



# 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	<a href="#">D896517</a>

## 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

<b>BAMP</b>	Building Asset Management Plan 2017.
<b>Council Owned or Managed</b>	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.
<b>CPTED</b>	Crime Prevention through Environmental Design.
<b>Level of Service</b>	Describes the outputs, objectives, or activities an organisation intends to deliver to its customers.
<b>New</b>	An addition to the existing Council Owned or Managed Public Amenity.
<b>Non-Council Owned or Managed</b>	Public Amenities that Council has no ownership or responsibility for.
<b>Operational Services</b>	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.
<b>Public Amenity</b>	Toilet, restroom, or family room provided for use by members of the public.

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<b>Renewal</b>	The replacement of an existing Council Owned or Managed Public Amenity.
<b>Toilet classification</b>	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](#)