

# Appendix D – LGIP Checklist

Appendix D is part of Statutory Guideline 03/14 – Local government infrastructure plans

| Review principles:   |                                    |        |  |                                     |  |                                       |  |                               |                  |
|--|------------------------------------|--------|--|-------------------------------------|--|---------------------------------------|--|-------------------------------|------------------|
| <ul style="list-style-type: none"> <li>A reference in the checklist to the LGIP Template is taken to include a relevant reference to the SPA, statutory guideline for LGIPs, statutory guideline for MALPI or the Queensland Planning Provisions (QPP).</li> <li>Compliance requirements are not limited to the requirements listed in the checklist.</li> </ul> |                                    |        |  |                                     |  |                                       |  |                               |                  |
| Local government infrastructure plan (LGIP) checklist  |                                    |        |  | To be completed by local government |  | To be completed by appointed reviewer |  |                               |                  |
| LGIP guideline outcome   | LGIP component                     | Number | Requirement  | Requirement met (yes/no)            | Local government comments  | Compliant (yes/no)                    | Justification  | Corrective action description | Recommendation   |
| The LGIP is consistent with the legislation and statutory guideline for LGIPs  | All                                | 1.     | The LGIP sections are ordered in accordance with the LGIP template.  | Yes                                 | Ordering of LGIP sections within the template have not been changed  | Yes                                   | Complies - The LGIP sections are ordered in accordance with the LGIP template.   | N/A                           | LGIP may proceed |
|  |                                    | 2.     | The LGIP sections are correctly located in the planning scheme.  | Yes                                 | The LGIP is located in Part 7 of the planning scheme. This planning scheme was adopted under the Integrated Planning Act (IPA) and therefore the LGIP cannot be located in Section 4.  | Yes                                   | Complies – The LGIP will be located in Part 7 of the (IPA) planning scheme.  | N/A                           | LGIP may proceed |
|  |                                    | 3.     | The content and text complies with the mandatory components of the LGIP template.  | Yes                                 | The mandatory components of the LGIP template have not been changed  | Yes                                   | Complies – The mandatory components of the LGIP template remain unchanged. Numbering has been changed to reflect the adoption into Council’s IPA planning scheme | N/A                           | LGIP may proceed |
|  |                                    | 4.     | Text references to numbered paragraphs, tables and maps are correct.   | Yes                                 | LGIP references to paragraphs, tables, and maps are correct  | Yes                                   | Complies   | N/A                           | LGIP may proceed |
|  | Definitions                        | 5.     | Additional definitions (to those in the QPP) do not conflict with statutory requirements.  | Yes                                 | No additional definitions proposed   | Yes                                   | Complies – No new definitions  | N/A                           | LGIP may proceed |
|  | Preliminary section                | 6.     | The drafting of the Preliminary section is consistent with the LGIP template.  | Yes                                 | The preliminary section of the LGIP is drafted in accordance with the template   | Yes                                   | Complies – The mandatory components of the preliminary section have not been changed   | N/A                           | LGIP may proceed |
|  |                                    | 7.     | All five trunk networks included in the LGIP. If not, which networks are excluded? Why have these networks been excluded?                    | Yes                                 | The LGIP includes all five trunk infrastructure networks: <ul style="list-style-type: none"> <li>Water Supply</li> <li>Sewerage</li> <li>Stormwater</li> <li>Transport</li> <li>Parks and land for community facilities</li> </ul> | Yes                                   | Complies – All five trunk infrastructure networks are included in the LGIP   | N/A                           | LGIP may proceed |
|  | Planning assumptions - structure   | 8.     | The drafting of the Planning assumptions section is consistent with the LGIP template.   | Yes                                 | The planning assumptions section of the LGIP is drafted in accordance with the template  | Yes                                   | Complies – The mandatory components of the planning assumptions section have not been changed  | N/A                           | LGIP may proceed |
