



<b>Office Use Only</b>
TRIM: _____
Grant No: _____
Project Coordinator: _____

# CSRFF Grant Application Form

## Year 2015/16 – 2017/18 Triennium

This application form can only be used for applications to be submitted in the 2015/16 funding round. No other forms will be accepted.

<b>You <u>MUST</u> 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.</b>		
<b>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.</b>		
DSR Contact: Chris Thompson	Date: 22 Oct 2010	Office: Albany
<b>TYPE OF GRANT:</b>		
<input type="checkbox"/>	<b>ANNUAL GRANT \$50,000–\$166,666 (Up to \$250,000 with development bonus)</b> The total project cost (GST exclusive) is \$500,000 or less.	
<input checked="" type="checkbox"/>	<b>FORWARD PLANNING GRANT \$166,667–\$3 million</b> 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.	
<b>Year of Claim</b> (Applicable to forward planning grants only): Please indicate the year that you would prefer to claim a grant. Only indicate first preference for funding in 2015/16 if all planning is finalised.		
<input checked="" type="checkbox"/> 2015/16	<input checked="" type="checkbox"/> 2016/17	<input type="checkbox"/> 2017/18
<b>Would the project proceed if funding was allocated in a later year?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)?		
<b>How would the resulting cost escalation be funded?</b> WA Govt Treasury loan secured through LGA		

### Applicant's Details:

Organisation Name:	Denmark Riverside Club Inc.				
Postal Address:	PO Box 48				
Suburb:	Denmark	State:	WA	Postcode:	6333
Street Address:	1 Morgan Road				
Suburb:	Denmark	State:	WA	Postcode:	6333A

### Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Alan Davis	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Project Manager		
Business Phone:	08 98481517	Facsimile:	08 98481517
Mobile Phone:	0447030653	Email:	cindal@westnet.com.au

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 22876481010
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A1016338X – see Attachment 1 *
Bank details:	Bank: Bankwest	BSB: 306009 A/c: 0171251

**Local Government Authority Details:**

LGA:	Shire of Denmark		
Contact:	Dale Stewart	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	08 98480300	Facsimile:	08 98481985
Mobile Phone:	0428481905	Email:	ceo@denmark.wa.gov.au

**PROJECT DETAILS**

<b>Project Description:</b>		
Denmark Riverside Club Project Stage 1: construction of new facilities providing storage, covered training and sports activity areas for members and wider community. This Stage also includes additional social amenities which will underpin the future financial viability of the Club. CSRRF funding is not sought for these amenities.		
Denmark Riverside Club Project Stage 2: development of water entry points to the Denmark River. This stage is not subject to this funding application. Planning for this stage has been partially funded through a RBFS grant from Dept. of Transport and is currently in progress.		
<b>Project location:</b>	1 Morgan Rd, Denmark, WA 6333 (A Class Reserve 20403)	
<b>Land ownership:</b>	Who owns the land on which your facility will be located? State Government with control vested in Shire of Denmark Lease Expiry (if applicable): 1 Nov 2022	
<b>Planning approvals</b>		If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Department of Aboriginal Affairs?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Department of Parks and Wildlife? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
None		
<b>What discussions have been held with adjoining local authorities?</b>		
None		
<b>Approximate distance from proposed project to nearest adjoining council boundary:</b> 17 km		
<b>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>If so, are you seeking funding from them?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Contact: Graham Landsdown, Senior Supervisor		
<b>How will your project increase physical activity?</b> See Annex A, Paragraphs 2 - 6		

**Do you share your facility with other groups?** Yes  No  If so, who: Denmark Bowling Club, Denmark Dragon Boat Club, Denmark Canoe Club & Denmark Classic Boat Club.

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

Sport/community organisation	% use of the facility	Hours per week
Denmark Bowling Club Inc.	>95%	30
Denmark Dragon Boat Club Inc.	>95%	10
Denmark Canoe Club	>95%	10

Activity/sport 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, i.e. recreation facility or aquatic centre, please enter the number of users of the facility.

<b>2011/12</b>	264	<b>2012/13</b>	330	<b>2013/14</b>	330
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process.

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Bowls WA, Dragon Boats WA and Canoes WA	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Bowls WA: Ken Pride, CEO/Dragon Boats WA: Kirsten Priest, President/Canoes WA: Rosalie	Date of contact: 27 Jan 2012/ 22 June 2012/ 8 Mar 2012

## 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.

1.	<b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000). See Annex A, Paragraph 7-8
	<b>How has the need for your project been identified and assessed?</b> See Annex A, Paragraphs 9-11
	<b>Is the need or a part of the need that you have identified already being catered for?</b> See Annex A, Paragraphs 12-15
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"/>

