9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.5 Contract of Employment – Manager of Planning Services and Building Surveyor

FILE NO:	**P**
COUNCIL DATE:	**20 December 2010**
REPORT DATE:	**10 December 2010**
LOCATION/ADDRESS:	**N/A**
APPLICANT:	**N/A**
SENIOR OFFICER:	**R Hooper, CEO**
REPORTING OFFICER:	**T Cochrane, A/DCEO**
DISCLOSURE OF INTEREST:	**Nil**
APPENDICES:	**Nil**
DOCUMENTS TABLED:	**Nil**

Summary:
Following the advertising and selection process for the positions of Manager of Planner and Building Surveyor it is proposed that the following persons be appointed to the positions for a five (5) year term:

Manager of Planning Services – Jacqueline Jurmann
Building Surveyor – Timothy Jurmann

Background:
The positions are required and the Building Surveyor has been vacant since the 12th November and the Manager of Planning Services vacant from the 3rd December 2010. Effectively the positions are replacing Mr Patrick Ruettjes and Mr Les Oakley.

Consultation:
Staff.

Statutory Environment:
Local Government Act 1995 – Section 5.37

*"**Senior employees***

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in Section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so."

Policy Implications:
Not applicable.

Financial Implications:
The contract conditions for the position are covered in the budget.

Strategic Implications:
Shire of York Strategic Plan KRA8:

1. *To provide services in the most cost effective way.*
2. *To ensure the financial viability of council.*
3. *To develop one team of Councillors and Staff.*
4. *To develop an innovative workplace with devolved responsibility.*

Voting Requirements:
Absolute Majority Required: **No**

Site Inspection:
Site Inspection Undertaken: **Not applicable**

Triple bottom Line Assessment:
Economic Implications:
Not applicable.

Social Implications:
Employment contracts give the community a degree of continuity and security in who they deal with at the local government level.

Environmental Implications:
Not applicable.

Comment:
Mr and Mrs Jurmann bring to the Shire of York vast experience in the positions and are multi-skilled in their previous Eastern State roles.

RESOLUTION
141210

Moved: Cr Scott **Seconded: Cr Lawrance**

"That Council:

Authorise the Chief Executive Officer to negotiate, sign and affix the seal to a fixed term contract with Mrs Jacqueline Jurmann for the position of Manager of Planning Services and Mr Timothy Jurmann for the position of Building Surveyor in accordance with Section 5.39 of the Local Government Act 1995, using the standard terms and conditions, as provided under separate cover."

CARRIED: 5/0

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.6 Recreation & Convention Centre – Business Plan

FILE NO:	**CCP.7**
COUNCIL DATE:	**20 December 2010**
REPORT DATE:	**9 December 2010**
LOCATION/ADDRESS:	**Forrest Oval**
APPLICANT:	**N/A**
SENIOR OFFICER:	**R Hooper, CEO**
REPORTING OFFICER:	**R Hooper, CEO**
DISCLOSURE OF INTEREST:	**Cr Walters - Proximity**
APPENDICES:	**Convention & Recreation Centre Business Plan**
DOCUMENTS TABLED:	**Appendices to the Business Plan**

Summary:
The South East Avon Regional Transition Group has unanimously supported the grant application for $910,000 from the regional component of the Country Local Government and this business plan is a requirement of the application process.

Background:
The Recreation & Convention Centre is Stage 2 of the Forrest Oval re-development project.

Consultation:
Community Consultation – Forrest Oval Recreation Master Plan
Community Consultation – Forrest Oval Development Business Plan
Wheatbelt Development Commission
Department of Sport & Recreation
Shires of Beverley, Cunderdin, Quairading, Tammin & Brookton

Statutory Environment:
Requirement of the funding application process for the Country Local Government Fund – Regional component.

Policy Implications:
Nil

Financial Implications:
The funding applied for significantly increases the viability of the project as it reduces loan repayments and municipal fund commitments.

Strategic Implications:
Key Result Area 4 – Youth –
- To enhance recreational and cultural opportunities for young people.

Key Result Area 7 – Community Services –
- To meet community needs in terms of physical infrastructure and overall community services.
- To provide and maintain high quality services and infrastructure in an efficient and cost effective way.
- To ensure a safe community environment.
- To align the Town Planning Scheme with the strategic plan.

Voting Requirements:
Absolute Majority Required: No

Site Inspection:
Site Inspection Undertaken: **Not applicable**

Triple bottom Line Assessment:
Economic Implications:
The Convention Centre component has scope to assist local and regional businesses through accommodation, meals and other services.

Social Implications:
The provision of high quality recreation and convention facilities as a co-location project will enhance accessibility and social cohesion.

Environmental Implications:
Not applicable

Comment:
The grant of $910,000 will be a replacement government contribution to the project as CSRFF funds were not provided by the Department of Sport & Recreation in the 2010/11 funding round.

York is extremely well placed to support and benefit from a modern convention facility attached to high quality recreation facilities and services.

Cr Walters declared an Interest Affecting Impartiality to this item and left the room at 3.48pm

RESOLUTION
151210

Moved: Cr Lawrance **Seconded: Cr Hooper**

"That Council:

Endorse the York Convention & Recreation Centre Business Plan and the action in submitting the funding application for the regional component of the Country Local Government Fund allocations."

