

1. Policy Intent

The Project Decision Policy (this Policy) sets out Tablelands Regional Council's (TRC's) principles and intent for the selection, initiation and planning of infrastructure and non-infrastructure projects.

The Policy forms part of the Project Decision Framework (PDF) and exists to provide a consistent basis for project selection, initiation and planning across TRC based on the Far North Queensland Organisation of Councils (FNQROC) PDF with the inclusion of bespoke methodologies, tools, techniques, templates, approval processes and clearly defined roles and responsibilities.

2. Scope

This Policy applies to all infrastructure and non-infrastructure projects (capital and operational) initiated and planned by TRC, including those planned on behalf of external customers. All TRC staff, volunteers and contractors initiating and planning TRC projects are to comply with this Policy.

The Project Leadership Team (PLT) is responsible for the effective implementation of the PDF.

Section managers are responsible for ensuring their staff possess the required skills, competencies and training in using the PDF.

The PDF is scalable and allows the user/Project Manager (PM) and PLT to determine the level of governance rigour and documentation required for the selection, initiation and planning of a project based on the project risk and complexity.

3. Background / Supporting Information

3.1 Related Documents

- 3.1.1 Project Decision Framework
- 3.1.2 Community Project Request Policy
- 3.1.3 Community Project Request – Assessment and Approval Process
- 3.1.4 Project Management Framework
- 3.1.5 Project Management Policy
- 3.1.6 Corporate Governance Framework
- 3.1.7 Enterprise Risk Management Framework
- 3.1.8 Communication and Engagement Framework

4. Definitions

A list of definitions is included in the PDF document.

5. Policy Statement

The TRC PDF provides a consistent, reliable and transparent approach to the selection, initiation and planning of projects across TRC and is to be applied to all infrastructure and non-infrastructure project selected, initiated and planned by TRC.

5.1 Objectives

Typically for a local government, the concepts and ideas (potential projects) that are put forward at the front end of its formal budget process will be much larger in number than the projects that can be supported. The Policy aims to provide a framework that uses predetermined criteria and decision points to assess potential projects on their merit and assists TRC with project selection to support successful delivery of its strategies as per its corporate and operational plans and associated budgets.

The objective of this Policy is to ensure TRC has effective project selection arrangements in place that:

- a. Provide a consistent TRC wide framework for selecting, initiating and planning of projects
- b. Align projects with TRC's strategic plans
- c. Increase project selection transparency and visibility to enable effective decision making regarding the optimal use of resources
- d. Improve the efficiency and consistency in project selection, initiation and planning
- e. Reduce and manage project risks
- f. Support capability development of staff selecting, initiating and planning projects
- g. Support the development and replication of accepted practices.

5.2 Benefits

The benefits of this Policy are that it provides:

- a. building discipline into the project selection process
- b. consideration of risk exposure prior to project selection
- c. linking project selection to strategic objectives and efficient allocation of resources
- d. prioritisation of project proposals against a common and agreed set of criteria
- e. recognising whole-of-life costs as part of the up-front investment decision
- f. justifying decisions to reject or abandon projects that do not support organisational priorities.

6. Responsibility

Council is responsible for the adoption, amendment and repeal of the Policy and the General Manager Infrastructure and Planning is responsible for the development and amendment of any associated procedures and guidelines relevant to the Policy.

7. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this Policy and recommend appropriate changes. This Policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended/repealed by resolution of Council.