



Department of
Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2024

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

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

DLGSC Contact: Mel Eastough	Date: 4/8/2023	Office: Great Southern
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Applicant's Details:

Organisation Name:	Jerramungup Sports Club Inc				
Postal Address:	PO Box 90				
Suburb:	Jerramungup	State:	WA	Postcode:	6337
Street Address:	95 Derrick Street				
Suburb:	Jerramungup	State:	WA	Postcode:	6337

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Paul Hislop	Title:	Dr <input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	0427 354 037	Email:	jerrysportsclub1@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 37 765 632 689
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. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0640044E *
Bank details: Jerramungup Sports Club Inc	Bank: Westpac	BSB: 036 168 A/c: 473199

Local Government Authority Details:

LGA:	Shire of Jerramungup		
Contact:	Charmaine Solomon	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Deputy Chief Executive Officer		
Business Phone:	08 98351022	Facsimile:	08 98351161
Mobile Phone:	0429 351 025	Email:	dceo@jerramungup.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Jerramungup Sports Ablution Block

Project Description:

The Jerramungup Sports Club is located on Reserve 25568, Lot 117 Derrick Street, Jerramungup and serves as the administrative body coordinating, maintaining and promoting sporting and community opportunities at the Jerramungup Sporting Complex.

Affiliated clubs include;

- Hockey
- Bowls
- Cricket
- Netball
- Football (AFL)
- Golf
- Basketball

The Jerramungup Sporting Complex is a multi-purpose sports venue that also caters for events and community initiatives. The proposed ablution block will provide a facility to allow for continued use by multiple community entities, ensure female participation remains strong, supports our Seniors participation and provides safety and security for children of all ages.

How did you establish a need for your project?

Jerramungup and the Jerramungup Sporting Complex is strategically located, providing facilities for a large proportion of families within the Great Southern Region. Without the Club and its facilities many residents would travel even greater distances to access sport and recreation facilities which would potentially reduce participation rates in the Great Southern.

The need to ensure our facilities cater for all participants is a high priority of the Club and it was identified there was a strong need to provide toilet facilities to our female participants in Hockey, senior participants in Bowls as well as our children participants. There are currently no toilet facilities accessible during hockey training sessions, during weekend bowls competitions or for children attending hockey and cricket training after school.

Our female participants, locally and regionally, have expressed concerns over the years that there is no accessible facility for female players to utilise whilst participating in Hockey.

The proposed ablution block to be located at the Jerramungup Sports Complex has been formally identified in the Jerramungup Sports Club Strategic Plan 2020-2025;

The Club's vision is:

To provide the best sporting, recreational and cultural environment for the community.

The Club's values are:

The Jerramungup Sports Club prides itself on being a family friendly place that values social interaction, team work, respect, adaptability, responsibility and commitment.

The purpose of the Jerramungup Sports Club is to:

- Promote and advance sporting, cultural, recreation and social activities;
- Assist in developing a strong local community to stabilise and retain the local population;
- Operate under best governance practices;
- Develop and sustain strong relationships with key stakeholders; and
- Provide well maintained and safe recreational facilities that are family friendly and promote social interactions.

The project also clearly aligns to the following component from the Shire of Jerramungup Strategic Community Plan 2021–2031;

- Maintain facilities that connect people and promote an active and healthy lifestyle;
- Deliver programs and services that bring people together and support community health and wellbeing;
- Encourage and support volunteers and community groups to grow an active volunteer base
- Advocate for strategic projects that will benefit residents, workers and visitors to the Shire

The Jerramungup Sports Club is also a designated emergency evacuation centre for the region. This increases the importance of provision of safe accessible toilets at the Sports Complex.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

The Jerramungup Sports Club have considered making the ablutions within the Winter Sports Pavilion available for use, however, those ablutions are located approximately 400m from the hockey field and the bowling green. This is not a practical option given that the male ablutions located at the Winter Sports Pavilion are utilised as the football changerooms and it also raises concerns in relation to the distance children participants are required to go unattended without supervision as many parents of the children participants are also participating in their sport of

choice of volunteering around the Club. It is also noted that there is no formalised path linking the two areas which raises equitable access issues.