CARRIED: 4/0

Cr Walters returned to the room at 3.50pm

Royalties for Regions

Business Case

for

York Convention and Recreation Centre

DL Consulting

DARREN LONG CONSULTING
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TABLE OF CONTENTS

1.0 EXECUTIVE SUMMARY....2
2.0 PROJECT INFORMATION....4
2.1 PROJECT DESCRIPTION....4
2.2 OBJECTIVES....5
3.0 NEEDS ANALYSIS/PROJECT FEASIBILITY....6
3.1 REGION ANALYSIS....6
3.2 PROJECT ANALYSIS....7
3.3 COST BENEFIT ANALYSIS....8
4.0 RISK ASSESSMENT....11
4.1 CONCLUSIONS....12
5.0 APPROVAL REQUIREMENTS....13
5.1 CONCLUSIONS....13
6.0 CONSULTATION....14
7.0 GOVERNANCE AND MANAGEMENT....15
7.1 PROJECT MANAGEMENT....15
7.2 ASSET OWNERSHIP....15
7.3 ASSET MAINTENANCE....15
8.0 PROJECT BUDGET AND IMPLEMENTATION....16
8.1 PROCUREMENT STRATEGY....16
8.2 PROJECT BUDGET....17
8.3 COUNTRY LOCAL GOVERNMENT FUNDING AMOUNT....17
9.0 TIMELINES AND REPORTING....19
9.1 PROJECT TIMEFRAMES AND KEY MILESTONES....19
9.2 PERFORMANCE MEASURES....19
10.0 DUE DILIGENCE....20
11.0 SUPPORTING DOCUMENTATION....21
12.0 RECOMMENDATION OF PROJECT....22

1.0 EXECUTIVE SUMMARY

The South East Avon Regional Transition Group (SEARTG) was formed on 1st September, 2010 in response to the Minister for Local Government's industry reform proposal. SEARTG consists of the Shires of Beverley, Cunderdin, Quairading, Tammin and York, who are all situated in the Avon region of the Wheatbelt.

The Shire of York embarked on a Master Planning Process for the Forrest Oval Precinct in 2007, which culminated in the preparation and adoption of a Master Planning document in 2008. The Master Plan was developed to reduce duplication of facilities, encourage joint use where possible, co-locate sporting groups, provide a dedicated function/convention centre through the optimum use of design flexibility and location of facilities, with the overall aim of improving the Precincts sustainability.

A critical component of the Master Plan was the incorporation of a 250 seat Convention Centre. Such a facility will provide a much needed versatile venue and service in the region, catering for a range of functions, seminars, concerts, exhibitions and conventions. It will also generate an income stream, which will ensure the viability and sustainability of the entire Precinct development.

Only one purpose built convention centre exists within the Wheatbelt region, which is situated at Northam. There is an identified need for a further dedicated and specialised facility within the South East Avon sub-region of the Wheatbelt that will meet consumer requirements and which is also underpinned by the necessary accommodation and related service industries. York has a thriving tourism industry and is established as a point of destination, and coupled with its heralded heritage status provides the perfect location for the construction of a convention centre.

A convention centre will provide regional and local opportunities to retain existing, and attract new, corporate entities to the region. A purpose built convention centre will stimulate local and regional employment and business opportunities, particularly in the hospitality and associated ancillary industries, such as catering, servicing and related operations.

The construction period for the total project, including the recreational components, is 48 weeks, with an estimated completion date of 26 September 2011. Key construction milestones associated with the project are detailed below:

ITEM/DELIVERABLE	EXPECTED DATE OF COMPLETION	RESPONSIBILITY
Site works	21 January 2011	Building Contractor
Construct substructures	21 February 2011	Building Contractor
Construct superstruture	20 July 2011	Building Contractor
Complete finishes	12 September 2011	Building Contractor
Complete external works	26 September 2011	Building Contractor

The construction of the convention centre component of the overall development has been quantified by Hodge, Collard, Preston Architects at a cost of $2,976,212.

Sources of funding for the project have been identified as:

Shire of York loan funds	$1,936,212
Lotterywest grant	$ 100,000
Community In-kind contribution	$ 30,000
Proposed Royalties for Regions CLGF Regional funding	$ 910,000
Total Funding	**$2,976,212**

The Shire of York is the governing authority and owns the site where the convention centre will be constructed, being York Town Lot 292. The Shire of York will be responsible for the administration and management of the project, including the receipt of all related funding sources. The Shire of York will oversee the management of the project, in conjunction with appointed project manager Hodge, Collard, Preston Architects.

2.0 PROJECT INFORMATION

2.1 PROJECT DESCRIPTION

The Shire of York prepared a Master Plan for the development of the Forrest Oval Sports and Recreational Facilities Precinct in 2008. An executive summary of the Master Plan is attached at Appendix 1. The aims of the Plan included the minimisation of facilities duplication, co-location of sporting groups, joint use where possible, optimum location of facilities and design flexibility, dedicated Convention Centre facilities, all improving the facility's sustainability.

The Master Plan identified the following design elements:

(1) Re-alignment of oval to north/south orientation and floodlighting to Australian Standards for community level training and competition (100 lux);

(2) Shared clubrooms of approximately 1,440m²;

(3) Two multi-purpose hard courts for tennis and netball, and six synthetic grass tennis courts;

(4) 12 rink synthetic grass bowling green with lighting;

(5) Bitumen parking areas supported with additional unsealed parking on a portion of the precinct will provide for all the parking needs for the facility;

(6) New synthetic hockey/multi-purpose field located parallel to existing hockey field and additional change rooms, toilets and verandah to existing hockey club rooms;

(7) A looped pathway circuit that connects all the facilities within the precinct and links to the towns existing path network, whilst doubling as a walking / jogging facility;

(8) Relocation of cricket nets;

(9) Removal/relocation of facilities that are no longer appropriate of required at the Forrest Oval precinct.

In March 2009, the Shire of York appointed Dominic Carbone and Associates (DCA) to assist the Shire in preparing a Business Plan that would investigate a proposal to accommodate the abovementioned facilities. A copy of the DCA business plan is attached at Appendix 2. The DCA Business Plan was based on a concept plan prepared by Donovan Payne Architects and cost estimates prepared by Ralph Beattie Bosworth Quantity Surveyors. The concept plan and business plan included as part of the shared clubrooms, a function/convention centre with an estimated 250 seat capacity for conventions, seminars, training courses and functions; and two sets of change rooms to cater for multiple clubs including tennis, football, bowls and cricket;

This Business Case has been prepared to address the Convention Centre component of the development.

2.2 OBJECTIVES

The key objectives of this project are:

- To capitalise on the growing need to cater for local and regional training seminars, functions and exhibitions;
- To build on the comparative advantage that the Avon valley and York have as a destination point and the availability of accommodation houses;
- To provide employment in the hospitality industry in the region;
- To improve the viability and sustainability of the Recreation Precinct development by generating an income stream linked to the private, corporate and governmental sectors through training, seminars, events, exhibitions and conventions;
- To support accommodation and other service industries, and encourage further investment, in the region.

The Shire of York is committed to an upgrade of sport and recreation facilities at the historic Forrest Oval. The Precinct will include the co-location of various sports and shared facilities. The Shire has completed Stage 1 of the development and now wishes to progress Stage 2 of the development, which incorporates the construction of the Convention and Recreation Centre shared facilities.

The Convention Centre will accommodate a seated audience of 250. Immediately adjacent to the Centre, the existing pavilion will be refurbished as a break-out area for up to 40 persons. Internally the Centre will be able to be divided into four (4) distinct areas with separate office space for event co-ordinators.

The Convention Centre will provide a much needed versatile facility and service in the region, catering for conventions, training seminars, functions, concerts and exhibitions. It will also generate an income stream, which will ensure the viability and sustainability of the entire Precinct development.

3.0 NEEDS ANALYSIS/PROJECT FEASIBILITY

The Shire of York is a growing Wheatbelt community with a strong sporting culture. The population has been estimated to almost double over the next 5 to 10 years, to approximately 7,000 due to industrial, commercial, residential and health services development. This increase in population will place additional pressure on the Shires sporting, recreational and public meeting facilities. York is currently the fifth largest centre in the Wheatbelt Region.

3.1 REGION ANALYSIS

There is only one purpose built Convention Centre within the Wheatbelt region, situated at Northam. There is an established need for a further dedicated and specialised facility within the South East Avon sub-region of the Wheatbelt that can meet consumer requirements, which is also supported by the necessary accommodation and catering service industries.

The town of York is a point of destination and has an established tourism and associated services industry, which is increasing in popularity. Its burgeoning tourism industry, coupled with its heralded heritage status provides the perfect location for the construction of a Convention Centre that will meet the needs of a professional market requiring purpose built facilities offering modern information technology capabilities.

Anecdotal evidence has identified the existence of a professional market that would utilise the proposed Convention Centre, in addition to the annual events and community festivals currently hosted by York. York has a range of accommodation houses that vary in style, standard and price to cater for all markets, which can provide over 300 beds to support a 250 seat Convention Centre.

The Shire of York Plan for the Future 2008-2012 specifically identifies the Forrest Oval Precinct project as a key development initiative to be completed by the Council during the specified planning period. The Convention Centre forms an essential component of the overall project, with its potential revenue streams aiding in achieving the sustainable operating model for the Forrest Oval Precinct.

The Wheatbelt Development Commission (WDC) has identified sport and recreation as a vital part of the Wheatbelt lifestyle and recognises regional planning for sport and recreation facilities as a priority. The Commission is supportive of collaborative behaviour and quality regional planning for sub-regional facilities.

The Shire of York appointed Dominic Carbone and Associates (DCA) to assist the Shire in preparing a Business Plan (copy attached) that would investigate a proposal to develop the Forrest Oval Recreational Precinct, incorporating the Convention Centre as an integral component of the overall development. During the preparatory phase of the business plan, the Shire consulted with eight sporting organisations, who will all be potential key users of the new facilities, and all supported the development of a new sport and recreation precinct, incorporating a Convention Centre. The business plan was also advertised a 42 day period inviting public comment, commencing in March 2009. At the closure of the submission period, no submissions were received on the proposal.

The provision of a modern Convention Centre in York will address a significant regional need within the Wheatbelt South region that has been present for some time. Current facility options within the region are extremely limited due to a lack of suitable venues of appropriate size and design flexibility to accommodate convention needs, with the accommodation and catering

capacity to service large numbers of convention delegates. York is well placed infrastructure wise, with significant overnight bed capacity, combined with numerous commercial food houses that can deliver quality food in the appropriate quantities to meet the potential market.

A Convention Centre will provide regional and local opportunities to retain existing, and attract new, corporate entities to the region. The establishment of purpose built convention facilities will stimulate local and regional employment and business opportunities, particularly in the hospitality and associated ancillary industries, such as catering, servicing and operations of the Centre.

The South East Avon local governments have led the way in structural reform, particularly in the Wheatbelt, through SEAVROV since 2005, and more recently through the SEARTG.

Structural reform for the local government industry is an integral part of planning for the future and the South East Avon Regional Transitional Group recognises there is a need for infrastructure for recreation, convention and community facilities to meet local and regional needs.

A vital component of future structural reform is the capacity to plan and utilise, to best advantage, regional funding to underpin genuine structural reform. The Regional Component of the Country Local Government Fund (CLGF) provides approximately $1,100,000 across the Shires of Beverley, Cunderdin, Quairading, Tammin and York. The five local governments have identified, and unanimously agreed, the key projects of regional significance to the RTG that are to be funded from the CLGF Regional component are Shire of Quairading Community Resource Centre project - $200,000, and the Shire of York Convention and Recreation Centre project - $910,000.

A comparative advantage report on the Shire of York is attached at Appendix 3.

3.2 PROJECT ANALYSIS

The location of York in the Avon valley, and its proximity to other towns in the region, (Beverley, Brookton, Northam, Quairading, Cunderdin and Tammin), provides it with the unique opportunity to establish a dedicated convention facility that can service the South East Avon sub-region of the Wheatbelt.

Limited market research reveals that convention, training and event forums in York have been sustained over the past six years. Examples include Small Towns Survival Conference (350 delegates), Main Roads WA training seminars, Health Department and Education Department regional training seminars, and a combination of private, corporate, service club and strategic planning conventions. These coupled with community based events, such as weddings, functions, TAFE educational courses, agricultural industry training courses and local government seminars all demonstrate an ongoing need for a convention facility.

