

# COMMUNITY AND RECREATION FACILITIES

## POLICY

POL-CNP 07

### Objective:

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

### Guiding Principles

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.

**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

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<b>Responsible Directorate:</b>	Strategy and Business
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