Olive Donaldson
Pavilion

Community Infrastructure Process

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Community Infrastructure Process

When your organisation wants to build or renovate any infrastructure on your site please follow the process outlined below.

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Step 1

Creating your concept

Before you develop your concept, you should consider how it will meet local needs and what consent and approvals will be required.

Embarking on the journey of building or renovating community infrastructure holds the potential for lasting benefits. However, meticulous consideration and planning are imperative to ensure adherence to legal requirements and processes, ultimately securing the best outcomes for your community.

This will take time to do.

Understand local needs and define your project

It is crucial to be responsive to the needs of both current site users and the broader local community. Assessing increased demand, such as the growth of your organisation or the services you provide, gives valuable insights into the evolving requirements of your community.

Furthermore, a forward-thinking approach involves contemplating future facility needs. This includes the incorporation of, or provision for, technologies to ensure adaptability to upcoming advancements.

To achieve this, it's ideal to consult with current site users. Understanding the desires, purpose, and how the organisation/s envision utilising the facility lays a solid foundation for the project.

At this stage, it is also prudent to consider the financial aspect of ongoing maintenance. Planning how to sustainably fund maintenance activities ensures the longevity and functionality of the infrastructure. Therefore, an assessment of current and future use, coupled with engaging your community in meaningful discussions about their preferences, and the financial implications, sets the stage for a well-defined and community-centric project.

This initial phase acknowledges the dynamic nature of community needs and lays the groundwork for a project that addresses present demands and also anticipates and accommodates future requirements.

Align your project with strategic, facility, and master plans

Developing infrastructure takes time, energy, and money. We encourage community organisations to integrate their initiatives with overarching planning documents. We recommend a strategic plan as a comprehensive roadmap, however, if this is not possible, organisations could opt for a facility audit either independently or in collaboration with Council. A facility plan emerging from this process can effectively outline desired improvements, give a structured approach to development, and provide evidence of planned development when applying for funding.

It's essential to align strategic and facility plans with existing council Master Plans. Councils are valuable partners throughout this journey, offering support and expertise. Engaging with council officers at each step ensures a smoother process and maximizes the likelihood of aligning community initiatives with broader priorities.

Importantly, any plans developed should be a reflection of the community's desires. Therefore, presenting the plans to members for input and approval is appropriate. The transparent communication of proposed developments in committee meetings, with formal approval documented in meeting minutes, establishes a foundation for progressing applications and ensures that the community's voice remains at the forefront of decision-making.

Make sure your project aligns with the site zoning

All land in the Noosa Shire has been zoned under Noosa Plan 2020, which serves as a comprehensive guide for managing development in the Shire.

Information about zoning and site constraints eg. biodiversity, flood hazard overlay mapping etc, is available for viewing on Council's online mapping, whilst allowable land uses are listed in the Noosa Plan 2020 and available on Council's website. Confirming that your infrastructure project is a consistent use within the zoning of the land is a crucial first step of your project.

Wading through this information can be confusing and Council Officers or Council's Duty Planner service can help you through this process.

This proactive approach can streamline the process, potentially saving significant time and effort. It ensures that your project aligns with the planning scheme, minimising the risk of unnecessary work and increasing the likelihood of a favourable outcome.

Resources:

Noosa Plan 2020 and the online mapping - you can use the online tool to determine site constraints and planning scheme requirements.

To speak with Council's Duty Planner service you can visit the Tewantin Council office in Pelican St on business days between 8.30am - 4.30pm or call 5329 6500.

Noosa Plan 2020 User guides and fact sheets

Address key considerations of your project

When moving through the development process, be mindful of key considerations that can significantly impact your project's success. Here are some of the factors to take into account:

- **Environmental overlays:** Identify any environmental overlays, such as any biodiversity significance, koala priority and habitat areas, waterways/wetlands and riparian buffer areas on the site. Understanding the constraints of the site, including areas not suitable for development, is critical in the early phases of project planning. Any proposal needs to address these constraints and mitigate any potential impacts of the development. Biodiversity and koala overlays can be viewed on Council's online mapping.

- **Heritage overlays:** Be aware of any heritage overlays that may limit construction. Heritage considerations could affect the type of structures you can build, and compliance with these regulations is imperative.

