



Shire of Cunderdin

Minutes from a Special Council Meeting

Dear Council Member,

A Special Meeting of the Cunderdin Shire Council was held on Wednesday 27th October 2010 in the Council Chambers, Lundy Avenue Cunderdin commencing at **7.00 pm** to consider a funding submission to the Department of Sport Recreation for the Cunderdin Sports Development Facilities Project.

Gary Tuffin
Chief Executive Officer

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AGENDA

1.0 Declaration of opening

1.1 The President declared the meeting open 7:15pm

1.2 The Shire of Cunderdin disclaimer was read aloud.

The Local Government Act 1995 Part 5 Division 2 Section 5.25 and Local Government (Administration) Regulations 1996 Regulation 13

“No responsibility whatsoever is implied or accepted by the Shire of Cunderdin for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten working days of this meeting”.

2.0 Suspension of Clause 3.2 - Standing Orders

| | |
|-------------------|-------------------------------|
| Location: | Cunderdin |
| Applicant: | Not applicable |
| Date: | 27 th October 2010 |
| Author: | G Tuffin |
| Item Approved by: | Chief Executive Officer |

Recommendation:

Council suspends clause 3.2 – Order of Business – of the Shire of Cunderdin Standing Orders Local Law 2001

Moved: Cr Dennis Whisson

Seconded: Cr. Clive Gibsone

Vote – Simple majority

Carried 6/0

3.0 Public Question Time

3.1 Response to previous public questions taken on notice

There were no questions from the public at the previous meeting of Council.

3.2 Declaration of public question time opened 7:16pm

3.3 Declaration of public question time closed 7:16pm

4.0 Record of Attendance, Apologies and Approved Leave of Absence

4.1 Record of attendances

Councillors

Cr RL (Rod) Carter

President

Cr RC (Clive) Gibsone

Deputy President

Cr RJ (David) Beard

Cr DA (Dennis) Whisson

Cr TE (Todd) Harris

Cr D (Doug) Kelly

4.2 Apologies
Cr DG (Dianne) Kelly
Cr GJ (Graham) Cooper

4.3 On Leave of Absence
None

4.4 Staff
G (Gary) Tuffin Chief Executive Officer

4.5 Guests of Council

4.6 Members of the Public

Mr Darren Morrell
Mr Darren Jasper
Mrs Alison Harris

4.7 Applications for leave of absence

4.8 Declaration of Members and Officers Financial Interests

5.0 Petitions, Deputations, Presentations

5.1 Petitions
None

5.2 Deputations
Cunderdin Tennis Club
Mr Darren Morrell
Mr Darren Jasper
Mrs Alison Harris

5.3 Presentations
None

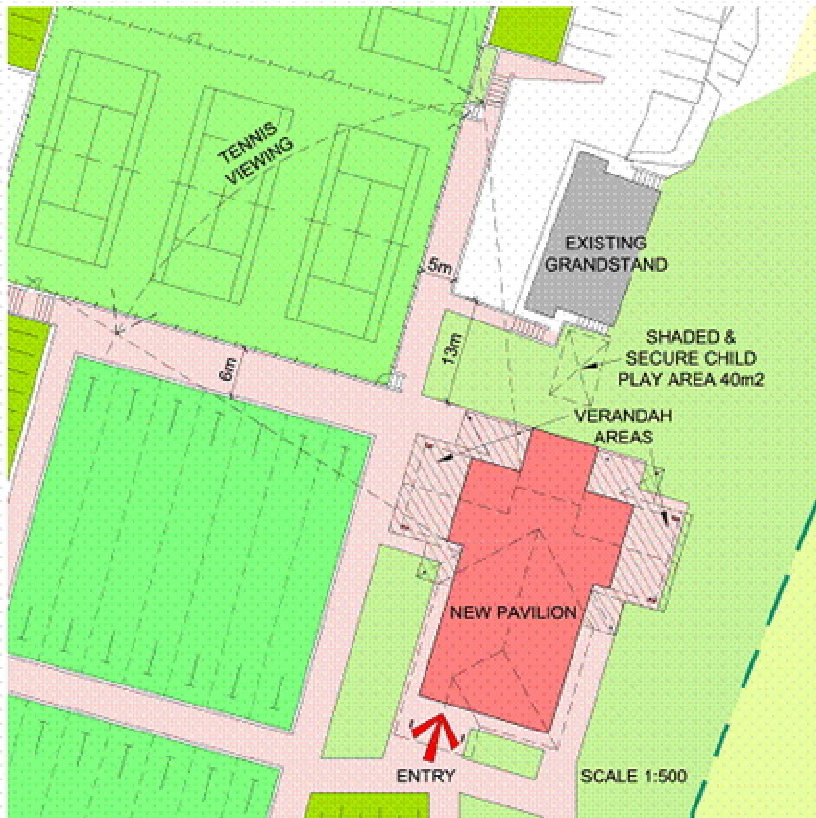
6.0 Council Discussion

The President invited the Tennis Club representatives to address council.

