

# CITY OF ARMADALE

## AGENDA

**OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3 JUNE 2008 AT 7:00 PM**

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*A meal will be served at 6:15 p.m.*

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

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## **DISCLAIMER**

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

## **DECLARATION OF MEMBERS' INTERESTS**

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## **QUESTION TIME**

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## **DEPUTATION**

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## **CONFIRMATION OF MINUTES**

### **RESOLVED**

**Minutes of the Community Services Committee Meeting held on 6 May 2008 be confirmed.**

**Moved**

**MOTION CARRIED ( )**

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 9/2008**

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The following matters were included for information in the Community Services section:

- **Outstanding Matters**  
Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**  
Library & Heritage Services General Monthly Report  
Manager Ranger & Emergency Services Monthly Report
- **Minutes of Occasional/Advisory Committees**  
Connected Communities Armadale Inc. – 27 March 2008  
Armadale Youth Advisory Group – 28 April 2008  
Disability Advisory Team – 6 May 2008  
Minnawarra Festival Working Group – 25 March 2008  
Seniors' Interests Advisory Group – 17 April 2008

*If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.*

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**COMMUNITY SERVICES COMMITTEE**

3 June 2008

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**MEMORIAL PLAQUES FOR PARKS AND RESERVES**

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WARD ALL  
FILE REF: PR/S/5  
DATE 27 May 2008  
REF PLW  
RESPONSIBLE EXECUTIVE DIRECTOR  
MANAGER COMMUNITY SERVICES

**In Brief:**

- This item recommends that Council endorse the proposed wording for memorial plaques for Eva & Bill Moore Reserve, Heather Locke Reserve, Mazzega Park, Rotary Park, William Turner Reserve, Frye Park and Creyk Park.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*To create a caring and vibrant City, rich in history, heritage and lifestyle.*

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

\$12,450

**Consultation**

- Public History Advisory Group

**BACKGROUND**

At its Ordinary Meeting on 4 April 2005, Council adopted the following resolution (C23/3/05) in relation to memorial plaques to be placed in some parks and reserves:

- “1. That Council undertakes an annual program of memorial plaque manufacture and installation at appropriate parks and reserves within the City.
2. That Council :
  - a. Adopts the Council Crest as the basis for the memorial plaques for parks and reserves;
  - b. Agrees the memorial plaques are to be of bronze and 400mm in diameter;
  - c. Agrees that the heritage information on the plaques and their location at the park or reserve be approved by Council through the appropriate Committee.”

## DETAILS OF PROPOSAL

The proposal is that Council approves the following wording that has been endorsed by the Public History Advisory Group, for the plaques to be located at Eva & Bill Moore Reserve, Heather Locke Reserve, Mazzega Park, Rotary Park, William Turner Reserve, Frye Park and Creyk Park and that a further report be presented to Council on the proposed location of those plaques following consultation with the Manager Parks and the Manager Recreation Services as appropriate.

### Eva & Bill Moore Reserve

Eva (Wirlie) Moore  
(1909. – 2001)

William (Bill) Moore  
(1906 – 1991)

Local residents actively involved in a variety of community organisations.  
A past owner, Bill campaigned to ensure the preservation of this site as a nature reserve.  
This land was vested in Council on 31 June 1987.

### Heather Locke Reserve

Heather Locke  
(1944- )

A local resident recognised for her dedication in assisting local schools with fundraising activities over a period of some 10 years. Her work ultimately benefited the many school children who attended these schools.

This land was vested in Council on 4 Nov 1982.

### Mazzega Park

Giovanni (John) Mazzega  
(1935-1997)

Born in Italy he arrived in Western Australia 1951. Successful business owner and pioneer of the timber milling industry. In recognition of his services to the community in the locality.

This land was vested in Council on 8 Nov 1988.

Rotary Park  
(Established 1970)

Formerly known as Cable Estate Park.  
After Rotary Club members spent the year levelling, fertilizing, planting grass and installing play equipment the Club then requested the Shire to change the name to Rotary Park.

This land was vested in Council on 21 Feb 1984.

William Turner Reserve

James William Gifford (Billy) Turner  
(1874 - 1940)

After farming at Beenyup he took the position of Collector to Kelmscott Road Board in 1908 and subsequently became the first Armadale-Kelmscott Road Board Secretary, serving until 1927.

