

## APPLICATION COVER SHEET

Grant Reference Number: ACS/ \_\_\_\_\_

<b>APPLICANTS DETAILS</b>		
<b>COMMUNITY ASSOCIATION:</b>	Dampier Community Association	
<b>APPLICATION CONTACT PERSON:</b>	Sharyn Creighton and Georgia Evans	
<b>POSITION HELD:</b>	Administrator	
<b>POSTAL ADDRESS:</b>	3 High St. Dampier 6713	
<b>TELEPHONE:</b>	08 9183 1243	
<b>EMAIL:</b>	<a href="mailto:dca6713@bigpond.net.au">dca6713@bigpond.net.au</a>	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	41 801 613 831	
<b>ARE YOU REGISTERED FOR GST?</b>	YES	
<b>TOTAL AMOUNT REQUESTED:</b>	\$100,000.00	

**PLEASE** read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.

Queries should be directed to:  
Community Development Team, Community Services on 9186 8555.  
Guidelines can be requested from our Community Development Team  
Ph: 9186 8555 Fax: 9185 1626  
Postal: PO Box 219, KARRATHA WA 6714

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 1- PROJECT 1  
PROJECT / ACTIVITY DETAILS**

*Please provide a brief summary of the activity/project.*

<p align="center"><b>PROJECT TITLE</b></p>	<p><b>Dampier Community Events: Christmas Party, Meet Your Street, Barefoot Bowling</b></p>
<p align="center"><b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p><b>2014 Community Christmas Party</b> – DCA will host a community Christmas Party at the Hampton Oval or Dampier Community Hall in November 2014 for Dampier residents. A range of age activities and performances will be available, free of charge, for families. Local clubs will be able to use the event to fundraise by providing food stalls (within the food standards outlined by the Shire).</p> <p><b>Meet Your Street</b> – DCA will organise for neighbours to come together for a ‘meet and greet’. DCA will use the Dampier Community Hall and invite a few streets at a time to come along to meet their neighbours. Food and drinks will be provided. Over the course of the year DCA will work through the streets in Dampier – inviting 2-3 streets at a time.</p> <p><b>Barefoot Bowling</b> – DCA will liaise with the Dampier Bowling Club and Dampier Chinese to host a Barefoot Bowls night over the hot summer nights. This event will be open to all Dampier residents and children’s activities and light snacks will be provided, but participants will purchase their own drinks from the Bowling Club.</p>
<p align="center"><b>COMMUNITY BENEFITS</b> <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• Showcase Dampier as a town that can effectively use its public spaces, community knowledge and assets to host events that highlight the community’s vibrancy and inclusiveness.</li> <li>• Facilitates an inclusive and engaged community by encouraging local residents, community groups and the school to join a collaborative process in organising the event.</li> <li>• The events themselves will also promote interaction and connectedness amongst Dampier’s residents – who in recent times have lost a number of community services and thus meeting places.</li> <li>• Supports the building of a stable and diverse community by providing residents, many of whom may be from outside the Pilbara, with entertainment not readily available in remote communities. Such events enhance and contribute to the quality of life of Dampier’s residents and potentially impact on their commitment to place and community.</li> <li>• Help build capacity and partnerships across the community by asking local residents, businesses and community groups to get involved in hosting the event by volunteering/providing their time, products and services on the day.</li> </ul>

<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has experience organising and hosting a number of events including the annual Dampier Arts Awards, Dampier Citizen of the Year Awards, the Australia Day Celebrations, the DCA Comedy and Music Night (2014) and the Community Sundowner (2013).</li> <li>• DCA will also use its 10% admin included in this proposal to engage the services of a local events company.</li> </ul>
<p align="center"><b>SECTION 2 – PROJECT I TIMEFRAME</b></p> <p align="center"><i>When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due</i></p>	
<p><b>PROJECT START DATE</b></p>	<p align="center"><b>September 2014</b></p>
<p><b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b>  <i>Please remember to include any quotes you have already received</i></p>	<p align="center"><b>To be confirmed</b></p>
<p><b>AWARD WORKS</b></p>	<p align="center"><b>To be confirmed</b></p>
<p><b>COMMENCEMENT DATE</b>  <i>25% upfront funding paid to CA on this date</i></p>	<p align="center"><b>To be determined based on date of events and requirements of activities. DCA will liaise with the Shire of Roebourne as soon as specific dates are confirmed.</b></p>
<p><b>MILESTONES / DATE PAYMENTS REQUIRED</b></p>	<p align="center"><b>To be determined based on date of events and requirements of activities.</b></p>
<p><b>END DATE</b></p>	<p align="center"><b>1 June 2015</b></p>
<p><b>ACQUITTAL DUE</b></p>	<p align="center"><b>30 June 2015</b></p>

SECTION 3 – PROJECT I FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			<b>\$20, 000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	
	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$0</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$</b>	<b>\$20,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<ul style="list-style-type: none"> <li>Where required, approach local businesses for in-kind donations to support the event – hire of stage, shade, table and chairs etc.</li> <li>Apply to Rio Tinto, Woodside and other Pilbara-based businesses for corporate sponsorship.</li> </ul>			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li><b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to keep the upcoming events front of mind and acknowledge its funders.</li> </ul>			

## ATTACHMENT A – PROJECT I

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>1</sup></b>	<b>Impact<sup>2</sup></b>	<b>Type<sup>3</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>4</sup></b>
<b>Cyclone season</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AV</b>
<b>Hot summers</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>R</b>
<b>Contractors/suppliers failing to deliver on time</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>1</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>2</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>3</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>4</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

## SECTION I- PROJECT 2

### PROJECT / ACTIVITY DETAILS

*Please provide a brief summary of the activity/project.*

#### PROJECT TITLE

#### Dampier Art Awards 2015

#### PROJECT DESCRIPTION

*Please provide a brief summary of the activity/project that you are planning to undertake.*

- In 2015 the Dampier Arts Awards will celebrate its fifth year of showcasing the artistic talent of the Shire of Roebourne's residents. The Dampier Art Awards and its theme (which changes annually) endeavours to capture the essence of what life is like, living and working in the Pilbara.
- Close to 300 people attended 2013's Dampier Art Awards where 47 pieces were on display at Dampier's Community Hall and 7 artworks were sold over the course of the event. The 2014 Dampier Art Awards will take place in June.
- It is expected categories similar to those in 2014, will be open again in 2015. This includes the Youth Category, which is open to 16-18 year olds in order to encourage budding artists to undertake art pieces and exhibit publicly.
- The Dampier Art Awards traditionally attracts corporate sponsorship both for cash and in-kind donations in order to bolster this event's budget.