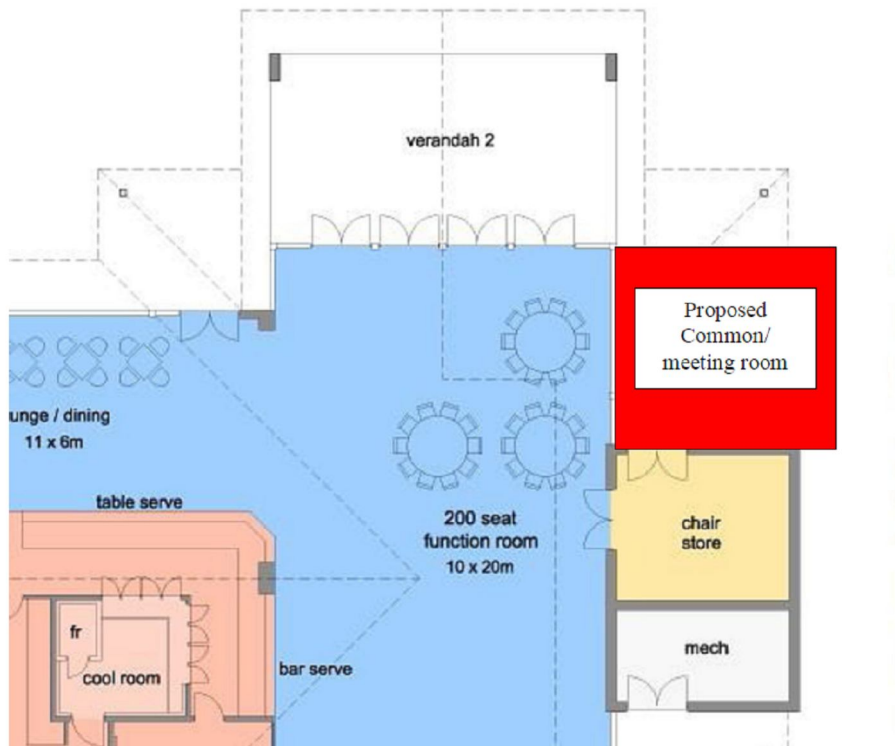
Mr Morrell

- Stated the tennis club has concerns with the proposed location of the tennis courts in the new Cunderdin Sports Facility Project (limited viewing areas), of particular concern was what appears to be a lack of appropriate space outdoors for kids.
- Made reference to the importance of the current common room for the kids, particularly with hot weather.

CEO stated that an area between the Grandstand and new building was proposed to be a potential play area for kids (refer to the diagram below).



Cr Harris suggested enclosing the area next to the chair store room to act as a common room that could be used by the kids and for better viewing of the tennis courts. (Refer below).



Mr Jasper

- Raised concern about the Grandstand and its close proximity to the proposed tennis courts.
- Area not considered child friendly, would prefer not to be located so close to the grandstand.
- Questioned whether the Grandstand would be structural sound for the next 40-50 years?

CEO replied that Mr Peter Hunt had done a visual inspection of the building and was of the opinion that it was structurally sound (needs some minor works), however, it would need to be assessed by a qualified structural engineer to be a 100% certain.

Mr Jasper suggested that if the Grandstand is not sound it should be demolished and consideration be given to locating the tennis courts over the Grandstand's existing foot print.

Mrs Harris

- Raised concern about her belief that the building is not very family friendly
- Suggested the concept footprint could be improved by designing the building in a dogleg shape to extend closer to the tennis courts (Northward).

The President thanked the Tennis Club for their input into the project.

Mr Darren Morrell, Mr Darren Jasper & Mrs Alison Harris all left the chambers at 7:55 pm

The meeting adjourned for dinner at 7:57 pm.

The meeting reconvened at 8:30 pm with all councillors present prior to the adjournment, back in their seats.

7.0 Reports

7.1 DSR Funding Application

| | |
|-------------------|-------------------------------|
| Location: | Cunderdin Sports ground |
| Applicant: | Administration |
| Date: | 27 th October 2010 |
| Author: | G Tuffin |
| Item Approved by: | Chief Executive Officer |

Disclosure of Interest:

No disclosure of interest has been tabled.

Proposal

Council is requested to give consideration to endorsing a DSR funding application (2011/12) for the construction of the Cunderdin Sports Facility Project.

Background

Applications are currently open through the Department for Sport & Recreation for the 011/12 funding round. Applications are to be lodged with the Regional Office by the 31st October, 2010.

Comments

The funding application is for a contribution towards the Cunderdin Sports Facilities Project.

Under this funding program (CSRFF) applications can only be made up to a maximum of 1/3 of the total project cost.

Statutory Environment

The Department for Sport & Recreation requires local governments to rank and prioritise CSRFF applications prior to submission.

No other applications have been received by council.

Policy Implications

Nil

Public Consultation

A number of community workshops have been undertaken over the last two years seeking input from the various sporting groups. These are all listed in the funding application attachments.

Financial Implications

The application is requesting DSR funding totalling \$707,667 refer to attached table "claim summary".

Strategic Implications

The establishment of the "Sports & Community Centre" in Cunderdin will allow a number of community based sports clubs to co-locate their facilities. It will serve to provide not only a great local sports facility but also act as a social hub for the community to come together as one.

