



COMMUNITY INITIATED CAPITAL WORKS PROPOSALS

Policy 19/2024-2028

DATE

Ordinary Meeting of Council – 23 July 2019, 23 August 2022 and 12 August 2025

POLICY NO:	19/2024-2028
LEGISLATIVE REQUIREMENTS	NA
RESPONSIBILITY:	SHIRE STRATEGY
OBJECTIVE:	To provide guidance and establish criteria by which an incorporated community group or sporting club may make application for external funding and/or Council funding to support the provision of new infrastructure, or improvements to existing infrastructure, on Council owned land.

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1. Funds sought from external sources

Incorporated community groups and sporting clubs should be encouraged to seek and obtain funding from various external sources towards appropriate projects that demonstrate benefit to their respective organisations and the local community. External sources of funding may include grants, loans, donations and sponsorships.

Any project requiring funding from an external source must have prior approval from Council if it will have an impact on Council assets, land or infrastructure.

Failure to obtain Council approval prior to making an application to, or reaching an agreement with, an external funding source may result in Council not supporting the project.

The funding of projects through external sources does not guarantee long term or exclusive tenure of facilities. Infrastructure constructed upon Council land ultimately becomes a community asset and the property of Council.

2. Council contributions

Council will only support financial contributions towards projects if that project meets the following criteria:

- Project has allocated funding adopted by Council and identified in the Capital Works Program.
- Project proposal has considered and can demonstrate the ongoing lifecycle maintenance and replacements costs are within approved budgets.
- Project is in accordance with Council's plans and strategies including The Hills Shire Plan and Open Space Strategy.
- Project is part of the proponents' strategic plan.
- Designs and specifications have been prepared or commenced with preliminary costings.
- Provides new or increased sport and recreation opportunities or community facilities in the Shire.

No project is to be commenced without Council approval.

Should it be determined that there is a shortfall in funding, the proponent will be responsible for obtaining the additional funds to complete the project, stage the works within the available budget, or return the funds if the project cannot be undertaken or completed satisfactorily and within a reasonable timeframe.

The level of funding potentially available from Council is limited and in any one year, no projects or only a limited number of projects may be funded. Projects will need to be assessed against competing priorities.

3. Loans from Council by Proponents

Loans will only be considered for projects identified in Council's Open Space Strategy. Loan amounts will be determined by Council. Loan periods should not exceed 10 years unless otherwise agreed to by Council. The rate of interest charged will be determined by Council.

Loans will be assessed against certain criteria including:

- The size and cost of the project.
- Financial capacity of the applicant organisation to repay the loan.
- All alternative non-Council funding opportunities have been explored and documented.
- The organisations history of payment of accounts – bank audit/statements.
- The income generating capacity of the proposed project.
- The benefit of the proposed project to the organisation and the community.
- Life cycle, maintenance and replacements costs have been considered.

If at any point loan repayments fall in arrears, Council reserves the right to terminate any pre-arranged extended tenure through a licence or lease agreement.

4. Projects Fully Funded by Proponent

Projects that have funding identified in full with no reliance upon Council contributions will also require assessment against criteria.

Depending on the level of investment, proponents may have an opportunity to seek an extended tenure for their facility through a Licence Agreement. Under such Licence Agreements Proponents may be able to negotiate with Council tenures of up to 10 years for investments of between \$100,000 and \$250,000 (Low/Medium Complexity Projects) or up to 20 years for investments in excess of \$250,000 (High Complexity Projects).

Where extended tenures are sought through a Licence Agreement, such proposals must be reported to Council for consideration.

5. Project Complexity

Community Initiated Capital Works Proposal review process commences with the assessment of the submitted Schedule of Information form and the criteria specified in the Guidelines and Procedures for Community Initiated Capital Works Proposals.

Projects will be determined by their complexity, value and compliance to criteria. These include, but are not necessarily limited to:

Low Complexity Projects

- Total value of \$100,000 or less
- Requires no statutory approvals.
- All funding confirmed.
- No funding required from Council, or funds identified in Council's Capital Works Program.
- Project can proceed without Council approval under delegated authority of the General Manager.

