



Office Use Only

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# CSRFF Grant Application Form

## Year 2018/19 – 2020/21 Triennium

This application form can only be used for applications to be submitted in the 2017/18 funding round. No other forms will be accepted.

You **MUST** discuss your project with an officer from your nearest Department of Sport and Recreation 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.

DSR Contact: Troy Jones

Date: 14 June 2017

Office: Peel

### 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 2018/19 if all planning is finalised and the project will be completed before 1 June 2019.

2018/19

2019/20

2020/21

**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?** The cost estimate prepared by RBB has a 15% contingency included. It is not anticipated that there will be significant cost escalation with only 18-months lead-time to project construction. In the event of escalation, the Shire will be underwriting this amount, as indicated in the draft Long-Term Financial Plan.

### Applicant's Details:

Organisation Name:	Shire of Serpentine Jarrahdale					
Postal Address:	6 Paterson Street					
Suburb:	Mundijong	State:	WA	Postcode:	6123	
Street Address:	As above					
Suburb:		State:		Postcode:		

**Preferred Contact Person:**

All application correspondence will be directed to this person

Name:	Peter Kocian	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Director Corporate and Community		
Business Phone:	9526 1118	Facsimile:	
Mobile Phone:	0438 181 976	Email:	<a href="mailto:pkocian@sjshire.wa.gov.au">pkocian@sjshire.wa.gov.au</a>

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 98 924 720 841
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 type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: LGA *
Bank details:	Bank: ANZ	BSB: 016253 A/c: 424651229

**Local Government Authority Details:**

LGA:	Shire of Serpentine Jarrahdale		
Contact:	Peter Kocian	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Director Corporate and Community		
Business Phone:	9526 1118	Facsimile:	
Mobile Phone:	0438 181 976	Email:	<a href="mailto:pkocian@sjshire.wa.gov.au">pkocian@sjshire.wa.gov.au</a>

**PROJECT DETAILS**

**Project Title (brief and specific):** Briggs Park District Recreation Precinct Redevelopment Stage 1

**Project Description:**

The Project is Stage 1 of the Briggs Park District Recreation Precinct Master Plan which strategically divides the redevelopment of the precinct over 5 stages. Stage 1 consists of the following:

- (a) Upgrade of the Lower Oval
  - Installation of a sub-surface drainage system
  - New sports lighting to 150 lux including a lighting control system
  - New sports infrastructure
    - o AFL goals
    - o Synthetic cricket pitch and two cricket nets
    - o Two baseball back nets
- (b) Upgrade of Upper Oval Lighting
  - Replacement of existing sports lighting with new to 150 Lux
  - New AFL goals

Briggs Park is an 11 hectare sporting space which is bordered to the south and west by Brickwood Reserve, a Bush Forever site. It is the Shires only non-equestrian district sporting space servicing a population of nearly 30,000. It consists of two senior ovals, Briggs Park Pavilion and Changerooms, Byford BMX Track, Lower Oval Canteen and Storage Facility, Serpentine Jarrahdale Community Recreation Centre, YMCA Youth Services, and the newly opened Byford Skate Park. It is the focal point for sport, recreation and social interaction in the Shire for all residents.

The Lower Oval has been unusable for organised sport in winter for over 9 years due to poor drainage. During this time Byford has doubled in size and now has a population of over 15,000 with young families and youth the dominant demographic. A fully functioning district sporting facility is required immediately to cater for the growing AFL, cricket and diamond sports clubs and to meet demand for quality flexible recreation and community space for all ages.

Briggs Park District Recreation Precinct is an essential component of the Shires overall strategy to provide the required sporting space for Byford in the next 5 years. As a result the Shire has confirmed Stage 1 of the Briggs Park District Recreation Precinct as the top priority capital project for 2018/19.

**Project location:** Briggs Park, Lot 110 Mead Street Byford

**Land ownership:** Who owns the land on which your facility will be located?  
 Crown Land vested with the Shire of Serpentine Jarrahdale for Regional Parks and Recreation.  
 Lease Expiry (if applicable):

**Planning approvals** If no, provide the date it will be applied for:

**Where applicable, has planning permission been granted? (LGA)** Yes  No  N/A

**Department of Aboriginal Affairs?** Yes  No  N/A

**Department of Parks and Wildlife? (Environmental, Swan River)** Yes  No  N/A

**Native Vegetation Clearing Permit?** Yes  No  N/A

**Please list any other approvals that are required?** Yes  No  Nil

**What discussions have been held with adjoining local authorities?** Yes City of Armadale

Erin Stinton, Coordinator Sport and Recreation, City of Armadale.

Redevelopment will have no impact on City of Armadale facilities as they are currently short of sport space. Therefore they fully support the project.

Closest facilities are Gwynne Park (AFL / Cricket) and Blackburn Reserve (Teeball)

**Approximate distance from proposed project to nearest adjoining council boundary:** 5 km

**Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?** Yes  No

**If so, are you seeking funding from them?** Yes  No

Contact:

**How will your project increase physical activity?**

The upgrade of the lower oval to a quality playing surface with lighting and sporting infrastructure will provide opportunities to increase physical activity through:

- increased sporting club membership,
- provision of public open space to complement the surrounding Brickwood Reserve walk trails,
- fitness activities run by the Serpentine Jarrahdale Community Recreation Centre and,
- youth activities run by the YMCA.

### Shire Health and Wellbeing Profile

The Shire of Serpentine Jarrahdale Health and Wellbeing Profile (May 2016) produced by the South Metropolitan Health Service reports that 70% of adults are overweight or obese compared with WA at 66%. Over 45% are not active enough compared to 37% of the WA population. Furthermore, 18% of residents surveyed through the Health and Wellbeing Surveillance System, reported being diagnosed with a mental health condition. The Shires own health and wellbeing survey of 450 people showed that 28% are unhappy with their current health and lifestyle choices with 15% reporting they did no exercise.

The health and wellbeing of the population contributes to the social interaction and vitality of the community. It enables participation in sports, volunteering and recreational activities that bring community together and create resilience. By contrast poor health and wellbeing reduces participation and brings with it the high costs of medical and other community services.

Lifestyle risk factors for chronic disease, such as poor nutrition and insufficient physical activity, are prevalent in the Shire. These modifiable lifestyle behaviours are a focus of the Shires Health and Wellbeing Strategy and supported by the Strategic Community Plan. Australian adult participation in physical activity through an organisation or venue is important across all life stages but strongest for the 15 to 17 age groups at 83%. Sports clubs are the primary avenue for children from 5 to 14 to be active\*.

## Organised Sport

The Byford Bushrangers tee-ball club have increased in numbers over the last three years from 126 to 141. During this time they have had continued feedback from members and visiting clubs regarding the poor quality of the oval and concerns over safety. This is hindering their ability to increase membership in the older age groups and adults. There is no other oval for them to operate from in Byford which is the catchment area for all activities and services in the Shire. The club's goal is to provide a transition into baseball once the players are 12. Currently residents need to leave the Shire if they wish to pursue participation in softball or baseball. The Lower Oval redevelopment will enable the club to attract new members and broaden participation options into baseball and softball for youth and adults.

The Serpentine Jarrahdale Cricket Club have grown by 25% or 48 members over the past three years and have over 50 volunteers. Briggs Park has been their home ground for 80 years when they started out as the Byford Cricket Club. They are now using five different grounds including Briggs Park Upper Oval, Mundijong Oval, and Serpentine Oval for games and training, and Byford Secondary College Oval and Kalimna Oval for entry level programs. The Club cannot use the Lower Oval at Briggs Park as it has no cricket pitch or nets and the undulating surface is not safe. When the redevelopment is complete they will access the oval for training and Sunday matches thus making full use of their historical home ground. The club's aim is to increase participation of 5 to 8 years olds and females, and improve youth retention. With the new nets at Briggs Park the youth will be able to train alongside the seniors as part of the transition and retention strategy. The club has two female teams for the coming 2017/18 season and believes female participation will continue to grow. Cricket featured in the top 20 activities for Australian adults at number 12 (3.3%) and children at number 9 (5.6%) during 2015/16. Although female participants are increasing, the game continues to be popular with males coming in at number 7 for men and 4 for boys in the country.

At 666 members the Mundijong Centrals Junior Football Club are the largest junior sporting club in the Shire and rely on over 200 volunteers to assist with team coaching and management. Another core of 20 volunteers assist with match day operations such as ground control and canteen coordination. However despite fielding two girls teams in 2017 they only increased by 17 players overall. Due to the Lower Oval being unusable in winter the club has relocated Auskick and youth teams to satellite ovals. This has resulted in volunteer resources being divided over three venues. On game day the club is operating two match day venues 9km apart (Byford and Mundijong). The club run two canteens to ensure revenue streams and have two sets of match day ground volunteers. Even with the two venues operating, three of their junior age groups miss out on two home games per season due to lack of suitable ovals in the Shire which increases travel time for parents. The club believes that these issues have hampered the retention and recruitment of players. Once the Lower Oval is upgraded to a quality playing surface with lighting, the club will use it for training on most week nights and matches on Saturday and Sunday for girls and boys. This will allow them to make more effective use of their volunteers by consolidating match day resources and operating one canteen. It will firmly establish Briggs Park as the home for Mundijong Centrals Junior Football Club. The committee then plans to implement a recruitment strategy to increase membership across all age groups including female football, coaches, and administration. AFL was the third highest popular sport for boys in Australia in 2015/16 and tenth for girls confirming the growth of the female game.

Briggs Park is central to Byford and 700m from the town centre. All three clubs are confident that membership will increase once the Lower Oval is complete and the precinct can be fully activated. From a strategic sport planning perspective a fully functioning lower oval is vital for the Shire to meet minimal provision of ovals for new clubs and emerging sports. Within five years it is expected that both cricket and AFL will have second clubs in the Shire with soccer and athletics growing in strength in the Byford area.

## Outdoor Activity Programs

The Serpentine Jarrahdale Community Recreation Centre plan to use the Lower Oval for outdoor fitness classes as the gym opens directly out onto the oval. This will add variety to existing fitness programs and increase visibility of physical activity in a public open space with the aim of promoting a healthy lifestyle and recruiting new participants. In 2016 fitness classes and gym were the second most popular activity for all Australians at 32% just behind walking at 42%.

The Shires 2017/18 business plan includes implementing physical activity strategies at selected outdoor spaces including Briggs Park such as Park Run, Colour Run, and yoga. The Colour Run will be held in collaboration with YMCA Youth Officers as part of the youth program run from the Briggs Park Pavilion. The new Byford Skate Park attracts over 40 riders after school each day and double that on the weekends.

## Schools

The Salvado Catholic College will be making full use of both ovals at Briggs Park during school hours until their oval is built in 2023. The school is located across the road within walking distance.

## Active Recreation

Walking continues to be the most popular activity for adults according to the AusPlay 2015/16 survey. Brickwood Reserve which surrounds Briggs Park to the west and south has a number of bush walk trails that connect to the Briggs Park ovals and urban footpaths surrounding the entire Briggs Park District Recreation Precinct. Both ovals are public open space and combine with the playground, skate park and recreation centre to provide a connected and activated sport and recreation precinct.



The Redevelopment will double the combined capacity of the two ovals and result in the whole of Briggs Park District Recreation Precinct being fully activated.

\*Australian Sports Commission, AusPlay - Participation data for the sport sector, October 2015 to September 2016

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

The Lower Oval will be used by:

- Byford Bushrangers Diamond Sports Club,
- Serpentine Jarrahdale Cricket Club,
- Mundijong Centrals Junior Football Club,
- Serpentine Jarrahdale Community Recreation Centre,
- Salvado Catholic College.

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 (Lower Oval)	Hours per week
Mundijong Centrals Junior Football Club	50	26
Serpentine Jarrahdale Cricket Club (Juniors & Seniors)	15	10
Byford Bushrangers (Diamond Sports)	35	15

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.

<b>2014/15</b>	867	<b>2015/16</b>	935	<b>2016/17</b>	1005
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you 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 is available on the departments website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
West Australian Football Commission West Australian Cricket Association Teeball Association of WA Baseball WA	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name:	Date of contact:
WAFC Bradd Gardiner	28/8/2017
WACA Alan Singer & Jo Davies	30/8/2017
TAWA Di Mount-Bryson	15/9/2017
BWA Lachlan Dale	27/9/2017

**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.	<b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000).	Briggs Park Recreation Precinct Master Plan – September 2014 (CCS Strategic)
	<b>How has the need for your project been identified and assessed?</b>	
	<b>Is the need or a part of the need that you have identified already being catered for?</b>	
2.	<b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachment 1	
	<b>If not, how have you assessed the feasibility of your project?</b>	
3.	<b>What alternatives were considered and why were they rejected?</b> (This should include a 'do nothing' option)  <b>Did you consider sharing with another group?</b> (Please detail).	
4.	<b>How does your project fit into your:</b> <ul style="list-style-type: none"> <li>• Club's strategic plan or development plan?</li> <li>• State Sporting Association's strategic or development plan?</li> <li>• Local authority's strategic or development plan?</li> </ul>	
5.	<b>What impact is your project likely to have on other facilities and services in your local and regional area?</b>	
6.	<b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If so, does it service more than one LGA?</b>	
	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.	<b>Describe the consultation process undertaken for the project. For example, have you:</b>	
	• <b>Invited public submissions</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• <b>Conducted a survey</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• <b>Coordinated a public meeting</b>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
	• <b>Held forums with key groups</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• <b>Nominated a community representative to the project team;</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>Other, please detail</b> Regular meetings with the three user groups: Presidents from Byford Bushrangers Diamond Sports, Serpentine Jarrahdale Cricket Club, Mundijong Centrals Junior Football Club	
A range of resources regarding the development of sporting facilities are available on the website. DSR'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.	<b>Have you developed a management plan for your facility?</b> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Please attach a copy with this application. Asset Management Plan and Oval maintenance schedule attached.																				
	<b>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?</b> An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.																				
9.	<b>How have you catered for management needs in your design (if required)?</b> Consider access, usage and supervision.																				
10.	<b>Was an experienced facility manager, builder or technical expert involved in planning the design of your project?</b> Please outline their experience.																				
11.	<b>If you propose to share a facility, have other groups been asked what features they need?</b> 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.																				
12.	<b>Have you considered:</b>																				
	<table border="0"> <tr> <td>• <b>child care facilities</b></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>N/A</td> </tr> <tr> <td>• <b>access for low income earners</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>Public Open Space</td> </tr> <tr> <td>• <b>access for people with a disability</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td>• <b>access for seniors</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td>• <b>access on a casual and short-term basis</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>Public Open Space, hire fees and charges include discount for not for profit and community groups on casual, seasonal and annual basis</td> </tr> </table>	• <b>child care facilities</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A	• <b>access for low income earners</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Public Open Space	• <b>access for people with a disability</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		• <b>access for seniors</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		• <b>access on a casual and short-term basis</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Public Open Space, hire fees and charges include discount for not for profit and community groups on casual, seasonal and annual basis
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	Please attach a copy of the proposed fee structure.																				

**DESIGN**

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

13.	<b>Have you written a design brief for your project?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points: <b>Describe the process used to obtain an estimate of construction cost.</b>
	An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.
14.	<b>What design features will allow your facility to meet changing needs over time?</b> <b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?
15.	<b>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)?</b> <b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please refer to DSR's Asset Management Guide on the website for a list of common standards and <b>note that projects that do not meet Australian Design Standards are ineligible for funding.</b>
16.	<b>What energy and water efficient products or design considerations will be included in your facility or project?</b> (e.g. solar hot water, natural light, geothermal, water recycling etc.).

17. **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?**

## 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. Signage in accordance with the current CSRFF Signage Style Guide must be erected during construction periods for all **projects that have a total project cost of over \$250,000 or those deemed necessary by DSR. Has this cost been incorporated into estimated project costs (\$3,000)?**  
 Yes  No
19. **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.**  Yes  No

DSR'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.

20. **Is your organisation able to meet the ongoing operating costs of your project?** (e.g. wages, power)  
 Yes  No

For **Annual Grant applications** please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.

**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).**

21. **Who will be responsible for any operational deficit and how will it be funded?**
22. **Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?**  
 Yes  No
- If yes, how have you determined the required annual contributions? If no, why not?**
- Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?**



## PROJECT DELIVERY

23. **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 Council approvals	June 2018
Preparation of tender/quotes for the major works contract	June 2018
Issuing of tender for major works	August 2018
Signing of major works contract	September 2018
Site works commence	November 2018
Construction of project starts	December 2018
Project 50% complete	April 2019
Project Completed	September 2019
Project hand over and acquittal	October 2019

24. **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.

## 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 DSR can be accessed by you during standard office hours and updated by writing to DSR 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.

