

# Community, Sport & Recreation Forum

Up next at 6.00pm...

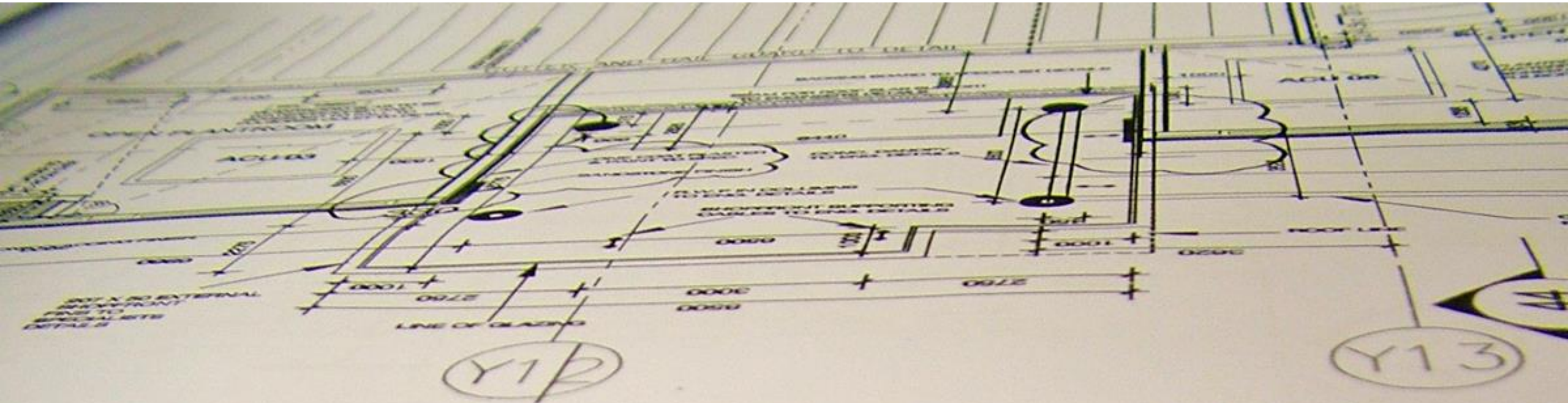
Facility Planning –

Michael Connelly (CPR Group)

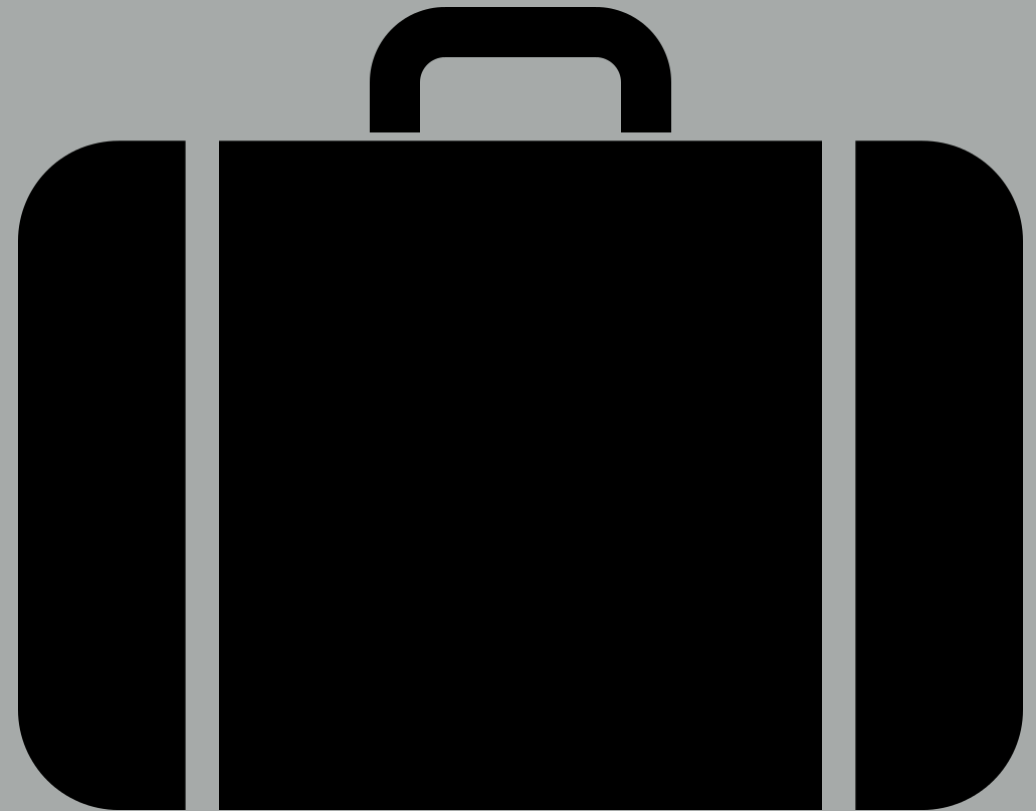
Jamie Cluff (MBRC)

# MBRC Forum

## Facility planning and development



“We do it like this, because that’s  
how we’ve always done it!”



# Facility planning

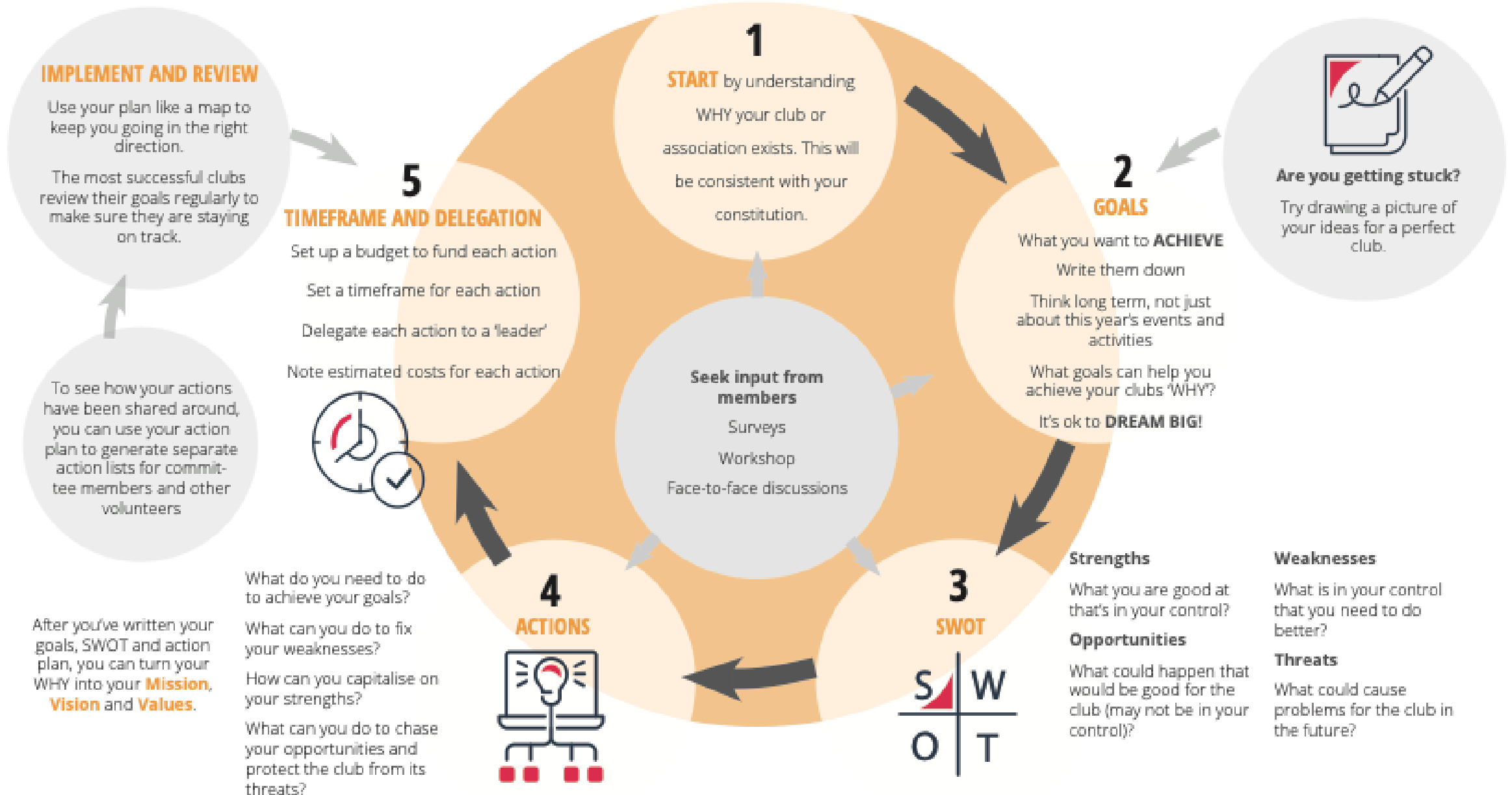
- Your own purpose and vision
  - What's your big WHY?
- Big-picture planning
  - How will it fit in, at a macro level?
- Facility planning
  - Planning what you need
- Operations
  - Making it work and keeping it viable

