



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 8 September 2020

6.00pm

Council Chambers

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

VISION

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

VALUES

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

Focused: on community outcomes

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

United: by working and learning together

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

Accountable: for our actions

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

Proud: of our people and our community

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

Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

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

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

Corporate Services:

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

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

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

Economic Development:

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

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

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

Governance:

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

Service Complaint Internal Review:

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

It will achieve this by:

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

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

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

Delegated Authority: None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES - 08/09/2020

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

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

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

We would also like to pay respect to Elders past, present and emerging".

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

Councillors:

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

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	D Olde
Acting Executive Director Community Services	N Watson
Manager Recreation Services	S Stevens
Manager Finance	S Van Nierop
Meeting Secretary	C Crane

Apologies:

Member	R Hammond
Member	T Sleeman

Members of Public

29 members of the Public.

Councillor Doughty left the chamber at 7.36pm and returned to the chamber at 7.50pm.

Due to the gallery, item CCS291 and CCS292 were brought forward on the Agenda.

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Councillor Terry	CCS292	Impartiality: Has been a member of the Princess Royal Sailing Club for many years, but has resigned in the past 12 months.
Nathan Watson	CCS291/CCS292	Impartiality: Former Financial Member of the Emu Point and Merrifield Tennis Clubs, and remains an active player.
Andrew Sharpe	CCS291/CCS292	Impartiality: Son is a junior member of the Lawley Tennis Club.

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

6. PUBLIC QUESTION TIME

**Mr Mark Paynter – Sailability Coordinator, Princess Royal Sailing Club
51 Racecourse Road, Robinson – Item: CCS292**

Mr Paynter spoke FOR the Item.

Ms Nicki Thompson, 17 George Street, Little Grove – Item: CCS291

Ms Thomson spoke FOR the Item.

Ms Jenny Rickerby, 19 Karrinup Road, Albany - Item: CCS291

Ms Rickerby spoke FOR the Item.

**Mr Andrew Want - President, Railways Football Club,
41 Lancaster Road, McKail – Item: CCS292**

Mr Want spoke FOR the Item.

Mr Mark Loveridge, 30 Wylie Crescent, Albany – Item: CCS291

Mr Loveridge spoke to the Item, however was against the location of the centre.

7. PETITIONS AND DEPUTATIONS - Nil.

8. CONFIRMATION OF MINUTES

MOTION

**MOVED: COUNCILLOR THOMPSON
SECONDED: COUNCILLOR STEPHENS**

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

CARRIED 11-0

9. PRESENTATIONS – Nil.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS – Nil.

Item CCS291 and CCS292 were brought forward on the Agenda due to interest from the public.

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES - 08/09/2020

CCS286: FINANCIAL ACTIVITY STATEMENT – JULY 2020

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

Councillor Doughty entered back into the chamber at 7.50pm and participated in the vote.

RECOMMENDATION

CCS286: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SMITH

THAT the Financial Activity Statement for the period ending 31 July 2020 be RECEIVED.

CARRIED 11-0

CCS286: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 July 2020 be RECEIVED.

COVID-19 IMPACT

- Impacts to the financial performance of the City are detailed in the 'Explanation of Material Variances to the YTD Budget in Excess of \$100,000' (Note 1) of the Attachment to this report (Statement of Financial Activity).

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 July has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

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

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

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail:
 - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b. budget estimates to the end of the month to which the statement relates;
 - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
 - II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
 - III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit.
 - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2020/21 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 July 2020 has been incurred in accordance with the 2019/20 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS287: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2020

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

RECOMMENDATION

CCS287: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR SHANHUN

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 August 2020 totalling \$5,296,369.33.

CARRIED 11-0

CCS287: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 August 2020 totalling \$5,296,369.33.

BACKGROUND

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

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$6,328.97
Payroll	\$1,952,473.21
Cheques	\$1,481.00
Electronic Funds Transfer	\$3,336,086.15
TOTAL	<u>\$5,296,369.33</u>

As at 15 August 2020, the total outstanding creditors stands at \$268,806.83 and is made up as follows;

Current	\$220,373.01
30 Days	\$46,406.12
60 Days	\$2,027.70
90 Days	\$0.00
TOTAL	<u>\$268,806.83</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CCS288: DELEGATED AUTHORITY REPORTS – JULY TO AUGUST 2020

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

BACKGROUND:

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

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

RECOMMENDATION

CCS288: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMPSON
SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Delegated Authority Reports 16 July 2020 to 15 August 2020 be RECEIVED.

CARRIED 11- 0

CCS288: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 July 2020 to 15 August 2020 be RECEIVED.

COVID-19 IMPACT

- COVID-19 has no impact on this report.

