



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Community Water Supply Program

Information for applicants



Department of Water and Environmental Regulation
July 2020

Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace
Joondalup Western Australia 6027
Locked Bag 10 Joondalup DC WA 6919

Phone: 08 6364 7000

Fax: 08 6364 7001

National Relay Service 13 36 77

dwer.wa.gov.au

© Government of Western Australia

July 2020

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for your personal, non-commercial use or use within your organisation. Apart from any use as permitted under the *Copyright Act 1968*, all other rights are reserved. Requests and inquiries concerning reproduction and rights should be addressed to the Department of Water and Environmental Regulation.

FIRST 115829

Disclaimer

This document has been published by the Department of Water and Environmental Regulation. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Department of Water and Environmental Regulation and its employees are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

This publication is available at our website www.dwer.wa.gov.au or for those with special needs it can be made available in alternative formats such as audio, large print, or Braille.

Contents

Introduction.....	1
What is the Community Water Supply Program?	1
Key information.....	2
How much funding is available?	2
When can I apply?	2
How do I submit an application?	2
Contacts	2
Key criteria.....	3
Who can apply?	3
Who can't apply?	3
What areas are eligible for funding?	3
What are the priority funding objectives?.....	4
How much co-contribution must applicants make?.....	4
Who is responsible for ongoing operation and management of infrastructure purchased through program funding?.....	4
Application information	5
Project feasibility.....	5
Project planning and management	6
Community involvement	6
Partnerships	7
Consortium arrangements	7
Other grant applications.....	7
Consultants and contractors	7
Supporting material.....	8
Project implementation	8
Application assessment.....	9
Eligibility assessment.....	9
Benefit assessments.....	9
Risk assessment	9

Introduction

What is the Community Water Supply Program?

The Community Water Supply Program is a State Government initiative administered by the Department of Water and Environmental Regulation (the department).

The program's objective is to assist broadacre farming communities in establishing or improving non-potable water supplies. This will reduce reliance on potable water supplies for non-potable needs, increase water available for public amenities, ensure water is available for emergency livestock and firefighting, and better prepare communities for periods of low rainfall. Non-potable water supplies are those that have not been treated to meet drinking water standards.

The focus of the program is to provide assistance to areas that have a history of water deficiency or where on-farm and non-potable community water supplies are unreliable and unable to meet the needs of local landholders or the community.

Funding can be sought for projects that will take advantage of local non-potable water sources for community or emergency farmland use.

Funding support for these projects depends on the nature of the work and the intent of the project.

Key information

How much funding is available?

Up to \$100,000 is available for each project and all funds must be acquitted within two years of award.

When can I apply?

The department's Rural Water Planning team can provide advice on timing of funding rounds. The team can be contacted at ruralwater@dwer.wa.gov.au or 1800 780 300.

How do I submit an application?

Applications should be submitted via email to ruralwater@dwer.wa.gov.au. All applicants will be notified by email confirming that their application has been received. If you do not receive an email within 24 hours after submitting your application, please contact us on 1800 780 300.

Applicants must submit an *Application form* and *Project plan*, using the templates provided. Applications will be returned if they are not submitted in the appropriate templates. At any stage during the assessment process, the department may request further information or clarification from the applicant.

Please contact the Rural Water Planning team to request the latest *Application form* and *Project plan* templates.

Contacts

For all queries please contact the Rural Water Planning team.

Phone: 1800 780 300
Officer: Tracy Calvert, 9841 0122 or 0428 180 240
Email: ruralwater@dwer.wa.gov.au
Website: www.dwer.wa.gov.au

Key criteria

Who can apply?

The following groups are eligible to apply:

- local government authorities
- community groups that are incorporated bodies.

All applications must have the support of the shire, and the application form must be signed by the shire’s president and chief executive officer.

Previous Community Water Supply grant recipients are reminded to make sure they are up to date with all reporting and/or acquittal requirements at the time of application. Applicants with projects that have 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.

Who can’t apply?

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

- State Government agencies
- businesses
- tertiary education institutions
- individuals.

What areas are eligible for funding?

The table below identifies shires that are eligible to apply under the program:

Eligible areas					
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

Eligible areas					
Bruce Rock	Dowerin	Kent	Mukinbudin	Tammin	Wongan-Ballidu
Carnamah	Dumbleyung	Kojonup	Narembeen	Three Springs	Woodanilling
Chapman Valley	Esperance	Kondinin	Narrogin	Toodyay	Wyalkatchem
Chittering*	Gingin*	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*

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 to provide non-potable water supplies to:

- increase public amenities through the irrigation of open spaces, such as ovals, gardens and parks
- establish or upgrade strategic emergency farm water supplies for livestock
- reduce reliance on scheme water.

