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# MINUTES

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## COMMUNITY SERVICES COMMITTEE

**3 March 2015**

5.30pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

**TERMS OF REFERENCE**

**(1) Function:**

The Community Services Committee is responsible for the delivery of the following Sense of Community Objectives contained in the City of Albany Strategic Plan:

- (a) To build resilient and cohesive communities with a strong sense of place and community spirit;
- (b) To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
- (c) To develop and support an inclusive and accessible community.

**(2) It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community ; and
- (g) Making recommendations to Council.

**(3) Chairperson:** Cr S Bowles

**(4) Membership:** Minimum of 4 and a maximum of 7 elected members

**(5) Meeting Schedule:** First Tuesday of the Calendar Month

**(6) Meeting Location:** Council Chambers

**(7) Executive Officer:** G Foster

**(8) Delegated Authority:** None

COMMUNITY SERVICES COMMITTEE  
MINUTES-03/03/2015

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**1. DECLARATION OF OPENING**

The Chair declared the meeting open at 5.30pm

**2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

*“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

*“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.*

*We would also like to pay respect to Elders both past and present”.*

**3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

**Councillors:**

Member	S Bowles (Chair)
Member	A Hortin JP (Deputy Chair)
Member	A Goode JP
Member	N Williams
Member	B Hollingworth

**Staff:**

Manager Recreation Services	S Stevens
Minutes	C Crane

**Apologies:**

Mayor	Mayor D Wellington (Member)
Chief Executive Officer	G Foster
Executive Director Community Services	C Woods
	G Gregson
	J Price
	G Stocks
	C Dowling
	R Hammond
	V Calleja JP
	R Sutton

COMMUNITY SERVICES COMMITTEE  
MINUTES-03/03/2015

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Nil		

5. REPORTS OF MEMBERS - Nil

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE - Nil

7. PUBLIC QUESTION TIME - Nil

8. APPLICATIONS FOR LEAVE OF ABSENCE - Nil

9. PETITIONS AND DEPUTATIONS - Nil

10. CONFIRMATION OF MINUTES

**DRAFT MOTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HORTIN**

**SECONDED: COUNCILLOR GOODE**

**THAT the minutes of the Community Services Committee Meeting held on 3 February 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 5 - 0**

11. PRESENTATIONS - Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS - Nil

**CS018: COMMUNITY SPORTING AND RECREATION FACILITIES FUND -  
2014/2015 SMALL GRANT ROUND APPLICATIONS**

**Attachments** : Albany Rifle Club Assessment Sheet  
**Report Prepared by** : Manager Recreation Services (S. Stevens)  
**Responsible Officer(s):** : Executive Director Community Services  
(C Woods)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

The Centennial Park Sporting Precinct Master Plan and Concepts relates to the following [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):

- a. **Key Theme:** 4. A Sense of Community
- b. **Strategic Objective:** 4.2 To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
- c. **Strategic Initiative:** 4.2.1 Sport & Recreation Infrastructure

**In Brief:**

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) small grant funding round.
- Seek Council's support to provide funding assistance to the Albany Rifle Club upon a successful CSRFF small grant application.

**RECOMMENDATION**

**CS018: COMMITTEE RECOMMENDATION 1**

**MOVED: COUNCILLOR HOLLINGWORTH**  
**SECONDED: COUNCILLOR WILLIAMS**

That Council RANK the CSRFF application in the following order for the CSRFF February 2015 Funding Round:

1. Albany Rifle Club – Kitchen Renovation - Small Grant (ranked one of one)

**CARRIED 5 - 0**

**CS018: COMMITTEE RECOMMENDATION 2**

**MOVED: COUNCILLOR HORTIN**  
**SECONDED: COUNCILLOR HOLLINGWORTH**

**That Council APPROVE a total of \$8,745.85 (exc GST) from the 14/15 budget to the Albany Rifle Club, community sporting project as the Councils one third commitment upon successful CSRFF application.**

**CARRIED 5 - 0**

**CS018: RESPONSIBLE OFFICER RECOMMENDATION 1**

**MOVED: COUNCILLOR HOLLINGWORTH**  
**SECONDED: COUNCILLOR WILLIAMS**

**That Council RANK the CSRFF application in the following order for the CSRFF February 2015 Funding Round:**

2. Albany Rifle Club – Kitchen Renovation - Small Grant (ranked one of one)

**CARRIED 5 - 0**

**CS018: RESPONSIBLE OFFICER RECOMMENDATION 2**

**MOVED: COUNCILLOR HORTIN**  
**SECONDED: COUNCILLOR HOLLINGWORTH**

**That Council APPROVE a total of \$8,745.85 (exc GST) from the 14/15 budget to the Albany Rifle Club, community sporting project as the Councils one third commitment upon successful CSRFF application.**

**CARRIED 5 - 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 an annual/forward planning funding round.
2. The CSRFF program is a \$20 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.
3. The Small Grants Round targets community sport projects where the financial value of the total project is from \$5,000 up to \$200,000 and is delivered within a 12 month period.
4. 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.
5. Clubs must demonstrate equitable access to the public on a short term and casual basis.

