

ATTACHMENTS

Community and Corporate Services Committee

Tuesday 14 September 2021

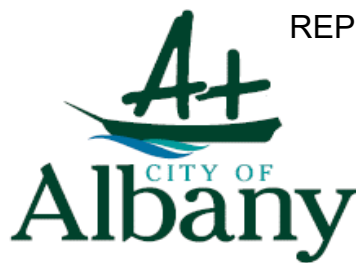
6.00pm

Council Chambers

COMMUNITY & CORPORATE SERVICES COMMITTEE
ATTACHMENTS – 14/09/2021

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CITY OF ALBANY

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 31 JULY 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**CITY OF ALBANY
COMPILATION REPORT
FOR THE PERIOD ENDED 31 JULY 2021**

Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Shows a Closing Funding Position for the period ended 31 July 2021 of \$1,260,631.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: P. Martin
Financial Accountant

Reviewed by: S. Van Nierop
Manager Finance

Date prepared: 26-Aug-2021

CITY OF ALBANY
STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE REPORT ITEM CCS 376 REFERS
FOR THE PERIOD ENDED 31 JULY 2021

Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Operating Revenues							
Rate Revenue	39,670,655	39,670,655	-	-	-		
Grants & Subsidies	4,356,304	4,356,304	65,514	166,359	100,845	154%	▲
Contributions, Donations & Reimbursements	863,627	863,627	36,451	63,297	26,846	74%	
Profit on Asset Disposal	30,600	30,600	2,549	-	(2,549)	(100%)	
Fees and Charges	18,122,386	18,122,386	1,360,079	1,451,567	91,488	7%	
Interest Earnings	455,193	455,193	24,522	8,969	(15,553)	(63%)	
Other Revenue	194,560	194,560	7,690	9,313	1,623	21%	
	63,693,325	63,693,325	1,496,805	1,699,505			
Operating Expenses							
Employee Costs	(27,974,357)	(27,974,357)	(2,121,381)	(1,974,641)	146,740	7%	▼
Materials and Contracts	(23,679,400)	(23,679,400)	(1,199,620)	(1,104,127)	95,493	8%	
Utilities Charges	(1,894,102)	(1,894,102)	(86,792)	(27,507)	59,285	68%	
Depreciation (Non-Current Assets)	(17,658,413)	(17,658,413)	(1,471,539)	(1,509,108)	(37,569)	(3%)	
Interest Expenses	(500,313)	(500,313)	(39,281)	(1,554)	37,727	96%	
Insurance Expenses	(710,860)	(710,860)	(65,696)	(373)	65,323	99%	
Loss on Asset Disposal	(635,822)	(635,822)	(52,964)	(16,838)	36,126	68%	
Other Expenditure	(3,527,625)	(3,527,625)	(243,432)	(165,911)	77,521	32%	
Less: Allocated to Infrastructure	1,027,608	1,027,608	85,595	12,951	(72,644)	85%	
	(75,553,284)	(75,553,284)	(5,195,110)	(4,787,108)			
Contributions for the Development of Assets							
Grants & Subsidies	21,292,692	21,292,692	19,336	-	(19,336)	(100%)	
Contributions, Donations & Reimbursements	3,748,455	3,748,455	15,847	12,011	(3,836)	24%	
	25,041,147	25,041,147	35,183	12,011			
Net Operating Result							
	13,181,188	13,181,188	(3,663,122)	(3,075,592)			
Funding Balance Adjustment							
Add Back: Depreciation	17,658,413	17,658,413	1,471,539	1,509,108	37,569	3%	
Adjust (Profit)/Loss on Asset Disposal	605,222	605,222	50,415	16,838	(33,577)	(67%)	
Adjust (Profit)/Loss on Value of Investments	-	-	-	-	-	-	
Carrying Value Investment Land Sold	-	-	-	-	-	-	
Movement From Non-Current to Current	-	-	-	-	-	-	
	31,444,822	31,444,822	(2,141,168)	(1,549,646)			
Funds Demanded From Operations							
	806,551	806,551	70,000	44,955			
Capital Revenues							
Proceeds from Disposal of Assets	806,551	806,551	70,000	44,955	(25,045)	(36%)	
	806,551	806,551	70,000	44,955			
Acquisition of Fixed Assets							
Land & Buildings	(7,024,181)	(7,024,181)	(160,272)	(24,008)	136,264	85%	▼
Furniture & Office Equipment	(418,824)	(418,824)	(10,713)	(3,520)	7,193	67%	
Vehicles, Plant & Equipment	(3,837,000)	(3,837,000)	(47,898)	-	47,898	100%	
Infrastructure	(36,167,718)	(36,167,718)	(967,135)	(510,898)	456,237	47%	▼
	(47,447,723)	(47,447,723)	(1,186,018)	(538,425)			
Financing/Borrowing							
Repayment of Borrowing	(2,401,452)	(2,401,452)	-	-	-		
Proceeds from Borrowing	3,875,000	3,875,000	-	-	-		
Principal Portion of Lease Liabilities	(164,702)	(164,702)	(13,720)	(16,042)	(2,322)	(17%)	
Self-Supporting Loan Principal	13,729	13,729	-	-	-		
	1,322,575	1,322,575	(13,720)	(16,042)			
Demand for Resources							
	(13,873,775)	(13,873,775)	(3,270,906)	(2,059,159)			
Restricted Funding Movements							
Opening Position	3,959,644	3,959,644	3,959,644	3,319,789	(639,855)	-16%	▼
Transfer to Reserves	(15,842,740)	(15,842,740)	-	-	-	100%	
Transfer from Reserves	25,756,871	25,756,871	-	-	-	100%	
	13,873,775	13,873,775	3,959,644	3,319,789			
Closing Funding Surplus/(Deficit)							
	-	-	688,738	1,260,631			

REPORT ITEM CCS 376 REFERS

CITY OF ALBANY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2021

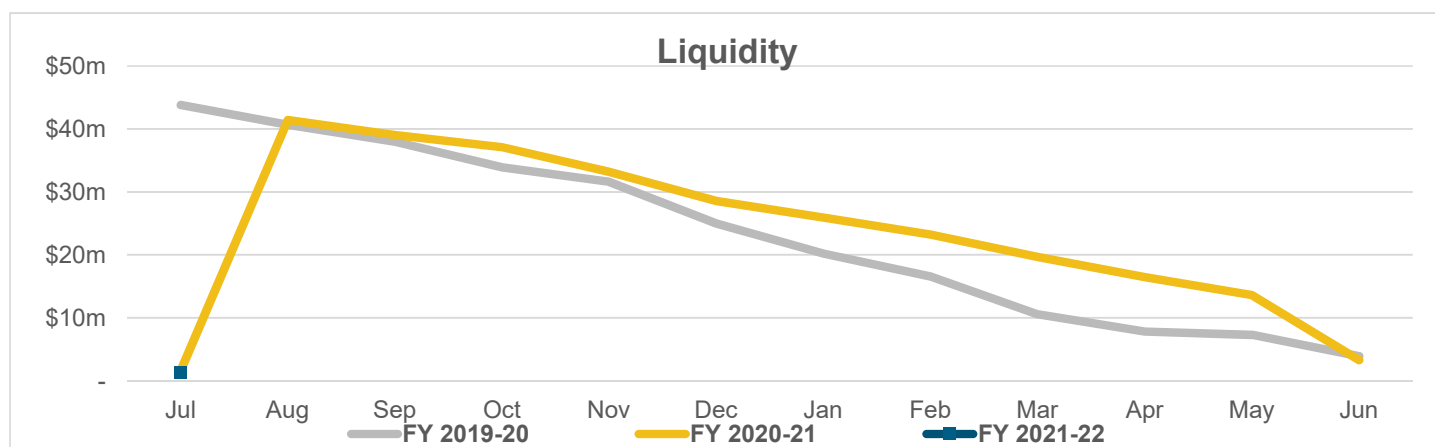
NOTE 1 EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Rate Revenue	-				No material variance.
Grants & Subsidies	100,845	154%	▲	Timing / Permanent	Variance is attributable to the receipt of unbudgeted operational grants/contributions for City Events (\$40k) & Coastal Management Planning (\$50k).
Contributions, Donations & Reimbursements	26,846	74%			No material variance.
Profit on Asset Disposal	(2,549)	-100%			No material variance.
Fees and Charges	91,488	7%			No material variance.
Interest Earnings	(15,553)	-63%			No material variance.
Other Revenue	1,623	21%			No material variance.
Operating Expenses					
Employee Costs	146,740	7%	▼	Timing	Notable observed variances in salaries & wages (-\$137k), superannuation (-\$9k) & staff training expenses (-\$8k). Variance is attributable to high annual leave utilisation & timing of recruitment for budgeted positions.
Materials and Contracts	95,493	8%			No material variance.
Utilities Charges	59,285	68%			No material variance.
Depreciation (Non-Current Assets)	(37,569)	(3%)			No material variance.
Interest Expenses	37,727	96%			No material variance.
Insurance Expenses	65,323	99%			No material variance.
Loss on Asset Disposal	36,126	68%			No material variance.
Other Expenditure	77,521	32%			No material variance.
Less: Allocated to Infrastructure	(72,644)	85%			No material variance.
Contributions for the Development of Assets					
Grants & Subsidies	(19,336)	(100%)			No material variance.
Contributions, Donations & Reimbursements	(3,836)	24%			No material variance.
Funding Balance Adjustment					
Add Back: Depreciation	37,569	3%			No material variance.
Adjust (Profit)/Loss on Asset Disposal	(33,577)	(67%)			No material variance.
Adjust (Profit)/Loss on Value of Investments	-	-			No material variance.
Carrying Value Investment Land Sold	-	-			No material variance.
Movement From Non-Current to Current	-	-			No material variance.
Capital Revenues					
Proceeds from Disposal of Assets	(25,045)	(36%)			No material variance.
Acquisition of Fixed Assets					
Land & Buildings	136,264	85%	▼	Timing	Variance is attributable to the timing of completion & invoicing for numerous building projects. Notable variances to the YTD budget include; Animal Impound Improvements (-\$23k), Youth Challenge Park Public Restrooms (-\$20k) & Airport Hangars (-\$18k).
Furniture & Office Equipment	7,193	67%			No material variance.
Vehicles, Plant & Equipment	47,898	100%			No material variance.
Infrastructure	456,237	47%	▼	Timing	Variances observed across numerous projects in all classes of infrastructure. Notable variances to the YTD budget include; Middleton Beach Public Realm Enhancements (-\$237k), Hanrahan Landfill Gas Extraction Systems (-\$109k) & Adelaide Cres Drainage Upgrades (-\$30k).
Financing/Borrowing					
Repayment of Borrowing	-				No material variance.
Proceeds from Borrowing	-				No material variance.
Principal Portion of Lease Liabilities	(2,322)	(17%)			No material variance.
Self-Supporting Loan Principal	-				No material variance.
Restricted Funding Movements					
Opening Position	(639,855)	(16%)	▼	Permanent	Pending audit/final closing position as at 30 June 2021
Restricted Cash Utilised - Loan	-				No material variance.
Transfer to Reserves	-	100%			No material variance.
Transfer from Reserves	-	100%			No material variance.

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 2
NET CURRENT FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 31 JULY 2021	FOR THE PERIOD ENDED 30 JUNE 2021	FOR THE PERIOD ENDED 31 JULY 2020
		\$	\$	\$
Current Assets				
Cash - Unrestricted		12,787,604	16,564,044	7,732,799
Cash - Restricted		37,243,396	37,232,508	29,333,955
Trade Receivables - Rates and Rubbish	4	1,194,814	1,693,991	1,417,719
Trade Receivables - Other		690,581	1,061,997	865,317
Inventories		1,032,175	1,048,767	1,585,225
Contract Assets		219,000	1,219,000	-
Other Current Assets		380,178	788,808	262,093
Other Financial Assets - Self Supporting Loan		13,729	13,729	13,307
		53,561,476	59,622,843	41,210,415
Less: Current Liabilities				
Trade & Other Payables		(3,438,019)	(7,248,788)	(3,083,708)
Contract Liabilities		(5,786,629)	(5,812,866)	(1,094,479)
Lease Liabilities		(167,528)	(183,570)	(156,679)
Borrowings		(2,413,321)	(2,413,321)	(2,522,894)
Provisions		(5,837,716)	(6,002,919)	(5,944,049)
		(17,643,213)	(21,661,463)	(12,801,809)
Adjustments				
Add Back: Borrowings		2,413,321	2,413,321	2,522,894
Add Back: Lease liability payments		167,528	183,570	156,679
(Less): Cash Backed Reserves		(37,224,752)	(37,224,752)	(29,298,894)
(Less): Other Financial Assets - Self Supporting Loan		(13,729)	(13,729)	(13,307)
(Less): Investment land		-	-	(158,000)
		(34,657,632)	(34,641,590)	(26,790,628)
Net Current Funding Position		1,260,631	3,319,789	1,617,977

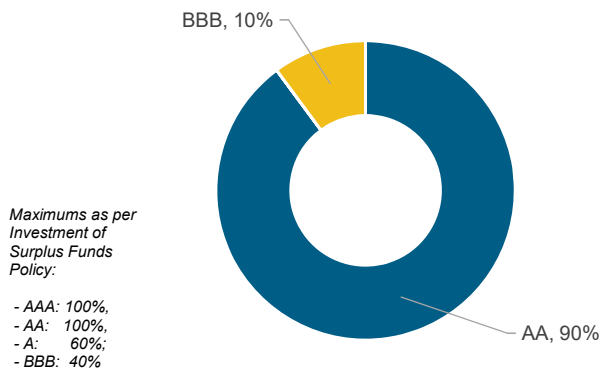
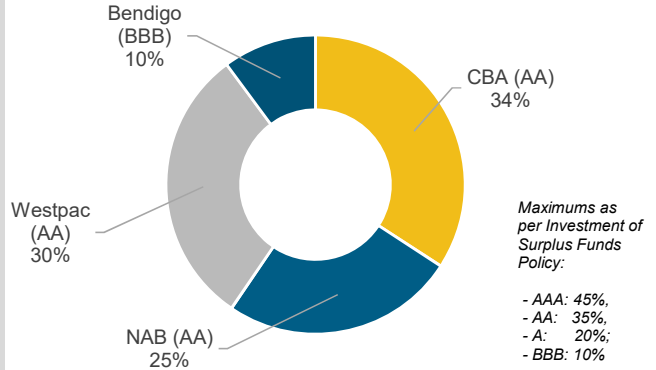
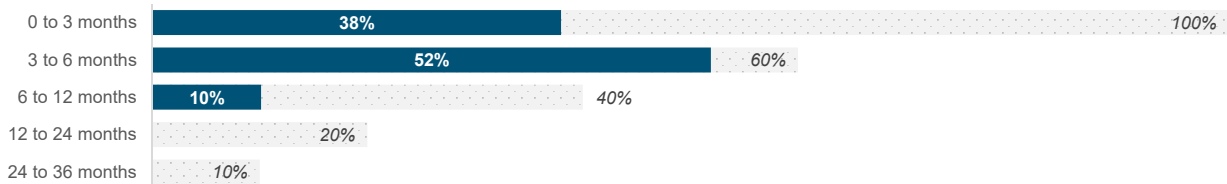


COMMENTS:

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 3
CASH INVESTMENTS

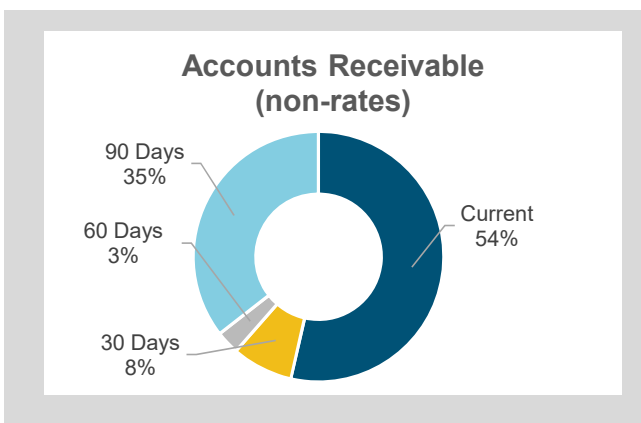
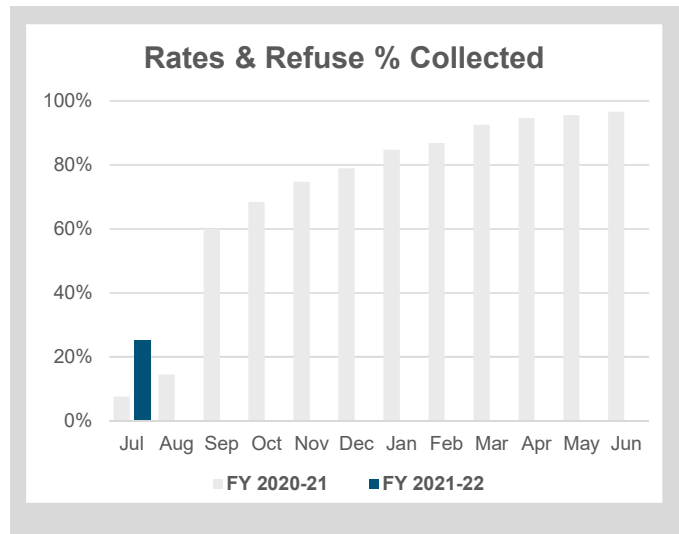
Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	CBA	AA	0.21%	04-May-21	02-Aug-21	0 to 3 months	3,000,000	1,553
General Municipal	CBA	AA	0.23%	07-May-21	09-Aug-21	3 to 6 months	1,500,000	888
General Municipal	NAB	AA	0.29%	21-Jun-21	20-Sep-21	0 to 3 months	1,500,000	1,085
General Municipal	Bendigo	BBB	0.25%	22-Jun-21	20-Oct-21	3 to 6 months	2,000,000	1,644
General Municipal	NAB	AA	0.28%	28-Jun-21	28-Sep-21	0 to 3 months	2,500,000	1,764
General Municipal	Westpac	AA	0.23%	13-Jul-21	13-Nov-21	3 to 6 months	3,000,000	2,325
							13,500,000	9,260
Restricted	Westpac	AA	0.35%	29-Jan-21	29-Aug-21	6 to 12 months	4,000,000	8,132
Restricted	NAB	AA	0.30%	31-May-21	30-Aug-21	0 to 3 months	3,000,000	2,244
Restricted	NAB	AA	0.28%	14-Jun-21	13-Sep-21	0 to 3 months	3,000,000	2,094
Restricted	CBA	AA	0.20%	24-May-21	21-Sep-21	3 to 6 months	3,500,000	2,301
Restricted	CBA	AA	0.23%	08-Jul-21	08-Oct-21	0 to 3 months	2,000,000	1,159
Restricted	Bendigo	BBB	0.25%	13-Jul-21	10-Nov-21	3 to 6 months	2,000,000	1,644
Restricted	CBA	AA	0.25%	22-Jul-21	22-Nov-21	3 to 6 months	3,500,000	2,949
Restricted	Westpac	AA	0.27%	16-Jul-21	16-Dec-21	3 to 6 months	2,000,000	2,264
Restricted	Westpac	AA	0.27%	23-Jul-21	23-Dec-21	3 to 6 months	3,000,000	3,395
							26,000,000	26,182
Weighted Average Interest Rate: 0.26%							Total: 39,500,000	35,442

Portfolio Credit Framework**Counterparty Credit Limits****Term to Maturity Framework****COMMENTS:**

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 4
RECEIVABLES

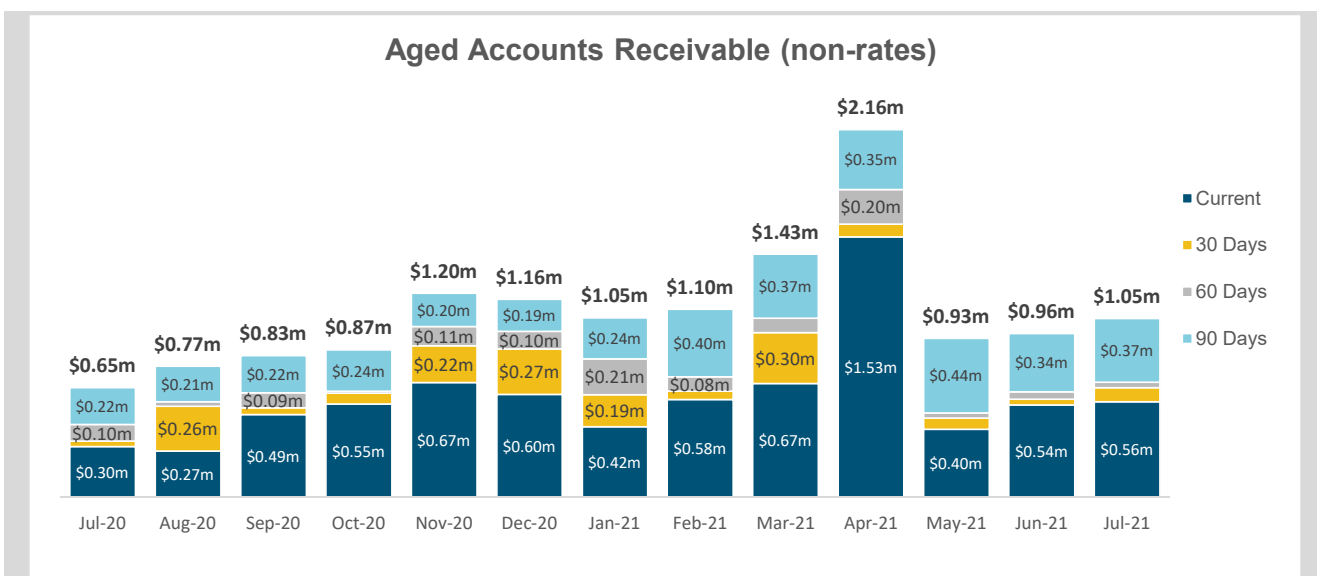
Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,594,665
Rates Levied	0
Refuse Levied	0
ESL Levied	0
Other Charges Levied	804
Amount Levied	1,595,468
(Less): Collections (Prior Years)	(400,655)
(Less): Collections (Current Year)	0
Amount Collected	(400,655)
Total Rates & Charges Collectable	1,194,814
% Collected	25.1%



Accounts Receivable (non-rates)

	\$	%
Current	561,948	54%
30 Days	82,843	8%
60 Days	31,625	3%
90 Days	372,765	36%
	1,049,182	100%

Amounts shown above include GST (where applicable)



COMMENTS:

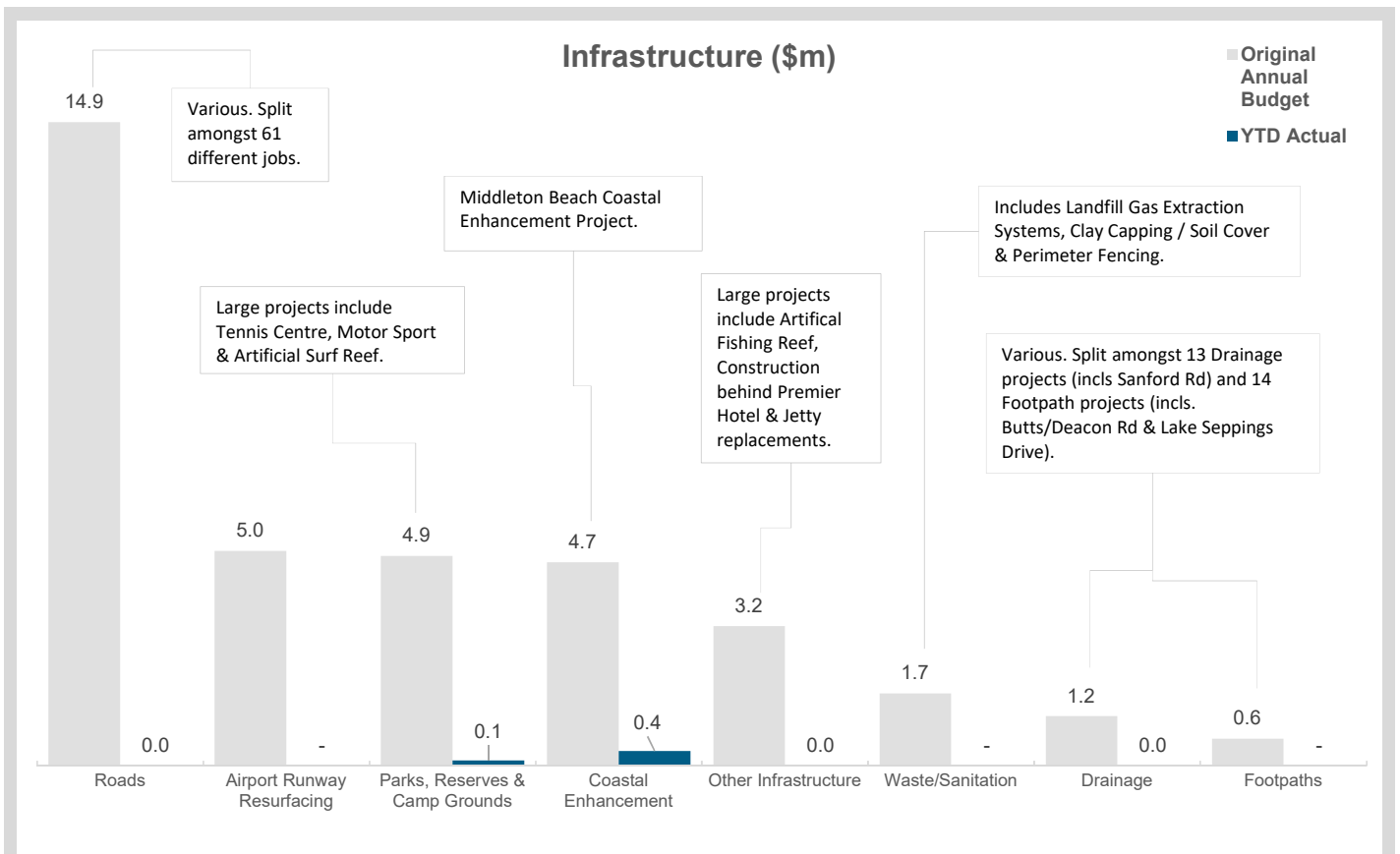
CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 5
CAPITAL ACQUISITIONS

Capital Acquisitions	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Land & Buildings	7,024,181	7,329,693	160,272	24,008	(136,264)	(85%)	▼
Furniture & Office Equipment	418,824	418,824	10,713	3,520	(7,193)	(67%)	
Vehicles, Plant & Equipment	3,837,000	3,837,000	47,898	0	(47,898)	(100%)	
Infrastructure*	36,167,718	35,982,732	967,135	510,898	(456,237)	(47%)	▼
Total Capital Acquisitions	47,447,723	47,568,249	1,186,018	538,425	(647,593)	(55%)	▼

Breakdown of Infrastructure

Roads	14,895,886	14,980,617	65,963	16,495	(49,468)	(75%)	
Airport Runway Resurfacing	4,976,356	4,976,356	0	0	0		
Parks, Reserves & Camp Grounds	4,859,861	4,898,403	107,281	129,990	22,709	21%	
Coastal Enhancement	4,717,628	4,369,414	590,736	352,536	(238,200)	(40%)	▼
Other Infrastructure	3,241,679	3,204,497	54,076	8,858	(45,218)	(84%)	
Waste/Sanitation	1,683,048	1,683,048	108,917	0	(108,917)	(100%)	▼
Drainage	1,155,670	1,155,400	34,133	3,019	(31,114)	(91%)	
Footpaths	637,590	714,997	6,029	0	(6,029)	(100%)	
Subtotal: Infrastructure	36,167,718	35,982,732	967,135	510,898	(456,237)	(47%)	▼



COMMENTS:

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
30/06/2021	ARTWORKARCHIVE.COM	Annual Subscription	\$ 943.15
30/06/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 23.58
30/06/2021	AHRI LTD	Training - E Harding - Change Management	\$ 545.00
30/06/2021	AHRI LTD	Training - D Waugh - HR Strategy Plan	\$ 695.00
30/06/2021	AHRI LTD	Training - D Waugh - Internal HR Consulting	\$ 1,395.00
30/06/2021	AHRI LTD	Training - H Loncar - Mining Data for HR Insights & Mental Health at Work	\$ 2,325.00
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
05/07/2021	MAILCHIMP	Monthly Subscription Fee	\$ 378.98
06/07/2021	VANCOUVER STREET CAFÉ	Meeting - A Sharpe, Mayor & Deputy Mayor	\$ 16.50
07/07/2021	VANCOUVER STREET CAFÉ	Alliance CEO Breakfast - A Sharpe	\$ 73.50
07/07/2021	VANCOUVER STREET CAFÉ	Alliance CEO Breakfast - A Sharpe	\$ 5.00
08/07/2021	HAZ BEANZ FINESTKIND	Meeting - A Sharpe, Ian Smith, Mayor, Deputy Mayor - RE Local Issues	\$ 22.00
09/07/2021	NESPRESSO	Coffee Pods for CEO Office	\$ 207.60
12/07/2021	CAFÉ ESPRESSO ONE	Meeting - A Sharpe & R Batten	\$ 8.50
13/07/2021	GOOGLE ADS	Advertising - NAC	\$ 1.28
14/07/2021	CAFÉ ESPRESSO ONE	Meeting - A Sharpe & Cr Tracy Sleeman	\$ 9.00
15/07/2021	WIX.COM INC	Website Hosting	\$ 36.89
15/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 0.92
16/07/2021	LATER.COM	Monthly - Social Media Scheduling Software	\$ 39.02
16/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 0.98
19/07/2021	REGIONAL EXPRESS	Flights - A Sharpe & Mayor - Partial Refund	-\$ 367.38
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
01/07/2021	ZOOM AUSTRALIA	Video Conferencing Facility	\$ 160.95
02/07/2021	GRAVITY FORMS	Contact & Form Development - ASC Website	\$ 288.93
02/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 7.22
04/07/2021	REZDY	Monthly Charge - Rezdy Account - NAC	\$ 290.07
06/07/2021	DROPBOX	Subscription for Incident Management Team (Ongoing)	\$ 231.00
07/07/2021	EXPEDIA	Accommodation - N Tysoe - Ranger Training	\$ 899.55
09/07/2021	APPLE ONLINE	Albany Developer Licence - Albany APP	\$ 149.00
11/07/2021	SWIFTYPE.COM	Website Monthly Fee (USD \$249) (Ongoing)	\$ 336.12
11/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 8.40
12/07/2021	MELVILLE HOLDEN	Vehicle Parts	\$ 233.10
14/07/2021	SOUNDGEAR AUST	Loud Hailer - WHS Requirements	\$ 209.00
14/07/2021	EXPEDIA	Accommodation - S Smith - Procurement Training	\$ 121.51
14/07/2021	EXPEDIA	Accommodation - S Reitsema - Recovery Training	\$ 121.51
15/07/2021	REGIONAL EXPRESS	Flights - S Smith - Procurement Training	\$ 329.38
15/07/2021	NEW SIGNS	Provision of Signage	\$ 118.00
20/07/2021	REZDY	Monthly Charge - Rezdy Account - AVC	\$ 9.30
22/07/2021	REGIONAL EXPRESS	Flights - Employee - Insurance Recouped	\$ 329.38
22/07/2021	SAI GLOBAL	Provision - Standards	\$ 301.00
24/07/2021	ZOOM AUSTRALIA	Video Conferencing Facility	\$ 160.95

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
24/07/2021	ENVOYER	Licence Key - Monthly Membership	\$ 13.60
24/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 0.34
27/07/2021	DEPT MINES, INDUSTRY REGULATION & SAFETY	Worksafe - High Risk Licence	\$ 78.50
28/07/2021	WPMU	Licence Key - Monthly	\$ 66.80
28/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 1.67
30/06/2021	DAN MURPHY	Refreshments - EOFY Team Barbeque	\$ 244.63
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
02/07/2021	WALGA	Refund - Training - R March - Roads & Transport Forum	-\$ 70.00
07/07/2021	DEPT MINES, INDUSTRY REGULATION & SAFETY	Worksafe - High Risk Licence	\$ 53.00
07/07/2021	DEPT MINES, INDUSTRY REGULATION & SAFETY	Worksafe - High Risk Licence	\$ 53.00
07/07/2021	DEPT MINES, INDUSTRY REGULATION & SAFETY	Worksafe - High Risk Licence	\$ 53.00
08/07/2021	DAN MURPHY	Refreshments - EOFY Team Barbeque	\$ 109.75
14/07/2021	SKYMESH	Monthly fee for Cape Riche Internet Service	\$ 54.95
20/07/2021	ASIC	Company Search Fee	\$ 9.00
20/07/2021	ASIC	Company Search Fee	\$ 18.00
20/07/2021	ASIC	Company Search Fee	\$ 18.00
20/07/2021	ASIC	Company Search Fee	\$ 18.00
21/07/2021	ASIC	Company Search Fee	\$ 9.00
22/07/2021	LA BOTANIC	Flower Arrangements	\$ 55.00
28/07/2021	DEPT MINES, INDUSTRY REGULATION & SAFETY	Worksafe - High Risk Licence	\$ 78.50
29/07/2021	DEPT OF WATER & ENVIRONMENTAL REGULATION	Clearing Permit	\$ 400.00
01/07/2021	RED DOT STORES	Consumables - Gift Box and Wrapping Paper	\$ 9.00
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
01/07/2021	WIX.COM INC	Website Hosting	\$ 29.06
01/07/2021	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.73
26/07/2021	ASIC	Business Name Renewal - Albany Regional Day Care	\$ 88.00
26/07/2021	ASIC	Business Name Renewal - Albany Public Library	\$ 88.00
26/07/2021	ASIC	Business Name Renewal - Albany Leisure & Aquatic Centre	\$ 88.00
26/07/2021	ASIC	Business Name Renewal - Albany (Harry Riggs) Regional Airport	\$ 88.00
30/06/2021	SURVEY MONKEY	Survey Monkey - 12 Month Subscription Fee - ALAC	\$ 242.73
01/07/2021	COMMONWEALTH BANK	Credit Card Annual Fee	\$ 15.00
02/07/2021	ALEX HOTEL	Accommodation - S Majidi - PLWA Visioning Workshop	\$ 210.00
02/07/2021	ALEX HOTEL	Accommodation - T Crosby - WA Showcase & WA New Museum Opening & Gallery Visits	\$ 600.00
07/07/2021	FACEBOOK	Facebook & Instagram Advertising	\$ 351.31
08/07/2021	SOUNDTRACK YOUR BRAND	Music Service - ALAC - Monthly Subscription	\$ 33.57
08/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 0.84
09/07/2021	RADICAL FITNESS	Radical Fitness - ALAC - Monthly Subscription	\$ 19.95
14/07/2021	NEWS LIMITED	The Australian - Digital Subscription	\$ 4.00
15/07/2021	AUSTRALIAS SOUTH WEST	Australia South West Ultimate Membership - NAC	\$ 395.00
20/07/2021	REGIONAL EXPRESS	Flights - T Crosby & I Geidans - Alternate Archive Exhibition & Sheila Network Event	\$ 897.28
24/07/2021	ALEX HOTEL	Accommodation - T Crosby - Alternate Archive Exhibition & Sheila Network Event	\$ 460.00
24/07/2021	ALEX HOTEL	Accommodation - I Geidans - Alternate Archive Exhibition & Sheila Network Event	\$ 460.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
26/07/2021	ALEX HOTEL	Emergency Accommodation - T Crosby - Flight Reschedule	\$ 230.00
26/07/2021	ALEX HOTEL	Emergency Accommodation - I Geidans - Flight Reschedule	\$ 230.00
26/07/2021	ALEX HOTEL	Meals - T Crosby - Alternate Archive Exhibition & Sheila Network Event	\$ 47.00
26/07/2021	ALEX HOTEL	Meals - I Geidans - Alternate Archive Exhibition & Sheila Network Event	\$ 95.50
27/07/2021	ALEX HOTEL	Meals - T Crosby - Alternate Archive Exhibition & Sheila Network Event	\$ 28.00
27/07/2021	ALEX HOTEL	Meals - T Crosby - Alternate Archive Exhibition & Sheila Network Event	\$ 31.00
27/07/2021	ALEX HOTEL	Meals - I Geidans - Alternate Archive Exhibition & Sheila Network Event	\$ 24.00
27/07/2021	SHOPIFY	Forts Store Online - Shipping Calculator - Monthly Subscription	\$ 13.64
27/07/2021	COMMONWEALTH BANK	International Transaction Fee	\$ 0.34
28/07/2021	DEPT OF COMMUNITIES	Albany Regional Day Care Service Wavier Fee - Regulation Application	\$ 112.00
			\$ 16,895.58

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

PAYROLL TRANSACTIONS

DATE	DESCRIPTION	AMOUNT
19/07/2021	Superannuation	\$ 124,895.40
29/07/2021	Salaries	\$ 688,464.07
4/08/2021	Superannuation	\$ 127,033.50
12/08/2021	Salaries	\$ 683,696.87
		\$ 1,624,089.84

CHEQUE TRANSACTIONS

CHEQUE	DATE	NAME	DESCRIPTION	AMOUNT
32685	22/07/2021	ALBANY PLAZA PHARMACY	First Aid Equipment	\$ 99.88
32686	29/07/2021	BURSON AUTO PARTS	Vehicle/Plant Parts	\$ 171.73
32687	05/08/2021	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 581.50
32688	13/08/2021	RAC	Roadside Assistance	\$ 300.00
32689	13/08/2021	TELSTRA	Telephone Charges	\$ 19,824.82
				\$ 20,977.93