The Shire will retain ownership of the facilities and for the first five years the Chief Executive Officer at his discretion may appoint an advisory group, from the membership of the various clubs that use the facilities. Thereafter a Sportsman's Association will be formed, to operate the shared club rooms. The Shire will be accountable for management and fiduciary responsibilities as follows:

- Recreation facilities manager and bar staff to operate the convention centre, club rooms and associated facilities;
- Building insurance, repairs and maintenance;

- All cleaning and gardening;
- Take bookings and organise Convention Centre, function and meeting rooms for hire;
- Receive hire charges from seasonal and casual users;
- Receive membership fees;
- All expenses associated with the facilities, and recoup expenses from seasonal users.

The Shire will be responsible for all operational matters including:

- Ongoing maintenance of the facilities;
- Marketing and promotion of the facilities; and
- Conduct of recreation programs and activities.

The Forrest Oval Sports and Recreation Facilities business plan clearly establishes that the delivery of this multi-faceted project is financially feasible. The Precinct business plan demonstrates that ongoing operational and maintenance costs of the new convention centre and precinct facilities, inclusive of the convention centre, are well within the financial capacity of the Shire.

3.3 COST BENEFIT ANALYSIS

3.3.1 Construction Costs

In 2009/2010 the Shire of York constructed Stage 1 of the Forrest Oval Precinct project at a cost of $1,242,000, which included Community Sport and Recreation Facilities Funding (CSRFF) of $243,000 from the Department of Sport and Recreation.

Tenders have been called for the construction of Stage 2 of the Forrest Oval Precinct project, which consists of the Shire of York Convention Centre and Recreation Facilities. Detailed breakdown on the capital expenditure requirements for Stage 2 of the project are as follows:

Convention and Recreation Centre facility	$3,575,233
Fit out	$ 313,500
Construct car park, footpaths and paved areas	$ 180,000
Headworks – (Western Power, Telstra, Water Corporation)	$ 196,500
Demolish old buildings and structures	$ 40,000
Tender preparation and consultant's fees	$ 82,780
4.5% escalation	$ 200,000
Total Expenditure	**$4,588,013**

The proposed funding for the total project is as follows:

Shire of York loan funding	$2,668,013
Shire of York cash reserves	$ 200,000
Proceeds from sale of land	$ 650,000
Lotterywest grant funding	$ 100,000
Community Groups in-kind contributions	$ 60,000
Proposed Royalty for Regions funding	$ 910,000
Total Funding	**$4,548,882**

The Convention Centre component, which is the subject of this business plan, is costed as follows:

Convention Centre construction costs	$2,562,484
Convention Centre Headworks Component (50%)	$ 98,250
Car Parks and ancillary costs (50%)	$ 90,000
Tender preparation and consultant's fees (66.6%)	$ 55,182
Community contribution – supply of sand and carting costs	$ 30,000
Escalation Factor (5%)	$ 140,296
Total Project Cost	**$2,976,212**

The above project cost has been quantified by Hodge, Collard, Preston Architects and is attached at Appendix 4.

The proposed funding for the construction of the Convention Centre component is as follows:

Shire of York loan funds	$1,936,212
Lotterywest grant	$ 100,000
Community In-kind contribution	$ 30,000
Proposed Royalties for Regions funding	$ 910,000
Total Funding	**$2,976,212**

The Royalties for Regions funding is the subject of this business plan.

3.3.2 Operational Expenses and Revenues

Forward operational estimates for the proposed Forrest Oval Precinct Convention and Recreation Centre facilities are as follows:

Operating Revenue	**Operating Activity 2010/2011**	**Operating Activity 2011/2012**	**Operating Activity 2012/2013**
Contributions	$119,900	$ 69,700	$ 22,000
Reimbursements	$ 3,000	$ 3,000	$ 545
Hire Charges	$ 13,200	$ 19,300	$ 27,400
Catering net trading	$ 0	$ 37,500	$ 75,000
Membership Fees	$ 0	$ 17,250	$34,500
Total Revenue	**$ 136,100**	**$ 146,750**	**$ 159,445**

Operating Expenses	**Operating Activity 2010/2011**	**Operating Activity 2011/2012**	**Operating Activity 2012/2013**
Maintenance of Facilities	$41,233	$59,915	$ 80,200
Electricity costs	$ 3,550	$3,550	$ 3,550
Cleaning costs	$ 30,019	$30,500	$ 31,200
Maintenance of playing surfaces	$ 181,600	$183,825	$120,700
Waste collection	$ 0	$ 750	$ 1,550
Labour costs	$ 0	$ 65,000	$ 133,000
Office Expenses	$ 0	$2,500	$ 5,200
Depreciation	$30,185	$ 263,004	$ 380,392
Total Expenses	**$ 286,587**	**$ 609,044**	**$ 755,792**
Council Surplus/(Subsidy)	**($ 150,487)**	**($ 462,294)**	**($ 596,347)**

The inclusion of all costs reveals that the Council subsidy towards the Forrest Oval Precinct Convention and Recreation Centre facilities will be $596,347, and if non-cash items (depreciation) are excluded, the Council cash subsidy would be $215,955 for the 2012/2013 financial period. It is anticipated that the subsidy level will remain relatively constant for future years.

The following details the cash subsidy provided by the Shire for the existing facilities for the 2009/2010 financial period.

Forrest Oval Precinct 2009/2010 operating costs	$279,157
Less Operating Revenue	$ 41,126
Less Depreciation	$ 60,482
Council Net Cash Subsidy	**$177,549**

This demonstrates that the estimated Council subsidy for the proposed new facilities is reasonably comparable to 2009/2010 subsidy provided by Council.

It is well documented that Sport and Recreation Facilities have a low recovery cost and an increase in fees for the use of the facilities has a strong possibility of detrimentally impacting on patronage, resulting in reduced attendance rates.

