



Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2019/20 – 2021/22 Triennium

This application form can only be used for applications to be submitted in the 2019/20 funding round.
No other forms will be accepted.

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

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

DLGSC Contact: Krissie Dickman

Date: 16/08/18

Office: Kimberley

TYPE OF GRANT:



ANNUAL GRANT \$66,666–\$166,666 (Up to \$250,000 with development bonus)

The total project cost (GST exclusive) is between \$200,001 and \$500,000.



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

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

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

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

Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2019/20 if all planning is finalised and the project will be completed before 1 June 2019.



2019/20



2020/21



2021/22

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

If yes, how would the project be impacted

The Kununurra Multipurpose Courts are the Shire of Wyndham East Kimberley (SWEK) major sporting facility catering for Netball, Tennis and Basketball. The upgrade of the courts is necessary to remediate surface damage, ponding and cracks to make the surfaces safe. Immediate work is required to ensure that the courts are not compromised further.

SWEK allocated \$110K in its 18/19 budget. However, this allocation is not sufficient to undertake the extent of work necessary to ensure all courts are completed. If not funded there would be a delay in the project resulting in cost escalation and safety concern in relation to those courts that could not be upgraded during this project period.

How would the resulting cost escalation be funded?

Shire of Wyndham East Kimberley municipal funds and other sources that may be identified.

Applicant's Details:

Organisation Name:	Shire Wyndham East Kimberley				
Postal Address:	PO Box 614				
Suburb:	Kununurra	State:	WA	Postcode:	6743
Street Address:	20 Coolibah Drive				
Suburb:	Kununurra	State:	WA	Postcode:	6743

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Nick Allen	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Coordinator Recreation Leisure		
Business Phone:	08 91684100	Facsimile:	08 9161681798
Mobile Phone:	0439692877	Email:	Nick.allen@swek.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 35647145756	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: Incorporation #: Under Local Government Act 1995 * *	
Bank details:	Bank: Bankwest	BSB: 30645	A/c: 5356458

Local Government Authority Details:

LGA:	Shire Wyndham East Kimberley		
Contact:	Nick Kearns	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Director Planning and Community Development		
Business Phone:	08 91684100	Facsimile:	08 91681798
Mobile Phone:	0407600081	Email:	Nick.kearns@swek.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Upgrade of multipurpose court surfaces (Kununurra)

Project Description:

The court surfaces in Kununurra have a high usage rate, the netball and tennis courts are very well utilised annually from February to October while the dedicated basketball courts are open for free use from 5am until 9pm when the lights are automatically turned off by timer. Due to the high usage rate the courts have deteriorated quickly, particularly around the tennis court baseline as well as the entirety of the netball courts. Surface cracking has appeared on both the netball and tennis courts. The outdoor basketball courts suffer from severe ponding, surface deterioration, minor cracking and vandalism damage.

The Shire has had sports surface contractors conduct remedial repairs in 2015, 2016 and 2017 however a recent report from Westcoast Synthetic Surfaces and Sports Surfaces WA indicated that immediate upgrade to the playing surfaces is now required.

The project would consist of upgrade to the playing surface of Netball, Tennis and Basketball Courts within Kununurra.

Basketball Courts – total 3 courts

- Grind entire surface
- High pressure clean
- Patch ponding and cracking
- Grind flush all patchwork ready for coating
- 1 x coat resurfacer
- 2 x coats colourcoat
- Line mark for basketball
- Install 6 x Heavy duty outdoor Senior (10' 0") hot dipped galvanised pole with adjustable Safety Sleeve, patented heavy duty hot dipped galvanised spring back with chain net and painted exterior ply backboard with polythene edge weather protection to cater for both junior and senior basketball.