CCS289: VARIATION OF LEASE AND LICENCE – ALBANY LEISURE & AQUATIC CENTRE

Land Description	: Lot 742 on Deposited Plan 224159 and being all that land comprised in Certificate of Title Volume 1179 Folio 118, at 52 Barker Road, Centennial Park
Owner	: City of Albany
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers	: Executive Director Corporate and Commercial Services (D Olde)

CONFIDENTIAL REPORT

This report is confidential in accordance with section 5.23(2)(c) and (e, iii) of the Local Government Act 1995, being: (e) a matter that if disclosed, would reveal - (iii) information about the business, professional, commercial or financial affairs of a person.

CCS289: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR DOUGHTY

THAT the Responsible Officer Recommendation in the confidential version of this report be ADOPTED.

CARRIED 11-0

CCS289: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Responsible Officer Recommendation in the confidential version of this report be ADOPTED.

CCS290: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 JULY 2020

Proponent	: City of Albany
Attachments	: Budget Review for the period ending 31 July 2020
Report Prepared by	: Business Analyst/Management Accountant (D Harrison)
Responsible Officer	: Executive Director Corporate & Commercial Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme 1:** Leadership.
 - **Objective 1.1:** To establish and maintain sound business and governance structures.
 - **Community Priority1.1.1:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year which is a requirement covered by regulation 33A of the Local Government (Financial Management) Regulations 1996. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.
- This review is for the period ending 31 July 2020 and reports a surplus of \$22,140 Budget inclusive of the proposed Budget Review allocations.

RECOMMENDATION

CCS290: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR SUTTON

THAT Council ADOPT the Budget Review for the period ending 31 July 2020.

CARRIED 11-0

CCS290: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Budget Review for the period ending 31 July 2020.

BACKGROUND

2. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.

DISCUSSION

3. Council adopted the 2020/2021 Budget on 28 July 2020. The total adopted budget of \$108.7M comprised:
 - a. \$37.3M capital works;
 - b. \$ 2.7 M debt reduction; and
 - c. \$68.7 M in operating expenditure.
4. This Budget Review identifies expenditure of \$6,194,394 for general works, variations and new projects.
5. The funding of \$6,194,394 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue, reserve funding and the movement opening funds has been identified in this review to maintain a budget in a surplus position.
6. An adjustment for carry forward works has been made (pages 8 to 14) in the attached copy of the Budget Review for the period ending 31 July 2020 reducing the amount required by \$542,941 to complete 2019/20 projects, listed on pages 50 to 54 of the 2020/2021 Annual Budget.
7. This budget review shows the 2020/2021 budget is in a surplus position of \$22,140 at 30th June 2021.
8. A copy of the Budget Review for the period ending 31 July 2020 is attached.
9. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

10. Department of Local Government guidelines were followed in the preparation of this report.
11. City of Albany Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

12. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the mayor in an emergency.
13. The voting requirement of Council is Absolute Majority.

POLICY IMPLICATIONS

14. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Organisation's Operations. Non approval of the budget review, may result in significant delays to achieving deliverables. Opportunity: Provides Council with an additional opportunity to review the City's current budget position.	Unlikely	Moderate	Medium	In the short term the existing Annual Budget would apply and proposed amendments would not apply. Adopt the Budget Review with amendments (as specified by Council).

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 JULY 2020

This Review Maintains Council's Budget in a Surplus Position

		\$
GENERAL WORKS/VARIATIONS. (Additional Funds Required)		(6,194,394)
FUNDED BY		
- Reduction in Expenditure	402,832	
- Adjustment in Grant/Contributions Funding	6,164,634	
- Adjustment in Revenue	-	
- Restricted Cash Adjustments	(311,833)	
	<u>6,255,633</u>	
Balance		<u>61,239</u>
Budgeted Opening Position	4,057,163	
- NB - Adjustments From 2019/20 Financial Year (Pg's 8 - 14)	(111,538)	
	<u>3,945,625</u>	
Actual Opening Position	3,906,526	(39,099)
2020/21 Budgeted Closing Position		<u>22,140</u>

LEGAL IMPLICATIONS

16. Nil.

ENVIRONMENTAL CONSIDERATIONS

17. Nil.

ALTERNATE OPTIONS

18. For the period ending 31 July 2020, Council may consider to:
- a. Adopt the Budget Review as recommended; or
 - b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

19. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 July 2020 be supported.

