Shoalhaven Sports Board

Meeting Date: Wednesday, 09 March, 2022
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra

Attachments (Under Separate Cover)

Index

4. Presentations

SB22.3 NSW Office of Sport - Update

Attachment 1 7 Priority Strategies 26

5. Reports

SB22.4 Notification of Council Resolution - Shoalhaven Sports Board Re-establishment

Attachment 1 Terms of Reference - Shoalhaven Sports Board 4

SB22.8 Council Directed Projects - Policy Preparation

Attachment 1 Community Infrastrucutre Guidelines..... 8

Attachment 2 Process for Community to undertake projects on behalf of Council 24

- ***7 Priority Strategies from the Plan (bold and italics)***

The 6 Outcomes and associated strategies from the Illawarra Shoalhaven Sport and Active Recreation Plan are included below for reference.

Outcome	***Strategies***
Outcome 1 *Increased Participation*	- ***Strategy 1.1 Utilise school facilities after hours*** - Strategy 1.2 Explore park and play - Strategy 1.3 Support adapted sport and active recreation formats - ***Strategy 1.4 Promote the active kids voucher program*** - ***Strategy 1.5 Plan for and promote child safe and child friendly environments*** - Strategy 1.6 Support Councils to include and strengthen reference to sport and active recreation in their Community Strategic Plans (CSPs) - ***Strategy 1.7 Support State Sporting Organisations to develop a regional participation strategy*** - Strategy 1.8 Attract and retain new volunteers
Outcome 2 *Improved Access*	- Strategy 2.1 Facilitate better use of natural assets - Strategy 2.2 Explore options for shared transport to sport and active recreation opportunities - Strategy 2.3 Establish cycling and walking networks - ***Action Strategy 2.4 Provide support to under-represented groups to access sport and active recreation opportunities (ref 1.4)*** - Strategy 2.5 Raise awareness of Berry Sport and Recreation Centre as a place for children to experience sport and active recreation activities for the first time - Strategy 2.6 Develop a central information hub / clearinghouse /database / portal for all sporting organisations and participants - Strategy 2.7 Support sport and active recreation clubs to attract new participants - Strategy 2. 8 Focus on people not currently participating in any form of sport and active recreation
Outcome 3 *Integrated Performance Pathways*	- Strategy 31. Develop junior to senior pathways - Strategy 3.2 Minimise talented females leaving high performance pathways - Strategy 3.3 Boost the number of coaches and officials - Strategy 3.4 Embed the Foundation, Talent, Elite and Mastery (FTEM) pathway model established by the Australian Sports Commission in the region - Strategy 3.5 Strengthen links between the Illawarra Academy of Sport and other sector partners - ***Strategy 3.6 Improve coaching and officiating standards in the Illawarra Shoalhaven region***
Outcome 4	- ***Strategy 4.1 Establish a Regional Sporting Hub and explore locations for sub-hubs***

Fit for Purpose Facilities	- Strategy 4.2 Enhance and maintain WIN Stadium as a regionally significant sport facility and explore locations for the establishment of other regionally significant sport facilities such as the Shoalhaven Sporting Complex - Strategy 4.3 Focus on quality facility design and equipment - Strategy 4.4 Determine optimal uses for the Berry Sport and Recreation Centre - Strategy 4.5 Plan for female friendly sporting facilities
Outcome 5 *Valued Regional Events*	- Strategy 5.1 Maintain and enhance existing successful sporting and active recreation events - Strategy 5.2 Develop partnerships to facilitate events - ***Strategy 5.3 Support and develop legacy events*** - Strategy 5.4 Develop a shared regional calendar of events - ***Action Strategy 5.5 Work with key stakeholders on events activation and legacy planning***
Outcome 6 *Effective Collaboration*	- ***Action Strategy 6.1 Establish Illawarra Shoalhaven sports and active recreation planners group (ref 1.7)*** - ***Action Strategy 6.2 Develop an annual sport and active recreation forum (ref 1.7)*** - Strategy 6.3 Communicate State Sporting Organisation (SSO) Strategic planning at the local level

City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Shoalhaven Sports Board - Terms of Reference

***Policy Number**: POL19/29 • **Adopted**: 28/06/2016 • **Amended**: 16/08/2016, 11/12/2018, 30/04/2019 • **Reaffirmed**: 20/12/2016 • **Minute Number**: MIN16.499, MIN16.654, MIN16.703, MIN16.1025, MIN18.958, MIN19.252 • **File**: 12623E • **Produced By**: Finance Corporate & Community Services Group • **Review Date**: 1/12/2020*

1. PURPOSE

The Shoalhaven Sports Board (Board) is to provide advocacy for the sporting community on policy, direction and strategic planning related to Council's objectives. To achieve this policy and strategic objective, the Board will be strategic in nature and focus on appointments to achieve this outcome.

