



PUBLIC AMENITIES POLICY

Policy Number	C68	Department	Sustainable Communities [SCI]
Council Adoption Date	25 October 2017	Primary Author	Coordinator Building
Revision Date	2020/21	Secondary Author	Manager Sustainable Communities
Revision Cycle	4 years	Reference	D896517

POLICY OBJECTIVE

To define the guiding principles and framework for the provision of services and sustainable management of Council owned and managed and non-council owned and managed Public Amenities in the South Gippsland Shire.

It will enable Council to implement a coordinated approach to the management of Public Amenities in South Gippsland Shire that are essential for current and future service delivery.

LEGISLATIVE PROVISIONS

- Building Act 1993
- Building Regulations 2006
- Disability Discrimination Act 1992

DEFINITIONS

BAMP	Building Asset Management Plan 2017.
Council Owned or Managed	Public Amenities that are located on Council owned land, land for which Council manages through a legal tenure arrangement, and/or Public Amenities that Council has taken on responsibility due to either historical agreements (pre-amalgamations) or a resolution of Council.
CPTED	Crime Prevention through Environmental Design.
Level of Service	Describes the outputs, objectives, or activities an organisation intends to deliver to its customers.
New	An addition to the existing Council Owned or Managed Public Amenity.
Non-Council Owned or Managed	Public Amenities that Council has no ownership or responsibility for.
Operational Services	Describes the services that are of a non-capital nature and required to maintain the service and operations of Council Owned or Managed Public Amenities.
Public Amenity	Toilet, restroom, or family room provided for use by members of the public.

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Renewal	The replacement of an existing Council Owned or Managed Public Amenity.
Toilet classification	Categories of Public Amenities that have been developed by Council's Public Amenities team.

POLICY STATEMENT

To provide quality, accessible, and appropriately located Public Amenities in South Gippsland Shire that take into account increased seasonal population.

1. Levels of Service

- 1.1. For Council owned or managed Public Amenities, Council will provide the following Level of Service:
 - 1.1.1. Private under cover cubicles.
 - 1.1.2. Toilet paper.
 - 1.1.3. Hand washing facilities
 - 1.1.4. Hand drying facilities towel or dryer.
 - 1.1.5. Open 24 hours a day (exception Bass Valley which is closed from 1 April to 1 October).
 - 1.1.6. A regular cleaning schedule in accordance with the Public Amenity Categories below and shown in **Appendix 1 - Public Toilets in South Gippsland Summary Data (internal document)**:
 - Category A: Toilets daily minimum – HIGH USE
 - Category B: Toilets 3 to 6 days per week – MEDIUM USE
 - Category C: Toilets 2 days per week – LOW USE
 - Category D: Toilets not cleaned by Council
- 1.2. For Public Amenities that are non-council owned or managed, but Council has a pre-amalgamation agreement in place with a Committee of Management or Community Group with legal tenure to that Public Amenity, Council will continue to honour its pre-amalgamation agreement.
- 1.3. For Public Amenities that are non-council owned or managed and Council has no agreement in place with a Committee of Management or Community Group, Council will provide advice on operational matters and available grants.

2. Operational Services

- 2.1. Council allocates an annual operating budget to provide the following Operational Services to Council owned and managed Public Amenities:



- 2.1.1. Reactive and programmed maintenance in accordance with Council's BAMP.
- 2.1.2. Cleaning in accordance with a scheduled operational cleaning Level of Service, 7 days a week, 364 days a year ([Appendix 1 - Public Toilets in South Gippsland Summary Data](#) (*internal document*)).

3. Capital Expenditure

- 3.1. Council officers will propose capital expenditure budgets for Public Amenities for Council's consideration. This capital expenditure proposal process will:
 - 3.1.1. Plan for the capital expenditure of Public Amenities that meet the definition of Renewal or New Public Amenity.
 - 3.1.2. Prioritise Capital Expenditure for the Renewal of other existing Public Amenities using the current condition rating, accessibility, serviceability and functionality of the identified Public Amenity as the priority drivers.
 - 3.1.3. Incorporate the following design elements for Renewal and New capital projects:
 - Short life structure (25 years).
 - Universal access with at least one toilet in each block complying with disabled access standards and incorporate 'disability friendly' design features.
 - CPTED principles.
 - Sustainable building materials, fittings, and finishes.
 - Energy efficient and environmentally sustainable.
 - Consideration of the surrounding natural environment, culture, and history.