Consulted References	:	Adopted Budget 2020/2021 <u>Local Government Act 1995</u>
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Annual Budget – OCM 28/07/2020 Resolution CCS271

CCS291: REGIONAL TENNIS CENTRE – SUPPLEMENTARY REPORT

Proponent	: City of Albany
Attachments	: Supplementary Report Regional Tennis Centre, Site Assessment, Tennis Blueprint 2012, Support Letters MLA Peter Watson and Rick Wilson, Clubs Memorandum of Understanding August 2020, Correspondence LGSTA/Lawley Park/Merrifield Tennis Clubs.
Report Prepared by	: Manager Recreation Services (S Stevens)
Responsible Officer	: Acting Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

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

In Brief:

- To update Council on the progress of the Tennis Centre Project and the reworked model.
- Seek Council's endorsement of the project and support to progress the project to the next stages including seeking funding.

RECOMMENDATION

CCS291: COMMITTEE RECOMMENDATION (AMENDMENT BY COUNCILLOR SMITH)

MOVED: COUNCILLOR SMITH

SECONDED: COUNCILLOR GOODE

1. That Council **ENDORSE** the:
 - a) Reworked project scope in line with the guidelines for a Large Community Tennis Centre with provision of up to 16 courts to provide a facility for the sport;
 - b) Centennial Park Sporting Precinct - Eastern Precinct (CPEP) as the preferred site for the Albany Tennis Centre as selected by the project working group;
 - c) Co-located amalgamated option with seasonal tenants of the Eastern Pavilion at CPEP as the most viable option;
 - d) Proposed facility concept and general layout composition as detailed in the attached supplementary report.
2. That Council **AUTHORISE** the Chief Executive Officer to progress the project with the following support:
 - a) City of Albany to seek external funding as the project manager for the development;
 - b) The City of Albany project manages the Tennis Centre Facility development as Council's in-kind contribution to the project.
 - c) That \$100,000 from the Parks and Recreation Grounds Reserve 2020/21 Budget be allocated to the project as Council's financial contribution to the project to assist with leveraging funding.
 - d) Further, this allocation is conditional on successful external funding being obtained.

CARRIED 11-0

CCS291: AMENDMENT BY COUNCILLOR SMITH

MOVED: COUNCILLOR SMITH

SECONDED: COUNCILLOR GOODE

THAT the Responsible Officer Recommendation be AMENDED as follows:

1. That the word “Regional” be removed.
2. A further point be added to read:

“Further, this allocation is conditional on successful external funding being obtained.”

CARRIED 7- 4

Record of Vote

Against the Motion: Mayor Wellington and Councillors Sutton, Shanhun and Benson-Lidholm.

Councillor Smith then proposed an amendment to the Responsible Officer Recommendation.

CCS291: RESPONSIBLE OFFICER RECOMMENDATION

MOVED: COUNCILLOR SMITH

SECONDED: COUNCILLOR GOODE

1. That Council ENDORSE the:
 - e) Reworked project scope in line with the guidelines for a Large Community Tennis Centre with provision up to 16 courts to provide a regional facility for the sport;
 - f) Centennial Park Sporting Precinct - Eastern Precinct (CPEP) as the preferred site for the Albany Regional Tennis Centre as selected by the project working group;
 - g) Co-located amalgamated option with seasonal tenants of the Eastern Pavilion at CPEP as the most viable option;
 - h) Proposed facility concept and general layout composition as detailed in the attached supplementary report.
2. That Council AUTHORISE the Chief Executive Officer to progress the project with the following support:
 - e) City of Albany to seek external funding as the project manager for the development;
 - f) The City of Albany project manages the Tennis Centre Facility development as Council’s in-kind contribution to the project.
 - g) That \$100,000 from the Parks and Recreation Grounds Reserve 2020/21 Budget be allocated to the project as Council’s financial contribution to the project to assist with leveraging funding.

BACKGROUND

2. The City received funding from the Department of Local Government, Sport and Cultural Industries to assess the feasibility of developing a regional tennis centre in Albany as the regional hub. The City also contributed funds to engage a consultant, Dave Lanfear Consulting, to carry out the study. A project working group consisting of tennis clubs (Emu Point Tennis Club, Merrifield Tennis Club, and Lawley Park Tennis Club), the Lower Great Southern Tennis Association, Tennis West, Department of Local Government, Sport and Cultural Industries and City officers was convened to oversee the project.

3. The feasibility study report was presented to Council in March 2020 and City officers were requested to:
 - A. Rework the scope of the project and re-run the model again to achieve a more affordable option that still meets the region's tennis and community needs.
 - B. Review the sites and co-location partners to ensure good fit.
 - C. Review the Feasibility Study Recommendations and update to reflect the new model.
 - D. Develop high level concept plans and costings to assist with future decision making.
4. The original project working group was reconvened to oversee the project and the reworking of the model in line with the four steps above.
5. The Supplementary Report Regional Tennis Centre and Site Assessment attachments details and summarises the process undertaken, further analysis and reviewed recommendations from the reworked model.