An MOU with the Jerramungup Sports Club was also considered to allow access to those toilets located within the Sports Club, however the Sports Club is a licensed venue, has restricted opening hours/days due to licensing regulations and cannot be accessed by unattended children.

Both options do not provide an acceptable alternative for our female participants to feel safe and comfortable participating in their sport of choice and due to the age demographics of the majority of our Bowlers the distance to the winter sports pavilion in particular was also not seen as a viable option.

How will your project increase physical activity?

With the construction of a new ablution block open to the community all year round it is expected that this will assist in both maintaining and increasing participation in a variety of recreational activities that are undertaken at the Jerramungup Sports Complex.

The Jerramungup Sports Club is committed to actively promoting and encouraging female participation in sport and ensuring the Club is age friendly.

The location proposed for the ablution block ensures both our female and senior participants are provided with an accessible facility at all times. The facility will also cater for Grandparents who regularly attend sporting events, having accessible facilities also has the potential to attract more Seniors supporting Club events and programs. It is evident that being part of a Club is an important way for our older generation to stay connected to others in our community.

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

The need for an ablution block to be open all year round at the Jerramungup Sports Complex was raised with the Shire of Jerramungup by the Jerramungup Sports Club and community to allow inclusion for all community members to be able to access a variety of recreational activities all year round.

It is proposed that the Shire of Jerramungup will project manage the construction of the facility and the Jerramungup Sports Club will be responsible for the administrative, communicative and financial obligations.

If the project is successful in achieving funding the Shire of Jerramungup is committed to maintaining the asset into the future. The Shire of Jerramungup provides a portion of funds for operational management and continued facility maintenance of Councils asset through annual budget allocation.

Project location:	Reserve 25568, Lot 117 Derrick Street, Jerramungup		
Land ownership:	Who owns the land on which your facility will be located? Shire of Jerramungup Lease Expiry (if applicable): 29 April 2032		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	February 2024	
Building approval			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:	Jerramungup Hockey Club, Jerramungup Bowls Club, Jerramungup Cricket Club, Jerramungup Golf Club, Jerramungup Football Club, Fitness Groups, Active Farmers		

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

Sport/community organisation	% use of the facility	Hours per week
Hockey	40	15 hours per week
Bowls	40	October – April: 15 - 25 hours per week May – September: 5 hours per week

Recreational Users	20	12 hours per week fitness groups 10 hours per week recreational users
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Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

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

2020/21	49	2021/22	55	2022/23	56
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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 department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Hockey WA	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Kristen Jerkovich	Date of contact: 11 August 2023

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.	
Task	Date
Preparation of tender/quotes for the major works contract	December 2023
Issuing of tender for major works	January 2024
Signing of major works contract	February 2024
Attainment of Council approvals	February 2024
Site works commence	March 2024
Construction of project starts	March 2024
Project 50% complete	April 2024
Project Completed	May 2024
Project hand over and acquittal	May 2024

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

There are no constraints that would impact on the construction phase due to the location of the proposed ablution.

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: _____

Position Held: _____

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

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

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

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input checked="" type="checkbox"/>	Two written quotes.
<input checked="" 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 checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

