



Wickham Community Association

P.O. Box 165 Wickham W.A. 6720

Mr Chris Adams
Chief Executive Officer
City of Karratha
PO Box 219
KARRATHA WA 6714

Dear Chris

On behalf of the Wickham Community Association, please accept our application for the 2015/16 ACADS and Birra Birra Funding.

The WCA have voted to keep the four major community events that we have been conducting over the past 3 years as these have grown in popularity each year. Given the current changing demographic of the population of Wickham, we will evaluate the best event outcome closer to the planning time of the event. At present, we seem to have a large number of young families in town, but as you can appreciate with the ongoing Rio Tinto redundancies and reallocation of many positions from FIFO to residential, we will need to be flexible with our delivery of events and consult with the community throughout the next financial year. As the funding has dramatically reduced, the WCA will be seeking other partners to ensure these events continue to grow and be a success.

The WCA have also voted to construct a Men's Shed next to our planned bus/trailer shed. Recent feedback from the community has been in overwhelmingly in favour of this project with many qualified people residing in the area offering their time and services voluntarily to ensure its ongoing success.

The WCA will now conduct some community consultation meetings to ensure we capture exactly what the community would like to see as part of this facility and the correct working model. This will be presented back to the CoK prior to construction.

If you require any further information, please do not hesitate to contact me on 0409324630.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Fiona White-Hartig'.

Fiona White-Hartig
Chairperson
Wickham Community Association
9th May 2015

WICKHAM COMMUNITY ASSOCIATION
MINUTES- 6th May 2015

MEETING OPENED: 7.40PM

PRESENT: F. White-Hartig, Kirsty Stone, Ruth Ellis, Kristie Willock, Liam Kelly, Yohanna Kelly Julie Carr, Raelene Gill (CoK)

APOLOGIES: Kirsty Levi, Bec Ladyman

ACADS / BIRA BIRA Funding

ACADS- proposed to use the allocation of \$100,00.00 towards funding the 4 annual events in Wickham.

BIRA BIRA- proposed to use the allocation of \$102,500.00 funding to assist in the construction of a Men's Shed

Moved: all committee members agreed to the allocation of the ACADS and BIRA BIRA Funding for 2015/16

Passed by the committee

GENERAL BUSINESS

- Issues with the power in the canteen and projection room. Power box has two switches that keep tripping. Fiona to contact Rio to action.
- Request for \$500.00 donation for the Wickham Beyond Blue Ball. Committee agreed to fund this.
- Entry Statement Signage- mostly what was proposed was about Point Samson and other towns. Committee suggested adding the following and omitting information about Point Samson etc.
 1. Boat Beach and Port Walcott Yacht Club
 2. Saylor Park
 3. OB's
 4. Roebourne Golf Club
 5. Picture Garden Theatre
 6. Cossack
 7. Wickham Recreation Precinct and Bistro
 8. Port Tours and further information through the Roebourne Visitors Centre
- Volunteers for the Movies- issues around getting volunteers to turn up. Suggested payment or vouchers? Kirsty S will place another request on FB for volunteers.
- Kirsty S advised that we are only allowed to play a movie that has been booked on the night- ie cant change nights. This has implications with our supply agents such as Sony.

MEETING CLOSED – 9.00pm

APPLICATION COVER SHEET

Grant Reference Number: Ex-Gr/ _____

APPLICANTS DETAILS		
COMMUNITY ASSOCIATION:	WICKHAM	
APPLICATION CONTACT PERSON:	FIONA WHITE-HARTIG	
POSITION HELD:	CHAIR PERSON	
POSTAL ADDRESS:	PO BOX 165, WICKHAM 6120	
TELEPHONE:	MOBILE:	0409324630
EMAIL:	cf.white-hartig@karratha.wa.gov.au	
AUSTRALIAN BUSINESS NUMBER:	4 7424 278 289	
ARE YOU REGISTERED FOR GST?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
TOTAL AMOUNT REQUESTED:	\$ 102,500-	

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 (08) 9186 8555.

