▪ Rooming accommodation	[Insert adopted charge] for each suite with 2 or less bedrooms [Insert adopted charge] for each suite with 3 or more bedrooms [Insert adopted charge] for each bedroom that is not part of a suite		[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Places of assembly	▪ Club Community use ▪ Function facility ▪ Funeral parlour ▪ Place of worship	[Insert adopted charge] for each square metre of gross floor area (GFA)	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Commercial bulk goods	▪ Agricultural supplies store ▪ Bulk landscape supplies ▪ Garden centre ▪ Hardware and trade supplies ▪ Outdoor sales ▪ Showroom	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
Commercial (retail)	▪ Adult store ▪ Food and drink outlet ▪ Service industry ▪ Service station ▪ Shop ▪ Shopping centre	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Commercial (office)	▪ Office ▪ Sales office	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Educational facility	▪ Childcare centre ▪ Community care centre ▪ Educational establishment	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Entertainment	▪ Hotel ▪ Nightclub entertainment facility ▪ Theatre ▪ Resort complex	[Insert adopted charge] for each square metre of GFA, other than areas for providing accommodation	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
Indoor sport and recreation	▪ Indoor sport and recreation	[Insert adopted charge] for each square metre of GFA, other than court areas [Insert adopted charge] for each square metre of GFA that is a court area	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
High impact industry or special industry	▪ High impact industry ▪ Special industry	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Other industry	▪ Low impact industry ▪ Medium impact industry ▪ Research and technology industry ▪ Rural industry ▪ Warehouse ▪ Marine industry	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges		Column 4 Part of local government area (LGA) to which charge applies
High impact rural	▪ Cultivating, in a confined area, aquatic animals or plants for sale ▪ Intensive animal industry ▪ Intensive horticulture ▪ Wholesale nursery	[Insert adopted charge] for each square metre of GFA	N/A	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]
Low impact rural	▪ Animal husbandry ▪ Cropping ▪ Permanent plantation ▪ Wind farm	Nil charge		
Essential services	▪ Correctional facility ▪ Emergency services ▪ Health care service ▪ Hospital ▪ Residential care facility ▪ Veterinary service	[Insert adopted charge] for each square metre of GFA	[Insert adopted charge for stormwater network] for each square metre impervious to stormwater	[Insert applicable area (i.e. specific locality or across LGA) and cross reference to attached map number where required]

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges	Column 4 Part of local government area (LGA) to which charge applies
Minor uses	▪ Advertising device ▪ Cemetery ▪ Home-based business ▪ Landing ▪ Market ▪ Outdoor lighting ▪ Park ▪ Roadside stall ▪ Telecommunications facility ▪ Temporary use	Nil charge	

Column 1 Adopted charge category	Column 2 Use	Column 3 Adopted charges	Column 4 Part of local government area (LGA) to which charge applies
Other uses	▪ Air service ▪ Animal keeping ▪ Car park ▪ Crematorium ▪ Extractive industry ▪ Major sport, recreation and entertainment facility ▪ Motor sport facility ▪ Non-resident workforce accommodation ▪ Outdoor sport and recreation ▪ Port service ▪ Tourist attraction ▪ Utility installation ▪ Any other use not listed in column 2	The adopted charge is the charge (in Column 3) for another use (in Column 2) that the local government decides to apply to the use. [Note: the charge allocated to a development which is 'any other use' must not be more than the relevant maximum adopted charge in schedule 16 of the Planning Regulation 2017.]	

7. Working out extra demand placed on trunk infrastructure that the development will generate

Section 120 of the Planning Act provides that a levied charge may be only for extra demand placed on trunk infrastructure that the development will generate. In working out extra demand, the demand generated by the following must not be included:

- an existing use on the premises if the use is lawful and already taking place on the premises
- a previous use that is no longer taking place on the premises if the use was lawful at the time it was carried out
- other development on the premises if the development may be lawfully carried out without the need for a further development permit.

8. Trunk infrastructure

Until a local government infrastructure plan is made:

[delete points not applicable]

- the trunk infrastructure shown in Map [insert map number/s reference and attach map/s to the resolution] is
- identified as the trunk infrastructure for the local government area
- the trunk infrastructure network or trunk infrastructure networks to which the adopted charge applies are: [insert trunk infrastructure networks to which the adopted charge applies]
- the standard of service for each network or network mentioned above is stated to be the standard set out in attachment [x]
- the establishment cost of trunk infrastructure items is the cost shown in attachment [x].

9. Automatic increases to levied charges

[**Note:** Automatic increases to levied charges, between the levying and payment of the charge, cannot result in a charge that is greater than the maximum adopted charge that the local government could have levied for the development when the charge was paid; or result in an increase that is greater than the increase for the PPI index for the period starting on the day the charge was levied and ending on the day it was paid, adjusted by reference to the three-yearly PPI index average (section 114 of the Planning Act).]

The levied charge for [insert development] may be increased after the charge is levied and before it is paid to the local government.

- The increase must be calculated using the following method: [insert methodology for calculating the increase]

10. Method for recalculating the establishment cost

The method used to recalculate the establishment cost when an application for an offset or refund is made under section 137 of the Planning Act is outlined below:

[insert recalculation method consistent with the requirements of section 116 of the Planning Act, working out the cost of infrastructure for an offset or refund. Refer to Chapter 6, Part 1 of the MGR for the parameters and a default method.]

11. Criteria for deciding conversion applications

Conversion criteria used for making a decision on a conversion application made under section 139 of the Planning Act is outlined below:

[insert conversion criteria consistent with the requirements of section 117 of the Planning Act. Refer to Chapter 6, Part 2 of the MGR for the parameters.]

12. Dictionary

Words and terms used in this resolution have the meaning given in the Planning Act or the Planning Regulation.

If a word or term used in this resolution is not defined in the Planning Act or the Planning Regulation, it has the meaning given in this section.

[Insert critical terms used in this resolution.]

13. Resolution attachments

[Include applicable maps and other supporting information mentioned above.]

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