	<b>If not, how have you assessed the feasibility of your project?</b>															
3.	<p><b>What alternatives were considered and why were they rejected?</b></p> <p>Single user facilities were considered for both the bowling and dragon boat clubs. The multi user option was adopted for the following reasons:</p> <ul style="list-style-type: none"> <li>• More cost efficient when compared to multi user facilities</li> <li>• More efficient use of public funds</li> <li>• Created capacity for public use of the facility</li> <li>• Better synergies between members for generic activities.</li> <li>• Offers a more sustainable business model</li> </ul> <p><b>Did you consider sharing with another group?</b> (Please detail).</p> <p>Yes. This project meets the needs of the four sporting clubs which comprise Denmark Riverside Club Inc., a total indicative membership of 300. In keeping with our Constitution, we also encourage other groups to use our facilities either on a casual basis or by joining as members and growing a new sports group within the club.</p> <p>The following community groups currently use club facilities and will benefit from the new facilities proposed:</p> <ul style="list-style-type: none"> <li>• Denmark Agriculture College</li> <li>• Denmark Senior High School</li> <li>• Denmark RSL - Bowls Tournament</li> <li>• Somerset Hill/Harewood Volunteer Bush Fire Brigade – Bowls Tournament</li> <li>• Denmark Prostate Cancer Support Group</li> </ul>															
4.	<p><b>How does your project fit into your:</b></p> <ul style="list-style-type: none"> <li>• <b>Club's strategic plan or development plan?</b> See Annex A, Paragraph 16</li> <li>• <b>State Sporting Association's strategic or development plan?</b> See Annex A, Paragraphs 17-20</li> <li>• <b>Local authority's strategic or development plan?</b> See Annex A, Paragraphs 21-23</li> </ul>															
5.	<p><b>What impact is your project likely to have on other facilities and services in your local and regional area?</b></p> <p>No adverse impacts have been identified on any existing facilities or services during our consultative process with other groups and business entities in town. The proposed facilities will complement existing sport and recreational resources in Denmark so that together all community needs will be met.</p> <p>The Denmark Country Club caters for golf and tennis, the Denmark Football Club facilities meet the needs of all football codes plus track and field and the recreation center meets gymnasium and indoor sports requirements. Riverside Club facilities will cater for the growing demand for river based activities, lawn bowls and other emerging activities such as cycling, etc.</p>															
6.	<p><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"/></p> <p><b>If so, does it service more than one LGA?</b></p> <p>No</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><b>Describe the consultation process undertaken for the project. For example, have you:</b></p> <table border="1"> <tr> <td>• <b>Invited public submissions</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• <b>Conducted a survey</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• <b>Coordinated a public meeting</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• <b>Held forums with key groups</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• <b>Nominated a community representative to the project team;</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	• <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 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 checked="" type="checkbox"/>	No <input type="checkbox"/>
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	<p><b>Other, please detail</b></p> <ul style="list-style-type: none"> <li>A conscious effort has been made, through the publication and wide circulation of a project brochure, to keep the general Denmark community aware of and able to offer comment and advice to the planning committee. Throughout project development we have maintained ongoing consultation with all key agencies including State and Federal Members of Parliament, the Great Southern Development Commission, the Department of Sport and Recreation and the Shire of Denmark (Officers and Council).</li> </ul> <p>Local media briefings have also ensured that news items are published at regular intervals.</p>
<p>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.</p>	

## MANAGEMENT

8.	<p><b>Have you developed a management plan for your facility?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p>																						
	<p><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. See Annex A, Paragraphs 24-25</p>																						
9.	<p><b>How have you catered for management needs in your design (if required)?</b> Consider access, usage and supervision. See Annex A, Paragraphs 26-33</p>																						
10.	<p><b>Was an experienced facility manager, builder or technical expert involved in planning the design of your project?</b> Please outline their experience. See Annex A, Paragraphs 34-37</p>																						
11.	<p><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. See Annex A, Paragraphs 38-41</p>																						
12.	<p><b>Have you considered:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>• child care facilities</b></td> <td style="width: 10%;">Yes <input type="checkbox"/></td> <td style="width: 10%;">No <input checked="" type="checkbox"/></td> <td style="width: 30%;"></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></td> </tr> <tr> <td><b>• access for the disabled</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></td> </tr> </table>			<b>• child care facilities</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<b>• access for low income earners</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<b>• access for the disabled</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"/>	
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	<p>Please attach a copy of the proposed fee structure.</p>																						

## DESIGN

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

13.	<p><b>Have you written a design brief for your project?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p><b>Describe the process used to obtain an estimate of construction cost.</b> PTX Architects have undertaken design development and quantity surveyors Borrell Rafferty Associates Pty Ltd were engaged to provide a detailed elemental or trade based estimate.</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. See Annex A, Att 7</p>
14.	<p><b>What design features will allow your facility to meet changing needs over time?</b> The design brief provides maximum flexibility to meet changing needs over time with retractable walls so that internal areas can be expanded or contracted as required. While the specific needs of our four foundation clubs have been catered for, the Club feels there is a high probability that future membership groups will wish to add other activities such as cycling or petanque, etc.</p> <p>Examples of flexibility in design (See Attachment 6.1) are:</p> <ul style="list-style-type: none"> <li>• Sports admin areas and the multipurpose activity area can all be opened up or closed off with sound proof retractable walls. This allows each area to be closed off and used for the administration of three separate sports event simultaneously.</li> <li>• Sports admin area 2 has a separate retractable screen that allows it to be used as an office area (when open) or to hide off office cabinets, etc (when closed) for briefing of players, etc.</li> <li>• The viewing area and exercise areas at each end of the building can be used as outdoor briefing/debriefing area and player control points when multiple sports events are conducted concurrently.</li> <li>• Storage areas can be equally used for other sports activities with the inclusion of appropriate racking, etc.</li> <li>• Multiple entrances allow for multiple activities to operate independently if required.</li> </ul>
	<p><b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>If yes, how?</b></p>
15.	<p><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> The construction method envisaged is a lightweight building envelope with thermal mass provided by a concrete slab and feature masonry/heavy weight internal walls. This enables a highly energy efficient building with passive design principles such as high insulation, direct solar gain and ventilation. It will also enable a low embodied energy building through the use of components such as timber framing.</p> <p>In specifying the equipment and systems to complement this design the architects will be guided by the need to minimise ongoing operating costs and meet the latest energy efficiency standards specified under current building codes and regulations.</p>
	<p><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</p>
	<p>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></p>
16.	<p><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.). A major factor in the selection of PTX Architects was their focus on sustainability and environmentally friendly design and construction. PTX is a local Denmark business and we are satisfied that they will adhere to the specific requirements detailed in Section 2 of the project brief and ensure that Denmark's reputation for being a socially inclusive and environmentally conscious place is enhanced by our project.</p>
17.	<p><b>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application? N/A</p>