Netball/Tennis Courts**Tennis Courts – 6****Netball Courts - 6**

- Grind entire surface
- High pressure clean
- Apply fiberglass strips over all cracking
- Grind flush all patchwork ready for coating
- 1 x coat resurfacer
- 2 x coats colourcoat
- Line mark for tennis and netball

Project location:	Kununurra		
Land ownership:	Who owns the land on which your facility will be located? Shire Wyndham East Kimberley Reserve. The purpose of the Reserve is Recreation. Lease Expiry (if applicable): N/A		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
What discussions have been held with adjoining local authorities? Project on Shire reserve Approximate distance from proposed project to nearest adjoining council boundary: Halls Creek Shire – 385km. Project has no impact on other adjoining Councils.			
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Contact:			
How will your project increase physical activity? The Kununurra Netball Club and the Kununurra Tennis Club both have a very proactive membership base. The resurfacing of the courts will enable the clubs to continue to run their competitions on a safe playing surface. The Kununurra Netball Association has approximately 450 members playing in the junior, senior women's and mixed competition, which is approximately 12.2% of the Shire's total population aged between 5 and 40 years of age. (2016 Census) The Kununurra Tennis Association continues to retain and recruit members. They have a strong focus on junior competition and development and provide an affordable weekly social tennis competition. While this social competitions does fluctuate in numbers it attracts a constant participation rate of 30 to 45 people per week. Recently with the formation of a Kununurra Basketball Club and the regional peak body working with volunteers in Wyndham and Kununurra to establish an association, there is an immediate need to improve the multipurpose facilities and in particular the basketball surfaces. Kimberley Basketball and local volunteers have established an Aussie Hoops competition within Kununurra and Wyndham. Currently there are over 50 participants, with numbers expected to increase once a full association has been established. The upgrade to the outdoor basketball surface is critical to develop growth in the sport. Currently, the courts are not able to be utilised after a rain event due to ponding and the surface becoming slippery and unsafe. Where possible, the club will use the one indoor court at the Kununurra Leisure Centre, however, it is often booked by other sporting groups/activates from Monday to Saturday. This does not allow the flexibility needed for multiple games of basketball to be played during their allocated season from August to March. Installing adjustable, safe sleeved poles and backboards at the outdoor courts will allow for the club to run junior Aussie Hoop programs more efficiently. The current poles/backboards are set at senior height and do not allow the juniors to shoot for goal. Adjustable hoops will allow for a greater junior experience and therefore is more likely to retain and attract a higher participation rate. It will also eliminate the need for the club to purchase and store removable junior hoops. Junior participation will also engage the children in sport, thereby addressing some of the youth issues in the region.			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: The facilities are for community use and hire. Groups include: Kununurra Netball Association Kununurra Tennis Club St Joseph's School – Kununurra St Joseph's School – Wyndham Wyndham District High School Kununurra District High School			

Wyndham Aboriginal Youth Corporation
Kimberley Basketball Association
Save the Children – Kununurra
Garnduwa
Ngnowar Aerwah Aboriginal Corporation
Wyndham Port Croc Football Club
Ord River Magpies Football Club
Demons Football Club
Crows Football Club
WAYPOL
KEY – Kununurra Empowering Youth group

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

Sport/community organisation	% use of the facility	Hours per week
Netball	40%	12
Tennis	40%	12
Basketball and service providers	20%	5

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

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

2015/16	450 per month	2016/17	450 per month	2017/18	500 per month
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?	
The Shire has informed Netball WA, Tennis WA and Kimberley Basketball Association of the proposed project.	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Tennis WA – Kay Leigh Nicholas	Date of contact: 08/08/18
Netball WA	09/08/18
Kimberley Basketball Association – Liz Muenchow	26/07/18

PLANNING

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

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

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

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

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

1.	When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000). N/A
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How has the need for your project been identified and assessed?

The Shire engaged Griffin Valuation Advisory in 2013 to inspect all SWEK facilities and value these on the basis of "Reinstatement with New Value", "Replacement with New Value" and "Fair Value" as well as provide an estimated end of life period for each facility. At the time of the report the multipurpose courts were estimated to need an upgrade of the surfaces by 2020. However, as previously stated the increase of use and the ponding on the courts has decreased the lifespan of the courts.

Remedial/ongoing operational maintenance has occurred on the courts since 2009, SWEK engaged sports surface consultants annually since 2015 to perform specialist maintenance repairs on all courts to ensure longevity. In 2016, after a significant wet season, additional remedial works were required. It was at this time that contractors advised that more significant upgrades to the surfaces would be needed in the coming 24 months.

During this time, court hire has increased due to an increase in club memberships and the reintroduction of basketball in Kununurra. The added use of the facility has also meant that the general wear and tear of the surface has occurred faster than the Shire expected.

The Shire has received feedback from the major users including Kununurra Netball Club, Kununurra Tennis Club and Kimberley Basketball Association that the surfaces are deteriorating and in the case of the ponding on the courts the surface is considered dangerous and unplayable when damp/wet.

A copy of the specialist contractor report is provided in the attachments which outlines the conditions of the playing surfaces.

Is the need or a part of the need that you have identified already being catered for?

Part catered for – There is one indoor multipurpose court located at the Kununurra Leisure Centre. However this facility is often booked by other users such as gymnastics, taekwondo, group fitness, casual hires and other community events.

For netball and basketball one indoor court could not cater for the number of games played weekly during the season.

2. Have you undertaken a feasibility study? (must be included with Forward Planning applications).

Yes ☐ No ☒

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

The feasibility of the Kununurra Multipurpose Courts is well established, with an average of 500 users per month involved in organized sport, along with an unquantified amount of social and passive users who use the facility.

The courts, in their present state, is impacting on the number of users of the facility and will continue to do so until upgrades of the surfaces are made.

The Feasibility of this project has been determined by;

- The range of opportunities for the community to be physically active and healthy through a large range of different sporting groups and passive recreational users;
- It is the only location in Kununurra, with existing infrastructure to allow for Netball, Tennis and Basketball to be played;
- The proposed upgrades will provide a playing surface that will service the community for the next 10 years;
- The Shire will place in reserve adequate funds to allow for any future upgrades to the surface. This will be accounted for in the 2019/20 budget and beyond;
- Socially – the benefits the community derive from participating, volunteering, competing and spectating helps develop stronger communities;

3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <p>Option 1 – Do Nothing Consultant reports provided outline the impact on the condition of the courts should SWEK 'do nothing' is that the courts would require major resurfacing work, including complete resurfacing and base installation. Effectively by doing nothing would result in a need to demolish existing courts and start the resurfacing process again which would increase cost dramatically. This option is not supported by Council.</p> <p>Option 2 - Remedial Works An option is for the Shire to continue remedial works as required. However, advice from specialist contractors is that these works will not fix the immediate issues of ponding on the courts and may mean that the continued use on the courts would mean more expansive and expensive repairs in the long term. This option is not preferred or supported.</p> <p>Option 3 – Staged upgrades Upgrade the surfaces in a staged manner ie. - One section of courts at a time. For example, in 18/19 budget only repair the 6 Netball Courts. In 19/20, repair the 6 Tennis Courts and in 20/21 repair the 3 Basketball Courts. This option would increase the final project cost particularly the mobilization cost each year. It would also disadvantage those sports waiting to have the surface upgraded and therefore have an effect on participation numbers. This option is not supported.</p> <p>Did you consider sharing with another group? (Please detail). The Multipurpose Courts are the only courts located in Kununurra. There are courts located at the High School. However, there is no shared use agreement between SWEK and the Kununurra District High School. In any case, the courts at the school will not handle the volume of traffic that the multipurpose courts receive.</p> <p>There are limitations to this area, including no toilets and lights to allow for night games. For the major users, netball, tennis and basketball the use of the KDHS courts would be untenable.</p> <p>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail). The most viable option is to upgrade all of the courts as one project. This reduces mobilisation costs significantly as well as ensure a future consistent approach to ongoing maintenance and resurfacing. This option does not favour a particular sport or another.</p>
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4.

