



DRAFT Concordia Basic Infrastructure Scheme Engagement – October 2025

FACT SHEET

DRAFT Basic Infrastructure Scheme - Scheme Coordinator Role

Appointment of Scheme Coordinator

After receiving the referral of an approved Draft Outline for an Infrastructure Scheme from the Minister for Planning (Minister), the Chief Executive of the Department of Housing and Urban Development (Chief Executive) is responsible for appointing a Scheme Coordinator.

A Scheme Coordinator can be a suitably qualified individual, a committee with a range of expertise, or a precinct authority.

Consideration of Scheme Coordinator candidates or committee members should include the following skills and capabilities:

- Qualifications or experience in a field that is relevant to the role, such as planning, engineering, project management (or related)
- Technical skills in infrastructure planning and delivery
- Commercial acumen, development industry experience
- Negotiation and conflict management skills
- Knowledge of the operation and requirements of the *Planning, Development and Infrastructure Act 2016* (PDI Act).

Preferred candidates must have the capacity to satisfy legislative requirements of the role, act in public interest, as well as other standard terms and conditions associated with the role.

Section 165(4) allows appointment of a Scheme Coordinator under any conditions determined appropriate by the Chief Executive.

The Chief Executive must receive agreement from the State Planning Commission on the appointment.

Other key functions of the Chief Executive in relation to Infrastructure Schemes

Under the PDI Act, the Chief Executive must:

- establish a fund for the scheme, where it includes the imposition of a charge
- ensure that the Commission is kept informed about the operation of the scheme (and any significant changes to the scheme)

The Chief Executive is also responsible for the functioning of the Department, providing administrative support to the Scheme Coordinator.



Role of the Scheme Coordinator

Once appointed, the duties carried out by the Scheme Coordinator relate firstly to the preparation of the Draft Scheme and Final Scheme Report for the Minister's to consider adopting, and if adopted, to coordinate the collection of charges and delivery of infrastructure in accordance with the approved Scheme.

In preparing a proposed scheme, the Scheme Coordinator is required to undertake the following functions, as per section 166(1) of the PDI Act:

- Prepare scoped and costed proposals for the Scheme that accord to any relevant Design Standards
- Develop a work program and the Funding Arrangement (including a Charge under subdivision 7, if one was proposed as part of the Draft Outline) for the Scheme.
- Undertake consultation in relation to the proposed scheme in accordance with requirements under the Community Engagement Charter
- Such other functions assigned by the Minister after consultation with the Chief Executive
- Prepare a Final Scheme Report outlining the outcomes of the above activities, including a copy of the prepared Draft Scheme recommended for adoption, and furnish a copy with the Minister for determination.

Should the Draft Scheme be adopted for implementation by the Minister, section 168 of the PDI Act requires the Scheme Coordinator to:

- If a funding arrangement is approved, administer the funding arrangement and to provide advice to the Minister about the enforcement of the charge.
- Maintain the works program and oversee the delivery of any infrastructure or works that form part of the scheme
- Ensure that essential infrastructure forming part of the Scheme is procured and delivered in a timely manner and at a reasonable cost, and in accordance with the Department's procurement framework
- Keep proper records and public and prepare a public annual report on the administration of the scheme for the life of the scheme.
- Seek out and bring to the attention of the Chief Executive any alternative funding sources for infrastructure under the relevant Scheme
- Facilitate the periodic review of the Charge
- Provide advice to the Minister about what should happen on the completion of the works associated with the scheme
- Provide advice on any other matter at the request of the Minister or as the scheme coordinator thinks fit
- Such other functions as delegated or provided for by the Chief Executive or by the Minister, after consultation with the Chief Executive.



Scheme Coordinator Code of Conduct

Standards of conduct and professionalism for scheme coordinators are outlined in [Code of Conduct for Infrastructure Scheme Coordinators](#).

This code of conduct requires all scheme coordinators to:

- work with the highest ethical standards to maintain public confidence in the integrity of development assessment under the PDI Act
- act honestly and ethically with a high degree of accountability
- seek the advice of the Chief Executive if they have any doubt regarding a function they may perform under the PDI Act.

Codes of conduct are adopted by the Minister to be observed by professionals operating in the planning system under the [Planning, Development and Infrastructure Act 2016](#).

For more information:

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