|  |                                    | 9.     | All the projection areas listed in the tables of projections are shown on the relevant maps and vice versa.                                  | Yes                                 | The projection areas listed in the tables of projections are shown on the PIA maps   | Yes                                   | Complies – All projection areas are shown on the PIA maps, and listed in the tables of projections   | N/A                           | LGIP may proceed |
|  |                                    | 10.    | All the service catchments listed in the tables of projected infrastructure demand are identified on the relevant PFTI maps and vice versa.  | Yes                                 | Catchment boundaries are identified on the relevant PFTI maps, and separate catchment maps have also been provided.  | Yes                                   | Complies – All service catchments are identified on the relevant PFTI maps, and also on the catchment maps   | N/A                           | LGIP may proceed |
|  | Planning assumptions - methodology | 11.    | The population and dwelling projections reflect those prepared by the Qld Government Statistician (as available at the time of preparation). | Yes                                 | The population and dwelling projections are based on the medium series from the QGSO 2015 edition population projections   | Yes                                   | Complies – The most current QGSO population projections (2015 edition, medium series) have been used as the basis for the planning assumptions                   | N/A                           | LGIP may proceed |

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|  |  | 12. | The employment and non-residential development projections align with the available economic development studies, other reports about employment or historical rates for the area. | Yes | The employment projections are based on ABS employment and labour force data from 2016, reported at both an LGA and SA1 level, aggregated where necessary to appropriately represent each PIA projection area. These are projected to increase in line with population growth. Floor space projections have been determined by applying floor space to employee ratios to the employment projections. This approach was undertaken in the absence of more detailed employment and floor space studies, and is consistent with the methodology under the State government's 'PIPRICS' calculator. | Yes | Complies – The non-residential development assumptions are based on available information from the ABS 2016 Census, and therefore align with the available employment information and historical rates for the area.                | N/A | LGIP may proceed |
|  |  | 13. | The developable area excludes all areas affected by absolute constraints such as steep slopes, conservation and flooding.  | Yes | The developable area excludes absolute constraints. While the planning scheme zoning reflects a number of applicable constraints (e.g. conservation), land affected by local and regional flood mapping has also been excluded.  | Yes | Complies – The developable area considers absolute constraints including conservation and flooding  | N/A | LGIP may proceed |
|  |  | 14. | The planned densities reflect realistic levels and types of development having regard to the planning scheme provisions and current development trends.                            | Yes | The planned densities are based on the current planning scheme provisions, and in some instances have been tempered where review against development trends identified significant deviation from these provisions.  | Yes | Complies – The planned densities are representative of the planning scheme provisions, with consideration given to development trends identified through quantitative analysis of development within the LGA                        | N/A | LGIP may proceed |
|  |  | 15. | The planned densities account for land required for local roads and other infrastructure.  | Yes | The planned densities remove a proportion of developable land, assumed to be required for roads and other services   | Yes | Complies – The planned densities account for land requirements for roads and other services   | N/A | LGIP may proceed |
|  |  | 16. | The population and employment projection tables identify "ultimate development" in accordance with the QPP definition.   | Yes | Ultimate development is identified in the population and employment tables, and is in accordance with the QPP definition.  | Yes | Complies – Population and employment projection tables identify ultimate development. Ultimate development has been determined in accordance with the QPP definition  | N/A | LGIP may proceed |
|  |  | 17. | Based on the information in the projection tables and other available material, it is possible to verify the remaining capacity to accommodate growth, for each projection area.   | Yes | Remaining capacity can be determined in each projection area by subtracting the population at any cohort from the ultimate population  | Yes | Complies – Remaining capacity for growth can be determined for each projection area, by subtracting the population at any cohort from the ultimate population   | N/A | LGIP may proceed |