The Convention Centre, combined with the bar facilities net income and membership, provide alternative sources of revenue that will enable the level of subsidy provided by the Shire to be kept to a minimum. The co-location will ensure an increase in patronage and a reduction in costs from shared facilities.

3.3.3 Cost Benefit Analysis Summary

The key non-financial benefit arising from this project will be stimulation of the local economy. A major construction company will be in York for a period of approximately 48 weeks, with a reasonably substantial workforce who will spend money on accommodation, food and entertainment. This has the potential to generate additional job creation at a local level to meet increasing demand in service.

The Convention Centre will also generate additional job opportunities directly through new services being offered from the new Centre, and indirectly through greater demand for accommodation and catering services from seminars, conventions and training sessions.

A modern Convention Centre will also be a major infrastructure drawcard for potential investors particularly in the accommodation and related service industries.

If the Convention Centre project did not proceed, an unmet need for dedicated convention facilities in the South East Avon sub-region of the Wheatbelt would remain. It also has the capacity to delay further investment in the sub-region from potential investors due to a critical piece of infrastructure being missing.

4.0 RISK ASSESSMENT

A range of risks have been identified that may impact on either the delivery of this project or its ongoing management and have been assessed from an AS4360 point of view, which examines the risk from a consequence and likelihood point of view to provide a risk rating.

RISK RATING					
Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	H	H
Rare	L	L	M	M	H

Risk Rating		Action Required
L	Low Risk	Managed by Routine Procedures
M	Medium Risk	Planned Action Required
H	High Risk	Prioritised action required
E	Extreme Risk	Immediate corrective action required

The risks assessed include:

(1) Competition in the Convention venue market in the region;

Risk rating - Medium (likelihood – unlikely, consequence - moderate).

(2) Shortfall or reduction in patronage of convention centre facility;

Risk rating - Medium (likelihood – possible, consequence – moderate).

(3) Poor management of convention centre

Risk rating – Medium (likelihood – rare, consequence – moderate)

(4) Increasing operational deficit of convention centre (financial mismanagement)

Risk rating – Medium (likelihood – possible, consequence – moderate).

The Shire will implement appropriate risk mitigation strategies to assist in combating these potential risks from occurring. Such strategies examined include:

(1) Active promotional and marketing campaigns to sustain the image of the convention centre as a prime host venue supported by quality service industries;

(2) Direct line of management between the Shire CEO and the appointed manager of the facilities; and

(3) Financial management of the facilities being performed by the Shire. This will ensure the setting of annual financial performance targets and regular reviews of financial performance comparing budget to actual. It will then be subject to a third party audit process, as part of the Shires annual audit as required by the Local Government Act 1995.

This project will remain in the ownership of the Shire of York through-out the construction phase and thereafter, eliminating any third party involvement.

4.1 CONCLUSIONS

Risks	Internal/External	Level	Mitigation Strategy
1. Competition in the convention venue market	External	Medium	It is unlikely that other competitors will enter the York market if the Shire establishes the convention centre first. York is uniquely placed in that its tourism industry offers a greater attraction than other rural centres, giving it an edge in the market place. A watching brief will be maintained on any potential new entries into the convention centre market, with a view to developing an established market edge.
2. Shortfall or reduction in patronage of convention centre.	External	Medium	Implementation of aggressive marketing and promotional programs to maintain profile of venue.
3. Poor management of convention centre.	Internal	Medium	Direct line of management between CEO and Manager of facilities, to ensure venue performance targets are met.
4. Increasing operational deficit associated with convention centre.	Internal	High	Shire will manage and monitor financial performance of convention centre facilities.

5.0 APPROVAL REQUIREMENTS

The Shire of York has all necessary approvals in place for the construction of this project to proceed. Approvals issued include:

(1) Planning approval -

Planning consent was granted by the Shire of York on 21 September 2009 for site works and construction of the facilities.

(2) Native Title and Aboriginal Heritage approval -

There are no known native title or aboriginal heritage issues related to the site.

(3) Commonwealth and State Heritage approval -

There are no known Commonwealth or State heritage issues associated with the site.

(4) Environmental approval –

Native vegetation approvals are not required as the site is fully cleared.

There is no known contamination of the site.

The Shire of York has engaged LNC Hydraulics to prepare a comprehensive drainage study of the site. The estimated completion date for the drainage study is 30 November 2010. Whilst no approvals are necessary to address the drainage issues, the Shire will be implementing the outcomes of the drainage study to protect its investment in new assets at the site.

(5) Building Approval -

Building licence No. 127/10 was issued on 2 November 2010. FESA assessment of the building plans has occurred with FESA advising there are no outstanding items of concern.

(6) Health approvals –

There are no health approvals required.

(7) Crown Land access approval –

The Shire of York is the owner of York Town Lot 292 by virtue of Crown Grant in Trust. The Shire has written to the Minister for Regional Development and Lands, seeking approval for the project, given that the land is subject to a Crown Grant in Trust.

5.1 CONCLUSIONS

In summary, the following approvals have been issued:

Approval Type	Issues	Actions	Timeframe for Resolution
1. Planning	Nil.	Granted	21/09/2009
2. Native Title	Nil.	N/A	N/A
3. Heritage	Nil.	N/A	N/A
4. Environmental	Nil.	N/A	N/A
5. Building	Nil.	Granted	2/11/2010
6. Health	Nil.	N/A	N/A
7. Crown Land Access	Crown Lease in Trust	Ruling obtained from Department of Lands on 10th November, 2010	N/A

6.0 CONSULTATION

The Shire of York has undertaken two comprehensive consultation processes relating to the Forrest Oval Precinct Sports and Recreation facilities, incorporating the Convention Centre.

The first consultation process involved the community of the Shire of York and all sporting groups associated with existing facilities, in the development of a Recreation Master Plan for Forrest Oval. This resulted in a concept design being approved by all participating sporting groups, and its final adoption by the Council.

