

enquiries refer
Amy Cahill
in reply please quote
Lennox Head CWA



3 December 2014

Ms Donna Wilkins
Executive Officer
Country Women's' Association
Via email only: dwilkins@cwaofnsw.org.au

Dear Ms Wilkins

Re: Lennox Head Country Women's Association

I refer to your telephone conversation on 26 November 2014 with Jordan Robinson, Manager Community Facilities & Customer Service, in relation to the Lennox Head Country Women's Association rooms.

The purpose of this letter is to clarify the background and historical tenure of the Lennox Head CWA and confirm the details of the conversation between Mrs Jackson of the Lennox Head CWA, Mr Robinson, myself which occurred on 24 November 2014, with a view to ascertaining the most appropriate way forward in relation to tenure for the Lennox Head CWA at Williams Reserve.

As you are aware, the Lennox Head CWA relocated from freehold property owned by the Lennox Head CWA at Lake Ainsworth, into rooms which were purpose built for the Lennox Head CWA at Williams Reserve in or about 1990. This agreement was documented in the attached document titled "Deed of Lease". My understanding from researching Council's historical files is that the relocation to Williams Reserve occurred as the Lennox Head CWA was unable to afford maintenance to the aging building at the freehold site; there had been problems with noise and vandalism from the adjoining caravan park as well as the issue of the water and sewer not being connected to the freehold premises.

Council's file records discussions between the local CWA members, CWA head office staff Council staff and Crown Lands staff from 1983 until 1990 in relation to these issues, with the outcome being that Council would construct (at Council's cost) new CWA rooms on Williams Reserve in exchange for the Lennox Head CWA transferring the freehold property to Council. A Crown Lands lease was issued to the CWA for 20 years for the Williams Reserve site, being the longest tenure available under the Crown Lands system. A copy of this lease is also attached. This lease expired in 2010 and has not been renewed due to the construction of the Lennox Head Community Centre (LHCC).

At the time of the design of the LHCC there were discussions with the Lennox Head CWA in relation to an idea of demolishing the existing CWA rooms with the provision of space within the LHCC for the CWA, however there was significant opposition to this proposal by both the local branch and head office of the CWA; the result being that the LHCC was constructed adjacent to the CWA rooms, with the exterior of the buildings being modified to provide a visual integration with the LHCC.

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The Crown's agreement to the construction of the LHCC was provided on the basis that Ballina Shire Council would enter into a commercial lease for the LHCC footprint. This footprint includes the CWA rooms and for this reason, the Crown has not offered the Lennox Head CWA a renewed tenure.

The reason for the meeting with Mrs Jackson on 24 November 2014 was in response to a list of maintenance items which the Lennox Head CWA have requested Council to attend to.

Council staff advised Mrs Jackson that without tenure in place which allocates maintenance responsibility to Ballina Shire Council, Council has no ability to allocate public monies for repair works inside a building that is not available for community purposes. To address this issue, the following options were discussed with Mrs Jackson:

- A. The Lennox Head CWA entering into a sublease of Council's head lease from the Crown for the CWA rooms. As Council is a commercial tenant of the Crown for the LHCC, the risk to the Lennox Head CWA is that any sub lease offered by the Crown may be at a commercial rental rate. There may be an opportunity to make application for a statutory minimum rental to be applied by the Crown, but these negotiations would be outside of Council's control. Mrs Jackson advised that she was not comfortable with leasing matters and did not want to be involved in rental negotiations. As well as the issue of rental amount, any sublease offered to the CWA will most likely require the CWA to undertake their own internal maintenance and ensure appropriate insurances are in place; OR
- B. Leave the CWA rooms within the LHCC footprint without obtaining a separate sublease. The impact of this on the Lennox Head CWA could be:
 - a. loss of exclusive use of the rooms to the CWA;
 - b. payment of a booking fee for each CWA booking. There is an opportunity for the CWA to request a waiver of fees from the elected council, however there is no guarantee that the Council would grant this request.
 - c. loss of income from hall hire for the use by the CWA, as all fees and charges would be billed by LHCC staff on behalf of Council with those fees applied to the maintenance and upkeep of the building.

The benefits type of arrangement could include:

- a. all maintenance undertaken by Council;
- b. no insurance requirements;
- c. no expenditure on monthly rental;
- d. no utility expenses;
- e. no fixed term agreement in the event the group dissolved.

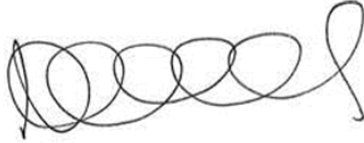
We suggested that Mrs Jackson should discuss these matters with the other CWA members and advise council staff of which way the group would like to proceed. Council staff are aware of the sensitivities associated with both of these proposals, and in no way are seeking to "take over the hall" against the wishes of the Lennox Head CWA. It was, and remains, the intention of Council staff to assist the Lennox Head CWA to enter into an arrangement which will best suit the needs of the group into the future.

9.3 Lennox Head CWA Meeting Rooms.DOC

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If you have any enquiries or would like to discuss this matter further please contact me on 6686 1416.

Yours faithfully

A handwritten signature in black ink, consisting of a series of loops and a final flourish.

Amy Cahill
Community Land Property Officer
Strategic and Community Facilities Group



Country Women's Association of N.S.W.

ABN 82 318 909 926

Incorporated in 1931 by an Act of NSW Parliament

Lennox Head CWA
PO box 402,
Lennox Head, NSW 2478

18th January 2015

Attn. Amy Cahill
Community Land Property Officer
Strategic and Facility Group

Quote: Lennox Head CWA

Dear Amy,

In response to our meeting held on the 17th December 2014, we the members of Lennox Head Branch of the Country Women's Association of N.S.W. agree to CLAUSE B of the plan of the two Options placed before us, in allowing council to -

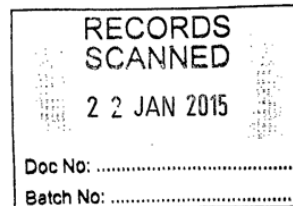
1. Take over the Building, including the maintenance, cleaning, rent and insurance of same.
2. CWA is an Integral part of Lennox Head, and has been for Forty-six years, doing great works within the community and wishes to remain so.
3. We ask to use the Rooms every Monday throughout the year, from 9.30am to 1.00pm, for the duration of the Branch's existence in Lennox Head.
4. Under these circumstances we ask councillors to either waive rent for CWA or accept a peppercorn payment of \$50 every year.

Anticipating your favourable response regarding these arrangements with council; this will create a great relationship through working together for the benefit of everyone.

Yours Sincerely,

Mrs. Janet Jackson, President

Mrs. Helen Smith, Secretary



Pride in Our Past ... Faith in Our Future