A. Reworked Project Scope

6. To assist with understanding a reduced scope and impacts, the Project Working Group (PWG) reviewed the Tennis 2020 Facility Development and Management Framework for Australian Tennis - Hierarchy of Facilities
7. Using a compare and contrast model, the PWG reviewed the facility hierarchy requirements for a Regional Tennis Centre vs Large Community Tennis Centre vs District Tennis Centre. During this process the DLGSC representative noted the need for planning to accommodate up to 16 courts. A 16-court facility with hot shots courts and full lighting plan would position the facility as the regional centre addressing the gap, the current need and future proof the sport.
8. On review, the basic facility guidelines for a Large Community Tennis Centre with expansion to 16 floodlit courts was assessed as a more suitable model to meet the needs of the Albany and Lower Great Southern Tennis Community whilst still providing opportunity to host competition and cater for growth in the region.

B. Site Review Analysis

9. Four potential sites were identified for an in-depth site review and assessment by the PWG. The agreed reduced scope enabled two new additional sites at Centennial Park Sporting Precinct to be reviewed that were not included in the initial feasibility study. The four sites identified for assessment are:
 - Collingwood Park Reserve 32341
 - Emu Point Tennis Club
 - Centennial Park Sporting Precinct (CPSP) - Central Precinct
 - Centennial Park Sporting Precinct (CPSP) - Eastern Precinct
10. Based on the assessment scores (Attachment Site Assessment) Centennial Park Sporting Precinct (CPSP) - Eastern Precinct was recommended as the preferred site this time. This site provides space for the required 16 courts and already has many of the desirable Clubhouse and Facility Requirements identified in the Tennis 2020 Facility Development and Management Framework for Australian Tennis to meet the revised project scope.
11. Additionally, the project working group noted the following during their assessment:
 - Excellent location with high visibility and accessibility by all forms of transport.
 - Proximity to a high number of schools within a 6km radius.
 - High level of existing infrastructure already in place (parking, kiosk, toilets).

- Some concerns regarding the impact of the windy conditions. Both Tennis West and the DLGSC advised that this could be addressed through the design mitigation process.

C. Management Model and Co-Location Partners

12. During both the original Feasibility Study and further analysis it is clear that any development would not be a viable option in its own right and requires a combination of sporting partners working collaboratively to successfully optimise usage of sites and investment.
13. DLGSC regularly provided feedback during the process that future financial support in single sport sites is unlikely to be supported. Complementary seasonal sports can co-exist more effectively within one shared use building given the timing of their sporting seasons. The co-location of a winter tenant (Australian Rules) and summer tenant (Tennis) on the one site at CPEP was assessed as being an optimal partnership and beneficial for the growth and development of both sports.
14. Both Merrifield Tennis Club and Lawley Park Tennis Club have confirmed in-principle support via a Memorandum of Understanding (attached) to relocate and amalgamate the two clubs into one new club – The Albany Tennis Club. This is a significant advancement in the project that demonstrates the club's strong commitment and would result in:
 - 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.
 - Improved Governance and Management Protocols – One club executive would assist to address the challenges noted in the Feasibility Study associated with two separate clubs maintaining identity and equitable access.
15. Based on the above rationale and strong working relationship between the two clubs, the co-located amalgamated option with seasonal tenants at CPSP-EP is deemed as a viable option without the relocation of Emu Point Tennis Club.

D. Facility Concept Plans and Costing

16. Project Working Group analysis noted the following facility development composition could be reasonably justified for Tennis:
 - Sports Surface and Lighting - 16 floodlit gel acrylic courts including a main court and 4 hot shot courts utilising the Book a Court online court booking and payment platform.
 - Facility Storage and Administration - Storage, administration, viewing/meeting space with external shaded area.
17. The facility requirements listed above could be adequately augmented into the existing infrastructure at the site providing modest affordable facilities for coaching, club business, tournament and local competition administration, storage and viewing.
18. A high level concept plan and costings prepared for the Centennial Park Sporting Precinct - Eastern Precinct (Document 3) indicate development costs of approximately \$4.8 million. The initial Feasibility Study Collingwood Park Option B was estimated at approximately \$21 million. The new proposal at \$4.8 million is a significant reduction in scale, scope and investment to the proposed development and concepts at Collingwood Park.

