

Community Initiated Projects Policy 2018

Department/Unit: <i>Community Services Department</i>	First Implemented: <i>15 May 2018</i> Effective From: <i>15 May 2018</i> Review Date: <i>31 May 2019</i> Version: <i>1</i> Trim Reference: <i>E2254 and E1533</i>	Origin: Responsible Officer <i>Community Services Manager</i> Authorising Officer: <i>Chief Executive Officer</i>
--	--	--

Governance Use Only

Action / Status:

- To EMT for comment/review on: *N/A*
- Staff consultation required: *No* Date comments required by: *N/A*
- Review by Audit & Risk Advisory Committee: *No*
- Review by Councillors: *Yes*
- Approved by CEO: *N/A*
- For consideration and endorsement by Council (if appropriate): *15 May, 2018*

PURPOSE/OBJECTIVE

This policy sets out Council’s involvement in infrastructure projects on Council owned or controlled land where they involve the construction of new assets or renewal of assets and are initiated, delivered and maintained by a community group.

POLICY STATEMENT

Council recognises the value of community based organisations and contribution in the development of local communities. This policy acknowledges many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning cycle and works delivered by Council. In some instances there is a need to assist and support those organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

DEFINITIONS

List all abbreviations/terms used throughout this Policy.



SCOPE

This policy applies to the development of community initiated infrastructure projects, which do not form part of Council's annual works plan, strategic plan or corporate plan. These projects are for new assets or renewal of community assets such as park furniture, rotundas, property landscaping, community gardens, public art works, footpaths, minor buildings/structures and other civil infrastructure.

RESPONSIBILITIES

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

The Community Services Department is the owner of this policy. Any review of this Policy must be made in consultation with the Community Development Team Leader and the Community Services Manager.

REFERENCES / RELATED POLICIES

This policy relates and refers to the Asset Management Policy

IMPLEMENTATION

This Policy is effective from 15 May, 2018.

REVIEW DATE

This Policy is to be reviewed by 31 May, 2019.

AUTHORISATION TO IMPLEMENT POLICY

Signed: _____

Councillor

Witnessed: _____

Chief Executive Officer

Approval dated: 15 May, 2018

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



POLICY DETAIL

Council Role

- Guidance with Council permit requirements and public consultation processes where required.
- Guidance on how the project proposal relates to Council's scheduled works or strategic plans.
- Guidance on relevant industry standards and regulations for public infrastructure.
- Guidance with scoping, planning, design and approvals for the project where required.
- Assistance with delivery methodology.
- Advice on risks and legislative requirements in relation to Work, Health and Safety.
- Assistance with the development of a transparent and auditable process for dealing with public money.
- Identify appropriate sites for works to occur.
- Evaluation of outcomes.

Community Group Responsibility

The following items will be considered the responsibility of the Community group unless an alternative arrangement is established and approved by Council.

1. Planning

- 1.1.** Submit a Community Initiated Project proposal application to the relevant Council department for consideration and approval including the following information:
 - Demonstrated community benefit for current and future generations;
 - Level of Community consultation and/or support gained for the project;
 - Links with current Council and community strategies and plans;
 - Contact details of the organisation with a nominated project supervisor;
 - A budget which specifies the sources of funds expected to be used for the development, implementation and management / maintenance of the project and timeline for completion; and
 - Develop a risk register covering project uncertainties
- 1.2.** Undertake all scoping, planning, design and approvals for the project where required.
 - Liaise with council staff throughout all process steps.

2. Implementation

- 2.1.** Implement the project in full according to the final and agreed proposal with Council.
- 2.2.** Ensure public liability and volunteer insurance coverage is provided to permit the group to undertake the project where in kind labour is anticipated.
- 2.3.** Appoint appropriately pre-qualified contractors to undertake relevant items of work e.g electrician, plumber, or builder.
- 2.4.** Meet with Council's representative to inspect the final works in accordance with relevant regulations.



3. Maintenance

- 3.1. Meet/agree to the utility costs associated with such infrastructure (e.g floodlighting, electric barbeques, drinking taps etc.)
- 3.2. Undertake/agree to the ongoing and routine maintenance for the infrastructure to the satisfaction of Council and the community.
- 3.3. Arrange for an alternative organisation to assume ongoing maintenance responsibilities for the relevant assets in the event the initiating organisation disbands or determine they no longer wish to be involved in the maintenance of the infrastructure.

“These items above can or may be captured though the Memorandum of Understanding (MoU) process.

4. Abandonment

In the event an asset is abandoned by the initiating community group Council will consider options for the continuation of the asset. It should not be assumed that the asset will continue to be maintained by Council.

In the first instance the initiating organisation will seek to find a replacement organisation to undertake ongoing maintenance. If a replacement organisation cannot be found the initiating organisation will discuss with Council decommissioning the asset.

If the asset is abandoned by the initiating organisation the Council will discuss and consider the future of that asset including:

- The benefit to the community
- The capacity of Council to fund ongoing maintenance
- The cost to decommission or remove the infrastructure
- Seek reimbursement for removal of the item.

Implementation

1. All proposals for a community initiated project will be initially considered and discussed with the relevant Council officer/s.
2. Council reserves the right to consider, approve or reject proposals taking into consideration the above roles and responsibilities, linkages with corporate and community plans, project scope and the outcomes and benefits as key decisions guidelines.
3. A memorandum of understanding will be established to assist with guiding the ongoing management arrangements.
4. A Project Control Group (PCG) will be established to work with the Community Group to complete the project. A PCG but contain at least one Council Officer.



PROCEDURES

An application form for a Community initiated project must be fully completed and submitted to Council officers for consideration. Only fully completed applications will be considered.

