

Eurobodalla Shire Council

Community Infrastructure Guidelines

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



Community Infrastructure Application

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 the In-kind contributions and description		
Financial contributions from each source	1. 2. 3. 4.	
Will you be applying for a grant for this project?	Yes/No	Grant name:
Proposed life of item/s:		
Long term funding:		
Anticipated number of users:		
Cash budget breakdown (budget attachments accepted)		
Signed:		Date:

An application to Eurobodalla Shire Council indicating what you wish to achieve and how should be made using this form.

You should attach any additional information for council's internal assessment group to consider such as a site map indicating structures or variations, any quotes, correspondence or supporting documents.

recreation@eurocoast.nsw.gov.au

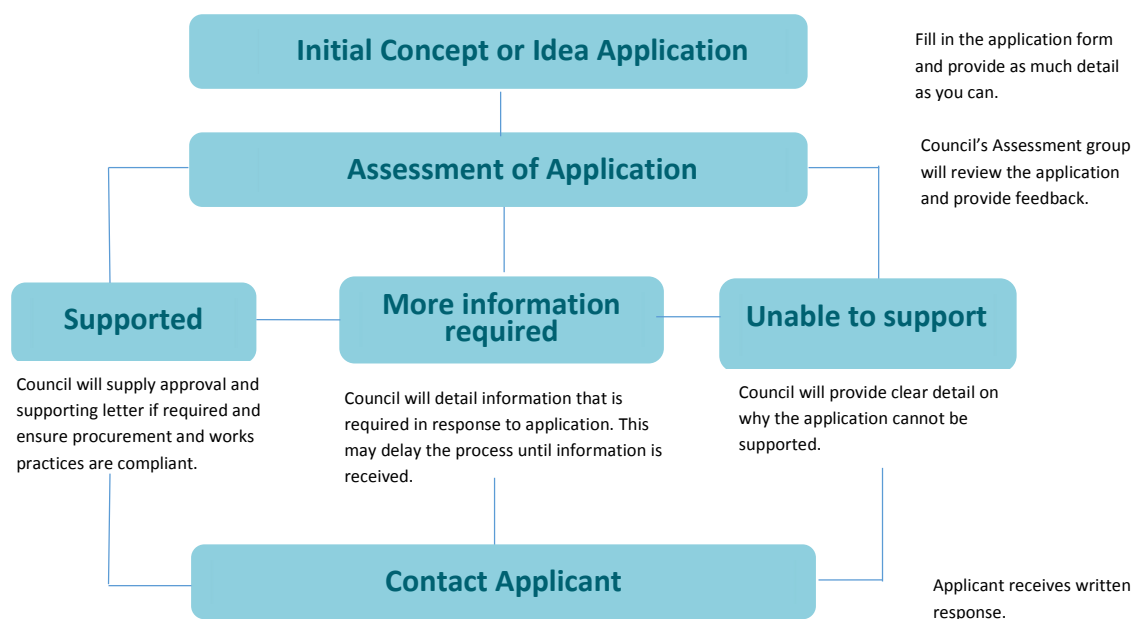
Community Infrastructure

Council provides many services to the community including facilities in the form of buildings, recreational facilities and public amenities. Council has long term plans to maintain, renew and improve its existing facilities, as outlined in the Recreation and Open Space Strategy, asset plans and existing Masterplans for some specific areas. Funding for these works is provided on a priority basis as shown in Council’s Delivery and Operational Plans.

At times though, members of the community, sporting clubs or others may wish to improve local facilities and seek Council approval or assistance to proceed with a project. There may also be opportunities for grants and funding options to support the achievement of these projects.

Council expects that projects will range in complexity and size and has developed this system to help streamline, prioritise and categorise requests.

The following flowchart identifies the process to be taken when asking for the construction of new amenity, additions or alterations on community land:



After the assessment, Council staff will report back to the applicant and provide information on whether the project can be supported or not, or whether additional information is required. Additional information may include:

- Detailed design plans
- Site suitability
- Consultation with other stakeholders and community
- Financial contributions from other sources or budget details
- On-going costs of maintenance, updating and/or general use
- Project construction quotes or details.

If you have any enquiries or would like to submit your application please email **recreation@eurocoast.nsw.gov.au**

Council's Strategic Context – the bigger picture

Strategic planning for Council's future investment in infrastructure is detailed in the Recreation and Open Space Strategy, Council's Delivery and Operational Plan and in area specific Masterplans. Plans consider a range of issues, including the type, cost and benefit of infrastructure, community needs and participation rates, the existing spread of facilities in this shire and environmental factors.

Key issues within this strategic context include the following:

- Council has an important role to play in promoting health and preventing illness to the whole community by providing and maintaining infrastructure like parks and reserves, swimming pools and sports grounds and facilities for organised sport and informal physical activity.
- Multipurpose spaces that are flexible; catering for a range of needs, and are managed under a shared-use model are most desirable.
- The efficient use of water and where possible 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 may assist.