FUNDING OPPORTUNITIES

19. The reworked model is reliant upon achieving a suitable level of external funding. There are a number of viable funding opportunities available to both local government and clubs for regionally-focussed tennis developments including the Department of Local Government Sport and Cultural Industries (33.3%), Tennis Australia (15%) and Federal grant programs.
20. DLGSC has indicated support and eligibility for the project through the CSRFF program. DLGSC has advised that the application would need to be submitted by the City of Albany and applicants are eligible for one third of the total costs. DLGSC considers both financial and in-kind contributions to the project. The DLGSCI Annual/Forward Grant Round (September 2020) is for more complex projects that require a planning period of between one and three years. DLGSCI application process provides consideration that there may be multiple funding agencies contributing to a project and the application can be submitted with unconfirmed funding. Once the project has been approved the applicant has 3 years from that date in which to secure the full funding and complete the project. Including election commitments, the State Government's contribution to a sporting infrastructure project is capped at a total of 66.6% (two thirds of the total costs).
21. Tennis Australia has indicated support and eligibility for the project through the National Court Rebate program. Applicants are eligible for up to 15% of the total court costs or a maximum of \$200,000. The Tennis Australia funding program opens February 2021.
22. Federal funding programs such as Sport Australia (grants of up to \$500,000) and the Building Better Regions Funds (financial contributions are capped at \$10 million with a 50% co-contribution) also offer opportunity.
23. Additionally, there are a number of other local grant opportunities that the project working group will investigate including the Bendigo Bank to support the project.
24. To attract funding through the DLGSCI, CSRFF process and other grant bodies, projects require comprehensive research and planning. Applications must include Feasibility Study, Business Case Planning, Management Plan, Life Cycle Cost Analysis, Projected Income and Expenditure Statements (3 years), Asset Replacement Management Fund, Concept Planning and Construction Cost Estimates and confirmation of each party's financial commitment. If Council chooses to proceed, these supporting documents and processes require completion to assist with successful funding applications, project delivery and future management.

GOVERNMENT & PUBLIC CONSULTATION

25. Consultation was conducted with the following state bodies - Department of Local Government, Sport and Cultural Industries (Dept.) and Tennis West. These agencies held a position on the Project Working Group and provided regular input into the report.
26. Consultation was conducted with the following regional and local bodies - Emu Point Tennis Club, Merrifield Tennis Club, Lawley Park Tennis Club and the Lower Great Southern Tennis Association. These sporting bodies held a position on the Project Working Group and provided regular input into the report. At least 6 meetings were held during the process of preparing the report.
27. The Southern Districts Junior Football Association (SDJFA) have been consulted as a potential co-tenant to the Eastern Pavilion.
28. No public consultation has been conducted in preparing this study or report.

STATUTORY IMPLICATIONS

29. Nil

POLICY IMPLICATIONS

30. 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.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Lack of available finance.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Continue with the recommendation and next phase of planning in accordance with state and federal government advice. • Development of a funding strategy • Commitment of clubs through the signing of a joint MOU demonstrating financial commitment and a commitment to work together to achieve a desired aim of co-location.
<i>Failure to secure a workable solution may result in the condition of the tennis club's existing amenities deteriorating to an unsafe condition and the demise of the sport.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Continue to work diligently through the process following state and federal government advice. • Support clubs in the ongoing development of their sport, membership base and financial management through SSA and City of Albany club support programs. • Work with Clubs and community partners to seek alternate temporary solutions to host the sport whilst planning continues.
<i>Risk of other clubs not supporting relocation/co-location and shared use.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Develop an MOU to agree terms of potential move and agreed mechanism to continue to develop the project. DONE • Future financial plan and commitment of City to co-location opportunities only.
<i>Viability of the sport(s) is not proven under a co-located model</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Development of a business case etc. in accordance with state and federal government advice. • Ongoing support for club business plan and operational planning through the SSA and City of Albany Club Development Team
<i>Current State Government commitments and priorities for the development of co-located infrastructure changes (a combination of sports working collaboratively is more favourably considered)</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Integration of the project as a priority within the City's Strategic Community Plan, Corporate Plan and Long Term Financial Plan. • Principles of co-location and joint working between clubs established within a MOU • Ensure bi-partisan political support for the project through local lobbying of state elected members and potential candidates.

FINANCIAL IMPLICATIONS

32. The Parks and Recreation Grounds Reserve Fund has been established to assist with the development of parks and recreation grounds. There is a currently \$536,000 available in the reserve.
33. The total projected costs estimate for the proposed project is \$4.8 million.
34. The requested total from the Parks and Recreation Grounds Reserve Fund is \$100,000 as the City of Albany's financial contribution to assist with commencing leveraging of external funds for the project.
35. In addition to the financial contribution, the City of Albany will act as the lead agency for the project development and provide project management support as its In-kind Contribution.

