

12.8	Final Draft Community Facilities Capital Contribution Policy
Directorate	Community Wellbeing
Director	Lynley Dumble
Manager	Ashley Fleming
Attachment(s)	<ol style="list-style-type: none"> 1. Final Draft Community Facilities Capital Development Policy [12.8.1 - 11 pages] 2. Final Draft Community Facilities Capital Development Policy Operational Guidelines [12.8.2 - 5 pages] 3. Community Engagement Report Draft Community Facilities Capital Contribution Policy [12.8.3 - 8 pages]

Purpose

For Council to consider adoption of the final draft Community Facilities Capital Contribution Policy at **Attachment 1** and associated final draft guidelines at **Attachment 2**.

Officer Recommendation

That Council:

- a. **Having considered submissions received on the draft Community Facilities Capital Contribution Policy, adopt the final draft Community Facilities Capital Contribution Policy at Attachment 1 and associated final draft guidelines at Attachment 2 to this report.**
- b. **Write to submitters thanking them for their submissions on the draft Community Facilities Capital Contribution Policy and advising of Council's decision.**

Background

In September 2016, the original Community Facilities Capital Development Policy (the Policy) was adopted. This was in response to the Sports Facility Development Plan 2012 recognising the gap in Council's policy provision and recommending developing a Capital Works Contribution Policy that clearly defines Council and sporting club responsibilities towards the improvement of Council owned or managed sporting facilities. As all Council facilities used by the community follow the same process in relation to capital development, the scope of the original Policy was expanded to include such facilities.

The Policy outlined the process to determine Council's and club (community and sporting) capital development responsibilities should be based on transparent, consistent and accountable decision-making processes.

The Policy has been used regularly since its adoption, mainly sports clubs to further develop their facilities, either at a level beyond Council's standard provision as outlined in the Sports Facility Development Plan or for their responsibilities in tenancy agreements such as electronic scoreboards.

At its Ordinary Council Meeting on 2 December 2025, Council resolved:

That Council:

- a. *Endorses the draft Community Facilities Capital Development Policy at **Attachment 1** and associated draft guidelines at **Attachment 2** to this report, for a minimum four-week community consultation and invites submissions.*
- b. *Receives a further report outlining any submissions made on the draft Community Facilities Capital Development Policy and associated draft guidelines and presenting a Final Draft Community Facilities Capital Development Policy for consideration for adoption.*

Matters for Consideration

Analysis

Council received six written submissions from community members during the community consultation period.

Overall, there was strong community support based on the feedback provided on the draft Community Facilities Capital Contribution Policy and draft Operational Guidelines. Although a lot of the feedback didn't provide comment on the draft Policy and Operational Guidelines, it did highlight the range of barriers community groups face with capital improvements including financial barriers smaller less resourced groups face and the reliance on successful grant applications to fund upgrades.

The feedback highlighted the need for appropriate facility upgrades to enhance accessibility and better support participation by community groups. These improvements are guided by Council's Sports Facility Development Plan, Community Services and Infrastructure Plan and are also addressed in the final draft Community Facilities Contribution Policy and Operational Guidelines.

Following consideration of all submissions no changes were made to the draft Policy and Operational Guidelines.

A summary of the community feedback is at **Attachment 3** to this report.

Implementation

Following adoption of the final draft Community Facilities Capital Contribution Policy and Operational Guidelines, Council officers will work closely with relevant stakeholders to implement the updated Policy and Guidelines.

Community Engagement

Community consultation commenced through Council's 'Your Say' page on 16 December 2025 and closed on 13 February 2026. The process allowed the community to provide feedback on the draft Policy and Guidelines and was promoted widely.

Brimbank Sports Clubs, relevant State Sporting Associations and community groups/organisations were notified and invited to make submissions.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2025/2026.

Community: potential impact on community, including public trust and customer service impact

- Yes – Financial contributions from sports clubs and community groups towards capital contributions will assist Council in delivering improved facilities to support community participation across a range of facilities.

There are no Environmental, Financial, Regulatory or Safety implications related to this report.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2025-2029 strategic direction and objective of:

1. People

- Social connection and mental wellbeing
- Creativity, cultural cohesion, inclusion & pride

2. Places

- Roads, footpaths and getting around Brimbank.

