



## Introduction

The State Government recognises that Native Title Parties across Western Australia have varying levels of capacity. This directly impacts the ability to engage with members, proponents, Government and other stakeholders on heritage related matters.

The Native Title Capacity Building Program will assist Native Title Parties to provide heritage services and respond to the engagement, consultation and service delivery needs of proponents and Government. This includes improving the capacity of Native Title Parties to participate in the statutory processes under the *Aboriginal Heritage Act 1972* (AHA).

## Capacity Building Program Funding

The State Government has committed \$8 million per year to the Capacity Building Program for the duration of June 2024 to June 2027. Throughout this period, **\$180,000** per year is available to eligible Native Title Parties.

Applications received on or before 24 May 2024 will be eligible for **\$180,000** this financial year. Applications received after 24 May 2024 will be eligible for funding in the 2024-25 financial year.

Funding will be paid on a biannual basis for the duration of the program as outlined in the Payment Schedule in table 1.

To receive funding, successful applicants will need to enter into a funding agreement with the Department of Planning, Lands and Heritage (Department).

For the duration of the Program, successful applicants will be required to provide scheduled reports to demonstrate:

1. an ongoing commitment to improve the capacity to engage with proponents, Government and AHA's statutory processes;
2. how funding has been used to meet the purpose of the program;
3. quantitative information about how the Native Title Party is engaging with proponents, government and the statutory process.

This document contains guidelines to assist in preparing an initial application. Only one application will be required to secure ongoing funding up to 30 June 2027 regardless of when an application is first received.

Applications are to be submitted through the online SmartyGrants platform and can be submitted at any time subject to the deadlines referred to below.

Successful applicants will be provided with report templates to complete and submit to the Department via SmartyGrants at scheduled intervals for the duration of the Program.

## Payment Schedule

Payments will be made to successful applicants according to the following schedule. These dates may be subject to change. Specific dates will be provided in your signed funding agreement.

Period	Payment Date	Submission Deadline	Payment Amount	First Annual Report Due
2023/2024	July 2024	24 May 2024	\$180,000	July 2025
2024/2025	December 2024	November 2024	\$90,000	December 2025
2024/2025	June 2025	May 2025	\$90,000	June 2025
2025/2026	December 2025	November 2025	\$90,000	December 2026
2025/2026	June 2026	May 2026	\$90,000	June 2027
2026/2027	December 2026	November 2025	\$90,000	December 2027
2026/2027	June 2027	May 2027	\$90,000	June 2028

Table 1

Applications received after submission deadlines will not receive funding until the following payment date.

## Who can apply?

Applications are open to all **Native Title Parties** as defined in the AHA.

## Purpose

The Capacity Building Program provides funding to Native Title Parties to increase their capacity to:

### **Engage with proponents, Government and statutory processes.**

As such, successful applicants will need to demonstrate how funding will be used to improve their capacity to:

- 1. Provide effective heritage service** – engage with and provide advice to proponents and Government regarding activities that may result in harm.
- 2. Manage heritage effectively** – develop heritage management structures and systems, share information in a culturally appropriate manner, upskill employees to engage with proponents and Government.
- 3. Respond to statutory applications** – engage in statutory and related processes including but not limited to:
  - consultation undertaken by landowners as per the Consultation Policy for section 18 applications;

- recording and reporting Aboriginal sites where required for a section 18 notice;
- responding to the Committee’s procedural fairness process for section 16 and 18 applications and assessments made under section 5 of the Act, noting the 70-day statutory time limit within which the Committee must make a recommendation to the Minister for section 18 notices; and
- the ability to make an application to the State Administrative Tribunal (SAT) for a review of a decision of the Minister under section 18 and/or make submissions to SAT or to the Premier when exercising their call-in power.

## Assistance with applications

The Department Regional Directors are available to assist Native Title Parties with their application before submission.

