



Community Initiated Infrastructure Program Application Form (Fixed Infrastructure Projects)

Updated May 2024

CIIP application checklist

		Supplied	
Document/information		Yes	No
Application			
Met with appropriate city staff to discuss project			
Read and understood Guidelines			
Project/Contractor			
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 (min value AUD\$20m) ✓ 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 (min value AUD\$5m), if advice is being provided ✓ Product Liability Insurance (min value AUD\$10m), or product warranty information			
Qualifications/ tickets, such as Working at Heights (if applicable)			
'Skilled' and 'Professional' volunteer insurance certificates/ qualifications/ tickets (if applicable)			
Club / Group			
Copy of committee meeting minutes, showing that works, application, and funding contribution, were approved			
Incorporation Certificate			
Insurance Certificate/s (including Public Liability (min value AUD\$20m) 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)			
Comments			

COMMUNITY INITATED INFRASTRUCTURE PROGRAM

Application Form (Fixed Infrastructure Projects)

1. Applicant details			
1.1. Club/group details			
Club/group name:			
Address:			
Is your club/group incorporated? <i>(An organisation must be incorporated, or auspicied 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			
President		Project Manager	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
1.3. Membership/participation numbers			
Please list club/group membership/participation numbers for the last three seasons.			
	Previous (ie 2021/22)	Previous (ie 2022/23)	Current (ie 2023/24)
Juniors (Male):			
Juniors (Female):			
Seniors (Male):			
Seniors (Female:)			
TOTAL:			
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.	
<div> <div> 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> </div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>	
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?	<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
3.1. Why is this project needed?
3.2. What project alternatives were considered, and why were they rejected?
3.3. How will your club/group benefit from the project?
3.4. What other facility/infrastructure users will be impacted by this project, and how?

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

5. Contractor/supplier/builder information			
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.			
Name	Phone	Email	Type of work

6. Voluntary labour information - <i>Voluntary labour is work undertaken by people, without compensation or reward.</i>						
6.1. Please state the name, contact details, type of work and qualifications of the nominated <u>volunteers</u>.						
Name	Phone	Email	Type of work	Unskilled/Skilled /Professional	Qualification	Expiry date
<i>Jim Biggs</i>	<i>0422 222 222</i>	<i>jimbigs@outlook.com</i>	<i>Electrical</i>	<i>Skilled</i>	<i>Electrical 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 Public Liability Insurance with minimum value of \$20m?	<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 Workers Compensation Insurance ?	<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 Personal Accident and Sickness Insurance ?	<input type="checkbox"/> Yes (please attach). Expiry date: <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the Contractor have Motor Vehicle Insurance ?	<input type="checkbox"/> Yes (please attach). Expiry date: <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the Contractor have Professional Indemnity Insurance with minimum value of \$5m? <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
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?	<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 Product Liability Insurance , with minimum value of \$10m, or warranty information?	<input type="checkbox"/> Yes (please attach copy) <input type="checkbox"/> No <input type="checkbox"/> N/A

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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

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>	<i>\$1,000</i>	<i>\$1,100</i>	<i>ABC Supplier</i>
Sub total	\$	\$	
Cost escalation (ie 5% contingency)	\$	\$	
Donated Materials	\$	NA	Refer Section 8.2
Voluntary Labour	\$	NA	Refer Section 8.3
Total project expenditure	\$	\$	

8.2. 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>
	\$	
	\$	
	\$	
	\$	
	\$	
Total donated materials	\$	

8.3. VOLUNTEER LABOUR – Please provide details of any voluntary labour in by completing the below table. Please refer to Section 6.

	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>
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Total volunteer labour				

8.4. 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"/>	
Total project funding				

9. Project Risk and Sustainability	
9.1. Project Risk	
<p>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.</p> 	
9.2. Project Sustainability	
<p>What is your club/group's financial capacity to fund the project? Please provide proof of finances.</p> 	
<p>What is the expected life of the infrastructure/asset?</p> 	
<p>Is the club/group prepared to put funds aside for the replacement costs of the infrastructure asset? Please evidence this in the copy of the committee meeting minutes provided.</p> 	
<p>What additional maintenance is required due to this project? Please estimate the additional ongoing annual costs.</p> 	
<p>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?</p> 	

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.

11. Strategic alignment

Please tick all those that apply.

Focus Area 1: Economic	Focus Area 2: Social
<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><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
<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><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:	