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. This contribution may include in-kind funding.

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

Funds received from other government funding programs cannot be used to satisfy the Community Water Supply Program co-contribution requirement.

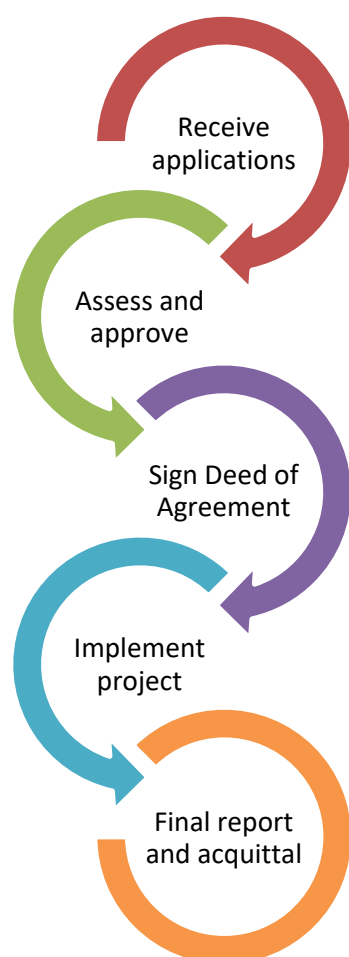
Who is responsible for ongoing operation and management of infrastructure purchased through program funding?

The department will not be responsible for the ongoing operation, management and associated costs of infrastructure purchased with program funds. To be eligible for funding, applicants must explain how they will meet ongoing operation and management requirements, and any necessary agreements must be in place.

It is important that community water supplies are maintained following the completion of the project. Where appropriate, the department recommends that projects consider systems to monitor usage and allow for user payments towards ongoing maintenance costs.

Application information

Applicants are required to contact the department 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 using the standard templates. Templates can be accessed on request from the Rural Water Planning team: ruralwater@dwer.wa.gov.au or 1800 780 330.

Step 2: The application is assessed for eligibility, benefits, cost and risk. A recommendation is made to the Minister for Water. Successful and unsuccessful applicants will be advised accordingly.

Step 3: A Deed of Agreement is negotiated between the department and the applicant. The deed includes project timelines and schedules.

Step 4: Project delivery is tracked against the Deed of Agreement. Milestone payments are made dependent on evidence of completed work as agreed in the deed.

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

Project feasibility

It is important to consult the department in the conceptual stages of the project to ensure it will meet the expectations and objectives of 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.

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.

Project planning and management

The application must show evidence of adequate planning and demonstrate the applicant's capacity to implement and manage the project within a realistic timeline.

The proposal must include a plan and budget for the proposed project. The plan must demonstrate that the delivery of the project from start to completion has been carefully considered. The plan and budget must also demonstrate value for money and include a sufficient level of detail and explanation to assist making 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 required to deliver the project.

Community involvement

An important component of the Community Water Supply Program is the requirement for local community consultation in the planning and implementation of the project.

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 the 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

- communication and marketing activities associated with the promotion of the project
- how the project will be accessible to participants and communities, or to a specific target group.

Partnerships

Projects that involve 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 the application.

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 will 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 the associated 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.

Other grant applications

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

After applying, if you are successful with other grant applications, you are required to notify the department immediately as part of your assessment. You will need to provide evidence of these funding sources and the project activities they relate to.

Consultants and contractors

Grant funds can be used to engage consultants and contractors for specialist activities and tasks within the project that applicants would not otherwise have the capacity to deliver.

Where known, 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.

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.

Project implementation

The department may require detailed plan specifications for large-scale or complex infrastructure. In these circumstances, the final design and specification documents will need to be submitted to the department for approval prior to the commencement of any on-ground works.

All plans should establish the 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.

Application assessment

The department 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, cost and risk.

Eligibility assessment

Applications will be assessed in line with the following criteria:

- Climate change: 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: weight will be given to applications depending on the availability of scheme water, including the reliability and cost of this supply.
- Shire water management strategy: greater 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.
- Water deficiencies and livestock: greater weight will be given to areas with a history of water deficiency declarations and water carting for livestock.

Benefit assessments

The assessment will consider the benefits the project provides to the community and the state as outlined in the *Application form* and *Project plan*.

Recognised benefits will include the project's:

- 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 amenities including watering of parks, gardens and public open space
- value for money.

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 from being delivered on time and budget, or impact its quality.

Information provided in the *Application form* and *Project plan* will be used to determine the project's level of risk, including:

- feasibility and design work which 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.