This report complies with *Local Government Act 2020*.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Final Draft Community Facilities Capital Development Policy

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1. POLICY PURPOSE

The purpose of this policy is to clearly define Council and community group responsibilities towards the capital development of Council owned or managed community facilities and to ensure efficient and effective use of Council and community resources to maximise the capital development and use of Council community facilities in a manner that is safe and meets Council standards.

2. POLICY SCOPE

2.1 This policy applies to

- All Council-owned or managed community facilities within the Brimbank municipality.
- Community groups, organisations, third parties and individuals who use or wish to contribute to the capital development of Council community facilities.

2.2 This policy does not cover

- Privately owned facilities or those managed by other government entities.
- Operational management and day-to-day maintenance of community facilities.
- Allocation of facility usage times or scheduling of activities within community facilities.
- Funding for programs or services delivered within community facilities.
- Capital developments on non-Council owned or formally managed land.

3. DEFINITIONS

For the purposes of this policy, Council adopts the following definitions:

Term	Definition
Community facility	Any built facility that is Council owned or managed (such as Education Department land where a formal Joint User Agreement is in place) and used by the community.

Capital development	Any change to a facility through capital replacement, improvement, or new infrastructure improvement.
Community group	Any not-for-profit group that formally uses a Council owned or managed community facility to undertake its activities e.g. sports clubs, senior's groups, community groups, cultural groups, early years manager, independent neighbourhood house, community organisation etc.
Third party	An external provider that Council deems as appropriate to provide funding or input into Council owned or managed capital developments e.g. another level of government, NGO or public/ private entity.

4. STATEMENT OF POLICY PRINCIPLES

The following themes derived from the Brimbank Community Vision 2050 and the We Are Brimbank - Council Plan 2025-2029 underpin this Community Facilities Capital Development Policy:

- a) **Clarity** where the processes in the policy are easily understood by users and Council Officers.
- b) **Collaboration and consultation** to determine the community's needs and priorities in accordance with Council's expectations and capacity to support.
- c) **Consistency** where the policy is consistently applied.
- d) **Efficiency** where the policy is easy to administer.
- e) **Mutually** agreeable relationships between Council community groups and external stakeholders.
- f) **Optimal** utilisation of Council facilities to meet a broad range of community needs that are sustainable and afford desirable physical and mental health, social and economic benefits.
- g) **Participation** where the capital development process recognises user groups that are involved in community building and development activities and/ or engage people from disadvantaged or marginalized communities including females, people with a disability and newly arrived and culturally diverse communities.
- h) **Partnership** where both Council and the community recognise the importance of the partnership, they have in the delivery of a variety of opportunities for the Brimbank community.
- i) **Social Justice** where Brimbank individuals and groups are afforded fair treatment and a just share of benefits living in the municipality.

5. SPECIFIC REQUIREMENTS

5.1

The capital development of community facilities may be funded through:

- a) Council funded capital development.
- b) Community group contributions to Council funded capital development.
- c) Community group funded capital development.
- d) Joint funded capital development with a third party.

5.2

Council will deliver an annual capital works program that will be informed by Council's Asset Plan, Financial Plan and other strategic documents including but not limited to the Sports Facility Development Plan, Community Services and Infrastructure Plan, Climate Emergency Plan and Service Plans.

5.3

Council will invest in core standard infrastructure on Council owned or managed land, as detailed in relevant Council Facility Standards and informed by asset condition and fit for purpose assessments, service needs and community needs.

5.4

Proposals from community groups for non-core facilities or an increase above the relevant facility standards must be submitted through a formal application process. The applications will be assessed according to set criteria in line with Council policies, strategies and objectives including the Municipal Public Health and Wellbeing Plan, Gender Equality Act 2020 and must meet all relevant standards. These criteria at a minimum are for consideration, noting proposals that are consistent with these may still not be supported and any support is entirely at the discretion of Council:

- a) Capacity of site to accommodate amenity and be consistent with relevant strategic documents.
- b) Evidence that community group funding is available and committed for works and all related costs.
- c) A formal quote for the works, noting that Council project management and quality assurance fees may be applied on top of the quoted price.
- d) Compliance with relevant statutory requirements, Council standards and consistent with relevant Council policies.

