



Club / Group Sustainability Support: Community Facility Upgrades & Extensions

All proposals for upgrades or extensions to Council owned community facilities should be submitted, in writing (refer to Request Form, attached), via the Town's record management system. The submission needs to be received prior to works and expenditure commencing.

An application is required regardless of whether the project is to be funded solely by the applicant or whether Town funding is sought.

There is a requirement that all works* on Town of East Fremantle managed and owned land, including built structures (recreation facilities, clubrooms, community centres and community halls), must be approved by the Town. Refer to Policy 2.2.2 (attached), and also the community related example (attached).

*Examples of 'works' includes but is not limited to; new buildings, sheds, shelters, court/pitch resurfacing, lighting, bores, signs, kitchen, canteen and permanent fixtures on reserves such as playgrounds, goals, seating, fencing.

Three Submission Scenarios

1. Submit anytime for consideration for **"Works Approval" only**, where **no Council funding** is required.
2. Submit between the first working day in January and the last Wednesday in February (each year) for "Works Approval" consideration where a **request for funding** is attached. This will be undertaken during the Annual Budget process, with financial outcomes available in August each year (following adoption of the budget).
3. If you submit between 1 March and 1 December for "Works Approval" consideration where a **request for funding** is attached it will then be undertaken in one of three ways:
 - a) via Report to Council as an unbudgeted item;
 - b) consideration for inclusion in the next financial year; or
 - c) consideration for inclusion in the Long Term Financial Plan.

