



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

## Office Use Only

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

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

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

# CSRFF Grant Application Form

## Year 2021/22 – 2023/24 Triennium

This application form can only be used for applications to be submitted in the 2021/22 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: [Kent Burton / Clayton White](#)Date: [13 July 2020](#)Office: [Leederville](#)

## TYPE OF GRANT:

☐

**ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)**

The total project cost (GST exclusive) is between \$300,001 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 2021/22 if all planning is finalised and the project will be completed before 1 June 2022.

☒

2021/22

☐

2022/23

☐

2023/24

**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)? [Without adequate funding the project would be delayed and it is likely that costs would escalate.](#)

**How would the resulting cost escalation be funded?** [Via Municipal funds](#)

## Applicant's Details:

Organisation Name:	<a href="#">Town of East Fremantle</a>				
Postal Address:	<a href="#">PO Box 1097</a>				
Suburb:	<a href="#">Fremantle</a>	State:	<a href="#">WA</a>	Postcode:	<a href="#">6959</a>
Street Address:	<a href="#">135 Canning Highway</a>				
Suburb:	<a href="#">East Fremantle</a>	State:	<a href="#">WA</a>	Postcode:	<a href="#">6158</a>

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	<a href="#">Karen Dore</a>	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	<a href="#">Coordinator Community Engagement</a>		
Business Phone:	<a href="#">9339 9342</a>	Facsimile:	<a href="#">9339 3399</a>
Mobile Phone:	<a href="#">0403 458 433</a>	Email:	<a href="mailto:kdore@eastfremantle.wa.gov.au">kdore@eastfremantle.wa.gov.au</a>

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 80 052 365 032	
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 #: N/A LGA *	
Bank details:	Bank: NAB	BSB: 066 121	A/c: 00540326

**Local Government Authority Details:**

LGA:	Town of East Fremantle		
Contact:	Gary Tuffin	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Chief Executive Officer		
Business Phone:	9339 9339	Facsimile:	9339 3399
Mobile Phone:	N/A	Email:	admin@eastfremantle.wa.gov.au

**PROJECT DETAILS**

<b>Project Title (brief and specific):</b> East Fremantle Oval Redevelopment	
<p><b>Project Description:</b></p> <p>The Town of East Fremantle in conjunction with the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup, the East Fremantle Child Health Centre and other local community groups, are jointly developing a new Integrated Community, Sport and Leisure Precinct, on the East Fremantle Oval site, in the Town of East Fremantle, Western Australia.</p> <p>This integrated facility, with state-of-the-art community and sporting facilities, will be a new benchmark in integrating community and sport facilities. It will, in particular, serve as a template in terms of integrating WAFL clubs into the community by following the mantra "A community facility accommodating a WAFL club". The precinct will incorporate the following components into one integrated community and sporting development:</p> <ul style="list-style-type: none"> <li>• East Fremantle Football Club WAFL facilities</li> <li>• East Fremantle Bowls Club facilities</li> <li>• East Fremantle Croquet Club facilities</li> <li>• Playgroup and Child Nursing facilities</li> <li>• Neighbourhood Link Commonwealth Home Support Program (TOEF) facilities</li> <li>• Community Health Club</li> <li>• Café/restaurant</li> <li>• Allied health facilities</li> <li>• Function room and associated facilities</li> <li>• Adventure playground</li> <li>• Community hall</li> <li>• Outdoor hard courts</li> <li>• Skate park</li> <li>• Dog exercise area</li> <li>• Landscaped paths</li> <li>• Community garden</li> <li>• Open green space</li> <li>• Reinstated native landscape and water place space</li> <li>• Amphitheatre</li> <li>• Community meeting rooms</li> <li>• Community persons shed (future stage)</li> </ul>	
<b>Project location:</b>	East Fremantle Oval, Marmion St, East Fremantle
<b>Land ownership:</b>	<p>Who owns the land on which your facility will be located?</p> <p>Crown Land, vested in the Town of East Fremantle</p> <p>Lease Expiry (if applicable): N/A</p>

<b>Planning approvals</b>		
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	An application for Development Approval is in process
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Building Permit and a Demolition Approval will be required, following completion of the Development Approval process

**What discussions have been held with adjoining local authorities?**

General discussion regarding the project has been held with the City of Fremantle and City of Melville. Consultation has been undertaken with sporting and community groups in the City of Fremantle and City of Melville.

