

Monash City Council

Active Reserves Facility

Development Guidelines

Appendix A

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1. INTRODUCTION

The City of Monash is one of Melbourne's most populous municipalities with around 172,000 residents. It is located 20km south east of the CBD in Melbourne's fastest growing population corridors.

Council actively encourages healthy lifestyles for members of the community through the provision of over 125 parks and reserves, 80 sporting facilities which service over 115 sporting clubs throughout the municipality.

The Active Reserves Facility Development Program provides opportunities to tenant clubs of Council's reserve to make application for funding and support to deliver minor facility upgrades.

The Active Reserves Facility Development Guidelines outline the process for clubs to apply and criteria used by Council to prioritise and support applications received through the program.

Funding contributions may vary dependent on project costs, license or lease arrangements and external funding sources.

2. ELIGIBILITY CRITERIA

Any club wishing to submit a Facility Development Program application form must hold a current licence or lease agreement with Council and meet the following criteria;

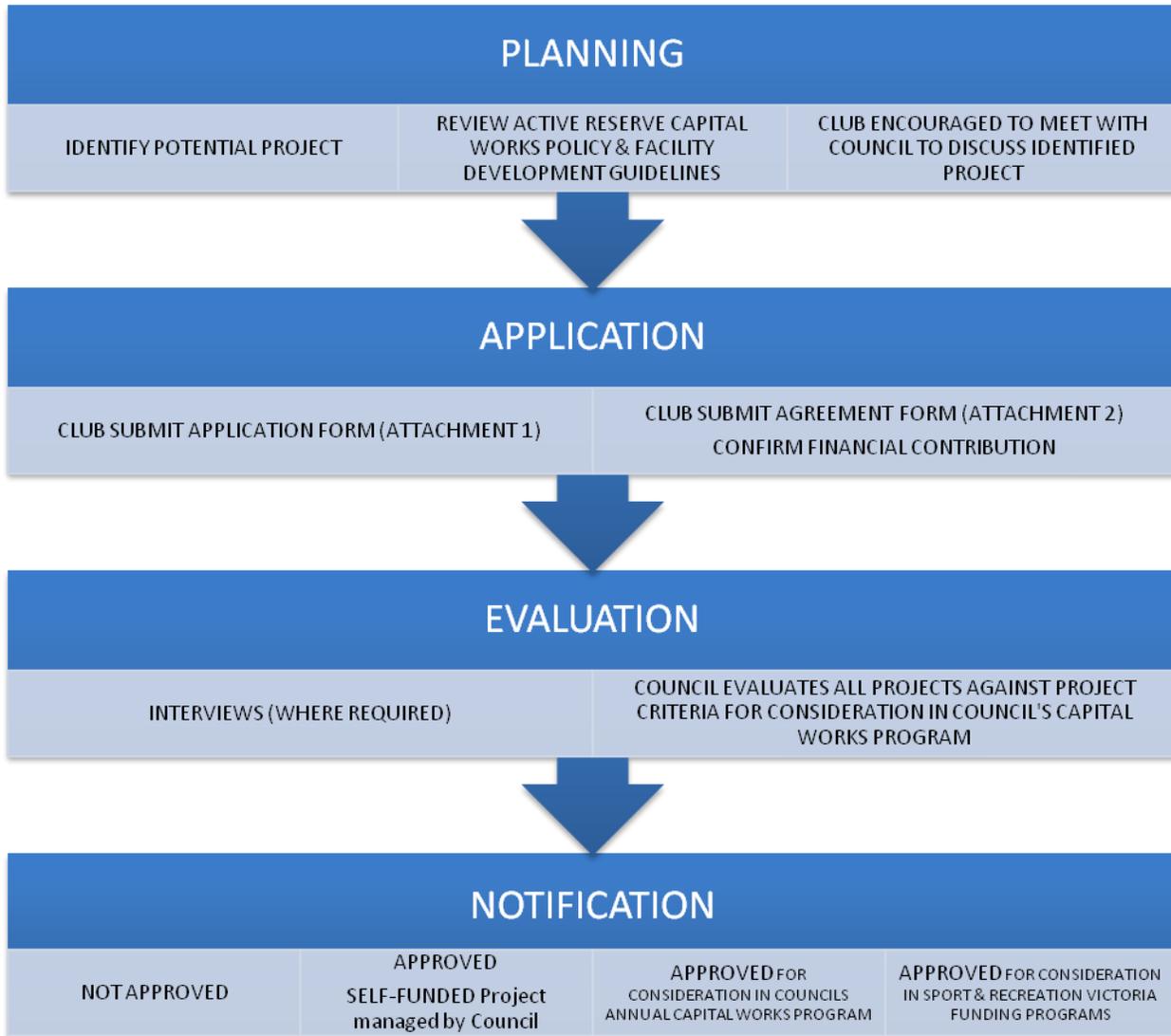
- Financial capacity - including having no outstanding monies owed to Council and demonstrate a history of paying Council invoices within 30 days.
- Applicant must not have any recorded breaches of their licence conditions within the past 24 months.

