



Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2021/22 – 2023/24 Triennium

This application form can only be used for applications to be submitted in the 2021/22 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: July 2020

Office: Kimberley Office

TYPE OF GRANT:

☐

ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)

The total project cost (GST exclusive) is between \$300,001 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 2021/22 if all planning is finalised and the project will be completed before 1 June 2022.

☒

2021/22

☐

2022/23

☐

2023/24

Would the project proceed if funding was allocated in a later year?

☐ Yes

☒ No

If yes, how would the project be impacted (e.g. – delayed etc)?

How would the resulting cost escalation be funded?

Applicant's Details:

Organisation Name:	Shire Wyndham East Kimberley				
Postal Address:	PO Box 614				
Suburb:	Kununurra	State:	WA	Postcode:	6743
Street Address:	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:	Acting Manager Community Development		
Business Phone:	0891684100	Facsimile:	
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: 35 647 145 756 13	
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"/>		
Bank details:	Bank: Bankwest	BSB: 306045	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 Community Development and Planning		
Business Phone:	08 91684100	Facsimile:	
Mobile Phone:		Email:	Nick.kearns@swek.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Clarrie Cassidy Oval Facilities upgrade – Change rooms and oval lighting

Project Description:

The project is to install adequate lighting and change rooms at Clarrie Cassidy Oval (Wyndham Oval).

The Shire of Wyndham East Kimberley requires a contribution from the CSRFF Forward Planning Grant fund to contribute towards installing LED lights and towers on the Clarrie Cassidy Oval in Wyndham. The project will also include new change room facilities that better cater for both men's and women's sport participants and offers all-ability toilet facilities.

The proposed scope of works include:

Lighting Component

- 4 x fixed 26m steel tapered octagon column, galvanised finish, base plate, rag bolt assembly, 3 access doors and head frame to suit 4 flood lights. (poles and pole footings suitably rated to suit the installation location and applicable high wind ratings. (Cyclone area)
- 16 x SR4H757A1LG2 Raptor Gen 2 1200W A1 Beam CR170 CCT5700K LED flood lights with glare control hoods fitted as well as cage/barriers to restrict damage from bird life;
- 16 X SR4HFRGT01T G/Tray Control Gear Raptor 2 Wire 415V 10KV surge immunity to achieve an average of 100 lux across the oval as per WFL standard
- Lighting sub board with circuit protection and switching
- 50mm XLPE sub mains run to new lighting sub board
- 3 phase copper with (termite resistant) nylon jacket cabling installed underground to all four poles
- New transformer
- Removal of existing lighting poles;
- Tip Fees;
- Planning and building fees;
- Associated earthworks
- Electrical drawings

Change Room Component

Installation of new change rooms on the western side of the oval::

- Player Amenities 12.13m² x 2
 - Number of Showers - 3 showers per amenity – Lockable cubical
 - Number of toilets - 3 toilets per amenity – Lockable cubical
 - Number of hand basins – 3 per amenity
- Player Change Rooms 35.88m² (x2)
 - Two separate change rooms (one home and one away team) with bench seating provided around the room perimeter.
 - Modesty entry features
- Public WCs - Male 12.6m²/Female – 12.6m²
 - Male 1 toilet, 1 urinal and 2 hand basins
 - Female 3 toilets and 2 hand basins

- All ability WC 6m²
 - One toilet and 1 hand basin
- Umpires room 6.9m²
- Timekeeper room 6.06m²
- Office/Administration 13.64m²
- Store 11.25m²
- Cleaner 3.38m²
- kitchen with servery 24.4m²
- External covered viewing area - 35m²

All built to cyclonic conditions and construction materials that can be easily replaced or repaired.

Council anticipate that this project will be stage one of a greater development. The Shire plan to develop the oval and surrounds into a wider community recreation hub with future plans to include a new skate park, playground equipment and outdoor fitness equipment.