## FINANCIAL VIABILITY

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

18.	Signage in accordance with the State Governments Signage Style (November 2013) must be erected during construction periods for all <b>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 (\$1,500)?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19.	<b>Have you applied a Life Cycle Cost Analysis to your project?</b> This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Is your organisation able to meet the ongoing operating costs of your project?</b> (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
For <b>Annual Grant applications</b> please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.	
<b>Forward Planning applications</b> 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.  <b>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</b>	
21.	<b>Who will be responsible for any operational deficit and how will it be funded?</b> See Annex A, Paragraphs 42-44
22.	<b>Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, how have you determined the required annual contributions? If no, why not?</b> See Annex A, Paragraphs 44-50	
<b>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</b> N/A	

## PROJECT DELIVERY

23.	<b>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.</b>
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Task	Date
Council approvals	Jun 2015
Preparation of tender/quotes	Jul 2015
Issuing of tender	Aug 2015
Site works commence	Sep 2015



Construction starts	Oct 2015
Project 50% complete	Feb 2016
Project completed	Oct 2016
Handover – final inspections	Nov 2016
Project Acquitted	Dec 2016

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.  
 No, special arrangements are being planned to allow each sporting clubs activities to continue during the construction phase when the existing club house, toilets and storage areas will be decommissioned. These will be a combination of temporary on site and off site facilities located away from the building site but with safe access to sports areas such as the bowling greens and water access points. The project team and management committees recognize the importance of continued operation throughout this phase.

### 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: Alan Robertson

Position Held: President, Denmark Riverside Club Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be stapled or clipped at the top left-hand corner. Please do not bind.
- 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.

### Grants \$50,000–\$166,666 (where the total project cost is \$500,000 or less):

<input checked="" type="checkbox"/>	<b>Application form</b> (including any attachments).
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</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).
<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 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"/>	<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 type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Grants \$166,667–\$3 million (where the total project cost exceeds \$500,000) including the above:

<input checked="" type="checkbox"/>	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

### 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 2015/16 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 – See Annex A, Project Budget Section

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.

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 Electrical Works</i>	<i>25,000</i>	<i>27,500</i>	<i>B &amp; S Electrical</i>
See Annex A for detailed breakdown			
<b>Project Signage</b>			Allow \$1,500 ex GST if your project exceeds \$250,000
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer Labour (Please provide cost breakdown)</b>			
<b>Sub Total</b>			
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>			

- 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 – See Annex A, Paragraphs 51 – 53 plus table

Source of funding	\$Amount ex GST	\$ Amount inc ST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested			up to 1/3 project cost		
Development Bonus			Up to ½ project cost		
b) Total project funding					
*Note: 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?					

## 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)	2,232,000
b) Total project funding (ex GST)	2,232,000
c) Project variance*	0

- **\*Balance between a) and b) should equal \$0**

## 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>
<b>Name of Applicant:</b>

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

#### 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	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input 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 type="checkbox"/> No
If no, what approvals are still outstanding?	

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

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

**LGA comments (Required):**

**Signed**

**Position**

**Date**

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

**DSR OFFICES**

**PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

**PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
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Fax: (08) 9550 3199

**PILBARA**

2/3813 Balmoral Road  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

**SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

**GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

**GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

**GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

**KIMBERLEY – Kununurra**

Government Offices  
Cnr Konkerberry Drive and  
Messmate Drive  
PO Box 1127  
Kununurra WA 6743  
Tel: (08) 9166 4900  
Fax: (08) 9166 4999

**WHEATBELT - NORTHAM**

298 Fitzgerald Street  
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Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

**WHEATBELT – NARROGIN**

Government Offices  
Level 2, 11-13 Park Street Narrogin  
WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

**MID-WEST**

77 Marine Tce  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199

**KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0438 916 185

**DENMARK RIVERSIDE CLUB INC.**  
**ANNEX A TO CSRFF GRANT APPLICATION**

1. This Annex provides detailed answers to specific questions posed in the Application Form where additional space is required. Section and Paragraph headings (with yellow background) are taken from the relevant area of the Application Form.



**PROJECT DETAILS**

**How Will Your Project Increase Physical Activity?**

2. Denmark has a real need for facilities which adequately cater for those physical activities which fall outside the traditional football, golf and tennis. This Project is targeted at meeting this need and facilities have been designed to be as flexible as possible so that a wide range of activities can be accommodated. The location close to Denmark town centre and the community park provides good accessibility and facilitates maximum use of adjoining playing surfaces and water entry points. This will lead to a dramatic increase in physical activity participation as community members are attracted to use the facilities.
3. This Project initially aims to meet the demand for future growth in canoeing, dragon boating and lawn bowls. These sports have seen significant growth in recent years but are now hampered by the inadequacy of the current club house. It is substandard and there is not enough room to conduct concurrent activities whether it is indoor coaching/training or events administration. Equipment storage is overstretched and in 2013 a dragon boat was taken due to being



stored in the open. Both Canoes WA and Dragon Boating WA have expressed a wish to hold annual events in Denmark once the new facilities are available.

4. Since its establishment in 2010 Denmark Dragon Boat Club has quickly become one of the most dynamic Dragon Boat clubs in regional areas. It has hosted the Denmark Marathon event for the past three years, an interclub carnival event attracting clubs from around Western Australia. Two club members were selected in the State side for the Australian Championships this year and one in 2012. This year it has introduced a schools based training programme, introducing Dragon Boating to students from Denmark High School and Denmark Agricultural College. It is remarkable that the club has achieved these goals despite very basic facilities. We believe that to reach its full potential the Club requires modern facilities for storage, training, club administration and managing events.



5. The creation of the Denmark Riverside Club has provided the catalyst for the formation of the Denmark Canoe Club with a very active and enthusiastic membership. Our research has shown there are many more paddlers in the community and the provision of adequate canoe storage and sports meeting areas is seen as a key requirement for future growth. Visits by Canoes WA has confirmed this and they have also advised the intent to hold regional and state events here once facilities are established to support them. One of the longer term visions shared with the Shire is for Riverside Club to become the start point for a South Coast Water Trail attracting water activities such as canoeing/kayaking and adventure tourism.



6. The multi-use concept of the Riverside Clubs Project has been enthusiastically embraced by many in the community and we have received several enquiries from individuals and groups wishing to get involved as a way to pursue their activities. The most notable of these are enquiries from cycling and pony club enthusiasts. We are sited close to cycling activities with easy access to the Munda Biddi Trail and other linking trails. As a result we have also had requests from the Munda Biddi Trail Federation and Denmark Visitors Centre to incorporate end of trip facilities in our Project.

## **PLANNING**

### **When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).**

7. The needs assessment leading to this project was undertaken separately by Denmark Bowling Club Inc. and Denmark Dragon Boat Club Inc. These processes identified a common need leading first to the Riverside Clubs Project in 2011 and finally the incorporation of Denmark Riverside Club in 2012.
8. The milestones in that planning process were as follows:
  - a. The Denmark Bowling Club (DBC) developed a strategic plan in October 2007 to meet the club's future growth (see Attachment 4.1). Implementation of this plan led to a detailed study chaired by the Shire of Denmark into the feasibility of amalgamating the DBC and the Denmark Country Club (The Golf, Bowls, Tennis Committee). This committee concluded that the amalgamation of DBC and DCC was not practical due to strongly divergent needs of each club involved.
  - b. The Shire of Denmark subsequently engaged consultants Jill Powell & Associates to build on the work of the Golf, Bowls Tennis Committee and report on the most feasible option to meet community needs. The consultant's report examined the needs of golf, bowls, tennis and the aquatic centre. Regarding DBC they recommended the extension to the existing clubhouse. In 2009 Council were asked to make forward budget provisions for one third share of the proposed \$M1.2 project in 2013.



- c. In accordance with its strategic plan, DBC installed synthetic greens in 2008/9 to enable bowls to be played all year round (previously restricted to seven months). Dept. of Sport and Recreation advised they would not contribute to the \$390,000 cost involved as DBC was not co-located with another club.
- d. In 2010 DBC investigated the feasibility of upgrading its existing clubhouse facilities and in 2011 reported to Council that professional advice indicated that it would be more cost effective to construct a new building than attempt to refurbish the existing 82 year old clubhouse. On 22 March 2011, Council resolved to support the development of a new building and consider a one third contribution towards the cost subject to the normal approval processes.



- e. In February 2010 the Denmark Dragon Boat Club commenced activity and was granted a 5 year lease to utilise the John Clark Bandstand (adjacent to the Denmark Bowling Club) as a base to conduct paddling sessions on the Denmark River. The bandstand has:
  - Two small rooms, which provide very basic storage for paddles etc, two toilets and a small undercover area.
  - Power, lighting and water services connected to the bandstand.
  - A grassed area around the bandstand which is subject to regular flooding in winter and is often waterlogged.
  - Ad hoc vehicle parking which is adequate for club level activities but not for bigger multi club events
  - No secure boat or trailer storage is available. Two dragon boats are stored in the open and padlocked to the bandstand building and other boats are stored off site approx. 20km from town. In 2012 a dragon boat was stolen from the area.
  - Boat access to the Denmark River is down a sloping riverbank approx. 20m from the boat storage site.

- f. The DDBC was incorporated in June 2010 and accepted as a Dragon Boating WA member club in February 2011. The club commenced a Strategic Planning forum in 20 April 2011 which identified the lack of a suitable permanent riverside facility as a key barrier to growth and sustainability of the club. (See Attachment 4.2)
- g. DDBC facilitated an interclub forum on 18 August 2011 to discuss the needs of water based sports in Denmark. This forum was the catalyst for the establishment of a planning committee for a Denmark Riverside Club with foundation members from the Denmark Bowling Club Inc., Denmark Dragon Boat Club Inc., Denmark Classic Boat Association Inc. and Canoe/Kayak enthusiasts in the process of creating a Denmark Canoe and Kayak Club.
- h. Denmark Riverside Clubs Project Team was set up in August 2011 with representatives from each foundation club plus the local Club Development Officer. The initial focus of the project team was to investigate the feasibility of the clubs amalgamating into one multi activity club. A feasibility study (see Attachment 3) was finalised in November 2011 following a vote at general meeting by each club agreeing to amalgamation.