Regional Director Contact Details:

Region	Regional Director Contact Details
Southwest	<p><b>Andrew Bedwell</b> E: <a href="mailto:Andrew.Bedwell@dplh.wa.gov.au">Andrew.Bedwell@dplh.wa.gov.au</a> P: 6551 8132</p> <p><b>Glen Shaw</b> E: <a href="mailto:glenn.shaw@dplh.wa.gov.au">glenn.shaw@dplh.wa.gov.au</a> P: 6551 7985</p>
Kalgoorlie (Goldfields)	<p><b>Grant Bussell</b> E: <a href="mailto:Grant.Bussell@dplh.wa.gov.au">Grant.Bussell@dplh.wa.gov.au</a> P: 6551 8172</p>
Midwest Gascoyne	<p><b>Dan Oswald</b> E: <a href="mailto:Daniel.Oswald@dplh.wa.gov.au">Daniel.Oswald@dplh.wa.gov.au</a> P: 6552 4521</p>
Kimberly	<p><b>James Dobson</b> E: <a href="mailto:James.Dobson@dplh.wa.gov.au">James.Dobson@dplh.wa.gov.au</a> P: 6551 7928</p>
Pilbara	<p><b>Shanine Ryan</b> E: <a href="mailto:Shanine.Ryan@dplh.wa.gov.au">Shanine.Ryan@dplh.wa.gov.au</a> P: 6551 9094</p>

Table 2

General enquiries about the program or submission of applications can be directed to:

**Email:** [CBprogram@dplh.wa.gov.au](mailto:CBprogram@dplh.wa.gov.au)

## Evaluation of applications

All applications will be evaluated by a panel according to the assessment criteria.

Applicants will be advised of the outcome by email addressed to the Authorised Person and Contact Person named in the application.

## Assessment criteria

Your application is an opportunity for you to show how Capacity Building Funds will assist your organisation to improve its capacity to engage with proponents, Government and statutory processes.

Each application will be assessed against the following criteria:

Criteria	Details
Purpose	The applicant clearly demonstrates how the funding will be used to increase the capacity of the organisation to engage with proponents, Government and statutory processes.
Management	Suitable measures of success have been identified and are achievable. The Funding Plan clearly shows how funding will be used and is realistic.
Value for Money	The Funding Plan demonstrates value for money in the proposed initiatives, timeframes, and output or product. The funding will meet a genuine need.

Table 3

## What can Capacity Building Program funding be used for?

Capacity Building funding must be used to improve the capacity of the Native Title Party in line with the purpose of the program.

This may include:

- hiring staff to perform duties which align to the purpose such as heritage specialists or administrative support;
- training and upskilling of existing staff. This may include records keeping, negotiation and agreement work, legislative compliance, heritage protection and management, governance and administrative functions;
- development of information technology capabilities such as heritage record data bases, ArcGIS or other relevant systems;
- engaging dedicated resources to manage heritage matters; and
- developing frameworks and guides.

Applicants should refer to **Appendix A** for more information on what capabilities funding should be used to develop.

## What can funding not be used for?

Activities that are not eligible include:

- interstate and overseas travel;
- maintenance of Aboriginal heritage, culture and Country;
- transport and accommodation to attend cultural activities, including ceremonies;
- purchase of vehicles;
- purchase of prizes or gifts, or donations and grants; and
- ongoing operational costs, such as insurance, power, water, rent/purchase for office spaces.

## Funding Objectives

In accordance with the *Aboriginal Heritage Act 1972* and Consultation Policy for section 18 applications, proponents are expected to consult with Native Title Parties on activities that may impact heritage. To enable proponents to meet these expectations and ensure an effective process, Native Title Parties need to respond to and assist with a range of inquiries about land use and heritage.

To achieve this, Native Title Parties need to be able to engage in these processes and respond to requests for information and provide advice.

