



Section 94 Contributions Plan – preparation

Scope of work

The DP&E requires the services of a suitably qualified and experienced consultant to prepare a Section 94 Contributions Plan for the Ingleside Release Area. Specifically the completion of the following scope of works is required:

Issues Paper

This task will include:

- Inception meeting with DP&E and Council to raise initial approach issues for consideration and establish the project;
- Literature review of Pittwater Council's existing Contribution Plans, in particular the recently exhibited Warriewood Valley Section 94 Contribution Plan (Plan No. 15 Amendment No 16) (Revision 1) including the independent review of the Warriewood Valley Section 94 Contributions Plan prepared by Hill PDA (January 2010);
- Literature review of current practice notes prepared by the DP&E regarding the preparation of Contribution Plans including position on likely contribution cap, essential and non-essential infrastructure that can be funded by Contribution Plans. For infrastructure unable to be funded by Section 94 contributions, advice is required as to alternative funding opportunities;
- Literature review of IPART reports relating to the preparation of Contributions Plan and infrastructure costings;
- Review of planning information available at the time of engagement including consultant briefs including provisions for cost estimates of infrastructure or background information (such as occupancy rates, traffic generation, rates of provision etc), draft technical reports and draft structure plans) being prepared by COX Richardson);
- Propose methodology for necessary land value information (categories of land) that will be required to prepare the Contribution Plan;
- Propose methodology and approach to escalation in construction and land values;
- Analyse the implications of identifying/zoning land which is to be acquired under the Contributions Plan at the commencement of the land release;
- Consider the ability to partially rezone or stage the zoning of land within the Precinct and potential impact on any Section 94 Plans;
- Provide advice regarding opportunities for funding of affordable housing under Section 94 Contribution Plans;
- Approach to 'demand credits'; and
- Preparing a report to summarise proposed approach to the preparation of the Contribution Plan, any gaps in information required to assist in the preparation of the Contribution Plan and issues to be resolved/decisions to be made to allow preparation of the plan to commence.

Land Valuation Advice

A separate contract for land valuation is being prepared for this task. The land valuer will, following agreement on the approach to land categories to be valued, inform the land acquisition component of the Infrastructure Schedule by providing a report documenting land values to be utilised for the Contribution Plan, how land values for the different land categories have been determined and advice on any necessary



contingencies that may affect the acquisition price of land (such as land acquired under compulsory acquisition);

The preferred Contractor for the Section 94 Contributions Plan will liaise with contracted land valuer and be necessary to:

- Confirm the approach to valuing land with DP&E and Pittwater Council;
- Attend an inception meeting with valuers (to be procured separately by DP&E and Pittwater Council) to confirm the deliverables regarding information required to build the infrastructure schedule.

Infrastructure Schedule

To assist in the preparation of the Infrastructure Schedule for the Contribution Plan, the following information will be provided by various consultants within the project team:

- Cost estimate advice either as rates or item costs (preference to be determined following preparation of the Issues Paper) for the necessary infrastructure to support the development of the release areas including open space, community facilities, roads, traffic management and stormwater management;
- Plan administration costs from Pittwater Council;
- Demand credit inventory from Pittwater Council;
- Demographic details (such as assumed occupancy rates) and infrastructure needs analysis/justification;
- Land area advice; and
- Land valuation advice (per m² rates).

Once a first draft of an Indicative Layout Plan is prepared, the consultant is required to:

