



# COMMUNITY INFRASTRUCTURE PROJECT MANAGEMENT

Policy Number	C09	Directorate	Engineering Services
Council Item No.	E.16	Department	Engineering & Projects
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## POLICY OBJECTIVE

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

## LEGISLATIVE PROVISIONS

- Local Government Act 1989 Sections 3C, 3D and 3E.
- Community Infrastructure Project Management Guidelines.
- Procurement Policy.
- Community Infrastructure Project Process Map.
- Occupational Health and Safety Policy.

## DEFINITIONS

<b>Community Infrastructure Project</b>	is any project associated with a grant sourced through State and/or Federal Government and where Council is the applicant on behalf of an organisation.
<b>Organisation</b>	is the group, or committee that is seeking external funding for a Community Infrastructure Project.
<b>Grants Officer</b>	is an officer of Council who liaises with the organisation, Council, internal staff, funding bodies and other stakeholders in preparing an application for consideration.
<b>Project Manager</b>	is an officer of Council who has been appointed to manage a project and authorise/approve all expenditure on the project.
<b>Community Representative</b>	is the person appointed by the organisation to liaise with the Project Manager and Grants Officer as the primary contact during the application and project stage.
<b>Guidelines</b>	are a 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.



## **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 comprehensive information is provided to Council so that projects are suitable, have relevant approvals, project costings and timeframes are met, hence risk is reduced.

## **RISK ASSESSMENT**

This Policy aims to ensure Community Infrastructure Projects are adequately planned to reduced the risk of cost overruns and non-compliance of Funding Conditions.

## **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.
- Council will 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 the Community Infrastructure Projects Management Policy and Guidelines on the Council website.
- Consultation will be carried out in accordance with the Community and Consultation Strategy Toolkit.
- Council will make available the promotion, assistance and administration provided by Council's Grants Officer including community consultation.



## COMMUNITY INFRASTRUCTURE PROJECTS MANAGEMENT - GUIDELINES

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

Before Council considers supporting a Community Infrastructure Project, the following information must be provided by the organisation if applicable:

1. Project proposal with strategic justification i.e. Master Plans, Community Plans, Australian Standards etc.
2. Contact for the community representative who will liaise with the Grants Officer and provide the required information.
3. Documentary evidence of ownership of land (if not Council).
4. If not Council owned land or facility, letter of approval for project from land owner / statutory authority.
5. Native Title approval for projects located on crown land subject to claim.
6. Cost estimates of the project proposal with supporting quotes.
7. Preliminary concept design and site plan of project where relevant.
8. Pre-prepared applications for Council planning and other relevant permits.
9. Evidence of organisation's capacity to finance their required contribution.

Once a project has been approved by Council and funding has been obtained, applicants are required to sign an agreement with Council. The following elements are included in this agreement:

1. Council is responsible for 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 Grants Officer.
2. Council enters into all contracts in accordance with Council's 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.
3. 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.
4. All expenditure is approved by the Project Manager prior to payment.



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5. Council must approve any contract variations and/or cost overruns. If funds are not available within the overall project budget, the organisation will be required to provide the additional funding.
6. All projects are to be carried out in accordance with Council's Occupational Health and Safety Policy.
7. 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.
8. 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.