COMMUNITY INFRASTRUCTURE PROJECT MANAGEMENT POLICY

Policy Number	C09	Department	Infrastructure Delivery [INF]
Adoption Date	25 July 2018	Primary Author	Coordinator Major Projects / EM
Revision Date	2022/23	Secondary Author	Coordinator Projects
Revision Cycle	4 years	Reference	D3800718

POLICY OBJECTIVE

Council will ensure that all community infrastructure projects seeking external funding, under its control, are responsibly planned, managed, and delivered. Strategic justification, relevant supporting documentation, and financial requirements are to be met and approved by Council prior to its involvement in a project.
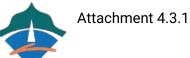
The policy also outlines the roles and responsibilities by Council and the requesting community organisation for the life of a project.

LEGISLATIVE PROVISIONS

Local Government Act 1989 (ss. 3C, 3D, and 3E)

DEFINITIONS

Community Infrastructure Project	Any project associated with a grant sourced through State and/or Federal Government and where Council is the applicant on behalf of an organisation.
Community Representative	The person appointed by the organisation to liaise with the Project Manager and Coordinator Major Projects / Emergency Management as the primary contact during the application and project stage.
Coordinator Major Projects / Emergency Management	An officer of Council who liaises with the organisation, Council, internal staff, funding bodies, and other stakeholders in preparing an application for consideration.
Guidelines	Supporting document that outlines the eligibility criteria and requirements for Council and the organisations when applying for external funding for a community infrastructure project. It also outlines the process and responsibilities once funding is approved until the project is completed.
Organisation	The group or committee that is seeking external funding for a community infrastructure project.

| **Project Manager** | An officer of Council who has been appointed to manage a project and authorise/approve all expenditure on the project. |

POLICY STATEMENT

Council is responsible for many projects within the municipality as an applicant for community infrastructure projects. It is essential that adequate planning is undertaken and relevant information is provided to Council so that projects are justified and well planned, hence risk is reduced.

Potential projects are to be aligned to the Guidelines and best practice trends outlined in Council's *Social Community Infrastructure Blueprint 2014-2029.*

IMPLEMENTATION STATEMENT

• Organisations wishing to request that Council seek external funding for Community Infrastructure projects need to comply with this policy's requirements and supporting *Guidelines* – refer to *Attachment 1*.

• Consideration will be given for projects to be delivered by a third party (i.e. other Government Authority). Council will enter into a Memorandum of Understanding with the third party to ensure that Council obligations to the funding program is delivered and the desired outcome achieved.

• Council will provide staff resources and allocate funds annually through the Budget process to support this policy.

• Council will endeavour to arrange for the education of Councillors and relevant staff of their responsibilities and the process for organisations seeking external funding for Community Infrastructure projects.

• Council will place *C09 Community Infrastructure Project Management Policy and Guidelines* on the Council website.

• Consultation will be carried out in accordance with the *Community and Consultation Strategy Toolkit.*

RISK ASSESSMENT

This Policy aims to ensure Community Infrastructure projects are justified and adequately planned to reduce the risk of cost overruns and non-compliance of funding conditions.

It also ensures that projects are supported by Council's *Social Community Infrastructure Blueprint 2014-2029.*

REFERENCE DOCUMENTS

Council Policy

- C04 Asset Management Policy
- C27 Occupational Health and Safety Policy
- C32 Procurement Policy and Manual
- Community Infrastructure Project Management Guidelines
- Community Infrastructure Project Process Map
- Community and Consultation Strategy Toolkit
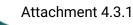- Social Community Infrastructure Blueprint 2014-2029

Legislative Provisions, Standards, Guidelines and Principles

- Local Government Act 1989 (ss. 3C, 3D, and 3E.)

IMPLEMENTATION | AUDIT | REVIEW

The responsibility and implementation of the policy rests with the Infrastructure Directorate and will be reviewed and adopted on a 4 year cycle.

This policy will be published on Council's website.

Attachment 1

COMMUNITY INFRASTRUCTURE PROJECT MANAGEMENT GUIDELINES

Council will ensure that all community infrastructure projects seeking external funding, under its control, are responsibly planned, managed, and delivered. Strategic justification, relevant supporting documentation, and financial capacity are to be met and approved by Council prior to its involvement in a project.

Ideally organisations are strongly encouraged to discuss their projects with the Coordinator Major Projects and Emergency Management prior to undertaking the following:

Projects for consideration

Before Council considers supporting a Community Infrastructure Project Management policy, the following information must be provided by the organisation if applicable.
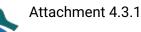
- Project proposal with strategic justification i.e. Feasibilities Study, Business Case, Master Plans, Community Plans, meets Australian Standards or relevant guidelines etc.

- Documentary evidence of ownership of land (if not Council).

- If not Council owned land or facility, letter of consent for project from land owner / statutory authority.

- Cost estimates of the project proposal with supporting quotes

- Preliminary concept design and site plan of project where relevant

- Evidence of organisation's capacity to finance their required contribution.

Projects for Development to Application

Once a project has been approved by Council, the following requirements are to be undertaken by the Council and organisation in preparation for the application:

Council

- Engineer's Cost Estimate based on cost estimates/quotes provided by the organisation. The Engineer's Cost Estimate will include contingencies and project management allowances.

- Preliminary concept design and site plan of project where relevant.

- Obtain relevant approvals (native title, planning, building etc).

- Coordinate required funding program supporting documentation.

- Prepare and submit funding application.

Organisation

- Native Title approval for projects not on Council owned or managed land where required.

- Submit Planning Permit applications for projects not on Council owned or managed land where required.

- Assist Council in obtaining required funding program supporting documentation as requested.

- Provide assistance in the preparation of funding application as requested.

Funded Projects

Once funding applications has been approved and funding obtained, organisations will be required to provide formal confirmation to Council agreeing to the following conditions:

- Council is responsible for the overall project management. Council will appoint a Project Manager and the organisation is required to nominate a community representative to liaise with the Project Manager and Coordinator Major Projects and Emergency Management.

- Council enters into all contracts in accordance with Council's *C32 Procurement Policy*. The Project Manager will approve final design, plan development and variations and liaise with other agencies or professional bodies in consultation with the community representative.

- The organisation is to provide Council with 50% (plus GST) of its cash contribution prior to Council signing the funding agreement. The remaining 50% (plus GST) must be provided prior to the completion of the project.

- All expenditure is approved by the Project Manager prior to payment.

- Council must approve any contract variations and/or cost overruns. If funds are not available within the overall project budget, the organisation may be required to provide the additional funding.

- All projects are to be carried out in accordance with Council's *C27 Occupational Health and Safety Policy.*

- The Project Manager will undertake an initial project risk assessment and ensure that appropriate public liability insurance is provided by the contractor(s) and inspected prior to the commencement of works.

- Unless the project involves Council owned / managed infrastructure, the ongoing insurance cover and maintenance of the project, once complete, will be the responsibility of the organisation.