



# Community Initiated Infrastructure Program Application Form (Unfixed Infrastructure Projects)

Updated May 2024

# CIIP application checklist

Document/information	Supplied	
	Yes	No
<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 ✓ Public Liability Insurance ( <b>min value AUD\$20m</b> ) ✓ Workers Compensation Insurance (if employees of the Contractor are carrying out works) ✓ Personal Accident and Sickness Insurance (if the Contractor is the Owner/Proprietor, and not an employee) ✓ Motor Vehicle Insurance ✓ Professional Indemnity Insurance ( <b>min value AUD\$5m</b> ), if advice is being provided ✓ Product Liability Insurance ( <b>min value AUD\$10m</b> ), or product warranty information		
Qualifications/ tickets, such as Working at Heights (if applicable)		
'Skilled' and 'Professional' volunteer insurance certificates/ qualifications/ tickets (if applicable)		
<b>Club / Group</b>		
Copy of committee meeting minutes, showing that works, application, and funding contribution, were approved		
Incorporation Certificate		
Insurance Certificate/s (including Public Liability ( <b>min value AUD\$20m</b> ) and		
Letter of support from State Sporting Association (if applicable)		
Letter of support from other user groups of the facility/reserve		
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 (Unfixed Infrastructure Projects)

<b>1. Applicant details</b>			
<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	
<b>1.2. Contact details</b>			
<b>President</b>		<b>Project Manager</b>	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
<b>1.3. Membership/participation numbers</b> Please list club/group membership/participation numbers for the last three seasons.			
	<b>Previous (ie 2021/22)</b>	<b>Previous (ie 2022/23)</b>	<b>Current (ie 2023/24)</b>
Juniors (Male):			
Juniors (Female):			
Seniors (Male):			
Seniors (Female:)			
<b>TOTAL:</b>			
Full Time Staff:			
Part Time / Casual staff:			
Volunteers:			
Others:			
Please provide brief description of Others:			

## 2. Project details

### 2.1. What are the details of this project?

Project title:

#### Project description

Please describe the project and what is involved.

### 2.2. Project location

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?

☐ Leased

☐ Licenced

☐ Hired

Please provide details (ie expiry of lease/licence etc):

## 3. Demonstrated Need

### 3.1. Why is this project needed?

### 3.2. Are there any operational constraints that would impact on the construction phase of your project?

Consider sporting seasons and major annual events of all users.

**4. Contractor/supplier/builder information**

**4.1. 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.**

Name	Phone	Email	Type of work

**5. Voluntary labour information - *Voluntary labour is work undertaken by people, without compensation or reward.***

**5.1. Please state the name, contact details, type of work and qualifications of the nominated volunteers.**

Name	Phone	Email	Type of work	Unskilled/Skilled /Professional	Qualification	Expiry date
Jim Biggs	0422 222 222	jimbiggs@outlook.com	Electrical	Skilled	Electrical Contractor's Licence	30/11/23

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](#)

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

**CONTRACTOR INSURANCES**

Does the Contractor have **Public Liability Insurance** with minimum value of \$20m?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

If employees of the Contractor are carrying out works, do they have **Workers Compensation Insurance**?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

If the Contractor is the Owner/Proprietor, and not an employee, do they have **Personal Accident and Sickness Insurance**?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

Does the Contractor have **Motor Vehicle Insurance**?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

Does the Contractor have **Professional Indemnity Insurance** with minimum value of \$5m? *Applicable if advice is being provided.*

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

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

If 'skilled' or 'professional' volunteers are carrying out works, do they have **Public Liability Insurance** with minimum value of \$20m?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

If 'skilled' or 'professional' volunteers are carrying out works, have they provided copies of their qualifications/tickets or certificates?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

**PRODUCT**

Does the product come with **Product Liability Insurance**, with minimum value of \$10m, or **warranty** information?

☐ Yes (please attach). Expiry date:  
☐ No  
☐ N/A

## 7. Budget

**7.1. 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>	<i>\$1,000</i>	<i>\$1,100</i>	<i>ABC Supplier</i>
Sub total	\$	\$	
Cost escalation (ie 5% contingency)	\$	\$	
Donated Materials	\$	NA	Refer Section 7.2
Voluntary Labour	\$	NA	Refer Section 7.3
<b>Total project expenditure</b>	<b>\$</b>	<b>\$</b>	

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

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

**7.3. VOLUNTEER LABOUR** – Please provide details of any voluntary labour 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>	<i>\$25</i>	<i>3</i>	<i>\$75</i>	<i>Unskilled</i>
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
<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](#)

7.4. 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>				

8. Authorisation	
<i>I declare that I am currently authorised to sign this document on behalf of the organisation.</i>	
Name:	
Position:	
Signature:	
Date:	
Project Manager Name (if applicable):	
Signature:	
Date:	