

**POLICY No: I/B/1**

**FORMER POLICY No:**

**CAPITAL WORKS – NEW AND EXISTING COMMUNITY BUILDINGS**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Development Services	Community Services	Buildings

**OBJECTIVE:**

To guide the Council and community where:

1. Capital works on a Shire building are proposed by a lessee; or
2. A community group proposes a new building on Council controlled property.

**POLICY:**

1. Process for capital works application (including proposals for a new building on Council controlled property)

- a) Before the community group that leases the community facility prepares a request for capital works to a hall or public building, they should contact the Manager of Community and Recreation Services to discuss the project and application process.
- b) Any request for capital works will require the applicant to address the following details and these should be prepared in advance of meeting with Shire staff.

- I. Demonstration of need in the form of a Needs Assessment.

This should detail why the existing facilities are inadequate and how they negatively impact on the participation rates or activities of the user groups. This will also be critical to attract external funding.

- II. Demonstration of Community Benefit

This should outline how the upgrades proposed broaden benefit to the local and wider community and/or increase participation for particular user groups or activities. This should link to the Shire's Strategic Community Plan and Corporate Business Plan objectives.

- III. Feasibility and Sustainability

This section should outline:

- How the upgrades will deliver a quality, sustainable facility which aligns with the Council's strategic objectives.
- The ability of the applicant to source funding from own source revenues and external funding (other than the Shire) of up to 66%.

- If the upgrades reduce greenhouse gas emissions.

#### IV. Design Brief

This section will outline the key design features and include site plan and hand drawn plans to scale of the proposed upgrades. It will also include an estimate of the cost of the project based on current square metre rates for construction.

#### V. Facility Management

This section will outline plans for facility operation and management, initial and ongoing implications on Council staff and resources and ownership of assets.

Where applicable, the Shire will assess a lessee's adherence to its building maintenance obligations in making a determination on its ability to fulfill ongoing asset management activities.

### 2. Preparation of financial assistance submission

- a) If the applicant has been able to demonstrate need, benefit, feasibility and provide a basic design concept with the relevant staff member, the Officer will refer the applicant to the Shire's Capital Assistance Grant Policy and assist the organisation with its preparation.
- b) Following the completion of the process outlined in the Capital Assistance Grants Policy (GS/CFGF/1), a report will be prepared and submitted for consideration by the Council.

### 3. Prioritising Applications

While the Council has established a Reserve Fund for the purpose of contributing to grant funded projects, the Council may exclude projects on the basis that they cannot be accommodated in the current or future budgets. The Council reserves the right to refuse to make available funding for projects under the following circumstances:

- a) When the Council believes that the proposal for funding is not a sufficiently high priority.
- b) When the Council considers that its financial commitments for the upcoming financial year preclude it from making funding available.
- c) When the proposal will lead to an unacceptable ongoing financial commitment by the Council.
- d) When the ongoing management of the capital items is unclear or places an unacceptable burden on Council staff and resources.

When the legal and / or financial status of the organisation or clubs is in doubt.

**ADOPTED: 21 FEBRUARY 2023**

**LAST REVIEWED:**