-
- e) Integration with existing infrastructure.
 - f) Project support of facility co-tenants if the facility is shared by another tenant (as required).
 - g) Consideration of how the proposal will meet the different needs of women, men and gender diverse people to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.
 - h) Consideration of how the proposal will support equitable access by addressing the needs of priority populations, including women, men and gender diverse people, people with disability, Aboriginal and Torres Strait Islander communities, LGBTQIA+ communities, and culturally and racially marginalised communities, through the application of universal design, culturally safe and inclusive practices, accessible communication, and consideration of financial disadvantage.
 - i) No risk to Council for additional expenses due to extra works.
 - j) Site design and constraints.
 - k) Community group has identified mandatory lifecycle assessments and commits to all costs over the life cycle of the asset including operational maintenance and renewal/ removal at end of useful life.
 - l) Project specific criteria as determined by Council as required.

5.6

Community groups contributing to capital development must enter into a formal agreement with Council. In addition, for projects with the community group contribution:

- a) Under \$100,000 the community group must provide to Council 100% of the contribution prior to the contract being awarded.
- b) Between \$100,001 and \$500,000 the community group must provide to Council 50% of the contribution prior to the contract being awarded and 50% at the completion of the project. The community group will need to provide Council a copy of their bank account demonstrating the community group has sufficient funds to cover all project costs and provide a bank guarantee.
- c) Over \$500,000 the payment terms, project management, type of agreement with Council and other conditions will be negotiated on a case-by-case basis.

5.7

Projects may be subject to permits, external approvals or additional fees and the proponent may be liable for some or all of these at Councils discretion.

5.8

Community groups must apply to Council:

- a) For approval for all alterations to Council facilities.
- b) Prior to lodging any external grant application for an improvement to a Council facility and must allow sufficient time for review and response from Council.

Should community groups fail to seek Council permission for alterations to facilities Council retains the right to undertake works to return the asset to the prior condition and charge community groups for the full cost of the works. In addition any unauthorised works may impact on future approvals for club proposed projects.

Should community groups fail to seek approval prior to lodging external grant applications Council retains the right to direct community groups to not accept funds from the external provider.

5.9

Council will not guarantee loans for community group funded capital developments however may, at its discretion, request bank guarantees for some projects.

5.10

The acceptance of a community group contribution towards capital development of any community facility will not:

- a) Raise the project in the priority order identified in Council's strategic documents.
- b) Imply any ownership, exclusive use or control of the facility by the community group.
- c) Oblige Council to find or fund alternate premises during the period of works.
- d) Entitle the community group to claim any compensation from Council should the community group move from the Council facility for any reason or have their use reduced or limited.
- e) Change the terms of tenure which are defined by other Council Policies however Council may pay regard to the community group's investment in considering future tenure.

5.11

Council has discretion to decide the level at which capital development on Council owned land is managed. Council may determine that projects with a low level of risk can be delivered by the community group with minimal Council oversight while projects with a higher level of risk will be subject to a higher level of oversight or delivered by Council.

On request following completion, community groups must provide required documentation including as built drawings, warranties, operational and maintenance manuals, commissioning certificates, defect liability period information and any other information requested by Council.

5.12

Maintenance responsibilities of all capital developments will be clearly outlined in tenancy agreements or a formally agreed maintenance schedule.

Community groups must plan for and be able to afford any additional maintenance or other costs as a result of works requested or funded by the community group. Council will not take on maintenance costs and responsibilities for facilities developed at the request of community groups.

6. ROLES AND RESPONSIBILITIES

6.1 Council

Council is responsible for:

- Developing and managing the annual capital works program
- Investing in core standard infrastructure as per Council Facility Standards
- Assessing and approving proposals for non-core or above-standard facility improvements
- Managing all capital developments on Council owned or managed land whether that be through the determined level of oversight or direct delivery.
- Approving all alterations to Council facilities
- Reviewing and making a decision on community group external grant applications related to facility improvements prior to their submission to external parties including clarifying and communicating tenant and user obligations and responsibilities.

6.2 Community Groups

Community Groups are responsible for:

- Submitting formal applications for non-core or above-standard facility improvements
- Entering into formal agreements with Council for capital development contributions
- Providing required funding contributions as per the specified payment terms
- Seeking Council approval before applying for any facility improvement related external grants.
- Adherence to maintenance responsibilities as outlined in tenancy agreements.