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

0.25 km

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

The Town are currently commencing the process of briefing "DIRD" on the project in order to formally seek funding support.

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

**How will your project increase physical activity?** The Integrated Community, Sport and Leisure Precinct is expected to have 311,122 projected hours of participation annually as per the breakdown in the table below:

Integrated Community, Sport and Leisure Precinct - Projected Participation				
	Participants	Games/Sessions/Days	Weeks/Events	Total Hours
<b>East Fremantle Football Club</b>				
WAFL Games	120	10		1200
Other football games	120	20		2400
Football training	80	4	46	14720
<b>Total football participation</b>				<b>18320</b>
<b>East Fremantle Bowls Club</b>	120	2	25	6000
<b>East Fremantle Croquet Club</b>	41	2	25	2050
<b>Health Club</b>	3586		52	186472
<b>Playground / Skateboard Facility / Outdoor Courts</b>	100	7	52	36400
<b>Community Garden</b>	20	7	52	7280
<b>Indoor Hall</b>	100	7	52	36400
<b>Informal use - dog walking, jogging etc</b>	50	7	52	18200
<b>Total projected participation</b>				<b>311122</b>
<b>Health benefit of sport per hour per participant</b>				<b>\$3.69</b>
<b>Total project health benefit from sport participation at redeveloped East Fremantle Oval</b>				<b>\$1,148,040.18</b>

This participation is projected to generate a total health benefit from sport participation of \$1,148,040 per annum. This figure is based on a health benefit from sport participation per hour per participant of \$3.69 (Pracsys Economics) multiplied by the total projected participation of 311,122.

The projected participation above is well above the current participation levels through the precinct as essentially the current facility is limited in usage due to:

- Poor club facilities being unattractive to new members;
- High fence around much of the precinct making it uninviting;
- Lack of facilities within the precinct for passive recreation;
- Lack of facilities within the precinct for non-club based active recreation; and
- Lack of facilities in the precinct for younger demographic.

Current participation is estimated at 23,733 hours meaning an uplift of 287,389 hours or \$1,060,465 financial uplift in health benefit.

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

Current precinct users who will have enhanced use of the precinct post redevelopment include:

1. East Fremantle Football Club
2. East Fremantle Bowling Club
3. East Fremantle Croquet Club
4. East Freo Playgroup
5. East Fremantle Child Health Centre
6. Public Open Space

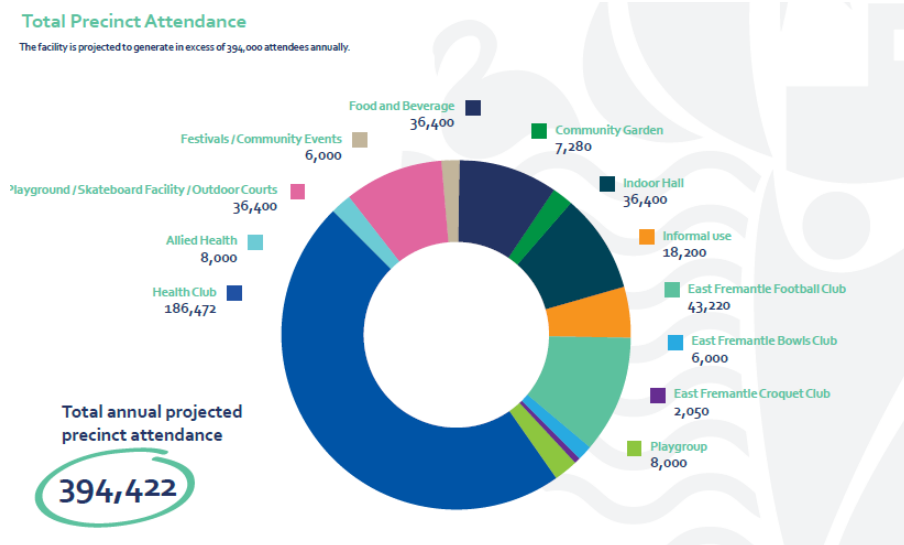
New users and usage post redevelopment will include:

1. Town of East Fremantle Neighbourhood Link Commonwealth Home Support Program
2. East Fremantle Netball Club
3. Skate park users
4. Playground users
5. Café, restaurant and function centre users
6. Indoor and outdoor court users
7. Community health club
8. Community allied health centre

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
East Fremantle Football Club (EFFC)	6%	The EFFC currently has an estimated 16,488 hours of participation use annually. This is expected to increase to 18,320 hours of participation annually. The EFFC currently has an estimated 38,898 attendees to the precinct annually. This is expected to increase to 43,220 attendees annually.
Indoor Hall and Community Health Club	12%	The indoor hall and community health club are expected to create 36,400 and 186,472 hours respectively of participation annually.
Public access for passive recreation	12%	Passive recreation across the precinct through the playground, skate park, outdoor courts, community garden, dog walking, jogging etc is expected to create 61,880 hours of participation annually.

