



Department of
Local Government, Sport
and Cultural Industries



COMMUNITY SPORTING AND RECREATION FACILITIES FUND

2025-2026 February Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2026

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: Craig Vinci

Date: 1/2/25

Office: Geraldton/Midwest

Applicant's Details:

Organisation Name:	Geraldton Bowling Club				
Postal Address:	P O Box 1167				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	15 Onslow Street				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Neil Exten	Title:	Mr
Position Held:	President		
Business Phone:	0427 471 300	Facsimile:	NA
Mobile Phone:	0427 471 300	Email:	office@geraldtonbowlingclub.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes	ABN: 49280121314	
Is your organisation registered for GST?	Yes	Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes		
Is your organisation incorporated?	Yes	Incorporation #: A0460004M	
Bank details:	Bank: Bendigo Bank	BSB: 633000	A/c: 163507072

Local Government Authority Details:

LGA:	City Of Greater Geraldton		
Contact:	Mark Adams	Title:	Mr

Position Held:	Sport and Leisure		
Business Phone:		Facsimile:	
Mobile Phone:	0418 935 975	Email:	Marka2@cgg.wa.gov.au

PROJECT DETAILS

<p>Project Title (brief and specific): : <i>Installation of one Synthetic Bowling Green</i></p>
<p>Project Description: <i>Replace Existing Turf Green with Synthetic Surface due to the current state of the Green.</i></p> <p><i>Necessary work has been completed on the greens by installing synthetic grass to the banks surrounding the greens ,installation of automatic pop-up sprinklers, pump and reticulation system included as the old system had reached its used by date.</i></p> <p><i>By carrying out the above works, we have eliminated/ decreased the use of:</i></p> <ul style="list-style-type: none"> <i>The need to edge and mow – Approx 4 hours per week</i> <i>Water usage</i> <i>Insecticides</i> <i>Herbicides</i> <i>Hand Weeding</i> <p><i>The total volunteer hours for the above works were approx. 1050 and a cost of \$26250.00</i></p> <p><i>Bringing the total cost to \$146911.00 which the Club has funded from Revenue/Volunteer Work (estimated at \$25.00 per hour)</i></p> <p><i>All this work has been carried out with the anticipation of a favourable outcome with our grant application.</i></p> <p><i>The Clubs five-year strategic plan that was created in 2020, after a comprehensive survey of all club members and showed that synthetic greens would be required in 3-4years and now that time has arrived.</i></p>
<p>How did you establish a need for your project?</p> <ul style="list-style-type: none"> <i>The club established a 5-year plan and a 15-year strategic plan after a comprehensive survey of all members. The result of the survey was that synthetic greens were identified at a 3-to-4-year time frame and that time has now arrived.</i> <i>By doing a cost-benefit analysis between maintaining our current greens and maintaining a synthetic green we can save approximately 700 hours of our paid greenkeeper labour yearly, which would then free him up to complete the jobs the volunteer's currently complete on the two remaining grass greens and other works as required. On top of labour costs, the club will also be saving Water \$1500.00, Chemicals \$3600.00 and maintenance costs \$2080.00 and Power of approximately \$1200.00 per year.</i> <i>Having a synthetic green will reduce the overall costs of the club – which is currently heavily supported with Volunteers, Sponsorship and Donations</i> <i>As costs are ever increasing, we must look at ways to keep our member ship fees as sustainable as we can and having synthetic greens will assist with this. A saving of \$20880.00 (as per below) equates to \$116.00 for each member we have. This will be used toward the operating costs of the club in lieu of increasing membership fees whilst also reducing the number of hours volunteers need to be assisting at the club.</i> <i>As mentioned, the club relies heavily on the labour of volunteers to maintain the greens however at an average age of 73, it is at times physically taxing on them and we must look at ways to reduce the workload.</i> <i>Budget Constraints: The cost of maintaining a Synthetic green over 10 years is on average \$30000.00. To maintain one grass greens over 10 years is approximately \$310000.00. From the Clubs perspective, installing a synthetic green is the only logical financial way forward.</i> <i>Having Synthetic Greens will allow games to be played every day of the week. Currently we can't have any games played on a Monday as all greens get fully watered.</i>

- *BPL: The BPL is an Australian Wide Competition and we would like to encourage this league to play some games in Geraldton and having a synthetic green would have an immense appeal toward this happening. The benefits of having the BPL competition play games in Geraldton would be financially beneficial to both the club and to the City of Geraldton. This would also be an opportunity for the Geraldton Community as a whole to watch the competition games played locally.*
- *"A" green is our premier green where all championships (both Club and BBL) are played and with our viewing deck, it is ideal for spectators to be involved.*
- *Lights were also part of the survey so as to increase participation out on the greens. "A" green (where we would like the new synthetic placed) has no lights however we are planning to apply for a grant at a later date as part of the stage three of our Strategic Plan.*
- *Having an earthborn Rhizoctonia disease present which we are unable to eradicate, commonly known as Brown Patch, is an ongoing problem and a cost to the club. This takes a great deal of volunteer hours, more so after the rotation of renovating the greens every three years.*
- *There is a complex of six units next to the club for retired people and they have negatively commented to the club with regards to the use of chemicals that are used in order to keep the greens at a respectable playing level. This is also a Health and Safety concern for our Green Keeper, Volunteers and Members. Having a synthetic green will reduce noise for the residents of the retirement units that run alongside the bowling club, as there will be no need to mow and roll the green daily*

What alternatives were considered and why were they rejected (eg: cost, suitability, feasibility)?

A Large number of Clubs were contacted- no clubs considered anything except 36 Stitch Synthetic Greens.

The option of products such as carpet was looked at however it is widely felt that anything other than Synthetic is inferior, has a shorter life span, is costly and laborious to upkeep which then places the stress back on the club volunteers and the club finances.

If we can't replace the greens with Synthetic then we be left with no other alternative then to increase the amount of paid employment we have. This will have a negative impact on the club that is already relying heavily on volunteers to reduce the wages paid each year.

How will your project increase physical activity?

- *Every year we have one green under renovation which limits our playing space. With a Synthetic green we would be able to accommodate more players on both a competition basis and also the ever-popular bare foot bowls all year round.*
- *Our club is situated across the road from a local high school whom we like to encourage to come along and experience bowling with a view to increase our membership with the younger generation. This includes their Clontarf Members which helps young Aboriginal and Torres Strait Islander men attend school, finish Year 12 and enter employment.*
- *Our Club is also situated across the street from the Regional Hospital and we also host their staff to come and enjoy a social game of bowls*
- *Currently the hospital is undergoing a major upgrade which will last approximately 12 months, due to this we are also hosting the workers from this project to utilise our facilities which we envisage we will attract new members for the future.*
- *Our existing playing surface can be very slow and heavy during our winter months. By installing a synthetic green, we anticipate older members of the community joining our club and enjoying playing bowls all year round.*
- *We anticipate an increase in Membership, which will have a positive effect on the health and well-being of all members and an increase in revenue to the club.*

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? If applicable, has child safeguarding been considered in the facility design?

- *A "Future Fund" has been established and \$15600.00 (weekly amount \$300) will be put away each year for the replacement when required in approx. 10-12 years.*
- *A synthetic green will reduce the use of aging volunteers, it will enable one green keeper alone, to take care of one synthetic and two grass greens for most of the year with the exception of when renovations*

and major works arise from time to time on the club's grass greens.

Project location:	Geraldton Bowling Club , Onslow Street, Geraldton , WA, 6530	
Land ownership:	Who owns the land on which your facility will be located? <i>City Of Greater Geraldton</i> Lease Expiry (if applicable): 2035	
Planning approvals		If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA)	NA	___/___/___
Aboriginal Heritage Act?	NA	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	NA	___/___/___
Native Vegetation Clearing Permit?	NA	___/___/___
Please list any other approvals that are required?	None	___/___/___
<p>Do you share your facility with other groups? YES If so, who</p> <p>* <i>Great Northern Ladies Darts Association</i></p> <p>* <i>Ladies Weekly Craft Group</i></p> <p>* <i>Seniors Weekly Card Players Group</i></p> <p>* <i>The Geraldton Bowling Club is the Head Quarters for the Batavia Bowling League, all meetings etc are held at this club.</i></p> <p>* <i>Our Club also hosts functions such as Wakes, Weddings, Birthdays, Engagement Parties, Christmas Parties, Bucks Parties etc which usually includes catering and barefoot bowls.</i></p>		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Barefoot/ Community Bowls	35%	17.5 Hours per Week
Coaching of School Students And Regional Hospital and Construction Workers	5%	2.5 hours per week- however with a synthetic green we anticipate an increase in participation
Club Members Participation	60%	30 Hours Per Week Playing Bowls, Training, Coaching
TOTAL	100%	

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

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2022/23	172	2023/24	182	2024/25	185

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 department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Bowls WA	
Have you discussed your project with your State Sporting Association? Yes	
Contact Name Troy Kinnane/ Ken Pride	Date of contact: Dec 2024 and Jan 2025

PROJECT DELIVERY

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.	
Task	Date
Attainment of Council approvals	July 2025
Preparation of tender/quotes for the major works contract	August 2025
Issuing of tender for major works	Oct 2025
Signing of major works contract	Oct 2025
Site works commence	Nov 2025
Construction of project starts	Nov 2025
Project 50% complete	Jan 2026
Project Completed	June 2026
Project hand over and acquittal	June 2026

<p>Are there any operational constraints that would impact the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>Weather Availability of Installer of contractors.</p>
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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:	Neil Exten _____
Position Held:	President _____
Signature:	N Exten _____
Date:	1/2/25 _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to the CSRFF [webpage](#) by the cut off time and 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 type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costings will be accepted, however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant, based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current year and budget for the next financial year. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of Council minutes or extract from endorsed Council budget . If a club is contributing financially, then evidence of their cash at hand must be provided.
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting design plan must be supplied showing lux, configuration and confirmation of sufficient power supply

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 DLGSC staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP 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 in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct 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	<ul style="list-style-type: none"> Currently we use 42000ltrs per week per green watering the greens between Sept-April each year. Each synthetic green installed only requires approx. 1000ltrs prior to use. Synthetic Greens do not require mowing, grooming or verti cutting and minimal rolling which is a huge energy saving. By installing a synthetic surface there is no need to apply pesticides, insecticides and fungicides.
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 elements to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote used (list company name and quote number)
Remove old base	6363.63	7000.00	
Compact and grade sub-base	2272.72	2500.00	
New Steel plinths	10454.54	11500.00	
Mob and Demob	6272.72	6900.00	
Install base material	70000.00	77000.00	
Washed dust and binder			
Compaction and laser levelling			
Install synthetic grass	125227.27	137750.00	
Freight	5454.54	6000.00	
Clean up and hand over	Included	Included	
Accommodation, LAFHA and Food Allowance	14545.45	16000.00	
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	240590.90	264650.00	
Cost escalation	12029.55	13232.50	
a) Total project expenditure	252620.45	\$277882.50	

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

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$63155.11	\$69470.62	LGA cash and in-kind		
Applicant cash	\$63155.12	\$69470.63	Organisation's cash	Yes	Please find attached our Statement of position including our term deposit.
Volunteer labour			Cannot exceed applicant cash and LGA contribution – maximum \$50,000	Yes	Any Site Works/Preparation required to protect the Bowling Club Assets will be covered by Volunteer Hours for the duration of this project.
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding	0	0			
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	\$126310.22	\$138941.25	Up to ½ project cost but capped at \$200,000		
b) Total project funding	\$252620.45	\$277882.50	<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?

*Extra Funds would need to come from Geraldton Bowling Club Revenue. Please see our Statement of Position (Term Deposit)

*This funding is confirmed

*Nothing Can Be Revisited as Stage One has been completed at the Clubs Cost and the Funds needed are for the Playing Surface Only.

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 the organisation is registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

LOCAL GOVERNMENT 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 endorsement/approval.

Name of Local Government Authority:	City of Greater Geraldton
Name of Applicant:	Geraldton Bowling Club Inc

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

Section A

The CSRFF principles have been considered and the following assessment is provided:

(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

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

Section B

Priority ranking of applications received	3 of 3 CSRFF applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan - Yes <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|---|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant - YES | <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 ☐
- F Not recommended ☐

Please complete the following questions. 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 the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

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midwest@dlgsc.wa.gov.au

PILBARA

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GASCOYNE

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KIMBERLEY – Broome

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