- **Built Form Requirements:** Familiarise yourself with building height, setbacks and any other built form requirements of the site. Ensuring that your project aligns with these regulations may avoid complications during the approval process.

- **Hazard Overlays:** Determine whether your site falls within a hazard area, including flooding, bushfire and/or landslide hazard. Being aware of any potential hazards on the site allows you to incorporate appropriate avoidance or mitigation measures into your development plan. Hazard overlays can be viewed on Council's online mapping.

- **Water and sewerage requirements:** Where the site is to be connected to water and sewer, contact Unity Water to ascertain requirements. For the provision of onsite water and sewer (where not connected to town water and sewer infrastructure), it is recommended you engage a Plumber early in the design phase to ascertain requirements.

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- **Stormwater management:** Consider stormwater management, especially with large roof spaces or where any fill is proposed on site. Implementing effective stormwater management practices helps prevent impacts from runoff on adjoining properties or environmentally sensitive areas.

- **Parking requirements:** When extending a building or increasing the scale of activities on site, additional onsite car parking is likely to be required. Any development proposal will need to address car parking and ensure sufficient car parking is provided for the uses proposed on site.

- **Sustainable design**: Integrate sustainable design ideas into your project. This can include energy-efficient features, the use of eco-friendly materials, and practices that reduce the environmental impact of the infrastructure.

- **Accessibility and inclusivity:** Ensure that your facilities are accessible and inclusive. Pay attention to amenities and design elements that cater to individuals with diverse needs, promoting a welcoming and inclusive community space.

- **Technology:** With technology everchanging consider what needs to be included in your development to support future advances.

Addressing these key considerations early in the planning process will not only demonstrate responsible development but also streamline the approval process, leading to a more successful and sustainable community infrastructure project.

Tips:

Your Council Officer is here to help you navigate the infrastructure process. It is desirable to include them in the process as early as possible.

Council online mapping system: use the mapping system to check environmental and hazard overlays.

Creating your Concept at a glance

- Understand and assess current and future needs of your facility.

- Refer to, or develop, a Strategic or Facility Plan that outlines any projects you would like to undertake. This will provide supporting evidence when seeking owners consent and applying for funding.

- Ensure your concept is in alignment with any Council Master Plans for your site.

- Make sure your development is consistent with the site zoning under Noosa Plan 2020. Seek advice from your Council Officer and/or Council's Duty Planner on this.

- Your concept needs to take into account key considerations of your site including: environment and heritage overlays, built form requirements, hazard overlays, water and sewerage requirements, stormwater management, parking requirements, sustainable design, accessibility and inclusivity, and technology.

Tips:

Options: Be realistic and consider alternative options that could achieve the same goal. Remember, your aspirations for a site/facility may not be shared by others.

Rationale: Be clear about what you want, why the development is needed, and who it will benefit.

Communication: It is better to discuss your proposal and articulate its benefits at an early stage rather than moving quickly to prepare plans. You should anticipate who the proposal may affect, who may have concerns with it and why, and if anyone might object to it.

Proportionality: Recognise that there is a direct relationship between the scale and likely impact of what you are proposing and the amount of background work (technical, funding and political) which will need to be done to support it. This will impact the length of time it will take to develop and implement proposals.

Time and effort: Don't underestimate the time and work involved. Begin discussions early, find out how long each stage of the process takes and be realistic in terms of timescales.

Other stakeholders: Consider who, other than Council, might need to know or who could support your project. Eg. State Government representatives.

Step 2

Preparing your project

Once you have developed your concept you need to begin preparing designs and applications to get your project 'shovel ready' for funding opportunities.

Ensure your designs are universal, accessible and fit for purpose

Universal design principles emphasise inclusivity, accommodating individuals of diverse abilities and needs. By prioritising accessibility, your project becomes a welcoming space for everyone, fostering a sense of community. Moreover, the design should align seamlessly with the intended purpose, promoting functionality and effectiveness. Striking a balance between inclusivity and purpose-driven design creates a community infrastructure that stands as a testament to thoughtful and considerate development.

