PRIORITY PROJECTS FRAMEWORK

(Version 1.0) - Approved by Council - (Date)

Yarriambiack
SHIRE COUNCIL

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Priority Projects Framework

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Objective

The Yarriambiack Shire Council Priority Projects Framework has been developed to ensure it supports, prioritises and/or delivers community projects that:

a) Align with Council and external stakeholder strategic objectives, occupational health and safety and other legislative requirements.

b) Consider wider community strategic objectives, needs, interests and viewpoints.

c) Are properly planned and delivered, including project design, budgeting, project delivery and compliance.

This framework will deliver on its objectives by ensuring Council is:

a) Fair.

b) Transparent.

c) Consistent.

d) Communicating effectively with all stakeholders in line with the Community Engagement Policy.

e) Taking a local, shire-wide, and regional perspective.

f) Taking not just a reactive but also strategic view.

g) Considering the needs of all communities in the shire.

h) Timely in its response to community needs.

i) Fostering and supporting a respectful and trusting working relationship between Council and the community.

j) Reducing its risk with regards to project delivery complication.

2 Scope

2.1 Inclusions

Projects included as part of the Priority Project Framework include:

a) Community driven projects.

b) Projects on both Council land and non-Council land – Council will take a service-based view to delivering projects rather than a landowner-based view.

c) Internal Council projects.

2.2 Exclusions

a) Maintenance issues reported to Council shall be handled by the Customer Request Management System (CRM) and related procedures.

b) Roads and footpath projects shall be prioritised in accordance with Council's Asset Management Policy, Plan and Class Plans.

c) Emergency events and response projects shall be delivered on an as-needs basis.

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3 Definitions

Term	Definition
Advisory Group/Committee	Committees that promote a) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks. b) The inclusion of a cross section of the community to be engaged in strategic planning that informs Council's decision making. c) Innovation and continuous improvement. d) Encourages collaboration with statutory bodies, Councils, and other agencies for the betterment of the shire. e) The ongoing financial viability of the Council; and f) The transparency of Council decision making.
Community Action Plan	Strategic document for a township documenting strategic objectives, township profile and priority projects
Community Priority Project List	A prioritised list of community-backed projects accompanied by project status and budget details.
Master Priority Project List	A prioritised list of community-backed and internal projects accompanied by project status and budget details that is used to prioritise project support and delivery in alignment with Council and External Stakeholder strategic objectives.
Council Plan	Document outlining Council's strategic objectives
Progress Groups	Local not-for-profit groups with the aim of advancing the overall needs and vision for individual townships.
Council	Yarriambiack Shire Council
Act	Local Government Act 2020

4 Responsibility

Role	Responsibility
Oversight of Priority Project Function	• Community and Economic Development Officer • Director Business Strategy and Performance • Chief Executive Officer (CEO)
Community Consultation – Progress and Community Groups	• Community and Economic Development Officer • Director Business Strategy and Performance

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Role	Responsibility
	• Chief Executive Officer
Project Delivery – Council Projects	• As assigned by Chief Executive Officer
Project Delivery – Community delivered Projects	• Delivery by Community Group • Support and guidance delivered by the Community and Economic Development Officer
Advisory Group Convener – Business - *West Vic Business Yarriambiack Chapter*	• Director Business Strategy and Performance • Community and Economic Development Officer
Advisory Group Convener – Tourism, Arts and Culture - *Yarriambiack Tourism*	• Manager Community Strengthening and Engagement • Community and Economic Development Officer
Advisory Group Convener – Children, Families and Youth	• Director Community and Wellbeing • Manager Family, Youth and Children
Advisory Group Convener - Roads and Associated Infrastructure	• Director Assets and Operations • Manager Infrastructure and Works
Advisory Group Convener - Positive ageing	• Manager Community Health • Positive Ageing Coordinator
Advisory group convener – Waste, Sustainability and Environment	• Waste and Sustainability Coordinator
Advisory group convener - Sport and Recreation	• Manager Community Health • Projects Coordinator
Internal Projects	• Senior Leadership Team • Priority Projects Working Group

5 Overview and Purpose of Priority Project Framework

To achieve the objectives of this framework, a consistent process for identifying projects and prioritising them will be followed.

Without a robust framework, Council exposes itself to the risk of project delivery complications, supporting or delivering projects that don't have community support, delivering too many projects, or trying to deliver projects that aren't a priority for Council or its funding partners.

5.1 Community Driven Projects

This framework defines the process for prioritising community projects:

a) Identify community organisations or advisory groups best placed to represent the overall needs and views of each community within the shire.

b) Oversee advisory groups representing the needs of the Council in relation to key service areas of Council, namely Business; Tourism, Arts & Culture; Early Years; Youth; Sport and Recreation; Roads and Associated Infrastructure; Positive Ageing; and Waste, Environment and Sustainability.

c) Attend Progress Association and Advisory Group meetings, maintaining a prioritised project list including status updates based on discussions at these meetings. Prioritisation of projects shall be determined by township need and alignment to the Council Plan, relevant Council strategy documents, and the strategic objectives outlined by key stakeholders and funding partners.

d) Assist community/progress groups to review and update Community Action Plans for townships on a half-yearly basis. These will be made available on Council's website as a communication tool to the community, and for use in funding applications and advocacy.

e) Receive project Expressions of Interest (EOI) Forms from the community via community consultation sessions or via online application form. Discuss EOIs with community/progress groups to identify how they sit within township priorities.

f) Identify Council's role either as project deliverer, project supporter or advocate.

g) Identify trends, alignment with Council strategic objectives and funding opportunities to plan a 'pipeline' of community projects.

h) At all times effectively and transparently communicate with community and advisory groups.

5.2 Internal Council Projects

This framework defines the process for prioritising and delivering internal Council projects (excluding roads and associated infrastructure):

a) Internal Projects are to be identified that align with a Council strategy/plan objective(s) and or legislative obligations.

b) A Project Mandate must be completed for all internal projects to be considered and included on the Priority Project list.

c) Information Communication Technology Projects are assessed by the Senior Leadership Team.

d) All other projects are assessed by the SPAMWG Committee. Assessment is based on alignment with Council and external stakeholder strategies, plans and legislative requirements.

6 Consultation

6.1 Identifying Progress Groups

In choosing progress groups to manage the priority list of a community, Council will consider the group which best meets the following criteria:

a) Accessible and inclusive of everyone.

b) Meets regularly.

c) Has a clearly defined structure.

d) Has appropriate administrative procedures.

e) Contains membership representing a cross-section of people and community groups.

f) Meets compliance and legislative obligations.

g) Is run primarily for the overall benefit of the community or key service area.

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h) Is without bias towards a group, individual or cause to the detriment of inclusion or the overall benefit of the community.

i) Is a not-for-profit entity.

Where no community group exists to represent the overall needs of a community, Council shall publicly advertise and appoint a community advisory group.

6.1.1 Grievance process where a group no longer meets the criteria above (6.1)

Where Council deems that the appointed Progress Group no longer meets objectives outlined in 6.1, Council will write to the Progress Group to notify the group of the non-compliance and request the Progress Group rectify the matter.

The Progress Group will be provided with 28 days to respond and outline how they will action and rectify the matters identified.

If the Progress Group fails to address the matters within 28 days, a report will be drafted and submitted to Council for consideration. The report will recommend that the Councillors no longer recognise the nominated group to be the selected progress group for the township and explore other opportunities to partner with alternative groups within the community that meet the criteria outlined in 6.1.

6.1.2 Grievance process where a group believes they better meet the criteria above (6.1)

Where a group within a township believes they should be the nominated progress group, they must submit a request for consideration in writing to Council.

The group must outline how they meet the criteria outlined in section 6.1.

An information paper will be developed outlining the two groups and the community will be requested to vote and nominate the preferred Progress Group. The group with the most votes will be deemed the Progress Group for the town.

6.2 Progress Groups

Council has identified the following as performing the Progress Group role for each community:

Community	Group
Patchewollock	Patchewollock Inc.
Tempy, Speed & Turriff	Speed Recreation Reserve Committee
Hopetoun	Progress Matters – sub-committee of Gateway BEET
Yaapeet	Yaapeet Community Club
Beulah	Beulah Historical Learning & Progress Association
Brim	Brim Active Group – auspiced by Brim Sports and Social Club
Warracknabeal	Warracknabeal Action Group
Minyip	Minyip Progress Association
Rupanyup	Rupanyup Progress Association

Community	Group
Murtoa	Murtoa Progress Association
Lascelles	Lascelles Progress
Lubeck	Lubeck Hall Committee
Woomelang	Woomelang and District Development Association

Council provides an annual contribution to the following progress groups to assist with administrative costs:

	2022/23 Contribution Amount
Warracknabeal Action Group	$ 1,298.81
Minyip Progress Association	$ 1,298.81
Murtoa Progress Association	$ 1,298.81
Rupanyup Progress Association	$ 1,298.81
Brim Active Group	$ 1,298.81
Beulah Historical Learning & Progress Association	$ 1,298.81
Hopetoun Progress Matters	$ 1,298.81
Yaapeet Community Club	$ 1,298.81
Lascelles Progress	$ 1,298.81
Patchewollock Inc.	$ 1,298.81
Woomelang and District Development Association	$ 1,298.81
	$ 14,286.90

The contribution amount is increased annually in accordance with the annual adopted budget.

6.3 Advisory Committees of Council

Council has identified the following as performing the advisory group role for a key service area

Key service area	Advisory Committee of Council
Business	West Vic Business – Yarriambiack Chapter Advisory Committee
Tourism, Arts & Culture	Yarriambiack Tourism
Children, Families and Youth	Children, Families and Youth Advisory Committee
Sport and Recreation	Sport and Recreation Advisory Committee
Waste, Environment, Sustainability and Climate Change	Waste, Environment and Sustainability Advisory Committee
Roads and Related Infrastructure (Footpaths, Kerb, Channel)	Roads and Associated Infrastructure Advisory Committee
Positive Ageing and Seniors	Positive Ageing Advisory Committee

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6.3.1 Advisory Committee Establishment and Terms of Reference

The creation of an Advisory Committee to act as an advisory group to Council will be bound by the Advisory Committees of Council Policy and the Terms of Reference adopted as part of the establishment of the Committee.

6.4 Memorandum of Understanding Progress Group

The agreement between Council and an organisation to undertake the role of a Progress Group will be formalised via a Memorandum of Understanding (MOU).

6.5 Expressions of Interest Forms /Requests Directly to Council

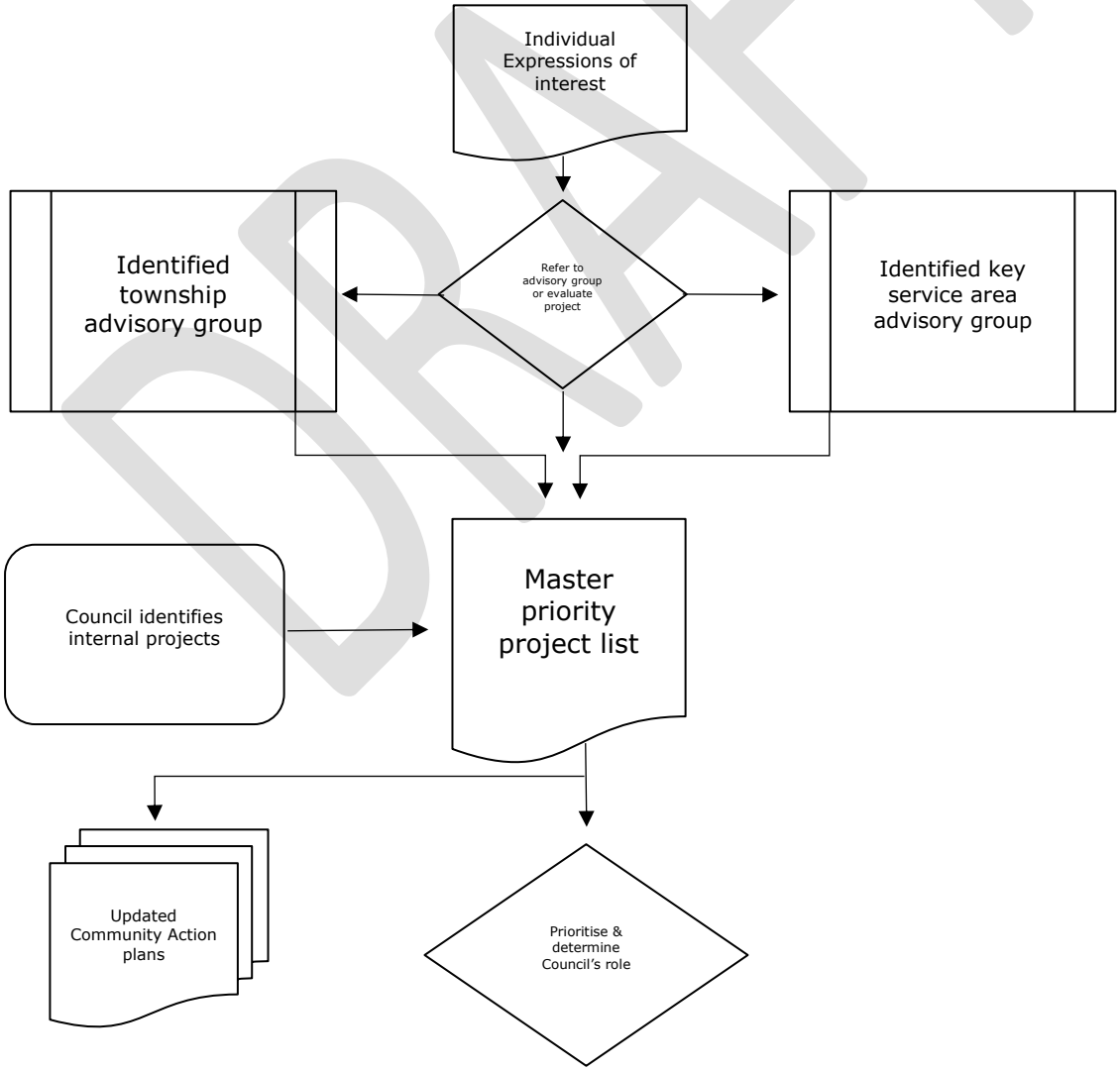
Requests to Council staff (via Expression of Interest Form) to consider a project not identified in a Community Action Plan or Council's Priority Project List will be referred to either;