Medium Complexity Projects

- Project value between \$100,000-\$250,000
- Requires no statutory approvals or such approvals have already been obtained. All funding confirmed.
- No funding required from Council, or funds identified in Council's Capital Works Program.
- Project can proceed without Council approval under delegated authority of the General Manager
- Proponent has demonstrated capacity to undertake the project.
- Project is identified in Council's plans and strategies.
- Risk Management Evaluation

High Complexity Projects

- Total value \$250,000 or greater.
- Require Development Application (DA) or Complying Development Certificate (CDC).
- Risk Management Evaluation
- Statutory approvals required.
- Not all funding identified.
- A funding contribution is required from Council.
- Proponent has not demonstrated a capacity to undertake the project.
- Project may or may not be identified in Council's plans and strategies.
- Project requires Council approval to proceed.

In assessing submissions for approval for infrastructure works, grant funding and requests for Council's financial contribution, Council will take into consideration full life cycle cost. It will also require the proponent to demonstrate capacity to fulfil any financial commitments on its part.

Total project costings will need to include direct construction costs and where applicable, design and supervision costs, regulatory fees and a construction contingency.

In considering submissions Council may also give preference to applications from community based sporting clubs that have current tenure or allocations on the subject site.

6. Strategic Assessment Criteria

Proposals will be initially assessed against the strategic assessment criteria outlines in the Guidelines and Procedures for Community Initiated Capital Works Proposals:

- Value for Money
- Whole of Council Impact
- Capability and Capacity
- Funding Model
- Financial Viability

- Risk Assessment
- Statutory Approvals

7. Approvals

Proponents must provide evidence of all statutory approvals required for their proposed projects. If no approvals are required, proponents must provide evidence that their projects are exempt from any approval.

Failure to secure necessary approvals may result in Council not considering the proposal.

8. Associated Documents

Community Initiated Capital Works Proposals – Guidelines and Procedures.

9. Appendix

Nil.

COMMUNITY INITIATED CAPITAL WORKS PROPOSALS

GUIDELINES AND PROCEDURES

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1 INTRODUCTION

1.1 Background

From time-to-time Council receives proposals by community groups and sporting clubs who are prepared to either fully fund or partially fund capital works projects that are intended to benefit their respective organisations as well as the local community.

In some cases, these Proponents may be seeking a contribution from Council toward the project by way of direct funding or some form of loan facility, either through Council itself or a financial institution in which case Council may be required to act as loan guarantor.

In order to facilitate worthwhile projects of this type and establish key criteria that must be met to allow such projects to proceed, Council has adopted a Community Initiated Capital Works Proposals Policy (Policy 19/ 2024-2028).

The purpose of these guidelines and procedures is to support that Policy by providing guidance to Proponents considering submitting such a proposal as well as Council officers assessing such proposals.

1.2 Definition

A Community Initiated Capital Works Proposal is an approach from a proponent such as a community group or sporting club to deal directly with Council over a proposal to build and/or finance infrastructure where Council has not initiated the proposal.

1.3 Assessment Process and Criteria

This Procedure sets out the processes to be followed by Council and Proponents in developing Community Initiated Capital Works Proposals. Proposals will be evaluated against the set Assessment Criteria in this guide. A staged assessment process of up to three stages has been developed to guide the evaluation of proposals, depending on their level of complexity and value:

- Stage 1 – Concept Review and Submission of Proposal.
- Stage 2 – Strategic Assessment.
- Stage 3 (Complex Projects only) – Detailed Proposal and Recommendation (approval or non-approval).

