



Community Initiated Infrastructure Program Guidelines

Updated May 2024

IMPORTANT INFORMATION

Please read the following before submitting your application

The City of Mandurah (City) is committed to providing quality facilities and infrastructure that meet the needs of the local community.

At times clubs/group want to carry out works, to upgrade, enhance, improve, and develop new community infrastructure on City owned or managed buildings or land. To facilitate these requests the City has developed the Community Initiated Infrastructure Program (CIIP).

In particular, the CIIP will guide requests that do not form part of the City's planned capital works programs and are therefore not necessarily programmed or budgeted for.

All projects being considered through the CIIP must:

- Meet the demonstrated need of the club/group and the community.
- Be approved by the City before any works can commence.
- Be financed solely by the applicant. This may include grant funding. In some circumstances, if the project is deemed as a high priority by the City, the City, may at its discretion, consider alternative options to progress.

Please note: All clubs/groups **must** meet with relevant City officers, either from, Recreation Services or Community Development, to discuss their project prior to submitting an application. Please contact either:

- Recreation Services on (08) 9550 3601 or recreation.services@mandurah.wa.gov.au
- Community Development on (08) 9550 3717 or cdo@mandurah.wa.gov.au

Application guidelines

What does the CIIP process cover?

The CIIP process is designed for clubs/groups that hire, lease or license facilities and infrastructure from the City of Mandurah. It outlines the process that clubs/groups must follow if they want to carry out works, to upgrade, enhance, improve, and develop new community infrastructure on City owned or managed buildings or land.

Please be aware, this is not a funding application. This document applies to improvements that are fully funded by the relevant club/group.

Why is there an application form?

The City is committed to providing high quality community facilities and regularly reviews and plans the works required at community facilities to prioritise and schedule in the City's Capital Works Program.

If a club/group wants to carry works before the City has scheduled them, or the works are outside of the City's standard provision, then the application form needs to be completed.

This application process is designed to ensure that there is an identified need for the project and all required approvals and licences are identified and granted before any works commence. (This will prevent the club/group having to carry out any expensive remedial work that may result).

What kind of projects will be considered?

Projects that meet the following guidelines and incorporate the key principle of multi-use design will be considered:

- The facility or land is owned or managed by the City of Mandurah and is hired, leased, or licensed by the applicant.
- The proposed improvements are consistent with the style and form of the existing facility.
- The total project cost is within the applicant's demonstrated capacity.
- The project will provide a benefit to the wider community.

Project Types

Minor Equipment

Definition: *Items that do not qualify as 'unfixed' or 'fixed' infrastructure and are typically smaller in scale and easily movable, and do not permanently attach to the land, building, or other structures.*

Project examples:

- Hanging or mounting items such as memorabilia and defibrillators, and smaller signage.

Unfixed Infrastructure

Definition: *Unfixed Infrastructure Projects are projects that are considered unfixed assets that essentially remain the responsibility of the club or group but may be appropriate for the use of other users at the facility.*

Project examples:

- Hanging or mounting items such as signage
- Installing additional equipment such as a television or deep fryer
- Play equipment (for playgroups etc)

Fixed Infrastructure

Definition: *Fixed Infrastructure Projects are projects that are generally community assets that would remain under the ownership and responsibility of the City.*

Project examples:

- Unisex changerooms/toilets upgrades
- Sports flood lighting
- Equipment storage
- Facility fit outs
- Kitchens
- Shade structures
- Asset renewal projects like court resurfacing and conversion of bowling greens to synthetic surfaces
- Community gardens
- Community artwork (murals etc)
- Heating and cooling upgrade
- Sport specific capital infrastructure such as: Cricket / baseball practise nets

What kind of projects will NOT be given approval?

The following projects generally will not be considered:

- Applications where the club/group are unable to demonstrate the ability to fully fund the works and/or will impact the clubs/groups ongoing financial sustainability.
- Applications that will negatively impact on the surrounding residents or other users of the facility.

- Incomplete or partial applications
- Applications that are unable to justify why they are required and do not align with any City planning documentation.
- Projects that do not meet the relevant Australian Standards and construction codes including access requirements for persons with a disability.
- Maintenance repairs to infrastructure such as roof replacements
- Single function projects that inhibit the suitability of the facility for other users
- Retrospective projects that have already been undertaken
- Projects that are not on City owned or managed land.
- Facilities that are built for the sole purpose of serving alcohol.
- Infrastructure that is not the responsibility of local government
- Projects that duplicate existing services, programs, and infrastructure (either on site or proximity)
- Projects of significant value (over \$200,000) that are unsubstantiated by needs assessment and/or feasibility documentation.

How are projects managed?

In the application process the group may request to manage and oversee the proposed project. Necessary evidence and qualifications or demonstrated project management experience will be required for the City to agree to the project being managed by the club/group. The project may be identified as high risk or involve specialised services that the City, as the land or facility owner, is best placed to manage and deliver, or the group may not have the necessary skills to deliver the project. If this is the case the City will contact the applicant to discuss the implications, which may include the City managing the project delivery in collaboration with the group.

The nature of project delivery is at the absolute discretion of the City and any decision made around this is final. If the group is deemed unqualified or unable to manage the project, then it will become a City-led project. The City will, at its discretion inform the group of the anticipated project delivery timelines. Any financial contributions from groups (including external funding) must be paid to the City, in full, before a construction/agreement is awarded.

