



Strategic policy

Councillor Emergent Capital Works and Minor Operational Works - Utilisation

Corporate Plan reference:	Service excellence
	Outcome: 4.4 – Assets meet endorsed standards for sustainable service delivery
	Operational Activity: 4.4.3 - Deliver agreed 2017-2018 Capital Works Program construction projects.
	Operational Activity: 4.4.6 - Develop the Capital Works Program for 2018-2019 including determining timing, sequencing and identification of funding opportunities for supporting key projects.
Endorsed by Council on:	
Manager responsible for policy:	Director Infrastructure Services

Policy purpose

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

Policy scope

Council has determined that each Divisional Councillor may prioritise the amount as determined by Council at the budget adoption within a financial year for emergent capital works projects, and the amount determined by Council at budget within a financial year for minor operational works projects or services, subject to the Policy Statement below.

Councillors may also choose to:

- fund all or part of a "Mayoral and Councillor Discretionary Funding" component by reallocation from the minor operational works allocation; as detailed in the Strategic Policy "Mayoral and Councillor Discretionary Funding" endorsed by Council on 20 June 2013 and
- increase the allocation to Minor Operational Works by reducing the Emergent Capital Works allocation.

Definitions

Councillor Emergent Capital Works and Minor Operational Works funds are to be allocated to capital works infrastructure and to the maintenance and operations of infrastructure only, or may be reallocated from Discretionary Funding, to the following two categories:

(a) Councillor (Divisional) Emergent Capital Works

Expenditure used to renew/replace assets, create new assets and / or to increase the capacity of existing assets beyond their original design capacity or service potential. Projects in this category will relate to infrastructure improvements to council owned assets or assets on council owned or managed lands

1. Footpaths, cycleways and minor civil works – capital and enhancements
2. Parks, Bushland and Open Space – capital and enhancements
3. Waterway and Coastal Infrastructure – capital and enhancements
4. Buildings and Facilities – capital and enhancements
5. Stormwater Drainage – capital and enhancements
6. Roads, traffic, transport and roadside assets – capital and enhancements
7. The above categories apply to enhancements to assets owned by council or assets on lands owned or managed by Council, leased or used by community groups for community benefit.

Projects within this category would typically focus on works that are required within road corridors, including minor traffic works, signage, footpaths and cycleways, local parks upgrades and enhancements, 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 in the whole-of-region programs due to funding constraints.

Funding of projects within this category will be allocated and managed via the appropriate Council project delivery team. Funds will not be transferred to, nor managed by external groups/bodies/clubs etc.

The following types of projects would typically apply in this category:

- 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 results in a physical asset that is acquired by council at completion, (e.g. community jobs plan project; state government projects that have a wider council benefit etc.).

(b) Councillor Minor Operational Works

Expenditure in this category is used on minor operational works for the day to day running and availability of an asset or service. This includes operational services and also minor assets that are treated as operational expenses, as follows:

1. Transportation – minor maintenance and operational works (e.g. signs; line marking; banners for council events)
2. Stormwater Drainage - minor maintenance and operational works, such as cleaning and beautification works
3. Parks, Bushland and 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 and Coastal Infrastructure - minor maintenance and operational works
5. Buildings and Facilities (Council owned or managed buildings or buildings on lands owned or managed by Council) – minor maintenance and operational works. Projects within this category would typically focus on minor maintenance and operational works to meet current levels or enhanced levels of service.

Allocation of funding is not to be below \$500 for operational works. If the request is in line with Council's normal maintenance program (e.g. replacing lamp shade), then it will be funded from the normal operational budget and not from Councillors Minor Operational Works Allocation.

(c) Mayoral and Councillor Discretionary Funds

"Discretionary funds are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion"¹ for the benefit of the community.

This is covered in the Strategic Policy "Mayoral and Councillor Discretionary Funding" endorsed by Council on 20 June 2013.

Policy statement/details

Councillors may choose to fund a Mayoral and Councillor Discretionary Funding component by reallocation of up to \$100,000 from the minor operational works budget allocation within 20 business days of council's budget being adopted².