Projects are generally defined as Simple (Small or Large Scale) or Complex proposals based on value and compliance and requirements as described below:

Low Complexity Projects

Assessment Criteria	Compliance/ Requirement/ Limitations
Project Value	Below \$100,000
Compliance with Council Plans and Strategies	Yes
All Project Funding Confirmed	Yes
Council Funding Required	Yes or No

Council Funding Confirmed	Yes or Not Applicable
All Approvals Obtained	Yes or Not Applicable
Proponent has demonstrated capacity to undertake project	Yes
Extended Tenure Requested	No extended tenure to be provided
Stages in Process	Stage 1 Stage 2 Approval can be granted by General Manager at Stage 2 under delegated authority

Medium Complexity Projects

Assessment Criteria	Compliance/ Requirement/ Limitations
Project Value	\$100,000 to \$250,000
Compliance with Council Plans and Strategies	Yes
All Project Funding Confirmed	Yes
Council Funding Required	Yes or No
Council Funding Confirmed	Yes or Not Applicable
All Approvals Obtained	Yes or Not Applicable
Proponent has demonstrated capacity to undertake project	Yes
Extended Tenure Requested	Up to 10 years – depending on financial contribution by proponent
Stages in Process	Stage 1 Stage 2 Approval can be granted by General Manager at Stage 2 under delegated authority

High Complexity Projects

Assessment Criteria	Compliance/ Requirement/ Limitations
Project Value	Above \$250,000
Compliance with Council Plans and Strategies	Yes or No
All Project Funding Confirmed	Yes or No
Council Funding Required	No
Council Funding Confirmed	Yes or Not Applicable
All Approvals Obtained	Yes or Not Applicable
Proponent has demonstrated capacity to undertake project	Yes or No
Extended Tenure Requested	Up to 20 years – depending on financial contribution by proponent
Stages in Process	Stage 1 Stage 2 Stage 3 Approval can be granted by Council resolution only at Stage 3

It is recognised that a Proponent will have a reasonable expectation that it will receive some form of direct benefit for its involvement in this type of project (e.g. an increased tenure for access to the facility, exclusive use, reduced or capped hire rates etc.). However the benefits to the Proponent must also be consistent with Council's strategic direction and therefore must also provide a benefit to the broader community.

Where Council assesses a proposal as not meeting the criteria, Council reserves its usual right to refuse the proposal.

1.4 Contact Details and Lodgment

Enquiries and requests for a meeting to discuss a Community Initiated Capital Works Proposal should be submitted to:

council@thehills.nsw.gov.au

Submissions should be forwarded to:

General Manager
The Hills Shire Council
PO Box 7034
NORWEST NSW 2153

2 GUIDING PRINCIPLES

2.1 Optimise Outcomes

By their nature, Community Initiated Capital Works Proposals are sometimes unlikely to be the current focus of Council's strategic planning. Proposals must therefore be considered in light of the wider benefits and strategic outcomes that may be derived. To proceed however, proposals must be broadly consistent with Council's objectives and plans. Outcomes must always be in the best interest of Council and the broader community.

Types of proposals that are NOT considered unique and/or proposals that are unlikely to be progressed

- Proponents seeking to directly purchase or acquire a Council-owned entity or property. Unless the proposal presents a unique opportunity to Council, the Council is unlikely to enter such an arrangement without an open tender process as it must always comply with its legislative obligations.
- Proposals for significant extensions/variations to existing contracts/leases, or the next stage of a staged project on the basis that the contractor is already 'on-site' or has some other claimed advantages, absent of other 'uniqueness' criteria.
- Proposals seeking to provide facilities on land that is not owned by Council or the Proponent.
- Proposals that are early concepts or lack detail
- Proposals that are not identified in Council's plans and strategies including The Hills Shire Plan or Open Space Strategy.

Council will at all times retain the absolute discretion to refuse a proposal.

2.2 Concept Review Assessment Criteria

Proposals are reviewed against the Schedule of Information (see Section 5 of this guide) for initial compliance. Proposals not meeting these criteria will be rejected. In some instances, depending on the non-complying element/s, further information may be sought from the Proponent.

