



Department of  
Local Government, Sport  
and Cultural Industries



## COMMUNITY SPORTING AND RECREATION FACILITIES FUND

### 2025-2026 February Small Grants Application Form

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

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

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

DLGSC Contact: Craig Vinci

Date: 10/02/2025

Office: Midwest

#### Applicant's Details:

Organisation Name:	Geraldton Surf Lifesaving Club				
Postal Address:	PO BOX 867 Geraldton				
Suburb:	Geraldton	State: WA		Postcode:	6530
Street Address:	260 Wilcock Drive				
Suburb:	Geraldton	State:	WA	Postcode:	6530

#### Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Sally McKenzie	Title:	<input type="checkbox"/> Mrs
Position Held:	President		
Business Phone:		Facsimile:	NA
Mobile Phone:	0428217879	Email:	president@geraldtonslsc.com.au

#### Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 83 976 723 238
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 #: A0690095H
Bank details:	Bank: Bendigo Bank	BSB: 633000 A/c: 139846378

#### Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Jay Prow	Title:	Mr
Position Held:	Sport and Leisure Planner		
Business Phone:	(08) 9956 6693	Facsimile:	
Mobile Phone:	0427 467 472	Email:	<a href="mailto:jayp@cgg.wa.gov.au">jayp@cgg.wa.gov.au</a>

## PROJECT DETAILS

**Project Title (brief and specific):** New Multipurpose Storage Facility. The existing equipment store is beyond repair. We have plans for a modern, purpose-built facility, that will address critical operational inefficiencies and improve emergency response capabilities. This upgrade will centralise first aid, radios, and rescue gear, reduce setup times, and provide a training space, enhancing community safety and volunteer efficiency.

**Project Description:**

This project presents a significant opportunity to not only address the pressing safety and operational issues but also to future-proof the Geraldton SLSC's ability to serve the community. A new storage facility would provide a safe and secure environment for lifesaving equipment, improving the working conditions for volunteers and ensuring they can focus on their roles without the added burden of logistical challenges. The new facility will strengthen the club's capacity to meet growing demands as Geraldton's coastal area continues to attract both residents and tourists. Geraldton's coastline is renowned for its beauty but is also associated with high-risk activities such as swimming, surfing, boating, and kite surfing. With increasing beach visitation, rebuilding the storage facility is an investment in community safety, ensuring the Geraldton SLSC can continue to provide critical lifesaving services and support the wellbeing of both local residents and visitors. This upgrade will also contribute to broader community resilience, enhancing the club's operational efficiency and reinforcing its central role in coastal emergency management.

**How did you establish a need for your project?** The current Geraldton Surf Life Saving Club (SLSC) equipment storage facility is over 40 years old and has become structurally degraded and unfit for its purpose. Years of exposure to harsh marine elements, including salt, wind, and moisture, have caused severe rusting and compromised the structural integrity of the facility. Building assessments confirm that the building is beyond repair, posing safety risks to volunteers and rendering it unsuitable for storing critical lifesaving equipment. In its current state, the facility is too small to accommodate all essential lifesaving gear, including rescue vehicles, radios, and first aid supplies. This limitation forces the club to store equipment across multiple locations within the premises. This fragmented setup significantly increases setup and pack-down times on patrol days, creating inefficiencies that impact the club's ability to provide timely and effective responses to emergencies. During critical search-and-rescue operations or emergency call-outs, volunteers are further delayed by the need to retrieve equipment from various locations. Such delays compromise public safety, particularly given Geraldton's role as a popular coastal destination with high visitor numbers and associated risks. Consultations with community stakeholders, have reinforced the urgency of replacing the existing structure. These stakeholders agree that a centralised, purpose-built storage facility would play in ensuring smooth coordination during emergencies; emergency response times would be streamlined by housing all necessary equipment in a single, accessible location, enhancing both efficiency and effectiveness.

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

Consultation with engineers and builders looked at multiple options. This included recladding, but was rejected as the cost would be similar to a new build and the internal structure would likely need to be replaced in 10 years. A higher specification steel has been quoted to ensure the structure has maximum life span. A structure has also been chosen which can be reclad in the future rather than a total rebuild.

**How will your project increase physical activity?**

A new multipurpose storage facility at Geraldton Surf Lifesaving Club will significantly boost physical activity within the wider community by promoting beach-going and water-based activities at a safe, patrolled beach.

By enhancing the club's operational capacity, the facility will create a secure and engaging environment, encouraging more individuals and families to engage in activities like swimming, surfing, paddling, and beach sports. These opportunities naturally support healthier, more active lifestyles.

The upgraded facility will also enable the club to expand community programs, such as surf sports competitions, junior development initiatives, and water safety workshops. These programs inspire regular beach visits while fostering vital water safety skills and fitness in people of all ages.

With improved storage and equipment readiness, the club can ensure effective patrols, providing peace of mind for beachgoers and encouraging greater participation in coastal activities.