**How has the need for the project been identified and assessed?**

9. Once each clubs membership gave agreement in principle to amalgamation the Riverside Clubs Project Team took the lead in identifying and assessing the project need. The Project Team is a standing committee with the following membership:
  - Denmark Bowling Club (2)
  - Denmark Dragon Boat Club (2)

- Denmark Classic Boat Association (2)
- Denmark Canoe Club (2)
- Shire of Denmark 1 Councillor, 1 officer
- Co-opted members as agreed by the committee as required.

10. PTX Architects, were engaged to facilitate the process and preceded as follows:

- Gain input from each sports group within the Club regarding the facilities required and the interrelationship between each.
- Develop and refine a functional relationship 'bubble' diagram at successive Project Team meetings.
- Develop and refine a Project Brief through successive Project Team meetings (See Attachment 5.1).
- Determine the site opportunities and constraints (See Attachment 5.2).
- Based on the finalised Project Brief and site requirements, develop concept layouts and refine through Project Team meetings and membership feedback (See Attachment 6.1).
- Produce 3D concept views to facilitate further consideration and feedback from membership (See Attachment 6.2).
- Conduct site survey (See Attachment 6.3)
- Prepare cost estimates by architect and quantity surveyor (See Attachment 7).



11. Community input has been sought throughout the planning process by the Project Team through presentations to local groups who may have an interest through to inviting public comment. This process commenced with the circulation of a coloured brochure detailing the broad project objectives throughout the Denmark community. This has been followed by regular newspaper updates and briefings to the Council.

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

12. Yes, the existing clubhouse meets part of the need. However, this building has definitely passed its use by date, is expensive to run and maintain and cannot accommodate the current membership of Denmark Riverside Club. It is now the single constraint to further growth of Denmark Riverside Club.
13. The original building structure is 82 years old and has been progressively added to over the years. Some internal walls are clad with asbestos sheet. The timber flooring is subsiding, the old roof tiles cannot be walked on without breaking, there is no wall or ceiling insulation and the electrical wiring and plumbing is suspect.
14. The building has been inspected by various building professionals and Shire officers and all recommend it will be cheaper to replace the building than to try and refurbish and extend it. After considering submissions on the matter in 2011 Council confirmed their support for rebuilding.
15. The Dragon Boat paddling, land based exercising and storage facilities are not adequate in good weather conditions and often unusable in wet weather. Membership is constrained due to the tiny storage capacity, lack of showers and slippery and unsheltered prep areas. DBC storage areas are being used by dragon boat and canoe clubs but is itself limited and overcrowded.

**How does your project fit into your Clubs Strategic Plan?**





16. This Project is a direct result of the Club's Strategic Plan (See Attachment 4). Of particular importance are the Club's mission statement, goals and critical success factors:

### **Mission Statement**

Denmark Riverside Club will be a major activities centre offering and promoting a variety of sporting, cultural and social pursuits to the Denmark community.

### **Goals**

To provide safe, functional and modern facilities to meet the sporting, recreational, social and cultural needs agreed by members.

To encourage members to become involved in all aspects of club activities and to strengthen links with schools, local authorities, leagues, sports associations and clubs.

To encourage community members and visitors to use club facilities and resources.

To actively promote club activities and nurture opportunities for members and the community at large in the following areas:

- youth development
- player development
- coach/leader development
- umpire provision and training
- safety and first aid
- administrator development

To advance the pursuit of excellence through access to high quality facilities, coaching and administration.

### **Critical Success Factors**

There are two critical success factors facing Riverside:

- Achieving integration of the foundation clubs in a way which creates a strong sense of ownership and enthusiasm among all members irrespective of background.
- Sourcing funding to enable the construction of planned multi-purpose facilities to underpin the club's future growth and operational sustainability.





**How Does your project fit into your State Sporting Associations Strategic or Development Plan?**

17. **Bowls WA Strategic Plan (2011-2014)** identifies the association’s core purpose as “The administration of the game in order to further encourage its continued development at all levels within Western Australia”. A key objective identified in the strategic plan is the development of “sustainable club facilities which allow all levels of player to enjoy the game”. In considering another key objective (Financial Sustainability) the plan recognises the need to “Encourage partnerships with community organisations” and to “Seek organisational partnerships with similarly structured sporting organisations.”

18. **Dragon Boating WA Strategic Plan (2010-2014)**

Mission: “Dragon Boating WA Inc. (DBWA) is the State body responsible for the management, co-ordination, development and promotion of dragon boat racing in Western Australia. To represent the interest of its members to the public, media, sponsors, government and national and international dragon boat organisations.

DBWA state that a key objective in achieving this mission is “.. the development of strong public and private sector partnerships with respect to facility development and planning and funding”.

19. **Canoeing WA Strategic Plan (2010-2015)** identifies the following mission:

“Canoeing WA will maintain the highest level of expertise and provide opportunities to all paddlers in competition, recreation, education, training safety

and facilities. The needs of all paddlers will be represented at all levels of government promoting paddle sports as a positive life changing physical activity.”

Facility Development is Canoeing WA’s first strategic objective with a commitment to “Assist all clubs and disciplines to help develop plans for facility development..” along with “..strategic partnerships to ensure facilities have the best opportunity of being funded.”