2.3 Strategic Assessment Criteria

Proposals will additionally be assessed against the Assessment Criteria in the table below. Assessment will be based on the proposal satisfactorily meeting each of the criteria. Additional Criteria relevant to a particular proposal may also be applied at later stages. If so, the Proponent will be informed of the criteria for these to be addressed in its Detailed Proposal during Stage 3.

Criteria	Description
Value for Money	<p>Does the proposal deliver value for money to Council?</p> <p>Does the proposal provide assets or facilities that would not otherwise be provided at all or not until some point in the future?</p> <p>A proposal is Value for Money if it achieves the required project outcomes and objectives in an efficient, high quality, innovative</p>

	<p>and cost- effective way with appropriate regard to the allocation, management and mitigation of risks.</p> <p>While Value for Money will be tested appropriately in the context of each specific proposal, factors that will be given consideration are likely to include:</p> <ul style="list-style-type: none"> ▪ Quality of all aspects of the proposal, including achievable timetable, clearly stated proposal objectives and outcomes, design, community impacts, detailed proposal documentation and appropriate commercial and/or contractual agreements (including any key performance targets), and a clearly set-out process for obtaining any planning or other required approvals. ▪ Innovation in service delivery, infrastructure design, construction methodologies, and maintenance. ▪ Competitively tender aspects of the proposal where feasible or likely to yield value for money. ▪ Details of funding contributions by the Proponent or through external sources. ▪ Optimal risk allocation. <p>Evaluation of Value for Money may also include, but not be limited to the following quantitative analysis:</p> <ul style="list-style-type: none"> ▪ Assessment of the Proponent's financial models to determine the reasonableness of any capital, service and maintenance cost estimates and, if relevant, revenue estimates. ▪ This evaluation may include the use of independent experts or valuers, benchmarking analysis, quotations and sensitivity testing. ▪ Return on Investment. ▪ The Proponent has considered the ongoing maintenance and replacement costs associated with the proposed project are within approved budgets.
Whole of Council Impact	<p>Is the proposal consistent with Council's plans and priorities such as the Recreation Strategy and The Hills Shire Plan?</p> <p>Is the proposal likely to conflict or negatively impact other user groups?</p> <p>Demonstrate benefits to the organisation and the general community.</p> <p>Does the proposal meet a project or service need? What is the overall strategic merit of the proposal?</p> <p>Proponents must demonstrate how the project fits into its own strategic plan.</p> <p>Does the proposal require and/or the potential to achieve planning approval, considering relevant planning and environmental controls?</p> <p>Consideration will be given to whether the proposal would require Council to re-prioritise and re-allocate funding.</p>

Capability and Capacity	<p>Does the proponent have the experience, capability and capacity to carry out the proposal?</p> <p>Can this proposal be readily delivered?</p>
	<p>What reliance is there on third parties including Council?</p> <p>Does the Proponent have the financial capability and capacity to undertake the project?</p>
Affordability	<p>Does the proposal require Council funding? If so, does Council have these funds available or identified in its budget, and if not what source of funding is proposed?</p> <p>Where Council funding is required, Council may undertake or require the Proponent to undertake a Business Case and/or an economic appraisal (where appropriate such as loans). Regardless of the outcome of the Business Case/economic appraisal, the proposal still needs to be affordable in the context of Council's other priorities, and to be considered as part of Council's budget process.</p>
Risk Allocation	<p>What risks are to be borne by the proponent and by Council? Appropriate risk allocation and quantification may also be considered under the Value for Money criterion.</p> <p>Does the proposal require formal approvals? If so, has the process been appropriately considered, including whether Council or Proponent bears the risks associated in obtaining the approvals.</p>

With projects involving additional storage facilities, predominantly at sporting precincts, it's important to consider Councils preference for permanent solutions over portable storage structures like shipping containers. Council will request that the proponent consider key points before lodging a submission for additional storage;

- **Durability and Longevity:** Permanent structures which are built with robust materials, ensuring they can withstand various weather conditions.
- **Security:** Security features, such as reinforced doors, advanced locking systems, and surveillance options.
- **Customisation:** Permanent facilities that can be customized to meet specific needs, including the layout, shelving and storage capacity, making them more efficient and user-friendly.
- **Aesthetics:** Well-designed structures that should blend with existing architecture and contribute to a cohesive look.

