



Community Housing Program Proposal Form

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1. ORGANISATION DETAILS

Organisation contact details

Name of Organisation	SHIRE OF DALWALLINU
Address	58 JOHNSTON ST DALWALLINU 6609
Postal Address	PO BOX 141 DALWALLINU 6609
ABN/ ACN	34 957 928 647

Organisation contact person

Name	KEITH JONES
Position/Title	DEPUTY CHIEF EXECUTIVE OFFICER
Telephone	9661 0500
Mobile	0407 084 318
Email	dceo@dalwallinu.wa.gov.au

2. PROPOSAL DESCRIPTION

2.1. General project details

Name of project	James Street Units
Total funds sought from the Housing Authority	\$184,000 via Shire Reserve/NC
Organisation contribution (financial or otherwise)	32,500
Total project cost	\$216,500

2.2. Target group and demand

land = 50% of 65000

Who is the target group for the proposal?

Can the organisation provide evidence of demand such as a wait list of clients/proposed tenants, if so how many? Are the proposed clients/tenants on the Housing Authority waitlist?

Note – Applicants for the proposed housing must meet the Housing Authority's income and asset eligibility criteria.

low income, people with disabilities, aged persons all as per Housing Authority Eligibility Policy
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2.3. Project description

Please describe the proposed project in detail.

What will be delivered? Include number of dwellings, configuration, etc.

2 single bedroom units which comprise a living/dining area kitchen, bathroom and laundry. External alfresco area with covered verandah. Single vehicle carport.

2.4. Project benefits

Please describe the benefits of the proposed project.

provides reasonable accommodation for low income, aged or people with a disability. Current available units are not within current specifications and need upgrading. These units will assist in this process.

3. PROJECT FINANCIALS

3.1 Contribution overview

Please provide an overview of contributions for the project.

Contributor	Contribution
Organisation contribution	32,500
Request from Housing Authority via Shire Reserve Account	184,000
Other source (please specify name of funding source, status: approved/requested and date decision expected)	
Other source (please specify name of funding source, status: approved/requested and date decision expected)	
Total project cost	\$ 216,500

3.2 Project budget

Please provide a detailed project budget, (to be submitted with this form).

The project budget will need to include details, if relevant, such as the following.

- Land value
- Land servicing costs
- Site preparation costs
- Surveying / legal costs
- Architect fees
- Landscaping fees
- Construction costs

3.3 Estimated annual rental income from completed project

Expected annual income	\$12,480
Include other regular and ongoing source of income (annual basis)	\$
Total annual projected income	\$12,480

3.4 Estimated annual project expenditure

Annual land rates for the housing project	\$ -
Annual water and sewerage rates for the housing project	\$ 720
Cost of project administration and ongoing annual administration	\$
Average annual cost of day to day maintenance of the housing project	\$ 4000
Average annual cost of maintenance for the housing project	\$
Insurance costs (replacement value)	\$ 545
Annual repayments required to service any organisation, eg supporting loans related to the project	\$ -
Annual allowance for rental debts and vacancy of dwellings at 8% of the maximum prospective annual rental income	\$ -
List any other likely annual expenses such as communal power/water consumption, etc. rubbish	\$ 1600
Total annual projected expenditure	\$ 6865

Estimated annual surplus (Total annual income less total annual expenditure)	\$ 5615
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3.5 Funding sources

Please outline the organisation's current funding sources for services.

Source	Amount \$	Recurrent/one off
Rental Income	49,927	ongoing

4. ORGANISATIONAL CAPACITY

4.1 Capacity of organisation to manage the property/ies

4.1.1 Please provide the organisations most recent annual financial report including the organisation's current funding sources.

4.1.2 Please provide the organisations financial projections for the next five years.

4.2 Property and housing portfolio

Please provide details of your organisations total property and housing portfolio management responsibilities.

Type	No. of properties	Location /region	No. of rent paying tenants	Target group	Total rental income pa
Units / townhouses / apartments	9	Dalwallinu	9	staff or non-staff	71 496
Houses / duplexes	23/2		23/4	joint venture	135 928
Lodging / boarding houses	0		0		46 927
Night shelters / refuges / crisis	0		0		
Other Aged	↓		9	Aged	25,990
Total	35		45		280,341

5. RISK ASSESSMENT

Please attach your project risk management plan or provide details of the risk assessment for the project using the risk matrix below.

IMPACT	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		LIKELIHOOD		

Please consider financial, operational and regulatory risks.

Risk	Likelihood	Impact	Risk rating	Mitigation actions (for high risk only)
FINANCIAL	LOW	LOW	LOW	
OPERATIONAL	LOW	LOW	LOW	
REGULATORY	LOW	HIGH	MEDIUM	

6. HOW TO SUBMIT AN APPLICATION

Post

Client Initiatives Manager
 Housing Programs Directorate
 Housing Authority
 Locked Bag 22
 East Perth WA 6892

Email

communityhousing@housing.wa.gov.au

7. DECLARATION

The declaration is to be signed by the Chief Executive Officer/Chairperson or equivalent.