a) The applicable Council Advisory Committee for consideration; or

b) If the project does not align with the Advisory Committee's role and function, the Expression of Interest Form will be raised with the applicable progress group for consideration and inclusion in their Community Action Plan.

An expression of interest may be completed and may be considered by either a progress group or an Advisory Committee of Council.

6.6 Consultation Process Flow



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6.7 Communication

As per the Community Engagement Policy, Council will actively engage in conversations with community, progress, and advisory committees to ensure decisions made by Council are well informed. This includes communicating the Priority Project Framework to groups and the wider community.

Council shall regularly attend meetings to discuss town priorities, project status updates and to offer assistance where appropriate. Updates shall be recorded in Council's priority project list.

Council shall record all communications, including version-controlled copies of priority project lists and action plans, aiding in the tracking of priorities and projects over time.

Staff likely to field requests or receive expressions of interest forms should be made aware of the framework and associated processes.

7 Community Action Plans

Community Action Plans are important documents that outline the strategic vision and objectives of each community. They form a strategy document that not only guide the direction of a township or progress group, but are also a tool in advocating or applying for funding.

Council will make version-controlled copies available on Council's website.

Where possible, Community Action Plans should contain:

a) An objective or value proposition for the township.

b) Basic statistics around township demographics.

c) Small, medium and large priority projects, classified into different areas.

d) Alignment with Council Plan objectives and the Wimmera Southern Mallee Regional Economic Development Strategies.

Where a progress group chooses not to maintain their own, Council will assist with maintaining the Community Action Plan with the aim to giving the community/progress group the skills to develop their own in future.

7.1 Review and Updates

As part of the review of the Community Action Plan, the progress group may be asked to review elements of their Community Action Plan such as the objective or statistics to ensure they remain relevant.

8 Advisory Committee Action Plans

Advisory Committee Action plans will be incorporated in the Strategic document that the Advisory Committee has assisted to develop; or be part of the Advocacy platform that aligns with the Committee's objectives. Examples of a strategic document are, but not limited to, Economic Development Strategy, Tourism Strategy, Sport and Recreation Strategy, Early Years Strategy etc.

9 Project Prioritisation

9.1 Prioritisation of Projects by Council

Council shall consider and prioritise projects for funding opportunities according to their:

a) Alignment with Council's strategic objectives and other relevant strategies or reports (such as the Regional Economic Development Strategies).

b) Alignment with funding priorities or opportunities, acknowledging that priorities may not always be delivered or supported in order as they may be dependent on funding opportunities or other factors.

c) Impact in delivering on the township or advisory committee's strategic objectives or value proposition.

d) The timeline or deadline required.

e) Project readiness eg."Shovel ready," adequate project planning.

f) Economies of scale eg. Ability to deliver similar projects across many townships more economically or more timely.

g) Availability of other funding sources.

h) Availability of community contribution, both financial and in-kind in accordance with Council's Community Assistance and Fee Waiver Policy.

i) Whole of life/maintenance costs including insurances and warranties.

j) Reduction of risk to Council and/or community.

k) Utilisation of facilities, with a focus on asset rationalisation.

Projects will also only be considered for support, delivery, or funding upon the completion of a business case in the form of a Project Mandate completed by Council staff as part of the Services, Projects and Assets Management Working Group (SPAMWG). This will be noted in the master priority project list.

Project Categorisation

Projects should be categorised into small, medium or large categories in line with Council's procurement policy eg. Small <$15,000, Medium between $15,000 and $80,000, and Large > $80,000.

As different project types attract different funding, projects should also be categorised by Council staff according to their potential funding streams or partners.

9.2 Weighting for Small Communities

To ensure no township is advantaged or disadvantaged due to size, impact to a township should be considered in terms of a percentage of the population impacted by a project, rather than the population impacted.

