



City of Rockingham

# Leased Property Maintenance Grant Guidelines and Application Form



[rockingham.wa.gov.au](http://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, or not for profit organisations, to assist with the maintenance of City owned, managed or controlled land and buildings.

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.

The following maintenance classifications are examples only:

	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)	✓	✗	✓
Repairs of assets <b>not</b> provided by the City	✗	✓	✗
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. Your lease with the City of Rockingham outlines lessee responsibility for maintenance within the leased area\*\**

**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.

Some projects will require additional approvals prior to commencement of the project. City Officers will advise which additional approvals are required, however submission of the applications is the Lessee's responsibility. You must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Services and Health Services.

Failure to provide the information requested above may impact your organisation's 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 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 including/excluding GST

### Contact

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

## Leased Property Maintenance Grant Application Form

To complete this form you **must** attach the following supporting documents, relating to your application:

- ☐ A site plan identifying the location of the maintenance project
- ☐ Specifications of the maintenance project
- ☐ A copy of your current Public Liability Certificate
- ☐ Written quotes (Two written quotes required for maintenance projects over \$1,000)
- ☐ Statement of supplier form, if required

Is this a new maintenance project?

☐ Yes ☐ No

Is this a retrospective maintenance project, completed due to emergency/unforeseen circumstances?

☐ Yes ☐ No

### Property Details

Property name: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_

### Lessee Details

Organisation name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact Details

Main contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

### Bank Details

Bank name: \_\_\_\_\_

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

ABN or ARBN: \_\_\_\_\_



**Maintenance Project Details**

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

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Cause of maintenance requirement:

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**Preferred Contractor Details**

Company/business name: 

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Licence number : 

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Primary contact person: 

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Street address: 

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Suburb/Town/City: 

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**Budget**

Is your organisation registered for GST?

☐

Yes

☐

No

If your organisation is NOT registered for GST or is GST Exempt, you **cannot** on charge GST to the City.

Estimated Expenditure	Amount \$
Quote 1 (excluding GST)	
GST	
<b>Total Amount for Quote 1</b>	
Quote 2 (excluding GST)	
GST	
<b>Total Amount for Quote 2</b>	

Sources of Income	Amount \$
City of Rockingham grant amount requested	
Other grants/funding (if applicable)	
<b>Total Funds Requested (including GST, if registered)</b>	

**Conflict of Interest**

Is any member of your committee employed by an organisation that may benefit financially from this grant if successful?

☐ Yes☐ No

Please state the nature of this interest below:

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Please confirm that you have read and understood the Leased Property Maintenance Grant Guidelines, and that the application form is completed in accordance with the instructions in that documents. If you have any questions, please contact the City Properties Leasing Team.

**Declaration of Lessee, as applicant:**

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.

Please submit your application (including attachments) by one of the following methods:

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

By email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)