

INFRASTRUCTURE GUIDELINES FOR APPLICANTS

Please read these guidelines before completing an Application for Infrastructure on Council Land.

1. What is Community Driven Infrastructure?

Council provides many services to the community. The Majority of these are supported by infrastructure in the form of buildings, recreational facilities and public amenities.

Community groups/ sporting clubs or others may wish to improve local facilities and seek Council approval to proceed with upgrades/improvements to a facility.

2. Why improve infrastructure

Access to quality sport and recreation facilities, which are supported by community infrastructure, can be a major factor in a sport's capacity to meet current user demand and plan for future growth. Communities grow and evolve, groups and peoples interests change. Sporting codes change. Society's expectations change. Facilities infrastructure ages and it's important we keep up with improvements of assets.

3. How do community groups fund the works?

The demand for community improved infrastructure is generally triggered by the availability of grant funding. This funding can be available from Sport NSW - <https://www.sportnsw.com.au/resources--reports/grants/>, Club Grants Category 3 - <https://www.responsiblegambling.nsw.gov.au/funding-opportunities/infrastructure-grants>, Sports Foundation - <https://asf.org.au/> - Department of Infrastructure and Regional Development - <https://www.business.gov.au/assistance>

Council will assist community groups to have a planned, considered approach to infrastructure so that when grants are availability the community group is well positioned to succeed.

4. Challenges

- *Gaps and duplication* -When clubs and communities make decisions in isolation we end up with an unbalanced number of buildings
- *Buildings not fit for purpose* – Sporting codes change, requirements change, community standards change and user expectations have changed
- *Over capitalised assets* – Some buildings that have been constructed are bigger than necessary. Groups have found the ongoing operational and maintenance costs are to expensive and struggle to maintain the asset
- *Replacement of assets* – Older assets do not meet building codes and requirements therefore it is wiser to renew the asset.

5. Why is a business case necessary?

Business cases help organisations identify all objectives before commencing any building works. It should clearly show the best way of meeting specified objectives or resolving identified problems. Including rationale for investment and strategic alignment. Detailed project scope, options, costs and benefits. The applicant's capability and capacity to manage and deliver the proposal.

6. The process in applying for Infrastructure Proposals?

MINOR PROPOSALS – Shade shelters, BBQ Areas, Seating etc

- i. Application received (including drawings indicating the location and design of the works)
- ii. Design drawings reviewed by Council stakeholder, Assets , Community and Sports , Parks , Property team
- iii. Council provides in principle approval (This is not approval for works to proceed as further review is required)
- iv. Detailed plans and review of environmental factors(example provided) to be developed and reviewed
- v. Agreement between parties reached and unconditional undertaking signed
- vi. Approval from Council to commence works

MAJOR PROPOSALS – Clubhouse or building extensions and additions

- i. Application received (including survey drawings indicating the location and design of the works)
- ii. Design drawings reviewed by Council stakeholder, Assets , Community and Sports , Parks , Property team
- iii. Council provides in principle approval (This is not approval for works to proceed as further review is required)
- iv. Business case to be developed and reviewed
- v. Concept plans to be developed and reviewed
- vi. Due Diligence feasibility assessment to be undertaken
- vii. Detained plans to be developed and reviewed
- viii. Agreement between parties reached and Memorandum of Understanding signed
- ix. Land owners consent provided
- x. DA process to commence

7. How long will be the application process take?

The process to assess the application typically takes one month.

If a Council report is needed it can take 3 months

8. General Information

- The applicant will be responsible for resolving any objections to the proposal
- Resources available NSW Office of Sport – Sport Infrastructure Resource Library

9. Helpful Links

<https://sport.nsw.gov.au/aboutus/OOS/SIG/resource-library>

<https://sport.nsw.gov.au/clubs/grants/localsport>

<https://www.business.gov.au/assistance>

<https://asf.org.au/>