7. POLICY IMPLEMENTATION

The Chief Executive Officer may approve the development and subsequent review of Operational Guidelines as required, to assist in the implementation of this policy.

8. POLICY OWNERSHIP

Responsible Director: Director Community Wellbeing

Responsible Officer: Manager Leisure and Community Facilities

Directorate: Community Wellbeing

Unit: Leisure and Community Facilities

9. APPROVAL

Date:

10. RELATED POLICIES & LEGISLATION

- Sports Facility Development Plan
- Community Services and Infrastructure Plan
- Community Facilities Hire, Licences and Leases Agreement Policy
- Community Facilities and Reserves Allocation Policy
- Sports Facility Hire, Licences and Leases Agreement Policy
- Gender Equality Act 2020

INTERNAL USE ONLY

Version	Version notes	Adopted	Review
1	Original version approved by council	20 September 2016	1/05/2025
2	Update to new format and removal of Major Policy status following sunseting of the Governance (Major Policy Consultation) Local Law 3	30 June 2025	
3			

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Attachment 12.8.1

COMMUNITY FACILITIES CAPITAL DEVELOPMENT POLICY

DRAFT OPERATIONAL GUIDELINES



The Community Facilities Capital Development Policy will be implemented using the following guidelines to ensure the aims of the policy are met.

Community facilities capital development will be funded in four main ways as follows:

1.0 COUNCIL FUNDED CAPITAL DEVELOPMENT

1.1 Council funded capital development will deliver core standard community infrastructure standards with priorities determined by Council's facility related strategic documents (eg. including but not limited to Sports Facility Development Plan, Community Services and Infrastructure Plan, Asset Plan and Climate Emergency Plan). The assessment criteria at a minimum, that determines the project priority order for the community infrastructure programs are:

- a. Compliance with relevant statutory requirements.
- b. Current facility condition
- c. Number of people who will directly benefit
- d. Program specific criteria
- e. Consistency with Council adopted policy positions and objectives.

1.2 Council officers will develop relevant project documentation based on Council's core standards for infrastructure, project budget and annual Capital Works approval processes.

1.3 Council officers will seek and manage external funding as appropriate with the Sports Facility Development Plan and Community Services and Infrastructure Plan priority orders determining the projects to seek funding support.

1.4 Council officers will consult with user groups as required on the design and scope of the work.

1.5 User group nominated representative sign agreed design and scope of works as required.

1.6 Council officers will follow Council's Procurement Guidelines in sourcing appropriate contractors to under the works, approving the contracts and managing the project.

1.7 Maintenance of capital developments are governed by Tenancy Agreements, with any increase in cost and/ or scope as a result of community group requested projects to be captured in updated maintenance schedules to avoid these costs being borne by Council.

1.8 If a project is not listed in Council's facility related strategic documents, Council Officers will assess and prioritise the project using the relevant assessment criteria.

2.0 COMMUNITY GROUP CONTRIBUTIONS TO COUNCIL FUNDED CAPITAL DEVELOPMENTS

In addition to the process outlined above, the following applies for community group proposals for non-core Council infrastructure or an increase above Brimbank Core Facility Standards

- 2.1.** Proposals for non-core Council infrastructure or increases above Brimbank Core Facility Standards must be 100% funded by the community group and submitted to Council through a formal application process including the following as a minimum:
 - a.** Detailed Project Proposal
 - b.** A copy of their bank account demonstrating the community group has sufficient funds to cover all project costs.
 - c.** Letter of support from facility co tenants
 - d.** Specifications as required by Council.