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

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	<p>Department of Local Government, Sport and Cultural Industries Regional Manager Mel Eastough and Regional Officer Julia Scriven attended an onsite meeting with the President of the Jerramungup Sports Club Paul Hislop, President of the Hockey Club Tina Parsons, DCEO of Shire of Jerramungup Charmaine Solomon and Project Manager Matt Bowen to seek support for the proposed ablution block project.</p> <p>This project supports an increase in regional liveability through the continued availability of facilities that promote quality of life.</p>
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Plumbing works	\$22,002.35	\$24,202.59	4 Rivers Plumbing
Concrete works	\$6,836.00	\$7,519.60	G Felesina
Electrical works	\$950.00	\$1,045.00	Jerramungup Electrical Service
Yarra-2 Toilet Building including scope and fixtures	\$33,604.00	\$36,964.40	Modus Australia
Delivery to Jerramungup	\$2,404.00	\$2,644.40	Modus Australia
Installation of Yarra Toilet Building	\$40,781.00	\$44,859.10	Modus Australia
Project Management	\$7,500	\$8,250	
Building Permit	\$600	\$660	
Sewerage Approval	\$100	\$110	
Donated materials (Please provide cost breakdown)	\$3,000	\$3,300	Sand for concrete pad
Volunteer labour (Please provide cost breakdown)	\$0	\$0	
Sub Total	\$117,777.35	\$129,555.09	
Cost escalation	\$5,000	\$5,500	<i>Provision only for increased supplier costs</i>
a) Total project expenditure	\$122,777.35	\$135,055.09	

- At least **two written quotes or QS estimate** required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting 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	\$33,200	\$36,520	LGA cash and in-kind	Y	Council minutes attached
Applicant cash	\$25,000	\$27,500	Organisation's cash	Y	Sports Club Letter provided
Volunteer labour	\$0	\$0	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials	\$3,000	\$3,300	Cannot exceed applicant cash and LGA contribution	Y	Jerramungup Sports Club
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	\$61,577.35	\$67,735.09	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	\$123,177.35	\$135,495.09	<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?

N/A

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: Shire of Jerramungup
Name of Applicant: Jerramungup Sports Club

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

Section A

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

All applications

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

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Building approval - Initial assessment of plans received have raised no issues with Shires Building Surveyor

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

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

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

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?

Council authorised in-principle support and a cash contribution of up to a maximum value of \$40,000 ex GST in the 23/24 budget on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries.

The funds will be drawn from the Community Recreation Reserve of which the Shire allocates 2.5% of rates annually too. Council requested that applicants for funding in CSRFF Small Grants Rounds inform Shire staff in advance of annual budget deliberations. The Jerramungup Sports Club have consulted with Shire Staff and the Department of Local Government, Sport and Cultural Industries on the proposal and sought financial support to allow them to submit for grant funding under the CSRFF 23/24 Small Grants Round.

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?

The Jerramungup Sports Club have approved a cash contribution amount of \$25,000 ex GST towards the project plus donated materials up to the value of \$3000 ex GST.

If there is a funding shortfall, the Jerramungup Sporting Bodies have advised that they would be able to assist financially towards the project to ensure project completion. As Council committed up to \$40,000 ex GST in the 23/24 budget towards the project the Shire may consider increasing the cash contribution up to \$40,000 ex GST if the project is successful in achieving funding from the Department of Local Government Sport and Cultural Industries.

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

This project has demonstrated a high level of planning and club member involvement and is strongly supported by all members of the Jerramungup Sports Club and wider community.

The Shire aims to provide the community with quality buildings and infrastructure, the construction of the ablution facility will continue to allow volunteers at the club to spend more time enjoying their sport of choice. The Shire also envisages this project as having longer term outcomes by expanding recreation opportunities to the wider public and visitors to Jerramungup.

The project strong aligns with the following component from the Shire of Jerramungup Strategic Community Plan 2021 – 2031;

- Maintain facilities that connect people and promote an active and healthy lifestyle;
- Deliver programs and services that bring people together and support community health and wellbeing;
- Encourage and support volunteers and community groups to grow an active volunteer base

The Jerramungup Sports Club plays an important part in retaining population in the area and will play an increasingly important part in the future. Access to passive and active sporting, recreation and leisure opportunities connect the community, and improve community cohesion and resilience.

The construction of the ablution block will create;

- Create a positive image for the town;
- Boost community pride and morale;
- Increase participation in both social and physical activity; and
- Promote health and wellness opportunities.