Council's Guiding Principles for Community Facility Provision

This Guide provides a framework for the delivery of improvements to community facilities across this shire. A set of guiding principles have been developed to underpin decision making in relation to these improvements. Many of these guiding principles are expressed in the Recreation and Open Space Strategy, Asset Management Strategy, Plans and Policy and existing Plans of Management. They have been reviewed and enhanced with additional principles that reinforce a commitment to good planning, equity and access as follows.

1. Proper Planning

Capital works and facility improvements will be properly scoped, planned and designed by appropriately qualified professionals.

2. Replacement or Improvement of Existing Infrastructure

The replacement, improvement or upgrading of existing infrastructure will be viewed more favourably where the work aids in reducing the maintenance and/or running costs and functionality of the amenity.

3. Safety

Actions that address the safety of facilities and community will be afforded a high priority.

4. Participation and Access

Council will encourage participation in the community, sport and recreation by providing a range of accessible facilities for different standards of participation and accessibility requirements.

5. Demand and Growth

Planning for community facility provision will be based on justifiable demand and make allowance for growth based on appropriate information and data.

6. Equal Opportunity

There should be equal opportunity for participation by children, youth, seniors, males, females, those with a disability and where possible, at a range of standards across the Eurobodalla Shire.

7. Community Connectedness

Facilities should provide people to come together, strengthening community life.

8. Multi Use and Optimising Community Infrastructure

Community facilities and spaces for sport and recreation will be adaptable to allow for multi-purpose use as a priority, and for the grouping and sharing of amenities (eg toilets, storage, carparks), where possible, to maximise community use and benefit.

9. Environmentally Sustainable

Upgraded and new facilities should aim to employ environmentally sustainable design principles and features to achieve energy efficiency and minimise water use.

10. Financially Responsible

Planning for and approving the provision of community facilities will be financially responsible, balancing community needs for participation in community life, sport and recreation alongside the broader responsibilities of Council. Council will consider 'whole of life costs' (construction, maintenance, replacement, disposal) when prioritising works.

11. Partnerships

Delivering improvements to community infrastructure will be achieved through constructive partnerships with different levels of government and community organisations.

12. Quality over Quantity

Council will seek to deliver fewer larger projects with better outcomes for user groups and facilities rather than a large number of smaller projects across the Eurobodalla Shire.

13. Improve Amenity

Improvements in facilities should also seek to enhance presentation and visual amenity.

14. Appropriate Management

The need for appropriate management arrangements to deliver projects and community access is key. Reviews of management arrangements should form part of any future renewal work of facilities and reserves.

15. Monitoring and Review

All of Council's efforts in community infrastructure provision will be subject to monitoring and regular review. This will allow for relevance to the community to be maintained at all times and will ensure the optimal use of Council resources.

16. Support Economic Development and Tourism

Facilities that serve both local residents and aid in supporting tourism and economic development will be encouraged subject to the being able to fund the on-going costs.

Community Infrastructure Improvement Classifications

Council has the central role and responsibility for constructing and maintaining sports grounds and playing surfaces, buildings and other community infrastructure in this shire.

Although Council owns and/or manages the land that the proposed improvements are to occur, Council recognises it will only achieve many of the necessary and desired improvements for facilities by working in partnership with others.

Given Council's finite resources, the following development guidelines have been prepared to clarify the priorities for Council funding in the development and improvement of its community facilities.

The development guidelines will help determine the degree to which elements in different projects may be funded, and the roles of other stakeholders (ie, community, other levels of government). In some instances Council may not support a proposal, even if capital funding is provided, if the proposal duplicates existing facilities that already have the capacity to service the identified need.

Please note:

Council will focus on providing 'Essential Infrastructure' as a first priority.

However, infrastructure identified as essential may not be provided at all locations.

Decisions on the type of infrastructure to be provided will be assessed in relation to the hierarchy of facilities in the shire (eg local/regional sporting facilities), existing amenities, community usage rates (current/future), whole of life costs and how the infrastructure might complement and add value for the community.

1. Council Funded — Essential Infrastructure

The following infrastructure items are considered to be essential in supporting the conduct of community, sport and recreation activities. In order to support participation, Council will work towards ensuring that, as the first priority and as funding permits, all facilities include:

- Playing surfaces and practice facilities to minimum required dimensions, with a surface standard to a quality that reflects the level of competition played and Council's hierarchy of facilities (as identified in the Recreation and Open Spaces Strategy)
- Accessible Community centres and halls with kitchen and toilet amenities and basic heating/cooling in place
- Basic carparking and access
- Floodlighting for training use to comply with Australian Standards at specified high use fields
- Toilets and change amenities that allow for safe, private use by males and females
- Toilets accessible to the public
- Kitchen/kiosk facilities that allow for basic food preparation and serving
- Basic storage facilities
- First aid space

- Security lighting
- Pedestrian paths

2. Council and Partnership Funded — Desirable Infrastructure

The following infrastructure items are considered to be desirable for supporting the conduct of community, sport and recreation activities, and support the growth and development of community organisations to offer more and more diverse activities. Council will work towards the following infrastructure items as a second priority, and as funding permits, behind the 'Essential Infrastructure':

- Multiple playing surfaces/separate practice facilities
- Floodlighting for competition use to comply with Australian Standards
- Basic gathering spaces
- Spectator facilities (eg, verandahs and grandstands)
- Meals preparation kitchens and kiosks
- Umpires' rooms
- Sealed car parking
- Recreational walking trails
- Landscaping and park furniture
- Synthetic playing surfaces.

