



Department of **Local Government and Regional Development**

REGIONAL HEADWORKS PROGRAM (RHP)

GUIDELINES

OBJECTIVES OF THE SCHEME

The primary objective of this Scheme is to encourage, promote and support the sustainable development of regional Western Australia by providing financial assistance for connection to providers of the essential services of water, electricity, telecommunications, gas, drainage and sewerage (headworks). Grants ranging from \$5,000 up to a maximum of \$200,000 will be available for headworks projects that will assist in : strengthening regional economies by attracting investment and increasing jobs; enabling regional communities to be more educated, healthy, safe and supportive, with an enhanced quality of life; or contribute to protecting the environment. Amounts greater than \$200,000 may be considered if a project demonstrates exceptional merit.

The Scheme is part of the Carpenter Government's \$80 million Regional Investment Fund.

The Scheme supports the Government's regional development policy, *Regional Western Australia – A Better Place to Live*. This policy embraces a triple bottom line approach, which integrates economic, social and environmental issues and opportunities. Applicants should refer to this policy document for more details (<http://www.dlgrd.wa.gov.au/RegionDev/Policy.asp>)

The Scheme is administered by the Department of Local Government and Regional Development (DLGRD).

WHO CAN APPLY

The Scheme provides financial assistance to organisations to undertake small to medium commercial or industrial projects in regional Western Australia. Eligible applicants include individual businesses, business groups, Local Government and community and not-for-profit organisations.

State and Commonwealth Government agencies are not eligible for assistance.

Non-regional businesses and organisations may be eligible for funding where a project is carried out within regional Western Australia and meets all the Scheme's essential criteria as a minimum.

WHAT CAN BE FUNDED

The Regional Headworks Program provides grants to offset costs incurred in the provision of essential services (headworks) to small to medium commercial or industrial projects that will assist in attracting investment and increasing jobs in regional areas. Projects which provide community benefits outlined in the

Regional Development Policy, such as housing for independent seniors or increased participation in physical activity, may also be funded. Categories of projects which may be considered for funding through the Scheme include:

- Expansion of existing regional businesses
- Development of new commercial and industrial enterprises
- Industry development such as industrial parks; research facilities
- Tourism development such as Interpretive and Discovery Centres
- Accommodation facilities including seniors and community care accommodation
- Development of arts or sports centres

This list is not exhaustive and should only be used as a guide.

Definition of Headworks

For the purpose of the Regional Headworks Program, headworks is defined as follows: Work designated as headworks by essential service providers such as Western Power, the Water Corporation, Alinta Gas and Telstra, or local government authorities, which is undertaken by those organisations to provide service connection to the boundary of a property.

In circumstances where work that would normally be undertaken by an essential service provider is carried out by a contractor nominated by the essential service provider, the work will be considered as eligible for assistance.

In addition to the headworks assistance noted in the definition above, funding assistance for “on site” waste water treatment systems may be considered in instances where the connection to mains sewerage system is not an available option.

Applicants are strongly advised to contact the Department to determine whether the headworks component of their project is eligible for funding assistance under this program.

WHAT CANNOT BE FUNDED

The following categories of projects are not eligible:

- Residential developments.
- Property development incorporating the subdivision of land for sale to private individuals for the purpose of constructing holiday homes or other non commercial entities.
- Requests for retrospective funding, where projects have been completed or have commenced prior to receiving RHP funding approval. This includes the signing of a contract for work that is subject to RHP funding.

ELIGIBILITY CRITERIA FOR ACCESS TO THE SCHEME

Essential:

Proponents of small to medium commercial or industrial projects are eligible to apply for grant funding if the project meets the following essential criteria:

1. The requested funding must be for headworks projects that have not commenced.
2. The project should demonstrate creation of or support for a new industry or commercial activity in the region, or a substantial expansion of existing regional industry or commerce. Alternatively, the project should demonstrate how it will contribute to positive social or environmental outcomes. (Applicants must demonstrate how the project will result in positive outcomes such as employment growth and/or

other benefits to the Western Australian regional community or industry sector in which the project is being undertaken).