6. 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.
7. Applicants must liaise with their Local Government regarding planning and building approvals pertinent to their project.
8. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
9. Whilst there is no obligation for Local Government to contribute to the community sporting projects local government is viewed as a key funding partner in supporting improved community sporting amenities
10. 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.
11. 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 March 30 2015.
12. 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**

13. The grant guidelines require Council to provide a ranking for the projects.
14. 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.

15. Applications have been ranked on the strength of the applications, participation numbers, ability to increase physical activity and potential impact as well as consultation with the Department of Sport and Recreation and the applicant.

16. The following additional information is provided about the projects and funding application:

**Albany Rifle Club – Kitchen Refurbishment**

- The funding application is a small grants application to refurbish the club house kitchen,
- Located on Frenchman Bay Road the Albany Rifle Club is the only rifle club in Albany. The club has a membership of approx 30 members.
- The club amenities are well maintained by their strong group of volunteers. The facilities were established in 1982 and are over 30 years old. The kitchen has simply reached the end of its life and now requires renovation.
- With the closure of the Swanbourne Range in Perth the state body (WA Rifle Association) is seeking to relocate the annual State Queens Prize Target Rifle Shooting competition. The renovation of the kitchen will support the club to bid and host state and national rifle events.

17. 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	Albany Rifle Club	Kitchen Refurbishment	Well planned and needed by applicant.

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

- Albany Rifle Club - Kitchen Refurbishment

**GOVERNMENT & PUBLIC CONSULTATION**

19. The Department of Sport and Recreation’s Regional Manager for the Great Southern has been consulted with by the applicant and the City of Albany.

20. The City of Albany conducted a site visit (22/1/2015) and provided advice on the council processes and support with the grant applications.

**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.

### POLICY IMPLICATIONS

23. The Recreation Planning Strategy adopted in 2008 has been applied in ranking the submissions.

### RISK IDENTIFICATION & MITIGATION

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation &amp; Community Property.</b> Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition.	Possible	Moderate	Medium	Support the funding application, or work with City officers to source other funding streams.
<b>Reputation &amp; Financial.</b> Failure to upgrade facilities may result in missed economic and social opportunities that result from attracting and hosting state shooting events.	Possible	Major	High	Support the funding application, or work with City officers to source other funding streams.

### FINANCIAL IMPLICATIONS

24. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 14/15 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
25. The City has a reserve Capital Seed Fund for Sporting Clubs that had \$60,000 unspent at the end of 13/14 to be expended in future financial years. Total of 13/14 and 14/15 is \$135,000.
26. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.
27. The City has allocated \$94,858.66 to date.
28. The projected total cost for the project is \$26,237.57. The club has requested a total of \$8,745.85 from Council. A balance of \$31,395.49 will remain following this allocation. The following table provides budget detail of the application received.

Organisation	Project detail	Total project cost (ex GST)	Applicant contribution (ex GST) [inc voluntary component]	CSRFF Grant (ex GST)	Proposed Other state or federal funding (ex GST)	Proposed Council contribution (ex GST)
Albany Rifle Club	Kitchen Refurbishment	\$26,237.57	\$8,745.85	\$8,745.85	Nil	\$8,745.85

**LEGAL IMPLICATIONS**

29. N/A

**ENVIRONMENTAL CONSIDERATIONS**

30. There are no environmental impacts associated with the Albany Rifle Club Project.

**ALTERNATE OPTIONS**

31. Council can change the priority order of the responsible officers recommended ranking for the project.

32. Council can choose not to provide funding assistance.

**SUMMARY CONCLUSION**

33. The Department of Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.

34. The Albany Rifle Club Project 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. Ranked one of one.

35. The Department of Sport and Recreation requires a response from the City of Albany on the priority ranking order by 30 March 2015.

<b>Consulted References</b>	:	CS010 (OCM 25/03/14
<b>File Number (Name of Ward)</b>	:	(All Wards)
<b>Previous Reference</b>	:	Nil

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL - Nil**
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN. - Nil**
16. **REPORTS OF CITY OFFICERS - Nil**
17. **MEETING CLOSED TO PUBLIC - Nil**
18. **CLOSURE**  
The Chair declared the meeting closed at 5.37pm.

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Chair Cr. Sarah Bowles

*(Unconfirmed Minutes)*