36. Proposed Funding Model and Financial Contributions (unconfirmed):

Project	State Election & CSRFF	Federal Funding Election & Funding Programs	Clubs	SSA/NSA Tennis West & Tennis Australia	City of Albany	TOTAL
Albany Regional Tennis Centre	\$2,000,000	\$2,250,000	\$100,000	\$200,000	\$250,000 (\$100,000 cash, \$150,000 In-kind PM)	\$4,800,000

LEGAL IMPLICATIONS

37. Not applicable to this report.

ENVIRONMENTAL CONSIDERATIONS

38. Not applicable to this report.

ALTERNATE OPTIONS

39. Council has a number of alternate options including:
- a) Formally accept the Regional Tennis Feasibility Study and the Supplementary Report, and terminate the project.
 - b) Do not accept the report and terminate the project.

SUMMARY CONCLUSION

40. The reworked Regional Tennis Centre Feasibility Study for the City of Albany has been completed. The study clearly justifies the need for and provides evidence that the existing facilities are inadequate and will not meet the future demands of the population. The proposal has been scaled to meet the needs of the community clubs, position itself as the regional tennis facility and still deliver opportunities to host tournaments and competitions of significance.
41. As part of the reworked model a review of the sites to support future expansion and co-location partners was completed and Centennial Park Sporting Precinct – Eastern Precinct was identified as the preferred site.
42. Concept plans and cost estimates value the project at \$4.8 million. The new proposal is a significant reduction in scale, scope and investment to the proposed development and concepts at Collingwood Park.

43. There are a number of viable funding options including potential election commitments to make a viable and worthy project.
44. City of Albany staff are seeking Council endorsement to proceed with the next steps of business planning and commence leveraging external funding to progress the project.

Consulted References	:	Not applicable to this report.
File Number (Name of Ward)	:	(All Wards) CP.PLA.14
Previous Reference	:	

**CCS292: COMMUNITY SPORTING AND RECREATION FACILITIES FUND
2020/2021 ANNUAL AND FORWARD PLANNING GRANT ROUND
APPLICATIONS**

Proponent / Owner	: City of Albany
Attachments	: Princess Royal Sailing Club, Albany Community Tennis Centre (City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs) and Railways Football & Sporting Club - Project Assessment Sheets; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy; Princess Royal Sailing Club Letter of Request for Funding.
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: Acting Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

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

In Brief:

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Annual and Forward Planning Grant funding round.
- To seek Council's support to provide funding assistance in line with the Council Policy: Community Sports & Recreation Facilities Small Grants Funding to the Princess Royal Sailing Club – Facilities Project upon return of successful CSRFF Annual grant application.

RECOMMENDATION

**CCS292: COMMITTEE RECOMMENDATION 1
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council RANK the three CSRFF applications in the following order for the CSRFF Annual and Forward Planning grant application 2020/21 Funding Round:

1. City of Albany (with the Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs) – Albany Tennis Centre (Ranked one of three)
2. Princess Royal Sailing Club – Female Friendly Ablutions and Change Room Improvement (Ranked two of three)
3. Railways Football & Sporting Club – Facility Enhancement Project (Ranked three of three)

CCS292: COMMITTEE RECOMMENDATION 2
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

1. **APPROVE** a total of \$50,000 (exc. GST) from the 2020/2021 budget to Princess Royal Sailing Club
2. **NOTE** that this funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and
3. **ENSURE** the City of Albany funding amount does not exceed a total of \$50,000 (exc. GST).

CCS292: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR BENSON-LIDHOLM

SECONDED: COUNCILLOR GOODE

That Council RANK the three CSRFF applications in the following order for the CSRFF Annual and Forward Planning grant application 2020/21 Funding Round:

1. City of Albany (with the Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs) – Albany Tennis Centre (Ranked one of three)
2. Princess Royal Sailing Club – Female Friendly Ablutions and Change Room Improvement (Ranked two of three)
3. Railways Football & Sporting Club – Facility Enhancement Project (Ranked three of three)

CARRIED 9-1

Record of Vote

Against the Motion: Councillor Thomson

CCS292: AMENDMENT BY COUNCILLOR BENSON-LIDHOLM (RESPONSIBLE OFFICER RECOMMENDATION 1)

MOVED: COUNCILLOR BENSON-LIDHOLM

SECONDED: COUNCILLOR GOODE

THAT the Responsible Officer Recommendation be **AMENDED** to remove the word “Regional”.

CARRIED 9-1

Record of Vote

Against the Motion: Councillor Thomson

Councillor Reason for the Amendment:

The amendment to the Responsible Officer Recommendation 1 removing the word “regional” will provide consistency when referring to the Albany Tennis Centre.”

Councillor Benson-Lidholm proposed an amendment to the Responsible Officer Recommendation 1.