Applicants may be deemed ineligible to apply if they fail to meet the eligibility criteria.

3. FUNDING PROCESS

Figure 1 below outlines the different elements of the funding process. Please refer to Section 6 – Timelines for further details.

Council approval must be sought prior to sporting groups making application for any external funding. Council will assist sporting clubs when preparing funding applications where possible.



- **Figure 1: Funding Process**

Clubs are required to sign and agree to the 'Project Responsibilities Agreement' (Active Reserves Facility Development Guidelines - Attachment 2) prior to the approval of any project. This

document outlines the clubs responsibilities and should be submitted with any submission for funding.

Club contributions required to be paid in full prior to the engagement of any contractor or works. Clubs will also need to fund an allowance of 15% of the total project cost to account for any unplanned variations to the project.

Council is required to charge Goods & Services Tax (GST) for club contributions. Clubs are encouraged to seek expert advice when considering whether or not to register for GST.

4. COUNCIL IN-KIND ASSISTANCE

Council can provide the clubs with advice on project planning requirements, technical and architectural issues, cost estimates and project management processes, as part of its in-kind assistance. Clubs are encouraged to firstly meet with Council Officers prior to submitting an application to the Recreation Facility Development Program.

5. PROJECT MANAGEMENT

Council has an obligation under the Occupational Health and Safety Act (2004) to ensure the health and safety of people as part of the capital works process.

To minimise hazards and risks, **Council will be responsible**, or engage a contractor, for the management of all approved capital works projects at active reserves. **Clubs will not be permitted** to undertake or manage capital works at Council owned facilities and club rooms sited on Council land.

6. PROJECT EVALUATION

Evaluation Panel

An evaluation panel consisting of Council Officers will assess and rank all projects against the evaluation criteria and priorities of Council. Dependent upon the nature of the project, the evaluation panel may seek specialised advice from other departments within Council.

The highest ranked projects that best meet the evaluation criteria and are consistent with Council funding priorities may be recommended for consideration in the upcoming capital works program.

Evaluation Criteria

In the evaluation of each project, the evaluation panel will consider the following to determine which projects are priorities, and therefore can be considered to be part of the Facility Development Program.

Please note that renewal and replacement of existing assets is the key focus for consideration for determination of priority.

Criteria	Assessment addresses the following questions
1. Community Benefit / Demonstrated need	<ul style="list-style-type: none">• <i>Does the project create new or increased sporting and recreation opportunities for residents?</i>• <i>Does the project create new or increased opportunities for use during unallocated hours, i.e. weekdays?</i>• <i>Is the facility available for public use and is it accessible?</i>• <i>Will the project improve the amenity of the surrounding area?</i>

2. Participation / Access /Equity

Assessment of participation level of relevant sport taking into account national, state and local trends

- *Does the project meet the needs of sports currently experiencing significant growth in participation?*
- *Will the project reduce gaps in current facility provision?*
- *Will the project increase multi use and cater for a broad range of users?*
- *Does the project specifically address an identified need in a disadvantaged or poorly provided for community sector?*

3. Facility usage

- *Is the project compatible with other site users and site facilities?*
- *Will the project upgrade an existing low-level facility to meet a gap in provision?*
- *Will the project assist in providing for future population growth?*
- *Will the project provide increased safety and security for users?*
- *Does the project reduce environmental impact or reduce use of natural resources?*
- *Is the sport a growth sport?*

4. Project Funding

- *Are resident clubs able to contribute to funds?*
- *Has the resident club investigated available grants to assist funding the project?*
- *Are government grants particularly available for this project?*
- *Has the club received funding from Sport & Recreation Victoria in the past 5 years?*
- *Evidence of club funds?*

**5. Strategic Planning
& Support**

- *Has the club provided a business / strategic development plan?*
- *Is the project in alignment with the Clubs business / development plan?*
- *Does the project support the proposed future development plans, including growth?*
- *Does the project have support of the state sporting body?*
- *Is the project in alignment with strategic plans of the state sporting body?*
- *Is the project highlighted in any Council policies or strategies, especially the Active Reserves Strategy?*

**7. Supporting
Documentation**

- *Minimum one written quote from commercial builders*
- *Financial records*
- *Letters of support*
- *Project design (where applicable)*

Please refer to Attachment 1 for a copy of the Facility Development Program Application form.

7. TIMELINES

The below table outlines the indicative timelines for Council’s Recreation Facility Development Program.

