



Australian Government

Department of Infrastructure, Regional Development and Cities

Request for Information

Community Development Grants Programme

Before you begin

The Department is asking for information about your project proposal so that we may commence developing a Funding Agreement should the Australian Government decide to approve funding for the project. Missing or unclear information may delay the development of the Funding Agreement.

Please note that information requested in this document may be provided to relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in this proposal. The purpose of this process is to substantiate your claims and/or statements, and to verify the capacity of your organisation to manage Australian Government funds and deliver the project. It will also seek comment on the viability of the proposal and, if appropriate, identify if the proposal is eligible for funding through an alternative funding stream.

Information relating to individuals will be protected under the Privacy Act 1988. Requests for access to such information, where rejected by proponents, will be dealt with under the provisions of the Freedom of Information Act 1982.

You will need to complete Request for Information and submit with required supporting documentation to support your application.

This information enables the Department to undertake a value with relevant money assessment and provide advice to the Minister prior to an Agreement being negotiated and funding being released. The Department will contact proponents if further information is required.

Should you have any questions on how to answer any part of the Request for Information please submit your query to cdg@infrastructure.gov.au.

How do I submit my Request for Information?

Complete and submit this form and the necessary support documents via email to: cdg@infrastructure.gov.au as soon as possible.

If your response is likely to include documents that cannot be sent electronically, please submit this form and all necessary documents in hard copy to:

Community Development Grants Programme
Regional Programs Branch
Department of Infrastructure, Regional Development and Cities
GPO Box 594
CANBERRA ACT 2601

REQUEST FOR INFORMATION

Organisation Details

1. Organisation details

Legal Name	Surfing Western Australia Inc	ABN	81948248683
Trading Name	Surfing WA	ACN	
GST Status	Registered / Not Registered		

2. What is your Business Structure?

Local Government	
Incorporated Association	Incorporated Association
Sole Trader	
Partnership	
Company	
Trust – provide a copy of the trust deed	
Other, please specify	

3. Your bank account details. Provide details of the bank account where project funding will be deposited

Bank Name	ANZ Banking Group
BSB	016 350
Account Name	Surfing Western Australia Inc
Account Number	259986964

4. Your Organisation’s Physical (registered) Address

Street Address Line 1	368 West Coast Drive
Street Address Line 2	
Suburb/Town	Trigg
State/Territory	WA
Postcode	6029
Organisational Email	
Organisational Website	www.surfingwa.com.au

5. Your Organisation’s Postal Address

Postal Address Line 1	PO Box 382
Postal Address Line 2	
Suburb/Town	Karrinyup
State/Territory	WA
Postcode	6921

6. Authorised Person Contact Details
(e.g. CEO or the person authorised to sign Deed of Agreements)

Title (eg. Mr/Mrs/Ms/Dr)	Mr
First Name	S
Surname	S
Position	C.E.O
Telephone	(w)S 47F (m)s47F (f)9447 0309
Email Address	s47F@surfingwa.com.au

7. Project Manager Contact Details
(e.g. the person who will lead the implementation of your project)

Title (eg. Mr/Mrs/Ms/Dr)	Mr		
First Name	s		
Surname	s		
Position	CEO		
Telephone	(w) s 47F	(m) s47F	(f) 9447 0309
Email Address	s 47F @surfingwa.com.au		
Additional Details (Relevant to the project, qualifications, experience, and professional memberships, if applicable)			

8. Key Personnel within the Organisation who will be involved in the project delivery, other than the authorised person or project manager

Title (eg. Mr/Mrs/Ms/Dr)	Mr		
First Name	s		
Surname	s		
Position	Chairman		
Telephone	(w)	(m) s47F	(f)
Email Address	s47F		
Additional Details (Relevant to the project, qualifications, experience, and professional memberships, if applicable)			

9. Within the last five (5) years, has your Organisation been subject to an event such as a Government investigation, liquidation, litigation or significant change of financial position

No	Yes
If Yes, please note which of the following events occurred and provide details below	
Government Investigation on your organisation or related entities	
Litigation or liquidation proceedings	
Significant (adverse) change of financial position not reflected in Financial statements provided	
Any other particulars likely to adversely affect your capacity to undertake this project	

Project Details

10. Project Title – Use the title from the confirmation of the election commitment. If proposing an alternative project title, provide reasons why.

Surfing WA upgrade at Trigg headquarters project
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11. Project location. If a street number is not known, please provide the Lot number.

Street Address Line 1	South Trigg Beach Car Park
Street Address Line 2	
Suburb/Town	Trigg
State/Territory	Western Australia
Postcode	6029

Longitude	115.7530° E
Latitude	31.8784° S
Federal Electorate	Stirling

12. Detailed Project Description (Describe in less than 150 words what the project is doing, ie construction of sport precinct including two Rugby League fields, six netball courts and amenities block including change rooms, public facilities, meeting rooms and cafeteria; upgrade of swimming pool to include new grandstand and children’s waterpark; or installation of lighting at sports field including purchase and installation of four poles and footings, 16 x 15000W MZ lights and 16 shields and upgrade of existing power supply on site.). **PROJECT BENEFITS ARE TO BE INCLUDED AT Q14 BELOW).**

The proposed Surfing WA headquarters will provide a ‘fit for purpose’ operations and administration facility for the full spectrum of programs delivered the State Sporting Association.

Specifically, the facility will include surf education amenities (equipment storage, briefing areas, coach/ staff/ participant ablutions/ locker rooms), administration workspaces, training rooms, first aid room, Events equipment storage & loading bays, reception/ foyer and meeting rooms.

13. If the CDG funded project is part of a larger project, please provide details below (ie CDG is funding one stage of a multi-stage project).

The Surfing WA Headquarters project is a single stage undertaking.

14. Detail/list the economic and community benefits of the proposal (and the larger project if applicable), and how it contributes to programme outcomes.
(See Guidelines - Section 1.1 Programme Outcomes).

Economic Benefits:

From the proposed Surfing WA Headquarters there will:

- Operate Australia’s largest learn-to-surf education program i.e. >33k participants per annum & coordination of 18 licensed surf education operations on our coast.
- Delivery coordination of >30 events along the State’s coast, with ten being Trigg based.
- Employment of 8 FTE’s and >30 casual instructors operating year round to > 33k surf education participants.
- Planning and delivery coordination of the WA’s only annual world title championship round in a mainstream sport i.e. the iconic Margaret River Pro (generates > \$5m per annum economic impact to the Margaret River region).

Community Benefits:

- Enabling accredited instruction and coaching for participants of all ages & capabilities in healthy, active lifestyle of surfing.
- Developing and delivering innovative surf rescue programs.
- Supporting participation by sub groups that have lower participation rates e.g. surfing mums, disabled, low socio-economic and migrant cohorts.
- Supporting talent development of the next generation of elite female and male surfers.
- Generating vibrancy and activation through delivery of metropolitan and regionally based events.
- Surfing WA has a comprehensive social media platform generating content and interest. Media reach metrics rival the major codes of AFL & Cricket.
- Health promotion delivery through Surfing WA’s Healthway sponsored programs to Western Australian surfers e.g. Sun Smart and Drug Aware messaging.

