

Requests for New or Capital Upgrades to Existing Community Buildings Policy

City Policy

Responsible Directorate: Corporate Services

Objective: To provide a coordinated approach to the assessment and approval of requests for new or capital upgrades to existing community buildings.

1. Application:

This Policy applies to all City-owned or managed sport and recreation facilities, clubrooms, community centres and community halls.

2. Definitions:

“capital upgrades” means extensions or upgrades to existing assets to cater for growth or increased levels of service.

“community buildings” means any City-owned or -managed sport and recreation facilities, clubrooms, community centres and community halls.

3. Statement:

In alignment with current asset management practices, it is the City's position that the development and upgrade of community buildings should seek to achieve the following:

- value for money;
- sustainable utilisation levels;
- provide “fit-for-purpose” use;
- meet current compliance standards;
- promote the principles of master planning endorsed by Council; and
- minimise impacts from activities held in the buildings that may adversely affect local residents

4. Details:

4.1. Proposal Categories:

- a. Proposals for the construction of new community buildings or capital upgrades to existing facilities buildings generally fall into one of four categories:
 - i. Proposals for facilities works where the City provides all funding.
 - ii. Proposals for works where community-based organisations seek external funding (e.g.: grants) which require Council support and/or contributions.
 - iii. Proposals for works where community-based organisations self-fund a portion of the works and seek Council contributions for the remaining cost of the project.
 - iv. Proposals for works where community-based groups or lessees self-fund the whole development.

4.1.1. Needs Assessment:

Any building proposals within the City, whether they are for new buildings or for capital upgrades, must demonstrate an alignment with the City's strategic objectives and planning priorities if they are to be supported.

A formal assessment procedure will be used to identify the need for the proposal at the direction of the Chief Executive Officer. The procedure will address, but will not be limited to:

- real and projected needs for the proposal;
- community benefits and impacts;
- alignment with City planning documents and master planning principles;
- financial impacts;
- sustainability issues; and
- possible alternatives.

Minimum standards will be set for City-managed facilities with regard to site design and finishes in accordance with the City's *Building Asset Management Plan 2010–2030*. Any requirements over and above these standards are the responsibility of the organisation/group hiring the facility to provide.

4.1.2. Categories 1, 2 and 3 — Application Requirements:

Community organisations seeking Council external funding or Council support and/or contributions for new community buildings or capital upgrades to existing community buildings are required to:

- meet eligibility criteria set by the City and/or funding agencies; and
- submit an application form with a needs analysis and building for assessment by the City.

All proposals will be assessed on the criteria outlined in clause 4.1.1 of this Policy and must be completed to the satisfaction of the Chief Executive Officer.

Supported applications must be approved by Council. A decision to list such an application as a priority will not be reconsidered during the financial year in which the application was made.

4.1.2.1.Support for External Funding Applications:

Where the City has supported external applications for funding and has committed to providing a portion of the funds, but the application is unsuccessful, the proposal may proceed if the applying body contributes all the remaining funds.

4.1.3.Category 4 — Self-Funded Upgrades:

Local community organisations may make applications to the City to self-fund an upgrade to a City facility. The application to the City must include the following:

- Application form
- Project budget
- Compliance with all legislative requirements.
- Plans for the works.
- Capacity to complete works.

The City will not guarantee that approval will be granted to requests for community organisations self-funded upgrades. In considering the application the City will consider the following such issues:

- Impact of facilities and associated user groups.
- The proposed works and long-term impact on the life of the property.
- Impact on local community.
- Ability of community organisations to complete the works.
- Ongoing maintenance of proposed upgrade.

4.1.3.1.Alterations to Leased Premises:

Where alterations are proposed to any facility owned by the City that is leased externally, the request will be dealt in accordance with individual lease agreements and relevant approval processes.

4.1.4.Loans and Guarantees:

In recognition of the risks associated with the provision of self-supporting loans or guarantees, the City will not enter into any such agreements with any clubs community organisations or external organisations.

Creation Date: October 2005

Formerly:

- *Community Facilities – Built Policy*
- *Conditions of Hire – Child Protection Policy*
- *Consent to Alter Council Leased Premises Policy*
- *Leisure Facilities Capital Works Funding Policy*
- *Lending Authority or Loan Guarantor for Sporting Clubs or Other External Organisations Policy*
- *Procurement of Council Buildings Policy*
- *Storage and Consumption of Alcohol at Community Recreation Facilities and Reserves Policy*

Amendments: CJ260-11/12

- Related Documentation:**
- *Access to Premises Standards 2010*
 - *Building Asset Management Plan 2010–2030*
 - *Building Code of Australia*
 - *Community Facilities Assessment Process*
 - *Master Planning Process and Principles*