

POLICY STATEMENT

TITLE: COUNCILLOR EMERGENT CAPITAL WORKS & MINOR OPERATIONAL WORKS.

Category: Councils Asset Management Policy, (No.771)
Councils Total Asset Management Plan, (TAMPs)

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

Responsible Department: [Executive - Director Assets & Infrastructure](#) [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 prioritize up to \$75,000 of projects within a financial year for emergent capital works and \$450,000 of projects for minor operational works, 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, 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 organization undertaking works that results 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. Operational services and/or assets 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
- (i) Projects within this category would typically focus on minor maintenance and operational works to meet current levels of service;

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, 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 and relevant adopted Strategies and Master Plans.
2. Councillor Emergent Capital Works & Minor Operational Works are not to be used for the following items:
 - i. Community Donation Funds;
 - ii. Community events and sponsorships;
 - iii. Private individuals or companies;
 - iv. Should not compliment any existing community assistance scheme funding arrangements;
 - v. Land acquisitions without supporting Council resolution.
3. Councillor Emergent Capital Works & Minor Operational Works will be treated in the same manner as other projects in terms of provisions; and
4. Councillor Emergent Capital Works & Minor Operational Works are not to be stored / accumulated for use over more than two financial years.
5. Councillor Emergent Capital Works & 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 Executive Regional Director – Assets & Infrastructure Services or delegate to scope and estimate the project;
2. The Executive Regional Director – Assets & Infrastructure Services is to send details of the project scoped and estimated to the Councillor ASAP 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 Regional Director – Assets & 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. ~~Assets &~~Infrastructure Services Department will establish key contact officers to expedite the process and assessment;
6. Projects will be prioritised for delivery by the ~~ExecutiveRegional~~ Director – ~~Assets &~~Infrastructure Services in consideration of existing priorities and urgency of the new project.

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