How does your project fit into your:

- **Club's strategic plan or development plan?** N/A
- **State Sporting Association's strategic or development plan?** Tennis WA/Netball WA and Basketball WA all identify in their strategic plans the importance of providing safe and accessible facilities.
- **Local authority's strategic or development plan?** The Shire has recently reviewed and adopted both Strategic Community Plan and the Corporate Business Plan. Throughout the process the community feedback in relation to an Active and engaged community was for SWEK to provide residents with facilities and well maintained facilities. This has been captured under the following section of the Strategic Community Plan:

Goal 1.2 Increase participation in sporting, recreation and leisure activities

1. Collaborate with a wide range of stakeholders to advocate and provide accessible facilities that support a range of sporting and recreational activities
2. Develop partnerships to support and maximise participation in a range of activities and promote the benefits of healthy lifestyles
3. Support and build capacity of community groups and clubs through community grants programs, advice and management of Shire reserves and facilities

Community outcomes

- Active and healthy lifestyles
- Everyone can participate in accessible sport and recreational programs and facilities
- Strong community groups and clubs

Who will Contribute

- State Government
- Sporting associations
- Local clubs
- Aboriginal Corporations

Measures

- Community participation in recreation
- Number of active local clubs and organisations
- Satisfaction with programs, facilities and services provided

Goal 2.2 Provide sustainable public infrastructure that serves the current and future needs of the community

1. Provide and maintain infrastructure that promotes sustainable growth and positively impacts the well-being and lifestyle of residents and users
2. Ensure energy efficiency options are considered to reduce the Shire's costs
3. Plan for the adequate supply of residential and commercial land to meet the requirements of the community
4. Promote the colocation of municipal, government and community facilities to create hubs to enhance access to services

Community outcomes

- Active and healthy lifestyles
- Everyone can participate in accessible sport and recreational programs and facilities
- Strong community groups and clubs

Who will Contribute

- State Government
- Sporting associations
- Local clubs
- Aboriginal Corporations

Measures

- Community participation in recreation
- Number of active local clubs and organisations
- Satisfaction with programs, facilities and services provided

The Corporate Business Plan – Information included with attachment SWEK CBP 1819 Action plans – 428.

5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>The impact on other facilities will be minimal. There may be a need to accommodate some netball and basketball fixtures at the Kununurra Leisure Centre indoor hall during the works should they occur during the club's season. This may have a direct impact on other indoor hall users. However, this can be managed by Kununurra Leisure Centre staff by increasing opening hours or allowing for after-hours use.</p> <p>The upgrade of the Kununurra Multipurpose Courts will have an immediate, positive effect on the local clubs which use that facility. The courts are heavily utilised facility with structured sports training and playing on the courts year round. Other user groups such as the local schools utilize the facilities along with service providers such as Save the Children, Kununurra Empowering Youth Committee, WAPOL and other providers to at risk youth. The positive impact on these services will be significant. Youth service providers run daily programs on the courts. Currently after rain, services have to be cancelled due to unsafe surfaces meaning the target group of at risk youths are disadvantaged often leading to disengagement and a social disadvantage.</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>Facility caters for the one LGA. However these multipurpose courts allow basketball, tennis and netball to be played. The courts are located close to the center of town, next to the Town Oval, Kununurra Youth Hub and approximately 100m from the Kununurra Leisure Centre. (Map attached)</p>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>
7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>The major stakeholders (Basketball Kimberley – Kununurra group, Kununurra Netball Association, Kununurra Tennis Club, schools, Save the Children, Garnduwa have all been included in the consultation process.</p> <p>The process has been to inform rather than seek consultation, no major changes will be made to the facility other than a surface upgrade. Some valuable information has been received during this process outlining the need to improve some of the fixtures such as hoops to allow for junior development.</p>
	<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>

MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p>
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If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.

SWEK has invested in an extensive asset portfolio over a long period of time. Assets typically have a long lifecycle, with significant costs required at each stage of the lifecycle, to ensure they continue to deliver the required level of service.