See projected attendance below:



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.

Memberships for 2017/18	<ul style="list-style-type: none"> <li>• 1,543 – EFFC</li> <li>• 115 (35 EF) – EFBC</li> <li>• 43 (7 EF) – EFCC</li> <li>• 113 families / 143 children – EFP</li> </ul>	Memberships for 2018/19	<ul style="list-style-type: none"> <li>• 1,517 – EFFC</li> <li>• 106 (33 EF) – EFBC</li> <li>• 31 (8 EF) – EFCC</li> <li>• 92 families / 127 children – EFP</li> </ul>	Memberships for 2019/20	<ul style="list-style-type: none"> <li>• 1,617 – EFFC</li> <li>• 94 (30 EF) – EFBC</li> <li>• 37 (8 EF) – EFCC</li> <li>• 80 families / 120 children – EFP</li> </ul>
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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: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
<ol style="list-style-type: none"> <li>1. <a href="#">West Australia Football Commission (WAFC)</a></li> <li>2. <a href="#">Bowls Western Australia</a></li> <li>3. <a href="#">Croquet West</a></li> <li>4. <a href="#">Basketball West</a></li> <li>5. <a href="#">Netball West</a></li> </ol>	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<ol style="list-style-type: none"> <li>1. <a href="#">WAFC, Gavin Taylor (CEO) and Tom Bottrell (Country Football &amp; Facilities)</a></li> <li>2. <a href="#">Bowls WA, Ken Price (CEO)</a></li> <li>3. <a href="#">Croquet West, Terry Brown (Director)</a></li> <li>4. <a href="#">Department of Local Government, Sport and Culture Industries, Rob Thomson (Director of Infrastructure Planning &amp; Investment)</a></li> <li>5. <a href="#">Netball WA, Simon Taylor (CEO)</a></li> <li>6. <a href="#">Basketball West, Robert Clement (CEO)</a></li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">25 March 2020</a></li> <li>2. <a href="#">11 March 2020</a></li> <li>3. <a href="#">13 March 2020</a></li> <li>4. <a href="#">4 March 2020</a></li> <li>5. <a href="#">May 2020 (and letter, see attachment 6)</a></li> <li>6. <a href="#">May 2020</a></li> </ol>

## PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000). <a href="#">The Business Plan (attachment 1) was completed in June 2020 and the Value Logic Mapping Report (attachment 2) was completed in December 2019. This project has been a Town priority for several years, as such previous reports have been prepared in 2008, 2013 and 2016.</a>
	<b>How has the need for your project been identified and assessed?</b> <a href="#">Extensive needs assessment has been undertaken through the initial Visioning Process, followed by the preparation of a detailed Business Plan.</a> <ul style="list-style-type: none"> <li>• <a href="#">Business Plan (attachment 1)</a></li> <li>• <a href="#">Value Logic Mapping Report (attachment 2)</a></li> <li>• <a href="#">Visioning Design Charrette (attachment 3)</a></li> </ul>
	<b>Is the need or a part of the need that you have identified already being catered for?</b> <a href="#">No, the Town currently does not have any other facilities of this kind.</a>