This project supports an increase in regional liveability through the continued availability of facilities that promote quality of life. Access to passive and active sporting, recreation and leisure opportunities connect the community, improve community cohesion and resilience.

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 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

MID-WEST

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

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
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

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
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

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au

Western



Australia

Certificate of Change of Name

Associations Incorporation Act, 1895-~~1982~~ 1969

Section 7 (1)

These are to Certify that the name of **JERRAMUNGUP COUNTRY CLUB**

incorporated as an Association under the provisions of the Associations Incorporation Act,

1895- , on the **Eighteenth** day of **December** 19 **64**

has been changed to **JERRAMUNGUP SPORTS CLUB (INC)**

Dated this **Seventeenth** day of **December** 19 **80**

L.S.

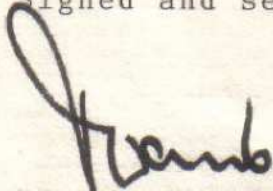
22072/10/82-1M-J945

D.F. SMITH

DEPUTY COMMISSIONER FOR CORPORATE
AFFAIRS

of Change of Name issued by the Deputy Commissioner for Corporate Affairs on the Seventeenth day of December, 1980.

Signed and sealed by me this Third day of May, 1984.



DEPUTY COMMISSIONER
FOR CORPORATE AFFAIRS







Jerramungup Hockey Club
c/o Post Office, Jerramungup, WA, 6337
President: Tina Parsons
Vice President: Rowie Martin
Treasurer: Hayley Wisewould
Secretary: Sarah Bertola

Mel Eastough
Regional Manager – Great Southern
Department of Local Government, Sport & Cultural Industries
Great Southern Office
22 Collie Street
ALBANY WA 6330

Dear Mel,

Re: Jerramungup Hockey Club Proposed Ablution Block Project

The Jerramungup Hockey Club pleased to support the Jerramungup Sports Club CSRFF grant application to construct an ablution block that will greatly benefit the participants and supporters of the Jerramungup Hockey Club.

The Association understands that the ablution block will be constructed in area close to the hockey field that is centrally located and readily accessible to everyone involved in hockey and the wider sporting community.

With the recent growth in female sport, it is clear there is a need to provide more friendly sporting facilities across the Great Southern that enable, facilitate and retain participation by women and girls.

Having regard to the above and given the potential benefits that accrue from a project such as the proposed, I confirm that the Jerramungup Hockey Club is fully supportive of the Jerramungup Sports Club progressing with this project.

Kind Regards,

President
Jerramungup Hockey Club
14/08/2023

Mel Eastough
Regional Manager- Great Southern
Department of Local Government, Sport & Cultural Industries
Great Southern Office
22 Collie Street
Albany WA 6330

Dear Mel,

Re: Jerramungup Hockey Club Proposed Ablution Block Project

HIIT with Donna Fitness is pleased to support the Jerramungup Sports Club CSRFF grant application to construct an ablution block that will greatly benefit the recreational users of the Shire of Jerramungup.

I understand that the ablution block will be constructed in an area close to the hockey field that is centrally located and readily accessible all year round to ensure everyone who wishes to partake in recreational activities at the Jerramungup Sports oval has the opportunity to do so.

It is clear there is a need to provide this facility as there is currently no facilities open to the public at the sports oval. Since the establishment of my fitness group 4 years ago I have steadily grown my cliental and living in a regional area it is important to ensure that we encourage our community to remain active as it clearly provides not only health benefits but social, emotional and intellectual wellbeing.

Having regard to the above and given the potential benefits that can be gained from the project such proposed, I confirm that HIIT with Donna is fully supportive of the Jerramungup Sports Club progressing with this project.