Recommendation 7.1

The Department of Sport & Recreation be advised that:

- (a) Council fully endorses and supports the application to the Department for Sport & Recreation for the submission for funding in 2011/12 for the construction of the Cunderdin Sports Facility Project
- (b) the Cunderdin Sports Facilities Project is Council's number one priority capital works project at the current time.
- (c) no other funding requests have been received by Council.

Moved Cr Doug Kelly

Seconded Cr Clive Gibsone

Vote – **Simple majority**

Carried 6/0

**SHIRE OF CUNDERDIN
SPORTS PROJECT
SUMMARY OF DSR CLAIM
ESTIMATED DEVELOPMENT COSTS TO BE READ IN CONJUNCTION WITH
DRAWINGS 1,2 & 3 DATED 4 OCTOBER 2010**

| Item of works | Budget | | DSR (1/3) 33% | |
|--|--------------|--------------|---------------------|-----------------------------|
| 1. SITE WORKS | | | | |
| • Demolition | \$ 40,000 | \$ 44,000 | - | |
| • Site filling and consolidation including 1:5 battered banks approx 12,000m3 | \$ 336,000 | \$ 129,434 | - | |
| • Seed Grassing and Reticulation around new Pavilion and to new Hockey Field 6,000m ² | \$ 90,000 | \$ 99,000 | \$30,000 | Excludes GST |
| • Paving as shown around Bowling Greens and new Pavilion Approx 2,000m ² | \$ 110,000 | \$ 121,000 | \$36,667 | Excludes GST |
| • Infrastructure allowance for all services including connection of new Pavilion to existing sewer location on Baxter Road. | \$ 75,000 | \$ 82,500 | \$25,000 | Excludes GST |
| • Limestone retaining walls as shown on drawings Approx extent 200m ² | \$ 70,000 | \$ 77,000 | \$23,333 | Excludes GST |
| Transformer upgrade | \$ 80,000 | \$ 88,000 | \$26,667 | Excludes GST |
| Site works - Sub TOTAL \$ 801,000 \$ 640,934 \$141,667 18% | | | | |
| 2. SPORTS SURFACES | | | | |
| • Bowling | | | | |
| Two (2) 36m x 36m synthetic carpeted greens using for example Evergreen "Master-Pro" 15mm synthetic grass. \$185,000 each | | | | |
| Lighting to one (1) green- \$40,000.00 | \$ 370,000 | \$ 407,000 | \$61,667 | (1/6) - claimed exclude GST |
| Lighting Allowance - 1 green | \$ 45,000 | \$ 49,500 | \$15,000 | Excludes GST |
| • Tennis | | | | |
| Three (3) Synthetic grass Tennis Courts using for example Tiger Turf 'Commercial Grand Prix' including nets | | | | |
| Fencing | \$ 300,000 | \$ 330,000 | \$80,000 | (1/3) of four courts only |
| Lighting - 3 courts | \$ 56,000 | \$ 61,600 | - | |
| | \$ 45,000 | \$ 49,500 | - | |
| | \$ | \$ - | | |
| Sports surfaces Sub TOTAL \$ 816,000 \$ 897,600 \$156,667 19% | | | | |
| 3. BUILDING WORKS | | | | |
| • New Pavilion Building | | | | |
| 550m ² Gross Building Area @ \$2,500/m ² say | \$ 1,210,000 | \$ 1,331,000 | \$121,000 | Excludes GST |
| Verandah areas 300m ² x\$1,000/m ² | \$ 150,000 | \$ 165,000 | - | |
| • Existing Change Room Building | | | | |
| - Refurbishment, alterations and minor additions to accommodate 3 separate change room/toilet facilities, 83m ² gymnasium with male and female toilets, First Aid room, Referees Room and 5 Storerooms. | | | | |
| | \$ 810,000 | \$ 891,000 | \$270,000 | Excludes GST |

**SHIRE OF CUNDERDIN
SPORTS PROJECT
SUMMARY OF DSR CLAIM
ESTIMATED DEVELOPMENT COSTS TO BE READ IN CONJUNCTION WITH
DRAWINGS 1,2 & 3 DATED 4 OCTOBER 2010**

| Item of works | Budget | | DSR (1/3) 33% | |
|--|----------------------------------|---------------------|---------------------|---|
| <ul style="list-style-type: none"> • Existing Grandstand Building - Allowance for minor Refurbishment to the exterior of the building inclusive of Structural Integrity Assessment of Grandstand | \$ 55,000 | \$ 60,500 | \$18,333 | Excludes GST |
| Building Works Sub TOTAL | \$ 2,225,000 | \$ 2,447,500 | \$409,333 | 18% |
| Sub TOTAL PROJECT COST | \$ 3,842,000 \$ 3,986,034 | | | |
| 10% Allowance | \$ 385,000 | \$ 423,500 | - | |
| Contingency Allowance | \$ 200,000 | \$ 220,000 | - | |
| Pavilion Fit-out | \$ 100,000 | \$ 110,000 | - | |
| Professional Fees @8% | \$ 323,000 | \$ 355,300 | - | |
| | | \$ - | | |
| TOTAL PROJECT COST | \$ 4,850,000 \$ 5,094,834 | | \$707,667 | 15% |
| | | | | Total percentage claim to DSR Excludes GST |
| Note: | | | | |
| - (\$240,000 x 1/3) - based on DSR only funding 4 courts out of proposed 6 | | | | |
| - (\$370,000 x 1/6) - Bowls based on DSR funding conditions | | | | |
| - (Only claimed 1/10 of building cost) | | | | |



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

Standard CSRFF Grants Application Form

Year 2011/12 – 2013/14 Triennium

This application form can only be used for applications to be submitted in the 2010/11 funding round. No other forms will be accepted.

