



CAPITAL DISCRETIONARY FUND

DOCUMENT CONTROL

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1. PURPOSE

The purpose of the Capital Discretionary Fund is to support undertaking small scale physical works with high community value where there is no other funding available for a project or timeframes do not allow for seeking of other external funding. Works are to be on assets owned or controlled by Council.

The amount of funding for the Capital Discretionary Fund is defined in the annual budget and may vary from year to year.

2. POLICY STATEMENT

This Policy has been developed to provide guidelines around the allocation of the Capital Discretionary Fund including:

- ensuring projects that provide a benefit for the greater number of residents will have a higher priority than those that are restricted in their influence;
- projects that can have external funds or resource commitments are preferred;
- projects that renew or upgrade existing assets will have a higher priority over those that create new assets;
- projects must be on Council owned / managed land or buildings to ensure the works can be capitalised;
- project allocations should be for between \$5,000 to \$25,000 to meet capitalisation requirements;
- maximum contributions to a project from the Capital Discretionary Fund should not be greater than \$25,000 per project, unless approved by Council;
- proposals must be consistent with Council's corporate and strategic objectives;
- funding allocations will be considered on a 'once off' basis. Funding will not be allocated on a recurrent basis; and
- projects that are supported by Council Plan, Community Plans and other Council endorsed strategies have a higher priority than those that do not.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

Party / Parties:	Roles and responsibilities:
Executive Group	Approval of the recommended projects for further consideration by Council.
Director Community and Strategic Development	Approval of projects for consideration by Executive Group. The Director is also considered the strategic owner of these projects.
Manager Strategic Planning	Policy owner – responsible coordinating the assessment process within the guidelines.

	Manager Strategic Planning is also considered the strategic owner's representative for these projects.
Project Officers	Responsible for putting forward applications and obtaining the necessary information from the applicants. Project officers are to complete a <i>Capital Budget Bid Form</i> for all considered projects including the scope, costs and expected outcomes for initial approval by their Director.

All staff have an obligation to report occurrences of non-compliance with Council policy. Incidents of non-compliance should be reported immediately to the Director responsible for this policy, the policy owner or the Administration Unit.

4. SCOPE OF POLICY

The Capital Discretionary Fund is administered by Council's Manager Strategic Planning.

Council officers are to complete a Capital Discretionary Budget scope of works, costings and project justification including expected outcomes. Where projects originate from a community process outcome, a Council officer will be assigned to assessing the request, and developing the necessary scope of works, costings and expected outcome for evaluation. Projects will then be forwarded to the Manager Strategic Planning for evaluation against other project requests. This evaluation will form the basis of the recommended allocations.

Evaluation of project proposals will be undertaken using the criteria outlined in section two of this policy.

The projects recommended for funding will then be forwarded to the Manager Project Office for inclusion in the quarterly capital expenditure report to Council and will be subject to all normal Council report processes and approvals.

This process will be undertaken as early in the financial year as possible, to ensure that sufficient time is allowed for delivery of the projects within the same financial year. Where the financial year intersects with a Council election year only 50% of the budget will be allocated prior to November of that year by the outgoing Council, with the remaining 50% to be allocated by the incoming Council in the second half of the financial year.

5. REFERENCES / ASSOCIATED DOCUMENTS

Not applicable.

6. PRIVACY AND HUMAN RIGHTS CONSIDERATION

The implications of this policy have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's *Charter of Human Rights and Responsibilities Act 2006*.

7. DEFINITIONS AND ABBREVIATIONS

Term:	Meaning:
Action Officer:	Member of East Gippsland Shire Council (EGSC) staff responsible for answering or responding to a request for information.
CDF:	Capital Discretionary Fund
EGSC:	East Gippsland Shire Council

8. SUPPORTING PROCEDURES / GUIDELINES

The processes that support the implementation of this policy are imbedded into section four of the policy itself.

9. REVISION HISTORY

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1	Approved	05/09/17	Council	7295168