Guidelines can be requested from our Community Development Team

Ph: (08) 9186 8555 Fax: (08) 9185 1626

Postal: PO Box 219, KARRATHA WA 6714

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

<p align="center">SECTION 1 PROJECT / ACTIVITY DETAILS Please provide a brief summary of the activity/project.</p>	
<p>PROJECT TITLE</p>	<p>WICKHAM MEN'S SHED.</p>
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>TO CONSTRUCT A MEN'S SHED ADJACENT TO THE NEW WCA BUS SHED/ TRAILER SHED.</p>
<p>COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community.</p>	<p>TO PROVIDE A SPACE FOR LOCAL COMMUNITY MEMBERS TO UNDERTAKE NUMEROUS PROJECTS THAT WILL BENEFIT BOTH THE COMMUNITY & INDIVIDUAL MEMBERS - IE MENTAL HEALTH ISSUES, YOUTH ENGAGEMENT ETC.</p>
<p>COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>THE WCA HAS A PROVEN TRACK RECORD IN DELIVERING INFRASTRUCTURE UPGRADES AND PROJECTS. THIS INCLUDES THE CONSTRUCTION OF A STAGE, STORAGE SHED, LIGHTING & POWER UPGRADE ETC AT THE PICTURE GARDEN THEATRE.</p>
<p>RISK MANAGEMENT</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 TIMEFRAME <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>	
PROJECT START DATE	1 JULY 2015
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	AWAITING LEASE FROM RIO TINTO FOR LAND ALLOCATED NEAR THE PICTURE GARDEN THEATRE. THIS HAS BEEN PROMISED BY JUNE 30 2015 AT THE LATEST.
AWARD WORKS	OCTOBER 2015.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	1 JULY 2015 - PLANNING WORKS. DEVELOPMENT APPLICATIONS ETC.
MILESTONES / DATE PAYMENTS REQUIRED	TO BE ADVISED.
END DATE	30 JUNE 2016.
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost			EXAMPLE
				\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
	1. Lotterywest	\$	1. X	\$10,000.00
	2.	\$	2. Y	\$10,000.00
	3.	\$	3. Z	\$10,000.00
	4.	\$	4.	
	5.	\$	5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$ 90,000	\$20,000.00
FUNDS REQUESTED	Amount (This amount must be transferred to Section 4)		\$ 102,500-	\$50,000.00
LIFECYCLE COSTS (Required for facility development projects)	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note the City will not contribute to any shortfall	THE WCA HAS ACCESS TO SEVERAL OTHER FUNDING PARTNERS SUCH AS LOTTERYWEST, BEYOND BLUE ETC.			
ACKNOWLEDGEMENT OF FUNDING Please outline all methods you would use to acknowledge the support you have received from the City.	THE COK WOULD BE ACKNOWLEDGED THROUGH ALL MEDIA & BY SIGNAGE ERECTED ON THE BUILDING.			

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. WICKHAM MEN'S SHED	102,500-
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total funds requested	\$ 102,500-

SECTION 5 DECLARATION

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

Association: WICKHAM COMMUNITY ASSOCIATION.

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

Name of President: FIONA WHITE-HARTIG.

Signature: 

Date: 8.05.2015

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 City'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 2016

ATTACHMENT A 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

Risk Description	Likelihood ¹	Impact ²	Type ³	Treatment plan (AV, R, T, AC) ⁴
LAND LEASE FROM RIO	LOW/RARE	HIGH	SCOPE	AC.
FUNDING PARTNERS	RARE	MINOR	SCOPE	Transfer

¹ Risk Likelihood: Almost Certain / Likely / Possible / Unlikely / Rare

² Risk Impact: Catastrophic / Major / Moderate / Minor / Insignificant

³ Impact Type: Budget / Schedule / Resources / Scope

⁴ Risk Treatment:

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

N/A
NOT CONSTRUCTED ON COK LAND
NEA WILL ACCEPT ALL LIFE CYCLE
COSTS /

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: (list assumptions)	

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			
TOTAL			
AVVERAGE COST PER YEAR (C) / Number of years			\$

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

N/A.	
RIO WCA PARTNERSHIP.	
TOTAL	\$
TOTAL OPERATING EXPENSES per annum (D)	\$

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		
TOTAL	(Add all years)	

CASHFLOW FOR REPLACEMENT COSTS (From the list of assumptions)

[illegible]

APPLICATION COVER SHEET

Grant Reference Number: ACS/ _____

APPLICANTS DETAILS	
COMMUNITY ASSOCIATION:	WICKHAM,
APPLICATION CONTACT PERSON:	FIONA WHITE-HARTIG.
POSITION HELD:	CHAIRPERSON
POSTAL ADDRESS:	PO BOX 165, WICKHAM WA 6720
TELEPHONE:	MOBILE: 0409324630.
EMAIL:	cr.white-hartig@karratha.wa.gov.au
AUSTRALIAN BUSINESS NUMBER:	47424 278 289.
ARE YOU REGISTERED FOR GST?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT REQUESTED:	\$ 100,000 -

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 (08) 9186 8555.
Guidelines can be requested from our Community Development Team
Ph: (08) 9186 8555 Fax: (08) 9185 1626
Postal: PO Box 219, KARRATHA WA 6714

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1 PROJECT / ACTIVITY DETAILS <i>Please provide a brief summary of the activity/project.</i>	
PROJECT TITLE	THE WCA WILL DELIVER 4 events through 2015/16,
PROJECT DESCRIPTION <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i>	Annual Citizenship Awards Annual celebrity cricket match / market evening Annual Family event Annual Youth event.
COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i>	These events have been conducted annually since our 40th anniversary and are becoming increasingly popular in our growing community. It helps new families in town to meet other community members and fosters community spirit. It also has the convenience of not having to travel to Karratha.
COMMUNITY CAPACITY <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i>	The WCA have been conducting these events for the past 3 years successfully. We use the assistance of local businesses such as Wrapped Creations to ensure their success. We also engage local businesses and community groups to ensure they are able to fundraise for their organisations.
RISK MANAGEMENT	Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 2 TIMEFRAME <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>	
PROJECT START DATE	1 st July 2015: Annual Citizenship / cricket match / markets / Oct 2015 Family event / youth event April 2016, Adult event - October 2015
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	To be provided,
AWARD WORKS	August 2015.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	1 st July 2015.
MILESTONES / DATE PAYMENTS REQUIRED	various, depending on event turning
END DATE	April / May 2016,
ACQUITTAL DUE	30 June 2014 2016.

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost		\$100,000-	EXAMPLE \$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1. IBC.	IBC.	1. X	\$10,000.00
	2.		2. Y	\$10,000.00
	3.		3. Z	\$10,000.00
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$ IBC.	\$20,000.00
FUNDS REQUESTED FROM ACADS	Amount (This amount must be transferred to Section 4)		\$100,000	\$50,000.00
LIFECYCLE COSTS (Required for facility development projects)	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note the City will not contribute to any shortfall	Applications to external funding partners have commenced. These include Lotterywest, local organisations and other funding sources.			
ACKNOWLEDGEMENT OF FUNDING Please outline all methods you would use to acknowledge the support you have received from the City.	THE COK will be acknowledged through all media, advertising and speeches made through the events where appropriate			

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Annual family event.	25,000
2. Annual Citizenship Awards	1,000.
3. Celebrity cricket match /	24,000.
4. Market evening.	
5. Adult concert.	25,000
6. Under 18's concert.	25,000.
7.	
8.	
9.	
10.	
Total funds requested from ACADS	\$ 100,000-

☐ 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: Wickham Community Association.

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

Name of President: Fiona White-Harvey

Signature: 

Date: 9.05.2015.

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:

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Risk Description	Likelihood ¹	Impact ²	Type ³	Treatment plan (AV, R, T, AC) ⁴
External Funding	Unlikely	Minor	Scope	Transfer Risk

¹ Risk Likelihood: Almost Certain / Likely / Possible / Unlikely / Rare

² Risk Impact: Catastrophic / Major / Moderate / Minor / Insignificant

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⁴ Risk Treatment:

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

ATTACHMENT B LIFE CYCLE COST

LIFE CYCLE COST PARAMETERS

N/A events.

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: (list assumptions)	

LIFE CYCLE COSTS COMPOUNDED

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

CASHFLOW FOR REPLACEMENT COSTS (From the list of assumptions)

[illegible]