



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

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

# Club Night Lights Program Grant Application Form

## Year 2024/25 – 2026/27 Triennium

**This application form can only be used for applications to be submitted in the 2024/25 funding round. No other forms will be accepted.**

You <b>MUST</b> 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 <b>MUST</b> 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 August 2023	Office: Midwest
<b>TYPE OF GRANT:</b>		
<input checked="" type="checkbox"/>	<b>FORWARD PLANNING GRANT \$166,667–\$1 million</b> The total project cost (GST exclusive) exceeds \$500,000.	
<b>Year of Claim</b>		
Please indicate the year that you would prefer to claim a grant, taking into account the CNLP Acquittal Requirements. Only indicate first preference for funding in 2024/25 if all planning is finalised and the project will be completed before 1 June 2025.		
<input checked="" type="checkbox"/> 2024/25	<input type="checkbox"/> 2025/26	<input type="checkbox"/> 2026/27
<b>Would the project proceed if funding was allocated in a later year?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)? tender for the works would be re-issued at a later date with a potential price escalation.		
<b>How would the resulting cost escalation be funded?</b> The City will fund any cost escalation and/or shortfall for the project through its capital renewals program		

**Applicant’s Details:**

Organisation Name:	City of Greater Geraldton				
Postal Address:	PO Box 101				
Suburb:	Geraldton	State:	WA	Postcode:	6531
Street Address:	63 Cathedral Avenue				
Suburb:	Geraldton	State:	WA	Postcode:	6530

**Preferred Contact Person:**

*All application correspondence will be directed to this person*

Name:	Mark Adams	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Sport & Leisure		
Business Phone:	(08) 9956 6720	Facsimile:	
Mobile Phone:	0418 699 658	Email:	Marka2@cgg.wa.gov.au

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 55 907 677 173
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 type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #: *
Bank details:	Bank: Commonwealth Bank	BSB: 066 512 A/c: 10514973

**Local Government Authority Details:**

LGA:	City of Greater Geraldton		
Contact:	Mark Adams	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Sport & Leisure		
Business Phone:	(08) 9956 6720	Facsimile:	
Mobile Phone:	0418 699 658	Email:	Marka2@cgg.wa.gov.au

**PROJECT DETAILS**

<b>Project Title (brief and specific):</b> Recreation Ground Lighting Renewal	
<b>Project Description:</b>	
<p>The existing sports lighting at the Recreation Ground, Geraldton, was identified in the 2018 sports lighting audit to have reached its end of life and is not adequate for night football training and/or games and limiting the availability of the venue to be utilised to its full capacity. The Railway Football Club put forward a capital renewal request to the City for the sports lighting to be renewed to meet the current Australian Standards for amateur level club competition.</p> <p>The works will involve the decommissioning and removal of exiting lighting infrastructure and the supply and installation of new sports lighting as part of the City of Greater Geraldton's planned capital renewals program as part of the 2024/2025 annual budget.</p> <p>The need for these upgrades is that the current sports lighting towers do not adequately cater for training or games to be conducted at night. The upgrades will encourage increased participation for female and junior players, as well as providing increased opportunity for the use as an additional venue for other sporting clubs and organisations.</p>	
<b>Current lux level:</b> 45lux	
<b>Proposed lux level:</b> 100lux	
<b>Lux level required according to the relevant Australian Standard:</b> 100lux for amateur club competition and match practice for football. AS2560.2:2021	
<b>Project location:</b>	Recreation Ground, 167 Augustus Street, Beachlands, WA, 6530
<b>Land ownership:</b>	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): 2041
<b>Planning approvals</b>	If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>  01  /  05  /  2024  </u>
<b>Aboriginal Heritage Act?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <u>  /  /  </u>
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>  /  /  </u>
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>  /  /  </u>

