



Policies, Procedures and Guidelines

COMMUNITY INFRASTRUCTURE PROJECTS POLICY

GEN004

OBJECTIVE

To assist organisations and community groups with the construction of new assets or renewal of community assets on Council owned or controlled land.

INTRODUCTION

It would be helpful for community and sporting groups if Council introduced a policy for dealing with the application of funds received by organisations and community groups towards the construction of new asset 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 carried and claimed by Council if strict conditions are met. Council will give preference to projects that are in accord with the priorities established under the Integrated Planning and Reporting Process. This policy will cease to operate if there are changes to the GST that prevent Council from carrying out the steps required under the policy.

PURPOSE

To establish a policy 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 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.

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SCOPE OF POLICY

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

- Contact details of the organisation's Project Manager with authorization details from the organisation to act on the organisation's behalf.
- A budget and a timeline for the completion of the project.
- Sources of funds expected to be used for the project together with the related break up of those funds.

To be eligible under the policy, Council needs to be satisfied that the applicant organisation must have the financial capacity to repay the costs that will be incurred by Council on its behalf under this policy. Council reserves the right to request payment in advance for goods and or services from the applicant organisation which seeks treatment under this policy.

PURCHASE ORDERS

- All purchase orders are to be made out in advance of supply (no confirmation orders permitted) and approved by Council.
- All purchases are to be made with persons or organisations with a registered ABN.
- Applicants are required to comply with Council's Procurement of Goods and Services Policy.

INVOICES

All invoices to be made out in the name of Lachlan Shire Council. Council payments will be made within 30 days following approval for payment from the organisation's Project Manager.

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

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the applicant organisation if the project size warrants that procedure. This will be discussed at the time the application is lodged with Council.

RESPONSIBILITY

Council's Financial Section has the responsibility of processing the claims of organisations and community groups under this policy. This includes ordering, establishment of job numbers, processing and payment of invoices and collection of monies due under the policy.

RELATED DOCUMENTS

Local Government (General) Regulation 2005

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

Lachlan Shire Council Procurement and Disposal Policy

Robert Hunt

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