Project location:	Clarrie Cassidy Oval (Wyndham Oval)		
Land ownership:	Who owns the land on which your facility will be located? Shire Wyndham East Kimberley reserve 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"/>	__1__/_02__/_21__	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not Applicable	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not Applicable	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not Applicable	
Please list any other approvals that are required? Building Permit required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not Applicable	
What discussions have been held with adjoining local authorities? The project has been discussed with the Shire of Halls Creek and the Shire Broome. There is little impact on those closest Shires other than visiting teams utilising the facility.			
Approximate distance from proposed project to nearest adjoining council boundary: 500 km			
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 project will enabled growth of sport within Wyndham and surrounding areas including Kununurra, Halls Creek and the desert communities. The existing infrastructure limits the use of the oval to daylight hours as the current lights are non-functional most of the time due to ongoing bird damage. In a tropical environment most sports need to be played at night when the conditions are cooler. The installation lights which meet the AFL training standards would allow a variety of groups to use the oval beyond 5pm.

The growth in participation in the region, particularly female football and youth activities has put increased demands on the facility. Currently there are multiple community groups that share the facility between 4pm and 5pm including the Port Wyndham Croc's Men's and Women's team, Wyndham Aboriginal Youth Corporation, SWEK Youth programs as well as Police Citizen Youth Club (once a week). Demand is high.

The lighting component of the project will extend oval use later into the evening, allowing for greater programming, flexibility and optimisation of facility use. The installation of LED lights will ensure that users benefit from cleaner, brighter lights enhancing the playing and viewing experience.

In relation to the change room component of the project there is an immediate need for more suitable facilities at the oval. The current change rooms were built in the 1980's and there has been little improvements during this time. The current building does not meet the demands of the users and in fact are not used at all by any of the major users. A new change room facility would ensure that the building not only meets the current needs of the community but also allows for future growth particularly allowing for great women's participation. Due to the lack of appropriate change room facilities participants are forced to get changed in or behind cars prior to the game. While this is not ideal for the men it is particularly difficult for women and youth using the oval and facilities. Being based in a remote part of the East Kimberley there is a high level of Aboriginal participation - getting changed in an area that does not allow privacy has associated cultural issues which currently impacts the amount of aboriginal women participating within the league. It is the Shires belief that the construction of a new change room facility will allow for more women to participate in sports such as AFL.

While the change rooms floor plan has been based on the information provided in the AFL Preferred Guidelines document, this Project will also ensure that the facility caters for other users and meets the needs of a range of users and sporting codes.

Whilst the primary user group is the local AFL club (which has both men's and women's teams), the oval is a multipurpose facility with community events, concerts and other sports all using the oval.

The project will impact positively on all user groups but in particular youth and women's participation within the region.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

- East Kimberley Football League (Men/Women)
- Port Wyndham Croc's Football Club (Men/Women)
- Garnduwa
- Wyndham Aboriginal Youth Corporation
- WAPOL Youth Programs
- Shire Youth Programs
- Ngnowar-Aerwah Aboriginal Corporation
- WDHS
- St Joseph's Primary School
- Other community organisations

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
East Kimberley Football League (Port Wyndham Croc's Football Club (Men/Women)	40	20
Associated Youth Recreation Programs – Garnduwa/WYAC/SWEK	40	20
Community organisations/schools	20	10

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.

The table below demonstrates recent adult participation levels in the local regional football league according to the East Kimberley Football (EKFL) League data:

Year	Number of Participants	
	Males	Females
2017	600	No Data
2018	620	No Data
2019	620	225
2020	Season was postponed until June due to the Coronavirus, however registrations prior to restrictions coming into effect indicate a similar participation rate in both male and female as 2019.	

The youth participation levels at the oval are difficult to establish officially; the use of the Clarrie Cassidy Oval and available amenities is available to and utilised by community groups and individuals without bookings (subject to availability based on formal bookings) so precise participation numbers are not consistently maintained.

On average, activities at the oval, facilitated by youth service providers such as the Wyndham Youth Aboriginal Corporation, Garnduwa and the Shire youth officer, accommodate around 45 people per session at least two days per week.