2. STATEMENT

Council encourages and recognises the value of community participation in guiding the strategic development of both sport facilities and participation within the Shoalhaven Local Government Area. To guide sports development each Board member will be responsible for maintaining and reporting on a specific portfolio.

3. TERMS OF REFERENCE

3.1. RELATIONSHIP TO COUNCIL

The Shoalhaven Sports Board is a strategic advisory committee to advocate for and inform Council's decision making processes related to improving Shoalhaven sporting facilities and sports participation.

3.2. ROLE OF THE SHOALHAVEN SPORTS BOARD

- Represent the whole Shoalhaven Sporting Community (all sports)
- Provide ongoing, high level policy and planning advice to Council.
- Make recommendations to the Council on all relevant business presented before it
- Advocate and maintain specific sports related portfolios.
- Advocate and promote Board recommendations.

3.3. MEMBERSHIP

Board membership is to have a range of strategic capability, expertise and advice to cover specific sports related portfolios.

The Board will have a total membership consisting of the following:

- Eleven (11) local community members (includes 2 positions from disadvantaged sporting groups).
- All Councillors.
- General Manager (or nominee)

In addition a member of NSW Sport & Recreation will be invited to attend Board meetings but will have no voting privilege.

The Sports Board be delegated authority to invite representative from disadvantaged sporting groups to inform the Board.

3.4. COMMUNITY MEMBER APPOINTMENTS

- Nominations should be advertised throughout the community.
- Appointments to the Board will be for a four (4) year term with a set commencement and finish date.
- There is no limit on the number of terms a community member may serve.
- Community members may re-apply for nomination at the conclusion of their Term.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An interview panel consisting of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to the Board.

3.5. TERM OF OFFICE

- Community membership will be renewed every 4 years and ideally during the midterm of the elected Council.
- Councillor membership will be renewed at following normal Council elections.
- Should there be a casual Community membership vacancy it may be filled upon the resignation of a Community member and will align with set fixed finish dates.

3.6. BOARD MEMBERSHIP WITH SPECIFIC PORTFOLIOS

All Board members will have specific portfolios which cover the following areas of focus:

Sporting Governance

- Sports Association liaison
- Sports Management Training
- Marketing & Advertising
- Induction for members
- Governance
- Strategic planning
- Stakeholders

Communication and Marketing

- Systems & Processes;
- How to interact with Council links with:
    - Grass roots sports
    - Elite sports
    - Peak sporting bodies
    - Indigenous sports

- sports tourism

Grass Roots Club Development
- Volunteers educated/supported
- Volunteer Succession Planning
- Evaluate programs

Grants and Funding
- Identify grant and other funding opportunities
- Assist with preparation of funding submissions working with Council staff and other stakeholders

Sports Tourism, Programs and Events
- Advocate for sports tourism opportunities
- Represent Sports Community Advisory Group at programs and events

Facility Development
- Ensure consistent with adopted Council Policies / position
- Alignment with strategic direction

Talent Programs
- Linkages, facilitation and liaison between grass root sport clubs / organisations and elite training programs / opportunities

3.7. MEETING PRACTICES AND PROCEDURES

- The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Terms of Reference.
- The chairperson will be appointed by the Board, the position will be limited to a two (2) year term and be open to all members.
- Each Board meeting shall be properly recorded by the taking of minutes by Governance Unit.
- The minutes of the Board meeting will be submitted to the next available Council Meeting.
- The quorum for each meeting will be seven (7) members of the Board.
- If a quorum is not present within 30 minutes of the time appointed for the commencement of the Board meeting, the meeting shall lapse.
- In the event of a tied vote, the Chair can exercise a casting vote.
- Formal Board meetings will be held quarterly.
- Agenda and minutes from previous Board meetings will be circulated to members at least seven (7) days prior to the meeting.
- Board members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest.
- Informal Board meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council.
- Board recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Board.

