

# CITY OF BELMONT

## MANAGEMENT OF SPORTING CLUB REQUESTS

The Recreation Officer (RO) position at the City of Belmont provides a dedicated contact for the City's sporting clubs, who can support and assist in seeking approvals and discuss requests received from clubs with the various council departments who have a role in maintaining council facilities.

To streamline the process and provide greater clarity for clubs, a more efficient process has been developed to assist in achieving outcomes for all stakeholders involved. Therefore, all clubs are to adhere to the following process and tools when requesting any maintenance and infrastructure request/upgrades.

### MAINTENANCE REQUESTS

Clubs are able to submit maintenance requests at any time, these requests include items such as dysfunctional hot water systems, broken windows, damaged sports goals or any general maintenance issues involved with the facility or grounds. Maintenance requests will be forwarded to the relevant department responsible for undertaking any repairs.

Maintenance requests can be emailed or reported by telephone to [recreation@belmont.wa.gov.au](mailto:recreation@belmont.wa.gov.au) or phone 9477 7454. Please ensure that the issue/request is described clearly.

### INFRASTRUCTURE REQUESTS AND UPGRADES

Infrastructure requests and upgrades generally have the following characteristics:

- One off requests where Clubs seek to upgrade an asset that has not necessarily ended its life, but the Club requests for the asset to be improved e.g. replacement of current lighting or additional lighting.
- Is a new asset that has a sole purpose for a particular club and not of benefit for the wider community e.g. club storage shed
- An improvement above and beyond the current level of service e.g. sports lighting is designed and funded to a training standard. Should a Club request for the provision to be increased to competition level, clubs must provide a business case and funding arrangements.

Please note that infrastructure requests and upgrades are guided by Council Policy SB19. Please ensure the Club is familiar with the policy.

The following process needs to be undertaken for such requests:

- Step 1: A **Facility Business Case Template** has been developed and is to be completed in consultation with the RO. The document can be found on the City's website or can be emailed upon request.
- Step 2: Officers will discuss requests at quarterly Sporting Infrastructure meetings during the year. This meeting will include all departments involved in the approval process. The meetings have been scheduled to coincide with Council budget processing timelines.

## **ASSESSMENT TIMELINES**

Business Cases can be provided to the RO at any time throughout the year and will be available to assist clubs to prepare any proposals.

Once received, the Business Case will be discussed during the next appropriate quarterly meeting. Clubs will be emailed the outcome of their request. Please note requests that require Council funding other than current funding opportunities (e.g. Community Contribution Fund) will not be known until August when the Council budget has been approved.

The timeline below provides further information:

### **February**      *General Quarterly Infrastructure Meeting*

- Meeting conducted with relevant departments to discuss all new and outstanding requests that have been submitted by sporting clubs.

### **May**              *General Quarterly Infrastructure Meeting*

- Meeting conducted with relevant departments to discuss all new and outstanding requests that have been submitted by sporting clubs.

### **August**          *Council Post Budget Approvals*

- All requests which require a financial contribution must be submitted **before** August for it to be considered in the next financial year capital works budget.
- All requests seeking a financial contribution from Council for the following financial year will be investigated by Council Officers.
- Projects approved for the current financial year will commence project planning / implementation.

### **November**      *General Quarterly Infrastructure Meeting*

- Meeting conducted with relevant departments to discuss all new and outstanding requests that have been submitted by sporting clubs.
- All requests seeking a financial contribution from Council for following financial year to be discussed following investigations undertaken to date.

## **INFRASTRUCTURE REQUESTS AND UPGRADE CONSIDERATIONS:**

Majority of infrastructure projects will require statutory approvals. Planning approvals and building permits are different and are controlled by different legislation.

This means that clubs may need to apply for planning approval, or a building permit, or both depending on the clubs proposal. If the proposal does require planning approval, the club must obtain the planning approval before lodging a building permit application with the City.

### **Planning Approvals:**

The City's Planning Department is responsible for statutory and strategic land planning within the City of Belmont. Statutory planning ensures that development within the City of Belmont complies with the Local Planning Scheme, Local Planning Policies and other relevant legislation and policies.

Clubs looking to undertake infrastructure projects will need to complete and submit relevant planning applications as advised by the RO. Planning applications incur a fee for applicants and must be paid on submission of relevant planning application documents.

Assessment of planning applications is undertaken by the City of Belmont and/or the West Australian State Planning Commission pending on the ownership and management orders of the relevant sporting reserve.

Assessment times vary between 60 – 90 calendar days from lodgement in which to make a determination on an application for planning approval. These timeframes only apply where an application contains the necessary material required to enable its assessment.

### **Building Permits:**

The City's Building Department is responsible for the control of all building and building related activities in the City and ensures that building construction complies with relevant laws and standards. Clubs looking to undertake infrastructure projects will be required to obtain necessary building permits, to ensure building work is structurally safe and complies with relevant legislation.

Building permits incur a fee for applicants and must be paid on submission of relevant building application documents.

### **Parks and Environment Requirements:**

The City's Parks and Environment Department are responsible for protecting and enhancing the natural environment, along with maintaining the City's passive and active recreation areas. The Parks and Environment Department is consulted on all proposed projects before relevant planning and building approvals are approved.

Items such as turf care, irrigation, trees and building impacts are considered and appropriate plans are put in place to minimise any disruption or potential damage to passive or active recreation spaces.

## INFRASTRUCTURE REQUESTS FLOW CHART