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152102	22/07/2021	@THE POOLSIDE	Milk Supplies	\$ 167.80
EFT152193	29/07/2021	35 DEGREES SOUTH	Survey Services	\$ 8,875.00
EFT152209	29/07/2021	ACE CAMERA CLUB (INC)	Photography Workshop	\$ 780.00
EFT152510	13/08/2021	ACE CAMERA CLUB (INC)	Maritime Themed Photo Booth - Maritime Festival	\$ 572.00
EFT151995	22/07/2021	ACORN TREES AND STUMPS	Vegetation Maintenance Works C19014(B)	\$ 13,714.00
EFT152312	05/08/2021	ACORN TREES AND STUMPS	Vegetation Maintenance Works C19014(B)	\$ 14,012.25
EFT152529	13/08/2021	ACUMENTIS	Valuation Report	\$ 770.00
EFT151996	22/07/2021	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 11,508.51
EFT152150	29/07/2021	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 3,619.00
EFT152313	05/08/2021	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 7,507.95
EFT152459	13/08/2021	AD CONTRACTORS PTY LTD	Plant Hire - C19007	\$ 29,021.25
EFT152458	13/08/2021	ADAPTOR PTY LTD	Phase Out Update - Albany APP	\$ 1,540.00
EFT152012	22/07/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - P21002	\$ 22,776.64
EFT152170	29/07/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - P21002	\$ 25,528.26
EFT152337	05/08/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - P21002	\$ 22,091.58
EFT152478	13/08/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - P21002	\$ 13,695.02
EFT151997	22/07/2021	ADVERTISER PRINT	Printing Services	\$ 175.00
EFT152314	05/08/2021	ADVERTISER PRINT	Printing Services	\$ 2,500.00
EFT152460	13/08/2021	ADVERTISER PRINT	Stationery/Office Supplies	\$ 5,427.00
EFT152315	05/08/2021	AHERN AUSTRALIA PTY LIMITED	Plant Repairs/Maintenance	\$ 1,037.30
EFT152483	13/08/2021	AIR BP	Aviation Fuel Purchases	\$ 328.58
EFT152192	29/07/2021	AL CURNOW HYDRAULICS	Crane Inspection/Service	\$ 310.13
EFT152136	22/07/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 3,989.25
EFT152302	29/07/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 2,066.52
EFT152583	13/08/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 622.50
EFT152005	22/07/2021	ALBANY ALLSOILS LANDSCAPE SUPPLIES	Firewood - Albany Maritime Festival	\$ 380.00
EFT152264	29/07/2021	ALBANY ALUMINIUM FABRICATION	Vehicle Canopy Repairs	\$ 145.00
EFT152073	22/07/2021	ALBANY ARTABILITY	Art Workshop Facilitation	\$ 610.00
EFT152052	22/07/2021	ALBANY ASPHALT SERVICES	Asphalt Supplies C18010	\$ 1,770.00
EFT152371	05/08/2021	ALBANY ASPHALT SERVICES	Asphalt Supplies C18010	\$ 8,730.00
EFT152157	29/07/2021	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 264.95
EFT152464	13/08/2021	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 223.20
EFT152003	22/07/2021	ALBANY CENTRAL CABINETS PTY LTD	Provision of Cabinetry - ALAC Meeting Rooms	\$ 2,211.00
EFT152154	29/07/2021	ALBANY CHAMBER OF COMMERCE AND INDUSTRY INC	Advertising - Directory Listing	\$ 6,405.50
EFT152243	29/07/2021	ALBANY CITY MOTORS	Vehicle Parts	\$ 698.39
EFT152399	05/08/2021	ALBANY CITY MOTORS	Vehicle Parts	\$ 639.40
EFT152155	29/07/2021	ALBANY COMBINED TYRE SERVICE	Tyres - Heavy Plant	\$ 3,490.00
EFT152043	22/07/2021	ALBANY ELITE EARTHMOVING AND DRAINAGE	Hire of Plant/Equipment	\$ 6,508.00
EFT152071	22/07/2021	ALBANY EVENT HIRE	Hire of Equipment - Maritime Festival	\$ 11,097.78
EFT152241	29/07/2021	ALBANY EVENT HIRE	Hire of Equipment - Maritime Festival	\$ 1,746.56
EFT152397	05/08/2021	ALBANY EVENT HIRE	Hire of Equipment - Maritime Festival	\$ 263.70
EFT152207	29/07/2021	ALBANY FENCING COMPANY	Supply & Install Fencing	\$ 1,679.15
EFT152151	29/07/2021	ALBANY HYDRAULICS	Repairs - Plant & Equipment	\$ 155.66
EFT152317	05/08/2021	ALBANY HYDRAULICS	Repairs - Plant & Equipment	\$ 701.80

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152126	22/07/2021	ALBANY IGA	Groceries - Various	\$ 65.00
EFT151999	22/07/2021	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire Services	\$ 424.60
EFT152469	13/08/2021	ALBANY IRRIGATION & DRILLING	Reticulation Parts/Maintenance	\$ 2,755.83
EFT152156	29/07/2021	ALBANY LANDSCAPE SUPPLIES	Landscape Supplies	\$ 406.00
EFT152002	22/07/2021	ALBANY LASERSCAPE	School Holiday Laserscape Sessions	\$ 1,100.00
EFT152161	29/07/2021	ALBANY LAWN GAMES	Games - Maritime Festival	\$ 480.00
EFT152326	05/08/2021	ALBANY LAWN GAMES	Games - Maritime Festival	\$ 500.00
EFT152125	22/07/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 1,063.35
EFT152283	29/07/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 1,128.20
EFT152442	05/08/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 1,947.50
EFT152569	13/08/2021	ALBANY LOCK & SECURITY	Provision of Locks/Security	\$ 941.85
EFT152078	22/07/2021	ALBANY MENSHEID INC	Art Installation - Giant Egg	\$ 4,592.50
EFT152323	05/08/2021	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 368.88
EFT152468	13/08/2021	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 149.64
EFT152085	22/07/2021	ALBANY NEWS DELIVERY	Paper Supplies	\$ 25.68
EFT152251	29/07/2021	ALBANY NEWS DELIVERY	Paper Supplies	\$ 26.73
EFT152411	05/08/2021	ALBANY NEWS DELIVERY	Paper Supplies	\$ 47.84
EFT152543	13/08/2021	ALBANY NEWS DELIVERY	Paper Supplies	\$ 46.00
EFT152273	29/07/2021	ALBANY OCEAN ADVENTURES & SILVER STAR CRUISES	Rezdy Bookings June 2021	\$ 331.50
EFT152001	22/07/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Q20040	\$ 2,657.58
EFT152158	29/07/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Q20040	\$ 709.20
EFT152322	05/08/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Q20040	\$ 1,108.80
EFT152465	13/08/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Q20040	\$ 660.25
EFT152159	29/07/2021	ALBANY PLASTERBOARD COMPANY	Ceiling Tiles - Library	\$ 114.40
EFT152101	22/07/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 331.75
EFT152259	29/07/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 2,390.40
EFT152417	05/08/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 375.00
EFT152554	13/08/2021	ALBANY PLUMBING AND GAS	Plumbing Services C17020	\$ 4,943.08
EFT152466	13/08/2021	ALBANY PSYCHOLOGICAL SERVICES	EAP Services	\$ 275.00
EFT152467	13/08/2021	ALBANY QUALITY LAWNMOWING	Lawn Mowing	\$ 110.00
EFT152325	05/08/2021	ALBANY RECORDS MANAGEMENT	Archiving Services	\$ 769.12
EFT152320	05/08/2021	ALBANY REFRIGERATION	Supply & Install Dehumidifiers	\$ 5,885.00
EFT152030	22/07/2021	ALBANY SIGNS	Signage Services	\$ 148.50
EFT152186	29/07/2021	ALBANY SIGNS	Signage Services	\$ 33.00
EFT152353	05/08/2021	ALBANY SIGNS	Signage Services	\$ 3,036.00
EFT152497	13/08/2021	ALBANY SIGNS	Signage Services	\$ 396.00
EFT152321	05/08/2021	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Skip Bin Hire	\$ 287.50
EFT152000	22/07/2021	ALBANY SPEEDWAY CLUB INC	Funding - Memorial for Super Sedans	\$ 2,200.00
EFT152153	29/07/2021	ALBANY SWEEP CLEAN	Sweeping Services - C18007	\$ 3,512.00
EFT152316	05/08/2021	ALBANY TOYOTA	Vehicle Service	\$ 695.00
EFT152461	13/08/2021	ALBANY TOYOTA	Vehicle Service	\$ 505.67
EFT152152	29/07/2021	ALBANY TRUCK AND CAR HIRE	Truck Hire	\$ 140.00
EFT152295	29/07/2021	ALBANY TYREPOWER	Tyre Service Q21002(A)	\$ 3,747.35
EFT152449	05/08/2021	ALBANY TYREPOWER	Tyre Service Q21002(A)	\$ 823.20

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152318	05/08/2021	ALBANY V-BELT AND RUBBER	Fleet Maintenance/Service	\$ 273.90
EFT152462	13/08/2021	ALBANY V-BELT AND RUBBER	Fleet Maintenance/Service	\$ 1,076.02
EFT152576	13/08/2021	ALBANY VETERINARY HOSPITAL PTY LTD	Veterinary Services	\$ 210.00
EFT152439	05/08/2021	ALBANY VOLUNTEER STATE EMERGENCY SERVICE UNIT INC	LGGS Operational Grant 21/22	\$ 12,950.85
EFT152389	05/08/2021	ALBANY WORLD OF CARS	Vehicle Repairs	\$ 19.80
EFT152162	29/07/2021	ALINTA	Gas Charges	\$ 51.05
EFT152327	05/08/2021	ALINTA	Gas Charges	\$ 31.60
EFT152217	29/07/2021	ALISON GOODE	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152006	22/07/2021	ALL EVENTS HIRE AND PRODUCTION	Hire of Equipment - Maritime Festival	\$ 632.00
EFT152163	29/07/2021	ALL EVENTS HIRE AND PRODUCTION	Hire of Equipment - Maritime Festival	\$ 6,665.80
EFT152562	13/08/2021	AMCAP/SKIPPER TRANSPORT PARTS	Vehicles Parts	\$ 970.83
EFT152023	22/07/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 26,087.55
EFT152178	29/07/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 14,368.35
EFT152344	05/08/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 11,345.04
EFT152487	13/08/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 15,876.80
EFT152486	13/08/2021	AMPOL LIMITED	Fuel Card Purchases	\$ 4,761.05
EFT152235	29/07/2021	AMY LOUISE KERR	Workshop Services - Youth Program	\$ 610.00
EFT152362	05/08/2021	ANGELA EDWARDS	Cleaning Services	\$ 1,173.00
EFT152375	05/08/2021	APPLIED INDUSTRIAL TECHNOLOGIES GREAT SOUTHERN BEARINGS	Plant Repairs/Maintenance	\$ 55.69
EFT152149	29/07/2021	ARRB GROUP LTD	Database Annual Hosting Subscription	\$ 2,062.50
EFT152328	05/08/2021	ARTHRITIS & OSTEOPOROSIS WA	Refund	\$ 50.00
EFT152289	29/07/2021	ARTSOURCE - THE ARTISTS FOUNDATION OF WA	Associate Membership	\$ 275.00
EFT152164	29/07/2021	ASPHALT IN A BAG	Asphalt	\$ 3,437.50
EFT152007	22/07/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 6,196.84
EFT152165	29/07/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 1,422.82
EFT152329	05/08/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 10,563.88
EFT152473	13/08/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 592.25
EFT152166	29/07/2021	AUSQ TRAINING - AUSQ (WA) PTY LTD ATD AUSQ UNIT TRUST	Staff Training	\$ 3,742.00
EFT152474	13/08/2021	AUSTRALIA POST	Postal Charges	\$ 13,621.12
EFT152475	13/08/2021	AUSTRALIAN TAXATION OFFICE	PAYG Withholding Tax	\$ 196,514.00
EFT152330	05/08/2021	AUSTRALIAN TAXATION OFFICE	PAYG Withholding Tax	\$ 198,709.79
EFT152008	22/07/2021	AUSTRALIAN TAXATION OFFICE	PAYG Withholding Tax	\$ 220,239.00
EFT152332	05/08/2021	AVCRM PRODUCTS PTY LTD	Online Reporting - Annual Subscription	\$ 7,700.00
EFT152032	22/07/2021	AWESOME ABORIGINAL CONSULTANCY	NAIDOC Face Painting - Maritime Festival	\$ 730.00
EFT152190	29/07/2021	AWESOME ABORIGINAL CONSULTANCY	Catering - Maritime Festival	\$ 4,020.00
EFT152010	22/07/2021	BADGEMATE	COA Badges	\$ 42.14
EFT152333	05/08/2021	BADGEMATE	COA Badges	\$ 28.71
EFT152477	13/08/2021	BADGEMATE	COA Badges	\$ 51.49
EFT152167	29/07/2021	BARRETTS MINI EARTHMOVING & CHIPPING	Vegetation Maintenance Works C19014(B)	\$ 15,521.00
EFT152334	05/08/2021	BARRETTS MINI EARTHMOVING & CHIPPING	Vegetation Maintenance Works C19014(B)	\$ 10,824.00
EFT152169	29/07/2021	BENNETTS BATTERIES	Battery Services	\$ 1,240.80
EFT152336	05/08/2021	BENNETTS BATTERIES	Battery Services	\$ 624.80
EFT152013	22/07/2021	BEST OFFICE SYSTEMS	Printer Services	\$ 190.00
EFT152338	05/08/2021	BEST OFFICE SYSTEMS	Printer Services	\$ 5,225.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152479	13/08/2021	BEST OFFICE SYSTEMS	Printer Services	\$ 99.00
EFT152015	22/07/2021	BEVANS (WA) PTY LTD	Ice Bags	\$ 30.00
EFT152396	05/08/2021	BJ & AD LUCAS FAMILY TRUST	Stock - Forts Store	\$ 726.00
EFT152480	13/08/2021	BLACK AND WHITE CONCRETING	Concrete Repairs	\$ 700.00
EFT152017	22/07/2021	BLOOMIN FLOWERS SPENCER PARK	Flower Arrangements	\$ 110.00
EFT152174	29/07/2021	BLUE SKY RENEWABLES PTY LTD	Biofuel Supply P17026	\$ 23,032.89
EFT152482	13/08/2021	BOOEASY AUSTRALIA PTY LTD	Booking Fees	\$ 1,300.08
EFT152172	29/07/2021	BP BIRD PLUMBING & GAS PTY LTD	Plant Maintenance	\$ 104.00
EFT152550	13/08/2021	BRAYDEN JOHN PARKER	Lawn Mowing	\$ 130.00
EFT152142	22/07/2021	BRIANNA WILLIAMS	Sale of Artwork	\$ 398.75
EFT152173	29/07/2021	BRIDGESTONE AUSTRALIA LTD	Tyres Supply	\$ 215.31
EFT152019	22/07/2021	BROCKS	Purchase Sealant	\$ 32.04
EFT152064	22/07/2021	B & R KEATLEY	Refund	\$ 77.50
EFT152175	29/07/2021	BUDGET ALBANY	Vehicle Hire	\$ 665.23
EFT152021	22/07/2021	BULLSEYE PLUMBING & GAS	Plumbing Services Q19042	\$ 1,300.00
EFT152341	05/08/2021	BULLSEYE PLUMBING & GAS	Plumbing Services Q19042	\$ 4,400.00
EFT152022	22/07/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 1,061.62
EFT152176	29/07/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 273.72
EFT152342	05/08/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 1,485.28
EFT152485	13/08/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 577.90
EFT152177	29/07/2021	C&C MACHINERY CENTRE	Repairs - Plant & Equipment	\$ 36.65
EFT152343	05/08/2021	C&C MACHINERY CENTRE	Repairs - Plant & Equipment	\$ 551.40
EFT152179	29/07/2021	CAMTRANS ALBANY PTY LTD	Forklift Hire	\$ 80.00
EFT152206	29/07/2021	C FASOLO	Staff Reimbursement	\$ 24.95
EFT152180	29/07/2021	CARROLL AND RICHARDSON FLAGS	Purchase of Flags	\$ 507.50
EFT152492	13/08/2021	CENTENNIAL STADIUM INC	Electricity Charges	\$ 320.07
EFT152182	29/07/2021	CENTIGRADE SERVICES PTY LTD	Provision of Air Conditioning Maintenance C18014	\$ 964.88
EFT152346	05/08/2021	CENTIGRADE SERVICES PTY LTD	Provision of Air Conditioning Maintenance C18014	\$ 633.00
EFT152490	13/08/2021	CENTIGRADE SERVICES PTY LTD	Provision of Air Conditioning Maintenance C18014	\$ 4,063.53
EFT152025	22/07/2021	CENTRAL REGIONAL TAFE	Course Fees	\$ 536.80
EFT152491	13/08/2021	CENTRAL REGIONAL TAFE	Course Fees	\$ 414.80
EFT152035	22/07/2021	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 10,040.05
EFT152194	29/07/2021	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 798.44
EFT152356	05/08/2021	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 29,099.08
EFT152499	13/08/2021	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 22,768.33
EFT152291	29/07/2021	CHRIS THOMSON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152348	05/08/2021	CHRISTOPHER BURNELL	Stone Works - Middleton Beach Enhancement C20012	\$ 13,050.00
EFT152183	29/07/2021	CIRCUITWEST INC	Associate Organisation Membership	\$ 385.00
EFT152027	22/07/2021	CLEANAWAY PTY LIMITED	Waste Collection P14021	\$ 430,194.16
EFT152552	13/08/2021	CLEANFLOW ENVIRONMENTAL SOLUTIONS	Brunswick Rd - Pipes & Drainage	\$ 18,353.50
EFT152494	13/08/2021	CMM TECHNOLOGY	Recalibration Services - Safety Equipment	\$ 495.00
EFT152495	13/08/2021	COHERA-TECH PTY LTD	Annual Reporting System Subscription	\$ 360.00
EFT152029	22/07/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 118.73
EFT152184	29/07/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 156.62

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152350	05/08/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 277.26
EFT152496	13/08/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 88.36
EFT152276	29/07/2021	C SRODZINSKI	Refund	\$ 77.50
EFT152033	22/07/2021	CYNERGIC INTERNET	Web Hosting	\$ 1,059.89
EFT152094	22/07/2021	CYNTHIA TRACEY ORR	Stock - Forts Store	\$ 30.90
EFT152548	13/08/2021	CYNTHIA TRACEY ORR	Stock - Forts Store	\$ 18.54
EFT152355	05/08/2021	D & K ENGINEERING	Fabrication Works	\$ 526.88
EFT152269	29/07/2021	DANIELA SCACCABAROZZI	Documentary Movie Screening	\$ 400.00
EFT152421	05/08/2021	DAVID JOHN RAWET	Performance - Events	\$ 150.00
EFT152261	29/07/2021	DAVID RASTRICK	Performance - Events	\$ 1,000.00
EFT152034	22/07/2021	DEAN SHEKELL KITCHENS	Cabinetry Works - Library Renewal of Fitout	\$ 9,126.70
EFT152185	29/07/2021	DEANNA CORRIERI T/A MERMAID MARA	Entertainment - Maritime Festival	\$ 150.00
EFT152195	29/07/2021	DELTAWEST HOLDINGS PTY LTD	Training Services	\$ 1,000.00
EFT152357	05/08/2021	DELTAWEST HOLDINGS PTY LTD	Training Services	\$ 450.00
EFT152528	13/08/2021	D KOSTER	Staff Reimbursement	\$ 1,020.00
EFT152303	29/07/2021	DENNIS WELLINGTON	Mayoral Allowances and Sitting Fees	\$ 11,734.93
EFT152197	29/07/2021	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	Stock - AVC	\$ 3,273.13
EFT152048	22/07/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	Alarm Monitoring Services - Annual Fee	\$ 1,881.00
EFT152208	29/07/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	Alarm Monitoring Services - Annual Fee	\$ 1,881.00
EFT152509	13/08/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES MONITORING	Alarm Monitoring Services - Annual Fee	\$ 1,881.00
EFT152484	13/08/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy	\$ 12,885.90
EFT152438	05/08/2021	DEPARTMENT OF THE PREMIER & CABINET - STATE LAW PUBLISHER	LPS1 Amendment	\$ 619.20
EFT152037	22/07/2021	DIGITAL EDUCATION SERVICES	Language Nut Subscription	\$ 1,353.00
EFT152501	13/08/2021	DISCOVERY BAY TOURISM PRECINCT LTD	ASC Pass Sales	\$ 1,897.50
EFT152038	22/07/2021	DJL ELECTRICAL	Electrical Services - Q18051	\$ 1,082.25
EFT152199	29/07/2021	DJL ELECTRICAL	Electrical Services - Q18051	\$ 8,735.10
EFT152359	05/08/2021	DJL ELECTRICAL	Electrical Services - Q18051	\$ 4,923.60
EFT152502	13/08/2021	DJL ELECTRICAL	Electrical Services - Q18051	\$ 9,140.12
EFT152039	22/07/2021	DOG ROCK MOTEL	Accommodation - Strategic Workshop Facilitation	\$ 510.30
EFT152040	22/07/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q21028	\$ 225.00
EFT152200	29/07/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q21028	\$ 225.00
EFT152360	05/08/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q21028	\$ 225.00
EFT152503	13/08/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q21028	\$ 225.00
EFT152504	13/08/2021	DOMINO'S PIZZA	Catering for Volunteers	\$ 199.75
EFT152041	22/07/2021	DOUGHERTY MUSIC AND EDUCATION SERVICES	Maritime Festival - Music Performance	\$ 750.00
EFT152031	22/07/2021	DOWNER EDI WORKS PTY LTD	Supply Coldmix	\$ 551.09
EFT152188	29/07/2021	DOWNER EDI WORKS PTY LTD	Supply Hotmix	\$ 582.42
EFT152354	05/08/2021	DOWNER EDI WORKS PTY LTD	Supply Coldmix	\$ 1,102.18
EFT152202	29/07/2021	DYLAN'S ON THE TERRACE	Catering - Multiple Training Events & Meetings	\$ 1,836.00
EFT152505	13/08/2021	DYLAN'S ON THE TERRACE	Catering - Multiple Training Events & Meetings	\$ 2,404.40
EFT152203	29/07/2021	EDEN GATE ESTATE	Stock - AVC	\$ 140.40
EFT152226	29/07/2021	E HARDING	Staff Reimbursement	\$ 531.00
EFT152526	13/08/2021	ELIZABETH ANNE KIRKLAND	Artists Fees - Exhibition	\$ 750.00
EFT152363	05/08/2021	ELLESIE VENTURES	Face Painting - Events	\$ 957.00

CITY OF ALBANY
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FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152201	29/07/2021	EMMA DOUGHTY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152044	22/07/2021	EMPOWERING PLANTAGENET SENIORS INC	LLY Café Sessions	\$ 120.00
EFT152204	29/07/2021	ENCYCLE CONSULTING PTY LTD	Consultancy Services	\$ 5,252.50
EFT152507	13/08/2021	ENVIRO PIPES PTY LTD	Provision of Drainage Pipes	\$ 1,595.00
EFT152508	13/08/2021	ENVIRONMENTAL INDUSTRIES PTY LTD	Middleton Beach Coastal Enhancement C20021	\$ 388,051.43
EFT152045	22/07/2021	ERGOLINK	Ergonomic Equipment	\$ 188.25
EFT152046	22/07/2021	E-STRALIAN PTY LTD	E-Bike Lease	\$ 258.67
EFT152364	05/08/2021	E-STRALIAN PTY LTD	E-Bike Lease	\$ 258.67
EFT152593	13/08/2021	EVE YOUNG	Stock - Town Hall	\$ 94.20
EFT152205	29/07/2021	EVERTRANS	Vehicle Parts / Maintenance	\$ 12,556.50
EFT152365	05/08/2021	EVERTRANS	Vehicle Parts / Maintenance	\$ 293.48
EFT152367	05/08/2021	FLIPS ELECTRICS	Electrical Services	\$ 918.50
EFT152049	22/07/2021	FORPARK AUSTRALIA	Playground Equipment P21011	\$ 99,000.00
EFT152210	29/07/2021	FOXTEL MANAGEMENT PTY LTD	Subscription - ALAC Gym	\$ 440.00
EFT152575	13/08/2021	F VAN DER HORST	Staff Reimbursement	\$ 308.07
EFT152212	29/07/2021	FRANGIPANI FLORAL STUDIO	Flower Arrangement	\$ 80.00
EFT152368	05/08/2021	FRANGIPANI FLORAL STUDIO	Flower Arrangement	\$ 50.00
EFT152512	13/08/2021	FRANGIPANI FLORAL STUDIO	Wreath - Civic Functions	\$ 80.00
EFT152369	05/08/2021	FRIDGE AND WASHER CITY	Dryer Purchase - Elleker Flood Community	\$ 495.00
EFT152427	05/08/2021	G & L SHEETMETAL	Sheetmetal Supplies	\$ 1,050.00
EFT152198	29/07/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products/Sanitary Services - Q20026	\$ 482.46
EFT152500	13/08/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products/Sanitary Services - Q20026	\$ 4,903.15
EFT152215	29/07/2021	GEORGE LINDSAY GODDARD	Stock - Town Hall	\$ 1,236.36
EFT152376	05/08/2021	GHD PTY LTD	Variation 4 - Scheme Amendment Support - Motorsports Planning	\$ 2,420.80
EFT152051	22/07/2021	GIBSON INTERNATIONAL LTD	NAC Service Level Agreement C19020	\$ 2,750.00
EFT152370	05/08/2021	GLOBAL INTEGRATED SOLUTIONS LIMITED	Airport Parking - Card Transactions	\$ 20.46
EFT152514	13/08/2021	GLOBAL MARINE ENCLOSURES PTY LTD	Inspection & Maintenance - Swimming Enclosure At Ellen Cove - C20011	\$ 9,680.00
EFT152214	29/07/2021	GODFREYS THE VACUUM CLEANER SPECIALISTS	Vacuum Cleaner - Boardroom/Mayors Office	\$ 249.00
EFT152216	29/07/2021	GONDWANA LINK	Performance - Maritime Festival	\$ 550.00
EFT152516	13/08/2021	GREAT SOUTHERN LIQUID WASTE	Service of Grease Arrestor	\$ 396.00
EFT152219	29/07/2021	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 350.00
EFT152220	29/07/2021	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Construction Plant & Equipment C19007(F)	\$ 12,619.04
EFT152054	22/07/2021	GREAT SOUTHERN SUPPLIES	Provision of Public Convenience Supplies Q19006 & Staff PPE Q20019	\$ 1,340.94
EFT152221	29/07/2021	GREAT SOUTHERN SUPPLIES	Provision of Public Convenience Supplies Q19006 & Staff PPE Q20019	\$ 873.68
EFT152374	05/08/2021	GREAT SOUTHERN SUPPLIES	Provision of Public Convenience Supplies Q19006 & Staff PPE Q20019	\$ 1,351.80
EFT152515	13/08/2021	GREAT SOUTHERN SUPPLIES	Provision of Public Convenience Supplies Q19006 & Staff PPE Q20019	\$ 1,438.33
EFT152222	29/07/2021	GREEN MAN MEDIA PRODUCTIONS	Cinema Advertising - FOGO	\$ 7,920.00
EFT152373	05/08/2021	GREEN SKILLS INCORPORATED	Maintenance Support Services C19011	\$ 1,316.00
EFT152281	29/07/2021	GREGORY BRIAN STOCKS	Councillor Allowances and Sitting Fees	\$ 4,805.50
EFT152225	29/07/2021	HAREWOOD ESTATE	Wine Supply - Civic Functions	\$ 441.60
EFT152224	29/07/2021	HARLEY DYKSTRA PTY LTD	Survey Services	\$ 7,975.00
EFT152378	05/08/2021	HARVEY NORMAN ALBANY AV/IT SUPERSTORE ALBANY	Samsung Tab - Youth Services Prize	\$ 298.00
EFT152227	29/07/2021	HAVOC BUILDERS PTY LTD	Building Services C17028	\$ 9,680.00
EFT152380	05/08/2021	HAVOC BUILDERS PTY LTD	Building Services C17028	\$ 270.93

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152228	29/07/2021	HAZBEANZ FINESTKIND COFFEE	Maritime Festival - Morning Tea Catering	\$ 988.00
EFT152020	22/07/2021	HEAD TO TAIL PETS	Dog Leads - Rangers Team	\$ 86.97
EFT152076	22/07/2021	HENRY MCINNES	Performance - Maritime Festival	\$ 450.00
EFT152381	05/08/2021	HERITAGE CONSERVATION SOLUTIONS	Conservation Report	\$ 803.00
EFT152055	22/07/2021	HHG LEGAL GROUP	Legal Services - C19009(A)	\$ 247.50
EFT152230	29/07/2021	HHG LEGAL GROUP	Legal Services - C19009(A)	\$ 1,138.50
EFT152229	29/07/2021	HIDEWOOD QUALITY PRINTERS	Window Tinting - Meeting Room	\$ 1,075.80
EFT152519	13/08/2021	HIGHWAY WRECKERS	Towing Charges	\$ 110.00
EFT152189	29/07/2021	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies C19006	\$ 502.70
EFT152498	13/08/2021	HOLCIM (AUSTRALIA) PTY LTD	Provision of Concrete	\$ 395.89
EFT152231	29/07/2021	HUDSON SEWAGE SERVICES	Quarterly Service - NAC	\$ 423.12
EFT152077	22/07/2021	I MCLOUGHLIN	Staff Reimbursement	\$ 57.02
EFT152402	05/08/2021	I MCLOUGHLIN	Staff Reimbursement	\$ 59.69
EFT152056	22/07/2021	ICKY FINKS WAREHOUSE SALES	Materials - Maritime Festival	\$ 231.30
EFT152232	29/07/2021	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING PTY LTD	Plant Maintenance/Repairs	\$ 1,410.75
EFT152057	22/07/2021	INK STRATEGY PTY LTD	Survey/Engagement Great Southern Arts Heritage Strategy Q20042	\$ 5,579.20
EFT152520	13/08/2021	INK STRATEGY PTY LTD	Survey/Engagement Great Southern Arts Heritage Strategy Q20042	\$ 12,013.71
EFT152521	13/08/2021	IPAR REHABILITATION PTY LTD	Pre-Employment Assessments	\$ 657.80
EFT152067	22/07/2021	IRMTRAUD MARGARETE LACHMUND T/A GREEN HERRING OZ	Performance - Maritime Festival	\$ 300.00
EFT152522	13/08/2021	ISENTIA PTY LTD	Media Monitoring Subscription 2021/22	\$ 12,540.00
EFT152577	13/08/2021	IT VISION USER GROUP INC	Membership Subscription 21/22	\$ 748.00
EFT152059	22/07/2021	ITR PACIFIC PTY LTD	Vehicle Parts/Maintenance	\$ 297.99
EFT152024	22/07/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 3,678.29
EFT152181	29/07/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 7,074.00
EFT152345	05/08/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 9,060.58
EFT152488	13/08/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C18019 & CCTV Installation C17018	\$ 14,862.84
EFT152016	22/07/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies / Tools	\$ 17,400.44
EFT152339	05/08/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies / Tools	\$ 597.98
EFT152481	13/08/2021	J. BLACKWOOD & SON PTY LTD	Provision of Industrial Supplies	\$ 3,311.82
EFT152268	29/07/2021	JAMIE SHANE SCALLY	Performance - Maritime Festival	\$ 350.00
EFT152130	22/07/2021	J TEN SELDAM	Staff Reimbursement	\$ 42.00
EFT152233	29/07/2021	JCA CONTRACTING SERVICES	Equipment Hire C19007(G)	\$ 10,850.00
EFT152523	13/08/2021	JCA CONTRACTING SERVICES	Equipment Hire C19007(G)	\$ 17,525.00
EFT152234	29/07/2021	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Plant/Vehicle Parts	\$ 372.67
EFT152383	05/08/2021	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Plant/Vehicle Parts	\$ 152.94
EFT152211	29/07/2021	J FOY	Staff Reimbursement	\$ 25.27
EFT152028	22/07/2021	JENNIFER ANNE COCHRANE	Stock - Town Hall	\$ 69.09
EFT152245	29/07/2021	JENNIFER MITCHELL	Stock - AVC	\$ 342.00
EFT152572	13/08/2021	JENNY TAYLOR DESIGNS	Stock - Forts Store	\$ 793.80
EFT152060	22/07/2021	J JENKE	Refund	\$ 112.00
EFT152384	05/08/2021	JO JOES DIAL A PIZZA AND KEBAB	Catering	\$ 375.00
EFT152271	29/07/2021	JOHN SHANHUN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152589	13/08/2021	JOHN WILEY & SONS AUSTRALIA; LTD	Stock - Forts Store	\$ 299.52
EFT152081	22/07/2021	JORDY MORCOM MUSIC	Performance - Maritime Festival	\$ 120.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152086	22/07/2021	JULIAN CHRISTOPHER NICHOLS	Performance - Maritime Festival	\$ 350.00
EFT152248	29/07/2021	JUNIPER MOIGNARD	Performance - Maritime Festival	\$ 400.00
EFT152385	05/08/2021	JUST A CALL DELIVERIES	Delivery Service Q20020	\$ 1,348.31
EFT152061	22/07/2021	JUST SEW EMBROIDERY	Logos to Uniforms	\$ 130.90
EFT152524	13/08/2021	JUST SEW EMBROIDERY	Logos to Uniforms	\$ 162.80
EFT152377	05/08/2021	JUSTINE HAIGH	Re-Imbursement Water Supplies	\$ 4.50
EFT152062	22/07/2021	KALGAN QUEEN SCENIC CRUISES	Rezdy Bookings June 2021	\$ 986.00
EFT152014	22/07/2021	K BESIER	Refund	\$ 75.00
EFT152525	13/08/2021	KEN STONE MOTOR TRIMMERS	Vehicle Repairs	\$ 176.00
EFT152236	29/07/2021	KESTON ECONOMICS PTY LTD	Business Cases - Botanic Garden Phase 1	\$ 14,000.80
EFT152089	22/07/2021	KIM JOHNSON T/AS THE TOKAI TWINS	Performance - Maritime Festival	\$ 450.00
EFT152065	22/07/2021	KINGS PLUMBING	Plumbing Services	\$ 165.66
EFT152237	29/07/2021	KLB SYSTEMS	Computer Parts - C17024(A)	\$ 4,020.50
EFT152066	22/07/2021	KMART ALBANY	Sundry Goods - Maritime Festival	\$ 314.50
EFT152238	29/07/2021	KMART ALBANY	Toys & Equipment - Day Care Centre	\$ 298.50
EFT152386	05/08/2021	KMART ALBANY	Items for Mary Thomson House & Toys for Library Youth Services	\$ 554.50
EFT152527	13/08/2021	KMART ALBANY	Purchase of ALAC Stock & Items for Mary Thomson House	\$ 177.00
EFT152387	05/08/2021	KOTT GUNNING LAWYERS	Legal Services - C19009(A)	\$ 986.48
EFT152239	29/07/2021	KURRAH MIA PTY LTD	NAIDOC Celebrations	\$ 550.00
EFT152388	05/08/2021	LA BOTANIC	Flower Arrangement	\$ 100.00
EFT152196	29/07/2021	LANDGATE	Valuations	\$ 2,369.46
EFT152143	22/07/2021	L & D WILLIAMS	Crossover Subsidy	\$ 249.75
EFT152069	22/07/2021	LEASEIT LIMITED	Monthly Lease P17025	\$ 1,094.50
EFT152390	05/08/2021	LET'S PARTY HIRE	Equipment Hire - Maritime Festival	\$ -
EFT152394	05/08/2021	LIBERTY OYSTER HARBOUR	Supplies for Bushfire Awareness Training	\$ 309.55
EFT152047	22/07/2021	LINLEY RAE EWEN	Stock - Town Hall	\$ 31.26
EFT152070	22/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2021-2022 Full Membership	\$ 646.00
EFT152240	29/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2021-2022 Full Membership	\$ 531.00
EFT152392	05/08/2021	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical Services	\$ 9,703.62
EFT152393	05/08/2021	LOCHNESS LANDSCAPE SERVICES	Verge Mowing C19010	\$ 7,060.90
EFT152395	05/08/2021	LOWER KING STORE	Refreshments - Town Hall	\$ 861.00
EFT152407	05/08/2021	LUKE MOWALJARLAI	Performances - NAIDOC Week Events	\$ 1,800.00
EFT152213	29/07/2021	LUSH GARDEN GALLERY	Succulents - Citizenship Ceremony	\$ 133.00
EFT152532	13/08/2021	M AND B SALES PTY LTD	Supply of Door	\$ 249.64
EFT152531	13/08/2021	M2 TECHNOLOGY PTY LTD	M2 on Hold Program	\$ 754.01
EFT152144	22/07/2021	MADELINE WINTON T/A SHENANIGANS	Performance - Maritime Festival	\$ 200.00
EFT152398	05/08/2021	MAJOR MOTORS PTY LTD	Fleet Maintenance/ Service	\$ 93.57
EFT152242	29/07/2021	MALCOLM TRAILL	History Talks - Maritime Festival	\$ 300.00
EFT152533	13/08/2021	MANDALAY TECHNOLOGIES PTY LTD	Software Licence - Refuse Sites	\$ 7,040.00
EFT152435	05/08/2021	M SPURR	Refund	\$ 112.00
EFT152426	05/08/2021	M SHARP	Refund	\$ 112.00
EFT152391	05/08/2021	MARIO'S STOCKFEEDS	Hay Bales - Animal Control	\$ 15.00
EFT152534	13/08/2021	MARKETFORCE LIMITED	Advertising	\$ 951.37
EFT152400	05/08/2021	MARSH PTY LTD	Evacuation Diagrams - Town Hall	\$ 1,815.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152072	22/07/2021	MARSHALL MOWERS	Mower Parts	\$ 3,321.00
EFT152535	13/08/2021	MASTEC AUSTRALIA PTY LTD	Yellow Bin Lids	\$ 6,957.50
EFT152401	05/08/2021	MASTER BUILDERS ASSOCIATION OF WESTERN AUSTRALIA	Tag & Testing Training	\$ 1,680.00
EFT152171	29/07/2021	MATT BENSON-LIDHOLM JP	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152091	22/07/2021	MATTHEW O'NEIL	Performance - Whaling Station	\$ 140.00
EFT152075	22/07/2021	MCINTOSH AND SON PERTH	Plant/Vehicle Parts	\$ 2,475.00
EFT152536	13/08/2021	MCLEODS	Provision of Legal Services	\$ 753.95
EFT152379	05/08/2021	M HART	Staff Reimbursement	\$ 53.00
EFT152244	29/07/2021	MENTAL MEDIA PTY LTD	Provision of Audio Technology Q17053	\$ 3,039.96
EFT152537	13/08/2021	MENTAL MEDIA PTY LTD	Provision of Audio Technology Q17053	\$ 3,039.96
EFT152404	05/08/2021	MERCHANDISING LIBRARIES PTY LTD	Supply of Signage	\$ 1,333.98
EFT152403	05/08/2021	MERRIFIELD REAL ESTATE	Rent - Cockburn Road Storage Unit	\$ 200.00
EFT152079	22/07/2021	MESSAGE4U PTY LTD	Monthly Access Fee June 2021	\$ 85.80
EFT152080	22/07/2021	METROLL ALBANY	Building Supplies	\$ 275.65
EFT152405	05/08/2021	METROLL ALBANY	Building Supplies	\$ 968.86
EFT152538	13/08/2021	METROLL ALBANY	Supply of Corrugated Roof Sheet	\$ 360.76
EFT152053	22/07/2021	M GRAY	Staff Reimbursement	\$ 20.00
EFT152539	13/08/2021	MICROCHIPS AUSTRALIA	Pocket Microchip Reader	\$ 437.30
EFT152018	22/07/2021	MILITARY SHOP	Stock - Forts Store	\$ 2,647.01
EFT152340	05/08/2021	MILITARY SHOP	Stock - Forts Store	\$ 9,607.66
EFT152246	29/07/2021	MM DESIGNS	Stock - AVC	\$ 478.50
EFT152247	29/07/2021	MODERN TEACHING AIDS PTY LTD	Gloves	\$ 899.97
EFT152406	05/08/2021	MODERN TEACHING AIDS PTY LTD	Toys and Equipment	\$ 179.19
EFT152074	22/07/2021	MT BARKER EXPRESS	Collection & Delivery Green Waste Bins RAAFA	\$ 165.00
EFT152084	22/07/2021	MULE CREATIVE	Design Services	\$ 742.50
EFT152541	13/08/2021	MULE CREATIVE	Design Services	\$ 792.00
EFT152418	05/08/2021	N POT	Crossover Subsidy	\$ 410.70
EFT152296	29/07/2021	N TYSOE	Staff Reimbursement	\$ 123.49
EFT152409	05/08/2021	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware/Tool/Other Supplies	\$ 101.00
EFT152542	13/08/2021	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware/Tool/Other Supplies	\$ 151.25
EFT152410	05/08/2021	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies C18011(D)	\$ 216.15
EFT152252	29/07/2021	NLC PTY LTD	Novated Leases and Associated Costs	\$ 617.99
EFT152544	13/08/2021	NLC PTY LTD	Novated Leases and Associated Costs	\$ 617.99
EFT152138	22/07/2021	NUTRIEN AG SOLUTIONS (LANDMARK)	Supply of Fertiliser - Q20005	\$ 577.50
EFT152305	29/07/2021	NUTRIEN AG SOLUTIONS (LANDMARK)	Supply of Fertiliser - Q20005	\$ 1,336.50
EFT152453	05/08/2021	NUTRIEN AG SOLUTIONS (LANDMARK)	Supply of Fertiliser - Q20005	\$ 1,315.60
EFT152087	22/07/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 772.91
EFT152254	29/07/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 395.78
EFT152412	05/08/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 110.00
EFT152546	13/08/2021	OFFICEWORKS SUPERSTORES PTY LTD	Chromecast Device - Town Hall	\$ 198.00
EFT152088	22/07/2021	O'KEEFE'S PAINTS	Paint Supplies	\$ 173.06
EFT152547	13/08/2021	O'KEEFE'S PAINTS	Paint Supplies	\$ 210.82
EFT152092	22/07/2021	ORAL HISTORY ASSOCIATION OF AUSTRALIA (WA BRANCH) INC	Membership	\$ 65.00
EFT152093	22/07/2021	ORIGIN ENERGY	LGP Supplies C12014	\$ 7,068.19