3. Applicants must demonstrate the project is viable and sustainable if RHP funding is provided.
4. Applicants must demonstrate a high level of commitment to the project through sourcing other project funding and/or a direct financial contribution. Full funding of projects is generally not available through the RHP. Preference will be given to applicants that can demonstrate a matching contribution.
5. Applicants must demonstrate the project could not proceed in an acceptable form without assistance through the Scheme.
6. Applicants should demonstrate that the project would not result in unfair competition to existing industry and/or businesses.
7. Community organisations applying for funding must be incorporated or have equivalent status.
8. Projects must have the written support of the relevant Regional Development Commission and the Local Government Authority in which the project will chiefly impact. These letters should articulate the benefits of the proposed project.

APPLICATION PROCESS

Applicants must satisfy all of the scheme's essential criteria as a minimum.

There will be one funding round per annum for RHP. Further submissions may be accepted throughout the year, at the discretion of the Department, as long as unallocated funding remains. Application forms are available from DLGRD upon request or via the Department's website: www.dlgrd.wa.gov.au.

Written submissions should be made on the approved application form to DLGRD and should include:

1. Name, address, ABN and contact details of the applicant.
2. An overview of the applicant's organisation including organisation structure, clients/markets/industry sector etc.
3. Project description including its aims, cost, location and proposed timing of project activities eg a GANTT chart.
4. Financial documentation including business plan, feasibility study, financial history for the past three years and projections demonstrating the project's long term viability.
5. Information on how the project satisfies each eligibility criterion.
6. Details of headworks costs for the project (including quotes) and the amount of funding (exclusive of GST) requested through the Scheme.
7. Letters of support from relevant Regional Development Commissions, Local Government Authorities and other organisations benefiting from, or contributing to, the project.
8. Information requested on the GST Information Form attached to the application form.
9. Where applicable, details of planning, environmental or any other related licenses, permits or approvals which have been, or will need to be, obtained to allow the project to proceed.
10. Where applicable, a copy of the organisation's Certificate of Incorporation or an equivalent legal status document.
11. Details of previous Government (Federal or State) support provided to the applicant organisation within the last three years for similar projects.

Applications will be assessed on the information submitted by the closing date of the funding round. Applicants are encouraged to discuss their project and the application process with their relevant Regional Development Commission and/or Senior Grants Officer at DLGRD (see "For Further Information" section for contact details).

TIMEFRAME

Please refer to the Department's website for opening and closing dates for applications.

TYPE OF SUPPORT AVAILABLE

Generally grant requests for less than \$5,000 (GST exclusive) will not be accepted under RHP. The maximum grant available per project will be \$200,000 (GST exclusive). Amounts greater than \$200,000 may be considered if a project demonstrates exceptional merit. Financial assistance provided under RHP is dependent on the availability of funds.

Applicants will be required to contribute an appropriate level of equity funding to the project as noted in essential criterion number 4.

The applicant may receive an offer under RHP of full funding of the requested amount, part funding or be declined funding. The maximum amount of funding will remain at the discretion of the Minister.

Funding will not be provided retrospectively.

THE DECISION MAKING PROCESS

DLGRD will undertake a preliminary assessment of each application against the Scheme's essential criteria prior to submitting applications to the RHP Advisory Panel for final assessment and recommendation to the Minister for Regional Development. The Minister will make decisions on grants for amounts up to and including \$150,000. For amounts greater than this, the Minister will make a recommendation to the Cabinet Standing Committee on Regional Policy, which will make a decision for endorsement by Cabinet. The Minister may recommend supporting an application that does not meet all the eligibility criteria if particular benefits or exceptional circumstances can be shown to apply, and may also give consideration to projects requesting amounts greater than \$200,000.

The Advisory Panel will be chaired by an industry representative (nominated by the Minister for Regional Development) and will include one member from LandCorp and one member from DLGRD. The panel may invite comments on applications from other organisations in reaching a decision.

CONDITIONS & OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS

Successful applicants will be required to commence projects within twelve months of notification by the Minister for Regional Development of RHP funding approval, in order to avoid the withdrawal of their offer of funding assistance.

Before receiving funds, successful applicants for RHP grants are required to sign a Financial Assistance Recipient Agreement which outlines the terms and conditions of the financial assistance. The conditions under which financial assistance is provided will be negotiated between DLGRD and the successful applicant and may include performance milestones, security provisions, reporting requirements and other information required by DLGRD.

