



# Quick Response Capital Fund Policy

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## Purpose

To provide a flexible and responsive, yet accountable and transparent process to support undertaking small scale capital works. The program allows the funding of works of high community value when opportunity arises and there is no other funding available, or timeframes do not allow for sourcing of other external funding.

## Scope

This policy has been developed to provide guidelines around the allocation of the Quick Response Capital Fund including:

- ensuring projects that provide a high level of community benefit 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;
- While primarily this fund is to be allocated from Council's Capital budget, an allocation may be made from the Operational budget with Council approval;
  - projects funded from the capital component of the Quick Response Capital Fund must be on Council owned / managed land or buildings to ensure the works can be capitalised;
  - projects funded from the operational component of the Quick Response Capital Fund may be on land not owned or managed by Council;
- project allocations should be for between \$5,000 to \$25,000 to meet capitalisation requirements;
- 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.

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

## Policy Context

This Policy provides a flexible and responsive, yet accountable and transparent process to support undertaking small scale capital works.

Works are to be on assets owned or controlled by Council to ensure expenditure can be capitalised.

## Policy Statement

The Quick Response Capital Fund is administered by Council's Manager Community Facilities and Open Space.

Council officers are to complete a 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 Community Facilities and Open Space 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 below:

- Community Benefit
- Urgency (could the project be funded through the Annual Budget the following year?)
- Appropriateness (could the project be funded from other sources, e.g. grants, community groups?)
- Ongoing budget implications
- Additional financial contribution
- Alignment with goals within the Council Plan

The projects approved for funding will be forwarded to the Manager Assets and Projects for inclusion in the monthly capital expenditure Council briefing. It will then be included in the next formal Capital Works Council Report for ratification. Projects will not be considered approved and no expenditure will be made prior to consideration by Council.

As flexibility is a key feature of this process, recommendations will be made at times deemed appropriate by the Manager Community Facilities and Open Space, bearing in mind projects funded through this process must be completed and fully expended by 30 June.

## Roles and Responsibilities

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

| Party / Parties                                    | Roles and Responsibilities  |
|--|---|
| <b>Executive Leadership Team</b>                   | Approval of the recommended projects for further consideration by Council.  |
| <b>General Manager Assets and Environment</b>      | Approval of projects for consideration by Executive Leadership Team. The General Manager is also considered the strategic owner of these projects.  |
| <b>Manager Community Facilities and Open Space</b> | Policy owner – responsible coordinating the assessment process within the guidelines. Manager Community Facilities and Open Space is also considered the strategic owner's representative for these projects. |

|                         |   |
|-------------------------|---|
| <b>Project Officers</b> | Responsible for putting forward applications and obtaining the necessary information. 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 General Manager. |
|-------------------------|---|

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

## References and Supporting Documents

Revised Council Plan 2017-2021  
Annual Budget  
Staff Code of Conduct  
Fraud and Corruption Control Policy  
Fraud Control Procedure

## 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*.

## Definitions

| Term                | Meaning  |
|---------------------|--|
| Action Officer      | Member of East Gippsland Shire Council staff responsible for answering or responding to a request for information.   |
| Community           | People who live in East Gippsland;<br>People and organisations who are ratepayers in East Gippsland; and<br>People and organisations who conduct activities in East Gippsland. |
| Contractor          | Person or company engaged to undertake works for Council, including service providers / service partners   |
| Council             | East Gippsland Shire Council   |
| Councillor          | Person who has been elected to the office of "Councillor" of East Gippsland Shire Council.   |
| Council officer     | A current member of East Gippsland Shire Council staff with the authority to engage in activities on behalf of Council.  |
| Responsible Officer | An officer of East Gippsland Shire Council who has responsibility for the general area/subject matter to which a record pertains.  |
| Shire               | The geographic area of East Gippsland Shire Council.   |
| Staff               | All staff engaged by East Gippsland Shire Council, including all full-time, part-time and casual employees, labour hire agency staff, contractors and volunteers.              |

| Term      | Meaning   |
|-----------|---|
| Volunteer | Formally recognised, unpaid member of the public who assists with the provision of Council services e.g. Visitor Information Centre, Library. |

## Revision History and Review

| Version Control | Approved<br>Amended<br>Rescinded | Date Effective | Approved By | ECM Document Reference | Summary of Changes  |
|-----------------|----------------------------------|----------------|-------------|------------------------|---|
| 1               | Approved                         | 05/09/2017     | Council     | 7295168                |   |
| 2               | Approved                         | 08/10/2019     | Council     | 8289608                | Amendment of title from Capital Discretionary fund to Quick Response Capital Fund. Allows approved projects to be approved through the Monthly Capital Report rather than a dedicated Council Report. |