

Community Initiated Projects Policy

Corangamite Shire
February 2022



**CORANGAMITE
SHIRE**

Council Policy



Community Initiated Projects Policy

Introduction

Council recognises that many communities are continually striving to improve the amenity and appearance of their townships and associated infrastructure outside the planning cycle and works delivered by Council. Council acknowledges the value of community based organisations and the work they undertake to strengthen local communities. This policy has been developed to assist and support those community organisations seeking to develop new infrastructure or to renew existing assets on Council owned or controlled land.

Purpose

This policy aims to set out conditions and a process for community groups who may identify and propose a project to develop and maintain infrastructure projects on Council owned or controlled land. It details Council's involvement in such projects which are initiated, fully funded, delivered and maintained by a community group.

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 or Township Community Plans. 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.

It is considered this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Definitions

'Initiating community group' – a community group which identifies and proposes an infrastructure project and intends to be the lead agency and organiser in the construction, operation and maintenance of the project/infrastructure asset.

'Memorandum of understanding (MOU)' – a signed agreement negotiated between an initiating community group and Council, setting out the respective responsibilities and obligations of each party in regard to the infrastructure project and its ongoing maintenance and management.

Policy Detail

Council Role

1. Council will assist initiating community groups develop infrastructure projects as follows:
 - 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.
- Guidance with scoping, planning, design and approvals for the project where required.
- Assistance with advice on contractors to undertake works.
- Advice on risks and legislative requirements in relation to Work, Health & Safety.
- Identifying 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 project proposal 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; and
 - 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
- Prepare a business case covering whole of life costs and considerations;

1.2. Undertake all scoping, planning, design and approvals for the project where required.

1.3. Memorandum of Understanding (MOU)

- Enter into discussions with Council to formulate an MOU describing the nature of the project and detailing the agreed arrangements for its construction, operation and management, including responsibilities in relation to any costs and ongoing maintenance.
- MOU to record the agreed understanding of both parties and will be signed and dated prior to commencement of project implementation.

2. Implementation

2.1. Implement the project in full according to the final and agreed proposal with Council.

2.2. Ensure public liability insurance coverage is provided to permit the group to undertake the project where in kind labour is anticipated.

2.3. Appoint appropriately qualified contractors to undertake relevant items of work e.g. electrician, plumber, builder.

2.4. Ensure any works undertaken by contractors or the community group, relating to the project, complies with all Occupational Health and Safety (OHS) legislation.

2.5. Meet with Council's representative to inspect the final works in accordance with relevant regulations.

3. Maintenance

3.1. Meet/contribute to the utility costs associated with such infrastructure (e.g. floodlighting, electric barbecues, drinking taps etc.)

3.2. Undertake/contribute 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.

4. Abandonment

In the event an asset is abandoned by the initiating community group one of the following should occur:

4.1. Council will be notified immediately should a replacement organisation be unable to be sourced to undertake ongoing maintenance.

4.2. Council will discuss and consider the future of that asset including:

- the benefit to the community
- the stance of the township progress / action association
- the capacity of Council to fund ongoing maintenance
- the cost to decommission or remove the infrastructure.
- seek reimbursement for removal of the item.

Implementation

- All proposals for a community initiated project will be initially considered and discussed with the relevant Council officer/s.
- 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 decision guidelines.
- A memorandum of understanding or similar agreement (e.g. license, occupancy) should be established in the project initiation phase to assist with guiding the ongoing management arrangements.

It is considered that this policy does not adversely impact community members of employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

Review Date

December 2024