

APPLICATION COVER SHEET

Grant Reference Number: ACS/ _____

APPLICANTS DETAILS	
COMMUNITY ASSOCIATION:	Dampier Community Association
APPLICATION CONTACT PERSON:	Jan Virgo
POSITION HELD:	Community Development Officer
POSTAL ADDRESS:	228 The Esplanade Dampier
TELEPHONE:	91831243
EMAIL:	dca6713@bigpond.net.au
AUSTRALIAN BUSINESS NUMBER:	41801613831
ARE YOU REGISTERED FOR GST?	YES
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 1
PROJECT / ACTIVITY DETAILS**

Please provide a brief summary of the activity/project.

<p align="center">PROJECT TITLE</p>	<p align="center">Dampier Beachside Markets 2015_16</p>
<p align="center">PROJECT DESCRIPTION <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>For the past two years, DCA has contracted local events company Wrapped Creations to run the seasonal (April to October) Dampier Beachside Markets.</p> <p>In this time, the event has 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 City of Karratha's residents and visitors with on average 500 plus people attending the markets.</p> <p>The Beachside Markets 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 City in the last half of 2015 and recommencing in April 2016.</p> <p><i>Photos: Dampier Beachside Markets</i></p> 
<p align="center">COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • 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. • Facilitates an inclusive and engaged community by encouraging local residents, community groups and the school to join a collaborative process in participating in the event. • The events themselves will also promote interaction and connectedness amongst residents and visitors • 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.

	<ul style="list-style-type: none"> • 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. • 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. • Provides the City with a captive audience/ideal platform for promoting events and initiatives such as the 'Love where you live' Expo.
<p>COMMUNITY CAPACITY <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"> • DCA has experience organising and hosting a number of events including the annual Dampier Arts Awards, Dampier Citizen of the Year Awards, Dampier Sunset Movies and the Australia Day Celebrations. • DCA, along with event managers Wrapped Creations, have a solid track history of successfully delivering the Dampier Beachside Markets.
<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 - PROJECT 1
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

PROJECT START DATE	July 2015
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	Quotes requested
AWARD WORKS	July 2015
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	July 2015
MILESTONES / DATE PAYMENTS REQUIRED	5 July 2015 9 August 2015 13 Sept 2015 4 October 2015 April 2016 (exact date TBC) May 2016 (exact date TBC) June 2016 (exact date TBC)
END DATE	June 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3 – PROJECT 1 (DAMPIER BEACHSIDE MARKETS)
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$30,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$0
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$30,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>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</i>	No funding shortfall is anticipated, however as a contingency in the case of a shortfall, the DCA would submit a request to the CofK to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted.			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the City.</i>	<ul style="list-style-type: none"> • DCA Communications Tools – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as a donor in relation to any projects or events initiated. 			

ATTACHMENT A – PROJECT I (DAMPIER BEACHSIDE MARKETS)

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	Likelihood¹	Impact²	Type³	Treatment plan (AV, R, T, AC)⁴
Cyclone season	Possible	Moderate	Schedule	AV
Hot summers	Possible	Minor	Schedule	R
Contractors/suppliers failing to deliver on time	Possible	Major	Schedule	AC
Contractors/suppliers failing to deliver to the terms of the contract	Possible	Major	Scope and Schedule	AC

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

SECTION 1 – PROJECT 2
PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

PROJECT TITLE	Dampier Sunset Movies (October 2015 – June 2016)
<p>PROJECT DESCRIPTION <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>First initiated in 2013, the Dampier Sunset Movies (currently on hold) have become a hugely popular seasonal event taking place outdoors at the Hampton Oval during the cooler months.</p> <p>Well attended in 2013 and 2014, the movies were unfortunately put on hold indefinitely late last year due to the impact of weather on the movie screen and the need to pursue a more robust screen. Since then, the DCA has investigated, and made considerable inroads towards the design of a purpose built, cyclone proof permanent structure for outdoor movie viewing at Dampier.</p> <p>This has been progressed as a priority as the sunset movies are one of the most popular regular events on the Dampier fixture and residents and visitors alike are keen to see their return asap.</p> <p>With the delivery of a permanent movie screen also identified as a priority area in the City of Karratha's Dampier Foreshore Development Plan, the DCA and the City are now progressing talks on how to work together to ensure this important piece of infrastructure is delivered in a timely manner so that the community can once again enjoy these events.</p> <p>The DCA is anticipating a worst case scenario of October 2015 for the installation and completion of a permanent screen and in consideration of these works, is seeking funding for a reduced number of movies to be shown between October 2015 and June 2016.</p> <p>As in previous years, local events company Wrapped Creations will provide turnkey project management for this event for DCA from marketing, movie procurement and event logistics.</p> <p>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 per session.</p> <p>As with previous years, the DCA plans 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.</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, DCA would like to continue to host this seasonal event in conjunction with Wrapped Creations and the City in the last part of 2015 and recommencing in February 2016, during which time between 7 and 8 movie sessions will be run.</p>  <p><i>Community members enjoying the Dampier Sunset Movies</i></p>
<p>COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • 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. • Facilitates an inclusive and engaged community by encouraging local residents, community groups and the school to join a collaborative process in participating the event. • As social events, the movies themselves also promote interaction and connectedness amongst residents and visitors • 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. • 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. • 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.
<p>COMMUNITY CAPACITY <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"> • 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.

