

MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

12 March 2019

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 Services,
Executive Director Community Services

Delegated Authority: None

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1. **DECLARATION OF OPENING** – The Chair declared the meeting open at 6.00pm
2. **PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

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

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

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

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

Councillors:

Member	R Hammond
Member	G Stocks
Member	R Stephens
Member	E Doughty (Deputy Chair)
Member	T Sleeman
Member	J Shanhun
Member	A Goode JP
Member	S Smith
Member	A Moir
Member	R Sutton
Member	B Hollingworth
Member	P Terry (Chair)

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Manager Finance	D Olde
Meeting Secretary	C Crane

Apologies:

Mayor	D Wellington
Acting Executive Director Infrastructure & Environment	M Richardson
Member	B Hollingworth

Members of Public:

- A. Baht (Southern Aboriginal Corporation)
- O. Colbung (Southern Aboriginal Corporation)
- M. Wheller (Great Southern Consulting)

Media:

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Councillor Terry	CCS134	Impartiality: Financial Member of Albany Cycling Club, but does not currently sit on the Committee and has had no involvement in the project.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil.

6. PUBLIC QUESTION TIME – Nil.

7. PETITIONS AND DEPUTATIONS – Nil.

8. CONFIRMATION OF MINUTES

MOTION

**MOVED: COUNCILLOR SLEEMAN
SECONDED: CR MOIR**

THAT the minutes of the Community and Corporate Services Committee held on 12 February 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 11-0

9. PRESENTATIONS

Great Southern Drug and Alcohol Rehabilitation Centre and the “Kairli” Cultural and Language Centre – Southern Aboriginal Corporation

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS – Nil.

CCS131: FINANCIAL ACTIVITY STATEMENT – JANUARY 2019

Proponent : City of Albany
Report Prepared by : Manager Finance (D Olde)
Responsible Officer : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS131: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS

SECONDED: COUNCILLOR SMITH

THAT the Financial Activity Statement for the period ending 31 January 2019 be RECEIVED.
CARRIED 11-0

CCS131: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 January 2019 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 January 2019 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 2018/19 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 31 January 2019 has been incurred in accordance with the 2018/19 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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CCS132: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 2019

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (D Olde)
Responsible Officers: : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS132: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR SMITH

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2019 totalling \$6,528,897.16.

CARRIED 11-0

CCS132: 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 2019 totalling \$6,528,897.16.

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 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$63,087.08
Credit Cards	\$6,945.52
Payroll	\$2,365,349.50
Cheques	\$113,293.32
Electronic Funds Transfer	\$3,980,221.74
TOTAL	\$6,528,897.16

As at 15 February 2019, the total outstanding creditors stands at \$518,116 and is made up as follows:-

Current	\$403,365.25
30 Days	\$118,224.22
60 Days	\$(1,388.53)
90 Days	\$(2,085.29)
TOTAL	\$518,115.65
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 2019 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 February 2019 has been incurred in accordance with the 2018/2019 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 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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**CCS133: DELEGATED AUTHORITY REPORTS – JANUARY TO
FEBRUARY 2019**

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

RECOMMENDATION

CCS133: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SHANHUN

THAT the Delegated Authority Reports 16 January 2019 to 15 February 2019 be RECEIVED.
CARRIED 11-0

CCS133: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 January 2019 to 15 February 2019 be RECEIVED.

**CS134: PROPOSED NEW COMMUNITY LICENCE AGREEMENTS –
ALBANY CYCLING CLUB INC. AND ALBANY TRIATHLON CLUB INC. –
CENTENNIAL PARK EASTERN PRECINCT**

At 6.38pm Councillor Doughty resumed as Chair. Councillor Terry remained in the Chamber and declared an interest of Impartiality and participated in the vote.

