



Department of Water  
Department of Regional Development



ROYALTIES  
FOR REGIONS

# watering WA

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## Towns

Information for applicants



## 1.0 Introduction

### 1.1 What is the Watering WA Towns program

Watering WA is a \$30 million state government initiative, led by the Department of Water and made possible by Royalties for Regions, to create the actions and infrastructure needed for farms and towns to expand the use of non-drinking water.

Watering WA accelerates the work of the highly successful Rural Water Plan, which has helped secure water supplies for regional farms and towns for the past 20 years.

The Watering WA Towns program seeks to improve public amenity and the productivity, sustainability and resilience of regional communities by increasing the availability and reliability of non-drinking water supplies. The program aims to ensure that regional areas remain desirable, attractive places to live, work and invest.

## 2.0 Key information

### 2.1 How much money is available?

Up to \$2 million is available for each project with a minimum grant value of \$25,000. All funds must be acquitted within two years of award.

### 2.2 When can I apply?

Applications for the first round of funding must be submitted on or before Wednesday 30 November 2016.

Applications for the second round of funding must be submitted on or before Friday 28 April 2017. Subsequent rounds will be announced.

### 2.3 How do I submit applications?

Applicants must submit an application form and project plan in the templates provided. Applications will be returned if they are not completed in the required forms. At any stage during the assessment process the Department of Water may request further information or clarification from the applicant.

Applications should be submitted via email to [wateringwa@water.wa.gov.au](mailto:wateringwa@water.wa.gov.au). All applicants will be notified by email confirming that their application has been received. If you do not receive an email notification immediately after submitting your application please contact us at [wateringwa@water.wa.gov.au](mailto:wateringwa@water.wa.gov.au).

The application form and project plan template are available at [www.water.wa.gov.au/wateringwa](http://www.water.wa.gov.au/wateringwa). If you are unable to access the application form and/or project plan template, please contact the Watering WA team. Please keep a copy of your complete application for your records.

### 2.4 Contacts

For all queries please contact the Watering WA team.

Phone: 1800 780 300  
Email: [wateringwa@water.wa.gov.au](mailto:wateringwa@water.wa.gov.au)  
Website: [www.water.wa.gov.au/wateringwa](http://www.water.wa.gov.au/wateringwa)

## 3.0 Key criteria

To be eligible for funding a project must be consistent with the aims and objectives of the Watering WA Towns program, technically and economically sound, and environmentally and socially acceptable.

### 3.1 Who can apply?

The following groups are eligible to apply:

- local government authorities
- community groups that are incorporated bodies
- businesses, provided a clear community benefit can be demonstrated
- consortia of any of the above.

All applications must have the support of the shire and the application forms must be signed by the shire president and CEO.

Past and current recipients of Community Water Supply Program grants are eligible to apply for Watering WA Towns grants. Previous Community Water Supply grant recipients are reminded that they need to ensure they are up-to-date with all reporting and/or acquittal requirements at the time of application. Projects with outstanding progress reports or final reports will not be considered for funding. Applicants may apply for more than one grant.

Applicants must have an ABN and be a legal entity to be eligible for funding.

It is not essential that applicants are registered for GST, however it is important to note that you will not be able to claim GST if not registered. This will be taken into consideration during the assessment process.

### 3.2 Who can't apply?

The following entities are not eligible to apply but may partner eligible applicants:

- state government agencies
- tertiary education institutions
- individuals.

### 3.3 What areas are eligible for funding?

The first two years of Watering WA Towns will focus on the dryland areas of the state – those that receive less than 600 mm of annual average rainfall a year – before expanding to the rest of regional Western Australia from 1 July 2018.

The table below identifies shires that are eligible to apply in the first two years of the program.