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: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

West Australian Football commission Inc. The major user of the facility is the EKFL and as such SWEK Officers have met with the WAFC to discuss the project and ensure that any development aligns with their priorities. A letter of support is attached to this application.

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Josh Bowler

Date of contact: June 2020

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.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>The Shire conducted a formal needs assessment in the Recreation Space Strategy 2016/2020. From this document Council adopted a number of outcomes and priorities within the Recreation Space Action Plan 2017/2021 which clearly outlines the need for lighting upgrades and change rooms at the Clarrie Cassidy Oval.</p> <p>Both the Strategy and Action Plan documents included extensive community engagement processes to ensure that any future developments would meet both the immediate and future needs of the community (See section 9 of the Supporting Document attached). The plans included analysis of past, present and predicted future use of the facility and identified high, medium and low priority projects. During this process it was made clear to Council that lights and change rooms were a high priority for the community.</p> <p>The Shire also conducted a community survey (July- September 2020), as part of the Economic Development Strategy consultation, and the upgrade of sport and recreation facilities rates very highly as being important for liveability in the Shire.</p> <p>A comprehensive Needs Assessment is included in the attached supporting document.</p>
	<p>How has the need for your project been identified and assessed?</p> <p>Throughout the development of the Recreation Space Plan and associated action plan an extensive review process was undertaken which included the following steps:</p> <ul style="list-style-type: none"> • Benchmarking • Club/user consultation • Stakeholder consultation • Analysis of usage trends; and • Identification of strategic priorities <p>There are a number of support letters from major users attached to this application including one from WAFC highlighting the project as a priority infrastructure need for the town.</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>No</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p>

3. **What alternatives were considered and why were they rejected?** (This should include a 'do nothing' option)

Option One – Do nothing

This is the least preferred option for Council as it would mean that the facility would remain unchanged and would continue to fail in meeting community needs. The oval is over utilised within daylight hours due to the lights not working. The change rooms do not provide adequate privacy, particularly for the female participants and are in a state of disrepair. The structure of the building is also compromised, with cracks in the brickwork which will only get worse with time.

Unsuitable and not preferred.

Option Two – Conduct maintenance on existing lights and towers only

This has been the option of Council in previous years with approximately \$30,000 per annum being spent on the repair and maintenance of the existing lights.

An electrical report by a SWEK contractor in 2019 has been included in the attachments to this application (20.7 of the supporting document). A quote commissioned by the Shire in 2019 outlined that the cost involved to make the current lights functional at the oval was \$32,730. This work was put on hold due to the uncertainty of the season due to Covid-19, and since then it was noted in June 2020 that 15 lights need replacing with LEDs, at an additional cost of \$27,720.

Due to the existing lights being connected via wiring between each of the towers it is prone to damage from birdlife. Unless the wiring can be laid underground this issue will be ongoing, as will the \$30,000 annual costs for repairs and maintenance. It is estimated that the installation will require approximately \$5,000 per annum, a significant saving.

This option, whilst addressing the extended training and oval use time issues, does not provide a solution to the poor state of the changerooms which are no longer fit for purpose.

Partially suitable, but not preferred.

Option Three – Installation of new change rooms and lighting towers.

Option three addresses the issues faced by the key user groups of the Clarrie Cassidy Oval. The lights will provide options for night-time use of the oval, giving each user group more room for their activities as the scheduled times can be spread out. This use of the oval for designated activities will also reduce the likelihood of antisocial behaviour, both at the oval and in town by youths who are "at a loose end". The light will be crisp, will impact more area of the oval and will provide safer conditions for players and community users.

The new changerooms will encourage further participation and use of the oval. They will provide privacy for changing, will now be all-accessible and will give the community, and in particular the football league clubs a sense of pride in their facilities.

Option 3 has had several iterations of design, including clubhouse/changeroom facilities. The design proposed in this grant application is considered to be within the Shire's budget for initial investment and ongoing maintenance and renewal expectations. (See Whole of Life Calculations in section 14).

Suitable and preferred.

Did you consider sharing with another group? (Please detail).

The facility is already a multipurpose facility with a number of users sharing the oval and associated facilities.

