



Coastal Adaption and Protection Grants

Completing and lodging your application

It is recommended that you commence your application as soon as possible, ensuring you have enough time to obtain any necessary quotes.

Save this application form to your computer and complete it electronically.

This application form can be used to apply for Coastal Adaptation and Protection (CAP) grants. Your project might be better suited to other CoastWA grant streams, so please click [here](#) for the range of available CoastWA grants.

For an application to be successful it must follow Selection Criteria and Guidelines. Click [here](#) for information on CAP.

When completing the application please assume the person assessing your application has no prior knowledge of the project. Members of the assessment panel may not be familiar with your situation.

Refer to the example CAP application to help you prepare your application.

For an application to be assessed, all questions and sub-questions must be answered where relevant, and attachments provided when requested.

Please exclude GST from all amounts in the application.

Your responses to the questions are not space limited – provide as much relevant information as you feel is necessary, though please be mindful to avoid extraneously long answers. Bullet points are acceptable.

Review your answers prior to lodging as you may experience formatting issues when copying and pasting into text boxes. These can be resolved by simply clicking save or spacebar after the text.

Email your completed CAP application form and attachments to:

coastalmanagement@transport.wa.gov.au

Please note: the size limit of emails that can be received is 20MB. If your application exceeds this size, you will need to send it over several emails or upload to OneDrive with access provided. If emailing, ensure that each email is sequentially marked with the total number provided, for example: Email 1 of 3.

You are encouraged to obtain email confirmation that your application has been received in its entirety.

Applications close 12 pm (midday) on Wednesday, 17 April 2024





When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**.

Coastal Adaption and Protection Grants

Application form

Project Identification

Project Name

Organisation

Other organisations involved in the project

Contact Person

Name

Job Title

Phone Mobile

Email

Postal Address

1.0 Project outline

1.1 Project type (Please choose one option that best suits your project.)

CAP project types*

- Monitoring
- Investigation
- Asset Management
- Adaptation
- Maintenance

*Refer to [CAP Information for Applicants](#)

1.2 Cost: How much are you applying for?

CAP grants can range between \$15,000 and \$400,000 Ex GST.

\$100,000

1.3 Aim: What is the aim of the project?

To undertake sand nourishment adaptation works at Sunny Cove's eroded beaches.

1.4 Outcomes: What deliverables will the project achieve?

Protection of natural and public assets as per the Shire's CHRMAP recommendation.

1.5 Project location: Please provide information on the geographic extent of your project.

Consider the study area in terms of sediment cells. The definition of sediment cells can be found [here](#).

DoT's sediment cell reports don't cover Sunny Cove. However, our Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) describes Sunny Cove as a wave-dominated, microtidal, west-facing crescent bay with low dunes, fringing rocky reef, and low to moderate gross sediment transport rates for both littoral and cross-shore movement of sand.

Does the project cover more than one local government area?

Please include/attach maps, aerial images, photos, or plans that identify the project site.

No, see attached map showing Sunny Cove within the context of Banksia Sound, wholly governed by Banksia Shire.

Does the study area cover any coastal erosion hotspots or watchlist sites?

Please refer to the 2019 [Assessment of Coastal Erosion Hotspots in Western Australia](#).

No, however we have previously flagged the location with DoT as a potential new hotspot, when we first consulted DoT about this project.

Have other CAP grants been received at this location before?

Yes No If yes, please complete Table 1.

Each summary should describe the performance of that project, briefly including:

- Relevance to current CAP application
- Outcomes and public benefits.

Table 1: Previous CAP grant information; you may combine summaries of multi-year projects.

Year	Project Title	Total Grant Value (\$)
2018 - 2020	Sunny Cove Coastal Monitoring Program: 2018 - 2020	2020: \$80,000 2019: \$60,000 2018: \$20,000

Summary

CAP grants were awarded for each year of the highly successful three-year Sunny Cove Coastal Monitoring Program: 2018 – 2020. The valuable collected datasets were all used in the 2020 CHRMAP’s CVA, where the resultant CHRMAP recommendations demonstrated the need for this CAP project application. Monitoring work included sediment sampling, post-storm beach monitoring, topographic surveys with RTK beach transects, difference plots, monthly photomonitoring, and a yearly summary report. 2019 also included nearshore wave and current data collection, while 2020 added a larger scale combined hydrographic and Lidar survey.

Year	Project Title	Total Grant Value (\$)

Summary

Year	Project Title	Total Grant Value (\$)

Summary

Has a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) been undertaken at your proposed project location? This can include more than one CHRMAP.

Yes No

If yes, have all CHRMAPs been endorsed by Council?

Yes No

Please provide a weblink to your CHRMAP(s) below or attach to this application.

If attaching your CHRMAP, please use a reduced size .pdf to assist review and sharing.