15. How do you propose to measure the economic and/or social benefit outcomes which will be achieved as a result of the completed project.

Surfing WA maintains a comprehensive schedule of quantitative measures of its scope of business activities (refer attached Surfing WA Annual Report, 2018). The new Surfing WA Headquarters will enable the continuance of positive trend lines in the majority of activity areas. Areas that are currently hitting functional constraints whilst operating from a 30+ year-old converted kiosk amenity.

16. Has your organisation prepared a Business Case/Plan, or undertaken a Feasibility Study, Market Research or Community Consultation process within the last two years in relation to this project?

No	Yes
If Yes, please supply details below. If documents have been developed please supply as evidence with your proposal.	
Surfing WA prepared a comprehensive Business Case for the new Headquarters in 2014. This was updated in 2019 with support from the Department of Local Government, Sport and Culture (DLGSC, WA Gov't). (An electronic copy is attached).	

17. How many full-time equivalent employee construction jobs and how many full-time equivalent employee ongoing jobs will be created by this project?
Please note a full-time equivalent employee (FTE) is based on an average of 1,800 hours over a 48 week period.

Total number of FTE jobs created during the project period (construction)	110 estimation	Total number of FTE jobs created long term (on-going)	15 estimation
Number of jobs that are Indigenous	unknown	Number of these jobs that are Indigenous	unknown

18. Please provide the following project dates:

Estimated Project Start Date:	September 2019
Estimated Project Finish Date:	June 2021
Estimated Construction Start Date:	May 2020
Estimated Construction Finish Date:	May 2021

19. Indicate the current stage of development of your proposal. Provide any supporting documents if available (i.e. concept or preliminary designs, final designs, independent cost estimates, ready to commence tender/procurement process or preferred contractor selected and contracted for the project.)

Document	Stage of development
Business Case includes: - Needs Analysis. - Functional Analysis. - Site Options Multi-Criteria Analysis. - Concept Layout. - Quantity Survey estimates. - Risk Matrix.	- Needs Analysis. - Feasibility Testing. - Site Identification. - Preliminary schematics. - Project Risk Assessment. - Governance model assessment i.e. lease arrangement through the local government.
Preparation of a Project Governance Model for	Terms of Reference have been finalised for Surfing WA to establish a Project team with requisite expertise to oversee project management &

adoption by the Surfing WA Board	reporting. Key stakeholder groups (e.g. City of Stirling, DLGSC will have nominees involved).
Development Plan Application Process	Dialogue initiated with City of Stirling, awaiting detailed requirements schedule.
Preparation of Time Planner for the Surfing WA Project	Initiating engagement of consultant to prepare a Time Plan detailing a full schedule of sub tasks.

Surfing WA has Phase 1 of the project focused on completing all planning & budgetary aspects towards provision of a Development Application by the City of Stirling. Approximately six months is notionally earmarked for this phase. Phase 2 will comprise the actual procurement of the new Headquarters, with Phase 3 including the transition to occupancy and ongoing management of the asset.

20. Identify and provide details of who will own the asset on completion. Where land and buildings are owned by a Third Party, have leasing arrangements been confirmed and secured? (Written evidence must be provided).

Organisation	
ABN / ACN	
Street Address Line 1	
Street Address Line 2	
Suburb/Town	(w) (m) (f)
State/Territory	
Postcode	
Leasing arrangements	<p>The proposed site for the new Surfing WA Headquarters is on a Crown Reserve and a lease arrangement is required with the City of Stirling. This is a variation of the current arrangement that Surfing WA has with the City for its existing premises.</p> <p>Preliminary engagement with the City of Stirling has been undertaken and will be formalised in the Development Application (DA) process now commencing. A long-term lease, commensurate with the investment amount will be finalised i.e. a 21 year lease will be sought.</p>

21. Provide detail of who will manage and maintain the project after completion and who will provide the funding.

<p>Surfing WA will be responsible for the maintenance of the asset. The Business Case addresses this aspect and forward provision will be built into Surfing WA forward estimates. (See Section 9 & Attachment K of the Business Case)</p> <p>The City of Stirling will not finalise lease details prior to approval of a Development Application (DA) being completed.</p>

22. Provide information on at least three projects your organisation has managed in the past five years which have received funds from either the Commonwealth, state government or local government authority (local government authority funded projects do not apply for applicants who are a local government authority).

Jurisdiction and managing Department Name	Project Name	Funding Amount
Western Australian Tourism Commission	Margaret River Pro (World Championship Tour event)	s 47G

Healthway	Sun Smart Surf Schools	\$1,575,000
Department of Local Government, Sport & Culture	Sport Development grants	\$725,000

Financial Details

23. What is the total project cost? (Use GST exclusive amounts) **\$4m (excl GST)**

24. What is the amount of funding committed by the Australian Government? (Use GST exclusive amounts) **\$4m (excl GST)**

25. Partner funding. Complete the table with details of all confirmed funding to this project, and the status of the funding.

Partner name	ABN	Amount (GST Excl)	Cash / In Kind	Received, Confirmed, To be confirmed
Not applicable However – Lotterywest may be considered (see comments).				Surfing WA may approach Lotterywest to assist with some specialised access aspects of the project i.e. universal access.

26. Provide details of the arrangements in place to provide for any cost overruns or funding shortfalls on your proposed project.

Surfing WA has a capable Project Governance group and vigilant Finance and Risk Sub-Committee to monitor project implementation and budgetary aspects.

Surfing WA responsibly included provision in the Business Case for contingencies and escalation for the Project. Surfing WA has up to \$250k from cash reserves to contribute to the project.

27. Have you completed a tender/procurement process and appointed a preferred contractor or do you have a cost estimate which has been independently developed/assessed?

Please provide details below:

Surfing WA included an independent Quantity Survey estimate in its Business Case (\$4.0m). (refer Business Case attached).

Surfing WA will be progressing detailed design from the layout model within the Business Case. This work will progress concurrently with the preparation of the Development Application to the host municipality (City of Stirling).

28. Are there any parts of the project that have already commenced?

No	Yes
<p>If Yes, please provide details below: Beyond (a) completion of a comprehensive and robust Business Case and (b) preliminary dialogue with the host municipality (City of Stirling) regarding development approval requirements, no part of the project has commenced.</p> <p>Surfing WA has appointment pending of a project Time Planner, a relatively minor expenditure (i.e. approx. \$2k) crucial to setting an informed schedule for the project for the Project Governance group.</p>	

29. Budget Table (this is a summary of either the contracted Budget or quantity surveyor cost estimate)

Refer Attachment J in the Surfing WA HQ Project Business Case.

Cost Item	Description of Cost Item	Total Estimated Cost (\$) (GST exclusive)

List of Cost Items

Planning / Design

Construction/Fit-out

Research and Development

Plant/Equipment Hire

Plant/Equipment Purchase

Government Approvals

Operating Costs (e.g. rent, computers, etc)

Wages, salary and superannuation

Consultants/contractors

Project Management

Materials

Training

Marketing/Promotion

Legal/accounting

Other Costs

NOTE1: Evidence of these costs are to be provided as a required supporting document (e.g. cost estimate, quotes, market comparisons, valuations, contracted cost, etc)

NOTE2: Australian Government Funding will not be provided for ongoing operation and maintenance costs or for salaries for existing staff members of the funding proponent organisation.