This land was vested in Council on 7 June 1994.

Frye Park

Dennis Douglas Frye  
(1907 – 2005)

A well known Kelmscott identity, a Kelmscott Scout Master and life member of the Kelmscott Agricultural Society. He served on the Armadale-Kelmscott Road Board 1946 – 1952 and later the Shire 1962 – 1970 as a Councillor.

This land was vested in Council on 4 Feb 1970.

Creyk Park

Named after Kelmscott sporting family. Marjory Creyk (mother) a tennis player, life member of Kelmscott Football Club. All six female family members played hockey for Kelmscott Hockey Club.  
Verna Creyk played hockey for Australia, was a State diver and gymnast.

This land was acquired by Council on 11 May 1978.

## COMMENT

### Analysis

Additional funding for \$20,000 was allocated for the memorial parks on reserves project in the 2007-08 Annual Budget Review. The production of an additional seven plaques in the current budget year is possible due to this funding.

### Options

1. Endorse the wording for the memorial plaques for Eva & Bill Moore Reserve, Heather Locke Reserve, Mazzega Park, Rotary Park, William Turner Reserve, Frye Park and Creyk Park.
2. Recommend alternative wording for the memorial plaques for Eva & Bill Moore Reserve, Heather Locke Reserve, Mazzega Park, Rotary Park, William Turner Reserve, Frye Park and Creyk Park.

### Conclusion

It is recommended that Council endorse the proposed wording for memorial plaques for Eva & Bill Moore Reserve, Heather Locke Reserve, Mazzega Park, Rotary Park, William Turner Reserve, Frye Park and Creyk Park and that a further report be presented to Council on the proposed location of those plaques following consultation with the Manager Parks and the Manager Recreation Services as appropriate.

## RECOMMEND

### That Council:

1. **Endorses the wording for memorial plaques as follows:**

**Eva & Bill Moore Reserve**

**Eva (Wirlie) Moore  
(1909. – 2001)**

**William (Bill) Moore  
(1906 – 1991)**

**Local residents actively involved in a variety of community organisations.  
A past owner, Bill campaigned to ensure the preservation of this site as a nature  
reserve.**

**This land was vested in Council on 31 June 1987.**

**Heather Locke Reserve**

**Heather Locke  
(1944- )**

**A local resident recognised for her dedication in assisting local schools with fundraising activities over a period of some 10 years. Her work ultimately benefited the many school children who attended these schools.**

**This land was vested in Council on 4 Nov 1982.**

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**Giovanni (John) Mazzega  
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**This land was vested in Council on 7 June 1994.**

**Frye Park**

**Dennis Douglas Frye  
(1907 – 2005)**

**A well known Kelmscott identity, a Kelmscott Scout Master and life member of the Kelmscott Agricultural Society. He served on the Armadale-Kelmscott Road Board 1946 – 1952 and later the Shire 1962 – 1970 as a Councillor.**

**This land was vested in Council on 4 Feb1970.**

**Creyk Park**

**Named after Kelmscott sporting family. Marjory Creyk (mother) a tennis player, life member of Kelmscott Football Club. All six female family members played hockey for Kelmscott Hockey Club.**

**Verna Creyk played hockey for Australia, was a State diver and gymnast.**

**This land was acquired by Council on 11 May 1978.**

- 2. Receive a further report on the proposed location of those plaques following consultation with the Manager Parks and the Manager Recreation Services as appropriate.**

**Moved**

**MOTION CARRIED/LOST ( )**

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***PROPOSED AMENDMENT TO POLICY RECN 3***

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WARD All  
FILE REF: REC/A/4  
DATE 26 May 2008  
REF PGQ  
RESPONSIBLE EXECUTIVE DIRECTOR  
MANAGER Community  
Services

**In Brief:**

This report recommends that Council amend Policy RECN 3 by including a statement that club “in-kind” contributions are not to be accepted as part of club contributions to capital works projects.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- Deliver a range of services to meet the needs of the community
- Maintain physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

RECN/3

**Budget/Financial Implications**

Nil

**Consultation**

Manex

**BACKGROUND**

At the City Strategy Committee Meeting of 17 March 2008, under Councillors’ Items, Cr Reynolds raised the following matter with regard to Policy RECN 3:

*“Cr Reynolds requested that the above policy be reviewed with the intent of deleting any reference in that policy to “in kind” contribution and making it only cash contribution.”*

A review and subsequent amendment to the Policy & Management Practice RECN 3 (Clubs/Community Group Application(s) for Council Support of Capital Works Projects) has been undertaken and the amended policy is presented for Council’s consideration.