[Example only; not a real site]: www.banksia.wa.gov.au/coastal/projects/CHRMAP

1.6 Past coastal project management experience: Does your organisation and project manager have a proven track record or experience for successfully managing Coastal Adaptation and Protection projects, or similar projects?

Please provide the name and relevant experience of your project manager.

Name

Experience

Yes, Rodger Smart has 18 years of experience in managing civil engineering projects, which includes projects in the coastal engineering field. Rodger was the Shire's project manager for the CAP monitoring programs listed in Table 1 between 2018 to 2020, with Rodger is continuing to manage this program independently of CAP since 2020 to present day. At the same time, Rodger was part of the Shire of Banksia's project team to deliver the Shire's CHRMAP in 2020, providing an integrated approach across the CAP project deliverables that fed into the CHRMAP CVA, to improve confidence in the CHRMAP's recommendations. After a period of additional community consultation and review, the CHRMAP was well received and endorsed by Council in 2021.

Rodger managed targeted emergency sand nourishment and dune restoration works when Sunny Cove's beaches were heavily eroded after severe storms in 2017. Rodger liaised with contractors to procure the works on behalf of the Shire and oversaw these works on-site.

Rodger joined the Shire in 2015, having previously worked as a project manager for a civil contractor overseeing local infrastructure projects, including installation of car parks along the coasts of Banksia Sound between 2007 to 2010, earth works at commercial development sites in 2012, and construction of rubble-mound retaining walls along Shire riverbanks for flood-prone areas between 2013 to 2014.

2.0 Project scope

2.1 Background: Provide a brief history of the project area.

Include what coastal erosion and/or inundation hazards exist and for how long, to demonstrate project need.

Sunny Cove's popular beaches are serviced by public foreshore infrastructure including ablutions, formalized beach access through the area's low dunes, and BBQ areas. This area has experienced significant erosion stress since 2017, which has led to the loss of beach area and some beach access tracks, requiring access track demolition for subsequent replacement with Shire-funded dune revegetation works plus emergency sand nourishment works. The Shire's 2020 CHRMAP identified an average erosion trend of 1m/yr over the last 20 years, accelerating to 2m/yr since 2017.

We estimate that up to \$3M of beach infrastructure will be at immediate risk of damage or permanent loss by 2026 if we 'Do Nothing' and do not implement foreshore protection adaptation. The expected loss of beach and foreshore as both a community and environmental asset presents an additional non-monetary value at risk. Our CHRMAP recommends protection as needed for Sunny Cove's beaches and public foreshore assets in the short-term, with a long-term plan of relocation needed at a more stable section of coast approximately 4km further updrift in Banksia Sound. The cost of asset relocation, land acquisition for the new foreshore, and the new location's foreshore infrastructure development necessitates this plan as a long-term strategic goal, estimated at \$15M and to be implemented by 2050. Therefore, this sand nourishment project provides interim protection measures ahead of the long-term strategy.

What relevant data, studies, or protection works currently exist in the project area, and will this information be considered for this project?

Consider wave and water level data, hydrographic surveys, beach surveys, aerial photographs, photogrammetry, shoreline movement plots, sediment samples, and other types of coastal monitoring information.

The Shire of Banksia have been proactive in planning for the area, immediately implementing a Sunny Cove Coastal Monitoring Program in 2018 with CAP funding assistance. Data from this monitoring program, along with state-provisioned datasets including vegetation line data (five-yearly from 1990 to 2020), aerial imagery (five-yearly since 1990), tide gauge data (continuous from 1980 to 2020), and offshore Banksia Sound wave buoy data (continuous from 1995 to 2020) were used to inform the 2020 CHRMAP's coastal hazard assessment component.

Locally collected datasets in the monitoring program from CAP funded sources and undertaken since include a Lidar survey of Sunny Cove (summer and winter, 2020), beach photos (post-storm, 2018 – 2023), RTK surveys (biannually, 2018 – 2023), sediment sampling (annually, 2018 – 2023), and nearshore wave and current data (winter, 2019). After following the full CHRMAP process according to DPLH guidelines, the Sunny Cove CHRMAP recommendations have been used as the basis for implementing this project (as described earlier). A copy of this CHRMAP has been linked in Question 1.5, which also references past studies of the Banksia Sound and Sunny Cove geography, geology, geomorphology, and oceanographic context.

2.2 Method: What approach will be used to conduct your project?

Ensure your method demonstrates considerations or recommendations from a CHRMAP process.

Please attach any relevant concept plans, monitoring plans, design drawings, and associated documentation. Please only attach a CHRMAP if a public weblink is unavailable.

Banksia Shire will source competitive quotes to undertake the project. The project scope, including nourishment locations, has been drafted showing further details (see attached). Shire staff will work closely with the awarded contractor to ensure adherence to the scope.

