

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 community halls 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:

- a) Wherever possible, operated by an appropriate incorporated community body.
- b) 'Operated' in part 1(a) can include ownership or leasing.
- c) If sale or lease cannot be effected for community hall 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 Strategic Development Department will:

- (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: 08 SEPTEMBER 2020