<p><b>Please list any other approvals that are required?</b> N/A</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>___/___/___</p>
<p><b>What discussions have been held with adjoining local authorities?</b> Nil</p>		
<p><b>Approximate distance from proposed project to nearest adjoining council boundary:</b> 25 km</p>		
<p><b>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <b>If so, are you seeking funding from them?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                  Contact:</p>		
<p><b>How will your project increase physical activity?</b></p> <p>The current lighting standards mean the football teams can only utilise 50% of the facility as they train on the well-lit sections of the ground. New sports lighting will enable senior football teams from the main stakeholder, Railway Football Club, to safely conduct senior training sessions at night, as well as increasing access to cater for their junior teams to train through more available timeslots and negating the need for sharing the facilities. The lighting will also allow for additional junior, senior, women's and masters fixtured games to be conducted at night giving the Great Northern Football League additional flexibility for potential fixturing clashes.</p> <p>The Midwest Academy of Sport (MWAS) currently conduct three separate football development programs/pathways in partnership with the Great Northern Football League (GNFL) and East Fremantle Football Club (EFFC).</p> <p>These three pathways include local development programs and those aspiring to play WAFL and AFL. It currently incorporates 72 male footballers aged between 14-19 years of age but there are plans for the inclusion of female footballers to have access to these pathways.</p> <p>The MWAS is also currently working with EFFC to conduct a number of dedicated women's football camps which would require a facility that has sports ground lighting to conduct training and clinics with the current EFFC female league side and female GNFL footballers for seniors and juniors.</p> <p>This lighting project would allow the MWAS to have the option of conducting their football development programs at a dedicated football facility rather than currently using an existing smaller facility at a non-football ground (there is currently a lack of availability at other football grounds with lights).</p>		
<p><b>Do you share your facility with other groups?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:                  Towns Cricket Club                  Mighty Blues Master's Football</p>		

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
Railway Football Club	65	24
Towns Cricket Club	25	10
Mighty Blues Master's Football	10	2

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, i.e. recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2020/21	270	2021/22	303	2022/23	347
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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>	
West Australian Football Commission	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Steven Rose	Date of contact: 9/06/2023

## PLANNING

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

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

Ensure that you have addressed the Key Principles of Facility Provision as they apply to your project. Questions 1 to 24 below relate directly to these principles.

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

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

1.	<p><b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000). Sage Consulting Engineers, an experienced consultant specializing in the design of sports lighting towers, were commissioned in 2017 to conduct an audit of all the sports lighting installations in the City of Greater Geraldton. As part of this City-wide analysis, Sage also assessed the existing sports lighting towers at the Recreation Ground. Sages report was finalised in January 2018 and a copy is attached.</p>
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	<p><b>How has the need for your project been identified and assessed?</b></p> <p>Sage Consulting Engineers, in their 2018 report, identified that the existing lights and poles at the Recreation Ground were reaching the end of their useful life, estimating at the time a remaining asset life of 5 years. They rated the condition of the existing light poles as “poor”. It has been 5 years since the audit was conducted which would mean that, in the opinion of the consultants, the asset has, by 2023, reached the end of its useful life.</p> <p>Sage also identified that the installation failed to meet AS 2560.2:2021 (ball &amp; physical training or club competition) lighting level and glare requirements due to pole heights and locations. Tests conducted by City officers found the lighting levels to be 45 Lux on average. They also identified non-compliance with AS/NZS 3000 on two of the poles where excessive voltage drop was measured.</p>
	<p><b>Is the need or a part of the need that you have identified already being catered for?</b></p> <p>No. The Recreation Grounds current lighting doesn't meet the Australian standards for training and games at an amateur level.</p>
<p>2.</p>	<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>Sage Engineering Consultants were commissioned by the City to carry out a detailed design including specification to replace the existing lighting towers with 4 new 32m towers to deliver 100 Lux lighting to the ground. They have also included a design option to include the supply of the necessary infrastructure (bigger headframes, bigger poles, larger conduits etc) to increase the lighting levels to 150Lux in the future if required. This design and specification are attached. The full detailed design and specification prepared by Sage lays out the technical feasibility of providing the required 100Lux lighting level for the ground.</p> <p>As part of Sage's deliverables, they were also required to prepare an Opinion of Probable Cost for the project. The City subsequently requested Sage to update this with current anticipated costs. This is also attached. The OPC estimates that the cost for the construction of the 100Lux lighting and poles will be \$561,748 excl GST. This excludes some City project staff costs, landscaping and irrigation provisions, and contingency. The total anticipated project cost with these included is \$623,540 excl GST.</p>
	<p><b>If not, how have you assessed the feasibility of your project?</b></p> <p>N/A</p>

3.

