

Community Facilities Standard Lease 2012

Process for a Tenant carrying out any alterations or works to the Premises

TRIM 12/90674

Before a Tenant carries out any alterations or works to the Premises it must strictly follow the process set out in this Annexure E.

Purpose

The purpose of this process is to ensure that all work on Council owned premises is done with Council's prior knowledge and approval. This is important as it ensures Council and its community can be confident the works are done safely, properly and in accordance with relevant legislative obligations (including planning/heritage, building and accessibility requirements). It also enables Council to ensure that the proposed works fit with permitted use of the Premises, reflect the needs and priorities of both the Tenant and the broader community and are appropriate in size and scale.

Context – alterations v. maintenance

Alterations and works is any activity that changes the physical structure of the Premises whether it is adding something to the Premises, removing something from the structure of the Premises or altering or modifying part of the Premises. This process does not apply to maintenance works where the structure of the Premises will not be altered.

However, if the maintenance works require alterations to the Premises then the process set out in this Annexure E must be followed before the maintenance is performed. Examples include having to drill holes in the Premises, running new wiring, laying pipes, replacing guttering or downpipes, altering flooring, windows, roofing or internal or external cladding. There are many other situations where the process in this Annexure E applies.

Council also understands that the level of detail required from Tenants for each step in the process set out below will differ according to the nature, size, scope and complexity of each project.

The following steps are to be followed prior to any alterations or works being carried out on the Premises:

Step 1. Contact Council before you do anything else – Contact Council's Sports and Community Liaison Officer for advice and provide initial information on the proposed project and the reasons for it, including sketch drawings, site location, indicative cost, how the project will be funded and proposed timeframes for the project. Council can assist by providing aerial photos of the site, existing building plans and service locations. In some cases Council has set requirements for standard infrastructure items that can be provided to the Tenant (e.g. coaches boxes). A lot of work can be saved for the Tenant by contacting Council early. Similarly, the better prepared the Tenant is when approaching Council the more likely it is that the Tenant will (a) get Council support for their project and (b) the quicker the project is likely to progress to final approval.

This step is completed when Council has given its in-principle support for the project. This may be done in writing, verbally or by e-mail but will usually at least be confirmed by e-mail. Council's in-principle support means that the Tenant may proceed to Step 2. It does not mean that the alterations or works have been approved and can be carried out.

If Council's in-principle support is not obtained then the Tenant must start Step 1 again.

Step 2. Site meeting – For more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project and to ensure it will not adversely impact on a building, reserve or surrounds, and residences or other reserve infrastructure.

Step 2 is at Council's discretion.

Step 3. Contact with relevant Council Departments – Once Council's in-principle support for the project has been given the Tenant may be referred to other key Council departments (ie. Building, Planning, Public Health, Engineering etc) to ensure compliance with relevant statutory codes and regulations. Tenants also need to ensure when building a structure that there will not be interference with

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any services (ie. sewer, stormwater, gas and electricity lines etc) or that access to a reserve by Council will be compromised.

Step 3 is completed when Council advises the Tenant that all relevant Council departments believe the project is ready to proceed to the detailed drawings stage.

Step 4. Submission of detailed drawings, plans and (if necessary) specification of work – The Tenant is required to submit a copy of all plans such as structural plans, site maps and technical drawings including elevations and, where required, a specification of work for their project for Council consideration.

Council will acknowledge receipt of these documents from the Tenant. Relevant sections of the documents may be referred to other Council departments for review and comment.

Step 4 is completed when Council confirms in writing that the drawings and associated documents are acceptable to Council.

Step 5. Council Approval - Council, as the owner / manager of the Premises, will consider and formally (in writing) approve or reject each project submission. This process may also include imposing conditions on any approval given such as requiring the Tenant to gain statutory approvals before commencing works, as some projects may require Building or Planning permits to be issued before they can commence. The conditions Council can impose are very broad to reflect the purpose of this process (safety, compliance, appropriate scale, cost and utility). Conditions can even extend to Council imposing additional Council approval requirements at specific milestones. Much depends on the simplicity (or complexity) and scale of each project.

Step 5 is completed when Council provides its written approval to the Tenant. This means the Tenant may proceed to source a suitably qualified and experienced contractor to execute the works.

Step 6 – Council approval of the Tenant's contractor – once the Tenant has identified who the contractor is that the Tenant wants to execute the works, then the Tenant must provide Council with details of the contractor. This includes company details, specific people who will execute the works and their relevant experience, qualifications and certificates. In some cases, Council may require Working with Children checks (e.g. works on or near kindergartens).

Council will not allow inexperienced contractors or contractors who cannot provide evidence of required qualifications and certificates or contractors with whom Council has had an unsatisfactory experience in the past to work on Council owned or managed buildings. Therefore, Tenants are cautioned not to enter into any form of contract or to promise a contractor work until Council has approved the contractor.

Step 6 is completed when Council has provided written approval of the Tenant's contractor.

Step 7. Project Management Process and Timeframes - A project plan confirming how the works will be executed and managed by the Tenant and a project programme confirming the sequence and timing of works must be submitted to and approved by Council.

Council also requires copies of all contractors Public Liability Insurance Certificates and JSA's (Job Safety Analysis) before a project can commence.

Step 7 (continued)

If electrical, plumbing or glazing works are to be included in a project, they must be performed by a licensed contractor and Certificates of Compliance must be forwarded to Council guaranteeing the quality and safety of works performed at the completion of the project.

Step 7 is completed when Council confirms in writing to the Tenant that the works may commence. Until such written confirmation is provided, no works are to commence on the Premises or any other Council land, building or other asset.

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Step 8. Final Site Inspection – Council Officers may need to perform a final site inspection once works are completed. This is to ensure that works have been carried out in accordance with Council's approvals, to a sufficient standard and the site where the works occurred has been properly reinstated (including no materials or waste being left behind). Where issues are noted by Council they will be confirmed in writing and must be promptly attended to by the Tenant, failing which Council may attend to them at the Tenant's cost.

Step 8 is completed when Council writes to the Tenant to confirm the project has been completed to Council's satisfaction.