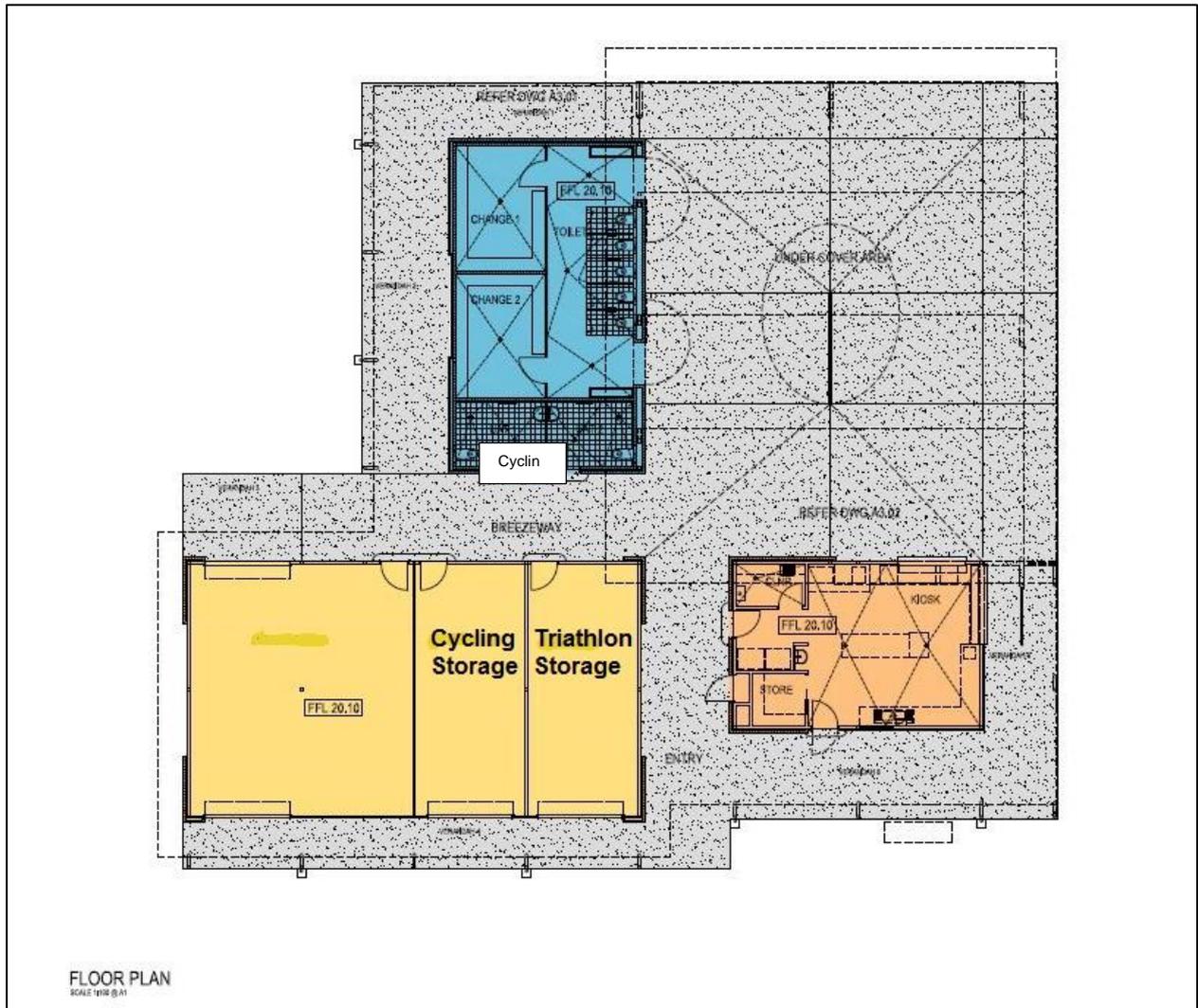
- Land Description** : Lot 32 on Deposited Plan 43670 as detailed in Certificate of Title Volume 1370 Folio 154, being 49-55 North Road Mira Mar
- Proponents** : Albany Cycling Club Inc. and Albany Triathlon Club Inc.
- Owner** : City of Albany
- Report Prepared By** : Team Leader Property and Leasing (T Catherall)
- Responsible Officers:** : Executive Director Corporate Services (M Cole)

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:





In Brief:

- Council is requested to consider two new community licences over portion of purpose built multi-use facility currently being constructed within the Centennial Park Eastern Precinct to:
 - a. Albany Cycling Club Inc.
 - b. Albany Triathlon Club Inc.
- The licence terms being up to 10 years for the purpose of club storage of sporting equipment.
- To satisfy the City's agreed commitments to the Cycling and Triathlon Clubs, it is recommended that Council approve the two new licences.

