

Minor Capital Works at Community Facilities

Version: 4.1

Date updated: 30 January 2017 (adopted 21 June 2016)

Responsible Department: Capital Works Program

Related policies: Operational/Minor Equipment Grants

1. Purpose

To ensure the enhancement and ongoing development of high quality, accessible facilities to meet the documented needs of Council, Clubs, User Groups and the broader community.

2. Definitions

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| Council | means City of Casey, being a body corporate constituted as a municipal Council under the Local Government Act 1989 |
| Councillors | means the individuals holding the office of a member of City of Casey |
| Council officer | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer |

3. Scope

This Policy applies to Minor Capital Works that are proposed to be undertaken on Council owned, managed or leased facilities by Sporting Clubs, Community Halls, Neighbourhood Houses, Friends Groups, Senior Citizens Clubs and other like groups. It may also apply to other facilities on public land (Council owned or Crown Land), where management of the facility is community based and access to the broader community is ensured.

The policy does however exclude a number of facilities which have specific funding within Council's Capital Works Program, including Child Care Centres, Preschools, Maternal and Child Health Centres, Libraries, Foreshores and Swimming Pools/Leisure Centres.

4. Context

Council policy documents change from time to time and it is recommended that you consult the electronic reference copy at www.casey.vic.gov.au/policiesstrategies to ensure that you have the current version. Alternatively you may contact Customer Service on 9705 5200.

Council has a range of facilities throughout the municipality that are utilised and/or managed on Council's behalf by Committees of Management, User Groups, Friends Groups and the like. These groups have knowledge of local needs and are committed to the ongoing development of their facility to ensure that it provides an appropriate standard of infrastructure to meet these local needs.

On an annual basis, Council provides the opportunity for these groups to apply for Minor Capital Works funds to improve, extend, or upgrade their community facility. Capital improvements are those that increase the service potential of a facility, and could include works that increase the range of uses offered or substantially extend the life of existing facilities. Projects up to a cost of \$50,000 (ex GST) may be applied for under this program.

The following projects will not be funded through the Minor Capital Works at Community Facilities program.

- Works proposed in facilities not owned, managed or leased by Council (facilities on public land where management of the facility is community based and access to the broader community is ensured).
- Requests for retrospective funding, where projects have commenced prior to receiving funding approval.
- Routine or cyclical maintenance works.
- Licensed social rooms or areas not allocated by Council.
- The purchase of land.
- Minor maintenance, operating costs or the purchase of equipment. For minor equipment items (up to \$1,000) refer to the Operational/Minor Equipment Grants Program. Items funded under this program include small items that are not minor capital works such as kitchen equipment, free standing cabinets, lawn mowers, printers and laptops.

The Operational/Minor Equipment Grants Program usually opens in September. For more information, contact the Community Grants Team or check the City of Councils website.

5. Policy

5.1 Categories

Two main categories of facilities are provided for under this policy, Recreation Reserves and Community Facilities.

5.1.1 Recreation Reserves

Local Government is the major provider of sporting facilities and infrastructure in the State. This provision is to enable the playing of sport at a junior and suburban level. Such provision typically incorporates a base level playing field, and a standard pavilion. Where cricket is expected to be played, a synthetic cricket wicket is provided.

Council support for the development of additional facilities is conditional on Sporting Clubs actively providing and marketing opportunities for social play by non-members and marginalised groups.

Sporting Clubs will always want to play their chosen sport in the best possible conditions and will always seek to improve their current facilities, the higher the standard of facility, the greater the opportunities for attracting players, supporters and sponsors.

Council's responsibility is for the provision of basic infrastructure in accordance with Council's policies and standards. If Sporting Clubs wish to develop their facilities beyond this level there is an expectation that they should contribute towards the development, and that any development meet the requirements of this policy.

5.1.2 Community Facilities

Council provides a range of community facilities for many uses. These facilities are typically managed at a local level by a community based Committee of Management or Friends Group. The facilities are considered to be a valuable part of the social infrastructure of their particular area, and provide programs and services that meet the needs of and are responsive to local communities.

Community Facilities included in the Minor Capital Works process include Community Halls, Neighbourhood Houses, Friends Groups, Senior Citizens Clubs and other like groups.

5.2 Criteria

Applications for projects under the Minor Capital Works at Community Facilities Program will be assessed against the following criteria:

- Will the works result in increased participation and community use?
- Will the works result in the inclusion of a group previously not catered for at this facility e.g. people with disabilities, women, and junior sport?
- Will the works address a particular health and/or safety issue?
- Has a detailed proposal including budgets and quotations been supplied?
- Will the works result in increased/decreased maintenance costs to Council?
- Will the proposed works benefit a multi user facility?
- Will the works have a detrimental impact on residential amenity or access, e.g. training lights, fencing?
- Does the Club/ User Group have outstanding debts to Council? Projects will not be funded where an outstanding debt to Council exists (this excludes arrangements that are in place to pay off outstanding debt).
- What is the overall standard and use of the facility?
- Is this an Environmentally Sustainable project?

All users of the facility must agree to the works and payment of the contribution must be confirmed in the application.

Note: Funded projects will be staged throughout the year.

5.3 Applications

5.3.1 Timelines

The Minor Capital Works at Community Facilities application process occurs annually and will generally follow the timelines below:

- Advertise the funding and application details early February.
- All applications received by mid-March.
- Council adopt Minor Capital Works at Community Facilities Program for advertising at its Budget Meeting in mid-May.
- The Minor Capital Works at Community Facilities Program is adopted as part of Council's annual budget in June.
- All applicants are notified of Council's decision on funding applications following the adoption of the budget.

5.3.2 Who can apply?

1. Any Club or User Group that operates at Council owned, managed or leased facilities by Sporting Clubs, Community Halls, Neighbourhood Houses, Friends Groups, Senior Citizens Clubs and other like groups. It may also apply to other facilities on public land (Council owned or Crown Land), where management of the facility is community based and access to the broader community is ensured.
2. Projects nominated to the 10 Year Capital Works Program, which are considered by the Manager Service & Asset Planning to be suitable for the Minor Capital Works at Community Facilities Program.

5.3.3 Number and Value of Applications

Clubs and User Groups may apply for a maximum of three projects per year up to a total value of \$75,000 (ex GST), with a maximum of \$50,000 attributed to any one project.

5.3.4 Contribution

All successful Clubs and User Groups are required to contribute 15 per cent of projects valued up to \$30,000 (ex GST). For projects valued over \$30,000 a contribution of 20 per cent will be required.

Clubs and User Groups wishing to replace existing scoreboards with a new or upgraded electronic scoreboard prior to the estimated renewal/upgrade works by Council may apply for funding through the Minor Capital Works at Community Facilities Program. Clubs and User Groups are required to contribute at least 50% of the total cost of the upgrade. The maximum grant amount of \$50,000 attributed to any one project still applies.

The guidelines and eligibility criteria are set out within the Council adopted Electronic Scoreboards at Active Recreation Reserves Policy 2016 available at www.casey.vic.gov.au/policies-strategies/electroniccoreboards

5.3.5 Funding Conditions

Funding under the Minor Capital Works at Community Facilities Program will be provided in the form of a budget allocation. Council officers will arrange the works and the works will be programmed throughout the year.

The funding conditions are as follows:

1. Funding must be expended during the financial year in which they are allocated.
2. Club or User Groups must be able to meet their contribution as stated in the funding agreement. Clubs or User Groups may be required to provide evidence of this.
3. Clubs or User Groups must provide a firm quote for intended works and in some instances may be expected to provide draft architectural drawings.
4. Successful applicants will enter into a funding agreement with Council prior to the works beginning.
5. All permits, approvals and insurance must be included as part of the total project and cost included in the application.
6. Council must approve any final plans prior to the commencement of construction. Works must not commence prior to discussions with the Council officer responsible for the project.
7. No late applications will be considered.
8. Funding will be provided for the specific purpose as outlined in the submission for funding and adopted by Council. No alteration to the use of these funds is permitted without a formal request to Council.

5.3.6 Types of projects typically funded by this program

To assist potential applicants the following is a list of the types of projects which have been funded by this program over the past five years. This is not an exclusive list, but is meant to give an indication of the type of projects which could be funded under this program.

- Air conditioning.
- Automatic opening doors.
- Blinds.
- Coaches Boxes.
- Concrete paths, viewing areas, ramps and floors.
- Cricket pitches and practice areas.
- Cricket nets, and pitch resurfacing.
- Drainage improvements (e.g. spoon drains).
- Security systems, light switches, surge protectors.
- Ground and tennis court fencing.
- Replace carpets.
- Landscaping, bollards, goal posts and picnic tables.
- Tennis and netball court resurfacing and lighting.
- Children's playgrounds and rubber rock resurfacing under playgrounds.
- Asphalt driveways and paths.
- Upgrade or replace existing scoreboards (non-electronic and electronic).
- Shade sails.

- Acoustic tiles.
- Barbeques and pergola roofing.
- Small building modifications.

Note: All project applications received are referred to the Nominations Assessment Committee for further consideration.

5.4 Nominations Assessment Committee

Following the closure of receipt of applications a Nominations Assessment Committee will be formed. This Committee, which will be chaired by the Manager Service & Asset Planning Department, will consist of Council officers who either liaise with the community groups eligible to apply or supervise the physical works being applied for (e.g. buildings, playing fields, playgrounds and landscaping).

The Nominations Assessment Committee will consider all applications against the criteria (5.2) and make a recommendation to Council's budget meeting.

6. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.

Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

7. Review

The next biennial review of this document is scheduled for completion by 31 January 2021.