

Assessment Process

All infrastructure works on land owned, or controlled by the Shire—including public facilities—require prior approval from the Shire of Serpentine Jarrahdale.

Examples include (but are not limited to): sheds, shelters, court/pitch resurfacing, lighting, bores, signs, kitchens/canteens, playgrounds, seating, goals, and fencing.

This form collects information to help the Shire assess the feasibility and community benefit of your proposal. Assessment will consider:

- Project scope
- Required permits or approvals
- Preliminary designs and related works (e.g. drainage)
- Long-term maintenance and costs

Complex proposals may require additional time, including site visits or periods where the assessment is on hold while information is gathered. Providing detailed information will support a more efficient assessment.

Funding Considerations

The Shire's annual budget is allocated based on strategic priorities, including community feedback (via the Strategic Community Plan) and essential services.

Projects must demonstrate:

- An evidence-based need
- Feasibility
- Strategic alignment or priority

If supported, projects may be considered for funding in future budgets. Applicants are also encouraged to explore alternative funding options, such as:

- Grants
- Sponsorship
- Donations
- Fundraising
- Contributions (cash or in-kind) from other community groups or individuals.

Standard Conditions

When making a request, the Proponent must acknowledge the following standard conditions of approval:

- a) The Proponent is solely responsible for the construction, ongoing maintenance, compliance, and repair of the Alteration and for all required insurances. The Alteration must be kept in good condition and proper working order at all times, at the Proponent's expense.
 - b) All works, repairs, and maintenance must be undertaken by suitably qualified and licensed contractors. The Proponent must retain all invoices and supporting documentation confirming contractor engagement and insurance coverage. These records must be made available to the Shire upon request.
 - c) The Proponent is responsible for repairing, or bearing the full cost of repairing, any damage to the grounds or surrounding areas caused by the installation of the Alteration.
 - d) Upon request by the Shire, or upon termination of the Lease, the Proponent must reinstate the premises by removing the Alteration, including (but not limited to) all electrical connections, footings, and concrete. The Proponent must repair any damage resulting from such removal and indemnifies the Lessor against all costs, claims, and damages arising from the removal works.
- Alternatively, the Alteration may be gifted to the Shire, with all keys, security codes, locks, and associated access mechanisms surrendered at no cost to the Shire.
- e) Prior to commencing the Alteration, the Proponent must:
 - i. Obtain all required development approvals and/or building permits from the Shire of Serpentine Jarrahdale; and
 - ii. Obtain certification of all relevant design and engineering plans to ensure compliance with applicable Australian Standards; and
 - iii. Submit a suitable Risk Management Plan for the construction of the Alteration to the Shire of Serpentine Jarrahdale; and
 - iv. Undertake an underground services survey of the proposed area, where required, to confirm suitability and identify any existing services that may be impacted by the Alteration.

Next steps

The application will be assessed by officers and the applicant will receive an outcome letter. The Shire's written approval must be received before any works commence.

Works undertaken without approval are considered unauthorised and may be subject to removal or rectification at the applicant's expense.

Applicant

| | | | |
|------------------------------|--|----------|--|
| Name | | | |
| Organisation (if applicable) | | | |
| Address | | | |
| | | Postcode | |
| Mobile | | | |
| Email | | | |
| Preferred contact method | | | |

Organisation tenure:

Governing Body (if applicable):

Project Details

| | |
|----------------------|--|
| Name of Project | |
| (facility/address) | |
| Club Project Manager | |
| Please select | |

Project Summary

Provide a brief summary of your request, including the issue or need driving the project and the expected outcomes.

Please include:

- Project timeline
- Known risks (attach risk management plan if available)
- Make/model/number of equipment (if applicable)
- Photos (strongly encouraged – attach separately)

Location

Clearly describe the specific location of the proposed work (e.g. "internal fence adjacent to the playground").

Objective and Purpose

Describe what the project aims to achieve and the outcomes it will deliver for the community:

Project Justification

Explain how the need for this project has been identified. Examples include:

- Club-identified needs (e.g. safety issues, membership growth)
- Feedback from members or local residents
- Legislative changes or required safety upgrades

Demonstrated Support

Please describe any evidence of support for your project.

Examples: meeting minutes, survey results, letters from sporting associations, confirmed funding support.

Funding Overview

Estimated Total Project Cost:

How will the project be funded? (Include grant names, sponsorships, fundraising, etc.)

How will ongoing costs be covered?

Applicants should plan for potential cost overruns. The Shire recommends holding contingency funds of at least 10% of the project cost.

Describe any financial or in-kind contributions your group can make to support the project.

Note: The Shire will not reimburse project costs and is not responsible for defective or unsatisfactory work.

Additional information

Provide any other relevant information that may assist in assessing the proposal (e.g. access limitations, dependencies, weather factors).

Checklist

Site plan and or photographs

Supporting documentation (such as letters of support, meeting minutes, funding options)

Declaration

I declare that the information provided in this form is true and correct to the best of my knowledge. I acknowledge that any false, misleading, or incomplete information may affect the assessment of this request.

I confirm that I have read, understood, and agree to the conditions and guidelines outlined in this form. I understand that submission of this form does not guarantee approval.

Name:

Signature:

Date: