

COUNCIL POLICY



Capital Works Community Engagement	Document No:	SCS-025
	Approval Date:	
	Approved By:	Council
	Review Date:	August 2016
Responsible Officer: Manager Contracts & Capital Works	Trim Reference:	D15/65172
Authorising Officer: Chief Executive Officer		

1. Purpose

To outline a process which ensures the community is consulted about Council's Capital Works under \$1,000,000 in value and therefore not requiring a Planning Permit.

2. Scope

In March 2009, the Minister for Planning amended all planning schemes (Amendment VC53) to introduce an additional permit 'exemption' (to Clause 62.02-1) for 'buildings or works with an estimate cost of \$1,000,000 or less carried out by or on behalf of a municipal council'. This policy covers the delivery of expansion (new or upgraded) Capital Works which fit in this category.

The Policy does not apply to works which are deemed either 'Routine Maintenance' or 'Renewal'.

The planning permit process has, to date, provided a process for obtaining internal comments on capital works projects (for example, heritage advice), and for notifying the immediate community of proposals. This policy outlines the alternative process Council has put in place to ensure appropriate community consultation and internal referrals are still undertaken.

3. Application

The Policy applies to all works being undertaken by Council, on Council owned or managed land.

4. Definitions

Routine Maintenance Regular ongoing day to day work that is required to keep assets functioning at a specific standard, and to prevent early failure or deterioration. It is expenditure on an asset, which maintains the asset in use, but does not increase its service potential or life.

Renewal Expenditure Major work that does not increase the assets design capacity, but restores, rehabilitates, replaces or renews an existing asset to its original capacity. Work over and above restoring an asset to its original capacity is new work expenditure.

Expansion Expenditure Works that create a new asset that did not previously exist, or works, which upgrade or improve an existing asset beyond its current capacity. They may result from growth, social and environmental needs.

5. Policy

5.1. The project manager shall prepare the project proposal for consideration by all (internal and external) stakeholders.

5.2. The following community consultation is to take place (as appropriate):

- Informing the adjacent neighbours via letter.
- Informing the wider community via letter.
- Informing known stakeholder or resident groups via letter.
- Erecting signs on site.
- If the project is likely to have broader interest, an advertisement in the local press may be required.

- 5.3. At this time, interested residents are to be informed that written submissions should be directed to the appropriate General Manager. A minimum of 14 days' consultation is required.
- 5.4. If opposition to the project is received, the General Manager (or a delegate) is to convene a meeting with the ward Councillor/s (other Councillors may also choose to attend) and those residents/stakeholders as well as Council staff and other experts, as required. The purpose of this meeting is to negotiate a solution, and both the supporters and objectors to the proposal should be involved in the discussions. The outcomes possible from this meeting are:
- Opposition withdrawn - submitter should withdraw their objection in writing. In this instance the project should proceed.
 - Negotiated solution – the proposal is modified to satisfy both the resident/stakeholders and Council. In this instance the project should proceed.
 - Maintained opposition – no resolution can be reached. In this instance, the project proposal should be reported to the Council for a decision.
- 5.5. Council will decide on the proposal where opposition remains. A report will be written by the project manager and submitters/stakeholders are to be invited to address the Council at a Hearing of Submissions Committee meeting. Following consideration of the submissions, Council can approve, amend or abandon the project.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups.	Project Manager	5 Years	TRIM

7. Attachments

N/A

8. References

N/A

Approval Date:		Approved by:	
Amendment/Review 1:		Approved by:	
Amendment/Review 2:		Approved by:	