MINUTES ATTACHMENTS 10 JUNE 2025



•	3 Capital in	3 Capital Investment in Provisional Projects Policy - Proposed				
	Amendments					
	Attachment 1	Capital Investment in Provisional Projects Policy proposed amendments - tracked	3			
	Attachment 2	Capital Investment in Provisional Projects Policy proposed				

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Version Control and Objective ID	Version No: 23	Objective ID: A7534568	
Adopted at Council Ordinary Meeting on	2 September 2021 xx June 2025		
Date of Review by: 30 June 2029	February 2025 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 <u>corporate plan, annual plan and strategic</u> 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 Councilthat 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 pProvisional Pprojects.

Capital investment in provisional projects needs 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

Local Government Regulation 2012

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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 the elected representatives and Council employees involved in the consideration and decision--making process for pProvisional pProjects. This policy applies to all Council employees that may be involved in assessing requests for acapital project.

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

- A proposal from a Councillor/s or the Mayor on behalf of the community;
- A request f=rom the community, community groups or and organisation/s;
- By resolution of Council;
- From an individual elected representative (i.e. Councillor or the Mayor);
- Advice to Councillor/s and the Mayor by From a cCouncil officer.

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

Provisional Projects Budget Allocation

Through the annual plan and plan and budget development and deliberations,

Council will consider the annual funding allocated towards pProvisional pProjects
within the capital works portfolio. Unspent funds allocated towards pProvisional
pProjects can be carried over for one financial year only (i.e. pProvisional pProject
Allocation cannot have more than two (2) financial years accumulated). The annual
budget allocation towards pProvisional pProjects shall be distributed as outlined in
Table 1 below:

<u>Table 1 – Provisional Projects Annual Capital Budget Distribution</u>

<u>Division</u>	Annual Budget Allocation Percentage Spilt
Division 1	<u>25%</u>
Division 2	<u>25%</u>
Division 3	<u>25%</u>
Division 4	<u>25%</u>

The allocation of capital funds towards pProvisional pProjects are to be associated with Council owned assets only. Any projects suggested or nominated that are considered

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operational in nature shall not be progressed through this sub-program allocation.

Specification of Projects

As required by the Local Government Act 2009 and the Local Government Regulation 2012, all spending must be appropriately authorised and must clearly facilitate the Council's corporate and annual operational plans. Consideration will be given to the prioritised outcomes identified by Council's asset management strategies. In addition, projects that are nominated may require a review in consultation with Council's Asset Accounting team to ensure they can be capitalised and align with the relevant Asset Accounting practices.

To ensure appropriate lead time for survey, design and documentation as well as providing the most effective and efficient utilisation of resources, both internal and external, the following timeframes for commitment to and commencement of pProvisional pProjects shall apply:

- Project identification and Council endorsement of projects to be undertaken within the first three guarters of a new financial year;
- Projects nominated in the final quarter of a financial year will continue to be planned,
 scoped and endorsed however they will generally be scheduled for commencement during the next financial year.

Project Scoping

Once a project is identified for consideration as a pProvisional pProject, cCouncil officers shall undertake the relevant investigation to determine alignment with this Ppolicy and Council's strategic plans and strategies. Investigations may also involve engagement with various cCouncil departments to determine a collaborative outcome for a nominated project. The scoping of pProvisional pProjects can take time to develop depending on their complexity and engagement required. Council officers shall keep the project initiators Mayor and relevant Councillors updated regularly on the progress of the project scoping. The following shall be developed once a project is scoped:

- Sketch or concept plan of the proposal;
- An order of cost estimate.

Project Approval

The elected representative(s) Mayor and relevant Councillors shall be engaged and consulted prior to a project being tabled at the relevant committee for Council endorsement consideration and approval consideration and approval, so that relevant considerations may be taken into account.

Although budget is allocated towards the pProvisional pProject sub-program through the annual capital works portfolio, projects suggested and nominated are to be individually tabled at the relevant Council committee for consideration, deliberation and approval for

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endorsement into design and construction. The following information shall be provided in the committee report for approval:

- The division in which the project is proposed;
- Project title and brief summary of project scope; and
- Order of cost estimate.