REQUIRED SUPPORTING INFORMATION

- Audited financial statements for the last two (2) years (only required for projects with a total project cost over \$80,000);
- Cash flow forecasts for the next five (5) years (only required for projects with a total project cost in excess of \$1.5 million for state or local government authorities or \$1 million for other organisations);
- Business Plan and/or Feasibility Study (if applicable);
- Project Management Plan (if applicable);
- Market research/community consultation (if applicable)
- Asset Operations Management Plan (if applicable);
- Confirmation of partnership funding including evidence of bank borrowings (if applicable)
- Evidence of third party leasing arrangements (if applicable)
- Designs
- Cost estimate or contracted cost

Legal Authorisation

I	s 47F	<full name of Authorised Officer>
as	Chief Executive Officer	<position/title>
of	Surfing Western Australia Inc	<organisation name>
	PO Box 382 Karrinyup WA 6921	<postal address> >

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this *Request for Information* will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Regional Development and Cities (the Department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - Departmental databases and records, including information related to previous funding provided to my organisation;
 - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
 - State, Territory or Local Government agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Courts or Tribunals; and
 - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department. Where applicable, the Department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

Signed:.....

Date: 13 / 09 / 2019

Declaration of Conflict of Interest

Please complete either Part I or Part II of the Declaration of Conflict of Interest

Part I – No Known Conflict

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*..

I undertake that if at any time I become aware that I, or any other employees or persons associated with Surfing Western Australia Inc have an actual, apparent or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Regional Development and Cities in writing of that Conflict and of the steps that Surfing Western Australia Inc propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department of Infrastructure, Regional Development and Cities of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Regional Development and Cities may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Regional Development and Cities may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

.....
(signature)

s 47F
(printed name)

13th September 2019.....
(date)

.....
(signature of witness)

s 47F
(printed name of witness)

.....
13th September 2019.....(date)

Part II - Disclosure of Interests

I disclose the following interests:

NIL.....
.....
.....
.....

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Regional Development and Cities in writing of that Conflict and of the steps that Surfing Western Australia Inc propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure and Regional Development of all relevant information relating to the Conflict; and
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.....
(signature)

s 47F

.....
(printed name)

13th September 2019.....
(date)

.....
(signature of witness)

13th September 2019.....
(printed name of witness)

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing CDG proposals and will be maintained in accordance with the Privacy Act 1988.

STATEMENT OF COMPLIANCE

I, **s 47F** – *CEO – Surfing WA Inc*, make the following statement for the benefit of the Department of Infrastructure, Regional Development and Cities:

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children on behalf of my organisation in relation to the Department of Infrastructure, Regional Development and Cities grant activity:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which they work; and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply for the duration of any grant agreement *Surfing WA Inc* hold with the Department of Infrastructure, Regional Development and Cities.

Signed:

Date:

Legal Authorisation

I s 47F <full name of Authorised Officer>
as _____ <position/title>
of Surfing Western Australia Inc <organisation name>
PO Box 382 Karrinyup WA 6921 <postal address> >

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this *Request for Information* will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Regional Development and Cities (the Department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - Departmental databases and records, including information related to previous funding provided to my organisation;
 - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
 - State, Territory or Local Government agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Courts or Tribunals; and
 - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department. Where applicable, the Department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this *Request for Information* or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this *Request for Information*.

Signed:..... s47F

Date: 13 / 09 / 2019

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- a) immediately notify the Department of Infrastructure, Regional Development and Cities in writing of that Conflict and of the steps that Surfing Western Australia Inc propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department of Infrastructure, Regional Development and Cities of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Regional Development and Cities may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Regional Development and Cities may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

s47F [Redacted]
(signature)

s 47F [Redacted]
(printed name)

13th September 2019
(date)

s47F [Redacted]
(signature of witness)

~~Graham Drimage~~ s 47F [Redacted]
(printed name of witness)

13th September 2019 (date)

Part II - Disclosure of Interests

I disclose the following interests:

NIL.....
.....
.....
.....

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Regional Development and Cities in writing of that Conflict and of the steps that Surfing Western Australia Inc propose to take to resolve or otherwise deal with the Conflict;
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- c) take such steps as the Department of Infrastructure, Regional Development and Cities may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of Infrastructure, Regional Development and Cities of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Regional Development and Cities may seek to terminate any Funding Agreement established in relation to a project which relates to this *Request for Information*.

s47F [Redacted Signature]

Handwritten signature and date: 19/05/2019

(signature)

s 47F [Redacted Name]

(printed name)

13th September 2019.....

s47F [Redacted Date]

(date)

.....

(signature of witness)

13th September 2019..

s 47F [Redacted Name]

(printed name of witness)

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing CDG proposals and will be maintained in accordance with the Privacy Act 1988.

STATEMENT OF COMPLIANCE

I, **s 47F** – CEO – *Surfing WA Inc*, make the following statement for the benefit of the Department of Infrastructure, Regional Development and Cities:

Having made diligent inquiries, I have reasonable grounds to believe the organisation itself, and staff working with children on behalf of my organisation in relation to the Department of Infrastructure, Regional Development and Cities grant activity:

- comply with relevant legislation relating to requirements for working with children in the jurisdiction in which they work; and
- have complied with relevant legislation in their jurisdictions relating to mandatory reporting or suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

I undertake to ensure that all staff will continue to comply for the duration of any grant agreement *Surfing WA Inc* hold with the Department of Infrastructure, Regional Development and Cities.

s47F

Signed: 

Date: 13/09/2019

Surfing WA New Headquarters - Proposed Monthly Cashflow Excluding GST Schematic Cost plan V1.0

Project Milestone	Start	Finish	2020												2021												2022				2023	
Key Milestone Dates	Mon 06/02/20	44645	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mar	
Design Milestones	Thursday, 9 April 2020	Friday, 5 February 2021																														
RFP Design team	Mon 17/02/20	Fri 28/02/20																														
Schematic Design	Thursday, 9 April 2020	Thursday, 11 June 2020																														
Design Development Approved	Wednesday, 21 October 2020	Thursday, 3 December 2020																														
Contract Documents Complete	Friday, 27 November 2020	Friday, 19 February 2021																														
PTE Complete	Friday, 5 February 2021	Friday, 5 February 2021																														
Request For Tender (RFT)	Friday, 19 February 2021	Wednesday, 12 May 2021																														
Tender Release Date	Friday, 19 February 2021	Friday, 19 February 2021																														
Tender Lodgement Date	Friday, 19 March 2021	Friday, 19 March 2021																														
Award of Construction Contract	Wednesday, 12 May 2021	Wednesday, 12 May 2021																														
Construction Timeframes & Milestones	Wednesday, 12 May 2021	Friday, 25 March 2022																														
Site Possession	Wednesday, 2 June 2021	Wednesday, 2 June 2021																														
Construction Duration	Wednesday, 12 May 2021	Tuesday, 1 March 2022																														
Practical Completion (inc Contingency)	Friday, 25 March 2022	Friday, 25 March 2022																														

