



# Community Initiated Infrastructure Program Application Pack (Fixed Infrastructure Projects)

# IMPORTANT INFORMATION

## Please read the following before submitting your application

The City of Mandurah (City) is committed to providing quality facilities and infrastructure that meet the needs of the local community.

At times clubs/group want to carry out works, to upgrade, enhance, improve, and develop new community infrastructure on City owned or managed buildings or land. To facilitate these requests the City has developed the Community Initiated Infrastructure Program (CIIP).

In particular, the CIIP will guide requests that do not form part of the City's planned capital works programs and are therefore not necessarily programmed or budgeted for.

All projects being considered through the CIIP must:

- Meet the demonstrated need of the club/group and the community.
- Be approved by the City before any works can commence.
- Be financed solely by the applicant. This may include grant funding. In some circumstances, if the project is deemed as a high priority by the City, the City, may at its discretion, consider alternative options to progress.

**Please note:** All clubs/groups **must** meet with relevant City officers, either from, Recreation Services or Community Development, to discuss their project prior to submitting an application. Please contact either:

- Recreation Services on (08) 9550 3601 or [recreationservices@mandurah.wa.gov.au](mailto:recreationservices@mandurah.wa.gov.au)
- Community Development on (08) 9550 3717 or [cdo@mandurah.wa.gov.au](mailto:cdo@mandurah.wa.gov.au)

## Application guidelines

### What does this application pack cover?

This application pack is designed for clubs/groups that hire, lease or license facilities and infrastructure from the City of Mandurah. It outlines the process that clubs/groups who want to carry out works, to upgrade, enhance, improve, and develop new community infrastructure on City owned or managed buildings or land.

**Please be aware, this is not a funding application. This document applies to improvements that are fully funded by the relevant club/group.**

### Why is there an application form?

The City is committed to providing high quality community facilities and regularly reviews and plans the works required at community facilities to prioritise and schedule in the City's Capital Works Program.

If a club/group wants to carry works before the City has scheduled them, or the works are outside of the City's standard provision, then the application form needs to be completed.

This application process is designed to ensure that there is an identified need for the project and all required approvals and licences are identified and granted before any works commence. (This will prevent the club/group having to carry out any expensive remedial work that may result).

### What kind of projects will be considered?

Projects that meet the following guidelines and incorporate the key principle of multi-use design will be considered:

- The facility or land is owned or managed by the City of Mandurah and is hired, leased or licensed by the applicant.
- The proposed improvements are consistent with the style and form of the existing facility.
- The total project cost is within the applicant's demonstrated capacity.
- The project will provide a benefit to the wider community.

## **Project Types**

### **Non-fixed Infrastructure - examples**

- Affixing items such as memorabilia or signage
- Installing additional equipment such as a television or deep fryer
- Play equipment (for playgroups etc)

### **Fixed Infrastructure - examples**

- Unisex changerooms/toilets upgrades
- Sports flood lighting
- Equipment storage
- Facility fit outs
- Kitchens
- Shade structures
- Asset renewal projects like court resurfacing and conversion of bowling greens to synthetic surfaces
- Community gardens
- Community artwork (murals etc)
- Heating and cooling upgrade
- Sport specific capital infrastructure such as: Cricket / baseball practise nets

### **What kind of projects will not be given approval?**

The following projects generally will not be considered:

- Applications where the club/group are unable to demonstrate the ability to fully fund the works and/or will impact the clubs/groups ongoing financial sustainability
- Applications that will negatively impact on the surrounding residents or other users of the facility
- Incomplete or partial applications
- Applications that are unable to justify why they are required and do not align with any City planning documentation
- Projects that do not meet the relevant Australian Standards and construction codes including access requirements for persons with a disability
- Maintenance repairs to infrastructure such as roof replacements
- Single function projects that inhibit the suitability of the facility for other uses
- Retrospective projects that have already been undertaken
- Projects that are not on City owned or managed land
- Facilities that are built for the sole purpose of serving alcohol
- Infrastructure that is not the responsibility of local government

- Projects that duplicate existing services, programs, and infrastructure (either on site or proximity)
- Projects of significant value (over \$200,000) that are unsubstantiated by needs assessment and/or feasibility documentation.

### **How are projects managed?**

In the application process the group may request to manage and oversee the proposed project. Necessary evidence and qualifications or demonstrated project management experience will be required for the City to agree to the project being managed by the club/group. The project may be identified as high risk or involve specialised services that the City, as the land or facility owner, is best placed to manage and deliver, or the group may not have the necessary skills to deliver the project. If this is the case the City will contact the applicant to discuss the implications, which may include the City managing the project delivery in collaboration with the group.