Prepare formal concept plans

At this stage, the focus is on providing a broad overview of the project without delving into intricate details. These conceptual plans serve as a foundation for gaining both owner's consent and planning approval, facilitating the initial stages of the development process. Concept plans still require a measure of detail and are instrumental in conveying the overall vision and intent of the project. This strategic approach facilitates a smoother application process and also allows for flexibility in refining specifics as the project progresses toward detailed design phases.

Ideally, your concept plans should be prepared by a qualified and experienced professional, such as an architect, urban designer, or design consultant. These individuals possess the expertise to translate the project vision into a formal conceptual representation that aligns with local regulations and planning requirements.

Identify all approvals required

Owners Consent: Owner's Consent is a prerequisite for organisations holding tenure on land that does not belong to them and is a fundamental requirement for all planning applications. A Council Officer can assist in initiating a 'Request for works on Council-controlled land' before submitting any approvals.

Development Approval (DA): Any proposed changes to community infrastructure is likely to require development approval. Noosa Plan 2020 dictates the level of assessment for any required application, being either code assessable (assessed against the relevant Codes in NP2020) or impact assessment, assessed against the whole of NP2020 and subject to public notification. To determine the level of assessment, confirm the zoning of the subject site and then refer to the relevant Table of Assessment under Part 5 of NP2020.

While impact assessment requires public notification, this should be seen as a constructive part of the process rather than a deterrent. Council's website and Duty Planner service can provide general information on the DA process. For more detailed/specific advice on your proposal and application, it is recommended you engage a private town planning consultant for guidance.

In the case of developing community facilities, it is most likely the facility site is zoned Community Facilities or Recreation and Open Space under Noosa Plan 2020. If your site bears a Heritage overlay, it is essential to ensure that your plans align with heritage requirements within the Development Application process (zoning and overlays can be confirmed on Council's online mapping system).

Building and Plumbing Approval: It's important to note that, at this preliminary stage, you are solely identifying the potential need for building and plumbing approvals. The actual approval processes will be addressed later in the project timeline.

Building Approvals, integral for ensuring the safety of structures, are typically obtained through private certifiers registered with the Queensland Building and Construction Commission (QBCC). These certifiers assess the proposed building works for compliance with the Building Act and associated codes and standards, further ensuring the safety and integrity of the infrastructure.

All plumbing work in Queensland is regulated by State Government legislative requirements. Most building or renovation that includes amenities and a kitchen will require plumbing approval.

Prepare and submit your Development Application (DA)

Your Council Officer can assist with completing the correct Development Application (DA) form and help ensure you provide all accompanying paperwork required. Achieving approval for your DA signifies progress and also positions your project as 'shovel-ready,' enhancing its appeal for potential funding opportunities. It's noteworthy that not-for-profit organisations often qualify for application fee discounts, making it financially prudent to submit applications in the organisation's name. While you should prepare for the associated fees as an out-of-pocket expense, this strategic investment significantly increases the project's attractiveness for funding. A successfully approved DA not only streamlines the subsequent stages of the project but also serves as a compelling testament to the organisation's commitment, bolstering its eligibility for various funding avenues.

Infrastructure Charges
Your proposal may attract an Infrastructure Charge. When lodging your development application, include information regarding community status details and include a request for Infrastructure Rebates under Council's Policy, if eligible.

Resources:

Factsheets:
- [Noosa Plan 2020 User Guide](#)
- [Preparing a well made planning application](#)

[Infrastructure Charges Rebates for Community Organisations Policy](#)

Preparing your project at a glance

- Review your concept design to ensure it is accessible, inclusive and fit for purpose.

- Work with a professional to prepare formal concept plan.

- Identify all approvals you will require. These may include owner's consent, development approval, building and/or plumbing approval.

- Prepare and submit your development application. Any development will likely require development approval. Work with a town planner or your Council Officer to identify what your project requires.

Documents you may require to submit your Development Application (DA)

- **Completed application form:** A properly filled-out application form.

- **Development Application (DA) Fee:** Payment of the required application fee, which varies depending on the type and scale of the development. Not-for-profit organisations may be eligible for fee discounts.

