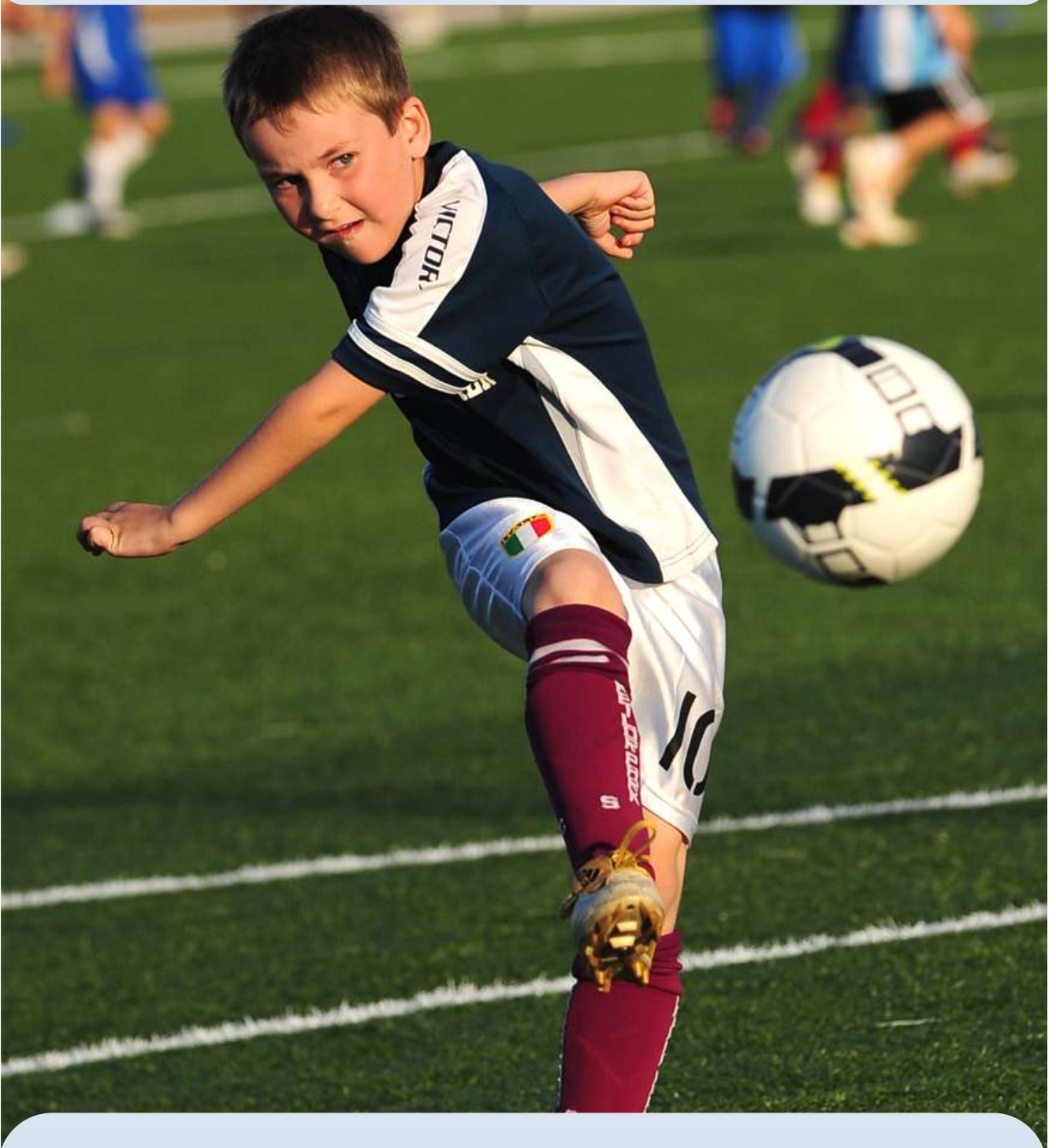


Section 6



Facility Improvements

Making facility improvements to Council sport and recreation facilities is also called 'Capital Works'. This can range from resurfacing of pitches, courts, rinks, etc to redeveloping clubrooms or even relocating facilities within the Shire.

6.1 Facility Improvements

Making facility improvements to Council sport and recreation facilities is also called 'Capital Works'. This can range from resurfacing of pitches, courts, rinks, etc to redeveloping clubrooms or even relocating facilities within the Shire.

Council is not only responsible for upgrading sport and recreation facilities - libraries, community halls, health centres, parks and gardens, kindergartens and many more Council owned facilities require capital works from time to time.

Some capital works projects can take many years from the first time you discuss a project to when the actual building works are completed. Patience, negotiation and understanding of the process undertaken by Council are very important to make sure that your club can maximise the benefits that capital works projects can provide.

Clubs can assist Council at the various stages of developing a capital works project by ensuring they have a current business plan, perhaps a few dollars in the bank and an idea of what they would like to do to improve their facilities.