The nature of project delivery is at the absolute discretion of the City and any decision made around this is final. If the group is deemed unqualified or unable to manage the project, then it will become a City-led project. The City will, at its discretion inform the group of the anticipated project delivery timelines. Any financial contributions from groups (including external funding) must be paid to the City, in full, before a construction/agreement is awarded.

### **Voluntary labour**

The project, or aspects of the project, may be carried out by volunteers. Voluntary labour is work undertaken by people, without compensation or reward. The value of work undertaken by volunteers must be recorded in Section 5 of this application form.

Voluntary labour can be classified as follows:

Unskilled - General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person and labourers.

Skilled - A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.

Professional - A person with a formal tertiary qualification specific to the work to be

undertaken, i.e. architectural, legal, engineering, surveying work or similar.

### **Donated materials**

Donated materials can be recognised as part of an applicant's contribution. Donated materials must be recorded in Section 7 of this application form.

### **Who is responsible for the replacement/ongoing maintenance of the works?**

New structures or upgrades to City facilities will become an asset of the City upon completion. This means the City will meet the replacement/ongoing maintenance costs. Works that do not become an asset of the City (for example removable items such as TV brackets, club signage) will be the ongoing responsibility of the relevant club/group to replace and maintain. These conditions will be outlined in the notification letter from the City.

### **When do submissions close?**

There is no specific closing date for applications. Applications may be submitted to the City at any time. Please be advised that the approval process is involved, especially where the proposed improvement is complex or involves several stakeholders. To check on the progress of the application, please contact Recreation Services on 9550 3601 or Community Development on 9550 3717.

### **What is the application and approval process?**

The application and approval process involves four stages:

#### **1. Application submission:**

- Club/group to contact Recreation Services on 9550 3601 or Community Development on 9550 3717 to discuss the project
- City to arrange a site meeting (if necessary)
- City will identify and discuss planning and building approval requirements (if necessary)
- Club/group to complete application and provide supporting evidence as outlined in the application checklist

#### **2. Application assessment:**

- The City's assessment of the application will help determine if the project is eligible, and is assessed against the following criteria:
  - Demonstrated community benefit

- Impact on other clubs/groups and the general community
  - Project justification
  - Project scope (and update)
  - Financial/resources implications
  - The club/group can demonstrate it has the financial capacity to cover the full cost of the works (including GST)
  - Impact on operating costs
  - Projected lifecycle cost
  - Strategic alignment – Strategic Community Plan
- City to assess the application (further information may be requested)

#### **3. Application approval:**

- A notification letter on the outcome of the application will be provided to the club/group. This will outline any requirements or conditions that must be met as part of the project.
- The notification letter must be counter signed by an authorised officer of the club/group agreeing to the terms and conditions prior to commencing works
- Any works that commence before the City has given approval will be removed or rectified at the club/groups expense
- If it is determined that planning and building approval is not required, then the club/group may commence the works subject to approval and all other requirements and conditions being met.

#### **4. Planning and building approval (if applicable):**

- Following project approval, and depending upon the nature of the project the club/group may be required to obtain planning and/or building approval for the project. Separate applications are required for planning and building approvals. In preparation for the Planning Application, the following information is available online for your information:
  - Applying for development approval and other planning applications
  - Preliminary planning advice
  - Planning and development fees

If a Building Application is required the club/group will need to engage the services of an independent building surveyor. Once completed the Building Application should be submitted to the City for approval from the owner of the

building (CEO, City of Mandurah) prior to being submitted for formal assessment. City Officers can provide a Cover Sheet which can be attached to the application to ensure it doesn't get submitted for formal assessment as a Building Application. Once signed by the City of Mandurah CEO, the applicant will be contacted so they can submit the Building Application for formal assessment. If the total value of the work exceeds \$20,000 a permit can only be issued to a Registered Builder.

- The club/group will be responsible for any fees payable for planning and/or building approvals.

#### 5. Project delivery:

- Projects valued over \$200,000 will be managed and constructed/installed by the City in line with standard specifications and the City's Project Management Framework.
- The decision around project delivery is at the absolute discretion of the City and any decision made around this is final. If the group is deemed unqualified or unable to manage the project, then it will become a City-led project. The City will, at its discretion inform the group of the anticipated project delivery timelines. Any financial contributions from clubs/groups (including external funding) must be paid to the City, in full, before a construction agreement is awarded.

