



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

10 March 2020

6.00pm

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.

Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

The delivery of “*Community Health & Participation Objectives*” contained in the City of Albany Strategic Plan:

- To build resilient and cohesive communities with a strong sense of community spirit.
- To create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
- To develop and support a healthy inclusive and accessible community.

Corporate Services:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of “*Leadership Objectives*” contained in the City of Albany Strategic Plan:

- To establish and maintain sound business and governance structures.
- To provide strong, accountable leadership supported by a skilled & professional workforce.
- To engage effectively with our community.

Economic Development:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of “*Smart, Prosperous and Growing Objectives*” contained in the City of Albany Strategic Plan:

- To strengthen and grow our region’s economic base.
- To develop a smart city that supports economic growth.
- To develop and promote Albany as a unique and sought-after visitor location.

Governance:

- Review of Council's policies;
- Supporting Elected Members in their governance role;
- Developing amendments to existing, or new, local laws;
- Consideration of the Council's draft Strategic Plan;
- Consideration of the Council's draft Annual Report;
- Matters pertaining to the conduct of the Council's Annual General Meeting;
- Consideration of the proposed meeting schedule for Council and its Committees;
- Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
- Considering matters not falling within the terms of reference of any other Council committee.

Service Complaint Internal Review:

- Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

It will achieve this by:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

Executive Officer(s): Executive Director Corporate & Commercial Services,
Executive Director Community Services

Delegated Authority: None

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1. DECLARATION OF OPENING

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:

Mayor	D Wellington
Member	R Hammond
Member	P Terry (Chair)
Member	G Stocks
Member	E Doughty
Member	M Benson-Lidholm
Member	T Sleeman
Member	J Shanhun
Member	A Goode JP
Member	S Smith (Deputy Chair)
Member	R Sutton
Member	C Thomson
Member	R Stephens

Staff:

Chief Executive Officer	A Sharpe
A/Executive Director Corporate & Commercial Services	D Olde
Executive Director Community Services	S Kay
Acting Manager Finance	S Van Nierop
Meeting Secretary	C Crane

Apologies:

Members of Public

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 10/03/2020

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE –

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Community and Corporate Services Committee held on 11 February 2020, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS226: FINANCIAL ACTIVITY STATEMENT – JANUARY 2020

Proponent	: City of Albany
Attachments	: Statement of Financial Activity
Report Prepared by	: Acting Manager Finance (S Van Nierop)
Responsible Officer	: Acting Executive Director Corporate & Commercial Services (D Olde)

RECOMMENDATION

CCS226: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 January 2020 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 January 2020 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
 - I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail:
 - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b. budget estimates to the end of the month to which the statement relates;

- c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
- II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
- III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit.
- IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

- 8. The City's 2019/20 Annual Budget provides a set of parameters that guides the City's financial practices.
- 9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

- 10. Expenditure for the period ending 30 January 2020 has been incurred in accordance with the 2019/20 proposed budget parameters.
- 11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS227: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 2020

Business Entity Name	: City of Albany
Attachments	: List of Accounts for Payment
Report Prepared By	: Manager Finance (S Van Nierop)
Responsible Officers:	: Acting Executive Director Corporate & Commercial Services (D Olde)

RECOMMENDATION

CCS227: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2020 totalling \$6,899,239.84.

BACKGROUND

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 February 2020. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$10,394.37
Payroll	\$2,344,363.27
Cheques	\$108,701.42
Electronic Funds Transfer	\$4,435,780.78
TOTAL	\$6,899,239.84

As at 15 February 2020, the total outstanding creditors stands at \$1,122,232.38 and is made up as follows:-

Current	\$558,795.85
30 Days	\$564,250.23
60 Days	-\$813.70
90 Days	\$0.00
TOTAL	\$1,122,232.38
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.

4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

6. Expenditure for the period to 15 February 2020 has been incurred in accordance with the 2019/2020 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 February 2020 has been incurred in accordance with the 2019/2020 budget parameters.

CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. It is requested that any questions on specific payments are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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**CCS228: DELEGATED AUTHORITY REPORTS – JANUARY 2020 TO
FEBRUARY 2020**

Proponent	: City of Albany
Attachments	: Executed Document and Common Seal Report
Report Prepared by	: Personal Assistant to the ED Corporate & Commercial Services (H Bell)
Responsible Officer	: Chief Executive Officer (A Sharpe)

Background:

In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:

- Delegation: 006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY (Chief Executive Officer)
- Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
- Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

RECOMMENDATION

CCS228: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 January 2020 to 15 February 2020 be RECEIVED.

CCS229: COMMUNITY DEVELOPMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: Community Development Strategy
Report Prepared By	: Senior Community Development Officer (T Flett)
Responsible Officers:	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan informing plans or strategies:
 - **Theme:** Community Health & Participation
 - **Objective:** To build resilient and cohesive communities with a strong sense of community spirit.
 - **Community Priority:** Promote and develop an authentic sense of community by developing programs and services that make people feel welcome, involved and connected to each other.

In Brief:

- Adoption of the City of Albany Community Development Strategy 2019-2022.
- The City's Community Development Strategy will provide a framework for the activities of the Community Development Officers for the next three years.
- The Strategy has been developed through a period of research and community consultation, and builds on the work of previous Strategies to support communities reach and sustain their potential.

RECOMMENDATION

CCS229: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. **ENDORSE** the updated Community Development Strategy 2019-2022 for public comment; and
2. **Pending no objections being received during the public comment period, ADOPT** the updated Community Development Strategy 2019-2022.

BACKGROUND

2. The City's first Community Development Strategy was adopted by Council in 2005. The Strategy was reviewed in 2007, and a revised Strategy was adopted by Council in May 2008. The Strategy was reviewed in 2014 and the Connected Communities Strategy 2014-2018 was adopted in October 2014.
3. The current strategy has the following Strategic Focus Areas:
 - Safe Communities
 - Inclusive Communities
 - Connected Communities
 - Sustainable Communities
4. The City undertook consultation with community and staff over a four month period to update the strategy to align with current community, stakeholder and organisational priorities.

DISCUSSION

5. Community development is a continual process designed to create conditions of economic and social progress for the whole community. Successful community development activities rely on community initiative and participation to people's fullest capacity.
6. Effective, sustained community development activity aims to strengthen social capital. Social capital refers to the network of relationships between people who live in a particular community, thereby enabling that community to function effectively.
7. Communities with high social capital have lower transaction costs of conducting business, lower levels of crime, enhanced community participation and wellbeing, and improved economic prosperity. Community development therefore represents an integral function of local governments, and can complement or enhance activities in other core functional areas.
8. At the City of Albany community development activity occurs across the organisation. The Community Development Strategy however, will direct the activities of the Community Development Officers over the next three years.
9. The Community Development Strategy builds on the previous strategies, and reflects the feedback from the community for more place based community development initiatives and addresses the reduction and rationalisation of funding and resources.
10. The Community Development Strategy will provide the Community Development Team with strategic priorities and provide an operational guide for business planning.
11. This will enable the Community Development Team to prioritise requests for their services from internal and external parties.
12. The Strategy is now ready for public comment for a minimum of two weeks and adoption.

