



COMMUNITY FACILITIES – BUILT REQUESTS FOR NEW OR CAPITAL UPGRADES TO EXISTING COMMUNITY BUILDINGS POLICY

~~City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus.~~

CATEGORY:

~~Developed by the Policy Committee and/or the administration and adopted by Council.~~

RESPONSIBLE DIRECTORATE:

~~Planning and Community Development – Corporate Services~~

OBJECTIVE:

To provide a coordinated approach to the assessment and approval of requests for new or capital upgrades to existing community buildings. ~~range of community facilities within the community which meet local and regional needs~~

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: ~~The City recognises its responsibility to the community to ensure that community facilities:~~

- ~~Achieve Value for money;~~
- ~~Have the widest possible application~~ Sustainable utilisation levels;
- ~~Remain relevant to community needs~~ Provide ‘fit-for-purpose’ use;
- ~~Meet environmental, health and building~~ 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.

~~while minimising the extent to which activities held at community facilities adversely affect local residents and the financial burden that they may impose on the wider Joondalup community.~~

4. DETAILS

Construction and Extensions/Alterations

4.1 Proposal Categories

Proposals for the construction of new community facilities buildings or the extension or alteration of capital upgrades to existing community facilities buildings generally fall into three one of four categories:

1. Proposals for facilities works where the City provides all funding;
2. Proposals for facilities works where community-based organisations seek external funding (e.g. grants) which require Council support and or a Council contribution~~s~~; and
3. Proposals for facilities works where community-based organisations self-fund a portion of the works and seek Council support and contributions for the remaining cost of the project;
4. Proposals for works where community-based groups or lessees self-fund the whole development.

4.1.1 Needs Assessment ~~City-Funded facilities:~~

Any building proposals within the City, whether for new buildings or for capital upgrades additions, shall be subject to review to ensure that they must meet demonstrate alignment with the City's strategic objectives and planning priorities if they are to be supported. of the City's:

- ~~Strategic Plan.~~
- ~~Disabilities service Plan.~~
- ~~Cultural Development Plan~~
- ~~Corporate responsibilities.~~
- ~~Identified needs.~~

A formal assessment procedure will be used to identify the need for the proposal will be undertaken at the direction of the Chief Executive Officer. ~~New buildings and substantial renovations will demonstrate the Council's commitment to sustainability, promotion of the arts and public consultation.~~ The procedure will address, but 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;
- 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 Proposals for Works – Grant Applications:

Local 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;
- submit an application form with Prepare a needs analysis and facility plan for the facility building for assessment by the City; and
- Have their proposal assessed

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. on the following criteria:

- ~~Relevance to strategic plan and the stated Council strategic objectives.~~
- ~~Demonstrated community support.~~
- ~~Contribution to a sense of community identity.~~
- ~~Immediate or long term needs in the community.~~

~~Funding for capital works projects will not be considered until assessment has been completed to the satisfaction of the Chief Executive Officer.~~

Supported applications must be approved by Council. Applications may only proceed by resolution of Council on recommendation from the Chief Executive Officer. 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 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 whether leased externally, the request will be dealt in accordance with individual lease agreements and relevant approval processes.~~ or occupied by the City, the Chief Executive Officer may approve alterations and additions, where the value of the alteration is less than \$50,000, subject to budget allocation in the case of City owned and occupied facilities.

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.

Child Protection

~~The Working with Children (Criminal Record Checking) Act 2004 outlines that all people employed (paid or un-paid) in child related work on more than five days per year must have applied for a Working With Children check, or hold a current Assessment Notice by the date they are required to under the phasing-in arrangements. All sporting clubs and community groups approved to use the City's facilities must ensure all relevant statutory obligations are adhered to.~~

Use of Community Facilities

~~The CEO may approve the use of community facilities for private parties and functions under the following circumstances:~~

- ~~The Chief Executive Officer is satisfied that the application will not cause undue disruption to the community.~~
- ~~Use of facilities not extending beyond:~~
 - ~~Thursdays to 12.00midnight;~~
 - ~~Fridays and Saturdays to 12.00midnight;~~
 - ~~Sundays to 10.00pm~~

Alcohol on Council owned community facilities

The Chief Executive Officer may approve the consumption and or sale of alcohol on community facilities under the following circumstances:

- ~~The Chief Executive Officer is satisfied that the application will not cause undue disruption to the community.~~
- ~~Appropriate liquor licence/s are in place;~~
- ~~Restricted Licence applications as follows:~~
 - ~~Thursdays to 11.00pm;~~
 - ~~Fridays and Saturdays to 12.00midnight;~~
 - ~~Sundays to 10.00pm~~

Amendments: ~~INT10/29051, CJ213-06/99, CJ148-06/00, CJ281-08/01, CJ121-06/02, CJ021-02/03, CJ213-09/03, CJ269-11/04, CJ206-10/05, CJ168-09/06, CJ207-10/07~~

Related Documentation: ~~Local Government and Public Property Local Law 1999
Strategic Plan
Community Facilities Assessment Process~~

Issued: ~~October 2007~~

Creation Date: ~~October 2005~~

Formerly:

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

Amendments: ~~CJ XXXX~~

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

City Buildings, Park, Reserves And Beaches Terms and Conditions of Hire

Local Government and Public Property Local Law 1999

- The Terms and Conditions of Hire are written in accordance with the Local Government and Public Property Local Law 1999, which is available for viewing on the City's website at joondalup.wa.gov.au

Application

- All applicants must be aged 18 years or over. Proof of age is to be provided on application.
- Approved Hirers granted permission to use facilities cannot transfer the right of use to another person or organisation.
- All bookings are tentative until confirmed in writing by the City.