The application must clearly outline the detail of the following;

- project name;
- authority and responsibility among partners;
- joint investment of time, funding, expertise and information;
- demonstration of planning and consultation;
- ongoing maintenance and renewal (as relevant);
- link to Council plan; and
- Community benefit.

Community Initiated Projects

Application Form



MANSFIELD SHIRE

SECTION 1

Name of Organisation:

Manager/Contact Person: Position:

Postal Address: Post Code:

Street Address:

Telephone: Mobile:

E-mail:

Group/Organisation Status (please tick appropriate box)

Is your group/organisation

Incorporated	YES	NO	Mansfield based	YES	NO
ABN Registered	YES	NO	Registered for GST	YES	NO

If yes, please provide
your ABN:

.....

Community Initiated Projects

Application Form



MANSFIELD SHIRE

SECTION 2

1. Project name:

Organisation name:

If your organisation is not the committee of management of the reserve/ hall you must seek permission to undertake the project. A letter of support is sufficient evidence.

3. Project Description (20%)

A. What is the project?

B. Describe the need for the project:

4. Who will benefit from the project (15%)

Community Initiated Projects

Application Form



MANSFIELD SHIRE

SECTION 2 Continued

A. How is community support demonstrated?

B. What are the wider population benefits?

5. Project Financials

A. Costs

Please give a breakdown of projects costs and attach quotes to justify costs.

Item	Cost (including GST)
In-kind support	
TOTAL PROJECT COST (including GST)	\$

Community Initiated Projects

Application Form



SECTION 2 Continued

B. Project Income

Financial Contribution		Total \$
Committee Contribution ❶		
Proposed Fundraising		
In Kind Support	<i>No. Hours</i>	
Voluntary Labour	@ \$20 / hour	
Professional Labour ❷ (provide detail)	@ \$___ / hour	
Equipment Hire ❷ (provide detail)	@ \$___ / hour	
Council Requested Contribution		
TOTAL PROJECT INCOME (This should match the total project cost)		

- ❶ Please attach copy of most recent bank statement to demonstrate capacity to contribute
- ❷ Please provide details about in-kind voluntary labour, donated professional labour, donated plant and/or equipment

IMPORTANT: The application cannot be assessed without an accompanying financial statement

6. Is Council funding required or can the applicants fund the project themselves? (15%)

7. Project Support

A. What financial assistance has your organisation previously received from Council? (10%)

2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
\$	\$	\$	\$	\$

Community Initiated Projects

Application Form



SECTION 2 Continued

8. Is the project supported by a clear and accurate budget, including quotes and information regarding in-kind contributions and a bank statement? (10%)

9. How does the project link with the Council Plan? (10%)

10. What planning has been undertaken to complete the project? (10%)
(Detail the stages involved in your project and how you propose to deliver it)

11. What plans have been considered for ongoing maintenance and renewal of the project? (10%)

Community Initiated Projects

Application Form



APPLICATION CHECKLIST

Application Checklist

Has each question in the application form been addressed?

Have you attached (essential):

Quotes

Bank Statements

Letter of support (only for groups not a committee of management of the hall/reserve)

Have you completed all previous reporting requirements for grants received from Council?

Have you signed the application?

Have you kept a copy of this application for your own records?

(Council will pay any successful grant allocations to your organisation on approval of the grant and you are responsible for managing the project)

[Community Project Name]

Memorandum of Understanding

Policy Statement

This Memorandum of Understanding (MOU) is intended to form a legally binding agreement between Mansfield Shire Council and **[INSERT GROUP]** for the ongoing management and maintenance of the **[INSERT ASSET, TOWN]**.

The project has been identified as (cross out whichever does not apply)

1. a key priority in the [township] *Community Plan* and/or
2. a community initiated project.

This MOU will have been typically established following agreement between the two parties and in respect to the asset not being integrated with Council's asset register for the purpose of asset management responsibility.

This MOU should be considered with reference to Council Policy:

- Community Initiated Projects Policy

Management and Maintenance Responsibility Agreement

(Additional items to be added as required)

Item	Contribution	Who
Payment of Utilities:		
Electricity		
Water		
Gas		
Operational Funding		
Insurance		
Audit Requirements		
Routine Maintenance:		
Renewal or Upgrade:		

Term of Agreement

This agreement will be valid from the last date where signed below by one or more of the parties to the agreement, and will be effective until further notice.

Agreement

The **[INSERT GROUP NAME]** acknowledges that it will meet all management and maintenance costs of the **[INSERT ASSET]** as outlined above.

As the asset is being constructed on Council property Council reserves the right to remove or modify the asset. Council will seek to consult with the community prior to this occurring.

Any items not identified on establishment of this MOU may be considered thereafter and integrated into the agreement as a Variation to the Memorandum of Understanding which will be co-initialled by two representatives from each organisation.

The **[INSERT GROUP]** acknowledges that it must arrange for an alternative organisation to assume ongoing maintenance responsibilities for the **[INSERT ASSET]** in the event it disbands or determines they can no longer be involved in the maintenance of the asset.

Alternatively it should make arrangements for the decommissioning of the asset. If the asset is abandoned Council may remove the asset at its discretion and seek a financial contribution for removal.

On behalf of the **[INSERT GROUP NAME]** I hereby accept the terms set out in the conditions of the attached Schedule.

Group Executive Representative

Group Executive Representative

Signed:

Signed:

Name:

Name:

Position:

Position:

Date:

Date:

Mansfield Shire Council

Mansfield Shire Council
Responsible Department Manager

Signed:

Signed:

Name:

Name:

Position: **Chief Executive Officer**

Position:

Date:

Date: