



Community Water Supplies Partnerships (CWSP) program

Information for applicants



Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace
Joondalup Western Australia 6027
Locked Bag 10 Joondalup DC WA 6919

Phone: 08 6364 7000

Fax: 08 6364 7001

National Relay Service 13 36 77

wa.gov.au/dwer

© Government of Western Australia

January 2025

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for your personal, non-commercial use or use within your organisation. Apart from any use as permitted under the *Copyright Act 1968*, all other rights are reserved. Requests and inquiries concerning reproduction and rights should be addressed to the Department of Water and Environmental Regulation.

FIRST 115829

Disclaimer

This document has been published by the Department of Water and Environmental Regulation. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Department of Water and Environmental Regulation and its employees are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

This publication is available at our website wa.gov.au/dwer or for those with special needs it can be made available in alternative formats such as audio, large print, or Braille.

Contents

Introduction.....	1
What is the Community Water Supplies Partnerships (CWSP) program?	1
Key information.....	2
How much funding is available?	2
When can I apply?	2
How do I submit an application?	2
Contacts ..	2
Key criteria.....	3
Who can apply?	3
Who can't apply?	3
What areas are eligible for funding?	4
What are the priority funding objectives?	4
How much co-contribution must applicants make?	4
Who is responsible for ongoing operation and management of infrastructure purchased through program funding?	5
Application information	6
Project feasibility.....	7
Project planning and management	7
Community involvement	8
Partnerships	8
Other grant applications.....	8
Consultants and contractors	9
Supporting documentation.....	9
Project implementation	9
Application assessment.....	10
Eligibility assessment.....	10
Benefit assessments	10
Risk assessment	10

Introduction

What is the Community Water Supplies Partnerships (CWSP) program?

The Community Water Supplies Partnerships (CWSP) program is 50:50 co-funded by the Australian Government National Water Grid Connections Fund and the Western Australian Government through Royalties for Regions. It provides regional communities in dryland agricultural areas with funding to improve their non-potable water supplies and is administered by the Department of Water and Environmental Regulation (the department).

The program's objective is to assist broadacre farming communities in establishing or improving non-potable water supplies. This will increase water available for emergency livestock and firefighting to better prepare communities for periods of low rainfall. It will also ensure water is available for public amenities to reduce reliance on potable water supplies for non-potable needs. Non-potable water supplies are those that have not been treated to meet drinking water standards.

The focus of the program is to provide assistance to areas that have a history of water deficiency, or where on-farm and non-potable community water supplies are unreliable and unable to meet the needs of local landholders or the community.

Funding can be sought for projects that will take advantage of local non-potable water sources for emergency farmland or firefighting and community use.

Funding support depends on the nature of the work and the intent of the project.

Key information

How much funding is available?

Up to \$100,000 is available for each project and all funds must be acquitted within two years of award.

Funding requests of above \$100,000 may be considered, subject to approval by the department and provided that the applicant contributes a minimum of 30 per cent of the total project cost. Contact the Rural Water Planning team to discuss your project – see details below.

When can I apply?

The department will release grant opportunities periodically, subject to funding being made available from the Australian Government and/or Western Australian Government. Notifications and media statements will be released requesting grant submissions. The Rural Water Planning team can provide advice on the timing of funding opportunities – see contact details below.

How do I submit an application?

Applications should be submitted via email to ruralwater@dwer.wa.gov.au. All applicants will be notified by email confirming their application has been received. If you do not receive an email within 24 hours after submitting your application, please contact us on 1800 780 300.

Applicants must submit a completed application form. The department may request further information or clarification from the applicant.

Please contact the Rural Water Planning team to request the latest application form.

Contacts

For all queries, please contact the Rural Water Planning team.

Phone: 1800 780 300 or 08 6250 8022

Email: ruralwater@dwer.wa.gov.au

Website: wa.gov.au/dwer

Key criteria

Who can apply?

The following groups are eligible to apply:

- local government authorities (LGAs)
- community groups that are incorporated bodies.

All applications must have the support of the LGA, and the application form must be signed by the LGA Mayor or President and Chief Executive Officer.

Previous community water supplies grant recipients are reminded to make sure they are up to date with all reporting and/or acquittal requirements at the time of application. Applicants with existing CWSP projects that have outstanding progress reports or final reports may not be considered for funding.

Applicants may apply for more than one grant.

Applicants must have an active ABN and be a legal entity to be eligible for funding. It is not essential that applicants are registered for GST; however, it is important to note that you will not be able to claim GST if not registered. This will be taken into consideration during the assessment process.

Preference will be given to projects that fall on LGA owned or managed tenure.

Who can't apply?