- 2.2.** Proposals will be assessed against the following criteria in line with Council policies and strategies including the Municipal Public Health and Wellbeing Plan as a minimum:
 - a.** Capacity of site to accommodate amenity and relevant strategic documents.
 - b.** Evidence of community group funding is available and confirmed for works and all related costs.
 - c.** A formal quote for the works, noting that Council project management and quality assurance fees may be applied on top of the quoted price.
 - d.** Compliance with relevant statutory requirements, Council standards and consistent with relevant Council policies.
 - e.** Integration with existing infrastructure.
 - f.** Project support of facility co tenants if the facility is shared by another tenant (as required).
 - g.** Consideration of how the proposal will meet the different needs of women, men and gender diverse people to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.
 - h.** Consideration of how the proposal will support equitable access by addressing the needs of priority populations, including women, men and gender diverse people, people with disability, Aboriginal and Torres Strait Islander communities, LGBTQIA+ communities, and culturally and racially marginalised communities, through the application of universal design, culturally safe and inclusive practices, accessible communication, and consideration of financial disadvantage.
 - i.** No risk to Council for additional expenses due to extra works.
 - j.** Site design and constraints.
 - k.** Community group has identified mandatory lifestyle assessments and committed to cover all costs of the life cycle of the asset including operational maintenance and renewal/ removal at end of useful life.
 - l.** Project specific criteria as determined by Council as required.

- 2.3.** Depending on the size of the project, Council Officers will create two design options for the project. Option one will be Council's core standard and option two will be Council's core standard plus clearly show what the community group contribution will fund based on their application.

- 2.4. Council Officers will obtain a Quantity Surveyors Report (QS) on the design/s to confirm the final cost for the community group contribution. If the community group accepts the cost of the community group funded components based on the QS, the community group must enter into a formal agreement with Council and make payment as per below, prior to Council going to quote or tender.
- 2.5. For projects with the community group contribution:
 - a. Up to \$100,000 the community group must provide Council 100% of the contribution prior to Council going to quote/tender.
 - b. Over \$100,000 and up to \$500,000 the community group must provide to Council 50% of the contribution prior to Council going to quote/ tender and 50% at the completion of the project. The community group will need to provide Council a copy of their bank account demonstrating the community group has sufficient funds to cover all projects costs and provide a bank guarantee. Alternatively, all contributions can be paid prior to Council going to quote/ tender eliminating the need for a bank guarantee.
 - c. Over \$500,000 the payment terms, project management, type of formal agreement with Council and other conditions will be negotiated on a case-by-case basis.
- 2.6. Council will not accept in kind contributions (volunteer labour or donated goods or services) as an alternative to a full cash contribution to capital works.
- 2.7. Council officers will go to quote or tender on the agreed design depending on project size as per Councils Procurement Policy.
- 2.8. Council officers will evaluate quotes or tenders as per its established processes and select the successful contractor based on established criteria.
- 2.9. Council officers will award the contract as per Council processes and will manage the project.
- 2.10. Maintenance of capital developments is governed by Tenancy Agreements.

3.0 COMMUNITY GROUP FUNDED CAPITAL DEVELOPMENT

- 3.1. Community group clearly identifies project scope and specifications and discusses project with relevant Council officers to gain approval to submit an application form for formal assessment of the project.
- 3.2. The formal application must be submitted to Council including the following as a minimum.:
 - a. Scope of works and project justification
 - b. Copy of community group bank statement demonstrating community group has sufficient funds to cover project costs, inclusive of a 15% contingency, or if the club plans to apply for external funding to assist in covering project costs, details of the external funding opportunity.
 - c. Letter of project support from facility co tenants
 - d. Letter on community group letterhead stating the project, project cost and 100% of the works will be paid for by the community group. In addition that all future costs over the life cycle of the asset including operational maintenance and renewal/ removal at end of useful life are understood and a community group financial responsibility.
 - e. Plans, specifications as required by Council.
 - f. Evidence of consideration of project meeting requirements of and where required achieve necessary approvals for Heritage, Native Vegetation, Cultural Heritage, Planning and Building and any other requirements.

4.0 JOINT FUNDED CAPITAL DEVELOPMENTS WITH A THIRD PARTY.

- 4.1.** Council may seek external funding from a third party to jointly fund capital development on Council owned or managed land in line with adopted strategic documents. If successful, the project will be treated as per Item 1.0 Council Funded Capital Development of these guidelines and other requirements determined on a case-by-case basis.
- 4.2.** Community groups may seek external funding from a third party to jointly fund capital developments on Council owned or managed land as follows:
 - a.** After seeking and receiving approval by Council of the proposed project and third-party funding provider.
 - b.** If successful with funding, the project will be treated as per Item 2.0 Community Group Contributions to Council Funded Capital Development or Item 3.0 Community Group Funded Capital Development of these guidelines and other requirements will be determined by Council on a case-by-case basis.
 - c.** Funding Agreements with external providers for projects under Item 3.0 including project management, reporting and acquittals is a club responsibility and Agreements should be directly between the club and external funding provider.