CCS292: RESPONSIBLE OFFICER RECOMMENDATION 1

MOVED: COUNCILLOR BENSON LIDHOLM

SECONDED: COUNCILLOR GOODE

That Council RANK the three CSRFF applications in the following order for the CSRFF Annual and Forward Planning grant application 2020/21 Funding Round:

1. City of Albany (with the Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs) – Albany Regional Tennis Centre (Ranked one of three)
2. Princess Royal Sailing Club – Female Friendly Ablutions and Change Room Improvement (Ranked two of three)
3. Railways Football & Sporting Club – Facility Enhancement Project (Ranked three of three)

CCS292: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR THOMSON

SECONDED: COUNCILLOR SUTTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS292: RESPONSIBLE OFFICER RECOMMENDATION 2

THAT Council:

1. **APPROVE** a total of \$50,000 (exc. GST) from the 2020/2021 budget to Princess Royal Sailing Club
2. **NOTE** that this funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and
3. **ENSURE** the City of Albany funding amount does not exceed a total of \$50,000 (exc. GST).

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
 - Small Grant Funding Round (Winter)
 - Annual and Forward Planning Funding Round
 - Small Grant Funding Round (Summer)
3. The CSRFF program is a state-wide \$12 million program. All three rounds are promoted by the State and Regional Sporting Associations and State and Local Government extensively via distribution to club networks, social and print media. Across the state the program is often oversubscribed and clubs may need to re-apply on a number of occasions to be successful. This is particularly true when a project is assessed as a low priority by DLGSCI.
4. The CSRFF Annual and Forward Planning Grants Round targets community sport projects where the financial value of the total project is over \$300,000 and can be claimed up to three financial years following the date of approval. Under CSRFF guidelines it is not a requirement for the applicant to have secured funding at time of approval. The applicant has 3 years to secure funding and complete the project.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
6. Clubs and local government authority must demonstrate equitable access to the facility by the public on a short term and casual basis.

7. The land on which the facility is to be developed must be one of the following:
 - Crown reserve
 - Land owned by a public authority
 - Municipal property
 - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
9. Whilst there is no obligation for Local Government to contribute to the community sporting projects local government is viewed as a key funding partner in supporting improved community sporting amenities.
10. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
11. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Local Government, Sport and Cultural Industries – Sport and Recreation on behalf of the applicants prior to September 11, 2020.
12. The Council Policy: Community Sports and Recreation Facilities Small Grants Funding has been developed to assist with the equitable distribution of funds for the small grant round. Larger projects similar to the Annual and Forward Planning grants usually fall within the annual budget process. For the purpose of this council item the principles from the council policy have been applied to assessing each application and if applicable request for funding.
13. Once the assessment process from Local Government Authorities are complete all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the Department of Local Government, Sport and Cultural Industries – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

DISCUSSION

14. The grant guidelines require Council to provide a ranking for the projects.
15. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides guidance for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community input
 - Management planning
 - Access and opportunity
 - Design
 - Financial viability
 - Coordination
 - Potential to increase physical activity
 - Sustainability

16. With overall project rating, being:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more planning work needed
- Not recommended

17. Project ranking takes into consideration the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as the consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.

18. In general, City staff prioritise projects based on the following order:

- Priority 1. Sporting Surfaces;
- Priority 2. Sports Lighting;
- Priority 3. Storage/Changerooms/Toilets; and
- Priority 4. Supporting Social Amenities.

19. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.

20. The City of Albany has received three (1) Annual and (2) Forward Planning grant applications this round. The following additional information is provided about the project and funding application:

City of Albany with Merrifield and Lawley Park Tennis Clubs, and the Lower Great Southern Tennis Association (LGSTA)

Project: Albany Regional Tennis Centre

21. The funding application is a Forward Planning grant application to construct the Albany Regional 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 - 16 floodlit gel acrylic courts including a main court and 4 hot shot courts utilizing the Book a Court online court booking and payment platform.
- Facility Storage and Administration - Storage, administration, viewing/meeting space with external shaded area.
- Augmented into the existing infrastructure (kiosk, ablutions and parking) at the site providing modest affordable facilities for coaching, club business, tournament and local competition administration, storage and viewing.
- The Albany Regional Tennis Centre will be based on the facility guidelines for a Large Community Tennis Centre, as the Working Group agreed this would provide for a regional centre that met current needs and future proofs the sport.
- Merrifield and Lawley Park Tennis Clubs have confirmed in Principle with the LGSTA to support the re-location and amalgamation of their clubs.
- The clubs have a combined membership of 470 throughout the LGSTA (53% male and 47% female). There are 185 members between Lawley Park and Merrifield clubs, and 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. 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: \$4.8 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.
- The Albany Regional Tennis Centre would be co-located with Albany & Districts Junior Football Association to maximise use of existing facilities within the Centennial Park Sporting Precinct – Eastern Precinct, such as the Eastern Pavilion and parking.
- The priority given to this project ranked at 1.