RISK MANAGEMENT	<i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i>
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SECTION 2 - PROJECT 2 (SUNSET MOVIES) 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	October 2015
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	Quotes requested
AWARD WORKS	July 2015
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	October 2015
MILESTONES / DATE PAYMENTS REQUIRED	October 2015 November 2015 December 2015 (Christmas movie, TBC) February 2016 March 2016 April 2016 May 2016 June 2016
END DATE	June 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3 – PROJECT 2 (DAMPIER SUNSET MOVIES)
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$30,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$0
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$30,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>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</i>	<ul style="list-style-type: none"> No funding shortfall is anticipated, however as a contingency in the case of a shortfall, the DCA would submit a request to the CofK to access DCA's reserve ACADS/Ex-Gratia funding from previous years that has not been acquitted. 			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the City.</i>	<ul style="list-style-type: none"> DCA Communications Tools – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as a key partner/supporter. 			

ATTACHMENT A – PROJECT 2 (DAMPIER SUNSET MOVIES)

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	Likelihood⁵	Impact⁶	Type⁷	Treatment plan (AV, R, T, AC)⁸
Cyclone season	Possible	Major	Schedule	R (revised screen design)
Hot summers	Possible	Minor	Schedule	R
Failure to deliver a new screen on time (DCA/City)	Possible	Major	Schedule	AC
Contractors/suppliers failing to deliver to the terms of the contract	Possible	Major	Scope and Schedule	AC

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

⁶ **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

⁷ **Impact Type:** Budget / Schedule / Resources / Scope

⁸ **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

SECTION I – PROJECT 3 (DAMPIER CITIZEN OF THE YEAR AWARDS)
PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

PROJECT TITLE	2015 Dampier Citizen of the Year Awards
<p align="center">PROJECT DESCRIPTION</p> <p align="center"><i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<ul style="list-style-type: none"> • Dampier's Citizen of the Year Awards celebrate Dampier's unique community spirit and the exceptional efforts of individuals in a broad range of community groups and organisations. • The Citizen of the Year has a long history with the first being awarded in 1979, while the 'Youth' Citizen of the Year was first awarded in 2005. • The Citizen of the Year Awards have traditionally been held as a small, invitation only events. In 2013_14, the DCA applied for ACADS funding for a larger community-style event. However, with no nominations received in 2014 the event did not proceed that year. • In 2015_16, the DCA would like to return to a more intimate Citizen of the Year Awards event which would involve a sit down dinner for approximately 30 people including nominators, nominees and community leaders. • To avoid the potential issue of no nominations being received again, the DCA will vigorously publicise and promote the Awards to ensure awareness and participation. • At this stage, no firm venue or date for the event has been determined, but it is anticipated the Awards will acknowledge and celebrate a 2015 Citizen and Youth Citizen of the Year and will take place in Dampier in early 2016 – following Australia Day.
<p align="center">COMMUNITY BENEFITS</p> <p align="center"><i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • Showcase Dampier as a town that can effectively use its community knowledge and assets to host events that recognise community engagement and highlight the community's vibrancy and inclusiveness. • Facilitate an inclusive and engaged community by encouraging local residents to nominate people for the awards that they think have contributed to the community in exceptional and long-lasting ways. • The Awards event itself will also promote interaction and connectedness among Dampier residents - who in recent times have lost a number of community services and thus, meeting places. In this way, the Awards will help to encourage Dampier's residents to feel 'commitment to place'.

<p>COMMUNITY CAPACITY <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"> • 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.
<p>RISK MANAGEMENT</p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

**SECTION 2 - PROJECT 3 (Dampier Citizen of the Year Awards)
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

PROJECT START DATE	September 2015 to February 2016 (Communication, promotion, nomination and judging Sept – January, awards to be held Feb 2016, approx.)
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	July 2015
AWARD WORKS	September 2015
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	September 2015
MILESTONES / DATE PAYMENTS REQUIRED	To be determined once firm date is set
END DATE	February 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3 – PROJECT 3 (Dampier Citizen of the Year Awards)
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$3,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$3,000.00
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$3,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>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</i>	<ul style="list-style-type: none"> As the event will be small scale, no funding shortfall is anticipated, however budget shortfall contingencies could include: <ul style="list-style-type: none"> Approaching local businesses for in-kind donations to support the event. Applying to Rio Tinto, Woodside and other Pilbara based businesses for corporate sponsorship. 			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the City.</i>	<ul style="list-style-type: none"> Media – distribute media releases pre and post event to local newspapers and radio highlighting the CofK contribution. DCA Communications Tools – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as a key supporter of the Awards, pre and post event. 			

**ATTACHMENT A - PROJECT 3
(DAMPIER CITIZEN OF THE YEAR AWARDS)
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	Likelihood⁹	Impact¹⁰	Type¹¹	Treatment plan (AV, R, T, AC)¹²
No nominations received	Possible	Moderate	Schedule and Scope	R (actively publicise)
Cyclone season	Possible	Moderate	Schedule	AC

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

¹⁰ **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

¹¹ **Impact Type:** Budget / Schedule / Resources / Scope

¹² **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

**SECTION I – PROJECT 4
DAMPIER ART AWARDS
PROJECT / ACTIVITY DETAILS**

Please provide a brief summary of the activity/project.

