MINUTES ATTACHMENTS 27 MAY 2025



| • | 5 Capital Investment in Provisional Projects Policy | | | | | |
|---|---|--------|--|----|--|--|
| | Attachn | nent 1 | Presentation - Provisional Projects | 3 | | |
| | Attachn | nent 2 | Attachment 1 - Current Capital Investment in Provisional | | | |
| | | | Projects Policy | 11 | | |

--000000--

Capital Investment in Provisional Projects Presentation Councillor Briefing Session – 27 May 2025





Presentation Overview

- 1. Background
- 2. Proposed Policy Amendment
- 3. Proposed Draft Procedure
- 4. Next Steps



Background

- Council endorsed the current Capital Investment in Provisional Projects Policy in 2021
- The current Policy has not been reviewed or updated since it was originally developed
- There is an opportunity to improve the current Policy to clarify roles and responsibilities, including a clearer expectation of how funding is proposed to be managed
- To date there has not been a Capital Investment in Provisional Projects Procedure developed to align with the Policy
- A draft Procedure has now been developed and will be discussed as part of this presentation



Proposed Policy Amendment

- Proposed update to the Capital Investment in Provisional Project Policy has been distributed to the Councillors for their consideration
- The Policy proposes to define the distribution of budget allocated towards Provisional Projects amongst the 4 divisions
- Timing for delivering of projects endorsed, carry-over of projects and funding allocation has been provided in the Policy for clearer expectations
- The Policy aims to provide clearer direction on project scoping and approval processes. This includes
 Divisional Councillors being aware they are to consult with the Mayor prior to projects being tabled for
 consideration by Council

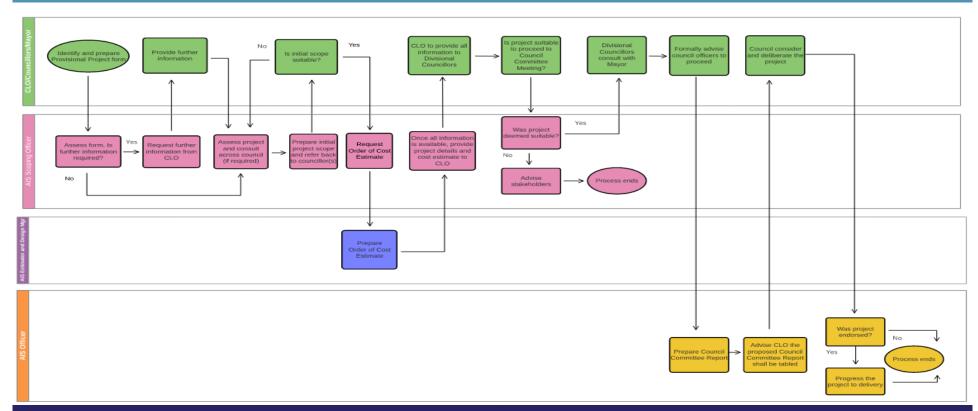


Proposed Draft Procedure

- Proposed procedure provides clear roles and responsibilities for Council staff and elected members
- A generic mailbox is proposed to enable a simple way for Provisional Project to be raised once a project scoping form is completed. This will allow for the requests received to be reviewed and triaged to the correct business area of the AIS Department
- Process timelines are provided for staff and elected members at the various steps. Timeframes are idealistic and are project dependent (simple projects may take much less time, complex projects may take longer than indicated)



Proposed Draft Procedure (cont'd)





Next Steps

- Council officers to table a committee report at the June 2025 Infrastructure Planning and Assets Committee meeting to consider the proposed amendments to the Capital Investment in Provisional Projects Policy
- The draft Capital Investment in Provisional Projects Procedure be approved and implemented once the Policy has been adopted
- Once approvals have been obtained, the updated Policy and associated Procedure will be distributed to the relevant areas of the organisation for their knowledge and implementation





| Version Control and Objective ID | Version No: 2 Objective ID: A7534568 | | |
|--|--------------------------------------|--|--|
| Adopted at Council Ordinary Meeting on | 2 September 2021 | | |
| Date of Review | 2 September 2022 | | |

1. Statement

Council identifies and delivers a large number of projects as part of its capital portfolio of works that is approved by Council as part of the annual budget process. These projects

(General Projects) are consistent with Council's strategic objectives, relevant strategies and align with the intent of Council's program and sub-program of works as adopted by the Council in its budget process. However, occasionally some project proposals come to Council that are not included in the 3 year capital program but have merit in being delivered. These may not conform to Council's standard drawings or desired standard of service. Projects of this nature are referred to as Provisional Projects.

Capital investment in provisional projects need to be assessed in a consistent, coordinated and effective manner.

2. Purpose and Principles

This policy outlines Council's standards and expectation for the consideration of capital investment in provisional projects. This policy will form the basis of advice to enable an informed decision on whether to invest in capital provisional projects. In this regard, requests for capital provisional projects will be reviewed, evaluated, scoped and estimated using effective processes.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Policy

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all Council employees that may be involved in assessing requests for a capital project.

Requests for a project to be considered within the capital works portfolio may be generated n any of the following ways:

- From the community, community groups and organisations;
- By resolution of Council;
- From an individual Councillor;
- From a Council officer.

Requests for projects are to be reviewed to establish whether the proposal is consistent with Council's strategic objectives, relevant strategies, and there is alignment with Council's current program and sub-program of works.

7. Roles and Responsibilities

- The Chief Executive Office approves and issues this Policy to all staff.
- The General Manager (Asset and Infrastructure Services Department) is the custodian of this policy and is responsible for maintaining its currency.
- The Infrastructure Strategy Branch is responsible to coordinate and facilitate the
 assessment of any projects that are to be considered within the capital works portfolio,
 and to liaise with other business areas as needed.
- The Infrastructure Strategy, Capital Delivery, Works and Field Services and Environment and Sustainability branches will all be responsible to provide input as required into any assessment of projects as requested by the Infrastructure Strategy Branch.
- The elected representatives will be responsible to consider, deliberate and debate anyof the provisional projects that have been identified. These will be submitted to the relevant Council committee on a quarterly basis for consideration.

8. Key Stakeholders

The following will be consulted during the review process:

- Infrastructure Strategy Branch
- Capital Delivery Branch
- Works and Field Services Branch
- Sustainability Branch

Page 2 of 3

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Policy

9. Monitoring and Evaluation

This policy will be reviewed annually. However, the successful implementation and effectiveness of this policy can be monitored through the quarterly council committee presentation and the monthly reports on the capital works program.

10. Definitions

The following are the definitions of key terms in this Policy:

Council means Ipswich City Council

General Projects are those that are built on a regular basis and generally form part ifCouncil's suite of standard drawings and 3 year capital program. A general project is consistent with Council's strategic objectives, relevant strategies and aligns with the intent of Council's program and sub-program of works.

Provisional Projects are those that would be considered unique to Council and they may not form part of Council's standard drawings, desired standard of service or be within the adopted 3 year capital program.

11. Policy Owner

The General Manager (Asset and Infrastructure Services) is the policy owner and the Manager, Infrastructure Strategy is responsible for authoring and reviewing this policy.