



Department of  
**Local Government, Sport  
and Cultural Industries**



# **KidSport Regional Pools Program Guidelines**



# KidSport Regional Pools Program

## Guidelines

### Overview

The KidSport Regional Pools Program (KRPP) is a Western Australian State Government initiative aiming to increase physical activity and water safety awareness of children aged 5-18 years by subsidising access to community pools in regional areas. Eligible children can receive funding to cover the cost of an eligible pass for pool entry at approved regional community pools.

The program is administered by the Department of Local Government, Sport and Cultural Industries (DLGSC) with the assistance of Local Government Authorities in Western Australia (WA).

The KRPP covers passes for various lengths (e.g. 1/3/6 months or a seasonal pass). All applications must be submitted to DLGSC before the end date of the KRPP round. Local governments may choose which passes they wish to offer for their pools. Eligible pool passes will be outlined in agreements with participating local governments.

To support ongoing participation in community sport, eligible children may access the KRPP in addition to the existing KidSport Voucher Program. Application and assessment for the KRPP is independent of any KidSport Voucher application.

### Underpinning documents

1. KidSport Policy
2. KidSport Special Considerations Guidelines

### Eligibility

To be eligible for the KRPP a child must:

- Be aged 5 to 18 years (inclusive at the time of application); and
- Reside in regional Western Australia; and
- Be named on a parent's or guardian's valid Services Australia Health Care Card or Pensioner Concession Card, with the child's unique Customer Reference Number (CRN) visible; or
- Have their own valid Services Australia Health Care Card or Pensioner Concession Card, with the child's unique Customer Reference Number (CRN) visible on the card.

A child's residential status will be determined by the address on their valid Services Australia issued Health Care Card or Pensioner Concession Card.

Where a child does not meet the above criteria, the family may be eligible to access KidSport through a Special Consideration application as outlined below.

### Special Consideration Eligibility

If a child meets the **age** and **resident** criteria outlined above, but does not hold a concession card, they may still be eligible to apply for KidSport under Special Consideration.

Special Consideration applications are available to support identified low-income families who may have difficulty accessing concession cards, or independently applying for a KidSport program.



To be eligible, the child or their family must meet at least one of the following criteria:

1. The family is experiencing significant financial distress (e.g., loss of main income source, death/serious illness of the primary income earner or other extenuating circumstances).
2. The family impacted by a natural disaster (e.g., fire, flood, cyclone).
3. The child is living in the care of extended family or in long-term alternate living arrangements (not in care of the State)
4. The child is in the care of the State under any care arrangement.
5. This child is a biological child of foster or family carers
6. The child is a participant in the Target 120 program.
7. The child or their parent/guardian is an asylum seeker, refugee, or other humanitarian entrant.

Applications under Special Consideration must be submitted through or supported by an approved KidSport Support Agent. The Special Consideration Application Process is outlined below.

## Funding

Funding, equivalent to the cost of an eligible pass, will be paid by the DLGSC to participating regional local governments. Pool passes of various lengths are eligible for KRPP. Eligible pool passes are determined by agreement between the local government and DLGSC.

The local government will be responsible for processing applications, including eligibility verification, and issuing a pool pass to eligible children.

The participating local government must issue the pass to eligible children for use prior to receipt of funds from DLGSC, ensuring there is no charge to the parent/guardian upon issue. Refunds for retrospective eligible pass payments are not permitted.

## Payment process

Funding will be provided to participating local governments after the program round concludes. To initiate payment, local governments must complete the KRPP Participant Document and submit it to DLGSC. A Purchase Order will be issued before a Tax Invoice is submitted by the local government for payment.

## Promotion

DLGSC will provide marketing and promotional material for use by the local government in promotion of KRPP including:

- An online application form for use by local governments for each eligible child.
- A manual application form for local governments (*Please note: if a manual form is used, all applications and associated concession cards must also be submitted via the online portal by the local government in order to be paid.*)
- Posters
- Social media tiles



DLGSC can also send promotional emails to previous KidSport recipients at the request of the local government.

## **Roles and responsibilities**

### Department of Local Government Sport and Cultural Industries

- a) Develop and provide the online application system and manual application forms for use by local governments, along with other required documents for registration and data collection.
- b) Send promotional emails to KidSport recipients in participating local governments.
- c) Provide marketing and promotional materials for use by the participating local government in promotion of the KRPP.
- d) Pay the local government the agreed funding for each eligible pass after the program ends.
- e) Provide support as required.

### Local Government

- a) Accept, assess, and retain KRPP applications (both online and manual), verifying eligibility as outlined in the Assessment Process.
- b) Issue an eligible pool pass to each approved child, suspending any required payments for the duration of the agreed pass.
- c) Ensure that no charges are made to parents or guardians when issuing the pass. Refunds for retrospective payments are not permitted.
- d) Record data on the KRPP Participant Document, including assessment outcomes and attendance rates for each child.
- e) Promote the KRPP to eligible residents through social media and other opportunities.
- f) Submit the KRPP Participant Document, along with all approved application forms, to DLGSC at the end of the program.
- g) Maintain complete records of the program for audit purposes.
- h) Only one application per child per round is permitted. The chosen eligible pass (e.g., 1 month, 3 months, seasonal) must be selected at the time of application.
- i) Payment will not be provided for:
  - incorrectly assessed applications,
  - children who did not attend the pool at least once, or
  - applications not submitted through the online portal.

## **Application process**

- a) Parent or guardian contacts the local government to apply for the KRPP.
- b) The local government validates the child's eligibility according to KRPP criteria. If a child meets the age and resident criteria, but does not hold a health care card, they may still be eligible to apply for KidSport under Special Consideration. Please see the Special Consideration Application Process below.
- c) The local government completes the online application form on behalf of the parent, uploading a copy of the valid Health Care Card or Pension Concession Card.
- d) If the child is eligible, the local government issues the relevant pool pass.



- e) The local government tracks the child's attendance throughout the program and records it on the KRPP Participant Document.
- f) At the end of the program round (31 March 2025), the local government submits the KRPP Participant Document to DLGSC.
- g) DLGSC audits the program, reviewing applications, associated documentation, and verifying eligible passes.
- h) DLGSC issues a purchase order to the local government for eligible passes provided throughout the program.
- i) The local government submits an invoice, and DLGSC processes the payment.

## **KRPP Special Consideration Application Process**

- a) The parent/guardian will need to contact KidSport to enquire about applying for the KRPP under Special Consideration.
- b) The parent/guardian must meet the existing [KidSport Special Considerations criteria](#) to be eligible.
- c) KidSport contacts a participating Support Agent in the region to request an application under Special Consideration for an eligible pool pass at a participating regional pool.
- d) The Support Agent assesses the applicant's eligibility based on the KidSport Policy and the KidSport Special Considerations guidelines.
- e) If the child is deemed eligible, the Support Agent submits the application via the online Support Agent Portal.
- f) KidSport reviews and assesses the application in accordance with the Special Considerations guidelines
- g) Once approved, KidSport submits the application via the Local Government's online portal
- h) KidSport informs the local government that the child has been approved for a pool pass.
- i) The parent/Guardian contacts the local government to receive the eligible pool pass.

After receiving an application from a Support Agent, DLGSC is responsible for the final approval of all Special Consideration applications. Approval of eligibility and issuing of a special consideration will be at the discretion of DLGSC.

## **Further information**

Contact the KidSport team at DLGSC for further information or assistance.

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