3.8. CODE OF CONDUCT

- All members of the Board are required to observe the provisions of the Council's Code of Conduct.
- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board require openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination.
- It is essential for Board members to accept collective responsibility, and remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

3.9. CONFIDENTIALITY AND PRIVACY

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

3.10. COMMUNICATION

- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

3.11. COUNCIL STAFF ATTENDANCE

Executive Council staff are normally required to attend the meetings of the Board. Other staff at the relevant Group Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

Council will provide secretarial support to arrange meetings and take minutes and provide professional office support where required.

3.12. EXPECTATIONS OF BOARD MEMBERS

- Board members will undertake the prescribed Induction process.
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council.

3.13. RESPONSIBILITY OF COUNCIL

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.

Shoalhaven City Council

CORPORATE & COMMUNITY SERVICES

Community Infrastructure Guidelines

Information for community, recreation and sporting groups seeking Council assistance with community driven infrastructure projects

shoalhaven.nsw.gov.au

Community Infrastructure

Shoalhaven City Council (Council) provides a large variety of community infrastructure on its public reserves which includes libraries, community centres, sports facilities, parks, playgrounds, skate parks, BMX tracks, community gardens and public amenities. Planning and maintenance of this infrastructure is guided by Council's Community Infrastructure Strategic Plan, various asset plans and site specific masterplans. Council funding for infrastructure is limited and is outlined annually in Council's Delivery and Operational Plans.

Community Driven Projects

Recognising that at times Council has limited resources to provide community infrastructure, an opportunity exists for members of a community group (i.e. sporting club, community consultative body, special interest group, or other similar group) to provide/improve community infrastructure and seek Council approval and/or assistance to proceed with a worthy community driven infrastructure project. Where possible, Council seeks to support or part fund a community driven infrastructure project in accordance with these guidelines.

There may also be opportunities for grants, funds raised by the community and partner groups to deliver a community driven project. Council also recognises that projects will range in complexity and size and has developed these guidelines to help streamline prioritise and categorise requests.

Guidelines Purpose

The Community Infrastructure Guidelines are to determine the extent to which community driven infrastructure projects may be funded by Council, and the roles of other partners contributing to the project (i.e. community, other levels of government). In some instances Council may not support a proposal, even if funding is available, for example, the proposal duplicates existing infrastructure that already has the capacity to service the identified need; or will lead to increased operational/maintenance costs. The decision process to consider such proposals is outlined in the guidelines.

Case Studies of Community Driven Infrastructure Projects

There are many examples of Community Driven Infrastructure Projects within the Shoalhaven.

The following case studies are provided to help understand the potential of these guidelines.

Name of project: Clifton Park Sanctuary Point - Learn to Ride.
Location of project: Clifton Park, Sanctuary Point.

Name of community / partner groups: Shoalhaven City Council, Sanctuary Point Community Pride, Sanctuary Point Bendigo Community Bank, Sanctuary Point Men's Shed and State Government (Sport and Recreation, NSW Office).

Project Outcomes:

The project provided embellishment and greater ownership and usage of Clifton Park which was previously a vacant park in close proximity to shops and local primary school and which attracted rubbish dumping, graffiti and general misbehaviour.

The Learn to Ride facility demonstrates a successful collaborative project which recognised a community need and harnessed the community's energy to provide this community driven infrastructure project. In addition, the facility is not just a fun recreational asset but a bike education facility for the community.

Clifton Park is now a vibrant and highly utilised and loved reserve with further works being planned and undertaken.

Case Studies of Community Driven Infrastructure Projects

Name of project: Currarong Tennis Courts BBQ, Shelter & Table.

Location of project: Elliott Reserve, Currarong.

Name of –community / partner groups: Currarong Progress Association and Shoalhaven City Council.

Project Outcomes:

The project provided increased amenities and encouraged increased use of Elliott Reserve through provision of a BBQ facility. The Association purchased the BBQ and shelter and Council provided the picnic table and installed the shelter, BBQ and table.

This community driven infrastructure project is an example of a successful partnership to provide much needed facilities for the community. These facilities have provided a meeting space for the local community to socialise.

Council's Strategic Context – the bigger picture

Strategic planning for Council's future investment in community infrastructure considers a range of issues, including population growth/profile, cost benefit of infrastructure, community needs, participation rates, the proximity to similar infrastructure and environmental factors.