- Review the Indicative Layout Plan and relevant technical studies and identify both the essential and non-essential infrastructure items required to be included within the Infrastructure Schedules. This to include (but not be limited to) roads, traffic management devices, cycleway network, passive and active open space areas that may or may not include riparian or biodiversity corridors, community facilities and stormwater management works.
- These items are to be identified on a map in terms of their location as well as extents of land (for acquisition and embellishment purposes). It will also be necessary to prepare a map outlining the extent of net developable areas. Council will be responsible for preparing the associated maps in GIS;
- Once the infrastructure items have been identified, it will be necessary to set up the Infrastructure Schedule for Section 94 modelling purposes. The Infrastructure should include (but not be limited to):
 - Section 94 Cost Summary Sheet identifying the total land and construction costs for each infrastructure type, average S94 contribution per development type for both essential and non-essential infrastructure. It should also include a summary of the quantum of land to be acquired for each infrastructure type and average quantum of land to be acquired for each development type;
 - Net Developable Area (NDA) and Population Summary Sheet identifying the total NDA for each land use zoning, total dwellings and total population adjusted for demand credits (if utilised);
 - Demand Credit Summary (if utilised) that provides an inventory of properties with an applicable demand credit;



- Detailed sheets for each infrastructure type identifying the quantum of land to be acquired for each infrastructure item. This will rely on the mapping exercise (see below) to break each infrastructure item up into different land value categories and applying the relevant valuation advice;
- Detailed sheets for each infrastructure item quantifying the costs of construction or embellishment of each infrastructure item. This may involve the inclusion of specific item rates or reliance on the mapping exercise to determine land area extents or lengths to be constructed/embellished. This approach is to be determined at the Issues paper component of works.
- Council will be responsible for preparing GIS versions of the infrastructure items based on the items identified in the task above. They will also be responsible for providing the land areas and item lengths required to populate the infrastructure schedules as above. These inputs are required to be inserted by the consultant.

As the Precinct Planning and ILP development is an iterative process, it is anticipated that the Infrastructure Schedule can commence being prepared while final revisions of the ILP are being completed. Allowance should be made in tender pricing, scope of work and program for review and amendment of infrastructure schedules and the draft contributions plans to reflect changes arising from the ongoing Precinct Planning process (at least two revisions of the infrastructure schedules and costs should be allowed for in tender prices).

Contribution Plan

Following on from the previously mentioned tasks, a draft Contribution Plan is to be prepared for exhibition as close as possible to the exhibition of the Indicative Layout Plan and planning package.

Where possible, the Contribution Plan should, in terms of structure and format, be consistent with the proposed template in the exhibited Draft Local Development Contributions Guidelines (November 2009) and Pittwater Council's contributions plan for the Warriewood Valley Release Area (Warriewood Valley Section 94 Contributions Plan (Plan No. 15 Amendment No. 16) (Revision 1)).

The Contribution Plan is to be prepared in accordance with the current legislation and NSW Government Policy, and is to include:

- appropriate nexuses to justify the provision of infrastructure based on the demographic and infrastructure technical studies prepared by other parts of the project team;
- clear formulas for the calculation of Section 94 contributions applicable to development within the release area;
- maps that clearly identify where the Contributions Plan will apply and various infrastructure items funded by the Contributions Plan;
- approaches to Works In Kind agreements and Voluntary Planning Agreements that may be pursued by developers within the Precinct (which should generally be consistent with Council's standard approach in other Contribution Plans);

The drafting process should allow for an inception meeting with the Department and Pittwater Council. Allowances for a meeting to discuss the approaches in response to



the Issues Paper as well as a review meeting/workshop after the first draft of the Contribution Plan has been prepared and reviewed by the Council should also be made.

In the instance that the draft Contribution Plans exceeds the current \$30,000 per lot cap, it will be necessary for the successful tenderer to assist the DP&E and Pittwater Council to identify appropriate funding sources for infrastructure that exceeds the cap. This may include preparation of briefing papers and meetings with other stakeholders (eg. IPART).

As the Precinct Planning and Indicative Layout Plan development is an iterative process, it is anticipated that the Contribution Plan can commence being prepared while final revisions of the Indicative Layout Plan are being completed. Allowance should be made in tender pricing, scope of work and program for review and amendment of infrastructure schedules and the draft contributions plans to reflect changes arising from the ongoing Precinct Planning process (at least two revisions of the infrastructure schedules and costs should be allowed for in tender prices).