RECOMMENDATION

CCS134: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SLEEMAN

SECONDED: COUNCILLOR HAMMOND

THAT Council APPROVE community licences on portion of 49-55 North Road, Mira Mar within the Centennial Park Eastern Precinct, to:

- 1. Albany Cycling Club Inc.**
- 2. Albany Triathlon Club Inc.**

Subject to:

- a) Licence purpose being "storage facility for sporting equipment".**
- b) Licence area being approximately 36m² each within the designated areas located within the multi-use facility building.**
- c) Licence commencement date being as soon as practicable following completion of construction of the facility.**
- d) Licence rent being \$510.50 plus GST pa based on 50% of the minimum rate determined by Council each year.**
- e) Licence term being:**
 - Albany Cycling Club Inc. – 2 years, with 4 further 2 year terms, to a maximum of 10 years.**
 - Albany Triathlon Club Inc. – 1 year, with 9 further 1 year terms, to a maximum of 10 years.**
- f) Licence provision to document that the clubs agree to comply with the Centennial Park Sporting Precinct Management Framework and the City of Albany Sporting Precincts Grounds user Guide.**
- g) All costs associated with the ongoing operations of the licence property being payable by the licensee.**
- h) All costs associated with the preparation, execution and completion of the licence documentation being payable by the licensee.**
- i) Licence being consistent with City Policy – Property Management (Leases and Licences).**

CARRIED 11-0

CCS134: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE community licences on portion of 49-55 North Road, Mira Mar within the Centennial Park Eastern Precinct, to:

1. Albany Cycling Club Inc.
2. Albany Triathlon Club Inc.

Subject to:

- a) Licence purpose being "storage facility for sporting equipment".
- b) Licence area being approximately 36m² each within the designated areas located within the multi-use facility building.
- c) Licence commencement date being as soon as practicable following completion of construction of the facility.
- d) Licence rent being \$510.50 plus GST pa based on 50% of the minimum rate determined by Council each year.
- e) Licence term being:
 - Albany Cycling Club Inc. – 2 years, with 4 further 2 year terms, to a maximum of 10 years.
 - Albany Triathlon Club Inc. – 1 year, with 9 further 1 year terms, to a maximum of 10 years.
- f) Licence provision to document that the clubs agree to comply with the Centennial Park Sporting Precinct Management Framework and the City of Albany Sporting Precincts Grounds user Guide.
- g) All costs associated with the ongoing operations of the licence property being payable by the licensee.
- h) All costs associated with the preparation, execution and completion of the licence documentation being payable by the licensee.
- i) Licence being consistent with City Policy – Property Management (Leases and Licences).

BACKGROUND

2. Council at its meeting on 25 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 and the Pavilion in the Western Precinct.
3. Council at its meeting on 23 October 2018 awarded the tender for the construction of a multi-use facility within the Centennial Park Eastern Precinct on City owned land.
4. Construction of the facility commenced 7 February 2019 and it is anticipated will be completed by early June 2019.
5. 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.
6. 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.

7. The City has been working with the three sporting groups who have been actively engaged in the development of the design for the facility, which includes the following components:
 - a. Community canteen
 - b. Storage areas
 - c. Toilets and Change space
 - d. Undercover area
8. The toilets and change space will remain under City management and will be available for hire as part of the seasonal sporting permit process.
9. The City is currently in negotiations with the Southern District Junior Football Association regarding their community licence to ensure we meet their sporting and seasonal arrangements.

DISCUSSION

10. The Albany Cycling and Triathlon Clubs have requested a licence for the designated areas of 36m² each within the new facility for the purpose of storing their sporting equipment.
11. Both clubs have approached the City seeking a reduction of the proposed annual rent of \$1021 + GST (based on minimum rate determined by Council each year) in line with the City's Property Management (Leases and Licences) Policy.
12. This matter has been considered by the Executive team who support a reduction of rent based on 50% of minimum rate being \$510.50 + GST per annum, subject to Council approval, given the small size of the storage space and that the clubs operate on members fees and fundraising.
13. The table below summarises the essential terms of the proposed licences:

ITEM	DETAILS
Licensee	Albany Cycling Club Inc. Albany Triathlon Club Inc.
Land/Licence Area	Portion of Lot 32 on Plan 43670 as detailed in Certificate of Title Volume 1370 Folio 154, Mira Mar. Licence areas approximately 36m ² each.
Land and Building Ownership	City of Albany
Permitted Use	Storage facility for sporting equipment
Term of Licence	<u>Cycling Club</u> 2 years with 4 further 2 year terms to a maximum of 10 years <u>Triathlon Club</u> 1 year with 9 further 1 year terms to a maximum of 10 years Licences to commence as soon as practicable upon building completion
Initial Rent	\$510.50 plus GST pa being the equivalent of 50% 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	City responsible for structural maintenance, electrical wiring, planned and programmed maintenance and annual services of the City's asset. Clubs responsible for cleaning, preventative maintenance and consumables.

14. The clubs have agreed with the above position with the remaining terms of the licence in line with standard terms for community licences and Council 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. For the purposes of this section, a licence of property is considered a disposal.
16. 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 other like nature.
17. The Sporting Clubs are exempt from the advertising requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

19. Council adopted a revised Property Management (Leases and Licences) Policy in July 2017.
20. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
21. The Policy provides that community leases and licences rent in City owned buildings be determined by minimum rate as determined by Council each year.
22. The clubs have requested a reduction of the proposed rent on the basis that the licence areas are small (36m²) and the clubs operate on member fees and fundraising.
23. The remaining terms of the licence agreements will align 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
<i>Reputation: licences not approved.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Seek to negotiate terms to Council satisfaction. The City’s standard licence will be the formal document</i>
<i>Reputation: licences not approved – facility will remain vacant until new occupants sought</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Seek to negotiate terms to Council satisfaction</i>
<i>Opportunity: To provide functional facilities for sporting clubs in line with the Centennial Park Sporting Precinct Masterplan plan.</i>				
<i>Opportunity: To demonstrate the City’s ongoing commitment to support sporting clubs and facilities by providing a facility to store their equipment within the Centennial Park Sporting Precinct.</i>				

FINANCIAL IMPLICATIONS

25. All costs associated with the development, execution and completion of the licence documentation will be met by the clubs.
26. The annual licence rents will be directed to Income – Other Leases.

LEGAL IMPLICATIONS

27. The Deeds 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 the Cycling and Triathlon Clubs it is not considered that there is an alternate option. The proposed licences will formalise the intention for the multi-use facility.
30. Council may however decline the request for rental reduction as proposed, being 50% of minimum rate, although it is understood this may then provide financial concerns for the clubs.

CONCLUSION

31. The community multi-use facility within the Centennial Park Eastern Precinct is scheduled to reach practical completion in June this year.
32. Albany Cycling Club Inc. and Albany Triathlon Club Inc. have requested licence agreements to secure designated areas within the facility located along North Road for the purpose of storage facilities for sporting equipment.
33. To satisfy the City’s agreed commitments to the clubs, it is recommended that the proposed new licences 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)	:	PRO443 & PRO444, A96087 (Frederickstown Ward)
Previous Reference	:	OCM 23/10/2018 Item DIS130

**CCS135: PROPOSED FINANCIAL ASSISTANCE AGREEMENT - ALBANY
MOTOR SPORTS PARK**

Land Description : Lot 5780, 54 Down Road South, Drome
Proponent : City of Albany
Attachments : **CONFIDENTIAL**
Report Prepared By : Executive Director Infrastructure & Environment (M Thomson)
Responsible Officers: : Executive Director Corporate Services (M Cole)

CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2) (c) & (e) of the Local Government Act 1995, is a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and would reveal information that has information about the business, professional, commercial or financial affairs of a person.

6.44pm Councillor Terry resumed the Chair.

7.00pm Councillor Smith left the Chamber. Councillor Smith was not present for the voting on this item.

RESOLUTION

**MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR SLEEMAN**

THAT the meeting be closed to the public in order to discuss CCS135: Proposed Financial Assistance Agreement - Albany Motor Sports Park

CARRIED 11-0

6.44pm Council went behind closed doors.

RESOLUTION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SLEEMAN**

THAT the meeting be re-opened to the public.