Kind regards,

Donna Dowdell
HIIT with Donna



Mel Eastough
Regional Manager – Great Southern
Department of Local Government, Sport & Cultural Industries
Great Southern Office
22 Collie Street
ALBANY WA 6330

16 August 2023

Dear Mel,

Re: Jerramungup Sports Club Proposed Ablution Block Project

The Jerramungup Bowls Club is pleased to support the Jerramungup Sports Club CSRFF grant application to construct an ablution block that will greatly benefit the participants and supporters of the Jerramungup Bowls Club.

I understand that the ablution block will be constructed in area close to the bowls shed/hockey field that is centrally located and readily accessible all year round to ensure everyone who wishes to partake in recreational activities at the Jerramungup sporting complex has the opportunity to do so.

The Jerramungup Bowls Club hosts the annual Regional Bowls Classic which sees over 64 Bowlers across the State travel to Jerramungup to participate in the regional competition. To have a facility easily accessible for our players and supporters throughout the regional competition will be of great benefit as many of the participants range between the ages of 50-80. The Jerramungup Sports Club is open during the competition however the distance to walk to the toilet facilities during the competition for many of our Bowlers does provide challenges.

The Jerramungup Bowls Club also run a successful annual social corporate bowls competition over a 12 week period which is now becoming very popular with many young families within our community to have this facility will be greatly supported by our female and children participants.

The Jerramungup Bowls Club is committed to ensuring the sport is inclusive for all. Living in a regional area it is important to ensure that we all encourage our community to remain active as it clearly provides social, emotional and intellectual benefits.

Having regard to the above and given the potential benefits that accrue from a project such as the proposed, I confirm that the Jerramungup Bowls Club is fully supportive of the Jerramungup Sports Club progressing with this project.

Kind Regards,

Kempley Brooks
President
Jerramungup Bowls Club

STRATEGIC PLAN 2020 - 2025



Vision: To provide the best sporting, recreational and cultural environment for the community.

Values: The Jerramungup Sports Club prides itself on being a family friendly place that values social interaction, team work, respect, adaptability, responsibility and commitment

Purpose: The purpose of the Jerramungup Sports Club is to:

- Promote and advance sporting, cultural, recreation and social activities;
- Assist in developing a strong local community to stabilise and retain the local population;
- Operate under best governance practices;
- Develop and sustain strong relationships with key stakeholders; and
- Provide well maintained and safe recreational facilities that are family friendly and promote social interactions.

GOALS (what we want to achieve)

FACILITY DEVELOPMENT & INFRASTRUCTURE Ensure facilities continue to represent the Clubs purpose as well as assist affiliated clubs to achieve required infrastructure development.	FACILITY MANAGEMENT & PROJECTS To implement sporting, cultural, recreational and social initiatives that encourages community participation. That the facilities are well maintained and continues to be a safe and accessible environment for the community.	FINANCIAL MANAGEMENT To operate our facilities in a manner that is viable and sustainable in the long term through undertaking comprehensive financial management practices.	COMMITTEE & VOLUNTEER MANAGEMENT Maintain a strong and active committee as well as assist affiliated clubs in developing initiatives that manage the threat of volunteer 'burn-out'.	COMPLIANCE & GOVERNANCE To ensure that the JSC committee operate in accordance with relevant legislation and continues to evolve into a culture of risk management.
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PERFORMANCE MEASURES (Key performance indicators)