## **DETAILS OF PROPOSAL**

The proposal is to amend Policy RECN 3 by including a statement that club “in-kind” contributions are not to be accepted as part of club contributions to capital works projects. The amended Policy and Management Practice are attached to this Agenda. **(Refer to Attachment “A-1” – Summary of Attachments – buff page.)**

The proposed change to the Policy is to include the following words in brackets as the last sentence of the policy statement:

“(Note: no “in-kind” contributions by Clubs are to be accepted)”

The Management Practice has also been amended to reflect this intent.

## **COMMENT**

### Analysis

Policy RECN 3 was established to provide a framework for clubs and community groups who wish to undertake capital improvements to facilities located on Council land. The Policy and Management Practice also clearly sets out Council’s requirements in terms of the timing of their cash contributions towards capital projects.

Although not specifically referred to in the Policy, there have been a number of cases in the past where clubs have been able to provide savings on the cost of a project through volunteer or “in-kind” contributions. In those cases, negotiations occurred with the club or community group and an agreement was reached for the contribution to be a combination of “cash” and “in-kind”.

Whilst this approach has been successful for some projects in the past, it is becoming more problematic in today’s climate. As the owner of the facilities that are used by the clubs and community groups Council is ultimately responsible for the safety and compliance of the finished product. The City also has a responsibility to ensure that the quality and aesthetics of the project are of a standard that create a positive image for Council. Club members do not always have the skills to undertake works to the required standard and this can lead to disputes with the clubs as to who funds the cost of repairing defects etc. The City has a legal responsibility to ensure that any contractor or person working on a Council facility has the correct insurances and work safety procedures in place in the event of an accident. Clubs and community groups generally won’t have the required insurances and the cost of obtaining insurance for one-off projects is usually high. There is potential for disputes with the clubs as to the value of “in-kind” contributions.

In summary, whilst the change in Policy RECN 3 may reduce the ability of clubs and community groups to contribute to capital projects at Council’s facilities, it will be easier to administer and streamline the planning and implementation of the projects. It will also minimise the potential for disputes with clubs in terms of the value of “in-kind” contributions.

Options

If Council is not supportive of the proposed change to Policy RECN 3, the alternative would be to leave the policy unchanged and continue to allow “in-kind” contributions by clubs and community groups. This option is not recommended.

Conclusion

For the reasons outlined in this report it is recommended that Council:

1. Adopt the amended Policy RECN 3 as attached to these Minutes by including the words:

(Note: no “in-kind” contributions by clubs are to be accepted)

2. Note the change to RECN 3 Management Practice to reflect that club “in-kind” contributions to capital projects at Council facilities are not to be accepted.

**RECOMMEND**

**That Council:**

1. **Adopt the amended Policy RECN 3 as attached to these Minutes by including the words:**