The Shire has also sourced a unit cost quote for sand (\$/m³, which has been used to estimate the material costs attached). In addition, informal over-the-phone estimates from prospective contractors have been used to form a speculative contractor cost for the project budget. Due to the likely delay between quoted costs and project inception, our budget estimates have allowed for additional contingency costs in-line with forecasted inflation.

Banksia Shire plans to use Shire survey equipment to conduct pre- and post-nourishment surveys as an in-kind contribution (costings attached); meanwhile the contractor will undertake sediment sampling at the nourishment sand source location, plus the target locations before and after nourishment works. Finally, the Shire will use in-house resources for traffic control as another means of in-kind contribution (costings attached).

What in-house personnel resources, including staff officer(s) and staff hours, have you allocated to deliver this project?

For example, to prepare the consultancy scope, or any other essential role with executing the project.

Banksia Shire has allocated two FTEs to this project: a senior works engineer (Rodger Smart) as PM to procure and work closely with the contractor during works (90 hours total project time); and an administration officer (Ian Jackson) for support, logistics, and finance purposes (35 hours total). These staff hours have not been included as an in-kind contribution towards the project budget.

Is this project part of a wider/broader long-term project?

For example, multi-year monitoring program, multi-year works program, or data collection that will be used to develop a coastal hazard assessment. This reduces extraneous procurement processes.

Yes No

If yes, please provide details:

The RFT will have a provisional clause that contracted works may be repeated up to two times if the Shire deems appropriate/funding allows. This will allow more nourishment works to be undertaken in 2025 and 2026, without requiring a new contract or scope. CPI will also be allowed for in each subsequent year of works in the RFT. Our approach therefore affords us a wider, more holistic means to adapt to erosion at Sunny Cove while enabling a flexible and strategic contractual method.

We understand that the CAPG program is an annual competitive funding opportunity, and each year applications will be assessed on their merit. If successful, we will discuss our approach with DoT to adapt the scope of subsequent works if future CAPG funding is not secured in the subsequent 2025/2026 funding round.

2.3 What public benefits will be delivered by the project?

Consider the social, environmental, and economic benefits of the project pertaining to a CHRMAP approach, and detail how they outweigh the project cost in your response.

Public benefits include enhancing natural amenity and maintaining a foreshore reserve. Protecting popular Sunny Cove beaches will ensure this asset is preserved in the short to medium term, while also reducing risks to BBQ/ablution/beach access infrastructure.

The Shire is helping to protect against losses of up to \$3M in public assets by undertaking this project, compared to a 'Do Nothing' approach. Nourishment focuses on protecting public assets with minimal, direct protection applicable to private assets in the Shire's coastal hazard zone.

Has a Benefit Distribution Analysis (BDA) been undertaken for your proposed adaptation project?

E.g. to assess direct and indirect beneficiaries of a seawall project protecting private land/assets.
Direct beneficiaries should contribute to such examples.

Yes No

If yes, please attach and provide details:

A BDA was completed in 2022 (attached) to evaluate who the beneficiaries will be from any future coastal management options implemented along the Shire's coasts. This document reported that Sunny Cove contained only foreshore infrastructure and services entirely for public benefit, with no private assets or interests protected by sand nourishment works in the short-term planning timeframe. The BDA recommendations therefore justified that expenditure of public funds is suitable to manage coastal erosion hazards at Sunny Cove.

EXAMPLE

Describe how the wider community and stakeholders will be involved, their level of interest and support for the project. (Include specific stakeholders and community groups that will be involved and the proposed method(s) of engagement.)

The Shire's 2020 CHRMAP included extensive community consultation through workshops, community days, and website surveys/invitations for public comment. The community's feedback was supportive of protecting Sunny Cove's foreshore assets and services in the immediate planning timeframe.

The Friends of Sunny Cove community group are also active along this foreshore to undertake coast care projects. We discussed this project with Friends of Sunny Cove who provided a letter of support (attached). We will also notify the community through our website and a letter drop to residents along the sand trucking route. In our letter drop we will invite feedback if they have concerns relating to this project, whereby we will liaise with those residents directly to discuss any significant issues.

2.4 Timeframes: Please use Table 2 as a template to outline key milestones and estimated completion dates.

Show that the proposed timeframe is realistic in completing consultant’s briefs, obtaining approvals, assessing tenders or preconstruction works, and coastal manager endorsement.

Note: CAP projects must be completed by May 2025.

Table 2: Template of project activities and timeframes.