The second consultation process involved the invitation of public submissions to comment on the business plan prepared for the Forrest Oval Precinct project. No submissions were received.

In addition to the above, the Shire of York has extensively consulted with:

- South East Avon Regional Transition Group members of Beverley, Cunderdin, Quairading and Tammin;
- Minister for Regional Development and Lands;
- Wheatbelt Development Commission;
- Lotterywest; and
- Northam Regional Office of Department of Sport and Recreation.

The project has been endorsed by the South East Avon Regional Transitional Group Board. A copy of the minutes documenting this support is attached at Appendix 5.

7.0 GOVERNANCE AND MANAGEMENT

7.1 PROJECT MANAGEMENT

The Shire of York is the governing authority where the Convention Centre will be constructed and it owns the land, Crown Grant in Trust and in fee simple, on which the Convention and Recreation Centre facility will be built. The Shire of York will be responsible for the receipt, administration and management of all funding sought under this business plan relating to the implementation of the Shire of York Convention and Recreation Centre project.

The Shire of York will oversee the management of the project, in conjunction with appointed project manager Hodge, Collard, Preston Architects.

Progress reports on the project's implementation will be provided to the Regional Transition Group Board on a regular basis.

7.2 ASSET OWNERSHIP

The new asset will be fully owned by the Shire of York and recorded on the Shires Asset Register and detailed on relevant insurance schedules. The Convention and Recreation Centre will be constructed on York Town Lot 292, which is owned by the Shire of York by virtue of Crown Grant in Trust Volume 706, Folio: 91. A copy of the Certificate of Title is attached at Appendix 6.

There are no legal issues surrounding the ownership of the proposed new asset.

There are no accounting issues relating to the proposed new asset.

7.3 ASSET MAINTENANCE

The Shire of York will be the owner and manager of the asset throughout its life, with the Shire being responsible for any profit or loss arising from the operations of the proposed new asset (Shire of York Convention and Recreation Centre). The Shire has made provision in its forward financial plan for the annual costs associated with the operation and maintenance of the new asset, which shows the ongoing costs to be affordable.

There are no legal or accounting issues associated with the operation and maintenance of the proposed new asset.

8.0 PROJECT BUDGET AND IMPLEMENTATION

8.1 PROCUREMENT STRATEGY

8.1.1 Development Stages

The Forrest Oval Precinct Convention and Recreation Centre Facilities project involves 3 primary stages and one secondary stage.

(1) Stage 1 - Oval realignment, cricket and hockey facilities, drainage and building design.

These elements were completed during 2009/2010 at a cost of $1.242,000, which included CSRFF funding from Department of Sport and Recreation totalling $243,000, with the remainder funded by the Shire of York.

(2) Stage 2 – Construction of a Convention and Recreation Centre and Netball courts

These elements are to commence in 2010/2011 and be completed in the 2011/2012 financial year.

The project, encompassing the convention centre and recreation facilities has an estimated total construction period of 48 weeks, with a contract value of $3.5Million. The Shire of York has successfully applied for LotteryWest funding of $100,000 and is seeking $910,000 under the Royalties for Regions Fund to assist with the construction of the Convention Centre component of this project.

The netball courts are estimated at $142,000 and a CSRFF grant of $47,125 has been approved by the Department of Sport & Recreation.

(3) Synthetic bowling greens, tennis courts and second hockey field

CSRFF applications for these elements have been prepared and were submitted to the Department of Sport and Recreation at the end of October 2010 for proposed development in the 2011/12 financial year.

(4) Swimming Pool relocation, and synthetic hockey and soccer fields

These elements are longer term objectives for the Shire of York and have been incorporated into the over all Master Plan design for the Forrest Oval Precinct.

8.1.2 Documentation and Resourcing

The Shire of York has already funded and completed detailed design documentation and tender specifications for the construction of the convention and recreation centre. These were compiled during the 2009/2010 financial year.

Tenders have been called for the construction of the convention and recreation centre, with a preferred tender selected.

The Shire of York has appropriately qualified and experienced personnel in the management of construction projects and where required, will contract external expertise to assist deliver the project.

8.2 PROJECT BUDGET

The confirmed budget for the construction of the Convention Centre, excluding GST, is detailed below.

Convention Centre construction costs	$2,562,484
Convention Centre Headworks Component (50%)	$ 98,250
Car Parks and ancillary costs (50%)	$ 90,000
Tender preparation and consultant's fees (66.6%)	$ 55,182
Community In-kind contribution – supply of sand & carting	$ 30,000
Escalation Factor (5%)	$ 140,296
Total Project Cost	**$2,976,212**

8.2.1 Project Cash Budget

The estimated cash cost of the Convention Centre project, excluding GST, is detailed in the table below.

Item of Project Expenditure	Shire of York Contribution	CLGF Contribution	LotteryWest Contribution	Total $
Convention Centre Construction Costs	$1,668,484	$794,000	$100,000	$2,562,484
Convention Centre Headworks costs	$67,790	$30,460		$ 98,250
Car Parks and ancillary costs	$60,000	$30,000		$ 90,000
Tender documentation preparation & consultants fees	$38,627	$16,555		$ 55,182
Tender Escalation provision	$101,311	$38,985		$ 140,296
TOTAL	**$1,936,212**	**$910,000**	**$100,000**	**$2,946,212**

8.2.2 In-Kind Budget

The estimated community in-kind contribution is detailed in the table below.

Item of Project Expenditure	Shire of York Contribution	Community Contribution	Community Contribution	Total $
Supply of sand – 4,500m^3		$18,000		$18,000
Carting of sand to site		$12,000		$12,000
TOTAL		**$30,000**		**$30,000**

In-kind contributions have been calculated on standard commercial rates. Sand in the York area is currently worth $4/m^3.

The use of local farmer trucks to cart the sand will be calculated at current market rates multiplied by the number of hours required to cart the sand.