Albany	Corrigin	Goomalling	Lake Grace	Nungarin	Wagin
Beverley	Cranbrook	Greater Geraldton	Merredin	Perenjori	Wandering
Boddington	Cuballing	Irwin	Mingenew	Pingelly	West Arthur
Boyup Brook	Cunderdin	Jerramungup	Moora	Plantagenet	Westonia
Brookton	Dalwallinu	Katanning	Morawa	Quairading	Wickepin
Broomehill Tambellup	Dandaragan	Kellerberrin	Mt Marshall	Ravensthorpe	Williams
Bruce Rock	Dowerin	Kent	Mukinbudin	Tammin	Wongan-Ballidu
Carnamah	Dumbleyung	Kojonup	Narembeen	Three Springs	Woodanilling
Chapman Valley	Esperance	Kondinin	Narrogin	Toodyay	Wyalkatchem
<i>Chittering**</i>	<i>Gingin**</i>	Koorda	Northam	Trayning	Yilgarn
Coorow	Gnowangerup	Kulin	Northampton	Victoria Plains	York

*\*\* The communities in the Chittering and Gingin shires are only eligible if they are east of the Brand Highway*

### 3.4 What are the priority funding objectives?

For a project to be considered it must provide clear benefits to the community. The priority funding objectives for the program are provision of non-potable water supplies for:

- increasing public amenity through the irrigation of ovals, gardens and parks
- establishing or upgrading emergency farm water supplies
- responding to fires
- reducing reliance on scheme water
- increasing economic development opportunities.

Applications from commercial businesses must be able to demonstrate a clear community benefit.

### 3.5 Who is responsible for ongoing operation and management?

To be eligible for funding the responsibility for ongoing maintenance must be clearly detailed and any agreements required be in place. The Department of Water will not be responsible for the ongoing operation, management and associated costs of installed infrastructure.

It is important that community water supplies are maintained following the completion of the project. Where appropriate the Department of Water recommends that projects include installation of a swipe card system to monitor usage and allow for user payments towards ongoing maintenance costs.

### 3.6 How much co-contribution must applicants make?

Applicants must contribute a minimum of 30 per cent of the total project cost. Greater co-contribution ratios will be held in higher regard. For local government or community group applications this contribution may include in-kind funding.

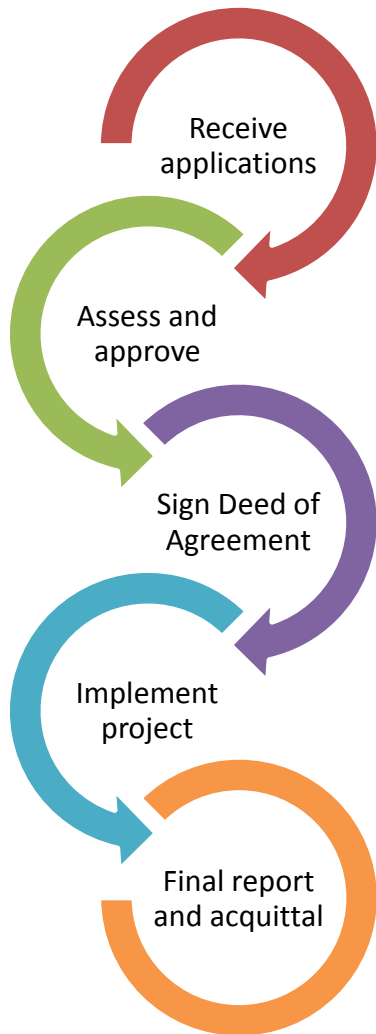
The co-contribution amounts is capped at \$300 000 for all applicants except commercial businesses.

Some examples of in-kind contributions include the use and operation of specialised equipment (for example – earthmoving equipment) and technical, professional and expert services (for example the use of shire engineering staff and works crews).

Funds received from other state government funding programs cannot be used to satisfy the Watering WA Towns co-contribution requirement.

## 4.0 What is the application process?

Applicants are required to contact the Department of Water to discuss the proposed project prior to applying. The level of detail required in applications is dependent on the complexity and nature of the proposed project.



