

# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## FREQUENTLY ASKED QUESTIONS

### 1) What is a 'Concept Enquiry'?

A 'Concept Enquiry' is a form that needs to be completed when a community group/individual (hereafter referred to as the Applicant) would like to alter, upgrade and/or add new infrastructure/assets to the Shire of Gingin's property (including land).

By not seeking and obtaining permission from the Shire of Gingin to carry out any work, those who have enacted the changes have carried out unapproved works – a concept no different than a tenant making changes to private property without informing their landlord.

The 'Concept Enquiry' seeks to obtain basic information by asking the following questions:

1. What is the proposed project?
2. What is the current issue or need that has initiated this project (concept) and what difference would completing the project make?
3. What is the cost estimate for the proposed project?
4. How does the Applicant foresee that the project will be funded? How will the ongoing costs be met?
5. Is there any other information that may be valuable to provide to the Shire of Gingin with regards to the proposed project?

### 'Concept Enquiry' PROCESS FLOW CHART

**B.** Applicant reads the Community Projects for Shire Land & Assets 'FAQ' fact sheet (this document)

**C.** Applicant submits their completed 'Concept Enquiry' to the Shire of Gingin

**D.** Shire staff review the 'Concept Enquiry' to ensure adequate information has been provided

**D.** The Shire's Executive Management Team reviews the 'Concept Enquiry' for the proposed project by the Applicant

**E-1.** The Shire notifies the applicant in writing if the project has in-principle support and what their next steps will need to be

**E-2.** The Shire notifies the applicant in writing if the project is not supported.  
**NO FURTHER ACTION**

**A.** The Applicant develops their 'Project Plan'



*communities making a difference*

# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## FREQUENTLY ASKED QUESTIONS

### 2) Why do I need to complete a 'Concept Enquiry'?

The Shire of Gingin receives numerous requests for changes to the Shire's property every month so by completing the 'Concept Enquiry' the Shire is able to consider various aspects (such as the following for example) when deciding whether to provide in-principle support for a project.

#### Cost

- What will the project cost and how will it be funded?
- What are the whole-of-life costs for this project (e.g., maintenance, repairs and replacement) and who will be responsible for these costs?
- If the Shire is responsible, how much additional funding will the Shire be required to commit to annual maintenance and to insure on the associated project and how can this be funded (e.g. reduce costs in another area)?
- What other costs need to be considered (e.g. insurance increases, building approvals/engineering certificates, unforeseen and future costs, etc.)?

#### Priority

- Does the proposed project address the Shire's ten-year 'Strategic Community Plan' priorities?
- How does this project rate against other prioritised projects identified in the Shire's future capital works program?

#### Best Solution

- Is the proposed project the best solution to address any issues? How important is the project to the community and what impact will it make? How many people will it benefit?

While the project may have merit, the Shire must consider all of the above and plan for what the Shire can afford including (most importantly) the whole of life costs. Even if a project is perceived to be small or to have a minimal cost that may not necessarily be the case so the Shire must consider all aspects including budget allocations, resources and staffing capacity and how it will fund the project requirements into the future.

#### Suitability

All buildings are classified under the Building Code of Australia by the purpose for which they are designed, constructed or adapted to be used. The National Construction Code sets out the minimum technical

requirements for new buildings and these codes are set by the Federal Government. Some building upgrades/alterations will need the building classification to be reviewed to ensure compliance under these codes.

### 3) When should I complete a 'Concept Enquiry'?

Ideally the 'Concept Enquiry' would be completed and submitted at the project's concept stage to ensure that no unnecessary effort is spent on the project if it is not supported by the Shire.

If the project receives in-principle support then the Shire can guide the Applicant through the process required to develop the project.

*\*NOTE: A project can take several months to develop so it is important to submit a 'Concept Enquiry' as early as possible.*

**"Getting in-principle support from the Shire of Gingin (by completing a 'Concept Enquiry') means you're one step closer to seeking external funding and implementing your project!"**



# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## FREQUENTLY ASKED QUESTIONS

### 4) What happens if I progress my project without in-principle support from the Shire?

If the proposed project has progressed and has not been presented to the Shire or if it has been presented but did not receive in-principle support then the following may occur:

#### Leased Shire Property/Land

The Applicant:

1. Will be asked to return the property to its former condition to the satisfaction of the Shire including the removal of all associated infrastructure/assets and the undertaking of any necessary repairs at their own cost.
2. May have their lease agreement revoked for a period of time or indefinitely.
3. May be presented with a lease variation under which they will be responsible for all operations and whole of life costs. Should the lease be terminated at any time then the Applicant would be required to remove any infrastructure/assets and undertake any necessary repairs at their own cost to the satisfaction of the Shire.

#### Non-Leased Property/Land but under Management by the Shire of Gingin

On behalf of the WA State Government the Shire has certain land/property that it manages under 'management orders' (generally reserves including areas such as public parks, dog exercise areas, etc.).