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

a. Do Nothing

This was rejected as the consultant's advice in their 2018 audit of the poles was that they were reaching the end of their life and should be replaced within 5 years. The report indicated that the existing light poles were rusting badly at their bases. This would represent a significant risk to persons and property in the event of a collapse of a lighting tower.

b. Install Higher 150Lux or 200Lux Lighting Levels

This was rejected as the City's sports lighting policy requires that the City meet the requirements of AS 2560.2.2021 (ball & physical training or club competition) lighting level which, for the sports played on the ground, is 100Lux. Nevertheless, a design option was included for the supply of the necessary infrastructure (bigger headframes, bigger poles, larger conduits etc) to increase the lighting levels to 150Lux in the future if required.

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

The ground currently serves the Railways Football Club, the Mighty Blues Football Club and the Towns Cricket Club and is reasonably well utilized by these clubs. The introduction of new lights will improve the opportunity to increase the use of the ground, particularly at night. The clubs, who control the schedule for the oval, are amenable to allowing other groups to use the facility.

**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).

Yes. This is a significant investment in infrastructure and the City has the responsibility to the community that this project is required, affordable and provides value for money.

As the infrastructure, including the LED lamps, the poles, the headframes and electrical installation, is expected to last 25 years (as per the Sage report) the initial outlay is seen to be both affordable and cost effective, especially when considering the community and social benefits.

City planning for the management of their assets incorporates a whole of life approach.

The City conducts an annual sports lighting audit for all facilities with lighting infrastructure, including the Recreation Ground. This inspection is conducted by a qualified experienced contractor and it is budgeted for annually. Following the inspection audit the City receives a detailed observation sheet, site comments and recommendations recorded to inform planning for maintenance requirements.

This assists with the early identification of any maintenance issues. The City then either plans and budgets for a renewal project (for near to end of life infrastructure) or can budget and complete maintenance works using the City's Asset Renewal Program and Capital Renewal Program.

The design of the project incorporates the technology to identify the total hours used by each user group. The City plans to recover the ongoing lighting costs from the user groups, thus ensuring ongoing usage is cost effective (see Q 19 for more details).

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> The new Recreation Ground lighting towers will be a City asset to support the sporting clubs that use this particular facility. They will replace the existing lighting towers that are currently in use at the ground but have reached end-of-life and do not comply with current Australian Standards. The project will also help RFC with attraction and retention of players and members and potential growth with additional user groups and members.</li> <li>• <b>State Sporting Association’s strategic or development plan?</b> WAFC Strategic Facilities Plan 2020-2030. Facilities &amp; Infrastructure –             <ul style="list-style-type: none"> <li>➢ to have sufficient and suitable facilities that support the growth of the game now and into the future.</li> <li>➢ maximize the number of ovals providing match quality lighting to deliver greater participation opportunities and flexible match fixturing.</li> <li>➢ work collaboratively with local government to increase the number of venues with match capable lighting.</li> </ul> <p>The new Recreation Ground lighting towers will be in line with the Department of Local Government Sport and Cultural Industries strategic direction to promote participation and achievement in sport, recreation, culture and arts.</p> </li> <li>• <b>Local authority’s strategic or development plan?</b> Greater Geraldton 2031 Strategic Community Plan              This plan outlines the community vision and aspirations and underpins the City of Greater Geraldton’s actions over the next 10 years. In the Plan on a Page, there are project alignments with the following community strategic direction outcomes:             <ul style="list-style-type: none"> <li>1.1 Enhanced lifestyle through spaces, places and programs and services that foster connection and inclusion.</li> <li>1.3 Pride in place and a sense of belonging is commonplace.</li> <li>1.4 Community safety, health and well-being is paramount</li> <li>1.8 Active living and recreation is encouraged</li> <li>1.9 A strong sports culture exists through well-planned facilities.</li> </ul> <p>The City also has an Operational Policy 058 Sports Tower Lighting Infrastructure for City Managed Sports Grounds. The installation of the Recreation Ground Sports Lighting Towers will comply with this policy.</p> </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>              Provides another sports lighting facility that can cater for the growing sporting community to utilize for training and game play and decrease the maintenance costs of the existing ovals and infrastructure from the overuse of those facilities.</p>
6.	<p><b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>              Not at one time. When football is on it takes up the whole ground.  <b>If so, does it service more than one LGA?</b>              No.</p>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>
7.	<p><b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b>              The City consulted with all the clubs that currently use the facility at a user-group meeting and subsequently via email and telephone calls. As an outcome of that process, the City adopted the Clubs request to seek additional pricing to include infrastructure upgrades, budget permitting, to accommodate an increase to a 150Lux lighting level should it be required in the future</p>
	<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC’s Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>



