



# Recreational Boating Facilities Scheme

## Instructions on how to complete an Application for a Round 24 RBFS Works Project Grant

### IMPORTANT

- **Do not leave your submission until the last minute as applications or attachments received after the closing date will not be accepted.**
- Read the instructions on the following pages thoroughly; contact the RBFS Officer if you have any queries.
- Download the **Works Application Form**, save it to your computer and complete electronically.
- Once you have developed a budget for your proposed works, read the instructions for Question 6.1 and download **Works Table 6.1**. Save it to your computer and complete electronically.
- **Exclude GST** from all amounts in the application.
- The minimum grant value is \$15,000; this means that the total estimated project cost must be at least \$20,000 excluding GST.
- Your responses to the questions are not space limited - provide as much information as you feel is necessary to fully answer the question.
- For an application to be assessed, all questions and sub-questions must be answered and attachments provided when requested at § on the Application form.
- Email your completed application and attachments to [RBFS@transport.wa.gov.au](mailto:RBFS@transport.wa.gov.au). If this is not possible, save it on CD and contact the RBFS Officer before the closing date. Applications submitted on paper will not be accepted.
- Email your application as it is; do **not** scan your document or send in PDF format.
- Send photos as jpeg attachments, do **not** insert into your document.
- Associated documentation can be scanned or in PDF format and included in your email.
- Note that the size limit for emails sent to Department of Transport (DoT) is **10MB**. If your application exceeds this size, you will need to send it over a few emails. Ensure that each email is sequentially marked and states the total number to be sent i.e. email 1 of 3.
- You are encouraged to obtain confirmation that your application has been received in entirety.
- Your application will be evaluated based on the benefits provided to recreational boat users.

**Applications close 2pm Tuesday 3rd September 2019**

## OVERVIEW

Proposals are assessed on the benefits to recreational boaters, suitability of the site, whether the schedule is realistic and if the project can be completed within the two year RBFS time limit.

### 1.0 DETAILS OF WORKS PROPOSAL

#### 1.1 Detailed Project Description

What is it exactly you want to do? Give a detailed description of your proposed project including its maritime and land-based components. Include only what you want to do in this current round, not in future stages.

Describe compliance with the relevant standards (e.g. Australian Standard 3962-2001 Section 7.2; 2890; 4997. Visit the Australian Standards website [infostore.saiglobal.com/store](http://infostore.saiglobal.com/store) if you wish to purchase them).

#### 1.2 Planning

You are encouraged to plan your project thoroughly before applying for a Works grant - RBFS Planning grants are available for this. Planning should consider:

- |                               |   |
|-------------------------------|---|
| • What do you need?           | <i>Community consultation</i>                   |
| • Where should it be located? | <i>Feedback from users and technical advice</i> |
| • Can you put it there?       | <i>Statutory Approvals</i>                      |
| • How will you construct it?  | <i>Consultant's design</i>                      |
| • How much will it cost?      | <i>Consultant's detailed cost estimates</i>     |

If you have already undertaken planning for your current proposal, list any resulting documents (concept plans, engineering drawings, cost estimates, strategic plan, feasibility report, wind/wave analyses, environmental approvals, community consultation, level of demand report etc.), the date they were completed, and attach. If you received an RBFS grant for this planning, tell us which round. Is the project consistent with an endorsed strategy or plan? Which one?

Note that applications which are supported by detailed concepts and cost estimates, engineering drawings and/or reports will be highly regarded. If you do not have any of these, you may wish to apply for a planning grant this round instead.

If you don't intend to conduct a planning exercise before construction, explain why you don't think it would benefit your proposal.

An application may be rated more highly if it is demonstrated that appropriate planning and design measures have been considered. For example:

- A floating jetty with a universally accessible path to a parking area.
- A toilet with plans for collecting rainwater for use in the hand basin.
- A fish cleaning table with a management plan for waste and cleaning.
- Lighting that is solar powered.

#### 1.3 Scope

Tick those components included in your **current** project proposal. Do not include those which will be constructed in later stages.

## 1.4 Type of Project

Are you upgrading existing facilities, or constructing new ones? Note that grants are available for the **renewal** (restoration or replacement of an asset to its original capacity), or **upgrading/ improving** (enhancement of an asset to provide a higher level of service) of existing facilities. Grants are **not** available for maintenance of facilities.

If your project is to upgrade, provide drawings or photos of the existing facility marked to include what you propose to do.