2.	<p><b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications).</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Refer to Business Plan (attachment 1, section 17, page 65).</p>
	<p><b>If not, how have you assessed the feasibility of your project?</b></p> <p>N/A</p>
3.	<p><b>What alternatives were considered and why were they rejected?</b> (This should include a 'do nothing' option)</p> <p>During the visioning process design charrette a number of models were explored resulting in the decision to rebuild.</p> <p>To do nothing was not considered an option due to the age of the buildings and the current need for better sporting facilities within the Town to accommodate the under supply of sporting and recreational facilities within the Town.</p> <p>The do nothing option would cost the Town of East Fremantle and tenant clubs in excess of \$5m over the next 10 years in maintenance and demolition works. Required demolition works would significantly impact on the ability of the tenant clubs to continue to operate and would likely result in closure of one of more of the clubs.</p> <p><b>Did you consider sharing with another group?</b> (Please detail).</p> <p>The Integrated Community, Sport and Leisure Precinct is a fully integrated facility across the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup, East Fremantle Child Health Centre and other local community groups. Details of the proposed integration model and collocation across multi sports and activities is provided in the Business Plan (attachment 1, pages 17-18).</p> <p><b>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?</b> (Please detail).</p> <p>Yes, the whole of life cost has been considered in detail. The precinct can be self-sustaining, including for the provision of the capital replacement fund. The Business Plan (attachment 1, page 76) proposes that an allocation of 1% of the construction cost be made annually to a capital replacement fund to future proof capital requirements.</p>
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> Refer to Business Plan (attachment 1, pages 16-17) – each of the current tenants are supportive of the project, with updated and improved facilities supporting their own forward growth and development visions.</li> <li>• <b>State Sporting Association's strategic or development plan?</b> Refer to Business Plan (attachment 1, page 19-20) – each of the relevant SSAs are supportive of the project and have been an integral part of the Business Plan preparation process.</li> <li>• <b>Local authority's strategic or development plan?</b> The Town of East Fremantle's Strategic Community Plan 2017-2027 lists Strategic Priority # 1 as "<b>Social</b>" with Objective 1.2 being to ensure that the Town has "<i>Inviting open spaces, meeting places and recreational facilities</i>".</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>As part of the Business Plan a Situational Analysis (attachment 1, page 23) was undertaken to identify and inform the sporting needs from both a local and regional perspective. This analysis determined that there is need at both levels for the provision of the planned facility, and that it would complement existing services.</p> <p>As part of the business planning process, independent specialist sport and leisure market research firm, ActiveXchange, was engaged to undertake market research and demand analysis. The facilities proposed for the redevelopment are based on this research. See Business Plan (Attachment 1, page 6) and Appendix B of the same document (page 103) – the Investment Planning Report (Demand &amp; Market Analysis).</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>Club membership numbers within the Town of East Fremantle show that most Clubs have a membership which is two-thirds represented by members from out of the East Fremantle LGA, so yes, this facility will most definitely service more the residents of more than one LGA.</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> <p>Refer to the Business Plan (attachment 1, pages 47-58).</p>

7.	<p><b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b></p> <p>Prior to the preparation of the Business Plan, a consensus based visioning process was undertaken. Refer to the East Fremantle Oval Vision Plan (attachment 4);</p> <ul style="list-style-type: none"> <li>Community Design Forum (page 37)</li> <li>Open Sessions (pages 38, 40, 42 &amp; 43)</li> <li>Invited Session (page 39)</li> <li>Internal Design Sessions (41)</li> <li>Online Design Forum (page 44)</li> </ul> <p>With regards to the preparation of the Business Plan please refer to attachment 1 (Community Engagement page 26 and Stakeholder Consultation page 102).</p> <ul style="list-style-type: none"> <li>In person meetings with direct and potential site stakeholders</li> <li>In person meetings with governing bodies (ie SSA)</li> <li>In person meetings with Council members</li> <li>Online survey to all Town of East Fremantle ratepayers</li> </ul>
<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>	

## MANAGEMENT

8.	<p><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>Once complete the Town will adopt a consortium management approach where a Trust is formed, consisting of representatives from each of the four main tenants, the Town, a local resident, a professional chairperson and a Facility Manager.</p> <p>The Trust will be subject to terms of reference and additional sub-committees will be formed to represent the interests of the tenant clubs.</p> <p>The Trust will appoint a Facility Manager, and will be responsible for day-to-day management and revenue generation. Several other management options were explored – refer to the Business Plan (attachment 1, Management Options, pages 65-69).</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.</p> <p>Not applicable – refer above.</p>	
9.	<p><b>How have you catered for management needs in your design (if required)?</b> Consider access, usage and supervision.</p> <p>A market sounding process has been conducted to ascertain the interest of potential management groups and to gain their input into overall facility design and business model.</p> <p>Specialist leisure facilities, Belgravia Leisure and the YMCA, were consulted in regards to design and management best practice.</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.</p> <p>A number of specialist consultants were engaged to assist with the development of the Business Plan (attachment 1).</p>	
11.	<p><b>If you propose to share a facility, have other groups been asked what features they need?</b></p> <p>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.</p> <p>The Town of East Fremantle in conjunction with the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup and East Fremantle Child Health Centre and other local community groups have all been involved in the planning and development of the new Integrated Community, Sport and Leisure Precinct.</p> <p>Refer to East Fremantle Oval Vision Plan (attachment 4), Investment Logic Mapping Plan (attachment 2) and the Business Plan (attachment 1, Appendix A - Stakeholder Engagement, page 102).</p>	
12.	<p><b>Have you considered:</b></p>	
	<ul style="list-style-type: none"> <li><b>child care facilities</b></li> </ul>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>A need for formal child care facilities was not identified, however child health and playgroup services will be on site. There is currently a playgroup and child health service operating in less than ideal facilities on site with this operation to form part of the new integrated facility.</p>