The Shire will create a reserve account which will include annual fee contributions from club hire fees. The annual contribution from these clubs is approximately \$10,000 and will contribute to these costs and other asset maintenance. In accordance with the SWEK Asset Management Plan the Shire will also contribute additional funds to the reserve to ensure that adequate funds are in the reserve when future resurfacing is needed.

Multipurpose users are required to book the use of the courts prior to training/games or programs.

- Approval to use multipurpose courts applies only to the user group that has completed the booking form for those dates and times approved by the Shire Recreation Team.
- Casual bookings (e.g. special events, carnivals and tournaments) must be made separately in order to ensure that facilities will be made available.
- A sporting body granted approval to use a council reserve is at no time permitted to re-lease it or make available for hire to any other individual group.
- A bond is required prior to booking and is determined according to Low/Medium or High rating.
- Bond is required for any associated light key hire.
- All associated facility keys are on a no cut register.

9. **How have you catered for management needs in your design (if required)?** Consider access, usage and supervision.

Management needs were allowed for and incorporated in the original design. The Shire is currently reviewing CCTV options within the Basketball Court and Youth Hub after receiving funding for the amount of \$800K from Save the Communities Fund. There are future plans to install CCTV in the area. However final location of the CCTV cameras is yet to be determined.

The current management system is:

- Multipurpose Courts are managed by the Shire with some input from sporting clubs.
- Access is planned formally through the facility bookings managed by the Kununurra Leisure Centre staff.
- Supervision is provided by the clubs when the courts are being used.
- The tennis and netball courts are locked at all times when not in use. Both clubs receive 2 club sets of keys to access the courts during the season after the booking form has been approved.
- The basketball court has passive surveillance from the Leisure Centre as well as the Kununurra Youth Hub.
- Currently the basketball courts are open and free for community use (when not booked by user). Should the court surface be upgraded the gates will be locked to restrict access. Free community use may still be considered however a new model will have to be developed. It is likely that users will have to sign a key out from the Kununurra Leisure Centre prior to accessing the courts. This is due to the current high rate of vandalism which takes place on the courts.

10. **Was an experienced facility manager, builder or technical expert involved in planning the design of your project?** Please outline their experience.

West Coast Synthetic Surfaces and Sports Surfaces have both provided SWEK with detailed condition reports of the surfaces as well as detailed quotes to upgrade the surfaces.

11.	<p>If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p> <p>Multipurpose Court users have indicated the need to upgrade the playing surfaces. Basketball has also indicated the need for adjustable hoops to allow for junior involvement.</p> <p>The project will address both needs.</p>	
12.	<p>Have you considered:</p>	
	<ul style="list-style-type: none"> • child care facilities 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • access for low income earners 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Fees are subsidized by Council to allow for all community members to access sport and recreation facilities.
	<ul style="list-style-type: none"> • access for people with a disability 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<ul style="list-style-type: none"> • access for seniors 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<ul style="list-style-type: none"> • access on a casual and short-term basis 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Casual hire of the facility is available through the Kununurra Leisure Centre.
<p>Please attach a copy of the proposed fee structure.</p>		

DESIGN

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

13.	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p>Describe the process used to obtain an estimate of construction cost. A scope of works was circulated through the Shires RFQ process. At the closing of the RFQ Sports Surfaces provided costings on the upgrade of the courts. Prior to the RFQ Sports Surfaces had attended the site to carry out remedial works and provided assessment reports and recommendations during this time. More recently, West Coast Synthetic Surfaces carried out an insurance repair on a court in Wyndham. SWEK took the opportunity to have Mark Tucker, Managing Director inspect the Kununurra Courts and provide a condition report and recommendations. Reports attached.</p> <p>To engage contractors the Shire will follow the Purchasing Policy requirements and request a RFQ or RFT.</p>
14.	<p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p> <p>What design features will allow your facility to meet changing needs over time?</p> <ul style="list-style-type: none"> • Installation of adjustable backboards to allow for junior competition • Potential to install added seating/benches around the netball and basketball courts <p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p>
15.	<p>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)? Yes – Information provided in contractor's reports and quotes.</p> <p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p>
16.	<p>What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.). N/A</p>
17.	<p>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application? N/A</p>