2.4 Resource Commitments

For a Community Initiated Capital Works Proposal to progress, the Proponent will be required to commit resources to the project.

While this Guide sets out information and processes to minimise costs for Proponents, Council will not normally provide a reimbursement of costs associated with Community Initiated Capital Works Proposals.

Where a funding contribution is required from Council, it would have to be considered on a priority basis in the development of Council's Annual Works Program.

2.5 Participation Agreement (Contract)

A Participation Agreement (Contract) provides an agreed framework for the project which may be entered into by both Council and the Proponent depending on the complexity of the proposal, its value and its source of funding, to ensure the alignment of expectations regarding participation in the process.

A Participation Agreement will normally only be required for Complex Projects. However, depending on the circumstances, it may also be required for some Simple Projects (Large Scale).

2.6 Timeframe

The timing of proposed projects can vary and be influenced by deadlines particularly related to funding. These can include:

- Availability of Council funding for the identified project (the year funds are allocated towards the project). Where proposed projects are reliant upon Council funds, they should align with the timeframes for the development of the Annual Works Program.
- Timeframes for grant funding to be expended by.
- Usage of facilities where the project is to be undertaken upon – off-season etc.

2.7 Extended Tenure for Significant Capital Investments

Depending on the level of investment and significance of the proposed project, proponents may have an opportunity to seek extended tenure for their facility.

Proponents may be able to negotiate with Council extended tenures of:

- Up to 10 years for investments between \$100,000 and \$250,000 (Low/Medium Complexity Projects)
- Up to 20 years for investments more than \$250,000 (High Complex Projects)

Where extended tenures are sought, such proposals must be reported to Council for consideration and will form part of the Stage 3 process. This may include the need to exhibit or advertise the proposal for the purpose of entering into a formal lease or licence for the site under the provisions of the NSW Local Government Act 1993.

3 ROLES AND RESPONSIBILITIES

3.1 Proponent

The Proponent is required to:

- Determine they have met the required criteria against the checklist.
- Prepare a Submission for the proposal.
- Provide a Detailed Proposal including plans and approvals at Stage 3.
- Prepare any necessary grant applications in consultation with Council.

3.2 Council

Proposals will be submitted to Council for approval prior to any progression of a proposal to Stage 2 or 3, prior to the signing of any agreement, and prior to provision of any Council funding.

The required approval process will be described to the proponent.

Council has the following responsibilities:

- Receive Community Initiated Capital Works Proposals.
- Undertake an initial compliance check and determine whether the project is simple or complex.
- Act as contact point for Proponents.
- Facilitate interactions between the Proponent and Council.
- Facilitate the preparation of information provided to the Proponent.
- Co-ordinate assessment, including input from advisers.
- Co-ordinate preparation of Reports to Council.
- Prepare participation agreements if required.
- Provide advice on any grant application to be submitted

4 THE PROCESS

4.1 Introduction

This section outlines a three-stage assessment process for the consideration of Community Initiated Capital Works Proposals. It is recognised that the nominated stages may be refined to most effectively manage the assessment of any proposal. For example, each stage may include several milestones to be achieved to prevent unnecessary expenditure and to provide confidence for the Proponent to continue. Any milestones or changes to the stages will be discussed and agreed with the Proponent.

4.2 Stage 1 – Concept Review and Submission of Proposal

Objective

For the Proponent to determine the eligibility of their proposal: If the proposal meets the criteria requirements, a submission is made to Council.

Timing

It is recognised that there may be numerous discussions at many levels between the proponent and Council stakeholders to ascertain Council needs and to better understand the business environment. These are informal discussions and are outside the realm of this Guide.

