



**City of
Ipswich**

- **1 Capital Investment in Provisional Projects - Procedure**
Attachment 1 Revised Capital Investment in Provisional Projects Procedure.....3

--ooOOoo--



Capital Investment in Provisional Projects Procedure

 Safety and Wellbeing

 Collaboration

 Communication

 Integrity

 Efficiency

 Leadership

Version Control and Objective ID	Version No:	Objective ID: A11741414
Name of parent policy/administrative directive	Capital Investment in Provisional Projects Policy	
Approved by General Manager on	September 2025	
Date of Review	September 2029	

1. Background

This procedure has been developed to align with Council's *Capital Investment in Provisional Projects Policy* and provides council officers and elected representatives with guidance on how to evaluate and manage projects that are nominated to the Asset and Infrastructure Services Department for consideration to be included in the capital works program.

2. Purpose

This procedure has been developed to ensure consistency is maintained across the Asset and Infrastructure Services Department when assessing provisional projects that have been identified for consideration into Council's capital works program. The procedure will outline the assessment of nominated projects and the process to follow for approval.

3. Regulatory Authority

Local Government Act 2009
Local Government Regulation 2012

4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, 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.

5. Roles and Responsibilities

The General Manager (Asset and Infrastructure Services) is the custodian of this Procedure and is responsible for maintaining its currency.

The Infrastructure Strategy Branch is responsible for coordinating and facilitating the assessment of any provisional projects that are nominated for consideration to be included in the capital works program, and to liaise with other business areas as needed.

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Procedure

The Capital Program Delivery and Works and Field Services Branches will be responsible for providing input regarding projects, as required.

The Capital Program Delivery Branch will be responsible for the project management and delivery activities related to provisional projects once they are endorsed by Council and handed over for execution.

The elected representatives will be responsible to consider, deliberate and debate any of the provisional projects that have been identified.

6. Key Stakeholders

Key Stakeholders regarding this procedure are:

- Capital Program Delivery Branch;
- Infrastructure Strategy Branch;
- Works and Field Services Branch;
- Executive Services Branch;
- Elected representatives, being the Mayor and Councillors; and
- Any other relevant departments across the organisation.

7. Education and Training Requirements

N/A

8. Procedure

A provisional project is typically a project that may not form part of Council's standard drawings, desired standard of service or is not within the adopted 3-year capital works program. Provisional projects are typically identified through requests received from the Mayor and Councillors on behalf of the community and raised to the Asset and Infrastructure Services Department.

Step procedure

Step 1.0	Identification of potential provisional project • Elected representatives to complete the <i>Provisional Project Identification Online Form</i> for assessment. A project can be nominated by any elected representative and does not require both councillors in any division to be in agreement with the nomination. • Once completed, the form is automatically emailed to the Asset and Infrastructure Services Department and all elected representatives. <table border="1" data-bbox="485 1532 1374 1704"> <tr> <td data-bbox="485 1532 635 1704">Note:</td><td data-bbox="635 1532 1374 1704">As per the <i>Capital Investment in Provisional Projects Policy</i>, projects that are nominated and endorsed by Council in the first three quarters of the financial year will likely be delivered in the same financial year (subject to project complexity).</td></tr> </table>	Note:	As per the <i>Capital Investment in Provisional Projects Policy</i> , projects that are nominated and endorsed by Council in the first three quarters of the financial year will likely be delivered in the same financial year (subject to project complexity).
Note:	As per the <i>Capital Investment in Provisional Projects Policy</i> , projects that are nominated and endorsed by Council in the first three quarters of the financial year will likely be delivered in the same financial year (subject to project complexity).		

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Procedure

	Projects nominated and endorsed by Council in the final quarter of the financial year will generally be scheduled for delivery in the following financial year. The Councillor Portal dashboard is automatically updated, allowing visibility of the project submission status. Proceed to Step 2.0
Step 2.0	Assessment of nominated provisional project Once a project has been nominated via the <i>Provisional Project Identification Online Form</i>, it will be issued to the relevant team within the Asset and Infrastructure Services Department for assessment. If further information is required, officers are to engage with the relevant elected representative(s) to discuss further and clarify project intent. Officers to engage with other relevant Council business areas during the assessment process to seek any further input and consideration. Following the assessment and initial project scoping, Council officers will consult the proposed project with the elected representative(s) generally within a four (4) week timeframe of receiving the initial request. The elected representative(s) to respond back to the Asset and Infrastructure Services Department within one (1) week to confirm if the proposed initial scope is suitable for an order of cost estimate. Note: • Council officers to assess project and consult on project outcome with the elected representative(s) generally within four (4) weeks of receiving the initial request. The four (4) week turnaround time could be less or more, dependent on the project complexity. • Elected representative(s) to confirm initial project scope is suitable for an order of cost estimate generally within one (1) week of receiving request Proceed to Step 3.0
Step 3.0	Order of Cost Estimate

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Procedure

	Once the initial project scope has been confirmed, the scoping officer is to issue a request for an 'Order of Cost Estimate'. The 'Order of Cost Estimate' request to be sent to: - Principal Officer (Estimating); and - Design and Coordination Manager. The 'Order of Cost Estimate' to be undertaken within two (2) weeks of the request being issued. Should additional time be required over and above the two (2) week timeframe, the elected representative(s) shall be advised the reason for additional time required and an estimated timeframe to receive the 'Order of Cost Estimate'. Once the 'Order of Cost Estimate' has been received, the project details and estimate to be provided to the initiating elected representative(s) and information updated in the Councillor Portal dashboard. Within one (1) week, the initiating elected representative(s) to confirm that they wish for the Provisional Project to proceed to the relevant Council Committee, based on the updated Provisional Project information including the 'Order of Cost Estimate'. <table border="1" data-bbox="485 949 1378 1261"> <tr> <td data-bbox="485 949 632 1261">Note:</td><td data-bbox="632 949 1378 1261"> - An 'Order of Cost Estimate' to be provided back to the assessing officer within two (2) weeks of the request. If this is unable to be achieved, advice as to why additional time is required and expected completion shall be provided to the elected representative(s). - The initiating elected representative(s) to confirm proceeding with a Provisional Project within one (1) week of receiving an 'Order of Cost Estimate'. </td></tr> </table> <table border="1" data-bbox="485 1292 1378 1503"> <tr> <td data-bbox="485 1292 632 1503">Note:</td><td data-bbox="632 1292 1378 1503"> An 'Order of Cost Estimate' is considered a high-level estimate based on the known project inputs and assumptions at the feasibility project stage. The overall project cost is subject to change once approved by Council, and as it moves through the project delivery lifecycle. Actual project costs will be charged to individual projects as they progress through delivery. </td></tr> </table> Proceed to Step 4.0 <i>If confirmation is received to not proceed – Process Ends</i>	Note:	- An 'Order of Cost Estimate' to be provided back to the assessing officer within two (2) weeks of the request. If this is unable to be achieved, advice as to why additional time is required and expected completion shall be provided to the elected representative(s). - The initiating elected representative(s) to confirm proceeding with a Provisional Project within one (1) week of receiving an 'Order of Cost Estimate'.	Note:	An 'Order of Cost Estimate' is considered a high-level estimate based on the known project inputs and assumptions at the feasibility project stage. The overall project cost is subject to change once approved by Council, and as it moves through the project delivery lifecycle. Actual project costs will be charged to individual projects as they progress through delivery.
Note:	- An 'Order of Cost Estimate' to be provided back to the assessing officer within two (2) weeks of the request. If this is unable to be achieved, advice as to why additional time is required and expected completion shall be provided to the elected representative(s). - The initiating elected representative(s) to confirm proceeding with a Provisional Project within one (1) week of receiving an 'Order of Cost Estimate'.				
Note:	An 'Order of Cost Estimate' is considered a high-level estimate based on the known project inputs and assumptions at the feasibility project stage. The overall project cost is subject to change once approved by Council, and as it moves through the project delivery lifecycle. Actual project costs will be charged to individual projects as they progress through delivery.				
Step 4.0	Review of proposed projects by elected representatives				

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Procedure

	Elected representatives will be able to review the Councillor Portal dashboard regularly to ensure they are aware of proposed projects that are being considered and may proceed to Council Committee meetings. Proceed to Step 5.0
Step 5.0	Table Potential Provisional Project at Relevant Council Committee Following confirmation from the initiating elected representative(s) to proceed based on scope and estimate, the Council officer will proceed to the preparation of a Committee Report regarding the proposed Provisional Project. The relevant Council officer is to provide advice to the elected representative(s) the proposed Council committee meeting that the Provisional Project is to be tabled. The Council Committee report for the Provisional Project Approval should include the following information: - Summary of proposed project; - Order of Cost Estimate; - Sketch plan of the proposal; - Advice that consultation among elected representatives was confirmed as having been completed. Example Committee Report previously tabled can be found at: https://iccecm.ipswich.qld.gov.au/id:A11444520/document/versions/latest Proceed to Step 6.0
Step 6.0	Council Committee Consideration At the relevant Council committee, the members will consider and deliberate on the Provisional Project(s) that have been tabled. If Council approve the Provisional Project(s), the Asset and Infrastructure Services Department shall progress the project into delivery. Council officers Proceed to Step 7.0
Step 7.0	Project Delivery Following the Council approval of the Provisional Project(s), the relevant Council officer shall follow the Asset and Infrastructure Services project handover process for the Capital Program Delivery Branch to deliver the project(s).

IPSWICH CITY COUNCIL | Capital Investment in Provisional Projects Procedure

	The Capital Program Delivery Branch are to undertake various activities for each Provisional Project. These activities include (but not limited to): - Design and refinement of cost (if needed) - Project scheduling - Procurement - Stakeholder engagement / notification activities (including civic maps update) - Project Management / delivery - Project closure activities. Should the elected representative(s) require updates on the project delivery, queries are to be directed to the Asset and Infrastructure Services Stakeholder Team, via the email: capitalprojects@ipswich.qld.gov.au <table border="1"> <tr> <td>Note:</td><td>Provisional Project delivery queries to be directed to the stakeholder team: capitalprojects@ipswich.qld.gov.au</td></tr> </table> Proceed to Step 8.0	Note:	Provisional Project delivery queries to be directed to the stakeholder team: capitalprojects@ipswich.qld.gov.au
Note:	Provisional Project delivery queries to be directed to the stakeholder team: capitalprojects@ipswich.qld.gov.au		
Step 8.0	Provisional Project Sub-Program Updates The progress on projects that have been endorsed by Council shall be reported in the monthly Asset and Infrastructure Services Department Capital Delivery Report. Towards the end of a financial year, any committed projects shall be identified (if not proposed to be delivered) as carryover projects in alignment with the <i>Capital Investment in Provisional Project Policy</i>.		

9. Monitoring and review

This procedure will be reviewed in accordance with Council's four (4) year review cycle or sooner if required.

10. Related documents

This procedure aligns with the *Capital Investment in Capital Provisional Projects Policy*.

11. Definitions

N/A

12. Process Model

Add a link to the Promapp (Promapp yet to be developed).

13. Procedure Owner

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