The following entities are not eligible to apply but may partner with eligible applicants:

- State Government agencies
- businesses
- tertiary education institutions
- individuals.

What areas are eligible for funding?

The table below identifies LGAs that are eligible to apply under the program.

Eligible areas					
Albany	Corrigin	Goomalling	Lake Grace	Nungarin	Wagin
Beverley	Cranbrook	Greater Geraldton	Merredin	Perenjori	Wandering
Boddington	Cuballing	Irwin	Mingenew	Pingelly	West Arthur
Boyup Brook	Cunderdin	Jerramungup	Moora	Plantagenet	Westonia
Brookton	Dalwallinu	Katanning	Morawa	Quairading	Wickepin
Broomehill-Tambellup	Dandaragan	Kellerberrin	Mt Marshall	Ravensthorpe	Williams
Bruce Rock	Dowerin	Kent	Mukinbudin	Tammin	Wongan-Ballidu
Carnamah	Dumbleyung	Kojonup	Narembeen	Three Springs	Woodanilling
Chapman Valley	Esperance	Kondinin	Narrogin	Toodyay	Wyalkatchem
Chittering	Gingin	Koorda	Northam	Trayning	Yilgarn
Coorow	Gnowangerup	Kulin	Northampton	Victoria Plains	York

LGAs not listed within the table above but receive less than 600 mm rainfall per annum may be eligible to apply. Contact Rural Water Planning for more information.

What are the priority funding objectives?

For a project to be considered, it must provide clear benefits to the community. The priority funding objectives for the program are to provide non-potable water supplies to:

- establish or upgrade strategic emergency water supplies for firefighting and livestock
- reduce reliance on scheme water
- increase public amenities through the irrigation of open spaces, such as ovals, gardens and parks.

How much co-contribution must applicants make?

Applicants must contribute a minimum of 30 per cent of the total project cost. Greater co-contribution ratios will be held in higher regard. This contribution may include in-kind funding.

Please note that the grant amount cannot be increased. The onus is on the applicant to ensure they have contingency funds outside of the project budget to cover any unexpected increases in costs associated with the project.

Funds received from other state government funding programs cannot be used to satisfy the CWSP program co-contribution requirement.

Some examples of in-kind contributions include the use and operation of specialised equipment (for example, earthmoving equipment) and technical, professional and expert services (such as the use of LGA engineering staff and works crews).

Who is responsible for ongoing operation and management of infrastructure purchased through program funding?

The department will not be responsible for the ongoing operation, management and associated costs of infrastructure purchased with program funds. To be eligible for funding, applicants must explain how they will meet ongoing operation and management requirements, and any necessary agreements must be in place.

It is important that community water supplies are maintained following the completion of the project. Where appropriate, the department recommends that projects consider systems to monitor usage and allow for user payments towards ongoing maintenance costs.

Application information

We recommend applicants contact the department to discuss the proposed project prior to applying. The level of detail required in applications is dependent on the complexity and nature of the proposed project.

Step 1

- Applicants submit an *Application form* to the department.
- The template can be accessed on request from the Rural Water Planning team: ruralwater@dwer.wa.gov.au, 1800 780 330 or via the website.

Step 2

- The application is assessed for eligibility, benefits, cost and risk.
- Further information may be sought from applicants during the assessment process.
- A recommendation is made to the Delegated Authority for approval.
- Successful and unsuccessful applicants will be advised accordingly.

Step 3

- Milestones are negotiated between the department and the applicant.
- The Deed of Agreement is signed by both parties and includes project timelines, schedules and key milestones.

Step 4

- Project delivery is tracked against the milestones.
- Milestone payments are made dependent on evidence of completed work as agreed in the deed.

Step 5

- Providing all requirements are met, a closing report is submitted to the department and the final payment is made.

Project feasibility

It is important to consult the department in the conceptual stages of the project to ensure it will meet the expectations and objectives of the community and the government. The level of planning required for a project will depend on the complexity, budget and location of the proposed works.

Suitable sites for proposed works should be identified and tested to ensure they will meet all design requirements and specifications. Field investigations will assist in decision-making and should inform final designs. For projects affecting dams, it is essential that the structure is sound and represents no threat to public safety.

Geotechnical site investigations may need to include:

- the drilling of proposed dam sites
- soils and materials testing
- groundwater investigations
- topographical surveys.

Subsurface investigations may be needed to provide information on soils, construction materials, geology and water table elevations. Where required, drilling and pit testing results should be presented on a plan view and plotted on profiles. Other information such as aerial photography, topographic maps, property ownership details, previous project plans, local surveys and legal documents should be presented.