Indicative Month	Activity
11 July 2018	Application Process Open
3 August 2018	Applications Close <i>Nb. Self funded projects may be submitted at any stage.</i>
July - August 2018	Evaluation
	Interviews (if required)
	Notification of <u>approved</u> self-funded projects
	Notification of recommended projects for consideration in Council’s annual Capital Works Program process and/or Sport & Recreation Victoria’s Community Facility Funding Program Please note all proposed projects are subject to Council adoption of budget and /or confirmation of external funding contribution
July 2019	Announcement of Council funding for 2019/20 Capital Works Program
	Formal Notification of <u>approved</u> projects
	Notification of <u>non approved</u> projects

Please note: Clubs will be kept informed of the progress of their relevant proposals during the Capital Works Program refinement process.

8. COMPONENTS & FUNDING SCHEDULE

This section provides a detailed breakdown of what is considered to be a standard or non-standard facility within pavilions and supporting infrastructure.

The Active Reserves Strategy –Stage 1 developed a capital works improvement schedule for sports pavilions that was underpinned by a robust and transparent methodology. The model was based on four key factors:

- Building Condition
- Usage
- Community Footprint
- Social Needs

This model facilitated the development of a prioritised list for both major and minor pavilion upgrades. The future upgrade of any pavilion will need to consider the standard and non-standard components outlined in the table below, which are all dependant on the availability of funding.

Standard Components – Sporting Pavilions

Component	Comments
Social room	Dimensions classified in Pavilion Hierarchy policy.
Change rooms	Minimum size of 25 m ² per change room. State Sporting Association requirements will be taken into consideration when appropriate.
Shower/Toilets (internal)	Dimensions dependant on size of user group, Accessible access compliance, female friendly provision and building codes.
Umpires Room	Must be able to accommodate males and females.
Kitchen/Kiosk	Dimensions dependant on size of user group and community groups. Appliances include domestic oven, exhaust fan & hot plates/has stove top.
Storage	Dimensions dependant on size of user group and community groups.
Heating / Cooling	Social room only.

Standard Components – Supporting Infrastructure

Component	Comments
Basic scoring facility	As appropriate.
Car Parking	As appropriate.
Fencing	Appropriate to level of sport.
Coaches Shelter	Standard design approved by Council.
	50% contribution from user group.
Sports Lighting	20% contribution from user group. Design and investigations required.
	Refer to Section 8 - Sports Lighting for further details.
Concrete cricket pitch	100% contribution from Council (excluding school sites).
Synthetic cricket pitch	100% contribution from user group.
Synthetic cricket pitch cover	50% contribution from user group.
Cricket nets	25% contribution from user group.
	Number of nets dependant on size of user group.
Gating of cricket practice wickets (pending approval)	100% contribution from user group.

Non Standard Components – Sporting Pavilions and Supporting Infrastructure

Component	Comments
Separate additional kitchen or kitchens above standard specification	100% contribution by the user group.
All non-essential, non-fixed kitchen appliances such as fridge, freezers, deep fryers, microwaves, bain maries, coffee machines etc	100% contribution by the user group.
Bar	100% contribution by the user group.
Medical room / Strapping Room	100% contribution by the user group.
Meeting room	100% contribution by the user group.
Office	100% contribution by the user group.
Gymnasium	100% contribution by the user group.
Security System (alarm and panel sensory only)	100% contribution by Council.
Additional security system (as such CCTV)	100% contribution by the user group.
Security monitoring	100% contribution by the user group.
Extended club social / meeting space	100% contribution by the user group.
Electronic / LED Scoreboards	100% contribution by the user group.
Council equipment shed	100% contribution by the user group.
Synthetic cricket wicket (upgrade or new for training and centre wickets)	100% Council – concrete based (structural component) 100% user group – Synthetic surfaces
Sports field lighting –upgrade or new installations	80% contribution by the Council 20% contribution by the user group
Sports field lighting maintenance and operation	100% contribution by the user group.

9. SPORTS LIGHTING

User groups wishing to install training lights must apply through the Recreation Facility Development Program. Planning/Building approval will need to be also granted in some circumstances.

Please note that approved lighting applications will be completed over two years:

Year one Design – site investigation, geo technical investigation, site survey, design, tendering

Year Two construction– award of contract, programming of works.

In addition to the criteria outlined in Section 5, Council will determine sports lighting priorities by using the following scale of need.

Priority	Description
1	Establishment of training lights at Council reserves and facilities without the ability to train at night due to the lack of lighting.
2	Upgrading existing training lights at Council reserves and facilities for safety, compliance and maintenance reasons.
3	Expansion of existing training lights at Council reserves and facilities to enable greater coverage and usage of sporting facilities.
4	Upgrading of existing match quality lighting at Council reserves/facilities to comply with appropriate competition standards.
5	Establishment of new match quality lighting at Council reserves/facilities to accommodate a demonstrated need.

The scale of need will also consider the condition and age of existing sports lighting infrastructure.

Clubs are expected to commit a financial contribution of 20% of the total project cost. Maintenance responsibilities will be outlined in club licence and lease agreements.