Applicants need to be aware that where the applicant or a person employed by the applicant (including those employed on a casual or voluntary basis) are to be working with children then the necessary assessment notices pursuant to section 12(1) (a) of the Working With Children (Criminal Record Checking) Act 2004 need to be obtained from the Department of Community Development. Please contact that Department on 6217 8100 for information about who is required to have a Working With Children Check.

Prior to funding being granted, the applicant will be required to advise the Department in writing that Working With Children Checks have been completed.

Payments may be made as:

- a reimbursement upon provision by the grant recipient of receipts for completed work; or
- a grant cheque made out to essential service providers upon provision of a current quote for work to be undertaken.

Grant recipients are required to provide an acquittal and final report to DLGRD within two months of the conclusion of the project. Additionally, grant recipients must agree, upon request, to provide DLGRD with a report on the progress of the project and any other information DLGRD deems appropriate.

If the project is likely to extend beyond 12 months, grant recipients must provide DLGRD with a current status report on the project 12 months after funding is provided.

Any monies not spent for the purpose for which they were provided must be refunded to DLGRD.

Grant recipients should be prepared to provide public recognition to DLGRD for the financial assistance provided. Successful applicants must comply with the requirements of "Building WA" during the construction phase of the project being funded. This will include the erection of a sign approved by the Department. Further information will be provided to successful applicants by the Department.

TAX INFORMATION FOR APPLICANTS

The Department of Local Government and Regional Development is registered for GST and has been issued with Australian Business Number (ABN) 88 549 163 437. DLGRD regards financial assistance under this Scheme as payment for a supply. GST-registered financial assistance recipients will therefore be liable for GST in connection with the financial assistance.

For GST-registered financial assistance applicants, DLGRD will increase the financial assistance by the amount of GST payable. GST-registered financial assistance applicants must provide DLGRD with a tax invoice for the GST inclusive value of the financial assistance unless DLGRD and the applicant have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until DLGRD receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The applicant acknowledges that the financial assistance provided is consideration for a supply to DLGRD and that the GST component will be included in the applicant's next Business Activity Statement lodged with the Australian Taxation Office.

For applicants not registered for GST, DLGRD will *not* include GST, nor will it reimburse an unregistered financial assistance recipient for GST paid or payable to a third party. Unregistered financial assistance applicants must provide DLGRD with an invoice for the amount of the financial assistance.

FREEDOM OF INFORMATION ACT

Clients are informed that DLGRD is subject to the WA Freedom of Information Act, which provides a general right of access to records held by State government agencies and local government authorities.

Clients should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact DLGRD's Freedom of Information Coordinator on 9217 1500.

APPLICATION LODGEMENT PROCESS

Applications should be submitted to:
Financial Assistance Branch
Department of Local Government and Regional Development
GPO Box R1250
PERTH WA 6844

Faxed or e-mail applications will not be accepted.

FOR FURTHER INFORMATION

For further details on the scheme, applicants should contact the Senior Grants Officer, Financial Assistance Branch, at the Department of Local Government and Regional Development in Perth (Telephone 9217 1465 or Freecall 1800 620 511 (country callers) or visit the Department's website:

<http://www.dlgrd.wa.gov.au/FinancialAssist/RIF.asp>

or contact their local Regional Development Commission:

Gascoyne

Carnarvon 9941 1803
Exmouth 9949 2090

Goldfields-Esperance

Kalgoorlie 9080 5000
Esperance 9083 2222
Leonora 9037 6944
Ravensthorpe 9838 1885

Great Southern

Albany 9842 4888
Katanning 9821 3211

Kimberley

Kununurra 9168 1044
Derby 9193 1444
Broome 9193 6795

Mid West

Geraldton 9921 0702
Mt Magnet 9921 0785

Peel

Mandurah 9535 0000

Pilbara

Port Hedland 9173 8400
Karratha 9185 0188

South West

Bunbury 9792 2000
Collie 9734 2322
Manjimup 9777 1555
Busselton 9752 3257

Wheatbelt

Northam 9622 7222
Moora 9651 1770
Narrogin 9881 5888
Merredin 9041 1445