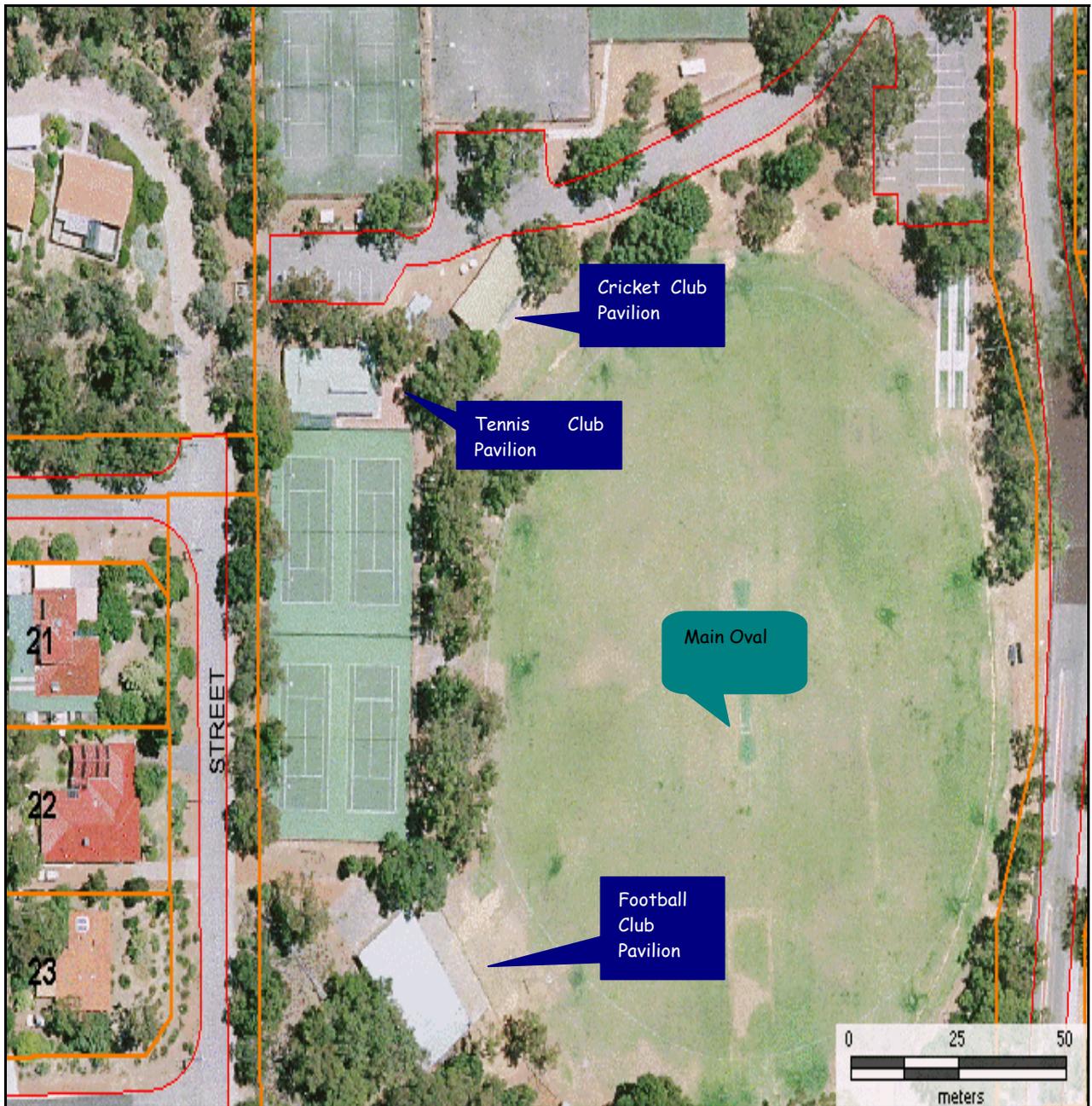
**(Note: no “in-kind” contributions by clubs are to be accepted)**

2. **Note the change to RECN 3 Management Practice to reflect that club “in-kind” contributions to capital projects at Council facilities are not to be accepted**

**Moved**

**MOTION CARRIED/LOST ( )**

### Cross Park, Jarrah Road, Roleystone



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***PROPOSAL TO UPGRADE CROSS PARK CRICKET PAVILION***

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WARD                      Jarrah  
FILE REF:                P17124  
DATE                      27 May 2008  
REF                        PGQ  
RESPONSIBLE            Executive    Director  
MANAGER                Community Services

In Brief:

This report presents a proposal from the Roleystone Karragullen Cricket Club to upgrade the Cricket Pavilion at Cross Park and recommends that Council approve the proposal subject to a number of conditions.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- Deliver a range of services to meet the needs of the community
- Maintain physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

- Roleystone-Karragullen Cricket Club
- Asset Steering Group
- Ward Councillors
- City Officers from Property, Building & Health Services

**BACKGROUND**

A report to the May 2008 Community Services Committee Meeting presented a proposal from the Roleystone Karragullen Cricket Club to extend and upgrade the building known as the Cricket Pavilion at Cross Park. Council subsequently resolved (C27/5/08) as follows:

*“That Council request Officers to:*

- a. arrange for a full condition report on the Cross Park Pavilion and provide cost estimates to upgrade the building to the required standard.*
- b. liaise with the Roleystone-Karragullen Cricket Club on the proposal to upgrade and extend the Cross Park Cricket Pavilion and provide a further report to the June Community Services Committee Meeting on the proposal.*
- c. include for consideration of funding on the draft 2008/09 budget an amount of \$15,000 for a concept master plan for the Cross Park sporting facilities.”*

An inspection of the premises was carried out by Council staff on 23 May 2008 and although detailed cost estimates are not yet available to upgrade and extend the building, the condition of the building is such that significant work will be required.

