

### Objective

To guide the City in the design, development and management of City owned community and recreational facilities.

### Applicability

This policy applies to both existing and future facilities including refurbishments, in particular, where there is some form of tenure arrangement with a group or club, such as a lease, licence or preferred hire.

### Statement

In aiming to deliver appropriate facility design & development and facility management, the City of Mandurah (the 'City') will;

- Provide equity of access to community and recreation facilities:
  - Facilities geographically located to provide maximum coverage across Mandurah Local Government Area (LGA).
  - Facilities welcoming and accessible for all ages, abilities and cultures.
- Maximum usability and flexibility:
  - Facilities that are multi-use, multi-purpose and have multiple functions.
- Maximise social interaction and community benefit:
  - Understanding that the space, design and management of facilities directly affects human interaction.
- Lead the design, development and management of facilities, considering:
  - consultation with the wider community; and
  - protection of the City's financial interests and asset portfolio.
- Consider whole of life costs of facilities:
  - ensuring asset management of facilities is financially sustainable;
  - ensuring flexible design so facilities can respond to changing community priorities.

### FACILITY DESIGN & DEVELOPMENT

- The City will take the lead role in the design and development of community facilities ensuring an evidence based approach including:
  - establishing the purpose and function of a facility, based on the community profile and priorities for the facility's catchment area, as well as community input;
  - creating multi-purpose functionality, including maximising the usage of recreation facilities by integrating the needs of non-recreation providers and the community.
- A commitment to incorporating the following within the facility and its surrounds:
  - Crime Prevention through Environmental Design principles (CPTED)
  - universal access design principles;
  - ecologically sustainable design principles; and
  - flexible internal spaces.

- A preferred site for a new community or recreation facility should be:
  - in a location which is central to the community it serves;
  - accessible by public transport, pedestrian and cycle path networks;
  - a highly visible civic space, adjacent to public open space;
  - adjacent to other community infrastructure e.g. schools, childcare, medical facilities.
- All new community and recreation facilities should:
  - be equipped for universal access (disability);
  - be promoted in ways inclusive of age, ability and ethnicity;
  - have informative signage on the facility and adequate direction signs to it;
  - interpret the facility location's 'place', identity, story and heritage.
- Maximise usage of facilities over their lifespan by designing in flexibility:
  - internal layout/design that can respond to changing community priorities;
  - consider opportunities for innovative design elements and social enterprise spaces.
- Development and design of new facilities and facility refurbishments should incorporate:
  - ecologically sustainable design, construction and maintenance principles in accordance with City's Ecologically Sustainable Design Checklist;
  - environmental best practice in energy and water efficiency and / or consumption;
  - whole of life costs.

### FACILITY MANAGEMENT

- The City will implement a hierarchy for community use of facilities, to maximise facility usage and reduce the need to replicate or duplicate facilities. In order of priority:
  1. regular and casual hire
  2. shared use licences
  3. seasonal hire (for recreation facilities)
  4. seasonal use licences (for recreation facilities)
  5. association leases
  6. single use lease
- Where the facility is under the direct day to day management of the City, priority will be given to hire arrangements over leases and licenses.
- The City will adopt a balanced approach to lease and licence arrangements which:
  - provide security for groups, yet allows the City to respond to changing needs;
  - maximises groups' funding opportunities through appropriate lease / licence terms.
- Length of tenure / term of agreement (determined on a case by case basis):
  - lease - generally up to 10 years
  - licence – generally up to 5 years
- The City may, on a case by case basis, enter into specific operating arrangements to acknowledge groups who make capital contributions towards facilities.
- Regular meetings between user groups and the City should be incorporated into all lease, licence and preferred hire agreements, ensuring ongoing responsiveness to change and need.
- Facility management to consider whole of life costs of a building.
- The City will protect its assets through formal arrangements which will be outlined within all lease, licence or hire agreements, including:
  - clearly defining the maintenance responsibilities of the City and the group.

- if the group is unable to meet its responsibilities, allowing provision for the City to carry out maintenance and recoup costs from the group.

The City will use a cost recovery model to recover a portion of operating costs for facilities (ie Utility Levy) from user groups, where appropriate, including reasonable financial contributions through annual lease and licence fees.

### DEFINITIONS

#### Facility

All City of Mandurah owned or managed community or recreational facilities.

#### Lease

A lease is a contract between a lessee and the City of Mandurah which grants the lessee exclusive use of a whole facility (building and land). Length of tenure is typically up to 10 years.

#### Licence

A licence is a contract between a licensee and the City of Mandurah which grants exclusive use of a portion of a facility. Typically licence arrangements are used for co-located centres in which groups have exclusive use over a particular space and use of a shared common area within one facility. Length of tenure is typically up to 5 years.

#### Preferred hire arrangement

An arrangement whereby the City of Mandurah gives preferential hiring rights of a community facility or part thereof to one group/club or individual for a specified amount of time

#### Association lease

A lease which is held by an association, consisting of 2 or more community groups or clubs, for the use of a community facility

#### Multi-purpose

A type of facility designed to be easily used by multiple types of groups. While any facility could potentially host more than one type of group, this concept usually refers to a specific design philosophy that stresses multi-functionality over specificity.

#### Sub-lease

A sublease provides another group exclusive access of a facility for a separate business.

#### Shared use licence

A licence which is held by two clubs with designated access based on a seasonal use arrangement. Typically the two clubs have exclusive use of the facility for the duration of their sporting season:

- *Winter – 1st April to 30<sup>th</sup> September*
- *Summer – 1<sup>st</sup> October to 31<sup>st</sup> March*

#### Social Enterprise

An organisation that applies commercial strategies to maximise improvements in human and environmental well-being - this may include maximising social impact rather than profits.

#### Tenure

The conditions under which City of Mandurah community facilities are occupied. Typically a lease, licence or hire arrangement.

#### Asset management

Refers to the operation, maintenance and upgrade of City of Mandurah community facilities.

# Community and Recreation Facilities Policy

**POL-CNP 07**



## Whole of life costs (outgoings)

Includes power, water usage and gas consumption, water and land rates, insurance; annual operating and maintenance costs for all components of a facility.

## Related Documents

NIL

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|-------------------------------------|--------------------------------|
| <b>Responsible Directorate:</b>     | Place and Community            |
| <b>Responsible Department:</b>      | Sport and Recreation           |
| <b>Reviewer:</b>                    | Manager Sport and Recreation   |
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