**WHY**

**HOW**

**WHAT**

# STRATEGIC PLANNING FOR CLUBS AND ASSOCIATIONS





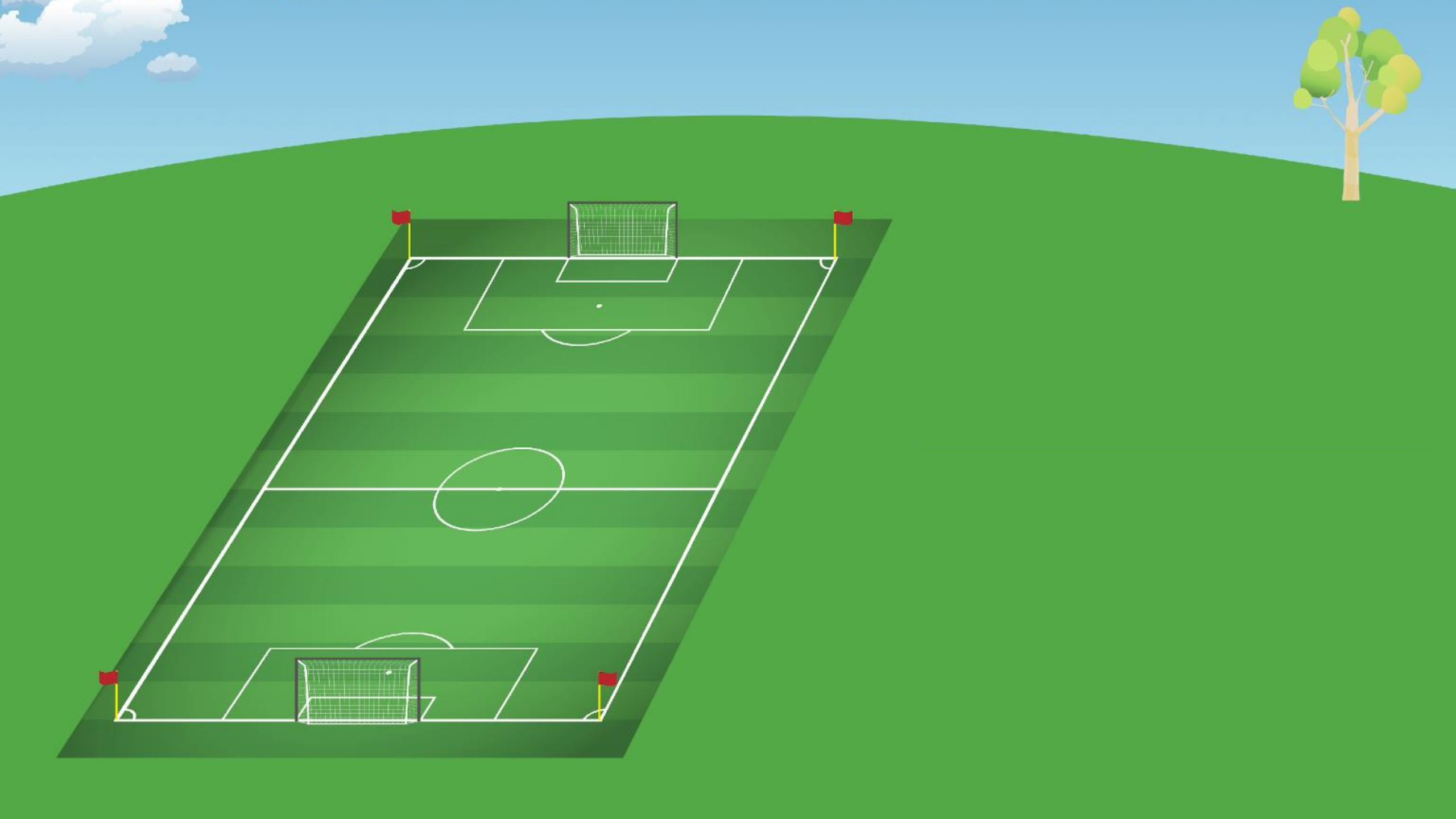
# Master planning

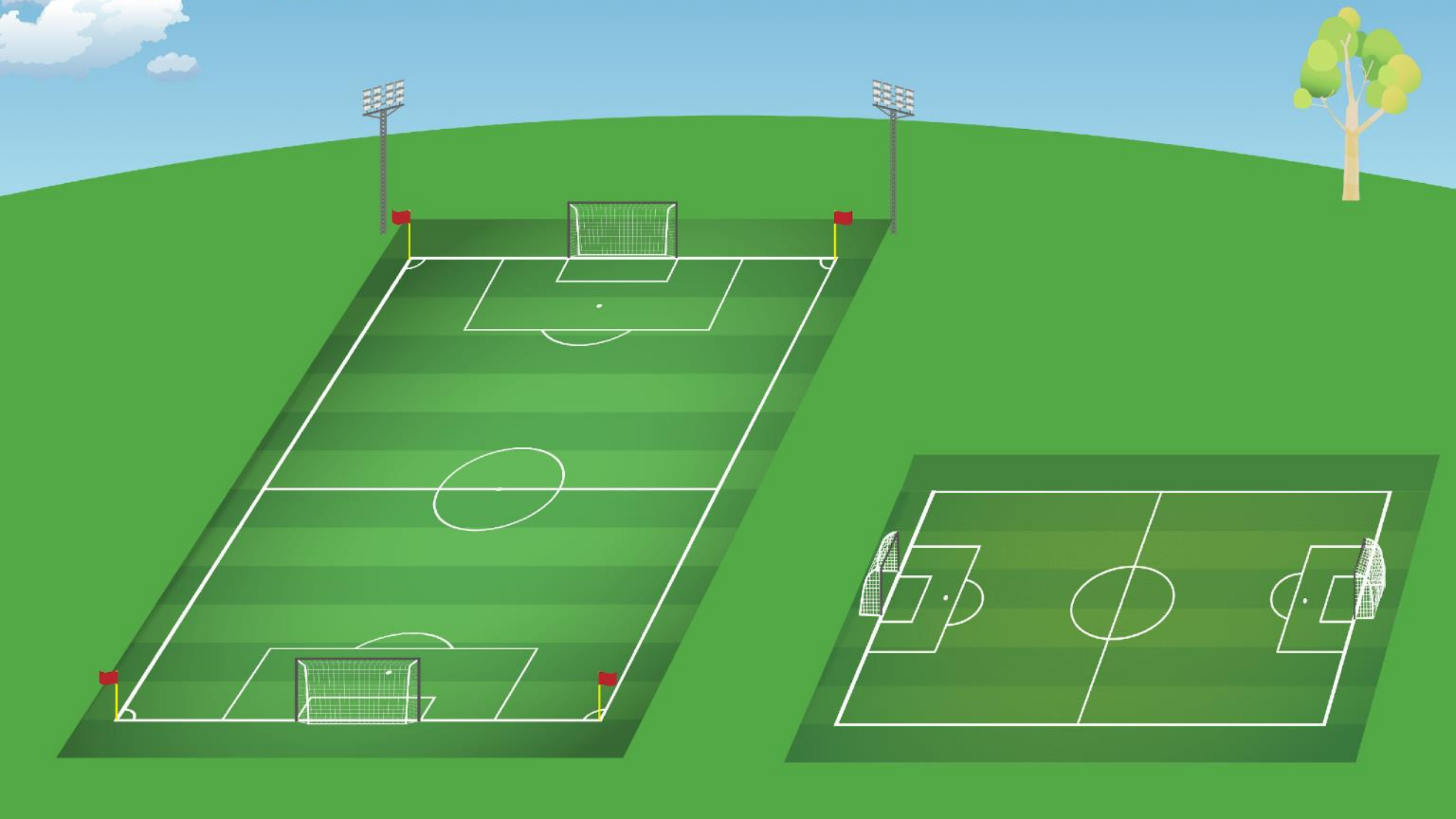


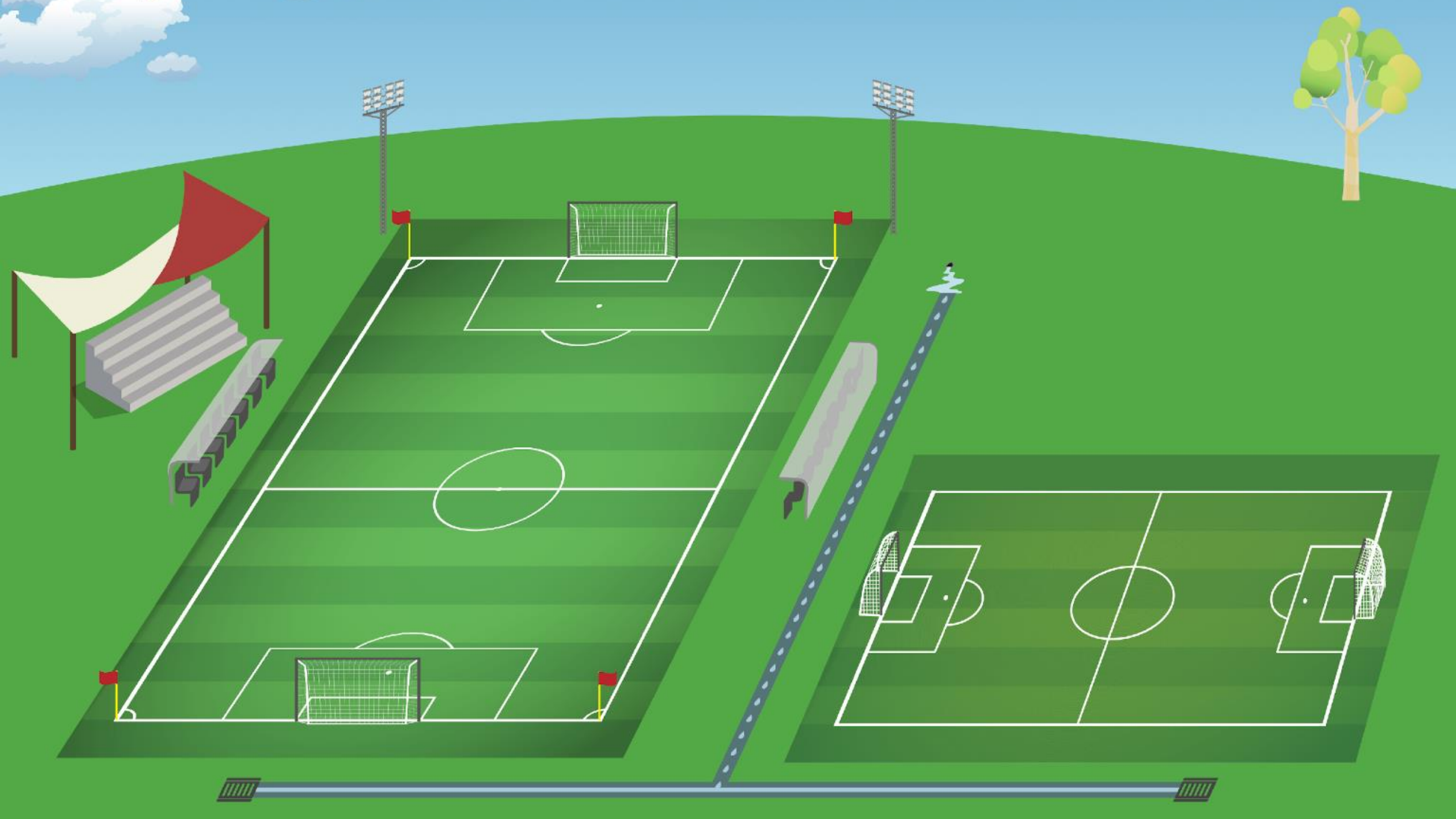




















P

REFEREES ROOM

CHANGE ROOMS

TOILET

# Getting to 'no'!

- Are there any show stoppers?
  - Safety
  - Roads
  - Flooding
  - Landfill
  - Underground services
  - Planning overlays



# ABC Tiddledywinks Club Inc.

- Lease a small hall at Kallangur from MBRC
- 150 members, from all over the region
- Only tiddlywinks club in Moreton Bay
- Daytime competitions 3 days per week
- Committee meets in the hall at least one night each week
- Regular facility hirers when they're not there

# The building

- Timber construction on a concrete slab
- c. 15 years old
- Large open plan activity room accessed via the front door
- Small kitchen/canteen facility and toilets at the rear of the hall
  - 1 x male, 1 x female and 1 x PWD toilet
- No external storage
  - Only cupboards inside the building to store competition equipment and club documents



# Planned projects

- Projects:
  - Upgrade of toilets
  - External storage – new shed
  - General freshen up of the building to make it more attractive and hireable
  - Office space and meeting room in the new shed
    - Lock up private files
    - Meet in the shed to free up the main hall for hire on meeting nights

# Facility planning ...1

- Why do you need it?
- How will the project meet your needs?
- What professional advice do you need?
- Will it make money or cost money?
- Will you be able to maintain, repair and replace it?

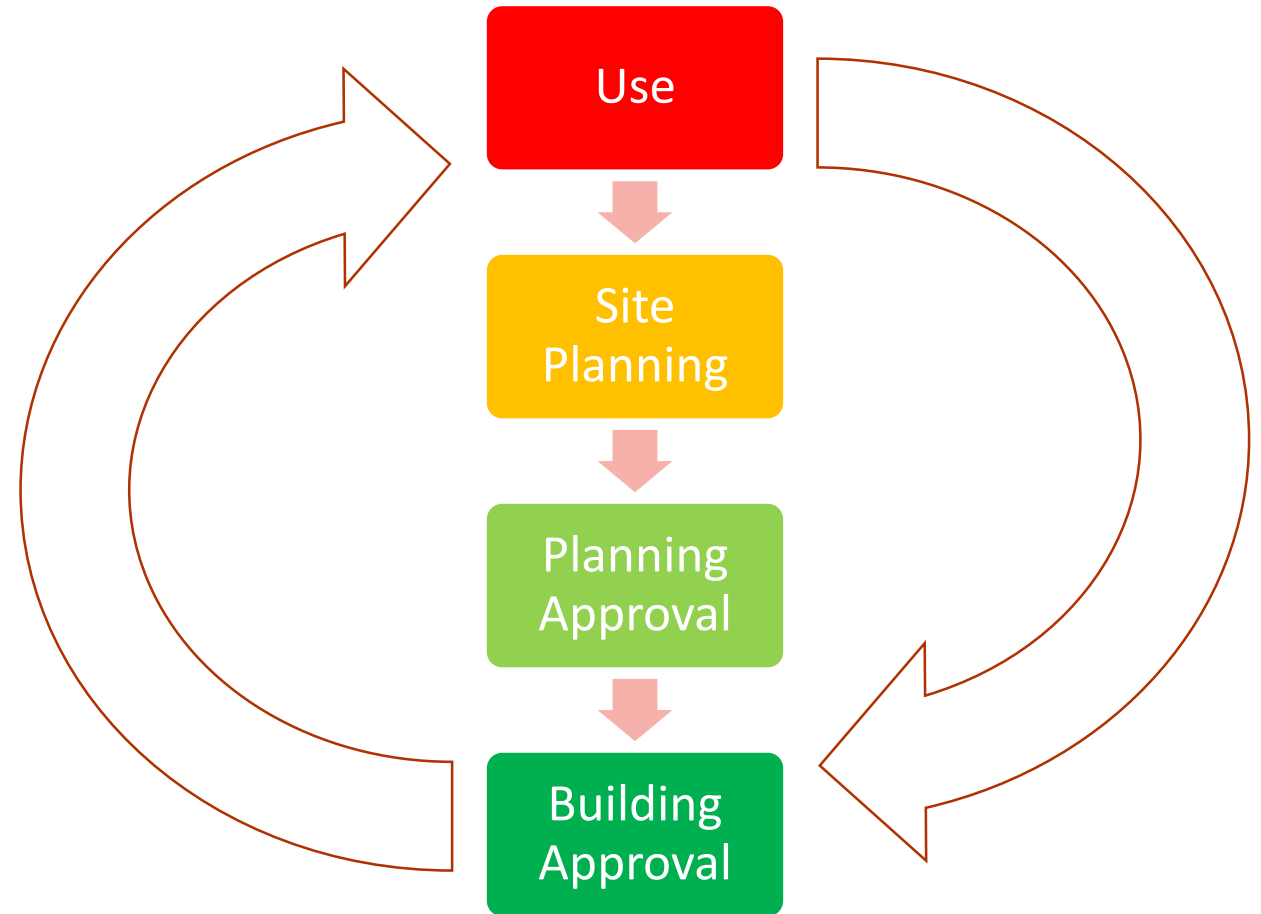
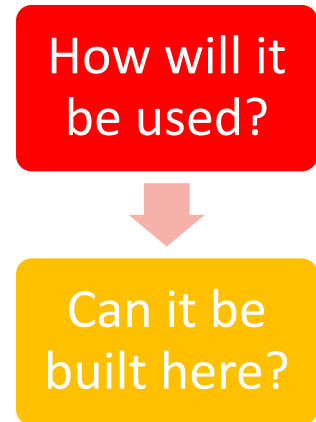


# Facility planning ...2

- What research can you do?
- What alternatives exist?
- What support can you demonstrate?
- What resources do you have to complete your project?
- What are the estimated costs?
- What is your project schedule?