PROJECT TITLE	Dampier Art Awards
<p>PROJECT DESCRIPTION <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<ul style="list-style-type: none"> • In 2016 the Dampier Arts Awards (DAA) will celebrate its sixth year of showcasing the artistic talent of the City of Karratha. The Awards' theme (which changes annually) endeavours to capture the essence of what life is like, living and working in the Pilbara. • Last year, 40 pieces of art by 25 artists taking inspiration from the theme 'colour my world' were on display at Dampier's Community Hall as part of the DAA. • The DCA, along with an extremely dedicated and passionate Art Awards sub-committee, spend many hours ensuring a successful, well-attended event each year. • The event attracts around 300 people each year. • Although the theme and scope of category entries for 2016 is yet to be determined, it is likely the event will invite entries to an 'Open' and a 'Youth' Category, (open to 16-18 year olds in order to encourage budding artists to undertake art pieces and exhibit publicly), as in previous years. • Members of the community will also have the chance to vote for their favourite works with a 'People's Choice Award'. • The Dampier Art Awards traditionally attract corporate sponsorship both for cash and in-kind donations in order to bolster this event's budget. • The likely timing of the Dampier Art Awards for 2016 will be around June 2016, to allow for the completion of construction on, and thus access to the new Dampier Community Hub. • Importantly, for event management and artwork security reasons, it is critical that the event's management team has exclusive use of a secure venue at the Community Hub for one week for event preparation, art storage and display. • For the above reason, the 2015 DAAs have also not be held as yet and will be scheduled this year, once the old Community Hall is accessible again.

<p>COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • 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. • 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. • The exhibition itself will also promote interaction and connectedness among Dampier's residents – who in recent times have lost a number of community services and thus meeting places. • 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. • 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 2016.
<p>COMMUNITY CAPACITY <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"> • 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. • DCA has a passionate and committed Arts Award sub-committee who has successfully delivered this event in the past. • DCA will again approach Archipelago Arts for judging and event management input, as with previous years.
<p>RISK MANAGEMENT</p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

**SECTION 2 - PROJECT 4
DAMPIER ART AWARDS
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

PROJECT START DATE	Dampier Art Awards to be held in or near June 2016
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	February 2016
AWARD WORKS	February 2016
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	February 2016
MILESTONES / DATE PAYMENTS REQUIRED	February 2016 April 2016 June 2016
END DATE	31 May 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 – PROJECT 4 DAMPIER ART AWARDS FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$14,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$0
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$14,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>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</i>	<ul style="list-style-type: none"> • Approach local businesses for in-kind donations to support the event. • Apply to Rio Tinto, Woodside and other Pilbara based businesses for corporate sponsorship. • Investigate if any Australia Council for the Arts or Country Arts WA grants are applicable. 			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the City.</i>	<ul style="list-style-type: none"> • Media – distribute media releases pre and post event to local newspapers and radio highlighting the CofK contribution. • DCA Communications Tools – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as a donor in relation to any projects or events initiated. 			

**ATTACHMENT A – PROJECT 4
DAMPIER ART AWARDS
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	Likelihood¹³	Impact¹⁴	Type¹⁵	Treatment plan (AV, R, T, AC)¹⁶
Lack of entrants	Possible	Major	Schedule and scope	R (actively publicise)
Inability to exclusive access of A secure facility	Possible	Major	Scope Budget	R (source/identify an 'option b' venue)

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

¹⁴ **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

¹⁵ **Impact Type:** Budget / Schedule / Resources / Scope

¹⁶ **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

SECTION I – PROJECT 5
SPONSORSHIPS
PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

PROJECT TITLE	Sponsorship of NAIDOC (2015) AND Gossip (2016) Festivals
<p>PROJECT DESCRIPTION <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 and the Gossip Festival are both large-scale events which are held in Dampier. DCA has been a sponsor of the Gossip Festival for the past two years and has committed to supporting the event again in 2016. The DCA would also like to use ACADS funds to sponsor the NAIDOC events taking place in Dampier in July 2015.</p> <p>DCA is seeking ACADS funds to sponsor these events as follows:</p> <ul style="list-style-type: none"> • NAIDOC 2015 - \$6000 • Gossip Festival 2016 - \$5000
<p>COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • 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. • Facilitates an inclusive and engaged community by encouraging not only local residents but visitors from outside of Dampier to visit for unique events. • These social events promote interaction and connectedness amongst residents and visitors. • 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.
<p>COMMUNITY CAPACITY <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"> • 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. • DCA has sponsored NAIDOC in 2014 and Gossip Festival in 2014 and 2015.

RISK MANAGEMENT	<i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i>
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SECTION 2 - PROJECT 5 SPONSORSHIPS 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	NAIDOC - July 2015, Gossip 2016 (Date TBC)
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	NAIDOC – currently seeking sponsorship package details. Gossip Festival – 2016 sponsorship packages not released as yet.
AWARD WORKS	TBC
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	TBC
MILESTONES / DATE PAYMENTS REQUIRED	Still seeking details from event organisers. DCA will liaise with the City of Karratha once details and dates become known.
END DATE	June 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 – PROJECT 5 SPONSORSHIPS FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$11,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$0
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$11,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>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</i>	For any funding shortfall, the DCA would submit a request to CofK to access DCA's reserve ACADS funding from previous years that has not been acquitted.			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the City.</i>	<ul style="list-style-type: none"> • DCA Communications Tools – Use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as assisting the DCA in sponsoring these events. 			