Proponent responsibilities

Preparing a submission: The proposal needs to be developed to a stage where the key inputs and outcomes have been identified, key assumptions and requirements of Council are clear, and other key elements have been identified. In particular, the unique ability of the proponent to deliver the proposal should be demonstrated and documented including the funding plan.

Council responsibilities

Where Council is of the view that there is little prospect of the criteria being met, it will communicate this to the proponent. In such circumstances, Council reserves the right not to advance assessment of the proposals to Stage 2 assessment as set out below.

Outcomes

The following outcomes may result from this stage:

- The Submission is presented to Council.
- The Submission assessed for compliance against initial checklist.
- The Submission is approved to progress to Stage 2.
- The Submission is not approved.
- The Submission is not approved, but the Proponent will be afforded an opportunity to provide further information as requested by Council for re-assessment.

4.3 Stage 2 – Strategic Assessment

Objective

For Council to undertake a Preliminary and Strategic Assessment of the proposal to determine if the submission constitutes an unsolicited capital works proposal and if sufficient justification exists to justify direct dealing and therefore undertake a Stage 2 assessment. Council reserves the right to further consider, or not consider, Unsolicited Capital Works Proposals beyond this stage at its absolute discretion.

Proponent responsibilities

During Stage 2, the Proponent is responsible for:

- Forwarding the Submission to Council.
- Identification of key elements of the proposal.
- Identifying a linkage to Council's plans and strategies such as the Recreation Strategy, The Hills Shire Plan and Capital Works Program.
- Responding to requests for further information. The information to be provided will depend on the size and complexity of the proposed project.

Council responsibilities

During Stage 2, Council is responsible for:

- Promptly acknowledging receipt of the Submission.
- Undertaking an initial compliance check to ensure the required information has been provided.
- Requesting further information from the Proponent if required. This may involve clarification meetings with the Proponent in order to promote clarity of Council requirements.
- Undertaking a Preliminary Assessment that will be based on the potential for the proposal to satisfactorily meet the Assessment Criteria.
- Undertaking a Strategic Assessment that will be based on the potential for the proposal to satisfactorily meet the Assessment Criteria.
- Approval or non-approval can be granted by the General Manager at Stage 2 under delegated authority.
- If approved, progress to Stage 3 (Complex Projects).
- Approval for project implementation (no further stage required – Simple Proposals only).
- Notification of the Preliminary Assessment outcome to the Proponent.

Outcomes

The following outcomes may result from this stage:

- The Submission is approved for implementation (project value less than \$250,000).
- The Submission is considered suitable for progression to Stage 3 (project value above \$250,000).
- The Submission is not approved.
- The Submission is not approved, but the Proponent may be afforded an opportunity to provide further information as requested by Council for re-assessment.

4.4 Stage 3 – Detailed Proposal and Recommendation

Objective

For the Proponent and Council to work co-operatively in the development and assessment of a Detailed Proposal, which may require a degree of preliminary negotiation on key issues, subject to the nature of the proposal.

Proponent responsibilities

During Stage 3, the Proponent will:

- Provide detailed plans and approvals of the proposal.
- Provide evidence of project costing.
- Provide funding details including evidence of their own contribution, other funding contributions and approved grants.
- Details of any approvals necessary for the proposed project, or demonstrate that approvals are not required.

Council responsibilities

During Stage 3, Council will:

- Establish a Capital Works Proposal Assessment Panel.
- Enter into a Participation/Project Delivery Agreement (Contract).
- Commit appropriately experienced and qualified resources to participate in the Stage 3 process.
- Provide further information to the Proponent to assist with proposal.
- Receive Detailed or further information from the Proponent as required.
- Undertake assessment of the Detailed Proposal (by the Assessment Panel) against each of the Assessment Criteria.
- Prepare a Report with recommendations to the Council.
- Council resolution to approve or not approve the project proposal.

Outcomes

The following outcomes may result from this stage:

- The Proposal is considered acceptable to be reported to Council.
- The Detailed Proposal is not considered suitable for further consideration.
- If approved, appropriate procurement policy and procedure to be followed.