You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

| | | |
|---|--|---|
| DSR Contact: STUART ANDERSON CHELSEA GELLARD | Date: ONGOING | Office: NORTHAM |
| TYPE OF GRANT: | | |
| <input type="checkbox"/> | ANNUAL GRANT \$50,000–\$166,666 (Up to \$250,000 with development bonus) The total project cost (GST exclusive) is \$500,000 or less. | |
| <input checked="" type="checkbox"/> | FORWARD PLANNING GRANT \$166,667–\$4 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. Only indicate first preference for funding in 2010/11 if all planning is finalised. | | |
| <input checked="" type="checkbox"/> 2011/12 | <input type="checkbox"/> 2012/13 | <input type="checkbox"/> 2013/14 |
| Would project proceed if funding was allocated in a later year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)? | | |
| How would the resulting cost escalation be funded? Reallocation of capital works program funds (Forward Budgets) to accomodate additional expenses as required – This project has been identified as council's top priority. | | |

Applicant's Details:

| | | | | | |
|--------------------|---------------------------|--------|-----------|-----------|-------------|
| Organisation Name: | SHIRE OF CUNDERDIN | | | | |
| Postal Address: | PO BOX 100 | | | | |
| Suburb: | CUNDERDIN | State: | WA | Postcode: | 6407 |
| Street Address: | LUNDY AVENUE | | | | |
| Suburb: | CUNDERDIN | State: | WA | Postcode: | 6407 |

Preferred Contact Person:

All application correspondence will be directed to this person

| | | | |
|-----------------|--------------------------------|------------|---|
| Name: | GARY TUFFIN | Title: | Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held: | CHIEF EXECUTIVE OFFICER | | |
| Business Phone: | 08 9635 1005 | Facsimile: | 08 9635 1464 |
| Mobile Phone: | 0415 881 644 | Email: | ceo@cunderdin.wa.gov.au |

Organisation Business Details:

| | | |
|--|---|---|
| Does your organisation have an ABN? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | ABN: 75 587 374 670 |
| 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 |
| 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 #: Pursuant to the Local Government Act (Section 2.5) * |
| Bank details: | Bank: WESTPAC | BSB: 036 102 A/c: 000030 |

Local Government Authority Details:

| | | | |
|-----------------|--------------------------------|------------|---|
| LGA: | SHIRE OF CUNDERDIN | | |
| Contact: | GARY TUFFIN | Title: | Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held: | CHIEF EXECUTIVE OFFICER | | |
| Business Phone: | 08 9635 1005 | Facsimile: | 08 9635 1464 |
| Mobile Phone: | 0415 881 644 | Email: | ceo@cunderdin.wa.gov.au |

PROJECT DETAILS

| | |
|---|---|
| Project Description: | |
| <p>The CUNDERDIN SPORTING FACILITIES PROJECT aims to -</p> <ul style="list-style-type: none"> • co-locate facilities in Cunderdin for football, lawn bowls, tennis, hockey, netball, basketball, darts & the Cunderdin Community Gym; • combine all sporting groups into the Cunderdin Incorporated Sporting Club; • provide a combined club room / function area for usage by all clubs; • provide sustainable sporting surfaces to lawn bowls and, tennis; • to refurbish and alter the existing change facilities to incorporate storage facilities for sporting equipment, increased toilets/showers and the addition of the Cunderdin Community Gym; • to refurbish the existing Grand Stand to ensure future stability of the structure; and • provide appropriate and safe playground equipment for children using the facilities. | |
| Project location: | LOT 50 LUNDY AVENUE, CUNDERDIN |
| Land ownership: | Who owns the land on which your facility will be located? SHIRE OF CUNDERDIN Lease Expiry (if applicable): n/a |
| Planning approvals | Where applicable, has planning permission been granted? Yes <input type="checkbox"/> No <input type="checkbox"/> Have other approvals been granted, ie building Heritage, Indigenous and Swan River Trust? N/a Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>What discussions have been held with adjoining local authorities?</p> <p>Discussion has been held with the Shire's of Beverley, Dowerin, Tammin, Quairading & York regarding their own developments (if any) and potential impact a facility in the Shire of Cunderdin would have on their local authority. No opposition received to the proposal.</p> <p>Approximate distance from proposed project to nearest adjoining council boundary: 22 km (Tammin)</p> | |
| <p>Have you discussed this project with Regional Development Australia (Federal Government)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Contact:</p> | |

How will your project increase physical activity?

This project will increase physical activity by –

- members having the opportunity to join one club and pay multiple sports;
- synthetic surfaces will be utilised all year round;
- lighting will provide greater hours of usage / enable evening competition and training;
- increased facilities to facilitate future regional events;
- increased access to Cunderdin Community Gym; and
- increased passive and active recreational facilities (walk trails, play equipment, BBQ/family areas).