This modernized facility will promote a thriving beach culture, empowering Geraldton residents and visitors to stay active and connected to their coastal environment in a safe and meaningful way. Ultimately, the new facility will serve as a catalyst for promoting beach culture, encouraging community members to engage in regular physical activity through recreational and structured programs. It will empower Geraldton residents and visitors to connect with their coastal environment in a safe, active, and meaningful way.

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

Yes, the full lifecycle costs of the project have been carefully considered, including the initial construction, ongoing management, and future maintenance and replacement requirements. A detailed financial plan has been developed to ensure the sustainability of the facility over its lifespan. The club is committed to implementing proactive maintenance schedules. There are to minimal operational costs through energy-efficient systems and durable construction materials. Additionally, a specific infrastructure asset replacement program has been established for GSLSC.

Through a combination of Gym revenue, partnerships with mutually beneficial organisations / businesses, the club is confident in its ability to meet ongoing costs while

ensuring the facility remains a valuable asset for the Geraldton community for years to come.		
<b>Project location:</b>	260 Wilcock Drive, Mahomets, Geraldton.	
<b>Land ownership:</b>	Who owns the land on which your facility will be located? CGG Lease Expiry (if applicable): 2045	
<b>Planning approvals</b>		If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Do you share your facility with other groups?</b> Yes <input type="checkbox"/> If so, who: Ocean Heroes		

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

Sport/community organisation	% use of the facility	Hours per week
Geraldton Surf Lifesaving Club	95%	24/7 storage of emergency rescue gear
Ocean Heroes	5%	3
<b>TOTAL</b>	<b>100%</b>	

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.

<b>2022/23</b>	389	<b>2023/24</b>	286	<b>2024/25</b>	289
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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>

<b>What is the name of the State Sporting Association for your activity/sport?</b>
Surf Lifesaving Western Australia

<b>Have you discussed your project with your State Sporting Association?</b>	Yes	<input type="checkbox"/>
Contact Name: James O'Toole	Date of contact:	Ongoing, since early 2024

## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	March 2025
Preparation of tender/quotes for the major works contract	June 2025
Issuing of tender for major works	August 2025
Signing of major works contract	September 2025
Site works commence	October 2025
Construction of project starts	October 2025
Project 50% complete	November 2025
Project Completed	December 2025
Project hand over and acquittal	May 2026

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

## 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:** Sally McKenzie

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**Position Held:** President

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**Signature:** S McKenzie

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**Date:** 10/02/2025

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## LODGE MENT OF YOUR APPLICATION

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

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

<input type="checkbox"/>	<b>Completed application form.</b>
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Confirmation of Public Liability Insurance cover to \$10 million</b>
<input type="checkbox"/>	<b>Two written quotes.</b> Quantity Surveyor costings will be accepted, however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant, based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current year and budget for the next financial year. (LGAs exempted).
<input type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>Council minutes or extract from endorsed Council budget</b> . 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"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a <b>lighting design plan</b> must be supplied showing lux, configuration and confirmation of sufficient power supply

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

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

## DEVELOPMENT BONUS APPLICANTS ONLY

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

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

Category		Details
Geographical location	<input checked="" type="checkbox"/> X Regional/remote location <input type="checkbox"/> Growth local government	The project is in Geraldton, A Regional City.
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	



## PROJECT BUDGET

### ESTIMATED EXPENDITURE

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

Project Description (detailed breakdown of project elements to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote used (list company name and quote number)
New building per quote	162,810	179,091	
Electrical works - estimated	7,500	8,250	
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>	20,000	22,000	
<b>Sub Total</b>	190,310	209,341	
<b>Cost escalation</b>	11,418	12560	<b>6% Cost Escalation to represent 3% CPI increases in Geraldton Area plus 3% Contingency</b>
<b>a) Total project expenditure</b>	201,728	221,901	

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

## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	50,432	55,475	LGA cash and in-kind		25% of Requested Funding
Applicant cash	30,432	33,475	Organisation's cash	Y	
Volunteer labour	20,000	22,000	Cannot exceed applicant cash and LGA contribution – maximum \$50,000	Y	
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	100,864	110,950	Up to ½ project cost but capped at \$200,000	N	50% Funding
<b>b) Total project funding</b>	201,728	221,901	<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?**

The GSLSC has a sinking fund which can supplement the project cost if required.

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

## LOCAL GOVERNMENT PROJECT ASSESSMENT SHEET

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

<b>Name of Local Government Authority:</b>	City of Greater Geraldton
<b>Name of Applicant:</b>	Geraldton Surf Lifesaving 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	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<b>Error! Bookmark not defined.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of applications received	1 of 3 CSRFF applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan - Yes <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- A Well planned and needed by municipality
- B Well planned and needed by applicant - Yes**
- C Needed by municipality, more planning required

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

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

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

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.

## DLGSC OFFICES

### PERTH OFFICE

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

### MID-WEST

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PO Box 135  
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### PILBARA

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### GASCOYNE

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### KIMBERLEY – Broome

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### KIMBERLEY – Kununurra

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### WHEATBELT - Northam

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### PEEL

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