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152122	22/07/2021	ORRCON STEEL	Steel Supplies	\$ 1,595.40
EFT152278	29/07/2021	ORRCON STEEL	Steel Supplies	\$ 190.19
EFT152440	05/08/2021	ORRCON STEEL	Steel Supplies	\$ 776.79
EFT152567	13/08/2021	ORRCON STEEL	Steel Supplies	\$ 101.16
EFT152423	05/08/2021	OZINDO GROUP PTY LTD SIX DEGREES OF SEPARATION	Leather Couches - Maritime Festival	\$ 400.00
EFT152413	05/08/2021	PAINT INDUSTRIES PTY LTD	Paint Supplies	\$ 3,965.95
EFT152255	29/07/2021	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant Equipment - C19007(J)	\$ 12,578.64
EFT152549	13/08/2021	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Machinery Hire & Grading C19007 (J)	\$ 47,355.17
EFT152472	13/08/2021	PAPERBARK MERCHANTS	Papers July 2021	\$ 202.50
EFT152352	05/08/2021	PAUL RAYMOND COOK	Performance - Maritime Festival	\$ 650.00
EFT152287	29/07/2021	PAUL TERRY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152095	22/07/2021	PAULS PET FOOD	Dog Biscuits	\$ 84.40
EFT152096	22/07/2021	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Service	\$ 308.00
EFT152551	13/08/2021	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Service	\$ 308.00
EFT152098	22/07/2021	PERTH SAFETY PRODUCTS PTY LTD	Safety Equipment - Signage	\$ 1,540.00
EFT152257	29/07/2021	PERTH SAFETY PRODUCTS PTY LTD	Safety Equipment - Signage	\$ 2,871.00
EFT152414	05/08/2021	PERTH SAFETY PRODUCTS PTY LTD	Safety Equipment - Signage	\$ 1,199.00
EFT152097	22/07/2021	PERTH THEATRE TRUST	Town Hall Meetings - Duty Technician	\$ 974.66
EFT152256	29/07/2021	PERTH THEATRE TRUST	Town Hall Meetings - Duty Technician	\$ 295.35
EFT152415	05/08/2021	PETER GRAHAM CO	Supply of Pump & Spraying Equipment	\$ 479.00
EFT152258	29/07/2021	PFD FOOD SERVICES PTY LTD	Office Condiments	\$ 362.80
EFT152147	22/07/2021	PHILIP WYATT	Legal Services - C19009(A)	\$ 550.00
EFT152553	13/08/2021	PLANT SUPPLY COMPANY	Provision of Plants	\$ 220.00
EFT152099	22/07/2021	PLASTICS PLUS	Plastic Supplies	\$ 66.88
EFT152416	05/08/2021	PLASTICS PLUS	Plastic Supplies	\$ 493.46
EFT152100	22/07/2021	PLAYMASTER PTY LTD	Supply of Play Equipment	\$ 1,100.00
EFT152517	13/08/2021	PRIME MEDIA GROUP LTD	Advertising - Multiple Campaigns	\$ 4,305.40
EFT152103	22/07/2021	PRINT AND SIGN CO	Printing Services	\$ 554.95
EFT152555	13/08/2021	PRIORITY 1 FIRE & SAFETY PTY LTD	Fire Warden Training	\$ 3,960.00
EFT152104	22/07/2021	PROTECTOR FIRE SERVICES	Fire Equipment Service/Repairs C20001	\$ 22.00
EFT152260	29/07/2021	PROTECTOR FIRE SERVICES	Fire Equipment Service/Repairs C20001	\$ 310.20
EFT152419	05/08/2021	PROTECTOR FIRE SERVICES	Fire Equipment Service/Repairs C20001	\$ 6,709.95
EFT152105	22/07/2021	PUBLIC LIBRARIES AUSTRALIA LTD	Contribution and Fees	\$ 395.00
EFT152420	05/08/2021	PULL-IT TRAILER HIRE	Car Trailer Hire	\$ 450.00
EFT152082	22/07/2021	QUINTIS SANDALWOOD PTY LTD	Stock - AVC	\$ 455.55
EFT152106	22/07/2021	QUINTIS SANDALWOOD PTY LTD	Stock - AVC	\$ 237.37
EFT152382	05/08/2021	R HUNTER	Crossover Subsidy	\$ 266.40
EFT152335	05/08/2021	R BATTEN	Staff Reimbursement	\$ 31.29
EFT152556	13/08/2021	RAINBOW COAST NEIGHBOURHOOD CENTRE	Interpreter Services	\$ 82.50
EFT152223	29/07/2021	RAY HAMMOND	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152107	22/07/2021	RAYS SPORTS POWER	Gym Equipment	\$ 216.75
EFT152557	13/08/2021	R-COM INTERNATIONAL PTY LTD	Web App Service	\$ 170.50
EFT152191	29/07/2021	R CUNNINGHAM	Staff Reimbursement	\$ 19.95
EFT152108	22/07/2021	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 176.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152262	29/07/2021	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 176.00
EFT152422	05/08/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 1,356.96
EFT152558	13/08/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 16.74
EFT152250	29/07/2021	REFACE INDUSTRIES PTY LTD	Consumable Pack - Library	\$ 231.85
EFT152518	13/08/2021	R HABAL	Crossover Subsidy	\$ 194.25
EFT152263	29/07/2021	RICOH	Printing Charges	\$ 10,888.35
EFT152284	29/07/2021	ROBERT SUTTON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152266	29/07/2021	RPS AUSTRALIA WEST PTY LTD	Emu Point Foreshore Management - Consultation	\$ 7,933.20
EFT152267	29/07/2021	RUG LAUNDRY ALBANY	Boat Shed Rug Cleaning - Maritime Festival	\$ 300.00
EFT152110	22/07/2021	RYDE BUILDING COMPANY PTY LTD	Refund	\$ 147.00
EFT152275	29/07/2021	SANDIE SMITH	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152513	13/08/2021	SANDRA GILFILLAN	Fauna Impact Assessment	\$ 910.00
EFT152559	13/08/2021	SECUREPAY PTY LTD	Website Payment Security	\$ 30.31
EFT152112	22/07/2021	SEEK LIMITED	Advertising	\$ 302.50
EFT152270	29/07/2021	SEEK LIMITED	Advertising	\$ 1,171.50
EFT152425	05/08/2021	SEEK LIMITED	Advertising	\$ 313.50
EFT152560	13/08/2021	SEEK LIMITED	Advertising	\$ 324.50
EFT152561	13/08/2021	SEVEN NETWORK (OPERATIONS) LIMITED	Advertising	\$ 550.00
EFT152068	22/07/2021	S LAKIN	Refund	\$ 140.51
EFT152063	22/07/2021	SIMONE KEANE	Performance - Maritime Festival	\$ 150.00
EFT152113	22/07/2021	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 694.62
EFT152114	22/07/2021	SLAP MY THIGHS AND CALL ME BARBRA	Performance - Maritime Festival	\$ 400.00
EFT152115	22/07/2021	SOIL SOLUTIONS PTY LTD	Greenwaste C20019	\$ 72,093.12
EFT152118	22/07/2021	SOUTH COAST CRANE HIRE	Hire - Truck - Q19049	\$ 109.70
EFT152430	05/08/2021	SOUTH COAST CRANE HIRE	Hire - Truck - Q19049	\$ 219.40
EFT152565	13/08/2021	SOUTH COAST CRANE HIRE	Equipment Hire	\$ 548.50
EFT152563	13/08/2021	SOUTH COAST VOLUNTEER BUSH FIRE BRIGADE	Reimbursement - Telecommunications	\$ 72.39
EFT152372	05/08/2021	SOUTH REGIONAL TAFE	Staff Training	\$ 1,802.60
EFT152117	22/07/2021	SOUTHCOAST SECURITY SERVICE	Security Services C19018	\$ 19,317.46
EFT152428	05/08/2021	SOUTHCOAST SECURITY SERVICE	Security Services C19018	\$ 1,852.99
EFT152564	13/08/2021	SOUTHCOAST SECURITY SERVICE	Security Services C19018	\$ 1,037.30
EFT152578	13/08/2021	SOUTHERLY MAGAZINE - WADDAYADOIN MEDIA	Advertising	\$ 1,760.00
EFT152432	05/08/2021	SOUTHERN APIARIES	Stock - AVC	\$ 120.00
EFT152566	13/08/2021	SOUTHERN CROSS AUSTereo PTY LTD	Media Services	\$ 491.70
EFT152429	05/08/2021	SOUTHERN EDGE ARTS INC	Fire Performances - Maritime Festival	\$ 1,500.00
EFT152433	05/08/2021	SOUTHERN METROPOLITAN REGIONAL COUNCIL	2021/22 Recycle Right Membership	\$ 4,950.00
EFT152119	22/07/2021	SOUTHERN SITE HIRE	Equipment Hire	\$ 3,658.60
EFT152431	05/08/2021	SOUTHERN SITE HIRE	Equipment Hire	\$ 1,579.60
EFT152116	22/07/2021	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies/Tools	\$ 147.00
EFT152436	05/08/2021	SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA INCORPORATED	Advertising	\$ 896.50
EFT152120	22/07/2021	SPOTLIGHT PTY LTD	Materials - Maritime Festival	\$ 157.60
EFT152434	05/08/2021	SPUN SPYDUS USERS NETWORK	Membership Renewal	\$ 200.00
EFT152124	22/07/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Kit Servicing	\$ 120.12
EFT152280	29/07/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training	\$ 160.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152441	05/08/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training	\$ 320.00
EFT152568	13/08/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training	\$ 160.00
EFT152121	22/07/2021	STAR SALES AND SERVICE	Hardware Supplies/Tools	\$ 1,550.00
EFT152437	05/08/2021	STAR SALES AND SERVICE	Hardware Supplies/Tools	\$ 1,550.00
EFT152277	29/07/2021	STATEWIDE BEARINGS	Plant/Vehicle Parts	\$ 70.20
EFT152058	22/07/2021	STATEWIDE RACKING & STORAGE SOLUTIONS	Racking at Sports Shed	\$ 186.60
EFT152540	13/08/2021	STEPHANIE ANNE WRIGHT MORRIGAN	EAP Services	\$ 726.00
EFT152123	22/07/2021	STIRLING PRINT	Printing Services	\$ 470.00
EFT152279	29/07/2021	STIRLING PRINT	Printing Services	\$ 40.00
EFT152592	13/08/2021	STUDIOSITY PTY LTD	Annual Support & Maintenance - Library Tutoring Service	\$ 6,105.00
EFT152282	29/07/2021	SUNNY INDUSTRIAL BRUSHWARE	Broom Supplies - Road Sweeper	\$ 1,716.00
EFT152253	29/07/2021	SUPA IGA NORTH ROAD	Groceries	\$ 611.48
EFT152545	13/08/2021	SUPA IGA NORTH ROAD	Groceries	\$ 107.78
EFT152127	22/07/2021	SYNERGY	Electricity Charges	\$ 57,320.73
EFT152285	29/07/2021	SYNERGY	Electricity Charges	\$ 461.39
EFT152443	05/08/2021	SYNERGY	Electricity Charges	\$ 66,742.89
EFT152570	13/08/2021	SYNERGY	Electricity Supply	\$ 2,809.31
EFT152128	22/07/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 461.23
EFT152286	29/07/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 2,408.52
EFT152444	05/08/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 455.89
EFT152571	13/08/2021	T & C SUPPLIES PTY LTD	Hardware Supplies/Tools	\$ 436.18
EFT152050	22/07/2021	TANEKA GARVIN	LLY Yoga Programme	\$ 350.00
EFT152351	05/08/2021	TANJA COLBY DESIGNS	Stock - Forts Store	\$ 170.00
EFT152489	13/08/2021	T CATHERALL	Staff Reimbursement	\$ 38.56
EFT152129	22/07/2021	TEEDE & CO - COFFEE HOUSE & CATERING	Catering	\$ 200.00
EFT152288	29/07/2021	TESTO PTY LTD	Thermometer - Mosquito Program	\$ 1,204.51
EFT152290	29/07/2021	THE 12 VOLT WORLD	Repairs - Plant & Equipment	\$ 135.00
EFT152160	29/07/2021	THE ALBANY SHANTYMEN	Performance - Maritime Festival	\$ 500.00
EFT152471	13/08/2021	THE ANCHORMEN	Performance - City Of Albany Maritime Festival 2021	\$ 1,500.00
EFT152358	05/08/2021	THE DRUG DETECTION AGENCY - SOUTH WA	Occupational Health & Safety - Testing	\$ 3,966.82
EFT152366	05/08/2021	THE FIXUPPERY	Cleaning Services - Q18036	\$ 3,076.51
EFT152511	13/08/2021	THE FIXUPPERY	Cleaning Services - Q18036	\$ 424.00
EFT152083	22/07/2021	THE MUFFIN QUEEN	Catering	\$ 260.00
EFT152249	29/07/2021	THE MUFFIN QUEEN	Catering	\$ 2,688.00
EFT152408	05/08/2021	THE MUFFIN QUEEN	Catering	\$ 1,340.00
EFT152109	22/07/2021	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Out Fees	\$ 646.75
EFT152265	29/07/2021	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Out Fees	\$ 1,365.60
EFT152272	29/07/2021	THE SHANTYLILLIES	Performance - Maritime Festival	\$ 600.00
EFT152585	13/08/2021	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$ 13,007.53
EFT152445	05/08/2021	THINKWATER ALBANY	Reticulation Supplies	\$ 1,203.45
EFT152349	05/08/2021	THIS PAPER CUT LIFE	Stock - Forts Store	\$ 43.64
EFT152036	22/07/2021	T DEW	Staff Reimbursement	\$ 59.85
EFT152292	29/07/2021	TOLL TRANSPORT	Courier Services	\$ 5,587.72
EFT152446	05/08/2021	TOLL TRANSPORT	Courier Services	\$ 112.75

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152573	13/08/2021	TOWN OF VICTORIA PARK	Employee LSL Transfer	\$ 15,105.88
EFT152293	29/07/2021	TOYWORLD ALBANY	Crockery/Cutlery - Civic Rooms	\$ 510.32
EFT152274	29/07/2021	TRACY SLEEMAN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT152574	13/08/2021	TRAILBLAZERS	Supply of PPE	\$ 501.40
EFT152131	22/07/2021	TRE AMICI	Performance - Maritime Festival	\$ 750.00
EFT152294	29/07/2021	TRISLEY'S HYDRAULICS SERVICES	Repairs/Maintenance Q19018	\$ 2,508.00
EFT152447	05/08/2021	TRISLEY'S HYDRAULICS SERVICES	Repairs/Maintenance Q19018	\$ 4,950.00
EFT152132	22/07/2021	TRUCKLINE	Vehicle Parts & Maintenance	\$ 400.36
EFT152448	05/08/2021	TRUCKLINE	Vehicle Parts & Maintenance	\$ 292.06
EFT152011	22/07/2021	TUTT BRYANT EQUIPMENT	Plant Parts/Maintenance	\$ 1,027.66
EFT152111	22/07/2021	UNITED TOOLS ALBANY	Hardware/Tool Supplies	\$ 26.95
EFT152297	29/07/2021	VALENTINO'S FLOWERS	Educational Toy - Rangers	\$ 60.00
EFT152424	05/08/2021	VERMEULEN ROBERT	Music Performance	\$ 750.00
EFT152298	29/07/2021	VOEGELER CREATIONS	Stock - AVC	\$ 360.50
EFT152140	22/07/2021	WA HOLIDAY GUIDE PTY LTD	Booking Fees	\$ 707.19
EFT152588	13/08/2021	WA HOLIDAY GUIDE PTY LTD	Booking Fees	\$ 896.12
EFT152579	13/08/2021	WA LIBRARY SUPPLIES	Materials - Library Youth Services	\$ 948.00
EFT152299	29/07/2021	WA NATURALLY PUBLICATIONS (DEPT OF PARKS & WILDLIFE)	Trail Maps, Guides & Books	\$ 568.04
EFT152580	13/08/2021	WALCON MARINE AUSTRALIA PTY LTD	Jetty Replacements - Progress Claim 4 C21001	\$ 168,032.67
EFT152187	29/07/2021	WANDAGEE CONSULTING	NAIDOC Week Performance	\$ 1,000.00
EFT152133	22/07/2021	WARCA INC	Payment of Costs - WA Regional Capitals Alliance Dinner	\$ 228.00
EFT152300	29/07/2021	WARCA INC	WARCA Membership 2021/22	\$ 16,500.00
EFT152168	29/07/2021	WARREN BELLETTE PHOTOGRAPHER	Photography Services - Maritime Festival	\$ 1,990.00
EFT152450	05/08/2021	WARTHOG WA	Plant/Vehicle Parts	\$ 140.00
EFT152134	22/07/2021	WATER CORPORATION	Water Charges	\$ 1,137.69
EFT152301	29/07/2021	WATER CORPORATION	Water Charges	\$ 11,984.64
EFT152581	13/08/2021	WATER CORPORATION	Trade Waste Permit	\$ 336.90
EFT152582	13/08/2021	WATTLE GROVE MOTEL	Accommodation - Staff Training	\$ 339.00
EFT152135	22/07/2021	WCP CIVIL PTY LTD	Progress Claim 3 - Middleton Beach C20017	\$ 164,082.65
EFT152146	22/07/2021	WESFARMERS LTD - WORKWEAR GROUP	Uniform Suppliers	\$ 181.30
EFT152309	29/07/2021	WESFARMERS LTD - WORKWEAR GROUP	Uniform Suppliers	\$ 616.76
EFT152090	22/07/2021	WESLEY JOHN OLSON	Stock - Forts Store	\$ 504.00
EFT152141	22/07/2021	WEST AUSTRALIAN NEWSPAPERS LIMITED - (VAC)	Paper Supplies	\$ 37.19
EFT152587	13/08/2021	WEST COAST ANALYTICAL SERVICES	Landfill Water Monitoring C20004	\$ 1,082.40
EFT152584	13/08/2021	WESTERBERG PANEL BEATERS	Vehicle Towing	\$ 220.00
EFT152139	22/07/2021	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INCORPORATED	Institutional Membership Renewal 2021/22	\$ 100.00
EFT152306	29/07/2021	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INCORPORATED	Stock - Forts Store	\$ 101.25
EFT152137	22/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION T/A WALGA	Course Fees	\$ 1,116.00
EFT152452	05/08/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION T/A WALGA	Course Fees	\$ 1,156.00
EFT152586	13/08/2021	WESTERN AUSTRALIAN MUSEUM	NAC Quarterly Service Level Agreement	\$ 25,378.10
EFT152304	29/07/2021	WESTRAC EQUIPMENT PTY LTD	Repairs - Plant & Equipment	\$ 1,576.67
EFT152451	05/08/2021	WESTRAC EQUIPMENT PTY LTD	Repairs - Plant & Equipment	\$ 1,422.27
EFT152454	05/08/2021	WESTSHRED DOCUMENT DISPOSAL	Shredding Services	\$ 537.90
EFT152307	29/07/2021	WIDEBAND NETWORKS PTY LTD - AUSSIE BROADBAND	NBN Data & Mobile Broadband	\$ 328.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 AUG 2021

REPORT ITEM CCS 377 REFERS

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT152530	13/08/2021	W LOGAN	Refund	\$ 147.00
EFT152308	29/07/2021	WILSON BREWING PTY LTD	Stock - Town Hall	\$ 271.50
EFT152145	22/07/2021	WOODSLANE PTY LTD	Stock - Forts Store	\$ 699.83
EFT152590	13/08/2021	WOOLWORTHS GROUP LIMITED	Day Care Groceries	\$ 2,877.66
EFT152455	05/08/2021	WREN OIL	Oil Waste Disposal	\$ 33.00
EFT152591	13/08/2021	WREN OIL	Admin And Compliance Fees	\$ 16.50
EFT152456	05/08/2021	WURTH AUSTRALIA PTY LTD	Vehicle Parts & Maintenance	\$ 102.98
EFT152310	29/07/2021	YOUTH AFFAIRS COUNCIL OF WA	YACWA Membership 2021-2022	\$ 275.00
EFT152148	22/07/2021	ZENITH LAUNDRY	Laundry Services	\$ 11.77
EFT152311	29/07/2021	ZENITH LAUNDRY	Laundry Services	\$ 4.42
EFT152457	05/08/2021	ZENITH LAUNDRY	Laundry Services	\$ 45.10
EFT152594	13/08/2021	ZENITH LAUNDRY	Laundry Services	\$ 18.91
				\$ 3,464,337.33

EXECUTED DOCUMENT AND COMMON SEAL RECORD

Document Number	Description	Date Sent/Received
EDR21133482	Copy of Executed Document Item: N/A Re: Development Approval Application for Solar Panel Installation at Emu Point Sporting Club (2 Birss Street, Emu Point), City of Albany Id Landowner. Parties: Emu Point Sporting Club Inc. Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 1)	19/07/2021
EDR21133592	Copy of Executed Document Item: N/A Re: LGIS Workcare - Actual Wages Declaration 30 June 2020 to June 2021 Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 1)	21/07/2021
EDR21133747	Copy of Executed Document Item: N/A Re: Development Application - Forts Store - Install Air-Conditioning Split Systems. Lot 555 Forts Road Mount Clarence Parties: N/A Signed By: Delegate Paul Camins (No. Copies 1)	21/07/2021
EDR21133750	Copy of Executed Document Item: N/A Re: Application Only - Animal Welfare in Emergencies Training Grant - Department of Primary Industries and Regional Development. - Animal Welfare in Emergencies Training -3 Day Workshop Held at Muresk Institute, Northam. Grant Funded - Onsite accommodation and food provided (Grant Funded) - City of Albany to provide transport (City's Contribution) - 3 Separate Applications to be made for rangers Krysten York, Katie O'Connor and Kym Lyall Parties: Application Only Signed By: Delegate Duncan Olde (No. Copies 1)	22/07/2021

Document Number	Description	Date Sent/Received
EDR21133752	Copy of Executed Document Item: N/A Re: WA Electoral Commission will be conducting the Local Government Elections in October 2021. In order for the Roll to be prepared by the Commission, the Local Government must sign the attached form to request. Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 1)	23/07/2021
EDR21133758	Copy of Executed Document Item: N/A Re: Purchase Order for Albany and Southern WA Consortium Annual Spydus Library Management System, Contract. Synergy Ref AMT20206082 PO Number 124812 Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 2)	23/07/2021
EDR21133896	Copy of Executed Document Item: N/A Re: Funding Claim for additional expenditure on Betty's Beach (Federal Blackspot Fully Funded) Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	27/07/2021

Document Number	Description	Date Sent/Received
EDR21134035	<p>Copy of Executed Document Item: N/A Re: GSDC Albany Motor Cycle Club \$130k - MOU with Albany Motorcycle Club confirming the City of Albany will auspice this grant on behalf of the GSDC. The Albany Motor Cycle Club agrees that the WA State Government Election promise of \$130,000 to the Albany Motorcycle Club will be auspice by the City of Albany with Great Southern Development Commission. The City of Albany will use this grant funding for the Albany Motor Cycle Club Clubhouse Project which includes a Clubhouse Building with First Aid Room, Canteen and Toilets located at Albany Motorsport Park, Down Road, Albany WA 6330. The Grant will commence on the signing of the Agreement between the City of Albany and the Great Southern Development Commission and will be completed 24 months from the date of Execution. Parties: MOU with Albany Motor Cycle Club Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	28/07/2021
EDR21134268	<p>Copy of Executed Document Item: N/A Re: Application for Clearing Permit for Chillinup Road reconstruction. Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	02/08/2021
EDR21134319	<p>Copy of Executed Document Item: N/A Re: Award for Tender for CS21005 - Panel of Suppliers - Vegetation Maintenance Works Parties: Acorn Trees and Stumps, Alec Henry (Barretts), ETS Vegetation Management, La Freegard (SMS) Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	04/08/2021

Document Number	Description	Date Sent/Received
EDR21134321	<p>Copy of Executed Document Item: N/A Re: Revised Contract for the provision of Health Services between City of Albany and Shire of Ravensthorpe. Now primarily providing remote support while their Staff Members gains suitable qualifications to become an EHO. Only very limited need for our staff to visit the SoR in the future. Building Services also removed, as they have alternative arrangement. Parties: Shire of Ravensthorpe Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	04/08/2021
EDR21134573	<p>Copy of Executed Document Item: N/A Re: Application Only - Good Things Foundation. Digital Devices Grants are one-off \$5,000 to help fund organisations within the be connected network to loan devices and data to socially isolated or disadvantaged learners over 50. only network partners who are providing digital literacy support through an active building digital skills or capacity building grant are eligible to apply. Parties: Application Only - Good Things Foundation Signed By: Andrew Sharpe Chief Executive Officer (Online Application)</p>	10/08/2021
EDR21134575	<p>Copy of Executed Document Item: N/A Re: Application Only - Good Things Foundation (Be Connected) Get Online Week Grant for \$1000 Parties: Application Only - Good Things Foundation Signed By: Andrew Sharpe Chief Executive Officer (Online Application)</p>	09/08/2021

Document Number	Description	Date Sent/Received
EDR21134591	Copy of Executed Document Item: N/A Re: Animal Welfare in Emergencies Project Grant - Department of Primary Industries and Regional Development: Applying for \$10,000 50/50 Funding. CoA Funding will be in kind project will consist of in house development of a local plan for animal welfare in emergencies, community education/engagement and procurement of portable Sheep Yards Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (Online Application)	10/08/2021
EDR21134607	Copy of Executed Document Item: N/A Re: Destruction of Inactive Records - COVID Contact Registers in accordance with General Disposal Authority Da 202-006 and Local Government Records DA2020-006 Delegation Number No 001 Parties: N/A Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)	11/08/2021
Edr21134674	Copy of Executed Document Item: N/A Re: First Claim for Roads Project grants - Albany Highway, Anson Road, Chillinup Road, Emu Point, Golf Link Road and Millbrook Road. Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	11/08/2021
EDR21134676	Copy of Executed Document Item: N/A Re: First Claims for Blackspots - Barnesby Drive, Wellstead and Parklands Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 1)	11/08/2021

Document Number	Description	Date Sent/Received
EDR21134678	Copy of Executed Document Item: N/A Re: First Claims for Commodities Funding - Marbellup North, Sandalwood Road, South Stirling Road Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	11/08/2021
EDR21134679	Copy of Executed Document Item: N/A Re: Application Only - The City of Albany's Christmas Festival Pageant Office of Road Safety Message Fatigue Grant of \$5000 Parties: Application Only - Office of Road Safety Signed By: Andrew Sharpe Chief Executive Officer (Online)	11/08/2021
EDR21134681	Copy of Executed Document Item: N/A Re: Application Only - The City of Albany's Middleton Beach 2022 Office of Road Safety Message Distraction Grant of \$5000 Parties: Application Only - Office of Road Safety Signed By: Andrew Sharpe Chief Executive Officer (Online)	11/08/2021
EDR21134682	Copy of Executed Document Item: N/A Re: Application Only - The City of Albany's NYE 2021 Office of Road Safety Message Drink Drive Grant of \$5000 Parties: Application Only - Office of Road Safety Signed By: Andrew Sharpe Chief Executive Officer (Online)	11/08/2021
EDR21134739	Copy of Executed Document Item: N/A Re: Annual Purchase Order for Domestic Contract for 2021 FY. Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	12/08/2021

Document Number	Description	Date Sent/Received
EDR21134740	Copy of Executed Document Item: N/A Re: Annual PO for Fogo Collection Contract for 2021 FY Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	12/08/2021
EDR21134741	Copy of Executed Document Item: N/A Re: 2021-2022 Insurance Renewals Invoices Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	12/08/2021
EDR21134742	Copy of Executed Document Item: N/A Re: Development Application for 913 Frenchman Bay Road, Big Grove. Land Is Leased by Rotary Club of Albany Port (Wa) And They Are Proposing To Replace The Ablution Facilities And Some Other Minor Works. Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	12/08/2021
EDR21134743	Copy of Executed Document Item: N/A Re: Application for Cleaning Permit for The Rushy Point Bird Hide Additions Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (No. Copies 1)	12/08/2021
ICSR21423113	Copy of Common Seal Document Item: N/A Re: Renewal of Lotteries House Lease under Delegated Authority No:019-Leases, Licenses Lease rental is \$8766.44 per Annum (Inc. Gst) Deed of Lease prepared at no cost to Council Parties: The Neurological Council of Western Australia Inc. Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 Copies)	19/07/2021

Document Number	Description	Date Sent/Received
NCSR21133871	<p>Copy of Common Seal Document Item: N/A Re: Deed of Assignment of Lease - Brian Ernest Hammer (Assignor) and Craig Aaron Marshall and Nicolle Booth (Assignee). Deed of Assignment prepared by City Lawyer at no cost to Council. Parties: Brian Ernest Hammer (Assignor) and Craig Aaron Marshall and Nicolle Booth (Assignee). Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (3 Copies)</p>	23/07/2021
NCSR21133914	<p>Copy of Common Seal Document Item: N/A Re: Renewal of License for FES Ministerial Body (Formerly Department of Fire and Emergency Services) Under Delegation Authority On :019 * License Term for 5 Years with Three Options of 5 Years. Commencement Date 1 July 2021. * Lease Rental of \$10.00+ GST Per Annum Parties: FES Ministerial Body Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (4 Copies)</p>	27/07/2021
NCSR21134683	<p>Copy of Common Seal Document Item: N/A Re: Rent Dispute for Department of Transport for Emu Point Seabed Lease Resolved Resulting in The Partial Surrender, Lease of Additional Premises and Variation of existing Emu Point Seabed Lease. Parties: Minister for Transport Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (3 Copies)</p>	11/08/2021

Document Number	Description	Date Sent/Received
NCSR21134683	Copy of Common Seal Document Item: N/A Re: Rent Dispute for Department of Transport for Emu Point Seabed Lease Resolved Resulting in The Partial Surrender, Lease of Additional Premises and Variation of existing Emu Point Seabed Lease. Parties: Minister for Transport Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (3 Copies)	11/08/2021
NCSR21134745	Copy of Common Seal Document Item: N/A Re: Renewal of Lotteries House Lease Under Delegated Authority No:19 - Lease, Licences Lease term of three years, no further term. Commencement Date 1 July 2021. Deed of Lease prepared at no cost to Council. Parties: Arthritis Foundation of W.A Incorporated Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (No. Copies 2)	12/08/2021
NCSR21134746	Copy of Common Seal Document Item: N/A Re: Renewal of Lotteries House Lease under Delegated Authority No:19 - Lease, Licences Lease term of three years, no further term. Commencement Date 1 July 2021. Deed of Lease prepared at no cost to Council. Parties: Albany Halfway House Association Inc. Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (No. Copies 2)	12/08/2021
NCSR21134747	Copy of Common Seal Document Item: N/A Re: Renewal of Albany Historical Society Lease under Delegated Authority No:19 - Lease, Licences Lease term of two years and six months, no further term. Commencement Date 31 January 2021. Deed of Lease prepared at no cost to Council. Parties: Albany Historical Society Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (No. Copies 2)	12/08/2021

Document Number	Description	Date Sent/Received
NCSR21134748	<p>Copy of Common Seal Document Item: N/A Re: City of Albany to provide Tesla with (A) 3 Parking Spaces (B) Approximately 25sm to build an Electric Vehicle supercharging Station at the CBD Carpark - Tesla to supply, install and Maintain - 10 Year Period - City to maintain carpark as normal. Parties: Supercharger Licence Agreement with Tesla Motors Australia - Term of Ten Years. Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (No. Copies 1)</p>	12/08/2021



Communications & Engagement Action Plan 2019-2022

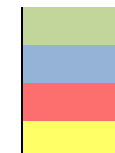
Progress Report: April 2021 – July 2021 (Q4)

Common Abbreviations:

IAP2 – International Association for Public Participation
 EMT – City of Albany Executive Management Team
 CoA – City of Albany
 HR – Human Resources at the City of Albany
 CEO – Chief Executive Officer
 Mailchimp – Cloud-based digital newsletter platform

Project Status Legend

Complete
 In progress/ On Track
 Critical Issues
 On Hold/Parked



		COMMUNITY ENGAGEMENT			
Priority/Actions	Comments				
Strategic Objective: 1. To follow the International Association of Public Participations (IAP2) framework for engagement which is considered a best practice benchmark worldwide.					
1.1 To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions					
	Q1	Q2	Q3	Q4	
1.1.1 Refresh and schedule HR inductions quarterly to include; Engagement & Communications Strategy objectives.	Completed in 2019-2020, remains ongoing	Complete			
1.1.2 Update the City's engagement policies, guidelines and templates to align with the IAP2 Quality Assurance Framework.	Updated templates endorsed in 2019-2020 and now in use across the organisation	Complete			
1.1.3 Re-establish one coordinated support point to drive, monitor and distribute all engagement activities on City website.	Consultation module adopted on website. IT presented module to Advisory Group October 2021. Staff training and implementation to follow.	Module has experienced some minor glitches which have been referred to the supplier for review.	Complete. Minor issues have been resolved and module is able to take comments.		
1.2 To obtain community feedback on analysis, alternatives and/or decision					
	Q1	Q2	Q3	Q4	
1.2.1 Focus on early engagement planning.	Ongoing, with review process in place.	Ongoing, with review process in place.	Engagement or engagement planning for these projects is underway;	Engagement or engagement planning for these projects is underway;	

	Engagement planning for these projects is underway: <ul style="list-style-type: none"> Menang-Noongar Dual Naming Stirling Terrace civil works Regional Arts & Culture Strategy 2026 Albany Bicentenary 	Engagement or engagement planning for these projects is underway: <ul style="list-style-type: none"> Menang Noongar Place Names Stirling Terrace and Sanford Road civil works Regional Arts & Culture Strategy Youth Friendly Albany Strategy Albany Community Strategic Plan Major Review 2026 Albany Bicentenary Vehicles on Beaches FOGO 	<ul style="list-style-type: none"> Regional Arts & Culture Strategy CBD parking Youth Friendly Albany Plan Albany Community Strategic Plan major review 2026 Albany Bicentenary FOGO Aboriginal Heritage Act Due Diligence engagement for Kalgan & Oyster Harbour capital works 	<ul style="list-style-type: none"> Regional Arts & Culture Strategy 2026 Albany Bicentenary Menang Noongar Place Names Interpretation Robinson and Stidwell Bridle Trail equestrian project Centennial Playground replacement Point Possession Heritage Plan Lake Weelara Concept Plans for campground enhancements east of Albany. 	
1.3 To work directly with the community throughout the process to ensure that community concerns and aspirations are heard and considered					
	Q1	Q2	Q3	Q4	
1.3.1 Schedule quarterly "Your Council Meet and Greet" Forums in various community areas.	Meet and Greet held in Emu Point on 23 September 2020. Capacity attendance of 100 people. Officers reviewing and responding to community questions taken on notice.	Next Meet and Greet date and location currently in planning.	Meet and Greet scheduled for 21 April has been postponed due to low RSVP numbers. Will be rescheduled at a later date.	To be rescheduled after October elections.	
1.4 To create opportunities to partner with the community in decision making, including the development of alternatives and solutions					
	Q1	Q2	Q3	Q4	
1.4.1 Establish an Advisory Group with community representation to monitor and report on the implementation of the Communications & Engagement Strategy.	Advisory Group established and meeting regularly	Complete	Midway point of the strategy. Terms of Reference have been reviewed and endorsed by the Advisory Group.	Complete	

1.4.2 Involve Noongar community in identifying and recommending places for cultural recognition in the Restoring Menang-Noongar Place Names project.	Regular workshops being held with community elders, with up to 49 places currently identifying for dual naming, subject to approvals.	Noongar consultation has concluded with 66 places and traditional place names endorsed by the community. Project currently open for wider community engagement	Consultation and engagement on place names has been finalised.	Transitioning to interpretation phase of project. Planning further engagement sessions with Noongar community.	
1.5: To explore ways to empower the community to participate in our decision-making processes					
	Q1	Q2	Q3	Q4	
1.5.1 Integrate an online platform, with regular project updates, on the City website.	Website upgrade complete. Consultation module adopted on website and currently in use. Presentation to Advisory Group and staff training to follow.	Website upgrade complete. Consultation module adopted on website and currently in use.	Complete. In this quarter the program has been used for several public comment items.		
1.5.2 Explore community participatory budgeting with Bornholm and Lockyer communities for allocations included in 19/20 Budget.	Completed. Bornholm community have identified a public toilet which is nearing completion. Lake Weelara already has an agreed planning framework in place, and this process is to be followed rather than adopt a new methodology for precinct planning.	Complete			
1.5.3 Undertake community participatory budgeting projects subject to budget allocations.			Rural town enhancement project engagement underway in Youngs Siding. The community has participated in two engagement workshops: one to identify community projects, and the second to prioritise these projects for costing.	City actioning priority projects and budget allocated to projects based in consultation with community. Planning engagement for budget allocations in Redmond.	