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

The facility would be shared across all playing groups (football, lawn bowls, tennis, hockey, netball, basketball, darts & the Community Gym), and can also be utilised by community and voluntary groups.

Also currently four schools (Meckering, Cunderdin, Tammin & Cunderdin Brethren) use oval for their local and regional athletics.

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 |
|------------------------------|-----------------------|--|
| Cunderdin Bowling Club | 40% | 20 (will increase with synthetics) |
| Cunderdin Tennis Club | 35% | 10 (will increase with synthetics & lights) |
| Cunderdin Football Club | 25% | 12.5 |

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, please enter the number of users of the facility.

| | 2007/08 | 2008/09 | 2009/10 |
|--|------------|------------|------------|
| CUNDERDIN BOWLING CLUB | 73 | 71 | 64 |
| CUNDERDIN TENNIS CLUB (INCLUDING JUNIORS) | 112 | 122 | 128 |
| CUNDERDIN FOOTBALL CLUB | 90 | 95 | 102 |
| CUNDERDIN WOMENS HOCKEY CLUB | 20 | 19 | 22 |
| CUNDERDIN BASKETBALL CLUB (INCLUDING JUNIORS) | 25 | 30 | 85 |
| CUNDERDIN NETBALL CLUB | 0 | 0 | 14 |
| CUNDERDIN NIPPERS CLUB | 60 | 60 | 60 |
| CUNDERDIN DARTS CLUB | 26 | 26 | 26 |
| CUNDERDIN COMMUNITY GYM | 20 | 25 | 42 |
| TOTALS | 426 | 448 | 543 |

| | |
|---|---------------------------|
| What is the name of the State Sporting Association for your activity/sport? | |
| CUNDERDIN BOWLING CLUB | BOWLS WA |
| CUNDERDIN TENNIS CLUB | TENNIS WA |
| CUNDERDIN FOOTBALL CLUB | WA COUNTRY FOOTBALL ASSOC |
| CUNDERDIN WOMENS HOCKEY CLUB | HOCKEY WA |
| CUNDERDIN BASKETBALL CLUB | BASKETBALL WA |
| CUNDERDIN NETBALL CLUB | NETBALL WA |
| Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| Contact Name: | Date of contact: ongoing |

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 23 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 23 below relate directly to these principles.

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

All assumptions must be clearly stated.

| | |
|----|---|
| 1. | <p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>The Shire of Cunderdin have been undertaking ongoing needs assessments over the past 6 years in considering our Sporting Facilities Upgrade Project. The needs assessment included a questionnaire, follow up workshops, specific consultation with clubs and facilities planning meetings. This culminated in the January 2009 Feasibility Study and Business Plan.</p> <p>The needs assessment has included reviewing our current facilities, assessing the future needs of each sporting group, and considering concepts of long term financial management, sustainable sporting surfaces, physical and social requirements of country sporting clubs and Council's ability to cater to these needs.</p> <p>Each of the clubs involved have been consulted with on a regular basis, with more specific facilities planning being undertaken throughout 2010 with the assistance of Architect Peter Hunt. Council have been working with Peter and the various Clubs to produce a design that caters to the specific needs of each club as well as the greater community.</p> |
|----|---|

| | |
|----|---|
| | <p>How has the need for your project been identified and assessed?</p> <p>The project was identified as being Council's main priority, as the current facilities within the Shire are all in excess of 50 years old and in need of considerable modification or repair to sustain our communities sporting future.</p> <p>In order to assess this, the current buildings have been reviewed and plans made to either demolish, upgrade or facelift each of the existing structures at the Cunderdin Football Oval in order to ensure their ongoing future usage. In addition to this, a new structure will be built (Cunderdin Incorporated Club) to cater for meetings, functions and associated social activities of all sporting clubs.</p> <p>To identify and assess the needs of each sporting club, in excess of 20 separate consultation meetings have been conducted to ensure that this project responds to the existing needs and growing trends in the provision of sporting facilities for a country WA town. These meetings have included basic concept meeting, and then progressed to specific facilities planning meetings with Peter Hunt – renowned sporting facilities architect and master planner (responsible for such projects as the Subiaco Oval Redevelopment, WA Basketball Centre, Narrogin Recreation Centre, South West Sports Centre Bunbury, Oasis Recreation Complex Kalgoorlie, Challenge Stadium etc)</p> |
| | <p>Is the need or a part of the need that you have identified already being catered for?</p> <p>Yes.</p> <p><u>Football Change rooms</u> The current Football Change rooms are located underneath the Grandstand, and cater well to the needs of the Football players. This area includes storeroom, change room, toilets, urinals, showers and a rub down room. Rather than replace this facility, we plan to provide a basic refurbishment of ablutions in this building to ensure its future longevity.</p> <p><u>Ladies Home / Ladies & Men's Away Team Change rooms</u> The existing change rooms at the oval are located next to the existing amenities building. The building itself is 50% change rooms/toilet facilities and 50% verandah. Rather than build an entirely new building, we have chosen to modify the existing Change rooms to enclose the verandah and incorporate the Community Gym. These modifications will increase the facilities available for all sporting clubs.</p> <p><u>Grandstand</u> The Grandstand at the Oval is still structurally sound, and will only require minor refurbishment to ensure its future usage.</p> <p><u>Oval</u> The existing oval will remain, with a minor orientation and size change. At the moment the oval is larger than Subiaco Oval, and the proposed changes will bring it down to the size of Telstra Dome (Vic) – still a sizable playing surface, but requiring less water and maintenance. The reorientation of the oval will also provide room for the remodeled hockey surface.</p> <p><u>Parking</u> Existing parking will remain, with some upgrades to the layout and marking of the area. Currently a large area is set aside for parking, and this proposal will see the designated area marked and expanded to cater for all sporting facilities users.</p> |
| 2. | <p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| | <p>If not, how have you assessed the feasibility of your project?</p> |

| | |
|----|---|
| 3. | <p>What alternatives were considered and why were they rejected?</p> <p><u>New Facilities – Adjacent to Golf Club</u> One of the first proposals considered was to locate the facilities next to the Golf Club that is on privately owned land and to utilize the school's oval instead of the existing oval. This proposal was not pursued as there was not enough room to fit all the facilities, issued with timing the usage of the school oval with other sporting activities and the fact that we already have a suitable oval at the currently proposed site.</p> <p><u>New Facilities – North Western Corner of Oval</u> This was the first design considered in redeveloping the existing oval, however due to the low lying area in the North-West corner there were substantial drainage issues, as well as extensive costs in raising that area to a suitable height for playing surfaces. The cost of this proposal meant that it would be considered an ineffective use of funds to pursue this option further.</p> <p><u>New Facilities – East side of Oval</u> Another proposal was to place the new facilities on the East side of the oval, including new function/amenities room, new change rooms and new surfaces. This proposal would also see the existing change rooms, amenities and grandstand demolished, and new infrastructure placed on the east side to provide electricity, effluent disposal, water etc. This design was also considered an ineffective use of funds, as the existing facilities are still able to be utilized and the cost involved in building all these facilities from scratch were substantial.</p> <p>Did you consider sharing with another group? (Please detail).</p> <p>As this project is based on the 'co-location' principal, a majority of areas will be shared by all sporting groups. Separate storage areas have been designated for each sport, but the change and toilet facilities, function room and kitchen will be utilized by all groups under the banner of the "Cunderdin Sporting Club Incorporated".</p> <p>There was consideration given to locating the facilities adjacent to the Golf Club (which is on private land) but this proposal created too many issues that would impede on true co-location of sporting groups.</p> |
| 4. | <p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? Yes • State Sporting Association's strategic or development plan? Yes Council has been in consultation with state sporting associations to ensure that the proposed facility meets with the future direction of the associated sports. • Local authority's strategic or development plan? • Yes The project is detailed as part of the Shire's Plan for the future and Forward Capital Works Plan. |
| 5. | <p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>This project will result in a multi-purpose sporting and community facility that will cater for a range of activities and a range of groups within the community both locally and regionally.</p> <p>There is also a possibility that other Council buildings that are only occasionally utilized for group events will be decommissioned due to the versatility of the proposed facilities.</p> |

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| 6. | <p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>Only in the event of regional tournaments or weekend inter-town sporting events – bowls, Tennis, hockey & footy. This project has been scaled to suit mainly the needs and population of the Shire of Cunderdin.</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>Describe the consultation process undertaken for the project. For example, have you:</p> <table border="1" data-bbox="316 490 1362 689"> <tr> <td data-bbox="316 490 1010 524">• invited public submissions;</td> <td data-bbox="1010 490 1362 524">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="316 524 1010 557">• conducted a survey</td> <td data-bbox="1010 524 1362 557">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="316 557 1010 591">• coordinated a public meeting;</td> <td data-bbox="1010 557 1362 591">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="316 591 1010 624">• held forums with key groups;</td> <td data-bbox="1010 591 1362 624">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td data-bbox="316 624 1010 689">• nominated a community representative onto the project team;</td> <td data-bbox="1010 624 1362 689">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> </table> <p>• other, please detail</p> <p>Since going through the above process, representatives from each sporting body have also met on a monthly basis with Architect Peter Hunt to finalize the design and overall layout of the new facilities.</p> <p>This process has been based on the information provided during the public submission period and sporting facilities survey, as well as looking at long term opportunities to increase club membership and sporting facilities users.</p> | • invited public submissions; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | • conducted a survey | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | • coordinated a public meeting; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | • held forums with key groups; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | • nominated a community representative onto the project team; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • invited public submissions; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| • conducted a survey | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| • coordinated a public meeting; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| • held forums with key groups; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| • nominated a community representative onto the project team; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| | <p>A range of resources regarding the development of sporting facilities are available on the website. DSR's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p> | | | | | | | | | | |

MANAGEMENT

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| 8. | <p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> |
| | <p>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p> |