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).

Alternatives for building materials and lighting types were considered both for their performance and financial viability and the size of the building was deemed to be a compromise between function, sporting guidelines and affordability for the Shire to operate, maintain, and carry out component renewal during the course of its life.

A comprehensive costing analysis was conducted, taking into account the operating, maintenance and renewal costs for components throughout the lifespan, with the net result indicating an annual Shire commitment of \$74,749 Inc. GST per annum indexed accordingly .

	LIGHTS Inc GST	CHANGEROOMS Inc GST	TOTAL Inc GST
OPERATING AND MAINTENANCE COSTS	\$5,933	\$20,735	\$26,668
RENEWAL COST	\$28,641	\$19,440	\$48,081
TOTAL	\$34,574	\$40,175	\$74,749

See Section 13 of the supporting document for full details of the methodology used.

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?** This project addresses two of the key infrastructure strategies outlined in the WAFC Strategic Facilities Plan;
 - 1.1 – Ensure clubs have access to training lights (50 lux)
 - 1.2 – Maximise the number of clubs that have access to match lights (100 lux)
 - 2.1 – Prioritise the upgrade and conversion of player change rooms and umpire amenities to cater for all gender use.
- As the proposed project aligns to all three of the WAFC key infrastructure priorities and is rated as high priority.
- **Local authority's strategic or development plan?** This project aligns with the Shire's Corporate Business Plan, Community Strategic Plan as well as the Recreation Open Space Plan.
5. **What impact is your project likely to have on other facilities and services in your local and regional area?**
- The project will have a positive impact on other facilities located in the region. A third oval with lights that will allow night use will potentially reduce the loads on the Kununurra Ova during EKFL season which are used to capacity. Spreading the games over three ovals will reduce the impact and wear and tear that the playing surfaces suffer during peak times.
6. **Is your facility multi-purpose** (i.e. caters for a variety of activities at one time)? Yes ☒ No ☐
If so, does it service more than one LGA?
- The Wyndham Oval services a number of LGA's. During the EKFL season the Shire of Halls Creek teams play a number of day games at the facility. This includes men and women's teams from remote aboriginal communities such as Balgo, Billiluna and Kundat Djaru.
- 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).
7. **Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:**
- The consultation undertaken in relation to this project has been extensive. Shire officers have met with the major oval users in a number of face to face meetings, email correspondence as well as ongoing phone calls to discuss the project and ensure that community needs are met. Relevant stakeholders/users have provided the Shire with a list of priorities in relation to sport and recreation infrastructure within Wyndham and the change rooms and lights upgrade are high on the list.

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.

MANAGEMENT

8. **Have you developed a management plan for your facility?** Yes ☒ No ☐
Please attach a copy with this application.

See Section 16 of the Supporting document attached

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.

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

The Shire will continue to manage the oval and facility bookings as they do now, using a booking system. All of the user groups have organised access with the Shire on a one-on-one basis.

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

The project will be managed by a manager with over ten years of local government and project experience. The ongoing detailed design and construction will be subject to the tender process however qualitative and quantitative criteria will be detailed within the tender process to ensure relevant experience in similar projects is reached.

11. **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.

NEED	ACCOMMODATION
Reliable oval lighting	New lights have been designed with underground wiring and bird spikes which will reduce the maintenance requirements due to damage
Affordable hire	Lights can be switched on individually instead of all at once
Safe and appropriate change rooms for female participants	Design has incorporated gender neutral changerooms for home and away teams
Benches in the changerooms	Incorporated into the design
All-ability toilet facilities	Incorporated into the design
Canteen/kitchen area with a servery to the outside	Incorporated into the design
Playground/ skate park	Future projects

12. **Have you considered:**

• child care facilities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - Not applicable
• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Not applicable Community based program users do not incur charges to use the facilities
• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Not applicable An all-ability toilet is incorporated into the design
• access for seniors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - Not applicable
• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Not applicable Facility bookings will be done through the Shire