In the event that infrastructure/assets are constructed on this land without permission the Shire will undertake an assessment of the project and will likely remove all associated infrastructure/assets.

### 5) Can the Shire fund my Project?

When submitting a 'Concept Enquiry' for the proposed project the Applicant should take care not to assume that funding from the Shire will be available. The Shire's Budget is set annually at the beginning of the financial year with funds allocated for specific requirements. These requirements are pre-determined either by community feedback through the Strategic Community Plan (a ten year plan reviewed and updated every 2 years) or because the requirements are ongoing necessary expenditure, e.g. rubbish collection, road maintenance, etc.

Consequently anything outside of the allocated Budget expenditure is required to have an 'evidence based need', be deemed feasible and/or a priority. Only then will it be assessed as to how it could be funded. E.g. request a Budget allocation from the Shire in a future financial year.

In addition, there are many other funding options that the Applicant can explore such as:

- Grant funding
- Sponsorship
- Donations
- Fund raising
- Cash and in-kind contributions from other community organisations/individuals

The project may also be eligible for the Shire's annual Community Grants program. The Shire strongly encourages all applicants of the Community Grants program to look at sharing the costs so that there is a least one other financial partner for the project.

*"As part of applying for in-principle support the Shire will supply a 'Letter of Support' that you can then use when applying for grant funding."*



# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## FREQUENTLY ASKED QUESTIONS



### 6) How much information should I provide?

In order to most effectively consider your proposed project please answer **ALL** of the questions on the 'Concept Enquiry' and return it to the Shire of Gingin via the contact details at the end of the form. The Shire further recommends that the more complex a project is, the more information the Applicant completing the form should attempt to provide.

*\*NOTE: Additional information may be requested on occasion if the submitted 'Concept Enquiry' prompts further questions upon initial review by staff or if the Executive Management Team require further details. Always in this instance the proposed project will be placed on hold until the additional information is submitted.*

**The project DOES NOT have in-principle support unless advised in writing by the Shire and the Applicant is NOT to assume that it may proceed on the project without it.**

### 7) What happens once I submit my 'Concept Enquiry'?

#### Initial Review by Staff

Once the 'Concept Enquiry' (plus any attachments) for the proposed project is received it will initially be reviewed by staff to ensure adequate information is provided. Where adequate information is not received

staff will request further clarification from the Applicant.

#### Assessment of the Proposed Project by Executive Staff

The proposed project will then be presented to the Executive Management Team for assessment. Following this a written response (formal letter) will be provided to the Applicant advising whether the project has in-principle support from the Shire or if it has not received in-principle support.

If the project has not received in-principle support then the Shire and the Applicant will take no further action.

#### In-Principle Support Received

If the proposed project receives in-principle support then the written response is likely to include associated conditions which may include the completion and submission of a 'Project Plan'.

A 'Project Plan' is likely to be requested to ensure that all aspects of the project have been considered, are well thought through and take into account various required aspects, e.g. have building approvals been factored into the costs? Does the timeline take into consideration contact with the Shire assets team to review materials and the exact location? What risks (potential issues) have been identified and how have these being dealt with to ensure they don't eventuate?

# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## FREQUENTLY ASKED QUESTIONS

### 8) What is the difference between the 'Concept Enquiry' and 'Project Plan'?

The 'Concept Enquiry' is a short form that requests the basic details of the proposed project and seeks in-principle support from the Shire of Gingin at the project's conception stage. Refer section 1 of this document for further details.

A 'Project Plan' is a planning form that requires more detail which can be considered a valuable tool when completed. The form assists the Project Manager/Team to clearly outline more specific details for the project such as a list of what steps (tasks) need to be undertaken and the associated timeline, budget and funding information, project team responsibilities, potential risks and how these will be managed, etc.

It is important to note that the amount of detail required in the Project Plan can be dependent on the size, scale and scope of the project.

The 'Project Plan' is not just essential to the stakeholders (including potential funders) of the project but also to your club/group/project partners, etc. to ensure that everyone is on the same page, that they are committed to the project, have input opportunities (as applicable), know what their part is in the project and are also aware of the risks of the project which could potentially impact the club/group and/or those involved.



***“Ultimately the Shire remains the owner/manager of the land/asset and the Applicant is asked to always respect the Shire’s position and its right to govern the management of the land/asset as it deems fit.”***

To complete a 'Concept Enquiry' or a 'Project Plan' or for further information, visit the 'Community Projects for Shire Land & Assets' page on the Shire's website – [www.gingin.wa.gov.au](http://www.gingin.wa.gov.au).

If you have any questions about the 'Concept Enquiry' or the 'Project Plan' or if you wish to discuss further, please contact the Shire of Gingin's Community Development Team via:

Email: [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)

OR

Telephone: (08) 9575 5100