

FAQ

This FAQ document provides guidance for clubs and community groups engaging with the City on infrastructure, maintenance, and facility-related matters. It outlines the role of the Community Infrastructure Planning (CIP) Team and explains how projects progress through feasibility, design, and delivery phases. You'll find information on how to request upgrades, report maintenance issues, apply for grants, and introduce new sports. The document also includes key contacts, policies, and links to resources to help you navigate processes and make informed decisions.

Who is the Community Infrastructure Planning Team?

The Community Infrastructure Planning Team (CIP) is responsible for ensuring that public infrastructure meets the current and future needs of the community. Some of the core responsibilities of the Community Infrastructure team are;

- Oversee concept designs, feasibility studies, and business cases for new or upgraded infrastructure.
- Develop long-term plans for community facilities like recreation centres, sports grounds, sports pavilions and community halls.
- Align infrastructure planning with population growth, demographic changes, and urban development.
- Engage with the community to understand infrastructure needs.
- Use data and forecasting tools to assess future demand.

What are the typical timelines for a project?

A project is broken into four phases: Feasibility, Project Initiation, Detailed Design, and Delivery. Within each phase, multiple tasks must be completed. Typically, it takes about a year to progress through each phase. However, depending on the complexity of the project, a phase may take longer.



Maintenance Requests

The quickest way to have a maintenance request actioned is through our Customer Request Management (CRM) system. To raise a CRM item, please email info@armadale.wa.gov.au. If you are a sporting club already registered with the City, you can also contact clubdevelopment@armadale.wa.gov.au for assistance.

Facility Upgrade Requests

Minor upgrades, such as a fresh coat of paint, may be managed by our maintenance team. However, for most upgrades, you will need to complete a User Request Form. Please contact the Community Infrastructure Planning team to discuss your idea and guidance on the process for your request- info@armadale.wa.gov.au

Note: The scale of the upgrade will be considered (e.g., small cosmetic changes vs. large structural works), along with any associated risks.

Floodlight Improvements

Refer to the City's Policy: Lighting on Sporting Reserves for guidelines on floodlight installations and upgrades.

[City's Policy: Lighting on Sporting Reserves](#)

The policy also explains funding options and how to apply for financial support for upgrades.

New User Requests

If you are a Club that has lost their home, or need a temporary home please contact the Club Development Team clubdevelopment@armadale.wa.gov.au as soon as you can. The team will assess your situation and may refer you to other departments if needed. If capacity or underlying issues exist, these will be addressed with you.

Facility Expansion

Please contact us via email at info@armadale.wa.gov.au, addressing your message to the Community Infrastructure Planning Team to discuss further.

Election Commitments

Prior to advocating for election commitments, please speak with the Community Infrastructure Planning Team info@armadale.wa.gov.au about your project idea.

We received an election commitment. What is next?

Please get back in touch with the Community Infrastructure Planning Team info@armadale.wa.gov.au to discuss next steps.

Ground Size Requirements

What size should my ground be?

Refer to the Department of Creative Industries, Tourism and Sport (CITS) guidelines for each sport.

<https://www.cits.wa.gov.au/sport-and-recreation/sports-dimensions-guide>

Many sports have a minimum and maximum dimension for their playing field. The City aims to deliver all official competition reserves within these guidelines, however in some cases these may be varied for recreation purposes.

Upgrading to Elite-Level Facilities

Generally, the City will not fund the provision of sport facilities and infrastructure over and above community sports provision standards

The development and maintenance of facilities specifically for elite-level sports are typically the responsibility of the state government.

If you want a larger oval or turf facilities, you will need to submit a detailed business case.

You will be able to find a guide on how to develop a business case here:

<https://www.finance.gov.au/government/commonwealth-investment-framework/commonwealth-investments-toolkit/developing-business-case>

Minor Asset upgrades

Our club is looking to purchase a new asset (scoreboard, dugout, etc.). Who maintains the asset? What happens when it needs to be replaced?

- If the asset is fixed to the facility, maintenance is the City's responsibility. As a result, initial discussions with the City are required prior to purchasing. Please contact us via email at info@armadale.wa.gov.au, addressing your message to the Community Infrastructure Planning Team to discuss your idea.
- If the asset is not fixed (portable equipment), maintenance and replacement are the club's responsibility.

Grant Applications and Support

Our club would like to apply for a grant and we are seeking support. What do we do?

- Determine if the asset/project is fixed or portable. Please refer to Minor Asset upgrades FAQ above.
- If support is needed, request a letter of support from the City.
- Submit your grant application with all required documentation.

If your club is successful with its grant application and the funding is for a fixed asset, please contact us via email at info@armadale.wa.gov.au, addressing your message to the Community Infrastructure

Planning Team.

Introducing a New Sport

Our sport isn't currently available in the City. Can we start a new sport? Start by contacting the Bookings bookings@armadale.wa.gov.au and Club Development Team clubdevelopment@armadale.wa.gov.au to discuss facility availability.

If a suitable facility isn't available, you may need to submit a business case addressing:

- Location preferences
- Facility requirements
- Community benefits
- Expected membership numbers
- Guidelines from the relevant State Sporting Association (SSA) or peak body
- Market analysis

You will be able to find a guide on how to develop a business case here:

<https://www.finance.gov.au/government/commonwealth-investment-framework/commonwealth-investments-toolkit/developing-business-case>

Naming Buildings

Generally, buildings must be named in a way that aligns with the reserve's name or community significance. In accordance with Landgate's Policies, the naming of all parks and reserves, regardless of size, require approval from Landgate and the Minister of Lands. As a result the building usually corresponds with the reserve to ensure clarity for emergency services and ease of location identification. If you would like more information please refer to the City's [Naming Policy](#)

Large Infrastructure Project milestones?

Clubs are encouraged to provide feedback during public consultation periods, which will be communicated by the City. We recommend that your club's committee develops a united plan and provides consolidated feedback to ensure your views are clear and effectively represented.

Club Financial Contribution towards the project

Applications from organisations that can demonstrate a financial contribution to the project will be considered favourable. Although a financial contribution to the project from your organisation does not guarantee the project will be supported and progress.

Each request is assessed on a case-by-case basis, factoring in the community benefit, and overall cost. The City aims to make sound investment decisions that balance club needs with long-term community

outcomes.

Can the club provide In-kind contributions towards a project?

The City follows Local Government tendering and procurement policies, which ensure transparency and safety but can add cost and time. In-kind contributions are not accepted, meaning all aspects of the installation, including electrical work and safety measures, must be formally procured and managed through City processes.

Submitting a Business Case

A formal business case is required when requesting major facility upgrades, new infrastructure, or significant changes. This should include detailed information about the proposal, benefits, costs, and community impact.

You will be able to find a guide on how to develop a business case here:

<https://www.finance.gov.au/government/commonwealth-investment-framework/commonwealth-investments-toolkit/developing-business-case>