- **Formal concept plans:** High-level plans that provide an overview of the proposed development. These plans help convey the project's intent, layout, and scale.

- **Site analysis:** Information about the existing conditions of the site, including topography, soil testing results, vegetation, and any relevant environmental features.

- **Site Plans:** Detailed drawings showing the proposed development within the context of the existing site, including setbacks, dimensions, and land uses.

- **Elevations:** Drawings illustrating the external appearance of the proposed structures from various viewpoints.

- **Floor plans:** Layouts of the internal spaces within the proposed development.

- **Sections:** Cross-sectional drawings that provide a view of the development from the side, helping to visualize its three-dimensional aspects.

- **Material samples:** Details on known materials to be used in construction, including finishes and colours.

- **Impact assessment (if required):** For developments categorised as impact assessable, additional information about potential impacts and mitigation measures may be necessary.

- **Owner's consent:** If the property is not owned by the applicant, formal consent from the property owner is required.

Step 3

Funding your project

Funding the development of infrastructure can be a costly exercise and most organisations will require funding assistance to achieve their goal.

Secure owner's consent to apply for funding

Before embarking on the journey to secure funding for your project, you need to obtain formal owner's consent to apply for funding. This step is important considering the potential time gap between submitting the Development Application (DA) and applying for grants. Whether your project is on Council-owned or privately-owned land, having formal owner's consent is a prerequisite for most funding applications.

This consent ensures that the landowner is aware of and supportive of the project's goals, enhancing the credibility and viability of your funding applications. Be sure to initiate discussions with the landowner early in the process, emphasising the collaborative nature of the project and the benefits it brings to the community.

Identify potential funding sources

Collaborating with your Council Officer (CO) is recommended to improve your chances of securing funding for your project. Your CO is typically well-informed about various funding opportunities, including Local, State, and Federal government grants, philanthropic organizations, the Australian Sports Foundation, and more. Working closely with your CO ensures that you tap into a comprehensive network of potential funding sources.

Before applying for any funding you must thoroughly read and understand the guidelines associated with each funding opportunity. Each grant has specific eligibility criteria, application procedures, and project requirements. Ensuring that your project aligns with these guidelines is critical for a successful funding application. Your CO can provide valuable insights into the nuances of different funding programs and help tailor your proposals to meet specific criteria.

Ensure the organisation has any co-contribution amount required

Many funding opportunities, including grants, may require the applicant to contribute a portion of the project cost. It's essential for the organisation to carefully assess its financial capacity and commit to fulfilling the co-contribution requirements. Open communication with the organisation's financial stakeholders and supporters is vital to ensure a clear understanding of the financial commitment and to garner support for the project.

Additionally, consider the strategy of staging the project, especially if securing a large grant all at once seems challenging. Staging involves breaking the project into smaller, more manageable phases. This approach allows the club to secure smaller grants or funding for each stage, gradually building up to the complete implementation of the project. Staging can be a practical and strategic way to demonstrate progress, attract additional funding sources, and minimise financial strain on the club. Careful planning and collaboration with your Council Officer can help determine the most effective staging strategy for your community infrastructure project.

Write and submit funding/grant proposal

Undertaking the task of writing and submitting a funding or grant proposal is a critical phase in securing financial support for your project. It's essential to recognise that this part of the process demands time and careful consideration to ensure a well-crafted and compelling application.

Begin by identifying and providing supporting evidence for your proposal. This evidence may include relevant data and statistics, alignment with government policies, comprehensive plans, formal owner's consent, and required quotes. Obtaining accurate and detailed quotes is a crucial aspect of the application, though it may prove challenging at times. Alternatively, you may choose to use a Quantity Surveyor to provide cost estimates which negates the need for quotes.

Attention to detail is paramount in this phase. Simple elements such as ensuring the bank account name matches the organisation's name can be critical. It's important to meticulously read and understand each question in the grant application, providing precise and relevant answers. Align your responses with the overarching purpose of the grant, showcasing how your project effectively meets the grant's objectives.

Incorporate feedback from others, especially your Council Officer (CO), who can provide valuable insights and refine your proposal.