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| 9. | <p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p><u>Access</u></p> <p>Within the design, area has been earmarked for an office, a 'lounge area' that will be partitioned providing room for club meetings, separate functions and trophy ceremonies after tournaments.</p> <p>The Community Gym will have a separate access, with Gym members receiving swipe cards to log their usage and allow for after hours access if so desired.</p> <p>Toilet facilities will be open to the public at all times, so that recreational users can take full advantage of the grounds at a time that suits them.</p> <p><u>Usage</u></p> <p>The Cunderdin Incorporated Sporting Club will oversee booking of the facilities, in order to ensure that they are not double booked.</p> <p>Multi use areas are able to be partitioned off to provide separate areas for club usage in the event that schedules conflict.</p> <p><u>Supervision</u></p> <p>The building concept includes an office, that will be utilized could be used to accommodate a part time staff member to supervise sporting activities in the event that this becomes a need. In line with our research on current usage, staffing the centre is not considered essential at this time.</p> |
| 10. | <p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>Council engaged the services of Architect Peter Hunt of Peter Hunt Architects.</p> <p>Peter has previously been responsible for such projects as the Subiaco Oval Redevelopment, WA Basketball Centre, Narrogin Recreation Centre, South West Sports Centre Bunbury, Oasis Recreation Complex Kalgoorlie, Challenge Stadium etc</p> <p>(please refer to attached overview of Peter's experience and previous projects)</p> |

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| 11. | <p>If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p> <p>All sporting groups represented in Cunderdin (including amateur and social sporting groups) have been invited into the design process since its initial inception in 2004. To date all clubs have provided representation and feedback throughout the process, and have contributed extensively to the final master plan and facility design.</p> <p>The needs of these groups have been identified as –</p> <p><u>Sustainable Sporting Surfaces</u> A major issue faced by our clubs is maintaining natural sporting surfaces in our climate, with limited assistance from qualified green keepers. Over the years we have been quite lucky when compared to some other rural towns in having qualified greens keepers, but with the cost of these services in addition to maintenance and water costs – it is not economically sustainable to persevere with natural grass courts and bowling rinks.</p> <p><u>Increased Function/Social area</u> The community does not currently have a facility that will accommodate 200 people for a function, and as a large number of regular functions held in town are related to the sporting groups it was identified early on that consideration needed to be given to providing this type of space. By incorporating this facility into the Sporting complex, it provides a central hub for all sporting codes to conduct their pre-season and post-season events, fundraising and can also cater to the needs of the greater community. It is also anticipated that as the greater community will be utilizing this space, there is a greater chance of getting them involved in sporting activities as well.</p> <p><u>Increased kitchen facilities</u> Along with the increased function area, a majority of club fundraising throughout the year is gained by providing meals and snacks in conjunction with sporting events. With all clubs utilizing the one facility, there will also be an increased demand on the kitchen area and therefore a substantial size kitchen has been included in the facility planning.</p> <p><u>Modern change room / toilet facilities</u> Due to the rapid ageing of our current facilities (circa 1950) it is also imperative that we provide all players with modern and functional change rooms and toilets. The design chosen makes best use of the existing facilities, in contrast to previous proposed designs that have included building an entirely new change room / toilet complex. We are confident that with modifications to the existing facilities, we will be able to provide all home and away teams with suitable facilities.</p> <p><u>Children's play area</u> In a country town like Cunderdin, a lot of the social aspects of our community revolve around involvement in sport – and encouraging that involvement at an early age. Specifically, the children of participants in Football, Tennis and Hockey were considered in the design process, and areas planned for both passive and active play areas in the vicinity of these playing grounds.</p> <p><u>Storage area</u> Another issues faced by many clubs in considering co-location is provision of adequate area for equipment storage. Our research of similar facilities in the district showed that a lot of clubs regret not including more storage in their own designs. Several strategies have been included to deal specifically with this issue, including a shed for storage of tennis nets, equipment rooms for Hockey, Bowls, Football, Basketball, Chair Storage and Memorabilia.</p> |
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| 12. | Have you considered: | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | <ul style="list-style-type: none"> child care facilities | <p>Not required as the community already has day care and play group facilities and Council feel it is inappropriate to be in direct competition with these service providers.</p> |
| | <ul style="list-style-type: none"> access for low income earners | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Under the Management Plan, joining the club will entitle you to participate in all sports. This will result in low income earners having greater access to a variety of multiple sports for a reduced cost.</p> |
| | <ul style="list-style-type: none"> access for the disabled | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>All facility planning has been undertaken to reflect the requirements of Council's Disability Access Inclusion Plan (DAIP)</p> |
| | <ul style="list-style-type: none"> access for seniors | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Appropriate surfaces and linking of surfaces to social areas have all been planned to ensure the lowest possible amount of stairs, ramps and changes in ground level. The fill required for the site is primarily to ensure appropriate access to all facilities for seniors.</p> |
| | <ul style="list-style-type: none"> access on a casual and short-term basis | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Management of the ground in respect to casual and short-term usage and hire will remain the responsibility of the Shire in consultation with the Cunderdin Incorporated Sporting Club to ensure effective management of the Club and Community requirements.</p> |
| Please attach a copy of the proposed fee structure. | | |