## MANAGEMENT

8.	<p><b>Have you developed a management plan for your facility?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>There is an existing annual condition assessment inspection process in place from which maintenance works are planned, funded and executed. There is also an existing fault reporting process in place should the need arise. A needs analysis is conducted to prioritise repairs and maintenance works to the facility against other repairs and maintenance to be carried by the City. Minor repairs and maintenance are funded from the City's operating budget with larger works requiring council endorsement.</p>												
	<p><b>If not, please explain how you plan to address management issues i.e. attracting new members, 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>												
9.	<p><b>How have you catered for management needs in your design (if required)?</b></p> <p>The design includes a Halytech controller which enables each user-group to control the lights as required by them. It also enables the City to obtain usage reports from the system for each user-group which then allows the recovery of electricity costs in a fair and equitable manner.</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>The Recreation Ground Sports Lighting Towers were designed by Sage Consulting Engineers. They are WALGA accredited and specialise in the design of sports lighting. They have credit for the design of many sports lighting facilities. Some of these include lighting designs for City of Vincent – Leederville Oval, City of Fremantle – Frank Gibson Netball Courts, City of Vincent – Leederville Oval, Shire of Dardanup – Well Recreation Park, City of Cockburn – Beale Park as well as 4 designs successfully carried out in the past for the City of Greater Geraldton including the recently completed Little Athletics Sports Ground.</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>N/A</p>												
12.	<p><b>Have you considered:</b></p> <table border="1" data-bbox="223 1097 1404 1265"> <tr> <td data-bbox="223 1097 813 1142">• access for low income earners</td> <td data-bbox="821 1097 933 1142">Yes <input checked="" type="checkbox"/></td> <td data-bbox="941 1097 1053 1142">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="223 1142 813 1187">• access for people with a disability</td> <td data-bbox="821 1142 933 1187">Yes <input checked="" type="checkbox"/></td> <td data-bbox="941 1142 1053 1187">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="223 1187 813 1232">• access for seniors</td> <td data-bbox="821 1187 933 1232">Yes <input checked="" type="checkbox"/></td> <td data-bbox="941 1187 1053 1232">No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="223 1232 813 1265">• access on a casual and short-term basis</td> <td data-bbox="821 1232 933 1265">Yes <input checked="" type="checkbox"/></td> <td data-bbox="941 1232 1053 1265">No <input type="checkbox"/></td> </tr> </table>	• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
	<p>Please attach a copy of the proposed fee structure.</p> <p>Fees charged for the recovery of electricity usage is determined by Council and is yet to be determined.</p>												