#### **DETAILS OF PROPOSAL**

The proposal from the Club is to extend and upgrade of the Cricket Pavilion including:

- Extension of the existing verandah and concrete apron towards the oval to create a new verandah.
- Enclose the old verandah and concrete apron to include a new store room, visitors change room and extend the club lounge area.
- Provide a new disabled access pathway from the roadway to the new verandah area.

The Club has verbally advised that it is able to undertake the proposed extension and upgrade from its own resources and does not require a financial contribution from Council. The Club has provided copies of its financial statements that verify its financial capability to undertake the project.

#### **COMMENT**

##### Analysis

Although there does not appear to be any official records available as to the exact age of the Cricket Pavilion, the Club has advised that the building was constructed in the mid 1950s primarily through the volunteer efforts of Club members. The building is a single brick structure with a tin roof and at best, the facility is of a basic standard.

Based upon the initial condition assessment of the facility by Council staff, the Club proposal should now be considered in the context of the need to address existing building issues before approval is given to undertake further extensions. It is therefore proposed to advise the Club of the requirement to:

1. Upgrade the existing facility to the standard required for a public building.
2. Extend the building as per the Club's sketch plan concept.

The "exact" scope of works to bring the facility up to current standards is currently not available but advice suggests that it will include:

- Upgrade and potential rewiring of the electrical system;
- Possible upgrade and /or replacement of doors and exit signs;
- Upgrade of effluent disposal system;
- Extension and likely realignment of the roof;
- Upgrade of kitchen to meet health standards for a public building;
- Provision of internal ceiling.

The first order estimate to undertake these works is \$50,000 - \$60,000 depending on the final scope of works.

As alluded to in the earlier report, the age and condition of the building is such that it would be difficult to justify any Council funds being used to upgrade or extend what is essentially a single purpose building. The recommended approach would be to master plan the site and as part of that process and assess the viability of retaining two facilities i.e. Cricket and Football Pavilions. [Part (c) of Council's resolution (C27/5/08) refers to an amount of \$15,000 being listed for budget consideration to enable this to occur in 2008-09.] The disadvantage with this approach is that such a process would take 3-6 months to complete, and the likely outcome would be a recommendation for a more substantial upgrade and consolidation of facilities at Cross Park. Another consideration is that Council presently does not have any funds allocated in its 15 Year Financial Plan to upgrade facilities at Cross Park and subject to availability of funding, it may be several years before any significant upgrade of facilities could occur. Given the information provided above, there is now a requirement for Council to determine whether to allow the Club to continue to occupy and use a sub standard facility in the short to medium term.

In addition, there is also no formal agreement in place for the Club's use of the building. The Club has historically had sole use of the facility and an informal arrangement has been in place for many years whereby the Club is responsible for the maintenance of the building. Other than maintenance and repairs to the external toilets, the City has not provided any significant funding for maintenance of the building over the years. Should Council wish to support the Club's proposal, a condition should be that a Management Agreement be established that clearly defines the responsibilities of the respective parties i.e. the Club and the City.

This report again presents the options that were canvassed in the earlier report.

### **1. Conditional support for the Club's Proposal**

Under this option, Council would support the Club's proposal subject to the following conditions:

- The Club submits a Development Application that includes detailed plans and documentation to support its proposal, on the basis that the proposed upgrade fully complies with all Health and Building regulations.
- The Club accepts full responsibility for all costs associated with the project.
- The Club engages the services of a licensed builder to manage and coordinate the project and the City enters into a formal contract (zero cost) with the builder to ensure that all works are completed to the required standard.
- The Club being able to demonstrate to the satisfaction of the Executive Director Technical Services its financial capability to fund the full scope of works needed to upgrade and extend the Cricket Pavilion in accordance with approved plans prior to the City issuing a Building Licence.
- The Club agrees to enter into a Management Agreement with the City that clearly defines the responsibilities of the Club and the City for the ongoing management and maintenance of the building. The term for that agreement to be 5 years.
- The Club acknowledges that Council's medium to long term goal for Cross Park is to provide one good standard facility that is shared by all sporting clubs based at the venue.