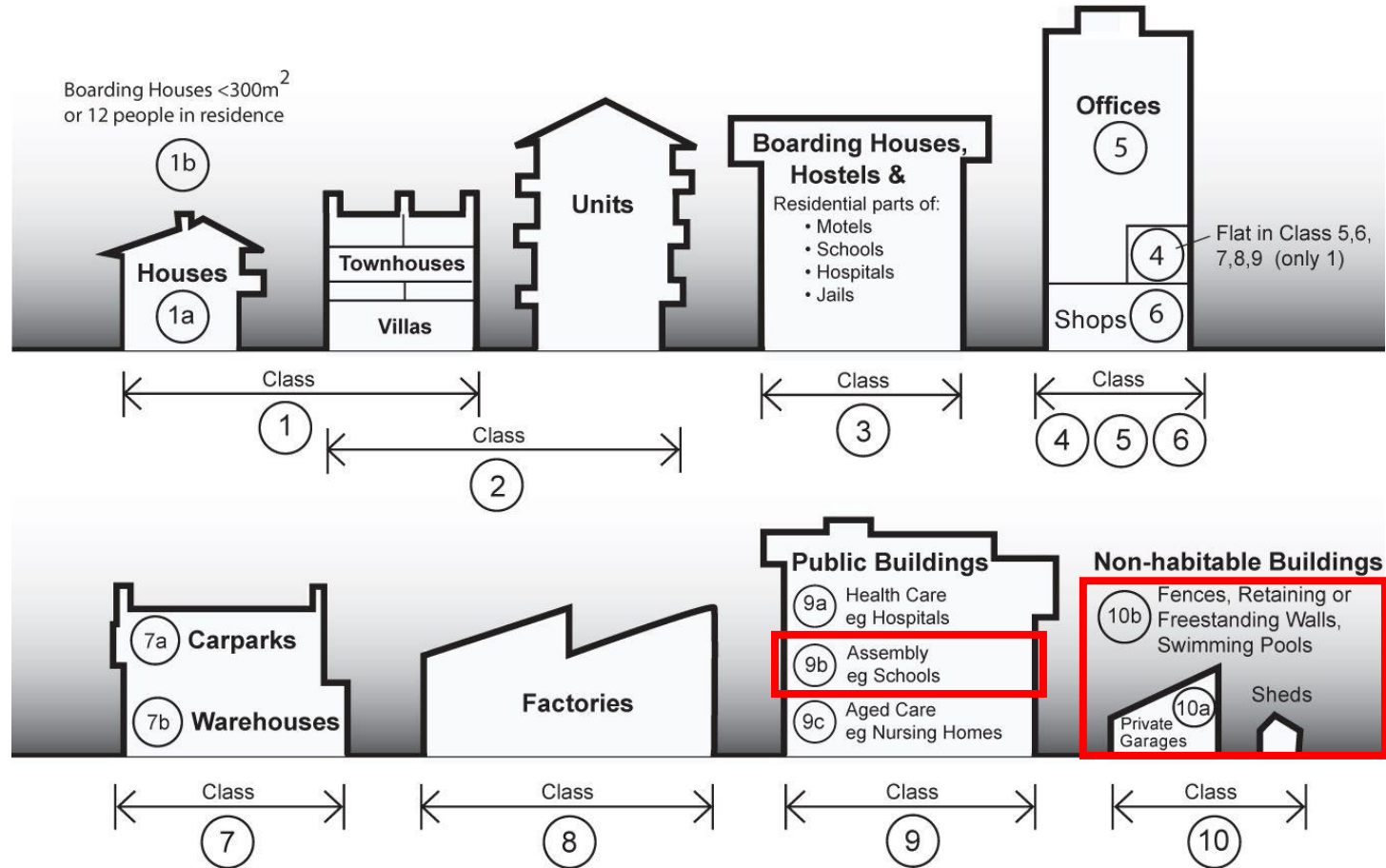
# "It's just a shed"





# “It’s just a desk and chair”

- Places people meet, spaces people occupy – are you meeting there?
  - Is it a habitable space?
  - Club houses, meeting spaces, e.g. men’s ‘sheds’
  - Water/Sewer/Equitable Access/Car Parking, Fire and Evacuation....
- Storage Shed
  - Stores items
  - Not habitable
  - In and out
- Tidley Winks – can they build a ‘shed’ to house their office?? Let’s talk.



Classes of Buildings  
BCA Part A3

© Jerry Tyrrell 2006

# Operations

- If you can build it...
  - Can you afford to run it?
  - Can you afford to maintain it?
  - Can you manage it?
  - Can you afford to replace it when it reaches its end of life?
- Don't skimp!



- assetTRAC total reporting and control
- Dashboard >
- Assets >
- Inspectors >
- Completed Maintenance >
- Overdue Maintenance >
- Archived Assets >
- Subscribed Plan >
- Subscribe Now >
- Categories >
- Help >



7  
Total Assets

2  
Total Inspectors

0  
Completed Jobs

\$ 4  
Scheduled Maintenance Cost

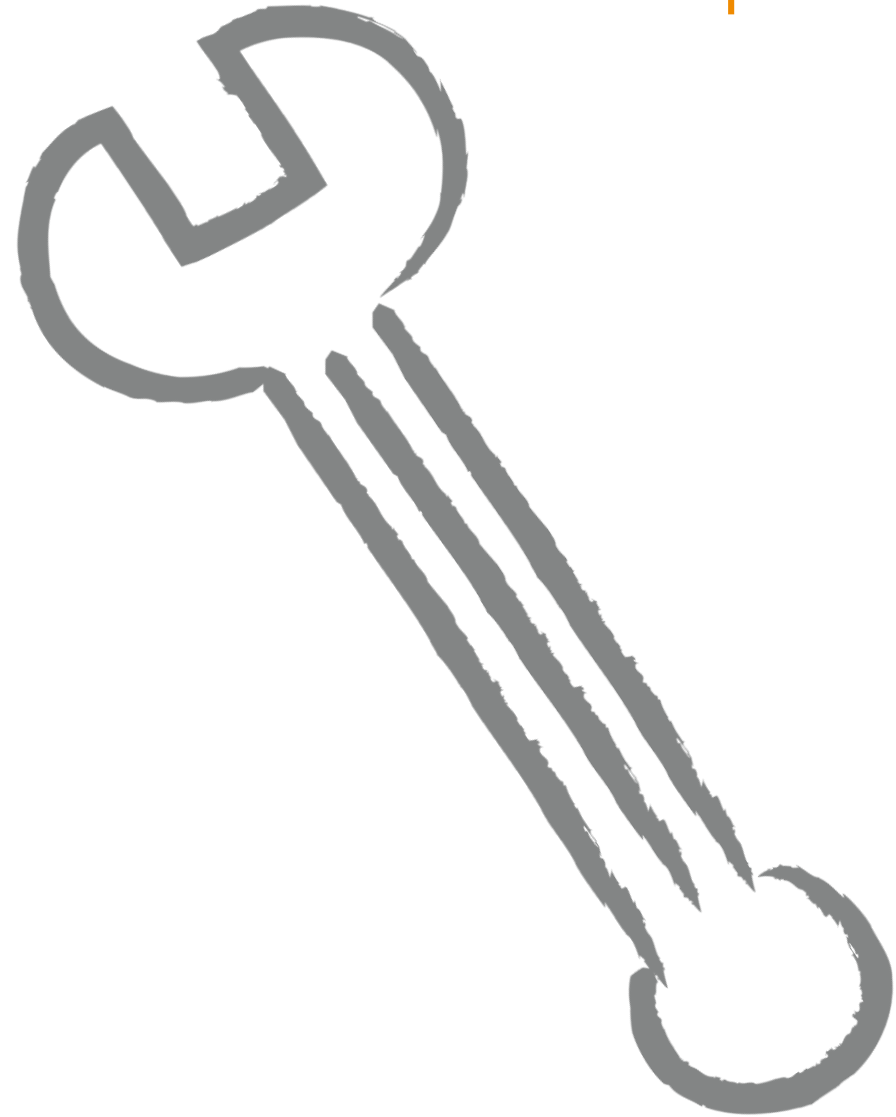
### Asset Master (7)

Ref. No.	Category	Asset Details	Purchase Date	Purchase Price (\$770,696)	Estimated Replacement Value (\$771,506)	Actions	Maintenance Assigned
A007	Lighting and Electrical	Soccer Lighting (Lighting 022)	04/12/2020	\$28,000	\$28,000	<a href="#">View</a>	
A006	Lighting and Electrical	Soccer Lighting (Lighting 021)	04/12/2020	\$28,000	\$28,000	<a href="#">View</a>	
A005	Lighting and Electrical	Soccer Lighting (Lighting 020)	04/12/2020	\$28,000	\$28,000	<a href="#">View</a>	
A004	Lighting and Electrical	Soccer Lighting (Lighting 019)	04/12/2020	\$28,000	\$28,000	<a href="#">View</a>	
A003	Building	Soccer Shed	11/10/2020	\$33,096	\$33,906	<a href="#">View</a>	
A002	Activity Area	Soccer Pitch (Play Area 004)	22/10/2020	\$476,000	\$476,000	<a href="#">View</a>	
A001	Activity Area	Soccer Pitch (Play Area 003)	22/10/2020	\$149,600	\$149,600	<a href="#">View</a>	



# Workshop resources

- Project planning workbook
- Strategic planning worksheet
- Asset register template (but don't use it!)
- assetTRAC free trial





# CPR Group Grant Mastery Certificate

Next online course:  
27 April to 25 May 2022



Up next at 7.20pm...

