

## Shoalhaven Sports Board

**Meeting Date:** Wednesday, 06 September, 2017

**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra

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# Community Infrastructure Grant Guidelines

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









## 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 groups, 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 Grant 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 following:

- Meet with Council to discuss proposal
- 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

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 recoups associated time on a cost recovery basis.



## Preference for Council partnerships and co- funded projects

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

- 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
- 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





## 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.







## Community Infrastructure Grant 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? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, grant name:
Will this be a community managed project? (Optional but must meet council's requirement table listed on page 14) <input type="checkbox"/> YES <input type="checkbox"/> 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 <input type="checkbox"/> YES <input type="checkbox"/> NO	Will contractors be engaged to undertake works <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> 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](mailto: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 <a href="http://www.bngconserve.com.au/">http://www.bngconserve.com.au/</a> (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









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