



Community Initiated Infrastructure Projects Policy

Policy	3H
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/XXXX

Strategic Policy

1. Introduction

Council recognises that many communities are continually striving to improve the amenity and appearance of their township / village and associated infrastructure outside the planning cycle and works delivered by Council. Council acknowledges the value of community based organisations and the work they undertake to strengthen local communities. This policy has been developed to assist and support those community organisations seeking to develop new infrastructure or to renew existing assets on Council owned or controlled land.

The policy will not cover routine maintenance of assets and amenities that are the responsibility of the community or sporting group.

Procurement associated with eligible projects with a total cost exceeding \$2,000 GST exclusive will be considered under the policy. This policy will permit the burden of the goods and services tax (GST) to be carried and claimed by Council if strict conditions are met.

Council will give preference to projects that are in accord with the priorities established under the Integrated Planning and Reporting Process.

2. Purpose

This policy aims;

- To set out conditions and a process for community groups who may identify and propose a project to develop and maintain infrastructure projects on Council owned or controlled land. It details Council's involvement in such projects which may be initiated, fully funded, delivered and maintained by a community group. To assist organisations and/or community groups to build/renew their facilities located on Council owned or controlled land and who are not registered to pay GST. Effectively this assists sporting and community groups in funding asset renewals or new assets by allowing the GST to be claimed resulting in greater funding being available for the project.

3. Policy

Scope of Project

All project proposals will need to be formally submitted to Council for consideration and adoption. The project will need to demonstrate a community benefit for current and future generations.

A community group can effectively work with the Council to initiate and implement infrastructure projects that meet community needs using the following steps:

- a. **Community Engagement:** Undertake community engagement to gauge interest and gather input on the proposed project. Engage stakeholders in the planning process, including local government,

community organizations, and residents. Show evidence of broad community backing for the project i.e. letters of support etc.

- b. **Plan details:** Prepare a detailed project proposal that outlines objectives, benefits, scope and timeline of project.
- c. **Project costs:** Detail project budget and ensure that sufficient contingency is allowed should final project costs exceed budget.
- d. **Funding sources:** Explore funding options, such as grants, donations, or partnerships. Include a budget breakdown of funding in the proposal. Also, outline where funds will be sourced in the event that project costs exceed project budget.
- e. **Life Costs:** Outline ongoing operational costs of asset e.g. utilities, maintenance, depreciation etc. and how these will be funded.
- f. **Demonstration of need:** Include supporting data or research that justifies the need for the infrastructure.
- g. **Council Engagement:** Schedule meetings with council representatives to present the project and seek their support. Be prepared to address questions and concerns raised.
- h. **Planning (regulatory) approvals:** Understand and comply with local regulations, zoning laws, and permit requirements. Submit necessary applications for any required permits. Ensure compliance with accessibility standards.
- i. **Land Tenure:** Ascertain land tenure for location of proposed project i.e. freehold land; leasehold land or crown land.
- j. **Owner consent:** Seek a letter of consent from the landowner.
- k. **Implementation Plan:** Outline how the project will be implemented, including roles, responsibilities, and proposed timelines. Note: Works for projects on Council land, requiring use of contractors or volunteers, that will become assets of Council need oversight by Council to ensure compliance with all relevant legislation, standards and procurement policies.
- l. **Authorisation:** Include contact details of an organisation's Project Manager with authorisation details from the organisation to act on the organisation's behalf.

To be eligible under the policy, Council needs to be satisfied that applicant organisation has the financial capacity to repay the costs that will be incurred by Council on its behalf under this policy. Council reserves the right to request payment in advance for goods and or services from the applicant organisation which seeks treatment under this policy.

Assessment and Approval

Applications will be assessed by Council against the following key criteria;

- Demonstrated Community Need and Benefits;
- Project Scope and Design;
- Financial and Resource Implications;
- Strategic Alignment;
- Applicant capability and capacity; and

- Overall project budget, risk and complexity.

Purchase Orders

- All purchase orders are to be made out in advance of supply (no confirmation orders permitted) and approved by Council.
- All purchases are to be made with persons or organisations with a registered ABN.
- Applicants are required to comply with Council's Procurement of Goods and Services Policy.

Invoices

All invoices to be made out in the name of Blayney Shire Council. Council payments will be made within 30 days following approval for payment from the organisation's Project Manager.

Council will generally invoice the applicant organisation for the amount due (capital contribution) under the policy at the end of the project. Council reserves the right to make progress claims upon the applicant organisation if the project size warrants that procedure. This will be discussed at the time the application is lodged with Council.

Ownership and Maintenance Responsibilities

Any community infrastructure constructed under this Policy will remain the property of Blayney Shire Council, irrespective of contributions made by other parties, including community, sport or recreation groups. Contributions provided by a group will not confer ownership over the funded asset, nor private exclusive use of the facility or preclude the Council from reallocating users from the facility.

4. Responsibility

Responsibility of project delivery will be allocated by the General Manager depending on nature of project.

Council's Finance section has the responsibility of processing the claims of organisations and community groups under this policy. This includes ensuring purchase orders are raised, establishment of job numbers, processing and payment of invoices and collection of monies due under the policy.

5. Related Documentation

Local Government (General) Regulation 2021
A New Tax System (Goods and Services Tax) Act (1999)
Blayney Shire Council Procurement of Goods and Services Policy
Community Strategic Plan
Delivery Program and Operational Plan
Asset Management Strategy and Plans

End of Policy

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