Introduction

Bega Valley Shire Council recognises and values the important role and contribution of committees, community groups and volunteers in the management, operation and maintenance of Council infrastructure and civil assets. This contribution often includes proposals to repair, refurbish, extend or improve existing infrastructure or assets, or to provide new infrastructure and assets.

Objective

This document details the procedure to be adopted by BVSC for the development and delivery of public infrastructure and civil assets by committees and community groups.

The objective of this procedure is to provide a clear and consistent approach for Council, Committees and community groups across the broad range of project types, scale, funding sources and delivery methodologies.

The procedure also provides a framework to ensure all necessary legislative requirements, approvals, standards, issues and safeguards are addressed during the development and delivery of projects. These include:

- Consultation and approvals
- Planning and technical aspects
- Risk management and Occupational Health and Safety
- Procurement and financial management
- Environmental management, including heritage and indigenous.

Outline procedure

In outline the procedure is depicted in the flowchart at Annex A and consists of the following four steps:

Step 1 – Project Proposal

The Project Proposal initiates the project as a formal proposal from the committee or community group for consideration, comment, support and funding (as applicable) from the relevant section(s) of Council.

The level of information required needs to be sufficient to enable the merits and issues of the proposal to be adequately considered, without the proponent group having to go to potentially wasted effort (or expense) on fully developing a proposal that may not obtaining approval due to funding, planning, heritage or other considerations.

Project proposals are to be submitted using the Project Proposal Form provided at Annex B. The proponent group should then submit the completed form to the Manager of Civil Assets and Urban.
The Project Proposal Form is designed to achieve the following outcomes:

- Consistency of procedure, and information required, for all committee and community group initiated public infrastructure and civil assets projects.
- Assisting committee and community groups in preparing proposals for Council consideration.
- Minimising the requirement for Council to request additional information from proponents groups.
- Assisting Council in consideration of proposals and (if approved) providing comprehensive guidance to proponent groups in the requirements for Step 2 – Project Development.
- Preventing nugatory work by proponent groups in fully developing detailed proposals (as per Step 2) by identifying early (at Step 1) that then cannot proceed (or need to be significantly modified) due to funding, planning, technical or other reasons.
- Applicability for Federal or State Government funding opportunities, Council funding, or other funding sources.
- Applicability for minor, medium or major project proposals.
- Applicability for project management and/or project delivery (ie construction) by the proponent group volunteers, Council and/or contractors.

Advice and assistance in the completion of the Project Proposal Form can be provided if required from Council staff through the Manager of Civil Assets and Urban.

**Step 2 – Project Development**

The Project Development step is a fundamental step, taking the Step 1 proposal from a basic concept / outline, to being fully scoped, designed and documented, with all relevant consultation undertaken, issues addressed and approvals obtained, ready to commence delivery/construction (Step 3).

Subject to the nature of the proposal itself, Step 2 may range from very simple all the way to being very involved and include the requirement for a full Development Application with external agency approvals.

As part of the assessment of the Step 1 Proposal, Council staff will provide guidance on the Step 2 Project Development requirements, as they apply specifically to each proposal / project.

The Project Development Checklist provided at Annex C lists the range of considerations and items that may need to be addressed as part of Step 2 Project Development of a proposal. While many may be not applicable, it is advisable to consider each carefully, as disregarding them pre-maturely can have serious implications for the delivery, operation and ultimate success of the project.

For projects requiring a Development Application the completion of Step 2 is achieved with the issue of the Development Approval and Construction Certificate.

For projects not requiring a Development Application the completion of Step 2 is subject to the Council delegate’s approval.
Step 3 – Project Delivery

Project Delivery involves the procurement and construction activities associated with the project. In addition to the procurement and construction activities, Project Delivery also involves project and site management, WHS and environmental management.

Prior to commencement of procurement and construction activities, a Project Plan is required detailing (as a minimum):

- Roles and responsibilities of key personnel involved in the delivery of the projects e.g. Project Manager, Site Manager, Site Safety Officer, Procurement Officer, Volunteer Co-ordinator. (Refer to Annexure D)
- Procurement Procedures (refer to Council Procurement Policy and Procedures)
- Volunteer Management (refer to Council Volunteer Policy and Procedures)
- WHS Procedures (refer to Council WHS Policy and Procedures)
- Environmental Management (if applicable)
- Traffic and Pedestrian Management (if applicable)
- Quality Management (i.e. technical inspection and certification)

The Project Management Plan must be submitted to the Council delegate for approval prior to the commencement of procurement action, site preparation or construction works.