Child Protection Requirements

- All sporting clubs and community groups approved to use the City's facilities must ensure that requirements under the *Working With Children (Criminal Record Checking) Act 2004* are adhered to when children are involved in the activities undertaken at the facilities. For further information refer to the Department of Child Protection's website at www.checkwwc.wa.gov.au/checkwwc

Hire Fees

- Hire fees are set in accordance with the City's Fees and Charges Schedule and are payable in full 21 days prior to the date of the booking.

Bonds

- A bond is payable at least 21 days prior to the date of the booking.
- The bond may be forfeited if the Terms and Conditions of Hire are not fulfilled.
- The bond will be refunded via cheque within 21 working days of the booking date, provided the facility is left in a satisfactory condition, as determined by the City.
- The bond will be refunded to the person whose name appears on the bond receipt.
- For annual or seasonal hirers, the City will inspect the facility within two weeks of the end of the booking period, to determine whether the facility has been left in a satisfactory condition.

Cancellation of Bookings

- An administration charge of 20% of the total hire fees will apply to bookings that are cancelled up to 14 days prior to the booking date. No refunds will be given to bookings cancelled within 14 days of the booking date.

Hours of Hire

- All set up, including deliveries, and cleaning must be completed within the hours of hire.
- The facility must be cleaned and vacated by 12am, except for Flinders Park Hall and Dorchester Park Hall which must be cleaned and vacated by 11pm.

Keys

- Keys to facilities are available for collection one hour prior to the booking time – entry to the facility must not take place until your scheduled start time.
- The approved hirer's copy of the Booking Details Report must be presented when collecting keys.
- Keys are to be collected and returned to the Craigie Leisure Centre between the following times:
- Monday to Friday: 5.30am to 9pm
- Saturday and Sunday: 7am to 5.45pm
- Keys must be returned on the day of the booking, except for evening bookings which must be returned by 9am the following day. If the keys are not returned on time, an additional charge to the hirer may apply.
- Keys must not be copied or passed onto other hirers.
- An additional fee will be charged for the replacement of any lost keys.

Safety

- The approved hirer is responsible for the safety of their guests at all times. In the event of an emergency, the hirer must account for all of their guests.
- The approved hirer is responsible for ensuring adequate first aid is available.
- The maximum capacity of the facility must not be exceeded.
- The approved hirer must take reasonable precautions to prevent unintended guests from attending the function.
- The approved hirer must immediately notify the police if any trouble occurs.

Cleaning and Damage

- The approved hirer is financially responsible for any damage to City property as a result of the booking.
- Repairs are to be carried out only by the City and/or its approved contractors.
- The approved hirer is responsible for leaving City property in a clean condition, including the removal of any rubbish.
- The approved hirer must provide their own cleaning equipment and materials. No detergents are to be used on timber floors.
- The approved hirer must immediately report any maintenance issues to the City on 9400 4268 or to City Watch on 1300 655 860 (after hours service).

Leaving the Facility

- The approved hirer is responsible for ensuring all lights, electrical equipment and air-conditioning/heating is switched off prior to leaving the facility.
- The approved hirer is responsible for ensuring all doors and windows are locked and alarm systems activated prior to leaving the facility.
- The approved hirer is financially responsible for any loss or damage resulting from failure to carry out the above checks.

Insurance

- The approved hirer is responsible for ensuring all relevant insurances required for the booking are obtained.

Alcohol and Gaming

- The approved hirer is responsible for ensuring all Liquor Licences and Gaming Permits required for the booking are obtained. Please contact the Community Bookings Office for further information regarding liquor and gaming licence applications.

Smoking

- Smoking is not permitted inside or within the perimeter (10 metres) of any City buildings or on City beaches.

Noise

- Noise levels must be controlled and monitored at all times to meet the Environmental Protection (Noise) Regulations 1997.
- Live bands and the use of loud musical instruments are not permitted.

Vehicles and Parking

- Parking must be in the designated parking bays and not on grassed areas.
- Vehicles are not permitted on parks or beaches without written authorisation from the City.

General Housekeeping

- Crepe paper must not be used in any facility.
- Blue or yellow tack and cello tape must not be used in any facility.
- Signs, fittings or structures must not be erected in any facility or on any beach or reserve without prior approval from the City.
- Smoke machines and candles must not be used in any facility.
- Confetti or rice/grains must not be thrown inside or outside any facility, or on any beach or reserve. Rose or flower petals are permitted at beaches and reserves.
- Line markings on reserves require approval from the City and must only be made using PVA water based line marking paint.
- Kitchens may be used for re-heating purposes only.
- The approved hirer is responsible for ensuring any electrical equipment used within the facility is in safe working order. Power points and power boards must not be overloaded.

Closing Facilities

- Any City of Joondalup Authorised Officer may close down the facility at any time if the Terms and Conditions of Hire are not complied with.
- The City reserves the right to close any building, beach or park at any time due to urgent maintenance requirements or potential risks. Where possible, an alternative venue or facility will be offered.

Theft

- The City is not liable for the loss/theft or damage of any items belonging to the hirer or guests.

Declaration
I have read, understood and agree to the Terms and Conditions of Hire.
Name:
Date:
Signature: