



Community Initiated Projects Policy

Department/ Unit	Community and Corporate Services	First Implemented	15 March 2018	Review Date	28 February 2022
Origin	Community and Economic Development	Reviewed	31 May 2019	Version	2
Authorising Officer	Chief Executive Officer	Effective From	15 March 2022	TRIM Reference	E2254 E1533

Purpose/Objective

This policy sets out the roles and responsibilities for infrastructure projects on Council owned or controlled land where assets are constructed or renovated by the community group.

Policy Statement

Council recognises the value of community based organisations and their contribution in the development of local communities and sense of place.

This policy:

- ▶ acknowledges many communities are continually striving to improve the appearance and liveability of their townships and associated infrastructure and this maybe outside of Council's planning cycle, and works delivered by Council,
- ▶ allows for project risk mitigation and
- ▶ provides transparency in the process and responsibilities to deliver infrastructure projects initiated by community groups on Council owned or controlled land.

All application forms received for a community initiated project will be considered and discussed with the relevant Council officer/s.

Council reserves the right to consider, approve or reject applications taking into consideration:

- ▶ linkages with corporate and community plans,
- ▶ town planning and permit approvals,
- ▶ project scope,
- ▶ the roles and responsibilities,
- ▶ health and safety,
- ▶ environmental sustainability,

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- ▶ the ability of the community group to deliver the project,
- ▶ community objections to the project,
- ▶ Council maintenance of the asset, and
- ▶ outcomes and benefits of the project.

Scope

This policy applies to the development of community initiated infrastructure projects on Council owned or controlled land, which do not form part of Council's annual works plan, financial, strategic plan or corporate plan.

These projects are for new assets or renewal of existing community assets such as but not limited to park furniture, rotundas, property landscaping, community gardens, public art works, footpaths, minor buildings/structures and other community infrastructure.

Definitions

Community Group	A group or organisation registered in Mansfield Shire which works for the public benefit and has a structure, is self-governing, and is not for profit.
Infrastructure	A permanent or semi-permanent physical structure or facility
Project	A project is a set of actions to achieve within a set timeframe and that may not form part of Council's annual works plan, financial, strategic plan or corporate plan.
Assets	An item of property owned by Council, such as park furniture, rotundas, property landscaping, and community gardens, public art works, footpaths, minor buildings/structures and other civil infrastructure.
Council owned or controlled land	Land Mansfield Shire Council has decision rights on.
Application Form	All projects need to be applied for through an application form which can be found on Council's website (include link). A printed version can be obtained from Council's customer service desk.
Corporate and Community Plans	Current plans such as but not limited to the Community's Vision, Council's Plan, and Mansfield's Open Space Strategy.

Roles and Responsibilities

Council

Support and guidance will be provided by Council to community organisations that have submitted an application form for the development of new or renewal of existing infrastructure on Council owned or controlled land including:

- ▶ Council permit requirements
- ▶ Best practice engagement processes.
- ▶ Relevant industry standards and regulations for public infrastructure.
- ▶ Scoping, planning, design and approvals for the project.
- ▶ Risks and legislative requirements in relation to Work, Health and Safety.
- ▶ Transparent and auditable processes for dealing with public money.
- ▶ Relevant current or upcoming grant opportunities.

Council will establish a Memorandum of Understanding with the community organisation to assist guide ongoing management arrangements, including maintenance and abandonment.

Community Organisation

Project planning, funding, approval, implementation and, if accepted by Council, handover is the responsibility of the community group unless an alternative arrangement is established and approved by Council.

This responsibility includes submission of a Community Initiated Project Application Form.

Implementation

This Policy is effective from 15 March 2022

Review Date

This Policy is to be reviewed by 15 March 2026.

Authorisation to Implement Policy

Signed: 

 Councillor

Witnessed: 

 Chief Executive Officer

Approval dated:

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.