

SUPPORT FOR COMMUNITY BASED FACILITY DEVELOPMENT/IMPROVEMENTS – EXTERNAL FUNDING SUBMISSIONS

Policy Number:	2007/09 (version 2)	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Director – Community Services
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1. PURPOSE

This Policy provides a framework for Council’s assessment and endorsement of community applications for funding of projects, by external agencies, such as the State and Federal governments and do not require funding from Council, for facility development/improvements on Council owned/managed land.

2. CONTEXT

From time to time, in an attempt to improve facilities, community groups seek Council endorsement to make submissions to external funding agencies.

Examples of external funding agencies and their funding programs as at August 2012 are listed below:

External Funding Agencies	Funding Partners
Australian Government	Australian Sports Commission, Australian Sports Foundation, Department of Families, Housing, Community Services and Indigenous Affairs
Victorian State Government	Department of Planning and Community Development, Department of Primary Industries, Vic Health, Parks Victoria, Arts Victoria, Heritage Victoria, Department of Human Services
Peak Agencies	Various grant programs offered
Charities, Trusts and Foundations	Various
Philanthropy Australia	Various
Banks	Various

To ensure that development/improvements to Council’s facilities reflect community and Council’s needs, and do not constitute an unreasonable future liability for Council, it has been identified that a policy is required to assess and endorse community applications prior to them being submitted to external funding agencies.

3. SCOPE

This policy applies to Council and all employees of Council that liaise/supervise the activities of community groups that occupy or develop/improve Council facilities. It does not include projects that require Council funding.

4. REFERENCES

The following documents, themes, legislation, policies and procedures, or their successor documents, relate to the Policy.

4.1 **Strategy Documents**

- Community Health and Wellbeing
- Economic Development
- Environmental Sustainability
- Municipal Strategic Statement

4.2 **Council Plan Themes**

- Dynamic Services and Facilities
- Culturally Rich and Active Communities
- Healthy and Connected Communities
- Effective Governance

4.3 **Relevant Legislation**

- Local Government Act 1989

4.4 **Charter of Human Rights**

- This policy has been assessed against and complies with the Charter of Human Rights.

4.5 **Related Council Policies**

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contribution Towards Reserve Developments
- Reserve Master Plans
- Asset Management Plans
- Tenancy by Community Groups of Council Buildings

4.6 **Related Council Procedures**

- Guidelines For Sporting Clubs To Undertake Building and Construction Works
- Capital Works Process and Guidelines

5. DEFINITIONS

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	means a resident(s) of the Knox Municipality.
Community Group(s)	means a legal entity that provide services, support or activities to the Knox community.

Facilities	<p>means Facilities that are fixed upon Council land or land managed by Council and include:</p> <ul style="list-style-type: none"> • Playground equipment • Floodlighting • Buildings and other structures on Council owned or managed land • Water tanks, bores • Storage facilities, coaches boxes, timekeepers boxes, players, scorers and ticketing shelters, fencing and caging • Playing surfaces, including tennis courts, basketball/softball infields, cricket wickets, hockey fields, sports fields, recreation areas, netball courts, practice nets • Landscaping, garden and bush land improvements and pathways • Neighbourhood houses • Public Art • Shade structures
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6. COUNCIL POLICY

6.1 Assessment Criteria

The criteria used to assess community applications for funding facility development/improvements on Council owned or managed land are:

Criteria	Details
Knox Vision	Applications must be consistent with the Knox Vision, which describes the community's hopes and aspirations for the future.
Identified within Council Strategy(ies)/or Plan	Applications must be consistent with relevant strategic documents e.g. Community Health and Wellbeing Strategy, Recreation Plan or identified within an existing strategic facility development plan i.e. master plan. Consideration must also be given to conformance with Council's Planning and Building regulations, sustainable design principles, and access and inclusion.
Consistent with Council Policies	Applications must be consistent with existing Council policies. Council has a number of policies that guide the development of facilities. An example of such a policy is Council's Asset Management Policy and the Sporting Reserve Facility Standards Policy.

Capital Works Priorities	<p>Council has a number of new/upgrade sub programs which are aligned with service or asset provision. Within these sub programs are projects that have had a ranking criteria applied to determine priority of capital investment.</p> <p>To ensure the proposed development/improvements reflect relevant Council priorities, the community applications will need to rank highly when compared to other projects and existing priorities.</p>
Life Cycle Costs	<p>The proposed development/improvements must identify the associated Annual Service Cost (refer Attachment A), including initial capital investment, depreciation, maintenance and operational costs. The group/s must also prove that they are able to fund these costs over the life of the asset.</p>

In summary, Council endorsement of community applications, to external funding agencies for facility development/improvements on Council managed land must:

- Meet objectives of the Knox Vision;
- Be identified within Council's Strategies or Plans;
- Be consistent with Council policies;
- Be highly ranked within Council's relevant new/upgrade sub program priority listing; and
- Identify the associated life cycle costs for the new/upgrade works.

6.2 Application Assessment and Determination

Assessment and determination of applications will be undertaken in accordance with the Council's established levels of delegated authority.

6.3 Administration Support by Council to Applicants

With the assessment and support for the preparation of applications by community groups, Council may provide a maximum of two officer days or \$5000 in costs (including GST) subject to funding being available.

7. RELATED DOCUMENTS

- Council Plan 2009 – 2013
- Knox Vision 2025
- Community Health and Wellbeing Strategy 2009 – 2013
- Building Asset Management Plan 2009
- Open Space Asset Management Plan
- Knox Access and Inclusion Plan 2011 – 2015
- Knox Recreation Plan 2004 – 2013
- Long Term Financial Strategy

Attachment A

Assessing Life Cycle Costs

A method of assessing the life cycle costs of proposed development/improvements is to determine the 'Annual Service Cost', which expresses the life cycle costs of development/improvements as an annualised amount.

An example of the Annual Service Cost to provide additional change room facilities is shown in Table 1 below for a period of 20 years

Table 1

	Capital Cost	Annual Service Cost	Total \$	Notes
Expenditure				
Capital Cost	\$200,000			
Annual Service Costs				
Depreciation		\$6,667		
Operational Costs		\$Nil		
Council's Maintenance Costs (repairs & graffiti removal)		\$15,000		
Income				
		-\$0		
Total (Initial Cost)	\$200,000		\$200,000	
Total (Lifecycle)	\$200,000	\$650,010	\$850,010	30 years
Total (Annual Cost)		\$21,667		

The Annual Service Cost for the change room facilities is \$21,677.