**Step 1:** Applicants submit an application form and project plan to the Department of Water in the standard templates provided at [www.water.wa.gov.au/wateringwa](http://www.water.wa.gov.au/wateringwa)

**Step 2:** The application is assessed for eligibility, benefits and risk. A recommendation is made to the Minister for Water. Following the Minister's decision, successful and unsuccessful applicants will be advised accordingly.

**Step 3:** The applicant meets with the Department of Water to finalise project timelines and schedules. The “Deed of Agreement” for the project is drafted, agreed and signed.

**Step 4:** Project delivery is tracked against the “Deed of Agreement”. Milestone payments are made dependent on evidence of completed work and invoices for the work.

**Step 5:** A closing report is submitted to the Department of Water and, provided all requirements are met, the final payment is made.

## 5.0 Information for applicants

### 5.1 Project feasibility

It is important to consult the Department of Water in the conceptual stages of the project to ensure that the project will meet the expectations and objectives of both the community and the government. The level of planning required for a project will depend on the complexity, budget and location of the proposed works. To ensure that the project is technically viable, a site visit by community members, shire, Department of Water and relevant technical advisors is usually required to verify the scope and objectives of the project and identify any project risks. The Department of Water may supply technical advice and, in some cases, funding, to improve a project's viability.

Suitable sites for proposed works should be identified and tested to ensure they will meet all design requirements and specifications. Field investigations will assist in decision making and should inform final designs. For projects affecting dams, it is essential that the structure is sound and represents no threat to public safety.

Geotechnical site investigations may need to include:

- the drilling of proposed dam sites
- soils and materials testing
- groundwater investigations
- topographical surveys.

Subsurface investigations may be needed to provide information on soils, construction materials, geology and water table elevations. Where required, drilling and pit testing results should be presented on a plan view and plotted on profiles. Other information such as aerial photography, topographic maps, property ownership details, previous project plans, local surveys and legal documents should be presented.

Detailed final designs are not required in the application and it is acceptable for preliminary budget estimates to be provided. However, your proposal must be technically feasible and the cost realistic. The need for any statutory approvals should be clearly identified in the early stages of project development and, should the grant application be approved, payment will be conditional upon these approvals being obtained prior to implementation.

### 5.2 Project planning and management

The application must show evidence of adequate planning and the applicant's capacity to implement and manage the project, including a methodology that demonstrates how outcomes will be achieved and a realistic timeline.

The proposal must include a work plan and budget for the proposed project. The work plan must demonstrate that the delivery of the project from the start to completion has been carefully considered and planned.

The work plan and budget must demonstrate value for money and include a sufficient level of detail and explanation to assist an informed financial decision.

The applicant must demonstrate that all key personnel including project managers, consulting experts and technical/operational staff have the experience and expertise to deliver the project.

### **5.3 Community involvement**

An important component of the Watering WA Towns program is the requirement for local community involvement in the planning and implementation of the project. This is particularly important for facilities like large community dams.

The shire must be included in the development of the funding proposal, as they are required to endorse the application.

Your application needs to show:

- who you have engaged in developing this proposal (this may include project partners)
- how it has or will engage the community (this may include project partners)
- an estimate of participant numbers at proposed activities
- the geographic reach of the project
- communication and marketing activities associated with the promotion of the project
- how the project will be accessible to diverse audiences, participants and communities, or to a specific target group
- when and where the proposed actions and overall work will be brought before a wider audience through publication, exhibition or presentation during the project lifespan.

### **5.4 Partnerships**

Project proponents that work in partnership with other organisations will be highly regarded.

A partnership refers to an arrangement where a second organisation (not the applicant) contributes something toward the project including cash or in-kind contributions. Examples of potential partners include local government authorities, government agencies, non-government organisations, education institutions or community groups.

A letter of commitment from each identified partner outlining the contributions they have agreed to provide must accompany your application.