The Project Manager is then responsible for the delivery of the project in accordance with the approved Project Management Plan and the relevant Council policies and procedures.

Step 4 – Project Finalisation & Closure

Project Finalisation and Closure involves the important “housekeeping” aspects of the project, including inspection, handover, financial acquittals, documentation i.e. instruction manuals and warranties, Council asset register actions etc.

A Project Finalisation and Closure Checklist is provided at Annex E.

This procedure is essentially the same as Council’s internal process for the development and delivery of infrastructure and civil asset projects, and in turn consistent with the Development Application process. This procedure applies to the full spectrum of projects from small scale projects (in an abbreviated / simplified form) to larger scale, more complex projects (the full Development Application process).

The procedure applies to all projects, including those that are “Exempt Development” or “Development permitted without Consent” under State Environment and Planning Policy (SEPP) (Infrastructure) 2007. This ensures that all relevant project issues are considered and addressed, even if it is a Council project subject to exemption from the formal Development Application process.

Project proposal classification

The scale and the nature of the project proposal will influence how simplified or involved the above procedure will be.

Clearly major proposals involving significant Council funding and /or involving complex technical / heritage/environmental/indigenous/stakeholder issues and or requiring a Development Application will necessitate a more involved procedure.

Small scale projects, with low/no technical/heritage/environmental/indigenous/stakeholder issues and exempt/not requiring a Development Application will require only an abbreviated procedure.
For mid-sized projects with some technical/heritage/environmental/indigenous/stakeholder issues the procedure will be modified accordingly.

Typically committee/community projects will be classified as follows:

<table>
<thead>
<tr>
<th>No / minor issues / risks</th>
<th>Project cost: $5K</th>
<th>Project cost: $5-$50K</th>
<th>Project cost: &gt; $50K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Project</td>
<td>Minor Project</td>
<td>Medium Project</td>
<td></td>
</tr>
<tr>
<td>Minor Project</td>
<td>Medium Project</td>
<td>Major Project</td>
<td></td>
</tr>
<tr>
<td>Medium Project</td>
<td>Major Project</td>
<td>Major Project</td>
<td></td>
</tr>
<tr>
<td>Minor Project</td>
<td>Major Project</td>
<td>Major Project</td>
<td></td>
</tr>
</tbody>
</table>

In all cases the same four procedural steps will apply to each project, tailored according to the specifics of the individual project.

The delegate for minor and medium projects is the Manager Civil Assets and Urban Infrastructure.

The delegate for major projects and projects requiring a Development Application is the Manager Water Waste Roads and Infrastructure.

**Procedure management**

As the majority of proposals initiated / projects delivered by committees and community groups generally involve halls, sportgrounds, parks, playgrounds etc. the BVSC Manager of Civil Assets and Urban Infrastructure is responsible for the management of this procedure.

BVSC Civil Assets and Urban Infrastructure Project Officers, assisted by the BVSC Committees Liaison Officer, will assist community groups in the development of proposals and progressing these projects throughout the development and delivery of projects as required.
Annexure A

Development and delivery of public infrastructure and civil asset projects by committees and community groups

**Procedure 5.08.4 Development and delivery of public infrastructure & civil asset projects by committees and community groups**

Version: 2

Issued: [Date]

Next review: [Date]

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TRIM ref: F11/537

Page 5 of 11
Annexure B

Please print clearly in BLOCK LETTERS with a black pen.
Ensure all fields have been filled out correctly.
Please tick ☑ the appropriate boxes.
Once your application is received a Council Officer will contact you if further information is required.

