Allocation of Divisional Funds to Capital Works

**Head of Power**

Local Government Act 1993

**Objective**

To establish a protocol for the Allocation of Divisional Funds to Capital Works.

**Definitions/Application**

**Definitions**

**Council’s adopted Divisional Works Program** – The program of infrastructure works developed by the Director Asset Planning & Delivery in consultation with the Divisional Councillor in accordance with this policy.

**Divisional Works Program** - Comprises “Roads & Drainage” projects and “Parks & Facilities” projects as defined in this policy.

**Divisional Funds** – The funding amount incorporated in the annual capital works budget adopted by Council to be expended on the Divisional Works Program. The Divisional funds are allocated under two separate categories:

(i) Roads & Drainage Projects; and
(ii) Parks & Facilities Projects.

**Roads & Drainage Projects** – shall include but not be limited to road pavements, kerb and channel, underground drainage, surface channels and waterways, streetlighting, pathways and bikeways, signage and street furniture projects which satisfy all the eligibility criteria.

**Parks & Facilities Projects** – shall include but not be limited to public amenities, community buildings, play equipment, shelters, BBQs, hard landscaping, fencing, pathways and park furniture projects which satisfy all the eligibility criteria.

“**Allocated**” funding component – the identified and committed component of the total Divisional funding amount for Roadworks & Drainage Projects and Parks & Facilities Projects as identified by officers within the Asset Planning and Delivery Division in consultation with the Divisional Councillors and prioritised based on a technical assessment of infrastructure needs.

“**Unallocated**” funding component – the contingency and emergent works component equal to 10% of the total Divisional funding amount for Roads & Drainage Projects and 20% of the total divisional funding amount for Parks & Facilities Projects.

**Application**

This policy applies to all infrastructure works to be undertaken using Divisional funds.

**Policy Statement**

Council recognises the importance of forward planning of infrastructure projects and is committed to the prudent allocation and expenditure of funds on such projects. As such, it is Council’s policy to reflect that commitment in the development of its Divisional Works Program for roads, drainage, parks and facilities projects.

**Program and Distribution of Available Funds**

The Divisional Works Program shall be developed and funded from Divisional funds based on technical assessment of infrastructure needs by officers within the Asset Planning & Delivery Division in conjunction with the Divisional Councillor and is to form part of a 5 year capital works program.
The proportion of overall Divisional funds for capital works shall be distributed as follows:

(i) Roads & Drainage Projects 85% (± 8%)
(ii) Parks & Facilities Projects 15% (± 8%)

These distributed funds are to comprise an “allocated” funding component equivalent to 90% of the total distributed amount for Roads & Drainage projects and 80% of the total distributed amount for Parks & Facilities projects. The remainder, to be known as the “unallocated” funding component, is to be made available as a contingency to fund unforeseen overruns and emergent works.

Eligibility criteria
Funding under the Divisional Works Program is only to be made available where all of the following eligibility criteria have been met:

(i) the works are for the procurement/creation/renewal/refurbishment of public assets;
(ii) the works are undertaken solely on Council controlled property or such other land over which Council has secured rights to undertake public works through instruments such as easements, (works on private property are only permitted where the works are a consequence of the construction of a public asset).
(iii) the works align with the Corporate Plan, Operational Plan, Community Plan, relevant standards and specifications and relevant Master Plans; and
(iv) sufficient funds exist within the relevant component of the Divisional fund to carry out the proposed works.
(v) funding is not to be allocated to operational activities.

Review Triggers
This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
(4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility
This Policy is to be:

(1) implemented by all Councillors and Officers; and
(2) reviewed and amended in accordance with the "Review Triggers" by the Director Asset Planning and Delivery in consultation with relevant officers within the Asset Planning & Delivery Division.