

Council

POLICY REVIEW – COMMUNITY HALLS AND  
BUILDINGS

Policy with Amendments

Meeting Date: 8 September 2020

Number of Pages : 3

**COMMUNITY HALLS AND BUILDINGS**

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Administration	Property Administration

**OBJECTIVE:**

To clarify the Council's position with regard to the ongoing operation and development of cCommunity hHalls and public buildings.

**POLICY:**

**1. Operation of community halls and public buildings**

The Council is of the opinion that community halls within the District should be:

- ~~1a.)~~ Wherever possible, operated by an appropriate incorporated community body;
- ~~b)2.~~ 'Operated' in part ~~1(a)1-~~ can include ownership or leasing;
- ~~c)3.~~ If sale or lease cannot be effected for ~~cCommunity hHall~~ purposes the closure of the hall and subsequent sale and removal of the subject structure may be pursued.

**2. Applications for capital works on community buildings**

Where the Council receives an application from a lessee or community group for additions or modifications to a Council hall or building, the application will progress through the following steps, which is to be co-ordinated by the Strategic Development Department:

- (a) Prepare a report to the Council to endorse the development of a formal proposal. This report will include financial implications to develop the proposal.
- (b) Upon such endorsement, develop a proposal with the lessee or community group to a feasibility / concept plan level, which is to consider the following:
  - I. Budget parameters including initial and ongoing financial commitment by the Council.
  - II. Ongoing operation and management implications.
  - III. Initial and ongoing implications on Council staff and resources.
  - IV. Ongoing ownership of assets.
  - V. Other matters as required by Council Policy A/PA/15 – Asset Management.
- (c) Present the proposal to the Council for approval and, if necessary a budget allocation.
- (d) Lodge a Development Application to approve the proposal.

- (e) Provide assistance to the lessee or community group to raise funds for the project through grant applications.
- (f) Prepare contract documentation and conduct a request for quote or tender, as required by the Local Government Act 1995 and the Shire of Plantagenet Purchasing Policy for any planning, documentation or construction works.
- (g) Manage the project and administer any contracts entered into required to complete the works.

**ADOPTED: 22 MARCH 2011**

**LAST REVIEWED: 20 JUNE 2017**