

## Sporting Capital Contributions Policy 2016

Policy Endorsement:	Endorsement required by Council		
Objective ID:	A3536016	Directorate:	Community Services
Authority:	Council	Responsible Officer:	Mgr Comm. Facilities, Dev. and Recreation
Policy Type:	Discretionary	Version Number:	01
First Adopted by Council: Minute No.		Last Adopted by Council: Minute No.	
Review Period:	Every 4 Years	Next Review:	February 2020

### 1. Purpose

The purpose of this Policy is to establish a consistent and equitable approach to the prioritisation and funding contribution process of facility improvements at Council's active sporting reserves.

### 2. Background

The City of Greater Dandenong has approximately 30 active sporting reserves which are used for a variety of sporting activities including athletics, baseball, cricket, football, hockey, lawn bowls, netball, petanque, rugby league, soccer, softball and tennis.

There is a need for Council to meet increasing demand to provide contemporary facilities that meet modern player, official and spectator needs. Council recently conducted a review of the Sports Facilities Plan, which proposed a large number of capital improvements at sporting reserves with priorities updated on an annual basis.

The Sports Facilities Plan 2015 provides advice on the priority of capital improvements to pavilions, cricket nets and floodlighting. It does not include minor works (i.e. coaches' boxes) or works at leased facilities (such as tennis and lawn bowls facilities). Council also receives requests from clubs seeking opportunities to contribute to renewal and maintenance works (including painting and tiling), further highlighting the need for a process to consider such works.

In addition, influencing factors such as rate capping create further incentive to review how Council funds capital improvement projects, including exploring avenues such as contributions from community sporting clubs and organisations.

### 3. Scope

The Sports Facilities Plan provides a guide to Council for the prioritisation of major capital projects. The Sporting Capital Contributions Policy seeks to address requests from clubs for minor and intermediate works, potential contributions from clubs by way of financial or in-kind support towards minor, intermediate and major works and the prioritisation of these requests.

# Greater Dandenong Policy

---

The Sporting Capital Contributions Policy considers improvement projects, including in-kind or financial contributions towards maintenance or renewal.

This Policy applies to all sporting facilities and sport infrastructure owned by the City of Greater Dandenong.

The Policy includes sport facilities occupied under a lease agreement (such as lawn bowls and tennis clubs) to the extent that the Policy does not conflict with the terms of current occupancy agreements.

The scope of this Policy also includes facilities on non-Council land held under a lease, management or similar agreement by the City of Greater Dandenong, to the extent that this Policy does not conflict with the conditions in the agreement.

This Policy does not apply to significant aquatics and leisure centre facilities, including Dandenong Stadium and Gloria Pyke Netball Complex.

Floodlighting situated on active sporting reserves occupied under a seasonal or license agreement is excluded from this Policy and are instead considered under the Sports Ground Floodlighting Policy.

## 4. Human Rights and Responsibilities Charter – Compatibility Statement

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this Policy. This Policy is consistent with the Charter and with the recognition of Council's duty of care to all who seek to make use of Council facilities.

## 5. References

- Long Term Financial Strategy 2015-16 – 2019-20
- Community Wellbeing Plan 2013-17
- Victorian Charter of Human Rights and Responsibilities 2006
- Diversity, Access and Equity Policy 2015
- Activate: Sport & Active Recreation Strategy 2014-19
- Sports Facilities Plan 2015
- Sports Ground Floodlighting Policy 2015

## 6. Definitions

**Active reserve:** reserve designated for organised sporting activities. Includes sporting playing spaces held under a seasonal or license agreement, as well as lawn bowls and tennis clubs occupied under a lease agreement.

**Capital improvement:** in the context of this Policy, capital improvements refer to enhancements to capital assets. Capital assets may include (but are not limited to) pavilions as well as outdoor sporting infrastructure i.e. cricket practice nets, coaches boxes. Floodlighting is excluded from this Policy.

**Major improvement:** improvements with a total project cost greater than \$100,000.

**Intermediate improvement:** improvements with a total project cost between \$21,000 and \$100,000.

**Minor improvement:** improvements with a total project cost between \$5,000 and \$20,000. May include (but is not limited to) infrastructure such as coaches boxes, storage, scoreboards and shade structures.

## 7. Council Policy

### 7.1 Principles

The principles of the Sporting Capital Contributions Policy are:

1. Transparency: provision of an agreed mechanism to consider capital improvement projects.
2. Equity: objective criteria are applied to all proposed capital improvement projects.
3. Quality: provide and maintain a contemporary, high quality standard of sporting facility offering.

### 7.2 Standard components

Facility development guidelines have been prepared as part of the Sports Facilities Plan 2015, in accordance with the facility hierarchy to ensure the development of new, and upgrade of existing facilities are undertaken to an appropriate standard. Capital improvements will be undertaken as per Council's standard level of service provision, as outlined in the Sports Facilities Plan.

Where proposed capital improvement projects exceed or do not meet these guidelines, Council will consider the appropriateness of such projects on a case-by-case basis.