Ensure organisation meets all conditions of funding

Once the funding is secured, it's imperative to adhere to all conditions outlined in the funding agreement. Complete the funding agreement and any other necessary paperwork promptly to formalise the financial support. Ensure compliance with spending guidelines, directing the allocated funds towards eligible items and activities specified in the project proposal. By meticulously meeting all funding conditions, your organisation not only upholds its commitment to the funding body but also enhances its credibility for potential future opportunities. Regularly communicate with the funding body and provide updates if required, fostering transparency and a positive ongoing relationship.

Grant Writing Tips:

- **Understand the grant's purpose:** Understand the objectives and priorities of the grant. Tailor your application to align with the specific goals and values of the funding body.

- **Thoroughly read guidelines:** Carefully review the grant guidelines. Understand each question and adhere to formatting and submission requirements.

- **Tell a compelling story:** Articulate your project's narrative effectively. Highlight its significance, impact, and alignment with the grant's purpose.

- **Demonstrate need and impact:** Clearly communicate why your project is necessary and the positive outcomes it will achieve. Provide evidence of community support, backing your claims with data and testimonials.

- **Budget realistically:** Develop a detailed and accurate budget. Clearly outline how the funds will be utilised and justify each expense. Ensure your budget aligns with the scope and goals of the project.

- **Engage your Council Officer:** Collaborate with your Council Officer for insights and advice. They can provide valuable guidance on local priorities, aligning your application with community needs.

- **Address evaluation criteria:** Explicitly address each criterion outlined in the grant application. Ensure your responses directly respond to the questions posed by the funding body.

- **Be concise and clear:** Write clearly and concisely. Avoid jargon, and present information logically. Make it easy for reviewers to understand the merits of your project.

- **Provide supporting documents:** Include relevant documents, such as plans, quotes, and owner's consent. Attach any required supplementary materials to bolster your application.

- **Seek feedback:** Before submission, seek feedback from colleagues, community members, and your Council Officer. Fresh perspectives can identify areas for improvement and strengthen your application.

Funding your project at a glance

- Secure formal Owners Consent to apply for project funding. This is separate to the Owners Consent you gained for the Development Application.

- Explore funding options with your Council Officer and determine what to apply for.

- Read and understand ALL of the funding guidelines and ensure your project aligns with the objectives of the funding.

- Ensure the organisation has any co-contribution required and can meet the conditions of funding eg. timelines, ability to deliver etc.

- Write and submit funding proposal ensuring all details are correct, questions are answered in alignment with the funding purpose, and provide required supporting evidence.

- When successful, complete funding agreement and ensure all conditions of funding are met including collating all information that will be required for grant acquittal.

Step 4

The construction phase

Once the funding is secure the project can now begin to come to life. This process must be monitored to ensure the final outcome is what you want.

Prepare detailed designs

Now that you have secured the funding before you embark on construction you will require detailed designs. Detailed designs need to be prepared by a qualified and experienced professional such as an architect, engineer, or urban designer.

Key aspects that need to be addressed include:

- **Technical specifications:** Develop comprehensive technical specifications that outline the materials, dimensions, and construction methods. Ensure these specifications align with industry standards and building codes.

- **Engineering considerations:** Engage with qualified engineers to assess structural and environmental factors. Address any engineering requirements to enhance the safety and resilience of the infrastructure.

- **Accessibility and inclusivity:** Prioritise designs that promote accessibility and inclusivity. Ensure facilities are easily accessible to individuals with diverse needs, adhering to universal design principles.

- **Sustainability:** Incorporate sustainable design principles, considering energy efficiency, environmental impact, and the use of eco-friendly materials. Aim for a project that aligns with broader community sustainability goals.

- **Cost estimates:** Develop accurate cost estimates for the entire construction phase. Include construction materials, labour, permits, and any unforeseen contingencies. Ensure the budget aligns with the available funding.

- **Timeline and project schedule:** Establish a realistic timeline for the construction process. Develop a project schedule that outlines milestones, deadlines, and key activities. Consider potential dependencies and account for any seasonal or weather-related factors.

- **Contractor selection:** If applicable, select a qualified and experienced contractor through a transparent and competitive process. Ensure the chosen contractor understands the project's goals and adheres to safety and quality standards.