1 Project Proposal

Project proposal name
Council asset name description of Council Asset/Land
Location (street address, include site plan/ location diagram if necessary)

2 Group Name and Contact Details

Name
Mailing Address
Phone Number
Email Address
Alternative Contact

3 Proposal Description

Details of proposed scope of works, attach relevant concept drawings, plans, designs, and or photos as applicable

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Receipt No. Allocation No.
Receipt date
CS staff
Action Workflow

TRIM ref: F11/537
### Proposal Justification
(Provide supporting justification for the proposed works)

### Proposal Issues/Risks
(Provide details of known or potential issues/risks associated with the project eg other stakeholders, adjacent property owners, heritage, environmental, indigenous, technical, planning etc)

### Proposal Budget Estimate
(Details of budget estimate for proposal. Attach quotes or other estimates as applicable)

### Proposal Funding
(Provide details of proposed funding)

### Proposed Construction/Delivery
(Detail proposed construction/delivery of project, including site management, procurement, safety etc i.e. by proponent group volunteers by contractor, by other)

### Proposal Programme
(Detail proposed programme for proposal development and delivery)

## Additional Information

Additional Information
(Provide any additional information relevant to this proposal)

List any attachments
## Design and specification

Ensure design and specification is developed and detailed to an appropriate level to ensure it can be (1) accurately quoted on and (2) actually built/constructed. In preparing the design and specification the following should be included:

- Compliance with relevant Australian Standards, Building Code of Australia, BVSC Standards, etc: Yes □ N/A □
- Life cycle/wind of life/operation/maintenance considerations: Yes □ N/A □
- Allowance for future expansion/multi use/change of use: Yes □ N/A □
- Constructability: Yes □ N/A □

### Other Technical Considerations

The detailed development of the project may need to include the following:

- Site survey: Yes □ N/A □
- Geotechnical investigation: Yes □ N/A □
- Engineering services (location, capacity and connections): Yes □ N/A □
- Underground engineering service locations (before you dig (if project involves investigation): Yes □ N/A □
- Statement of Environmental Effects/Review of Environmental Factors (REF): Yes □ N/A □
- Heritage assessment: Yes □ N/A □
- Indigenous assessment: Yes □ N/A □
- On site sewerage management plan: Yes □ N/A □
- Asbestos assessment: Yes □ N/A □
- Bushfire assessment: Yes □ N/A □

### Stakeholder Consultations, inputs and approvals

The detailed development of the project may need to include consultation with approval from the following:

- **BVSC internal:**
  - Planning and Environment Group (planning, environment, heritage, access): Yes □ N/A □
  - Infrastructure Group (engineering, water, waste, roads, civil assets): Yes □ N/A □
  - Development Control Unit: Yes □ N/A □
  - Development Application: Yes □ N/A □

- **External Agencies:**
  - Country Energy: Yes □ N/A □
  - Telestra and other telecommunications suppliers: Yes □ N/A □
  - Roads and Traffic Authority: Yes □ N/A □
  - NSW Dept of Environment, Climate Change and Water: Yes □ N/A □
  - NSW Dept of Investment and Industry (Fisheries and Lands): Yes □ N/A □
  - National Parks and Wildlife: Yes □ N/A □
  - South Rivers Catchment Management Authority: Yes □ N/A □
  - Aboriginal Land Council: Yes □ N/A □

- **Community Stakeholders**
  - User Groups: Yes □ N/A □
Adjacent property owners/tenants | Yes | NA
Chamber of Commerce/Community Association | Yes | NA
Land care Group | Yes | NA
Friends of … Group | Yes | NA

### Project Budget Development

The detailed development of the project budget may need to include allowance for the following:

- **Project Development Costs**
  - BVSC fees and charges (eg DA, headwork’s)
  - Supply authority fees
  - Consultant fees (eg engineer, architect, heritage, environmental)
  - Specialist costs (eg survey, service location, rest inspection, asbestos, electrical, plumbing)
  - Preliminary and detailed design costs

- **Project Delivery Costs**
  - Preliminary activities (eg demolition, relocation, temporary facilities, signage, advertising)
  - Site establishment (eg fencing, signage, traffic/pedestrian management, environmental controls, site amenities, site safety)
  - Tradesmen/contractor costs
  - Materials costs
  - Equipment hire costs
  - Consultant/specialist costs
  - Furniture and fittings
  - Landscaping
  - Contingency

### Programme Development

The detailed development of the project programme may need to include allowance for the following:

- Approvals and permits (DA= 100 days)
- Long lead time items (eg materials, equipment, specialist contractors)
- Season (eg wet weather, bushfire, whale watching, ides)
- School holidays/ tourist peaks
- Major events (eg shows, festivals, markets)
Annexure D

Project Delivery - Key Personnel Roles & Responsibilities

The Project Plan should address how it is proposed to manage the delivery of the project. This will depend on the nature and complexity of the project, the project delivery methodology (i.e. by Council, contractors, volunteers, combination), and the relative skills and experience of the key personnel.

The following is provided as a guide to the typical roles and responsibilities of key personnel during the project delivery stage. Some roles may be carried out by others (e.g. Council or contractors), some roles may be carried out by one person or multiple persons, and some roles may not be required at all.

**Project Manager**

The Project Manager has overall responsibility of all aspects of the project. While some of these responsibilities may be delegated and performed by other key personnel, as listed below, the Project Manager is still ultimately responsible to ensure these roles are being performed in a timely and responsible manner.

The Project Manager needs to have general project management, administration and coordination skills to perform this role. The role does not necessarily require technical / trade / construction skills, however this is an advantage.

The Project Manager’s specific roles include:

- Principal point of contact for the project.
- Management and coordination of the project through the whole development and delivery process i.e. the 4 steps of this procedure.
- Administration, documentation, reporting and acquittal of the project.
- Delivery of the project on time, to budget and to specification (i.e. quality)

**Site Foreman / Construction Manager**

The Site Foreman / Construction Manager is responsible for the technical / construction / physical delivery of the project on site.

Dependent on the nature of the project it is preferable that the Site Foreman / Construction Manager is of a relevant trade / construction background.

**Safety Officer**

The Safety Officer is responsible for all safety aspects of the project.

Dependent on the nature of the project it is preferable that the Safety Officer has a OH&S General Induction Card for Construction Work in NSW (formerly referred to as a Green Card).

Refer to Council OH&S Policy and Procedures for specific roles.

**Volunteer Coordinator**

Responsible for the coordination and administration of all volunteer workers associated with the project. Refer to Council Volunteer Policy and Procedures for specific roles.

**Procurement Officer**

Responsible for all procurement, purchasing and financial aspects of the project. Refer to Council Procurement Policy and Procedures for specific roles.
**Annexure E**

### Practical Completion

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works are in all ‘practical aspects’ complete- equivalent of DA certificate of Occupancy</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Defects list of all remaining (Minor) defect, as at Practical Completion, are documented</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(Prior to Practical Completion, preliminary inspections are conducted and defects/omissions/incomplete work identified)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Contractor notified of remaining (minor) defects to be rectified prior to final payment</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Release of 50% of retention/security/bank guarantee if applicable</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Handover

Ensure Contractor/Tradesmen provide all:

- Keys
- Operating instructions
- Guarantees and Warranties
- Plant servicing requirements
- Certifications
- As constructed/built drawings
- User/Operator/Maintainer training

These are passed on to the Council Project Officer.

### Administrative Actions

The project Manager is to complete the following on Practical Completion/Handover:

- Media release/opening ceremony (where appropriate)
- Financial acquittal
- Key documentation provided to BVSC Project Officer
- Key lessons learnt documented and provided to BVSC project officer

The BVSC Project Officer is to complete the following on Practical Completion/Handover:

- Asset register updated
- Plans register updated
- Key lessons learnt recorded
- Key documentation filed/archived
- Process improvements actioned where appropriate

### Defects Liability Period (DLP) (If applicable)

Specified on Special Conditions of Contract/Contract Schedules- normally 12 months (minimum 3 months/maximum 3 years)

- All defects identified in ‘reasonable’ period, or by another using retention monies | Yes | N/A |

### Final Certificate

Equivalent of DA Final Certificate

- Undertake final defect inspection at least one month prior to end of defect liability Peri | N/A | N/A |
| o to allow sufficient time to get fixed before DLP runs out
- Release of remaining 50% of retention/ security/bank guarantee | N/A | N/A |
- Contract finished/Project closed | N/A | N/A