### 7.3 Prioritisation

The criteria used to assess capital improvement projects has been outlined in the Sports Facilities Plan, and are listed below. All projects will be assessed by applying a score of 0 to 5 to the following criteria, with a total score defining the priority of the project for funding purposes.

## Sports Facility Prioritisation Criteria:

1. Asset management:
  - a. Age and condition of existing infrastructure
  - b. Design compliance
  - c. Safety/risk management issues(NB: the absence of required/identified facilities is also recognised within these criteria).
2. Participation: demand for facilities based on current participation/utilisation levels and trends.
3. Community benefit: increasing capacity of facilities, ability to service multiple grounds and provision of health/community benefits including multi-use, access for females, juniors, people with a disability etc.
4. Expressed demand: expressed demand/justified community need based on current issues, usage requirements, site potential and/or strategic influences.
5. Hierarchy: level to which development guidelines are met according to facility classification/hierarchy (for premier, community and school sport facilities).
6. Partnerships: potential for partnerships and funding support (capital and/or operational commitments). Eligibility for state funding grants.

## 7.4 Club contributions

The Sports Facilities Plan principle “Partnerships” refers to, in addition to Government and other agency funding, the potential for club contributions. Sporting clubs have in the past offered to contribute to a range of projects. As such, it is considered beneficial to implement a framework to consider the matter of club contributions.

Club contributions may consist of the following:

- a. **Partly club-funded:** project partly funded by the club, with the balance funded by Council and/or other parties, such as state sporting associations.
- b. **Fully club-funded:** project fully funded by the club, with works completed by Council/Council contractors.
- c. **In-kind works:** projects in which some or all materials and/or labour are sourced by the club.

Council will request financial contributions from clubs towards capital improvement projects at active reserves according to a sliding scale which will be reviewed annually and is based on total project cost. Contributions will need to be confirmed in writing and signed by the club executive, and evidence of the club’s financial position will also be required. These will need to be provided prior to inclusion in Council’s annual budget process.

# Greater Dandenong Policy

---

Scoring will be allocated to applications for projects from clubs who offer capital contributions. However, project requests from clubs without a contribution offer can still be considered under the Sports Facilities Plan implementation priority list.

Where requests are received from sporting clubs for infrastructure above Council's standard level of provision as outlined in the Sports Facilities Plan and approved by Council for implementation, clubs will be expected to meet 100% of the costs of the portion of the project above Council's standards.

Council recognise that sporting leagues and associations may mandate facility requirements beyond the standard level of service provision. Where such requirements are endorsed for implementation by Council, Council and clubs will share 50% each of the costs of such requirements.

Where projects are approved and funded by Council, the club contribution will be payable in full prior to contractor engagement.

From time to time, sporting clubs and bodies may wish to make significant contributions towards capital improvement projects. Contributions may be towards major capital improvements projects (with a value of over \$100,000). Council will enter into discussions with sporting clubs and bodies regarding opportunities to contribute towards major capital improvements, however contributions towards such projects will not be mandatory.

Council will consider requests from sporting clubs to self-fund works, or provide in-kind support to projects. Such requests must meet Council criteria to be considered.

## **7.5 Application Process**

Council's Sports Facilities Plan proposes a large number of capital improvements at sporting reserves, with priorities updated on an annual basis. Projects deemed to be a high priority are then submitted for funding consideration in the annual budget process through Council.

Sporting clubs will be provided with the opportunity to submit requests for capital improvements for consideration in the implementation priority list, which is then submitted annually to Council. Applications must respond to the prioritisation criteria and will be scored accordingly.

## **7.6 Evaluation**

An evaluation panel comprising of Council officers will assess all project requests against the prioritisation criteria. The principles outlined in Activate will also be considered when evaluating requests.

# Greater Dandenong Policy

---

Clubs will be notified in writing of the outcome of requests. Provisionally approved requests will be included in the Sports Facilities Plan implementation priority list, with the highest priorities in the list submitted for funding for consideration under Council's annual Capital Improvement Program and budget process.

## **7.7 Ownership and maintenance responsibilities and associated costs**

All infrastructure constructed under this Policy will remain the property of City of Greater Dandenong, irrespective of contributions made by other parties, including sporting clubs. Community access will be provided to sporting infrastructure improvements where considered appropriate. Maintenance responsibilities and costs for infrastructure will be as per seasonal/licence/lease hire agreements held with sporting clubs. Contributions provided by tenant sporting clubs will not confer ownership over the funded asset, nor provide exclusive use of the facility or preclude Council from reallocating clubs from a facility. However, where Council relocate a club that has contributed towards a project, Council will endeavour to reallocate the club to a venue of equal standard.

## **7.8 Tenure and significant contributions**

Council will consider an extension to the occupancy term of a sporting club where a significant financial contribution is made to a capital improvement project by the club. Contributions are exclusive of any external funding made (i.e. from State or Federal Government funding, or funding provided through sporting leagues and associations).

## **8. Related Documents**

Activate: Sport & Active Recreation Strategy 2014-19  
Sports Facilities Plan 2015  
Sports Ground Floodlighting Policy 2015  
Sports Pavilion Management Policy 2015