Disclosure

At the end of Stage 3, Council resolutions will be placed on Council's website.

Further information may be published as appropriate. Council will consult with the Proponent before any information is disclosed to ensure that commercially sensitive information remains confidential.

5 SCHEDULE OF INFORMATION

This form is to be completed by the Proponent in presenting a Community Initiated Capital Works Proposal to Council. Please ensure all sections of this form are adequately addressed. Information may be presented in the form of cross-referenced addenda if preferred.

An initial version of this schedule should be prepared prior to the formal “Pre-Lodgement” meeting with Council.



COMMUNITY INITIATED CAPITAL WORKS PROPOSALS

Schedule of Information

Proponent Details – The following person is authorised to submit this proposal:

Organisation Name:	
Organisation Address:	
Name of Project:	
Contact Person Name:	
Contact Person Position:	
Contact Person Email:	
Contact Person Mobile Phone:	
Date of this Submission	

Additional Information:

1. This Schedule of Information, and all associated correspondence, is to allow Asset Management teams to assess for Owners Consent. Owners consent is not the same as Council Consent. Owners Consent confirms that the Asset Owner supports your proposal in principle, and allows you to continue with your planning process, grant funding process, and development application process.
2. The Asset Management team will inform you if we believe your proposal will require a Development Application (DA) or Complying Development Certificate (CDC) to achieve Council Consent. If DA/CDC is required, the proponent is responsible for completing the DA process, including all required documentation, and including any associated costs.
3. Submitting a Community Initiated Capital Works Request / Schedule of Information is no guarantee of Owner Consent, and / or Council Consent.

Proposed Project Brief

Name of Project:	
Description of Project: (including how works would address the assessment criteria)	
Project Timeframes (Start and completion date along with major milestones)	
Objectives of Project (Outline the benefits and purpose of the project)	
Provide details (if applicable) of any Property Agreement with your organisation. (Lease / License / Allocation / Hire)	

What Date is your Property Agreement due to Expire (if applicable)?	
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Project Cost & Funding Structure (Prices to exclude GST)

Organisations Funding Amount	\$
Grant Funding Amount	\$
Council Funding Amount	\$
<u>Total Proposed Cost for Project</u> (Total of the Above)	\$

Grant Funding Details

What is the name of the Funding Body providing the grant?	
What is the Expiry Date / Use by Date for the Grant to be spent?	

Project Cost Clarifications

Who would manage and supervise the Project?	
Who is the Head Contractor to Deliver the Project? (if available at this time)	
Do you have a Quote/s (or Estimate/s) from each Contractor? (Yes / No)	

Does the Head Contractor hold a current License? (Yes / No)	
Does the Head Contractor hold a current Public Liability insurance certificate? (Yes / No)	

Risk Management

Please detail how the risks below will be managed:

Financial Risk (If the project requires additional funding)	
WHS Risk (Is any part of this work high risk)	
Community Risk (Ensuring public safety before, during and after the proposed works)	
Council Risk (Insurances/Reputation/Compliance)	
Risk to your Organisation (Operations / Damage / Insurances)	

Attachments Required:

<p>Please attach the following with your proposal (as required / as applicable)</p>	<ol style="list-style-type: none">1. Floor Plan or Site Plan outlining the work area2. Concept or Draft Design Drawings (if required)3. Copy of Quotes or Estimated Costs4. Copy of License5. Copy of PL Insurance6. Photos of Location7. Brochures of Proposed Products and or Materials (if relevant)
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Understandings:

- Work is to be designed and installed in accordance with the requirements of the National Construction Code, and Australian Standards.
- Work is to be performed and delivered in accordance with the requirements of Work Health & Safety Legislation.
- You / Your Organisation confirm (unless otherwise stated and agreed) that you have the capacity to manage and supervise the work / project.
- Should the cost or delivery of the project require additional funding, any short-fall will be provided by you / your Organisation.
- Infrastructure constructed upon Council land ultimately becomes a community asset and the property of Council.