			Costings for the prioritised projects have been sent to the community for feedback.		
1.5.4 Upgrade Lake Weelara playground in consultation with community, as per agreed action plan for the precinct.	Lake Weelara playground engagement workshop scheduled 31 October 2020.	Engagement workshop completed. Quotes for concept designs are being sourced by suppliers, and designs will be put out for public comment in due course.	Concept designs for playground options have been sent to the Lake Weelara community for voting. The voting period is now complete and play equipment ordered for the most popular design.	Play equipment installed. Complete.	
1.5.5 Support and collaborate with stakeholders to ensure community input into Regional Arts & Culture Strategy.	Stakeholder Project Control Group formed with City representation and guidance. RFQ for consultation consultancy underway.	RFQ process completed and consultant appointed. INK Strategy commencing regional consultation Feb 2021.	Relevant City officers have met with INK Strategy consultants. Phase 1 engagement due to commence 29 April to 31 May 2021.	Phase 1 engagement report drafted. Workshops undertaken with various communities and organisations. Extending further engagement opportunities to Noongar community.	
1.5.6 Invite the Youth Advisory Council to participate in discussion and decision-making with Council on issues of importance to them.	YAC members have participated in the process to draft a Climate Statement for the City of Albany for Council's consideration.	YAC members have participated in the engagement process for the review of the Youth Friendly Albany Strategy.	YAC members have participated in the engagement process for the review of the Youth Friendly Albany Strategy.	Ongoing engagement re Youth Friendly Albany Strategy. Staff engaging with YAC on development of an inclusivity logo for future Council consideration.	
Strategic Objective					
2. To use the preferred channels for engagement with our community, both actively and passively, more effectively.					
2.1 Use market segmentation data to identify the most effective way to reach our audience					
	Q1	Q2	Q3	Q4	

2.1.1 Investigate ways to incorporate City information into the rates mail out and community calendar.	2020-21 budget/rates information distributed in August rates notices. 2021 Calendar in production.			2021-2022 Rates Flyer and 2022 Community Calendar in design.	
2.1.2 Encourage more active engagement at City events and festivals.	Due to Covid interruptions to the events industry, no further opportunities for engagement at events have been achieved since last quarter.	CoA engagement occurred at the Christmas Pageant and Middleton Beach Festival as follows: <ul style="list-style-type: none"> Mounts Master Plan Draft Report. Youth Challenge Park. FOGO rollout, and general community awareness about waste and recycling. Youth engagement to review the Youth Friendly Albany Plan. Town Hall opening and public tours. 	Middleton Beach Festival engagement was highly successful, with the following projects programmed in for community engagement: <ul style="list-style-type: none"> Youth Friendly Albany Plan. FOGO. Information for dog owners (poo bags, exercise areas). Middleton Beach foreshore redevelopment. Long Live You summer program. 	Youth Week Events facilitated engagement for the Youth Friendly Albany Strategy. Bicentenary Engagement Maritime Festival.	
2.1.3 Encourage the use of email and letterbox as passive primary communication method.			Direct mailout to approx. 5000 landowners informing of the public comment for Dual Naming project.	Playground Renewals – 1500 letters within 400m radius.	
Strategic Objective					
3. To empower staff to support the City to improve its level and quality of engagement with the community.					
3.1 Train staff and Council to implement and follow best-practice engagement procedures					
	Q1	Q2	Q3	Q4	
3.1.1 Develop an engagement process pack with templates and guidelines for Executive Team endorsement and implementation.	Pack has been developed, endorsed, and is in use across the organisation.	Complete			
3.2 Implement initiatives that strengthen internal communications and increase awareness of leadership priorities					
	Q1	Q2	Q3	Q4	

3.2.1 Implement collaborative business planning process.	Ongoing. 2020-21 Budget Review process currently underway.	2021-2022 Business Planning Process and review of Long Term Financial Plan commenced.	Community Development and Engagement and Events Teams undertook collaborative business unit planning with Arts and Culture and Recreation Services staff.	A working group was established to provide organisation-wide input into the Integrated Planning and Reporting Framework work, which included the Community Strategic Plan and Corporate Business Plan.	
3.2.2 Prioritise the flow of internal information through the use of: <ul style="list-style-type: none"> Regular staff and team meetings; Regular staff newsletters; Directorate managers' meetings; Councillor Weekly updates shared with all managers; Regular toolbox meetings; Use the City's intranet as the portal to access information 	Ongoing. Intranet upgrade in development.	Intranet has been launched. This includes specific portals for both Elected Members and the Executive Management Team to make information easier and more accessible.	Complete and ongoing		
3.2.3 Link to Council agendas and minutes in staff newsletters.	Staff newsletters contain the link to Council agendas and minutes on the website.	Complete			
3.2.4 Updates on priorities from Executive Management Team meetings to be shared with managers.	Priorities are shared at regular meetings of City managers. COVID19 provided greater impetus for Executive to meet with City managers, and there is an agreed, shared commitment to continue this regular communication into the future.	Complete			
3.2.5 Chief Executive Officer to undertake annual roadshow meetings with staff.	Ongoing. CEO has been meeting with teams and worksites regularly during Covid impact and will	Ongoing. CEO has been meeting with teams and worksites regularly during Covid impact and will	Ongoing. Post-Council staff meetings have been a monthly opportunity for the CEO to regularly meet with	Ongoing.	

	continue to schedule these opportunities.	continue to schedule these opportunities.	staff outside the Administration Building.		
3.2.6 Promote and invite all staff to attend informal social events.	Events are regularly promoted through various methods to City staff.	Events are regularly promoted through various methods to City staff.	Events are regularly promoted through various methods to City staff.	Complete and ongoing	
3.2.7 Undertake annual employee satisfaction survey, and share de-identified results with all staff.	Survey is currently on-hold	Survey is currently on-hold	Survey launched in April and will be reported on for Q4 report.	Complete. Bi-annual Human Synergistics survey results delivered.	
3.2.8 Council Weekly News to improve the flow of information from admin to Councillors, including the weekly diary.	Complete and ongoing, shared with Managers.	Complete and ongoing, shared with Managers.	Complete and ongoing.		
3.2.9 Establish internal working groups with cross-organisation representation.	Ongoing. Working Groups continuing or established for the following projects: <ul style="list-style-type: none"> • FOGO • Town Hall • Stirling Terrace capital works • Long Live You • Sustainable Buildings 	Ongoing. Working Groups continuing or established for the following projects: <ul style="list-style-type: none"> • FOGO • Town Hall • Stirling Terrace and Sanford Road civil works • Long Live You • Sustainable Buildings • Local Laws and Signs • Integrated Planning Framework (Community Strategic Plan major review) 	Ongoing. Working Groups continuing or established for the following projects: <ul style="list-style-type: none"> • FOGO • Long Live You • Sustainable Buildings • Local Laws and Signs • Integrated Planning Framework (Community Strategic Plan major review) 	Ongoing. Working Groups continuing or established for the following projects: <ul style="list-style-type: none"> • FOGO • Long Live You • Sustainable Buildings • Stidwell Bridle Trail • Integrated Planning Framework (Community Strategic Plan major review) • CoA Christmas Decorations 	
3.3 To uphold the City of Albany's customer services charter					
	Q1	Q2	Q3	Q4	
3.3.1 Adopt updated Customer Service Charter.	Adopted by Council in July 2019	Complete			
3.3.2 Investigate opportunities to become accredited in customer service.	On hold pending cost benefit review in light of the post-COVID budget.	On hold pending need and cost benefit review.	On hold pending need and cost benefit review.		

Strategic Objective					
4. Provide increased opportunities for Council and Executives to connect informally with community.					
4.1 Council will meet regularly with communities in informal settings that provide a platform for open dialogues					
	Q1	Q2	Q3	Q4	
4.1.1 Develop a Council Action Plan to maximise Elected Members engagement and communication with community.	To be progressed in 2020-21	To be progressed in 2020-21	To be progressed in 2020-21.	Requires further clarification. On hold due to capacity and upcoming LG elections.	
4.2: Executives will meet regularly with staff and community in settings that provide a platform for open dialogue					
	Q1	Q2	Q3	Q4	
4.2.1 Roster Executive representation at staff meetings, and appropriate community meetings and functions.	Ongoing, subject to timing and availability. Executive recently attended the Council Meet & Greet at Emu Point.	Executive representation has occurred at various staff meetings, and the following external engagement opportunities: <ul style="list-style-type: none"> • Minderoo Foundation Albany visit and youth services engagement. • Albany Chamber of Commerce and Industry Town Teams engagement. • GSCore and trails strategy development. • Albany Community Bank Strategic Plan development. • Southern Ports Board re the artificial surf reef engagement and Southern Ports Stakeholder Function. • Department of Fire and Emergency Services pre-season 	Executive staff have attended various staff meetings as well as the following external engagement opportunities: <ul style="list-style-type: none"> • Attendance at Middleton Beach Group committee meeting. • Meetings with various candidates in the March state election, including attendance at the 'Meet the Candidates' breakfast hosted by ACCI. • Meetings with Lawley Park and Merrifield tennis clubs. • Meeting with RAC Parks and Resorts about investment opportunities in Albany. • Attendance at various functions with ministers held during the state election campaign. 	Executive staff have attended various staff meetings as well as the following external engagement opportunities: <ul style="list-style-type: none"> • NAC Advisory Group • Elleker Community Storm Meetings • Various meetings with Federal & State Government Ministers • LG Pro Great Southern Branch • Albany Entertainment Centre Operations Committee • Anzac Day Dawn Service • Cinefest Oz Launch • Town Hall official opening • WALGA executive • WA Regional Capitals Alliance • ACCI • Rio Tinto • Official Opening of Albany Youth Support Assoc 	

		engagement sessions.		<ul style="list-style-type: none"> • South Coast Alliance • Albany Aviation Community Consultation Group • UWA • Submariners Memorial Service 	
4.2.2 Consult Executive Management Team on an annual Executive roadshow to City worksites.	Complete, and ongoing. Executive Team have increased attendance at team and site meetings.	Executives have scheduled monthly post-Council meetings at all business units.	Complete and ongoing. Executive team schedule monthly post-Council meetings at all business units.		

COMMUNICATIONS

Strategic Objective

5. To strengthen our brand and promote our services, events and initiatives through creating and delivering innovative visual communications for web and print

Priority/Actions	Comments				
5.1 Build on the ‘Your City’ campaign to share and promote who we are and what we do in the community					
	Q1	Q2	Q3	Q4	
5.1.1: Produce and deliver the Your City’s Sustainable Heroes campaign.	Complete. <ul style="list-style-type: none">• Total reach 122,563• Total video views 42,502 Won Best Campaign in the 2019 WA Rural Media Awards	Complete			
5.1.2 Acquire tools to develop more video and other engaging content.	Complete. Acquired equipment and software tools for low-level in-house video production and video editing software with Windows 10 rollout by IT Team.	Complete			

5.1.3 Develop and deliver a campaign to encourage nominations and votes in the 2019 Local Government Elections.	Completed. 24 nominations received, 3 rd highest in CoA history.	Complete			
5.1.4 Develop and deliver a campaign to encourage nominations and votes in the 2021 Local Government Elections.	N/A	Planning underway.	Campaign proposal in development for feedback and endorsement by end of May 2021.	Campaign on track, quote gone out to local suppliers and budget being organized currently. Shooting this week.	
5.1.5 Execute a marketing campaign for 2021 that promotes the positive work that the City of Albany does.	N/A	Commenced planning for the 2021 City of Albany marketing campaign with thorough planning and brief to come.	Campaign proposal in development for feedback and endorsement by June 2021.	In development, focus on Local Government Elections and Rates time. Concept is to expand on Your City.	
5.1.6 Develop a Communications and Marketing campaign that promotes the importance of community input with the review of the Strategic Community Plan 2030.	N/A	RFQ's distributed and working group briefed on the campaign concept "Shape your Community 2030"	Change in direction and budget means creating this in house. Community Scorecard survey complete with workshops to come.	Campaign was executed to promote the Community Scorecard with excellent results where we doubled the number of respondents from the last review and gained good media coverage. Complete	
5.2 Adopt the 'Your City' design style as our main communications brand					
	Q1	Q2	Q3	Q4	
5.2.1 Develop an updated City Corporate Style Guide that reflects the 'Your City' style.	Complete. Your City Style Guide is being used currently.	Complete			
5.2.2 Undertake review of City logos and style guide.	Corporate Style Guide updating guidelines for logo use and presentation with Your City brand. Other logos still under review. National Anzac Centre and Albany Heritage Park logo / branding consolidation priority.	Other logos still under review. National Anzac Centre and Albany Heritage Park logo / branding consolidation priority.	To be addressed in the new financial year. Priorities are currently Anzac Day, Fort Store Online and strategic marketing plan 2021/22.	Not currently a priority.	

Strategic Objective					
6. To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.					
6.1 Share information that is easy to understand, is timely and reaches relevant target audiences					
	Q1	Q2	Q3	Q4	
6.1.1 Develop a Council electronic newsletter for distribution pre and post Council meetings. Incorporate video update with Mayor if achievable.	Currently in the design stages with drafts under review. Aim to roll out for the first OCM in 2021.	In progress, aiming for roll out in Q1. To be accompanied by a social media post.	On track for a May 2021 start date.	Delayed due to conflicting priorities. Draft has been completed, needs EMT review.	
6.1.2 Incorporate a social media presence for public notices and project updates that provides clear, concise and relevant information to residents.		In the early stages of structure and context.	Social tiles created and begun being rolled out.	Social tiles continuing to be rolled out with good success.	
6.2 Use social media and email as cost-effective communication channels					
	Q1	Q2	Q3	Q4	
6.2.1 Expand City's database of resident emails to expand direct reach of newsletters and other communication. <i>*Based on evidence of preferred communications channels</i>	Complete. Email database expanded with resident emails through rates team. Weekly newsletter sign-up options now included on websites.	Complete			

6.2.2: Develop more content for Instagram and grow the City's presence on this platform.	Complete and ongoing	Complete			
6.2.3 Review and redevelop existing community newsletter and explore consolidation of other City newsletters.	Completed redesign and relaunch of community newsletter. Newsletter consolidation where possible remains a longer-term goal.	Complete			
6.2.4 Investigate use of social media influencers in marketing.		Complete			
6.2.5 Investigate the use of influencers and interact with other relevant pages to gain more reach, shares and engagement.	N/A	Includes tagging relevant community groups, originations and individuals relevant. Such as: Amazing South Coast Australia's South West Tourism WA AYSA headspace Albany Rather than just posting relevant info without including them.	Ongoing, currently actioned through Town Hall Relaunch Festival, Youth Week and Green Fair on the Square. Very successful with co-sharing of content.	Ongoing, actioned through Maritime Festival promotions primarily with very successful co-sharing of content.	

		le; funding announcements and event promotion.			
6.2.6 Promote the use of the Consultation module and numerous ways community can have their say through social media channels.	N/A	Commenced with a few select public comment items. Dual Naming 4WD on Beaches	Ongoing, with the Strategic Community Plan 2032 upcoming.	Complete and ongoing, module is being used across multiple departments.	
Strategic Objectives 7. To ensure online content for our websites is relevant, accurate, timely, strategically placed and easily accessible.					
7.1: Review the functionality and structure of the City's website					
	Q1	Q2	Q3	Q4	
7.1.1 Redevelop and relaunch the City of Albany website.	Complete and launched. Continue to refine and improve specific pages and website functions as necessary.	Complete			
7.1.2 Redevelop and relaunch the ALAC website.	Complete and launched	Complete			
7.1.3 Redevelop and relaunch the Albany Library website.	Complete and launched	Complete			
7.1.4 Develop an Arts & Culture website for repurposed Town Hall and Vancouver Arts Centre.	Currently working with the VAC and IT teams to develop the content and style. We currently have a dummy website which depicts the style of site we are after. The aim is to have this launched at or before the opening of the Town Hall at the end of 2020. Content for the site is currently in development.	Complete			

7.1.5 Redevelop and relaunch National Anzac Centre website.	This is now live with further developments to incorporate an online store for the Forts Store and transition interactive history content from original website. Also plans to update photos.	This is now live with further developments to incorporate an online store for the Forts Store and transition interactive history content from original website. Also plans to update photos. Photoshoot has been actioned to be implemented into the new site. Online Forts Store to be up and running by mid-2021.	The online Forts Store is almost ready to go live, there are just some final small elements to confirm such as international shipping etc.	The online Forts Store is live. We are monitoring the uptake and demand in line with the store's capacity to fulfil orders. International shipping to come later down the track. Complete.	
7.1.6 Consider customer services access to a live customer service chat function on website.	On hold. Not achievable within current budget. Questions over feasibility and cost benefit.	On hold. Not achievable within current budget. Questions over feasibility and cost benefit.	On hold. Not achievable within current budget. Questions over feasibility and cost benefit.	Remains on hold. Not achievable within current budget or resources. Consultation module currently provides platform to receive and respond to feedback.	

MEDIA					
Strategic Objective					
8. To plan and be proactive in contacting the media whenever possible and respond to media requests in a timely and appropriate way.					
8.1 Produce regular media releases that are well-written and proactively sharing City of Albany news					
	Q1	Q2	Q3	Q4	
8.1.1 Review process for requesting Communications' support for media releases and other relevant input	Pending adoption of new intranet. Plan to build online service request forms. Intranet is in development and transition stages.	Discussing with IT the feasibility of having this online form on the intranet that emails the media release request to Communications.		On hold, not a priority. Requests for media releases currently handled well and there is limited uptake of Intranet usage for day-to-day processes.	
8.1.2 Transfer Media Release template into electronic mail format	In progress, analysing the logistics of changing this process, recipient expectation and efficiency before implementing.	On hold due to other priorities.	Aim to have this implemented by May 2021. Draft complete and ready for review.	Not progressed as not a current priority, will review before the end of the year.	

8.2 Provide responses to media that meet news deadlines					
	Q1	Q2	Q3	Q4	
8.2.1 Provide open and transparent responses in a timely manner.	Ongoing	<p>Ongoing</p> <p>Key responses this quarter include;</p> <p>Middleton Beach Enhancement Pine Tree Removal Fire preparedness Seaweed at Middleton Beach Turtle App Number of animals in the pound Number of books registered at the library. Mosquito spraying Sites for redevelopment in Albany State Election priorities Youth Challenge Park Middleton Beach Hotel Site Investment Portfolio Quaranup Swimming Enclosure 20% Covid Leave US Submariners Busking petition Middleton Beach Shelters Garage Sale Trail Torbay Inlet Opening Christmas Pageant Political signage FOGO Hanrahan Tip Fire Disability Path at Middleton Beach</p>	<p>Ongoing.</p> <p>Key responses in this quarter include:</p> <p>FOGO Extended trading hours Swimming Enclosure IT Penetration testing Sanford Road Aldi Female volunteer firefighters Green algae Middleton Beach Car Park Beached Whales at Cheynes Forked on York Free Street Trees Stidwell Bridle Trail 5G Tower Resident Tree Poisoning Town Hall Relaunch Festival Mokare Memorial Southern Terminus Burying Animals in the backyard Green Fair on the Square State Election Promises Rebecca Stephens Seat NAC Theatre Youth Week Anzac Day CoA Art Collection Youth Challenge Park Dead birds at Middleton Beach</p>	<p>Ongoing.</p> <p>Key responses in this quarter include:</p> <p>York Street War Memorial Middleton Beach Trees Albany Visitor Centre Stidwell Bridle Trail Free Street Trees FOGO Emu Point Erosion NAC Revenue Horses on Quaranup Beach Chesterpass Roundabout Sculpture Bulk Rubbish Collection Preppers Exhibition Lower Kalgan Bridge Pindan Schlager Homes RV Friendly Town Beach 4WD Access LED Street Lighting Old Morgue Lake Sadie Road Protest Nullaki Lime Pit Green Waste Bin Inserts Whale Carcass Storm Damage Hilton Hotel Esplanade Works Centennial Stadium Name Print House Media Scam ALAC Kids Gym Covid Payment Gold Waterwise Council Artificial Surf Reef Maritime Festival</p>	

		Gravel being used for Albany Ring Road Town Hall Opening Town Hall Clock This Bay is Someone's Day Solar Power on City Buildings Building Approvals NYE Fireworks Noongar Place Names Perth to Albany rail Racewars Funding for fire mitigation Campground bookings Mounts Master Plan 4WD on Beaches Caravan rules Reel it in bins Deregulated trading hours Australia Day Awards Chester Pass Roundabout Artwork Mids Mutts Event Mayoral Talkback (ABC) Ghost Soldiers Algal Bloom Harvest Road Stirling Terrace Works Trading in Public Places Regional Capital Alliance Disability access within the City of Albany Warrenup Playground Wayfinding Signage Sandford and North Road Roundabout Kiteboard Launch Area Emu Point Boardwalk Bushfire Notices Ranger Body Cameras Laserscape	Easter Weekend Camping Easter Tourism Numbers Clarence Art Exhibition Community Scorecard	NAC Storm Damage Elleker Flooding Navy Exhibition Emu Point Erosion Grant Australian of the Year Exhibit Lower Kind Boating Facility Town Hall Vintage Portraits	
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		Millbrook Road Surf Reef Frenchman Bay Site Sale Woolstores Climate Declaration Policy Illegal Dumping Cricket Turf Pitches Big Grove Rezoning NAIDOC Week Ball Mountain Bike Trails CoA Facilities and Staffing Defecating at ALAC City Bushfire Strategy Albany Seniors Grants Australia Day Oyster Farming VAC – We Built This City FOGO Processing Facility Great Southern Art Award Holiday Accommodation Approvals			
8.2.2 Development and adoption of a media policy and protocol.	NA	Commenced and in review for adoption	Sent to EMT for the next meeting and final endorsement.	Complete and adopted.	
Strategic Objective					
9. To promote the City with positive and proactive media					
9.1 Identify positive promotional opportunities through strong internal communication					
	Q1	Q2	Q3	Q4	
9.1.1 Issue regular media releases that share the good work and achievements of the City of Albany	Ongoing	Ongoing 31 media releases issued since 15/10/2020	Ongoing. 16 media releases issued since 15/02/2021	Ongoing. 19 media releases issued since 20/04/2021	
9.1.2 Quarterly meetings with business units and teams to discuss good news and promotional opportunities.	Ongoing	The Communications Team have met with Library, ALAC, Albany Heritage Park, Arts and Culture,	The Communications Team have met with Albany Visitor Centre, Albany Heritage Park, Arts and Culture, Waste, Depot,	The Communications Team have met with Albany Visitor Centre, Albany Heritage Park, Arts and Culture, Waste, Depot, Reserves, ALAC and North Road teams.	

		Waste, Depot and North Road teams.	Reserves and North Road teams.		
9.2 Build strong and effective relationships with the media at all levels					
	Q1	Q2	Q3	Q4	
9.2.1 Create opportunities for senior staff and Mayor to meet with local media	Complete Monthly meetings scheduled with Albany Advertiser and remain ongoing. Offers were extended to other media and will continue ad-hoc in conjunction with the Communications teams.	Monthly meetings scheduled with Albany Advertiser and remain ongoing. ABC meeting to take place this month.	Monthly meetings scheduled with Albany Advertiser and remain ongoing. ABC meeting was cancelled, to be rescheduled. ABC have met with CEO and Mayor this quarter. Weekender due to come in this week.	ABC have met with CEO and Mayor this quarter. Weekender met with the Communications Coordinator and Manager Community Relations this quarter.	
9.2.2 Communications team visit to local media outlets to meet and greet media teams	Complete. Communications Team have met with local media where available with the outlet. Continuing to build positive relationships with all media that benefit the City.	Complete			
9.2.3 Attend monthly Council meetings (and committee meetings as necessary) to provide attending media representatives with support as required.	Ongoing	3 OCM's attended by Communications in the last quarter. 1 Annual Electors meeting 2 DIS Committee meetings 1 CCS Committee meeting 1 Special Council Meeting	3 OCM's attended by Communications in the last quarter. 1 Special Council Meeting	3 OCM's attended by Communications in the last quarter.	
9.2.4 Support requests for interview and photo opportunities wherever possible that support positive reporting of the City and community, or assist with informing the community about issues of importance.	Ongoing	Ongoing. Opportunities supported align with previously mentioned media responses.	Ongoing. Opportunities supported align with previously mentioned media responses. Specifically NAC theatre, Youth Week, poisoned trees and Town Hall Relaunch Festival.	Ongoing. Opportunities supported align with previously mentioned media responses. Specifically Navy Exhibition, ALAC Kids Gym, Elleker Flooding.	

Strategic Objective					
10. To maintain awareness of the issues reported by the media and community's response					
10. Monitor media activity					
	Q1	Q2	Q3	Q4	
10.1.1 Use media monitors to keep up to date with and source media activity relating to the City	Complete and ongoing.	Currently reviewing digital media monitoring tools to ensure fee for service is value for money and software is continuing to meet the City's needs.	Will be finalising Media monitor contracts this month. This will allow a much more concise reporting model and ability to report on social media commentary.	We have engaged with a new media monitoring provider, Falcon, and reinstated a revised contract with Isentia.	
10.1.2 Compile quarterly media reports that summarise media coverage and social media engagement	Completed monthly and ongoing.	Completed monthly and ongoing.	Completed monthly and ongoing.	Completed monthly and ongoing.	



Government of Western Australia
Department of Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2022/23 – 2024/25 Triennium

This application form can only be used for applications to be submitted in the 2022/23 funding round. No other forms will be accepted.

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DLGSC Contact: Chris Thompson

Date: Ongoing

Office: Great Southern

TYPE OF GRANT:

**ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)**

The total project cost (GST exclusive) is between \$300,001 and \$500,000.

**FORWARD PLANNING GRANT \$166,667–\$2 million**

The total project cost (GST exclusive) exceeds \$500,000.

Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2022/23 if all planning is finalised and the project will be completed before 1 June 2023.

**2022/23****2023/24****2024/25**

Would the project proceed if funding was allocated in a later year? ☒ Yes ☐ No

If yes, how would the project be impacted (e.g. – delayed etc)?

- The project is reliant upon both federal and state funding and requires both to be fully realised. Delays to funding and construction will continue to impact on the quality and safety of the facilities, and participation numbers (juniors).
- The existing Merrifield Park and Lawley Park Tennis Club facilities are rapidly degrading. Although remedial work has been completed on an occasional basis to maintain some functionality, the facilities are significantly aged, limit further expansion, and are beyond their practical end of life. This has been hampering participation numbers and membership growth in past years, and generally limits the growth of tennis as a sport in the Great Southern. Notably a lack of floodlighting impacts on participation and growth.
- As long as the current plans for the Albany Community Tennis Centre are being investigated, the Department has informed the clubs that no public funding can be attracted to upgrade the existing facilities. Without the development of such facilities, tennis infrastructure within Albany will continue to degrade and growth in tennis within the region will be impacted.
- The Tennis Centre Working Group are highly committed to realisation of the project vision and if funding were to be delayed the group would continue to investigate options to see development commence. A successful application (even delayed) is necessary to assist with the successful leveraging of the final funding required from the federal government to see the project proceed.
- Potentially delays in funding may result in escalation of cost to tender, currently estimated at approximately 1.5% per annum, consequently reducing overall cost benefit and delaying the realisation of the significant identified social and economic benefit identified within the supporting business case (see Section 3 and Section 7).

How would the resulting cost escalation be funded?

- An escalation to tender from 2020 value has been included in the QS estimates to late 2021, however further construction (5%) and design (10%) contingencies are also included in the estimates for unforeseen escalations or additional costs. It is expected that these contingencies would be sufficient to cover any escalations due to delays in funding.
- Any further shortfalls would be covered by a self-supporting loan and/or available club reserves. Additional options may include increased request from the Federal Government through the BBRF round (current indicative request is below the maximum allowable).
- The Tennis Centre Project Working Group are highly committed to this project and will make every effort to ensure it is implemented as soon as possible whilst minimising timing and budget inefficiencies

Applicant's Details:

Organisation Name:	City of Albany on behalf of Merrifield's and Lawley Park Tennis Clubs				
Postal Address:	PO BOX 484				
Suburb:	ALBANY	State:	WA	Postcode:	6330
Street Address:	52-70 BAXTER ROAD				
Suburb:	ALBANY	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	0450 472 208	Email:	mitchell.green@albany.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 94 717 875 167	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: N/A – LGA Applicant *	
Bank details:	Bank: Commonwealth	BSB: 066 500	A/c: 101 627 96

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	0450 472 208	Email:	Mitchell.green@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific):	ALBANY COMMUNITY TENNIS CENTRE
Project Description:	
<p>The overarching vision for the project is to develop a 16-court regional tennis centre in the Eastern Precinct of the Centennial Park Sporting Complex within the City of Albany. The project will involve the construction of 16-courts in total, 500 lux floodlighting and extension of the existing community facility.</p> <p>Stage 1 of the project (this application) will see the development a 10-court community tennis centre in the Eastern Precinct of the Centennial Park Sporting Complex within the City of Albany. As part of the project, Merrifield Park Tennis Club and Lawley Park Tennis Club will amalgamate to form the Albany Tennis Club and co-locate in the existing clubroom building with the Lower Great Southern Tennis Association and junior football, cycling and triathlete club users. An MOU has been signed by both clubs confirming the amalgamation (attached). Whilst the South Coast Tennis Club and Emu Point Sporting Club (tennis segment) will remain at the current sites to meet specialised markets they will also make regular use of the facility.</p> <p>The Centennial Park Sporting Precinct is the premier sporting precinct in the Great Southern, catering for a wide range of indoor and outdoor sports and is considered a regional sporting precinct. The addition of the high-quality tennis sporting surface and infrastructure, including the capacity for 40 mobile hot-shots courts, staged lighting controls to 500 lux and Book a Court software would continue to position the precinct and the Albany Tennis Centre as the regional facility for tennis in the Great Southern.</p> <p>The project will involve the construction of 10 courts in total, 500 lux floodlighting. The existing facilities on-site is a basic shed structure constructed in early 2019 as part of the wider Centennial Park Precinct developments; housing a canteen, changerooms, showers, toilets, and three storage rooms (the largest of which is used by junior football). The facility, and two other storerooms, are also shared by cycling club and triathlon club.</p> <p>Consequently, with the addition of the summer tennis tenants, the Eastern Precinct facilities will be activated all year round (currently dominated by winter sports activity), and spaces and existing facility use will be maximised without duplication. Indeed, rather than building any additional extensive facilities, it is intended that tennis clubs and other facility users would utilise the adjacent purpose-built Centennial Stadium facility, a large, centralised hub for a variety of sporting and social events constructed as part of the \$27 million redevelopment of Centennial Park. Further, the proposed project will increase the visibility of Albany's tennis clubs, provide a more central and appropriate location, improve proximity to schools and encourage associated usage, facilitate and encourage widescale co-location and collaboration, complement and enhance a well-developed sporting precinct which caters for a huge</p>	

variety of sport and recreational pursuits, and make the best use of public funds and investment toward developing the wider Centennial Park Precinct to date.

Importantly, the final concept to maximise use of existing Centennial Park Precinct infrastructure and intentions to amalgamate two clubs into the Albany Tennis Club to facilitate sustainable club operations and viable facility asset management are well aligned to identified strategies to combat COVID-19 related impacts. In particular, the project makes the best use of and complements previous public expenditure to deliver against the robust need for modern floodlit tennis facilities and enhanced community spaces accessible to all. The project ensures the existing areas and facilities are utilised year-round, promoting healthy and active ageing, inclusivity and community cohesion.

Key project developments are identified as follows:

- (1) 10 Laykold Gelcoat consistent surfaces to attract tournaments and to ensure equity of experience in playing, coaching and game competition
- (2) ITF minimum standards for all 10 courts
- (3) Capacity to accommodate 40 mobile hot-shot courts to facilitate junior participation
- (4) Floodlighting for all 10 courts, with the staged option for Recreational (district competition (350 lux) to state competition (500 lux) lighting levels.
- (5) Associated nets, poles/winders and fencing for all 10 courts.
- (6) A Book a Court system (enabling the community to book courts via a mobile application at any time.

The Centennial Park Sporting Precinct is the premier sporting precinct in the Great Southern catering for a wide range of indoor and outdoor sports facilities and is considered a regional sporting precinct. The addition of the high-quality tennis sporting surface and infrastructure, staged lighting controls to 500 lux and Book a Court software would continue to position the precinct and the Albany Tennis Centre as the regional facility for Tennis in the Great Southern. Importantly, the 10-court development provides the capacity to accommodate 40 mobile hot-shot courts: essential for junior participation and growth in tennis as a sport in the region.

Project location:	Centennial Park - Eastern Precinct, Albany, WA 6330 (-35.011910, 117.890665)		
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): N/A		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Please list any other approvals that are required?			
Approvals have been fully investigated and are defined in the business case (Section 9.3). Of those required, City planning scheme consent and building licence remain to be initiated and will be determined by the City of Albany. The process is not anticipated to take longer than six weeks and no foreseen issues exist. There are no requirements for environmental approvals, Aboriginal heritage approvals or heritage building approvals. The City of Albany will coordinate the approvals required for the site and construction. The City of Albany has approved the use of the site for the purpose of the Albany Tennis Centre.	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	

<p>What discussions have been held with adjoining local authorities? The bordering Shires of Plantagenet, Denmark and Jerramungup, including the various tennis clubs within, have been consulted regularly throughout the feasibility and planning phases of the project. The project is noted as the priority project for the Great Southern Sport and Recreation Strategic Plan.</p>		
<p>Approximate distance from proposed project to nearest adjoining council boundary: 40 km</p>		
<p>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
<p>If so, are you seeking funding from them? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
<p>Contact: Mr Rick Wilson MP and Simon Lyas (RDA Director)</p>		
<p>How will your project increase physical activity?</p> <ul style="list-style-type: none"> Tennis in the Great Southern has experienced relatively slow growth to date with the current state of the facilities noted as the primary barrier. This includes a lack of floodlighting to enable evening facility usage and the court surfaces are cracked and in a state of disrepair impacting on the quality of play and enjoyment of the game. This is particularly true for the facilities at Merrifield Park and Lawley Park Tennis Clubs, who will amalgamate to form the Albany Tennis Club as part of the proposed project. The Albany Community Tennis Centre development will provide the required facility and lighting to overcome a number of critical barriers to grow the sport. Membership and associated participation in tennis as a sport is expected to significantly increase as a result of the project, overcoming current stagnation and growing in line with population projections. Current forecasts estimate between 1.9% and 3.31% per annum increase in membership and associated participation for the Albany Tennis Club once formed. The base case for analysis assumes a more conservative 2.6% increase, which would see a 184% increase in tennis participation throughout the 30 year facility lifecycle (reaching 525 members in 2051). Additional participation increase will occur through Emu Point Sporting Club and South Coast Tennis Club facilities as a direct result of facility availability and usage, as well as non-member participation increases (currently approximately 900 persons play tennis in Albany, but only 300 belong to the primary three clubs). Such increases in participation are harder to accurately quantify, however. Additionally, the inclusion of floodlit courts is expected to have a considerable impact on participation, particularly for users in younger age demographics that are currently restricted by work or study commitments, limiting their ability to use courts and facilities during the day. It is reasonable to assume an approximate 25% increase in participation as a result of facilitating evening play, and further increases in membership may also be applicable by allowing greater flexibility for users. 		
<p>Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:</p> <ul style="list-style-type: none"> Junior Football, Cycling and Triathlon users/clubs all currently utilise the existing facilities, toilets, storage, carpark, footpaths. Junior Football has supported and will make use of the future proposed extensions to the facility (Stage 2). This project will continue to build on and activate the Eastern Precinct of Centennial Park for an all year-round physical activity outcomes, where at present it is currently dominated by winter-based sports. 		

REPORT ITEM CCS 381 REFERS

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week/Weeks per year
Tennis (Merrifield & Lawley Park Clubs)	60%	28/26
Southern Districts Junior Football Association	39%	18/26
Albany Cycling & Albany Triathlon Clubs	1%	2/7

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2018/19	154	2019/20	185	2020/21	187
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Tennis West	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Olivia Birkett - member of the Albany Community Tennis Centre Project Working Group	Date of contact: Regular ongoing since 2019.

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000). <ul style="list-style-type: none"> Needs Assessment and Feasibility Study (Lanfear Report)– 02/12/2019 Albany Tennis Centre Supplementary Report Albany Tennis Centre Business Case Staged Approach (updated/expanded needs assessment) – 10/08/2020 All documents attached and included in the application.
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	<p>How has the need for your project been identified and assessed?</p> <ul style="list-style-type: none"> • The project was identified in 2017 by the clubs and an assessment from the City of Albany (Community Services Recreation Team and Works Services Assets Team) assisted to confirm that an initial need existed. In 2018 the City of Albany applied and received funding from the Department of Sport and Recreation to undertake a more detailed needs and feasibility study to investigate scope and feasibility. • The needs and feasibility study were undertaken by external consultant Dave Lanfear Consulting and completed in December 2019 clearly demonstrating need and a positive feasibility result. • Following the Lanfear Report the clubs and the City of Albany engaged external consultant, Keston Economics, to further evaluate need, identify project impact and benefit, and to develop an affordable business case for the project. • Once need was clearly established the project was tested in the regional context and included in the Great Southern Sport and Recreation Strategic Plan. The project is noted as the priority project for the Great Southern. • Since project conceptualisation and the feasibility study process in 2019, the needs analysis and supporting documents have been regularly reassessed and updated to ensure both suitability and viability (see supporting documents). • Latest Tennis West club reports (State of Play August 2021) for both Lawley Park and Merrifield highlight the current conditions, ongoing issues and poor standards noting the need for a complete rebuild. (Attached)
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <ul style="list-style-type: none"> • There are three primary and two small community tennis clubs within Albany, including Merrifield Park Tennis Club, Lawley Park Tennis Club, Emu Point Sporting Club, Napier Tennis Club and South Coast Tennis Club. • These clubs all provide for their individual members needs with varying quality of facilities. • Emu Point Sporting Club are (in general) satisfied with the facilities they currently occupy but have expressed support and interest in using the proposed Albany Community Tennis Centre on occasion once developed. • Napier and South Coast cater for the needs of the rural communities within the City of Albany. Located with the local fire brigades these community tennis facilities provide important basic recreational amenities to support participation, physical activity and social cohesion in the City's rural communities. • However, Merrifield Park and Lawley Park Tennis Club facilities have reached the end of their life and require urgent replacements of courts and other infrastructure. Any works for these facilities would only address surface issues and would not enable further growth in membership or limited growth in participation. Further, there are inefficiencies in the way these clubs are operating, limiting available capital for repairs/maintenance and impacting on volunteers. Whilst the Albany Community Tennis Centre project is under investigations, the Department has confirmed that there is no capacity to attract external funding. Amalgamation of the two clubs and the proposed new operational structure overcome all identified inefficiencies providing a strong foundation for the future of tennis in Albany. • A key factor across all of the sites is the lack of floodlighting and enhanced physical activity opportunities for both junior and senior participation. The closest floodlit courts are 50km away in Mount Barker. • With such basic facilities there is very limited capacity for clubs to attract interregional or state events of any kind, detracting from the sports contribution to economic development in the region. • The proposed project will better address the immediate needs of tennis through the centralisation of tennis activity providing high-quality infrastructure that meets ITF standards and will attract regional and state level events. Most importantly it will also provide floodlighting and significantly improved capacity to develop tennis participation, physical activity and training opportunities. • The full project need assessment and expected impacts are further detailed in the Business Plan. Please see Section 3. Project Need and Expected Impacts (pg. 16)
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

☐

If not, how have you assessed the feasibility of your project?

3. **What alternatives were considered and why were they rejected?** (This should include a 'do nothing' option)

- The feasibility studies audit of current tennis infrastructure highlighted the significant quality and functionality issues associated with existing tennis court provision at all of the clubs, which included a lack of floodlighting and ageing court surface infrastructure which needed replacement. Problems associated with the infrastructure in part related to a variety of legacy issues including, in part, a lack of asset management and ongoing maintenance. As a result, this has impacted on membership numbers and the ability of each to generate sufficient income to invest in the ongoing management and replacement of infrastructure.
- Significant benefits for co-location were identified in the benchmarking analysis, including the sharing of resources (equipment, facilities and limited volunteer time); consolidation of the junior coaching program on one site; avoidance of duplication of provision and the ability to establish a different management model which could focus on the long-term security of the sport within the region.
- The feasibility study evaluated four potential site options, including Collingwood Park (also the home to North Albany Football Club), 8.06h at Lower King Road, Emu Point Tennis Club, and Centennial Park Central Precinct. All sites were assessed, and although Centennial Park initially emerged as the preferred option, the site which offered the optimum opportunity for development was identified as Collingwood Park.
- However, plans identified for the regional tennis centre as part of the feasibility study were excessive and costly due to several unknowns, and, when the Albany Regional Tennis Centre feasibility study report was originally presented to Council in March 2020 City officers were requested to re-work the project scope, review the sites and explore possible co-location partners.
- The decision was also impacted by the current and ongoing Covid-19 pandemic, with a view to limit unnecessary public expenditure whilst still catering for identified need and continuing to drive community and economic development.
- The reworked project scope was then presented to council in September 2020. The reworked scope was endorsed in line with the guidelines for a Large Community Tennis Centre with provision of up to 16 courts.
- At the September 2020 meeting, council also endorsed the Centennial Park Sporting Precinct – Eastern Precinct (CPEP) as the site for the Albany Regional Tennis Centre. A co-located amalgamation was supported as the most viable option.
- The overarching purpose of the project is to develop a 16-court tennis centre in the Eastern Precinct of the Centennial Park Sporting Complex, Albany, as a two-stage project (Albany Regional Tennis Centre).
- In order to address priority court surface concerns, the first stage of the project will include 10 courts as a like for like replacement of existing end-of-life and degraded infrastructure at current Merrifield Park Tennis Club and Lawley Park Tennis Club sites, as well as lighting and 'Book a Court' infrastructure to extend capacity and increase participation in the region.
- The 10 courts in stage 1 will have the capacity to facilitate up to 40 mobile hot shot courts, to further support junior participation and development
- The second stage will include the final six courts and an extension to existing shared clubroom facilities at the site.

Did you consider sharing with another group? (Please detail).

Yes, the collocation options with several other groups considerably increased the viability of the project:

As part of the project, Merrifield Park Tennis Club and Lawley Park Tennis Club will amalgamate to form the Albany Tennis Club and co-locate in the existing clubroom building with the Lower Great Southern Tennis Association and the Albany Junior Football Association. This model will centralise tennis, maximise the facility and infrastructure usage throughout the year. The proposed colocation model has been positively supported by the clubs and sports.