Project Activity	Planned end date
Sign funding agreement	July 2024
Advertise RFT	August 2024
Evaluate tenders and award contract, plus letter drop to residents	October 2024
Refine scope with contactor and finalise workplan	November 2024
Submit Project Update Request Form to DoT	November 2024
Undertake pre-nourishment sampling and topographic survey	December 2024
Undertake nourishment works	January 2025
Undertake post-nourishment sediment sampling and topographic surveying	February 2025
Collate all survey and sampling results for DoT review	March 2025
Pay all invoices and provide these plus any other financial project documents to DoT	April 2025
Project acquittal	May 2025

3.0 Financial arrangements

3.1 What will be your organisation’s contribution to the project?

There is a minimum 50 per cent for all project types.

50%

3.2 Does your project include any in-kind value?

If yes, please attach details.

It is anticipated that in-kind contributions may apply for some projects. In-kind contributions include use of the applicant’s machinery, works labour, or materials. In-kind contributions cannot include internal administration costs, internal project management labour, overhead costs, or machinery depreciation.

Yes No

If yes, please provide the estimated value in Table 3 below.

3.3 Other funding

Please provide details and status of any proposed or current proposals to access funds from other funding programs for this project, or components of this project.

N/A

3.4 Please provide a breakdown of how money is to be spent in Table 3 (Ex GST).

Ensure to attach cost estimates and indicative quotes to support your application.

Table 3: Breakdown of cash and in-kind contributions.
Contribution (cash and in-kind, exclude GST)

Expenditure Item	Coastal Manager cash	Coastal Manager in-kind	Other (identify sources)	CAP Grant	Total Cost	Quote(s) attached
Contractor	\$50,000			\$50,000	\$100,000	<input type="checkbox"/>
Traffic control		\$10,000			\$10,000	<input checked="" type="checkbox"/>
Materials (sand)	\$30,000			\$50,000	\$80,000	<input checked="" type="checkbox"/>
Survey equipment		\$10,000			\$10,000	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
Totals (Ex GST)	\$80,000	\$20,000		\$100,000	\$200,000	<input type="checkbox"/>

4.0 Approvals

4.1 Land vesting: Is your organisation authorised to undertake the proposed project?

Please provide evidence that your organisation is authorised to manage the coastal lands.

Yes (attached).

Are there coastal management authorities that manage land covered by this project other than your own organisation?

Yes No

If yes, please provide details on their involvement and attach a letter(s) of support

4.2 Approvals: Are licences or approvals required as part of this project?

If so, please list the required approvals and attach evidence if already obtained.

These may include statutory, heritage, or environmental approvals.

N/A

Are there any outstanding legal, social, environmental or cultural/heritage issues preventing the proposed project from proceeding?

Yes No If yes, please provide details and anticipated timeframe to resolve them.

Have you consulted with the relevant Aboriginal group(s) that may be interested in your project site prior to making this application?

Yes No If yes, please provide details on their level of consultation and project involvement.

We have contacted the South West Aboriginal Land and Sea Council to request their support for the project (attached), and to direct us to any Traditional Elder representative or local groups that may want involvement. When we receive their recommendations, we will work to action any special requests.

5.0 Applicant’s acknowledgement

- All information provided is true and correct to the best of my knowledge, and I understand that any omission or false statement may result in the rejection of the application, withholding of grant funding, or termination of the grant funding agreement.
- I acknowledge that the Department of Transport, Western Australian Planning Commission or its representatives may check any of the information contained in this application and agree to provide any additional information they may request to assist with application assessment.
- I understand that this is an application only and does not guarantee funding.
- I grant to the Department of Transport and Western Australian Planning Commission, a perpetual, non-exclusive licence to display, copy, or publish in print or electronic format, all photographs submitted and declare that the photographs are my work, or I have full authority to grant such a licence.

Application submitted by

Name	Rodger Smart
Position	Senior Works Engineer
Organisation	Shire of Banksia
Date	25/03/2024

Application checklist

Have you:

- Read the CAP guidelines before completing this form?
- Made sure your proposed project meets the requirement to manage the risk of coastal hazards?
- Proposed to avoid and adapt to coastal hazards before considering coastal protection works?
- Completed this application form by answering all questions, completing tables, and providing attachments where relevant?
- Discussed this application and its budget implications with your CEO/Director/Councillor(s)?
- Ensured funding is available to meet your organisations required contribution to the project?
- Consulted your community about this project?
- Consulted all applicable approval bodies about this project?
- Consulted your relevant Aboriginal group(s) about this project?

Attachments:

- Resulting documents from previous investigations and studies
- Evidence of land management authority to undertake works for construction projects (if applicable)
- Concept plans and design drawings (if applicable)
- Quotes and cost estimates
- Evidence of approvals obtained (if applicable)
- Details of in-kind contributions
- Details of other sources of funding (if applicable)
- Other (please specify below).

Friends of Sunny Cove Letter of Support and Letter of Support request to SWALSC

Contact information

CAP Grants

Email: coastalmanagement@transport.wa.gov.au

Phone: 0472 819 860 (Tim Stead)

Lodge Application