DESIGN

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

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| 13. | Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | If yes, please respond to the following points: |
| | Describe the process used to obtain an estimate of construction cost. |
| | Architect Peter Hunt was engaged to undertake Master Planning and Final Design of all facilities within this project. Subsequent to this planning process, an estimate was obtained from a quantity surveyor based on the design. (refer attached Business Plan) |
| | An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application. |

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| 14. | <p>What design features will allow your facility to meet changing needs over time?</p> <ul style="list-style-type: none"> • Provision of Office (for future staffing if required) • Future stages to increase basketball/netball courts if required • Storage facilities • Change rooms |
| | <p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p> |
| 15. | <p>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)?</p> <p>Council has determined the most appropriate technical specifications for the facility by engaging an expert consultant in the Sport and Recreational Facility field being Mr Peter Hunt.</p> <p>Council has determined to install renewable energy sources in the construction of the facility to reduce costs in operation and to also assist in reducing Councils carbon footprint. Council is also going to use water saving measure with installation of water tanks to assist in moving towards a self sustainable facility.</p> |
| | <p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| | <p>Please refer to DSR's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p> |
| 16. | <p>What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.).</p> <ul style="list-style-type: none"> • Solar lighting • Storm water harvesting (future stage) • Reduction in grassed areas and water usage • Natural light through main building windows • Recycling/improvement of existing facilities (as opposed to demolish and rebuild) |
| 17. | <p>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application?</p> <p>As our project involved lighting the tennis, lawn bowls and basketball facilities, provision has been made to upgrade the transformer to accommodate these needs.</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.

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| 18. | <p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| | <p>DSR's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p> |
| 19. | <p>Is your organisation able to meet the ongoing operating costs of your project (e.g. wages, power)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| | <p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.</p> |

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| | <p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors. Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p> |
| 20. | <p>Who will be responsible for any operational deficit and how will it be funded?</p> <p>The operating costs (full year) of the Centre are estimated at \$135,826 (2011/12) and has been incorporated into Council's Forward Capital Works Plan & Seven Year Financial Plan.</p> <p>The developments are supported by the Cunderdin community to such an extent that the Shire is fully committed to the project and will underwrite the facilities ongoing operating costs.</p> |
| 21. | <p>Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| | <p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>Please refer to attached Life Cycle Costing that outlines annual budget provisions.</p> |
| | <p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <p>As this facility is owned by Council, financial accountability will be conducted in line with the provisions of the Local Government Act – including annual auditing.</p> |

PROJECT DELIVERY

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| 22. | Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. |
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| Task | Date |
|-------------------------------------|----------------|
| Council approvals | June 2011 |
| Preparation of tender/quotes | July 2011 |
| Issuing of tender | September 2011 |
| Site works commence (commence fill) | June 2011 |
| Construction starts | October 2011 |
| Project 50% complete | May 2012 |
| Project completed | February 2013 |
| Handover – final inspections | March 2013 |
| Project Acquitted | April 2013 |

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| 23. | <p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details.</p> <p>This project has been designed to create minimal interim impact during the building phase. As we are co-locating Tennis and Bowls from an external facility, they will be able to continue with normal competitions etc whilst work is undertaken on the new facilities.</p> <p>The only sports that will be directly impacted by the construction element of this project is potentially football and hockey, however the Project Delivery Timeline has been arranged in order to reduce that impact as much as possible.</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 DSR can be accessed by you during standard office hours and updated by writing to DSR or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DSR may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Gary Tuffin

Position Held: Chief Executive Officer – Shire of Cunderdin

Signature: _____

Date: 28 October 2010

LODGEMENT OF YOUR APPLICATION

- Applications should be stapled or clipped at the top left-hand corner. Please do not bind.
- It is recommended that you photocopy your completed application form, including attachments for your own records and future audit purposes.
- All attachments and supporting documentation (see next section) should be clearly identified and securely attached to the application form.

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

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

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| <input checked="" type="checkbox"/> | Application form (Parts 1 and 2 including responses to questions 1- 23). |
| <input type="checkbox"/> | Incorporation Certificate. |
| <input checked="" type="checkbox"/> | Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DSR accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs. |
| <input type="checkbox"/> | If your project involves the upgrade of an existing facility, include photograph/s of this facility. |
| <input checked="" 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 and next financial years. (LGAs exempted). |
| <input type="checkbox"/> | Written confirmation of financial commitments from other sources including copies of council minutes. |
| <input type="checkbox"/> | For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. |
| <input checked="" type="checkbox"/> | Itemised project cost for components and identified on the relevant quote for each (including cost escalation). |
| <input type="checkbox"/> | For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply |

Grants \$166,667–\$4 million (where the total project cost exceeds \$500,000):

All of the above and:

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| <input checked="" type="checkbox"/> | Needs assessment |
| <input checked="" type="checkbox"/> | Business Plan/Management plan |
| <input checked="" type="checkbox"/> | Locality map, site map and building plans (in relevant constructions projects) in AutoCad or similar format with an additional electronic version |
| <input checked="" type="checkbox"/> | Feasibility study |
| <input checked="" type="checkbox"/> | Concept design |
| | Life Cycle Cost Analysis |

Your application will be considered not eligible, if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2011/12 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

Application Form

CSRFF

8.0 Closure of meeting 9:15pm