## DESIGN

Grant applications are required to provide a **locality map**, **site map** and **lighting plans**. Plans are to be submitted in **A3 digital 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> The Request for Quote issued to procure a designer for the Recreation Ground Lighting Towers included, as a deliverable, the preparation of an Opinion of Probable Cost for the project</p>
	<p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14.	<p><b>What design features will allow your facility to meet changing needs over time?</b> A design option will be included for the supply of the necessary infrastructure (bigger headframes, bigger poles, larger conduits etc) to increase the lighting levels from 100 to 150Lux in the future if required by the clubs or as a result of changes to the Australian Standards. Similarly, the Halytech controller is scalable to increase the number of clubs that might want to use the grounds at night. They can easily be added to the system</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 <b>If yes, how?</b></p>
15.	<p><b>How have you determined the most appropriate technical specification?</b> The City have relied on the expertise of the experienced consultant to prepare the technical specification, but City officers have reviewed it once received.</p>
	<p><b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Please refer to 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></p>
16.	<p><b>What energy efficient products or design considerations will be included in your facility or project?</b> It is expected that the lighting will be LED as standard. LED sports lighting will be installed.</p>
17.	<p><b>Have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application? Yes, Western Power have already been engaged to carry out the upgrade</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>As stated above, the anticipated life of the installation is 25 years including LED lamps, poles, headframes and electrical installation. The City is not looking to recover the capital or maintenance cost of the installation from users of the facility, these costs being subject to an annual allocation of budget funds as required as part of the City's Asset Renewal Program. The City conducts an annual sports lighting audit for all relevant locations within the City, including the Recreation Ground, with a detailed observation sheet, site comments and recommendations recorded to inform planning for maintenance requirements.</p> <p>Through the City's Asset Renewal Program the City will also make the necessary budget provisions when needed for the replacement of the poles and lights when they reach the end of their useful life.</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)  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The City's asset management plan considers the whole of life cost of the asset and includes annual allocation of budget funds as required to inspect and maintain the asset.</p> <p>The cost of the electricity used for the lights will be borne by the clubs. The City is currently trialling a mobile phone app user management system at another local sports ground to identify the total hours of lights used by each user group and more accurately apportion costs, which are recovered from the users at a rate based on kilowatt usage per hour (KWh) usage. Whilst it is too early to estimate actual costs based on future usage, the design of the Recreation Ground lighting project incorporates the technology to apply this system should the trial be successful.</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></p>	
20.	<p><b>Who will be responsible for any operational costs and how will it be funded (include evidence as required)?</b>          As stated previously, the City has provided for the ongoing inspection, repairs and maintenance of the sports lighting towers that may be required in its annual maintenance budget. The cost of the electricity used for the lights will be borne by the clubs</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><b>If yes, how have you determined the required annual contributions? If no, why not?</b></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><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>  <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>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Comments:</b> The City has sufficient budget and reserves to fully maintain the asset</p>	

**PROJECT DELIVERY**

22.	<p><b>Please indicate key milestones of your project.</b>          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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	<p>If approved the City will begin the project when the grant agreement is signed as per the below timeframes. The City is aware the State contribution will not be available until 1 July 2024 however the City can use their allocated funds to progress the matter prior to that. The City has discussed this option with DLGSC.</p>
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Task	Date
Attainment of all required approvals	January 2024
Preparation of tender/quotes for the major works contract	February 2024
Issuing of tender for major works	March 2024
Signing of major works contract	May 2024
Site works commence	July 2024
Construction of project starts	July 2024
Project 50% complete	August 2024
Project Completed	September 2024
Project hand over and acquittal	October 2024

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>Works will have to be completed during the football season so not to affect cricket season as the club doesn't have a direct benefit from the infrastructure being installed.</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>N/A</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: Mark Adams

Position Held: Manager Sport and Leisure

Signature: 

Date: 17 August 2023

## 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).
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Confirmation of Public Liability Insurance cover to \$10 million</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.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map and site map</b> , including where the proposed facility is located in relation to other sport and recreation lighting infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input checked="" type="checkbox"/>	A <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply
<input checked="" type="checkbox"/>	Formal Needs assessment*
<input checked="" type="checkbox"/>	Management plan*
<input checked="" type="checkbox"/>	Feasibility study*
<input checked="" type="checkbox"/>	Life Cycle Cost Analysis*

**\*Only essential for requests where the total project cost exceeds \$500,000**

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF 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 and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2024/25 CNLP application form.
- The project for which the application is made is specifically excluded from receiving CNLP support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP 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 checked="" type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	Midwest region
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	Utilised by Railways Football Club, Mighty Blues Football Club and Towns Cricket Club
Sustainability initiative	<input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other	Installation of LED lighting and Halytech Lighting Management System (see page 3 and the Sage report for more details).
Increased participation	<input checked="" type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	Additional user groups able to utilise the facilities including the Midwest Academy of Sport (see page 3 for more details).