8.3 COUNTRY LOCAL GOVERNMENT FUNDING AMOUNT

The Shire of York proposes to utilise the following funding amounts from the Country Local Government Fund.

Item/Deliverable as per budget in 8.2.1	Total 10/11 – 12/13 $	2010/2011 $	2011/2012 $	2012/2013 $
Construction of Convention Centre	$794,000	$794,000		
Convention Centre Headworks costs	$30,460	$30,460		
Car Parks and ancillary costs	$30,000	$30,000		
Tender documentation preparation & consultants fees	$16,555	$16,555		
Tender Escalation provision	$38,985	$38,985		
TOTAL	**$910,000**	**$910,000**		

9.0 TIMELINES AND REPORTING

9.1 PROJECT TIMEFRAMES AND KEY MILESTONES

The following key milestones and project timeframes have been identified.

ITEM/DELIVERABLE	EXPECTED DATE OF COMPLETION	RESPONSIBILITY
Site works	21 January 2011	Building Contractor
Construct substructures	21 February 2011	Building Contractor
Construct superstruture	20 July 2011	Building Contractor
Complete finishes	12 September 2011	Building Contractor
Complete external works	26 September 2011	Building Contractor

Please see Gantt Chart attached at Appendix 7 that has been provided by the preferred construction company to deliver the Convention and Recreation Centre project.

9.2 PERFORMANCE MEASURES

The following performance measures in relation to this project have been established:

(1) Construction of Convention Centre by the Building Contractor in accordance with Contract, including Design documentation, specification and drawings approved by the Shire of York.

10.0 DUE DILIGENCE

Not required as this project does not involve a third party.

11.0 SUPPORTING DOCUMENTATION

Please find attached at the following Appendices a range of documentation in support of this Business Case proposal.

(1) Forrest Oval Precinct Master Plan Executive Summary.

(2) Forrest Oval Precinct Concept Master Plan.

(3) Forrest Oval Precinct Sports and Recreation Facilities Business Plan.

(4) Shire of York Regional Comparative Advantage Report.

(5) Hodge, Collard, Preston Architects cost quantification for Convention Centre.

(6) Minutes of South East Avon Regional Transitional Group Meeting endorsing Convention Centre Project.

(7) Certificate of Title for York Town Lot 292.

(8) Firm Construction – Gantt Chart of construction timeline for Convention Centre.

(9) Shire of York Planning Consent issued in relation to the Forrest Oval Precinct Recreation and Convention Centre Facilities.

(10) Building Licence # for construction of Convention Centre project and FESA assessment letter dated 17 November 2009.

12.0 RECOMMENDATION OF PROJECT

The following local governments of the South East Avon Regional Transitional Group hereby certify their support for the York Recreation and Convention Centre Project and the allocation of $910,000 of Royalties for Regions funding to the project.

Signed:_____ Signed:_____

Position: Chief Executive Officer Position: President

Shire of York Shire of York

Dated:_____ Dated:_____

Signed:_____ Signed:_____

Position: Chief Executive Officer Position: President

Shire of Beverley Shire of Beverley

Dated:_____ Dated:_____

Signed:_____ Signed:_____

Position: Chief Executive Officer Position: President

Shire of Cunderdin Shire of Cunderdin

Dated:_____ Dated:_____

Signed:_____ Signed:_____

Position: Chief Executive Officer Position: President

Shire of Quairading Shire of Quairading

Dated:_____ Dated:_____

22

Signed:_____

Position: Chief Executive Officer

Shire of Tammin

Dated:_____

Signed:_____

Position: President

Shire of Tammin

Dated:_____

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.7 School Road Safety Initiatives 2011

FILE NO:
COUNCIL DATE: **20 December 2010**
REPORT DATE: **9 December 2010**
LOCATION/ADDRESS: **York District High School**
APPLICANT: **York District High School**
SENIOR OFFICER: **R Hooper, CEO**
REPORTING OFFICER: **R Hoper, CEO**
DISCLOSURE OF INTEREST: **Nil**
APPENDICES: **Support Request of 2nd December, 2010**
DOCUMENTS TABLED: **Nil**

Summary:
York District High School requests the support of Council for school crossing projects and other road safety initiatives.

Background:
Road Safety is an ongoing issue around schools and in particular street and road crossings.

Consultation:
SEDERA
Roadwise

Statutory Environment:
Not applicable

Policy Implications:
Nil

Financial Implications:
Any minimal costs for the project can be met from existing budget allocations,

Strategic Implications:
Nil

Voting Requirements:
Absolute Majority Required: **No**

Site Inspection:
Site Inspection Undertaken: **Yes**

Triple bottom Line Assessment:
Economic Implications:
None relevant to this project.

Social Implications:
Children's safety is paramount in the community and every effort should be made to provide a safe environment and particularly around schools.

Environmental Implications:
None relevant to this project.

Comment:
The proposal by York District High School is innovative and pro-active and it is deserving of the full support of Council.

RESOLUTION
151210

Moved: Cr Hooper **Seconded: Cr Randell**

"That Council:

Fully endorses and supports the road safety initiatives proposed by the York District High School and provide any necessary logistical support."

CARRIED: 5/0

ITEM 9.2.7
APPENDIX A

York District High School

Trews Rd York 6302
Telephone 9641 0410
Fax 9641 1863

SHIRE OF YORK
FILE: CS.NCS.9

OFFICER	INITIALS
Ray	

7 DEC 2010
111075

REFERRED TO COUNCIL	
DATE	INITIALS
20/12/10	KD

December 6th, 2010

Dear Pat,

Thank you for taking the time to meet with me at the museum on Friday the 3rd December, 2010.
I have enclosed the information in regards to the school grant for the SDERA project that the school would like to undertake for a road safety initiative. Please consider our proposal with your colleagues and get back to me at the school when you have a suitable time.

Thank you

COPY SENT TO:
1. All councillors
2.
3.

