

**CCS373: COMMUNITY SPORTING AND RECREATION FACILITIES FUND  
2021/2022 SMALL GRANT ROUND APPLICATIONS**

<b>Attachments</b>	:	Emu Point Sporting Club, Albany Pony Club, City of Albany, Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy; DLGSCI Community Sporting and Recreation Facilities Fund – Policy and Procedures 2022-2023 Funding Round.
<b>Report Prepared By</b>	:	Acting Manager Recreation Services (M Green)
<b>Responsible Officers:</b>	:	Executive Director Community Services (N Watson)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** A Sense of Community.
  - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
  - **Community Priority:** Provide positive leadership that delivers community outcomes.

**In Brief:**

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round.
- To seek Council support to provide funding assistance through the City of Albany's Capital Seed Fund in line with the Council's Community Sports & Recreation Facilities Small Grant Funding Policy for the Emu Point Sporting Club and Albany Pony Club upon return of successful CSRFF Small Grant round applications.
- To seek Council support for the City of Albany application to the CSRFF Small Grant round for funding towards change room upgrades at Albany Leisure & Aquatic Centre, noting the City's application is not eligible for a contribution from the City's Capital Seed Fund and the City's contribution towards this project will come from its existing Capital Works budget.

**RECOMMENDATION**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 1**

**THAT Council RANK the CSRFF applications in the following order for the CSRFF small grant July 2021 Funding Round:**

1. **Emu Point Sporting Club – Court Resurfacing (Ranked one of three)**
2. **Albany Pony Club – Installation of Storage Shed (Ranked two of three)**
3. **City of Albany – Changeroom Upgrades (Ranked three of three)**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 2**

**THAT Council APPROVE a total of \$39,167.65 (exc. GST) from the 2021/2022 Capital Seed Fund budget as the Councils commitment towards the CSRFF small grant applications as follows;**

- a) **Emu Point Sporting Club (\$30,000.00) and Albany Pony Club (\$9,572.00);**
- b) **This funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and**
- c) **The funding amount does not exceed a totals of \$39,572.00 (exc. GST)**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 3**

**THAT Council NOTE:**

- 1. The ALAC Change rooms project is not eligible for the City's Capital Seed Funding, however, this project is eligible for one third funding through the State Government CSRFF Small Grant Program.**
- 2. If the application to CSRFF is successful for one third funding, the additional two thirds to complete this project will be covered from an existing Capital Works Budget allocation in the current 2021-22 budget, or other funding sources; and**
- 3. Should the City of Albany's CSRFF application be unsuccessful, other external funding sources will be explored or the project will be re-scoped to fit the existing Capital Works Budget allocation.**

**BACKGROUND**

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
  - Small Grant Funding Round (Summer)
  - Annual and Forward Planning Funding Round
  - Small Grant Funding Round (Winter)
3. The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.
4. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12-month period.
5. 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.
6. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
7. 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.
8. 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.
9. The City of Albany has a Community Sports & Recreation Facilities Small Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
10. The DLGSCI – Sport and Recreation application form requires applications to be initially submitted to the Local Government within which the project proposal is located.

11. The CSRFF funding application process requires Local Government to assess all relevant applications and to rank the applications in priority order for the municipality. The applications are then submitted to DLGSCI on behalf of the applicants prior to August 31, 2021.
12. Once the assessment process from Local Government Authorities is complete, all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the DLGSCI – 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 DLGSCI grant guidelines require Council to provide a ranking for the projects.
14. The DLGSCI – Sport and Recreation provides guidelines 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. The type of projects which will be considered for funding through the CSRFF program include:
    - New playing surfaces - ovals, courts, synthetic surfaces etc;
    - Floodlighting projects (must be to Australian Standards);
    - Change rooms and ablutions;
    - Sports storage.
  16. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.
  17. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.
  18. The City of Albany has engaged a peer review independent of the City's administering officers to review the City's assessment process and subsequent ranking of projects. The independent assessment panel involved the following representatives:
    - Martin Cuthbert – CEO Shire of Jerramungup
    - Jarrad Gardner – Deputy CEO Great Southern Development Commission
    - Steve van Nierop – Manager Finance City of Albany

19. This independent assessment review provides a higher level of transparency and provides a higher level of confidence for Council when considering the officer recommendations and proposed rankings.
20. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, with two of the reviews supporting the proposed project rankings, and one recommending a change in ranking for the projects proposed to be ranked 2 and 3. The independent review comments are attached.
21. The City of Albany has received three (3) Small Grant Application this round. The following additional information is provided about the project and funding application:

**Emu Point Sporting Club - Resurfacing 6 courts and Replacing Boundary Fence.**

- The funding application is a Small Grant Application to resurface the synthetic tennis courts and replace the existing boundary fence at the Emu Point Tennis facility.
- This will consist of replacing the 6 courts and replacing the boundary fence. The current synthetic court surface is 15 years old and the boundary fence is falling down, creating obvious safety issues.
- Emu Point Tennis Club has 105 members. Members use the facility all year round. There are 3 social tennis days on a Wednesday, Thursday & Saturday. These are well supported by the members.
- Current financial statement for Emu Point Tennis Club: Total of \$24,476.89 as per bank statement.
- Current financial statement for Emu Point Sporting Club: Total of \$191,000.00 as per bank statement.
- The Club is contributing both cash and volunteer labour to the project.
- The project is well planned and needed by the applicant.
- The application, installation and project will be managed by Emu Point Tennis Club.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is high.
- The priority given to this project ranked at 1 of 3.

**Albany Pony Club - Storage Facility**

- The funding application is a Small Grant Application for construction of an additional Storage Facility
- The Albany Pony Club is located just off the Robinson Rd, at the Albany Equestrian Centre.
- The club has a membership of 56 with a mix of ages and genders participating.
- The club is contributing both cash and volunteer labour to the project.
- Current financial statements: Total of \$5,383.00 as per bank statement.
- The project is well planned and needed by the applicant.
- The application, installation and project will be managed by the Albany Pony Club.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.
- The priority given to this project ranked at 2 of 3.

**City of Albany - ALAC Aquatic Change rooms**

- The ALAC Change rooms are a well utilised community asset and complement all of the programming which takes place at the centre.
- Upgrades will include the addition of shower facilities to the gym area and a refresh to the change rooms throughout the aquatics area.
- The addition of showers to the gym space will help increase member amenity and complement the 24/7 access functionality of the ALAC Gym.
- The aquatics change rooms were last upgraded in 2008 and they are now showing signs of wear and tear and in desperate need of a refresh.
- All upgrades will include disability access design requirements.
- No Council Financial Support is being requested through this application process as City of Albany applications are not eligible for its Capital Seed Funding and the project already has funds allocated on its budget through its Capital Works program.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.
- The priority given to this project ranked at 3 of 3

22. 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.	Emu Point Sporting Club	Resurfacing 6x courts and replacing boundary fence	Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority as the current surface and fencing is over 15 years old the sporting surface supports a large membership base and high level of participation. The project is recommended for ranking 1 of 3.
2.	Albany Pony Club	Storage Shed	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports rather than directly relates to delivery of the club's activities, and is a medium priority. It is recommended for ranking 2 of 3.
3.	City of Albany	ALAC Change rooms refurbishment	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports the social amenity of the ALAC facility, is a medium priority and is recommended for ranking 3 of 3.

23. Correspondence requesting financial assistance and a completed Officers Project Assessment Sheet for the project application is attached.

## GOVERNMENT & PUBLIC CONSULTATION

24. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has been consulted with by the City of Albany (June 2021).
25. The City of Albany has conducted a site visit (July 2021) and follow up consultation sessions to assist the clubs benefiting from this Community Sporting project.

## STATUTORY IMPLICATIONS

26. There is no statutory requirement.
27. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.
28. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
29. It should be noted that the Department of Local Government, Sport and Cultural Industries – Sport and Recreation will make the final decision on funding allocation.

## POLICY IMPLICATIONS

30. The Recreation Planning Strategy adopted in 2008 has been applied in ranking this submission.
31. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation &amp; Community Property</b> <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	Possible	Minor	Medium	<i>Council may choose to support the funding application, or work with City officers and the Club to source alternate funding streams.</i>
<b>People Health &amp; Safety</b> <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	Possible	Moderate	Medium	<i>Council may choose to support the funding application, or work with City officers to source other funding streams.</i>
<b>Reputation &amp; Financial</b> <i>Failure to distribute the Council's Financial Support in an equitable and sustainable manner may result in community dissatisfaction or projects not going ahead.</i>	Possible	Moderate	Medium	<i>Council may choose to support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding.</i>

**FINANCIAL IMPLICATIONS**

33. The City allocated a total of \$75,000.00 Capital Seed Funding for Sporting Clubs in the 2022/2023 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
  - a. \$121,184.00 has been carried forward from the 2020/21 Budget
  - b. A Total of \$196,184.00 is currently available in the Capital Seed Fund
34. 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.
35. The total projected costs of all 3 projects is \$504,469.50.
36. The clubs have requested a total of \$39,572 from the Capital Seed Fund.
37. The next CSRFF Small Grant round is due March 2022.
38. The following table provides the project budget detail and requests for financial support from each of the applications received:

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)
Emu Point Sporting Club – Courts and Boundary fence	\$250,753.50	\$137,169.00	\$83,584.50	\$30,000.00
Albany Pony Club – Storage shed	\$28,716.00	\$9,572.00	\$9,572.00	\$9,572.00
City of Albany – ALAC change rooms	\$225,000.00	\$150,000.00	\$75,000.00	Nil
<b>TOTAL</b>	<b>\$504,469.50</b>	<b>\$296,741.00</b>	<b>\$168,156.50</b>	<b>\$39,572.00</b>

39. The next Small Grant round is February 2022.
40. The Emu Point Sporting Club & Albany Pony Club application draws down on the current Capital Seed Fund. If the application is successful there will be \$156,612.00 remaining for the next annual and small grant rounds.
41. The City of Albany application is not eligible for the Capital Seed Fund however; this project is eligible for one third funding through the State Government CSRFF Small Grant Program.
42. If the application is unsuccessful, the club can reapply in the next round.

**LEGAL IMPLICATIONS**

43. Nil

**ENVIRONMENTAL CONSIDERATIONS**

44. Nil.

**ALTERNATE OPTIONS**

45. Council may choose not to provide funding assistance for the submitted projects.
46. Council may choose to provide more or less funding assistance to the submitted projects.
47. Council may choose to change the project ranking based on its strategic priorities.

**CONCLUSION**

48. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires local government to assess received applications and to rank applications in priority order for the municipality.
49. All three projects meet the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. All projects are considered well planned and needed by the applicants. Council is required to endorse the officers recommended rankings. City officers have ranked the applications in the following order:
1. Emu Point Sporting Club – Court Resurfacing and Fence Replacement
  2. Albany Pony Club – Storage Shed
  3. City of Albany – ALAC Changeroom Upgrades
50. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
51. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order by 31 August 2021.

<b>Consulted References</b>	:	• Community Sports & Recreation Facilities Small Grant Funding Policy
<b>File Number (Name of Ward)</b>	:	RC.SP.V.8 (All Wards)
<b>Previous Reference</b>	:	OCM March 2021 Resolution CCS330