For amounts not allocated towards the Mayoral and Councillor Discretionary Funding program, the following principles are to be applied when allocating Councillor Emergent Capital Works and Minor Operational Works:

1. Projects within the Councillor Emergent Capital Works and Minor Operational Works categories must have the following attributes to comply with the program:
 - i. Compliance with Council's Procurement Policy
 - ii. Compliance with the *Local Government Act 2009*
 - iii. Compliance with the *Statutory Bodies Financial Arrangements Act 1982*
 - iv. Consistency with council policies and strategies – Projects must be consistent with council's Corporate Plan, Operational Plan, Asset Management Plans, annual budget and relevant adopted policies, strategies and master plans
 - v. Consistency with relevant Australian standards and industry practices
 - vi. Consistent with Council's adopted service levels.
2. Councillor Emergent Capital Works and Minor Operational Works are unable to be used for the following items:
 - i. Community Donation Funds/Community Grants
 - ii. Community events and sponsorships
 - iii. Private individuals or companies
 - iv. As a "top up" to compliment any existing council community assistance scheme funding arrangements, such as a council grant program
 - v. Land acquisitions without supporting council resolution
 - vi. The development of master plans that have not had prior Council endorsement to proceed.
3. Funding for capital works or enhancements of properties and facilities that are owned by Council but operated by community associations via a permit or lease or assets approved by

¹ *Local Government Act 2009*, Chapter 4, Part 4, s109, p. 102.

² Refer to the *Mayoral and Councillor Discretionary Funding Policy* for guidance on the use and administration of discretionary funds.

Council on lands owned or managed by Council, are permitted for such facilities for assets regardless of the lease agreements or permits as relevant for the specific property. (Typically capital maintenance and operational obligations are specified in the property leases or permits.)

- i. Funding allocated to community associations with an existing lease agreement or permit will require an independent assessment from the Property Management Branch to determine
 - a. Compliance with Work Place Health and Safety
 - b. Value for money
 - c. Compliance with legislation
 - d. Priority and alignment with Council strategies and
 - e. Any implication/impact of, or on, existing lease arrangements.
4. Councillor Emergent Capital Works and Minor Operational Works will be treated in the same manner as other projects in terms of the end of year budget carry over process.
5. Councillor Emergent Capital Works and Minor Operational Works are not to be stored / accumulated for use over more than two financial years.
6. Councillor Minor Operational Works funds can be allocated to Councillor Emergent Capital 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 project;

1. Councillor to identify the project and request the Director – Infrastructure Services or delegate to scope and estimate the project.
2. The Director – Infrastructure Services is to send details of the project scoped and estimated, together with details of any circumstances specific to the asset and/or project to the Councillor as soon as possible and will advise on a recommendation whether it is acceptable in terms of merits, compliance and long term costs and benefits 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, the project will be added to the current Program and the Director – Infrastructure Services or delegate will be delegated authority to authorise.
4. If no agreement is reached or proposed project is above Council's adopted service levels, a report will be provided to 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 Director – Infrastructure Services in consideration of existing priorities and urgency of the new project.

PROJECT AND FUNDING EXAMPLES AND GUIDES

A table of typical examples has been developed to assist Councillors and staff in determining which category the proposed funding allocation sits within, or whether it is non-compliant with this adopted policy.

Grant

Funds provided to a recipient through a formal program administered by Council in compliance with the local government act, for a specified purpose, directed at achieving goals and objectives consistent with council policy, where the recipient is selected on merit against a set of criteria.

Project Type	Grants	Emergent Capital Works / Minor Operational Works
Pathways		y
Kerb ramps		y
Park improvements		y
Council Owned buildings		y including on lands owned or managed by Council or wherein the building will or would default to Council ownership in the case of a lease/agreement/arrangement not being renewed.
Private bdgs	y	
Street signs		y
Entry statements		y
Street lights		y
Street light shades		y
Design works		y
Council Xmas decorations		y
Community Xmas decorations	y	
Council sponsor festivals		y
Non council festivals	y	
Non council business	y	
Council Artworks		y
Non Council artwork	y	
Maintenance of Council asset		y
Maintenance of non-council asset	y	
Asset - Community Facility _ not covered by lease agreement (Council owned)		y
Asset - Community Facility – covered by lease agreement (Council owned)	y	y
Parks equipment		y
Tree removal		y
Line marking		y
Bollards		y
Council Banners		y
Non Council banners	y	

Related policies and legislation

Sunshine Coast Council

- Sunshine Coast Corporate Plan
- Mayoral and Councillor Discretionary Funding Policy
- Community Grants
- Community Groups Occupying Council Owned or Council Controlled Land and/or Infrastructure Policy
- Procurement Policy

Queensland Government

- Local Government Act 2009
- Local Government Regulation 2012
- Statutory Bodies Financial Arrangements Act 1982

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create new	Y	Council Ordinary Meeting	12/06/2008
1.1	Review	Y	Asset & Capital Planning	16/06/2008
1.2	Review	Y	Council Ordinary Meeting	23/06/2008
1.3	Review	Y	Council Ordinary Meeting	31/01/2013
1.4	Update Department name and re-branding	N	Corporate Governance	8/1/2017

© Sunshine Coast Regional Council 2009-current. Sunshine Coast Council™ is a registered trademark of Sunshine Coast Regional Council.