**ATTACHMENT A – PROJECT 5
SPONSORSHIPS
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	Likelihood¹⁷	Impact¹⁸	Type¹⁹	Treatment plan (AV, R, T, AC)²⁰
Events failing to attract a suitable number of patrons	Possible	Major	Schedule	AC
Sponsorship packages beyond allocated budget	Possible	Minor	Schedule	R
Weather conditions which force these outdoor events to be modified/cancelled	Possible	Major	Scope/Schedule	AC
Contractors/suppliers failing to deliver on time	Possible	Major	Schedule	AC
Contractors/suppliers failing to deliver to the terms of the contract	Possible	Major	Scope	AC

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

¹⁸ **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

¹⁹ **Impact Type:** Budget / Schedule / Resources / Scope

²⁰ **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

SECTION I – PROJECT 6
Dampier 50th Anniversary Celebrations
PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

<p style="text-align: center;">PROJECT TITLE</p>	<p style="text-align: center;">Dampier 50th Anniversary Celebrations</p>
<p style="text-align: center;">PROJECT DESCRIPTION <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>On 23 June 1966, the first Hamersley Iron iron ore was transported from Tom Price to Dampier. This milestone is regarded as the official commencement of Rio Tinto (then Hamersley Iron) iron ore operations in the region and as such it is a significant date in the establishment of the Dampier township and community. 2016 will mark 50 years since this significant ‘first ore on train’ event – and with Rio Tinto celebrating this milestone with their workforce, the DCA would like to acknowledge and celebrate with an event for the Dampier Community.</p> <p>The details of the event, and what form it will take, have not yet been decided but DCA intends to consult with its Committee members and establish a sub-committee to plan and design an appropriate celebration.</p>
<p style="text-align: center;">COMMUNITY BENEFITS <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> • Acknowledge and celebrate Dampier’s history and strong links with the local iron ore industry. • At a time when the resources sector is in a ‘lull’, bolster people’s spirits with an event/milestone celebration which reminds us of the longevity of the town over half a century. • Celebrate 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. • Facilitates an inclusive and engaged community by encouraging not only local residents but visitors from outside of Dampier to visit for unique events. • Provide a platform for gathering and sharing memorabilia, historical facts and figures, anecdotes and stories. • Promote interaction and connectedness amongst residents and visitors. • 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.

<p>COMMUNITY CAPACITY</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"> • 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. • DCA will liaise with Rio Tinto and the City to identify any synergies and opportunities to leverage off one-another's events around this milestone.
<p>RISK MANAGEMENT</p>	<p><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></p>

<p>SECTION 2 - PROJECT 6</p> <p>DAMPIER 50TH ANNIVERSARY CELEBRATION</p> <p>TIMEFRAME</p> <p><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>PROJECT START DATE</p>	<p>50th anniversary – 23 June 2016</p>
<p>QUOTES – RECEIVED OR DATE TO BE REQUESTED</p> <p><i>Please remember to include any quotes you have already received</i></p>	<p>Event still in the pre-planning phase. Quotes will be made available as planning progresses.</p>
<p>AWARD WORKS</p>	<p>TBC</p>
<p>COMMENCEMENT DATE</p> <p><i>25% upfront funding paid to CA on this date</i></p>	<p>TBC</p>

MILESTONES / DATE PAYMENTS REQUIRED	DCA will liaise with the City of Karratha once details and dates become known.
END DATE	June 2016
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 – PROJECT 5 SPONSORSHIPS FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE \$12,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$0
	2.		2. Y	\$0
	3.		3. Z	\$0
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$0
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$12,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			

<p>FUNDING SHORTFALL</p> <p><i>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</i></p>	<p>For any funding shortfall, the DCA would submit a request to CofK to access DCA's reserve ACADS funding from previous years that has not been acquitted.</p> <p>DCA will approach Rio Tinto for further funding if required.</p>
<p>ACKNOWLEDGEMENT OF FUNDING</p> <p><i>Please outline all methods you would use to acknowledge the support you have received from the City.</i></p>	<ul style="list-style-type: none"> • DCA Communications Tools – use the DCA newsletter, website (coming soon), newspaper advertising and Facebook page to recognise CofK as assisting the DCA in sponsoring these events. • Event signage - Sse signage and materials at the event to acknowledge CofK support. • Media – DCA will actively seek media coverage for any event it hosts and within these opportunities it will acknowledge the City's support.