## **2. Decline the Club's Proposal**

Under this option Council would:

- Decline the Club's proposal on the basis that the preferred approach would be to prepare a concept master plan for Cross Park. Such a process would assess the condition and viability of the existing buildings on the site and ensure that any future development occurs in a planned and coordinated fashion.
- Temporarily close the Cricket Pavilion pending the findings and recommendations of the concept plan and negotiate shared use of what is currently known as the "Football Pavilion".
- Subject to the outcomes of the concept plan, decide whether to retain and/or upgrade the Cricket Pavilion or remove it altogether.

### Options

As presented above.

### Conclusion

If funds were likely to be available in the short term (1-5 years) to upgrade facilities at Cross Park, the recommended approach would be to proceed along the lines of Option 2 and work towards the provision of one good standard facility rather than continue with two ageing and lower standard facilities. It is acknowledged however that funds are currently not allocated in

Council's 15 Year Financial Plan for any major upgrade of facilities at Cross Park, and it is unlikely that Council would consider this to be a high priority before the next 5-10 years.

Given that Council is unlikely to be able contribute to any major upgrade of facilities at Cross Park in the short to medium term, there is a case for approving the Cricket Club's proposal subject to the conditions identified under option 1. This would allow the Club to upgrade the Pavilion so that it complies with all Health and Building regulations and provide an improved standard facility for its players and members. Such an upgrade would meet the Club's short to medium term needs, whilst working towards the provision of good standard facility for all oval users in the long term.

### **RECOMMEND**

**That Council approve the Roleystone-Karragullen Cricket Club's proposal to upgrade the Cricket Pavilion at Cross Park subject to the following conditions:**

- a. The Club submits a Development Application that includes detailed plans and documentation to support its proposal, on the basis that the proposed upgrade fully complies with all Health and Building regulations.**
- b. The Club accepts full responsibility for all costs associated with the project.**
- c. The Club engages the services of a licensed builder to manage and coordinate the project and the City enters into a formal contract (zero cost) with the builder to ensure that all works are completed to the required standard.**
- d. The Club being able to demonstrate to the satisfaction of the Executive Director Technical Services its financial capability to fund the full scope of works needed to upgrade and extend the Cricket Pavilion in accordance with the plans prior to the City issuing a Building Licence.**
- e. The Club agrees to enter into a Management Agreement with the City that clearly defines the responsibilities of the Club and the City for the ongoing management and maintenance of the building. The term of the agreement to be 5 years.**
- f. The Club acknowledges that Council's medium to long term goal for Cross Park is to provide one good standard facility that is shared by all sporting clubs based at the venue.**

**Moved**

**MOTION CARRIED/LOST ( )**

***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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***COUNCILLORS' ITEMS***

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**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF “A” ATTACHMENTS**

**3 June 2008**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	POLICY RECN 3 & MANAGEMENT PRACTICE	19 - 26



POLICY

REC N 3 - Club/ Community Group Application(s) for Council Support of Capital Works Projects.

Management Practice

REC N 3

Relevant Delegation

N/A

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**Rationale**

Council will support local sporting clubs and community groups who wish to undertake capital works projects to improve their facilities provided that it complies with the City’s Strategic direction. This support is predicated on ensuring that due process is undertaken for the planning, assessment and funding of those capital works.

**Policy**

In supporting local sporting clubs and community groups in undertaking capital works on public facilities, Council will invite quotes and tenders on the approved project, with a view to maximising benefits and minimising risk, when a minimum of 75% of the group’s nominated cash contribution towards the project has been received. The assessment process shall be in accordance with Management Practice REC N 3. (Note: no “in-kind” contributions by Clubs are to be accepted.