If your proposal is for land-based items, you must demonstrate that the associated maritime facilities (e.g. jetty and ramp) have been maintained at an appropriate standard. Attach photos.

## 1.5 Facility Licence

If your project is, **or is adjacent to**, an existing structure in, on or over the water, you must state the jetty licence number (the definition of "jetty" also includes wharf, boat ramp and floating landing). Even applications for land-based facilities such as trailer parking areas must state the jetty licence number of the structure they are adjacent to.

If you are upgrading and already have a Jetty Licence, you must apply to DoT to modify the structure before any works commence. Attach a copy of the approval if you already have it.

Any applications for land-based facilities near, or upgrades to, an unlicensed maritime facility will not be rated highly. Visit DoT's Jetty Licensing page at <http://www.transport.wa.gov.au/imagery/jetty-licences.asp>

## 1.6 Commencement of Works

Funding cannot be provided retrospectively. To be eligible for a Works grant, applicants must not have commenced construction at the time of approval. "Commenced" is not intended to include preliminary design work, cost estimations or community consultation.

# 2.0 PROJECT AREA

## 2.1 Location

Identify the exact location of the proposed project site e.g. District of xxx, nearest road, Lot xxx, Reserve xxx. Attach a map, plan or photo (e.g. Google Earth image, survey plan, aerial photo) with the exact location clearly marked.

What is the tenure of the proposed project site and surrounding land? Do you have a Certificate of Title or Management Order for the site? Otherwise provide written approval from the Landowner.

Is construction of a recreational boating facility at the site consistent with its current zoning? Is the site located within a Port Authority? If yes, Port Authority approval will be required.

# 3.0 PROJECT APPROACH

## 3.1 Staged Projects

Major projects may need to be split into manageable stages, such as a ramp one year and a finger jetty the next. If there are more applications than funds available, the RBFS Panel may need to reduce the amount of the grant, hence it may be advantageous to apply in stages. Each stage must complete a component of the overall project.

A successful application for one stage does not guarantee other stages will be funded in the future. If your project is to be staged over a number of years/ grant rounds, or if it's another stage of a large project already funded by the RBFS, complete the table and attach an overall concept plan showing proposed future stages. Remember to factor in estimated CPI increases for works that will be constructed more than one year in the future. Exclude GST.

For example:

| Stage | Completion year | Stage completed? | Description of proposed/ in progress/ completed activities | Estimated Cost |
|-------|-----------------|------------------|--|----------------|
| 1     | 16/17           | Yes              | Planning & detailed engineering drawings                   | \$60,000       |
| 2     | 17/18           | Yes              | Replace boat ramp  | \$175,000      |
| 3     | 18/19           | Ongoing          | Extend jetty   | \$65,000       |
| 4     | Unsure          | Proposed         | Upgrade jetty  | \$90,000?      |

For each incomplete stage, provide a brief progress update, including:

- the RBFS grant round
- expected completion date
- an explanation for any delay.

### 3.2 Project Schedule

Projects must be completed within two years of the date the Minister approves the application, but must not commence before this date. Large projects are usually designed and submitted to DoT for approval in the first year, with construction in the second.

Complete **Table 3.2** by placing an **x** next to all of the activities required (e.g. planning, obtaining approvals, design, construction). Add as many labels as you need, and delete any irrelevant labels. For example:

| Table 3.2               | Jul 2018 | Aug | Sep | Oct | Nov | Dec | Jan 2019 | Feb | Mar | Apr | May | Jun | Jul 2019 | Aug | Sep | Oct | Nov | Dec | Jan 2020 | Feb | Mar |   |
|-------------------------|----------|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|----------|-----|-----|---|
| Planning & Design       | x        | x   |     |     |     |     |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |   |
| Approval by DoT         |          |     |     |     | x   | x   |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |   |
| Jetty Licence           |          |     |     |     |     | x   |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |   |
| SRT approvals           |          |     |     |     |     |     | x        | x   | x   |     |     |     |          |     |     |     |     |     |          |     |     |   |
| Tender process          |          |     |     |     |     |     |          |     |     | x   | x   | x   |          |     |     |     |     |     |          |     |     |   |
| Construction            |          |     |     |     |     |     |          |     |     |     |     |     | x        | x   | x   | x   | x   | x   |          |     |     |   |
| Testing & certification |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |     |     |     |          | x   |     |   |
| Geotechnical survey     |          |     | x   |     |     |     |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |   |
| Acquittal               |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     |     |     |     |          |     |     | x |

### 3.3 Project Details

Provide details of your planned approach for delivery of the project, considering:

- Suitably qualified engineers **must** be used to design and certify any maritime works.
- Do you propose to do any site investigations (e.g. geotechnical and hydrographical surveys, wind and wave analyses)?
- Will you use in-house staff to build and manage the project, or will you outsource?