- Prior to construction commencing the club/group will be required to sign a funding agreement that details the club/group will pay the City for the works and outline the payment term.
- Once the works are complete the City will undertake an inspection.
- If the works require it (i.e., new storeroom, office, internal walls etc) the club will be required to obtain a Permit of Occupancy (BA9) which will be issued by the City. This may require the submission of a Notice of Completion (BA7) and a Certificate of Construction (BA17).
- If the works are external and/or minor (i.e., shed, patio or retaining wall) the builder will need to complete the Notice of Completion (BA7) and submit to the City within seven days of completion. In all cases information around the works completed will be required to update the City of Mandurah's Asset Register. This enables the City to capture all of the attributes linked to an asset such as asset type, material types, units of measure, locations, manufacturer details, model details etc.

#### **How will the club/group be notified the proposed works have been supported?**

Written approval to proceed to the planning and building application stage will be provided to the club/group. This will confirm the timeline of the works and outline any requirements or conditions.

## CIIP application checklist

Supplied	Document/information	Project value	City sighted
<b>Application</b>			
	Met with appropriate city staff to discuss project		
	Read and understood guidelines		
<b>Project/Contractor</b>			
	Written quote/s or cost estimate from a reputable supplier, including itemised costs for separable components		
	Written evidence of financial commitments from other funding sources (loans, donations, other users)		
	Funding strategy, including a letter of intention to apply for any funding or contribution from the City (if applicable)		
	Proposed timelines		
	Concept plans (if building works)		
	Insurance Certificate/s		
	'Skilled' and 'Professional' volunteer qualifications/ tickets/ certificates		
<b>Club</b>			
	Copy of committee meeting minutes, showing that works, application, and funding contribution, were approved		
	Incorporation Certificate		
	Insurance Certificate/s (including Public Liability and Volunteer (if applicable))		
	Letter of support from State Sporting Association (if applicable)		
	Site map (if applicable)		
	Photographs of the facility relevant to the project (if available)		
	Lighting plan, showing lux, configuration and sufficient power supply (if floodlighting project)		
	Copy of Strategic Plan (if have one)		
	Project manager details, including any qualifications and experience (projects up to \$200,000)		
<b>Comments</b>			

# COMMUNITY INITATED INFRASTRUCTURE PROGRAM

## Application Form (Fixed Infrastructure Projects)

1. Applicant details			
<b>1.1. Club/group details</b>			
Club/group name:			
Address:			
Is your club/group incorporated? <i>(An organisation must be incorporated, or auspiced by an incorporated body, to be eligible for the Community Initiated Infrastructure Program).</i>		<input type="checkbox"/> Yes (please attach copy) Date of incorporation: _____  <input type="checkbox"/> No	
Auspicing organisation details (incl. Name, Address, Phone, Email, ABN) (if applicable):			
Is your club/group not-for-profit?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your club/group registered with an Australian Business Number (ABN) or an Australia Registered Body Number (ARBN)?		ABN: _____  ARBN: _____	
Is your organisation registered for GST?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2. Contact details			
<b>President</b>			
Name:			
Phone:			
Email:			
1.3. Membership/participation numbers			
Please list club/group membership/participation numbers for the last three seasons.			
	Previous (ie 2020/21)	Previous (ie 2021/22)	Current (ie 2022/23)
Juniors (Male):			
Juniors (Female):			
Seniors (Male):			
Seniors (Female):			
<b>TOTAL:</b>			
Full Time Staff:			
Part Time / Casual staff			
Volunteers			
Others:			

2. Project details	
<b>2.1. What are the details of this project?</b>	
Project title:	
Project description Please describe the project and what is involved.	
<p>Does your club/group have any plans for the proposed infrastructure? If YES, please attach. <i>These may include concept plans, floor plans, location drawings, site map, project plan etc.</i></p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2.2. Project location</b>	
If you are planning for a specific facility or location, please list the address below. If the project involves site selection, do not fill in the address fields.	
Reserve / Facility Name:	
Address:	
Is the facility leased, licensed or hired from the City of Mandurah?	
<input type="checkbox"/> Leased <input type="checkbox"/> Licenced <input type="checkbox"/> Hired	
Please provide details (i.e. expiry of lease/licence etc):	

3. Demonstrated Need	
<b>3.1. Why is this project needed?</b>	
<b>3.2. What project alternatives were considered, and why were they rejected?</b>	
<b>3.3. How will your club/group benefit from the project?</b>	
<b>3.4. What other facility/infrastructure users will be impacted by this project, and how?</b>	
<b>3.5. How will the works benefit other users of the facility/infrastructure?</b>	
<b>3.6. Are there any operational constraints that would impact on the construction phase of your project?</b>	
Consider sporting seasons and major annual events of all users.	