CARRIED 10-0

7.13pm Council came from behind closed doors.

CCS135: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SLEEMAN**

THAT Council ENDORSE the Financial Assistance Agreement between the Department of the Local Government Sports and Cultural Industries and the City of Albany for the development of the Motor Sports Park at Lot 5780 Down Road South.

CARRIED 10-0

CCS135: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ENDORSE the Financial Assistance Agreement between the Department of the Local Government Sports and Cultural Industries and the City of Albany for the development of the Motor Sports Park at Lot 5780 Down Road South.

**CCS136: COMMUNITY SPORTING AND RECREATION FACILITIES
FUND 2018/2019 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: City of Albany
Attachments	: City Sporting Precincts - Cricket – Correspondence, Cricket Condition Photographs and Project Assessment Sheet
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:** Community Health & Participation
 - **Objective:** To develop and support a healthy, inclusive and accessible community
 - **Community Priority:** Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages.

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 to the project.

RECOMMENDATION

CCS136: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR SUTTON**

That Council RANK the CSRFF Small Grant application in the following order for the CSRFF March 2019 Funding Round:

1. **City of Albany Sporting Precincts – Replace and upgrade the synthetic centre wickets and cricket nets at the City of Albany's (CoA) major regional sporting precincts (Centennial Park and Collingwood Park Sporting Precincts) - Small Grant (ranked one of one).**

CARRIED 8 -2

Against the Vote: Councillor Goode, Councillor Sleeman

CCS136: RESPONSIBLE OFFICER RECOMMENDATION 1

That Council RANK the CSRFF Small Grant application in the following order for the CSRFF March 2019 Funding Round:

1. **City of Albany Sporting Precincts – Replace and upgrade the synthetic centre wickets and cricket nets at the City of Albany's (CoA) major regional sporting precincts (Centennial Park and Collingwood Park Sporting Precincts) - Small Grant (ranked one of one).**

CCS136: COMMITTEE RECOMMENDATION 2

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY**

THAT Council APPROVE a total of \$86,816.00 (exc. GST) from the 2019/2020 budget for:

- **City of Albany's (Centennial Park Central Precinct and Collingwood Park Sporting Precinct) - synthetic centre wickets and cricket nets (\$175,224.00).**
- **The funding amount does not exceed a total of \$86,816.00 (exc. GST).**

CARRIED 7 -3

Against the Vote: Councillor Goode, Councillor Sleeman, and Councillor Stephens

CCS136: RESPONSIBLE OFFICER RECOMMENDATION 2

THAT Council APPROVE a total of \$86,816.00 (exc. GST) from the 2019/2020 budget for:

- **City of Albany's (Centennial Park Central Precinct and Collingwood Park Sporting Precinct) - synthetic centre wickets and cricket nets (\$175,224.00).**
- **The funding amount does not exceed a total of \$86,816.00 (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 \$12 million program. All three rounds are often oversubscribed and organisations 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 \$200,000 and is delivered within a 12 month period.
5. Department of Local Government, Sport and Cultural Industries has recently amended the CSRFF guidelines in relation to resurfacing of existing sports surfaces. It is expected that facility managers will now budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years, and will be considered a low priority for funding. If successful the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.
6. 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.
7. Clubs and local government authority must demonstrate equitable access to the public on a short term and casual basis.
8. 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.

9. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
10. 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.
11. 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.
12. 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 28 2019.
13. 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

14. The grant guidelines require Council to provide a ranking for the projects.
15. 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
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. The City of Albany has one (1) Small Grant Applications this round. The following additional information is provided about the project and funding application:

City of Albany's (Centennial Park Central Precinct and Collingwood Park Sporting Precinct) - synthetic centre wickets and cricket nets

