

Community Infrastructure Projects Policy

MINUTE NUMBER	862/2012
DATE APPROVED	20 September 2012
EFFECTIVE	20 September 2012
AUTHORITY	General Manager
CONTACT OFFICER	General Manager

1 PURPOSE

- 1.1 It is proposed that Council introduce a policy for dealing with the application of funds from organisations and community groups towards the construction of new assets or renewal of community assets on Council owned or controlled land. The policy will not cover routine maintenance of assets and amenities that are the responsibility of the community or sporting group. In view of the administrative time and costs involved only eligible projects with a total cost exceeding \$2,000 GST exclusive will be considered under the policy. This policy will permit the burden of the goods and services tax (GST) to be accrued and claimed by Council if strict conditions are met.
- 1.2 Council will give preference to projects that are in accord with the priorities established under the integrated Planning and Reporting Process.
- 1.3 This Policy will cease to operate if there are changes to the GST law that prevent Council from carrying out the steps outlined under the Policy.
- 1.4 The purpose of this Policy is to assist organisations and/or community groups to build/renew their facilities located on Council owned or controlled land and who are not registered to pay the Goods and Services tax (GST). Effectively this assists sporting and community groups in funding asset renewals or new assets by allowing the GST to be claimed resulting in greater funding being available for the project.

2 SCOPE

- 2.1 All project proposals will need to be formally submitted to Council for consideration and adoption. The project will need to demonstrate a community benefit for current and future generations. The proposal must also contain:
 - i. Contact details of the organisation's Project Manager with authorisation details from the organisation to act on the organisation's behalf;
 - ii. A budget and timeline for the completion of the project;
 - iii. Sources of funds expected to be used for the project together with the related break up of those funds.
- 2.2 To be eligible under the Policy, Council needs to be satisfied that applicant organisation must have the financial capacity to repay the costs that will be incurred by Council on their behalf under this Policy. Council reserves the right to request payment in advance for goods and/or services from the applicant organisation that seeks treatment under this Policy.

3 POLICY STATEMENT

4.1 Purchase Orders

- 4.1.1 All purchase orders are to be made out in advance of supply (no confirmation orders permitted) and approved by Council.
- 4.1.2 All purchases are to be made with persons or organisations with a registered ABN.
- 4.1.3 Applicants are required to comply with Council's Procurement Policies and Practices.
- 4.1.4 Applicants are required to comply with Council's Business Ethics Policy.

4.2 Invoices

- 4.2.1 All invoices to be made out in the name of Forbes Shire Council. Council payments will be made within 30 days following approval for payment from the organisation's Project Manager.
- 4.2.2 Council will generally invoice the applicant organisation for the amount due under the Policy at the end of the project. Council reserves the right to make progress claims upon the applicant organisation if the project size warrants that procedures. This will be discussed at the time the applicants is lodged with Council.

4 VARIATION

- 5.1 Council reserves the right to vary the terms and conditions of this policy subject to a report Council.

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	20/09/2012	General Manager	Council	20/09/2014

Change History

Version	Change Details
V1	New Policy

Related Documents

Title

Local Government (Financial Management) Regulation 1999

A New Tax System (Goods and Services Tax) Act 1999

Forbes Shire Council Procurement Policy

Forbes Shire Council Business Ethics Policy