GOVERNMENT & PUBLIC CONSULTATION

13. The Community Development Strategy was developed through a range of community consultation strategies.
14. The review of the Strategy also reviewed other local government strategies and community development literature.
15. The Strategy will be advertised for a minimum of two weeks for public comment.
16. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Chalkboard	26/1/19	18	N/A
Consult	Online Survey	26/1/19 to 22/2/19	126	N/A
Collaborate	Workshops Included: rural communities, community members, community groups and not for profit organisations, internal staff	13/2/19	1	N/A
		20/2/19	16	
		21/2/19	3	
		27/2/19	8	
		28/2/19	21	

Consult	Feedback Postcards	26/1/19 to 31/3/19	8	N/A
Consult	Library chat	28/2/19	21	N/A
Consult	Resident doorknock	1/3/19 to 14/3/19	17	N/A
Consult	Written Submission	26/1/19 to 31/3/19	2	N/A

STATUTORY IMPLICATIONS

17. Nil

POLICY IMPLICATIONS

18. The Community Development Strategy will support the delivery of:
- a) City of Albany Public Health Plan
 - b) Youth Friendly Albany Strategy
 - c) Age Friendly Albany Plan
 - d) Access and Inclusion Plan

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational Risk: <i>The Community Development Strategy raises community expectations and is not delivered as per the Plan.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Media and communication strategy to manage community expectations.</i> <i>External funding is sourced to deliver activities, or resourcing is identified in the action plan where required.</i>
Financial Risk: <i>External resources cannot be sourced to deliver relevant objectives in the Community Development Strategy</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>A Council briefing will be provided with recommendations, e.g. increasing the budget, or updating the Strategy.</i>
Opportunity: <i>To increase capacity of the City to improve community capacity and consolidating project outcomes around Compassionate Communities project.</i>				

FINANCIAL IMPLICATIONS

20. A number of actions in the Community Development Strategy may require future funding, however it is anticipated that any additional funding required will be sourced externally, or through resource sharing opportunities.

LEGAL IMPLICATIONS

21. Nil

ENVIRONMENTAL CONSIDERATIONS

22. Nil

ALTERNATE OPTIONS

23. Council can choose not to adopt the Community Development Strategy. This is not recommended.

CONCLUSION

24. The Strategy has been developed through a period of research and community consultation, and builds on the work of previous Strategies to support communities reach and sustain their potential.
25. The revised Strategy takes in to account the feedback provided and also takes in to account the reduction and rationalisation of resources and budgets.
26. The adoption of the new Community Development Strategy will enable officers to leverage partnerships and funding opportunities to deliver the priorities identified through the consultation.

Consulted References	:	Nil.
File Number (Name of Ward)	:	All wards
Previous Reference	:	OCM: CS012 28/10/2014

CS230: PROPOSED NEW COMMUNITY LICENCE AGREEMENT – SOUTHERN DISTRICTS JUNIOR FOOTBALL ASSOCIATION INCORPORATED – CENTENNIAL PARK EASTERN PRECINCT

Land Description	: Lot 32 on Deposited Plan 43670 as detailed in Certificate of Title Volume 1370 Folio 154, being 49-55 North Road Mira Mar
Proponents	: Southern Districts Junior Football Association Incorporated
Owner	: City of Albany
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers:	: Acting Executive Director Corporate Services (D Olde)

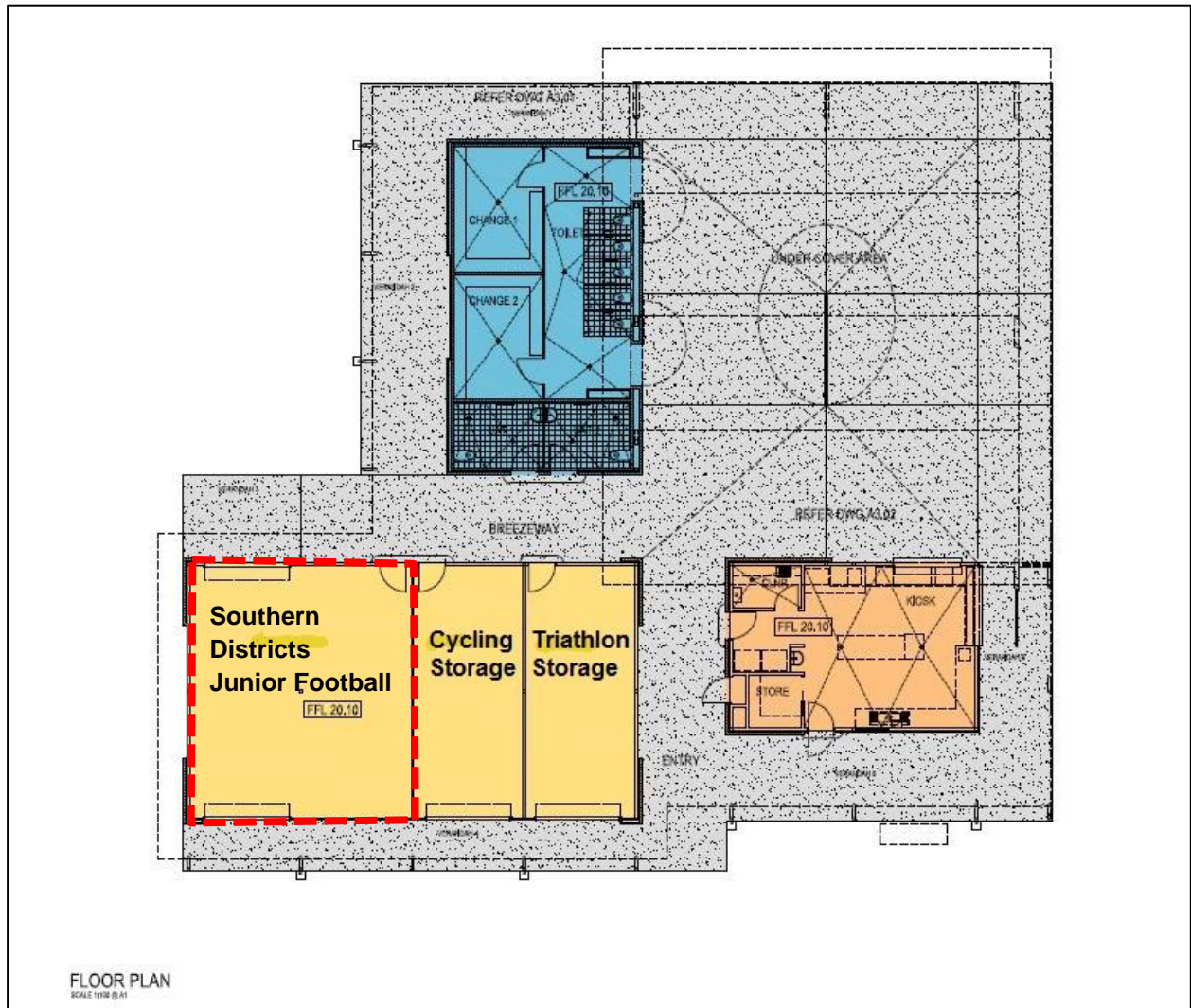
STRATEGIC IMPLICATIONS

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:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

Maps and Diagrams:



Aerial photograph – noting current imagery showing the completed Eastern Pavilion is not available



In Brief:

- Council is requested to consider a new community licence over portion of purpose built multi-use facility within the Centennial Park Eastern Precinct, known as the Eastern Pavilion, to Southern Districts Junior Football Association Incorporated (SDJFA).
- The licence term being 5 + 5 years for the purpose of storage of sporting equipment.
- To satisfy the City's agreed commitments to the SDJFA, it is recommended that Council approve the new community licence.

RECOMMENDATION

CCS230: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVES a new community licence over portion of 49-55 North Road, Mira Mar within the Eastern Pavilion located in the Centennial Park Eastern Precinct, to Southern Districts Junior Football Association Incorporated, subject to:

- a) Licence purpose being “storage facility for sporting equipment”.
- b) Licence area being approximately 71.3m².
- c) Licence term being 5 years with a further term of 5 years, to commence as soon as practicable.
- d) Licence rent being \$1,021 plus GST pa based on minimum rate determined by Council each year.
- e) Licence provision to document that the association agree to comply with the Centennial Park Sporting Precinct Management Framework, the City’s Sporting Precincts Grounds User Guide and Smoke-free Outdoors Policy for the Centennial Precinct.
- f) All costs associated with the ongoing operations of the licence area being payable by the licensee.
- g) All costs associated with the preparation, execution and completion of the licence documentation being payable by the licensee.
- h) Licence being consistent with City Policy – Property Management (Leases and Licences).

BACKGROUND

2. The subject land within the Centennial Park Sporting Eastern Precinct along North Road is owned freehold by the City of Albany and zoned for Parks and Recreation.
3. Council at its meeting in February 2014 adopted the Centennial Park Sporting Precinct Master Plan and Concept Designs. Since this date significant works have been completed including the stadium in the Eastern Precinct, the pavilion in the Western Precinct and drainage works in the Central Precinct.
4. In addition construction of the Eastern Pavilion was completed in June 2019. The pavilion consists of:
 - Community kiosk with fully fitted out kitchen to commercial standard
 - Storage areas
 - Toilets and change space
 - Undercover area
5. The kiosk, toilets, change space and undercover area, remain under City management and are available for hire as part of the seasonal sporting permit process and community use. This allows for greater community use and access.
6. The community facility is a key element to the overall Centennial Park Precinct and will provide an important game day facility for a range of sports including AFL, Cycling and Triathlon Clubs activities and events.

7. In addition the facility will be an important resource and social hub for hosting community and economic development events such as the Convoy for Kids, WA Association of Caravan Clubs Inc, the Caravan and Camping Show and the Great Southern Street Machine Show.
8. Since July 2019, Albany Cycling Club Inc. and Albany Triathlon Club Inc. have occupied storage space within the Eastern Pavilion under licence arrangements with the City.

DISCUSSION

9. City officers have been in discussion with SDJFA for some time regarding their future use of the Eastern Pavilion. During these discussions different occupancy options were explored.
10. SDJFA have requested a licence over the storage space for a term of 5 + 5 years and use of the kiosk under occasional hire arrangements during the junior football season, 1 April to 30 September each year.
11. The option of occupying the kiosk under 6 months seasonal licence arrangements was offered to SDJFA. As part of the offer SDJFA would be required to contribute to a maintenance fund, administered by the City, for planned maintenance, annual services and renewal of kiosk equipment during the licence term. After consideration SDJFA have requested to use the kiosk under occasional hire arrangements only.
12. SDJFA will be required to vacate the temporary sea containers in the vicinity of the Eastern Pavilion currently used for storage of sporting equipment. The sea containers will be removed from the precinct.
13. The table below summarises the main terms of the proposed licence and the key details of the land:

ITEM	DETAILS
Licensee	Southern Districts Junior Football Association Incorporated
Land/Licence Area	Portion of Lot 32 on Plan 43670 as detailed in Certificate of Title Volume 1370 Folio 154, Mira Mar Licence area approximately 71.3m ²
Land and Building Ownership	City of Albany
Permitted Use	Storage facility for sporting equipment
Term	5 + 5 years
Initial Rent	\$1,021.00 plus GST pa being the equivalent of minimum rate set by Council each year and reviewed annually
Outgoings	Licensee responsible for all outgoings, including insurance
Utilities	Licensee responsible for all utilities

Maintenance	<ul style="list-style-type: none"> • Licensee responsible for cleaning, day to day and preventative maintenance and consumables • City responsible for structural maintenance, electrical wiring, planned and programmed maintenance and annual services of the City's asset
Special conditions	<ul style="list-style-type: none"> • Comply with the Centennial Park Sporting Precinct Management Framework and the City of Albany Sporting Precincts Grounds User Guide • Comply with the City's Smoke-free Outdoors Policy for the Centennial Precinct

14. SDJFA have agreed with the above position with the remaining terms of the licence in line with standard terms for community licences and City Policy – Property Management (Leases and Licences).

GOVERNMENT & PUBLIC CONSULTATION

15. Section 3.58 of the *Local Government Act 1995* allows for the City to dispose of land.
16. Clause 30(2)(b) of the *Local Government (Functions & General) Regulations 1996* defines those dispositions which are exempt from Clause 3.58 of the Act. This includes disposal to an organisation or body whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting other like nature.
17. The SDJFA are a sporting body and are exempt from the advertising requirements of Section 3.58 of the *Local Government Act 1995*.
18. No general public consultation on this matter has occurred, as the discussions between the City and SDJFA were specific to this group.
19. This matter has been discussed in detail with the Corporate and Community Services Directorates, seeking input from other teams where required, including the Major Projects team who were involved in constructing the pavilion. This report reflects the input of all Officers involved in these discussions.

STATUTORY IMPLICATIONS

20. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property including leased/licensed land and buildings.
21. The City owns the land being disposed of in freehold title, and therefore no approval is required under the provisions for the *Land Administration Act 1997*.

POLICY IMPLICATIONS

22. The Property Management (Leases and Licences) Policy aims to support the equitable access, and the efficient and effective management of City owned and managed properties in line with statutory procedures.
23. The recommendation is consistent with the Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: licence not approved.	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction. The City's standard community licence document will be executed
Reputation: licences not approved – facility will remain vacant until new occupants sought	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction
Opportunity: To provide facilities for sporting clubs in line with the Centennial Park Sporting Precinct Masterplan.				
Opportunity: To provide secure tenure for SDJFA in a facility to continue activities within the Centennial Park Sporting Precinct and allow SDJFA to undertake longer term planning.				

FINANCIAL IMPLICATIONS

25. All costs associated with the development, execution and completion of the licence documentation will be met by the SDJFA.
26. The City will receive an annual rent from the licence of \$1,021 and directed to Income – Other Leases.

LEGAL IMPLICATIONS

27. The licence agreement will be prepared by City's lawyers with enforceable terms and conditions to protect all parties.

ENVIRONMENTAL CONSIDERATIONS

28. As the land is already cleared, there are no environmental implications relevant to this item.

ALTERNATE OPTIONS

29. Given the existing commitments made with SDJFA it is not considered that there is an alternate option. The proposed licence will formalise the intention for Eastern Pavilion use.

CONCLUSION

30. SDJFA has requested a new licence agreement to secure tenure in the newly built Eastern Pavilion within the Centennial Park Sporting Eastern Precinct for storage purposes.
31. SDJFA will access the kiosk under occasional hire arrangements during the football season.
32. To satisfy the City's agreed commitments to the SDJFA, it is recommended that the proposed new community licence be supported.

Consulted References	:	<ul style="list-style-type: none">• Council Policy – Property Management (Leases and Licences)• <i>Local Government Act 1995</i>• <i>Land Administration Act 1997</i>
File Number (Name of Ward)	:	PRO440, A96087 (Frederickstown Ward)
Previous Reference	:	OCM 23/10/2018 Item DIS130 OCM 26/03/2019 Item CCS134

CCS231: PROPOSED NEW COMMUNITY LEASE – RAINBOW COAST NEIGHBOURHOOD CENTRE INC. – PORTION OF LOTTERIES HOUSE LAND

Land Description	: Lot 211 on diagram 94113 being whole of the land contained in Certificate of Title Volume 2172 Folio 740, Centennial Park (Lotteries House)
Proponent	: Rainbow Coast Neighbourhood Centre Inc.
Owner	: City of Albany and Lotteries Commission
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers:	: Executive Director Corporate & Commercial Services (D Olde)

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:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.
- **Theme:** Community Health and Participation
- **Objective:** To build resilient and cohesive communities with a strong sense of community spirit.
- **Community Priority:** Promote and develop an authentic sense of community by developing programs and providing services that make people feel welcome, involved and connected to each other.

Maps and Diagrams:



In Brief:

- Council is requested to consider a new lease to Rainbow Coast Neighbourhood Centre Inc. (RCNC) for a portion of land at Lotteries House to allow for and support the expansion of RCNC's child care facility.
- RCNC operates from adjoining premises at 210 North Road known as Family House and provides services to families, individuals and community groups including educational courses, workshops, support groups and playgroups.
- RCNC will be responsible for all compliance to ensure the area meets relevant regulations, at own cost.
- The Lotteries House Tenant Committee supports the new lease request.
- It is recommended the new lease is approved.

RECOMMENDATION

CCS231: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the request from Rainbow Coast Neighbourhood Centre Inc. for a new lease on land situated at 211-217 North Road, Centennial Park being Lotteries House premises, subject to:

- a) Lease purpose being "Child play space – nature area and associated activities".**
- b) Lease term being 1 year to commence as soon as practicable.**
- c) Lease area being approximately 38m² located within the Lotteries House premises to be determined by survey.**
- d) Lease rental being community peppercorn rent \$10 per annum plus GST.**
- e) All costs associated with any compliance requirements and the ongoing operations of the lease property being payable by the tenant.**
- f) All costs associated with the preparation, execution and completion of the lease documentation being payable by the tenant.**
- g) Lease being consistent with City Policy – Property Management (Leases and Licences).**

BACKGROUND

2. The subject land is located within Lotteries House land located at 211 – 217 North Road, Centennial Park on City owned freehold land.
3. In September 1996 a Deed of Trust was entered into between the former Town of Albany and the Lotteries Commission for the management of Lotteries House. The Deed requires a Management Committee be formed to oversee the management of the premises.
4. The City of Albany ("the Trustee") through the administration of the Management Committee is to make and keep available the property for eligible organisations defined in Section 19 of the *Lotteries Commission Act 1990* to use exclusively for accommodation for benevolent or charitable purposes.

5. RCNC currently operate from the premises adjoining Lotteries House known as Family House, under tenancy arrangements with Department of Local Government and Communities. The Department leases the car park at the rear of Family House from the City for RCNC use.
6. RCNC recently approached the City seeking to extend their existing child care facilities by expanding into adjoining Lotteries House land to allow for the Centre to cater for more children of the parents participating in programs as a part of their sustainability strategy.

DISCUSSION

7. The lease request was presented to the Lotteries House Tenant Committee for consideration. Consultation was undertaken with current Lotteries House tenants in particular Great Southern FM (former Albany Community Radio) tenant given they have existing infrastructure in the vicinity of the proposed new lease area.
8. Both RCNC and Great Southern FM met to discuss the proposal with agreement being reached to allow for continued safe access path to Great Southern FM's radio antenna and generator.
9. RCNC have given an undertaking no infrastructure will be affixed to the lease area, noting the area will be enclosed using removable panel fencing. It is proposed the area will be utilised as a child play space and will be used as a nature area on occasions.
10. The Tenant Committee supports a lease for a term of 1 year to allow the Committee time to assess if there is any impact on Lotteries House tenants.
11. RCNC is a not for profit organisation that provides support to those vulnerable in the community including families and individuals by offering activities such as educational courses, support groups, workshops and playgroups.
12. The Centre links local families, individuals and community groups with other community resources and support networks in the Albany region. The support provided enables people to develop knowledge, skills and confidence to effectively manage their lives.
13. The proposed lease area will allow RCNC to expand their current child care facilities and offer additional programs to parents in the community.
14. The table below summarises the essential terms of the proposed lease and land details:

ITEM	DETAILS
Tenant	Rainbow Coast Neighbourhood Centre Inc.
Land Description	Lot 211 on diagram 94113 being whole of the land contained in Certificate of Title Volume 2172 Folio 740, Centennial Park (Lotteries House)
Lease Area	Land area of approximately 38m ²
Land Ownership	City of Albany
Infrastructure Ownership	Tenant
Permitted Use	Child play space – nature area and associated activities

Term	1 year
Initial Rent	\$10 per annum plus GST
Maintenance	Tenant responsible for own maintenance
Outgoings	Tenant responsible for outgoings as applicable
Utilities	Tenant responsible for own utilities as applicable
Insurance	Public Liability Policy for a minimum \$20 million
Indemnity	Indemnify the City for all claims resulting from any damage, loss, death or injury in connection with the Council property, unless such claims arise out of City's negligence
Special Conditions	<ul style="list-style-type: none"> • RCNC to utilise existing parking at the rear of Family House as parking at Lotteries House is at capacity • RCNC will be responsible for all compliance to ensure the area meets relevant regulations, at RCNC cost

15. RCNC has agreed in principle with the above position, subject to Council approval.
16. The remaining terms of the lease agreement will be developed in line with City Policy – Property Management (Leases and Licences).

GOVERNMENT & PUBLIC CONSULTATION

17. Section 3.58 of the *Local Government Act 1995* allows for the City to dispose of land and defines the requirements for the disposal of property.
18. Regulation 30(2)(b) of the *Local Government (Functions & General) Regulations 1996* describes the disposition as exempt when the land is disposed of to an organisation or body whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature.
19. RCNC is a not-for-profit charitable organisation and therefore exempt from the advertising requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

20. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property including leased/licensed land and buildings.

POLICY IMPLICATIONS

21. The City's Property Management (Leases and Licences) Policy aims to support the equitable access, and the efficient and effective management of City owned and managed properties in line with statutory procedures.
22. The recommendation is consistent with the Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: lease not approved – restrict the centre's proposed expansion	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction
Reputation: New lease not approved – Centre unable to support vulnerable families	Unlikely	Minor	Low	City to manage tenant's reaction in a measured way and ensure open communication
Opportunity: To provide support to the Neighbourhood Centre's proposed expansion of child care facilities and acknowledge the Centre's ongoing commitment and service to the community				

FINANCIAL IMPLICATIONS

24. All costs associated with the lease documentation will be met by RCNC.

LEGAL IMPLICATIONS

25. The Deed will be prepared by City's lawyers with enforceable terms and conditions, at RCNC expense.

ENVIRONMENTAL CONSIDERATIONS

26. There are no environmental implications relevant to this item.

ALTERNATE OPTIONS

27. Council may:
 - a. Approve the new lease request; or
 - b. Decline the request.
28. Should Council decline the lease, RCNC advise they will be limited in their ability to provide child care facilities which may impact the services offered to the community and the region.

CONCLUSION

29. RCNC offer support services for families and individuals to connect with each other and the community, including child care facilities.
30. RCNC have requested a lease over portion of Lotteries House land on North Road to allow for the expansion of existing child care services offered.
31. The proposed lease area is to be fenced with no further infrastructure to be affixed to the lease area. RCNC will be responsible for all compliance to ensure the area meets relevant regulations.
32. Lotteries House Tenant Committee supports the proposal.
33. It is recommended the new lease be supported.

Consulted References	:	<ul style="list-style-type: none">• Property Management (Leases and Licences) Policy• <i>Local Government Act 1995</i>
File Number (Name of Ward)	:	PRO455, A150439 (Yakamia Ward)
Previous Reference	:	Nil

CCS232: PROPOSED NEW STATE EMERGENCY SERVICES (SES) FACILITY – MERCER RD

Land Description	: Lot 52 on Deposited Plan 406902 as detailed in Certificate of Title Volume 2890 Folio 392, being 61 Mercer Rd Walmsley
Proponents	: Department of Fire and Emergency Services, State Emergency Services
Owner	: City of Albany
Report Prepared By	: Manager Public Health and Safety (S Reitsema)
Responsible Officers:	: Acting Executive Director Corporate Services (D Olde)

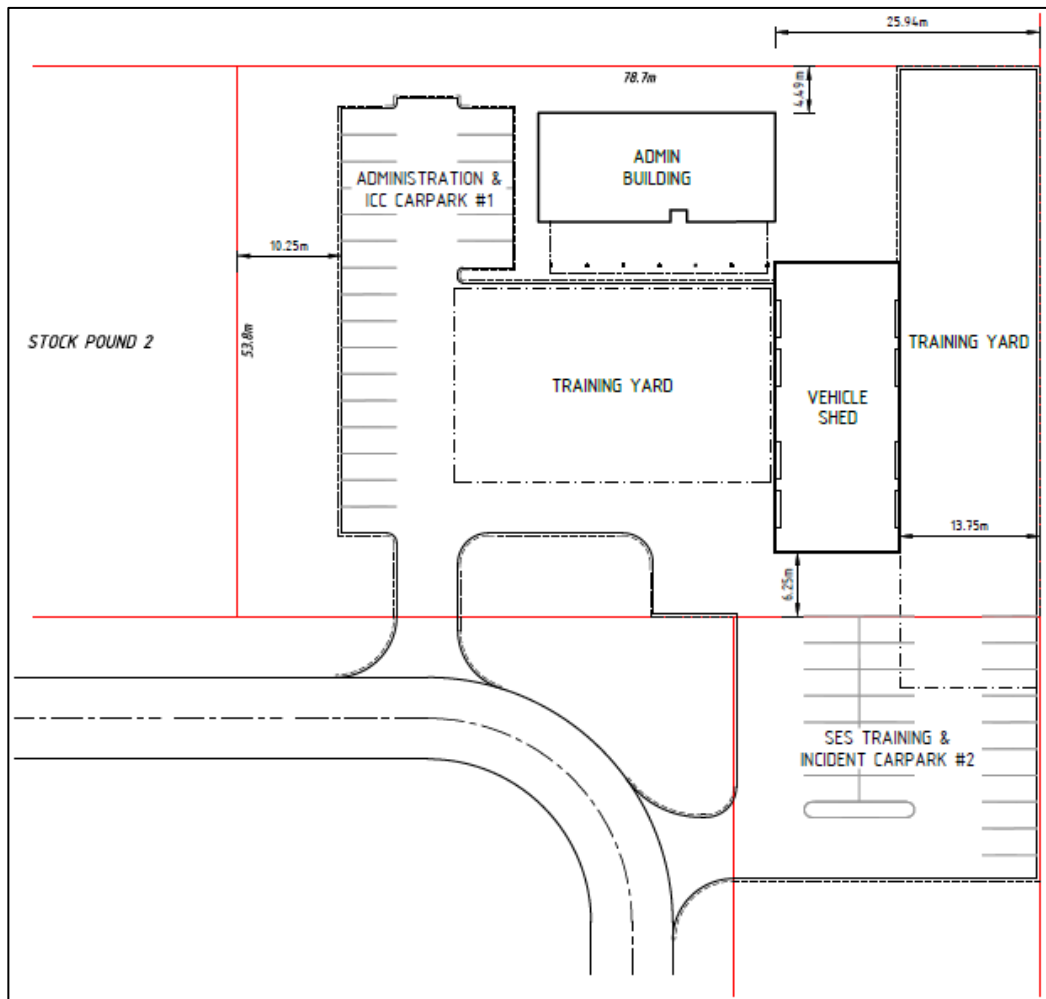
STRATEGIC IMPLICATIONS

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:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

Maps and Diagrams:



Aerial photograph of proposed new SES Facility Location



Proposed Albany SES Site plan

In Brief:

- The *Local Government Grants Scheme for Capital Grants* are due 27 March 2020. Following a series of delays, the City of Albany is keen to proceed with an application to the Department of Fire and Emergency Services (DFES) for funding the planning and building of the proposed State Emergency Service (SES) facility at Lot 52 Mercer Rd, Walmsley.

RECOMMENDATION

CCS232: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ENDORSES the City of Albany submitting a Local Government Grants Scheme application for Capital Grants 2020/2021 to the Department of Fire and Emergency Services for the proposed State Emergency Service facility at Lot 52 Mercer Rd, Walmsley, subject to:

1. The project being cost neutral for the City of Albany
2. If the application is successful, a future report will be presented to Council with more specific details in regards to the funding arrangement and project requirements.

BACKGROUND

2. The Emergency Services Levy (ESL) was introduced in 2003 and is collected by Local Governments on behalf of DFES, to fund Western Australia's (WA) fire and emergency services, including Career and Volunteer Fire and Rescue Service brigades, Volunteer Fire and Emergency Service units and SES units.
3. Funding for bush fire brigades and SES units is allocated via the Local Government Grant Scheme (LGGS) process where local governments apply for an operating grant and a capital grant for each service.
4. The City of Albany is responsible for the SES with regards to the LGGS process, and as such is required to administer the build of a proposed new facility.
5. In 2011 DFES' Service Delivery and Planning branch did a review of 22 SES facilities that were identified in greatest need of replacement or refurbishment, as determined by a Fit for Purpose status, building condition and other local factors. The review apparently identified the Albany SES facility on Sanford Rd as one of those in need of replacement, with concern raised about damage caused by white-ants, broken asbestos, unsafe electrics and overflowing septic.
6. It was also identified that the City of Albany wished to reclaim the land at the current SES site, as it sits within the Centennial Park Precinct. DFES are obliged to remove the SES buildings from Sanford Road, at SES cost, upon the lease termination and agree to undertake these works once a new facility is operational.
7. Due to concerns surrounding funding mechanisms and lack of an appropriate site for the new facility, this matter stalled in 2013.
8. In mid-2016 DFES re-initiated conversations with the City to identify a suitable site for a new SES facility. Reserve 31331 Anson Rd was identified as a suitable site, however, subsequent flora and fauna surveys identified rare species, made the site very difficult to develop.
9. Subsequently, Lot 52 Mercer Rd was identified as a suitable site. The site is part of the City of Albany's depot lot and is owned freehold by the City of Albany. It is well located and would require less site works.
10. In November 2019 the Albany SES unit confirmed that the identified site on Lot 52 Mercer Rd would be a suitable location for the proposed Albany SES facility.
11. The proposed facility will also serve as a Level 3 Incident Control Centre (ICC) and will both house and facilitate the Regional Incident Control Vehicle (ICV).

DISCUSSION

12. City staff have been in discussion with Albany DFES and SES staff in regards to their expectations of the facility and the process for applying for the funding to administer the project.
13. The proposed SES facility would be a vital emergency management asset for our entire region and not only the Albany community.
14. City staff have discussed the project with both DFES' Resource Allocation and Grant Funding staff to confirm the best way forward with this project. It was agreed that submitting the application, by the 27 March 2020 deadline, for the facility and then confirming the funding arrangement would be appropriate.

15. DFES staff have confirmed that various funding models may be available to the City of Albany and that this can be finalised at a later date, once the project is approved. Arrangements could include providing a portion of the funds up front and then also at the completion of the project, progress payments through the development and build or possibly other arrangements as negotiated. As per the officer's recommendation, this will be put to Council for their approval at a later date and is expected to be at no cost to the City of Albany and its ratepayers.

GOVERNMENT & PUBLIC CONSULTATION

16. DFES guidelines were followed in the preparation of this report.
17. DFES, SES, City of Albany Executives, managers and officers with financial, land allocation, project management and operational responsibility were consulted in the preparation of this report and will continue to be involved through the life of this project.

STATUTORY IMPLICATIONS

18. Part 6A of the *Fire and Emergency Services Act 1998* outlines Local Government requirements in regards to the ESL, which therefore provides access to the LGGS.

POLICY IMPLICATIONS

19. The City of Albany's *Local Emergency Management Arrangements* Management Plan identifies the SES as having a critical support agency role in response to emergencies and that the City of Albany agrees to provide assistance/support to such agencies if required.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: application not supported would result in SES having to remain in an unsuitable facility.	Unlikely	Moderate	Low	Support application to gain funding to deliver an appropriate facility.
Opportunity: To provide suitable facilities for the Albany SES and for Incident control for Level 2 and 3 incidents.				

FINANCIAL IMPLICATIONS

21. All costs associated with the planning, development and maintenance of this facility will be recovered by the Local Government Grants Scheme (LGGS).

LEGAL IMPLICATIONS

22. A surrender deed will need to be produced for the current SES site. No lease agreement will be required for the new facility, as it is treated the same as Bush Fire Brigade facilities.

ENVIRONMENTAL CONSIDERATIONS

23. As the land is already suitably cleared and as the land use is not expected to have any environmental impact, there are no environmental implications relevant to this item.

ALTERNATE OPTIONS

24. Council may:
- Support the application; or
 - Not support the application.
25. Given the long-standing expectation from DFES and SES that the City of Albany will support the relocation of the Albany SES to a new facility, there may be some reputational risk as outlined in point 20.

CONCLUSION

26. To satisfy the Albany SES expectation that the City of Albany will support their relocation to a new facility, it is recommended that the officer's recommendation be endorsed.

Consulted References	:	<ul style="list-style-type: none">DFES - Local Government Grants Scheme, Manual for Capital and Operating Grants<i>Fire and Emergency Services Act 1998</i>
File Number (Name of Ward)	:	PRO440, A96087 (Yakamia Ward)
Previous Reference	:	Nil

CCS233: REGIONAL TENNIS CENTRE FEASIBILITY STUDY & OUTCOMES

Proponent	: City of Albany
Attachments (CONFIDENTIAL)	: Report: Regional Tennis Centre Feasibility Study for the City of Albany; Decision-Making Guide Sport and Recreation Facilities, Dept. of Sport and Recreation LGSTA Membership Numbers
Report Prepared by	: Manager Recreation Services (S Stevens)
Responsible Officer	: Executive Director Corporate Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the Community Strategic Community Plan, informing plans and strategies:
 - **Theme:** Community Health & Participation
 - **Strategic Objectives:**
 - To develop and support a healthy inclusive and accessible community;
 - To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priorities:**
 - develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages;
 - Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory.

In Brief:

- Update on the recommendations of the Regional Tennis Centre Feasibility Study Report and proposed next steps.

RECOMMENDATION

CCS233: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE

1. The Regional Tennis Feasibility Report for the City of Albany and in line with State Government Decision - Making Guide for Sport and Recreation Facilities re-evaluate the scope of the project and run the model again in collaboration with the tennis community.
2. The reworked model with co-location partners will be re-presented to Council for further consideration including seeking approval to proceed with the next steps outlined in the revised report.

BACKGROUND

2. The City received funding from the Department of Local Government, Sport and Cultural Industries to assess the feasibility of developing a regional tennis centre in Albany as the regional hub. The City also contributed funds to engage a consultant, Dave Lanfear Consulting to carry out the study. A project working group consisting of tennis clubs (Emu Point Tennis Club, Merrifield Tennis Club, and Lawley Park Tennis Club), the Lower Great Southern Tennis Association, Tennis West, Department of Local Government, Sport and Cultural Industries and City officers was convened to oversee the project.
3. An audit of the existing tennis facilities identified the inability of tennis clubs to expand in their existing locations, poor conditions of courts, lack of lighting and lack of facilities to host district, regional or state competitions.
4. Tennis club membership indicated that there was a possible opportunity to develop a facility that included 16 courts including floodlighting, club amenities such as compliant change rooms, café social amenity/club room, retail outlet, allied health suite, storage space and admin space, parking etc.

Feasibility Study

5. The study was undertaken over a period of 12 months in a series of phases:
 - Current Status, Need and Situation Analysis;
 - Site Review and their capability to cater to the development of a regional tennis centre and additional sporting infrastructure assessed by the Project Working Group, City Officers and Council;
 - Detailed Stakeholder Consultation;
 - Management Options and Financial Analysis;
 - Risk Assessment;
 - Concept Development; and
 - Recommendations for future development.

Site Analysis

6. Four potential sites were identified and assessed.
 1. Collingwood Park Reserve 32341
 2. Lower King Road Lot 22-23 Brewster Road
 3. Emu Point Tennis Club
 4. Centennial Park Sporting Precinct (CPSP)
7. A broad cohort of City staff, the Consultant and the Project Working Group assessed all four sites for their potential to host a Regional Tennis Centre.
8. CPSP was nominated as the preferred site by the Project Working Group however due to space constraints and the need to purchased residential land to accommodate the required amenities and number of courts, it was deemed not viable at the time of the assessment.
9. It was also concluded that Emu Point Tennis Club did not have the required space, as well as challenges with precinct suitability and access.
10. Based on the assessment score, Collingwood Park was recommended as the preferred site with the opportunity to co-locate with sports such as football, tennis and hockey. Collingwood Park provided space for a Regional Tennis Centre including future expansion and is identified in the Albany Local Planning Scheme as the second sporting precinct for the City of Albany.
11. In February 2019, Council was briefed on the progress of the study and the site options. At the briefing, Council endorsed the preferred site (Collingwood Park) and approved progress

to the next stage of the study (*Memorandum 13 Feb 2019 Regional Tennis Centre Feasibility Study – Site Assessment*).

Facility Composition and Concept Plans:

12. The study notes the following facility development composition could be reasonably justified for each sport:
 - Tennis - 13 floodlit plexi-pave courts including show court, clubhouse and external shaded viewing area, meeting rooms, coach/official rooms, office/pro-shop, 4 hot shot courts. Room for future expansion to 16 courts.
 - Hockey – synthetic floodlit turf with option to develop a second floodlit turf, clubhouse and external shaded viewing area
 - Football – Retention of existing oval with enhancements to cricket infrastructure, Potential lighting upgrade (completed), Replacement of existing clubhouse or modernization to meet current AFL club guidelines
13. Concept plans were developed for two site (staged) developments options at Collingwood Park:

Option A:

 - Co-located Tennis, Football and Hockey Facility including the provision for cricket.

Option B:

 - A reduced footprint to cater for the sports of hockey and tennis.
 - Included within this option is the development of a detached changing facility to cater for women's football adjacent to the existing Collingwood Park Clubhouse and replacement of the shed.
14. Option B was preferred by the Project Working Group on the following factors:
 - Due to the complexity of accommodating four sports and associated cost would result in too many compromises associated with the ongoing facility operations.
 - The relationship between the courts, pitches and oval would be incompatible.
 - The capital costs associated with co-locating football, hockey and tennis facility would be approximately 25% more than the development of a co-located hockey and tennis facility.
 - The understanding that hockey and tennis could co-exist more effectively within one share use building given the complementary nature of their sporting seasons.

Financial Analysis

15. The two concept options have been estimated as follows:

Option A: Estimate: \$26.8 M.

Option B: Estimate: \$21M.
16. Noting that the capital costs associated with collocating football, hockey and tennis facility would be approximately 25% more than the development of a collocated hockey and tennis facility was a relevant factor in the PWG's decision to recommend Option B demonstrates the PWG appreciation of the need for an affordable viable option.
17. All parties understand that the costs estimates were based on worst case scenario and pitched to address any unknown risks. Business Case and supporting studies would further investigate the concepts and work towards value managing the project for an affordable option.

Study – Key Outcomes

18. During the analysis it became clear that a fully developed regional tennis centre in isolation would not be a viable option in its own right and requires a combination of sporting partners working collaboratively for success such as football or hockey.
19. Greater capital work funding opportunities and a more sustainable ongoing operational business model arose from a co-located model with other sports. Future financial support in single sport sites is unlikely to be supported.
20. During the process it emerged that Lower Great Southern Hockey Assoc. would likely need to secure an alternate site if the sport were to continue to grow into the future.
21. Complementary seasonal sports can co-exist more effectively within one shared use building given the timing of their sporting seasons.
22. The co-location of hockey and tennis was assessed as being a viable option and beneficial for the growth and development of both sports.
23. Emu Point Tennis Club whilst supportive of a Regional Tennis Centre were not supportive of the club relocating to a different site.
24. Merrifield Tennis Club, Lawley Park Tennis Club, South Coast Tennis Club and the LGSTA have confirmed in principle support to relocate.
25. The collocated option with seasonal tenants was still deemed as a viable option without the relocation of Emu Point Tennis Club.
26. An agreed governance model including future operational management and site governance would need to be established as part of the next planning phase.

DISCUSSION

27. The Feasibility Study forms part of the recognised planning process for sport and recreation facilities and has provide a good starting point for assessing the required needs, identifying a suitable site, planning and future provision of tennis in Albany.
28. The study clearly justifies the need for and provides evidence that the existing facilities are inadequate and will not meet the future demands of the population.
29. The report prepared some very high level concept plans and costs estimates. These are based on significant unknowns (undeveloped site etc.) and as a result of the unknowns the initial financial costs are high.
30. As a result of the high costs noted in the report and recent more affordable tennis facility developments in other local government areas (i.e. City of Busselton) the proposal for a Regional Facility at the identified site has been questioned by the local community, City Officers and Council.
31. The DLGSCI Decision-Making Guide (Section 9, page 14) notes the choices at this junction point are to:
 - a) Terminate the project on the basis of no need or
 - b) Re-evaluate the scope of the project and re-run the model again.
32. As the gap in provision and need has been clearly justified the project may benefit from actioning Option b) Re-evaluate the scope of the project and re-run the model again. This would entail further investigation into alternate models including re-scoping the project and re-running the model for a district provision that focuses on meeting district tennis and community needs only as opposed to a regional and elite competition sporting provision. A review of the sites and colocation partners would be appropriate as part of the review

process. A significant body of work was undertaken during the initial feasibility report and could be reused in a subsequent reworking of the model. The Department has advised that site planning would need to provide for future expansion and provision (up to 16 courts) as the sport develops in the region.

33. Joint provision and shared use of facilities is a priority consideration for CSRFF support. The DLGSCI guidelines notes that “it is not a scheme to ensure separate facilities of equal standard for all clubs”. The report has highlighted the need for a compatible, strong partner for colocation and future success of any development. To address risk and attract funding a district model would still require comprehensive planning, government support, strong colocation partnerships and an agreed governance model for the project to be a success.
34. To attract funding through the DLGSCI, CSRFF process projects eligible for forward planning grants require comprehensive research and planning. Applications must include Feasibility Study, Business Case Planning, Management Plan, Life Cycle Cost Analysis, Projected Income and Expenditure Statements (3 years), Asset Replacement Management Fund, Concept Planning and Construction Cost Estimates and confirmation of each party’s financial commitment. If Council decides to proceed, these supporting documents and processes require completion to assist with a successful application and project.

GOVERNMENT & PUBLIC CONSULTATION

35. Consultation was conducted with the following state bodies - Department of Local Government, Sport and Cultural Industries (Dept.) and Tennis West. These agencies held a position on the Project Working Group and provided regular input into the report.
36. Consultation was conducted with the following regional and local bodies - Emu Point Tennis Club, Merrifield Tennis Club, Lawley Park Tennis Club and the Lower Great Southern Tennis Association. These sporting bodies held a position on the Project Working Group and provided regular input into the report. At least 6 meetings were held during the process of preparing the report.
37. No public consultation has been conducted in preparing this study or report.

STATUTORY IMPLICATIONS

38. Nil

POLICY IMPLICATIONS

39. The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany under the Facility Development Priorities 6.1.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Lack of available finance.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Continue with the recommendation and next phase of planning in accordance with state and federal government advice. • Development of a funding strategy • Commitment of clubs through the signing of a joint MOU demonstrating financial commitment and a commitment to work together to achieve a desired aim of co-location.
<i>Failure to secure a workable solution may result in the condition of the amenities deteriorating to an unsafe condition and the demise of the sport.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Continue to work diligently through the process following state and federal government advice. • Support clubs in the ongoing development of their sport, membership base and financial management through SSA and City of Albany club support programs. • Confirm the City of Albany's intent to only fund co-located clubs in the future. • Work with Clubs and community partners to seek alternate temp solutions to host the sport whilst planning continues.
<i>Risk of other clubs not supporting relocation/colocation and shared use.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Develop an MOU to agree terms of potential move and agreed mechanism to continue to develop the project. • Future financial plan and commitment of City to co-location opportunities only.
<i>Viability of the sport(s) is not proven under a collocated model</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Development of a business case etc. in accordance with state and federal government advice. • Ongoing support for club business plan and operational planning through the SSA and City of Albany Club Development Team
<i>No real demand politically. Current state government commitments and priorities for the development of co-located infrastructure changes (if only tennis, the risk of this occurring would be high. Whereas a combination of sports working collaboratively would be more favourable considered)</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Integration of the project as a priority within the City's Strategic Community Plan, Corporate Plan and Long Term Financial Plan. • Principles of colocation and joint working between clubs established within a MOU • Ensure bi-partisan political support for the project through local lobbying of state elected members and potential candidates.

FINANCIAL IMPLICATIONS

41. Financial implications would include costs associated with reworking the current model and preparing the outstanding Business Case Planning, Management Plan, Life Cycle Cost Analysis, Projected Income and Expenditure Statements (3 years), Asset Replacement Management Fund, Concept Planning and Construction Cost Estimates and need to be considered in the 2020/2021 budget cycle.
42. Upon approval from Council it is reasonable to expect that the above documentation could be completed by June 2021. The completed documents would assist in preparing the City of Albany for a Forward Planning Triennium Grant application in September 2021 with 3 years to complete the project upon a successful application.

LEGAL IMPLICATIONS

43. Not applicable to this report.

ENVIRONMENTAL CONSIDERATIONS

44. Not applicable to this report.

ALTERNATE OPTIONS

45. Council has a number of alternate options including:
 - a) Formally accept the Regional Tennis Feasibility Study for the City of Albany report and terminate the project.
 - b) Do not accept the report and terminate the project.
 - c) Formally accept the report and recommendations contained within it. Note the preferred site with approval to seek funding and continue to work through a Regional Tennis Centre business case and supporting documentation option as outlined in the report. Continue to seek value for money whilst still meeting the needs of community sport.

SUMMARY CONCLUSION

46. The Regional Tennis Feasibility Study for the City of Albany has been completed. The study clearly justifies the need for and provides evidence that the existing facilities are inadequate and will not meet the future demands of the population.
47. The high costs noted in the report and recent more affordable tennis facility developments in other local government areas (i.e. City of Busselton) the proposal for a Regional Facility at the identified site has been questioned by the local community, City Officers and Council.
48. As such the recommendation is to re-evaluate the scope of the project and re-run the model again. This would entail further investigation into alternate models including re-scoping the project and re-running the model for a district provision that focuses on meeting district tennis and community needs only as opposed to a regional and elite competition sporting provision.
49. A review of the sites to support future expansion and colocation partners would be appropriate as part of the review process.

Consulted References	:	Not applicable to this report.
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	

CCS234: COMMUNITY SPORTING AND RECREATION FACILITIES FUND 2020/2021 SMALL GRANT ROUND APPLICATIONS

Proponent / Owner	: Albany Leisure and Aquatic Centre
Attachments	: Albany Swim Club - Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: Executive Director Community Services (S Kay)

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 in line with the Council Policy of the Community Sports & Recreation Facilities for the Albany Leisure and Aquatic Centre and Albany Swim Club project upon return of a successful CSRFF Small Grant application.

RECOMMENDATION

CCS234: RESPONSIBLE OFFICER RECOMMENDATION 1

That Council RANK the one CSRFF application in the following order for the CSRFF Small Grant application March 2020 Funding Round:

1. **Albany Leisure and Aquatic Centre and Albany Swim Club – Installation of Pool Hoist and Upgrade of Starting Platforms**

CCS234: RESPONSIBLE OFFICER RECOMMENDATION 2

That Council APPROVE a total of \$12,926.30 (exc. GST) from the 2019/2020 budget to:

- Albany Leisure and Aquatic Centre and Albany Swim Club (\$12,926.30)
- This funding will be 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
- The funding amount does not exceed a total of \$12,926.30 (exc. GST).

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries has three rounds of available funds including:
 - Small Grant Funding Round (Winter)
 - Annual and Forward Planning Funding Round
 - Small Grant Funding Round (Summer)
3. The CSRFF program is a state-wide \$12 million program. All three rounds are promoted by the State and Regional Sporting Associations and, State and Local Government extensively via distribution club networks, social and print media. Across the state the program is 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 authority must demonstrate equitable access to the facility by 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. 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 Local Government, Sport and Cultural Industries – 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 Local Government, Sport and Cultural Industries – Sport and Recreation on behalf of the applicants prior to March 30 2020.
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 Local Government, Sport and Cultural Industries – 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 Local Government, Sport and Cultural Industries – 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. 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.
16. The City of Albany has received only one (1) Small Grant Application this round despite advertising in publications, social and print media. The following additional information is provided about the project and funding application:

ALAC and Albany Swim Club Project Background

- Albany Leisure and Aquatic Centre is located on Barker Road Centennial Park, Albany.

Project: Starting Platforms Upgrade

- Replace and upgrade the current starting blocks in the ALAC Lap Pool. The current dive blocks are aged and do not meet contemporary racing competition standards as well as representing a safety risk for swim club participants.
- The dive blocks that are currently in place at ALAC are permanently fixed to the floor and can only be used under the supervision of a qualified supervisor/coach.
- The platforms are suitable for use in State sanctioned swim meets and assist with preparation of swimmers for both state and national competition.
- The Club are a major stakeholder of ALAC and utilise the facility 6 days per week.
- The centre hosts both regional and state events. This upgrade will directly impact on the club's ability to deliver major events. It will also assist the Swim Club athletes to train on state of the art infrastructure.
- Total Project cost is \$23,494
- The project is well planned and needed by the region.

- The application, installation and project will be managed by the City of Albany.
- 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 City of Albany has carried out a risk assessment and the project is rated as medium based on the incidents that have occurred over the last 12 months (People's Health and Safety).

Project: Pool Hoist

- Installation of a disability access pool hoist in the Lap Pool at ALAC. The Centre has a number of regular patrons as well as user groups who would benefit from the availability of a pool hoist in the lap pool.
- Currently, patrons with mobility issues are not able to access the lap pool without assistance from ALAC staff or carer.
- The proposed pool hoist is made of stainless steel and is operated by a hydraulic water lift. No attendance help is required to operate and use the lift providing patrons with independence.
- Total project cost is \$15,285
- The project is well planned and needed by the municipality.
- The application, installation and project will be managed by the City of Albany.
- The City of Albany has carried out a risk assessment and the project is rated as medium based on the incidents that have occurred over the last 12 months (People's Health and Safety).
- The Department of Local Government, Sport and Cultural Industries and the Great Southern Manager has indicated that the project meets the criteria and would be supported at a regional level.

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 Leisure & Aquatic Centre/Albany Swim Club	Installation of Pool Hoist and Upgrade of Starting Platforms	Well planned and needed by the region.

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

GOVERNMENT & PUBLIC CONSULTATION

19. 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 (February 2020).
20. The City of Albany has consulted (February 2020) with the clubs benefiting from this Community Sporting project.

STATUTORY IMPLICATIONS

21. There is no statutory requirement.
22. 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.

23. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.

24. 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

25. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

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

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

27. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 2019/2020 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process. There is current \$69,642 available in the reserve.

28. 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.

29. The total projected costs for the proposed project is \$38,779.00

30. The requested total from the Capital Seed Fund is \$12,926.30 one third of the total project costs.

31. The next Small Grant round is August 2020.

32. The following table provides the budget detail and requests for financial support from the applications received:

Project	Total project cost (ex GST)	Applicant contribution (Swim Club/ALAC) (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)
Upgrades to Dive Blocks/Pool Hoist	\$38,779.00	\$12,926.40	\$ 12,926.30	\$ 12,926.30
TOTAL	<u>\$ 38,779.00</u>	<u>\$12,926.40</u>	<u>\$ 12,926.30</u>	<u>\$ 12,926.30</u>

33. The joint Albany Leisure and Aquatic Centre and Albany Swim Club application draws down on the current capital seed fund. If the application is successful there will be \$56,715.70 remaining.
34. If the application is unsuccessful, the applicants can reapply in the next round.

LEGAL IMPLICATIONS

35. Nil

ENVIRONMENTAL CONSIDERATIONS

36. There are no environmental impacts associated with the project.

ALTERNATE OPTIONS

37. Council can choose not to provide funding assistance for this project.
38. Council can choose to provide more or less funding assistance to this project.

CONCLUSION

39. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.
40. This project meets the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. It is considered well planned and needed by the region. Council is required to endorse the officers ranking. City officers have ranked the application as the number one (1) priority.
41. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
42. 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 27 March 2020.

Consulted References	:	
File Number (Name of Ward)	:	All Wards
Previous Reference	:	

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
12. **MEETING CLOSED TO THE PUBLIC**
13. **CLOSURE**