

Minor Capital Works at Community Facilities Program 2022-23

Version:1

Date updated: January 2022

Responsible Department: City and Asset Planning

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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| Administrator | means a person appointed to perform all of the functions, powers and duties of a Councillor following the Local Government (Casey City Council 2020) Bill which passed parliament in February 2020. |
| Council | means City of Casey, being a body corporate constituted as a municipal Council under the Local Government Act 1989 |
| Council officer | means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer |

3. Scope

This program 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) in the City of Casey, where management of the facility is community based and access to the broader community is ensured.

The program does however exclude facilities which have specific funding within Council's Capital Works Program.

4. Context

Council documents change from time to time and it is recommended that you consult the electronic reference copy at www.casey.vic.gov.au 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 clubs/user groups. These clubs/user 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 clubs/user 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 (excl GST) that align with Council's Long-Term Community Vision 2031, Council Plan 2021-25, and strategies, may be applied for under this program.

5. Program

5.1 Categories

Two main categories of facilities are provided for under this program, 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 playing fields (oval, pitch, court, greens), pavilion, carparking and associated infrastructure as outlined in Councils Leisure Facilities Development Plan (LFDP).

Council's responsibility is for the provision of infrastructure in accordance with Council's policies and standards. If Clubs/user groups 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 program.

5.1.2 Community Facilities

In accordance with Council's Community Facilities Planning Framework, Council provides a range of community facilities for many uses. These facilities are typically managed at a local level by a community 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 program include Community Halls, Neighbourhood Houses, Friends Groups, Senior Citizens Clubs and other like groups.

5.2 Eligibility

- The location of the facility is on Council Land or Public Land within the City of Casey and

management of the facility is community based and access to the broader community is ensured.

- There is no current specific funding within Council's Capital Works Program for these works.
- Project is not for retrospective funding.
- Request is not for facility or building maintenance, equipment, or operating costs
- Request is not for the purchase of land.
- Project is not for licensed social rooms or areas not allocated by Council

5.3 Types of projects typically funded by this program

To assist potential applicants the following is a list of the types of projects applicable under this program. 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.
- New 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).
- Ground and tennis court fencing.
- Landscaping, bollards, goal posts and picnic tables.
- Tennis and netball court resurfacing and lighting.
- Children's playgrounds and resurfacing.
- 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 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 the City of Casey and where access to the broader community is not ensured.
- Requests for retrospective funding, where projects have commenced prior to receiving funding approval.
- Licensed social rooms or areas not allocated by Council.
- The purchase of land.
- Major capital works projects (projects greater than \$50,000)
- Facility maintenance and building 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 Casey's website.

Other examples of maintenance and operational projects not funded include:

- Replacement of internal blinds.
- Security systems, light switches, surge protectors.
- Replace carpets
- Floor sanding
- Painting
- Trees, drainage and driveways maintenance
- Playground maintenance and mulch replacement
- Equipment items

Proposals for major capital works, maintenance or operating costs should be discussed with your Council Liaison Officer.

5.5 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 inclusion of a group previously not catered for at this facility or enhanced social inclusion and connection at the facility e.g accessibility, gender diversity, junior sport and people experiencing significant socio-economic and cultural barriers. Refer to the Community Facilities Planning Framework for further information.
- Will the works address a particular health and/or safety issue?
- Has a detailed proposal including budgets and quotations been supplied? This must include costs for plans, approvals, insurance and project management expenses, where applicable.
- Will the works result in increased/decreased maintenance or operational costs to Council?
- Will the proposed works benefit multiple user groups?
- Will the works have a detrimental impact on residential amenity or access, e.g. training lights, fencing?
- Financial security. 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).

Is the Club/User Group able to substantiate their ability to pay their financial contribution for the works by generating income and or attracting other funding with or through other grants, co investment or partnerships.

- What is the overall standard and use of the facility? Does the project align with the intended use of the facility? Does this project aim to improve the usability/aesthetics of the facility or resilience of the club/user group to provide the intended services to the community?
- Has Environmental Sustainability been factored into the project?
- Is this project on Council owned land? If not have you sought approval for the project from the land owner?
- Proven support for the project. Has the planning area provided support for the project and do all users of the facility agree to the works.

Please contact your Council Liaison Officer for more information or assistance in addressing the above criteria.

5.6 Applications

5.6.1 Timelines

The Minor Capital Works at Community Facilities application process occurs annually and will generally follow the timelines below, these dates may be subject to change:

- 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.
- A Council Officer will contact the club/user group to arrange the works. Works are programmed throughout the financial year. No works are to commence without Council approval.
Note: Funded projects will be staged throughout the year.

5.6.2 Who can apply?

Any Club or User Group who operates at Council owned, managed or leased facilities in the 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) in the City of Casey, where management of the facility is community based and access to the broader community is ensured.

5.6.3 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 (excl GST), with a maximum of \$50,000 attributed to any one project.

A financial contribution is required by the club/group for all successful projects.

5.6.4 Contribution

All successful Clubs and User Groups are required to contribute towards their project. A contribution of 15 per cent is required for projects valued up to \$30,000 (excl 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 actual project cost and funding amount at the end of the project may change slightly where original quotes provided are not accurate for the project to be delivered to scope. Where the increase is significant (more than 10%), the club/user group will be consulted to seek the club/user group agreement to pay this additional cost or if the project should be cancelled. Any significant increases must be agreed in writing before the works commence and project cancellations must also be agreed in writing.

5.6.5 Funding Conditions

Funding for Minor Capital Works will be provided in the form of a budget allocation. Council officers will arrange the works. The works will be programmed throughout the year.

The funding conditions are as follows:

1. Club or User Groups must be able to meet their contribution as stated in the funding agreement.
- 4.2. Clubs or User Groups must provide a firm quote for intended works and in some instances may be expected to provide draft architectural drawings.
- 2.3. Successful applicants will enter into a funding agreement with Council prior to the works beginning.
- 3.4. All permits, approvals, insurance and project management fees must be included as part of the total project and cost included in the application.
- 4.5. 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. The Council officer and Club/Group representative must both agree to the works before they commence.
- 5.6. No late applications will be considered.
- 6.7. 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 and approval by Council.

5.6.6 Nominations Assessment Committee

When the funding round has closed, a Nominations Assessment Committee will be formed. This Committee will be chaired by the Team Leader Project Hub and Capital Works. The Committee will consist of Council officers who liaise with the community groups eligible to apply for funding under this program and 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.

7. Review

The next review of this document is scheduled for completion by 31 January 2023.