Photos: Dampier Art Awards 2013



<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• Showcase Dampier as a town that can effectively use its public spaces, community knowledge and assets to host events that highlight the community's vibrancy and inclusiveness.</li> <li>• Facilitate an inclusive and engaged community by encouraging local residents, community groups (such as the Dampier Arts Studio) and schools to join a collaborative process in organising the event. The Awards is primarily organised by a subcommittee made-up of local residents and DCA Committee Members.</li> <li>• The exhibition itself will also promote interaction and connectedness amongst Dampier's residents – who in recent times have lost a number of community services and thus meeting places.</li> <li>• Support the building of a stable and diverse community by providing residents, many of whom may be from outside the Pilbara, with cultural entertainment not readily available in remote communities. Such events enhance and contribute to the quality of life of Dampier's residents and potentially impact on their commitment to place and community.</li> <li>• Help build capacity and partnerships amongst the community's young people by incorporating a youth category for 16 to 17 year olds in the Awards in 2015.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has experience organising and hosting a number of events including previous Dampier Art Awards, Dampier Citizen of the Year Awards and the Australia Day Celebrations.</li> <li>• DCA will also use part of its 10% admin included in proposal to engage the services of an events company.</li> </ul>

**SECTION 2 – PROJECT 2  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>Dampier Art Awards to be held in April 2015</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>September 2014</b>
<b>AWARD WORKS</b>	<b>October 2014</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>October 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>November 2014</b> <b>March 2015</b> <b>April 2015</b>
<b>END DATE</b>	<b>May 2015</b>
<b>ACQUITTAL DUE</b>	<b>30<sup>th</sup> June 2015</b>



SECTION 3 – PROJECT 2 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			<b>\$14,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	
	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$0</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$</b>	<b>\$14,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<ul style="list-style-type: none"> <li>• Approach local businesses for in-kind donations to support the event.</li> <li>• Apply to Rio Tinto, Woodside and other Pilbara-based businesses for corporate sponsorship.</li> <li>• Investigate if any Australia Council for the Arts or Country Arts WA grants are applicable.</li> </ul>			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>Advertising</b> – Promote the event and its sponsors, including SoR, in newspaper advertising and ads on Facebook targeted at residents within the Shire of Roebourne.</li> <li>• <b>Media</b> – Distribute media releases pre and post event to local newspapers and radio highlighting the SoR contribution.</li> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page (coming soon) to keep the upcoming event front of mind and acknowledge its funders.</li> <li>• All banners, posters, flyers etc produced for the event/s will display the SoR's logo and copy stating it has 'proudly supported' the event.</li> </ul>			

## ATTACHMENT A – PROJECT 2

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>5</sup></b>	<b>Impact<sup>6</sup></b>	<b>Type<sup>7</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>8</sup></b>
<b>Cyclone season</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Hot summers</b>	<b>Possible</b>	<b>Minor</b>	<b>Schedule</b>	<b>R</b>
<b>Contractors/suppliers failing to deliver on time</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>5</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>6</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>7</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>8</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 1- PROJECT 3  
PROJECT / ACTIVITY DETAILS**

*Please provide a brief summary of the activity/project.*

PROJECT TITLE	Dampier Beachside Markets – mid-2014 to mid-2015
<p><b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>DCA in partnership with Wrapped Creations (a local events company) launched the monthly Dampier Beachside Markets, which were held from April to December 2013 and recommenced in April 2014.</p> <p>These seasonal markets have proven to be a huge success with on average 30 stallholders attending. The idyllic location of Hampton Oval and Dampier Palms combined with the laid back atmosphere of the markets has proved popular with the Shire of Roebourne's residents and visitors with on average 500 plus people attending the markets.</p> <p>The Dampier Sunset Movies are strongly aligned with the <i>Dampier Community Plan 2014-2019</i> (prepared by the DCA in 2013) and the <i>Community Priority Area – Encourage Community Engagement and Connection</i>. Therefore, the DCA would like to continue to host this seasonal event in conjunction with Wrapped Creations and the Shire of Roebourne in last half of 2014 and recommencing in April 2015. DCA contracts Wrapped Creations to manage this event on DCA's behalf.</p> <p>Photos: Dampier Beachside Markets 2013</p> <div data-bbox="587 1357 1077 1720" data-label="Image"> </div> <div data-bbox="1099 1357 1449 1720" data-label="Image"> </div>

<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• Showcase Dampier as a town that can effectively use its public spaces, community knowledge and assets to host events that highlight the community's vibrancy and inclusiveness.</li> <li>• Facilitates an inclusive and engaged community by encouraging local residents, community groups and the school to join a collaborative process in participating the event.</li> <li>• The events themselves will also promote interaction and connectedness amongst residents and visitors</li> <li>• Supports the building of a stable and diverse community by providing residents, many of whom may be from outside the Pilbara, with entertainment not readily available in remote communities. Such events enhance and contribute to the quality of life of Dampier's residents and potentially impact on their commitment to place and community.</li> <li>• Help build capacity and partnerships across the community by asking local residents, businesses and community groups to get involved in participating in the event by volunteering their time, products and services on the day.</li> <li>• Provide an opportunity for local community clubs and groups to raise money by holding a fundraising stall at the markets. There are two fundraising food stall spots available at each market.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has experience organising and hosting a number of events including the annual Dampier Arts Awards, Dampier Citizen of the Year Awards, Dampier Beachside Markets, Dampier Sunset Movies and the Australia Day Celebrations.</li> </ul>

**SECTION 2- PROJECT 3  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>Please see attached for quote outline obtained for markets in the first half of 2014.</b>
<b>AWARD WORKS</b>	<b>July 2014</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>7<sup>th</sup> July 2014</b> <b>4<sup>th</sup> August 2014</b> <b>8<sup>th</sup> September 2014</b> <b>6<sup>th</sup> October 2014</b> <b>3<sup>rd</sup> November 2014</b> <b>8<sup>th</sup> December 2014</b> <b>6<sup>th</sup> April 2015</b> <b>4<sup>th</sup> May 2015</b> <b>8<sup>th</sup> June 2015</b>
<b>END DATE</b>	<b>8<sup>th</sup> June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30<sup>th</sup> June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3-PROJECT 3 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			<b>\$20,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	
	1.		1.	<b>\$0</b>
	2.		2.	<b>\$0</b>
	3.		3.	<b>\$0</b>
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$0</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$</b>	<b>\$20,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li><b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 3

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>9</sup></b>	<b>Impact<sup>10</sup></b>	<b>Type<sup>11</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>12</sup></b>
<b>Cyclone season</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Hot summers</b>	<b>Possible</b>	<b>Minor</b>	<b>Schedule</b>	<b>R</b>
<b>Contractors/suppliers failing to deliver on time</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>9</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>10</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>11</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>12</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 1- PROJECT 4  
PROJECT / ACTIVITY DETAILS**

*Please provide a brief summary of the activity/project.*

**PROJECT TITLE**

**Dampier Sunset Movies – mid-2014 to mid-2015**

**PROJECT DESCRIPTION**

*Please provide a brief summary of the activity/project that you are planning to undertake.*

The Dampier Sunset Movies was initially conceived as a Shire of Roebourne short-term project; however, due to its popularity amongst the Dampier and wider Shire of Roebourne community the DCA voted to continue with a program of movies in 2013 and the first half of 2014. The Dampier Sunset Movies are a seasonal event taking place outdoors at the Hampton Oval during the cooler months. DCA is considering holding some movie screenings indoors at the Dampier Community Hall during Feb and March 2015.

DCA put out a request for tender in 2013 for this project and awarded the works to local events company Wrapped Creations who provides turnkey project management for this event for DCA from marketing, movie procurement and event logistics.

Blockbuster movies, the beachside setting of Hampton Oval and the silhouette of the Dampier Palms at sunset has proved a winning formula with local Dampier residents and visitors. On average, this free, family friendly event attracts 250 plus patrons.

The DCA voted in early 2014 to offer two movies at each Dampier Sunset Movie screening. The first movie is a family movie, while the later movie is a teens/adult movie. This is done in order to offer an event that has the widest possible appeal and therefore patronage.