Forecasted Professional Fees	Value	Total
Successful Projects - Project Management & Superintendent Fees	\$ 476	
Principal Design Consultant inc consultants		
Variation Hydraulic		
Variation Perspective Rendering		
Variation Investigation to sewer pit		
Variation Additional Fees 15,358.00		
Environmental inc provision for \$2000		
Quantity Surveyor inc's JK Provisional Sum	\$ 7,770.00	\$ 4,580.00
Town Planner - DA inc SK Provisional Sum	\$ 27,460.00	\$ 3,155.00
Bush Fee	\$ 4,020.00	\$ 3,155.00
Traffic	\$ 5,000.00	\$ 3,155.00
CHSRAP	\$ 18,484.00	\$ 2,028.59
Design contingency	\$ 76,895.00	\$ 26,000.00
Total	\$ 458,000.00	\$ 457,105.00

Forecasted Construction Cost	Total
Headworks and Authorities	\$ 85,000.00
Construction including external work	\$ 3,178,000.00
modification of Road	\$ 20,000.00
FFE	\$ 69,000.00
AV	\$ 22,500.00
Contingency	\$ 160,000.00
Total	\$ 3,535,500.00

Forecasted Escalation Cost	Total
Escalation Nil	\$ -

Estimated Total Cost	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mar		
	\$ 3,993,500.00	\$ -	\$ 3,208.00	\$ 3,208.00	\$ 8,486.48	\$ 26,485.98	\$ 34,620.30	\$ 11,305.50	\$ 6,363.00	\$ 16,744.60	\$ 37,373.11	\$ 31,333.59	\$ 87,396.29	\$ 123,396.29	\$ 63,396.29	\$ 5,236.59	\$ 3,208.00	\$ 140,997.00	\$ 159,997.00	\$ 280,108.11	\$ 315,108.12	\$ 315,108.12	\$ 366,941.44	\$ 422,108.11	\$ 333,337.44	\$ 438,789.00	\$ 254,789.00	\$ 184,789.00	\$ 314,166.66	\$ 4,604.00	\$ 3,992,604.99

Project Accruing	SWA	Report no 1	Report no 2	Report no 3	Report no 4	Report no 5	Report no 6	Project Completion
	\$ -	\$ 400,000.00	\$ 600,000.00	\$ 800,000.00	\$ 800,000.00	\$ 800,000.00	\$ 400,000.00	\$ 250,000.00
	\$ -	\$ 400,000.00	\$ 1,000,000.00	\$ 1,650,000.00	\$ 2,450,000.00	\$ 3,250,000.00	\$ 3,650,000.00	\$ 4,000,000.00

Items in bold are live

ANNEXURE A

Table of Milestones, Reports and Funding payments relating to the Activity

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 1	Evidence acceptable to the Commonwealth that the Recipient has completed the following identified activities: • provision of a properly rendered tax invoice for the amount of the payment.	On Execution	\$400,000	N/A	On Execution
Progress Report 2	Evidence acceptable to the Commonwealth that the following have been achieved: • Confirmation of final design and contract documentation completed; and • Completion of tender process confirming final costs and • Development Approval secured from City of Stirling	30 June 2020	\$800,000	30 July 2020	13 August 2020
Progress Report 3	Evidence acceptable to the Commonwealth that the following have been achieved: • A lease is entered into with the City of Stirling; and • 30 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	30 September 2020	\$800,000	30 Oct 2020	14 November 2020
Australian Government Department of Infrastructure and Regional Development					
Progress Report 4	Evidence acceptable to the Commonwealth that the following have been achieved: • 50 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	29 Jan 2021	\$800,000	28 February 2021	14 March 2021
Progress Report 5	Evidence acceptable to the Commonwealth that the following have been achieved: • 60 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	30 March 2021	\$300,000	30 April 2021	14 May 2021
Progress Report 6	Evidence acceptable to the Commonwealth that the following have been achieved: • 80 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	23 May 2021	\$600,000	23 June 2021	7 July 2021
Project Completion Report	Evidence acceptable to the Commonwealth that the following has been achieved: • the Project, as item A.2 of the Schedule, is complete; • the Project, as item A.5 of the Schedule, is complete; • All approvals required to enable public access and use of the facility have been met; and • the Project is fully Operational.	31 August 2021	\$800,000	30 November 2021	14 December 2021

ANNEXURE B

BUDGET FOR THE EXPENDITURE OF CDG FUNDING

Cost Item	Description	Amount (GST exclusive)
Construction and fit-out	Construction of a new operations and administrative headquarters for Surfing Western Australia at Trigg, WA	\$4,000,000
Funding (A)		\$4,000,000

OTHER CONTRIBUTIONS (FINANCIAL)

Name of Contributor	Cost Item	Description of item	Amount (GST exclusive)
Not applicable			N/A
Other Contributions (Financial) (B)			N/A

TOTAL COST ESTIMATE (A + B) (GST exclusive):	\$4,000,000
---	--------------------

OTHER CONTRIBUTIONS (IN-KIND)

Name of Contributor	Description of Other Contribution (in-kind)
Not applicable	

Surfing WA Headquarters Project		Apr-20																									
Bateman Architects and Consultant Team Combined Cash Flow		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total	
SD																											
DD																											
CD																											
TF																											
CA																											
DLP																											
Cash Flow																											
Combined BA																											
Consultant																											
Team Est																											
GST																											

C1 TENDER FORM 1
(Page 2 of 2)

TENDERER:

Tenderers Name: *(Print Name in CAPITAL LETTERS)* **Bateman Architects Pty Ltd - Norm Bateman**
 Business Address: **35 Northwood Street, West Leederville, WA 6007**
 Postcode: _____

Contact Details:
 Registered Architect Name & Registration No.: **Bateman Architects 1367**
 Telephone: _____ Fax: (08) _____

TENDER:
 Hereby submit a tender, subject to the Conditions of Tendering, to execute and perform the following works:
 Design consultant services for Surfing WA Headquarters

Work Description: _____
 Work Location: **Troos Beach South, West Coast Drive, WA**
 Tender Sum: *(Amount in WORDS)* _____
 Tender Sum: *(Amount in FIGURES)* _____
 GST _____

I/we acknowledge the receipt of Addenda Number(s) _____ during the tender period and herewith that these works have been included in the above Tender Sum.
 I/we agree that this tender remains valid for a period of 90 calendar days from the time for the lodging of tenders.

PROJECT NAME: Surfing WA Headquarters

ENTITY NAME AND ACN: Bateman Architects Pty Ltd
 Executed as a deed poll in accordance with section 127 of the Corporations Act 2001 (Cth) by: **S 47F**

Signature of Director: _____
 Print name of Director: _____
 Signature of *Director / *Secretary: _____
 Print name of *Director / *Secretary: _____
 *delete that which does not apply

Item 8
(clause 10.1)

Claims for payment must be made on the following basis:

Guidance Note:
Specify whether claims for payment will be on a lump sum, a percentage, or rates, or any combination.

Lump sum: ~~s 47G~~

and/or

Percentage % of

and/or

Rates ~~Yes~~ No

(strike through as appropriate)

Specify whether the basis is inclusive or exclusive of GST.