ATTACHMENT A – PROJECT 6
Dampier 50th anniversary event
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	Likelihood²¹	Impact²²	Type²³	Treatment plan (AV, R, T, AC)²⁴
Contractors/suppliers failing to deliver on time	Possible	Major	Schedule	AC
Contractors/suppliers failing to deliver to the terms of the contract	Possible	Major	Scope	AC

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

²² **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

²³ **Impact Type:** Budget / Schedule / Resources / Scope

²⁴ **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

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Dampier Beachside Markets	\$30,000
2. Dampier Sunset Movies	\$30,000
3. Citizen of the Year Awards	\$3,000
4. Dampier Art Awards	\$14,000
5. Sponsorships (NAIDOC Festival 2015 and Gossip Festival 2016 Sponsorship)	\$11,000
6. Dampier 50TH Anniversary Celebrations	\$12,000
Total funds requested from ACADS	\$100,000

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

<p align="center">SECTION 5 DECLARATION</p>
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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.

<p style="text-align: center;">SECTION 6</p> <p style="text-align: center;">APPLICANT CHECKLIST</p>

Before you submit your application, please ensure you have:

- ☐ Spoken to the City's Community Development Coordinator
- ☐ 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

APPLICATION COVER SHEET

Grant Reference Number: Ex-Gr/ _____

APPLICANTS DETAILS	
COMMUNITY ASSOCIATION:	Dampier Community Association
APPLICATION CONTACT PERSON:	Jan Virgo
POSITION HELD:	Community Development Officer
POSTAL ADDRESS:	228 The Esplanade Dampier
TELEPHONE:	91831243
EMAIL:	dca6713@bigpond.net.au
AUSTRALIAN BUSINESS NUMBER:	41801613831
ARE YOU REGISTERED FOR GST?	YES
TOTAL AMOUNT REQUESTED:	\$100,000

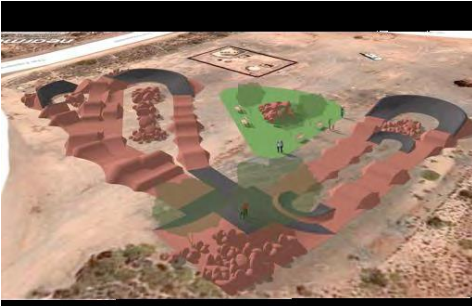
PLEASE read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.

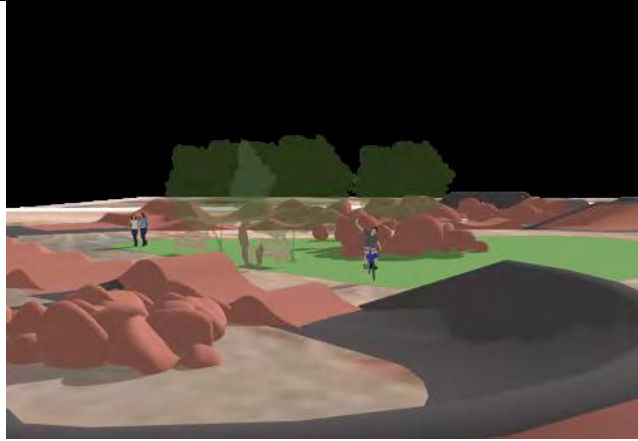
Queries should be directed to:
Community Development Team, Community Services on (08) 9186 8555.
Guidelines can be requested from our Community Development Team
Ph: (08) 9186 8555 Fax: (08) 9185 1626
Postal: PO Box 219, KARRATHA WA 6714

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 1 – PROJECT 1
PROJECT / ACTIVITY DETAILS**

Please provide a brief summary of the activity/project.

PROJECT TITLE	DAMPIER RECREATIONAL BMX PARK
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>Construct a Dampier Recreational BMX Park – known as a ‘pocket park’ with jumps and turns aimed at the junior to intermediate level. DCA proposes to develop the BMX Pocket Park at the old Dampier drive-in cinema site on the corner of The Esplanade and Ian Williams Crescent.</p> <p>Rio Tinto has provided the DCA with in-principle support for a ‘licence to occupy’ part of the old Dampier walk-in cinema site on The Esplanade for this BMX-style recreational bike track. (A letter from Rio Tinto Communities confirming this support has been requested). As the proposed site has previously been developed and no intention of immediate residential, commercial or public facility development has been communicated to DCA or the wider community, DCA hopes to be granted the ‘licence to occupy’ from Rio Tinto in the near future.</p> <p>The BMX Park has been identified as a project in the <i>Dampier Community Plan 2014-2019</i> as it aligns with that Plan’s Goals and Community Priority Areas.</p> <p>The DCA has contracted specialist BMX track designers, <i>Dirtz TraxN Trailz</i> (Dirtz) to conduct a site assessment and develop preliminary concept designs – see below. DCA understands Dirtz has extensive experience building successful tracks in Karratha both for the Karratha BMX Club and the Bulgarra Recreational BMX Track; and therefore, DCA believes has a good understanding of building appropriate tracks for our harsh climate and cyclones. DCA is hoping to partner with the City of Karratha in relation to the timings of Dirtz (or another approved contractor) visiting Karratha and Dampier to maintain the local BMX tracks. It is hoped that this could bring down maintenance costs for DCA, as the track is located on land not owned/under lease by the City of Karratha.</p> <p><i>Design concepts for the Dampier BMX Park</i></p> 



See attached for further concept sketches.