<ul style="list-style-type: none"> • That infrastructure development is implemented in accordance with the priority and timeline set by the JSC committee in relation to their defined and adopted works schedule. 	<ul style="list-style-type: none"> • Increase facility hire usage by 10% over a period of three years. • There are sufficient funds available at any one time to operate the facility for a period of one year without income. 	<ul style="list-style-type: none"> • A comprehensive budget is endorsed by the committee annually. • Retain current sponsorship and add one additional ongoing sponsor by July 2018. • Implementation of the grain drive for the 2016 cropping season that provides funding required to implement a cropping program for the 2017 cropping season. 	<ul style="list-style-type: none"> • 100% of Committee positions are filled each year. • People are indicatively identified prior to the nominations meeting in advance to undertake all committee positions. • 100% of committee members are trained in record keeping and governance practices relating to their positions. • Affiliated Clubs are provided with access to the Volunteer Management Plan. • 100% of each affiliated club committee positions are filled. • By 2017 each affiliated club has access to an additional pool of three new or past volunteers and that the club reports less volunteer pressure after the playing season. 	<ul style="list-style-type: none"> • 100% compliant regarding the constitution through the Department of Mines, Industry Regulation & Safety, Associations Branch. • Development of a risk assessment and implementation of identified controls by May 2017. • Remain 100% compliant with the Liquor Control Act through the Department of Racing Gaming and Liquor. • No major compliance or governance issues are identified (minor continuous improvement issues are acceptable). • 100% compliant regarding building evacuation procedure.
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STRATEGIC PLAN 2020 - 2025

STRATEGIES <i>(High level overview of how we are going to achieve this)</i>														
Strategy	Est. Cost	Timeframe	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel
Develop and implement annual budgets and financial forecasts	Nil	Ongoing	Community and stakeholder consultation to ensure club adequately caters for community needs – Presidents meeting	Nil	Ongoing	Review current fees and charges to ensure appropriate fee structure and amount	Nil	Annually	Continue to attract office bearers prior to meeting (headhunt) and communicate that positions are likely filled, takes pressure off people feeling like they will get a job if they turn up to the meeting	Nil	Ongoing	Undertake a risk assessment relating to the JSC	Nil	May 2020
Investigate and address the issues around volunteer burnout – see notes below the strategies table	Variable	Ongoing	Promote the facilities for private functions through developing the web page and developing a facilities brochure	Nil – Volunteer time	July 2020	Maintain corporate sponsorship and where opportunity exists attract new sponsorship	Nil	Ongoing	Ensure a comprehensive agenda is set and distributed prior to each committee meeting	Nil	Ongoing	Implement controls identified in the JSC risk assessment	Variable	May 2020
Implement a committee welcome pack Part of the welcome pack identifies office bearer roles and responsibilities	Nil	January 2020	Investigate the employment of a full time groundsman and club manager including: <ul style="list-style-type: none"> • Cost to employ; • Potential club contribution (pro rata); • Options to share a groundsman with Boxwood Hill and Bremer Bay; • Timeline to put the employee in place. 	Cost to be investigated	December 2020 (investigate only)	Succession planning – ensuring more than one person knows how to undertake the task	Nil	Ongoing	Attract more volunteers to assist affiliated clubs by: <ul style="list-style-type: none"> • Members asking those that currently don't assist to help out • Utilising social media <i>(VMP already exists and has been distributed)</i>	Nil	Ongoing	Review and update the JSC Constitution as required.	Licence fee	Ongoing, when required
Renovate oval grasses/surface (stage 1)	\$5,000	June 2020	Install child proof gate out to carpark Sports Club	\$750	June 2020	Upgrade football fitness equipment (Gym)	\$10,000	June 2020	Matting for Seating between Indoor Courts during Netball	2,000	June 2020	New Football Goal Posts	\$5,000	June 2020