GST inclusive ~~Yes~~ No

(strike through as appropriate)

If rates apply, specify rates and intervals.

Role/Task:	Rate \$/per
Monthly	\$3,888.00

Surfing WA - 2018 Business Case
Business Case Estimate - South Trigg Site Value Managed

Location Summary

GFA: Gross Floor Area
 Rates Current At September 2018

Location	GFA m ²	Cost/m ²	Total Cost
A BUILDING WORKS	1,203	1,732	2,083,050.00
B EXTERNAL WORKS			624,020.00
ESTIMATED NET COST	1,203	\$2,250	\$2,707,070.00
MARGINS & ADJUSTMENTS			
Client / Planning Contingency	3.0%		\$82,000.00
Design Contingency	7.5%		\$210,000.00
Construction Contingency	7.5%		\$225,000.00
Headworks	4.7%		\$150,000.00
Building Act Compliance etc	1.0%		\$34,000.00
No allowance for Public Art	0.0%		Excl.
CD, SD, DD & C Professional Fees	10.0%		\$341,000.00
NET PROJECT COST	1,203	\$3,116	\$3,749,070.00
Escalation to February 2020	3.9%		\$145,000.00
ESCALATED NET PROJECT COST	1,203	\$3,237	\$3,894,070.00
No allowance for Agency Management Costs	0.0%		Excl.
Video equipment to Video Training Room and Boardroom	0.6%		\$22,500.00
No allowance for additional ESD initiatives			Excl.
Modification of road to suit SWA vehicle access including kerbs, median strips, signage, footpaths etc	0.5%		\$20,000.00
Loose Furniture	1.5%		\$60,000.00
ESTIMATED TOTAL COST	1,203	\$3,322	\$3,996,570.00
Land Costs			Excl.
Specialist Equipment / IT			Excl.
Relocation & Disbursement Costs			Excl.
GST			Excl.
This estimate is based upon drawing ASK-01 Rev C dated June 2018 which has a "Gross Floor Area" of 940m ² . This estimate is based upon and uses rates applicable to the internal area (excluding external walls) as measured from the drawing, which equates to 885m ² . Furthermore, as a part of a Value Management exercise, the CEO Office area has been reduced by 6m ² from 25m ² to 19m ² . Therefore, the new total internal area that this estimate is based upon is 879m ² .			
ESTIMATED TOTAL COST	1,203	\$3,322	\$3,996,570.00

Surfing WA Headquarters Whole of Project Program (Detailed)



ID	Name	Duration	Start	Finish	019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021																								
					A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
0	Surfing WA Headquarters	506 days	2/09/19	24/09/21	2/09	Surfing WA Headquarters																											
1	Key Milestone Dates	446 days	4/11/19	3/09/21		Key Milestone Dates																											
2	Design Milestones	114 days	4/11/19	1/05/20		Design Milestones																											
3	Design Commencement	0 days	4/11/19	4/11/19	4/11	Design Commencement																											
4	Schematic Design Complete	0 days	20/12/19	20/12/19	20/12	Schematic Design Complete																											
5	Design Development Approved	0 days	11/03/20	11/03/20	11/03	Design Development Approved																											
6	Contract Documents Complete	0 days	31/03/20	31/03/20	31/03	Contract Documents Complete																											
7	PTE Complete	0 days	1/05/20	1/05/20	1/05	PTE Complete																											
8	Request For Tender (RFT)	54 days	8/05/20	24/07/20		Request For Tender (RFT)																											
9	Tender Release Date	0 days	8/05/20	8/05/20	8/05	Tender Release Date																											
10	Tender Lodgement Date	0 days	5/06/20	5/06/20	5/06	Tender Lodgement Date																											
11	Award of Construction Contract	0 days	24/07/20	24/07/20	24/07	Award of Construction Contract																											
12	Construction Timeframes & Milestones	274 days	24/07/20	3/09/21		Construction Timeframes & Milestones																											
13	Site Possession	0 days	7/08/20	7/08/20	7/08	Site Possession																											
14	Construction Duration	249 days	24/07/20	30/07/21	24/07	Construction Duration																											
15	Practical Completion (Excl. Contingency)	0 days	30/07/21	30/07/21	30/07	Practical Completion (Excl. Contingency)																											
16	Construction Contingency (Est 10%)	25 days	30/07/21	2/09/21	30/07	Construction Contingency																											
17	Practical Completion (Incl. Contingency)	0 days	3/09/21	3/09/21	3/09	Practical Completion (Incl. Contingency)																											
18	Consultant Appointment	45 days	2/09/19	4/11/19	2/09	Consultant Appointment																											
19	Draft Consultant RFT	15 days	2/09/19	20/09/19	2/09	Draft Consultant RFT																											
20	Tender Request Period	10 days	23/09/19	7/10/19	23/09	Tender Request Period																											
21	Review and Award PM Consultant	10 days	8/10/19	21/10/19	8/10	Review and Award PM Consultant																											
22	Review and Award Architect (Lead Consultant)	10 days	8/10/19	21/10/19	8/10	Review and Award Architect (Lead Consultant)																											
23	Review and Award Engineers	10 days	22/10/19	4/11/19	22/10	Review and Award Engineers																											
24	Review and Award Fire Engineers	10 days	22/10/19	4/11/19	22/10	Review and Award Fire Engineers																											
25	Review and Award BCA/DDA Consultants	10 days	22/10/19	4/11/19	22/10	Review and Award BCA/DDA Consultants																											
26	Land Tenure	90 days	2/09/19	20/01/20	2/09	Land Tenure																											
27	Conduct Lease Agreement Negotiations	30 days	2/09/19	14/10/19	2/09	Conduct Lease Agreement Negotiations																											
28	Draft and Execute Lease Agreement	60 days	15/10/19	20/01/20	15/10	Draft and Execute Lease Agreement																											
29	Lease Agreement in Effect	0 days	20/01/20	20/01/20	20/01	Lease Agreement in Effect																											
30	Design and Documentation	120 days	4/11/19	8/05/20	4/11	Design and Documentation																											
31	PDP and Schematic Design	35 days	4/11/19	20/12/19	4/11	PDP and Schematic Design																											
32	PDP	20 days	4/11/19	29/11/19	4/11	PDP																											
33	PDP Briefing Meeting	1 day	4/11/19	4/11/19	4/11	PDP Briefing Meeting																											
34	Development of Initial Proposal	20 days	4/11/19	29/11/19	4/11	Development of Initial Proposal																											
35	PDP Meeting - Endorse PDP	1 day	29/11/19	29/11/19	29/11	PDP Meeting - Endorse PDP																											
36	Schematic Design	21 days	4/11/19	2/12/19	4/11	Schematic Design																											
37	Draft Schematic Documentation	10 days	4/11/19	15/11/19	4/11	Draft Schematic Documentation																											
38	SD User Group Meeting	1 day	18/11/19	18/11/19	18/11	SD User Group Meeting																											
39	Schematic Design Update	10 days	19/11/19	2/12/19	19/11	Schematic Design Update																											
40	Schematic Design Review and Approval	14 days	2/12/19	20/12/19	2/12	Schematic Design Review and Approval																											
41	Send out SD Information for Review and Cost Estimate	0 days	2/12/19	2/12/19	2/12	Send out SD Information for Review and Cost Estimate																											
42	Prepare Schematic Design Report	10 days	3/12/19	16/12/19	3/12	Prepare Schematic Design Report																											
43	SD Cost Estimate	5 days	3/12/19	9/12/19	3/12	SD Cost Estimate																											
44	Submit SD Report	1 day	17/12/19	17/12/19	17/12	Submit SD Report																											
45	PCG Review and Approval of Schematic Design Report	3 days	18/12/19	20/12/19	18/12	PCG Review and Approval of Schematic Design Report																											
46	Schematic Design Endorsed	0 days	20/12/19	20/12/19	20/12	Schematic Design Endorsed																											
47	Services Investigations	10 days	18/11/19	29/11/19	18/11	Services Investigations																											
48	Seek Advice from DBYD and Acquire Underground Service Location	5 days	18/11/19	22/11/19	18/11	Seek Advice from DBYD and Acquire Underground Service Location																											
49	Locate Underground Services	10 days	18/11/19	29/11/19	18/11	Locate Underground Services																											
50	Design Development	46 days	6/01/20	11/03/20	6/01	Design Development																											