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4. Strategic Outcomes	
<b>4.1. Strategic Plan / Operation Plan</b>	
<b>Does your club/group have a Strategic Plan / Operation Plan?</b> If yes, please provide a copy or a link to it on your website.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Website Link:	
<b>4.2. How does this project assist in achieving the goals and objectives of your club/group?</b>	

5. Contractor/supplier/builder information			
<b>5.1. Please state the name and contact details of the nominated licenced contractor supplier/builder, or any other licenced professionals, carrying out the works e.g. electrician, etc.</b>			
Name	Phone	Email	Type of work

6. Voluntary labour information - <i>Voluntary labour is work undertaken by people, without compensation or reward.</i>						
<b>6.1. Please state the name, contact details, type of work and qualifications of the nominated <u>volunteers</u>.</b>						
Name	Phone	Email	Type of work	Unskilled/Skilled /Professional	Qualification	Expiry date
<i>Jim Biggs</i>	<i>0422 222 222</i>	<i>jimbiggs@outlook.com</i>	<i>Electrical</i>	<i>Skilled</i>	<i>Electrical Contractor's Licence</i>	<i>30/11/23</i>

Voluntary labour type	Definition
Unskilled	General work is being undertaken where no recognised qualification is required.
Skilled	A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.
Professional	A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar.

\*[Department of Local Government, Sport and Cultural Industries](#)

**7. Insurance Details** (NA for projects valued at over \$200,000 as these will be managed by the City)

**CONTRACTOR INSURANCES**

Does the Contractor have <b>Public Liability Insurance</b> to the value of \$20m?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A
If the Contractor is the Owner/Proprietor, and not an employee, do they have <b>Personal Accident and Sickness Insurance</b> ?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the Contractor have <b>Motor Vehicle Insurance</b> ?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the Contractor have <b>Professional Indemnity Insurance</b> ? <i>Applicable if advice is being provided.</i>	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A
If employees of the Contractor are carrying out works, do they have <b>Workers Compensation Insurance</b> ?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A

**VOLUNTARY LABOUR INSURANCES** – Please refer above for definitions.

If 'skilled' or 'professional' volunteers are carrying out works, do they have <b>Public Liability Insurance</b> to the value of \$20m?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A
If 'skilled' or 'professional' volunteers are carrying out works, have they provided copies of their qualifications/tickets or certificates?	<input type="checkbox"/> Yes (please attach). Expiry date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A

**PRODUCT**

Does the product come with <b>Product Liability Insurance or warranty</b> information?	<input type="checkbox"/> Yes (please attach copy/ies) <input type="checkbox"/> No <input type="checkbox"/> N/A
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## 8. Budget

**8.1. EXPENDITURE** - Please provide estimated expenditure for the project by completing the below table.

Description	Cost excl GST	Cost incl GST	Company
<i>Example – Light fittings</i>	<b>\$1,000</b>	<b>\$1,100</b>	<b>ABC Supplier</b>
<i>Example – Installation of light fittings</i>	<b>\$500</b>	<b>\$550</b>	<b>DEF Contractor</b>
Sub total	\$	\$	
Cost escalation ( <i>ie 5% contingency</i> )	\$	\$	
Donated Materials	\$	NA	<i>Refer Section 7.2</i>
Voluntary Labour	\$	NA	<i>Refer Section 7.3</i>
<b>Total project expenditure</b>	<b>\$</b>	<b>\$</b>	

**8.2. DONATED MATERIALS** - Please provide details of any anticipated materials to be donated for the project by completing the below table.

<i>Example – Red bricks for paving</i>	<b>\$300</b>	<b>Donated by Club</b>
	\$	
	\$	
	\$	
<b>Total donated materials</b>	<b>\$</b>	

**VOLUNTEER LABOUR** – Please provide details of any voluntary labour in by completing the below table. Please refer to Section 5.