Detailed final designs are not required in the application and it is acceptable for preliminary budget estimates to be provided. However, your proposal must be technically feasible and the cost realistic. The need for any statutory approvals and their relevant period of approval should be clearly identified in the early stages of project development and factored into the schedule of works. Should the grant application be approved, payment will be conditional upon these approvals being obtained prior to implementation.

Project planning and management

The application must show evidence of adequate planning and demonstrate the applicant's capacity to implement and manage the project within a realistic timeline.

The application must:

- include a schedule and budget
- demonstrate the delivery of the project from start to completion has been carefully considered
- demonstrate value for money and include sufficient level of detail and explanation to assist making an informed financial decision:

Please note that the grant amount cannot be increased. It is the applicant's responsibility to ensure there is a minimum contingency of 10% to cover any unexpected increases in costs associated with the project. Applicants must demonstrate that all key personnel including project managers, consulting experts and technical/operational staff have the experience and expertise required to deliver the project.

Community involvement

An important component of the CWSP program is the requirement for local community consultation in the planning and implementation of the project.

Support must be obtained by the LGA if they are not the applicant.

Your application needs to outline:

- who you have engaged in developing the application (this may include project partners)
- how it has or will engage the community (this may include project partners)
- an estimate of participant numbers at proposed activities
- how the project will be accessible to participants and communities, or to a specific target group.

Partnerships

Projects that involve partnership with other organisations will be highly regarded.

A partnership consists of two or more organisations that share responsibility, resources and outcomes for the project.

A partnership must nominate a lead organisation, which will be the applicant organisation. The applicant organisation must be eligible to apply. It must take responsibility for the management and delivery of the project and the conduct of personnel delivering the associated services.

The participating organisations will need to agree how the partnership will operate, including how the project activities will be delivered by partners across different locations.

Other grant applications

Applicants must disclose the details of other grant applications for the same project (area and/or activity).

After applying, if you are successful with other grant applications, you are required to notify the department immediately as part of your assessment. You will need to provide evidence of these funding sources and the project activities they relate to.

Consultants and contractors

Grant funds can be used to engage consultants and contractors for specialist activities and tasks within the project that applicants would not otherwise have the capacity to deliver.

Where known, applications should include the name and qualifications of the consultant(s) or contractor(s) and detail the scope of their activities and how their involvement will contribute to the project's successful delivery.

Supporting documentation

Applicants should ensure that all supporting documentation referred to in the application is attached to the application form, including but not limited to:

- design drawings/specification tables/materials lists
- location map
- feasibility reports/investigations/data/surveys/consultant findings
- Gantt chart
- letters of funding commitment (cash or in-kind)
- maintenance agreements
- resumes for key personnel
- approvals and agreements
- written documentation in support of the project.

Project implementation

The department may require detailed plan specifications for large-scale or complex infrastructure projects. In these circumstances, the final design and specification documents will need to be submitted to the department for approval prior to the commencement of any on-ground works.

All plans should establish the technical requirements of the proposed works and be adequate for contracting. The costs associated with the work should be included in the initial budgeting estimates.

Application assessment

The department will use the information provided in the application to determine a project's eligibility and priority for funding.

Applications will be assessed and prioritised according to eligibility, benefits, cost and risk.

Eligibility assessment

Applications will be assessed, and favourable consideration will be given to the following criteria:

- areas that are significantly affected by climate change, such as trends in declining rainfall and the LGA's history of [water deficiency declarations](#)
- reducing the reliance on scheme water supplies by contributing to farmland and community local water supplies
- alignment to the LGA water management strategy (or a similar strategic planning document)
- community engagement and support from the community for the project.

Benefit assessments

The assessment will consider the benefits the project provides to the community and the region as outlined in the application.

Recognised benefits will include the project's:

- contribution to water security of the town now and into the future
- reduction in reliance on scheme water supplies and associated cost benefits
- improvement to emergency water supplies for farms and firefighting
- contribution to public amenities including watering of parks, gardens and public open space
- value for money.

Risk assessment

Applications will be assessed to determine the level of risk associated with funding the project. Risk factors that will be considered are those that may prevent the project from being delivered on time and on budget or impact its quality.

Information provided in the application will be used to determine the project's level of risk, including:

- feasibility and design work which demonstrates the suitability of the project, site selection and the viability of proposed infrastructure
- comprehensive timelines, plans and schedule of works breakdown

- demonstrated project management capability
- evidence of clearances and approvals
- evidence of endorsement and support for the project
- budgets and suitable funding sources
- commitments to ongoing maintenance and operational costs.

Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace, Joondalup Western Australia 6027
Phone: 08 6364 7000 Fax: 08 6364 7001
National Relay Service 13 36 77

dwer.wa.gov.au

23240276