Task █ Milestone ◆ Summary Project Summary Critical █ Progress █

Surfing WA Headquarters Whole of Project Program (Detailed)

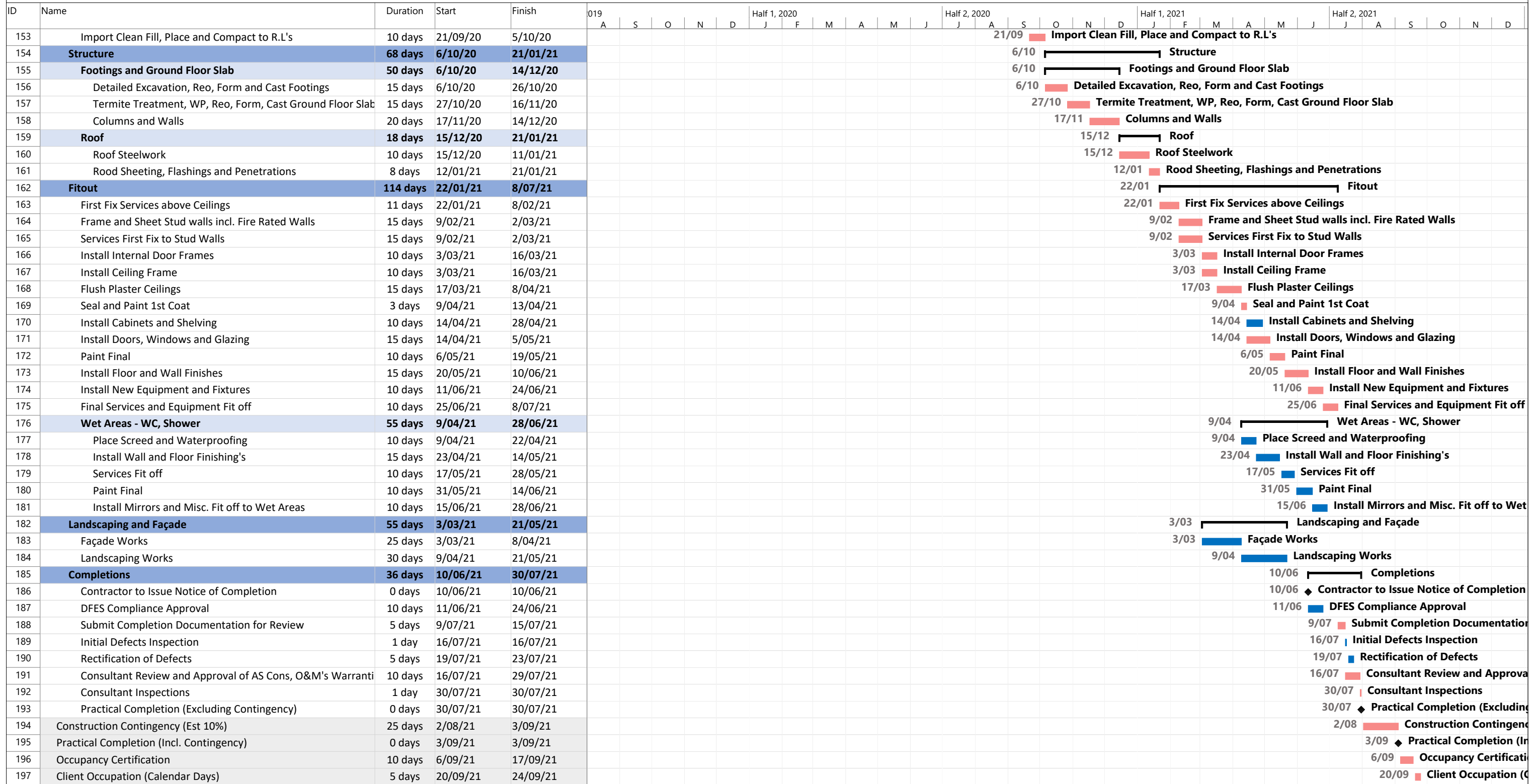


ID	Name	Duration	Start	Finish	019																			
					A	S	O	N	D	Half 1, 2020					Half 2, 2020					Half 1, 2021				
102	Road Closure - Review & Approval Time (12 - 18 Months)	12 mons	4/12/19	27/11/20	4/12																			
103	Road Complete	0 days	27/11/20	27/11/20	27/11																			
104	Two Stage Tender Process	119 days	4/02/20	24/07/20	4/02																			
105	Expression of Interest Process	40 days	4/02/20	31/03/20	4/02																			
106	Prepare EOI Documentation	5 days	4/02/20	10/02/20	4/02																			
107	EOI Release Date	0 days	10/02/20	10/02/20	10/02																			
108	EOI Response Period	20 days	11/02/20	10/03/20	11/02																			
109	EOI Lodgement Date	0 days	10/03/20	10/03/20	10/03																			
110	EOI Evaluation Period	10 days	11/03/20	24/03/20	11/03																			
111	Notification to Respondents	5 days	25/03/20	31/03/20	25/03																			
112	Tender Process - RFT	55 days	8/05/20	24/07/20	8/05																			
113	Tender Release Date (Select)	0 days	8/05/20	8/05/20	8/05																			
114	Tender Submission Period	20 days	8/05/20	5/06/20	8/05																			
115	Tender Lodgement Date	0 days	5/06/20	5/06/20	5/06																			
116	Evaluation of Tender Submission	10 days	8/06/20	19/06/20	8/06																			
117	Business Risk Assessment	10 days	22/06/20	3/07/20	22/06																			
118	Tender Review Committee Approval and Award	10 days	6/07/20	17/07/20	6/07																			
119	Client Approval to Award Contract	5 days	20/07/20	24/07/20	20/07																			
120	Acceptance of Tender	0 days	24/07/20	24/07/20	24/07																			
121	Construction Program	248 days	27/07/20	30/07/21	27/07																			
122	Contractual Requirements	10 days	27/07/20	7/08/20	27/07																			
123	Submit Insurances	5 days	27/07/20	31/07/20	27/07																			
124	Set Up Project Bank Account	10 days	27/07/20	7/08/20	27/07																			
125	Prepare Contract Construction Program	10 days	27/07/20	7/08/20	27/07																			
126	Site Possession	0 days	7/08/20	7/08/20	7/08																			
127	Offsite Program (Shop Drawings, Approvals, Fabrication)	41 days	27/07/20	21/09/20	27/07																			
128	Hydraulics	36 days	27/07/20	14/09/20	27/07																			
129	Award of Hydraulics Sub Contract	1 day	27/07/20	27/07/20	27/07																			