During the Feasibility Study and subsequent processes, the Merrifield Tennis Club and Lawley Park Tennis Club have confirmed in-principal support to relocate and amalgamate the two clubs into one new club – The Albany Tennis Club. A significant advancement, this has resulted in a signed Memorandum of Understanding. The Business Case reviewed the local benefit and several case studies, and it is anticipated that the merger will provide the following benefits:

- a) Rationalisation of assets/sites – two sites decommissioned including club houses, ablutions etc. into one facility reducing the financial burden on the Albany Community; Reduced volunteer burden – amalgamation of two clubs into one would result in one executive workload rather than two;
- b) Improved Governance and Management Protocols – One club executive will address the challenges noted in the Feasibility Study associated with two separate clubs maintaining identity and equitable access. The two clubs are proposing a simple standard volunteer incorporated club structure to manage the facility.
- c) An increase in membership (partly due to the merging of memberships and partly related to new memberships).
- d) Greater opportunities to evolve and develop the club through existing volunteers who were able to be more effective and efficient across one consolidated club, rather than focusing on their under-performing clubs.
- e) More effective planning and maintenance of courts.
- f) An increased social component.
- g) Greater financial capabilities and potential to invest in one consolidated site.

The newly formed Albany Tennis Club would enter into the following agreements and responsibilities:

- (i) Facility - A standard License Agreement and maintenance in line with the model for the Western Precinct Pavilion.
- (ii) Sports Surface and Lighting - The management, maintenance and replacement of the courts, lighting and court fencing would fall under the full responsibility of the Albany Tennis Club and utilise the new Book a Court Software management system. The Business Planning Process and Life Cycle Cost Analysis would assist the clubs to work through this including establishing a sinking fund with a regular annual contribution to offset future maintenance and replacement reducing any future burden on the City of Albany.

Due to the substandard quality of the courts at Merrifield Park, the club has commenced playing some of the 2021 winter season at Lawley Park Tennis Club. Both clubs are looking forward to creating a positive opportunity to pilot the colocation model in the upcoming 21 / 22 summer season.

Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective?

Several options were explored and costed:

- 1. The feasibility study initially modelled the 10 year viability of the preferred option at Collingwood Park. It was deemed unnecessary to model viability for all options as other qualitative and quantitative factors clearly demonstrated that these options were not appropriate. Collingwood Park option was viewed as too ambitious, and the project was downsized.
- 2. The rescoping of the works identified a new preferred location and significant cost reductions for facility development (extension and maximised use of existing facilities rather than new large-scale build).
- 3. The LCA was completed in August 2020 and is for 16 courts. It was not updated to reflect the rescoping of the project to 10 courts but it remains relevant as we anticipate the further expansion to 16 courts and clubrooms at a later date. The income will not be greatly affected by having just 10 courts however some costs will be less.

4. Centennial Park Eastern Precinct - In order to analyse sustainability and viability, a twenty-five-year forward planning budget has been developed for the period from 2023 to 2048. The model shows a cumulative surplus of \$3.95 million, with 60% of this surplus reserved in an asset replacement sinking fund for end-of-life court redevelopment or replacement (e.g. reaching \$2.15m at the end of a 29-year operational period, including consideration to 10-yearly court resurfacing).
5. The City of Albany and Albany Tennis Club fully understand that new facilities require varied levels of asset and operations management and sufficient capital to ensure the ongoing viability of the building and club, which may differ significantly to that of the current building and operations. As such, the project partners and consultants have estimated asset management and operations costs based on a number of factors, including past experience with the current facilities, industry standard measures of new building maintenance and management, tennis court and ancillary item replacement and maintenance costs (Tennis West), City of Albany experience with asset management and operations, and external advice (architects, engineers and associate electrical and hydraulic consultants).

4.

How does your project fit into your:

Club's strategic plan or development plan?

- Both Lawley Park and Merrifield Park Tennis Clubs have not revisited strategic planning in the past 4 years due to the current state of facilities/infrastructure and desire to provide more adequate facilities that could not be accommodated within current sites. These clubs adopted a 'wait and see' approach whilst initiating discussions between clubs, with the Lower Great Southern Tennis Association, and with the City of Albany to identify options that resulted in concept development, feasibility study and rescope works resulting in the proposed project.
- The project is expertly aligned with the Lower Great Southern Tennis Association Strategic Plan 2018-2022 in its vision to create a thriving tennis culture in the Lower Great Southern Region of Western Australia. In particular, the project addresses a number of identified strategies to deliver more events and make a decision regarding the development of a regional tennis centre. The feasibility study process and established plans for next steps are identified strategies for tennis centre development within the Strategic Plan.

State Sporting Association's strategic or development plan?

- The proposed project is well aligned with Tennis West's Strategic Facilities Plan: A roadmap for the future of tennis facilities – 2018 and beyond, and Tennis West Strategic Plan 2016-2020.
- The Strategic Facilities Plan aims to provide Tennis West and its stakeholders with a clear itinerary and road map for the future planning, funding and development of tennis facilities and infrastructure across Western Australia. Key strategic priorities aligned with the Albany Community Tennis Centre project include: (i) increasing venue access and usage; (ii) enhancing venue capacity; developing stakeholder partnerships; and (iv) prioritising infrastructure investment.
- The Strategic Plan includes aligned objectives to: (i) grow the number of sustainable clubs via effective management models; (ii) deliver world-class athlete development pathways; and (iii) increase participation, providing more people with a positive experience in tennis more often.

Local authority's strategic or development plan?

- The project directly aligns with the City of Albany 2030 Community Strategic Plan, particularly objectives: (2.3) To develop and promote Albany as a unique and sought-after visitor location; (2.3.1) Encourage, support and deliver significant events - a positive economic and social benefit; (4.3) To develop and support a healthy, inclusive and accessible community; and (4.3.1) Develop activities/facilities that connect people, promote health and are appropriate for all ages.
- The project aligns with the Albany Local Planning Strategy, Corporate Business Plan, Public Health Plan and Youth Friendly Albany Strategy. Specific Details of alignment to these plans can be found in Section 2.3 of the supporting business case.
- The project is identified in the Great Southern Sport and Recreation Strategic Plan as the priority facility development for the region.

5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <ul style="list-style-type: none"> • Extension of the current facility and development of floodlit courts meeting ITF standards are expected to attract additional members and develop further interest in tennis and somewhat in junior football, cycling and triathlon (other facility users through enhanced amenity). Consequently, increased membership will ensure associated facilities and infrastructure are utilised to their maximum capacity (e.g. other football fields and clubhouses, other tennis courts and clubhouses, etc.). • The project is located within the Centennial Park Precinct, complementing other sports and recreational infrastructure developments made throughout the precinct over the last decade (cricket, football, soccer, hockey, etc.) further positively embedding its reputation as the premier site for sport and recreation in the Great Southern. • It is also a direct intention of the project and Albany Tennis Club to maximise use of neighbouring facilities, such as the recently completed Centennial Park Stadium facility. Rather than replicate large-scale facilities such as this, the Albany Tennis Club will make use of and share the existing infrastructure. Further, the project maximises use of the Eastern Precinct, which is largely dominated by winter sports, thereby activating the precinct all year round and increasing viability. • Although other tennis clubs use various other facilities throughout Albany and the region, there are not anticipated to be any direct negative impacts on these facilities. The retention of the Emu Point Tennis Club is an important alternative and offering for the community to assist with supporting participation. It is more likely that the various quality options will only increase competition and the interest in tennis will benefit all regional facilities as the sport develops.
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <ul style="list-style-type: none"> • Whilst the tennis courts themselves are not multi-purpose. The Centennial Park Sporting Precinct is the premier sporting precinct in the Great Southern, catering for a wide range of indoor and outdoor sports and is considered a regional sporting precinct servicing the full region. • The addition of the high-quality tennis sporting surface and infrastructure, including the capacity for 40 mobile hot-shots courts, staged lighting controls to 500 lux and Book a Court software would continue to position the precinct and the Albany Tennis Centre as the regional facility for tennis in the Great Southern. • The project will support the ability to host interclub, interregional, and interstate competitions. An option not currently available.
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>

7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>Extensive consultation has been undertaken at various stages towards this project's development. A full detailed outline of the consultation, issues and challenges is provided in the Business Case Section 4 Consultation and Partnerships pg.29.</p> <p>In summary a range of activities were undertaken to ensure engagement and key stakeholders were targeted and engaged to ensure a clear understanding of the issues and challenges to be addressed.</p> <p>As each staged was progressed and decisions made further engagement was undertaken to ensure suitability of the proposed solutions.</p> <p>In summary there was a range of strategies to help build the supporting documentation, establish need and understanding for the proposed infrastructure provision:</p> <ol style="list-style-type: none"> (1) Audits of Current Tennis Infrastructure. The most latest being August 2021. (2) Public Forums facilitated by Tennis West and the Clubs. (3) Committee Meetings and Consultations. (4) Club Meetings and Member Surveys. (5) Ongoing Project Working Group with broad representation to guide the project. <p>Consultation was undertaken with a large range of local, state and federal stakeholders:</p> <ul style="list-style-type: none"> • Merrifield Tennis Club, Lawley Park Tennis Clubs, Emu Point Tennis Club, Napier Tennis Club and South Coast Tennis Club. • Lower Great Southern Tennis Association. • Shire of Denmark, City of Albany and Shire of Plantagenet • Lower Great Southern Hockey Association and North Albany Football Club, • Southern Districts Junior Football Association. • Department of Local Government Sport and Cultural Industries. • Tennis West and Tennis Australia <p>Additional consultation was done with Dave Lanfear Consulting (Needs and Feasibility Study), Keston Economics (Business Case Development and Lifecycle Costings), Roberts Gardiner Architects (concept plan and QS Engagement) and a Site Classification Report was compiled by Great Southern Geotechnics in July 2018 for the site proposed for the Albany Tennis Centre. The technical engagement provided important feedback on business directions, forecasting, design and practical operations to ensure viability as well as need.</p> <p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>
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MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> <ul style="list-style-type: none"> • See Sections 9, 10 and 12 of the supporting business case (Implementation Plan, Project Governance Plan and Asset Management and Operations Plan). Also see supporting Life Cycle Cost Analysis on how the asset will be managed into the future.
	<p>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p>

9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <ul style="list-style-type: none"> • Stage 1: The installation of the Book a Court system into the capital build will ensure ease of management and accessibility by the community, clubs and users. The Book a Court system enables the community to book courts via a mobile application at any time ensuring ease of access and management to maximise income returns. • Detailed design will form part of the next stage. A qualified project manager will be engaged as superintendent to manage all construction activities including ensuring the building meets access and ease of supervision. Details of Project Governance and Project Implementation, including specific roles and responsibilities, are included in Section 9 and Section 10 of the supporting business case. • Ongoing facility management will be the responsibility of the Albany Tennis Club (once formed) and will be conducted in line with an enhanced model of governance to ensure ongoing sustainable and viable operations. A number of areas in the proposed buildings have been specifically designed for management of the club and to ensure safety of its members and the general public, including dedicated office spaces and first aid areas. • Stage 2 Extension of the Facility: Whilst not forming part of this application, the future extension to the building has been considered at this early stage and concept designs reflect a commitment to ensuring low-cost ongoing operational needs. Built on similar principles to the infrastructure already in place the building will be robust and basic to minimize any potential damage and operational costs. The design and orientation of the new build office and club rooms meets the needs for club days and events. Advice was taken from Tennis West, Clubs and coaches in the design. The City of Albany would also continue to provide advice and mentoring on contemporary approaches to asset and operational management.
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10. **Was an experienced facility manager, builder or technical expert involved in planning the design of your project?** Please outline their experience.

The following facility managers and technical expert advice was sort and provided input into the project:

- Facility managers from the City of Albany were on the working group and contributed to the project. Both the Merrifield and Lawley Park Tennis Club current volunteer facility managers provided input into the concept deign planning process. Expert advice on the facility design was also sort from Tennis West (site visit and review of concept designs, key member of the working group)
- Roberts Gardiner Architects provided the technical concept design expertise. A progressive and diversified Albany-based Architectural company. The practice formally commenced in January 2006 following the merger of the individual practices of Michael Roberts Architect and Scott Gardiner Architect.
- Prior to the merger of the two practices, both Michael and Scott have produced many significant projects in the region covering the fields of public buildings, commercial and retail developments, tourism, education, housing and health.
- Michael Roberts and Scott Gardiner have completed works with major government agencies, and corporations as well as many private sector clients on a variety of tasks including master planning, feasibility studies, architecture, interior design and contract administration.

Additionally:

- The project management process, illustrated in Section 9 of the business case, includes key stages of project initiation, project scoping, planning and design, approvals, procurement, construction, practical completion and finalisation. The project will be managed by the City of Albany Major Projects Team and will include a Project Manager and Project Control Group (PCG). A Project Manager will be appointed to administer the construction contract and will have the overall responsibility for ensuring that the project meets the objectives set, dealing with operational day to day project-related issues. The management of the project will be supported by the use of IT tools to facilitate project management, co-ordination and dissemination of information among the project's governance structure and key stakeholders.
- Procurement will be undertaken in line with the City of Albany procurement plan (Section 9.5 & Appendix F of the business case). The process will include preparation of a Superintendent brief and quotation documents, sending out for quotation and award contract for Superintendent/Project Manager, preparing construction tender documentation, advertising tender, evaluating submissions and awarding construction contract, and ensuring the timeline (Gantt Chart) is up to date. The procurement policy will attempt, where possible, to source construction materials and services from local providers with an aim to re-invest in the regional economy.
- Construction will entail holding a start-up meeting and collecting all management plans from the contractor(s). Construction works will be monitored fortnightly through meetings with the contractor and the Superintendent/Project Manager. All financial information and invoices will be recorded, along with any variations. The risk register will be maintained and kept up to date. For practical completion, a Practical Completion inspection will be undertaken and a Practical Completion certificate obtained. A defects register will be maintained for the defect liability period.
- Finalisation will include completing any acquittals required for funding money, completing a Project Evaluation Report. There will also be a defects inspection at the end of the defects liability period to ensure all defects are rectified.
- All changes to scope will be fully evaluated to consider such things as risk, user needs, benefits, costs and effect on the project schedule and budget. Any substantive changes will be reported to the Project Control Group as appropriate.
- Full and accurate records will be created and kept, in the appropriate format, of the business decisions and transactions in the project in order to meet all legislative, business, administrative, financial, evidential and historical requirements.

11.	<p>If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p> <ul style="list-style-type: none"> • The extension to the facility will occur in Stage 2. However the planning for this has occurred at this stage to ensure engagement and appropriate design considerations. • All current and prospective user of the current facility have been consulted for their input into the design of proposed extensions. The Southern District Junior Football Association was consulted and provided positive feedback on the design of the facility. • The entire facility has and will be designed with universal access and inclusive community spaces in mind that cater for all user groups and individuals, irrespective of their differences, visions or aspirations. 																	
12.	<p>Have you considered:</p> <table border="1"> <tr> <td>• child care facilities</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>• access for low income earners</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for people with a disability</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for seniors</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access on a casual and short-term basis</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>			• child care facilities	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>																
	Please attach a copy of the proposed fee structure.																	

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

13.	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p>Describe the process used to obtain an estimate of construction cost.</p> <ul style="list-style-type: none"> • Stage 1: The associated groundworks and construction costs for the courts and lighting were developed through seeking quotes (2) of each service required. These were incorporated and feed into the final QS process. • Stage 2: For the extension of the facility. A concept plan was developed by local Architects Roberts Gardiner and a QS estimate including groundworks and electrical services to the site was provided by O'Keefe's Surveying services. • <p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application. Attached. Appendix D of the Business Case.</p>
14.	<p>What design features will allow your facility to meet changing needs over time?</p> <ul style="list-style-type: none"> • The site and groundworks will allow for expansion and development to a full 16 courts meeting the population increase and demand over time. • Each court can be reconfigured into 4 hot shot courts catering for the future junior participation needs. • Ground works will include the laying of conduit for future flood lighting needs. • The site also allows for a modest expansion of the facilities to accommodate an office, meeting space and game day officiating. This space would be shared with the junior football association.
	<p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, how?</p> <ul style="list-style-type: none"> • The assets and land are held under freehold by the City of Albany. The City of Albany is responsible for the future strategic planning and development of the site. • It is anticipated that the site will be continued to be developed over time to meet the changing needs of the community. • The site purpose is for sport and recreation. • The current proposal will not limit any future developments on Centennial Park Sporting Precinct.
15.	<p>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</p> <ul style="list-style-type: none"> • Tennis West, the clubs and the Department have all provided input into the technical lighting requirements for the development. • The sports lighting will be to Australian Standards AS2560 Sports Lighting provided by Lumitex LED Lighting. Providing uniformity and glare control. Lumitex offers comprehensive turnkey solutions from assessment through to installation and commissioning. Controlled lighting design limits obtrusive light on the neighborhood and less wasted energy. • Laykold Masters Gel is the preferred court surface for the project. The all-weather court surface offers a wide variety of benefits to all ages and ability. From recreational to the more advanced competition player, Laykold Masters Gel provides 17%+ force reduction enhancing player performance by reducing joint impact and body fatigue. The surface is low maintenance and affordable resurfacing costs. • Roberts Gardiner Architects has extensive experience and well-developed track record in building design, including for sport and recreation club facilities. Roberts Gardiner built the existing facilities at the site, and they have provided the concept drawings and technical advice for the building extension. • Detailed designs will be undertaken once funding is received and in preparation for construction. This will involve the engagement of suitably qualified technical support, including engineers, surveyors etc.

	Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.
16.	What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.). <ul style="list-style-type: none"> • The proposed LED Sports Lighting option will offer energy efficient operations. The controlled lighting design will waste less energy. • The preferred surface (Laykold Masters Gel) is a technologically advanced, seamless cushioned court system manufactured utilising 60%+ renewable resources.
17.	If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application?

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The LCA was completed in August 2020 and is for 16 courts. It was not updated to reflect the rescoping of the project to 10 courts but it remains relevant as we anticipate the further expansion to 16 courts and clubrooms at a later date. The income will not be greatly affected by having just 10 courts however some costs will be less.
	DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.
19.	Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.
	Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors. Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses. Attach your audited income and expenditure statements for the last three years (LGAs exempted).

20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</p> <p>The Albany Tennis Club will be responsible for ongoing costs, offset by income such as through sponsorships, subsidies and funding from external agencies as currently received, as well as through canteen, advertising, fundraising and other appropriate income streams. Details of current and future operational income and expenditure are included in Section 12.4 of the business case and Section 4 of the life cycle cost analysis. This includes projections over the thirty year operational life of the building, and considers base case (most conservative estimates), best case and worst case scenarios.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If yes, how have you determined the required annual contributions? If no, why not?</p> <ul style="list-style-type: none"> The projections have been based on the full project vision and include both a repairs and maintenance allowance and an asset replacement sinking fund. The repairs and maintenance allowance is expected to cover all general maintenance and replacement of certain building infrastructure as required (e.g. lighting, hot water system, HVAC systems, etc), and includes consideration to the larger space. Estimates are based on a conservative \$12/m2, or approximately \$6,000 per annum with a 1.8% per annum increase for inflation (past 30 year average CPI). Projected reserves are expected to cover any shortfall in repair or maintenance requirements and equipment replacement, though the conservative approach in the analysis should negate any such unforeseen costs arising. The asset replacement sinking fund is not intended to fully cover depreciated building costs and full replacement at end of life, but rather to act as a sizeable contribution to future funding applications (e.g. new build at end of life or refurbishment to extend life). The selected amount is a large proportion of available reserves which is expected to allow considerable flexibility in club operations and reinvestments. Fund contributions will grow five yearly, alongside projected revenue and profit growth.
	<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <ul style="list-style-type: none"> The City of Albany own the land, facilities and infrastructure associated with the Albany Tennis Centre Project and will formally lease them to the Albany Tennis Club (once formed) at a peppercorn rate. Please see attached the draft lease agreement. The management and operations of the asset will be undertaken in line with the City of Albany Asset Management Policy. Albany Tennis Club will be responsible for the cost and logistics of basic ongoing maintenance of the facility, which has also been factored into the forward planning budget (see Section 12.4 of the supporting business case). To ensure that the City of Albany and Albany Tennis Club undertake asset management activities in a structured and coordinated way to attain optimum value from investment, the key principles behind this objective include: (i) the provision and maintenance of sustainable assets; (ii) a consistent cross-functional approach that reflects best practice; and (iii) ensuring that asset management remains a business imperative.

WHERE A LGA IS THE APPLICANT

Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?

☒ Yes ☐ No

Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?

☒ Yes ☐ No

Comments: The facility will be listed on the Council's Asset Management Plan, however the Albany Tennis Club will be responsible for facility management/maintenance and end-of-life replacement.

PROJECT DELIVERY

22. **Please indicate key milestones of your project.**

The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.

Task	Date
Attainment of all required approvals	31-7-2022
Preparation of tender/quotes for the major works contract	31-7-2022
Issuing of tender for major works	1-9-2022
Signing of major works contract	1-11-2022
Site works commence	1-12-2022
Construction of project starts	January 2023
Project 50% complete	February 2023
Project Completed	April 2023
Project hand over and acquittal	May 2023

23. **Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

- The site does host Winter sport including Junior and Senior AFL. However, the construction site can be fenced off and managed without impacting on the AFL season.
- The site also hosts the annual Albany Agricultural Society Show (November) and the show can be configured and managed around the construction without impact.
- The site works and construction will most likely take place over the summer months to avoid the wet winter impacts.
- Based on what we know of the site and can be forecasted there are unlikely to be any foreseeable operational constraints that will impact negatively on the construction phase.

24

How many construction and/or ongoing jobs will your project create? (Only applicable if your project is over \$1 million)

- A full consideration of the economic benefits that will accrue from the total project (all stages) is provided in the associated business case (Section 6). Of these, the principal economic benefits considered in the cost-benefit analyses are: (i) The primary economic benefits from an increase in volunteering as a result of membership increase facilitated by the new club capacity; (ii) The ability to attract visitor from outside the region for new events attracted to the facility (e.g. exhibition matches); and (iii) Indirect benefits through the 'ripple' effect.
- Additional economic benefits not considered in the cost benefit analysis are expected through public realm enhancement, physical activity and healthy and active ageing. Other benefits could potentially be included in the cost benefit analysis, such as: (i) social benefits, including contribution to community wellbeing, cohesion and quality of life, particularly in recovering from COVID-19 related community impacts; (ii) environmental benefits, such as increased physical activity and levels of public fitness that encourages active transportation modes (e.g. walking and cycling) rather than carbon emitting vehicles; and (iii) the balanced integration of social and economic dimensions, which is a vital first step towards community wellbeing and sustainability. However, it is difficult to estimate these in monetary terms in a robust way. Although estimates can be developed, they have not been included in the cost-benefit analysis, which focuses on the 'harder' economic benefits.
- The cost-benefit calculations have been performed in order to assess the attractiveness of the proposed development relative to the 'do nothing' option (Section 6.1 of the supporting business case). The calculations demonstrate a net present value of \$6.8m and benefit cost ratio of 3.57, predominantly deriving from the high level of additional visitor spend and indirect benefits of tourism. Sensitivity analysis was also undertaken to understand the nature of the benefit should certain variables be changed. The key conclusions from these sensitivity analyses are:
 - (1) The analysis is most highly affected by the number of events attracted and number of visitors from outside the region. However: (i) Calculations remain positive if only 1 medium event is held every two years and no large-sized events are held (NPV\$778k; BCR1.29); and (ii) Calculations remain positive if no events are held at all (i.e. benefits from volunteering alone are sufficient to demonstrate value for money (NPV\$108,531; BCR1.04).
 - (2) Even without any volunteering benefits, the results remain positive; i.e. the benefits of events alone are enough to indicate positive economic benefit (NPV\$4.05m; BCR2.53).
- The above points demonstrate that the public investment is substantially de-risked. The project has a range of benefits (with only some of these included in the cost-benefit analysis), but a positive return on public investment does not rely on all of the benefits occurring.
- Notably job creation will benefit from both the construction phase and the operational phase. For construction, investment in this project would be expected to create 13.7 FTE years of direct jobs in the construction industry and 38.8 FTE years of jobs in the wider local economy (include direct). During the operational phase, no new direct jobs will be created as the newly formed Albany Tennis Club will continue to be run in full by volunteers. Indirect jobs will be created through the value of additional visitor spend associated with event attraction. 7.0 FTE jobs are estimated based on the results of the cost benefit analysis. Indigenous jobs are not directly considered; however, the Albany Tennis Club, City of Albany and wider community have strong relationships with Aboriginal communities and groups, and well-developed equal opportunity policies. It is expected that 3.3% of all direct and indirect jobs created through the project will be for Indigenous person, in line with the associated proportion of the population. Further detail and supporting evidence for job creation values is provided in Section 7.3 of the supporting business case.

- | | |
|--|--|
| | <ul style="list-style-type: none"> Wider analysis of economic benefits is also included in Section 7.1 of the supporting business case. |
|--|--|

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name:	Mr. Andrew Sharpe Mr. Rex Beach Mr. Will Richards
Position Held:	CEO City of Albany President Merrifield Tennis Club President Lawley Park Tennis Club
Signature:	_____
Date:	_____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Application form (including any attachments).
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply
<input type="checkbox"/>	Formal Needs assessment*
<input type="checkbox"/>	Management plan*
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input type="checkbox"/>	Feasibility study*
<input type="checkbox"/>	Concept design*
<input type="checkbox"/>	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2022/23 CSRFF application form.
- The project for which the application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Permits and Preparation	179,470	197,417	Chris O'Keefe Quantity Surveyor
Earthworks	348,555	383,410	“ “
Base	404,250	444,675	“ “
Courts, nets and posts	472,675	519,942	“ “
Fencing	101,150	111,265	“ “
Lights	590,000	649,000	“ “
Windshade	21,900	24,090	“ “
Landscaping	37,500	41,250	“ “
Book a court system	18,000	19,800	“ “
Design contingency	217,350	239,085	“ “
Professional Fee Allowance	239,150	263,065	“ “
City of Albany Costs	100,000	110,000	“ “
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	2,7320,000	3,003,000	
Cost escalation	102,000	112,200	
a) Total project expenditure	2,832,000	3,115,200	

- At least **two written quotes** are required for each component.
- If your project include's a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	642,000	706,200	LGA cash and in-kind	Y	
Applicant cash	50,000	55,000	Organisation's cash	Y	
Volunteer labour	0	0	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials	0	0	Cannot exceed applicant cash and LGA contribution		
Other State Government funding	200,000	220,000		Y	
Federal Government funding	996,000	1,095,600		N	
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	944,000	1,038,400	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	2,832,000	3,115,200	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If funding approved is less than the funding requested, or the project is more expensive the following options will be explored by the clubs including a self- supporting loan to cover additional costs or rescoping of the project with the sports lighting element of the courts being revisited and possibly reduced to enable the project to progress.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

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

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed**Position****Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2021**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES**PERTH OFFICE**

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 6552 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

15 Stuart Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

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Unit 2B, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5749
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6231
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

Suite 1, 349-353 Hannan Street
Kalgoorlie WA 6430
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Kununurra Youth Hub
Rod Hodnett Drive
Kununurra WA 6743
PO Box 1476
Broome WA 6725
Telephone 08 9195 5750
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
PO Box 55
Northam WA 6401
Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au



Government of Western Australia
Department of Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2022/23 – 2024/25 Triennium

This application form can only be used for applications to be submitted in the 2022/23 funding round. No other forms will be accepted.

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DLGSC Contact: Mel Easthough

Date: 29/06/2021

Office: Great Southern

TYPE OF GRANT:

☐

ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)

The total project cost (GST exclusive) is between \$300,001 and \$500,000.

☒

FORWARD PLANNING GRANT \$166,667–\$2 million

The total project cost (GST exclusive) exceeds \$500,000.

Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2022/23 if all planning is finalised and the project will be completed before 1 June 2023.

☒

2022/23

☐

2023/24

☐

2024/25

Would the project proceed if funding was allocated in a later year? ☒ Yes ☐ No

If yes, how would the project be impacted (e.g. – delayed etc)?

Without the requested funding, it is unlikely that the project would proceed due to a shortfall in available capital. Railways Football and Sporting Club are highly committed to the project, however, and committed funds will be retained until alternative sources are found to support the whole project. Some cost escalation to tender would likely occur.

Though it would be possible to reduce the scope of the project, either through revitalisation and refurbishment of existing infrastructure instead of extension, and/or a staged development approach, great cost and timing inefficiencies would result. In particular, these approaches will significantly delay and inhibit club growth and activity, particularly for women's sport, as well as the anticipated outcomes for community and economic developments within Albany and the Great Southern (see supporting business case).

How would the resulting cost escalation be funded?

Following advice from Chris O'Keefe Quantity Surveyor, North to South Executive Homes have included an escalation to tender for all budget items (suitable to late 2021). A further 8% contract contingency is also included in the estimates for unforeseen escalations or additional costs. It is expected that these contingencies would be sufficient to cover any escalations due to delays in funding.

Any shortfalls would be covered by the Railways Football and Sporting Club, where it is expected sufficient reserves are held. Additional options may include bank loan, local government loans or requests from other funding agencies (e.g. AusSport).

The Railways Football and Sporting Club are highly committed to this project and will make every effort to ensure it is implemented as soon as possible whilst minimising timing and budget inefficiencies.

Applicant's Details:

Organisation Name:	Railways Football and Sporting Club				
Postal Address:	PO box 376				
Suburb:	Albany	State:	WA	Postcode:	6330
Street Address:	Railways Oval, Lockyer Avenue				
Suburb:	Centennial Park	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Kris Cramer	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Committee Member		
Business Phone:		Facsimile:	
Mobile Phone:	0428 417 981	Email:	kris@akcramerelectrical.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 31 499 220 989	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0740183K *	
Bank details:	Bank: Commonwealth	BSB: 066500	A/c: 10162104

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Judith Want	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Club Development Officer		
Business Phone:	(08) 6820 3451	Facsimile:	(08) 9841 4099
Mobile Phone:		Email:	judithw@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Railways Football and Sporting Club Enhancement Project
<p>Project Description:</p> <p>Railways Football and Sporting Club (Railways FSC), based in Albany Western Australia, is a community club providing for four grades of men's AFL football, junior football training, women's AFL football, men's cricket, junior cricket, AFL umpires training, soccer, netball, basketball and various other small community organisations on a piece-by-piece basis. The current clubroom is a repurposed school building relocated from Mt Lockyer Primary School to the site in 1975. Most of the additions since have been completed in an ad-hoc fashion, as money and time permitted. Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof. Due to ongoing increases in membership and community interest, capacity of the clubroom associated with its general size and layout is also heavily restricted. Of note, the clubrooms do not currently have any separate toilet and change facilities for its women's users, a limiting factor in the club's desire to attract more women's members and capitalise on rapidly growing interest in women's sport. Importantly, Railways FSC demonstrates rapid growth (currently averaging over 12% per annum), particularly for women's sporting teams and with the recent additions of soccer and basketball to the club, demonstrating a clear and ongoing critical need for the provision of associated club</p>

infrastructure. With football, cricket, soccer, netball and basketball, the Railways FSC co-locates a number of sports and provides clubhouse facilities and associated infrastructure to them, activating the area year round.

In order to retain its community atmosphere and reduce required capital, the proposed project aims to redevelop as much of the existing building as possible, enhancing its function and efficiency, and includes a well planned extension to further improve clubroom capacity and amenity. The redevelopment will also bring the building up to code, including universal access, and improvements to the environmental performance and efficiency of building service infrastructure. It is noted that the current Railways Football and Sporting Club facilities do not have designated women's change rooms and/or toilets.

The design has been prepared to both facilitate current and projected needs whilst also allowing flexibility for new avenues that may open up over time. The following developments are proposed: (i) Vital reroofing works and construction of front steel portal and windows; (ii) Development of new changerooms to Women's Sporting Standard; (iii) Disable access improvements throughout the building and exterior; (iv) Development of disabled and unisex toilets; (v) Development of an umpire room to Unisex Sporting Standard; and (vi) Final development of the roof and floor.

The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions. The Railways FSC welcomes the concept of "multi-use". The club is constantly on the lookout for opportunities to have any and many other diverse groups take advantage of the facilities. The club continues to work with the City of Albany to find suitable groups. The future holds many possibilities for colocation with hockey, tennis or other sport and recreational pursuits.

Developing inclusive community activity, involvement and recreational outlets is now more important than ever as we come together in solidarity to overcome the challenges brought by the current and ongoing COVID-19 pandemic. Community facilities that encourage and support members from all backgrounds and abilities are vital to community cohesion, improved mental health and wellbeing, acceptance, tolerance and equality. Despite Albany, the region and Western Australia as a whole fairing amongst the best globally through the pandemic, the social and economic impacts of COVID-19 will have a lasting impact on local and regional communities due to worldwide trade, travel and economic disruptions; the true effects of which are yet to be fully understood.

Project location:	147-157 Lockyer Avenue, Centennial Park WA 6330, Australia (-35.012434, 117.884407)		
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): 2040 - A 20-year lease has recently been signed with the City of Albany, including plans for the new building footprint.		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	01/12/2021	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
What discussions have been held with adjoining local authorities? No discussions have been held with adjoining local authorities. It was not deemed relevant to involve them in consultations/discussions due to the nature of the application.			
Approximate distance from proposed project to nearest adjoining council boundary: 40 km			
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Contact: Natasha Monks			
How will your project increase physical activity? The Railways Football and Sporting Club and associated facilities support a number of different sport and recreational pursuits directly facilitating physical activity for members and users. Key activity includes: (i) 4 grades of men's AFL football - 16s, colts, reserves, league; (ii) Junior football training – twice a week; (iii) Women's AFL football; (iv) 2 men's cricket teams - A & B grades; (v) Albany Junior Cricket Assoc. training and playing; (vi) AFL Umpires training; (vii) Great Southern Storm –			

Colts development training with possible home changeroom; (viii) soccer club; (ix) Netball club; and (x) basketball club.

Membership has been increasing steadily, with an average annual growth rate over 12% and last years' growth at over 34% alone. Membership is projected to continue to grow at least 6% per annum (lowest case scenario), reaching 664 by 2031 (90% increase in participation over the decade). However, such growth cannot be facilitated without expansion and enhancement of current facilities, which not only limit growth in terms of physical space, but also restrict access for all abilities users and do not have adequate amenity for the rapidly growing women's sport segment. Continued growth at the current AAGR would see a 263% increase in participation in a decade, and at the highest growth scenario, a 365% increase in participation over the decade to 2031. Isolating women's sport (1/3 of the current member base at 117 members), an increase in participation for 105 women would be experienced within a decade with a low growth scenario (308 at the current rate of growth 427 with high growth).