### **5.5 Consortium arrangements**

A consortium consists of two or more organisations that work in partnership to share responsibility, resources, and outcomes for the proposed project.

A consortium must nominate a lead organisation which shall also be the applicant organisation. The applicant organisation must be eligible to apply. It must take responsibility for the management and delivery of the project and the conduct of personnel delivering these services.

The participating organisations will need to agree how the consortium will operate including how the project activities will be delivered by partners across different locations.

### **5.6 Other grant applications**

Applicants must disclose the details of other grant applications for the same project (area and/or activity) as the subject application.



After applying, if you are successful with other grant applications, you are required to notify the Department of Water immediately as part of your assessment.

If you are successful in your grant application and there are multiple funding sources for the project, you will need to provide evidence of these funding sources and the project activities that they relate to.

### **5.7 Consultants and contractors**

Grant funds can be used to engage consultants and contractors for specialist activities and tasks that applicants do not have the capacity to complete as part of their delivery of the project.

Applications should include the name and qualifications of the consultant(s) or contractor(s) and detail the scope of their activities and how their involvement will contribute to the project's successful delivery.

### **5.8 Supporting material**

Applicants should ensure that all supporting material referred to in the application is attached to the application form including:

- a clear, comprehensive budget
- signed letters of commitment from individuals and organisations who have agreed to make a tangible contribution (cash or in-kind) to the proposed project. Please note, these contributions must be identified in the letter and must match items in the project plan and budget
- signed letters of commitment from individuals and organisations who are supportive of the proposed project
- maps, diagrams and photos as appropriate.

### **5.9 Measuring results**

Your application needs to demonstrate how you plan to measure and record the outcomes of your project. Proposals that show a clear monitoring framework using appropriate methodologies will be highly regarded.

### **5.10 Project implementation**

After gaining approval from the Minister for Water, a design specification of the works must be developed by a qualified engineer before the work proceeds.

Detailed plan specifications should be prepared for any proposed infrastructure. Plans should establish technical requirements of the proposed works and be adequate for contracting. The costs associated with the work should be included in the initial budgeting estimates.

The final design and specification documents must be submitted to the Department of Water for approval prior to the commencement of any on-ground works.

## 6.0 How we assess applications

The Department of Water will use the information provided in individual applications to determine a project's eligibility and priority for funding.

Applications will be assessed and prioritised according to eligibility, benefits and risk.

### 6.1 Eligibility assessment

Applications that meet the following eligibility criteria will be regarded favorably:

- Climate change impacts – greater weight will be given to project proposals in areas that are significantly affected by climate change. The assessment of applications will take into consideration trends in declining rainfall and the Shire's history of water deficiency declarations.
- Availability and reliability of scheme water supplies – the availability of scheme will be considered including the reliability and cost of this supply.
- Shire water management strategy – weight will be given to projects that align with the shire's water management strategy (or a similar strategic planning document)
- Community engagement and support – weight will be given according to the level of support for the project from the community.

### 6.2 Benefits assessments

The assessment will consider the benefits that the project provides to the community and the state. In assessing benefits the application form and project plan will be referred to.

Recognised benefits will include the projects:

- contribution to water security of the town now and into the future
- reduction in reliance on scheme water supplies and associated cost benefits
- improvement to emergency water supplies for farms and firefighting
- contribution to public amenity including watering of parks, gardens and public open space
- contribution to economic expansion in the community
- environmental benefits
- value for money.

### 6.3 Risk assessment

Applications will be assessed to determine the level of risk associated with funding the project. The risk factors that will be considered are those that may prevent the project being delivered on budget, and on time and from being of sufficient quality.

Information provided in the application form and project plan will be used to determine the level of risk that the project presents including:

- feasibility and design work that demonstrates the suitability of the project site selection and the viability of proposed infrastructure
- timelines, plans and work breakdown
- demonstrated project management capability
- evidence of clearances and approvals
- evidence of endorsement and support for the project
- budgets
- commitments to ongoing maintenance and operational costs.