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.</p> <p>An RFQ was put on Vendor Panel outlining the project brief for the building.</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> <p>The changeroom facility has been designed in the simplest way to deliver a solution to the current urgent needs of the community. The building could be extended in the future if required, or rooms could be repurposed if needed.</p> <p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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)?</p> <p>Expert advice from appropriate contractors, local knowledge of appropriate materials for the climate conditions, durability factors, WAFL guidelines, Shire guidelines</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.).</p> <p>Energy efficient LED oval lights. Natural light in changeroom facility.</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?</p> <p>A new transformer will be required, this has been allowed for.</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 checked="" type="checkbox"/> Yes <input 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)</p> <p><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.</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.

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.

Attach your audited income and expenditure statements for the last three years (LGAs exempted).

20. **Who will be responsible for any operational costs and how will it be funded (include evidence as required)?**

The Shire of Wyndham East Kimberley will be responsible for the ongoing operational costs of the lights and change rooms. The annual preventive and reactive maintenance will be budgeted for within the Shire's annual budget process.

Clubs/users that hire the lights and change rooms will be charged a rate to either recover partial cost recovery (Not for profit groups) and full recovery cost for commercial hirers.

21. **WHERE A LGA IS THE APPLICANT**

Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?

☒ Yes ☐ No

It is anticipated that a reserve account will be established to address the future maintenance and development needs of the facility.

Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?

☒ Yes ☐ No

Comments: The project will be included in the Shire's Asset Management Plan which will outline key maintenance dates and ongoing preventative maintenance and ultimately asset replacement. The Assets Management Plan is then utilised to inform long term financial plan and the Shire's budget process.

A comprehensive financial analysis of the project shows that the combined annual average renewal demand for the new lights and change rooms is \$48,081 per annum on average over the life of the project, although these figures will be \$0 at the beginning of the life span due to the lights and facilities being new, escalating from year 15 to 50 and then tapering at the end of life. A whole of life analysis shows that the operating and maintenance costs to the Shire average \$26,668 per annum (including a refurbishment every 10 years). The total commitment from the Shire, therefore, is \$74,749 Inc GST per annum. (See Supporting Document for full details)

PROJECT DELIVERY

22. **Please indicate key milestones of your project.**

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.

Task	Date
Attainment of all required approvals	January/February 2021
Preparation of tender/quotes for the major works contract	February 2021
Issuing of tender for major works	March 2021
Signing of major works contract	March 2021
Site works commence	April 2021
Construction of project starts	April 2021
Project 50% complete	May 2021
Project Completed	June 2021
Project hand over and acquittal	July/Aug 2021

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.

The timeline will depend on when the funding is announced and made available. Most of the work will be conducted in the Dry Season to limit the chances of weather effecting the project. There may be some issues with the local football season starting within the construction timeframe however contingencies will be put in place to ensure that the project is not disrupted.

24. **How many construction and/or ongoing jobs will your project create?** (Only applicable if your project is over \$1 million)
Not applicable

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

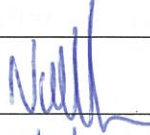
The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

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
Acting Manager Community Development
Position Held: _____
Signature: 
Date: 8/9/20

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 checked="" type="checkbox"/>	Incorporation Certificate. – Incorporated under the Local Government Act
<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. Only one quote was received via Vendor Panel – included in supporting document
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility. N/A
<input checked="" 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. - Included in supporting documents
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted). N/A
<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). For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. N/A
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant. - included in supporting document
<input checked="" type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply - included in supporting document
<input checked="" type="checkbox"/>	Formal Needs assessment* - included in supporting document
<input checked="" type="checkbox"/>	Management plan* - included in supporting document
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input checked="" type="checkbox"/>	Feasibility study* - included in supporting document
<input checked="" type="checkbox"/>	Concept design* - included in supporting document
<input checked="" type="checkbox"/>	Life Cycle Cost Analysis* - included in supporting document

***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 2021/22 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	Wyndham WA, East Kimberley is located in the far North East of Western Australia. Our nearest town over 1,000 people is 1,200 km away in Broome.
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	The facility is heavily used by a wide variety of user groups.
Sustainability initiative	<input type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other	LED lights will reduce the operational cost that the Shire is currently paying as the design of the lights will conserve energy and reduce the amount of electricity required for operation.
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	Adequate lighting will enable a better quality of training and competition improving development of high level sports. The construction of new change room facilities will cater for the expanding growth of women's sport within the region.