	<ul style="list-style-type: none"> <li>• <b>access for low income earners</b></li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Through concessional memberships to the tenant clubs and discounted pricing for use of the community health club, indoor court and other facilities. The food and beverage facilities will also offer appropriate price points for all demographics. A number of the facilities on the site, including outdoor courts, playground, skate park, community garden and passive recreation area will not require a fee for use.
	<ul style="list-style-type: none"> <li>• <b>access for people with a disability</b></li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The facility will be fully DDA compliant and accessible to all.
	<ul style="list-style-type: none"> <li>• <b>access for seniors</b></li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The facility will provide dedicated facilities for seniors including meeting rooms and a community kitchen. In addition the bowls and croquet clubs traditionally cater for an older demographic.
	<ul style="list-style-type: none"> <li>• <b>access on a casual and short-term basis</b></li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> A number of the facilities on the site, including outdoor courts, playground, skate park, community garden and passive recreation area will predominantly be available on a casual basis. The café and restaurant will be available for casual use. The tenant clubs also provide usage of their respective facilities on a casual use basis.
<p>Please attach a copy of the proposed fee structure.</p> <p>The entire building is to be leased with the key tenant clubs (East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup, East Fremantle Child Health Centre and other local community groups) provided access to their facilities on a peppercorn rental basis. The tenant clubs will have no responsibility for maintenance and operation of the precinct allowing them to concentrate on management and growth of their respective clubs. The tenant clubs shall retain their membership and sponsorship revenue.</p> <p>The complementary commercial facilities (community health club, allied health and food and beverage facilities shall be operated on a commercial business model with profits from these facilities used to operate and maintain the precinct.</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>  <a href="#">Refer to the Business Plan (attachment 1, Appendix F Quantity Surveyor – Rider Levett Bucknall, pages 107-118).</a></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.  <a href="#">Refer to the Business Plan (attachment 1, Appendix F Quantity Surveyor – Rider Levett Bucknall, pages 107-118).</a></p>
14.	<p><b>What design features will allow your facility to meet changing needs over time?</b></p> <p>The community space and complementary commercial tenancies areas have been designed such that their use can be transformed depending on the needs of the community and market demand.</p> <p>The club areas have also been designed in such a way that if one of the clubs failed to exist in the future the facilities could be made available to a new club or community group or repurposed.</p> <p>Certain aspects of the design, such as the community hall, have also been designed to allow the extension of the area should demand for the respective facility necessitate expansion.</p>
	<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> <p>No. As per above the facility has been designed such that the strategic expansion of the facility is possible pending future demand. The masterplan for the precinct also shows possible stage 2 and 3 development via the conversion of the current depot into a “community shed” and the current housing into community space.</p> <p>Community consultation throughout the process has clearly illustrated that the local community does not support over development of the site nor commercial development on the site.</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></p> <p>The base design for the facility and precinct has been developed. The design team are currently developing the schematic design and associated specifications, with the work to be completed by October 2020.</p>
	<p><b>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and <b>note that projects that do not meet Australian Design Standards are ineligible for funding.</b> <i>Noted.</i></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.).</p> <p>Considerations include, solar panels on roof of the facility; use of bore water for irrigation; low water use appliances and fittings; energy efficient appliances and fittings; energy efficient and sustainable design.</p> <p>Sustainable Design has been a strong consideration in the development of the Concept for East Fremantle Oval and has informed key components of our approach to the project. We have considered the need to retain key aspects of the area, the oval, the southern plats, the trees and existing hard spaces, using them to act as anchors to the redevelopment and enhance rather than replace. The re shaping of the oval allows for greater multi use approaches and by working within the existing bowl forms for the ground, we work with the adjacent spaces more closely in lieu of reshaping and reconstructing. A re use of key assets that provide a true sustainable outcome.</p> <p>Infrastructure will be upgraded using low energy aspects and where able, new forms and enhancements to site will seek to re use and re cycle key elements of the old buildings that will be removed to be integrated into the new landscape design. Initiatives for community engagement and interaction with the forming of the site itself through community gardens and re planting along the eastern edge will create a sustainable community outcome and engender an ongoing sense of pride, connection and interaction with the site, sustaining and promoting further community engagement and use.</p> <p>The design of the new buildings focus on the re orientation of the playing fields and re positioning to the centre of the site, supporting a greater opportunity for use and connection to a variety of adjacent spaces and activities. The buildings themselves enable the opportunity to integrate solar power, water catchment and re use as well as use of materials that are commensurate with the Town of East Fremantle's existing sustainability agenda and guidelines.</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?</p> <p>The current power supply at the facility is adequate. This proposal intends to introduce more power efficient lighting, than the current floodlight system.</p>