9.3 Other Project Support

As funding opportunities and Council's expenditure may be limited, Council may choose to support community projects through:

- Advocacy
- Letters of Support
- Advice and Guidance
- In-kind Support
- Planning Support
- Project planning support
- Seeking other funding for project design or for delivery of a project
- Courses, Workshops and Education

10 Project Planning Consideration for Prioritisation

Council acknowledges the importance of good planning and the savings this can have in relation to funding applications and the delivery of a project. For this reason, priority projects for consideration will be ranked according to the following information and details:

a) Project delivery eg. Who will deliver project and does Council have the resources to deliver the project?

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b) Budget and Budget Accuracy

c) Other Funding Sources

d) Confirming Community Funding Contributions

e) Adequate Design and Community Consultation

f) Project area – Health and Essential Services; Economic Development; Education and Training; Sport and Recreation; Environment and Sustainability; Tourism, Arts and Culture.

g) Alignment with Council's Strategic Objectives (includes all plans and policies)

h) Alignment with the Regional Economic Development Strategies

i) Cultural Heritage Considerations and Costs

j) Heritage/bushfire/flood overlay, planning & zoning considerations and Costs

k) Building Considerations and Costs

l) Legal Considerations and Costs

m) Project Management Costs

n) Landowners Consent

o) Renewable Energy

p) Alternative Options

q) Utilisation of Facilities

r) Percentage of population to be impacted by project.

11 Priority Project List

Council will develop, maintain, and update a Master Priority Project List that will identify the projects Council will actively seek funding for. This list will be shared with government agencies and ministers to support Council's advocacy for funding.

12 Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
(a) Council decisions are to be made and actions taken in accordance with the relevant law;	Section 13 – Reference Documents
(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	Section 7 Community Action Plans; Section 8 Advisory Committee Action Plans; Section 9 Project Prioritisation
(c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	Section 7 Community Action Plans; Section 9 Project Prioritisation; Section 10 Project Planning Consideration for Prioritisation
(d) the municipal community is to be engaged in strategic planning and strategic decision making;	Section 7 Community Action Plans; Section 9 Project Prioritisation; Section 10 Project Planning Consideration for Prioritisation

Governance Principle	Section of policy where covered
(e) innovation and continuous improvement is to be pursued;	Section 7 Community Action Plans; Section 8 Advisory Committee Action Plans
(f) collaboration with other Councils and Governments and statutory bodies is to be sought;	Section 12 Council and Stakeholder Strategies and Plans for Alignment; Section 13 Reference Documents
(g) the ongoing financial viability of the Council is to be ensured;	Section 10 Project Planning Consideration for Prioritisation
(h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Section 7 Community Action Plans; Section 9 Project Prioritisation; Section 10 Project Planning Consideration for Prioritisation
(i) the transparency of Council decisions, actions and information is to be ensured.	Section 6 Consultation; Section 7 Community Action Plans; Section 8 Advisory Committee Action Plans; Section 9 Project Categorisation

13 Council and Stakeholder Strategies and Plans for Alignment

Strategy / Plan (Internal)
Council Plan 2021-2025
Council Budget
Early Years Plan 2023 - 2027
Sport and Recreation Strategy
Economic Development Strategy
Tourism Strategy
Asset Management Plan
Road Management Plan
Revenue and Rating Plan
ICT and Business Transformation Strategy
Business Continuity Plan
Disaster Recovery Plan
Access and Inclusion Plan
Municipal Emergency Management Plan 2020 - 2023
Domestic Animal Management Plan
Emergency Animal Welfare Support Sub-Plan
Municipal Fire Management Plan 2020 - 2024
Youth Strategy 2019 -2022
Workforce Plan 2021 - 2025
Resource Recovery and Waste Management Strategy
Environment Strategy

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Strategy / Plan (External)
Regional Economic Development Strategies – Wimmera Southern Mallee Regional Partnerships
Wimmera Mallee Tourism Strategy
Wimmera Development Association Housing Blueprint

14 Reference Documents

a) Council Plan
b) Community Engagement Policy
c) Advisory Committee of Council Policy
d) Template - Advisory Committee of Council Terms of Reference
e) Template - Yarriambiack Shire Council Expression of Interest for Funding Form
f) Template - Progress Group Memorandum of Understanding
g) Public Transparency Policy
h) Local Government Act 2020
i) Equal Opportunity Act 2010
j) Township Community Action Plans
k) Master Priority Project List

Council Approved Policy

Policy Adopted:	Ordinary Meeting [date]	Minute Book Page [number]	
Policy Reviewed:	Ordinary Meeting [date]	Minute Book Page [number]	

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