- Do you plan to tender for consultants? Will it be a design and construct tender? Or just construct? For which components?
- Who will evaluate tenders?
- How did you derive the cost estimates from quotes? Or are they from a previous planning study?
- Are there economies of scale because you can carry out construction at the same time as works nearby?

### 3.4 Boat Trailer Parking Projects

Note that as funding is to benefit recreational boating, parking areas solely for cars are usually ineligible.

How many boat **trailer** parking bays will the project provide? Add the number of existing (if any) to newly created trailer bays.

The minimum number of trailer parking bays that should be provided for **each ramp lane** (including overflow parking) is:

|       | Ramp only | With boat holding structures | With separate rigging and de-rigging areas |
|-------|-----------|------------------------------|--|
| Urban | 30-40     | 40-50                        | 50-60                                      |
| Rural | 20-30     | 30-40                        | 40-50                                      |

(From Table 7.1, Australian Standard 3962-2001)

DoT's [typical layout of a boating facility](#) may help - it's available at [www.transport.wa.gov.au/rbfs](http://www.transport.wa.gov.au/rbfs).

As a general guide, trailer bays should be at least 12.6m long and 3m wide. Rigging/de-rigging bays should be at least 14.1m long and 3.5m wide.

It is highly recommended that you or your consultants overlay a design turning template on your draft parking drawings before submitting them to DoT for approval. The template should allow for at least a standard sized car towing a 6.5m single axis trailer with boat and motor, but use the appropriate vehicle combination which you expect to use the facility (see the Austroads website [www.onlinepublications.austroads.com.au/items/AP-G34-06](http://www.onlinepublications.austroads.com.au/items/AP-G34-06)).

You must submit drawings for approval (preferably in Autocad or Microstation format) before construction starts.

## 4.0 PROJECT JUSTIFICATION

### 4.1 Recreational Use

Applications for combined recreational and commercial facilities may be considered if recreational use is more than 25% of the total use and an eligible authority owns the proposed or existing asset. Grants for combined facilities may be calculated pro rata on the percentage of use by recreational boaters.

Estimate the percentage of non-recreational boating usage. On what basis did you estimate these figures? Either by observation, report and by whom?

### 4.2 Project Eligibility

RBFS grants are only available for projects which benefit public recreational boating activity, are not considered maintenance and have not already commenced works.

### **4.3 Demonstrated Need**

Describe what basis you used to assess the need for the proposed project. What research has been undertaken to determine the need for this facility? Check if DoT has carried out any research in the past. Attach any relevant documents. Some examples of research are:

- Analysis of boat registrations in the catchment area
- Direct observation
- Boat user “needs” survey
- Projected growth of the area.

### **4.4 Other Facilities**

Give details of existing facilities nearby, including the distance from your proposed project.

List any existing facilities associated with recreational boating (and its condition) at the site of your proposed project. For example; recently upgraded boat ramp, old toilet block, sewerage connection, water services, sealed parking area, ramp lighting, aging finger jetty etc.

## **5.0 PROJECT VALUE**

RBFS grants are available for projects which benefit public recreational boating. Preference may be given to proposals which will provide a wide range of benefits and are accessible to a large proportion of recreational boaters. There should be demonstrated community and stakeholder support of the project.

### **5.1 Benefits**

What benefits do you expect the project to have? For example:

- Will the new facility reduce the risk of property damage or injury to users?
- Will it reduce congestion?
- Will it encourage visitors to the area?
- Will it facilitate universal access?
- Is there a known conflict that will be resolved?

### **5.2 Consultation**

Demonstrate what level of consultation has been undertaken with stakeholders. Identify the stakeholder groups, the issues raised, and the level of support for the proposal. Attach any letters from groups which support the proposal.

### **5.3 Environmental Impact**

Provide details of the potential environmental impacts of the project, positive and negative, both during and after construction. For example:

- How will the project impact on marine plants?
- Is it in a Marine Park?
- Does the project risk disturbing contaminated sediment?

How will the negative impacts be mitigated and managed? Will an environmental consultant be engaged?

