

# Sport and Recreation Facilities Capital Contributions Policy



## 1. Purpose

The purpose of this policy is to establish and provide principles for prioritising and funding capital works sport and active recreation projects across the Shire.

## 2. Scope

This policy applies to Council and Crown Land Sport and Active Recreation facilities only. Employees (including full time, part time, casual employees, agency staff and students). The policy is also applied in the management of contractors, volunteer groups, and consultants of Campaspe Shire Council.

## 3. Policy Statement

Campaspe Shire Council acknowledges the importance of sport and recreation facilities to communities across the Shire and the commitment of committees of management towards maintaining these facilities. Our recreation reserves and the associated facilities provide locations to support a diverse range of active sport and recreation activities to meet the needs of residents and visitors alike.

To support this commitment, Council will assess and support, where eligible as noted in the scope, a range of proposed renewal, upgrade and new capital projects through the implementation of guiding principles and a weighted assessment process that does not differentiate between Council or Crown owned land.

The principles and criteria will align with Council's Project Management Framework which provides processes, procedures and relevant controls to govern the various phases of projects.

## 4. Principles and Criteria for prioritising Projects

While there are many improvements to Recreation and sporting infrastructure required across the Shire, the capital works budget allocation and external funding opportunities each year are limited.

Council must assess and prioritise all capital projects based on project readiness. This is demonstrated by the following:

1. Landowners Consent.
2. Final plans suitable for tender documents to be developed.
3. Endorsement of plans by relevant peak body and other key stakeholders such as current and proposed user groups.
4. Written support from State Sporting Association/Peak Body and key stakeholders such as current and proposed user groups
5. Budget developed and supported by Quantity Surveyor or written independent Contractor Quotes
6. Confirmed funding contributions from partner clubs/ organisations evidenced by bank statements.

The principles supporting this policy are:

**Principle 1 Increasing Participation**

Ensure the project will address an unmet need or identified gap in demand, will attract new participants, contributes to an improved pathway for the sport and is in a growth area, or the sport is seeing a significant growth phase.

**Principle 2 Shared Use/ Multi-Use**

Encourages increased use by multiple users, including sport and community uses.

**Principle 3 Service Level**

Ensure the development of sport and recreation facilities aligns with the Council endorsed classification and does not exceed the relevant State Sporting Association (SSA) recommended service provision.

**Principle 4 Strategic Justification**

The project must align with Council endorsed strategic documents and plans. Have a connection to Regional, State and National strategic documents, along with state sporting associations endorsement of the project.

**Principle 5 Accessibility and Inclusion**

Maximise social inclusion, accessibility and target a wide range of participants including but not limited to females, all abilities and culturally diverse.

**Principle 6 Compliance**

Provide sport and recreation facilities that are fit for purpose and mitigate noncompliance (defective or unsafe) challenges.

**Principle 7 Financially Responsible**

Ensure sustainability and value for money, the club is financially sustainable, financial contribution from community and have the ability to attract economic benefit to support the sustainability of the completed project.

Principle	Criteria for Prioritising Projects	Weighting
1 Increasing Participation	Demonstrated the project will attract new participants, fill an identified gap, or unmet need in service, contributes to an improved pathway for the sport, the sport is in a growth area or growth phase.	
2 Shared Use/ Multi-Use	Demonstrated commitment of increased user groups through the delivery of the project	
3 Service Level	Is consistent with the Council identified reserve classification or hierarchy, the project is consistent with relevant SSA guidelines	
4 Strategic Justification	Alignment with Campaspe strategic document, policies and plans. Have a connection to Regional, State and National strategic documents, along with state sporting associations endorsement of the project.	
5 Accessibility and Inclusion	Demonstrated support of social inclusion, accessibility and target a wide range of participants	

	including but not limited to females, all abilities and culturally diverse.	
6 Compliance	Demonstrate the project is required due to the condition of the facilities or surface and is an identified risk, or noncompliance with SSA or State legislative requirements.	
7 Financially Responsible	The project must demonstrate value for money, be financially sustainable, financial contribution from community	

**5. Financial Contribution**

Depending on the project and scope of works, there will be times when the community will be required to contribute to the cost of the project. This includes where:

- the project exceeds the SSA or peak body facility guidelines and Council’s service level,
- Council is the applicant for an external grant and is required to make a financial contribution to submit an eligible project.

The community contribution required to support projects will apply as follows:

- Total project cost less the external funding (if applicable)
- The remaining balance of the project will be funded on a 2:1 ration (Council 2: Community 1)

The additional cost will need to be accompanied by itemised contractor quotes, or a Quantity Surveyor Costings.

In the event there are no suitable external funding sources, alternative funding sources will need to be identified subject to relevant Council Policies and process (e.g. Capital Works or the budget process). A contribution ratio of 2:1 may still be required at the discretion of Council.

Contributions from clubs or community will not imply ownership or control, does not result in discounted fees or charges, does not result in a project being delivered ahead of other projects, does not provide exclusive use or access to a facility.

Clubs or community groups must enter a written agreement with Council regarding commitment to a financial contribution which must be paid at the time of Council commitment to funding the project. Council may, at its sole discretion, negotiate for financial contributions to be paid in instalments, subject to the contribution being paid in full prior to construction contract award.

**6. Project Timelines**

Potential projects and all supporting documentation must be submitted for consideration as ‘project ready’ prior to the 30 September each year.

All projects will be assessed against the above principles to determine projects eligible for funding application and/ or inclusion in the capital program by the end of November each year.

Groups will be notified of the assessment outcome and Council support by the end of December each year.

**7. Definitions**

Terms and definitions used in this policy include:

Term	Details
Council Facility	Includes active recreation reserves with facilities, surfaces and land to support organised sport or active recreation.
Crownland Facility	Includes active recreation reserves with facilities, surfaces and land to support organised sport or active recreation owned by the state for public use.
Committee of Management	The organisation or incorporated association as named in a management contract or agreement to manage a community facility on Council's behalf and those located on Crown land operating under the Department
Shared use/ Multi use	Means more than one sport or active recreational club, group, association regularly using any sporting or recreational reserve, oval or other sporting or recreational facility on an annual basis
Recreation Reserves	Is a space primarily for the undertaking of organised sport and recreation activities. May include buildings, playing fields, courts, competition tracks and similar facilities
Sport	Is an activity involving physical exertion and skill as the primary focus of the activity with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as sport
Active Recreation	Activities are those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity
State Sporting Association (SSA)	A SSA is the governing body for a sport at state level. They represent affiliated member leagues, associations clubs and participants.

## 8. Acknowledgements

### 8.1. Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

## Policy Information

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