The Dampier Sunset Movies are strongly aligned with the *Dampier Community Plan 2014-2019* (prepared by the DCA in 2013) and the *Community Priority Area – Encourage Community Engagement and Connection*. Therefore, DCA would like to continue to host this seasonal event in conjunction with Wrapped Creations and the Shire of Roebourne in last half of 2014 and recommencing in February 2015.

Photos: Dampier Sunset Movies – March 2014





<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• Showcase Dampier as a town that can effectively use its public spaces, community knowledge and assets to host events that highlight the community's vibrancy and inclusiveness.</li> <li>• Facilitates an inclusive and engaged community by encouraging local residents, community groups and the school to join a collaborative process in participating the event.</li> <li>• As social events, the movies themselves also promote interaction and connectedness amongst residents and visitors</li> <li>• Supports the building of a stable and diverse community by providing residents, many of whom may be from outside the Pilbara, with entertainment not readily available in remote communities. Such events enhance and contribute to the quality of life of Dampier's residents and potentially impact on their commitment to place and community.</li> <li>• Help build capacity and partnerships across the community by asking local residents, businesses and community groups to get involved in hosting the event by volunteering their time, products and services on the day.</li> <li>• Provide an opportunity for local community clubs and groups to raise money by holding a fundraising stall at the movies. There is a fundraising food stall spot available at each movie screening.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has experience organising and hosting a number of events including the annual Dampier Arts Awards, Dampier Citizen of the Year Awards, Dampier Beachside Markets, Dampier Sunset Movies and the Australia Day Celebrations.</li> </ul>

**SECTION 2- PROJECT 4  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>Please see attached for quote outline obtained for movies in the first half of 2014.</b>
<b>AWARD WORKS</b>	<b>July 2014</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2015</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>July 2014 August 2014 September 2014 October 2014 November 2014 February 2015 March 2015 April 2015 May 2015</b>
<b>END DATE</b>	<b>15<sup>th</sup> June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2014</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3-PROJECT 4 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			<b>\$33,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	
	1.		1.	<b>\$0</b>
	2.		2.	<b>\$0</b>
	3.		3.	<b>\$0</b>
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$0</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$</b>	<b>\$33,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 4

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>13</sup></b>	<b>Impact<sup>14</sup></b>	<b>Type<sup>15</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>16</sup></b>
<b>Cyclone season</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Hot summers</b>	<b>Possible</b>	<b>Minor</b>	<b>Schedule</b>	<b>R</b>
<b>Contractors/suppliers failing to deliver on time</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>13</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>14</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>15</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>16</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

**SECTION I- PROJECT 5**  
**PROJECT / ACTIVITY DETAILS**

*Please provide a brief summary of the activity/project.*

PROJECT TITLE	Sponsorship of NAIDOC (2014), GOSSIP (2015) and Red Dog Relay Festival (2015)
<p><b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>DCA is committed to supporting large events in Dampier through sponsorship as it offers community engagement opportunities for the community's residents and raises the public profile of Dampier as a unique destination, which supports Dampier's local economy.</p> <p>NAIDOC festivities, Gossip Festival and the Red Dog Relay Grand Finale are all large-scale events, which are held in Dampier. DCA has committed to sponsoring the inaugural Gossip Festival and Red Dog Relay Festival (in-kind donation only) in 2014 and would like to use ACADS funds to commit to these events' sponsorship packages in 2015. DCA would like to use ACADS funds to sponsor the NAIDOC events in Dampier in July 2014.</p> <ul style="list-style-type: none"> <li>• The inaugural Gossip Festival is a day event of music, food and fashion held at the Dampier Hampton Oval.</li> <li>• The Red Dog Festival Relay Grand Finale is held at the Hampton Oval and includes entertainment, market stalls, a dog show and the finishing line for the relay</li> <li>• NAIDOC festivities for 2014 is schedule to include comedians at Hampton Oval or in the Community Hall.</li> </ul>
<p><b>COMMUNITY BENEFITS</b> <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• Showcase Dampier as a town that can effectively use its public spaces, community knowledge and assets to host events that highlight the community's vibrancy and inclusiveness.</li> <li>• Facilitates an inclusive and engaged community by encouraging not only local residents but visitors from outside of Dampier to visit for unique events.</li> <li>• These social events promote interaction and connectedness amongst residents and visitors.</li> <li>• Supports the building of a stable and diverse community by providing residents, many of whom may be from outside the Pilbara, with entertainment not readily available in remote communities. Such events enhance and contribute to the quality of life of Dampier's residents and potentially impact on their commitment to place and community.</li> </ul>

<p><b>COMMUNITY CAPACITY</b> Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<ul style="list-style-type: none"> <li>DCA has experience organising and hosting a number of events including the annual Dampier Arts Awards, Dampier Citizen of the Year Awards, Dampier Beachside Markets, Dampier Sunset Movies and the Australia Day Celebrations.</li> <li>DCA has sponsored NAIDOC, Gossip Festival and Red Dog relay Festival in 2014.</li> </ul>
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<b>SECTION 2- PROJECT 5</b> <b>TIMEFRAME</b> <i>When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due</i>	
<b>PROJECT START DATE</b>	(NAIDOC) July 2014, (Gossip) May 2015 and (Red Dog) June 2015
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	To be confirmed based on 2015 sponsorship packages, except for NAIDOC 2014 – quote attached. DCA has applied for silver sponsorship.
<b>AWARD WORKS</b>	To be confirmed
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	To be confirmed
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	To be confirmed based on date of events in 2015. DCA Administrators will liaise with the Shire of Roebourne once dates become known.
<b>END DATE</b>	15 <sup>th</sup> June 2015

## PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3-PROJECT 5  
FINANCIAL DETAILS

<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			<b>\$13,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	
	1.		1.	<b>\$0</b>
	2.		2.	<b>\$0</b>
	3.		3.	<b>\$0</b>
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$0</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> (This amount must be transferred to Section 4)		<b>\$</b>	<b>GOSSIP - \$5, 500.00 NAIDOC - \$6, 600.00 Red Dog Relay- \$900.00</b>
<b>LIFECYCLE COSTS</b> (Required for facility development projects)	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted. Alternatively, DCA will use other income streams to make up any budget short-fall.			

**ACKNOWLEDGEMENT  
OF FUNDING**

*Please outline all methods you  
would use to acknowledge the  
support you have received from  
the Shire*

- **DCA Communications Tools** – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.



## ATTACHMENT A – PROJECT 5

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>17</sup></b>	<b>Impact<sup>18</sup></b>	<b>Type<sup>19</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>20</sup></b>
<b>Events failing to attract a suitable number of patrons</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Sponsorship packages beyond allocated budget</b>	<b>Possible</b>	<b>Minor</b>	<b>Schedule</b>	<b>R</b>
<b>Weather conditions which force these outdoor events to be modified/cancelled.</b>	<b>Possible</b>	<b>Major</b>	<b>Scope/Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver on time</b>	<b>Possible</b>	<b>Major</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractors/suppliers failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>17</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>18</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>19</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>20</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION 4 APPLICATION SUMMARY</b>	
<b>Project Title</b>	<b>Funding Amount</b>
<b>1. Dampier Community Events:</b> <ul style="list-style-type: none"> <li>• Community Christmas Party 2014</li> <li>• Meet the Street</li> <li>• Barefoot Bowling</li> </ul>	<b>\$20, 000.00</b>
<b>2. Dampier Art Awards 2015</b>	<b>\$14, 000.00</b>
<b>3. Dampier Beachside Markets mid-2014 to mid-2015</b>	<b>\$20, 000.00</b>
<b>4. Dampier Sunset Movies mid-2014 to mid-2015</b>	<b>\$33, 000.00</b>
<b>5. Sponsorship of Gossip, NAIDOC and Red Dog Festival Relay</b>	<b>\$13, 000.00</b>
<b>Total funds requested from ACADS</b>	<b>\$100, 000.00</b>

☐ **We acknowledge that the unallocated funds will be reassigned to the Annual Community Sponsorship Scheme.**

## SECTION 5 DECLARATION

I hereby certify that I have been authorised by the President:

**Association:** \_\_\_\_\_

The information contained herein, is the best of my knowledge, true and correct.

**Name of President:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Note:** The application form must be signed by the President/Chairperson to be accepted.

## SECTION 6 APPLICANT CHECKLIST

**Before you submit your application, please ensure you have:**

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
  - ☐ Identified benefits to the broader community
  - ☐ Outline of the Association's risk management strategy
  - ☐ Financial sustainability should the project will have ongoing costs
  - ☐ Outline of any additional funding support
  - ☐ Income and expenditure budget
  - ☐ Forecast timeline for progressive payments
  - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

## ATTACHMENT B

### LIFE CYCLE COST

#### LIFE CYCLE COST PARAMETERS

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

#### ASSUMPTIONS

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

#### LIFE CYCLE COSTS COMPOUNDED

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>TOTAL</b>			
<b>AVERAGE COST PER YEAR (C) / Number of years</b>			<b>\$</b>

**ANNUAL OPERATING EXPENSES** *(List all expenses eg. insurance, power, repairs, water etc.)*

<b>TOTAL</b>	<b>\$</b>
<b>TOTAL OPERATING EXPENSES per annum (D)</b>	<b>\$</b>

**ANNUAL INFLATION RATE**

<b>Initial Cost Year 0</b>	<b>(D)</b>	<b>\$</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
<b>TOTAL</b>	<i>(Add all years)</i>	

**CASHFLOW FOR REPLACEMENT COSTS** *(From the list of assumptions)*

1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
<b>TOTAL</b>															

## APPLICATION COVER SHEET

Grant Reference Number: Ex-Gr/ \_\_\_\_\_

<b>APPLICANTS DETAILS</b>		
<b>COMMUNITY ASSOCIATION:</b>	Dampier Community Association	
<b>APPLICATION CONTACT PERSON:</b>	Sharyn Creighton and/or Georgia Evans	
<b>POSITION HELD:</b>	Office/Projects Administrators	
<b>POSTAL ADDRESS:</b>	3 High St. Dampier 6713	
<b>TELEPHONE:</b>	08 9183 1243	
<b>EMAIL:</b>	<a href="mailto:dca6713@bigpond.net.au">dca6713@bigpond.net.au</a>	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	41 801 613 831	
<b>ARE YOU REGISTERED FOR GST?</b>	YES	
<b>TOTAL AMOUNT REQUESTED:</b>	\$100, 000.00	

**PLEASE** read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.

Queries should be directed to:  
Community Development Team, Community Services on 9186 8555.  
Guidelines can be requested from our Community Development Team  
Ph: 9186 8555 Fax: 9185 1626  
Postal: PO Box 219, KARRATHA WA 6714

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<p align="center"><b>SECTION 1</b>  <b>PROJECT / ACTIVITY DETAILS</b>  Please provide a brief summary of the activity/project.</p>	
PROJECT TITLE	Local Services and Facilities Working Group
<p><b>PROJECT DESCRIPTION</b>  Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><u>COMMUNITY WORKING GROUP BACKGROUND:</u>  In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><u>PROJECT DESCRIPTION FOR THE LOCAL SERVICES AND FACILITIES WORKING GROUP:</u>  Through DCA-Connects, Dampier's residents informed the DCA that they are concerned about important services that have been lost from town in recent years, including the post office, doctor's surgery and pharmacy. The Local Services and Facilities Working Group would like to regain these services.</p> <p>There are a number of new services and facilities that Dampier's residents would like to develop in Dampier that would enhance the town as an attractive place to live and encourage visitors.</p>



DCA would like to allocate the Local Services and Facilities Working Group with a budget to research and initiate projects outlined in the *Retain, Regain and Develop Local Services and Facilities Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Implement strategies to regain lost services through social and community enterprises offering postal, banking and/or health services. Investigate the incorporation of a Community Resource Centre (CRC) into DCA operations.
- Instigate a 'Business After Hours' event to enable local Dampier-based businesses, including home-based businesses, to network with a view to increasing their alliances and advocacy position.



**Photos: (L-R)** Working Group to explore Community Resource Centre model for community services and instigate Business After Hours event.

## COMMUNITY BENEFITS

*If approved, describe how this project will benefit your broader community.*

- Using social community enterprise models to regain lost services such as postal and health services would encourage the building of a stable community that can maintain appropriate facilities for Dampier's demography. That is, such services/facilities enhance and contribute to the quality of life of Dampier's residents and potentially impact on their commitment to place and community.
- A 'Dampier Business After Hours' event would build capacity, capability and partnerships across local businesses by providing a networking forum.

<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Local Services and Facilities Working Group had attracted 6 Community Members and the DCA Committee Chair – Nerida Kickett. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 2</b> <b>TIMEFRAME</b> <i>When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due</i>	
<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments/milestones.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 3 FINANCIAL DETAILS</b>				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT I

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>1</sup></b>	<b>Impact<sup>2</sup></b>	<b>Type<sup>3</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>4</sup></b>
<b>Contractor/s such as caterers, technical specialists etc failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s such as caterers, technical specialists failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>1</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>2</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>3</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>4</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION 1 - PROJECT 2</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Foreshore and Coastal Lifestyle Working Group
<p><b>PROJECT DESCRIPTION</b>  Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><u>COMMUNITY WORKING GROUP BACKGROUND:</u>  In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><u>PROJECT DESCRIPTION FOR FORESHORE DEVELOPMENT AND COASTAL LIFESTYLE WORKING GROUP:</u>  Through DCA-Connects, the Dampier community informed the DCA that Dampier's foreshore location and coastal lifestyle is this town's primary point of difference and that it should be maximised for the benefit of residents and visitors alike.</p> <p>The Foreshore Development and Coastal Lifestyle Working Group aims to advocate for and facilitate the creation of public facilities that take full advantage of Dampier's foreshore and proximity to the Dampier Archipelago. This will in turn build the local economy and</p>

ensure local facilities and services are maintained.

DCA would like to allocate the Foreshore and Coastal Lifestyle Working Group with a budget to research and initiate projects outlined in the *Develop the Foreshore and Maximise Our Coastal Lifestyle Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Advocate for and where possible facilitate by providing seed funding for technical specialists to investigate and report on the creation of public facilities such as a tidal pool, fishing jetty and/or floating permanent or temporary swimming pontoon.
- Advocate for permission for additional tree plantings along the foreshore with a view to engaging a landscape architect to develop a plan to beautify the foreshore with additional tree plantings for shade and reticulate to ensure they thrive.
- Engage a technical specialist to investigate the replenishment of the sand on the foreshore and flush out the harbour to improve the aesthetics of the water at Dampier's beach.



**Photos: (L-R)** Possible options for tidal pool and temporary floating swimming pontoon.

### COMMUNITY BENEFITS

*If approved, describe how this project will benefit your broader community.*

- Foreshore public facilities such as a tidal pool, fishing jetty, and/or a floating swimming pontoon would increase the amenity value of the foreshore for residents and visitors to Dampier creating an aesthetically attractive and vibrant town.
- Such public facilities would also facilitate an inclusive and engaged community by providing public spaces for people to socialise and connect with each other.
- Additional tree plantings for foreshore would also add to Dampier as an aesthetically attractive town.
- With children aged 0-14 years making up 21.2% (Australian Bureau of Statistics Census 2011) of Dampier's population there is a demographic need to provide facilities and spaces that are conducive to young people. Through *DCA-Connects* many young people have communicated their desire to see more done with the foreshore – namely a pontoon or tidal pool.

<p><b>COMMUNITY CAPACITY</b></p> <p><i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community at the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Foreshore Development and Coastal Lifestyle Working Group had attracted 17 Community Members and the DCA Committee Chair – Conor O'Brien. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> <li>• This high level of community volunteerism not only denotes the huge community support for this <i>Community Priority Area</i> but will mean they will have the capacity and man power to seek out in-kind donations and draft grant applications to other partner organisations for additional funding for the capital intensive projects.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>



**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 2  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments/milestones.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 – PROJECT 2 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li><b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 2

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>5</sup></b>	<b>Impact<sup>6</sup></b>	<b>Type<sup>7</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>8</sup></b>
<b>Failure to receive permission from the relevant stakeholders regarding tree plantings along foreshore or creation of public foreshore facilities</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Delays due to cyclone season of tree plantings along foreshore or creation of public foreshore facilities</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>R</b>
<b>Contractor/s such as technical specialists etc failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s such as technical specialists failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>5</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>6</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>7</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>8</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION 1 - PROJECT 3</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Local Economy and Tourism Working Group
<p><b>PROJECT DESCRIPTION</b>  Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><u>COMMUNITY WORKING GROUP BACKGROUND:</u>  In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><u>PROJECT DESCRIPTION FOR LOCAL ECONOMY AND TOURISM WORKING GROUP:</u>  The Dampier community recognises the link between building the local economy, increased population and attracting visitors to Dampier.</p> <p>The role of visitors (including FIFO and day visitors from Karratha) in building the local economy is particularly important in the short to medium-term as the number of residents in Dampier will not grow until more housing becomes available as part of the Dampier Townsite Redevelopment and Revitalisation Strategy.</p>

Recognising that Dampier is a unique area with untapped tourism potential, The Local Economy and Tourism Working Group aims to lead and facilitate projects that will attract more visitors to Dampier.

DCA would like to allocate the Foreshore and Coastal Lifestyle Working Group with a budget to research and initiate projects outlined in the *Build the Local Economy and Tourism Opportunities Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Engage a communications contractor to develop a succinct, easy reference register of local Dampier-based trades and undertake appropriate distribution of this register amongst the community.
- Explore using the vacant corridor space within the Dampier Shopping Centre for pop-up shops during the hot, cyclone prone summer months. Engage an events specialist to organise this event.
- Initiate 'Breakfast in Dampier' pop-up weekend restaurant possibly near the Palms.
- Engage a tourism specialist to develop a Dampier Tourism Strategy. DCA research to date has not been able to uncover a tourism strategy focused specifically on Dampier. Strategy to include specific tactics that leverage the 'grey-nomad' winter trail and other tourists. That is, develop tactics that encourage tourists to venture past the Red Dog statue and into town.
- Instigate a quarterly/half-yearly networking event for existing and potential tour operators serving Dampier, the Burrup and the Archipelago to encourage more tourism operators to the area and provide a forum to discuss challenges and opportunities regarding operating in the Dampier area.



**Photos:** (L-R) Project ideas – pop-up shops in the under-utilised space in the Dampier Shopping Centre; Tourism Strategy to get tourists beyond the Red Dog statue; pop-up 'Breakfast in Dampier' event.

<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• A succinct, easy reference register of local Dampier trades would build capacity, capability and partnerships across the community as it would encourage local residents to make local trades their first point-of-call. Such a register would also be an easy reference material for new people in town – facilitating an inclusive and engaged community.</li> <li>• Using the vacant corridor space within the Dampier Shopping Centre for a pop-up shop event/s would build partnerships between businesses and community and increase Dampier's aesthetics in terms of maximising its existing facilities. Such an indoor pop-up shop event over the summer would encourage visitors into Dampier during a normally quiet period – providing an event that facilitates an engaged community.</li> <li>• A pop-up weekend gourmet restaurant experience near the palms would attract visitors to Dampier, build partnerships across the community and showcase Dampier as a vibrant town that leverages its aesthetically attractive public spaces.</li> <li>• A Dampier Tourism Strategy would support local businesses and organisations through increased patronage thereby encouraging the building of a stable community.</li> <li>• An event aimed at existing and potential tourism operators would facilitate partnerships and capabilities across the community through networking and may encourage more operators into this space to tap into Dampier's tourism potential.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Local Economy and Tourism Working Group had attracted 7 Community Members and the DCA Committee Chair – Dave Yakas. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 3  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments/milestones.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 – PROJECT 3 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			



## ATTACHMENT A – PROJECT 3

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>9</sup></b>	<b>Impact<sup>10</sup></b>	<b>Type<sup>11</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>12</sup></b>
<b>Failure to receive permission from the relevant stakeholders regarding pop-up shops in Dampier Shopping Centre</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Contractor/s such as technical specialists etc failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s such as technical specialists failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>9</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare


<sup>10</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>11</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>12</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION I - PROJECT 4</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Town Beautification Working Group
<p><b>PROJECT DESCRIPTION</b>  Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><b>COMMUNITY WORKING GROUP BACKGROUND:</b>  In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><b>PROJECT DESCRIPTION FOR TOWN BEAUTIFICATION WORKING GROUP:</b>  The visual amenity of Dampier is important when encouraging development, tourism and investment, as well as building community pride and identity. It is also something that is self-perpetuating in that the more residents feel their community is something of which to be proud, the more they are willing to invest in improving it further.</p> <p>The Dampier community, through <i>DCA-Connects</i>, told DCA that it recognises that the beautification of our town requires a partnership approach between the Dampier community, government, local companies, and service groups. Working together means truly</p>

	<p>making the town of Dampier a beautiful place in which to live and visit.</p> <p>To this end, the DCA would like to allocate the Town Beautification Working Group with a budget to initiate projects outlined in the <i>Improve and Beautify Our Town's Appearance Priority Area</i> in the <i>Dampier Community Plan 2014-2019</i>.</p> <p>These projects include:</p> <ul style="list-style-type: none"> <li>• Develop garden areas and plantings through key Dampier streets, public spaces and parks.</li> <li>• Reintroduce the Dampier Garden of the Year Award, which was historically awarded in Dampier. The Award would be an incentive – for instance a cash prize or gift voucher to local gardening business for supplies.</li> <li>• Provide sponsorship for plantings to local community groups and clubs so that they can increase the aesthetics of the areas in which they use.</li> <li>• Commission an artist to facilitate a community art project which would see the community design and build a public art piece – possibly using recycled materials from around Dampier.</li> </ul> <div data-bbox="593 974 1353 1330">  </div> <p><b>Photos:</b> (L-R) Project ideas – Community Art Project and Garden of the Year Competition.</p>
<p><b>COMMUNITY BENEFITS</b></p> <p><i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• Increasing garden areas and plantings in public spaces and encouraging residents to improve their gardens in Dampier would further increase the aesthetic attractiveness of Dampier as a town.</li> <li>• By providing sponsorship to community groups to undertake plantings in spaces which they utilise not only increases the attractiveness of Dampier as a town but facilitates partnerships and an engaged community through community participation in a planting day.</li> <li>• A community art project would bring residents of Dampier together to instigate and complete this project thereby increasing connectivity and engagement. The completed art piece would add to Dampier's attractiveness as a town.</li> </ul>

<p><b>COMMUNITY CAPACITY</b></p> <p><i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Local Economy and Tourism Working Group had attracted 8 Community Members and the DCA Committee Chair – Amanda Rieck. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 4  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments/milestones.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 3 – PROJECT 4 FINANCIAL DETAILS</b>				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 4

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>13</sup></b>	<b>Impact<sup>14</sup></b>	<b>Type<sup>15</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>16</sup></b>
<b>Failure to receive permission from the relevant stakeholders regarding plantings in public and community group spaces</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Residents and/or community groups failing to take up initiatives such as Garden of the Year or sponsorship for plantings</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Contractor/s such as artist advising on community art project failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s such as artist advising on community art project failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>13</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>14</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant


<sup>15</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>16</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION I - PROJECT 5</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Environment, Wildlife and Cultural Heritage Working Group
<p><b>PROJECT DESCRIPTION</b> Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><b>COMMUNITY WORKING GROUP BACKGROUND:</b> In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><b>PROJECT DESCRIPTION FOR ENVIRONMENT, WILDLIFE AND CULTURAL HERITAGE WORKING GROUP:</b> The Dampier community recognises that its environment, wildlife and cultural heritage are not to be taken for granted and as such it is committed to protecting, maintaining and enhancing these assets within the community. Not only are these important to our residents, but they are also key elements in promoting tourism to our area which subsequently builds our local economy and identifies Dampier as a unique part of the North West.</p> <p>Dampier has immeasurable wealth in terms of its environment,</p>



	<p>wildlife and cultural heritage with assets such as the Dampier Archipelago, Sam's Island and the world's biggest concentration of Indigenous rock art on the Burrup.</p> <p>The DCA would like to allocate the Environment, Wildlife and Cultural Heritage Working Group with a budget to initiate some of the projects outlined in the <i>Protect our Environment, Wildlife and Cultural Heritage Priority Area</i> in the <i>Dampier Community Plan 2014-2019</i>.</p> <p>These projects include:</p> <ul style="list-style-type: none"> <li>• Engage a wildlife specialist to explore option of wildlife event or pop-up centre in Dampier with talks on nature, flora and fauna and ways for this project to interlink with the Dampier Primary School and local community groups such as the Murjujuga Rangers and Pilbara Wildlife Carers Association.</li> <li>• Fund regular weed control programs in Dampier, such as spraying of noxious weeds. Engage a communications contractor to devise a brief community communication strategy to raise awareness of noxious weeds and reporting/eradicating processes.</li> </ul> <div data-bbox="598 936 1161 1227">  </div> <p><b>Photos:</b> (L-R) Project ideas – pop-up wildlife centre and weed control program.</p>
<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• A community led pop-up wildlife centre or event focused on education would encourage partnerships between community groups in Dampier, enhance Dampier's vibrancy as an exciting place to visit and engage the community in relation to protecting the environment.</li> <li>• A weed control program would not only help protect native plants from being over-run by weeds but ensure the drainage areas and other open spaces in Dampier remain aesthetically attractive.</li> </ul>

<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Local Economy and Tourism Working Group had attracted 7 Community Members and the DCA Committee Chair – Dr Ken Mulvaney. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 5  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments/milestones.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 – PROJECT 5 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 5

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>17</sup></b>	<b>Impact<sup>18</sup></b>	<b>Type<sup>19</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>20</sup></b>
<b>Failure to receive permission from the relevant stakeholders regarding weed control program</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Contractor/s such as wildlife specialist advising on pop-up wildlife education project failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s such as wildlife specialist advising on pop-up wildlife education project failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>17</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>18</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>19</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>20</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION 1 - PROJECT 6</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Youth Services Working Group
<b>PROJECT DESCRIPTION</b> Please provide a brief summary of the activity/project that you are planning to undertake.	<p><b>COMMUNITY WORKING GROUP BACKGROUND:</b></p> <p>In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><b>PROJECT DESCRIPTION FOR YOUTH SERVICES WORKING GROUPS:</b></p> <p>Strategies and projects focused on supporting and fostering the healthy physical, social and emotional wellbeing of young people in Dampier are pivotal in ensuring their positive contribution to the community.</p> <p>Please note the <i>Foster Youth and Senior Services Community Priority Area</i> has been separated by the DCA Committee into two Working Groups – Youth Services Working Group and Senior Services Working Group. This was done because the DCA Committee felt</p>

each demographic was quite distinct in terms of their likely needs and resources. Furthermore, the DCA Committee felt two separate Working Groups would have a greater appeal to different community members in terms of volunteering.

The DCA would like to allocate the Youth Services Working Group with a budget to initiate projects outlined in the *Foster Youth and Senior Services Community Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Engage a youth specialist to develop a Youth Strategy, which would encompass a broad definition of young people in Dampier – 0 to 17 year olds. The aim of the strategy would be to:
  - Analyse existing services/facilities in Dampier for young people. This would include outlining how the Dampier Community Hub and foreshore development is an opportunity for a youth space and activities in Dampier.
  - Outline community objectives for youth services in Dampier.
  - Detail specific partnerships (for instance with the Shire Youth Team for 12 year olds +) for boosting services/facilities.
  - Identify additional resourcing.
  - Detail tactics and tasks for how to achieve the objectives.
  - Outline outcomes and how they will be measured.
- Engage a specialist contractor to investigate the creation of a Surf Lifesaving Club or Little Nippers-style program in Dampier focused on 5-13 year olds.
- Initiate youth development programs for Dampier's tweens and teens – focused on leadership development, mentoring and volunteerism. This could include a sponsorship package for Dampier youth to attend a recognised youth leadership summit in Australia or engaging a youth leadership specialist to visit Dampier for a series of workshops.