5.0 COUNCIL WILL NOT FUND OR APPROVE THE FOLLOWING

- 5.1.** Council will not fund, seek or approve external funding applications or approve the following:
 - a.** Projects that are not consistent with Council adopted policy positions or objectives.
 - b.** Projects that are not on Council owned or managed land.
 - c.** Projects on Education Department land where there is no formal Joint User Agreement in place that has significant community benefit.
 - d.** Projects proposed by community groups that cannot demonstrate sound financial planning or have a debt to Council that is not being managed.
 - e.** Projects that do not have the support of cotenant/s at the facility unless that lack of support is not deemed reasonable by Council.
 - f.** Purchase of land for non- Council ownership.
 - g.** Projects for community groups that have exclusive membership requirements.
 - h.** Projects that have commenced prior to receiving funding application approval from Council.
 - i.** Routine, cyclical or any type of maintenance works, operating or equipment costs that are community group responsibilities in Tenancy Agreements.
 - j.** Purchase of fixed equipment that does not add value to existing Council assets, assist to increase participation or assist community group operations.
 - k.** Sport field fixed assets deemed by Council to be optional, above Council standards or community group responsibilities as outlined in adopted strategic documents and tenancy agreements, where the components are for the exclusive use of a club or classified as non-essential for the level of competition being played.



DRAFT COMMUNITY FACILITIES CAPITAL DEVELOPMENT POLICY

Community Engagement Report **December 2025 – February 2026**

Acknowledgement of Country and Council Statement of Commitment to Reconciliation

Acknowledgement of Country

Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong peoples as the Traditional Custodians of the land and pays respect to their Elders, past, present and future.

Reconciliation in Brimbank

Council acknowledges the Wurundjeri and Bunurong People as the Traditional Custodians of the lands where our municipality sits. Council recognises the diversity of Aboriginal and Torres Strait Islander peoples who contribute to our community. We pay our respects to the wisdom of Elders past, present, and future.

We recognise their continuing spiritual connection to this land and renew our commitment to respect Aboriginal and Torres Strait Islander beliefs, values and customs.

The Country in which Brimbank is located is under the statutory care of its Traditional Custodians, the Bunurong Land Council Aboriginal Corporation to the south and Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to the north of the municipality. For the Traditional Custodians, the lands in the City of Brimbank have always been a significant trading and meeting place.

Aboriginal people lived on these lands for over 65,000 years before European settlement. The rich history and continuous culture of our Traditional Custodians are woven throughout Brimbank, in its people, in significant sites and in murals recognising this history. Brimbank has about 440 registered sites of significance. The artefacts found are more than 30,000 years old. Some of these sites are in Brimbank Park, Yaluk Barrington (former Sydenham Park) and Organ Pipes National Park.

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Community Engagement Report

Project Overview

Project Name:	Draft Community Facilities Capital Development Policy
Brimbank Directorate, Department, Team:	Community Wellbeing, Leisure & Community Facilities
Project Purpose:	To clearly define Council and community group responsibilities towards the capital development of Council owned or managed facilities and to ensure efficient use of Council and community resources to maximise the capital development and use of Council community facilities in a manner that is safe and meets Council standards.
Engagement Purpose	The primary goal of this engagement was to gather meaningful input from community members and stakeholders to ensure the Draft Community Facilities Capital Development Policy reflects the diverse needs, experiences and priorities. Community and stakeholders input was necessary to identify any gaps, highlight what matters most to community members to ensure efficient and effective use of Council and community resources.
Engagement Date/s:	16 th December 2025 – 13 th February 2026
Engagement Summary:	<p>Community Engagement was undertaken to inform on the responsibility towards capital development of Council owned or managed facilities and to ensure efficient use of Council allocation and management of community facilities through online engagement activities. The engagement included:</p> <ul style="list-style-type: none"> • An online consultation hosted on the Your Say Brimbank platform • E-mail campaign to current users of community facilities in Brimbank in the scope of the draft Policy. <p>The online consultation was open from 16 December 2025 to 13 February 2026. During this period, the Your Say project page recorded 117 unique visitors and 134 visits with a total of 6 contributions.</p> <p>Overall, the feedback received reflects community support for the draft Community Facilities Capital Contributions Policy and Operational Guidelines. A lot of the feedback did not provide comment on the contents of the draft Policy and Operational Guidelines but rather noted the barriers community groups face regarding capital improvements and they don't always feel adequately supported to undertake such improvements. This included the financial barriers smaller less resourced groups face and the reliance on successful grant applications to fund the group.</p> <p>As such no changes have been made to the draft Policy and draft Operational Guidelines.</p>

Engagement Methods

The below table summarises and evaluates the methods used and audiences targeted for input into this project.

