

Get in the Game Get Playing Places and Spaces

Funding to improve facilities

Project planning checklist

Need for the infrastructure	Completed
Have you considered the number of current users?	<input type="checkbox"/>
Have you considered how many new users the new/improved/replacement infrastructure is likely to attract?	<input type="checkbox"/>
Is there a clear gap in the services for the current and future needs of the users?	<input type="checkbox"/>
What additional programs will the infrastructure be able to provide?	<input type="checkbox"/>
How will the project support your local community?	<input type="checkbox"/>
You will need to provide a timetable of existing programs/user groups and a proposed timetable should the infrastructure be developed/improved/.	
Community consultation	
Have you consulted with the members of your club or the community?	<input type="checkbox"/>
Have you investigated new user groups?	<input type="checkbox"/>
Have you considered the community surrounding the existing infrastructure (i.e. residents, local schools)?	<input type="checkbox"/>
Have you consulted with the Council? A template form is available for you to provide to your council seeking their commitment for your project.	<input type="checkbox"/>
Have you sought advice from the department's regional Sport and Recreation Services representative?	<input type="checkbox"/>
You will need to provide evidence of your consultation.	
The project	
Land tenure: Do you have a lease or right to occupy the land and have you sought the land owner's permission to build at the site? A copy of the lease and/or right to occupy	<input type="checkbox"/>
The owner's permission to build	<input type="checkbox"/>

<p>When developing a project, the scope of works should consider the following components:</p> <ul style="list-style-type: none"> • Architectural issues – building regulations, standards, approvals (i.e. disability access, Building Code of Australia, etc) • Utilities, services and external works <ul style="list-style-type: none"> ○ consider where services to the site are located, if it will be accessible for the new works and what the potential costs are. ○ do the existing services have capacity to accommodate the new works (i.e. power supply, sewerage) ○ consider energy efficiency for mechanical and electrical services ○ consider water efficiency in plumbing services and fittings ○ security ○ signage ○ waste disposal ○ vehicle parking requirements ○ landscaping • Environmental issues <ul style="list-style-type: none"> ○ traffic flow ○ parking ○ noise and light spill ○ waste ○ visual amenity • Existing infrastructure <ul style="list-style-type: none"> ○ If the project involves the upgrade of existing infrastructure, list the areas to be upgraded and outline any demolition required. Designs of the existing infrastructure (prior to any demolition works) must be included). 	<input type="checkbox"/>
<p>Site plan: A site plan <u>must</u> be included in your application and enables the department to clearly understand the location or positioning of the new infrastructure in relation to the site boundaries and existing infrastructure (if applicable). An aerial map indicating where the new infrastructure will be located is an effective method of communicating this information. The plan must be to scale.</p>	<input type="checkbox"/>
<p>Sketch design: A sketch design <u>must</u> be included in your application and enables the department to clearly understand what your organisation plans to construct and must include the dimensions and main features of the project.</p>	<input type="checkbox"/>
<p>Project budget: An estimated project budget should include site costs, construction costs, demolition costs (as a separately identifiable line item), fees (professional and other), fit-out, contingencies and escalation in line with the program timeframes. The project budget can either include 3 quotes or a quantity surveyor's estimate. The inclusion of a contingency amount is mandatory (minimum 5%) for all applications. Escalation must be included for projects where a Quantity Surveyors estimate is provided.</p>	<input type="checkbox"/>

<p>Establish a timetable: A timetable should include:</p> <ul style="list-style-type: none"> ○ design development ○ preparation of contractual documentation ○ tenders ○ construction ○ handover and evaluation 	<input type="checkbox"/>
<p>Development approval (DA): You <u>must</u> provide evidence that you have consulted with your Council. If you have lodged a development application, please provide a copy of the application. If Council has advised DA is not required, please provide a copy of the letter from Council stating no DA is required. The letter from Council must come from a representative with the appropriate approval delegations.</p>	<input type="checkbox"/>

Note: The department offers guidance and advice on developing infrastructure projects. Should you need assistance please contact the department's regional Sport and Recreation Services office.