Seek formal owner's consent to construct

Before proceeding with the construction phase, it is essential to secure formal owner's consent to construct. Formal owner's consent not only fulfils a legal requirement but also demonstrates collaboration and alignment of interests between the organisation and the landowner.

You will need to present the detailed designs, project timelines, and expected outcomes. Address any concerns or queries they may have and seek their endorsement for the construction phase. Obtaining formal owner's consent ensures that all parties involved are on the same page.

Ensure all required approvals are in order

It's imperative to confirm that all necessary approvals are in place. This typically includes development approval, building approval, and plumbing approval. Your certifier, who plays a crucial role in the building approval process, will guide you through the necessary steps to obtain the required approvals.

This stage requires meticulous attention to detail and a proactive approach in addressing any potential hurdles. Regularly check the status of approvals, and promptly resolve any outstanding issues to prevent delays in the construction timeline. Collaborating with your certifier and local authorities ensures a smooth and compliant construction process, setting the stage for the successful realisation of your community infrastructure project.

Tips:

Keep your community informed throughout the construction process. Communicate project timelines, potential disruptions, and any community involvement opportunities. Foster positive engagement throughout the construction phase.

Engage a Project Manager

Depending on the project's size and the requirements of the funding body, appointing a project manager may be mandatory. This strategic decision not only relieves the onus on organisation members but also ensures a professional is at the helm, adeptly steering the project toward successful completion.

Regular meetings with the project manager are imperative to maintain clear communication, address any emerging issues promptly, and track progress against the established timeline.

If the construction is on Council-owned or managed land, inclusivity is key—include your Council Officer in these meetings. This collaborative approach fosters transparency, aligns with local regulations, and enhances the overall efficiency of the construction process.

During Construction

- **Project Manager collaboration:** Maintain a collaborative relationship with the project manager. Regularly review progress, discuss challenges, and ensure that the project manager has the necessary resources to fulfill their role effectively.

- **Regular site inspections:** Conduct regular site inspections to monitor construction progress, ensure adherence to design specifications, and address any emerging issues promptly.

- **Community and stakeholder communication:** Maintain ongoing communication with the community to keep them informed about the construction process, potential disruptions, and anticipated project milestones. Address any concerns or queries promptly.

- **Risk management:** Continuously assess and manage risks associated with the construction. Develop contingency plans for unforeseen challenges and regularly review safety protocols.

- **Financial oversight:** Monitor project expenditures against the approved budget. Ensure that financial resources are allocated efficiently, and seek approvals for any necessary adjustments.

- **Environmental stewardship:** Adhere to environmental management plans, especially if the project has potential environmental impacts. Implement sustainable construction practices and minimise ecological disruption.

- **Timeline management:** Keep a close eye on project timelines and milestones. Proactively address any delays, and communicate revised timelines to stakeholders as needed.

The construction phase at a glance

- Engage a professional to prepare detailed designs which will dictate the construction process.

- If applicable seek formal owner's consent to construct. This is essential on all Council owned or managed land.

- You may be required to seek updated quotes or engage in a tender process prior to selecting your builder.

- Ensure approvals such as Development, Building and/or Plumbing are in order prior to construction.

- Engage a Project Manager - they can help ensure all approvals are in process if need be.

- Communicate regularly with the Project Manager and continually monitor progress. Make sure you keep your community and any other stakeholders updated on construction progress.

Step 5

Operating your new infrastructure

The hard work is done, however, there are still some tasks that require attendion once your infrastructure has been built.

Register documents with Council

Upon the completion of your community infrastructure project, it is essential to formally register the:
- 'as constructed' designs and plans
- maintenance manuals
- warranties
- other relevant documentation

with the Council. This ensures that Council has comprehensive records of the completed project, facilitating future maintenance, inspections, and community enquiries. By providing this documentation, your organisation contributes to the ongoing stewardship of the infrastructure, demonstrating accountability, and assisting Council in managing community assets effectively. Regularly update these records as needed to reflect any modifications or improvements made over time.

