



Department of
Transport

Round 23, 2017/18

Recreational Boating Facilities Scheme

Benefiting WA's Recreational Boating Community



Applications close 2pm Tuesday, 6 February 2018

About the RBFS

The Recreational Boating Facilities Scheme (RBFS) is a State Government grants program administered by the Department of Transport (DoT) and is funded directly from recreational boat registration fees. The RBFS provides grants to eligible authorities for the planning and construction of public boating infrastructure benefiting WA's recreational boating community.

Since its commencement the RBFS has approved funding to 425 projects over 22 grant rounds. Recreational boat users have significantly benefited from the scheme with approximately \$34.7 million disbursed on the planning and construction of new infrastructure and improvements to existing recreational boating facilities. In the previous round, nine projects were successful in securing \$1.5 million in grant funding.

The RBFS aims to:

- Provide project funding to improve recreational boating access to navigable waters.
- Enhance the safety of recreational boating infrastructure.
- Ensure that the environmental impact of recreational boating facilities is minimal.
- Provide a catalyst for new and improved recreational boating infrastructure.
- Ensure consultation with recreational boating organisations.

Please read the information contained in this brochure carefully if you wish to apply.

Who can apply?

Applications are open to local government and State Government agencies and statutory authorities directly responsible for the delivery and operation of recreational boating facilities.

Marina owners, developers, managers and operators of private boating facilities or those associated with private clubs are not eligible.

Volunteer marine rescue organisations, community groups and interested persons or bodies seeking funding must liaise with an eligible authority to prepare and submit the application (the facility must be licensed to the eligible authority and available to the recreational boating public).

Eligible authorities are encouraged to consult with their local community to develop ideas for RBFS grant proposals.

Funding

Up to \$1.5 million will be available for the 2017/18 Round 23.

Applicants can apply for RBFS funds up to 75 per cent of the estimated project cost, with the maximum grant available capped at \$750,000 (excluding GST). The minimum grant is \$15,000 (excluding GST). Grants are valid for 24 months.

Funding rounds are usually competitive. Applications will be prioritised and ranked and typically not all eligible applications will receive a grant offer. The grant amount applied for may be an important factor in assessment; hence applicants may wish to consider requesting funding for components of major projects in stages.

The remaining project cost is funded by the applicant and can include:

- Other sources of government funding, sponsorships and donations.
- In-kind contributions such as materials, labour and use of machinery.

Note: administration and internal project management costs (staff salaries) are not considered labour and should not be included as part of the applicant's funding contribution.

Applicants can apply for one or more grants in either the planning or works categories. Funding cannot be provided retrospectively. To be eligible, applicants must not have commenced construction prior to entering into a Funding Agreement with DoT.

Grants are paid in arrears. However, for projects with an estimated project cost of \$120,000 or more (excluding GST) an upfront payment up to 50 per cent of the approved grant value may be paid. In order for payment to be made the following information must be provided:

- evidence that all consents, licences and approvals have been obtained;
- contracts are in place to deliver the project;
- a statement of expenditure and copies of invoices verifying the project expenses; and
- a letter of request from the CEO or equivalent authorised personnel on organisation letterhead.

Following completion of the project, the grant recipient must advise DoT of the actual total expenditure of the project (excluding GST) and forward copies of the invoices and requested documentation. Grants will be reduced if all project components listed in the application are not delivered or the project comes in under budget. Savings will be retained by the scheme to benefit other projects.

See the Grant Conditions at the end of this brochure for more information.

Round 19 – Fishmarket Reserve

City of Swan

Grant value \$85,500

Completed August 2016

Fishmarket Reserve, located on the Swan River at Guildford, is a popular picnic area with the boat ramp suitable for launching small boats.

The City of Swan secured RBFS funding in Round 19 to increase the length of the ramp to allow for easier launching and greater use.

The result provides a perfect platform for those wishing to access and explore the river.



Completed Planning Studies – 2016/17

The RBFS provides grant funding for planning new recreational boating facilities and improving existing facilities.

Round	Applicant	Project	Grant Value
18	Shire of Denmark	Denmark River Strategic Boating Plan	\$30,539
18	Shire of Murray	Peel Estuary Channel dredging Master Plan	\$45,000
18	Town of Mosman Park	Johnston Street upgrade planning study	\$48,000
19	City of Albany	Albany recreational boating facilities study	\$68,903
19	Kimberley Port Authority	Entrance Point boat ramp improvements study	\$60,000
19	City of Rockingham	Donald Drive boat ramp study	\$44,503
20	Shire of Denmark	Ocean Beach alternate launch and retrieval facility study	\$14,811
20	Shire of Harvey	Collie River Elbow boat ramp upgrade design	\$26,307
20	Department of Biodiversity, Conservation and Attractions	Coalmine Beach dredging planning study	\$26,212

Project eligibility

Applications are evaluated according to the benefits they provide to recreational boat users. Eligible projects include the construction of, or planning for:

- Maritime facilities such as boat launching ramps, finger jetties, moorings, and breakwaters, navigation aids and new channels directly related to a public recreational boating facility.
- Land-based infrastructure located at a public recreational boating facility, such as parking bays for boat trailers, toilets, waste facilities, fish cleaning tables and signage regarding marine safety, fishing and other relevant boating information.

Ineligible projects

Applications for the following types of projects will **not** be assessed:

- Maintenance dredging.
- Recurring maintenance or operational costs.
- Private facilities or those associated with private clubs.
- Facilities which are not used primarily by recreational boat users, such as fishing platforms or toilets serving recreational parks (without a boat ramp or jetty).
- Maritime facilities solely for commercial vessels. *Note that applications for combined recreational and commercial facilities may be considered if recreational use is greater than 25 per cent of total use; an eligible authority must still own the asset. Any grant approved will be calculated pro-rata on the percentage of use by recreational boat users.*

Round 20 – Back Beach boat ramp re-build

City of Karratha

Grant value \$1,104,353

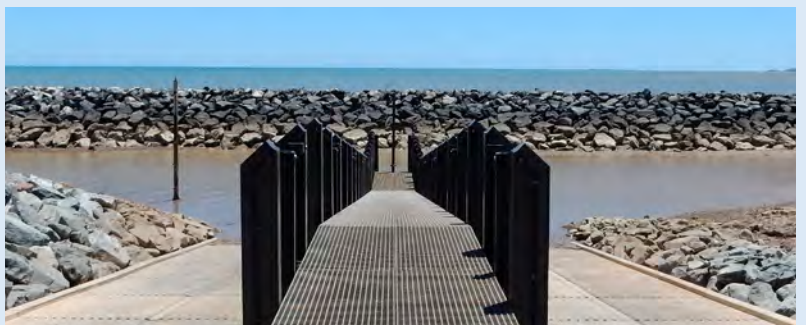
Completed September 2016

The City of Karratha was successful in securing funding under RBFS Round 18 to investigate options for improvement at the Back Beach boating launching facility, Karratha. The facility experienced limited usage due to tidal conditions and silt build-up.

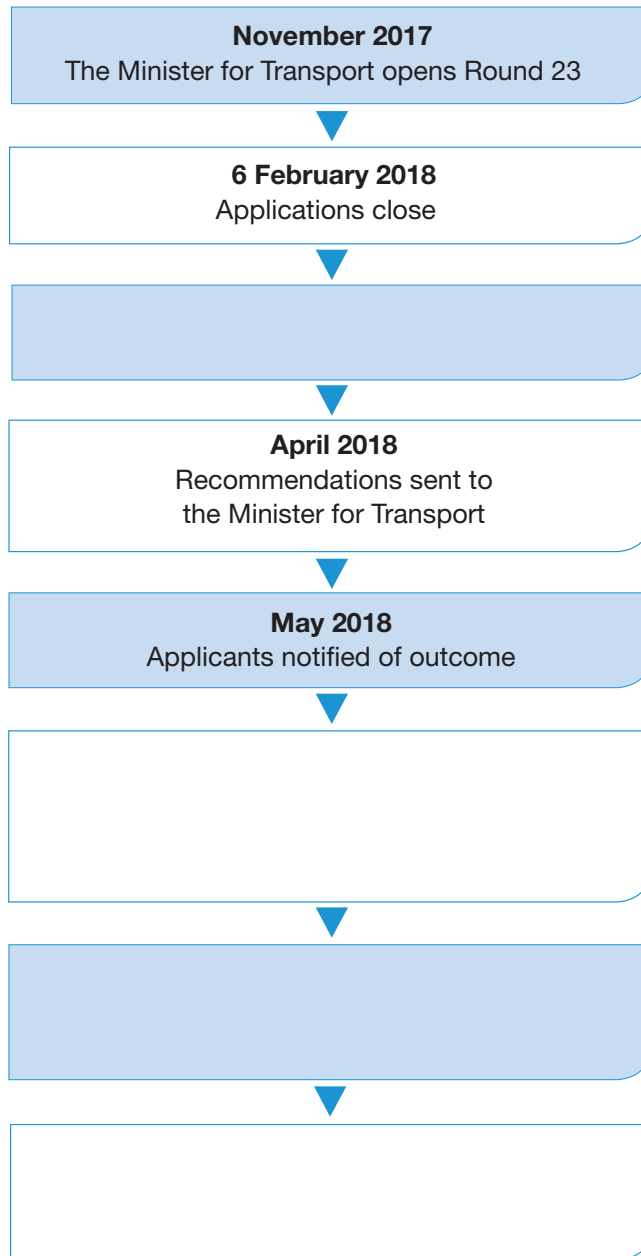
With additional funding from Round 19, the City undertook works to remove the existing breakwater to form an offshore breakwater. This provided protection for the boat ramp from wave action and resulted in a decrease in the build-up of sediment at the ramp and improved functionality at low tide.

Further funding in Round 20 allowed the City to upgrade the boat ramp and jetty. Reconstruction of the ramps and the new jetty will address tidal flooding issues, increasing safety during launching and retrieving.

The project was partially funded by the State Government's Royalties for Regions program.



Grant timeline



Round 20 - Francis Street boat ramp jetty renewal

City of Greater Geraldton

Grant value \$364,838

Completed June 2016

The City of Greater Geraldton was successful in securing funding in Round 20 of the RBFs for a works project at the Francis Street boating facility, Geraldton. The grant has seen a new finger jetty installed to improve access after funding in Round 17 identified the need for the work.

The new design of the jetty provided holding bays for up to three vessels and improved access for users, including people with mobility impairments.

The project was partially funded by the State Government's Royalties for Regions program.



Preparing your application

Applications close 2pm Tuesday, 6 February 2018

STEP 1

Visit the RBFS website to find out about the application process.
www.transport.wa.gov.au/imate/imate-process.asp

STEP 2

Contact your nearest DoT Regional office or the RBFS Officer to discuss your projects eligibility for funding:

Region	Telephone
Northern Region	
Kimberley	9192 0203
Pilbara	6551 6383
Central Region	
Gascoyne	9947 8201
Goldfields/Esperance	9022 5950
Mid West	9956 0119
Southern Region	
Great Southern	9892 7308
Southwest	9792 6615
Metropolitan, Peel and Wheatbelt Region	9435 7612
Email: RBFS@transport.wa.gov.au	

STEP 3

Determine which category is relevant for your proposal:

1. Planning - to undertake feasibility studies, site investigations, strategic plans, detailed cost estimates, community consultation, detailed engineering drawings, environmental impact assessment or similar.

DoT has developed guidelines for the design of boat launching facilities in WA, below the 25th parallel. It is recommended you refer to DoT's drawings and design guidelines to assist you with your design considerations; they are available at www.transport.wa.gov.au/imate/imate-process.asp

Tidal and cyclonic conditions for areas north of this require additional design considerations, and designers of facilities for these areas are encouraged to liaise with DoT to obtain more details.

2. Works - for the construction of public recreational boating facilities and infrastructure. It is recommended you provide detailed engineering drawings and cost estimates; if you do not already have these, consider applying for a Planning grant.

STEP 4

Download the relevant application form at www.transport.wa.gov.au/imate/apply-process.asp and other necessary documents.

1. Planning - there is only one form to complete. Download and complete it electronically.

2. Works - read the instructions to complete the application successfully. There are two parts, download both and complete electronically:

- Works projects grant application form
- Works project grant application *Table 6.1*.

It is highly recommended that you start any application as soon as possible as you may need to obtain quotes or approvals etc.

STEP 5

Submit your application to RBFS@transport.wa.gov.au with the necessary attachments by the closing time and date – only applications in electronic format will be accepted.

Note the size limit for emails is 8MB and may need to be sent over a few emails and ensure each email is sequentially marked.

Applicants for Work projects are encouraged to submit engineering drawings or concept plans, as well as up to six relevant photos (jpegs – over 200KB but less than 2MB) of reasonable resolution (not inserted into the document or email), for instance:

- The site, including close ups and aerial photos with the location clearly marked.
- Examples of similar infrastructure to your proposal.
- Existing infrastructure with the proposed upgrade clearly marked.

Remember applications or attachments received after the closing date will not be accepted. If you need assistance, contact the RBFS Officer on **9435 7612** or by emailing RBFS@transport.wa.gov.au

Important to note:

- Applicants are encouraged to undertake planning to gain engineering drawings and cost estimates before applying for a Works grant for a major project.
- A successful Planning application does not guarantee that the construction project itself will be funded in future rounds.
- Land-based facilities will only be funded if the associated maritime infrastructure is maintained at an appropriate standard and has a current Jetty Licence (or an equivalent licence with a Port Authority).
- Demolition of existing boating facilities may be funded if associated with the provision of new or upgraded facilities.

See the Grant Conditions at the end of this brochure for more information.

Project assessment

Applications are evaluated based on the benefits the project will provide to the recreational boating public.

Initially, applications are reviewed by the local Regional Assessment Panel convened by DoT's Regional Director in each region. These panels provide evaluations based on local knowledge to the RBFS Panel.

The RBFS Panel has representatives from:

- Boating WA (BWA)
- Department of Biodiversity, Conservation and Attractions (Parks and Estuaries Division)
- Department of Fire and Emergency Services
- Department of Primary Industries and Regional Development
- DoT's Coastal Infrastructure Business Unit
- Jet Sport West Boating Association
- Recfishwest
- Western Australian Local Government Association

DoT provides technical advice to the RBFS Panel which makes a final assessment and forwards its recommendations to the Minister for Transport.

Successful applicants

Successful applicants will receive a letter from the Minister for Transport. Afterwards, recipients will be asked to sign a legally binding Funding Agreement which details the grant conditions.

Once the agreement is signed and returned to DoT, the project may begin. If it is a Works project, construction cannot commence until:

- the plans and specifications are approved by DoT;
- all licenses and approvals are in place, for example jetty licenses; and
- approval by DoT if the design and/or construction of the project are to be tendered.

DoT will routinely communicate with grant recipients to monitor progress of the work. Progress reports will be requested in May and November of each year of the grant.

The RBFS team is here to assist you if you are experiencing difficulties or delays.

Round 20 – Denham trailer parking upgrade

Shire of Shark Bay

Grant value \$825,000

Completed November 2016

As part of the revitalisation of the Denham townsite, the Shire of Shark Bay sought RBFS funding in Round 20 to upgrade the car and trailer parking areas adjacent to the Denham boat ramp.

The works delivered a range of benefits:

- Realigned and upgraded car park layout provided safer manoeuvrability for the launch and retrieval of vessels.
- Provision of kerbing and line marking maximised the use of the available area to provide additional car trailer parking spaces.
- The relocation of the existing fuel tank and fish cleaning facility reduced the conflict between pedestrians and vehicles and provided safer access.
- Improved management of the foreshore area enhanced and complemented the upgraded parking area.

The project was partially funded by the State Government's Royalties for Regions program.



Round 19 – Lily Creek Lagoon boat ramp and jetty

Shire of Wyndham-East Kimberley

Grant value \$1,019,900

Completed May 2017

The Shire of Wyndham-East Kimberley was successful in securing RBFS grant funding in Round 16 to undertake a planning study to produce detailed designs for the Lily Creek Lagoon, Kununurra boating facility.

Additional funding in Round 19 allowed the Shire to undertake works to replace the existing boat ramp, construct two finger jetties, install lighting and improve de-rigging/rigging and trailer parking areas.

The improved boat launching facilities will ease congestion at the ramp at busy times and the installation of lighting will improve the capacity of vessels to launch and retrieve at night.

The project was partially funded by the State Government's Royalties for Regions program.



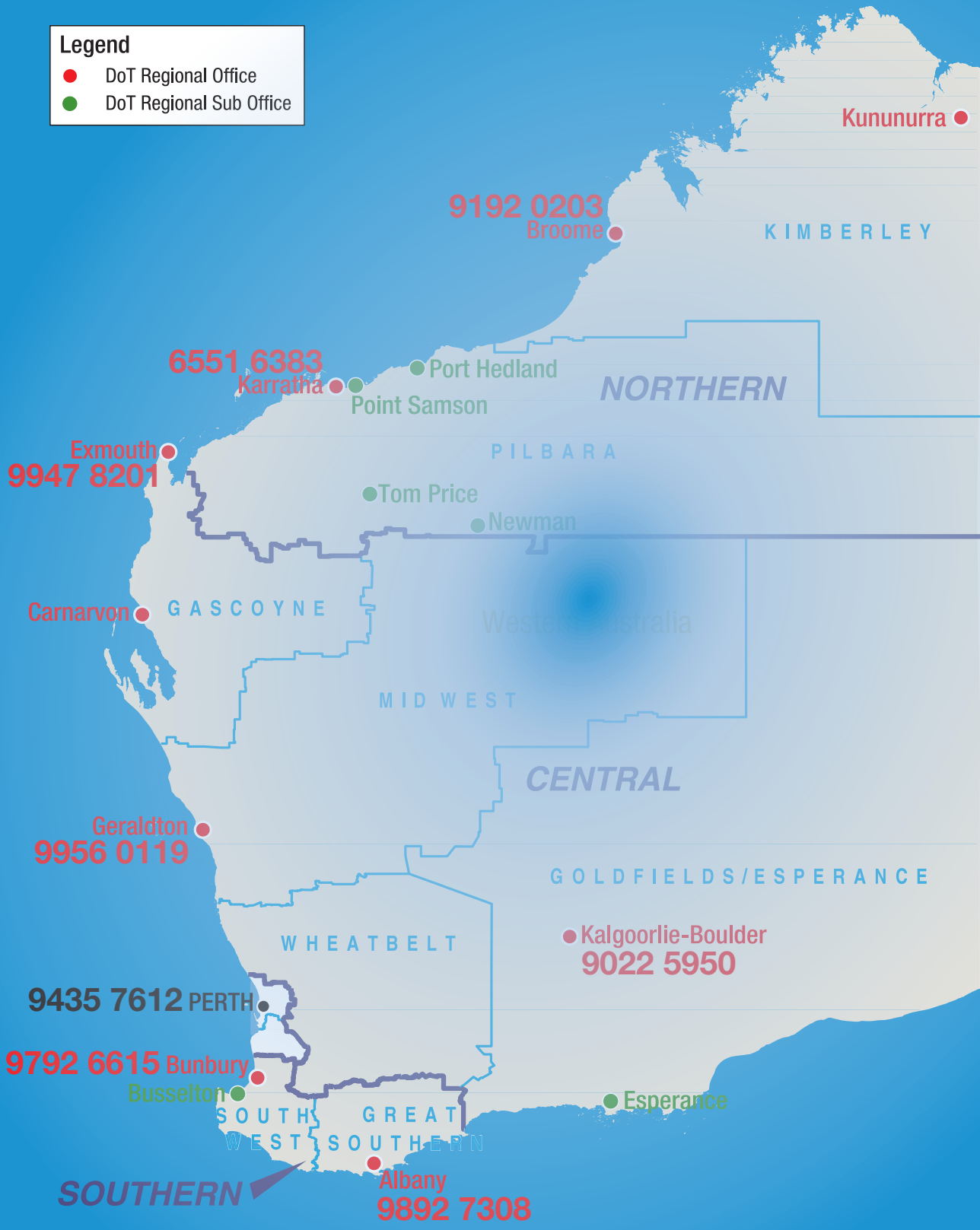
RBFS Grant Conditions 2017/18

1	Grants are available to Local Governments, State Government departments (including the Department of Transport, hereafter referred to as "DoT"), and Statutory Authorities where they are directly responsible for the delivery and operation of recreational boating facilities. Grants are also available to volunteer marine rescue organisations, community groups and interested persons or bodies on the proviso an eligible authority prepare and submit the application, the facility is licensed to the eligible authority and is available to the recreational boating public.
2	Grants will only be available for the planning or construction of new public recreational boating facilities, for the upgrade of existing public recreational boating facilities, and for those projects which meet the criteria outlined in these Guidelines.
3	The total amount of each grant for projects cannot exceed \$750,000 excluding GST. The minimum grant is \$15,000 excluding GST.
4	Eligible authorities may apply for funding for large projects in stages, submitting an application each round, to a maximum of \$750,000, for each stage. However a successful application for any stage does not guarantee other stages will be funded in future rounds. Applications for staged projects must be supported by an overall concept plan showing proposed future stages. Each stage must complete a component of the overall project.
5	Funding for approved projects is available at 75 per cent of the estimated total cost of the project, up to the maximum specified in Guideline 3. The grant amount paid will be reduced on a pro-rata basis for any component of the project specified in the application but not delivered.
6	Grants are typically paid in arrears. For projects with an estimated total cost of less than \$120,000, grant payments will be made following receipt of all information requested and a project completion certificate given by a suitably qualified and experienced engineer. For works projects with an estimated total cost of \$120,000 or more, the applicant may request 50 per cent of the grant to be paid following approval of the detailed engineering plans by DoT and signing of the construction contract. The remaining 50 per cent will be paid following receipt of all information requested and a project completion certificate given by a suitably qualified and experienced engineer. For planning projects with an estimated total cost of \$120,000 or more, the applicant may request 50 per cent of the grant to be paid following approval of the scope by DoT and contracts are in place to deliver the project.
7	Funds from other sources, including State Government departments, may be included as part of an applicant's funding contribution.
8	Applicants are responsible for addressing the necessary statutory approvals, which include jetty licences and planning and environmental approvals.
9	The applicant will own new assets created through the RBFS and will be responsible for all ongoing maintenance. DoT will own and maintain navigation aids.
10	The successful applicant must clearly demonstrate that any charges proposed for use of the facility will be utilised specifically and exclusively for maintenance of the facility.
11	The applicant, as owner of the project, is responsible for insurance, both during and after construction.
12	Should the applicant sell any asset funded by the RBFS, it will be required to refund 75 per cent of the written down asset value.
13	Proposed new facilities or improvements to existing facilities shall comply with the appropriate Australian Standards, including maritime structures (AS 4997), marinas (AS 3962) and universal access design (AS 1428).
14	For works projects, the applicant must install, in a prominent place on or near the works, signage acknowledging the RBFS. A template will be provided but final artwork must be approved before production. For planning projects, the applicant must acknowledge the RBFS grant in the documents resulting from the project.
15	Provision of the funding is conditional on the applicant entering into a funding agreement which sets out the terms and conditions of the grant.
16	DoT will, where possible, provide technical advice throughout the design and development of the project when asked to by the applicant.
17	The applicant must provide a financial statement upon completion of the project, which includes the actual cost of each component, as set out in their application.
18	The grant will remain valid for 24 months from the date of advice of approval to the applicant. The project should be completed and payment claimed within this time. Failure to gain approval from DoT to extend this period before it has elapsed may result in termination of the funding agreement.
19	Applicants are encouraged to prepare designs that address universal access criteria.
20	In-kind contributions, in terms of materials, labour or machinery use, need to be quantified. Applicants must provide details of the value of any in-kind work claimed.
21	Administration and internal project management costs (staff salaries) are not considered labour and should not be included as part of the applicants funding contribution.
22	The applicant is to fund any cost overruns. Significant increases in costs due to factors beyond the applicant's control may be considered for funding upon lodgement of a variation request, if financial capacity exists within the Scheme at the time. Requests for 10 per cent or less of the grant amount may be considered by the Director Maritime Planning. Requests for more than 10 per cent may be considered by the RBFS Panel.
23	In recommending projects, the Minister may offer funding for certain elements of a project or offer a percentage of the funding requested.
24	Details of grants, projects and recipients may be published and/or used for marketing purposes by DoT.
25	Non performance on any previous RBFS project may result in the applicant not being considered for future grants.
26	Applicants must obtain approval of their detailed engineering plans from DoT's Maritime Planning branch before works commence. Failure to do so may result in termination of the funding agreement.
27	Applications for a latter stage of a large project will not be granted if the previous stage/s has not commenced, unless prior approval has been gained from the RBFS Panel.

Project Eligibility Criteria	
28	Funding is available for planning and/or feasibility studies. A successful application for a planning grant does not guarantee that the works project itself will be funded in future rounds.
29	<p>Eligible projects under Condition 2 include:</p> <ul style="list-style-type: none"> • Maritime facilities such as boat launching ramps, boat holding jetties, moorings, maritime lighting, navigation aids, new channels and breakwaters directly related to a boating facility. • Land-based facilities located at a boating facility, such as trailer parking, lighting, toilets, waste facilities, fish cleaning tables and signage regarding marine safety. • Other worthwhile projects that meet the RBFS guidelines. <p>Land-based facilities will only be funded when the associated maritime infrastructure is maintained at an appropriate standard. Grants for land-based facilities projects may be calculated pro rata on the percentage of use by recreational boaters.</p>
30	Works ineligible for funding include general maintenance and maintenance dredging.
31	<p>Applications are evaluated according to the benefits they provide to the recreational boating public, therefore funding is not available for the following types of projects:</p> <ul style="list-style-type: none"> • private facilities or facilities associated with private clubs; • facilities which are not used primarily by recreational boat users, such as fishing platforms; • maritime facilities which are substantially commercial rather than recreational; and • ablation blocks serving non-boating facilities, such as recreational parks.
32	Demolition of existing facilities may be funded if in association with provision of new or upgraded facilities.
33	<p>Applications for combined recreational and commercial facilities will be considered when:</p> <ul style="list-style-type: none"> • recreational use is greater than 25 per cent of total use; • an eligible recipient lodges application; • an eligible recipient owns the proposed or existing asset; and • all other grant conditions are met. <p>Grants for combined recreational and commercial facilities may be calculated pro rata on the percentage use by recreational boaters.</p>
34	Funding cannot be provided retrospectively. To be eligible for a works grant, applicants must not have commenced construction at the time of advice of approval. "Commenced" is not intended to include preliminary design work, cost estimations or community consultation.
Application Process	
35	There is usually one funding round each financial year. Applications for infrastructure projects are submitted as Works applications. Applications for projects which produce a conceptual set of engineering drawings, the results of community consultation, a pre-tender brief, detailed cost estimates, environmental impact assessment, and a level of demand report or environmental approvals and so on are submitted as Planning grant applications.
36	The application process is aligned with the financial year and the Local Government budgetary process. The RBFS annual schedule will be published at the time the Minister announces the new grant round.
37	Applications supported by detailed concepts, plans and/or reports will be highly regarded.
Project Assessment	
38	Regional applications are reviewed by the local Regional Assessment Panel. DoT's Regional Services Operations Manager in each region convenes the Regional Assessment Panel, selecting members according to their expertise and local knowledge. Applications are ranked in priority order for the region.
39	<p>The RBFS Assessment Panel reviews all applications, with advice from the Regional Assessment Panels. The RBFS Panel should be independent and include representation from at least:</p> <ul style="list-style-type: none"> • Department of Biodiversity, Conservation and Attractions (Parks and Estuaries Division). • Department of Fire and Emergency Services. • Department of Primary Industries and Regional Development. • Department of Transport (two representatives). • Western Australian Local Government Association. • Independent stakeholders. <p>Each member has an equal vote.</p>
40	Members of the RBFS Panel, including those from DoT, must declare any vested interests and abstain from voting on such projects. The meetings must have a quorum of six, one of which shall be the Chair.
41	<p>When funding is constrained, the priority order for grant funding from highest to lowest is:</p> <ul style="list-style-type: none"> • Maritime facilities. • Essential land-based facilities. • Desirable land-based facilities.
42	Applications are assessed according to the benefits they provide to recreational boat users. Projects are prioritised where available RBFS funding is limited or the funding round is over-subscribed. The amount of funding requested in relation to the total amount of RBFS funds available may be an important consideration in this assessment; hence applicants should consider staging large projects in components.

Legend

- DoT Regional Office
- DoT Regional Sub Office



CONTACT

Recreational Boating Facilities Officer
 Telephone: 9435 7612 or 9435 7532
 Email: RBFS@transport.wa.gov.au
 Website: www.transport.wa.gov.au/rbfs

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