

Summary of CSRFF Applications

Denmark Surf Life Saving Club Transformation Project

The existing DSLSC facilities have the following limitations:

- Out-dated with current building now over 30 years old;
- Unsuitable for current surf lifesaving operations;
- Do not allow for suitable future growth in membership and/or general Denmark population or tourism growth. The trend over the past few years has demonstrated strong and consistent growth to the current level of 290 members;
- There is insufficient and inadequate space for the storage of required equipment;
- Poor or degrading training and first-aid areas,
- Poor change rooms;
- Poor ablutions;
- Poor member/community function and entertainment areas;
- Poor general emergency response access issues associated with the current site layout and building restrictions which leads to significant safety issues regarding beach access and emergency response time.

The draft Shire of Denmark, Sport and Recreation Master Plan, supports the above limitations where it states on Page 49, "The existing surf club facilities are in very poor condition with erosion on the beach side. The area is well utilised, in particular in peak tourism season. The SLSC operates a life saving service during this time and provided training programs."

The new facility will address these areas, considered to be substandard by:

- Increasing the capacity;
- Providing additional space;
- Designed to mitigate against future climate and sea level rise projections;
- Adapt to Council's, Coastal Hazard Risk Management and Adaption Plan;
- Includes energy saving solutions;
- Includes flexible, multiple areas of activity.

The Club have addressed the requirements of the grant application through a detailed planning strategy that has involved expertise from within their Club and also the use of external consultants to produce the relevant reports.

The Club has addressed the requirements of the CSRFF grant by including:

- Cost escalation – Contingencies of 5% for construction and 10% for design have been factored in to the budget;
- Short fall in funding – The Club has reserves for minor variances and has identified additional options of loans, increase of funding request from the Federal Government and potential of seeking an increased contribution from Council. It is important to note here, that at present Council's requested contribution of \$400,000 is less than 9% of the total project cost;
- Needs Assessment – external consultant, Keston Technologies were engaged to evaluate need, impact and benefit;

- Feasibility Study – external consultant Keston Technologies were engaged to develop a detailed study. The study investigated other options such as, doing nothing or refurbishment. If no work is undertaken there is no potential for future growth with the real possibility of needing to reduce participation and increasing maintenance costs to maintain an ageing asset. Refurbishment does not mitigate against the increasing sea level and erosion risk and would require continued significant upgrades for the following years resulting in stop gap measures continuing to be accounted for;
- Business case – external consultant Keston Technologies were engaged to provide a detailed and thorough business case;
- Whole of Life Cost – is analysed in the Feasibility Study across all 3 options over 20 and 30 year periods. They demonstrate profit potential for the new build over the life cycle, compared to likely losses over the period for both the refurbishment and do nothing options;
- Project Management – PTX Architects will perform the role of Superintendent to manage the project construction supported by Club member, Wayne Winchester, as the Project leader. PTX Architects have been involved throughout the design and development of the project.
- Asset Replacement Fund – The Club has made provision within their financial modelling for a replacement fund. This fund does not cover the projected full replacement cost, but would be a meaningful contribution to future funding contributions.

Procedure followed for CSRFF

The following is the procedure followed by the Shire of Denmark in regards to the CSRFF process.

- January 2018 - Sport and Recreation clubs who could be submitting a CSRFF annual grants application to discuss project with both the Department of Local Government, Sport and Cultural Industries and the Shire of Denmark.
- June/July 2018 - CSRFF Annual Grants Round is now opened and advertised in the Denmark Bulletin and emailed to all sport and recreation groups in the Shire of Denmark.
- August 2018 - Completed CSRFF Annual Grant Application forms must be submitted to the Shire of Denmark by 31 August 2018.
- September 2018 - Shire of Denmark to prepare CSRFF Agenda for Council Consideration. Applications are required to be ranked in order of priority. Council will determine the level of support that the Shire will provide to each application and outcomes are detailed in the Council Meeting Minutes.
- September 2018 - Shire of Denmark to lodge all applications with the Department of Sport and Recreation Great Southern Office by 28 September 2019.
- October 2018 - All applications from the Great Southern region are assessed by Department of Local Government, Sport and Cultural Industries, Great Southern Regional Manager, and forwarded to the Department with their recommendations.
- November/December 2018 - All applications are assessed by State Sporting Associations and CSRFF Facilities Consultant.
- November/ December 2018 - CSRFF Advisory committee considers applications and makes recommendations.
- January/February 2019 - Hon. Minister for Sport considers recommendations and gives approvals.
- Both successful and unsuccessful applicants are notified.

1. During 2017/18, discussed the project with the Denmark Surf Life Saving Club and representatives from DLGSC Sport and deemed the project to meet the requirements of the CSRFF grant.
2. In June 2018 – Advertised the CSRFF Grants Round open in the Denmark Bulletin and emailed all sport and recreation groups in the Shire of Denmark.
3. Received only one (1) application by the 31 August 2018, from the DSLSC.
4. Prepared a CSRFF Agenda for Council consideration for the September meeting.
5. Are required to lodge all applications with the DLGSC Great Southern Office by 28 September 2018.

27 April 2018

End.



Office Use Only	
TRIM:	_____
Grant No:	_____
Project Coordinator:	_____

CSRFF Grant Application Form

Year 2019/20 – 2021/22 Triennium

This application form can only be used for applications to be submitted in the 2019/20 funding round. No other forms will be accepted.

You **MUST** discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DLGSC Contact: Kelly Waterhouse

Date: 20/07/2018

Office: Great Southern

TYPE OF GRANT:

ANNUAL GRANT \$66,666–\$166,666 (Up to \$250,000 with development bonus)
 The total project cost (GST exclusive) is between \$200,001 and \$500,000.

FORWARD PLANNING GRANT \$166,667–\$2 million
 The total project cost (GST exclusive) exceeds \$500,000.
 Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2019/20 if all planning is finalised and the project will be completed before 1 June 2019.

2019/20 2020/21 2021/22

Would the project proceed if funding was allocated in a later year? Yes No
 If yes, how would the project be impacted (e.g. – delayed etc)?

How would the resulting cost escalation be funded?

An escalation to tender from 2017 value has only been included in the QS estimates to late 2018, however further construction (5%) and design (10%) contingencies are also included in the estimates for unforeseen escalations or additional costs. It is expected that these contingencies would be sufficient to cover any escalations due to delays in funding.

Any shortfalls would be covered by the Denmark Surf Lifesaving Club (DSLSC), where it is expected sufficient reserves are held. Additional options may include increased contribution from the Shire of Denmark, bank loans, or increased request from the Federal Government through the Building Better Regions Fund (current request is below the maximum allowable and a further \$194,500 may be achievable).

The DSLSC are highly committed to this project and will make every effort to ensure it is implemented as soon as possible whilst minimising timing and budget inefficiencies.

Applicant's Details:

Organisation Name: Denmark Surf Life Saving Club Inc

Postal Address: PO BOX 253

Suburb: Denmark State: WA Postcode: 6333

Street Address: Lot 7625 Ocean Beach Road

Suburb: Denmark State: WA Postcode: 6333

Preferred Contact Person:

All application correspondence will be directed to this person

Name: Wayne Winchester Title: Dr Mr Mrs Ms
Position Held: Transformation Project Leader
Business Phone: 98482346 Facsimile: N/A
Mobile Phone: 0417956640 Email: waynewinchester@hotmail.com

Organisation Business Details:

Does your organisation have an ABN? Yes No ABN: 75039691404
Is your organisation registered for GST? Yes No * 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 No
Is your organisation incorporated? Yes No Incorporation #: A821921 *
Bank details: Bank: Westpac BSB: 036609 A/c: 014765

Local Government Authority Details:

LGA: Shire of Denmark
Contact: Damian Schwarzbach Title: Dr Mr Mrs Ms
Position Held: Manager of Recreation Services
Business Phone: 98482044 Facsimile:
Mobile Phone: Email: denrec@denmark.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Denmark Surf Life Saving Club Transformation Project

Project Description:

Denmark Surf Life Saving Club (DSLSC) provides essential services to the Denmark community and visitors through beach patrolling, education programs for members, schools, other user groups and the wider community. It provides a fantastic family atmosphere, competition, and a strong development program for junior and youth members. Located at Ocean Beach in the Shire of Denmark, DSLSC has been operating since November of 1958, following a tragic double drowning. Indeed, Ocean Beach is recognised as one of the more dangerous patrolled beaches in Western Australia, and the DSLSC have a long and proud history of making sure beach patrons are well looked after. Evidencing the significant commitment, quality, success and growth of the club, DSLSC has very recently earned the prestigious Lavan WA Club of the Year award at the Surf Life Saving WA Awards of Excellence in Perth for the 2017/18 season. The club was among five finalists and the only regional club in the running, beating North Cottesloe (2nd), Fremantle (3rd), Sorrento and Trigg Island.

Despite the club's achievements, the existing facilities have become out-dated and unsuitable for current surf lifesaving operations, or do not allow for suitable future growth in membership and/or general Denmark population or tourism growth. In particular there are issues associated with accommodating general membership growth, including a recent substantial increase that contrasts with the general membership stagnation or decline experienced by many other prominent clubs throughout WA. Notably, there is insufficient and inadequate space for the storage of required equipment, poor or degrading training and first-aid areas, changerooms, ablutions, member/community function and entertainment areas, and general emergency response access issues associated with the current site layout and building restrictions.

The project proposal is therefore to transform the current DSLSC into a modern and fit-for-purpose facility that services the needs of members, the Denmark community and visitors to Ocean Beach, whilst also facilitating club growth and enhancing economic opportunities within the Shire of Denmark and wider Great Southern region (the Transformation Project). Importantly, new facilities

will also provide resolution of current significant safety issues regarding beach access and emergency response time.

Project location:	Ocean Beach, Denmark (-35.029839, 117.330351)		
Land ownership:	Who owns the land on which your facility will be located? Shire of Denmark Lease Expiry (if applicable): Long term peppercorn lease on current site. New lease to be negotiated for proposed new building on similar terms. Positive discussions with Shire of Denmark to date with no foreseen issues. Shire of Denmark highly supportive of the project.		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	01/02/2019	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	01/02/2019	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Please list any other approvals that are required? The native vegetation clearing permit is not expected to be required, however an environmental consultant will be engaged in the next detailed design phase of the project, which will set out all requirements in this regard. We understand the area not to be a high conservation area in the eyes of the Shire and is fundamentally a regrowth area.	Yes <input type="checkbox"/> No <input type="checkbox"/>	_/_/_/	
What discussions have been held with adjoining local authorities? No formal discussions held	Approximate distance from proposed project to nearest adjoining council boundary: 20 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 checked="" type="checkbox"/> No <input type="checkbox"/>		
Contact: Simon Lyas, Regional Development Australia - Great Southern			
How will your project increase physical activity? ???			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Although the facility is primarily for DSLSC activities, wider community groups do use the facility for meetings, activities and functions as required, provided it does not interfere with club activities. Although surf lifesaving will be the primary use for the new building, other uses primarily including staging locations for sporting and recreational activities such as surfing events, swimming events, proposed triathlon/running/cycling events, etc. Other current uses of the facilities include yoga and fitness groups, surfing lessons. All of these activities would most certainly continue, if not expand with the new facilities.			

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 Surf Life Saving Club	80%	31.5
Yoga & fitness groups (various)	15%	6 (3 times per week)
Surfing and swimming events (various agencies)	5%	2.2 (12 days p.a.)

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.

2015/16	220	2016/17	217	2017/18	290
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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. A complete list of State Sporting Associations and their contact details are available on the departments website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

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

Surf Life Saving Western Australia

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

Contact Name: James O'Toole

Date of contact: 20/06/2018

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. **When did you complete your needs assessment?** (This is a formal analysis required for projects over \$500,000).
Marh 2018

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

Engaged external consultant, Keston Technologies, to evaluate need, impact and benefit, and to develop a detailed feasibility study and business case for the project (see supporting documents).

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

Need is predominantly in the ageing current facilities and lack of storage and activity space to facilitate further project growth in membership and overall community and visitor need for the club. Although the need is somewhat met at a current membership rate, future growth will not be encouraged or enabled. Other important identified needs for better beach access and disabled access are not catered for at all with the current building.

2. **Have you undertaken a feasibility study?** (must be included with Forward Planning applications).

Yes No

If not, how have you assessed the feasibility of your project?

N/A

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

Section 6 of the supporting feasibility study and Section 5 of the business case include an analysis of do nothing and refurbishment options compared to that of the new build. The feasibility study also includes a financial differential analysis between these options, which, together with consultations and more qualitative analyses, shows clear preference for a new build. There are clear disadvantages to the other options, with do nothing limiting future growth and perhaps reducing numbers into the future, as well as increasing maintenance costs over time. Refurbishment provides some benefit, however does not mitigate against sea level and erosion risk, does not provide the level of amenity of a new build and would require incremental and inefficient upgrades over time to achieve similar member attraction and retention benefits. Many other factors have also been considered and are available for review in the associated sections of the supporting documents.

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

Due to the nature of surf lifesaving activities and focus, facility sharing / collocation is not a viable option. Surf lifesaving activities require extensive storage facilities and dedicated spaces for relevant activities such as training and first aid. The location on Ocean Beach would also be restrictive to other sport and recreation groups, other than those focused on surfing or swimming. Such groups do not require similar types of facilities for their operations, however are able to use club amenities, such as public toilets and changerooms, as and when they wish, as well as using the facility as a staging ground for various events throughout the year (approximately 14 days per year). The Denmark Surf Life Saving Club also encourages community groups to use and/or rent function and activity space as they wish in order to conduct their individual activities in spaces not always utilised by DSLSC. This provides useful space to arts, craft and exercise groups, to name a few, and strengthens DSLSC's financial resiliency. Fees for the use of the facilities for community groups are currently and will continue to be low and fair to enable and maintain positive community group use. Current and likely future user groups include schools, community training, wellness and health groups, exercise groups, sporting association meetings, board riders, knitting groups, etc.

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).

Section 7 of the supporting feasibility study analyses the operational life of the three options over twenty and thirty year periods. This includes consideration to offsetting capital costs of development over the same timeframes. The projections demonstrate clear profit potential for the new build throughout the building's life cycle, compared to likely losses over time for both refurbishment and do nothing options. Similarly, the capital cost offset analyses show clear potential for a new build over other options, despite its far higher capital requirements initially. A revised and detailed lifecycle analysis for the new build option is included in the supporting life cycle cost analysis document. This considers all costs and income potential from project conceptualisation through to building end of life and disposal.

4. **How does your project fit into your:**

- **Club's strategic plan or development plan?** The club has developed a number of key short, medium and long-term strategies that will drive the club into the future. These include actions which are strongly aligned with the Transformation Project's expected outcomes. Specific actions have been allocated to the current year strategies, whereas actions for the medium and long-term strategies will be developed as part of planning processes in the subsequent years. More detail of all strategies and the project's alignment is defined in Section 1.2 of the supporting business case.
- **State Sporting Association's strategic or development plan?** The Transformation Project is identified by Surf Life Saving WA as a priority surf lifesaving club development. It is indeed also well aligned with the organisation's strategic goals and strategies (as outlined in the SLSWA Strategic Plan 2018-2020). Particular alignment is identified in increased organisational sustainability, enhanced club and membership growth, building safer communities and providing community education and health promotion.
- **Local authority's strategic or development plan?** The project is very clearly aligned with local strategic and community plans, including the Shire of Denmark Corporate Business Plan 2016-2020 and Strategic Community Plan 2031. Further alignment is identified with the Great Southern Regional Investment Blueprint and Lower Great Southern Economic Alliance Tourism Development Strategy. Details of specific alignment can be found in Section 3.7 of the supporting business case.

5. **What impact is your project likely to have on other facilities and services in your local and regional area?**
 Denmark Surf Life Saving Club and its facilities have very specific purposes with the primary responsibility of beach safety at Ocean Beach in Denmark, a notoriously dangerous part of the coast. Beyond its lifesaving purposes however, the club facilities will include public shower and toilet facilities for beachgoers. Such facilities are currently located adjacent to the present club building rather than being incorporated and managed by DSLSC. Additional impact will be appreciated by current other user groups, such as yoga and fitness groups, arts and crafts groups, swimming and surfing groups. These groups will all benefit from modern facilities and amenities, and it is expected that the building may serve to attract further user groups and additional community benefits as a result. It is also expected that the facility will attract more and larger events and competitions, including those associated with created large open spaces rather than simply for swimming or surf related activity. This will provide new opportunities for local business, tourism and other regional growth outcomes. A detailed analysis of project impact, including cost benefit analysis and job creation, are included in Section 7 of the supporting business case.
6. **Is your facility multi-purpose (i.e. caters for a variety of activities at one time)?** Yes No
If so, does it service more than one LGA?

Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).

7. **Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:**
 Extensive consultations have been conducted with key community stakeholders and club members, particularly during feasibility and concept design phases. All consultations have indicated widespread support for the transformation at Ocean Beach. Additional community information sessions at the club are planned as the project develops. Detail of all consultations undertaken and results of surveys are provided in Section 4 of the supporting business case and Section 5 of the feasibility study.

A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.

MANAGEMENT

8. **Have you developed a management plan for your facility?** Yes No
 Please attach a copy with this application.
If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.
9. **How have you catered for management needs in your design (if required)?** Consider access, usage and supervision.
 PTX Architects will act as superintendent to manage all construction activities, with Wayne Winchester acting as project leader. Details of Project Governance and Project Implementation, including specific roles and responsibilities, are included in Section 8 and Section 9 of the supporting business case.
10. **Was an experienced facility manager, builder or technical expert involved in planning the design of your project?** Please outline their experience.
 Yes, PTX Architects have been involved throughout the design and development of the project to date and will act as superintendent during the construction phase.
11. **If you propose to share a facility, have other groups been asked what features they need?**
 List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.
 N/A
12. **Have you considered:**
- **child care facilities** Yes No
 - **access for low income earners** Yes No

- **access for people with a disability** Yes No
- **access for seniors** Yes No
- **access on a casual and short-term basis** Yes No

Please attach a copy of the proposed fee structure.

DESIGN

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

13. **Have you written a design brief for your project?** Yes No

If yes, please respond to the following points:

Describe the process used to obtain an estimate of construction cost.

PTX Architects have developed the Concept Design Report (attached) and engaged Quantity Surveyor Borrell Raftery Associates to provide an Opinion of Probable Cost. Detailed estimates are including in the supporting business case (Appendix B).

An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.

14. **What design features will allow your facility to meet changing needs over time?**

PTX Architects and all engaged consultants have worked with the Denmark Surf Life Saving Club, its member and stakeholders to identify optimum building requirements to not only meet current demands but also those throughout the building's operational life. The capacity of the building is designed to be larger than current requirements, providing additional space for the club to grow and evolve throughout the facility's operational life. The building is also designed to mitigate against future climate and sea level rise projections, adapt to the Shire of Denmark's Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for two coastal areas including Ocean Beach, includes passive and activity energy saving measures (such as solar collection, thermal mass and ventilation), and incorporates flexible, adaptable / fluid space and multiple nodes of activity. Full details are included in the supporting concept design report.

Is your current proposal likely to limit any future development on your site? Yes No
If yes, how?

Although the building is designed and expected to suit the operational needs of the club and beach users throughout its operational life, the site has sufficient remaining space for any required additions or enhancements over time. Denmark Surf Life Saving Club will continue to maintain and build its positive relationship with the Shire of Denmark and other community groups in order to easily adapt to any changes that may warrant future development.

15. **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)?**

PTX Architects have extensive experience and well developed track record in building design and implementation, including for surf lifesaving and other sport and recreation club facilities. PTX Architects also have strong relationships and regularly consult with external engineers and quantity surveyors to develop designs and best adapt to available spaces and conditions. Detailed designs will be undertaken once funding is received and in preparation for construction. This will involve the engagement of suitably qualified engineers.

Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. Yes No

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.**

16. **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 facility is designed to include both active and passive measures for energy and water efficiency. Predominantly these include solar collection, thermal mass, passive ventilation, energy generation, and evacuated tube solar hot water. Details are included in the supporting concept design report.

17. **If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?** If so, is this allowed for in your application?

N/A

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. **Have you applied a Life Cycle Cost Analysis to your project?** This is mandatory for projects that have a total project cost over \$500,000. Yes No

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.

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

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

Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighbouring local authorities and other factors.

Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.

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

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

Denmark Surf Life Saving Club will be responsible for ongoing costs, which will include subsidies and funding from external agencies as currently received. Details of current and future operational income and expenditure are included in Section 6 of the business case and Section 4 of the life cycle cost analysis. This includes projections over the thirty year operational life of the building, and considers base case (most conservative estimates), best case and worst case scenarios.

21. **WHERE A CLUB/ASSOCIATION IS THE APPLICANT**

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

Yes No

If yes, how have you determined the required annual contributions? If no, why not?

The projections include both a repairs and maintenance allowance and an asset replacement sinking fund. The repairs and maintenance allowance is expected to cover all general maintenance and replacement of certain building infrastructure as required (e.g. lighting, hot water system and solar panels). It is higher than for current operations, despite the age of current facilities, and includes consideration to the larger space and coastal proximity. Estimates are based on a conservative \$15/m², or approximately \$14,000 per annum with a 3% per annum increase for inflation.

Projected reserves are expected to cover any shortfall in repair or maintenance requirements and equipment replacement, though the conservative approach in the analysis should negate any such unforeseen costs arising.

The asset replacement sinking fund is not intended to fully cover depreciated building costs and full replacement at end of life, but rather to act as a sizeable contribution to future funding applications (e.g. new build at end of life or refurbishment to extend life). The selected amount is a proportion of available reserves which is expected to allow considerable flexibility in club operations and reinvestments. Fund contributions will grow five yearly, alongside projected revenue and profit growth.

Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?

N/A

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	01/04/2019
Preparation of tender/quotes for the major works contract	01/04/2019
Issuing of tender for major works	01/06/2019
Signing of major works contract	01/06/2019
Site works commence	01/07/2019
Construction of project starts	01/09/2019
Project 50% complete	01/11/2019
Project Completed	01/07/2020
Project hand over and acquittal	01/08/2020

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.

No constraints. Existing club facility will continue to be utilised during construction of new facility on adjacent site. Only once relocated to new facility will demolition of existing building be conducted.

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: Wayne Winchester

Position Held: Transformation Project Leader

Signature: 

Date: 27.08.18

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.

- Application form** (including any attachments).
- Incorporation Certificate.**
- Two written quotes.** Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
- If your project involves the upgrade of an existing facility, include **photograph/s** of this facility.
- 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.
- Income and expenditure statements** for the current and next financial years. (LGAs exempted).
- Written confirmation of financial commitments** from other sources including copies of **council minutes**. (If a club is contributing financially then evidence of their cash at hand must be provided).
- For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
- Itemised project cost for components** and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
- For floodlighting projects, a **lighting plan** must be supplied showing lux, configuration and sufficient power supply
- Formal Needs assessment*
- Management plan*
- Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
- Feasibility study*
- Concept design*
- 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 2019/20 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category	Details
Geographical location	<input 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)
Club amenities (change rooms and toilets)	\$586,250	\$644,875	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Craft and board stores	\$273,600	\$300,960	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Club areas (youth training area, meeting, member training area, office, patrol, first aid)	\$271,700	\$298,870	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Member and community training area	\$400,500	\$440,550	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Kitchen and serving area (excluding fit-out & equipment)	\$185,600	\$204,160	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Kiosk (excluding fit-out & equipment)	\$108,800	\$119,680	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Services, lift, stairwell, circulation (excluding lift)	\$189,100	\$208,010	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Feature cladding to façade	\$77,000	\$84,700	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Kitchen fit-out and equipment	\$50,000	\$55,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Surf-ski and surfboard racking	\$25,000	\$27,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Solar power system (5KW)	\$15,000	\$16,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Covered area (paving elsewhere)	\$21,000	\$23,100	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Terrace / Deck	\$96,000	\$105,600	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Service & bins	\$18,450	\$20,295	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Allowance to clear site	\$4,500	\$4,950	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Demolish public amenities building	\$6,480	\$7,128	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Demolish existing bitumen paving	\$1,400	\$1,540	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Cut to fill	\$18,000	\$19,800	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Remove excess cut from site	\$24,500	\$26,950	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Limestone retaining wall average 1m high	\$6,000	\$6,600	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Limestone retaining wall average 1.9m high	\$28,700	\$31,570	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Retaining wall average 3.8m high	\$78,300	\$86,130	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost

Fill (from excavations) behind retaining walls	\$4,000	\$4,400	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Club hardstand	\$37,200	\$40,920	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Paved public areas	\$39,500	\$43,450	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Disabled bay line marking and bollard	\$1,000	\$1,100	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Limestone landscape wall average 1m high	\$12,150	\$13,365	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Feature fencing	\$8,960	\$9,856	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Double pedestrian gate	\$1,700	\$1,870	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Grassed public areas including irrigation	\$25,320	\$27,852	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Planting and irrigation	\$15,600	\$17,160	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
External feature seating	\$25,383	\$27,921	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Wash bench including screen and sinks	\$16,200	\$17,820	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
External showers	\$12,000	\$13,200	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Allowance for external electrical services	\$80,000	\$88,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Allowance for external stormwater services and connections	\$30,000	\$33,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Allowance for external water services and connections	\$15,000	\$16,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Allowance for grease trap	\$12,000	\$13,200	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Waste water treatment system, including buffer tank and leach drains	\$50,000	\$55,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Preliminaries associated with external works and services	\$45,600	\$50,160	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
72,000L water tanks	\$60,000	\$66,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Dual pump set	\$30,000	\$33,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Fire brigade booster assembly	\$20,000	\$22,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Sundries	\$10,000	\$11,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Point of sale equipment	\$5,000	\$5,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Audiovisual equipment	\$55,000	\$60,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Loose furniture	\$50,000	\$55,000	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Computer & IT Equipment	\$5,000	\$5,500	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost
Locality Factor (20% construction)	\$609,000	\$669,900	Borrell Rafferty Quantity Surveyor Opinion of Probably Cost

Contingencies	\$569,507	\$626,458	Borrell Raftery Quantity Surveyor Opinion of Probably Cost
Professional fees and disbursements	\$305,000	\$335,500	Borrell Raftery Quantity Surveyor Opinion of Probably Cost
Project Signage	\$5,000	\$5,500	Borrell Raftery Quantity Surveyor Opinion of Probably Cost
Donated materials (Cost breakdown must be attached)	0		N/A
Volunteer Labour (Cost breakdown must be attached)	0		N/A
Sub Total	\$4,641,000	\$5,105,100	-
Cost escalation	\$70,000	\$77,000	QS recommendation at 1.5%. Only extends to November 2018, however design and construction contingencies (15% total construction) provide further adaptability to any escalations.
a) Total project expenditure	\$4,711,000	\$5,182,100	-

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$400,000	\$440,000	LGA cash and in-kind	Y	Allocated in forward planning budget (2019/20)
Applicant cash	\$50,000	\$55,000	Organisation's cash	Y	Letter of commitment provided
Volunteer labour	0	0	Cannot exceed applicant cash and LGA contribution – max \$50,000	N/A	N/A
Donated materials	0	0	Cannot exceed applicant cash and LGA contribution	N/A	N/A
Other State Government funding	\$1,500,000	\$1,650,000		N	N/A
Federal Government funding	\$2,161,000	2,377,100		N	N/A
Other funding – to be listed	0	0	Loans, sponsorship etc	N/A	N/A
CSRRF request (No Development Bonus)	\$600,000	\$660,000	up to 1/3 project cost	N	N/A
or CSRRF request (Development Bonus)			Up to ½ project cost	N	N/A
b) Total project funding	\$4,711,000	\$5,182,100	<i>This should equal project expenditure as listed on the previous page</i>		
<p>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?</p>					
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.

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:
Name of Applicant:

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 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"/>

Section B

Priority ranking of no of applications received of applications received

Is this project consistent with the Local Plan Regional Plan

Have all planning and building approvals been given for this project? Yes 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
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

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?

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?

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

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 28 September 2018**. Late applications cannot be accepted in any circumstances.

DLGSC 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
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
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 – Broome

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

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
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WHEATBELT – NARROGIN

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