

POLICY



Date adopted: 30/05/2017
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Policy title: **DIVISIONAL INFRASTRUCTURE AND CAPITAL IMPROVEMENTS PROGRAM (DICIP)**

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To guide the allocation of funds from the councillor's Divisional Infrastructure and Capital Improvements Program (DICIP).

Policy scope:

The purpose of this policy is to guide the allocation of funding provided by councillors to branches to assist in the completion of capital improvements within the city.

Policy statement:

The following procedure is to be undertaken for this policy:

1. Each year the Council may determine that an appropriation be set aside in each new budget for the purpose of meeting emergent requests for capital improvement programs as decided upon by the divisional councillors.
2. Separate expenditure accounts are established for each divisional councillor within the Corporate Governance branch budget for this purpose, and funds will be allocated to each expenditure account in accordance with the Council's annual budget.
3. In accordance with Council's 'Divisional Infrastructure and Capital Improvements Program Guidelines', each divisional councillor is authorised to recommend capital projects in their division under these conditions:
 - (a) The project, or program, **must** be for capital improvements only;
(A capital improvement is defined as expenditure of \$1,000 and over. It does not include portable and attractive assets. Portable and attractive assets are those assets, which by their nature are easily transported or maybe subject to the temptation of theft or misappropriation.)
 - (b) All projects, or programs, must be conducted in the Logan City Council local government area.
 - (c) All projects must be either delivered or project managed by Logan City Council to ensure compliance with all accountability and probity requirements.
 - (d) No direct funding will be provided to community organisations.
 - (e) Funding must not be used for recurrent expenditure (for example, salaries or wages, telephones, electricity, debt payments, postage charges, insurance, etc).

- (f) The total amount of funds available per division is included in the annual Budget, however Councillors may use these funds on one project or a number of projects, provided they meet these guidelines.
 - (g) Discretion must be exercised in the selection of projects in consideration of the extent to which they generate ongoing recurrent commitments, or ongoing maintenance other than ordinary asset maintenance which will impact on future Council Budgets.
 - (h) Project designs and estimates must incorporate the first twelve (12) months maintenance of the completed work.
 - (i) Each divisional allocation is required to be committed in the financial year in which it was allocated unless otherwise specially approved by Council resolution to be carried over to the next financial year.
 - (j) Projects, or programs approved must comply with all Council policies, Local Laws, administrative and legal requirements.
4. Quadrennial Divisional Infrastructure and Capital Improvements Program (QDICIP)
QDICIP funding is available where large projects require DICIP funding across multiple years and require continuity of funding. QDICIP is subject to the same conditions as normal DICIP funding and allows a Councillor to commit to a project over multiple financial years (but not exceeding the current term of the quadrennium).
5. DICIP on State Owned Land for Local Sporting Clubs
In conjunction with the Department of Education, DICIP funding may be provided to sporting clubs that require funding for sporting infrastructure on state owned land. This process is managed through Council's Sport, Leisure and Facilities branch and is subject to strict conditions.
6. All projects recommended by councillors are required to be considered by Council and are adopted by resolution.
7. A register of allocations under DICIP is kept by the Corporate Governance branch to ensure that the details of expenditure are recorded in Council's finance system with enough detail to allow for auditing purposes.
8. The administration of this program is governed by the 'Guidelines for the Divisional Infrastructure and Capital Improvements Program'. All amendments to this document are required to be made by Council resolution.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
6692406	Internal	Guidelines for the Divisional Infrastructure and Capital Improvements Program