ESTIMATED EXPENDITURE

PROJECT BUDGET

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. **PLEASE ITEMISE BY COMPONENT** (e.g. *changerooms, storage, kitchen*) **rather than materials** (*electrician, plumber, finishings*).

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Office/Administration	19,840	21,824	Quote D E Carpenters PTY Ltd, includes siteworks, excludes plumbing and electrics Quote IBAC Plumbing Quote C&S Jolly Electrics Quote Abney Air
Kitchen and Servery Facility	84,291	92,720	"
Public Female & Male Toilets	73,309	80,640	"
Player Amenities and Toilets	70,574	77,632	"
All Ability WC	18,000	19,800	"
Store and Cleaner Rooms	21,280	23,408	"
Player Change Rooms	104,378	114,816	"
Umpire and Timekeeper Rooms	18,852	20,736	"
External Covered Area	30,086	33,095	"
Oval lights	273,900	\$301,290	Quote C&S Jolly Electrics
Transformer	\$150,000	\$165,000	Verbal Quote Les Wayne, Western Power
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	864,510	950,961	
Cost escalation			Please explain amount used
a) Total project expenditure	864,510	950,961	

- 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		300,000	LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed					
CSRFF request (No Development Bonus)			up to 1/3 project cost	N	
or CSRFF request (Development Bonus)		650,961.00	Up to 1/2 project cost	N	
b) Total project funding		950,961	<i>This should equal project expenditure as listed on the previous page</i>		

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?

A request would be made to Council to fund the additional allocation should the full funding application not be fully funded. If there is a significant shortfall the project scope would need to be revised and discussed with the community to ensure that the works that did take place met the immediate priorities for the community.

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: Shire Wyndham East Kimberley
Name of Applicant: Shire Wyndham East Kimberley

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" 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 checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Building approval would be required following the detailed design stage. This has been discussed with the Building Team at the Shire and they are aware of the proposed project.

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

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" 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?

The Shire have currently allocated \$300,000 toward the project.

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?

Council are aware of the ongoing maintenance and operational cost of the project. Should the project go ahead the assets will be captured within the Asset Management Plan of the Shire as well as the Corporate Business Plan to ensure all maintenance and renewal costs are captured.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

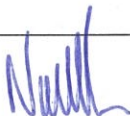
The application is applying for over 50% of funding under the CSRFF COVID changes. The supporting documents supplied with the application demonstrate the importance of the upgrade and the social impact that new lighting and change rooms will have on the Wyndham community.

These upgrades to the sporting facility have been identified as important and necessary developments for the main users of the oval, the Port Wyndham Crocs Football Club; other user groups such as Garnduwa, Wyndham Aboriginal Youth Corporation, WAPOL Youth Programs, Ngnowar-Aerwah Aboriginal Corporation; and the wider community. The project will assist with positive social development particularly in the youth population of the area and even more specifically to advance female participation in sport. The project aligns with local and state government plans and strategies and WAFL facility and lighting guidelines.

The upgrade of the facility will assist the youth service providers and juvenile justice run effective diversionary programs for at risk youth in the region; Young people at risk are referred to programs that seek to change a young person's risk of engaging in criminal behaviour through effective interventions and locating programs in high risk communities. The addition of adequate operational lighting and modernised change room and office facilities will enable the organisations that work with the local youth and in particular, at-risk youths, to operate more effectively and with greater flexibility, in turn improving the reach and impact these programs will be able to affect.

Further information supporting the applications merit against the assessment criteria can be found within the supporting documents.

Signed



Position Acting Manager Community
Development

Date September
2020

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 11 September 2020**. Late applications cannot be accepted in any circumstances.

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