Voluntary labour

The project, or aspects of the project, may be carried out by volunteers. Voluntary labour is work undertaken by people, without compensation or reward. The value of work undertaken by volunteers must be estimated in the application form and final figures provided at the completion of the project.

Voluntary labour can be classified as follows:

Unskilled - General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person and labourers.

Skilled - A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.

Professional - A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar.

Donated materials

Donated materials can be recognised as part of an applicant's contribution. Donated materials must be estimated in the application form and final figures provided at the completion of the project.

Who is responsible for the replacement/ongoing maintenance of the works?

New structures or upgrades to City facilities will become an asset of the City upon completion, unless otherwise detailed in the notification letter from the City. This means the City will meet the replacement/ongoing maintenance costs. Works that do not become an asset of the City (for example removable items such as TV brackets, club signage) will be the ongoing responsibility of the relevant club/group to replace and maintain. These conditions will be outlined in the notification letter from the City.

When do applications close?

There is no specific closing date for applications. Applications may be submitted to the City at any time. Please be advised that the approval process is involved, especially where the proposed improvement is complex or involves several stakeholders. To check on the progress of the application, please contact Recreation Services on 9550 3601 or Community Development on 9550 3717.

What is the application and approval process?

The application and approval process involves six stages:

1. Application submission:

- Club/group to contact Recreation Services on 9550 3601 or Community Development on 9550 3717 to discuss the project
- City to arrange a site meeting (if necessary)
- City will identify and discuss planning and building approval requirements (if necessary)
- Club/group to complete application form and provide supporting evidence as outlined in the application checklist. Applications will not be progressed to the next stage, until ALL relevant documentation has been received.

2. Application assessment:

- The City's assessment of the application will help determine if the project is eligible, and is assessed against the following criteria:
- Demonstrated community benefit
- Impact on other clubs/groups and the general community
- Project justification
- Project scope (and update)
- Financial/resources implications
- The club/group can demonstrate it has the financial capacity to cover the full cost of the works (including GST)
- Impact on operating costs
- Projected lifecycle cost
- Strategic alignment – Strategic Community Plan
- City to assess the application (further information may be requested).

3. Application approval:

- A notification letter on the outcome of the application will be provided to the club/group. This will outline any requirements or conditions that must be met as part of the project.
- The notification letter must be counter signed by an authorised officer of the club/group agreeing to the terms and conditions prior to commencing works.
- Any works that commence before the City has given approval will be removed or rectified at the club/groups expense.
- If it is determined that planning and building approval is not required, then the club/group may commence the works subject to approval and all other requirements and conditions being met.

4. Planning and building approval (if applicable):

- Following project approval and depending upon the nature of the project the club/group may be required to obtain planning and/or building approval for the project. Separate applications are required for planning and building approvals. In preparation for the Planning Application, the following information is available online for your information:
- Applying for development approval and other planning applications
- Preliminary planning advice
- Planning and development fees

If a Building Application is required, the club/group will need to engage the services of an independent building surveyor. Once completed, the Building Application (Form BA1) should be submitted to the City for approval by the owner of the land (CEO, City of Mandurah) prior to being submitted for formal assessment. City Officers can provide a Cover Sheet which can be attached to the application to ensure it doesn't get submitted for formal assessment as a Building Application. Once signed by the City of Mandurah CEO, the applicant will be contacted so they can submit the Building Application for formal assessment. If the total value of the work exceeds \$20,000 a permit can only be issued to a Registered Builder.

- The club/group will be responsible for any fees payable for planning and/or building approvals.

5. Project delivery:

- Projects valued over \$200,000 will be managed and constructed/installed by the City in line with standard specifications and the City's Project Management Framework.
- The decision around project delivery is at the absolute discretion of the City and any decision made around this is final. If the group is deemed unqualified or unable to manage the project, then it will become a City-led project. The City will, at its

discretion, inform the group of the anticipated project delivery timelines. Any financial contributions from clubs/groups (including external funding) must be paid to the City, in full, before a construction agreement is awarded.

- Prior to construction commencing the club/group will be required to sign a funding agreement that details the club/group will pay the City for the works and outline the payment term.
- Once the works are complete the City will undertake an inspection.
- If the works include the creation of a new internal space (i.e., new storeroom, office, internal walls etc) the club will be required to obtain a Permit of Occupancy (BA9) which will be issued by the City. This may require the submission of a Notice of Completion (BA7) and a Certificate of Construction (BA17).
- If the works are external and/or minor (i.e., shed, patio or retaining wall) the builder will need to complete the Notice of Completion (BA7) and submit to the City within seven days of completion. In all cases information around the works completed will be required to update the City of Mandurah's Asset Register. This enables the City to capture all of the attributes linked to an asset such as asset type, material types, units of measure, locations, manufacturer details, model details etc.

6. Project close-out:

- At the completion of the project the club/group will be required to complete a close-out form and fulfil any other requirements as detailed in the original notification letter from the City.

How will the club/group be notified the proposed works have been supported?

Written approval to proceed to the planning and building application stage will be provided to the club/group. This will confirm the timeline of the works and outline any requirements or conditions.