Improvement Works Application,  
Understanding the process –  
Lacey Hill and Kimberley Cowell  
(Community Leasing Officers)

# COMMUNITY LEASING



SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

# IMPROVEMENT WORKS APPLICATION





What is it?

When will one be required?

What information to include?

How to Apply?

What to do once consent is provided?

What to do once works are completed?

# What is an Improvement Works Application?



Prior to commencing any permanent or temporary improvements on council owned or controlled land, the community organisation must submit an Improvement Works Application (IWA) seeking landowner's consent from Council



# When is an Improvement Works Application required?



For any projects that the organisation are looking to undertake that include:

- Works that is not considered general maintenance
- New buildings or extensions
- Fixed building improvements (e.g. air conditioning, solar etc...)
- Activity Related Infrastructure (e.g. player shelters, grandstands etc...)

**If you're unsure, please contact Community Leasing to discuss further**

# What information to include?



A complete application must include:

- A detailed site plan
- Plans of the proposed works (including dimensions, materials, colours, water / sewer / electrical infrastructure, floor plans, make / model, slab / footings design, elevations, etc.)
- Quotation for works
- For sub-tenants and co-tenants - A letter of support for your proposed project from the Lessee or co-tenant
- A copy of your organisation's certificate of currency for public liability insurance

**It is important to include as much information as you can to avoid any delays in the application process.**



# How to apply for an Improvement Works Application?



To submit your Improvement Works Application:

- Visit Council's website at <https://www.moretonbay.qld.gov.au>
- Type 'Improvement Works Application' in the search bar and it will be the first link
- Once the page loads, hit the blue 'Submit application' and follow the prompts

## Community leasing improvement works application

### Making application

- 1** Gather required information
  - Site Plan - Site plan can be hand-drawn and should identify all existing structures and the location of the proposed works. The site plan should also identify any site boundaries, trees, vegetation or water courses located in the vicinity of the works.
  - Quotation for works.
  - Plans of the proposed works - Plans will need to be included for the proposal and should include such details (where applicable) as dimensions, materials, colours, water / sewer / electrical infrastructure, floor plans, make / model, slab / footings design, elevations, etc.
  - A copy of your organisation's certificate of currency for public liability insurance.
  - For sub-tenants and co-tenants - A letter of support for your proposed project from the Lessee or co-tenant
  - Council's online application may request additional information depending on the type of works proposed.
- 2** Submit an application
  - Sign in to MBRC Online Services ([Instructions](#))
  - Go to 'Enquiries'
  - Find 'Community - Council Support of Community Groups' and click 'Start' to begin the process.

Submit application



# How to apply for an Improvement Works Application?



Welcome To MBRC Online - All Your Business With Council In One Place (Please Log Out From MBRC Website)

Enterprise Search

1. My Details, My Account, MBRC Pay Now, Create MBRC Customer Request, **Enquiries**, Application Tracking, My Lodged Applications, Applications On Notification, My Properties

2. 21 Enquiry Types. Select an enquiry type to view the details.

- Building - Building Work
- Building - Private Certification
- Building - Private Certification - Additional Documentation
- Cemeteries
- Community - Council Support**
- Development - Prelodgement Advice

3. Step 1: Community - Council Support

Step 2: Further details

Step 3: Summary

Details

What type of funding, discount or remission are you requesting?

Select an option from the drop down list \*

Description	Search
Donations in Lieu of Rates and Charges	
<b>Improvement Works</b>	
Remission of Application Fees and/or Infrastructure Charges	

Search for the subject property by typing the address or lot and plan details. If the application is over more than one property, tick 'Add another' to add more. \*

Next >

Start

# What to do once consent is provided?

Before commencing works, the organisation must:

- Read the consent letter
- Understand any requirements or conditions
- Provide a copy of the consent letter to the contractor
- Advise Council if the scope of works changes



Ms ~~Tiddledy~~ Winks  
President  
ABC ~~Tiddledy~~ Winks Club Inc.  
123 Drury Lane  
KALLANGUR QLD 4503

Dear Ms Winks,

#### Improvement works application

Moreton Bay Regional Council as landowner gives consent to ABC ~~Tiddledy~~ Winks Club Inc. (the organisation) to undertake work associated with facility upgrades at ~~Tiddledy~~ Winks' Hall, 123 Drury Lane Kallangur (Lot 11 on SP1234). The proposed works are summarised below:

- installation of a 6m by 3m shed for the purpose of meetings and storage
- amenity upgrades
- painting of existing clubhouse

This consent is subject to the following:

#### Before work commences

Prior to work commencing the organisation will need to:

- Engage an independent private building certifier licenced with the Queensland Building & Construction Commission to obtain a building development approval for the proposed building works;
- provide Council with a Form 15 (compliance certificate for structural design/specification) as supplied from a Registered Professional Engineer in Queensland for design of the shed

#### After the work has been completed

Council needs to be advised once the work has been completed. Advising Council of the completed works will ensure that improvements are recorded in Council's asset system and covered by Council's insurance policy.

The organisation will need to provide Council with:

- A copy of a 'Final Inspection Certificate' (i.e. Form 21) for the completed building work, issued by a private building certifier;
- A Form 16 (Inspection Certificate/Aspect Certificate/QBCC License Aspect Certificate) as supplied by a suitably experienced contractor;
- A Certificate of Testing and Compliance (installations) and/or Certificate of Testing and Compliance (equipment), in accordance with the Electrical Safety Regulation 2013 as supplied by your electrician;

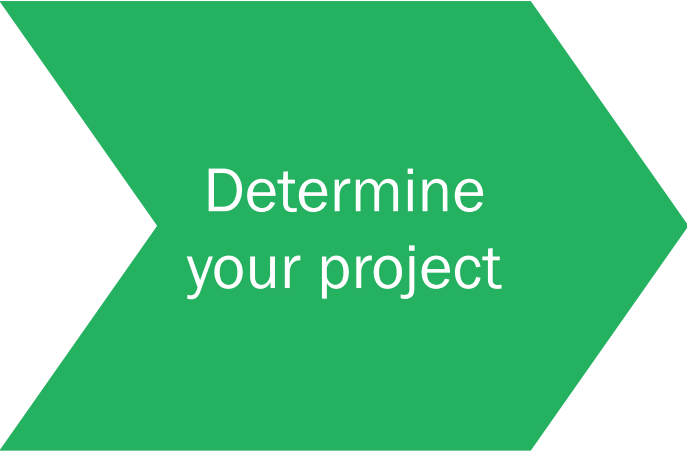
# What to do once works are completed?