DSR 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: **Peter Kocian**

Position Held: **Acting Director Corporate and Community**

Signature: 

Date: **28/09/2017**

## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy 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 identified** and securely attached to 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"/>	<b>Application form</b> (including any attachments).
<input checked="" type="checkbox"/>	<b>Incorporation Certificate. N/A LGA</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b> Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DSR accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted). <b>N/A</b>
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. <b>N/A</b>
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input checked="" type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply
<input checked="" type="checkbox"/>	Formal Needs assessment*
<input checked="" type="checkbox"/>	Management plan*
<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*
<input checked="" type="checkbox"/>	Concept design*
<input checked="" 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 Sport and Recreation 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 2018/19 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 DSR office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	



**PROJECT BUDGET**

**ESTIMATED EXPENDITURE**

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)
Preliminaries	177,000	194,700	Ralph Beattie Bosworth / Shire of Serpentine Jarrahdale
Turf and Reticulation	861,000	947,100	Ralph Beattie Bosworth / Shire of Serpentine Jarrahdale
Sports Lighting and Electrical Works	687,000	755,700	Ralph Beattie Bosworth / Anser
Sub-Soil Drainage	238,055	261,860	Ralph Beattie Bosworth / Cardno
Earthworks and Retaining Wall	1,186,945	1,305,640	Ralph Beattie Bosworth / Cardno
Sporting Infrastructure	109,000	119,900	Ralph Beattie Bosworth / Slater Gartrell
Professional Fees	200,000	220,000	Ralph Beattie Bosworth
<b>Project Signage</b>	3,000	3,300	Allow \$3,000 ex GST if your project exceeds \$250,000
<b>Donated materials (Cost breakdown must be attached)</b>			
<b>Volunteer Labour (Cost breakdown must be attached)</b>			
<b>Sub Total</b>	3,462,000	3,808,200	
<b>Cost escalation</b>	\$489,000	537,900	<b>Design contingency = 10%, Construction contingency = 5%</b>
<b>a) Total project expenditure</b>	3,951,000	4,346,100	

- 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 ST	Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	2,662,480	2,928,728	Y	As included in Council Resolution and Long-Term Financial Plan
Applicant cash				
Volunteer labour				Organisation's cash
Donated materials				Cannot exceed applicant cash and LGA contribution – max \$50,000
Other State Government funding				Cannot exceed applicant cash and LGA contribution
Federal Government funding				
Other funding – to be listed				Loans, sponsorship etc
CSRFF requested	1,288,520	1,417,372	N	up to 1/3 project cost
Development Bonus			N	Up to 1/2 project cost
b) Total project funding	3,951,000	4,346,100		

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

Own source funding of \$3,007,802 (ex GST) is included in the Shire's Long-Term Financial Plan for this project, with the majority of these funds identified as proceeds from new loan borrowings. The Shire therefore has approximately \$350k in additional funding to cover any project shortfall, with the cost estimate already including a 15% contingency. The Shire does not envisage budgetary issues and therefore project scope remains fixed.

**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.

**FINANCIAL SUMMARY**

a) Total project expenditure (ex GST)	3,951,000
b) Total project funding (ex GST)	3,951,000

## 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.

<b>Name of Local Government Authority:</b> Shire of Serpentine Jarrahdale
<b>Name of Applicant:</b> Shire of Serpentine Jarrahdale

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

### 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"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

LGA – priority ranking of this project	
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 checked="" type="checkbox"/> Regional Plan <input type="checkbox"/> State 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 Permit for Lighting

#### 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"/>            |

**LGA comments (Required):**

The Briggs Park Recreation Precinct Master Plan was completed in September 2014 by CCS Strategic Management. The Lower Oval Upgrade, including the installation of sports lighting, was identified as being required immediately and a high priority.

The Shire is the fastest growing local government in Australia with Byfords population doubling in the last 5 years and representing over 90% of the Shires growth. The Community Infrastructure and Public Open Space Strategy (CIPOSS) states that Byford is currently two sports ovals short.

There are three sports clubs using the ovals at Briggs Park – Byford Bushrangers Diamond Sports, Serpentine Jarrahdale Cricket Club and Mundijong Centrals Junior Football Club. Each club is increasing in numbers and have indicated a desire to access the Lower Oval or increase access once it is redeveloped. This will result in the Lower Oval being fully utilised for summer and winter sports all year round.

The project is the number one priority across the Shire.

This is reflected in the Long Term Financial Plan allocation of funds for 2018/19.

**Signed**


**Position** Acting Director  
Corporate and Community

**Date** 28/09/2017

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on 29 September 2017**. Late applications cannot be accepted in any circumstances.

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**GREAT SOUTHERN**

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**KIMBERLEY – Broome**

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