Establish regular maintenance and cleaning schedule

As a critical aspect of ensuring the longevity and functionality of your community infrastructure, establish a regular maintenance and cleaning schedule. This proactive approach involves creating a systematic plan for routine inspections, necessary repairs, and thorough cleaning to uphold the infrastructure's optimal condition. The schedule should account for seasonal variations and usage patterns, adapting maintenance tasks accordingly.

Regular maintenance not only safeguards the initial investment but also enhances the overall safety, appearance, and functionality of the community asset. Consistently review and adjust the schedule as needed to accommodate changing requirements and guarantee the sustained success of the infrastructure project.

Plan for ongoing maintenance costs in annual budget

Developing a plan for ongoing maintenance costs within your annual budget is essential for the sustained success of your organisation and community infrastructure. This involves anticipating various maintenance expenses to ensure financial preparedness. Potential costs include:

- **Routine inspections:** regular assessments to identify and address minor issues before they escalate, especially whilst under warranty.
- **Repairs and replacements:** occasional repairs or replacements of components subjected to wear and tear.
- **Cleaning:** periodic professional cleaning services to maintain the infrastructure's cleanliness.
- **Landscaping and groundskeeping:** landscaping maintenance and groundskeeping services to uphold the aesthetic appeal.
- **Utilities and energy costs:** ongoing utility expenses, such as electricity, water, or heating, depending on the nature of the infrastructure.
- **Safety compliance:** Set aside funds for adherence to safety standards, including necessary upgrades or modifications.
- **Emergency repairs:** Establish a contingency fund for unforeseen emergencies or urgent repairs.
- **Long-term maintenance:** Include a long-term budget plan for maintenance tasks such as repainting.

Regularly review and adjust the budget to reflect evolving needs and ensure a robust financial framework for ongoing maintenance.
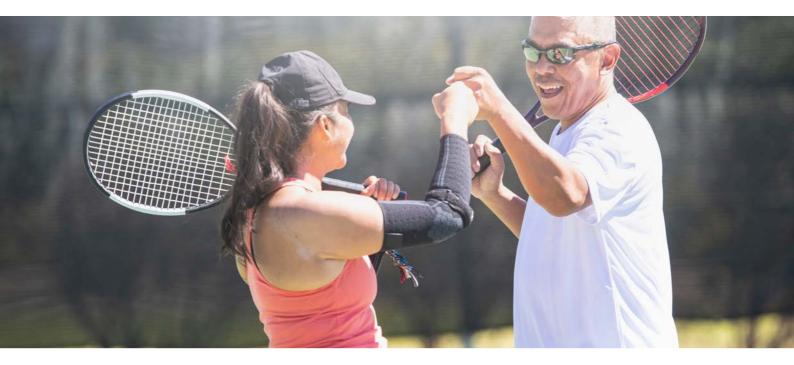
Fulfil grant requirements and acquittal

As the final step in the Community Infrastructure Process, it is imperative to fulfil all grant requirements and complete the acquittal process. This involves providing all supporting documentation detailing the use of the grant funds and ensuring adherence to any ongoing grant signage requirements. By meticulously addressing these aspects, your organisation not only meets its obligations to the funding body but also contributes to transparent and accountable community project management.

Tips:

To enhance your organisation's future grant application success, maintain a record of how and who utilises the newly established community infrastructure. Collect data on usage patterns, community demographics, and the positive impact on residents. This could be as simple as keeping a spreadsheet of weekly visitor numbers or you could use technology to assist. This valuable information not only provides insights into the infrastructure's effectiveness but also serves as compelling evidence when applying for future grants to upgrade or expand the facility.

Operating your new infrastructure at a glance

- Register 'as constructed' designs/plans, maintenance manuals, warranties etc with Council.

- Designate an individual within the organisation to regularly inspect the infrastructure, diligently monitoring for any potential defects or issues that may require prompt attention from the builder.

- Determine what maintenance and cleaning works will be required on a weekly, monthly, and annual basis.

- Establish a regular cleaning schedule. This can be performed by volunteers, or with the support of an annual professional clean.

- Plan for short, medium and long term repair, replacement and maintenance costs in organisational budget.

- Acquit any grants used to build infrastructure and ensure any ongoing grant conditions, such as signage, are adequately met.

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**Community Infrastructure
Process**

noosa.qld.gov.au