Key issues within this strategic context include:

- Promoting health and preventing illness to the whole community by providing and maintaining community infrastructure such as parks and reserves, community centres, swimming pools, sports grounds and facilities for organised sport and informal physical activity; as well as spaces and places for social interaction and benefit
- Multipurpose spaces that are flexible; catering for a range of needs, and are managed under a shared use model are most desirable
- Efficient use of resources such as electricity, fuel and water and where possible more sustainable alternative options will be pursued to ensure playing surfaces may be maintained at an optimum standard
- Clearer management arrangements including usage agreements, leases and licences

Council's Guiding Principles for Community Infrastructure Provision

The following principles assist decision making for community driven infrastructure projects on Council managed public reserves.

1. **Proper Strategic Planning and Management**
   Community infrastructure improvements must be properly scoped, planned and ready to be delivered, including detail design, by appropriately qualified persons. Projects must have appropriate project management and relevant certifications of structure in place to deliver the infrastructure. This can be done by a community organisation (please refer to table format at the back of these guidelines for requirements) or Council on a cost recovery basis (i.e. council staff time/resources are billed to the project) to the requesting organisation.

2. **Replacement or Improvement of Existing Infrastructure**
   The replacement, improvement or upgrading of existing community infrastructure will be viewed more favourably where the work contributes to reducing the ongoing and future maintenance and/or running costs and functionality of the amenity.

3. **Safety**
   Actions that address user safety of the community will be afforded a high priority.

4. **Participation and Access**
   Community driven projects need to demonstrate how it will encourage community participation by providing a range of accessible facilities.

5. **Demand and Growth**
   Community infrastructure provision is based on justifiable demand, community consultation and makes allowance for growth based on appropriate information and data.

6. **Equal Opportunity**
   Community driven projects need to demonstrate they will provide equal opportunity for participation by children, youth, seniors, males, females and those with a disability.

7. **Duplication**
   Community infrastructure requests should not duplicate existing similar infrastructure within close proximity.

8. **Foster Community Connectedness**
   Community infrastructure needs to demonstrate how it provides for people to come together and strengthen communities.

9. **Foster Clustering - Multi Use and Optimising Community Infrastructure**
   Community infrastructure and spaces need to demonstrate how they allow for clustering of infrastructure and multi- purpose use for sharing of amenities (e.g. toilets, storage, carparks) and where possible, to maximise community use and benefit.

10. **Environmentally Sustainable**
Upgraded and new community infrastructure should demonstrate environmentally sustainable design principles and features to achieve energy efficiency and minimise resource use where appropriate.

11. **Financially Responsible**
Community infrastructure should be financially responsible, balancing community needs against 'whole of life costs' (construction, maintenance, on-going operational costs, replacement and disposal). Applications need to provide all of the above details for consideration.

12. **Partnerships**
Delivering improvements to community infrastructure will be achieved through constructive partnerships with different levels of government and community organisations to assist building a cohesive community. This includes seeking other partner funding organisations.

13. **Quality over Quantity**
Community driven projects demonstrate a number of outcomes for multiple user groups rather than limited Benefits occurring to only one or two groups.

14. **Improve Amenity**
Community infrastructure improvements should seek to enhance presentation, visual amenity and encourage appropriate use.

15. **Monitoring and Review**
Community driven infrastructure projects will be subject to monitoring and regular review to ensure the optimal use of Council resources.

16. **Meets Funding Priority Criteria**
Please refer to the funding priority criteria on page 12.

Project Inception

Applications for community driven infrastructure projects must detail and include the below

- How the project meets council's strategic context *(e.g: Council's Community Infrastructure Strategic Plan)*
- Detailed design & site plans *(plans showing all the building/relevant construction certificate/site and safety details of the project done by qualified people)*
- Construction quotes *(quotes to show how much the construction will cost + ongoing operational costs thereafter)*
- Proof of partnerships *(partners are other groups or people that will also be involved in or support the project)*
- Consultation *(proof that the project has been discussed with the community and has their support)*
- Proof of project idea discussions with council staff
- Appropriate insurance

The following flow chart identifies the steps for assessment of applications for community driven infrastructure projects

Prior to developing firm plans, designs and quotes, community groups must meet with Council staff to discuss project ideas. This initial pre development discussion will assist in clarifying the sustainability, objectives and direction of any projects. This will also assist in assessing if there are any other assets and strengths in the local community that may meet the aims of projects.

↓

Assessment of application against guiding principles for community infrastructure provision and Funding Priority Criteria (see page 12)

↓

SUPPORTED

Council will provide approval and supporting letter (if required) and ensure procurement and work practices are compliant. This may include part funding the project

MORE INFORMATION NEEDED

Council will detail additional information that is required to make a determination on the application.

