USER FUNDED FACILITY UPGRADES

Application Guidelines and Information

City of Wanneroo

Context

This Guidelines and Application Pack has been designed for tenants and regular hirers of City of Wanneroo facilities. It describes the process for groups wishing to make an improvement or modification to the building or park they lease or hire.

This applies only to improvements that are funded by the tenant or regular hirer.

Why is an Application required?

The City is committed to providing high quality infrastructure and facilities, all of which undergo appropriate asset management and are prioritised in line with the City's Capital Works Program and maintenance and renewal schedules. A key consideration for all leased and hired facilities is ensuring that they are used in a manner that does not result in a deteriorating condition, additional maintenance obligations and cost burdens for the City.

In this context, if a group wants to fund and undertake works before they are scheduled, or the works are outside of what the City intends to provide for that facility, then the tenant or regular user should submit all of the relevant information for consideration by following the Application process.

This enables the request to be properly considered and approved, and for any required statutory approvals and licences to be applied for and issued. This should prevent the tenant or hirer being required to undertake expensive remedial work later, or the City being asked to fund shortfalls or take on maintenance and repair obligations at a future time.

Applications will be considered if;

- The Applicant leases or hires a City-owned or managed facility and can demonstrate a reasonable need for the proposed upgrade
- The improvements or modifications are consistent with the usage, style and form of the facility or infrastructure
- The works have been realistically costed be a qualified professional, and the tenant/group demonstrates the financial capacity to cover the entire cost of works (inclusive of potential cost escalations).
- Other groups regularly using the facility have been consulted and have no objection
- The Applicant undertakes to apply for all relevant statutory approvals and licences
- The Applicant accepts that a form of agreement will be required to define their responsibilities in undertaking the works and in ongoing maintenance or management of the improvements/modifications.

Applications will not be considered if:

- they do not demonstrate the ability to fully fund the works without detriment to their ongoing sustainability.
- are deemed likely to provide a negative impact to the facility (e.g. on electrical capacity) or to other users (current or future)
- fail to demonstrate compliance with statutory obligations (e.g. Australian Standards).

What happens after I submit my Application?

Depending on the scale and nature of the works proposed, the City's approval process may be complex and involve many stakeholders. This may impact response and approval time periods. Providing a detailed and complete Application will assist in reducing queries from the City and the time periods involved in stakeholder review.

Once the Application has undergone an initial review, the City will provide an estimate of the likely timeframe for the City's response, and may wish to discuss your Application in more detail or seek further information from you to assist with considering the Application.

Where appropriate, the proposed works and plans may need to be reviewed by a contractor engaged by the City. For example, if proposed works impact electrical usage at the facility, a contractor would need to confirm that the works will not overload the supply. The contractor would be engaged by the City at the cost of the Applicant.

If the Application is approved, it may include conditions such as:

- The works must be undertaken by a Registered Builder (or other registered professional, as appropriate)
- The works must be undertaken by a City Contractor
- The works will be undertaken by the City on behalf of the Applicant, at the Applicant's cost

Depending on the nature of the improvement or modification, the works may become an asset of the City upon completion. This means that the City may meet the costs of maintenance, however ongoing obligations will be detailed in the written agreement. Works that do not become a City asset (e.g. removable items) will be the ongoing responsibility of the group and would need to be removed at the expiry of the lease or the hire agreement, with the site being made good after the removal. These conditions will be outlined in a form of agreement. For City tenants, the form of agreement may be a variation to the existing lease.

Application Process Summary

1. Applicant completes and submits the Application Form, with ALL supporting information (the application may need to be reassessed should further information be received later in the process).
2. The City conducts an initial review of the Application. Further information may be requested.
3. Full consideration by relevant service units within the City and other stakeholders (as applicable). At this time the City may request a site meeting to discuss the proposed works, and will advise on planning and building approval requirements.
4. A notification letter on the outcome of the Application will be provided. If approved, an authorised person on behalf of your organisation will be required to agree to any requirements or conditions prior to commencement of the works, by signing and returning;
    - A letter of agreement
    - A Memorandum of Understanding; or
    - A Lease variation.
5. Written approval is issued to proceed to the planning and building application stage.

