

**3.1: COMMUNITY SPORTING AND RECREATION FACILITIES FUND  
2013/2014 SMALL GRANT APPLICATIONS ROUND ONE**

**Proponent** : City of Albany  
**Attachments** : Merrifield Park Tennis Club Inc Assessment Sheet  
**Responsible Officer** : Acting Executive Director Community Services  
(C Woods)

**IN BRIEF**

To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) application

**RECOMMENDATION**

**ITEM 3.1: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR DUFTY**  
**SECONDED: COUNCILLOR STOCKS**

**That Council rank the Merrifield Tennis Club's court resurfacing project as their number one priority for this CSRFF Small Grants Round Two in January 2013.**

**CARRIED 12-0**

**BACKGROUND**

1. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Sport and Recreation (DSR) has three rounds of available funds including two small grant funding rounds per year and its annual and forward planning funding round. Council has appreciated the support of DSR, through CSRFF, which has contributed funds to significant sporting infrastructure in the City.
2. The current round of funding applications is for the small grant round with the financial value of the total project being from \$5,000 up to \$150,000.
3. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
4. Clubs must demonstrate equitable access to the public on a short term and casual basis.
5. The land on which the facility is to be developed must be one of the following:
  - Crown reserve
  - Land owned by a public authority
  - Municipal property
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
6. Applicants must liaise with their Local Government regarding planning and building approvals pertinent to their project.
7. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.

**\*\*REFER DISCLAIMER\*\***

8. The Department of Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
9. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Sport and Recreation on behalf of the applicants prior to 1 March 2013.
10. Once the assessment process from Local Government Authorities are complete all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the Department of Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

## **DISCUSSION**

11. The grant guidelines require Council to provide a ranking for the projects.
12. A total of one (1) application was received prior to the submission deadline from Merrifield Tennis Club. The project being considered is resurfacing of the backdrops of courts one and two and resurfacing the areas between courts two and three. Top coating courts one and two. The aim of this project is to repair and increase the safety of the courts. It's a short term solution whilst the Lower Great Southern Tennis Association undertakes a feasibility study for a regional tennis centre and more strategic plans are developed. Club has worked hard since their last application to raise the additional funds to meet two thirds of the total project costs.
13. The Department of Sport and Recreation provides guidance for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
  - Project justification
  - Planned approach
  - Community input
  - Management planning
  - Access and opportunity
  - Design
  - Financial viability
  - Coordination
  - Potential to increase physical activity
  - Sustainability

with overall project rating, being:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more planning work needed
- Not recommended.

14. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Merrifield Park Tennis Club Inc	Refurbishment of Courts One and Two.	Well planned and needed by the applicant

15. A completed Project Assessment Sheet for the application is attached:

- Merrifield Park Tennis Club Inc Project Assessment Sheet (aa\_3.1\_mar13)

### GOVERNMENT CONSULTATION

16. The Department of Sport and Recreation's Regional Manager for the Great Southern has been consulted by the applicant.
17. The Department and the City has previously supported this applicant with the resurfacing of courts three and four. These courts are now in poor condition and will require additional funding to repair. The Department of Sport and Recreation have advised that they would not consider any funding for resurfacing of courts three and four. The City would also support this view
18. This project was submitted in CSRFF Round Two 2012/13 but was unsuccessful as the applicant could not meet the required two thirds of the project cost.

### PUBLIC CONSULTATION / ENGAGEMENT

19. A total of one (1) application was received from Merrifield Park Tennis Club. The Manager of Recreation Services met the applicant on site at the Merrifield Park Tennis Club to discuss the application.
20. At the meeting the club was advised that the City of Albany still had a moratorium on funding assistance for CSRFF grants and therefore the applicant would be required to provide two thirds of the funding. The applicant has the two thirds of the project cost for this application.

### STATUTORY IMPLICATIONS

21. While there is no statutory requirement, Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
22. It should be noted that the Department of Sport and Recreation will make the final decision on funding allocation.

### STRATEGIC IMPLICATIONS

23. This item directly relates to the following element from the Albany Insight – Beyond 2020 Corporate Plan.
1. Lifestyle and Environment
    - 1.2 *Young adults are well catered for*
    - 1.3 *Recreation facilities provide a diverse range of sporting and exercise opportunities*
    - 1.5 *Development...*
      - *Incorporates healthy lifestyle activities and access to green spaces.*

4. Governance

4.3 *Deliver excellent community services that meet the needs and interests of our diverse communities.*

**POLICY IMPLICATIONS**

24. The Recreation Planning Strategy adopted in 2008 has been applied in ranking the submission.

**RISK IDENTIFICATION & MITIGATION**

The risk identification and categorisation relies on the City's Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Council does not support the applicant and the condition of the courts deteriorates over time to an unsafe condition which affects the ability of the club to service its members and conduct junior development.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Council support the application and rank accordingly</i>

**FINANCIAL IMPLICATIONS**

25. Approximately four hours (\$320) of a staff members time has been utilised reviewing the proposal.

26. The projected total cost is \$36,560. No contribution requested from Council. The following table provides budget detail of the application received.

<b>Organisation</b>	<b>Project detail</b>	<b>Total project cost (ex GST)</b>	<b>Applicant contribution (ex GST) [inc voluntary component]</b>	<b>CSRFF Grant (ex GST)</b>	<b>Proposed Other state or federal funding (ex GST)</b>	<b>Proposed Council contribution (ex GST)</b>
Merrifield Park Tennis Club Inc	Refurbishment of Courts One and Two.	\$36,560	\$24,374	\$12,186	Nil	Nil

**LEGAL IMPLICATIONS**

Nil

**SUMMARY CONCLUSION**

27. The Department of Sport and Recreation has provided the City of Albany with an opportunity to assess the received application and to rank applications in priority order for the municipality.
28. The application submitted by the Merrifield Park Tennis Club to refurbish the boundaries and playing surfaces for courts one and two satisfactorily meets the criteria provided by the Department of Sport and Recreation. This project's rating is considered well planned and needed by the applicant.
29. The applicant was advised that the City of Albany still has a moratorium on all CSRFF funding applications and the applicant would be required to fund two thirds of the project cost. The applicant has met this requirement.

<b>Consulted References</b>	City of Albany Recreation Planning Strategy
<b>File Number (Name of Ward)</b>	GR.STL.13
<b>Previous Reference</b>	This application was previously presented in the Council Meeting Agenda – 21/08/2012. Item 3.2

## CSRFF Small Grants

### PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please attach copies of council minutes relevant to the project approval.

<b>Name of Local Government Authority:</b> City of Albany
<b>Name of Applicant:</b> Merrifield Tennis Club

Note: The applicant's name cannot be changed once the application is lodged at DSR.

### SECTION A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### SECTION B

LGA – priority ranking of this project	One (1)
Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No   Not required for a resurfacing
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

**LGA comments:**

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

**DSR Offices**

**PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

**PEEL**

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The Endeavour Centre  
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PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

**PILBARA**

2/3813 Balmoral Road  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

**SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

**GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
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**GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
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**GOLDFIELDS**

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