20. Each of the above State bodies has been consulted over this development and is fully supportive.

### **How Does your project fit into your Local Authorities Strategic or Development Plan?**

21. The mission of the Shire of Denmark’s Strategic Plan for Sport and Recreation is “To provide sound recreation advice, facilities and services to the whole community.”
22. The Strategic Plan gives the following principles regarding new facilities:
- Council will require organisations seeking public funds for developing or refurbishing facilities to have a business plan appropriate to the size of their organisation.
  - Council will require organisations seeking major facility development to demonstrate the need for such development and also their strategies to ensure the development will be viable into the future.
  - Council will give priority support to facility development that shows capacity for collocating or sharing resources.
23. Denmark Riverside Club has met all of these requirements to Council’s satisfaction. The Project Team leading the development includes a councilor and council representative and works closely with Council in all areas.



## MANAGEMENT

### Have you developed a Management Plan for your facility?

24. Yes. The Management Plan is reviewed annually and was last updated by the Riverside Management committee in July 2014. A copy is at Attachment 9.
25. Intentionally left blank.

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

26. Management of the Denmark Riverside Club is structured as follows:
- Management Committee - responsible for executive control and policy
  - Club Manager (to be appointed) – responsible for day to day operation of facilities
  - Sports Captains' & Committees – responsible for scheduling and conduct of sporting events.
27. **Office:** for use by the Club Manager, located centrally in the building to ensure easy access and visibility for oversight of activities.
28. **Sports Activity and Multi-purpose Areas.**
- These areas are centrally located close to the foyer and have their own access to storage and external exercise/activity areas.
  - Internally, each area is separated by sound proof retractable partitions. This is essential for a multi user club as it allows three separate sports events to be conducted concurrently without impinging on each other. Alternatively areas can be combined for running major regional or state sporting carnivals.
  - This flexibility also allows the areas to be transformed into small or large areas, depending on the number of members/visitors involved, for:
    - 1) Management Committee meetings
    - 2) Sports planning and organisations
    - 3) Player briefings and strategy plans
    - 4) Training of officials (umpires, safety and coaches)
    - 5) Training of players (rules, theory, skills and tactics)
    - 6) Wet weather activities (techniques, emergency drills, warm up/down exercises).

- The primary difference between these areas is that the Multi-Purpose Area opens to the kitchen and bar allowing community functions to be held. The size of this area has been increased by 100% over that required for Club sporting activities.
29. **Kitchen, store and cool room.** Approximately 75% of the kitchens capacity is designed to provide social amenity for the club and exceeds the required support for sporting activities. However at least 25% of kitchen facilities are an essential facility to the successful conduct of interclub sporting events:
- Bowling carnivals usually run over one to three days from 9am to 5 or 6pm with short half hour breaks. These events cannot be conducted without providing on site refreshments and lunches prepared by member volunteers. Five or six carnivals are run each calendar year and the number could increase as the popularity of winter bowls grows.
  - Denmark Dragon Boat Club hosts a weekend state carnival once per year. Essential to scheduling of this event is the ability to feed contestants between races. Warm meals are prepared off site and delivered to contestants as it is not feasible for them to leave the competition area. Local facilities are currently hired for this purpose, but prove to be a most inefficient process. The planned new kitchen facilities will overcome this problem and allow the carnivals to grow into the future.
  - Canoes WA has indicated it's preparedness to hold regional and state events in Denmark once the new facilities are in place. In discussions it has advised that apart from normal sports administration areas, the ability to provide meals to contestants, both on site and in hot box form, is a prerequisite.
  - End of trip kiosk facilities will be accessed via the external covered exercise area at the north end of the clubhouse.
30. **External Exercise Areas.** These comprise covered areas, one at each end of the building, and the viewing area in front of Sports Admin 2. These areas provide for team warm up/cool down exercises prior to physical activity.
31. **Toilets, change rooms and showers.** These are provided at the south end of the building with access from either external river and bowls areas or internal club activity areas. This allows members who are wet and muddy to clean up and change prior to entering the clubhouse.
32. **Storage.** These are located at the south end of the building providing easy access to the outside activity areas.
33. **Paving and Ramps.** These provide safe access for all members/visitors (including disabled) from the car park into the clubhouse and/or outside playing areas.

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

34. PTX Architects of Denmark were engaged at the outset of the project as design consultants and architects. They will continue through detailed design and construction to provide design input, cost estimates and building contract supervision. PTX has extensive experience in design and construction supervision in the Denmark area. A curriculum vita for PTX is at Attachment 8 and indicates their experience on similar projects and also highlights their environmental and social focus.
35. PTX liaised closely with the Riverside Club Committee to develop a Design Brief based on extensive analysis of requirements for the new facility. At various stages the Design Brief was made available to the general membership for comment and input. Proposed designs were benchmarked against comparable facilities to identify functionality issues and assist in preliminary cost estimation.
36. Quantity Surveyors, Borrell Rafferty Associates Pty Ltd were engaged to provide a detailed elemental or trade based estimate.
37. During detailed design, in addition to continued use of a Quantity Surveyor, other professionals will be involved as necessary in the design and construction process, notably:
  - Structural/civil engineer
  - Mechanical engineer
  - Electrical engineer
  - Hydraulic engineer
  - Land surveyor
  - Geotechnical engineer
  - Landscape architect
  - Interior design/ kitchen consultant





**If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.**

38. The Denmark Riverside Club is an amalgamation of four existing clubs that focus their activities on or close to the Denmark River, namely the Denmark Bowling Club, Denmark Dragon Boat Club, Denmark Canoe Club and the Denmark Classic Boat Association. Each individual club is represented on the Riverside Club Project Committee to ensure their needs were catered for throughout design development.
39. Extensive consultation has taken place among the member clubs to identify their specific needs. 'Bubble diagrams' were used to illustrate areas devoted to different activities and to test the movement paths between them. In this way the design was optimised for its different functions.
  - As an example of the above consultation process, the design incorporates 'wet' and 'dry' amenities areas to cater for water based sports interacting with the main building facilities.
  - Communal shared facilities are designed to be simultaneously accessible to different groups through the use of internal partitions. This will allow, for example, a bowling tournament to proceed at the same time as a dragon boat training session. Similarly, the main multi-purpose area of the building can be sub-divided (or expanded) for use for sporting tournaments, meetings or conferences.
40. Members have resolved that Denmark Riverside Club Inc. should be a fusion of its member clubs. That is member clubs will progressively transfer management functions to Denmark Riverside and relinquish incorporated status. They will remain in being to manage each sport on behalf of members. Members will join Denmark Riverside Club and then choose which sport they wish to engage in. Members will pay a common subscription plus any capitation to the State Association. The transition to this model is well advanced and will be completed in Sep/Oct 2014 when the dragon boat club merges.
41. In addition we have had enquiries from local petanque and cycling groups wishing to join the Club in order to promote their sports once the new facility is complete. We are consulting further with these groups with anticipation of a positive outcome.

## **FINANCIAL VIABILITY**

### **Who will be responsible for any operational deficit and how will it be funded?**

42. Club Members are responsible for any operational deficits that may occur. The method of covering any deficit will be decided by the Management Committee and could range from increased subscriptions, budgetary constraints and/or review of business practices.
43. However, the clubs financial performance is monitored by the Management Committee against budget forecasts on a monthly basis and where necessary remedial action is taken to ensure ongoing profitability. The success of this strategy is reflected in the audited accounts at Attachment 12.
44. The Club has considered the impact of not receiving the full grant funding applied for from various bodies and/or cost over runs. Council has agreed to underwrite a Club application for a self-supporting low interest Treasury loan up to \$285,000 of which \$100,000 is committed under project funding. This leaves the capacity to source \$185,000 in additional loan finance if required. The Club has demonstrated ability to service the full loan and has included this cost in the forward budget estimates at Attachment 10. This capacity has been earmarked to meet various contingencies that could arise in a major development project such as this. The Business and Strategic Plan at Attachment 4 indicates the Club has capacity to increase this borrowing substantially if necessary.

### **How have you determined the annual contribution to the asset replacement fund?**

45. The asset management plan is detailed in the Denmark Riverside Club Management Plan (See Attachment 9) which is reviewed annually by the Management Committee.
46. This plan identifies replacement of the lawn bowls surfaces and major programmed maintenance of the proposed new pavilion/clubhouse as requiring provision through an Asset Replacement Fund. The annual contributions have been calculated as detailed in the following paragraphs.
47. **Bowling Greens.**  
The club has installed synthetic playing surfaces which, in accordance with the manufacturer's guidelines, require minimum maintenance and have an expected life of at least 10 years. The life of the greens was revised to 12 years minimum after technical inspection in July 2014. Provision for the replacement of synthetic bowling greens is based on the following data:



Green	Year Installed	Year to Replace	Estimated Cost	1/3 DSR Share	Net Est Cost	Annual Prov'n
A	2009	2021	\$149,354	\$49,287	\$100,067	\$16,678
B	2010	2022	\$163,293	\$53,887	\$109,406	\$15,629

48. **Pavilion/Clubhouse.**

Provision for major programmed maintenance of the new facilities and replacement of major equipment is based on 1.25% of build costs (\$20,625 pa).

49. In summary, the contribution to the asset replacement reserve will be \$32,000pa from 2014/15 increasing to \$53,000pa once the new pavilion/clubhouse is complete.

50. Intentionally left blank.



## PROJECT BUDGET

### Attachment 6.1 to Annex A 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.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Building Works			
Substructure	61,200	67,320	
Columns	39,600	43,560	
Roofs	204,000	224,400	
External Walls	81,600	89,760	
Windows	72,000	79,200	
External Doors	66,000	72,600	
Internal Walls	62,400	68,640	
Internal Screens & borrowed lights	68,400	75,240	
Internal doors	15,600	17,160	Borrell Rafferty Associates, Quantity Surveyors (see Att 7)
Wall finishes	14,400	15,840	
Floor finishes	45,600	50,160	
Ceiling finishes	86,400	95,040	
Fitments	121,200	133,320	
Hydraulic services	93,600	102,960	
Mechanical services	102,000	112,200	
Fire Services	15,000	16,500	
Electrical Services	187,200	205,920	
Preliminaries	121,200	133,320	
	<b>1,457,400</b>	<b>1,603,140</b>	

EXTERNAL WORKS & SERVICES	405,600	446,160	Borrell Rafferty Associates, Quantity Surveyors (see Att 7)
CONTINGENCY	192,000	211,200	Borrell Rafferty Associates, Quantity Surveyors (see Att 7)
PROFESSIONAL FEES	175,000	192,500	Borrell Rafferty Associates, Quantity Surveyors (see Att 7)
Project Signage required by Dept. of Sport & Recreation & other sponsors	2,000	2,200	Allow \$1,500 ex GST if your project exceeds \$250,000
<b>Sub Total</b>	<b>2,232,000</b>	<b>2,455,200</b>	
<b>Total project expenditure</b>	<b>2,232,000</b>	<b>2,455,200</b>	

## PROJECT FUNDING

### Calculation of Project Value Allocated to Physical Activity

51. The Project facility is primarily designed to meet the increasing participation in physical activity by Club members and the wider community. However the opportunity has also been taken to incorporate additional facilities which will cater to the wider social needs of the community and underwrite the Clubs financial sustainability into the future. Funding support for these additional facilities is not being sought through this CSRFF Application, rather it has been secured from LotteryWest.
  
52. The method of calculating the proportion of the facility subject to this CSRFF Application is as follows:
  - Building costs proportioned on an area utilization basis with 50% of the Multipurpose Area, 75% of the Kitchen and 100% of the Bar assessed as meeting social rather than physical activity needs. This results in 448m<sup>2</sup> of the total 576m<sup>2</sup> (or 78%) designed to support physical activity. This percentage was allocated to all Project costs except fixtures for the kitchen and bar.
  - 25% of Kitchen fixtures were allocated to support physical activities as per Paragraph 29.
  - None of the Bar fixtures were allocated as supporting physical activities.

53. As a result of the above the following Project costs were assessed as supporting physical activities and subject to one third funding under this CSRFF Application:

- General Build (less Kitchen & Bar Fixtures): 78% of \$2,167,080 = \$1,685,507
- Kitchen Fixtures: 25% of \$25,920 = \$6,480
- Total Value of Project allocated to physical activity: \$1,691,987

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	490,852	539,937	LGA cash and in-kind	Y	See Attachment 13
Applicant cash	160,000	176,000	Organisation's cash	Y	See Attachment 12
Volunteer labour	30,819	33,901	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	It will be a condition of tender that voluntary labour by club members be accommodated
Donated materials	30,000	33,000	Cannot exceed applicant cash and LGA contribution	N	Informal discussions with local building and earthmoving contractors have identified potential contributions
Other State Government funding	271,333	298,466		Y	LotteryWest Grant
Federal Government funding	500,000	550,000	CDG funding in conjunction with Shire of Denmark	Y	CDG Funding Approved
Other funding – to be listed	185,000	203,500	Loans, sponsorship etc	Y	Self-Supporting Loan Guaranteed by Shire of Denmark. See Council Resolution.
CSRFF requested	563,996	620,395	up to 1/3 project cost	N	1/3 of eligible costs detailed in Para 53
Development Bonus	0	0	Up to ½ project cost		
b) Total project funding	2,232,000	2,455,200			
<p><b>*Note: 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? See Paragraph 44</b></p>					

## **Attachments to CSFRR Application**

1. Certificate of Incorporation – Denmark Riverside Club Inc.
- 2.1 Site and Locality Maps – Community Mapping
- 2.2 Site and Locality Maps – Site Plan
- 2.3 Aerial Photograph
- 3 Feasibility Study
- 4 Business and Strategic Plan
- 5.1 Concept Brief – PTX Architects
- 5.2 Site Opportunities & Constraints
- 6.1 Concept Plans – PTX Architects
- 6.2 Concept Views – PTX Architects
- 6.3 Site Survey
- 7 Project Estimates – Borrell Rafferty Assoc Pty Ltd
8. Curriculum Vitae – PTX Architects
- 9 Management Plan
- 10 Budget Estimates (Income & Expenditure Estimates)
- 11.1 Life Cycle Analysis
- 11.2 Life Cycle Cost Analysis Spreadsheet
- 12.1 Audited Financial Accounts – Denmark Riverside Club Inc. – 2013/14
- 12.1.2 Audited Financial Accounts – Denmark Bowling Club Inc. - 2011/12 & 2012/13
- 12.1.3 Audited Financial Accounts – Denmark Bowling Club Inc. –2013/14
- 12.2.1 Financial Accounts – Denmark Dragon Boat Club Inc. – 2011
- 12.2.2 Financial Accounts – Denmark Dragon Boat Club Inc. – 2012
- 12.2.3 Financial Accounts – Denmark Dragon Boat Club Inc. – 2013
- 13 Shire of Denmark - Council Resolution
- 14.1 Letter of Support – Hon Terry Redman MLA
- 14.2 Letter of Support – Hon Nigel Hallett MLC
- 14.3 Letter of Support – Robyn McSweeney MLA
- 14.4 Letter of Support – Rick Wilson MP
- 14.5 Letter of Support – Dragon Boating WA
- 14.6 Letter of Support – Bowls WA
- 14.7 Letter of Support – Canoes WA
- 14.8 Letter of Support – WA Sports Federation

- 14.9 Letter of Support – Munda Biddi Trail Federation
- 14.10 Letter of Support – Denmark Historic Society
- 14.11 Letter of Support – Lower Great Southern Bowling League
- 14.12 Letter of Support – Denmark Senior High School
- 14.13 Letter of Support – Denmark Visitors Centre
- 14.14 Letter of Support – Denmark Agricultural College
- 14.15 Letter of Support – Albany Dragon Boat Club
- 14.16 Letter of Support – Denmark Chamber of Commerce and Industry
- 14.17 Letter of Support – Proposed Petanque Group
- 14.18 Letter of Support – Denmark Arts
- 14.19 Letter of Support – Albany Cancer Council
- 14.20 Letter of Support – Denmark Over 50's Assn