This may delay assessment until sufficient information is received.

UNABLE TO SUPPORT

Council will provide feedback on why the application can not be supported.

↓

COMMUNITY MANAGED PROJECT

This is the community option to manage the project providing it meets all requirements as detailed in the table at the back of these guidelines.

COUNCIL PROJECT MANAGED

This is where Council staff manage the project and recoupes associated time on a cost recovery basis.

SB22.8 - Attachment 1

Preference for Council partnerships and co- funded projects

Council will consider part funding delivery of the following preferred projects within available resources:

- Playing surfaces and practice facilities improvements that reflect local competition need
- Skate Parks
- BMX Tracks
- Learn to Ride
- Community Gardens
- Park Infrastructure – tables/BBQs/shelters
- Accessible Community Centres and halls with kitchen and toilet amenities and basic heating/cooling systems
- Sports ground lighting for training use to comply with Australian Standards at specified high use fields
- Toilets and change amenities/buildings that allow for safe usage
- Kiosk facilities that allow for community groups to prepare and serve basic food
- Basic storage buildings
- First aid space/ rooms
- Security lighting
- Improving accessibility to existing community infrastructure
- Shared user pathways
- Synthetic turf wickets

Projects not funded by Council

Community projects that are not considered to be a priority of Council to develop, as they are not required for the fundamental operational needs of providing community, sport and recreation activities include:

- Score boards
- Fencing of playing fields that restricts access (if permissible)
- Offices
- Bars / indoor social spaces
- Press boxes
- Ticket boxes
- Exclusive/purpose built facilities that will receive limited use or only cater for a small number of groups
- Indoor gyms

These infrastructure projects may be considered for Council approval, however must be funded from alternative sources and the ongoing operational costs must be met by the partner organisation.

Funding Priority Criteria

The following criteria will determine funding priority for eligible community driven infrastructure projects. Projects should address one or more of the following:

1. Meet objectives of either strategic plans, asset plans or site specific masterplans.
2. Address safety or health requirements, disability and gender access issues and/or structural and compliance issues.
3. Address basic functionality issues and minor structural problems.
4. Improve basic amenity.
5. Support facility renewal where there are a number of stakeholders and the need for external funding.

Projects should also:

- Be "shovel ready" with all approvals, plans and letters of support already granted
- Be relatively low cost
- Have matching partner funding available
- Have appropriate level of insurance in place

Council approval and support letters

If your application requires Council approval or a support letter in conjunction with a grant you are applying for, we request two weeks' notice to Council.

This may require providing Council staff with a log-in and password details for online applications. A Council Officer will review the application and upload the support letter – if approved.

SB22.8 - Attachment 1

Community Infrastructure Application

please refer to page 6 & 7 guiding principles & criteria

Project Title:	
Description of project:	
Applicant name:	
Contact phone:	
Contact email:	
Group or Club:	
Why is this project needed:	
Total project costs:	
Estimated whole of life costs (if known):	
Value of project support in-kind:	
Proposed project financial contributions:	
(including grants, sources, name, cash ETC)	
Demonstrate how project meets Council's strategic plan/s and direction:	(please list which plan/s and relative strategies and objectives if applicable)
Demonstrate how project meets Guiding principles & criteria of these guidelines:	(please describe how this projects meets the guiding principles & criteria)
Will you be applying for a grant for this project? ❑ YES ❑ NO	If yes, grant name:
Will this be a community managed project? (Optional but must meet council's requirement table listed on page 14) ❑ YES ❑ NO	If yes, please provide name and contact details of the nominated project manager.
Council is requested to project manage (optional) at a cost recovery based on 10 -15% of total cost of project including grant amounts etc ❑ YES ❑ NO	Will contractors be engaged to undertake works ❑ YES ❑ NO
Expected life of proposed project infrastructure (e.g. 5, 10, 15, 20 years)?	
	Annual operating costs + suggested
Is any community maintenance of the proposed infrastructure project proposed? ❑ YES ❑ NO	If yes, please list.
Anticipated number of people that will use the project:	
Project budget breakdown:	
(budget attachments accepted)	
Signed:	Date:

Please attach any additional information for council's assessment team to consider such as a site map indicating proposed infrastructure, proximity to same or similar facilities, project management details, any quotes, correspondence or any other supporting documents.