**Photos:** (L-R) Project ideas Little Nippers-style program and Youth Leadership Programs.

<p><b>COMMUNITY BENEFITS</b></p> <p><i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• With children aged 0-14 years making up 21.2% (Australian Bureau of Statistics 2011) of Dampier's population there is a demographic need to provide facilities and services, such as a Little Nippers-style program and youth leadership opportunities for young people in Dampier.</li> <li>• A Dampier Youth Strategy would provide a road map for the future delivery of services for young people in Dampier, in order to ensure they are engaged community members.</li> <li>• Young people who are engaged and included encourages families to be committed to place; thereby building a stable and diverse Dampier.</li> </ul>
<p><b>COMMUNITY CAPACITY</b></p> <p><i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Youth Services Working Group had attracted 5 Community Members and the DCA Committee Chair – Sharon Vertigan. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>



**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 6  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments at the outset of projects being confirmed by the Working Group.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 – PROJECT 6 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li><b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			

## ATTACHMENT A – PROJECT 6

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

<b>Risk Description</b>	<b>Likelihood<sup>21</sup></b>	<b>Impact<sup>22</sup></b>	<b>Type<sup>23</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>24</sup></b>
<b>Failure to source permission and/or templates from the relevant stakeholders to deliver a Little Nippers or Youth Leadership Programs</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Youth Strategy contractor/s failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Youth Strategy contractor/s failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>

<sup>21</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>22</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>23</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>24</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION 1 - PROJECT 7</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Senior Services Working Group
<p><b>PROJECT DESCRIPTION</b> Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><b>COMMUNITY WORKING GROUP BACKGROUND:</b> In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><b>PROJECT DESCRIPTION FOR SENIOR SERVICES WORKING GROUP:</b> Although Dampier's seniors only make up just over 2% of Dampier's population (Australian Bureau of Statistics Census 2011), with an aging population combined with activities designed to foster commitment to place this figure is likely to grow. Strategies and projects focused on supporting and fostering the healthy physical, social and emotional wellbeing of seniors in Dampier are central to ensuring they have an opportunity to contribute to the community and are engaged with one another and the broader community in a</p>

positive way.

Please note the *Foster Youth and Senior Services Community Priority Area* has been separated by the DCA Committee into two Working Groups – Youth Services Working Group and Senior Services Working Group. This was done because the DCA Committee felt each demographic was quite distinct in terms of their likely needs and resources. Furthermore, the DCA Committee felt two separate Working Groups would have a greater appeal to different community members in terms of volunteering.

The DCA would like to allocate the Senior Services Working Group with a budget to initiate projects outlined in the *Foster Youth and Senior Services Community Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Engage a community contractor to undertake an engagement campaign with Dampier's seniors and develop a Dampier Seniors Program of Events and Activities. This Program would identify this group's specific needs and outline how DCA can assist with the provision of facilities and services for Dampier's seniors. This program will also encompass how the Dampier Seniors wish to utilise space within the Dampier Community Hub.
- Fund any specific activities that result for the Dampier Seniors Program of Events and Activities. For instance, seniors in Dampier have already suggested through DCA-Connects to introduce a process for the order/delivery of pharmaceutical prescriptions to Dampier's seniors. Apparently, this is a service offered by local pharmacies to Karratha residents.
- Procure furniture and equipment identified by the Dampier Seniors for use in the activities outlined in the Dampier Seniors Program of Events and Activities. This furniture and equipment will eventually be housed in the Dampier Community Hub.



**Photos:** (L-R) Explore option of pharmaceutical deliveries to Dampier and Seniors Program of Events and Activities.

<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• A Dampier Seniors Program would help to facilitate a more inclusive and engaged community by specifically focusing on a group which is traditionally difficult to engage in mainstream community events as these events, as DCA has found, do not always hold appeal for seniors in the community.</li> <li>• The provision of better health services (such as a prescription delivery service) and an adequate space and program for seniors within the Dampier Community Hub would help facilitate a stable community as it encourages Dampier's seniors' commitment to place.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Senior Services Working Group had attracted 2 Community Members and the DCA Committee Chair – Sharon Vertigan. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 7  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments at the outset of projects being confirmed by the Working Group.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 – PROJECT 7 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1.	<b>\$0.00</b>
	2.	\$	2.	<b>\$0.00</b>
	3.	\$	3.	<b>\$0.00</b>
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
<b>ACKNOWLEDGEMENT OF FUNDING</b> <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<ul style="list-style-type: none"> <li>• <b>DCA Communications Tools</b> – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.</li> </ul>			



## ATTACHMENT A – PROJECT 7

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project.

<b>Risk Description</b>	<b>Likelihood<sup>25</sup></b>	<b>Impact<sup>26</sup></b>	<b>Type<sup>27</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>28</sup></b>
<b>Contractor/s failing to deliver on time</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Contractor/s failing to deliver to the terms of the contract</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Equipment requirements beyond budget</b>	<b>Possible</b>	<b>Moderate</b>	<b>Budget</b>	<b>R</b>

<sup>25</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>26</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>27</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>28</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk

<b>SECTION I - PROJECT 8</b> <b>PROJECT / ACTIVITY DETAILS</b> Please provide a brief summary of the activity/project.	
PROJECT TITLE	Community Engagement Working Group
<p><b>PROJECT DESCRIPTION</b>  Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p><b>COMMUNITY WORKING GROUP BACKGROUND:</b>  In 2013, the Dampier Community Association (DCA) undertook a community consultation campaign called <i>DCA-Connects</i> in the lead up to the preparation of the <i>Dampier Community Plan 2014-2019</i> (provided as a supporting document to this Application), which was endorsed at the DCA AGM in early 2014. DCA has instigated 8 Community Working Groups based on the <i>Community Priority Area's</i> outlined in the <i>Dampier Community Plan 2014-2019</i>. These Working Groups will be charged with bringing the projects outlined in the <i>Dampier Community Plan 2014-2019</i> to life.</p> <p>Since March 2014, DCA has been actively recruiting community members to join these Working Groups and all Groups already have between 2-17 Dampier residents signed-up. DCA has outlined a process for how the Working Groups will liaise with the DCA Committee to ensure alignment with the <i>Dampier Community Plan</i> and accountability in terms of how project funds are spent – please see supporting documents.</p> <p>There are a number of project ideas outlined in the <i>Community Priority Areas</i> in the <i>Dampier Community Plan 2014-2019</i> that were generated by the community as part of the <i>DCA-Connects</i> community consultation campaign. These project ideas will be explored, prioritised and initiated into project plans by the Community Working Groups throughout 2014-2015. The project plans of the Community Working Groups will make up part of the DCA's <i>18-month Operational Plan</i>.</p> <p>The DCA Committee has voted to divide the Ex-Gratia funds equally between the 8 Working Groups in order to provide them with a start-up budget to explore and initiate project ideas under their <i>Community Priority Area</i> outlined in the <i>Dampier Community Plan 2014-2019</i>.</p> <p><b>PROJECT DESCRIPTION FOR COMMUNITY ENGAGEMENT WORKING GROUP:</b></p> <p>Through <i>DCA-Connects</i>, Dampier's residents strongly stated they cannot afford to lose Dampier's safe nature, culture of volunteering and laidback coastal lifestyle. Community engagement, connection and dialogue are at the heart of maintaining these values. Therefore, creating opportunities for people to get together, talk and connect is a priority.</p> <p>Some of Dampier's groups and clubs are struggling with declining</p>

volunteerism and connecting people is seen as key way of overcoming this issue.

Funding for important community events such as the Dampier Beachside Markets, Dampier Sunset Movies and additional community events has been requested as part of ACADS for 2014/2015.

The DCA would also like to allocate the Community Engagement Working Group with a budget to initiate new projects outlined in the *Encourage Community Engagement and Connection Community Priority Area* in the *Dampier Community Plan 2014-2019*.