4. Demolition

- 4.1. Council will consider the demolition of a Public Amenity without replacement when:
 - 4.1.1. The condition of the Public Amenity has deteriorated below a serviceable standard and/or patronage is no longer frequent enough to justify the service provision.
 - 4.1.2. The use of the surrounding space/area has altered and the location no longer warrants the provision of a Public Amenity.
 - 4.1.3. The replacement cost is prohibitive and location is environmentally sensitive.



5. New Public Amenity Facilities

5.1. Council will consider taking on full responsibility for the legal tenure, ongoing service, and maintenance of non-council owned or managed Public Amenity facilities and construction of new public amenities facilities on a case by case scenario. Council will only consider these proposals when the proposal / business case is able to address clause 5.1.6 and meets two of the following remaining criteria:

- 5.1.1. There is no existing Public Amenity within a 500m radius of high use areas (>250 visitations daily) and 1km in low use areas (<250 visitations daily) of an already established Public Amenity.
- 5.1.2. There has been a significant increase (25%) in permanent / seasonal township population using the most recent census data as the benchmark.
- 5.1.3. There is significant community support for the Public Amenity to become a council owned and managed Public Amenity.
- 5.1.4. There has been a new activity established (ie. playground or barbecue / picnic facilities that attract daily usage of greater than 50 usages.
- 5.1.5. There is a capacity problem at an existing Public Amenity – when the demand for Public Amenity use at the venue leads to queues on a daily basis.
- 5.1.6. Council can secure legal tenure of the land/location of the proposed Public Amenity.

6. Non-Council Owned and Managed

6.1. Council will:

- 6.1.1. Recognise historical operational arrangements of non-council owned and managed Public Amenities and continue to honour these agreements.
- 6.1.2. Provide advice on operational matters and available grants to responsible authorities/committees.
- 6.1.3. Agree to consider taking over the cleaning and maintenance responsibility of an existing non-council owned and managed Public Amenity as outlined in clause 5.1 above.

7. Design and Location of New Public Amenities

7.1. Council will consider incorporating the following facilities into the design of renewal and new Public Amenities on a case by case scenario:

- 7.1.1. Baby change facilities.
- 7.1.2. Change room facilities.



7.1.3. Syringe and sanitary disposal units.

7.2. Locate renewal or new Public Amenities in accordance with the following principles:

7.2.1. To be constructed on Council owned or managed land or on land that Council is able to secure a tenure arrangement.

7.2.2. To be located within a radius of:

- 500m of a high use area (ie. town centres, recreation reserves, or major parks/reserves that have other facilities such as playgrounds, rotundas, tourist sites/information; or
- 100m of the existing Public Amenity that is to be replaced.

7.2.3. The location is to demonstrate a sense of security through surrounding activity, with high visibility to streets or public buildings, avoiding obscured entrances that create uncertainty for patrons when entering or leaving the Public Amenity.

RISK ASSESSMENT

8. This Policy will:

8.1. Provide transparency, openness, and clarity in regards to Council's position on the future planning and operational responsibilities for Council and non-council Public Amenities.

8.2. Address the risk of Council assuming the responsibility for ongoing maintenance and operational expenditure on non-council owned and managed Public Amenities.

IMPLEMENTATION STATEMENT

9. Council's Sustainable Communities and Infrastructure Directorate has the responsibility for the effective implementation of this Policy. The Policy will be implemented and managed by:

9.1. Publishing the Policy on Council's website.

9.2. Reviewing the Policy on a 4 year cycle.

APPENDICES

Appendix 1 | Public Toilets in South Gippsland Summary Data (*internal document*) [D2373817](#)