**FINANCIAL VIABILITY**

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

18.	<p><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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><a href="#">This document is currently being prepared.</a></p>
	<p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
19.	<p><b>Is your organisation able to meet the ongoing operating costs of your project?</b> (e.g. wages, power)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>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.</p> <p><a href="#">The complementary commercial facilities (community health club, allied health and food and beverage facilities) will be operated on a commercial business model. The profits from these facilities will be used to operate and maintain the precinct. The completed business planning indicated that the redeveloped precinct can be sustainable in its own right.</a></p>
	<p><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.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p><b>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</b> <a href="#">Noted as not required.</a></p>
20.	<p><b>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</b></p> <p><a href="#">As noted above, the complementary commercial facilities (community health club, allied health and food and beverage facilities) will be operated on a commercial business model with profits from these facilities used to operate and maintain the precinct. Business planning indicates that the redeveloped precinct can be sustainable in its own right. Further details as to the business model and revenue projections are included in the Business Plan Business Plan (attachment 1, pages 79-82).</a></p> <p><a href="#">Whilst it is acknowledged that if the facilities run at a deficit Council will meet the shortfall, it is felt that the Business Plan supports the notion that this is an unlikely outcome as the facility should be self-sustaining.</a></p>
21.	<p><b><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><a href="#">Not applicable.</a></p>
	<p><b>If yes, how have you determined the required annual contributions? If no, why not?</b></p> <p><a href="#">Not applicable.</a></p>
	<p><b>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</b></p> <p><a href="#">Not applicable.</a></p>
	<p><b><u>WHERE A LGA IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Comments:</b> <a href="#">Refer to the Business Plan (attachment 1, Capital Replacement Fund, pages 79-82).</a></p>

**PROJECT DELIVERY**

22.	<p><b>Please indicate key milestones of your project.</b></p> <p>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.</p>
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Task	Date
Attainment of all required approvals	December 2020
Preparation of tender/quotes for the major works contract	August 2020 – September 2021
Issuing of tender for major works	November 2021
Signing of major works contract	December 2021
Site works commence	January – February 2022
Construction of project starts	February 2022
Project 50% complete	November 2022
Project Completed	July 2023
Project hand over and acquittal	August 2023

23.	<p><b>Are there any operational constraints that would impact on the construction phase of your project?</b> (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.</p> <p>Yes. Depending on the extent of oval works, the East Fremantle Football Club may need to relocate during the alterations to the oval alignment. The intent is to mitigate any interruption to East Fremantle Football Club operations by completing oval works during the football off-season. The rest of the design and program for the precinct is based on the establishment of new club facilities before existing club facilities are demolished thereby ensuring the clubs can continue to operate during redevelopment works.</p>
24	<p><b>How many construction and/or ongoing jobs will your project create?</b> (Only applicable if your project is over \$1 million)</p> <p>Estimated construction jobs directly 50 FTE and indirectly 155 FTE.</p> <p>Estimated ongoing jobs 9 FTE.</p>