I JEAN SUTHERLAND CHIEF EXECUTIVE OFFICER
 Name Title
 of SHIRE OF DALWALLINU
 Organisation

do hereby declare that all the information supplied in this proposal, is to the best of my knowledge, accurate and complete and that the Housing Authority will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

 Signature this _____ day of _____ 2018
 Day Month

8. APPENDICES

Appendix A: General Site Information

Street address and lot number.	
Current zoning of the land.	RESIDENTIAL
Does the current zoning allow for the proposed project?	YES
Area of the site (sqm)?	
Will this project use all or part of site?	PART
Will the site need to be subdivided or amalgamated? Has either of these processes commenced? Date the above processes commenced (if applicable).	NO
Are the services (eg water, sewerage, power, gas) connected to the site?	YES
Will the current services require upgrading?	NO
Are there existing buildings on the site? If so, will they form part of the project or be demolished?	YES - BECOME PART
Freehold	
Is land freehold? If so, please provide Certificate of Title and lot diagram, volume and title folio numbers.	YES
Please provide copies of any covenants, easements, caveats, or other encumbrances.	
A current valuation from a licenced valuer will be required when the project is approved. What is the estimated value of the land?	\$65,000
Crown Land	
If the land is Crown land, please provide the location and Crown reserve number.	N/A
What is the current designated use or purpose of the land?	N/A
Leasehold	
Is the land is leasehold, please provide details of owner or Vestee.	N/A
When does the lease expire? Please provide a copy.	N/A

Appendix B: Surveyor's feature survey

Please ensure if a surveyor's feature survey is attached it includes the following.

1. Site Plan (scale 1:200) showing the following information:
 - North point;
 - Site boundaries, showing fences (height and type) in their existing positions relative to peg locations (advise if pegs are located);
 - Electricity poles, direction of cables for electric power lines (and position of electrical power domes if underground);
 - Gas line in road reserve;
 - Easements for right of carriage way, right of way or public access ways;
 - Telephone ducts and junction boxes;
 - Location of outbuildings and houses within 3 metres of the lot side boundary, incorporating the positions of windows of adjacent buildings;
 - Floor levels of adjacent properties if within 5m of the lot boundary;
 - Levels from front of the lot site to the crown of bitumen road locating features of road verge, showing kerbs, driveways, paths, landscape features, drains and poles;
 - Levels (to AHD) and contours drawn at 0.5m intervals within the site and 3m beyond it in each direction to indicate differential levels or conditions at boundaries;
 - Notation on the site plan of which point could be used as a benchmark and the level (AHD) of the TBM;
 - Notation of the street name and street (and lot) number of the adjacent sites to the site;
 - The soil type (determined by shovel excavation to 600mm) at six points taken within the site, indicating rock outcrops in the site; and
 - The positioning of the trees and the landscape features of the site, indicating (in a legend if required) the type of tree, approximate height (m), spread (m) and girth (mm).
2. Sewer Plan indicating:
 - Sewer position, depth and manholes and easements for sewers (if any); and
 - Water main location and water point to the site.
3. Photographs taken from the street frontage(s) of the site, indicating the adjacent houses or lots, and the site being surveyed.
4. Advice of any, or possibility of any encroachments on the property and highlight on the feature survey.

Appendix C: Checklist of Attachments

Please tick the attachments, where relevant, accompanying this proposal.

Tick	Documents attached
<input type="checkbox"/> <i>N/A</i>	Copy of Incorporations or Registration Certificate showing the name of the incorporated association, the date of incorporation and the registration number
<input type="checkbox"/> <i>N/A</i>	Constitution or Articles of Association
<input checked="" type="checkbox"/>	Site Plan and Locality Plan: Provision of general site information including relevant documentation such as <ul style="list-style-type: none"> - certificate of title or vesting order - valuation report, lease agreement - Land titles office lot diagram - environmental report - surveyors feature survey (refer Appendix B) - Shire engineer's or building surveyors report
<input checked="" type="checkbox"/>	Budget and financial capability evidence (refer Section 3 and 4)
<input checked="" type="checkbox"/>	Copies of any caveats, covenants or other title encumbrances
<input checked="" type="checkbox"/>	Lease agreement copy or copy of proposed tenancy agreement
<input checked="" type="checkbox"/>	Section 7 completed declaration
<input checked="" type="checkbox"/>	Appendix A or B if applicable

WESTERN



AUSTRALIA

REGISTER NUMBER	
11/DP29826	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
2	14/2/2003

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2513 FOLIO 803

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 11 ON DEPOSITED PLAN 29826

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHIRE OF DALWALLINU OF 58 JOHNSTON STREET, DALWALLINU

(T I374940) REGISTERED 5/2/2003

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *I772391 CAVEAT BY THE STATE HOUSING COMMISSION LODGED 28/1/2004.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP29826
PREVIOUS TITLE: 2104-822
PROPERTY STREET ADDRESS: 11 JAMES ST, DALWALLINU.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF DALWALLINU