130	Prepare Hydraulics Shop Drawings	5 days	28/07/20	3/08/20	28/07																			
131	Approval of Hydraulics Shop Drawings	10 days	4/08/20	17/08/20	4/08																			
132	Procurement of Hydraulics Long Lead Items	20 days	18/08/20	14/09/20	18/08																			
133	Glazing	36 days	27/07/20	14/09/20	27/07																			
134	Award of Glazing Sub Contract	1 day	27/07/20	27/07/20	27/07																			
135	Prepare Glazing Shop Drawings	5 days	28/07/20	3/08/20	28/07																			
136	Approval of Glazing Shop Drawings	10 days	4/08/20	17/08/20	4/08																			
137	Procurement of Glazing Long Lead Items	20 days	18/08/20	14/09/20	18/08																			
138	Electrical	21 days	27/07/20	24/08/20	27/07																			
139	Award of Electrical Sub Contract	1 day	27/07/20	27/07/20	27/07																			
140	Prepare Electrical Shop Drawings	10 days	28/07/20	10/08/20	28/07																			
141	Approval of Electrical Shop Drawings	10 days	11/08/20	24/08/20	11/08																			
142	IT / Comms	41 days	27/07/20	21/09/20	27/07																			
143	Award of IT/Comms Sub Contracts	1 day	27/07/20	27/07/20	27/07																			
144	Prepare IT/Comms Detailed Drawings	15 days	28/07/20	17/08/20	28/07																			
145	Approval of IT/Comms Detailed Drawings	10 days	18/08/20	31/08/20	18/08																			
146	Procurement of IT/Comms Long Lead Items	15 days	1/09/20	21/09/20	1/09																			
147	Site Mobilisation and Establishment	5 days	10/08/20	14/08/20	10/08																			
148	Mobilisation	2 days	10/08/20	11/08/20	10/08																			
149	Site Establishment	3 days	12/08/20	14/08/20	12/08																			
150	Demolition and Earth Work	35 days	17/08/20	5/10/20	17/08																			
151	Clear and Grub	10 days	17/08/20	28/08/20	17/08																			
152	Bulk Excavation and Transport Debris	15 days	31/08/20	18/09/20	31/08																			



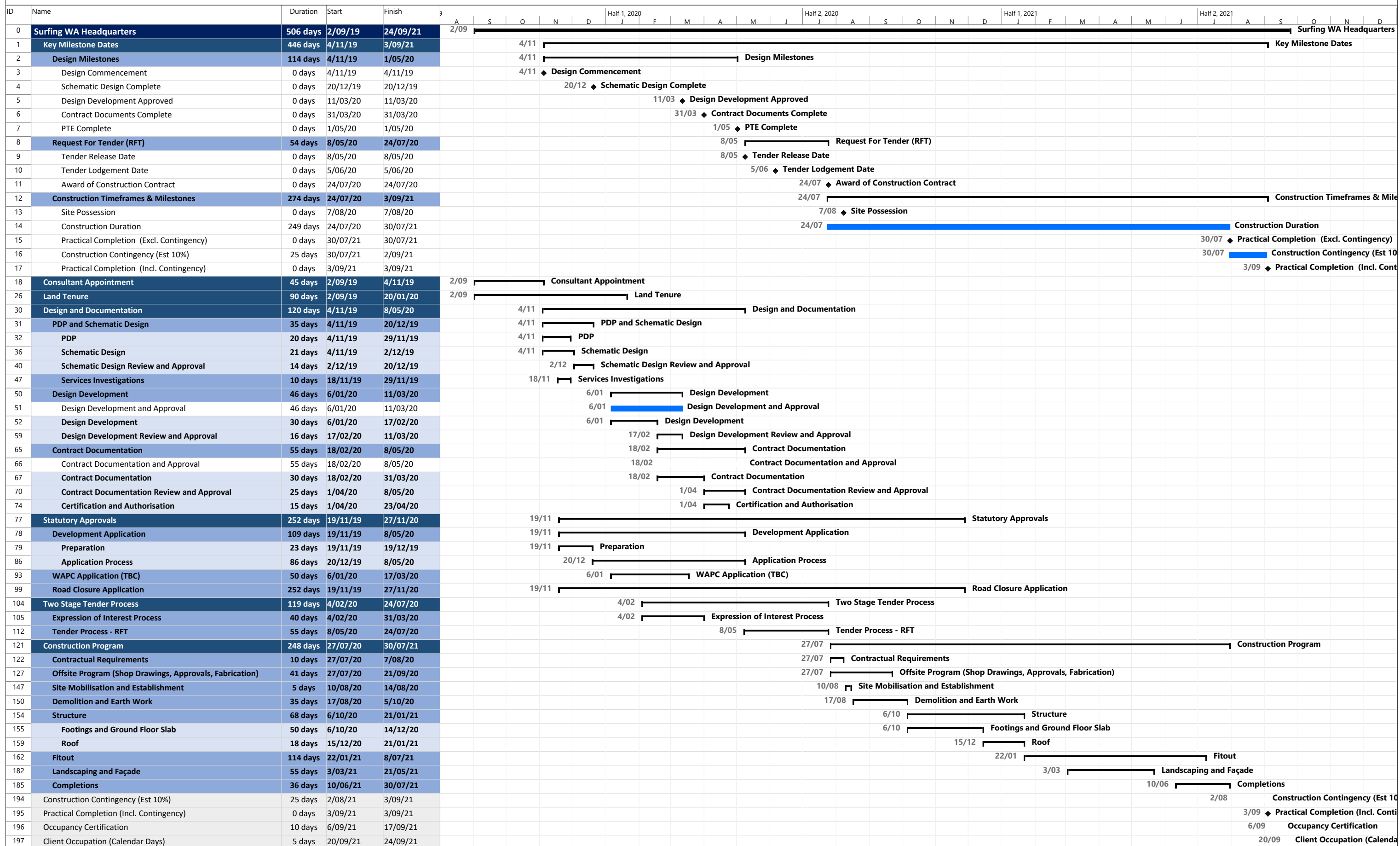
Task █ Milestone ◆ Summary Project Summary Critical █ Progress █

Surfing WA Headquarters Whole of Project Program (Detailed)



Task █ Milestone ◆ Summary Project Summary Critical Progress —

Surfing WA Headquarters Whole of Project Program (Summary)



Task █ Milestone ◆ Summary ▬ Project Summary ▬ Critical ▬ Progress ▬

PHONE (08) s 47F
 FAX (08) 9447 0309
 EMAIL info@surfingwa.com.au
 WEBSITE surfingwa.com.au

POSTAL PO Box 382, Karrinyup WA 6921
 ADDRESS 360 West Coast Drive, Trigg WA 6029
 ABN 81 948 248 683



Surfing WA HQ Project Working Group

Terms of Reference

The Surfing WA HQ Project Working Group is hereafter referred to as the 'Working Group'.

