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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

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 in 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 (Infrastructure and Environment) 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 any of 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
- Environment and Sustainability Branch

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 of Council'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 (Infrastructure and Environment) is the policy owner and the Manager, Infrastructure Strategy is responsible for authoring and reviewing this policy.