FINANCIAL VIABILITY

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

18.	<p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
19.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees. Attached.</p> <p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>
20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required)?</p> <p>Shire of Wyndham East Kimberley will be responsible for operational costs. This will be funded from municipal revenue streams such as rates. The Shire will create a reserve account which will include annual fee contributions from club hire fees. The annual contribution from these clubs is approximately \$10,000 and will contribute to these costs and other asset maintenance. In accordance with the SWEK Asset Management Plan the Shire will also contribute additional funds to the reserve to ensure that adequate funds are in the reserve when future resurfacing is needed.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how have you determined the required annual contributions? If no, why not? N/A</p> <p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p>
	<p><u>WHERE A LGA IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: The annual contribution from these clubs is approximately \$10,000 and will contribute to these costs and other asset maintenance. In accordance with the SWEK Asset Management Plan the Shire will also contribute the additional funds to the reserve to ensure that adequate funds are in the reserve when future resurfacing is needed</p>

PROJECT DELIVERY

22.	<p>Please indicate key milestones of your project.</p> <p>The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
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Task	Date
Attainment of all required approvals	February 2019
Preparation of tender/quotes for the major works contract	February 2019

Issuing of tender for major works	March 2019
Signing of major works contract	March 2019
Site works commence	May 2019
Construction of project starts	May 2019
Project 50% complete	May 2019
Project Completed	May 2019
Project hand over and acquittal	June 2019

23. **Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.
- There is a small chance that weather conditions could affect the project, all works would commence and be completed within the Dry Season to limit this.
- Sporting clubs have been notified that the works could be taking place and will develop their draws/fixtures allowing for the closure of the courts.

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

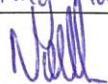
DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

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

Name: Nick Allen

Position Held: Acting Manager Community Development

Signature: 

Date: 4/9/18

LODGEMENT OF YOUR APPLICATION

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

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

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

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

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2019/20 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	Shire of Wyndham East Kimberley
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	Kununurra Netball Club Kununurra Tennis Club Kununurra Basketball Social use Kununurra Engaging Youth Group Save the Children Garnduwa Kununurra District High School St Joseph's Catholic School East Kimberley Football Association Teams WAPOL
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	Upgrade of multipurpose facility will allow for greater junior basketball participation. Allow for courts to be utilised during the Wet Season, currently this is not possible on most of the multipurpose courts. Increased access during the Wet Season will ensure a greater participation rate for most of the major user groups.

ESTIMATED EXPENDITURE

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Court resurface upgrade	\$186,000	\$204,600	West Coast Synthetic Surfaces
	\$191,105	\$210,215.50	Sports Surfaces WA
Backboard system – Adjustable	\$3200 per unit-\$5760	\$6400	Boomerang Basketball – Based on 2 hoop systems
Delivery	\$4050	\$4500	Based on discussions with Boomerang on supply of hoops to remote locations in the past.
Project Signage			Allow \$3,000 ex GST if your project exceeds \$250,000
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total			
Cost escalation	\$4050	\$4500	Amount is allowing for increase cost in flights and/or accommodation. Inclusions such as increase in and extension of the job due to weather.
a) Total project expenditure	\$199,860	\$220,000	

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

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government		\$110,000	LGA cash and in-kind	Y	Shire Budget attachment
Applicant cash		As above	Organisation's cash		
Volunteer labour		N/A	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials		N/A	Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)			up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to 1/2 project cost	N	
b) Total project funding			This should equal project expenditure as listed on the previous page		

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

The Shire would reconsider items such as the basketball hoop installation, it is likely that SWEK would prioritise the court surface over the hoops. If funding is significantly less SWEK would prioritise the courts that are in immediate need for surface upgrade and stage the upgrades.

GST

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

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

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

Section B

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

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

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

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

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

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

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 28 September 2018**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

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Fax: (08) 9182 2199

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