



2.2.6 Requests for New or Capital Upgrades to Existing Community Buildings

Type:	Corporate Services – Risk Management
Legislation:	
Delegation:	
Other Related Document:	

Objective

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

Policy Scope

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

Policy

1. Definitions:

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

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

2. Statement:

In alignment with current asset management practices, it is the Town’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 building standards;
- promote the strategic planning principles endorsed by Council; and
- minimise impacts from activities held in the buildings that may adversely affect local residents

3. Proposal Categories:

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 Town provides all funding.
- (ii) Proposals for works where community-based organisations seek external funding (eg 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.

3.1 Categories (i), (ii) & (iii) — Application Requirements:

Community organisations seeking 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 Town and/or funding agencies; and
- submit an application form which includes a project plan, project budget (i.e. QS Report) and concept drawings.

All proposals will be assessed on the criteria outlined below 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.

Needs Assessment

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

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

- real and projected needs for the proposal;
- community benefits and impacts;
- alignment with planning documents and strategic planning principles;
- financial impacts to the club/group and to Council;
- sustainability issues; and
- possible alternatives.

Minimum standards will be set for Town managed facilities with regard to site design and finishes in accordance with the Town's Asset Management Plans. Any requirements over and above these standards are the responsibility of the organisation/group leasing the facility to provide.

Support for External Funding Applications

Where the Town 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.

3.2 Category (iv) – Self Funded Upgrades

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

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

- Demonstrated capacity to complete works.

The Town will not guarantee that approval will be granted to requests for community organisations self-funded upgrades. In considering the application the Town will consider the following 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. Alterations to Leased Premises

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

5. Loans and Guarantees

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

Responsible Directorate:	Corporate Services
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	18/9/18
Policy Amended/Reviewed:	17/9/19
Former Policy No:	2.2.2