If the application is for active recreation funding (i.e. sportsgrounds or similar project), these guidelines must be read in conjunction with Sports Capital Works Partnership Program –

http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/219
Please email your application to council@shoalhaven.nsw.gov.au

Community Project Managed Community Driven Infrastructure Projects

For community groups to manage their own project Council requires compliance with any development approval, environmental considerations and work and health & safety (WHS) requirements. This will require providing relevant safety management plans.

Development approval and environmental considerations are normally listed in the approval process to undertake the project. To ensure compliance with WHS requirements, the following table needs to be completed when contractors (paid work) are being used by the community group.

Project task	**Individual / Company Name**	**ABN Number**	**White Card Number**	**Is BNG registered** http://www.bngconserve.com.au/ (Yes No)	**Safe Work Method Statement** provided to the Project Manager	**Insurance coverage details** – *Including workers compensation & public liability amounts staff to determine appropriate amount* *Attach copies of certificate of currency*	**Example of similar work**

In addition to identification of contractors, the overall project manager responsible for the project must be identified and have relevant qualifications and provide details of related experience.

A person cannot undertake construction / physical works on the site if they don't provide the following to Council:

- White Card Number
- Safe Work Method Statement (this will likely require a risk assessment to be undertaken)
- Insurance coverage details
- Example of similar work

shoalhaven.nsw.gov.au

Bridge Rd, Nowra NSW 2541 **02 4429 3111**
Deering St, Ulladulla NSW 2539 **02 4429 8999**
Address all correspondence to
The General Manager, PO Box 42, Nowra NSW 2541 Australia
DX5323 Nowra Fax 02 4422 1816

Below is an indication of the process to undertake community projects, and is provided to community groups, this should be read in conjunction with the community guidelines.

There are two forms at the end of this guidelines, to complete when submitting a proposal to Council. Usually the request should include a site map (sketch), showing location of proposal, and quotes of cost.

***Council needs to be contacted in the first instance, for any proposals**. This will ensure that we can assess and make comment on issues and assist you prior to proceeding, such as:*

- *Does it meet strategic direction?*
- *Do we have capacity to maintain the project?*
- *Is it in line with Plans of Management?*
- *Does the proposal require a DA or if it can be undertaken under the Infrastructure SEPP/ Exempt & Complying?*
- *What studies may be required prior to approval*

The assessment criteria for providing approval for community groups will include:

- *Need - is this a multiuser-group based facility? Is the community behind the project? Will the community assist with the delivery/maintenance?*
- *Participation rate - what are the registered user numbers at this facility?*
- *Use – what is the frequency of use, is this an all year round, high-use facility?*
- *Is the facility under lease or license?*
- *Community contribution – what is the level of community contribution to the project? What is the level of community contribution to the maintenance of the asset?*
- *Maintenance – what is the life of asset maintenance costs?*
- *Community Engagement – what level of engagement will need to be undertaken?*

The community group will need to provide detailed plans and costings including project management, proposed work schedules and timeframes to be submitted to Council for consideration. The Community and Recreation Unit will coordinate these requests and our Unit will liaise with internal council sections such as: -

- *Property – Is there a lease/licence/management committee? Does it need Crown approval*
- *Assets – Is this in line with asset management plans? What is the life of existing buildings? Are there any scheduled works for the site?*
- *Development – Does this meet development standards, organising DAU meeting etc?*
- *Environment – Are studies required? Is the land flood prone?*
- *Park Maintenance Unit – What will be the requirements/scheduling and frequency required?*
- *Finance – What are budget implications for Council?*

The Community and Recreation Unit will collate the responses and forward to the community groups for action/consideration.

After a project is approved by Council the below information will be required as a minimum from each contractor and recorded by the Project Manager for submission to Council at the end of the project.

Council's point of contact for this project will be allocated. Once the group determines who the Project Manager is, we meet them onsite to discuss the delivery of the project. Council staff undertake inspections and inductions of Project Managers and contractors.

The Project Manager is required to ensure the following are undertaken or recorded.

- Final approval by Council of project plans
- Appropriate insurance cover for the project
- Site induction for all workers entering site

- Appropriate Personal Protective Equipment worn by all onsite
- Implement a WHS management plan
- Ensure safety signage and fencing is installed
- Install erosion protection silt fencing
- Maintain unimpeded access along pathway fronting reserve
- Record and report to Council and injuries or safety concerns at site
- Implement traffic management plan for vehicles entering site

SB22.3 - Attachment 1