



Government of Western Australia
Department of Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2025/26 – 2027/28 Triennium

This application form can only be used for applications to be submitted in the 2025/26 funding round. No other forms will be accepted.

<p>You <u>MUST</u> 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.</p> <p>All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.</p>		
DLGSC Contact: Brendan McNally	Date: 11/6/2024	Office: Peel/South West
TYPE OF GRANT:		
<input checked="" type="checkbox"/>	<p>FORWARD PLANNING GRANT \$166,667–\$2.5 million The total project cost (GST exclusive) exceeds \$500,000.</p>	
<p>Year of Claim 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 2025/26 if all planning is finalised and the project will be completed before 1 June 2026.</p>		
<input checked="" type="checkbox"/> 2025/26	<input checked="" type="checkbox"/> 2026/27	<input checked="" type="checkbox"/> 2027/28
<p>Would the project proceed if funding was allocated in a later year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)? One or both stages would be delayed</p>		
<p>How would the resulting cost escalation be funded? From the contingency sum & the value of work in kind</p>		

Applicant's Details:

Organisation Name:	Serpentine & Districts Golf Club Inc				
Postal Address:	1412 Karnup Road				
Suburb:	Serpentine	State:	WA	Postcode:	6125
Street Address:	1412 Karnup Road				
Suburb:	Serpentine	State:	WA	Postcode:	6125

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Scott Hambley	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President/Project Manager		
Business Phone:	██████████	Facsimile:	
Mobile Phone:	██████████	Email:	██████████

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 78 347 936 868
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A copy of the Incorporation certification is attached to this submission
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0821155C
Bank details:	Bank: [REDACTED]	BSB [REDACTED] A/c: [REDACTED]

Local Government Authority Details:

LGA:	Shire of Serpentine Jarrahdale		
Contact:	[REDACTED]	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Manager Community Activation		
Business Phone:	[REDACTED]	Facsimile:	
Mobile Phone:	[REDACTED]	Email:	[REDACTED]

PROJECT DETAILS

Project Title (brief and specific): Serpentine Golf Club - Clubhouse Upgrade Project	
Project Description:	
<p>The Clubhouse Upgrade project involves the part demolition and reconstruction and refitting of the existing building.</p> <p>The proposal is to create a multi-purpose building to accommodate a range of recreational activities that are critical to the wellbeing of the local communities and their residents. The existing structure will be upgraded and expanded to include a multi-purpose activities room, new kitchen, changerooms, toilets and other complimentary office & storage areas.</p> <p>The upgrading of the building is a critical component of the Golf Club's plan to ensure its future viability as a community-based sporting facility. It will see an aging sub-standard structure converted to a larger modern building that will increase the Club's capacity to provide a sporting and recreation service to the community and use the asset to attract additional forms of income.</p>	
List of Attachments to this application:	
<ul style="list-style-type: none"> 1 Association Information Statement 2023.pdf 2 Item 2 Feasibility Study 2024.pdf 3 Item 1 Needs Assessment Report 2024.pdf 4 Item 8 Management Plan 2024.pdf 5 Item 13 Clubhouse Upgrade Architectural Drawings 2024.pdf 6 Item 13 Estimate of Construction Costs 2024.pdf 7 Item 17 Environmental Sustainability Plan 2024 .pdf 8 Letter of Support WA Golf.pdf 9 BCA Compliance Report.pdf 10 Construction Cost Estimates 2024.pdf 11 Existing Clubhouse Photos 2024.pdf 12 IQ Construction Cost Estimate.pdf 13 Phillip Numan Construction Estimate.pdf 14 Shire Funding decision council meeting 17 July 2023.pdf 15 Golf Club Building Fund Acc 2024.pdf 16 Alcoa Funding Agreement 2024.pdf 17 Insurance policy for Golf Club 2024.pdf 18 CLUBHOUSE UPGRADE PLAN 01032023.dwg 	
Project location:	Serpentine WA 6125
Land ownership:	Crown land vested with Serpentine Jarrahdale Shire and leased to the Serpentine Golf Club Lease Expiry (if applicable): 2033
Planning approvals	If no, provide the date it will be applied for:

Where applicable, has planning permission been granted? (LGA)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	_1_/1_/2025__
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
What discussions have been held with adjoining local authorities? None		
Approximate distance from proposed project to nearest adjoining council boundary: 10 km		
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input checked="" type="checkbox"/> No <input 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 upgraded toilet, changeroom and internal activity facilities will allow the Club to attract more members and to retain current members longer. These improved facilities will also attract more fee-paying public golfers to use our course. With these upgraded facilities the Club will be permitted to run junior and ladies coaching and introduction to golf events therefore attracting a new cohort of the local population to take up golf. The new internal activities area will also provide the opportunity for the Club and other community groups to host recreational activities and sports including carpet bowls, darts, table tennis, yoga, chair based exercise, and other social activities such as various arts and crafts.		
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: The Serpentine Volunteer Bushfire Brigade and other local community groups on a casual hire basis.		

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) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Golf/Serpentine & Districts Golf Club	90%	40-50
Indoor Recreation/Community Groups	5%	3-6
Social events/Serpentine & Districts Golf Club	5%	5

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

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

Year	Membership/Usage	Year	Membership/Usage	Year	Membership/Usage
2021/22	177 Golf Club Members 3000 Green-fee Players	2022/23	147 Golf Club Members 3100 Green-fee Players	2023/24	172 Golf Club Members 3400 Green-fee Players

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?	
WA Golf - A letter of support is attached to this submission	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Gary Thomas, CEO	Date of contact: July 2023

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). 2023-24</p>
	<p>How has the need for your project been identified and assessed? Yes</p>
	<p>Is the need or a part of the need that you have identified already being catered for? No</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p>
3.	<p>What alternatives were considered and why were they rejected? (This should include a ‘do nothing’ option)</p> <p>The Project Management Group has considered other options to the proposed project, including;</p> <ul style="list-style-type: none"> • A completely new clubhouse on the existing site: The financial cost of this option is well outside of the funds that the Club has and can expect government funds to contribute to. • A new clubhouse on another site: The existing site is the ultimate location because of its relationship to critical parts of the course such 1st and 10th tees, 9th and 18th greens, parking areas and site services such as power and water. • Co-occupying an existing building with another sporting group: The only other sporting group with a suitable clubhouse is not a viable option as it is too far from the golf course and the existing group use the facility at the same days and times as our Club. • Increasing members fees: This option is not considered desirable or sustainable. It would significantly change the nature and demographic of the Club taking it outside of the financial reach of many of its current members. It could create a downward spiral where higher fees = less members = higher fees. • Doing Nothing: This option was considered and rejected because there is a very real risk that the current building will be condemned as it does not meet building code specifications. The future viability of the Club would be dramatically reduced if the existing clubhouse facilities are not improved. • Dissolving the Club: This option was easily considered and rejected. <p>Did you consider sharing with another group? (Please detail). Other sporting and community groups were considered as possible co-tenants of the Clubhouse, but there were no groups for whom the location of the building was convenient for their activities. Most of the groups already had their own facilities and some had been recently upgraded. The groups included the local lawn bowling, tennis, and equine clubs.</p> <p>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail). An analysis of the lifecycle costs has been made and a report prepared. A copy of the report is attached to this submission.</p>

4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> <p>Club’s strategic plan or development plan? The upgrading of the clubhouse is a key and critical component of the Club’s strategic plan. A copy of the Strategic Plan is attached to this submission.</p> <p>State Sporting Association’s strategic or development plan? The project is in line with one of the core components of WA Golf’s 2022 -2025 Strategic Plan , which is to “Create a mindset of growth across the industry by working with WA golf clubs, providers and communities to deliver vibrant, solvent, sustainable community hubs” and more specifically in “Supporting clubs and facilities in improving their infrastructure”.</p> <p>The project complements Golf Australia’s “Australian Golf Strategy 2022-25” which has a strategic pillar of “Golf Clubs and facilities are vibrant, solvent and sustainable community hubs.”</p> <p>Local authority’s strategic or development plan? The upgrading of the clubhouse is supported by the Shire of Serpentine Jarrahdale’s Community Infrastructure and Public Open Space strategy which states that “Community facilities should be designed and built for maximum flexibility, with the capacity to be readily modified or expanded to adapt as needs change. Acknowledging that for some activities there is a minimum size or fit-out standard, buildings should be multi-purpose, and capable of delivering a range of programs and services.”</p>
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area? The golf club is the only golf club within the Shire of Serpentine Jarrahdale. The golf club is a low cost community based club that does not compete with golf clubs in neighboring communities.</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, does it service more than one LGA?</p> <p>The golf club is open to the general public with many of the members and green-fee players coming from neighboring LGA’s</p>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>
7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>The Clubhouse Upgrade project has been an endeavor for the Club for over 10 years with the need for the improvements identified a long time ago. It has taken this time for the Club to raise enough funds to make the required upgrade feasible. During the entire time the Club has kept its members and local community informed on how the fund raising was progressing and what plans the management committee had for the improvements to the clubhouse. There have been several different options for the project including constructing a totally new building and less expensive options where the existing structure remained and was only refitted. These options were considered as the Club evaluated the possibilities for attracting external funding from governments and corporate sources. During the process the members of the Club were advised and consulted on how the project should proceed. Architectural drawings were prepared for each option as they were considered. At each AGM and other Club gatherings updates were given on how the project was progressing. The Club continually liaised with the Shire of Serpentine Jarrahdale as to the desirability, viability and wider support of the various options. More recently the Club has developed a monthly newsletter that is emailed to all members. Any significant progress with the project has been reported in this newsletter.</p>
	<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC’s Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>

MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>A copy of the Management Plan is attached to this application.</p>																
	<p>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.</p>																
9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p>Yes, the design includes a new Captains Office and associated storage area, plus a new area to accommodate the entry of competition scores which is currently done in the indoor activity area. All management activities are carried out in the Captains Office, score entry area or when required in the indoor activity area.</p>																
10.	<p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>The Project Manager, Scott Hambley, is an architect with over 30 years' experience with community projects including many projects within the Shire of Serpentine Jarrahdale area. He recently completed a \$7.1M aged care project which received \$3.5m in federal government funding and \$2.0M in state government funding. The project was constructed during the Covid epidemic and was completed on time and on budget.</p>																
11.	<p>If you propose to share a facility, have other groups been asked what features they need?</p> <p>The Club proposes to make the upgraded clubhouse available to other local community groups including two groups that have used it in the past – the Serpentine Volunteer Bushfire Brigade and the Serpentine Park Homes resident group. The facility would be made available under a casual hire arrangement according to the SJ Shire's rules and regulations.</p> <p>The groups that are likely to hire the facility would require access to the internal activities area, toilets and kitchen. The Club will not allow access of external users to the Captain's Office, Store and Score Entry area.</p>																
12.	<p>Have you considered:</p> <table border="1"> <tr> <td>• child care facilities</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for low income earners</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for people with a disability</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for seniors</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access on a casual and short-term basis</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>		• child care facilities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>															
	<p>Please attach a copy of the proposed fee structure.</p> <p>The fee structure will be in accordance with the SJ Shire's hire fees for other shire facilities, which would be;</p> <p>\$25/hr, 1 hour minimum, Maximum Daily Charge \$200</p> <p>This space has extra items and charges that can be added to your booking. Some may be required depending on your booking time and type, which will be shown at the checkout.</p> <p>Permit to Consume Alcohol, \$21.50 per booking Commercial, \$11.00 per hour, for a Commercial or For Profit organisation</p>																

DESIGN

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

13.	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p>Describe the process used to obtain an estimate of construction cost. The project manager prepared schematic design documentation including site plan, floor plan, elevations, sections and a Scope of Works document. These documents were issued to three local builders with experience in this type of project. The builder's estimates were evaluated, and an average of the amounts calculated. This amount was also checked with square meter rates for construction obtained from a quantity surveyor.</p> <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>
14.	<p>What design features will allow your facility to meet changing needs over time? Has child safeguarding been considered in the design of your facility? The design of the upgraded facility has allowed for an increase in membership of the Club as well as an increase in public use. The size of the changerooms and toilet facilities has allowed for this increase. The size of the internal and external activity areas has also allowed for the expected future increase in use of the building.</p>
15.	<p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p>
16.	<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)? The scope of works document specifies that all fittings and fixtures are of commercial quality suitable for the type of building. All equipment and systems are required to meet all Australian building codes and standards.</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>
17.	<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.). The project will include upgrading site services including power, water and effluent disposal. The building power supply will be upgraded to include electric solar roof panels and management system. The effluent disposal system will be a start-of-art self-contained system that will include re-use of the treated water. All lighting in the upgrade building will be energy efficient LED fittings.</p>
18.	<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? Yes, but the project does not include floodlighting.</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>
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	<p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
19.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.</p>
	<p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p> <p>The income & expenditure statements for the years 2021-22, 2022-23 and 2023-24 are included in the Project Management plan attached to this application.</p>
20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</p> <p>The Club will be responsible for the operational cost of the building as it is now. The Club currently covers the operation costs of the building including power supply, water supply, incidental minor maintenance and all consumables. These costs are included in the Club's operation budgets that are included in the Management Plan 2024 which is attached to this application.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>The Club will continue to include an allowance in its annual budget for Maintenance of the Clubhouse. This will cover the maintenance items that the Club is responsible for under its lease agreement with the SJ Shire.</p>
	<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <p>The lease agreement with the Shire nominates what costs are the responsibility of the Club and what are the responsibility of the Shire.</p>

WHERE A LGA IS THE APPLICANT

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

Yes No

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:

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	December 2024
Preparation of tender/quotes for the major works contract	February 2025
Issuing of tender for major works	May 2025
Signing of major works contract	July 2025
Site works commence	February 2025
Construction of project starts	July 2025
Project 50% complete	May 2026
Project Completed	March 2027
Project hand over and acquittal	June 2027

23. **Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

There are no operational constraints that could impact the progress of the project.

24 **How many construction and/or ongoing jobs will your project create?** (Only applicable if your project is over \$1 million)
N/A

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.

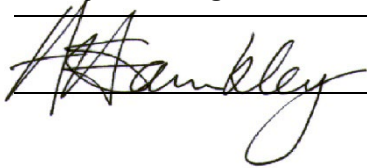
DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

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

Name: A Scott Hambley

Position Held: Project Manager

Signature: 

Date: _____

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.
<input type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input checked="" type="checkbox"/>	Two written quotes. Quantity Surveyor costings will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<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.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input 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.
<input type="checkbox"/>	For projects involving floodlighting, a lighting design plan 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 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 2025/26 CSRFF application form.
- The project for which the 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 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)
<i>ie Construction of change rooms</i>	25,000	27,500	<i>B & S Construction</i>
Land	0	0	
Site Services		\$110,000	
Demolition		10,000	
Consultants		20,000	
Construction		670,000	Estimates from Builders
Donated materials (Cost breakdown must be attached)		45,000	
Volunteer Labour (Cost breakdown must be attached)		45,000	
Sub Total		\$810,000.00	
Cost escalation		30,000	5% of construction costs
a) Total project expenditure		\$840,000.00	

- At least **two written quotes** or **QS estimate** is required for each component.
- If your project includes 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 design 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		205,000	LGA cash and in-kind	Y	
Applicant cash		195,000	Organisation's cash	Y	
Volunteer labour		45,000	Cannot exceed applicant cash and LGA contribution – max \$50,000	N	Pre-contract commitments from local contractors
Donated materials		45,000	Cannot exceed applicant cash and LGA contribution	N	Pre-contract commitments from local suppliers
Other State Government funding					
Federal Government funding					
Corporate funding		10,000		N	
Corporate funding		60,000	Loans, sponsorship etc	Y	Alcoa
CSRFF request (No Development Bonus)		280,000	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding		840,000	<i>This must 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?

Additional funding would be sought from the Local Government and corporate sources.
Scope of work could be reduced – the external activities area (deck) could be deleted.

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 of Serpentine Jarrahdale
Name of Applicant: Serpentine & Districts Golf Club Inc

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?	<ul style="list-style-type: none"> • Building application • Wastewater application • Development approval will be required from the WA Planning Commission (WAPC)

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

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input checked="" 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?**

At the x September Ordinary Council meeting (attached), Council endorsed the grant application and acknowledged a funding commitment will be required by the Shire upto \$X dependant on the grant application outcome.

- 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?

The Club has conducted 3 quote process to assist in their pricing of the project and has worked with the club throughout the project initiation stages. The club has produced a assessment plan and maintenance schedule as part of the project initiation documentation. The Shire also has the clubhouse on our asset renewal program and will update this after the upgrades are completed.

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

The Club has shown there is a need for the project and expect that it will assist the club to grow its membership base. The project will also improve the experience of causal players of the public course and will hopefully increase participation in that space too.

Signed

Position Acting Manager
Community Activation

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2024**. Late applications cannot be accepted.

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