**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:** Gary Tuffin

**Position Held:** Chief Executive Officer

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

**Date:** 14 August 2020

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	<b>Application form</b> (including any attachments). 1. <a href="#">Business Plan</a> 2. <a href="#">Value Logic Mapping Report</a> 3. <a href="#">Visioning Design Charrette</a> 4. <a href="#">East Fremantle Oval Vision Plan</a> 5. <a href="#">Life Cost Cycle Analysis</a> 6. <a href="#">Netball WA Support Letter</a> 7. <a href="#">AUTOCAD versions of locality map, site map and building renders</a>
N/A	<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. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs. <a href="#">Refer to Business Plan, Capital Costs, attachment 1, pages 59 to 60.</a>
N/A	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. <a href="#">Refer to Business Plan, attachment 1, Appendices C and F, pages 104 and 106.</a>
N/A	<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). <a href="#">The endorsement of this application serves to support the financial commitment of this project and application.</a>
N/A	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. <a href="#">Refer to Business Plan, Capital Costs, attachment 1 pages 59 to 60.</a>
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply <a href="#">This is currently being prepared, with completion expected in October.</a>
<input checked="" type="checkbox"/>	<b>Formal Needs assessment*</b> Refer to: <a href="#">Business Plan Executive Summary, attachment 1, pages 4 to 10;</a> <a href="#">Value Logic Mapping Report, attachment 2; and</a> <a href="#">Visioning Design Charrette, attachment 3.</a>
<input checked="" type="checkbox"/>	<b>Management plan*</b> <a href="#">Refer to Business Plan, attachment 1 pages 65 to 91.</a>
<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* <a href="#">Attachment 7.</a>
<input checked="" type="checkbox"/>	<b>Feasibility study*</b> <a href="#">Refer to Business Plan Executive Summary, Attachment 1, pages 4 to 10</a>
<input checked="" type="checkbox"/>	<b>Concept design*</b> <a href="#">Refer to Business Plan, attachment 1 pages 56 to 58.</a>
<input checked="" type="checkbox"/>	<b>Life Cycle Cost Analysis*</b> <a href="#">Attachment 5.</a>

**\*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 2021/22 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 CSREFF 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)
Demolition & Site Works	1,000,000	1,100,000	Rider Levett Bucknall
Building Works	13,656,000	15,021,600	Rider Levett Bucknall
External Works & Site Infrastructure Services	3,651,250	4,016,375	Rider Levett Bucknall
Fixtures, Fittings & Equipment	750,000	825,000	Rider Levett Bucknall
Contingencies, Fees & Headworks	6,159,000	6,774,900	Rider Levett Bucknall
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
<b>Sub Total</b>	25,216,250	27,737,875	
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>	25,216,250	27,737,875	

- 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	5,000,000	5,500,000	LGA cash and in-kind	Y	
Applicant cash			Organisation's cash		
Volunteer labour	50,000	55,000	Cannot exceed applicant cash and LGA contribution – max \$50,000	N	Will be used for community garden and playground works.
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding	16,000,000	17,600,000		N	
Federal Government funding					
Other funding – to be listed	2,166,250	2,382,875	Loans, sponsorship etc	N	Lotterywest, fundraising campaign and sponsors.
CSRFF request (No Development Bonus)	2,000,000	2,200,000	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	<b>25,216,250</b>	<b>27,737,875</b>	<i>This should equal project expenditure as listed on the previous page</i>		

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

Additional funds would be sourced through further borrowings. These funds are not confirmed, however they are accessible.

There are no components within the project which could be revisited in order to reduce the scope.

**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.

<b>Name of Local Government Authority:</b> Town of East Fremantle
<b>Name of Applicant:</b> Town of East Fremantle

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

**Section A**

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

**All applications**

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section B**

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Development Approval Building Approval Demolition Approval

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

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

**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**

<p><b>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?</b></p> <p>Council has incorporated loan borrowings into its Long term Financial Plan.</p>
<p><b>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?</b></p> <p>Council is fully aware of the ongoing operating costs, as outlined in the Business Plan. The Town of East Fremantle has the capacity to service these costs into the future, and should the facilities run at a deficit Council will meet the shortfall. User groups will contribute to the ongoing costs of operations through their existing and ongoing income streams.</p>
<p><b>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</b></p> <p>Nil additional comments.</p>

Signed Gary Tuffin

Position Chief Executive Officer

Date 14/08/2020

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 11 September 2020**. Late applications cannot be accepted in any circumstances.

**DLGSC OFFICES****PERTH OFFICE**

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