Next Steps:

Following the Application and Assessment, there may be a requirement to obtain planning and/or building approval. Further information may be found here.

Please note that a fee is payable to the City at the time of lodgement of the Development Approval and/or Building Approval form. If a Building Application is required, an independent building surveyor will need to be engaged to manage the building application process on the group's behalf.

Once all relevant approvals have been issued and any requirement and conditions are met, works may commence (if the City is undertaking the works on your behalf, you will be advised of the scheduled construction commencement and timeframe).

Upon completion of the works, a Notice of Completion (BA7) form must be submitted. For minor works this form must be submitted within 7 days of completion. Depending on the nature of the works, the group may be required to obtain a Permit of Occupancy Certificate from the City, by submission of a Notice of Completion and a Certificate of Construction form (if the City has completed works on the group's behalf, this step will be undertaken by the City).

Once the works are completed, the City will undertake an inspection.

The group will be required to provide all compliance certification, as-constructed drawings, operation and maintenance manuals to the City.

Ready to apply?

Please ensure that you have the following items available to submit with your application form.

- ☐ Itemised written quote or estimate from a reputable supplier
- ☐ Project budget
- ☐ Copy of Minutes confirming that works and funding contribution was approved (e.g. Committee Meeting notes)
- ☐ Previous three years audited financial records (to demonstrate financial ability to service the cost); and/or
- ☐ Written evidence of financial commitments from other funding sources (loans, donations, grant funding etc.)
- ☐ An undertaking to satisfy any shortfall in the contributions from other funding sources (such as if a grant is insufficient for the cost of the works)
- ☐ Letters of support from a State Sporting Association (e.g. Hockey WA, Rebound WA)
- ☐ Final Concept plans and designs
- ☐ For floodlighting works, a lighting plan showing lux, configuration and sufficient power supply
- ☐ Any other supporting information (e.g. a Strategic Plan or Business Plan for your club or organisation

Application Form

Applicant Details

Tenant or Regular User Information		
Name of Club or Organisation:		
Address:		
Email Address:		
Project Coordinator(s) or Contact Person(s)		
Name	**Phone**	**Email**

Project Details

Project Title
Description of Facility to be Upgraded
Name of Facility:
Address:
Nature of Use: Regular hirer ☐ Tenant ☐
Description of the project (provide a short statement stating the aim of the project, including any relevant background information)

Strategic Alignment

Does your club have a strategic plan or business plan?	
☐ Yes (*Please attach*)	☐ No
How does this project align with your strategic plan or your strategic direction?	
Have you discussed this project with the relevant State Sporting Association (SSA), if applicable?	
☐ Yes	☐ No
Contact Name	**Position**
SSA Comments	
How does this project align with your SSA's Strategic Plan (and/or Facilities Plan)?	

Demonstrated Need

Why do you think this project is required?

What other options have been considered?

Co-Location/Shared Use

Do you currently co-locate or share with other user groups or tenants? (If so, please list who?)
Which of these user groups will benefit from this project and how?
How will other user groups or tenants of your facility be impacted?
Do they support your project? (Supporting group committee minutes/letters of support from affected groups – other user groups – where applicable)

Project Benefits

How will this project increase participation or usage of the facility?
Will this project increase access and inclusion to the facility?

Budget

Please attach a detailed budget for the project with copies of quotes. It is recommended that these are completed by a qualified third party. A second, more formal, cost estimate may be required for more complex projects.

As well as detailed summary of proposed expenditure, the project budget should specify:

- Sources of funding (list each funding source and the sum to be provided)
- Whether any of the funders are other users of the same facility?
- Date funding is available

Sustainability

What is the expected useful life of the infrastructure/asset?
Will this project increase ongoing operating costs? E.g. Power and water usage.
☐ Yes ☐ No ☐ N/A
What maintenance would be involved and what are the estimated annual costs/whole of lifecycle costs?

Authorisation

I (name of authorised person)
Being (select one)
President / Secretary / Treasurer
Of the (club/group/organisation)
Certify that I am a member of the above organisation, and I am authorised to submit this application on its behalf. To the best of my knowledge, the information contained in this application is true and correct
Signed:
Date:

Lodgement of Application

Applications including all attachment should be submitted to leisure.planning@wanneroo.wa.gov.au