COMMUNITY BENEFITS

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

Given children aged 0-14 years, make-up approximately 21.2% of Dampier's population (Australian Bureau of Statistics Census 2011) providing suitable facilities for young people is one of DCA's primary objectives. A BMX Park would provide a much needed physical and social resource for young people in Dampier. The intermediate jumps and turns would provide a much needed facility for the teens in the Dampier area. More specifically, the construction of a BMX Pocket Park would:

- Provide a facility where families can connect with one another and other families in the area.
- Helps to support and foster the healthy physical, social and emotional wellbeing of young people, in Dampier, which is pivotal in ensuring their positive contribution to our community.
- Provides a facility for young people to socialise and for local members of the Karratha BMX Club and local mountain bike clubs to train on.

COMMUNITY CAPACITY

Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.

- DCA has a strong history of delivering on projects that benefit the Dampier community and, more broadly, the City of Karratha, including Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval and Windy Ridge Playgrounds.
- DCA has experience project managing the installation of public facilities.
- The project management will be handled by a dedicated DCA Subcommittee consisting of DCA Committee Members and supported by the DCA Community Development Officer and Office Administrator (paid staff).
- DCA has received strong cooperation, input and advice on this project from the Karratha BMX Club, drawing on their experience with a similar project, and will continue to receive this support as the project moves forward.

	<ul style="list-style-type: none">• The DCA is also drawing heavily on the expertise and advice of its expansive network of engineers, builders and other skilled tradespeople based locally and elsewhere, to help guide and inform the project. As a community association, the DCA is able to leverage a great deal of professional, free and in-kind support and advice most commercial ventures would not be able to – in this regard, the DCA has capacity beyond its own staff and Committee.
RISK MANAGEMENT	<i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 2 – PROJECT 1

DAMPIER RECREATIONAL BMX PARK

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

PROJECT START DATE	Estimated start date 1 July 2015 (DCA will advise the City of a dedicated timeline once the project design is finalised)
<p>QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i></p>	<p>DCA Member and Dampier local, John Lally has kindly agreed to project manage the construction of the Dampier BMX park for the DCA. To this end, he has had discussions with providers and suppliers and has provided a project cost estimate from these discussions (attached).</p> <p>Please note that while the DCA has requested quotes for all elements of the project's delivery, we are also seeking in-kind support and donations for major components of the project including soil, haulage, machinery costs and labour, which would significantly reduce the cost of the project.</p> <p>DCA is working with its network of contacts to achieve as much gratis assistance as possible in a bid to manage costs. (Please see attached correspondence to Rio Tinto requesting free soil for the project). These negotiations are still on-going, and as such, all costs listed in the 'financial details' section for this project are provided as a 'worst case scenario'.</p> <p>Where in-kind support cannot be obtained, the DCA will embark on a BMX Park re-design to fit within its budget, and/or explore additional funding options both internally and externally.</p>
AWARD WORKS	1 June 2015
<p>COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i></p>	1 July 2015
MILESTONES / DATE PAYMENTS REQUIRED	1 August 2015
END DATE	1 August 2015

ACQUITTAL DUE	30 June 2016
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PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 – PROJECT 1 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. Rio Tinto (Soil and haulage)	\$TBC	1	\$TBC
	2. Hampton Harbour Boat Club (earthmoving machinery)	\$TBC	2	\$TBC
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$
FUNDS REQUESTED	Amount (This amount must be transferred to Section 4)		\$	\$100,000
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	<p>1/ As detailed in the 'quotes' section above, the DCA is seeking in-kind support/donations for major components of the project's delivery (specifically soil, haulage, machinery costs and labour), which would significantly reduce the cost of the project, and in turn the amount of funds needed to deliver the project.</p> <p>2/ For any further funding shortfall, and where supported by the Committee, the DCA will make a request to the City to access reserve ACAD/Ex-Gratia funding from previous years that has not been acquitted.</p>			

3/ Further, the DCA has the option to significantly down-scale the design of the BMX track to fit within a reduced budget.

**ACKNOWLEDGEMENT
OF FUNDING**

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

- DCA Communication tools – acknowledgement would be given in the DCA newsletter, on our soon to be launched website, via our community email updates, and via our social media channels (Facebook page).
- Events – any information and updates on the park’s construction provided to the public via events such as the Dampier Beachside Markets will include the appropriate funding acknowledgements.
- Media – DCA’s Community Development Officer will liaise with CofK Media team to identify and pursue appropriate media opportunities for project milestones etc. Any quotes or releases provided by DCA will acknowledge the funding provided by the City to make the project possible.
- Signage – any permanent or temporary signage erected at the construction or finished site will acknowledge the funding arrangement.
- Launch/opening event – should a formal launch or opening ceremony take place the City will be invited to play a role, and its support formally acknowledged in any proceedings.

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

Risk Description	Likelihood ¹	Impact ²	Type ³	Treatment plan (AV, R, T, AC) ⁴
Delays due to availability of in-kind providers	Possible	Moderate	Schedule	R
Failure to secure an adequate level of in-kind donations of materials and equipment in order to keep costs low	Possible	Severe	Budget	T (redesign of track)
Dependencies on other projects for materials (ie. rocks from other construction projects for groundworks)	Possible	Moderate	Schedule and Budget	R
Delays due to cyclone season during construction	Possible	Moderate	Schedule	R
Contractor failing to deliver on time	Possible	Moderate	Schedule	AC

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

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1 – PROJECT 2

PROJECT 2

PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

PROJECT TITLE

LIONS PARK KIDS ROAD SAFETY BICYCLE TRACK

PROJECT DESCRIPTION

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

DCA plans to construct a kids' road safety bicycle track at the Dampier Lions Park. The objective of the track is to introduce young bicycle users in the City of Karratha to bicycle and road safety education, while also providing these riders with a fun, safe and centralised riding location.