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: Railways Cricket Club, Railways Soccer Club, Railways Basketball Club, Railways Netball Club and various small community groups

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Railways Football Club	50%	28
Railways Cricket Club	25%	18
Railways Soccer Club	10%	10

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2018/19	215	2019/20	261	2020/21	350
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

West Australian Football Commission

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Samantha Crawford Date of contact: 26/07/2021

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000). November 2019</p>
	<p>How has the need for your project been identified and assessed?</p> <p>Engaged external consultant, Keston Economics, to evaluate need, impact and benefit, and to develop a detailed feasibility study and business case for the project. Since project conceptualisation and first feasibility study and business case developments in 2019, the needs analysis and supporting documents have been regularly updated (see supporting documents).</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>Football, cricket, soccer, rugby and other field sports are extremely popular in Albany, as demonstrated by continual club membership growth for all associated clubs and divisions, particularly over recent years.</p> <p>In addition to the Railways Football and Sporting Club, direct facility/infrastructure for Australian football and multi-use sport and recreation activities is through Collingwood Park, Troode Street in Albany, home of the North Albany Football and Sporting Club (Kangas) and a number of senior and junior sports including cricket and touch rugby, and Centennial Park Football Stadium.</p> <p>The state-of-the-art Centennial Park Football Stadium was recently constructed as part of the wider City of Albany Centennial Park Precinct upgrades, and is home to the Albany Royals Football Club (Lions) and Albany Sharks Football and Sporting Club. Collingwood Park also received recent upgrades to its lighting.</p> <p>In contrast to Railways FSC, both other facilities are leased to the club under licence by the City of Albany, somewhat restricting control over use and price points. Railways FSC lease the land from the City of Albany, however the club and clubrooms are self owned and operated. This allows far greater flexibility and control over price points, for example for facility lease and wider community user group user. Railways FSC have a well demonstrated capacity of doing so in the past and aim to continue to develop its multi-use capability and maximise clubroom facility usage into the future.</p> <p>The Railways FSC caters for various sports and community organisations that do not or cannot use the other facilities for various reasons. Membership for all clubs in Albany's relevant sporting facilities are increasing annually, including Railways FSC. Railways FSC members/users could not be catered elsewhere as these other facilities are already at capacity or require room for the expansion of their own clubs.</p> <p>Other need has been identified in that continued facilitation and growth of women's football, which is not catered for in any depth by other facilities. Railways FSC women's football membership is rapidly growing; however, the club does not have designated female toilet or changeroom amenities.</p> <p>Further, the Railways FSC provides significant avenues for volunteering. Over 70 people currently volunteer up to 200 hours (each) of their time per year. Continued membership growth will also increase the rate of volunteering in the local community, which otherwise would not occur without modernisation and expansion of current facilities to cater for growth.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project? N/A</p>

<p>3.</p>	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <p>A qualitative options analysis was undertaken for three core options (do nothing; refurbishment/extension; and new build). Each option was analysed based on key benefits and disadvantages (pros and cons), evaluated against several criteria, and weighted to identify a preferred option. The evaluation criteria were based on all needs research and consultations undertaken to date. In line with early perceptions, Option 2 – refurbishment and extension emerged again as a clear preference by a notable margin.</p> <p>As there exist limitations to qualitative analysis, further financial analysis was undertaken for the three options, providing a more quantitative approach. Options were based on existing club operating income and expenditure, adjusted with certain variables to differ each option according to its potential over time. Analyses were conducted over a ten year time period. Of these scenarios, Option 2 (refurbishment and extension of current facilities) again emerged as a preferred option.</p> <p>The do nothing options results in the immediate continuation of operations and small but declining profit over the first six years or so. Thereafter, operational losses become likely due to increased maintenance/repair issues associated with a continually degrading building that is already in a fair condition.</p> <p>Despite a bonus projected increase in membership, further energy savings and further reduction in ongoing maintenance costs compared with the refurbishment/extension option, the rebuild option (Option 3) does not demonstrate strong viability in the short term due to the need to close the facility and associated income and expenditure during the demolition and construction phase. Although profit levels return almost to the same level as Option 2 by the final year in the model, recovery from the initial loss is not apparent until 2029. The first three years of losses would significantly eat into current club reserves and place the club at significant financial risk during such time.</p> <p>Due to the ability to continue operations during a stageable construction approach of Option 2 (refurbishment and extension), no loss is made over the projected period. Annual profit growth is also only minutely slower than for Option 3. Coupled with the lower construction costs and other benefits identified in the qualitative analysis, this demonstrates Option 2 as a clear preferred option for further investigation.</p> <p>Did you consider sharing with another group? (Please detail).</p> <p>Railways FSC already share with various sports and community-based organisations. As per Railways FSC's strategic plan, the club is constantly on the lookout for opportunities to have any and many other diverse groups take advantage of the facilities. The club continues to work with the City of Albany to find suitable groups. The future holds many possibilities for colocation with hockey, tennis or other sport and recreational pursuits.</p> <p>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail).</p> <p>Although the feasibility study only modelled options over a ten year period (and not a complete building lifecycle period of ca.30 years), the viability of the preferred option significantly outweighed the others. This is particularly due to the operational loss that would be endured during a period of shutdown for demolition of the existing building and construction of a new building for Option 3.</p> <p>Although it is possible that over the entire building life cycle the profit may become greater for Option 3 than the preferred option (Option 2), the cumulative recovery from the loss is highly unlikely to reach the cumulative levels of Option 2 over the same whole life period. Further, if considering the almost doubled capital costs of new build over refurbishment/extension, the lifecycle costs of Option 2 would far outweigh those of Option 3.</p> <p>Option 1 (do nothing) saw clear losses from the 7th operational year in the model due to ongoing and increasing maintenance and repair costs associated with a continually degrading facility that is already at the end of its life.</p>
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4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? The most recent club strategic plan covers the period 2020 to 2030 and has been developed with input from the management committee, the leadership group, players and members. It clearly articulates our current position, our future direction and provides the committee with a more transparent, planned and targeted approach to help lead the club in the future. Of particular note, the strategic plan identifies outdated facilities as a key weakness and other new sporting facilities (without any upgrade to Railways FSC facilities) poaching existing members. Strategic Pillar 5 of the club's strategic plan is to provide and maintain the best facilities possible for our members. • State Sporting Association's strategic or development plan? The WAFC Strategic Plan 2017 to 2022 sets a new vision for football in WA. Project alignment is apparent in the strategy's pillars to get more people engaged in footy, have WA recognised as best practice in talent identification and player development, and particularly in ensuring WA clubs are well-governed, operate with integrity and are sustainable. Further, the sustainability pillar includes a key goal (S5) to ensure football is supported through appropriate and quality facilities. Strategy S5.5 is also very well aligned to the project's focus on improving amenity for women's football – "S5.5 Develop strategic facilities plan including focus on female-friendly facilities" Similar focuses on facility quality improvements and provision for female users are evident also in the WA Cricket Association, Basketball WA and Netball WA strategic plans. • Local authority's strategic or development plan? The project directly aligns with the City of Albany Community Strategic Plan Albany 2023, particularly for the themes: (i) Clean, Green and Sustainable - schedule maintenance, servicing and renewal in a timely manner to maximize the life and performance of infrastructure; and (ii) Connected Built Environment - Developing facilities and activities that enable active and passive recreation by providing access to locally-based sporting, recreational, cultural and entertainment facilities and opportunities. The Railways FSC Enhancement Project will help to achieve these strategic goals through: (i) ongoing maintenance of existing leased facilities; (ii) facilities Master Plan; (iii) broadening membership & new sporting codes to join; (iv) focusing on family friendly environments; and (v) improving player pathways to assist all players to reach their potential. Project alignment with other local government community and strategic plans is identified in Section 2.3 of the supporting business case.
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>Enhancements to the current facility are expected to engage further member and develop further interest in football, cricket, soccer, basketball, netball and other sport and recreational pursuits (e.g. hockey and tennis in the future). Consequently, increased membership and facility usage will ensure associated facilities and infrastructure are utilised to their maximum capacity (e.g. tennis courts, cricket pitches, hockey fields, etc.). Further, the project is located within the Centennial Park Precinct, complementing other sports and recreational infrastructure developments made throughout the precinct over the last decade (cricket, football, soccer, hockey, etc.).</p> <p>Although other football clubs use various other facilities throughout Albany and the region, there are not anticipated to be any direct negative impacts on these facilities. It is more likely that increased competition and interest in football will benefit all regional facilities as the sport develops, particularly in the rapidly developing women's football sector.</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>N/A</p>
<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>	

7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>Consultations have been held with various stakeholders and consultants to advance the proposed project and identify the level of support. This includes with key associated sporting associations (see letters of support) all Railways FSC facility using clubs (e.g. football, cricket, basketball, netball), and prospective facility using clubs (e.g. hockey, tennis).</p> <p>Consultations have also been held with Verdant Engineering and Keston Economics in development of the concept designs, feasibility study, life cycle cost assessment, and business case.</p> <p>Further, consultations with the City of Albany regarding project support and lease change have been held regularly and on an ongoing basis. A high level of support has been provided by all stakeholders consulted during the planning phase.</p>
<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>	

MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> <p>See Sections 7, 8 and 10 of the supporting business case (Implementation Plan, Project Governance Plan and Asset Management and Operations Plan). Also see supporting Life Cycle Cost Analysis.</p>							
	<p>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p> <p>N/A</p>							
9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p>The City of Albany will provide support and guidance for coordination of the project. A suitably qualified project manager will be engaged as superintendent to manage all construction activities. Details of Project Governance and Project Implementation, including specific roles and responsibilities, are included in Section 7 and Section 8 of the supporting business case. Ongoing facility management will be the responsibility of Railways FSC and will be conducted in line with the successful model of governance employed by the club over the past decades that has seen ongoing sustainable and viable operations. A number of areas in the proposed building has been specifically designed for management of the club and to ensure safety of its members and the general public, including dedicated office spaces, viewing platforms and first aid areas.</p>							
10.	<p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>Yes, Verdant Structural Engineering and Consulting is a company that cares about homes, buildings & our environment. The company works with cost efficiency and consciously strive for low social and environmental impact. Company Director, Rebecca Barton (BE(Civil), MIEAust 312859), has almost 20 years of experience in residential, commercial, industrial and public projects. Verdant Engineering offer engineering advice, design, drafting and certification.</p>							
11.	<p>If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p> <p>All current and prospective user of the Railways FSC facilities have been consulted for their input into the design of proposed renovations and extensions. In addition to the provision of designated female toilet and changeroom amenities, the entire facility is designed with universal access and inclusive community spaces in mind that cater for all user groups and individuals, irrespective of their differences, visions or aspirations.</p>							
12.	<p>Have you considered:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">• child care facilities</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>• access for low income earners</td> <td>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>• access for people with a disability</td> <td>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> </table>		• child care facilities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• child care facilities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							
• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							

• access for seniors	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please attach a copy of the proposed fee structure.	

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

13.	Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points:
	Describe the process used to obtain an estimate of construction cost. North 2 South Executive Homes provided estimates for the proposed development. These estimates were then reviewed by Chris O'Keefe Quantity Surveyor, who accepted that the estimates are in alignment with current costings for commercial projects in Albany at the present time. The QS provided further advice that a 2% escalation to tender and 8% contract contingency are also applied, which has been included in all cost items and as an overall builder's contingency. Detailed estimates are provided in Appendix C of the business case.
	An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.
14.	What design features will allow your facility to meet changing needs over time? The facility has been designed for universal access and has enough space for future member growth throughout the building's life cycle and in line with current growth rates and projections. The facility is also designed to cater for different user types as an inclusive community facility. It is intended to suit the needs of both existing and prospective sporting group users from various activities (e.g. football, cricket, soccer, basketball, netball, tennis and hockey).
	Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how? N/A
15.	How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)? Verdant Engineering has extensive experience and well developed track record in building design, including for sport and recreation club facilities. Verdant Engineering also have strong relationships and regularly consult with external engineers and quantity surveyors to develop designs and best adapt to available spaces and conditions. Detailed designs will be undertaken once funding is received and in preparation for construction. This will involve the engagement of suitably qualified architects and engineers.
	Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.
16.	What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.). The facility is designed to include both active and passive measures for energy and water efficiency. Specific details will emerge during the detailed design phase. Current projections indicate a minimum 50% energy saving on current operations, for example due to the installation on energy saving LED lighting and more efficient water heating, HVAC and other electrical system.
17.	If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application? N/A

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	<p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
19.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.</p> <p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>
20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</p> <p>Railways Football and Sporting Club will be responsible for ongoing costs, offset by income such as through membership, sponsorships, subsidies and funding from external agencies as currently received, as well as through bar, canteen, advertising, fundraising, building hire, and other appropriate income streams. Details of current and future operational income and expenditure are included in Section 5.4 of the business case and Section 4 of the life cycle cost analysis. This includes projections over the thirty-year operational life of the building, and considers base case (most conservative estimates), best case and worst case scenarios.</p> <p>It is noted that the lifecycle cost assessment was completed in August 2020. The project at that stage had a larger scope and cost than currently identified as some critical works and other elements (e.g. playground, scoreboard, carparks, etc.) have since been completed using club reserves and Labor Government election commitment. The life cycle cost assessment is still considered highly relevant as it considers the wider costs and sustainability of the clubrooms as a whole, and has therefore not been adjusted for resubmission.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>The projections include both a repairs and maintenance allowance and an asset replacement sinking fund. The repairs and maintenance allowance is expected to cover all general maintenance and replacement of certain building infrastructure as required (e.g. lighting, hot water system, HVAC systems, etc), and includes consideration to the larger space. Estimates are based on a conservative \$12/m², or approximately \$6,000 per annum with a 1.8% per annum increase for inflation (past 30-year average CPI).</p> <p>Projected reserves are expected to cover any shortfall in repair or maintenance requirements and equipment replacement, though the conservative approach in the analysis should negate any such unforeseen costs arising.</p> <p>The asset replacement sinking fund is not intended to fully cover depreciated building costs and full replacement at end of life, but rather to act as a sizeable contribution to future funding applications (e.g. new build at end of life or refurbishment to extend life). The selected amount is a large proportion of available reserves which is expected to allow considerable flexibility in club operations and reinvestments. Fund contributions will grow in line with projected revenue and surplus growth.</p>

	<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council? N/A</p>
	<p><u>WHERE A LGA IS THE APPLICANT</u> - N/A</p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>

PROJECT DELIVERY

22.	<p>Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
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Task	Date
Attainment of all required approvals	30/12/2021
Preparation of tender/quotes for the major works contract	31/12/2021
Issuing of tender for major works	10/01/2022
Signing of major works contract	01/02/2022
Site works commence	09/02/2022
Construction of project starts	09/02/2022
Project 50% complete	09/05/2022
Project Completed	02/08/2022
Project hand over and acquittal	03/08/2022

23.	<p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>The proposed project period considers weather constraints and is intended over periods with minimal inclement weather. Further, a staged construction approach will ensure all sport and recreation activities conducted on site are not impacted. As each stage is undertaken, clubs and other facility users will utilise the spaces that are not currently under construction. Once the roofing and main building renovations are complete, clubs and other facility users will move into the new area to allow extension and redevelopment works to commence elsewhere.</p>
24	<p>How many construction and/or ongoing jobs will your project create? (Only applicable if your project is over \$1 million)</p> <p>The \$1.027m investment in this project (construction only) would be expected to create 2.2 direct FTE years of direct jobs in the construction industry and 2.6 indirect FTE years the wider local economy. Once operational, jobs will also be created as a result of the additional tourism spend in the region. It is estimated that \$1 million worth of tourism consumption in the Accommodation, Cafes and Restaurants industry generates around 19 jobs. It is therefore estimated that 2.2 sustainable, long-term FTE jobs will be created in the region, based on the</p>

	additional direct tourism spend. Further details and justification for the estimates are provided in Section 6.3 of the supporting business case.
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GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.


DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: KRIS CRAMER

Position Held: committee member

Signature: 

Date: 17/08/2021

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form (including any attachments).
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. N/A
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply N/A
<input checked="" type="checkbox"/>	Formal Needs assessment*
<input checked="" type="checkbox"/>	Management plan*
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input checked="" type="checkbox"/>	Feasibility study*
<input checked="" type="checkbox"/>	Concept design*
<input checked="" type="checkbox"/>	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2022/23 CSRFF application form.
- The project for which the application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Existing Main Area - Reroof	\$372,485	\$409,734	North 2 South Executive Homes estimates and reviewed by Chris O'Keefe Quantity Surveyor
New Changerooms - Building Extension	\$423,310	\$465,641	North 2 South Executive Homes estimates and reviewed by Chris O'Keefe Quantity Surveyor
Existing Changerooms - Renovation	\$138,296	\$152,126	North 2 South Executive Homes estimates and reviewed by Chris O'Keefe Quantity Surveyor
Contingency (8%)	\$74,727	\$82,200	North 2 South Executive Homes estimates (proportion of Builders % in Appendix C of the supporting business case - 8% total construction costs))
Donated materials (Cost breakdown must be attached)	\$0		Not included as reduction to budget – in-kind contributions
Volunteer Labour (Cost breakdown must be attached)	\$110,662		In-kind contributions are identified in the detailed budget breakdown (including in Appendix C of the supporting business case and attached as a separate addendum). This includes approximately \$54,000 from the City of Albany and \$56,000 from Railways FSC.
Sub Total	\$1,119,480	\$1,231,428	
Cost escalation	\$18,682	\$20,550	<i>North 2 South Executive Homes estimates and reviewed by Chris O'Keefe Quantity Surveyor – 2% escalation over 6 months from application to construction</i>
a) Total project expenditure	\$1,138,162	\$1,251,978	

- At least **two written quotes** are required for each component.
- If your project include's a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$315,000	\$346,500	LGA cash and in-kind	Y	Letter of commitment and Council minutes included as addenda. Note that the commitment was made for BBRF Round 5; however, the funding remains committed for any future needs (such as this CSRFF application). The BBRF application was not submitted as the Labor party won the state election and their commitment was insufficient to enable matched funding requirements at the time.
Applicant cash	\$370,000	\$407,000	Organisation's cash	Y	Letter of commitment included as addenda and justifiable in existing club reserves
Volunteer labour	\$73,775	\$81,152	Cannot exceed applicant cash and LGA contribution	Y	In-kind provided by City of Albany (including application fees, waste removal, site establishment, etc.). Proportion of in-kind plumbing and electrical works donated by Railways FSC. Letter of commitments attached as addenda.
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	\$379,387	\$417,326	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$1,138,162	\$1,251,978	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

N/A

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

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

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed**Position****Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2021**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES**PERTH OFFICE**

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Perth Business Centre WA 6849
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KIMBERLEY – Kununurra

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Rod Hodnett Drive
Kununurra WA 6743
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298 Fitzgerald Street
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wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

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PEEL

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WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
PO Box 55
Northam WA 6401
Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au



Office:
Postal Address:
Telephone:

953 South Coast Highway
PO Box 183, DENMARK WA 6333
(08) 9848 0300

MEMORANDUM

TO : Acting Manager Recreation Services - Mitchell Green
FROM : Lee Sounness – Manager Corporate Services (Shire of Denmark)
DATE : 30 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
 - The Annual and Forward Planning Grant Round targets community sport projects where the financial value of the total project is over \$300,000.
 - The Club Night Lights targets community lighting projects where the total projects is up to \$3 million and can be delivered within a 12-month period.
 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification

- Planned approach
- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Impact on physical activity; and
- Sustainability

- The following table outlines the ranking of the submissions by City officers:

CSRFF ANNUAL AND FORWARD PLANNING GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Community Tennis Centre	<p>Well planned and needed by region. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project was ranked as the highest priority as the current provision is lacking and need has been well established through the feasibility study.</p> <p>The project is identified as a strategic priority for the region in the GS Sport and Recreation Strategic Plan. The facility will include new playing gel-acrylic surfaces, floodlights to allow further participation, modest storage, admin and clubhouse facilities at a new central location.</p>
2.	Railways Football & Sporting Club	Facility Enhancement Project	<p>Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.</p>

CSRFF CLUB NIGHT LIGHTS GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Albany Speedway Club	Lighting and Power Upgrade to the race track.	<p>Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines.</p> <p>The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track.</p>

The following information was also provided in the City's briefing note on the applications:

City of Albany, Merrifield's and Lawley Park Tennis Club – Albany Community Tennis Centre:

- The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
- The facility proposal includes:
 - Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilizing the Book a Court online court booking and payment platform.
- Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). 185 club members between Lawley Park and Merrifield. 297 members in Albany with a member to court ratio 14:1. Junior coaching is provided to 250 children in Albany.
- The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. Note: The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
- Project Cost: \$2.8 million
- The project is well planned (Business Case and Feasibility Study) and needed by the region.
- The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
- 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 as a high priority.

Railways Football and Sporting Club – Facility Enhancement Project:

- The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.
- The Railways Football & Sporting Club is situated on Lockyer Avenue, Centennial Park Precinct within the City of Albany.
- The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions
- Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
- The clubrooms do not currently have any separate toilet and change facilities for its women's users. This is a limiting factor in the club's desire to attract more women's members and capitalise on the rapidly growing interest in women's sport.
- The club has a membership of 350 with a mix of ages and genders participating.
- Membership has been increasing steadily, with an average annual growth rate over 12%
- Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
- Project Cost: \$1.1 million
- The project is well planned (Business Case and Feasibility Study) and needed by the applicant.
- 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.

Albany Speedway Club – Lighting and Power Upgrade

- The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.

- The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
- Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
- Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
- It is expected that following the project participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
- 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.

CONCLUSION:

- Based on the explanations provided in the Briefing Note, the criteria outlined by the DLGSCI in assessing applications, and comparing this to the information provided in the applications received, I have no concerns with the assessment and priority ranking of submissions made by City officers

INDEPENDENCE:

- I can confirm that I have no involvement or affiliation with the Merrifield's or Lawley Park Tennis Clubs.
- I can confirm that I have no involvement or affiliation with the Railways Football and Sporting Club Inc.
- I can confirm that I have no involvement or affiliation with the Albany Speedway Club Inc.

Kind Regards,



Lee Sounness – Manager Corporate Services
Shire of Denmark

TO : Acting Manager Recreation Services - Mitchell Green
FROM : Lisa Forward, Compassionate Communities Capacity Builder, WA Primary Health Alliance
DATE : 22 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
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 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community consultation
 - Management planning
 - Access and opportunity
 - Design
 - Financial viability
 - Coordination
 - Impact on physical activity; and
 - Sustainability

- The following table outlines the ranking of the submissions by City officers:

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2.	Railways Football & Sporting Club	Facility Enhancement Project	<p>Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.</p>

CSRFF CLUB NIGHT LIGHTS GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Albany Speedway Club	Lighting and Power Upgrade to the race track.	<p>Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines.</p> <p>The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track.</p>

The following information was also provided in the City's briefing note on the applications:

City of Albany, Merrifield's and Lawley Park Tennis Club – Albany Community Tennis Centre:

- The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
- The facility proposal includes:
 - Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilizing the Book a Court online court booking and payment platform.
- Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). 185 club members between Lawley Park and Merrifield. 297 members in Albany with a member to court ratio 14:1. Junior coaching is provided to 250 children in Albany.
- The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. Note: The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
- Project Cost: \$2.8 million
- The project is well planned (Business Case and Feasibility Study) and needed by the region.
- The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
- 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 as a high priority.

Railways Football and Sporting Club – Facility Enhancement Project:

- The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.

- The Railways Football & Sporting Club is situated on Lockyer Avenue, Centennial Park Precinct within the City of Albany.
- The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions
- Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
- The clubrooms do not currently have any separate toilet and change facilities for its women's users. This is a limiting factor in the club's desire to attract more women's members and capitalise on the rapidly growing interest in women's sport.
- The club has a membership of 350 with a mix of ages and genders participating.
- Membership has been increasing steadily, with an average annual growth rate over 12%
- Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
- Project Cost: \$1.1 million
- The project is well planned (Business Case and Feasibility Study) and needed by the applicant.
- 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.

Albany Speedway Club – Lighting and Power Upgrade

- The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.
- The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
- Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
- Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
- It is expected that following the project participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
- 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.

CONCLUSION:

- Based on the explanations provided in the Briefing Note, the criteria outlined by the DLGSCI in assessing applications, and comparing this to the information provided in the applications received, I have no concerns with the assessment and priority ranking of submissions made by City officers

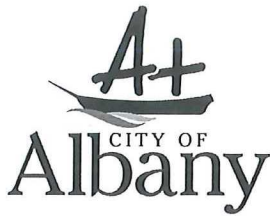
INDEPENDENCE:

- I can confirm that I have no involvement or affiliation with the Merrifield's or Lawley Park Tennis Clubs.
- I can confirm that I have no involvement or affiliation with the Railways Football and Sporting Club Inc.
- I can confirm that I have no involvement or affiliation with the Albany Speedway Club Inc.

Kind Regards,

Lisa Forward

Compassionate Communities Capacity Builder



Offices: 102 North Road, Yakamia
 Postal Address: PO Box 484, ALBANY WA 6331
 Telephone: (08) 9841 9333
 Facsimile: (08) 9841 4099

MEMORANDUM

TO : Acting Manager Recreation Services - Mitchell Green
FROM : Manager Major Projects – Anthony McEwan
DATE : 27 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
 - The Annual and Forward Planning Grant Round targets community sport projects where the financial value of the total project is over \$300,000.
 - The Club Night Lights targets community lighting projects where the total projects is up to \$3 million and can be delivered within a 12-month period.
 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach

- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Impact on physical activity; and
- Sustainability

- The following table outlines the ranking of the submissions by City officers:

CSRFF ANNUAL AND FORWARD PLANNING GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Community Tennis Centre	<p>Well planned and needed by region. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project was ranked as the highest priority as the current provision is lacking and need has been well established through the feasibility study.</p> <p>The project is identified as a strategic priority for the region in the GS Sport and Recreation Strategic Plan. The facility will include new playing gel-acrylic surfaces, floodlights to allow further participation, modest storage, admin and clubhouse facilities at a new central location.</p>
2.	Railways Football & Sporting Club	Facility Enhancement Project	<p>Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.</p>

CSRFF CLUB NIGHT LIGHTS GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Albany Speedway Club	Lighting and Power Upgrade to the race track.	<p>Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines.</p> <p>The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track.</p>

The following information was also provided in the City's briefing note on the applications:

City of Albany, Merrifield's and Lawley Park Tennis Club – Albany Community Tennis Centre:

- The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
- The facility proposal includes:
 - Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilizing the Book a Court online court booking and payment platform.
- Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). 185 club members between Lawley Park and Merrifield. 297 members in Albany with a member to court ratio 14:1. Junior coaching is provided to 250 children in Albany.
- The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. Note: The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
- Project Cost: \$2.8 million
- The project is well planned (Business Case and Feasibility Study) and needed by the region.
- The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
- 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 as a high priority.

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- The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.
- The Railways Football & Sporting Club is situated on Lockyer Avenue, Centennial Park Precinct within the City of Albany.
- The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions
- Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
- The clubrooms do not currently have any separate toilet and change facilities for its women's users. This is a limiting factor in the club's desire to attract more women's members and capitalise on the rapidly growing interest in women's sport.
- The club has a membership of 350 with a mix of ages and genders participating.
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- Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
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Albany Speedway Club – Lighting and Power Upgrade

- The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.

- The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
- Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
- Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
- It is expected that following the project participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
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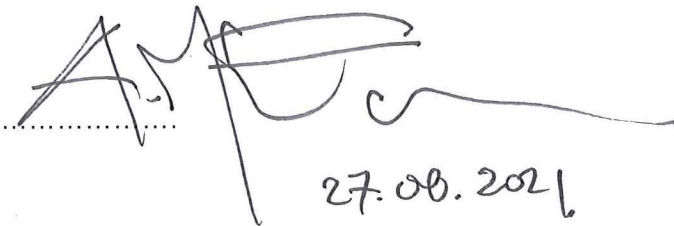
CONCLUSION:

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INDEPENDENCE:

- I can confirm that I have no involvement or affiliation with the Merrifield's or Lawley Park Tennis Clubs.
- I can confirm that I have no involvement or affiliation with the Railways Football and Sporting Club Inc.
- I can confirm that I have no involvement or affiliation with the Albany Speedway Club Inc.

Kind Regards,



27.08.2021

LAWLEY PARK TENNIS CLUB (Inc)

*Social and Central in the City
Brunswick Road Albany*

*PO Box 669
Albany WA 6331
lawleyparktennis@gmail.com*

Mr Les Bairstow
President
Lower Great Southern Tennis Assoc
PO Box 538
Albany WA 6330

Dear Les

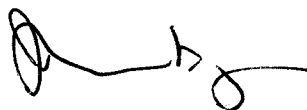
The Lawley Park Tennis Club commit to a financial contribution of \$25,000 towards Stage 1 of the construction of the Community Tennis Centre to be situated at the Centennial Sporting Precinct in Albany

The contribution is subject to the success of the Community Sporting and Recreational Facilities Fund closing September 2021.

Yours sincerely



Will Richards
President



Jenny Rickerby
Secretary

20th August 2021



MERRIFIELD PARK TENNIS CLUB INC.

P.O. Box 5507, Albany, WA 6332

19th August 2021

TO WHOM IT MAY CONCERN

I am writing to confirm that the Merrifield Park Tennis Club will make a financial contribution of \$25,000 towards Stage 1 of the Albany Regional Tennis Centre development.

Yours sincerely,



Rex Beach

President

Merrifield Park Tennis club

Railways Football and Sporting Club

ABN: 31 499 220 989

PO Box 376

ALBANY WA 6330

Phone: 08 9841 4522

email: railwaysalbany@gmail.com



Ref: RFSC012

7 September 2021

To whom it may concern,

The Railways Football & Sporting Club confirm a contribution of \$370,000 cash (excluding GST) towards the Railways Football and Sporting Club Enhancement Project CSRFF Application. This is in addition to the \$57,653 in in-kind electrical and plumbing works committed by Railway's members.

The club has followed advice from the DLGSCI and refined the scope of the project to meet CSRFF eligibility requirements, the club is committed to completing the project in full. This includes reducing the clubs in-kind request by 50% to \$75,000. The in-kind request is to support the project with fees, permits, temporary fencing, officer support and rubbish removal.

The club is committed to project managing the project with support from the City.

Please refer to the CSRFF Application form for more information.

The club is appreciative of the City's ongoing support of the project and look forward to submitting a CSRFF Application for this round.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,



Andrew Want

President of The Railways Football and Sporting Club

0458 421 443

**Memorandum of Understanding between Proposed
Amalgamating Clubs**

Dated 22 / 8 / 2020

Between:

Merrifield Park Tennis Club Inc of Wolfe Road, Gledhow, Western Australia
("MPTC")

and

Lawley Park Tennis Club Inc of Brunswick Road, Albany, Western Australia
("LPTC")

(together "the Clubs")

Background:

- A. Both MPTC and LPTC are registered, incorporated associations under the *Associations and Incorporations Act 2015* ("the Act").
- B. Both MPTC and LPTC are located within the City of Albany local government area.
- C. Both MPTC and LPTC and other clubs in the region have been canvassing and lobbying the City of Albany for a purpose-built tennis centre in Albany ("Tennis Centre") with the aid of the City of Albany, the Department of Sport and Recreation, Tennis West, Tennis Australia and the Western Australian Government for the past four years.
- D. There have been many meetings between the Lower Great Southern Tennis Association, MPTC & LPTC, City of Albany, Tennis West, Tennis Australia and the Department of Sport & Recreation in the past four years resulting in the City

of Albany preparing a feasibility study in 2019. Costings for the project were presented to the City of Albany at the March 2020 OCM. The City of Albany rejected those costings and asked for the project to be re-scoped and brought down to a more affordable amount. The revised costing will be presented to the City of Albany OCM on 25 August 2020 for consideration and acceptance.

- E. The City of Albany has now identified an area in the Centennial Park Sporting Precinct for 16 floodlit tennis courts, in a co-location agreement with the Junior Football Association, together with an option to use the Centennial Stadium Inc premises.
- F. The City of Albany is considering that proposal at its meeting of the council on 25 August 2020.
- G. Both MPTC and LPTC understand that, if the council of the City of Albany approves the proposal, there is the likelihood that, subject to funding from the Department of Sport & Recreation, Tennis West and a majority of the funding from the Western Australian Government with the City of Albany's contribution being the land within the Centennial Park Sports Precinct, the Tennis Centre may come to fruition in the not too distant future.
- H. If the Tennis Centre comes to fruition, subject to the approval of its members, both MPTC and LPTC are proposing to amalgamate in accordance with the provisions of the Act.
- I. MPTC and LPTC enter into this Memorandum of Understanding ("MoU") to state each club's position regarding the proposed amalgamation between them.

Operative Provisions:

1. Each Club's Position Concerning the Proposed Amalgamation

- 1.1 The proposed amalgamation will involve both MPTC and LPTC amalgamating into a New Club to be incorporated in the future (the "New Club");

- 1.2 Upon incorporation of the New Club, both MPTC and LPTC will be dissolved and deregistered;
- 1.3 Properties of both the Clubs will be transferred to the New Club;
- 1.4 Both MPTC and LPTC will surrender their respective leases and relocate their activities to the Tennis Centre;
- 1.5 All of the members of MPTC and LPTC will automatically become the members of the New Club;
- 1.6 The object of the New Club will be similar to the objects of MPTC and LPTC including, but not limited to, to providing for and promoting the playing and general advancement of the game of tennis in Albany and encourage participation in the game of tennis in a sporting manner and the spirit of friendship;
- 1.7 Both MPTC and LPTC will nominate members to a transition committee to finalise the amalgamation of the Clubs, terms of the amalgamation and creation and composition of the New Club.

2. Authority of the Clubs

- 2.1 Both MPTC and LPTC confirm, acknowledge and state that their general membership is aware of the business of the proposed Tennis centre and the general membership of the Clubs have authorised its respective executive committees to canvass and lobby the various stakeholders including the City of Albany, the Department of Sport and Recreation, Tennis West, Tennis Australia and the Western Australian Government for the approval for the Tennis Centre;
- 2.2 Both MPTC and LPTC agree that it will call its general meeting to consider and, if thought fit, passing a resolution to:
 - (a) Approve, in principle, the amalgamation of the Clubs into the New Club;

- (b) Approve the Clubs making the amalgamation application;

- 2.3 Subject to the clauses above, the resolution which will be the subject of the meetings referred to in this clause, will be as follows:

ORDINARY RESOLUTION

"The members hereby approve in principle:

1. The amalgamation of Merrifield Park Tennis Club Inc and Lawley Park Tennis Club Inc into a New Club to be registered under the *Associations and Incorporations Act, 2015* on the completion of the Tennis Centre, to provide for and promote the playing and general advancement of the game of tennis in Albany and encourage participation in the game of tennis in a sporting manner and in the spirit of friendship, affected by:
 - (a) Dissolving and deregistering the Clubs;
 - (c) Transferring the properties and assets of the Clubs to the New Club;
2. Surrender the current Club premises and facilities.
3. Re-locate the membership to the Tennis Centre as and when the Tennis Centre is completed and operational."


3. Force & Effect

- 3.1 This MoU will not have any force and effect if the Tennis Centre is not built or the stakeholders, including the Clubs, shelve the proposal for a Tennis Centre;
- 3.2 This MoU is not binding on the parties.

Executed by)
Merrifield Park Tennis Club Inc)
 in accordance with Section 127)
 of the Corporations Act 2001 by)



 President

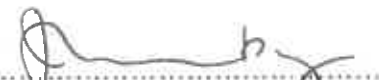


 Secretary

Executed by)
Lawley Park Tennis Club Inc)
 in accordance with Section 127)
 of the Corporations Act 2001 by)



 President



 Secretary

Community Sports & Recreation Facilities (CSRFF)

Small Grant Funding Policy

Objective

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of Grants in line with the Department of Local Government, Sporting and Cultural Industries (DLGSCI) CSRFF Small Grant Funding guidelines.
- Ensure all Capital Seed grant applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Councils strategic objectives.
- Provide a framework for the allocation of the Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Seed Funds should an applicant be unsuccessful in their application to DLGSCI Small Grant Funding programs.
- Establish an assessment process that may be used to assess other project funding requests.
- Limit the City of Albany's contribution to grant eligible projects to 33% of the total project cost.

Policy Statements

The City of Albany recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

The City of Albany will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision of shared and multi-use community facilities.

The City of Albany's Capital Seed Fund aligns with the DLGSCI CSRFF Small Grant Funding guidelines by:

- Developing basic infrastructure for sport and recreation.
- Supporting an increase in participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting joint provision and shared use of facilities.

A. Eligibility

Applicants for CSRFF Small Grant Funding programs must:

- Be either a Local Government Authority (LGA) or not for profit sport, recreation or community organisation.
- Be incorporated under the *Associations Incorporation Act 1987* (WA).
- Have an Australian Business Number (ABN).

Applicants for Capital Seed Funding must:

- Be a not for profit sport and recreation community organisation within the boundaries of the City of Albany municipality.
- Be incorporated under the *Associations Incorporation Act 1987* (WA).
- Have an ABN.
- Be applying for the DLGSCI Small Grants Round.
- Have discussed their project with the City's Recreation Services staff.

As per the CSRFF Guidelines the types of projects which will be strongly supported for Capital Seed Funds include:

- Upgrades and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.

- Lighting projects.
- Projects which are 'shovel ready'.

Priority will also be given to projects:

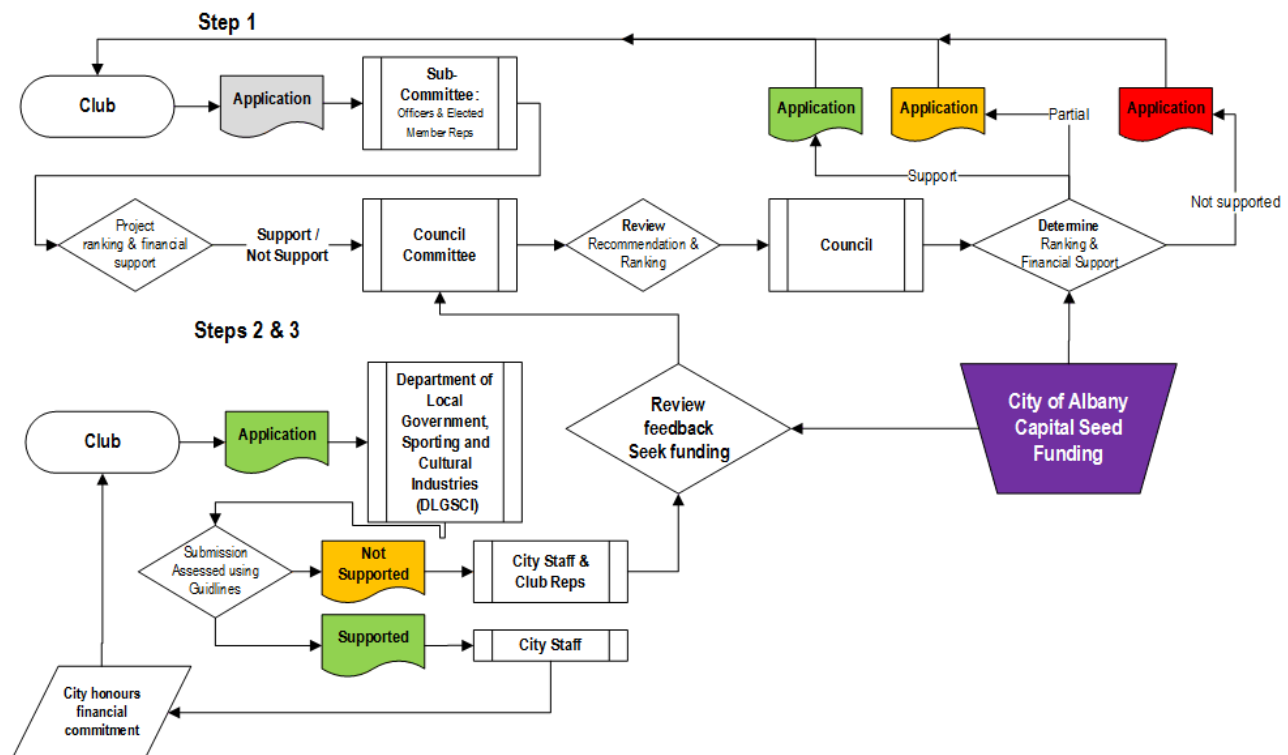
- Which lead to contemporary models of joint provision, facility sharing and rationalisation; and
- That clearly demonstrate that the project can be delivered and meets the CSRFF guidelines, clubs and communities expectations.

B. Financial Contribution

Local government is not obliged to contribute to any successful CSRFF grant.

Request for the Capital Seed Fund may be considered with the following conditions: Capital Seed Fund will only be awarded in support of successful CSRFF applications.

- Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- The City's contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.
- Applicants must make at least one attempt to leverage CSRFF funding, and demonstrate that other alternate funding opportunities have been explored.



Application Process Map

D. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis by Council. Unallocated Capital Seed Funds to be carried forward to the following financial year.

E. Out of Scope

It is not the intent of this policy to reference, influence or impact other funding or financial assistance programs delivered by the City, through City Business Units or other programs that may be delivered from time to time, however the assessment process may be used to assess other project funding categories (refer to: Definitions).

Legislative and Strategic Context

The CSRFF and Capital Seed Funds for community sport and recreation groups directly relate to the City of Albany Community Strategic Plan (As amended) as outlined in table below:

Strategic Plan Theme	Objective	Community Priorities
Health & Participation	<i>To develop and support a healthy inclusive and accessible community</i>	<i>Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages. Community Sporting Infrastructure Support Programs (Capital Seed Funds).</i>

Responsibility and Policy Custodian Review Position and Date

Oversight and delivery of activity generated by this Policy is within the Community Services Directorate.

This policy and procedure is to be reviewed by the document owner every two years.

This forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).

Associated Documents

All following documents relate to this policy:

- Sport and Recreation Futures Plan (2015 – 2030) – Working Draft
- DLGSCI CSRFF Guidelines and Application Form
- DLGSCI Project Assessment Sheet
- City of Albany Public Health Plan

Acronyms

CSRFF	Community Sport and Recreation Facility Fund
DLGSCI	Department of Local government, Sporting and Cultural Industries
SSA	State Sporting Association
LGA	Local Government Authority

Definitions: 1

- **Health:** the World Health Organisation defines health as ‘a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.’ Health and wellbeing take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.
- **Organised Sport and Recreation:** involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities which require the supervision or expertise of an instructor (e.g. aerobics)
- **Sport Spaces:** provide a setting for formal structured activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watch the game. Most sport spaces can be accessed by community members for informal sport and recreation
- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social
- **Recreation Spaces:** Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- **Active Public Open Space:** typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise
- **Incidental Activity:** includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.
- **Open Space Classification (from DLGSCI):** based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:
 - Recreation spaces – provide a setting for informal play and physical activity, relaxation and social interaction
 - Sport spaces – provide a setting for formal structured sporting activities
- **Nature spaces:** provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values
- **Co-Location:** Locating/integrating two or more facilities on the same or adjacent sites
- **Facility Sharing:** Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.
- **Categorisation of Projects:**
 - **Small Grant Projects:** Value of total projects **up to \$300,000**. Projects of this scale are usually local in scale, planning is generally simple and does not require a project/facility manager. The annual and forward planning grants are more complex, require greater planning and consideration through the annual budget process. The financial total project costs for these types of grants are beyond the budget allocation and scope of the capital seed funding policy.
 - **Annual Grants Projects:** Value of total project costs of between **\$300,000 to \$500,000**. Beyond the scope of the financial support provided through the Capital Seed Funding Allocation. Projects of this scale are usually of a district level, require significant planning and project management skills. Clubs engage more closely with local government authorities. Annual Grants Projects are usually considered during the Council budget process. Examples – Large floodlighting projects, clubroom upgrades, reticulation systems, and new playing services.
 - **Forward Planning Category:** Are complex projects with total project costs **over \$500,000**. Complex projects of this nature are usually considered during the Council budget process. Example: Swimming pool, large synthetic fields, new clubrooms, and leisure/recreation centres.

¹ Healthy Active by Design www.healthyactivebydesign.com.au/

Document Approval			
Document Development Officers:		Document Owner:	
Manager Recreation Services Manager Governance & Risk		Executive Director Community Services	
Document Control			
File Number - Document Type:		CM.STD.7 – Policy	
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Department of
**Local Government, Sport
and Cultural Industries**

Community Sporting and Recreation Facilities Fund



Policy and procedures

Local government and
State Sporting Associations

2022—2023 Funding Round

Department of Local Government, Sport and Cultural Industries

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This report can be downloaded in PDF format from the Department of Local Government, Sport and Cultural Industries website. Alternative formats are available on request.

About DLGSC

The Department of Local Government, Sport and Cultural Industries (DLGSC) works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians.