Through the annual budget approval process, the funds allocated towards pProvisional pProjects are approvedendorsed by Council. The order of cost estimate is provided to enable an estimate for draw down onf the pProvisional pProjects sub-program at a point in time when the approval occurs. Once the project is approved-endorsed by Council to proceed and moved into design and construction, the project costs may vary from the order of costs initially provided. The sub-program shall be tracked based on actual project costs and provided to Council through the monthly reports on the capital works program.

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 <u>Program</u> Delivery <u>and</u> —Works and Field Services and <u>Environmentand Sustainability</u> 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 any_of
 the provisional projects that have been identified. These will be submitted to the relevant
 Council committee on a quarterly basis for consideration as required.

8. Key Stakeholders

The following will be consulted during the review process:

- Mayor and Councillors
- Chief Executive Officer and General Managers
- Infrastructure Strategy Branch
- Capital Program Delivery Branch
- Works and Field Services Branch
- Sustainability Branch

9. Monitoring and Evaluation

This policy will be reviewed annually every four (4) years or as required. However, the successful implementation and effectiveness of this policy can be monitored through the

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 $\frac{\text{quarterly }\underline{C}}{\text{eouncil committee presentation and the monthly reports on the capital works program.}$

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 ifor Council's suite of standard drawings and 3 year capital program. A general project is consistent with Council's corporate plan, annual plan strategic objectives, relevant and 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.



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Adopted at Council Ordinary Meeting on	June 2025		
Date of Review by: 30 June 2029	February 2025		

1. Statement

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Capital investment in provisional projects needs 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.

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6. Scope

This policy applies to the elected representatives and Council employees involved in the consideration and decision-making process for provisional projects.

Requests for a project to be considered within the capital works portfolio may be generated by:

- A proposal from a Councillor/s or the Mayor;
- A request from the community, community groups or organisation/s;
- By resolution of Council;
- Advice to Councillor/s and the Mayor by a council officer.

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

Provisional Projects Budget Allocation

Through the annual plan and budget development and deliberations, Council will consider the annual funding allocated towards provisional projects within the capital works portfolio. Unspent funds allocated towards provisional projects can be carried over for one financial year only (i.e. provisional project Allocation cannot have more than two (2) financial years accumulated). The annual budget allocation towards provisional projects shall be distributed as outlined in Table 1 below:

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Specification of Projects

As required by the Local Government Act 2009 and the Local Government Regulation 2012, all spending must be appropriately authorised and must clearly facilitate the Council's corporate and annual operational plans. Consideration will be given to the prioritised outcomes identified by Council's asset management strategies. In addition, projects that are nominated may require a review in consultation with Council's Asset Accounting team to ensure they can be capitalised and align with the relevant Asset Accounting practices.

To ensure appropriate lead time for survey, design and documentation as well as providing the most effective and efficient utilisation of resources, both internal and external, the following timeframes for commitment to and commencement of provisional projects shall apply:

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- Projects nominated in the final quarter of a financial year will continue to be planned, scoped and endorsed however they will generally be scheduled for commencement during the next financial year.

Project Scoping

Once a project is identified for consideration as a provisional project, council officers shall undertake the relevant investigation to determine alignment with this policy and Council's plans and strategies. Investigations may also involve engagement with various council departments to determine a collaborative outcome for a nominated project. The scoping of provisional projects can take time to develop depending on their complexity and engagement required. Council officers shall keep the Mayor and relevant Councillors updated regularly on the progress of the project scoping. The following shall be developed once a project is scoped:

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Project Approval

The Mayor and relevant Councillors shall be engaged and consulted prior to a project being tabled at the relevant committee for Council consideration and approval, so that relevant considerations may be taken into account.

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 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 Program Delivery and Works and Field Services branches will all be responsible to provide input as required into any assessment of projects as requested by the Infrastructure Strategy Branch.
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