To ensure Council's asset and insurance registers are updated in a timely manner, after works are completed, the organisation must:

- Advise Council works are completed
- Provide Council with documentation detailed in the consent letter (e.g. certification, warranties, manuals and photos etc...)





Determine  
your project



Gather your  
supporting  
information



Lodge your  
Improvement  
Works  
Application



Receive  
land-  
owner's  
consent



Complete  
the works



Provide  
Council with  
required  
documents

## KEY REMINDERS

- Landowner's Consent must be received before any works can commence
- Contact Council's Sport and Recreation team regarding any facility development ideas prior to lodgment
- If unsure at any time throughout the process, contact the Community Leasing team



QUESTIONS



HAS THIS BEEN HELPFUL?

CommunityLeasing@moretonbay.qld.gov.au  
(07) 5433 2555

Up next at 8.00pm...

Grant writing - How to write winning grant applications – Sharon Oliva  
(Grants & Partnerships Officer)

Let's start here .....



## All you have to do ....

1. Understand your project
2. Find an appropriate funding source
3. *Read and understand the Guidelines*
4. Prepare all required information / documents
5. Write and submit your application



# Community Facilities Grant Guidelines

- ✓ Aligns to grant program objectives

## Community Facilities Grant Guidelines 2021/22

### Introduction

This grant provides funding to community organisations to develop new or improve existing community facilities in the Moreton Bay Region.

Projects funded under this grant will plan and deliver community facilities where people can participate in community, cultural, sporting and environmental activities in the Moreton Bay Region.

Grant applications will be invited in July and February as outlined below.

Round	Opening Date	Closing Date	Notification of Outcome	Project Start Date*
1	1 July 2021	10 August 2021	Approximately 7 weeks after closing date	1 October 2021
2	1 February 2022	10 March 2022		1 May 2022

\* Projects must commence on or after this date.

# Community Facilities Grant Guidelines (cont)

✓ Applicant is eligible

## Who Can Apply

Eligible applicants	<p data-bbox="619 554 2211 658">A community organisation that applies for funding under this grant must meet the following criteria:</p> <ul data-bbox="619 711 2288 915" style="list-style-type: none"><li>• Be based in the Moreton Bay Region and/or can demonstrate that the proposed project will benefit residents of the region;</li><li>• Have \$20 million public liability insurance if required by Council; and</li><li>• Have no overdue Moreton Bay Regional Council grant acquittals.</li></ul> <p data-bbox="619 968 1307 1015"><b>Community organisation</b> means:</p> <ul data-bbox="619 1072 2071 1172" style="list-style-type: none"><li>(a) an entity that carries on activities for a public purpose; or</li><li>(b) another entity whose primary object is not directed at making a profit.</li></ul>
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# Community Facilities Grant Guidelines (cont)

- ✓ Applicant is *not* an ineligible organisation type

The following are ineligible organisation types:

- For-profit organisation type;
- Government departments and agencies;
- Schools and affiliated parents' associations;
- Kindergartens and child care organisations;
- Churches;
- Political groups; and
- Unincorporated community groups.

Individuals are not eligible to apply for funding under this grant.

# Community Facilities Grant Guidelines (cont)

✓ Project is eligible

<p><b>Eligible projects</b></p>	<p><u>Facility planning projects</u></p> <ul style="list-style-type: none"><li>• Projects supported may include the following planning activities associated with the delivery of new or improved community facilities in the Moreton Bay Region:<ul style="list-style-type: none"><li>- Preparing concept plans and/or construction drawings;</li><li>- Preparing and lodging a development application; and</li><li>- Engaging a building certifier.</li></ul></li></ul> <p><u>Facility construction and improvement projects</u></p> <ul style="list-style-type: none"><li>• Projects supported may include construction of new community facilities in the Moreton Bay Region e.g. men's sheds, sports field fencing and storage sheds.</li><li>• Projects supported may also include, but not be limited to, the delivery of improvements to existing community facilities such as:<ul style="list-style-type: none"><li>- Construction of outdoor areas;</li><li>- Air conditioning upgrades;</li></ul></li></ul>
	<ul style="list-style-type: none"><li>- Installation of security systems;</li><li>- Upgrades to fixed audio/visual systems;</li><li>- Installation of solar panels;</li><li>- Bathroom upgrades;</li><li>- Kitchen upgrades; and</li><li>- Power upgrades.</li></ul> <p><b>Projects must be completed within 14 months from the round closing date.</b></p>

# Community Facilities Grant Guidelines (cont)

✓ Project is not an ineligible project

Ineligible projects	<p data-bbox="631 564 1174 625">Ineligible projects include:</p> <ul data-bbox="631 639 2440 1200" style="list-style-type: none"><li data-bbox="631 639 2440 753">• Projects that do not meet the requirements of Council's <a href="#">Community Grants Policy</a> and these guidelines;</li><li data-bbox="631 768 2440 882">• Projects that are on land owned by an individual or an ineligible entity with the exception of Government departments and agencies;</li><li data-bbox="631 896 2440 1068">• Projects that are on land owned by Government departments and agencies, and there is no official land tenure agreement between the eligible applicant and the Government department or agency; and</li><li data-bbox="631 1082 2440 1200">• Projects that do not have the required documentation and approvals e.g. land owners consent, construction drawings, development approval.<sup>1</sup></li></ul>
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# Community Facilities Grant Guidelines (cont)

✓ Not seeking funding for ineligible expenses

## Ineligible expenses

Ineligible expenses include:

- Emergency repairs e.g. replacing a broken door or window;
- Maintenance activities e.g. servicing of air conditioners, exterior and interior painting; and
- Purchase of equipment (unless directly related to the eligible project).

# Community Facilities Grant Guidelines (cont)

- ✓ Meets other Guideline requirements:  
Approvals exist (eg IWA, land owner consent)

Land owner's consent	For applicants with an existing land tenure agreement with Council or a Council lessee, an approved Improvement Works Application (IWA) is required. Applicants are encouraged to discuss their project with Council's Sport and Recreation Unit on (07) 3205 0555 prior to submitting an IWA.
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# Community Facilities Grant Guidelines (cont)

## ✓ Co-contribution requirements are met

<b>Funding amount</b>	<ul style="list-style-type: none"><li>Up to \$20,000 (GST inclusive) is available per application</li><li>A 25% financial co-contribution from the community organisation is required under this grant.</li></ul> <p>Retrospective funding of projects is not available.</p> <p>For community facility projects with a budget greater than \$20,000, applicants may consider contacting a grants officer (see contact details below) to enquire about a Council interest free loan.</p>
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### Example:

1. Total of all eligible project expenses quotes \$23,400
2. Multiply that amount by 25% to determine your required co-contribution  $\$23,400 \times 25\% = 5,850$
3. The difference is the maximum grant funding you can seek  $\$23,400 - \$5,850 = \$17,550$

### Example:

1. Total of all eligible expense quotes \$30,000
2. Multiply that amount by 25% to determine your required co-contribution  $\$30,000 \times 25\% = 7,500$
3. The difference is the amount of grant funding you can seek \$22,500

*BUT WAIT, the maximum grant fund is \$20,000!* This changes the amounts to:

- Grant funding you can seek of \$20,000 and your contribution to the difference (ie \$10,000)

# Community Facilities Grant Guidelines (cont)

- ✓ Willing to agree to the grant terms & conditions

Terms and Conditions	Successful applicants are required to comply with the terms and conditions associated with Council's financial support.
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# Why is the project needed?

