



## **POLICY STATEMENT**

**TITLE: COUNCILLOR EMERGENT CAPITAL WORKS & MINOR OPERATIONAL WORKS.**

**Category:** Council's Asset Management Policy, (No.771)  
Council's Total Asset Management Plan, (TAMPs)

**Endorsed by Council on:** *Budget Meeting, 23 June 2008*

**Responsible Department:** *Andrew Ryan Executive Director Infrastructure Services*

**Reference No.:** 5

## **POLICY PURPOSE**

To establish a set of standard guidelines and procedures for determination and consideration of Councillor Emergent Capital Works & Minor Operational Works.

## **POLICY SCOPE**

Council has determined that each Councillor may prioritise up to \$75,000 of projects within a financial year for emergent capital works and \$50,000 of projects for minor operational works, including the provision of up to \$5,000 for discretionary funding, subject to the Policy Statement below. Councillors are also able to increase the allocation to capital works by reducing the operational works allocation.

## **DEFINITIONS**

Councillor Emergent Capital Works & Minor Operational Works are to be allocated to capital works infrastructure and the maintenance and operation of Council infrastructure only, with the exception of the discretionary funding element, and to be in two categories;

### **a. Councillor Emergent Capital Works**

Expenditure used to create new assets, increase the capacity of existing assets beyond their original design capacity or service potential. Projects in this category will result in a physical asset which will be capitalised:

1. Stormwater Drainage – capital and enhancements;
2. Parks, Bushland & Open Space – capital and enhancements;
3. Waterway & Coastal Infrastructure – capital and enhancements;
4. Buildings & Facilities – capital and enhancements;
5. Roads, traffic, transport and roadside assets – capital and enhancements;
6. General – capital and enhancements to assets owned by Council.
  - (i) Projects within this section would typically focus on works that are required within local parks, roads, stormwater drainage, waterways and coastal infrastructure and buildings and facilities that are deficient in standard compared to technical and community expectations. This may also include projects that would have a Whole-of-Region benefit but have not been placed on the Whole-of-Region Program due to funding constraints.
  - (ii) The following types of projects would apply in this section:
    - Direct Asset Acquisition – Works that result in a physical asset that is acquired by Council at completion, through direct Council control; or
    - Asset Contribution (Council Acquisition) – Minor Capital Works funds are contributed to an organisation undertaking works that result in a physical asset that is acquired by Council at completion, (e.g. community jobs plan project; etc).

## **b. Councillor Minor Operational Works**

Expenditure used on minor operational works for the day to day running and availability of an asset or service, or for discretionary funding. Operational services and/or assets and any discretionary funding are treated as operational expenses;

1. Transportation – minor maintenance and operational works (e.g. signs; linemarking)
2. Stormwater Drainage - minor maintenance and operational works
3. Parks, Bushland & Open Space – minor maintenance and operational works (e.g. landscaping; increased service standards as a one off; community volunteer landscaping activities on Council reserves
4. Waterway & Coastal Infrastructure - minor maintenance and operational works
5. Buildings & Facilities – minor maintenance and operational works
6. Projects within this category would typically focus on minor maintenance and operational works to meet current levels of service.

## **c. Mayoral and Councillor Discretionary funding**

- (i) Expenditure used on discretionary funding includes grants of money or equipment to not-for-profit community groups and sporting organisations either based in the region or which provide significant benefits to residents of the region and is treated as operational expenses.
- (ii) This category provides for the allocation of up to \$5,000 per annum for discretionary funding for not-for-profit community groups and sporting organisations.

## **POLICY STATEMENT / DETAILS**

The following are the principles to be applied when allocating Councillor Emergent Capital Works & Minor Operational Works

1. Projects within the Councillor Emergent Capital Works & Minor Operational Works categories must have the following attributes to comply with the program:
  - (i) Compliance with Council Procurement Policies, the Local Government Act 2009, the Local Government (Finance, Plans and Reporting) Regulation 2010, the Statutory Bodies Financial Arrangements Act and other relevant legislation;
  - (ii) Consistency with Council Policies and Strategies – Projects must be consistent with the Council's Corporate Plan, Operational Plan, Policies (including Grants Policy) and relevant adopted Strategies and Master Plans.
2. Councillor Emergent Capital Works & Minor Operational Works (excepting the discretionary funding element) are not to be used for the following items:
  - (i) Private individuals or companies;
  - (ii) Should not compliment or be in addition to community assistance scheme funding arrangements;
  - (iii) Land acquisitions without supporting Council resolution.
3. Councillor Emergent Capital Works & Minor Operational Works are not to be stored / accumulated for use over more than one financial year.
4. Councillor Emergent Capital Works & Minor Operational Works funds can be allocated to Councillor Emergent Capital Works funding, but the opposite does not apply.

The following are the principles to be applied when allocating Councillor Discretionary Funding.

1. Projects within the Councillor Discretionary Funding category must have the following attributes to comply with the program:
  - (i) Compliance with Council Procurement Policies, the Local Government Act 2009, the Local Government (Finance, Plans and Reporting) Regulation 2010, the Statutory Bodies Financial Arrangements Act and other relevant legislation;
  - (ii) Consistency with Council Policies and Strategies – Projects must be consistent with the Council's Corporate Plan, Operational Plan, Policies (including Grants Policy) and relevant adopted Strategies and Master Plans;
  - (iii) Expenditure provides benefits to a resident or residents of the Region.
2. Councillor Discretionary Funding is not to be used for the following items:

- (i) Should not complement or be in addition to any existing community assistance scheme funding arrangements or other Council funding sources/programs;
  - (ii) Should not be provided where applications for funding have already been submitted to Council;
  - (iii) Land acquisitions without supporting Council resolution.
3. Councillor Discretionary Funding will be treated in the same manner as other projects in terms of carryovers; and
  4. Councillor Discretionary Funding is not to be stored / accumulated for use over more than two financial years.
  5. Councillor Discretionary Funding can be allocated to Councillor Emergent Capital Works and Operational Works funding, but the opposite does not apply.

**PROCESS**

The following is the process to be followed for identification, assessment and approval of a capital or operational or discretionary funding project;

1. Councillor to identify the project and request the Executive Director – Infrastructure Services or delegate to scope and estimate the project;
2. The Executive Director – Infrastructure Services is to send details of the project scoped and estimated to the Councillor as soon as possible and advise on a recommendation whether the project is acceptable or whether there are issues that mean the project should not progress. These issues will be fully communicated to the Councillor;
3. Where joint agreement is reached, the project will be added to the current Program and the Executive Director – Infrastructure Services or delegate will be delegated authority to authorise;
4. If no agreement is reached, a report will be provided to the Council to consider the project if requested by the Councillor;
5. Infrastructure Services Department will establish key contact officers to expedite the process and assessment;
6. Projects will be prioritised for delivery by the Executive Director – Infrastructure Services in consideration of existing priorities and urgency of the new project.

In addition to the above, where Discretionary Funding is applied:

1. Allocated funds will be acquitted by the Executive Director – Community Services or delegate and relevant details recorded in a Discretionary Funding register;
2. The contents of the Discretionary Funding Register will be reported to Council in accordance with legislative requirements.

Version control

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
---------	-----------------	--------------	-----------------------	------

1.2	Create new		Asset & Capital Planning	12/06/2008
1.3	Review	Y	RD A&I	18/06/2008
1.4	Review	Y	Councillors	23/06/2008
1.5	Review	Y	Councillors	15/11/2012