

# Council Policy

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## Policy Objective

The purpose of the Community Initiated Infrastructure Council Policy (Policy) is to guide consistent, transparent and accountable decision making when responding to unscheduled requests from community for the renewal, replacement, upgrade or alteration to community infrastructure on City of Mandurah (the City) owned or managed land.

The Policy is supported by the Community Initiated Infrastructure Policy Framework (CIIP Framework) which underpins;

- the approach and management to the provision of community infrastructure;
- future planning, renewal and upgrades; and
- alignment to the Strategic Community Plan, budget and Long-Term Financial Plan.

## Applicability

This Policy applies to:

- City employees, Elected Members and all persons making decisions regarding community infrastructure planning, funding and delivery.
- Not for Profit, incorporated Community, Sport or Recreation groups submitting requests to the City.
- Any other applicant initiating a request to the City in relation to improved community infrastructure.

This Policy applies to the planning, provision, operation, maintenance, renewal and upgrading of the City's existing and new assets that are on land owned or managed by the City. It can inform and influence all strategies, plans and proposed activities developed and conducted by the City in relation to community infrastructure.

The Policy does not apply to:

- Local, State or Commonwealth Authorities;
- Individual or private/commercial companies/organisations.

## Policy Statement

### Introduction

The City is the primary provider of community-based facilities and is responsible for the maintenance and development of this infrastructure in collaboration with its users and the community in general. Due to the significant investment in community facilities and assets it is crucial that these are planned and managed to maximise benefit and usage for the whole community.

The development, management and operations of the City's community infrastructure will:

- improve sport and recreation, socialisation, health and wellbeing, and learning opportunities for current and future communities;
- contribute to a sense of place by positively integrating with neighbouring community infrastructure;

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- represent the diverse demographic needs of current and future communities in the provision of inclusive infrastructure; and
- encourage collaboration and partnerships through multi-use principles and strong communication and engagement with all stakeholders.

## Guiding Principles

To continue to promote the provision and maintenance of safe, suitable and sustainable public community infrastructure. The Policy will be guided by the following principles;

- Ensure an equitable range of multi-purpose community infrastructure are accessible across Mandurah, where appropriate.
- Provide diverse and flexible spaces that maximise use and community access under a community hub model (varied facilities, spaces within reasonable proximity that deliver desired community outcomes).
- Create sustainable community infrastructure that is responsive over time and will meet current and future community needs.
- Maximise benefit to the community from capital investment through efficient use of resources, exploration of co-location opportunities and cost-effective sustainable design outcomes.
- Provide facilities in accordance with sound, proactive asset management principles that ensure the appropriate balance between infrastructure lifecycle costs and community benefit.
- Align to the City's Strategic Community Plan objectives and those of relevant governing bodies/association (e.g. State Sporting Associations – Strategic Facility Plan / Guidelines) where relevant.

## Community Initiated Infrastructure Policy Framework (CIIP)

The Policy is supported by the CIIP Framework which provides a detailed and sequential process designed to guide and inform consistent and accountable decision making. The Framework underpins the guiding principles of community infrastructure and considers 4 key component areas;

- Evidence Based Information;
- Project Workflow and Considerations;
- Project Management Process (including risk management);
- Roles and responsibilities (City and Community).

## Assessment and Approval

Applications will be assessed by the City of Mandurah against the following key criteria;

- Demonstrated Community Need and Benefits;
- Project Scope and Design;
- Financial Resources and Implications;
- Strategic Alignment;
- Applicant capability and capacity; and
- Overall project budget, risk and complexity.

Community-initiated infrastructure projects will only be presented for Council approval upon the satisfactory completion of all process criteria within the Framework and;

- Assessed as 'Medium' or above as per the City's Risk Management Framework; or
- Meets or exceeds a total project cost of \$200,000; or
- Requires unscheduled City budget contribution;

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- Requires unscheduled City resource contribution;
- Upon advice from the Chief Executive Officer due to unique project circumstances.

Through the assessment process the Significant Community Infrastructure Project (SCIP) team will provide one of three recommendations:

1. Recommend Approval
2. Recommend Approval with conditions
3. Recommend Not to be Approved

The recommendation will be assessed and approved either under delegated authority of Chief Executive Officer or referred to Council for approval. The applicant will be notified in writing of the outcome of the request, including relevant details such as conditions.

### Funding

The applicant of the community initiated infrastructure request will need to fully fund the direct costs for the proposed renewal, replacement, upgrade or new capital works and evidence of funding will need to be provided.

No external funding should be sourced until approval has been given to the project.

Any external funding proposal must be lodged with the City in the first instance to ensure all funding submissions align with City direction and are compliant.

If the applicant is unable to fund 100% of direct financial contribution required to fund the project, the City will not proceed with the application process, unless otherwise agreed by Chief Executive Officer or Council.

The ongoing operational and maintenance costs associated with all community-initiated infrastructure projects will be addressed as a key consideration during the assessment and approval process.

### Project Management

Project management roles and responsibilities will be evaluated as part of the assessment process within the CIIP Framework.

### Ownership and Maintenance Responsibilities

Any community infrastructure constructed under this Policy will remain the property of the City of Mandurah, irrespective of contributions made by other parties, including community, sport or recreation groups. Contributions provided by a group will not confer ownership over the funded asset, nor private exclusive use of the facility or preclude the City from reallocating clubs from the facility.

### Definitions

**Community Infrastructure:** all buildings, facilities and structures including clubrooms, sports specific amenities, City managed community and recreation centres, Scout buildings and other infrastructure that delivers a community health, wellbeing, socialisation and/or learning benefit.

**Group:** any community, sport or recreation club or association. These clubs or associations should be not-for-profit organisations.

## Legislative Context

Building Code of Australia – Western Australia

Local Government Act 1995 - Accounts and Records

- 6.7 – Municipal fund
- 6.8 – Expenditure from municipal fund not included in annual budget

## Review

At a minimum this Council Policy will be reviewed every two years.

## Related Documents

### Internal Documents

- Community Initiated Infrastructure Program Framework
- Community Initiated Infrastructure Program Application Form
- Community Initiated Infrastructure Program Assessment Criteria
- Master Plans and associated Recreation and Community Plans
- Mandurah Active Recreation Strategy
- Strategic Community Plan 2020 to 2040
- Access and Inclusion Plan – 2021 to 2026

### Policy

- POL – CNP 05 – Recreation Facility Development
- POL – CNP 07 – Community and Recreation Facilities
- POL – FCM 03 – Provision of Loans to Sporting and Community Associations
- POL – CMR 04 – Active Recreation Reserve Advertising Signage Policy

### External documents

- Department of Sport and Recreation Facility Planning Guide
- Parks and Leisure WA Guidelines for Community Infrastructure
- Peel Development Commission Strategic Plan 2020-2022
- National Sporting and SSA facility guidelines

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<b>Responsible Directorate:</b>	Place and Community
<b>Responsible Department:</b>	Recreation Services
<b>Reviewer:</b>	Manager Sport and Recreation
<b>Creation date and reference:</b>	27 July 2022, Minute G.10/7/22
<b>Last Review:</b>	-

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Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
1	Council Approval 27 July 2022 Minute G.10/7/22	27 July 2022	-
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