

Sporting Club Maintenance & Infrastructure Request Management

The City's Recreation Officer (RO) provides a dedicated contact for local sporting clubs to support and assist clubs in liaising with various departments regarding club maintenance and infrastructure requests.

To streamline the process and provide greater clarity for clubs and stakeholders, clubs are to adhere to the following process and tools when requesting any maintenance and infrastructure request/upgrades.

Maintenance Requests

Clubs can 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 reported by submitting an online by clicking on the link below:

[Maintenance Request ePathway](#)

Please ensure that the issue/request is described clearly.

Alternatively, email recreation@belmont.wa.gov.au or phone 9477 7455.

Infrastructure Requests and Upgrades

Infrastructure requests and upgrades generally have the following characteristics:

- One off request 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 light fittings.
- 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 Policy No. CP50. 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 the City's quarterly sporting infrastructure meetings during the year. This meeting will include various departments involved in the approval process. These 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 at the next appropriate quarterly meeting, with clubs emailed an outcome of their request.

Meetings are generally scheduled for February, May, August and November.

Where Council funding is being sought, the project will be considered and prioritised against all other City capital and infrastructure projects. Clubs will be informed of an approximate funding year the project will be considered.

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, and/or a building permit, depending on the club's 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