3. Partner Only Funded Infrastructure

Elements 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, *even where capital funding may be provided*, include:

- Score boards
- Turf wicket pitches or courts
- Fencing of playing fields (if permissible)
- Offices
- Additional storage
- Meal preparation kitchens and kiosks, BBQs at sporting venues
- Bars
- Press boxes
- Ticket boxes
- Coaches boxes
- Exclusive/purpose built facilities that will receive limited use or only cater for a small number of groups
- Gyms
- Large social spaces.

These infrastructure items are not excluded from consideration but will only be constructed as part of projects when funded from other sources.

Community Infrastructure Priority Criteria

Masterplans and management plans for Council's recreation and community spaces have identified a number of improvement projects. The Guiding Principles and Development Guidelines will be used to drive recommendations in the Implementation Plans for these. They will inform the decisions about the timeframes for the implementation of works and help determine a prioritised list of facility improvement works to be delivered.

The criteria for establishing priority projects are split into short, medium and long term items, with definitions for prioritisation of projects within each timeframe (numbered 1 to 3, with 1 being the most important). The numbered priorities within each criteria level will determine how projects will be ordered within each timeframe. The criteria are defined as follows:

HIGH PRIORITY AND LOWER COST PROJECTS (1-4 YEARS)

Should address one or more of the following:

1. Address safety or health requirements, disability and gender access issues (minor), and/or structural and compliance issues.
2. Address basic functionality issues and minor structural problems.
3. Improve basic amenity and address vegetation in poor health and form.
4. Support the planning for major facility renewal where there are a number of stakeholders and the need for external funding.

They should:

- Be relatively low cost.
- Not require detailed planning or involve approval processes that may take a number of months/years to undertake.
- Not limit or compromise future works.

HIGH PRIORITY MAJOR PROJECTS AND RESOURCE MANAGEMENT (2-8 YEARS)

Could address the same type of issues and concerns as the short term projects but the issues/problems will be more significant in nature. They may also include works aimed at:

1. Addressing significant demand issues.
2. Promoting greater shared use.
3. Enhancing the functionality of the facility.

They could:

- Be moderately expensive to complete.
- Be an aggregation of smaller projects into one larger undertaking.
- Require reasonably detailed planning or involve approval processes that may take a number of months to conduct.
- Be projects that can attract significant external funding.

MEDIUM PRIORITY LONG TERM PROJECTS (8-15 YEARS)

May be more major in scope and could address the issues and objectives listed above. They will also include works aimed at:

1. Making the reserve or facility more welcoming and visually appealing.
2. Increasing the range and quality of experiences for residents and visitors.
3. Cater to future needs of user groups.

Projects could:

- Require significant funding.
- Require time for demand to reach a level to justify the project.
- Require comprehensive planning and approval processes that may take many months or years to complete.

Whilst the above criteria should provide the basis for scheduling projects, other practical matters should to be taken into account. These include:

- External funding or partnership opportunities may become available for medium or long term projects. Council may have to seize these opportunities as they arise and bring them on earlier than anticipated.
- Works may become more urgent than projected. Demand pressures may accelerate and community expectation may shift significantly.

If these matters and other factors occur, it may be necessary to reclassify projects and review prioritisation as changes will impact Council's financial capacity to meet projected or scheduled works.

Dates for consideration

Month	Council consideration	Grants
January		
February	Recreation Assessment Group Meeting	Safe Shooting Program (Dept Sport & Rec)
March	Recreation Assessment Group Meeting	NSW Sport & Recreation Participation and Facility Program grants Program (Dept Sport & Rec) Clubgrants Category 3
April	Recreation Assessment Group Meeting	NSW Footy Facilities Program (Dept Sport & Rec)
May	Recreation Assessment Group Meeting	
June	Recreation Assessment Group Meeting	Community Building Partnership grants
July	Recreation Assessment Group Meeting	
August	Recreation Assessment Group Meeting	
September	Recreation Assessment Group Meeting	NSW Sport & Recreation Participation and Facility Program grants Program (Dept Sport & Rec)
October	Recreation Assessment Group Meeting **Review of fees and charges for community facilities and recreation – any request should be in by this date.	
November	Recreation Assessment Group Meeting	
December	Recreation Assessment Group Meeting	

Please note:

Any request for Council assistance or approval will be tabled at monthly meetings of the Recreation Assessment Group.

Council approval and support letters

If your application requires Council approval or a support letter in conjunction with a grant you are applying for, at least 2 weeks' notice will be required. You are encouraged to ensure your application for support is submitted well in advance to ensure any further information for approval can be supplied within grant application due dates.

Those requiring a support letter will need to provide Council with the log-in and password details for online applications. A Council Officer will review the application and upload the support letter – if approved.