



City of Rockingham

Leased Property Maintenance Grant Guidelines and Application Form



rockingham.wa.gov.au



Guidelines: Leased Property Maintenance Grant

Important Information

PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

Leased Property Maintenance Grants are available all year round, for up to a total amount of \$10,000 per financial year, for incorporated associations, clubs and not for profit organisations, to assist with the maintenance of leased facility assets that meet the criteria.

You can apply if you meet the following criteria:

- ✓ You are considered a community lessee of property leased from the City
- ✓ You are requesting funds for maintenance of property leased from the City
- ✓ Your public liability insurance is current, with a minimum cover of \$20,000,000.00

You cannot apply if:

- ✗ You are a Local, State or Commonwealth authority
- ✗ You are an individual or a private company
- ✗ Your project is not for the maintenance of property leased from the City
- ✗ Your public liability insurance is not current
- ✗ You are considered a commercial lessee of property leased from the City

What is a Leased Property Maintenance Grant used for?

Leased Property Maintenance Grants are intended to assist with the financial costs relating to the maintenance of assets. They are not for works that are deemed to be operational, which are the responsibility of the lessee.

Examples of maintenance classifications:

	Classed as Maintenance Cost	Classed as Operational Cost	Eligible to be Submitted for Maintenance Grant
Re-painting of internal and external walls and fixtures	✓	✗	✓
Repairs of assets provided by the City (i.e. dishwashers, air conditioners, grease traps)	✓	✗	✓
Plumbing maintenance	✓	✗	✓
Repairs to external fixtures	✓	✗	✓
Garage/roller door maintenance	✓	✗	✓
Installation of new structures or equipment	✗	✓	✗
Pest control other than termites	✗	✓	✗
Maintenance of any asset outside of the leased area boundaries	✗	✓	✗
Day to day operations (i.e. cleaning hard floors and carpet, security, gardening, gutter cleaning)	✗	✓	✗

****The above is a general guideline****

Definition of Maintenance: Means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy.

Definition of Operations: Means regular activities to provide public health, safety and amenity.

Assessment

Applications must be signed and submitted by the head lessee. Submissions from sub lessees or other user groups of the leased area will not be accepted.

Each application will be assessed by City Officers from various internal departments, with the final outcome issued by City Properties Leasing. Incomplete applications will be delayed until all required information is received.

Failure to provide the information requested above may impact your organisations requests for future Leased Property Maintenance Grants.

Outcome

Successful applicants will be formally notified of the approved amount and any conditions that are associated with the grant.

Successful applicants will be required to submit an invoice made out to the City of Rockingham for the approved amount. The City will make payment by direct deposit into the Lessee's nominated bank account.

Invoices must include:

- Organisation name
- Organisation ABN
- Organisation postal address
- Organisation contact number or email address
- Account Holder Name
- Account Number
- BSB Number
- Amount payable

Contact

For further information, please contact City Properties Leasing on (08) 9528 0333 or customer@rockingham.wa.gov.au.

Leased Property Maintenance Grant Application Form

The following supporting documents are required with your application:

- ☐ Site plan clearly identifying the location of the maintenance project
- ☐ Written quotes or invoices (two quotes for maintenance projects over \$1,000)
- ☐ Photos of the asset requiring maintenance
- ☐ Specifications of project materials and hardware
- ☐ Current Public Liability Insurance Certificate (minimum cover \$20,000,000)
- ☐ Statement of supplier form, if required

Is this a new maintenance project? ☐ **Yes** ☐ **No**

Is this a retrospective maintenance project, completed due to an emergency or unforeseen circumstances? ☐ **Yes** ☐ **No**

Property Details

Property name: _____

Street address: _____

Suburb: _____

Lessee Details

Organisation name: _____

Postal address: _____

Suburb: _____

State: _____

Postcode: _____

Authorised Contact Details

Main contact person: _____

Telephone number: _____

Mobile number: _____

Email: _____

Lessee Bank Details

Bank name: _____

Account name: _____

Account number: _____

ABN or ARBN: _____



Maintenance Project Details

Description and scope of maintenance (please describe in detail):

Cause of maintenance requirement (please describe in detail):

Contractor Details

Company/business name:

ABN number:

Licence number:

Primary contact person:

Street address:

Suburb/Town/City:

Budget

Is your organisation registered for GST?

☐ Yes ☐ No

Estimated Expenditure	Amount \$
Quote 1 (excluding GST)	
GST	
Total Amount for Quote 1	
Quote 2 (excluding GST)	
GST	
Total Amount for Quote 2	

Conflict of Interest

Does any member of your committee need to declare a conflict of interest?

☐ Yes☐ No

Please state the nature of this interest below:

Understanding of Guidelines

☐ I have read and understood the Leased Property Maintenance Grant Guidelines

Declaration of Lessee:

I, _____ (Name)
_____ (Position)

hereby declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete. The City of Rockingham will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Signature: _____ **Date:** _____

Witnessed by Office Bearer:

Witness Name: _____ **Position:** _____
Signature: _____ **Date:** _____

Your application can be submitted (including attachments) by one of the following methods:

In person:

City of Rockingham Administration Building
Civic Boulevard
Rockingham WA 6168

By mail:

Corporate Services – City Properties
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

By email: customer@rockingham.wa.gov.au

The City of Rockingham is collecting your personal information to process your application. It may also be used for secondary purposes, which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, we may not be able to process your request or provide you with the level of service you would normally expect.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.