**Related Local Law**

N/A

**Related Policies**

REC N 1, COMD 1

**Related Budget Schedule**

M91, M 101

**Last Reviewed**

6 March 2007

**Next Review Date**

6 March 2010

**Authority**

Council Meeting of 5 July 2004  
(C102/6/04)

Council Meeting of 6 March 2007  
(C15/02/07)

## MANAGEMENT PRACTICE

### REC N 3 Club/ Community Group Application(s) for Council Support of Capital Works Projects

1. Any sporting club or community group wishing to upgrade, replace or install new sporting facilities or playing surfaces at a City venue must firstly discuss its proposal with the City’s Recreation Department to ensure the proposal is consistent to the City’s Strategic Plan and/or Five Year Capital Works Program. Applications that are sought for external grants and require no funding contribution from Council must still be presented to that Department for analysis and appropriate approval/report. Under no circumstances is any club permitted to proceed with a capital works project at a City venue without written approval of the Executive Director Technical Services and appropriate Planning and Building approvals.
2. A formal proposal is to be presented to Council and, as a minimum, provides the following information:
  - (a) Summary of proposal
  - (b) Needs analysis
  - (c) Feasibility
  - (d) Project Design/ Plan
  - (e) Cost Estimates
  - (f) Funding Proposal
  - (g) Future Development
3. The Community Services Committee (need and concept aspects) and the Technical Services Committee (technical feasibility and costing aspects) shall consider the proposal, prior to a recommendation to Council.
4. If supported by Council, the project proposal is to be referred for consideration of inclusion in either the Parks Development or Property Development 5 Year Works Programme. If the proposal does not require any funding from Council, it may proceed subject to written approval of the Executive Director Technical services and adherence of the Local Government Planning and Building regulations and procedures.
5. Grant applications are to be prepared in consultation with the City’s Recreation Department, and are to tie in with the likely timeframe for any Council contribution to the project.
6. Funding

Any proposal, which is in accordance with the above procedure for sporting reserves, and is supported by Council, may be funded through a combination of Council, Club and grant contributions. Subject to availability of funding, some projects may need to be staged over a number of years. (Note: all Club

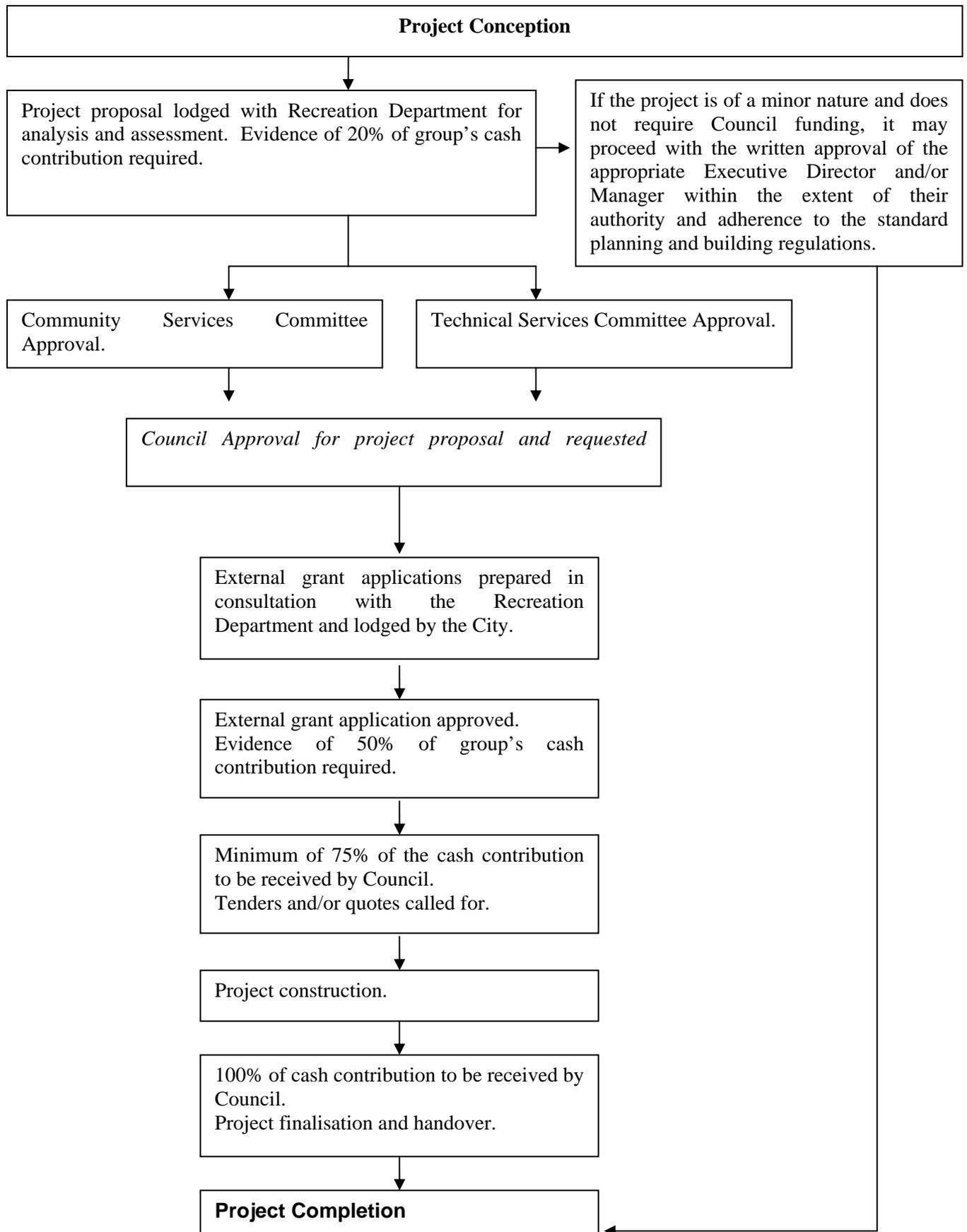
contributions are to be in cash and no “in kind” contributions are to be accepted.)