	Rate (\$)/hr	Hours	Total	Unskilled/Skilled/Professional
<i>Example – Laying of boards to protect surface</i>	<b>\$25</b>	<b>3</b>	<b>\$75</b>	<b>Unskilled</b>
<i>Example – Electrical works</i>	<b>\$40</b>	<b>2</b>	<b>\$80</b>	<b>Skilled</b>
	\$		\$	
	\$		\$	
	\$		\$	
<b>Total volunteer labour</b>				

Voluntary labour type	Calculated at a rate no greater than:
Unskilled	Up to \$25 per hour
Skilled	up to \$40 per hour
Professional	up to \$60 per hour

\*[Department of Local Government, Sport and Cultural Industries](#)

**8.3. How does the club/group propose to fund the project? Please provide supporting documentation i.e. profit/loss statement, recent bank statement, confirmation of donation/sponsorship/funding.**

Source of funding	Amount excl GST	Amount incl GST	Funding confirmed (attach evidence)	Comments
Organisation			<input type="checkbox"/>	
Grant funding (please specify source)			<input type="checkbox"/>	
Donations			<input type="checkbox"/>	
Other sources			<input type="checkbox"/>	
<b>Total project funding</b>				

**9. Project Risk and Sustainability**

**9.1. Project Risk**

**What are the risks associated with this project?** Please list the risks that you anticipate with this project, and possible ways to overcome these e.g. financial risks, design risks, organisational risks, reputational risks.

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**9.2. Project Sustainability**

**What is your club/group's financial capacity to fund the project?** Please provide proof of finances.

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**What is the expected life of the infrastructure/asset?**

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**Is the club/group prepared to put funds aside for the replacement costs of the infrastructure asset?**

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**What additional maintenance is required due to this project?** Please estimate the additional ongoing annual costs.

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**Will this project increase or reduce the ongoing operating costs of the facility?** E.g. power, water, Gas. Please estimate the annual operating cost impacts?

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**10. Partnership information**

**Are you partnering with any other clubs/groups to deliver the project?** If yes, please provide written evidence and support letters that describe each organisation's role in the project or levels of support. Please also include funding partners.

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## 11. Strategic alignment

Please tick all those that apply.

Focus Area 1: Economic	Focus Area 2: Social
<input type="checkbox"/> Promote and foster investment aimed at stimulating sustainable economic growth <input type="checkbox"/> Facilitate and advocate for sustainable local job creation, and industry growth and diversification <input type="checkbox"/> Actively partner and engage with business and industry to support Mandurah's entrepreneurial capacity and capability <input type="checkbox"/> Advocate for and facilitate opportunities for improved education, training and skill development opportunities in Mandurah <input type="checkbox"/> Establish and leverage opportunities with key stakeholders to achieve sustainable economic outcomes with due consideration to environmental impacts	<input type="checkbox"/> Promote safety within the community through urban design <input type="checkbox"/> Promote a positive identity and image of Mandurah based on its unique lifestyle offering <input type="checkbox"/> Facilitate opportunities that promote community led initiatives by building resilience, local capacity and the contributions of young people <input type="checkbox"/> Promote and encourage community connection to create social interaction and a strong sense of belonging <input type="checkbox"/> Provide a range of social, recreational and cultural experiences for our residents and visitors to enjoy and take pride in <input type="checkbox"/> Provide diverse and sustainable places and spaces that enable people to lead an active lifestyle
Focus Area 3: Health	Focus Area 4: Environment
<input type="checkbox"/> Facilitate and partner with key service providers to ensure health outcomes are aligned with community needs and expectations <input type="checkbox"/> Advocate for and facilitate the provision of a quality health care system in Mandurah <input type="checkbox"/> Provide and facilitate quality community infrastructure that is accessible, and conducive to a healthy, active community <input type="checkbox"/> Facilitate community health and wellbeing outcomes that target whole of life health from infants to seniors <input type="checkbox"/> Promote the importance of healthy choices, an active lifestyle and the role the natural environment plays in achieving health outcomes	<input type="checkbox"/> Advocate for and partner with key stakeholders to ensure environmental impacts are considered in all planning, strategy development and decision making <input type="checkbox"/> Protect and manage our local natural environment ensuring our actions don't adversely impact our waterways <input type="checkbox"/> Create opportunities for the community to promote and preserve our local natural environment <input type="checkbox"/> Educate and provide leadership on environmental and climate change related issues <input type="checkbox"/> Partner and engage with our community to deliver environmental sustainability outcomes

## 12. Authorisation

*I declare that I am currently authorised to sign this document on behalf of the organisation.*

Name:	
Position:	
Signature:	
Date:	
Project Manager Name (if applicable):	
Signature:	
Date:	