The aim is that, over the course of the funding, response times will decrease and the quality of engagement will increase. This is both in relation to proponents and in response to any requests from the Aboriginal Cultural Heritage Committee (ACHC) when undertaking its statutory responsibilities under the AHA. Table 4 sets out response timeframe targets.

Action	Timeframe
Respond to proponents on heritage related matters.	28 days
Respond to the Department as part of the ACHC's procedural fairness process for statutory applications	21 days

Table 4

## How to complete your application

Applicants are required to use the application form on the SmartyGrants platform to [apply](#).

In completing your application, consider the following:

- **What is your funding need?** Your application should identify why funding is needed to help you build capacity.
- **How will you use the funding to meet that need?** Your application should demonstrate how you will use the funding to help you build capacity.
- The Department Regional Directors are available to assist Native Title Parties with their application before submission.

## Reporting requirements

To ensure that funding is being used for the funded purpose, successful applicants will be required to submit annual reports to the Department.

Table 5 below sets out the Department's reporting requirements.

- The Department Regional Directors are available to assist Native Title Parties with their application before submission.
- Report templates will be provided to successful applicants.
- Reports will not need to be lengthy or complex and should not require specialist services to complete.

Report	Timing	Form/Content
Annual Report	Every 12 months starting on month shown in payment schedule.	A completed report using the Department provided template which includes: <ul style="list-style-type: none"> <li>• Quantitative information about how the Native Title Party is engaging with proponents and government and the cost or time commitment this involves.</li> <li>• How the Native Title Party is meeting the measures of success agreed upon in approved applications.</li> <li>• An updated Funding Plan outlining proposed activities for the next 12 months</li> </ul>
Annual Financial Acquittal	Within one month after the end of each financial year in which the Grant funding is paid.	A completed report using the Department provided template which includes: <ul style="list-style-type: none"> <li>• A detailed income and expenditure statement specifically related to the funding .</li> <li>• Evidence the funding has been spent in accordance with the Funding Agreement.</li> </ul>

Table 5



# Native Title Party Capacity Building Grants 2024 – Application Form

## APPLICANT'S DETAILS

<b>Native Title Party:</b>	
<b>ABN:</b>	
<b>Address:</b>	
<b>Contact Person*:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>**Authorised Person's Name:</b>	
<b>**Authorised Person's Position:</b>	
<b>**Authorised Person's Phone:</b>	
<b>**Authorised Person's Email:</b>	
<b>Application Title:</b>	
<b>Location of where funding will be spent:</b>	
<b>Time Period: [Can be limited or ongoing]</b>	

\*Contact Person: responsible for engagement with the Department in relation to the funding.

\*\*Authorised Person: manages the funds and agrees to abide by the terms and conditions.

Capability Gap

What is your funding need? – Why does your Native Title Party require funding to improve its capacity to engage with proponents, government and the statutory process?

(250 words maximum)

Proposal

What do you intend to do? – How will you use the funding to improve your organisation's capacity to engage with proponents, government and statutory processes?

(250 words maximum)

Consultation

What consultation has been or will be undertaken with your Board and/or members on your proposal?

You may wish to include feedback/support from members and other stakeholders.

(250 words maximum)



**Building Capacity**

What are the expected benefits of the program for your organisation and your ability to engage with proponents, government and the statutory process? What will improve/change as a result of this funding? (500 words maximum)

**Measuring Success**

What outcome measures will be used to evaluate? Number these for monitoring purposes relative to your funding plan. The measures of success you identify must be reported against and will be used by the Department to ensure ongoing funding is suitable. (250 words).