Strong applications:

1. Understands the reason for the project  
(need, issue and cause)
2. Describes the issue  
(what is it, who is affected, how)
3. Provides supporting evidence  
(what do you have to verify the need)

# What will the project achieve?

Strong applications clearly identify:

1. What you want to do
2. Match the *what* with the *why* you want / need to do it
3. Explains why the project is the best approach / solution, eg
  - meets your organisation needs
  - is fit for purpose
  - provides greater value for money / longer-term benefits
    - environmental sustainability
    - CPTED (crime prevention through environmental design)



# How will it be delivered?

## Strong applications:

- ✓ Are well considered and planned
- ✓ Identify how you will deliver what you are proposing
- ✓ Demonstrate appropriate resources (human, financial)
- ✓ Realistic and viable

## Tools to demonstrate this:


- Project plan
- Budget (Income amount = Expenditure amount)

# How will it be delivered?

# The Project Plan

## Project Plan details:

- Tasks
- Responsibilities
- Timelines (consider contingency planning)

Project Schedule and Key Milestones		
Key Milestones	Description	Due Date
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/> 
The high level stages in delivering your project (e.g. Build frame).	Drill down into the details/types of activities this stage involves (e.g. Order materials, Schedule tradies, Construction frame during April - June period, etc.).	When you expect this stage to be completed.

# How will it be delivered?

# The Budget

## Income

- Where is the money coming from to pay for the expenses?
- Are there other sources (other grants, donations, etc)?
- Is or when will funding be confirmed?
- How will you deliver the project if funding isn't approved?

### Project Income

Income Source	Confirmed?	Value	+	-
Council grant requested *	<input type="checkbox"/> <input type="checkbox"/>	\$ <input type="text"/> *	+	-
Cash contribution by the applicant (min. 25% of the grant amount)	<input type="checkbox"/>	\$ <input type="text"/>	+	-
<input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	+	-
<input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	+	-

Add More

# How will it be delivered?

# The Budget

What are the project expenses?

Expenditure Items = specify the item, eg painting

Total Item Cost = the full item cost, eg \$5,000

Council Grant = the amount of grant funds to be used in paying for this cost, eg \$3,000

*Note: the difference between the Total Item Cost and Council Grant will be funded by other income sources outside the grant (eg your co-contribution, donations, etc)*

## Project Expenditure

Expenditure Items	Total Item Cost	Council Grant	Quotes
Identify the expenditure item and not the name of the supplier providing the quote.		Portion of the item cost to be covered by the grant funding. Must be a whole dollar amount (no cents).	All items to be funded by the grant must be accompanied by valid quotes.
<input type="text"/> *	\$ <input type="text"/> *	\$ <input type="text"/> *	Attach a file: * <input type="button" value="Choose Files"/> No file chosen
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Attach a file: <input type="button" value="Choose Files"/> No file chosen

# Who is involved?

1. Identify the project partners and key stakeholders
  - Who are they?
  - How are they involved in the project?
  - Do you have any evidence to confirm this?
2. What engagement or consultation has occurred?
  - Who have you consulted, or are you going to consult?
  - How will you reach your target market / proposed user groups?

# Escalator ride of responses

Ground: No response, or poor or irrelevant information

1st Floor: General, broad, vague statements

2<sup>nd</sup> Floor: Relevant information but little detail

3<sup>rd</sup> Floor: Relevant information with specific details

Penthouse: Relevant information, specific detail, & proof attached





# The escalator ride of responses looks like this ....

Application Response Quality	Example Application Response
Poor irrelevant information	<b>We want to fix the grounds and landscaping</b>
General, broad, vague statements	<b>We want to fix the building where our club meets. This will make it better for the users of the facility.</b>
Relevant information but little detail	<b>We want to upgrade the bathrooms and reconfigure the space so our club and other users can meet in a comfortable environment. It will also mean more people can use the facility.</b>

**Relevant information  
in specific detail**

**We want to improve the existing building and develop some new infrastructure, by:**

- 1. renovating the toilets that are 15 years old, designed to meet disability access requirements**
- 2. painting the inside of the building, to address unsightly and deteriorating issue of peeling paint**
- 3. building a new shed which includes office space and a meeting room.**

**This will provide a space that doesn't currently exist for other user groups, and increase the use of the facility by 200% by relocating our committee meetings from the hall to the shed.**

**The design of the facility as a multipurpose centre will meet current and future needs, by providing multiple user spaces for concurrent use by multiple user groups, increasing usage from 5 different groups a week to 12 different groups a week.**

**The smaller shed space will be used for Tiddleywinks Club committee meetings and provide a new element of secure storage space to address the occasional thefts experienced.**

**The larger existing facility will be used by external users and can assist with sustaining our club through facility hire, anticipated to bring approximately \$5,000 additional income to the club.**

**Relevant information in specific detail, with proof attached**

**We want to improve the existing building and develop some new infrastructure, by:**

- 1. renovating the toilets that are 15 years old, designed to meet disability access requirements (as can be seen by the *attached building approval plans*)**
- 2. painting the inside of the building, to address unsightly and deteriorating issue of peeling paint (refer to photographs showing the deteriorated paint)**
- 3. building a new shed which includes office space and a meeting room.**

**This will provide a space that doesn't currently exist for other user groups, and increase the use of the facility by 200% by relocating our committee meetings from the hall to the shed (list of enquiries that can't be approved).**

**The design of the facility as a multipurpose centre will meet current and future needs, by providing multiple user spaces for concurrent use by multiple user groups, increasing usage from 5 different groups a week to 12 different groups a week. Letters of support are attached by the new user groups, who have expressed interest in hiring the facility if it were available.**

**The smaller shed space will be used for Tiddleywinks Club committee meetings and provide a new element of secure storage space to address the occasional thefts experienced. Attached police reports evidence the crime at our facility.**

**The larger existing facility will be used by external users and can assist with sustaining our club through facility hire, anticipated to bring approximately \$5,000 additional income to the club. Refer to the attached budget estimations based on increased user groups at the hall hire fee.**

# **MORETON BAY RECOVERY FUND February 2022**

## **Weather and Flood Event Recovery Grants**

### **Round 1 – Relief, up to \$5,000**

Equipment & consumables replacement, facility clean-up, insurance excesses, care for wildlife)

Closes 27 March. Notification ~ 14 business days later

### **Round 2 – Restoration, up to \$20,000**

Community infrastructure, insurance excesses

Closes 10 April. Notification ~ 16 business days later

### **Round 3 – Recovery TBC**

Community and social support programs

# Funding Sources?

Moreton Bay Regional Council

[mbrc.qld.gov.au/grants](https://mbrc.qld.gov.au/grants)

[mbrc.qld.gov.au/funding-finder](https://mbrc.qld.gov.au/funding-finder)

# Questions, and thank you!

Contact us: Community Grants & Partnerships

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Email : [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au)