

## STRATEGIC POLICY

### COUNCILLOR EMERGENT CAPITAL WORKS AND MINOR OPERATIONAL WORKS - UTILISATION

<b>Corporate Plan Reference:</b>	<p><i>7. Managing Growth</i> <i>7.4 Timely and appropriate infrastructure and service provision</i></p> <p><i>7. Managing Growth</i> <i>7.5 Council's services and assets meet the needs of our growing community</i></p> <p><i>8. Great Governance</i> <i>8.2 Effective business management</i></p>
<b>Endorsed by Council on:</b>	????
<b>Policy Owner and Department:</b>	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;
- Increase the allocation to Emergent Capital Works by reducing the Minor Operational 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 council infrastructure only, or may be reallocated from Discretionary Funding, to the following two categories:

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

Expenditure used to 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 result in a physical asset which will be capitalised:

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. Works by others – capital and enhancements to assets owned by council.

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.

The following types of projects would 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 organization 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) – 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

## **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”<sup>1</sup> 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 \$50,000 from the minor operational works budget allocation within 20 business days of council’s budget being adopted<sup>2</sup>.

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 Procurement Policies
  - ii. Compliance with The Local Government Act
  - iii. Compliance with The Statutory Bodies Financial Arrangements Consistency with council Policies and Strategies – Projects must be consistent with council’s Corporate Plan, Operational Plan, policies and relevant adopted strategies and master plans
  - iv. Consistency with relevant Australian standards and industry practices
  - v. 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;
  - 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 are only permitted for such facilities for assets that are not covered in 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.)
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**

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<sup>1</sup> *Local Government Act* 2009, Chapter 4, Part 4, s109, p. 102.

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

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 to the Councillor as soon as possible and will advise on a recommendation whether the project 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.

<b>Project Type</b>	<b>Grants</b>	<b>Emergent Capital Works / Minor Operational Works</b>
Pathways		y
Kerb ramps		y
Park improvements		y
Council Owned bdgs		y
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	

Project Type	Grants	Emergent Capital Works / Minor Operational Works
Asset - Community Facility _ not covered by lease agreement		y
Asset - Community Facility – covered by lease agreement	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 Community Plan: Our Vision for 2030*
- *Sunshine Coast Corporate Plan 2009-2014*
- *Mayoral and Councillor Discretionary Funding Policy (2012)*

### Queensland Government

- *Local Government Regulation (2012)*
- *Queensland Local Government Act (2009)*
- *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	18/06/2008
1.2	Review	Y	Council Ordinary Meeting	23/06/2008
1.3	Review	Y	Council Ordinary Meeting	31/01/2013