Examples of potential projects include the following:

- Pavilion development
- Goal posts - standard provision
- Coaches box
- Shade structures
- Scoreboard development
- Sports equipment i.e. lighting, backboards
- Specific sport surfaces
- Seating
- Storage facilities

Some things will not be funded by Council and include:

- Purchase of land
- Works on facilities not owned by Council
- Commenced prior to approval
- Works enabling the serving of alcohol
- Routine or maintenance works
- Purchase of club specific equipment
- Clubs with an existing debt with Council

Council has developed a Capital Works Contribution Policy which outlines the financial contribution Council will make towards the cost of upgrading or adding additional facilities to sports clubs.

More Information

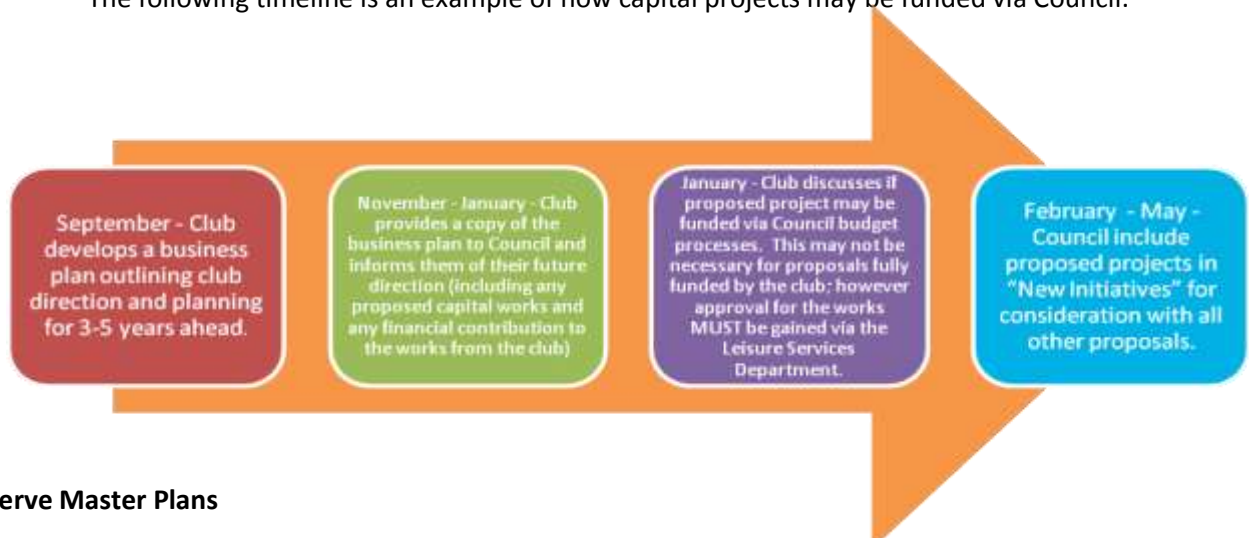
See the enclosed CD ROM for a copy of the Capital Works Contribution Policy or visit www.melton.vic.gov.au/leisure

6.2 Timeline / Flowchart / Checklist

The budget process for considering capital works projects begins in February each year. The process concludes towards the end of June each year when Councillors accept the final budget.

IMPORTANT: *The most important thing to remember when embarking on a facility development is to work as much as possible with Council on the project development as often they are your voice to funding bodies such as State and Federal Government. Sometimes this process can take up to two to four years to complete!!*

The following timeline is an example of how capital projects may be funded via Council.



Reserve Master Plans

When developing a proposal or application for capital works, it is important to keep in mind that Council reserves and venues generally accommodate a number of users and there may be a variety of groups that need to be considered. These may include other sporting clubs, schools or other social recreational groups such as walking groups, dog groups etc. Council has developed 'Master Plan' documents for many reserves and venues within the Shire.

A Master Plan acts as the guide to planning future development and is the result of an extensive community consultation process. Plans do change with time, however the master plan is an outline of how the reserve may look in future years. Master Plans will generally prioritise long term capital works planned to occur as funding becomes available, such as additional playing surfaces, clubhouse extensions, lighting, more open space, etc.

Club Checklist

The following is a basic list of the information and documents your club will need to have organised before submitting an application for funding:

- business plan (see section 7.3 Business Plans and Budgeting)
- quotations for proposed works
- financial contribution to works (see section 7.3 Business Plans and Budgeting)
- ensure the proposed works fit into the Master Plan for the reserve (see above)
- ensure relevant groups have been consulted and demonstrate the wider community benefit of your ideas
- meet and discuss with Council Leisure Services department

6.3 Funding Capital Works, Major and Minor Works

Funding for capital works projects can come from many different sources which can be very confusing for clubs. Some of these sources may be internal Council funds, state government funds, federal government funds and funds from State Sporting Associations.

Coordinating applications to all these different funding agencies can be time consuming and utterly confusing. Thankfully, Council officers and State Sporting Associations have plenty of experience in assisting clubs access funds, develop funding proposals and complete projects.

IMPORTANT: *Talking to Council officers before your club starts planning for new facilities is essential to make sure that both parties have an understanding of each other's objectives and can work together to make sure everyone gets what they want.*



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More Information

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