IAP2 Spectrum Engagement Category	Date	Methods used	Target Audience(s)	Number of responses received	Effectiveness & Quality Assessment Rating
Consult	16/12/2025 – 13/02/2026	Your Say	Community members and stakeholders	6	<p>Rating: Moderate</p> <p>Key Justification: The 5.22% contribution rate was low compared to the number of 134 visits, but the feedback provided further insight into the barriers faced by community groups.</p>

Engagement Outcomes

This section summarises the key feedback we received from the community and sets out Brimbank City Council's official response.

What we asked	What you said	What we will do
<p>Please tell us your feedback on the Draft Community Facilities Capital Development Policy</p>	<ul style="list-style-type: none"> The barriers community groups face regarding capital improvements and feel they are not adequately supported to undertake such improvements. Community groups emphasised the financial barriers the smaller less resources groups face and the reliance on successful grant applications to fund the group. Is supportive of the investment in community facilities however feels safety and accessibility is of concern. 	<ul style="list-style-type: none"> The concerns are noted and outside of the policy, Council Officers are available to provide support to groups on this matter. As per above This club will be reminded of their responsibilities under their exclusive use lease, which include responsibility for all maintenance and capital development of their facilities.

Please refer to Appendix 1 for the feedback details.

Next Steps

Impact of Community Input

The overall support received through community consultation indicates the draft Policy and draft Operational Guidelines are appropriate, with a further internal review undertaken prior to the draft Policy and Operational Guidelines being finalised.

Council officers will now progress the draft Policy and Operational Guidelines through Councils internal approval process and present a final draft Policy and Operational Guidelines to Council for consideration for adoption. Following adoption, the policy will be made available on Councils website and will be implemented as per the adopted guidelines.

Appendix 1

YourSay submissions (December 2025-February 2026) & officer responses

No.	Feedback	Officer comment/Recommendation
1.	a) Is Supportive of the Policy and feels the draft policy clearly sets out Council and organisations responsibilities clearly.	a) Noted
2.	a) Notes Community groups are run by volunteers and feels the volunteers work closely with the community groups and have a good understanding of their needs as well as their social connections. b) Raised concerns regarding Council's collaboration with community groups on capital improvements, noting a perception that groups are not adequately supported to undertake such improvements.	a) Noted b) Noted. This policy aims to support community groups in understanding the process for capital works, with Council Officers available to support community groups as required.
3.	a) Feels the current change rooms at Green Gully Reserve do not meet the needs of female and male participation. Feels the change rooms, showers and toilets in the change rooms are out dated. b) Notes the lack of modern, safe and accessible amenities is a barrier to participation.	a) This club is on a lease agreement for their facilities under which they are responsible for all maintenance and capital upgrades. Council officers have met with this club on numerous occasions and reminded them of their lease requirements. b) As per above
4.	a) Feels there are financial barriers for smaller and less resourced groups who rely on successful grant applications to fund the group. b) Suggests Council allow In-Kind as a portion of contribution and feels a cash contribution is essential for professional delivery and feels it would foster a better partnership between groups and Council.	a) Noted b) As per section 2.6 of the Guidelines, In-Kind contributions will not be accepted for community group contributions to Council Funded Capital Developments as they are delivered by contractors following an Open Tender Process as per Council's Procurement requirements. In-Kind contributions can form part of Community Group Funded Capital Developments.
5.	a) Is supportive of the investment in community facilities however feels safety and accessibility is of concern. Raised concerns of homeless individuals sleeping at the community centre and the elderly accessing the centre and their safety.	a) Noted – outside policy scope
6.	a) Is Supportive of the Policy.	Noted

Brimbank City Council

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