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Introduction

This manual has been produced as a guide for local government and State Sporting Association (SSA) personnel who are assisting applicants to prepare their application for a CSRFF grant and/or involved in the assessment process of the CSRFF program.

This manual must be read in conjunction with the current guidelines for a grant application, application forms and Key Principles of Facility Provision.

It is intended that this manual be a practical guide that can be updated as required. Updates may be provided by the Department and will override any previous versions of the manual.

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Acronyms

ATO	Australian Taxation Office
NCC	National Construction Code
CSRFF	Community Sporting and Recreation Facilities Fund
DDA	<i>Disability Discrimination Act</i>
DLGSC	Department of Local Government, Sport and Cultural Industries
FMA	<i>Financial Management Act</i>
GST	Goods and Services Tax
LCC	Life cycle costing
RCTI	Recipient Created Tax Invoice
SSA	State Sporting Association

Definitions

Applicant/grantee

For the purpose of this manual applicants and grantees are essentially the same entity. The applicant becomes a grantee, once an offer of grant has been accepted.

Approval to commence project

- (a) Minister's approval: Minister's approval to allocate the grant.
- (b) Building approval: approval to proceed with construction as issued by the local government.

Capital upgrade

Improvement to existing facility not major maintenance.

Deferrals

An extension to expend the funds outside of the twelve (12) months in which they were allocated to be spent – subject to approval.

Donations

Items that are donated, e.g. materials, equipment etc.

Financial year

1 July to 30 June (grants are allocated to 15 June only).

Funding round

The year in which the grant is applied for (forward planning grants can be applied for in the funding round of 2022/23 and approved for payment in 2023/24 and 2024/25).

Funding year

The year in which the grant is allocated for payment, i.e. 2022/23 is the funding year as mentioned in funding round above.

Grant expiry date

15 June in year of offer.

Grantees cash

All grants must be matched by grantee cash, which can be made up of cash or local government (cash or kind) contribution.

Grantees contribution

All grants can be made up of cash, donations, voluntary labour, local government (cash or kind) contribution, and other grants.

Maintenance

Non capital items. Annual repairs or aggregated annual requests that have not been undertaken.

Regional

A local government listed in Schedule 1 of the *Regional Development Act 1993 (WA)*.

Sinking fund

Established specifically for the replacement and major maintenance of facilities, often referred to as a building reserve fund. This requires an annual contribution equivalent to future replacement cost divided by useful life of asset.

Triennium

A period of three years.

Overview of CSRFF program

Purpose

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the State Government's commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide financial assistance to community groups and local government to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and utilised facilities.

Through CSRFF, the State Government will invest \$12.5 million in the 2022-2023 financial year towards the development of quality physical environments in which people can enjoy sport and recreation. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

DLGSC will assess the total eligible cost of your project (excluding GST) from the information provided.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the development bonus section of the application form. Meeting development bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost. Applicants will need to return unspent funds to DLGSC in accordance with the terms of the grant agreement.

Eligibility

Applicants must either be an local government, not-for-profit sport, recreation or community organisation, incorporated under the *Associations Incorporation Bill 2014* and have an Australian Business Number (ABN).

The land on which the facility is to be developed must be one of the following:

- A 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.

Priority consideration

CSRFF can fund new or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Examples of projects which will be considered for funding include:

- New playing surfaces e.g. ovals, courts synthetic surfaces etc.
- Floodlighting
- Change rooms and ablutions
- Sports storage
- Clubrooms including social space, kitchen, administration areas and viewing areas. Please note that these areas have a minimal impact on physical activity and would be considered a lower priority.
- Resurfacing of existing sports surfaces. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years. Resurfacing projects are a low priority and where the applicant has previously been funded through CSRFF, the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.

Planning

Applicants must discuss individual projects with DLGSC prior to lodging an application. The emphasis of the assessment factors is on a planned approach to facility provision and will require the applicant to demonstrate need and feasibility/sustainability and to consider planning, design, and management issues to meet that need.

Officers assessing applications will provide a rating against the level of project consultation. Where no consultation has occurred, the rating will be zero.

Close liaison with DLGSC officers must occur throughout the planning process. Applicants should also liaise with their local government and relevant SSA even if they will not be contributing financially to the project.

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed.

Level of funding

An amount of \$12.5 million will be allocated in the 2022-2023 financial year. Applicants requesting a forward planning grant in the first year of the triennium must have all planning completed prior to lodgement of the application. This is necessary for the project to commence once approval has been given. Failure to obtain appropriate planning approvals will result in the grant being withdrawn.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. DLGSC will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility in the application form. Meeting development bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost or the maximum grant.

In terms of total project cost, you should make an allowance for cost increases over the period of the project as it is not possible to receive additional funding to meet that cost once the project has been approved. Cost increases can be based on the Building Cost Index (BCI) over the last two to three years. Applicants must also factor regional loading into the total project cost.

DLGSC does not guarantee you will receive the full amount of financial assistance requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community.

Receiving financial assistance under this program does not guarantee future stages of your project will be funded.

There is no obligation on your local government to make a contribution to a community group project however a contribution from all stakeholders (local government or community club/group) in a project that meets local needs will be viewed more favourably.

Applicants are expected to secure commitments and provide evidence for the balance of funds to meet the total cost of their project at the time of application. If these cannot be demonstrated it is unlikely that a grant will be approved. Applicants will be required to complete their project within an agreed time frame.

Local governments should make a firm commitment to fund or not to fund a project before the application is submitted to DLGSC. Applicants will need to return unspent funds to DLGSC in accordance with the terms of the grant agreement.

Grant categories

Small grants

A grant of between \$2,500–\$100,000 will be allocated to projects involving a basic level of planning. Up to one third of the total project cost can be awarded. The total project cost for small grants must not exceed \$300,000. Grants given in this category must be claimed in the financial year following the date of approval.

Projects with a total project cost of below \$7,500 will be ineligible for funding as it is expected that the applicant should be able to fully fund these.

Annual grants

A grant of up to \$166,666 will be allocated to projects with a planning and construction process that will be complete within 12 months. Up to one third of the total project cost can be awarded. The total project cost for annual grants is between \$300,001 and \$500,000. Grants given in this category must be claimed in the financial year following the date of approval.

Forward planning grants

A grant of between \$166,667–\$2,000,000 will be allocated to the large scale projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years. Up to one third of the total project cost can be awarded. Grants given in this category may be allocated in one or a combination of the years in the triennium.

Note: Maximum grant for small and annual grants may increase if a development bonus is approved.

Special initiatives

There is funding allocated from within the \$12.5 million for special initiatives. This funding will be allocated should sufficient eligible applications be received within the funding round.

Female facility improvements

\$1 million is allocated within the \$12.5 million available to projects that improve the usability of facilities for female participants. To encourage female participation funding has been set aside in the funding round for projects that support female participation.

Projects that address this issue, such as the upgrade of change rooms to cater for females including lockable, individual showers and more toilet cubicles in lieu of urinals, will be a priority. Facility audits will also be considered for funding so that a future project can be appropriately scoped and designed.

Aboriginal projects

\$500,000 is notionally allocated within the \$12.5 million available to projects that provide sport and recreation infrastructure to remote Aboriginal communities and regional communities with a significant Aboriginal population. Remote aboriginal communities may be eligible for up to 100% of the project cost for high priority projects. Potential applicants must contact their Regional Manager to discuss eligibility.

Organisations apply for these grants using the annual and forward planning or small grant application forms. If the Department receives eligible applications in excess of the allocated amount for either category, these applications will still be considered for funding from the remaining CSRFF funds.

Assessment factors

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed. All applicants are required to address the questions in the application form. Principles relate to aspects of:

- Project justification
- Planned approach
- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Impact on physical activity
- Sustainability.

All projects will be assessed against these key principles, although the information required will vary depending upon the size and type of project. Simple annual projects are required to give information that will allow for an assessor to gain a clear understanding of the project and the justification for doing it.

Development bonus assessment factors

In order to receive more than one third funding (up to a maximum of one half) or the maximum grant of the project cost, applicants must demonstrate that their project satisfies at least one of four key areas:

1. Location – regional, remote or growth areas
2. Co-location of sports and/or sporting facilities
3. Sustainability initiatives – e.g. water saving, energy reduction
4. Increase participation – new participants, increase participation of existing users, special interest groups participation.

Applicants must complete the development bonus section of the application form to demonstrate that they are eligible for up to 50% funding.

It is essential that applicants requesting a development bonus discuss their eligibility with DLGSC before applying. Failure to do so will result in your application being unsuccessful.

Life cycle cost guidelines

An important part of the funding process is to make sure the community can bear the true cost of running and maintaining a facility well into the future.

Developing a life cycle cost approach when considering your project's parameters will provide you with a solid and informed base from which to make the most effective financial, economic and operationally sustainable decisions. This life cycle assessment should be undertaken in the planning of any project so all parties have an understanding of the upfront, ongoing and replacement costs over the life of the project.

A life cycle cost analysis must be provided for projects with a total cost over \$500,000.

The Department will undertake spot audits of funded projects over their life cycle to ensure that grantees are meeting the obligations they outline in their grant application. Local Governments are encouraged to outline in their project assessments how they will monitor their sporting groups and provide advice to the department on an ongoing basis.

Please refer to DLGSC's Life Cycle Cost Guidelines www.dlgsc.wa.gov.au/csrff or by contacting the Department at csrff@dlgsc.wa.gov.au.

Sinking fund

A sinking fund is established by setting aside revenue over a period of time to meet future capital expenses. The annual amount to be set aside is determined by the expected life of the asset using the formula

Expected cost of replacement (including inflation)

Expected number of years before replacement

e.g. A club may set aside \$15,000 from club revenue each year to replace a \$150,000 synthetic surface in 10 years' time.

The responsibility for maintaining and operating a facility rests with the local government, the club or a combination of both. It is important that CSRFF applicants can demonstrate they can maintain the facility by developing a sinking fund for asset replacement. Local governments, as the asset owner, are expected to ensure that part of their assessment of a project includes confirmation they will underwrite any shortfalls.

Resurfacing of existing sporting surfaces is an example of a project where a sinking fund will be required following a successful application. Typically, synthetic sporting surfaces have a life of 7–10 years over which a facility owner/manager is expected to budget for the operation and replacement of the surface at the end of life via the development of a sinking fund and an annual contribution to the fund.

It should be noted that resurfacing projects are a low priority and where the applicant has previously been funded through CSRFF, the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.

Exclusions from the fund

Funds will not be available for:

- Projects that commence before approvals are announced.
- Development of privately owned facilities.
- Arts, music, craft and non-physical recreation facilities.
- Facilities considered to be a full State Government responsibility proposed by either government departments, schools or parents and citizen associations, unless there is demonstrated community sporting and recreation need/benefit commensurate with the funding request.
- Recurring maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, carparks and access roads.
- Playgrounds.
- Bikeways or pathways.
- Non land-based facilities, e.g. boat launching ramps, ocean pools and marinas.
- Non-fixed equipment.
- Fixed sports specific equipment (e.g. electronic targets, scoreboards).
- Facilities or fixtures for the express purpose of serving alcohol.
- Projects that do not meet Australian Standards and National Construction Code.
- Projects that have already received a CSRFF grant and are seeking an additional grant to meet cost increases.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- Projects that have State Government funding in excess of 66.66% of the total project cost.
- Local government overheads, project administration and project management (unless expressly approved in the grant agreement).

Funding may be available from other government departments and agencies for projects that are excluded from the CSRFF program or for components of projects considered ineligible.

Applications

Receipt of an application does not in any way imply that a grant will be approved. Results of applications are expected to be announced as follows:

Annual/forward planning grants: January in the calendar year following lodgement of the application.

Small grants: June for applications lodged in February of the same year. November for applications lodged in August of the same year

Procedures for applicants

Contacting DLGSC and accessing information

- All applicants must contact their nearest DLGSC office to discuss the project and its eligibility for funding.
- In regional WA, guidelines for a grant application and application forms are available from your nearest DLGSC regional office. See page 4 for a list of DLGSC regional offices.
- In the metropolitan area, guidelines for a grant application and application forms are available from your local government.

Contacting local governments and SSAs

- If the project is eligible, applicants must contact their local government to discuss the project with recreation/community service/planned works personnel and applicants should also discuss the date by which their application must be submitted. These vary dependent on local processes and council meeting dates.
- Applicants should contact their SSA to discuss the project. SSAs are able to provide advice on issues related to technical specifications.
- Throughout the planning process the applicant must liaise with DLGSC staff to ensure that they address the key principles adequately.

Submitting an application

- Applications must be lodged with their local government irrespective of whether the local government is contributing to their project. The CSRFF application form must be completed, ensuring that all the questions are answered and supporting documents provided as required. DLGSC will assist applicants to understand what is required.
- Completed applications are to be returned to their relevant local government by the end of August 2021 (or relevant CSRFF small grants deadline).
- Applications to DLGSC from local governments close on 30 September 2021 (or relevant CSRFF small grants deadline).

All applications submitted to DLGSC must have been presented to the local government and endorsed by council, otherwise they will be ineligible for consideration.

Assessment and approval of application

- Applications are assessed by the relevant local government, DLGSC and SSA. These assessments are provided to the CSRFF Advisory Committee, which considers all applications and provides funding recommendations to the Minister for Sport and Recreation.

Acceptance of grant

- Successful applicants will be required to complete a grant agreement and comply with any conditions of approval.

Acquittal of grant

- Applicants are now able to claim 25% of their grant upon the signing of a major works contract. 50% of the grant may then be claimed once expenditure has reached 50%. The final 25% of the grant is to be claimed upon the completion of the project. Grantees are required to demonstrate that the expenditure of funds has occurred prior to submitting a claim for payment.

- CSRFF small grants applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the Department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the Department.

Change of purpose

Once a project is approved, it cannot change scope or location without consultation and written approval from DLGSC. Ministerial approval is required for any change of purpose to the originally approved grant.

Applicant/grantee name

Once an application has been approved, it is not possible to change the name of the applicant. If a local government is likely to manage a project, then the local government must ensure that they are the applicant registered on the application form. Once the grant has been approved, payments can only be made to the approved applicant and not to a third party, i.e. the local government who may have managed the project.



Australian Standards and National Construction Code

All projects must comply with the Australian Standards and National Construction Code relevant to their project. For example, lighting projects are to adhere to the Australian Standards for sports lighting. Universal access is mandatory.

Please refer to DLGSC's Asset Management Guide, www.dlgsc.wa.gov.au/csrff or by contacting the Department at csrff@dlgsc.wa.gov.au for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding. This list may not be complete and applicants must ensure they consult with their local government for any other relevant requirements.

Funding categories

Only work commenced after announcement of approval is eligible for claim. Refer to Guidelines for Grant Application and small grants application form.

Small grants

Small grants will be awarded to projects involving a basic level of planning. The total project cost for small grants must not exceed \$300,000. Grants given in this category must be claimed by 15 June in the relevant financial year. Please see page 19 for an overview of the small grants application process.

Examples of small grant projects:

- Cricket pitch and practice wickets
- Storage upgrades
- Changerooms refurbishments
- Safety fences for sport and recreation facilities, i.e. ballistic sports
- Small floodlighting projects
- Court resurfacing or upgrades
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000)
- Various planning studies to a maximum grant amount of \$25,000.

Value of total project	\$7,500–\$300,000, exclusive of GST
Value of grant	Minimum grant of \$2,500 Maximum grant of \$100,000 Note: the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, small grant projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by a small grant will be simple and generally readily accessible to the local community.
Impact on the community	Projects are generally local in scale.
Grant funds	Grant funds for small projects must be claimed by 15 June in the relevant financial year. Under the CSRFF small grants program applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the department.

Annual grants

Annual grants will be awarded to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$300,001–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Note: Where the grant requested is \$166,666 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a forward planning grant but will be funded as an annual grant.

Examples of annual projects:

- Upgrades to clubrooms/pavilions
- Large floodlighting projects
- Court or bowling green construction
- Reticulation system for a grassed playing field.

Value of total project	\$300,001–\$500,000, exclusive of GST
Value of grant	Maximum grant of \$166,666 Note: the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, annual projects will not require a facility manager to be assigned to the project
Planning process	The skills required to plan a project supported by an annual grant will be simple and generally readily accessible to the local community. Some fundamental research and planning may be required. Applicants for annual grants are required to address the questions in the application form. Consultation with DLGSC will assist in understanding what is required.
Impact on the community	Projects are generally neighbourhood to district level in scale.
Grant funds	Grant funds for annual projects must be claimed in the next financial year.



Forward planning grants

Forward planning grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,000 and may be allocated in one or a combination of the years in the next triennium.

CSRFF is a reimbursement system. Only work commenced after announcement of approval is eligible for claim. Refer to Guidelines for Grant Application and application form.

Examples of forward planning grant projects:

- Multipurpose leisure/recreation centre
- Swimming pool – new or major upgrade including heating to allow increased use
- Construction of large synthetic fields
- Playing field construction
- Clubroom – new or major upgrade
- Large ablution block/change rooms.

Funding availability

Funding availability	<p>Most applicants request funding in the first year but few achieve any physical progress. Major projects require time to prepare and for appropriate processes to be followed.</p> <p>Applicants are given the opportunity to indicate their preferred year(s) of claim on the application form, however, as funds are limited, there is no guarantee that their preferred year (s) of claim will coincide with the year of offer. It may also be necessary to allocate funding to some larger projects over two or three financial years. Most projects will have funding allocated in Years 2 or 3 of the triennium.</p> <p>Where applicants request funding in Year 1, all planning documentation must be in place to allow such progress to occur, e.g. architectural drawings, building approvals, other funding.</p>
Value of total project	\$500,001 and over, exclusive of GST.
Value of grant	<p>Minimum grant of \$166,667.</p> <p>Maximum grant of \$2,000,000.</p>
Management	Projects will usually require a full-time or part-time manager to be assigned to the facility in order to control usage and maintenance.
Planning process	<p>The skills required to plan this type of project will be highly developed in a technical and/or administrative sense – some expertise may need to be obtained from outside the local community. Applicants are required to address the questions in the application form. Comprehensive research and planning will be required</p> <p>It is anticipated that forward planning projects will require between one and three years to complete from start to finish.</p> <p>Projects of regional significance should have been identified within a regional sport and recreation facilities plan and are supported by a range of local governments.</p>
Impact on the community	Projects will generally be of either district or regional level.

Note: A development bonus will not impact the grant category that you are eligible for. The project cost should determine the category you will apply for.

Emergency relief funding

There is scope in the CSRFF program for funding to be allocated outside of the normal timeline to projects that reinstate facilities for sport and recreation that are extensively damaged as a result of unforeseen circumstances.

Emergency relief funding is not intended to minimise the requirement of community groups and local governments to adequately maintain their assets. The policy is not intended to negate the need for facility owners to have adequate insurance.

Applicants must be able to demonstrate that the damage to facilities has resulted from an occurrence that could not have reasonably been foreseen. Such occurrences include cyclones, flooding, bushfire, earthquakes, etc. An unforeseen event contained to a particular facility, e.g. building fire, does not qualify for emergency relief. Applicants must provide evidence that they have adequate insurance to protect their asset.

Projects ineligible for emergency relief funding

Projects that commence before applicants are advised of the outcome of their submission are ineligible. Funding will not be considered for projects that have resulted from occurrences that could have reasonably been anticipated. The availability of emergency relief funding in no way minimises the need for community groups and local governments to develop effective asset preservation strategies, or plan for future facility upgrades. In particular, local governments should not assume they are eligible to apply for emergency relief funding should essential, immediate, remedial works to aquatic facilities be required.

Emergency relief funding is not available to assist with capital upgrades. The intent of the funding is to reinstate facilities to a serviceable level. Only in exceptional circumstances will emergency relief funding be provided to improve the standard of facility provision.

Grants application process

Overview of annual and forward planning grants application process



June 2021	<ul style="list-style-type: none"> Advertising in The West Australian and regional newspapers. Application forms available from local government (metro area only) and DLGSC offices (regional WA only).
August 2021	<ul style="list-style-type: none"> Applications to be lodged at local government by the end of August 2021. Applicants should check the closing date with their local government, as they do vary.
September 2021	<ul style="list-style-type: none"> Applications are assessed by local government staff and recommendations prepared. Local governments are required to rate and rank all applications they receive in order of priority. Applications presented at local government council meeting. Applications must be lodged at DLGSC regional offices by 4pm on 30 September 2021.
October / November 2021	<ul style="list-style-type: none"> Applications are assessed by DLGSC regional managers. Applications are assessed by State Sporting Associations.
December 2021 / January 2022	<ul style="list-style-type: none"> CSRFF Advisory Committee considers applications and makes recommendations to the Minister. Minister for Sport and Recreation considers recommendations and grants approvals. Successful/unsuccessful applicants notified.
1 July 2022	<ul style="list-style-type: none"> Funds available.
15 June 2023	<ul style="list-style-type: none"> Grant must be acquitted (except forward planning grants that have approval to expend the funds in the second and third year of funding).

Overview small grants application process

Winter	Summer
February 2022	July 2022
<ul style="list-style-type: none"> Advertising in <i>The West Australian</i> and regional newspapers. Application forms available from local government (metro only) and DLGSC offices (regional WA only). Applications to be lodged at local government by the end of the month. Applicants should check the closing date with their local government, as they do vary. 	
March 2022	August 2022
<ul style="list-style-type: none"> Applications are assessed by local government staff and recommendations prepared. Local governments are required to rate and rank all applications they receive in order of priority. Applications presented at local government council meeting. Applications must be lodged at DLGSC regional offices by 4pm on the last working day of the month. 	
April 2022	September 2022
<ul style="list-style-type: none"> Applications are assessed by DLGSC regional managers. 	
May/June 2022	October/November 2022
<ul style="list-style-type: none"> Small Grants Committee considers applications and makes recommendations to the Minister. Minister for Sport and Recreation considers recommendations and approves grants. Successful/unsuccessful applicants notified. 	
15 June 2023	15 June 2023
<ul style="list-style-type: none"> Grant must be acquitted. 	

Documentation information required for small grants and annual grants

Minimum requirements are noted below. Applicants may wish to supply additional relevant information.

Grants \$2,500–\$166,666 where the total project cost (GST exclusive) is \$500,000 or less:

- Application form including responses to questions and the development bonus section if applicable.
- Incorporation certificate.
- Two written quotes. Quantity surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided grants based on quantity surveyor costs. In remote isolated areas one quote may be considered but this must be discussed with DLGSC. Please note this does not remove the requirement to undertake the appropriate procurement process when undertaking the project.
- If your project involves the upgrade of an existing facility, include a photograph of this facility.
- Locality map, site map and building plans (in relevant constructions projects).
- Site and locality maps outlining where proposed facility is located in relation to other sport and recreation infrastructure (where applicable).
- Income and expenditure statement for the current and next financial years (local governments exempted). If applicable, provide a detailed breakdown of who, where, qualifications and cost of voluntary labour and donated materials.
- Itemised project cost of components including the relevant quote for each.
- Written confirmation of financial commitments from other sources including local government. This can be in the form of council minutes. Approval of other funding that is conditional upon CSRFF funding is not acceptable.
- For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A lighting plan must be supplied showing lux and configuration.

Additional documentation information required for forward planning projects

Grants \$166,667–\$2 million, where the total project cost (exclusive of GST) exceeds \$500,000:

All of the above and:

- Needs analysis
- Concept design
- Locality map, site map and building plans (in relevant constructions projects) in A3 format
- Feasibility study
- Management plan
- Life cycle cost analysis.

Closing date

Planning for facility development and provision should be occurring over the long term. The submission period provides time to gather information into a format suitable for assessment. However, planning of the project must commence much earlier.

The closing date for submissions to the local government for annual and forward planning grants is likely to be the end of August. This gives applicants approximately three months to complete and submit their application from the time the round opens. The actual date may vary – please contact your local government to check the date. However, DLGSC must be allowed adequate time to make assessments.

The closing dates for submissions to the local government for small grants is the last working day of February

and July. Please contact your local government to verify the date.

The timetable allows one full month for the local government to process and assess all applications by the appropriate officer, and to be considered at a council meeting of that authority. Contact your local government to confirm this process.

DLGSC regional offices must receive local government assessed annual and forward planning grant applications, with council endorsement, no later than 4pm on 30 September 2021. The deadline for small grants is the last working day of March and August.

Late submissions or submissions made direct to DLGSC will not be considered for funding in that round.

Funding contributions from local governments and other funding agencies

Local governments should make a firm commitment to fund or not to fund a project before the application is submitted.

There is no obligation on local governments to make any contribution to a community group project. However, the State does take this into consideration when assessing the local government's support for the project. Lodging an application does not imply that a local government will provide funding assistance. Applicants must negotiate with local governments if they wish funding. Written confirmation of funding from a local government must be included with the application form. This can be in the form of council minutes.

The maximum CSRFF contribution will be up to one-third of the total eligible (GST exclusive) cost of a project, or the relevant development bonus percentage (up to a maximum of one half) up to a maximum grant of \$2 million.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution. However, certain services are considered to be part of the local governments normal function, i.e. shire engineers, administration or finance staff, and costs associated will not be recognised. Local governments will not be funded for planning projects which are undertaken by council staff.

Other State Government contributions i.e. Department of Education, Lotterywest and development commissions etc can be sourced and will be considered as part of the remaining project costs. The local community is expected to make a contribution for a project to meet local needs.

This policy facilitates the joint development of community facilities supported by a combination of State Government departments/agencies, e.g. a smaller community with limited cash resources may now plan for a dual use/joint provision facility using CSRFF, Department of Education and Lotterywest funding with the applicant funding the remainder.

State Government funding must not exceed 66.66% of the total project cost.

Private land

The Minister will not normally approve a grant towards a project to be established on privately owned land.

Note: In special circumstances, such as rural communities, a local landowner may donate a portion of their property for the sole purpose of public access to a sport and recreation facility. In this instance, evidence of the owner's agreement to public access onto the property for a period not less than the useful life of the investment is required in the form of a formal lease document. Evidence of approval from the local government is also required. Any such agreement must safeguard and return an appropriate level of funding to the State should public access cease.

Clubs that are exclusive (prohibitive membership costs) by definition if membership or use of the club's facilities is restrictive in any way will not be considered for funding. The onus is on the applicant to demonstrate that membership of the club is available to any member of the public.

It is unlikely that facilities will be developed on land owned by private education institutions.

Voluntary labour

Voluntary labour is work undertaken by people, without compensation or reward.

The value of work undertaken by volunteers can be included in the applicant's contribution. Voluntary labour is allowable up to \$50,000 in value, however the grantee's cash contribution must match any non-cash contribution to the project.

Administration of projects, preparation of applications, claim forms, documentation, etc, is not recognised as a claimable item. In general local government staff hours will not be recognised.

Voluntary labour can be classified as follows:

Unskilled

General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person and labourers.

Skilled

A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.

Professional

A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar.

Charge-out rates

- Unskilled voluntary labour is calculated at a rate no greater than \$25 per hour.
- Skilled voluntary labour is calculated at a rate of up to \$40 per hour.
- Professional voluntary labour is calculated at a rate of up to \$60 per hour.
- Voluntary labour must be recorded on a Schedule of Voluntary Labour, which must be endorsed by the local government. This can be included as part of the overall project cost when making a claim.

Donated materials

Donated materials can be recognised as part of an applicant's contribution (see examples at the end of this section). Donated materials must be recorded on a Schedule of Donated Materials, which must be endorsed by the local government.

There is no limit on donated materials, however the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution, not as voluntary labour or donated materials. However, certain services are considered to be part of the local governments normal function, i.e. shire engineers and administration/finance staff, and costs associated will not be recognised.

Donated materials may not be recognised where:

- The donor is the supplier or contractor involved in the project. It is essential that the applicant completes a valid tender process before considering donations or discounts related to suppliers and contractors.

Note: If the supplier or contractor provides materials at the wholesale price or lower, then the difference between the retail price and the wholesale price may be recognised as a donation, (i.e. it has to be demonstrated that the donor is foregoing their profit component in favour of the applicant/project).

- The intent is to prevent suppliers or contractors simply scaling up components or project costs to secure a greater level of grant.
- The applicant is to provide satisfactory supporting evidence to establish the value of donated material, e.g. a letter or an invoice from the supplier stating the value of the donation and how or on what basis the valuation was made.
- Cash donations form part of a grantee's cash contribution.
- Donated land – neither a local government nor an applicant can claim donated land as part of their contribution.
- Land purchased by the applicant – the funds spent by an applicant on purchasing the land for the facility is not allowable as part of the applicants contribution.
- The donation is a sponsorship.

Examples of voluntary labour/donated materials

There are a variety of voluntary labour and/or donated materials combinations possible. Applicants must first estimate the total cost of the project and then work backwards to see if the method by which they intend to fund the project is allowable. The most important rules are:

1. CSRFF contribution will not exceed half of the GST exclusive project cost (or the percentage of funding approved as per application).
2. The applicant's non-cash contribution must be matched by the applicant's cash contribution. Local government donations in cash or kind are treated as cash contributions by the applicant.
3. Voluntary labour cannot exceed \$50,000.

Use of private machinery

Contributions through the use of privately owned machinery such as trucks and loaders can be recognised as part of an applicant's contribution. In kind donations of such machinery must be recorded on a Schedule of Private Machinery Use, which must be endorsed by the local government.

There is no financial limit of the contribution of machinery towards a project, however, the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Any local government machinery is to be costed as part of the applicant's cash contribution, not as private machinery use.

Private machinery contributions should be calculated at the local government rate applicable to the use of that machinery. Where no local government rate exists, grantees should liaise with DLGSC to determine an appropriate rate.

Requirements of the fund

For all grants, applicants are required to invite the relevant DLGSC regional manager to sit on any project management committee established. DLGSC shall have the right to request voting rights on any such committee.

Grant recipients agree to the establishment of continuing partnerships with DLGSC and shall assist government departments with any research, evaluation, promotion and usage of the project as requested.

All grant recipients are required to display signage in their project supported by DLGSC funding. See section on acknowledgement of State Government contribution on page 27.

Common questions on eligible items

In reference to the construction of new buildings or the extension of existing facilities it should be noted that:

- i. Fixed equipment can only be funded when it is deemed to be part of the plant (e.g. pool filter or pool pump).
- ii. Parks and playgrounds are not eligible for funding.
- iii. Project management costs will not be recognised as a volunteer labour expense. This may be considered when an external consultant has been appointed and it has been identified in the original application.

Access on a short term and casual basis

Clubs must demonstrate equitable access to the public on a short term and casual basis.

The intention of this policy requirement is to ensure that State Government support through CSRFF is used to maximise participation and increase physical activity by the public in sport and recreation activities.

To that end, preference will be given to CSRFF applications which have well developed programs that provide entry level training for the respective activity both for seniors and juniors.

Participation in these training programs should not be dependent on membership of the club or association applying for the grant support.

Preference will also be given to clubs and associations that make CSRFF supported facilities available to non-club members (the general public).

It is the responsibility of the applicant to provide evidence of all such arrangements at the time of application. This may be in the form of an extract from the club constitution, and promotional material for courses, services, facility and equipment hire.

CSRFF and schools and tertiary institutions

DLGSC strongly supports the principles of joint provision and shared use of infrastructure for sport and recreation. As such, rational joint provision between local governments and schools will be considered. Public tertiary institutions are also eligible to apply for CSRFF support for the development of facilities for sport and recreation where it can be demonstrated that:

- Access to the facility, and for the serviceable life of the facility, is equitable for all members of the community, whether associated with the applicant organisation or not. (ie. Tertiary institution students, staff or graduates should not benefit from preferential pricing structures.).
- The project will increase broad based community participation and physical activity.
- The primary intent of the project is not to increase an institution's marketability to full fee paying students.
- The project for which application is made is consistent with the overall intent of the CSRFF program and conforms to CSRFF policy.

Onus of responsibility for demonstrating compliance with these requirements rests solely with the applicant organisation. DLGSC, at its absolute discretion, will determine the extent to which these requirements are addressed within any application for financial support.

Applications for developments on land owned by private schools are unlikely to be funded. In the rare event that such an approval was given, the security of public funding for the foreseeable life of the facility would need to be guaranteed.

DLGSC encourages applicants to review and utilise the Shared Use Guide available at www.dlgsc.wa.gov.au/csrff

Assessment process

Local government involvement in the assessment process

- The CSRFF application form must be submitted through the local government in which the project is located.
- Notwithstanding the difficulties associated with undertaking an assessment, the local government is also required to rate all applications received high, high/medium, medium, medium/low, and low or not recommended. This rating should reflect how worthwhile the project is and indicate its importance on its actual need and benefit to the community.
- The local government project assessment sheet is included in the application form.
- The local government is required to rank, in order of priority, all applications received from within its boundaries.
- The most important application is to be ranked priority number one. Two projects may not be equally ranked. All projects must be given a ranking priority.
- Where council does not wish to endorse a project or is of the opinion that an application has not satisfactorily addressed the key principles of facility provision, they should recommend that the project not be funded, or that it be resubmitted in a later funding round. The local government should state their reasons for the recommendation in the comments section on the project assessment sheet. Their comments are to be precise, relevant and presented as strongly as possible.
- No distinction should be made, in the ranking, between local governments, applicants, forward planning or annual projects.
- All local government rankings and ratings must be endorsed by council unless otherwise approved by DLGSC. A copy of council minutes confirming financial contribution (if any) must be included with the application form.
- Once the local government project assessment sheet is completed for each application, forward all information to the nearest DLGSC regional office by 4pm on 30 September 2021 for processing (or relevant CSRFF small grants deadline).

GST issues

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require that an organisation be registered for GST.

If the applicant is registered for GST, the grant is grossed up with the GST amount.

State Sporting Associations' involvement in assessment process

The SSAs will be approached to assess relevant application(s) and provide feedback to the Senior Project Manager – Community Investment.

- Notwithstanding the difficulties associated with undertaking an assessment, the SSA is required to rate all applications either high, high/medium, medium, medium/low, low or not recommended on the SSA project assessment sheet. This rating should reflect how worthwhile the project is and indicate its importance to the development of the sport/activity.
- Where the SSA is of the opinion that an application has not satisfactorily addressed the key principles of facility provision, they should recommend that the project not be funded, or that it be resubmitted in a later funding round. The SSA should state their reasons for not recommending the project in the comments section on the project assessment sheet.
- The SSA comments section on the SSA project assessment sheet allows their views to be presented as strongly as possible, be precise and relevant in your comments, e.g. "The project directly benefits junior hockey and softball –senior hockey and softball – senior cricket", or "Even though the facility is called a football pavilion, other groups such as women's aerobics and kindy-gym will have access to it accordingly a crèche or child minding facility has been incorporated in the plans."
- The SSA should pay particular attention to the technical specification outlined in the application to ensure that what is proposed complies with all current Australian Standards, conforms to the National Construction Code and code requirements for that sport/activity, represents good value for money and is appropriate.
- Where an applicant is a non-affiliated club the CSRFF Advisory Committee have requested strongly that comment and grading from the SSA are still completed. The SSA must comment on how they work with the applicant towards affiliation if relevant.
- A SSA list of priorities is also required. No distinction should be made, in the list, between local governments, applicants, forward planning or annual projects.
- The most important application is to be ranked priority number one. Two projects may not be equally ranked. All projects must be given a ranking priority.

CSRFF Advisory Committee

The Minister for Sport and Recreation appoints the CSRFF Annual and Forward Planning Advisory Committee each year. The committee consists of a broad range of sport and recreation stakeholders. The CSRFF Advisory Committee deliberations are expected to take one day.

The CSRFF Advisory Committee recommends to whom grants should be given, however, the final decision rests with the Minister. The CSRFF Advisory Committee through the Senior Project Manager – Community Investment may comment and/or suggest conditions related to why it wasn't funded, proportionally funded or fully funded.

The CSRFF Advisory Committee, after considering all available project assessments/ratings finalises a recommended schedule of grant offers which most effectively meet the CSRFF objectives. This schedule is then forwarded to the Minister to finalise grant offers.

Post-approval procedures

Local government involvement in post-approval procedures

- Local government successful projects to accept the grant agreement for each grant and forward to the nearest DLGSC office by the due date. Providing you agree to the conditions, and to avoid the possibility of forfeiting the grant, the grant agreement must be completed and returned to the nearest DLGSC office by the due date.
- Ensure that a building permit and/or certificate of occupancy is provided to grantees to allow them to acquit their grant.

Commencement of projects

Projects may commence as soon as the Minister/Premier has announced approvals, the grant agreement has been received by DLGSC regional office and all appropriate conditions have been met.

If a forward planning project has met all conditions it may commence before the year(s) in which the funds have been allocated, however funding is not guaranteed until the year of allocation. Past experience has demonstrated that early completion is unlikely.

Before calling for tenders or signing contracts, one copy of the final plans must be submitted to the nearest DLGSC regional office, together with any required supporting documentation, if the project has materially changed since the time of application. If it is not provided, DLGSC will assume that the funded project is consistent with the original submission. Any subsequent alterations or significant change of plans or specifications must also be submitted to DLGSC for approval from the Minister.

Procurement requirements for grants

To protect the State Government's investment in infrastructure associated with sport and recreation, and align the CSRFF with the State Government's strategic asset management principles, the following thresholds apply:

- Projects up to \$50,000 must have been awarded on the basis that the Recipient obtained at least three (3) verbal quotes;
- Projects over \$50,000 up to \$250,000 must have been awarded on the basis that the Recipient obtained at least three (3) written quotes; and
- Projects over \$250,000 must have been awarded after a public tendering process, and the Recipient must not "contract split" to avoid this requirement.

Claims and payments

Grantees are required to demonstrate that they have expended the funds equivalent to the full cost of project before CSRFF grants can be paid in full. CSRFF grants are paid to the grantee only. Applicants will need to ensure they are able to carry the full cost of the project for the period between project completion and CSRFF grant payment. Grants must be claimed by 15 June in the year of offer.

A grant may be claimed in full when the project is 100% completed, all payments have been acquitted and evidence of project completion has been forwarded to DLGSC, as appropriate.

or

Applicants are now able to claim 25% of their grant upon the signing of a major works contract. 50% of the grant may then be claimed once expenditure has reached 50%. The final 25% of the grant is to be claimed upon the completion of the project. It is important to note that the CSRFF program still primarily operates on a reimbursement basis. Grantees are required to demonstrate that the expenditure of funds has occurred prior to submitting a claim for payment.

or

Under the CSRFF Small Grants program applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the Department.

or

Forward Planning Grants may arrange staged payments when at least three times the stage claim has been expended.

Claim requirements

- Work will only be recognised as part of the grant if it commences after the Minister's approval of CSRFF funds.
- Claims for payment will need to be supported with details (receipts) that satisfy audit requirements. This can be in the form of remittance advices, paid invoices, financial project management costings or bank statements. Refer to local government involvement in claims and payments on page 28. It is preferred if this information is provided to the department electronically via email csrff@dlgsc.wa.gov.au
- CSRFF grant paid will be up to a third of total project costs (or the funded development bonus percentage – the remaining costs may be a combination of payments to contractors and suppliers, volunteer labour and donated materials). The percentage of project cost eligible will be determined at the application stage.
- A claim form, schedule of voluntary labour and schedule of donated materials will be provided. Claims can only be made if you have accepted the terms and conditions of the grant. Voluntary labour cannot exceed \$50,000. Refer to section on voluntary labour on pages 21 and 22.
- Grant payments will be made to the grant recipient only.
- Grant recipients are required to retain financial acquittal statements for at least three years following the date of final claim. The completed project may be randomly audited by DLGSC or the Office of the Auditor General and recipients agree to assist government departments with any research, evaluation, promotion and usage of the project as requested. Refer to the section local government involvement in claims and payments on page 28.
- Recognition of the State Government's contribution to the project is mandatory and appropriate display material will be supplied by the CSRFF program. Refer to the section acknowledgement of State Government contribution on page 30.
- Early claims for grants may be accepted subject to CSRFF cashflows and ministerial approval.
- Once a project is approved, it cannot change scope or location without consultation and written approval from DLGSC. Ministerial approval is required for any change of purpose to the originally approved grant.