|  |  | 18. | The planning assumptions reflect an efficient, sequential pattern of development.  | Yes | The planning assumptions reflect Council's priority for a majority of development to occur within the PIA boundary over its 10-15 year horizon   | Yes | Complies – The planning assumptions are informed by the PIA boundary, which prioritises areas for development over a 10-15 year horizon. Therefore, the planning assumptions reflect an efficient pattern of sequential development | N/A | LGIP may proceed |
|  |  | 19. | Has the Department of Transport and main Roads or any relevant distributor-retailer been consulted in the preparation of the LGIP?<br>What was the outcome of the consultation?    | Yes | DTMR have been consulted in the preparation of the LGIP.   | Yes | Complies – Council have provided relevant information from the LGIP to DTMR for review and comment  | N/A | LGIP may proceed |

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| <b>Planning assumptions - demand</b>      | 20. | The infrastructure demand projections are based on the projections of population and employment growth.   | Yes | Infrastructure demand projections are based on the projected QGSO growth, and the assumptions used to identify employment growth   | Yes | Complies – Demand projections have been based on population and non-residential growth assumptions   | N/A | LGIP may proceed |
|   | 21. | The demand generation rates align with accepted rates and/or historical data.   | Yes | Demand generation rates align with generally understood and accepted rates   | Yes | Complies – Demand generation rates are within accepted industry rates  | N/A | LGIP may proceed |
|   | 22. | The service catchments used for infrastructure demand projections are identified on relevant PFTI maps and demand tables.   | Yes | The service catchments used for demand projections are identified on: <ul style="list-style-type: none"> <li>• Catchment maps</li> <li>• PFTI</li> <li>• Demand tables</li> </ul>  | Yes | Complies – the service catchments for all networks are identified on the PFTI maps and demand tables. The full extent of all demand catchments is shown on the catchment maps  | N/A | LGIP may proceed |
|   | 23. | The service catchments for each network cover, at a minimum, the PIA.   | Yes | The service catchments for each network cover the PIA  | Yes | Complies – All areas of the PIA are fully serviced by each infrastructure network  | N/A | LGIP may proceed |
|   | 24. | The Asset Management Plan and Long Term Financial Forecast align with the LGIP projections of growth and demand. If not, is there a process underway to achieve this? | Yes | The LGIP projections of growth and demand align with those in Council’s LTFF   | Yes | Complies – Reductions to the projected revenue in the LGIP have been applied to better align with Council’s actual charges revenue, and projections within the LTFF.<br><br>This approach is considered reasonable, given a significant extent of growth in the medium-term is anticipated to be via the take up of existing vacant residential lots. Growth on these sites are unlikely to pay infrastructure charges given their ‘single lot credit’. In addition to this, there is the likelihood that a portion of the future dwelling and non-residential floorspace growth will either be missed through exempt development or development subject to a designation. | N/A | LGIP may proceed |
| <b>Priority infrastructure area (PIA)</b> | 25. | The drafting of the PIA section is consistent with the LGIP template.   | Yes | The PIA section of the LGIP is drafted in accordance with the template   | Yes | Complies – The mandatory components of the PIA section have not been changed   | N/A | LGIP may proceed |
|   | 26. | Text references to PIA map(s) are correct.  | Yes | Text references to the PIA maps are correct  | Yes | Complies – References to the PIA maps within the LGIP document are correct   | N/A | LGIP may proceed |
|   | 27. | The PIA boundary shown on the PIA map is legible at a lot level and the planning scheme zoning is also shown on the map.  | Yes | The PIA mapping is legible at a lot level, and includes the planning scheme zoning   | Yes | Complies   | N/A | LGIP may proceed |
|   | 28. | The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared.                    | Yes | The PIA boundary includes all areas of fully serviced existing development.<br><br>Where land identified for urban purposes has been excluded from the PIA, this is for one of the following reasons: <ul style="list-style-type: none"> <li>• The sites are not serviced by all relevant trunk infrastructure networks; and/or</li> </ul> | Yes | Complies – The PIA includes all areas of existing urban development, which is fully serviced by each infrastructure network.   | N/A | LGIP may proceed |

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|  |   |     |  | <ul style="list-style-type: none"> <li>The sites are vacant, undeveloped, or currently in use for non-urban purposes</li> </ul> |  |     |  |     |                  |
|  |   | 29. | The PIA accommodates growth for at least 10 years but no more than 15 years.   | Yes   | <p>Although capacity for approximately 900 dwellings remains at 2031, it is not considered possible to further reduce the PIA boundary.</p> <ul style="list-style-type: none"> <li>Capacity in the form of infill development is unlikely to reach its full potential within 15 years, meaning some additional capacity will always remain.</li> <li>Only 1 distinct area of undeveloped residential land has been included within the PIA boundary, and each property within this area is close to existing infrastructure networks, and equally as efficient to service. Council does not consider that it should be picking “winners and losers” in such a circumstance, and that the PIA boundary is appropriate, given the minor nature of the additional capacity</li> </ul> | Yes | <p>Complies – The PIA has some remaining capacity at 2031 (15 years from base date) (approx.. 900 dwellings). Notwithstanding, the boundary is considered appropriate on the following basis:</p> <ul style="list-style-type: none"> <li>Infill development and existing vacant residential parcels do not provide sufficient capacity to service anticipated population growth over the 15 year PIA period, and are not expected to develop to any substantial extent within this time;</li> <li>Only one physically distinct area of undeveloped residential land has been included within the PIA boundary at Ayr;</li> <li>Given each property’s proximity to existing trunk infrastructure networks and their co-location, portions of any site within this boundary has potential to be developed within the PIA period, and therefore exclusion of any of these parcels at the expense of another is not considered to be appropriate.</li> </ul> <p>Additionally, as the LGIP is unlikely to be adopted until mid-2018, the 15 year horizon will then extend to 2033, further reducing the remaining capacity.</p> | N/A | LGIP may proceed |
|  |   | 30. | Are there areas outside the PIA for which the planning assumptions identify urban growth within the next 10 to 15 years? If so, why have these areas been excluded from the PIA? | Yes   | No areas outside the PIA have been identified to accommodate urban growth within the next 15 years   | Yes | Complies – The PIA boundary includes <b>all</b> areas in which the planning assumptions identify urban growth within the next 10 to 15 years   | N/A | LGIP may proceed |
|  |   | 31. | The PIA achieves an efficient, sequential pattern of development.  | Yes   | The development of all areas included within the PIA reflect an efficient and sequential extension of the existing infrastructure networks   | Yes | Complies – All developable areas within the PIA are able to be serviced efficiently, and provides for a sequential pattern of development  | N/A | LGIP may proceed |
|  | <b>Desired standards of service (DSS)</b> | 32. | The drafting of the DSS section is consistent with the LGIP template.  | Yes   | The DSS section of the LGIP is drafted in accordance with the template   | Yes | Complies – The mandatory components of the DSS section have not been changed   | N/A | LGIP may proceed |

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|  |   | 33. | The DSS section states the key planning and design standards for each network.   | Yes | The DSS states the key planning and design standards for each network  | Yes | Complies – The DSS section states both planning and design standards for each network  | N/A | LGIP may proceed |
|  |   | 34. | The DSS reflects the key, high level industry standards, regulatory and statutory guidelines and codes, and planning scheme policies about infrastructure.   | Yes | The DSS refers to relevant industry standards, guidelines and codes  | Yes | Complies – The DSS reflects typical industry standards and guidelines, in addition to relevant legislation and Council policies  | N/A | LGIP may proceed |
|  |   | 35. | There is alignment between the relevant levels of service stated in the local government’s Long Term Asset Management Plan (LTAMP) and the LGIP.<br>If not, is there a process underway to achieve this? | Yes | The same DSS underpins Council planning for both the LGIP and LTFF   | Yes | Complies – The DSS aligns between the LGIP and Council’s LTFF, as the same planning informs both documents   | N/A | LGIP may proceed |
|  | <b>Plans for trunk infrastructure (PFTI) – structure and text</b>   | 36. | The drafting of the PFTI section is consistent with the LGIP template.   | Yes | The PFTI section of the LGIP is drafted in accordance with the template  | Yes | Complies – The mandatory components of the PFTI section have not been changed  | N/A | LGIP may proceed |
|  |   | 37. | PFTI maps are identified for all networks listed in the Preliminary section.   | Yes | PFTI’s have been provided for all 5 infrastructure networks listed in the preliminary section                          | Yes | Complies – PFTI maps are provided for all networks   | N/A | LGIP may proceed |
|  |   | 38. | PFTI schedule of works summary tables for future infrastructure are included for all networks listed in the Preliminary section.   | Yes | Schedule of works tables have been provided for all 5 infrastructure networks listed in the preliminary section        | Yes | Complies – SoW tables are provided for all networks  | N/A | LGIP may proceed |
|  | <b>PFTI – Maps</b><br><i>[Add rows to the checklist to address these items for each of the networks]</i>        | 39. | The maps clearly identify the existing and future trunk infrastructure networks distinct from each other.  | Yes | Existing and future trunk infrastructure assets have been clearly distinguished in the PFTI’s                          | Yes | The PFTI’s identify existing and future trunk infrastructure as distinct from each other   | N/A | LGIP may proceed |
|  |   | 40. | The service catchments referenced in the SOW model and infrastructure demand summary tables are shown clearly on the maps.   | Yes | The service catchment boundaries are identified on the PFTI’s  | Yes | The service catchments identified in the SoW model are shown on the PFTI’s and the catchment mapping   | N/A | LGIP may proceed |
|  |   | 41. | Future trunk infrastructure components are identified (at summary project level) clearly on the maps including a legible map reference.  | Yes | Future trunk infrastructure components are identified on the maps, with a legible label                                | Yes | Complies – Future trunk infrastructure components are clearly and uniquely identified on the mapping, are appropriately labelled, and these align with the assets identified in the schedules of works | N/A | LGIP may proceed |
|  |   | 42. | The infrastructure map reference is shown in the SOW model and summary schedule of works table in the LGIP.  | Yes | The infrastructure ID’s (shown on PFTI labels) are shown in both the SoW model and the LGIP document schedules of work | Yes | Complies – Future trunk infrastructure components on the PFTI’s align with the assets identified in the schedules of works   | N/A | LGIP may proceed |
|  | <b>Schedules of works</b><br><i>[Add rows to the checklist to address these items for each of the networks]</i> | 43. | The schedule of works tables in the LGIP complies with the LGIP template.  | Yes | The schedule of works section of the LGIP is drafted in accordance with the template                                   | Yes | Complies – The mandatory components of the schedule of works section have not been changed   | N/A | LGIP may proceed |
|  |   | 44. | The identified trunk infrastructure is consistent with the SPA and LGIP guideline.   | Yes | The identified trunk infrastructure is consistent with the SPA and LGIP guideline                                      | Yes | Complies – Trunk infrastructure is consistent with the SPA and LGIP guideline  | N/A | LGIP may proceed |
|  |   | 45. | The existing and future trunk infrastructure identified in the LGIP is adequate to service at least the area of the PIA.   | Yes | The identified trunk infrastructure is adequate to service the PIA   | Yes | Complies – Existing and future trunk infrastructure identified is adequate to service the PIA area.  | N/A | LGIP may proceed |
|  |   | 46. | Is there alignment of the scope, estimated cost and planned timing of proposed trunk capital works contained within the Schedule of Works and the relevant inputs of the LTAMP and LTFF?                 | Yes | The scope, cost, and timing of proposed works in the LGIP was informed by Council’s LTFF, and therefore aligns         | Yes | Complies – LGIP infrastructure is aligned to Council’s LTFF in terms of scope, cost, and timing. In some instances alignment was difficult to reconcile between the                                    | N/A | LGIP may proceed |

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|                           |  | If not, is there a process underway to achieve this?   |     |  |     | two, however the cause of these difficulties have been identified, allowing Council to consider potential reporting improvements in the future.   |     |                  |
|                           |  | 47. The cost of trunk infrastructure identified in the SOW model and schedule of works tables is consistent with legislative requirements.                                       | Yes | The cost of trunk infrastructure is consistent with the requirements within the LGIP guidelines                                | Yes | Complies – The cost of existing trunk infrastructure is primarily sourced from Council’s asset registers. The cost of future works are based on unit rates which align with the relevant legislative requirements | N/A | LGIP may proceed |
| <b>SOW model</b>          |  | 48. The submitted SOW model is consistent with the model included with the statutory guideline for LGIPs.  | Yes | The SoW model, prepared by Council’s consultants, is consistent with the model included with the statutory guideline for LGIPs | Yes | Complies – The submitted SoW model is consistent with, and provides the same functionality, as the State prepared SoW model   | N/A | LGIP may proceed |
|                           |  | 49. The SOW model has been prepared and populated consistent with the statutory guideline for LGIPs and its User manual for the SOW model.                                       | Yes | The SoW model has been prepared in a manner which is consistent with the LGIP guideline requirements                           | Yes | Complies – The SoW model has been populated in a manner which is consistent with the requirements of the LGIP guidelines and SoW user manual  | N/A | LGIP may proceed |
| <b>Extrinsic material</b> |  | 50. All relevant background studies and reports in relation to the preparation of the LGIP are available and identified in the list of extrinsic material in the LGIP guideline. | Yes | All relevant extrinsic material has been provided within the LGIP document extrinsic material list                             | Yes | Complies – The extrinsic material identified in the LGIP document outlines all the relevant background information which is relevant to the preparation of the LGIP   | N/A | LGIP may proceed |