## Funding Plan

Outline how the Native Title Party plans to use the funds over the next 12 months to build capacity in your organisation. (Add rows as required):

Capability	Initiative	Timeframe (from – to, in months)	Budget	Measure of Success	Relevant Program Purpose	Evidence Attached?
<b>Example:</b> Greater responsiveness to requests for information from proponents and Government.	<b>Example:</b> Hire new staff to implement a help desk function to support proponents on local heritage matters. Respond to emails, phone calls and other correspondence.	<b>Example:</b> June – December 2024	<b>Example:</b> \$30,000	<b>Example:</b> Timeframes for responding to correspondence decreases.	<b>Provide effective heritage service</b>	
<b>Example:</b> Improved ability to manage concurrent tasks such as grant applications and negotiations.	<b>Example:</b> Enrol a staff member in a training course on best practice project management skills.	<b>Example:</b> October 2024	\$5000	<b>Example:</b> Increased number of tasks delivered on schedule	<b>Manage heritage effectively</b>	
<b>Example:</b> Increased ability to engage with proponents and provide accurate and timely information.	<b>Example:</b> Develop internal guidelines to respond to statutory process requests – e.g requests made pursuant to s.18 of the Act.	<b>Example:</b> March 2025	\$10000	<b>Example:</b> Increased understanding of the Act	<b>Respond to statutory applications</b>	

**Declaration**

I understand the responsibilities in making this application and agree to use the funding for the purpose outlined in this application.

Signature of Authorised Person: .....

Name of Authorised Person: .....

Authorised Person's Position: .....

NTP Organisation: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

End of document

SAMPLE



## Appendix A

Purpose	Example Capabilities
<b>Provide effective heritage service</b>	<ul style="list-style-type: none"> <li>• Consultation on Aboriginal heritage matters with Native Title Parties, government, proponents and/or your members in line with statutory requirements.</li> <li>• Provide advice on Aboriginal heritage</li> <li>• Undertake or support the undertaking of Aboriginal heritage surveys in relation to proposed land use</li> <li>• Respond to requests for advice from the Registrar or landowners in relation to Aboriginal heritage in your area</li> <li>• Respond to procedural fairness requests</li> <li>• Respond to requests for comment on legislative land use approvals that may impact Aboriginal heritage</li> </ul>
<b>Manage heritage effectively</b>	<ul style="list-style-type: none"> <li>• Prioritise management planning of Aboriginal sites</li> <li>• Make funding submissions and other arrangements for the protection, preservation and promotion of Aboriginal heritage</li> <li>• Undertake on ground works for the protection, rehabilitation and promotion of Aboriginal heritage.</li> <li>• Increase the overall understanding of Aboriginal heritage values and explore strategies to develop management tools that include articulation of these values.</li> <li>• Build the capacity of the organisation/community to engage in Aboriginal heritage management.</li> <li>• Provide presentations and attend events to raise awareness and share Aboriginal heritage best practice.</li> <li>• Provide training in Aboriginal heritage site identification, documentation and management to interested groups such as community members / Aboriginal Rangers.</li> <li>• Skill in Aboriginal heritage management</li> <li>• Preparation of policies, programs, and other Aboriginal heritage management documents</li> <li>• Development of Aboriginal heritage training and employment initiatives.</li> </ul>
<b>Respond to statutory applications</b>	<ul style="list-style-type: none"> <li>• Understanding legislative processes and requirements</li> <li>• Identify and record Aboriginal heritage</li> <li>• Support and inform the lodgement of sites on the Register of Aboriginal Sites and Objects</li> <li>• Reassess the integrity of information in the Register of Aboriginal Sites and Objects, and, where required, improve the quality of the information</li> <li>• Provide advice on Aboriginal heritage surveys in relation to proposed land use (e.g. s18 and s16)</li> <li>• consultation undertaken by landowners as per the Consultation Policy</li> <li>• record and report Aboriginal sites where required for a section 18 notice;</li> <li>• responding to the Committee's procedural fairness process for section 16 and 18 applications and assessments made under section 5 of the Act, noting the 70 day statutory time limit within which the Committee must make a recommendation to the Minister for section 18 notices; and</li> <li>• ability to make an application to the State Administrative Tribunal (SAT) for a review of a decision of the Minister under section 18 and/or make submissions to SAT or to the Premier when exercising their call-in power.</li> </ul>