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City of
Joondalup

Requests for New or Capital Upgrades to Existing Community ~~Buildings~~ Venues 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~~venues.

1. Application:

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

2. Definitions:

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

"community ~~buildings~~venues" means any City-owned or ~~-~~managed ~~sport and recreation facilities, clubrooms, community centres and community halls.~~building, park or beach.

3. Statement:

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

a. ~~V~~value for money.~~;~~

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b. ~~I~~improved functionality.~~;~~

c. ~~S~~sustainable utilisation levels.~~;~~

d. ~~P~~provide "fit-for-purpose" use.~~;~~

e. ~~M~~meet current compliance standards.~~;~~

f. ~~M~~meet the City's standard asset hierarchy provision and any relevant, minimum design and specification requirements.~~;~~

g. ~~P~~promote the principles of master ~~-~~planning endorsed by Council.~~; and~~

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a.h. Mminimise 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 venues or capital upgrades to existing facilities buildingsvenues generally fall into one of four categories:

i.a. Proposals for facilityies works where the City provides all funding.

ii.b. Proposals for works where community-based organisations seek external funding (e.g.: grants) which require Council City support and / or contributions.

iii.c. Proposals for works where community-based organisations self-fund a portion of the works and seek Council City contributions for the remaining cost of the project.

iv.d. Proposals for works where community-based groups organisations or lessees self-fund the whole development.

    4.1.1.4.2. 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 will be made to identify the need for the proposal. at the direction of the Chief Executive Officer. The procedureThis will address, but will not be limited to:

a. real and projected needs for the proposal;

b. community benefits and impacts;

c. alignment with City planning documents and master-planning principles;

d. financial impacts;

e. sustainability issues; and

f. possible alternatives.

Minimum standards will be set for City-managed facilities venues with regard to site design and finishes as determined by the City. 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.

    4.1.2.4.3. Categories 1, 2 and 3 — Application Requirements (for external funding or City support and / or contribution):

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

a. meet eligibility criteria set by the City and / or funding agencies; and

b. submit an application form ~~with a needs analysis and building~~demonstrating the need and alignment to the City's strategic objectives and planning priorities for assessment by the City.

All proposals will be assessed on the criteria outlined in clause ~~4.1.1~~4.2 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.~~4.4. ~~Category 4 — ~~Requirements (for ~~S~~self-~~F~~funded ~~U~~upgrades):

~~Local community O~~organisations may make ~~an application~~s to the City to self-fund an upgrade to a City ~~facility~~venue (for a portion of the work~~s~~ or the whole development) through the Club Funded Upgrade (CFU) process. The application to the City must include the following:

- Application form.

- Project budget.

- Compliance with all legislative requirements.

- Plans for the works.

- Demonstrated ~~C~~capacity to ~~complete ~~fund the works.

The City will not guarantee that approval will be granted ~~to requests ~~for ~~community organisations ~~self-funded upgrades. All proposals will be assessed on the criteria outlined in clause ~~4.1.1~~4.2 of this Policy. In considering the application the City will ~~consider~~take into account the following ~~such issues~~:

- ~~Impact of facilities and associated user groups.~~

a. The proposed works and long-term impact on the life of the property.

b. Impact on other venue user groups and the local community.

c. Ability of the ~~community ~~organisation~~s~~ to ~~complete ~~fund the works.

d. Ongoing maintenance of proposed upgrade.

- If the application is supported and the works are of a structural nature, the project will be managed and constructed / installed by the City in line with standard specifications.

~~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.~~4.5.   **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 d~~D~~ate:	October 2005 (CJ206-10/05)
	~~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~~
Formerly:	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 d~~D~~ocumentation:	• ~~Access to Premises Standards 2010~~
	• ~~Building Asset Management Plan 2010–2030~~
	• ~~Building Code of Australia~~
	• ~~Community Facilities Assessment Process~~

- *Master Planning Process and Principles*
- *Community Facility Hierarchy and Standard Provision*
- *Public Open Space Framework*

Requests for New or Capital Upgrades to Existing Community Venues 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 venues.

1. **Application:**

   This Policy applies to all City-owned or managed community venues.

2. **Definitions:**

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

   "community venues" means any City-owned or managed building, park or beach.

3. **Statement:**

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

   a. Value for money.

   b. Improved functionality.

   c. Sustainable utilisation levels.

   d. Provide "fit-for-purpose" use.

   e. Meet current compliance standards.

   f. Meet the City's standard asset hierarchy provision and any relevant, minimum design and specification requirements.

   g. Promote the principles of master planning endorsed by Council.

   h. Minimise impacts from activities that may adversely affect local residents.

4. **Details:**

4.1. Proposal Categories:

Proposals for the construction of new community venues or capital upgrades to existing venues generally fall into one of four categories:

a.   Proposals for facility works where the City provides all funding.

b.   Proposals for works where organisations seek external funding (e.g. grants) which require City support and / or contributions.

c.   Proposals for works where organisations self-fund a portion of the works and seek City contributions for the remaining cost of the project.

d.   Proposals for works where organisations self-fund the whole development.

4.2. Needs Assessment:

Any 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 will be made to identify the need for the proposal. This will address, but will not be limited to:

a.   real and projected needs for the proposal;

b.   community benefits and impacts;

c.   alignment with City planning documents and masterplan principles;

d.   financial impacts;

e.   sustainability issues; and

f.   possible alternatives.

Minimum standards will be set for City-managed venues with regard to site design and finishes as determined by the City. Any requirements over and above these standards are the responsibility of the organisation hiring the facility to provide.

4.3. Requirements (for external funding or City support and / or contribution):

Organisations seeking external funding or City support and / or contributions for new buildings or capital upgrades to existing community venues are required to:

a.   meet eligibility criteria set by the City and / or funding agencies; and

b.   submit an application form demonstrating the need and alignment to the City's strategic objectives and planning priorities for assessment by the City.

All proposals will be assessed on the criteria outlined in clause 4.2 of this Policy. Supported applications must be approved by Council.

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.

4.4. Requirements (for self-funded upgrades):

Organisations may make an application to the City to self-fund an upgrade to a City venue (for a portion of the works or the whole development) through the Club Funded Upgrade (CFU) process. The application to the City must include the following:

- Application form.

- Project budget.

- Compliance with all legislative requirements.

- Plans for the works.

- Demonstrated capacity to fund the works.

The City will not guarantee that approval will be granted for self-funded upgrades. All proposals will be assessed on the criteria outlined in clause 4.2 of this Policy. In considering the application the City will take into account the following:

a. The proposed works and long-term impact on the life of the property.

b. Impact on other venue user groups and the local community.

c. Ability of the organisation to fund the works.

d. Ongoing maintenance of proposed upgrade.

If the application is supported and the works are of a structural nature, the project will be managed and constructed / installed by the City in line with standard specifications.

4.5. 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 (CJ206-10/05)
Formerly:	Formerly:

- *Community Facilities – Built Policy*
- *Conditions of Hire – Child Protection Policy*
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- *Storage and Consumption of Alcohol at Community Recreation Facilities and Reserves Policy*

Amendments: CJ260-11/12

Related documentation:
- *Masterplan Process and Principles*
- *Community Facility Hierarchy and Standard Provision*
- *Public Open Space Framework*