



Department of **Water**
Department of **Regional Development**
Department of **Lands**
Department of **Agriculture and Food**



L T P I A

**LAND TENURE PATHWAY
FOR IRRIGATED AGRICULTURE**

**GUIDE TO DEVELOPING
A PROJECT PROPOSAL**

This guide has been developed to assist proponents in the preparation of a Project Proposal for leasing or acquisition of Crown land for irrigated agricultural development, and should not be used for any other purpose.



NOTE TO APPLICANT

The purpose of the Project Proposal is to demonstrate how your application for Crown land will contribute to the project outcome and how the community will benefit from the proposed use of the land through this project.

Essentially, the Project Proposal should answer three questions:

1. What do you want to do with the Crown land?
2. Why do you want to do it?
3. How will you do it?

Please include as much information as possible to support your proposal. This will facilitate the assessment of your proposal and assist the Department of Lands (DoL) in making an informed decision regarding your application.

Please read the Application Guidelines for the Land Tenure Pathway for Irrigated Agriculture (LTPIA) to guide you through the LTPIA process.



For further information or help with completing the Project Proposal, please contact:

Department of Lands

*Attention of the relevant Case Manager
Level 2, 140 William Street, PERTH WA 6000
Postal address: PO Box 1143, WEST PERTH WA 6872
Freecall: 1800 735 784 (Country only)
Telephone: +61 8 6552 4400

**For example, if your proposal is within the Mid-West region, then contact the Case Manager of the Mid-West team, quoting your job number.*

Email: info@lands.wa.gov.au

Approvals

The Project Proposal will need to demonstrate that relevant approvals including (but not restricted to) project approvals, planning and building approvals, land title, native title, heritage approval, incorporation as a legal entity, legal requirements and licences have been considered, how they will be obtained and that there are no barriers to the progression of the project. Any potential barriers that might interfere with the development or completion of the project should be communicated to DoL.

1.0 EXECUTIVE SUMMARY

It is recommended that you include an executive summary in your Project Proposal which highlights the key points in your application. Items that should be covered include, but are not limited to:

- Purpose of the project
- Benefits of the project
- Project costs and anticipated funding
- Stakeholder consultation and key approvals
- Potential barriers to the development or completion of the project.



2.0 PROJECT SCOPE AND EVALUATION

2.1 BACKGROUND AND PROJECT DESCRIPTION

- Describe the project and what you want to do in lay terms.
- Identify the land that you are applying for, including the type of tenure (i.e. leasehold or freehold) as well as the area and size of the land.
- Is there a dedicated road to the area you are proposing to develop? If not, what means of access (e.g. easement) are you proposing and what land will be affected by the proposed access route?
- If you are planning to grant interests in the land to a third party (e.g. a joint venturer or third party investor), please include the following details:
 - To whom, and the proposed commercial terms, and
 - Any contributions by the third party to the development, e.g. building of infrastructure.

You will need to provide supporting documents, such as maps, sketches, surveys etc., showing the size and dimensions of the proposed development and area of the land you are interested in. It is recommended that you engage a surveyor to assist in drafting a sketch or draft deposited plan at this stage, addressing access, and including easements, if required.

2.2 PROJECT TIMEFRAME AND OUTPUT

- What are the economic and community benefits of the project?
- Identify the direct or indirect benefits to the community, State or Commonwealth of using the land for the proposed project.
- What are the productivity benefits or revenue generating capacity?
- Include details of any development stages or timelines. This will assist the assessment of your Project Proposal.

2.3 ABORIGINAL PARTICIPATION

If applicable, describe how the project intends to engage, foster productive relationships and create opportunities for Aboriginal and Torres Strait Islander people in regional Western Australia.

Examples of this include and are not limited to:

- Creating employment and/or employment opportunities
- Encouraging Aboriginal communities to participate in agricultural enterprises.

Where applicable, please also provide information on whether your project incorporates policies or initiatives concerning the implementation of regional programs for Indigenous Australians such as Aboriginal economic development programs e.g. the Kimberley Employment and Enterprise Program (KEEP).

2.4 STAKEHOLDERS AND CONSULTATION

Who or what may this project impact? Who has been consulted?

- Identify and describe the extent of consultation with the stakeholders that might be affected by the project, for example:
 - Other State departments and agencies
 - Comment or advice from the Local Government that the area of land is in
 - Interest groups
 - Native Title Parties
 - Mining tenement holders
 - If access through land held by third parties is required, those interest holders.

Please provide contact details, letters of support and preliminary advice, where applicable.



HANDY HINT

Evidence of in-principle support from all interest holders should be included in your Project Proposal.

3.0 PLANNING AND IMPLEMENTATION

3.1 FUNDING STRATEGY AND BUDGET

What are the costs of the project and how will it be funded?

- Outline the estimated costs of developing the project.
- Indicate the source of funding, including investment by third parties or any Royalties for Regions funding or funding/grants from other State Government departments and/or the Commonwealth.
- Provide details and costs of the infrastructure and capital investments required.

Please attach supporting evidence.

The table below is provided as a guide.

Item of expenditure	Budget (\$)	Source of funds	Has the funding been secured?
Total budget			



3.2 RISK ANALYSIS

What risks are associated with the project?

Identify issues that may prevent the project progressing, or that may hinder the achievement of the stated project outcomes and deliverables, including risks associated with funding and approvals.

3.3 SUPPORTING DOCUMENTS/ ATTACHMENTS

List and clearly identify all supporting documents for this project.

3.4 ARE YOU A LEGAL ENTITY?

You should provide details of who you are or the company you represent. What experience in agricultural ventures do you have? Are you or the company foreign-owned and could your proposal trigger assessment by the Commonwealth Government's Foreign Investment Review Board?

Refer to www.firb.gov.au for further information.

3.5 DECLARATION AND SIGN-OFF

Please include the declaration and signature blocks below in your Project Proposal.

By signing and submitting this Project Proposal, the signatories have understood and agreed that:

1. This Project Proposal does not in any way guarantee that the request to lease or acquire land in freehold will be granted.
2. DoL may ask for any information that would assist in assessing the Project Proposal.
3. It is your responsibility to seek and obtain necessary approvals, licences, insurance certificates and permits as required.
4. DoL is not responsible for approving any of the supplied information, and it is up to you to ensure that all necessary preliminary advice and in-principle support has been obtained and is satisfactory.
5. DoL reserves the right to decline any request to lease or acquire land in freehold.

Please ensure that this Project Proposal has been signed off by the author (the individual who wrote the Project Proposal) and by the CEO or Managing Director of your organisation (if applicable).

I confirm that the information contained in this Project Proposal is true and correct.

Author of Project Proposal

Signed _____

Completed by _____
(insert name)

Position _____

Date _____

CEO/Managing Director

Signed _____

Approved by _____
(insert name)

Position _____

Date _____



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