The concept design of the track utilises the grass space at the back of the existing playground area and also makes use of the established trees for shade and design purposes. The track design will be targeted at children in the early stages of bike riding - 3 to 11 year olds. Therefore, the scale of the concept design reflects this target age group.

Below: A similar facility in Melbourne's City of Moonee Ponds



As you will note from the Project Details for Project 1 included in this document, DCA is also planning a BMX-style Bike Track at the old Dampier cinema site. The BMX Pocket Park is targeted at older, more experienced bike users – 10 years plus. As such, the Kids Road Safety Bicycle Track will provide an educational and recreational experience for younger bike users in the City of Karratha.

In order to provide an educational experience focusing on road and bicycle safety, the track will use scaled-down, real-world road design, markings and traffic signs.

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DCA plans to surface the road with bitumen or concrete so that it best reflects the actual experience of riding a bicycle on a road. Traffic signs including a give way, stop and round about signs have been incorporated into the concept design as children's road safety depends on their recognition and understanding of these signs. Furthermore, pending costs the DCA hopes to install LED miniature traffic lights at one intersection that can be activated by a timer button and then turn off automatically after 20 mins. Such additions not only make the track more fun and engaging but further reflect the real road environment – which children will at some point negotiate as bike riders.

Similar Road Safety Bike Tracks have been developed in many other parts of Australia. See links and photos below.

http://www.ipecs.act.edu.au/our_curriculum/places_to_play

<http://www.campbelltown.nsw.gov.au/BicycleEducationandRoadSafetyCentre>

<http://screencentral.com.au/childrens-learn-to-ride-bike-track-holroyd-gardens/4310/>

<http://www.roadcraft.org.au/#!/bicycle-track/c134d>



COMMUNITY BENEFITS

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

Given children aged 0-14 years, make-up approximately 21.2% of Dampier's population (Australian Bureau of Statistics Census 2011) providing suitable facilities for young people is one of DCA's primary objectives.

With no other similar bicycle safety tracks in the Pilbara region, the Kids Bicycle Road Safety Track will be a unique, play-based learning environment that families from across the City of Karratha can access as a free family activity.

The design of the Track is geared towards early bicycle riders – 3 to 11 years. The community objectives of the Track include:

- Encourage community and family connections, in order to build community spirit and social capital.
- Provide a unique facility in Dampier that is utilised by residents and attracts day visitors to town.
- Provide our young people with a facility that enhances their well-being through physical skills development and lays the foundations for road and bike safety through recognition of road signs and road markings.

The DCA sees the following as possible outcomes from the Kids Road Safety Bicycle Track:

- Increase day visitors to Dampier which will hopefully in turn support Dampier's local economy.
- Improve and beautify Dampier's appearance by providing a unique, free facility.
- For young people specifically:
 - Encourage a basic knowledge and understanding of the road traffic environment, traffic signs and road rules
 - Encourage physical and cognitive skills development to control the bicycle and manage the traffic environment
 - Encourage responsible behaviours, attitudes and decision-making skills for safe use of bicycles on and off the road
 - Fun! Play-based learning that is targeted at bringing families and the community together

The objectives and likely outcomes of the Kids Road Safety Bicycle Track aligns well with a number of the *Community Goals* outlined in the *Dampier Community Plan 2014-2019*.

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	<p><i>Community Goals</i> that this project aligns with include:</p> <ul style="list-style-type: none"> • To retain, regain and develop our services and facilities reflective of community need and economic opportunity. • To improve and beautify our town appearance. • To provide our children, young people with access to services and opportunities that enhances their wellbeing and participation in society. • To promote, support and provide community projects and events which encourage community engagement, connection and a strong community spirit.
<p>COMMUNITY CAPACITY <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"> • DCA has a strong history of delivering on projects that benefit the Dampier community and, more broadly, the City of Karratha, including Dampier Sunset Movies, Dampier Beachside Markets, Hampton Oval and Windy Ridge Playgrounds. • DCA has experience project managing the installation of public facilities. • The project management of Kids Road Safety Bike Track will be handled by a dedicated DCA Subcommittee consisting of DCA Committee Members and supported by the DCA Community Development Officer and Office Administrator (paid staff). • The DCA is also drawing heavily on the expertise and advice of its expansive network of engineers, builders and other skilled tradespeople based locally and elsewhere, to help guide and inform the project.
<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 – 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

PROJECT START DATE	Estimated start date 1 July 2015 (and DCA will advise the City of a dedicated timeline once the project design is finalised)
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	As the Kids Road Safety Bike Track is a unique facility with many specialised features, the DCA is in the process of sourcing suppliers and quotes. Quotes for miniature road signs for the park are attached. In lieu of other firm quotes, a local engineering company involved in the initial concept design has provided a table of indicative costs for the project from construction to completion (see attached).
AWARD WORKS	1 June 2015
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	1 July 2015
MILESTONES / DATE PAYMENTS REQUIRED	1 August 2015
END DATE	1 August 2015
ACQUITTAL DUE	30 June 2016

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3 – PROJECT 2
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost			\$50,000
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$
FUNDS REQUESTED	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$50,000
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	<i>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</i>			
FUNDING SHORTFALL <i>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</i>	<p>For any funding shortfall, and where supported by the Committee, the DCA will make a request to the City to access reserve ACAD/Ex-Gratia funding from previous years that has not been acquitted.</p> <p>Opportunities for Lotterywest and other grants could also be explored. And, where required, the DCA would also seek in-kind support from local suppliers.</p>			

ACKNOWLEDGEMENT OF FUNDING

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

- DCA Communication tools – acknowledgement would be given in the DCA newsletter, on our soon to be launched website, via our community email updates, and via our social media channels (Facebook page).
- Events – any information and updates on the bike path's construction provided to the public via events such as the Dampier Beachside Markets will include the appropriate funding acknowledgements.
- Media – DCA's Community Development Officer will liaise with CofK Media team to identify and pursue appropriate media opportunities for project milestones etc. Any quotes or releases provided by DCA will acknowledge the funding provided by the City to make the project possible.
- Signage – any permanent or temporary signage erected at the construction or finished site will acknowledge the funding arrangement.
- Launch/opening event – should a formal launch or opening ceremony take place F the City will be invited to play a role, and its support formally acknowledged in any proceedings.

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

Risk Description	Likelihood⁵	Impact⁶	Type⁷	Treatment plan (AV, R, T, AC)⁸
Cost overrun (use contingency funds factored into indicative budget outline to mitigate risks)	Possible	Moderate	Budget	R
Inability to source/fund specialised equipment required	Possible	Moderate	Budget/Resources/Scope	AC (redefine the scope as required)
Delays due to cyclone season during construction	Possible	Moderate	Schedule	R
Contractor failing to deliver on time	Possible	Moderate	Schedule	R

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

⁶ **Risk Impact:** Catastrophic / Major / Moderate / Minor / Insignificant

⁷ **Impact Type:** Budget / Schedule / Resources / Scope

⁸ **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 - PROJECT 2

LIFE CYCLE COST

LIFE CYCLE COST PARAMETERS

Building Life (years)	25 years
Inflation Rate (%)	2.5%
Building Area (m2)	460m² total – 160m² hard surface area

ASSUMPTIONS

Economic life cycle is assumed to be 25 Years	25 years
Annual inflation rate is assumed to be	2.5%
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	
Should the structure be damaged or destroyed by fire, cyclone or vandalism, the repair or replacement would be covered under insurance	\$500 (insurance per year) approx. based on assets of similar value. A formal quote for insurance will be sought following project approval.
Operating expenses such as re-doing line-marking, repairing bitumen, replacing/repairing gates, fixing concrete joins etc, will most likely only need to occur every 3- 8 years, however for the purpose of this exercise, these costs have been annualised at \$430 before inflation.	\$430 PA.

LIFE CYCLE COSTS COMPOUNDED

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1	\$430	\$500	\$930
2	\$441	\$513	\$954
3	\$452	\$526	\$978
4	\$464	\$539	\$1003
5	\$476	\$553	\$1029
6	\$488	\$567	\$1055
7	\$500	\$569	\$1069
8	\$513	\$584	\$1097
9	\$526	\$599	\$1125
10	\$539	\$614	\$1153
11	\$553	\$630	\$1183
12	\$567	\$646	\$1213
13	\$581	\$663	\$1244
14	\$596	\$680	\$1276
15	\$611	\$697	\$1308
16	\$626	\$715	\$1341
17	\$642	\$733	\$1375
18	\$658	\$752	\$1410
19	\$675	\$771	\$1446
20	\$692	\$791	\$1483
TOTAL	\$11030	\$12642	\$23,672
AVVERAGE COST PER YEAR (C) / Number of years			\$

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

Inspections – annual	\$150
Concrete grind (joins/chips) – once every five years	\$100 (\$25 annually)
Fence and gate repairs – once every three years	\$150 (\$50 annually)
Repainting road markings and lines – once every 8 years	\$200 (\$25 annually)
Repair/replace traffic lights – once every 5 years	\$400 (\$80 annually)
Address vandalism – as required	\$300 (\$100 annually)
TOTAL	\$1200
TOTAL OPERATING EXPENSES per annum (D)	\$ 430

ANNUAL INFLATION RATE

Initial Cost Year 0	(D)	\$
1		\$430
2		\$441
3		\$452
4		\$464
5		\$476
6		\$488
7		\$500
8		\$513
9		\$526
10		\$539
11		\$553
12		\$567
13		\$581
14		\$596
15		\$611
16		\$626
17		\$642
18		\$658
19		\$675
20		\$692
TOTAL	(Add all years)	\$11030

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Dampier BMX Recreational Park	\$50,000
2. Lions Park Kids' Road Safety Bike Track	\$50,000
Total funds requested	\$100,000

SECTION 5 DECLARATION

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

Association: Dampier Community Association

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

Name of President: Georgia Evans

Signature: _____

Date: _____