STRATEGIC PLAN 2020 - 2025

Strategy	Est. Cost	Timeframe	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel	Strategy	Est. Cost	Timeframe/ Personnel
Refrigeration upgrade Sports Pavilion	\$5,000	June 2020	Install artificial turf on T Boxes on Golf Course	\$18,000	June 2020	Purchase 2 nd Hand Self-Propelled Mower – Golf Club	\$45,000	June 2020	Lawnmower with Catcher for Oval	\$15,000	June 2021	Handrails for Bowling Green	\$1,600	June 2021
Install vermin fence at Town Oval	\$30,000	June 2021	Upgrade Football Lights to LED	\$40,000	June 2021	Renovate oval/grass surface (stage 2)	\$5,000	June 2021	Upgrade Sports Pavilion kitchen	\$10,000	June 2021	Replace Shadecloth at Bowling Green	\$5,000	June 2021
Replacement Water Pump for Sports Oval	\$6,000	June 2022	Replace Carpet Sports Pavilion Function Room	\$10,000	June 2022	Ventilation for entertainment centre (shutter style similar to Newdegate indoor centre)	\$35,000	June 2022	Upgrade exterior of Sports Pavilion	\$40,000	June 2022	Bowling Club Hut Upgrade	\$3,000	June 2021
Replacement Backboards for Basketball	\$20,000	June 2022	Repair Retaining Wall near Bowling Green (Shire of Jerramungup)	N/A	Ongoing	Install Unisex/Disabled toilet by the Hockey shed with access to the Bowls Club	\$60,000	June 2022	Upgrade Playground & Soft Fall Sports Club	\$80,000	June 2022	Upgrade playground – Sports Pavilion	\$25,000	June 2022
Install Footpath from Bowls Shed to Sports Club	\$20,000	June 2022	Erect verandah with decking outside the football shed	\$150,000	June 2023	Football / Cricket electronic scoreboard	\$25,000	June 2023	Medal Room – Football Club	?		Replacing Timber Retaining Walls on Waterways	\$5,000	June 2024
Upgrade of Sports Club furniture	\$5,000	June 2024	Re-surface Courts in Entertainment Centre	\$20,000	June 2025	Redevelopment of old bowling site to Native Garden & Community Outdoor Gym. With maintenance support from Shire of Jerramungup & donation from Kokoda Op Shop	\$200,000	June 2025						

STRATEGIC PLAN 2020 - 2025

Notes:

1. Whilst it is not a high priority at this point in time for the Jerramungup Sports Club to implement a replacement reserve fund for future replacement of the facilities, it should be noted that the club has an infrastructure improvement and replacement plan in place and is coordinating annual works through this process.
2. The following infrastructure projects were identified throughout the business plan development process however have not been identified as a priority within the next five years to complete:
 - Build new machinery shed on golf course
 - Install synthetic turf on hockey oval
 - Water quality / catchment development
 - Provide turf over the banked area
 - Outside half basketball court (for teenagers)
3. Whilst the JSC has implemented strategies that attract and retain committee positions and doesn't necessarily have an issue with gaining volunteers (in general) there is a flow-on effect to the JSC where volunteer burnout for affiliated club members is evident. The primary issue for affiliated clubs discussed is that it is the same volunteers undertaking multiple tasks throughout the season which could lead, or has led, to exhaustion, stress, people not enjoying their leisure activities and decreased volunteer retention. Several scenarios that could evoke a solution were discussed. These included:
 - Status Quo (remain with the current arrangement): Workshop attendees agreed that this option was not acceptable;
 - Lower the level of service provided: Workshop attendees agreed that this option was not acceptable;
 - Outsource the kiosk/kitchen – less tasks for volunteers to contribute to on the day (result will = less profit margin);
 - Hire kitchen staff – less tasks for volunteers to contribute to on the day (result will = less profit margin);
 - JSC and affiliated Club members undertake a volunteer drive aimed at community members that don't currently participate in community volunteerism, working on the theory that some people won't volunteer without being asked;
 - Use social media such as Facebook to assist in attracting and retaining volunteers as well as communicating with potential and current volunteers;
 - Undertake a community audit to ascertain the type of skills within the community that the clubs could headhunt volunteers: Workshop attendees agreed that this was adding an unnecessary task (creating additional work) as most people know each other within the community;
 - JSC has a Volunteer Management Plan that can be redistributed to affiliated clubs. Some strategies within the plan may assist individual clubs to effectively manage volunteerism.
4. When investigating the full-time grounds person / Bar Manager the club should be aware that about \$30,000 is currently being used as Bar Manager wages, this should be factored in when undertaking the budget for this position.