1. Background

Surfing WA operates from a 30+ year-old former kiosk at Trigg Beach. The administration & operational base is well past its used by date.

A Business Case for a new administration & operational base for Surfing WA was prepared in 2014. This Business Case was updated in late 2018/ early 2019. State funding assistance (via DSR/ DLGSC contributed to both undertakings. Capital support from the State was sought, without success in State Budgets from 2015/16 through to 2018/19.

Pre Election commitments were sought from Federal Labor and Federal Liberal parties. Both parties finalised commitments of \$4m to the proposed new Surfing HQ prior to the May 18, 2019 election.

Preliminary discussions have occurred with the City of Stirling and indicate 'in principle' support for the project and the proposed site (approx. 300 mtrs south of the existing Surfing WA admin/ operational base at Trigg). Considerable planning and consultations culminating in lodgement of a Development Application to the City will be required.

2. Purpose

The purpose of the Working Group is to provide Project Management oversight of the procurement of a new Administration and Operational Base (hereafter referred to Surfing WA HQ) for Surfing WA.

Refer Function & Scope below for a broader description of the procurement brief.

Membership

The Working Group is a sub-committee of the Surfing WA Board. The Working Group will have a Surfing WA appointed Chair. The Chair of Surfing WA will serve ex-officio on the Working Group.

Conflicts of Interest protocols, as applicable to the Surfing WA board, will be applied in Working Party deliberations. Where there is any uncertainty on their applicability the Surfing WA Chair or CEO can provide timely adjudication.

Continuity is critical to achieving successful project outcomes. Working Party nominees should ideally commit to the full duration of the project i.e. approx. 18- 24 months from formal commencement.



Department of
Sport and Recreation



The Working Group may call upon experts, persons or agencies with relevant experience or information from time to time to assist them to carry out the functions of the Working Group or the project.

Member	Position/ Organisation	Telephone	Email
s 47F (Chair)	Former Chair, strategic adviser to the Surfing WA board.		
Chair & CEO of Surfing WA (both Ex-Officio)	Note- Ex-Officio status entails optional attendance at any Working Party meetings and inclusion in distribution of any agendas and minutes of the Working Group.		
TBC	Surfing WA Board member		
TBC	Surfing WA Board member		
Snr Executive (TBC)	City of Stirling		
Snr Infrastructure Executive (TBC)	Dept of Local Government, Sport & Culture.		
Project Manager/ Consultant	Appointment pending to the project.		

Surfing WA to provide executive/ secretariat support to the Working Party.

3. Decision-making

The Working Group will be a sub-committee of the Surfing WA Board.

Decisions of the Working Party should predominantly be by consensus. Where divergence occurs on substantive matters vote specifics should be recorded in Working Party meeting Minutes and referred to the Board.

Specific expenditure approval protocols will be determined through consultation between the Working Party Chair and the Finance and Risk Management sub-committee Chair, then approved by the Board at commencement of the project.

Surfing WA will retain a dedicated Project Manager to carry the bulk of the actual workload of the project. The balance of the Working Party will provide guidance to the operatives i.e. workplan schedule monitoring, risk assessments, budget planning & monitoring and revenue sourcing (sponsorship, grants) procurement strategy etc.





4. Function & Scope

The Working Group's key responsibilities in procurement of the SurfingWA HQ will include (but not be limited to):

- All required consultation and planning undertakings for the project e.g. Development Application, Aboriginal engagement, prior process tasks to secure the Federal funding commitment etc.
- All required tendering and contract management elements for the project.
- All required communications to and engagement with key project stakeholders pertinent to the project.
- All associated logistical aspects to enable business continuity over the project's implementation.
- All required budgetary management to optimise value extraction for the available capital funds (\$4m) and sourcing of other revenue sources to minimise the call on Surfing WA reserves.

5. Technical Support

Surfing WA will draw extensively from its Board members/ Advisors that have considerable experience in building/ construction projects to contribute to this project.

Nominees of appropriately qualified/ experienced persons to the Working Group will be sought from (a) the City of Stirling as the host local government and ultimately the lessee and (b) the Sport & Recreation Division of the Department of Local Government, Sport & Culture (DLGSC).

6. Meetings

The Working Party will convene bi-monthly for the first year of the project and determine the required schedule for the balance of the project. Occasional special issue meetings may be required for key aspects e.g. Aboriginal consultations, planning submissions (e.g. Development Application), tender documentation prep etc.

Whilst meeting mode will be informal, agendas & minutes will be maintained as a record of the Working Party's progress and inform the Surfing WA Board of headway being made.

7. Reporting

The Working Party Chair will brief the Surfing WA Board and communicate regularly on project status with the Surfing WA Chair & CEO. (Subject to finalising Working Party membership- it may transpire that the Working Party Chair is also a Surfing WA Board member. If not a bespoke process for Surfing WA Board communication will be required.)

The Working Party will be responsible for project budget planning and monitoring.

All significant tender decisions & letting of contracts to require Surfing WA Board approval.





The Surfing WA Finance and Risk subcommittee will provide a delegation schedule (via Surfing WA Board approval) to enable the Working Party to progress procurement in a timely and responsible manner.

8. Issues

There are several issues pertinent to the project that the Working Party will need to address, including (but not limited to):

- Aboriginal consultation.
- Sourcing the Federal funding (as per Liberal Party's pre election commitment) i.e. process, cash-flow, acquittals etc.
- Sourcing additional revenue contributions to the project i.e. Lotterywest (e.g. universal access, related community group access), tax deductible donations via the Aust Sports Foundation, naming rights sponsorship, in-kind funding and sponsorships e.g. City of Stirling.
- Site clearance & working with the City of Stirling to resolving public change rooms/ toilets provision adjacent to the Project.
- Exploration & possible inclusion of commercial opportunities (e.g. a coffee servery) into the project.
- Robust design solutions factoring in project location (i.e. harsh environment, security) and need to limit operating/ maintenance costs.
- Resolving lease arrangements with the City of Stirling to achieve tenure certainty commensurate with the capital investment scale and 'quiet enjoyment' expectations of the lessee (Surfing WA).
- Clarity (& resolution?) is required regarding GST and any other taxation obligations pertinent to the project. Note the QS estimates in the 2019 Business Case were exclusive of GST.

9. Work Plan & Monitoring

The Working Party will prepare an activity schedule workplan (gant chart) itemising key tasks, resource requirements & milestones for the project. Key milestones will be identified for more detailed monitoring and review events to enable Surfing WA Board tracking of the procurement.

A notional budget allocation will then be aligned to the workplan tasks.

(Adopted by SWA Board 10th September 2019)

Signed s 47F

CEO Surfing WA

s 47F



Department of Sport and Recreation