Any proposal, which is not in accordance with the above, will be considered on its merits, but may not attract financial support from Council.

Following approval for the project and funding by Council, the timetable for payment of the cash contribution from the club/community group shall be as follows:

- a. 20% cash contribution at the lodgement of the grant application with Council. Evidence must be provided that the amount is available to the club (eg. bank statement).
- b. Evidence of 50% of the total cash contribution is required at the time the funding application gains approval from any other external source such as the Department of Sport and Recreation or Lottery West.
- c. A minimum of 75% cash contribution is required to be received by the City prior to tenders or quotes being called. For projects that will be less than a month in duration Council must receive 100% of the funds at the letting of the contract.

Any outstanding balance is a pre-requisite to the finalisation and handover of the project.



Date	Action	Directorate
September: Lodgement of applications with the City by the Clubs.	<ul style="list-style-type: none"> <li>▪ Letter to the applicant club(s) acknowledging receipt of the application and outlining the remainder of the application process.</li> <li>▪ List of applications and projects to be referred to the Asset Management Steering Group Meeting for comment.</li> </ul>	Community.
October:	<ul style="list-style-type: none"> <li>▪ Preceding the October Council Meeting, there will be an opportunity for clubs who have applied for CSRFF grant funds to present their final project proposals at a forum prior to the October Community Services Committee Meeting.</li> <li>▪ Letter to the club(s) advising whether Council is able to support their application and if so, the priority ranking the application received.</li> </ul>	Community.
March	<ul style="list-style-type: none"> <li>▪ Letter to the club(s) advising the outcome of the application with DSR.</li> </ul>	Community
July	<ul style="list-style-type: none"> <li>▪ Letter to the club(s) advising whether the requested Council contribution has been prioritised within its budget and the preliminary time frame for the project.</li> </ul>	Community
In the event of quotes/tenders being higher than the project budget.	<ul style="list-style-type: none"> <li>▪ The City and the Club to discuss options for resolving the matter.</li> </ul>	Community/Technical
Upon contracting successful tender.	<ul style="list-style-type: none"> <li>▪ Letter to the club(s) outlining the proposed construction time line as set by the contractor.</li> </ul>	Technical
In the event of delays to the project	<ul style="list-style-type: none"> <li>▪ Letter to club(s) indicating amended date of expected completion.</li> </ul>	Technical
Construction Completion	<ul style="list-style-type: none"> <li>▪ Formal hand over to club .</li> </ul>	Technical

<b>Date</b>	<b>Action</b>	<b>Directorate</b>
Project Completion	▪ Grant Acquittal	Technical