## 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. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<b>Preliminaries</b>			OPC Sage Consulting Engineers
Mobilisation & Demob	5,000	5,500	
Obtaining Building Permit	500	550	
Survey and pegging	3,000	3,300	
New Main Switchboard	15,000	16,500	
Mains cabling in conduit	1,500	1,650	
Western Power upgrade	25,000	27,500	
New FDB	15,000	16,500	
Submains conduit to MSB to FDB including trenching & repair	5,000	5,500	
Submain cable from MSB to FDB	4,300	4,730	
Submains conduit to MSB to grandstand including trenching & repair	1,500	1,650	
Submain cable from MSB to grandstand	1,290	1,419	
Submains conduit to MSB to football club including trenching & repair	1,500	1,650	
Submain cable from MSB to football club	1,290	1,419	
Removal of existing poles and cabling	3,000	3,300	
Building DB disconnect from WP reconnect to New MSB	3,000	3,300	
Earthing	1,000	1,100	
<b>Floodlighting</b>			
Sub mains cable FDB to Poles (4c+E 25sqmm)	26,000	28,600	
Submains conduits FDB to poles (63mm)	7,800	8,580	
Trenching, backfilling, compacting	9,000	9,900	



CC006 - Attachment A - CNLP Forward Planning Round Application Form

35 m poles Supply	92,000	101,200	
35 m pole footings-Cage	24,000	26,400	
35 m poles footings-Concrete	40,000	44,000	
35 m poles Install	12,000	13,200	
Pole Wiring	4,000	4,400	
LED 1200W floodlights Supply	120,000	132,000	
LED 1200W floodlights Install	12,000	13,200	
Cable Pit	6,000	6,600	
Halytech control system	6,000	6,600	
<b>Completion</b>			
inspect, test, commission	3,000	3,300	
aim at night	5,000	5,500	
manuals and record drawings	1,000	1,100	
defects liability maintenance	1,000	1,100	
Sundries	5,000	5,500	
Regional Variation	51,068	56174	
Landscaping, irrigation, site clean up	50,000	55,000	
<b>Donated materials (Cost breakdown must be attached)</b>			
<b>Volunteer Labour (Cost breakdown must be attached)</b>			
<b>Sub Total</b>	<b>561,748</b>	617,922	
<b>Cost escalation</b>	<b>61,792</b>	67,972	<b>11% Cost Escalation for May 2024</b>
<b>a) Total project expenditure</b>	<b>623,540</b>	<b>685,894</b>	

- At least **two written quotes** or **QS estimate** required for each component.
- Please ensure that the power supply is sufficient and no upgrade will be required. If a power 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	311,770	342,947	LGA cash and in-kind	Y	Funding allocated in 2023/2024 budget
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request (No Development Bonus)			up to 1/3 project cost	N	
or CNLP request (Development Bonus)	311,770	342,947	Up to ½ project cost	N	
<b>b) Total project funding</b>	<b>623,540</b>	<b>685,894</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?**

Any shortfall will be covered under the City of Greater Geraldton capital renewal program for the 2024/2025 budget

### 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> City of Greater Geraldton
<b>Name of Applicant:</b> Mark Adams

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

### Section A

The CNLP 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	1 of 1 applications received
Is this project consistent with the	<input 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 type="checkbox"/> No
If no, what approvals are still outstanding?	

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

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

**Please complete the questions attached. This assessment is an important part of the CNLP 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 Manager Sport and Leisure

Date 17/08/2023

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 29 September 2023**. Late applications cannot be accepted in any circumstances.

### DLGSC OFFICES

#### PERTH OFFICE

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

#### MID-WEST

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

#### PILBARA

Karratha Leisureplex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

#### GASCOYNE

15 Stuart Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

#### KIMBERLEY – Broome

Unit 2B, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5749  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

#### SOUTH WEST

80A Blair Street  
PO Box 2662  
Bunbury WA 6231  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

#### GOLDFIELDS

Suite 1, 349-353 Hannan Street  
Kalgoorlie WA 6430  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

#### KIMBERLEY – Kununurra

Kununurra Youth Hub  
Rod Hodnett Drive  
Kununurra WA 6743  
PO Box 1476  
Broome WA 6725  
Telephone 08 9195 5750  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

#### WHEATBELT - Northam

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

#### GREAT SOUTHERN

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

#### PEEL

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

#### WHEATBELT – Narrogin

50 Clayton Road  
Narrogin WA 6312  
PO Box 55  
Northam WA 6401  
Telephone 0429 881 369  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)