Princess Royal Sailing Club

Project: Female Friendly Ablutions and Change Room Improvement

22. The funding application is an Annual Planning grant application to upgrade the existing ablution facilities. The improvements will include increasing female facility provision, offer direct access from the clubrooms / function area and provide access for people with disability.
- The Princess Royal Sailing Club is situated on the foreshore of Princess Royal Harbour, on Chipana Drive in Little Grove and is the only Sailing Club within the City of Albany.
 - The club has a membership of 320 with a mix of ages and genders participating.
 - Current financial statements: Total of \$70,000.00 as per bank statement.
 - The project is well planned and needed by the applicant.
 - The application, installation and project will be managed by the Princess Royal Sailing Club.
 - Princess Royal Sailing Club is on crown land and the club has a lease agreement with the City of Albany.
 - Project Cost: \$417,000.00
 - Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level.
 - The priority given to this project ranked at 2.

Railways Football & Sporting Club

Project: Facility Enhancement Project

23. 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 club has a membership of 275 with a mix of ages and genders participating.

- Current financial statements: Total of \$157,308.00 as per bank statement.
- 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 City of Albany recently approved an extension to the site lease to accommodate the project.
- Project Cost: \$2,075,592
- 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.
- The priority given to this project ranked as 3.

24. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking.

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Regional Tennis Centre	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. 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 co-located central location.
2	Princess Royal Sailing Club (PRSC)	Female Friendly Ablutions and Change Room Improvement	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 Storage, Change room and Toilets. The PRSC is the only sailing club in Albany providing club sailing facilities.
3	Railways Football & Sporting Club	Facility Enhancement Project	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.

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

- City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)
- Princess Royal Sailing Club
- Railways Football & Sporting Club

GOVERNMENT & PUBLIC CONSULTATION

26. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has been consulted with by the City of Albany (July 2020).

27. The City of Albany has consulted (July 2020) with the clubs benefiting from these Community Sporting projects.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

32. Whilst this is the annual and forward grant round, the Community Sports and Recreation Facilities Small Grant Funding Policy principles have been applied in the assessment and recommendations.
33. The Great Southern Regional Sport and Recreation Plan (2018) has been applied in the ranking and assessment of these projects. The Regional Tennis Centre is identified in the plan as the priority project for Albany and key project for the region.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

35. The City allocated a total of \$75,000.00 Capital Seed Funding for Sporting Clubs in the 2020/2021 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
 - a. \$52,073.70 has been carried forward from the 2019/2020 Budget.
 - b. A total of \$111,447.70 is currently available in the Capital Seed Fund.
36. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.
37. The total projected costs for the proposed projects is \$7,287,592

38. The requested total from the City of Albany Capital Seed Fund is \$50,000.
39. The next CSRFF Annual/Forward Grant Round is due September 2021. The next CSRFF Small Grant round is due March 2021.
40. The following table provides the project budget detail and requests for financial support from the Princess Royal Sailing Club and the Railways Football and Sporting Club applications received:

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)	Request from other Financial Support (ex GST)
Princess Royal Sailing Club	\$417,000	\$89,000	\$139,000	\$50,000	\$139,000
Railways Football and Sporting Club	\$2,075,592	\$691,864	\$618,155	\$ Nil	\$765,573
TOTAL	\$2,492,592	\$780,864	\$757,155	\$ 50,000.00	\$904,573

**Please refer to the City of Albany – Albany Community Tennis Centre Council Item CCS291 –for the Albany Community Tennis Centre proposed project budget and funding model including City of Albany contribution.*

41. The Princess Royal Sailing Club application draws down on the current capital seed fund. If the application is successful there will be \$61,447.70 remaining for the next annual and small grant rounds.
42. If the application is unsuccessful, the applicants can reapply in the next round.

LEGAL IMPLICATIONS

43. Nil

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

45. Council may choose not to provide funding assistance for these projects.
46. Council may choose to provide more or less funding assistance to these projects.

CONCLUSION

47. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.
48. All three projects meet the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. Council is required to endorse the officers ranking. City officers have ranked applications in the following order:
1. City of Albany (with LGSTA, Merrifield and Lawley Park Tennis Clubs) – Albany Regional Tennis Centre
 2. Princess Royal Sailing Club – Female Friendly Ablutions and Change Room Improvement
 3. Railways Football and Sporting Club – Facility Enhancement Project
49. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.

50. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order and financial contributions by 11th September 2020.

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

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** – Nil.
12. **MEETING CLOSED TO THE PUBLIC** – Nil.
13. **CLOSURE** The Chair declared the meeting closed at 8.12pm.