## 5.4 Universal Access

The RBFS Panel may rate applications which incorporate universal access design more highly. Does your project take into account universal design features? If not, state the reason why. Contact the Disabilities Services Commission if you need more information. You may also find Australian Standards 1428.1 and 1428.2 useful - visit the website [infostore.saiglobal.com/store](http://infostore.saiglobal.com/store) if you wish to purchase these.

## 5.5 Marine Safety

Provide information about marine safety issues relevant to the site; secondary works needed such as navigation markers; and possible impacts on any adjacent uses such as navigation channels, aquaculture leases, or swimming and water ski areas. Describe what arrangements you will make to reduce possible conflicts in usage.

If you require advice about whether upgraded marine safety navigation aids, lighting or signage will be necessary at your facility, contact DoT's Marine Safety unit on 9431 1026. You may include the cost of purchasing and installing these items in **Table 6.1**

DoT will take over management and maintenance of navigation aids after installation.

If it is a new jetty or boat ramp, your planning for the facility should have included a review by Marine Safety. Ensure you note this in **Table 7.2**. Otherwise it is recommended you contact the RBFS Officer to ensure marine safety issues have been addressed.

## 6.0 FINANCIAL ARRANGEMENTS

The Assessment Panel will consider if your funding request is realistic given the size of the project, and will review your intended approach to ensure that the costs are competitive.

### 6.1 Funding

For each component of your project (e.g. boat ramp, jetty, parking, signage, lighting, access path, moorings, revetment wall), you need to itemise the estimated costs.

**IMPORTANT** - be as accurate as possible with your estimates. If your application is successful, the amount you are granted will be based on this table. And if you don't complete one of the components of the project, the amount of the grant paid will be reduced by the amount you specified in this table for that particular component. Any cost over-runs are borne by the grantee.

1. Before you start Question 6.1, develop a budget for all works you propose to undertake with this grant. Does your project have more than one component? (E.g. a jetty and a ramp - see Q1.3). If so, complete a separate budget for each component. Consider CPI increases for works that will be constructed more than a year in the future. Exclude GST from all amounts.

2. Download **Works Table 6.1**

| <b>Table 6.1 EXAMPLE - Works</b> |                       |  |   |
|----------------------------------|-----------------------|--|---|
| <b>PROJECT NAME:</b>             |                       | Swan Lake boat ramp upgrade  |   |
| <b>PROJECT LOCATION:</b>         |                       | <b>Metropolitan Perth</b>  |   |
| <b>EXPENDITURE ITEMS:</b>        | <b>Estimated Cost</b> | <b>Potential RBFS Grant<br/>(75% of estimated cost, up to a maximum limit)</b> | <b>Potential contribution by applicant<br/>(can include funds from other sources)</b> |
| <b>1. Jetty</b>                  |                       |  |   |
| Preliminary investigations       | \$8,400               |  |   |
| Design                           | \$12,500              |  |   |
| Project management               | \$14,500              |  |   |
| Materials                        | \$176,000             |  |   |
| Construction contractor fees     | \$125,000             |  |   |
| Plant & equipment hire           | \$47,500              |  |   |
| Approvals and licences           | \$1,500               |  |   |
| <b>Subtotal</b>                  | <b>\$385,400</b>      |  |   |
| <b>2. Boat ramp</b>              |                       |  |   |
| Preliminary investigations       | \$7,000               |  |   |
| Design                           | \$10,000              |  |   |
| Project management               | \$12,500              |  |   |
| Materials                        | \$309,000             |  |   |
| Construction contractor fees     | \$187,000             |  |   |
| Plant & equipment hire           | \$52,300              |  |   |
| Staff labour costs               | \$6,100               |  |   |
| Signage                          | \$4,500               |  |   |
| Navigation aids                  | \$50,000              |  |   |
| Community consultation           | \$2,000               |  |   |
| <b>Subtotal</b>                  | <b>\$640,400</b>      |  |   |
| <b>TOTAL OF ALL COMPONENTS</b>   | <b>\$1,025,800</b>    | <b>\$750,000</b>   | <b>\$275,800</b>  |

- Select the location of your project - Metropolitan or Regional.
- Enter the name of each of your components in the numbered orange boxes. If you are only applying for one component (e.g. a ramp), you only need one orange heading.
- Are all the expenditure items in your budget already entered in the table? If not, type them in.
- Enter the values from your budget into Column B (yellow). Exclude GST.
- Grants can be up to 75% of the project cost but are limited to between \$15,000 and \$750,000. The maximum amount of the grant you can apply for will be automatically calculated in Column C (green).
  - If you wish to apply for 75%, copy the amount into Q 6.1.1 and tick "Yes" at Q 6.1.2.
  - Or if you wish to apply for lesser percentage, enter the amount of grant you wish to apply for at Q 6.1.1 and tick "No" at Q 6.1.2.
- If the project will include in-kind contributions such as labour, equipment use or materials, you must provide separate details of how you calculated the value, including quantity or hourly rate.
- If the project will have contributions by a third party e.g. another government grant, you must provide separate details and attach documents that confirm the funding arrangement.
- If any of your expenditure items exceed \$20,000, seek quotes and attach them to your application.