Kevin Riordan
Secondary Deputy
York District High School.

SDERA Application Letter-Pat Hooper C:\Documents and Settings\e0153704\My Documents\Pat Hooper SDERA Plan.doc101206

Shire of York Council
Joaquina Street
York 6302

2 December 2010

Dear Shire President and Councillors,

On behalf of York District High School we are writing to seek approval from the Shire of York Council for a series of road safety related initiatives we would like to begin during Term One 2011. Recently YDHS received funding from SDERA for a project to mark safe routes and road crossing places for children to walk to school. YDHS intends to complete this project early in the 2011 school year, with the actual painting work to be completed by Year 8 Emergency Services Cadets. This will ensure ownership of the project by a group of children attending the school for a further 2 years and some continuity of ownership by the maintenance of the markings by younger children following through the school system.

To support this project YDHS needs the agreement/permission of the Shire Council to mark the footpaths. The School has identified two crossing places, Forrest Street immediately outside YDHS, and South St corner across to the Recreation Centre as being used by children regularly on the way to school.

Building on these initiatives York District High School intends to implement some Road Safety around Schools strategies during the 2011 school year. These will include roadside signage on rubbish bins, novice driver assistance (Keys For Life) as well as the proposed safe routes to school. The strategies will be promoted through various outlets including the school newsletter, website, local media, events and activities within the community.

YDHS has researched the paint, which should have a life of up to two years, and the SDERA grant will fully cover the materials expenses incurred. YDHS year 8 Emergency Service Cadets will provide the manpower to complete the markings under supervision of YDHS staff and relevant individuals. Hence this project will cost York Shire nothing in funds, yet it will add to the road safety strategies in place to support our shared interest, the children of York.

To further draw attention to the need for drivers to lower speeds in built up areas, and be aware of children travelling and playing in the locality, support for the footpath project could come from the RoadWise Programme with their "Slow Down, Consider Our Kids" bin stickers. A grant to Local Government is available for this purpose. This initiative has been adopted by many Local Governments throughout WA, with the objective being to remind drivers of the proximity of a school and children on the street. The bin stickers are seen once every week, and as such they still act as a fresh reminder, whereas if they were present on the street every day drivers might forget their meaning. Again, these would be placed on Shire owned rubbish bins by YDHS year 8 Emergency Service Cadets. This will further promote road safety around York District High School without any cost outlay incurred by the Shire, while supporting our children to be safe road users.

Attached to this letter are the details of our proposal in its current state. We are seeking your permission for the project initially. However, if as a Shire Council you feel that this project would better serve the community of York in a modified way, York District High School is more than willing to work with the Shire to create an alternative initiative moving forward. Our main aims are to promote safe road practices through positive roadside behaviours by our students, coupled with responsible driving practices by those using the roads around York District High School.

I would like to thank you, the members of the Shire of York Council for your time and support in this matter. We look forward to your reply with anticipation regarding this proposal.

Yours Sincerely,

Paul Williams
Project Co-Ordinator
York District High School

Kevin Riordan
Deputy Principal
York District High School

Forrest and South Streets Road crossing proposal:

Aims:

- To promote safe road usage by members of the public around York DHS by the strategic placement of two marked out road crossings
- Educate students on safe road behaviours by marking clear routes across high walking traffic roads in the immediate surroundings of York DHS

Specific outcomes to be addressed:

- The marking out of the regular crossing in front of York DHS on Forrest St (usually patrolled by volunteers) using road paint- foot shaped markings
- The marking out of the regular crossing in front of York DHS on South St (directly opposite the entrance to Forrest Oval's Rec Centre) using road paint- foot shaped markings
- The placing of stickers on rubbish bins along the routes to York DHS (Forrest and South St's) which provide road safety reminders for walkers and drivers (e.g. "slow down", "school zone-40km/h")
- Placing of School Crossing signs on poles alongside the marked out crossings- *if funds allow*

Project funding:

- $2000 SDERA grant
- Possible financial grant assistance from Cliff Simpson and Co.
- SDERA resources- stickers etc

Resources:

- Road Paint coatings- ref: http://www.dymark.com.au/coatings/Product-details.aspx?category=263&brand=77&product=808- $10 per can
- Templates (foot shaped), supplied by SDERA for creating painted foot shapes
- Road Signs??
- SDERA stickers (contain road safety messages)- supplied free/ low cost by Cliff Simpson

Personnel involved:

- Cliff Simpson, Local Government Road Safety advocate, Northam (9622 2100)
- Paul Williams, Project Co-Ordinator, York DHS
- Kevin Riordan, Deputy Principal, York DHS
- Adrian Lister, Deputy Principal and Unit Leader, Emergency Service Cadets- York DHS
- Rose Power, SDERA representative for Midlands District

Proposed project timeline:

November 2011: after meeting with involved personnel, a finalised proposal shall be sent to Pat Hooper and the Shire Council, seeking permission to carry out the project in Term 1 2011

February 2011: Orders are placed for resources (e.g. paint from Dymark, templates from SDERA), planning concretised based on Shire feedback to submitted proposal, year 8's briefed and year 8 term overview planned (including weeks for creation of footpath markings)

Stage 1, February – March 2011: Based on Shire approval, Year 8 cadets shall complete the marking of footprint markings leading from the York DHS exit to Forrest St roadside. Then a second set of markings shall run from the opposite side of Forrest St, following the footpath along to the South St roadside opposite the Rec Centre. During this time school children shall be made aware of the presence of the new markings- this will promote the use of the markings and enhance their usefulness. Once Stage 1 is completed, some sort of event shall be held to promote the use of, and the presence of the new crossings.

Stage 2, April-May 2011: Based on Shire and resident approval, year 8 cadets shall place local Government standard Road Safety stickers on the green roadside bins on Forrest and South Sts, promoting the road safety message and the presence of school children during school times. These stickers shall be sourced through RoadWise, using the expertise and links of Cliff Simpson.