18. The funding application is a Small Grant Application to replace and upgrade the synthetic centre wickets and cricket nets at both precincts.
19. This will complete and complement the upgrade to fields and construction of a new clubhouse for cricket (senior and junior) in the Great Southern, as part of the wider Centennial Park Master Plan and CoA objectives to enhance sporting and recreation facilities to increase participation in physical activity, attract premier sporting events, and provide support, infrastructure and training that will enable future generations of athletes to compete at regional, state, national and/or international levels.
20. The Centennial Park Sporting Precinct (CPSP) is the premier sporting precinct in the Great Southern catering for a wide range of indoor and outdoor sports facilities. It is one of the largest recreational reserves in Western Australia and is centrally located near the Albany CBD. Specific enhancements to cricket facilities through this project at Centennial Park Central Precinct will include three (3) cricket nets and one (1) centre wicket.
21. Collingwood Park is also an important recreational hub that extends and complements Centennial Park activity within the suburb of Collingwood Park in Albany. It is home to North Albany Football Club and a number of other senior and junior sports including cricket and touch rugby. Specific upgrades at Collingwood Park through the project include two (2) cricket nets and one (1) centre wicket.
22. The current facilities at both Centennial and Collinwood Parks have reached the end of their life and are unsafe to use for the cricket players and the public. Significant wear is evident on all associated infrastructure, as identifiable in the supporting condition photographs (Albany Cricket Facilities Condition). The proposed upgrades will greatly enhance and refresh this ageing infrastructure to support existing high volume junior and senior cricket participation at all levels in Albany and the Great Southern region, as well as encouraging club growth and boosted participation from the wider regional community.
23. Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager assessed the project as having a high priority.
24. The City of Albany has carried out a risk assessment and the project is rated as medium – high (People's Health and Safety).

GOVERNMENT & PUBLIC CONSULTATION

25. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has consulted with the City of Albany.
26. The City of Albany has conducted site visits (2018) and consulted with the clubs benefiting from this Community Sporting project.

STATUTORY IMPLICATIONS

27. There is no statutory requirement.
28. 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, safety risk and strategic overview.
29. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
30. 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

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
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 upgrade facilities may result in community missed economic and social opportunities.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Support the funding application, or work with City officers and club to source other funding streams.</i>
Reputation & Financial <i>Failure to distribute Council's 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>Support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding.</i>

FINANCIAL IMPLICATIONS

- 34. The projected total cost for both projects is \$175,224.00.
- 35. The City of Albany has an application lodged with Cricket Australia for \$30,000 - Cricket Infrastructure Round. This is the maximum amount an organisation can apply for and the project is dependent upon a successful return of the application. The funding is viewed as the clubs financial contribution to the project.
- 36. The City of Albany cash contribution is budgeted in the 2019/2020 budget workshop documents for budget deliberation.
- 37. This is the final CSRFF small grants round for 2018/2019 financial year.

38. The following table provides the budget detail and requests for financial support from the funding bodies:

Albany Cricket Facilities – Centennial Park Central Precinct and Collingwood Park				
	Expenses	Cricket Australia	DLGSCI	City of Albany Cash
Central Precinct				
3 x Cricket Nets	\$82,375.00	\$15,000.00	\$29,204.00	\$38,171.00
Centre Wicket	\$13,335.00			\$13,335.00
Subtotal	\$ 95,710.00			
Collingwood Park				
2 x Cricket Nets	\$66,579.00	\$15,000.00	\$ 29,204.00	\$22,375.00
Centre Wicket	\$12,935.00			\$12,935.00
Subtotal	\$79,514.00			
Budget	\$175,224.00	\$30,000.00	\$58,408.00	\$86,816.00

LEGAL IMPLICATIONS

39. Nil.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

41. Council may choose not to provide funding assistance for the project.
42. Council may choose to provide more or less funding assistance to the project.

CONCLUSION

43. 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.
44. The project meets the criteria provided by the Department. They are considered well planned and needed by the applicant and district. Council is required to endorse the officers ranking. City officers have ranked the application in the following order:
- City of Albany's (Centennial Park Central Precinct and Collingwood Park Sporting Precinct) - synthetic centre wickets and cricket nets (one of one)
45. Council is not obliged to fund any of the projects.
46. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
47. 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 29 March 2019.
- 48.

File Number (Name of Ward)	:	All Wards
Previous Reference	:	CCS076 – 28/08/2018 OCM

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil

12. MEETING CLOSED TO THE PUBLIC

CCS135: PROPOSED FINANCIAL ASSISTANCE AGREEMENT - ALBANY MOTOR SPORTS
PARK

13. CLOSURE The Chair declared the meeting closed at 7.38pm