## 6.2 Income

Provide details of any income which will be derived from operating the facility:

- How much income is estimated per year?
- What will the income be used for?

## 6.3 Insurance

Provide details of what insurance cover there will be for the site during construction and the ongoing insurance cover for the facility.

## 6.4 Ongoing Maintenance

You must also demonstrate commitment to the ongoing operation and maintenance of the facility.

How will the completed facility be maintained in the years to come? How often? How will the maintenance be funded?

If your project is a toilet block, waste facility or fish cleaning table, how often will it be cleaned? How will the ongoing cleaning be funded?

## 7.0 OTHER REQUIREMENTS

### 7.1 Public Announcements and Acknowledgements

If successful, you must get **prior** approval from DoT for all public announcements relating to the project. Therefore, you should liaise with the RBFS Officer about all project communications including media statements, newspaper articles, advertising and signage well before any deadline.

RBFS funding for the project must be acknowledged at project completion. Contact the RBFS Officer for signage layout and design specifications prior to acquitting the grant, and provide a photo of the signage once installed.

You must confirm that you will undertake these requirements.

### 7.2 Approvals

Getting in-principle statutory approvals for a new structure is important to avoid spending funds on a detailed design, only to find you are prevented from building the structure at that location.

Note that Jetty Licences (from DoT) are required not only for jetties, but also for wharfs, ramps, floating landings and other structures in, on or over any waters. A Jetty Licence must be obtained **before construction commences**.

If you are upgrading and already have a Jetty Licence, you must apply to modify the structure before any works commence (see [www.transport.wa.gov.au/imarine/19430.asp](http://www.transport.wa.gov.au/imarine/19430.asp)).

List all approvals and licences that may be required for your proposed project by completing **Table 7.2**.

For example:

| Table 7.2 - examples                | Relevant to project? | Apply to ... | Date applied | Or Will apply when ... |
|-------------------------------------|----------------------|--------------|--------------|------------------------|
| Environmental Protection Act Part V | Yes                  | DWER         | 2.7.18       |                        |
| Aboriginal Heritage Act S18         | Yes                  | DAA          | 9.8.18       |                        |
| Native Vegetation Clearing Permit   | Yes                  | DMIRS        | 12.10.17     |                        |

|  |     |       |         |                       |
|--|-----|-------|---------|-----------------------|
| Jetty Licence                          | Yes | DoT   | 6.11.15 |                       |
| DoT Marine Safety Review               | Yes | DoT   | 7.11.15 |                       |
| Parks and Estuaries Statutory Approval | Yes | DBCA  | 7.10.18 |                       |
| Development approvals                  | Yes | DoPLH | Not yet | Design plans approved |

If approvals have been granted attach evidence.

In addition, plans for all works projects, either new or upgrades, must also be approved in writing by DoT's New Coastal Assets **before construction commences**. If you fail to gain written approval first, you risk losing your grant.

Note that submitting plans to the Maritime Licensing Officer for a Jetty Licence is a separate process to gaining approval for your plans via the RBFS Officer.

### 7.3 Additional Comments

Include any relevant information you have not already supplied which supports your claim for a grant. Do not send relevant information in a separate email or covering letter - it will not be considered.

**IMPORTANT** - Sending digital photos of the proposed location, existing facility or similar structures may help to promote your proposal to the RBFS Panel. Send no more than six photos of reasonable resolution (i.e. between 200KB - 2MB). Email as jpeg attachments - do **not** send in PDF format or inserted into an email - they may not be considered.

You are encouraged to read the RBFS Grant Conditions before submitting your application. These can be found on DoT's website at: <http://www.transport.wa.gov.au/imate/about-the-scheme.asp>

If successful, you will be required to sign a Funding Agreement agreeing to all the RBFS Grant Conditions

**Applications close 2pm Tuesday 3<sup>rd</sup> September 2019**