Goods and Services Tax (GST)

Where the applicant organisation is an incorporated community group or a local government and is registered for GST, CSRFF grant payments will be grossed up by 10% of the grant amount. The Department will issue the grantee with a Recipient Created Tax Invoice (RCTI) with the grant payment.

Where the applicant organisation is an incorporated community group and is not registered for GST, CSRFF grant payments will not be grossed up by 10% of the grant amount.

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the ATO. Please note depending upon the value of the project and/or grant, the ATO may require that an organisation be registered for GST.

Recipient Created Tax Invoices

With regard to Recipient Created Tax Invoices (RCTI), under the grant agreement, DLGSC and the grantee agree that:

1. The recipient can issue tax invoices in respect of the supplies.
2. The supplier will not issue tax invoices in respect of the supplies.
3. The supplier acknowledges that it is registered for GST when it enters into the agreement and that it will notify the recipient if it ceases to be registered.
4. The recipient acknowledges that it is registered when it enters into the agreement and that it will notify the supplier if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the Commissioner's determination of the classes of invoices that recipients may issue.
5. The recipient must not issue a document that would otherwise be a RCTI, on or after that date when the recipient or the supplier has failed to comply with any of the requirements of the Commissioner's

determination of the classes of invoices that recipients may issue.

Please note that depending on the value of the project and/or grant the ATO may require an organisation be registered for GST. Contact the ATO for further details.

Local government involvement in claims and payments

Grantee claims for payment must be endorsed by an authorised officer from the local government. This endorsement is to ensure that the applicant has completed the work described, for which the grant was approved, and where appropriate, complies with the local government's standards and by-laws.

Where voluntary labour or donated materials are involved, a Schedule of Voluntary Labour and/or Schedule of Donated Materials are also to be endorsed by that authorised officer. The endorsement confirms the council certifies that these schedules to be a fair and reasonable account of the value of the work performed and/or materials supplied.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution, not as voluntary labour or donated materials. However, certain services are considered to be part of the local government's normal function, i.e. shire engineers and administration/finance staff, and costs associated will not be recognised. Only time worked in addition to standard local government worker hours will be eligible to be claimed. Any local government staff labour or materials must be clearly identified in the original application form to be eligible.

Unskilled voluntary labour should be calculated at a rate no greater than \$25 per hour. Skilled labour can be calculated at a rate of up to \$40 per hour, and labour donated by a professional can be calculated at a rate of up to \$60 per hour. Voluntary labour must be recorded on a Schedule of Voluntary Labour, which must be endorsed by the local government.

A CSRFF grant will not exceed one-third of the completed cost of the project (or relevant development bonus percentage), or the maximum grant offered, whichever is the lesser. Payments will be paid to the grantee only via an EFT payment.

All technical aspects of the project will need to be checked and approved on the claim form by the local government to ensure that the project complies with standards outlined in the National Construction Code, industry standards, government regulations and local by-laws. Where applicable, local government's are required to forward a copy of their building permit and/or certificate of occupancy with the claims for payment.

For example, access for a person with a disability must be provided as per the National Construction Code (NCC). The *Disability Discrimination Act* (DDA) requires that people with disabilities be able to access any building that the public is entitled to enter and use, and access any services and facilities provided in those buildings. The DDA applies to commonwealth, State, and local government as well as the private sector, clubs and other entities.

The claim form and all supporting documentation is forwarded to the nearest DLGSC regional office. Local governments may also be requested to report on project benefits including jobs created, use of local content and actual project impact on physical activity.

Deferral of approved grant

Funds are allocated for a set period, after which the approval expires. Grantees have applied for money in a certain period and the onus is on them to complete the project within the set period.

Deferral is not automatic. Expiry of the grant offer is most likely to occur. Failure to adequately manage previous grants is part of assessment by DLGSC. A grantee is better to relinquish a grant early in the financial year and reapply in the next funding round than to allow expiry and involve DLGSC in protracted discussions.

The financial year in which funds are to be claimed should not be varied. In extraordinary circumstances, by consultation with the regional manager, an extension may be possible. A detailed explanation of circumstances is required. Grantees are expected to nominate a date by which the project will be completed or they will relinquish all claims to the grant. New project milestones need to be provided. A realistic finalisation date will be negotiated. Funds, which are not claimed within this time frame, may be withdrawn. Deferral is subject to approval by either the Senior Project Manager – Community Investment, the Director Infrastructure – Planning and Investment or the Minister.

Given the significant impact deferrals can have on the management of the fund, there is no guarantee that any deferral will be approved.

Deferral is not appropriate where the project has been completed and the grantee has simply not submitted claims and the necessary paperwork.

Deferral categories

The four (4) standard conditions for deferrals are:

1. The grantee has received substantially less than the grant applied for. A standard 12 month deferral on request may be permitted in these circumstances to allow for additional planning to take place (example \$385,000 requested, \$250,000 approved).
2. A natural occurrence (fire, flood, drought or like event) has rendered the project untenable in the year that funding was approved.
3. A significant change to a project which results in a far greater benefit to the community is proposed by the grantee (the onus is on the grantee to demonstrate the benefit. DLGSC can approve a deferral but not a change in purpose, a change in purpose requires Ministerial approval).
4. The project has been delayed but is commenced within the original year and will be completed early in the following year (a project should be substantially underway i.e. 50% or near 50% complete. Please include some detail as to the reason for the delay).

When a deferral is requested the following information must be provided in an email:


1. Details outlining the reasons for the delay and a request to defer funding.
2. Confirmation and approval of the final design of the facility.
3. A firm project timeline including a revised completion date which must be adhered to.
4. Confirmation that all planning and funding approvals have been obtained allowing the project to progress.

Acknowledgement of State Government contribution

The State Government, through DLGSC, provides a significant contribution to the sustainability and development of the sport and recreation industry. This is achieved through financial assistance and the provision of expertise, advice and services. It is important that successful grant applicants recognise the State Government during the funding relationship.

All successful grant applicants are required to abide by the grant acknowledgement requirements issued by DLGSC.

All material must contain the wording:

 <p>Department of Local Government, Sport and Cultural Industries</p>	<p>This community project was supported by the State Government through the Department of Local Government, Sport and Cultural Industries.</p>
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Freedom of Information

DLGSC will adhere to the provisions of the *Freedom of Information Act 1992* in relation to requests for information originating in the Department. Information not originating in the Department but provided to the Department will not be released without prior consultation with the relevant organisation.

Privacy Act

All information provided to DLGSC and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised department personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act 1998* (Commonwealth) and the *Freedom of Information Act 1992*.

Planned approach to facility provision

Decision-making Guide for Community Facilities and Services

This decision making tool has been prepared to assist in determining the need for and feasibility of community and recreation services. It has been developed so that it can be used by planners or user groups with a range of skills and experiences.

Local and regional recreation plans, facility planning studies and physical activity strategy plans

CSRFF funding is available up to a maximum of \$25,000 for facility planning studies, the development of local and regional recreation plans, and physical activity strategy plans. Local and regional planning exercises will essentially identify the recreation needs of the community, what opportunities exist in the community and what action is necessary to meet the needs identified. Ideally, local and regional plans will have been prepared prior to any detailed planning of a specific facility.

Community needs assessment

A community needs assessment is the vital first step in the facility planning process and it should be undertaken to determine:

- The potential need for a project which has been proposed or is being discussed within the community.
- To assess the sport and recreation needs of the community within a particular area.

Essentially, a needs assessment asks where we are now, where do we want to be and how do we get there.

Feasibility study

Depending on the complexity of the project, a feasibility study will be required. The maximum level of CSRFF funding for feasibility studies is \$25,000. DLGSC funding for feasibility studies will be conditional on the DLGSC Regional Manager's participation on the project management committee and approval of the final study brief.

Costs for specific testing, as part of studies on particular types of facilities such as pools, specifically core testing of the pool bowl, will be included up to a maximum of \$5,000. You must discuss these costs with your DLGSC Regional Manager to ensure they will be considered eligible.

No part of a CSRFF grant can be used to pay for development of an application for a CSRFF grant.

List of DLGSC publications

The following publications are available to assist you on the Department's website www.dlgsc.wa.gov.au/csrff or by contacting the department at csrff@dlgsc.wa.gov.au.

- Management Plan Guide
- Feasibility Study Guide
- Facility Planning Guide
- Life Cycle Cost Guidelines
- Asset Management Guide
- Decision Making Guide
- Needs Assessment Guide
- Case Studies
- Focus Papers
- Synthetic surfaces



Department of
**Local Government, Sport
and Cultural Industries**

**Department of Local Government,
Sport and Cultural Industries**

Perth office

Gordon Stephenson House
140 William Street
Perth WA 6000

Leederville office

246 Vincent Street
Leederville WA 6007

Postal address: GPO BOX 8349,
Perth Business Centre WA 6849

Email: info@dlgsc.wa.gov.au

Website: www.dlgsc.wa.gov.au



Government of Western Australia
Department of Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

Club Night Lights Program

Grant Application Form

Year 2022/23 – 2024/25 Triennium

This application form can only be used for applications to be submitted in the 2022/23 funding round. No other forms will be accepted.

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DLGSC Contact: Mel Eastough

Date: 01/07/2021

Office: Albany

TYPE OF GRANT:



ANNUAL GRANT \$2,500 – \$166,666 (Up to \$250,000 with development bonus)

The total project cost (GST exclusive) is between \$5,000 and \$500,000.



FORWARD PLANNING GRANT \$166,667–\$1 million

The total project cost (GST exclusive) exceeds \$500,000.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CNLP Acquittal Requirements. Only indicate first preference for funding in 2022/23 if all planning is finalised and the project will be completed before 1 June 2023.



2022/23



2023/24



2024/25

Would the project proceed if funding was allocated in a later year? ☒ Yes ☐ No

If yes, how would the project be impacted (e.g. – delayed etc)?

This would delay the project until suitable funds can be sourced. Race meetings would therefore be placed at high risk with potential forced closure and damage to reputation due to an inability to meet WA Speedway Commission safety standards.

How would the resulting cost escalation be funded?

Applicant's Details:

Organisation Name:	Albany Speedway Club Inc.				
Postal Address:	PO BOX 818				
Suburb:	Albany	State:	WA	Postcode:	6331
Street Address:	Reddale Road				
Suburb:	Mckail	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Wendy Ball	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Secretary		
Business Phone:		Facsimile:	

Mobile Phone:	0429 425 815	Email:	secretary@albanyspeedwayclu.com.au
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Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 11 918 683 650
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0660022T *
Bank details:	Bank: Bendigo	BSB: 633000 A/c: 168490621

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Judith Want	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Club Development Coordinator		
Business Phone:	(08) 6820 3451	Facsimile:	
Mobile Phone:		Email:	judithw@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Albany Speedway Lighting and Power Upgrade			
Project Description:			
<p>The proposed project aims to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements. The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life. The current lighting infrastructure is now down to 30 lux in some parts of the track and the speedway requires a minimum of 100 lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines. Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.</p>			
Project location:	Attwell Park Speedway Reddale Road		
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): 01/01/2034		
Planning approvals	N/A	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
What discussions have been held with adjoining local authorities?			
<p>No discussions have been held or are deemed necessary. Albany Speedway operates independently from any local government authority and welcomes members and entrants from any LGA. The Albany speedway attracts entrants and spectators from Katanning, Manjimup, Collie and Esperance. Katanning has the only other speedway in the Great Southern region, with the next nearest speedway located in Manjimup in the South West region.</p>			
Approximate distance from proposed project to nearest adjoining council boundary: 30 km			

Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes ☒ No ☐

If so, are you seeking funding from them? Yes ☐ No ☒

Contact: Rick Wilson MP

How will your project increase physical activity?

Motorsports, including speedway, are extremely popular sporting and recreational activities. In their nature, they are not overly physical beyond car maintenance and build efforts. However, the sport has a number of significant benefits, including improvements to reaction times and hand-eye coordination, as well as providing social connection and cohesion, improving mental health outcomes for participants. The project's benefits for increased participation are twofold: first, in improving track amenity and attracting greater membership and entrant/spectator numbers; and second, to avoid a loss of existing members, entrants and spectators due to safety issues, continued amenity decline, and/or potential track closure.

Following the project, participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members). This is considered a conservative and achievable increase provided the proposed lighting upgrades are completed and track safety improved beyond current safety guidelines. Other strategic priorities for Albany Speedway Club will further improve ability to meet growth targets, including intentions to grow competitiveness through better prize money and improved member benefits, more blue-ribbon style event delivery, track and venue maintenance program, increased promotional endeavours, and improved venue flexibility. Without these strategic priorities and with minimal attempts to improve track safety, the current relatively stagnant growth rate of approximately 1.3% per annum would be expected, increasing membership from 102 to only 107 over the next five years. Further, without the project, it is likely that the Albany Atwell Park Speedway would experience significant member and participant decline due to the inability to meet safety guidelines, with the risk of temporary or permanent closure until guidelines can be met.

Additional benefits are anticipated through securing existing and growing junior membership, providing pathways and skills towards participation in state and national competitions and events.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

Albany Atwell Park Speedway is regularly used by other motorsport groups, such as Great Southern Street Machines and the local burnout group. The clubrooms are also hired out for training groups that would with the community, such as teaching automotive air conditioning courses, and for private functions.

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Albany Speedway Club	63%	55
Other Motorsport Groups	37%	33

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2018/19	100	2019/20	93	2020/21	102
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

WA Speedway Commission

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Des Alfirevich Date of contact: 25/06/2021

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>The needs assessment for the project was completed in September 2021 by Keston Economics. A detailed business case is included as a supporting document with this application.</p>
	<p>How has the need for your project been identified and assessed?</p> <p>Project need has been identified through detailed assessment of core motorsport demand factors (e.g. in line with pre-COVID motorsport event outcomes, state motorsports strategy, motorsport surveys conducted in the region, etc.), regional and local geographic, demographic and economic context analysis, specific Albany Speedway Club needs assessment, and other literature review.</p> <p>Direct and critical project need at Albany Atwell Park Speedway is predominantly associated with meeting WA Speedway Commission Safety Guidelines for lighting. The guidelines state that racetracks should be provided with even lighting up to a recommended 200 lux and no point on the track should be less than 100 lux. However, Albany Atwell Park Speedway lighting infrastructure is down to 30 lux in many areas, is almost 40 years old and well beyond its functional end of life.</p> <p>Due to COVID-19 Albany Speedway Club has taken a serious financial hit. After two seasons with COVID, starting 2020 the club was faced with a defecate of approximately \$40,000. However, the club has managed to turn this around, with approximately \$100,000 in the bank at the end of 2021. Learning from the experience of COVID, the club has become a lot smarter in the way it goes about its business and has put measures in place to build resilience and help mitigate against any strong impacts of future unforeseen events.</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>No, the critical need exists in the replacement of lighting infrastructure that is beyond its functional end of life and presents serious safety risk for speedway users. This severely hinders club growth prospects and motorsport participation. Lighting must be upgraded at least to the minimum standards identified in the WA Speedway Commission's Safety Guidelines.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p> <p>Feasibility is considered as part of the business case, including needs and impacts assessment, financial viability and sustainability assessment, etc.</p>
3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <p>A do nothing option has been considered with likely severe impacts. It is possible that the speedway would be closed until lighting meets WA Speedway Commission Safety Guidelines. Even without closure, Albany Speedway Club risk significant membership loss that could impact club viability well into the future, including long-term damage to club reputation and difficulty in attracting members, events and event participants even after lighting infrastructure can eventually be upgraded. The only viable option is to upgrade lighting in line with this proposal, which both meets safety guidelines and reduces environmental impact through the installation of energy efficient LEDs.</p> <p>Did you consider sharing with another group? (Please detail).</p> <p>N/A</p>

	<p>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail).</p> <p>Whilst the total project cost is under the threshold for life cycle cost assessment requirements, lifecycle costs and asset replacement has been considered extensively as part of the development of the business case. As detailed in the business case, all ongoing costs are identified and proposed to be managed through a formal asset management and replacement fund. Further, energy costs will reduce due to the installation of high efficiency LEDs and an optimized power supply. Forward planning projections, detailed in the business case, demonstrate strong viability and operational sustainability.</p>
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> Club's strategic plan or development plan? <p>The Albany Speedway Club's new strategic plan is currently under development with strategic directions already in place. The club has had a couple of hard seasons, with COVID-19 having a major impact on the club's bottom line. In response, Albany Speedway Club has changed our way of thinking. Strategic priorities over the next five years and their alignment to the proposed project can be summarised as follows:</p> <p>SD1: Our membership base to grow by 20% by 2025, with more social benefits available to our club members – Member growth is facilitated through amenity improvement and event attraction which cannot occur when current lighting does not meet WA Speedway Commission Safety Guidelines.</p> <p>SD2: With the facilities Albany has, we intend to grow our competitor base by offering better prize money and added benefits to members – Prize money and member benefits can only be increased alongside sustainable member and sponsorship growth. Associated growth cannot occur until the facility meets WA Speedway Commission Safety Guidelines, which will be met through the proposed project.</p> <p>SD3: Attract more visitors to race at our venue with more blue-ribbon style events – Event development and attraction can only occur following lighting upgrade to a standard which meets WA Speedway Commission Safety Guidelines.</p> <p>SD4: Improve on our venue's safety with more lighting, upgrades to fencing, parking, etc. – Lighting upgrade is the core focus of this project.</p> <p>SD5: Set a maintenance program for our track and venue to keep it up to date; such as upgrades to our transponder system - As part of business case development, Albany Speedway Club have identified operational income opportunities and likely expenses into the future, and have allocated a proportion of net revenue to an asset maintenance and replacement fund.</p> <p>SD6: Expand on promoting our venue as the best country track in WA with social media interactions – Ambitions to become the best country track in WA can only be met with appropriate lighting upgrades that meet Safety Guidelines.</p> <p>SD7: Add flexibility to what our venue can be used for to encourage others to be involved - Flexibility is facilitated through amenity enhancement and club growth, which cannot occur when current lighting does not meet WA Speedway Commission Safety Guidelines.</p> State Sporting Association's strategic or development plan? <p>The WA Speedway Commissions Strategic Plan details several activities and goals which are well aligned to the proposed project at Albany Atwell Park Speedway. Those most relevant to the project are identified as follows:</p> <ol style="list-style-type: none"> Promote and assist in delivery of safe speedway across WA – direct project safety outcomes through lighting upgrade and ability to meet Commission's Safety Guidelines. To foster and promote the sport of speedway in WA while at all times regarding safety as the paramount goal – direct project safety outcomes through lighting up[grade and ability to meet Commission's Safety Guidelines. Local authority's strategic or development plan? <p>The project directly aligns with the City of Albany Community Strategic Plan Albany 2023, particularly for the themes: (i) Clean, Green and Sustainable - schedule maintenance, servicing and renewal in a timely manner to maximize the life and performance of infrastructure; and (ii) Connected Built Environment - Developing facilities and activities that enable active and passive recreation by providing access to locally-based sporting, recreational, cultural and entertainment facilities and opportunities. The Albany Speedway Club lighting upgrade project will help to achieve these strategic goals through: (i) ongoing maintenance of existing leased facilities; (ii) broadening membership and new sporting clubs to join; and (iii) focusing on family friendly environments. Project alignment with other local government community and strategic plans is identified in Section 2.3 of the supporting business case.</p>
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>Enhancements to the current facility are expected to engage further members and develop further interest in motorsport. Whilst limited motorsports venues exist in the region, the City of Albany are progressing</p>

	plans for a motorsport park to include motorcross and motorcycle racing; having secured partial funding through the state government and securing land for development. Further, Albany Racecars and Round the Houses events attract significant numbers of motorsports enthusiasts to the region. Enhancements to the Albany Atwell Park Speedway will increase interest in motorsports further, helping to facilitate and complement development of motorsports in other areas, such as the future Albany Motorsport Park. They will also enhance competition and event development with the Katanning Speedway.
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. The speedway run frequent Junior Sedans, Street Stocks, Production Sedans, Modified Sedans, Productions 2 and Formula 125 race meets. Premium divisions that are invited regularly include Super Sedans and Late Model Sprintcars. For these events, drivers come from across the state and country (depending on the event held; e.g. State Titles, National Titles, Blue Ribbon, etc.). Premium division events are held each season at the Atwell Park venue. Additionally, the track venue and clubrooms are regularly hired by community groups and for private functions.</p>
	Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).
7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>Consultations have been held with the City of Albany, WA Speedway Commission, Department of Local Government, Sport and Cultural Industries, and Albany Speedway Club members. All consulted parties have demonstrated in principle support for the project. Due to the nature of the project, no wider consultations have been conducted or have been deemed necessary.</p> <p>It is noted that consultations with the City of Albany indicate intentions to fund up to a 1/3 contribution to total project costs. However, this is subject to outcomes of the next Ordinary Council Meeting. Depending on the outcome, Albany Speedway Club may need to source additional funds, either through additional own contributions or through upcoming funding rounds, such as through Round 6 of the Building Better Regions Fund. Over the next three months, planned events will provide Albany Speedway Club with a known cash boost of between \$69,000 and \$89,500, bringing total cash in hand to between \$150,000 and \$175,000. This cash will be used for: (i) funding the Albany Speedway Clubs committed funds (as per current budget and funding strategy); (ii) improving viability through retained reserve for any unforeseen club expenditure; and, if required, (iii) boosting Albany Speedway Club's contribution to this project should any shortfall in funds (e.g. via the City of Albany) be experienced.</p>
	A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.

MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> <p>Included in Sections 7, 8, 9 and 10 of the supporting business case. Includes consideration to asset replacement fund and lifecycle costs.</p>
	<p>If not, please explain how you plan to address management issues i.e. attracting new members, maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p> <p>N/A</p>
9.	<p>How have you catered for management needs in your design (if required)?</p> <p>N/A</p>
10.	<p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>Quotations have been received from qualified electrical contractors with extensive experience in LED lighting and power supply installations.</p>
11.	<p>If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p> <p>N/A - all motorsports related activities require lux beyond that currently available at the venue. Motorsports associations have been informed of the project intentions and support lighting upgrades.</p>

12.	Have you considered:	
	• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for seniors	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Fee Structure for members is \$55 for an adult driving member or Senior member, \$27.50 for a Junior or Concession. Base gate entry fees are \$65 for a family, \$25 for an adult, \$15 for a child under 16 or senior concession.</p> <p>The venue is very user friendly for the disabled; providing disabled parking, concession for entry, and free entry for support person. Albany Atwell Park Speedway's ablutions all have a disabled toilet. Activ and Community Living Association get involved in helping out on race nights (canteen help, rubbish removal etc).</p>		

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **lighting plans**. Plans are to be submitted in **A3 digital format**.

13.	Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points: Describe the process used to obtain an estimate of construction cost. A competitive quotation has been received from experienced electrical contractor, Keith Kinnear, including detailed lighting plans. An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.
14.	What design features will allow your facility to meet changing needs over time? Energy efficient LED lighting and suitable power supply. The current lighting scheme is designed in accordance with Lighting Guide 4: Sport Lighting – Speedway to maintain illuminance level of 150 lux with 0.5 minimum uniformities. Lamp Lumen Maintenance is L93 at 40,000 burning hours, representing 17.5 years based on 400 hours of use per year. Conservative maintenance/replacement estimates (every 15 years) have been included in forward planning projections, with an asset replacement sinking fund designed to offset any replacement costs over the next 30 years.
	Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how? N/A
15.	How have you determined the most appropriate technical specification? Electrical contractor advice and in accordance with WA Speedway Commission guidelines.
	Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.
16.	What energy efficient products or design considerations will be included in your facility or project? It is expected that the lighting will be LED as standard. 1,116.6 Watt LED lighting.
17.	Have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application? Yes, an upgraded power supply is required and is included as part of the project.

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	<p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes, as part of forward planning projections in business case, including consideration for asset replacement sinking fund. <input type="checkbox"/> No</p> <p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
19.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.</p>
	<p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>
20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</p> <p>Albany Speedway Club are responsible for ongoing operational costs. Despite experiencing heavy effects associated with COVID-19, the club has returned to a very positive position and has historically demonstrated strong operational sustainability. Consideration to future operations is given in the supporting business case, demonstrating strong club viability well into the future. Operational costs will be covered through various income streams, including membership and sponsorship.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>Annual contributions have been determined based on electrical contractor quotations and associated maintenance factors. More conservative estimates of replacement times have been used than provided in the quotations, and the asset replacement fund considers other unforeseen factors and other venue requirements (i.e. is large enough to cover all club maintenance and replacement requirements over the next 30 years).</p> <p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <p>N/A - land owned by LGA; all facility operational costs are the responsibility of Albany Speedway Club.</p>
	<p><u>WHERE A LGA IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: N/A</p>

PROJECT DELIVERY

22.	<p>Please indicate key milestones of your project.</p> <p>The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
-----	---

Task	Date
Attainment of all required approvals	N/A
Preparation of tender/quotes for the major works contract	01/04/2022
Issuing of tender for major works	20/04/2022
Signing of major works contract	30/04/2022
Site works commence	10/05/2022
Construction of project starts	10/05/2022
Project 50% complete	10/06/2022
Project Completed	10/07/2022
Project hand over and acquittal	15/07/2022

23.	<p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>No, works will be conducted off-season and the venue will still be operational for day use.</p>
24	<p>How many construction and/or ongoing jobs will your project create? (Only applicable if your project is over \$1 million)</p> <p>N/A</p>

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: _____

Position Held: _____

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form (including any attachments).
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map and site map , including where the proposed facility is located in relation to other sport and recreation lighting infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply
<input type="checkbox"/>	Formal Needs assessment*
<input type="checkbox"/>	Management plan*
<input type="checkbox"/>	Feasibility study*
<input type="checkbox"/>	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2022/23 CNLP application form.
- The project for which the application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location	
	<input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New	
	<input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Energy reduction	
	<input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants	
	<input type="checkbox"/> Existing participants – higher level	
	<input type="checkbox"/> Special interest	
	<input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
LED Flood Lights x36 and 20 Metre Break Back Poles x12	195,000	214,500	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Site Main Switchboard & Install	20,000	22,000	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Western Power Works (Dome Install & Transformer Upgrade)	37,200	40,920	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Wire Poles, Fit Control Gear	17,900	19,690	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
New 3 Phase Cable & Trench to Toilets & Clubrooms for Lighting Upgrade	11,400	12,540	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Shift Pole in Pits; Install 3 more Poles and Cabling; Supply 8 LED 460 Watt Floods	14,300	15,730	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Install 2 Infield Towers	8,200	9,020	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
LED Floodlights to Infield	29,700	32,670	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Switchboard to Infield	3,100	3,410	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Footing Holes, Footing Concrete and Footing Cage Labour	38,900	42,790	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Stand Poles and Align x12	11,600	12,760	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Cable Pits & Labour for Cable Pits	9,180	10,098	Kinnear Bros. Electrical Contractors EC10019 – Quote #: QU-0202
Donated materials (Cost breakdown must be attached)	0		-
Volunteer Labour (Cost breakdown must be attached)	40,000		Includes large proportion of labour for footing holes, footing concrete, footing cage, and cable pits; to be completed by Albany Speedway Club members.
Sub Total	396,480	432,128	GST excludes proportion of volunteer labour.
Cost escalation	7,930	8,723	2% Escalation to tender as per standard contractor procedure. Includes consideration for potential fluctuation to copper price as identified in quotation.
a) Total project expenditure	404,410	440,851	-

- At least **two written quotes** are required for each component.

- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	70,000	77,000	LGA cash and in-kind	N	Subject to upcoming Council meeting – to be confirmed.
Applicant cash	94,803	104,284	Organisation's cash	Y	As per balance sheet and portion of additional income over coming months that is confirmed through annual events and club activities.
Volunteer labour	40,000	40,000	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	To be committed by Albany Speedway Club members for proportion of labour identified in Kinnear Bros. quotation.
Donated materials	0	0	Cannot exceed applicant cash and LGA contribution	-	Depends on confirmation of City funds.
Other State Government funding	0	0		-	Depends on confirmation of City funds.
Federal Government funding	0	0		-	Depends on confirmation of City funds.
Other funding – to be listed	64,804	71,284	Loans, sponsorship etc	-	Other Grants
CNLP request (No Development Bonus)	134,803	148,284	up to 1/3 project cost	N	Requested through CNLP
or CNLP request (Development Bonus)	-	-	Up to ½ project cost	N	-
b) Total project funding	404,410	440,851	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Albany Speedway Club are awaiting confirmation of City of Albany contribution pending the next Council meeting (Scheduled August 24). Should all or a portion of funds not be committed by the City of Albany, Albany Speedway Club will target alternate sources of funding including, for example, through the pending Round 6 of the Commonwealth Governments Building Better Regions Fund scheduled for late 2021. The project scope is unable to be reduced due to the need for uniform lighting across the speedway. Without committed funds, the project would be placed on hold until all funding can be secured.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

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

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed**Position****Date**

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2021**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES**PERTH OFFICE**

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CSRFF@dlgsc.wa.gov.au

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Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

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Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

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80A Blair Street
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southwest@dlgsc.wa.gov.au

GOLDFIELDS

Suite 1, 349-353 Hannan Street
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KIMBERLEY – Kununurra

Kununurra Youth Hub
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Kununurra WA 6743
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Broome WA 6725
Telephone 08 9195 5750
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298 Fitzgerald Street
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wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

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Albany WA 6330
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PEEL

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16 Dolphin Drive
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Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
PO Box 55
Northam WA 6401
Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au



Office:
Postal Address:
Telephone:

953 South Coast Highway
PO Box 183, DENMARK WA 6333
(08) 9848 0300

MEMORANDUM

TO : Acting Manager Recreation Services - Mitchell Green
FROM : Lee Sounness – Manager Corporate Services (Shire of Denmark)
DATE : 30 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
 - The Annual and Forward Planning Grant Round targets community sport projects where the financial value of the total project is over \$300,000.
 - The Club Night Lights targets community lighting projects where the total projects is up to \$3 million and can be delivered within a 12-month period.
 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification

- Planned approach
- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Impact on physical activity; and
- Sustainability

- The following table outlines the ranking of the submissions by City officers:

CSRFF ANNUAL AND FORWARD PLANNING GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Community Tennis Centre	<p>Well planned and needed by region. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project was ranked as the highest priority as the current provision is lacking and need has been well established through the feasibility study.</p> <p>The project is identified as a strategic priority for the region in the GS Sport and Recreation Strategic Plan. The facility will include new playing gel-acrylic surfaces, floodlights to allow further participation, modest storage, admin and clubhouse facilities at a new central location.</p>
2.	Railways Football & Sporting Club	Facility Enhancement Project	<p>Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.</p>

CSRFF CLUB NIGHT LIGHTS GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Albany Speedway Club	Lighting and Power Upgrade to the race track.	<p>Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines.</p> <p>The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track.</p>

The following information was also provided in the City's briefing note on the applications:

City of Albany, Merrifield's and Lawley Park Tennis Club – Albany Community Tennis Centre:

- The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
- The facility proposal includes:
 - Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilizing the Book a Court online court booking and payment platform.
- Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). 185 club members between Lawley Park and Merrifield. 297 members in Albany with a member to court ratio 14:1. Junior coaching is provided to 250 children in Albany.
- The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. Note: The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
- Project Cost: \$2.8 million
- The project is well planned (Business Case and Feasibility Study) and needed by the region.
- The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
- 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 as a high priority.

Railways Football and Sporting Club – Facility Enhancement Project:

- The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.
- The Railways Football & Sporting Club is situated on Lockyer Avenue, Centennial Park Precinct within the City of Albany.
- The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions
- Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
- The clubrooms do not currently have any separate toilet and change facilities for its women's users. This is a limiting factor in the club's desire to attract more women's members and capitalise on the rapidly growing interest in women's sport.
- The club has a membership of 350 with a mix of ages and genders participating.
- Membership has been increasing steadily, with an average annual growth rate over 12%
- Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
- Project Cost: \$1.1 million
- The project is well planned (Business Case and Feasibility Study) and needed by the applicant.
- 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.

Albany Speedway Club – Lighting and Power Upgrade

- The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.

- The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
- Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
- Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
- It is expected that following the project participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
- 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.

CONCLUSION:

- Based on the explanations provided in the Briefing Note, the criteria outlined by the DLGSCI in assessing applications, and comparing this to the information provided in the applications received, I have no concerns with the assessment and priority ranking of submissions made by City officers

INDEPENDENCE:

- I can confirm that I have no involvement or affiliation with the Merrifield's or Lawley Park Tennis Clubs.
- I can confirm that I have no involvement or affiliation with the Railways Football and Sporting Club Inc.
- I can confirm that I have no involvement or affiliation with the Albany Speedway Club Inc.

Kind Regards,



Lee Sounness – Manager Corporate Services
Shire of Denmark

Memorandum



TO : Acting Manager Recreation Services - Mitchell Green
FROM : Lisa Forward, Compassionate Communities Capacity Builder, WA Primary Health Alliance
DATE : 22 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
 - The Annual and Forward Planning Grant Round targets community sport projects where the financial value of the total project is over \$300,000.
 - The Club Night Lights targets community lighting projects where the total projects is up to \$3 million and can be delivered within a 12-month period.
 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

Memorandum



- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community consultation
 - Management planning
 - Access and opportunity
 - Design
 - Financial viability
 - Coordination
 - Impact on physical activity; and
 - Sustainability

- The following table outlines the ranking of the submissions by City officers:

CSRFF ANNUAL AND FORWARD PLANNING GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Community Tennis Centre	<p>Well planned and needed by region. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project was ranked as the highest priority as the current provision is lacking and need has been well established through the feasibility study.</p> <p>The project is identified as a strategic priority for the region in the GS Sport and Recreation Strategic Plan. The facility will include new playing gel-acrylic surfaces, floodlights to allow further participation, modest storage, admin and clubhouse facilities at a new central location.</p>
2.	Railways Football & Sporting Club	Facility Enhancement Project	<p>Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.</p>

Memorandum



CSRFF CLUB NIGHT LIGHTS GRANT ROUND			
RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Albany Speedway Club	Lighting and Power Upgrade to the race track.	<p>Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines.</p> <p>The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track.</p>

The following information was also provided in the City's briefing note on the applications:

City of Albany, Merrifield's and Lawley Park Tennis Club – Albany Community Tennis Centre:

- The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
- The facility proposal includes:
 - Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilizing the Book a Court online court booking and payment platform.
- Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). 185 club members between Lawley Park and Merrifield. 297 members in Albany with a member to court ratio 14:1. Junior coaching is provided to 250 children in Albany.
- The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. Note: The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
- Project Cost: \$2.8 million
- The project is well planned (Business Case and Feasibility Study) and needed by the region.
- The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
- 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 as a high priority.

Railways Football and Sporting Club – Facility Enhancement Project:

- The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.

Memorandum



- The Railways Football & Sporting Club is situated on Lockyer Avenue, Centennial Park Precinct within the City of Albany.
- The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions
- Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
- The clubrooms do not currently have any separate toilet and change facilities for its women's users. This is a limiting factor in the club's desire to attract more women's members and capitalise on the rapidly growing interest in women's sport.
- The club has a membership of 350 with a mix of ages and genders participating.
- Membership has been increasing steadily, with an average annual growth rate over 12%
- Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
- Project Cost: \$1.1 million
- The project is well planned (Business Case and Feasibility Study) and needed by the applicant.
- 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.

Albany Speedway Club – Lighting and Power Upgrade

- The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.
- The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
- Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
- Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
- It is expected that following the project participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
- 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.

CONCLUSION:

- Based on the explanations provided in the Briefing Note, the criteria outlined by the DLGSCI in assessing applications, and comparing this to the information provided in the applications received, I have no concerns with the assessment and priority ranking of submissions made by City officers

INDEPENDENCE:

Memorandum

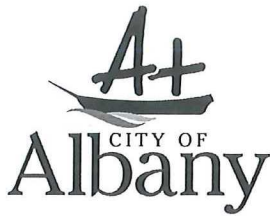


- I can confirm that I have no involvement or affiliation with the Merrifield's or Lawley Park Tennis Clubs.
- I can confirm that I have no involvement or affiliation with the Railways Football and Sporting Club Inc.
- I can confirm that I have no involvement or affiliation with the Albany Speedway Club Inc.

Kind Regards,

Lisa Forward

Compassionate Communities Capacity Builder



Offices: 102 North Road, Yakamia
 Postal Address: PO Box 484, ALBANY WA 6331
 Telephone: (08) 9841 9333
 Facsimile: (08) 9841 4099

MEMORANDUM

TO : Acting Manager Recreation Services - Mitchell Green
FROM : Manager Major Projects – Anthony McEwan
DATE : 27 August 2021
SUBJECT : CSRFF – Independent Review of Project Ranking Recommendations

Dear Mitch.

Please see below report.

PURPOSE:

- To provide the independent assessment on the City of Albany's CSRFF project ranking process and recommendations for the 2021 funding round.

IN BRIEF:

- The City of Albany's ("the City") Elected Members and Executive Management Team have requested that an independent peer review be completed on the City's assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund ("CSRFF") Grant Round in 2021.
- I have been approached by yourself to provide this independent review.
- My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

BACKGROUND:

- The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries ("DLGSCI"), recently opened its Annual and Forward Planning and Club Night Lights Grant Funding Round, with details below:
 - The Annual and Forward Planning Grant Round targets community sport projects where the financial value of the total project is over \$300,000.
 - The Club Night Lights targets community lighting projects where the total projects is up to \$3 million and can be delivered within a 12-month period.
 - Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 28 September 2021).
- The City's role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI's CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
- 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.
- The City has a CSRFF Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
- I received the three applications, the City's CSRFF Policy, the DLGSCI's grant guidelines, and a Briefing Note from yourself on 24 August 2021.

REVIEW:

- The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
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- The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.

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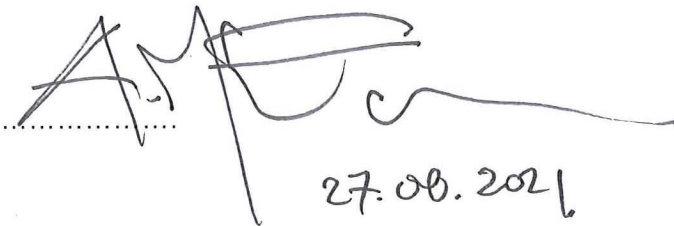
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Kind Regards,



27.08.2021



21st August 2021

Mr Nathan Watson
Executive Director Community Services
City of Albany
PO BOX 484
Albany WA 6331

Dear Nathan

On behalf of Albany Speedway Club, I am writing to you regarding the Albany Speedway Lighting and Power Upgrade Project.

We are aiming to replace the lighting and light towers with low energy LEDs and upgrade the power supply to support our energy requirements. This project will enhance the safety for our speedway drivers and increase the visibility that is currently hampered by our ageing infrastructure, which is almost 40 years old and at the end of its life span. Without doing these upgrades our venue is at risk of not being able to run major events at our venue.

As part of the application for funding for Club Night Lights Program, Albany Speedway has provided evidence that we have funds available for our share of the project, by way of bank statements and other grant sources.

The estimated cost has been established as a total of \$404,410.00(ex GST) with Albany Speedway contributing \$134,803 (ex GST) by way of cash and Volunteer Labour and applying for other grants for the \$64,804(ex GST).

The Albany Speedway Club would like to apply for a contribution of \$70,000(ex GST) through the Capital Seed Fund of the City of Albany's as part of the Club Night Lights Program approval for our project.

The next step in the Club Night Light Program will be to submit this to the Department of Local Government, Sport and Cultural Industries by the due date, for their consideration.

We are very appreciative of the support demonstrated by the City of Albany in accepting this application for funding consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Wendy Ball', is positioned above the printed name.

Wendy Ball
Club Secretary & Grants Committee