These projects include:

- Liaise with relevant stakeholders to gain permission for a site for a Dampier Community Garden, which would be open to all residents in Dampier to join. Engage a landscape architect to develop a Dampier Community Garden Plan.
- Provide leadership/club/group development opportunities for leaders of Dampier-based community groups and clubs, in order to assist them in enhancing their operations in terms of recruiting volunteers and governance processes. This would include providing sponsorship to cover the costs to attend seminars on club/non-profit leadership, such as those run by the Small Business Centre West Pilbara, Regional Development Australia, Pilbara Skills Centre etc.



**Photos:** (L-R) Project ideas include Dampier Community Garden and Club/Group Development training opportunities.

<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community.</i></p>	<ul style="list-style-type: none"> <li>• The Dampier Community Garden would: <ul style="list-style-type: none"> <li>○ Encourage community connection while providing a community food source and education on gardening and sustainable food production to the community.</li> <li>○ Increase Dampier's aesthetics and attractiveness as a town.</li> <li>○ Build capacity and partnerships across the community by ensuring input from the Dampier Primary School and other local groups and clubs in developing the garden.</li> </ul> </li> <li>• Sponsoring the leaders of local clubs and groups to undertake workshops and courses aimed at club/group development will go towards maintaining the viability of local groups and clubs, which are an important aspect of maintaining a stable and diverse community by encouraging residents' commitment to place.</li> </ul>
<p><b>COMMUNITY CAPACITY</b>  <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<ul style="list-style-type: none"> <li>• The Working Group would liaise with the Karratha and Onslow Community Gardens during the research phase in order to gain an understanding of best model of practice and lessons learnt.</li> <li>• DCA has a strong history of delivering on projects that benefit the Dampier community and the Shire of Roebourne at large including the Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval Playground and Windy Ridge Playground.</li> <li>• To maintain accountability to DCA's donors, DCA has instigated a process which will allow the DCA to oversee and approve projects and funding requested by the Community Working Groups – please see supporting document.</li> <li>• As of the end of April 2014, the Community Engagement Working Group had attracted 10 Community Members and the DCA Committee Representative and Working Group Chair – Renee King. This community volunteerism combined with technical support provided by DCA Administrators will ensure Working Groups will maintain momentum to deliver their projects outlined.</li> </ul>
<p><b>RISK MANAGEMENT</b></p>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 2 – PROJECT 8  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>July 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>To be determined by Working Group</b>
<b>AWARD WORKS</b>	<b>To be determined by Working Group</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>July 2014</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>To be determined by Working Group.</b> <b>The DCA Committee will liaise with the SoR regarding the Project Plan and required date payments at the outset of projects being confirmed by the Working Group.</b>
<b>END DATE</b>	<b>1 June 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 3 – PROJECT 8  
FINANCIAL DETAILS**

<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>			
				<b>\$12, 500.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Amount</b>
	1.	\$	1. WA State Department Local Government and Communities has a Community Garden Grant of up to \$20, 000 that will be applied for.	\$0.00
	2.	\$	2.	\$0.00
	3.	\$	3.	\$0.00
	4.	\$	4.	
	5.	\$	5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$	<b>\$0.00</b>
<b>FUNDS REQUESTED</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$	<b>\$12, 500.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<ul style="list-style-type: none"> <li>For any funding shortfall a request to SoR will be made to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.</li> <li>WA State Department of Local Government and Communities has a Community Garden Grant of up to \$20, 000 that will be applied for.</li> </ul>			

**ACKNOWLEDGEMENT  
OF FUNDING**

*Please outline all methods you  
would use to acknowledge the  
support you have received from  
the Shire*

- **DCA Communications Tools** – Use the DCA newsletter, website (coming soon) and Facebook page to recognise SoR as a donor in relation to any projects or events initiated.

## ATTACHMENT A – PROJECT 8

### RISK MANAGEMENT

#### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project.

<b>Risk Description</b>	<b>Likelihood<sup>29</sup></b>	<b>Impact<sup>30</sup></b>	<b>Type<sup>31</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>32</sup></b>
<b>Club and Group leaders failing to take up sponsorship opportunities for club development workshops/courses</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Landscape architect failing to deliver Community Garden Plan on time or per the terms of the contract</b>	<b>Possible</b>	<b>Moderate</b>	<b>Schedule</b>	<b>AC</b>
<b>Failure to secure an adequate number of volunteers to maintain the Dampier Community Garden</b>	<b>Possible</b>	<b>Major</b>	<b>Scope</b>	<b>AC</b>
<b>Materials and equipment outlined in the Community Garden Plan beyond budget scope</b>	<b>Possible</b>	<b>Moderate</b>	<b>Budget</b>	<b>R</b>

<sup>29</sup> **Risk Likelihood:** Almost Certain / Likely / Possible / Unlikely / Rare

<sup>30</sup> **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

<sup>31</sup> **Impact Type:** Budget / Schedule / Resources / Scope

<sup>32</sup> **Risk Treatment:**

<b>AV</b>	Avoid (by deciding not to proceed with the activity likely to generate the risk)
<b>R</b>	Reduce likelihood or impact (preventative action)
<b>T</b>	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
<b>AC</b>	Retain / accept the risk



<b>SECTION 4 APPLICATION SUMMARY</b>	
<b>Project Title</b>	<b>Funding Amount</b>
<b>1. Local Services and Facilities Working Group</b>	<b>\$12, 500</b>
<b>2. Foreshore Development and Coastal Lifestyle Working Group</b>	<b>\$12, 500</b>
<b>3. Local Economy and Tourism Working Group</b>	<b>\$12, 500</b>
<b>4. Town Beautification Working Group</b>	<b>\$12, 500</b>
<b>5. Environment, Wildlife and Cultural Heritage Working Group</b>	<b>\$12, 500</b>
<b>6. Youth Services Working Group</b>	<b>\$12, 500</b>
<b>7. Senior Services Working Group</b>	<b>\$12, 500</b>
<b>8. Community Engagement Working Group</b>	<b>\$12, 500</b>
<b>Total funds requested</b>	<b>\$100, 000.00</b>

## SECTION 5 DECLARATION

I hereby certify that I have been authorised by the President:

**Association:** \_\_\_\_\_

The information contained herein, is the best of my knowledge, true and correct.

**Name of President:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Note:** The application form must be signed by the President/Chairperson to be accepted.

## SECTION 6 APPLICANT CHECKLIST

**Before you submit your application, please ensure you have:**

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
  - ☐ Identified benefits to the broader community
  - ☐ Outline of the Association's risk management strategy
  - ☐ Financial sustainability should the project will have ongoing costs
  - ☐ Outline of any additional funding support
  - ☐ Income and expenditure budget
  - ☐ Forecast timeline for progressive payments
  - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

## ATTACHMENT B

### LIFE CYCLE COST

#### LIFE CYCLE COST PARAMETERS

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

#### ASSUMPTIONS

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

#### LIFE CYCLE COSTS COMPOUNDED

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>TOTAL</b>			
<b>AVVERAGE COST PER YEAR (C) / Number of years</b>			<b>\$</b>

**ANNUAL OPERATING EXPENSES** *(List all expenses eg. insurance, power, repairs, water etc.)*

<b>TOTAL</b>	<b>\$</b>
<b>TOTAL OPERATING EXPENSES per annum (D)</b>	<b>\$</b>

**ANNUAL INFLATION RATE**

Initial Cost Year 0	(D)	\$
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
<b>TOTAL</b>	<i>(Add all years)</i>	

**CASHFLOW FOR REPLACEMENT COSTS** *(From the list of assumptions)*

1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
<b>TOTAL</b>															