

# COMMUNITY RIVERCARE PROGRAM GRANTS GUIDELINES FOR APPLICANTS NORTH SUBREGION

## 1. BACKGROUND

The State Government is continuing its commitment to community volunteer groups through the Community Rivercare Program.

Under this round, \$320,000 (ex GST) is available for new one or two year projects in the North Subregion of the Swan Canning Catchment to enable on ground works by community groups. Projects would run from 1 July 2025 to 30 June 2027.

This North Subregion focused round is in addition to Round 8 for which applications closed on 25 August 2024. Only projects in the North Subregion will be eligible for this round.

This program is administered by the Department of Biodiversity, Conservation and Attractions (DBCA).

There is a well-developed network of community groups working in the North Subregion of the Swan Canning Catchment with local knowledge, experience and the volunteer workforce to complete restoration projects that achieve multiple benefits for our waterways and the community. This funding is aimed at supporting community groups to deliver environmental projects that will improve their local waterways.

The Community Rivercare Program has to date funded 89 projects. This has resulted in revegetation of foreshores along waterways and increased habitat for fish, native birds and other species dependent on waterways.

## 2. OBJECTIVE

The objective of the program is to support community groups to improve habitat for native fauna, foreshore condition and water quality, and to prevent erosion along the waterways in the North Subregion.

## 3. ELIGIBILITY

### Eligible applicants:

- Community groups with a volunteer base.
- Not-for-profit Natural Resource Management (NRM) groups with a community volunteer base.
- Regional Aboriginal Corporations in collaboration with a community group with a volunteer base.

Community groups must be incorporated or sponsored (under an auspicing arrangement) by another group or organisation that will administer its grant funding (see [section 14](#) for more information about sponsorship).

Government agencies, educational institutions, businesses, land managers or landowners may participate by forming partnerships with community groups and contributing to projects.

**Eligible projects:**

- Must be in waterways or riparian zones located in the North Subregion that feed into the Swan River ([map of North Subregion](#)). For the purposes of the Community Rivercare Program, waterways include rivers, streams, brooks, creeks and drainage lines that flow to the Swan River.  
Riparian zones include the channel and the banks of the waterway extending laterally away from the bank and including the extent of the connected floodplain.
- Must address at least one of the following criteria:
  - habitat improvement for birds and/or other species dependent on waterways;
  - foreshore revegetation and weed control;
  - weed control to promote natural regeneration;
  - bank stabilisation to repair or prevent foreshore erosion; or
  - water quality improvement.
- Can be on public or private land in the North Subregion. For projects on private land, a clear benefit to the public must be demonstrated.
- Require a letter of support for the project from each of the landowner(s)/manager(s). If there is a voluntary management agreement or conservation covenant covering the project site, then please state this in the letter. The letter should:
  - Demonstrate an ongoing commitment to protecting the project site from clearing or other significant disturbances.
  - Consider the potential for increased fire risk (where applicable).
  - Include a commitment to maintenance of the project.

**Priority will be given to projects that:**

- Adequately address one or more of the criteria.
- Are feasible, technically sound, and achievable.
- Are primarily comprised of on-ground works.
- Demonstrate value for money.
- Demonstrate financial or in-kind contributions (this includes volunteer time) to the project.

All applications will be assessed by a panel consisting of representatives with relevant expertise including foreshore restoration, fauna habitat and water quality.

#### **4. FUNDING AVAILABLE**

There is a total of \$320,000 available in North Subregion Community Rivercare (2025-27) and grants will be between \$12,500 to \$100,000 (ex GST). The projects can be for a single year (2025-26) or for two years (2025-27).

Successful projects will receive funds in one or two instalments. Single year projects will receive funds in one instalment and will be required to submit a report on finalisation of the project. For two-year projects, the first instalment will be provided once the Collaborative Arrangements and required approvals are finalised. The second instalment will be subject to a DBCA site visit to review milestone progress and is anticipated to be prior to 1 June 2026.

Note that payments for projects trialling alternative restoration approaches may be broken into further instalments.

For complex or higher risk projects, negotiations and project development will be required between the applicant and DBCA before finalisation of the agreement.

<b>Funding Range (excludes GST)</b>	<b>Agreement type to be entered with DBCA</b>
\$12,500 - \$100,000	Collaborative Arrangement (negotiations and project development will be required between the applicant and DBCA before finalisation)

## 5. INSURANCE

Insurance will be required.

The successful applicants will either need to have their own insurances, be sponsored (under an auspicing arrangement) by an organisation or group that will provide insurance cover, or be registered under the DBCA volunteer program.

Sufficient insurances must be maintained throughout the life of your project, including but not limited to, personal accident insurance for volunteers and public liability insurance to cover potential liability in conducting activities funded in part or in full through this grant program. Workers' compensation insurance will be required if the applicant or sponsor has paid staff that are involved in the project.

Volunteers registered through the DBCA volunteer program are covered for personal accident and public liability insurance.

Successful applicants will be required to submit copies of certificates of currency prior to receiving grant funds.

To ensure applicants are aware of site risks, they will need to have and provide a copy of a signed Job Safety Analysis (JSA) or equivalent. If the applicant or their sponsor do not have an existing JSA, DBCA will provide one. If volunteers are undertaking chemical weed control, ChemCert® or equivalent training may be required.

## 6. METHODOLOGY

Your methodology should include as a minimum:

- A brief description of the techniques you will be using (for example, if weed control is part of your project then nominate hand weeding, mechanical weeding, chemical control including type of chemical and rate of application proposed, or alternative weed management methods).
- The project area (m<sup>2</sup> or km<sup>2</sup>) or length of waterway (m or km) to be restored.
- A basic demonstration of the need for and suitability of habitat structures, which may include appropriate technical advice, materials used, longevity of installation, compliance with all relevant Acts and Regulations and a monitoring and maintenance plan. An outline of who will be completing each of the proposed tasks and activities is needed (for example, the group members or volunteers, volunteers from outside of the group in the case of community planting days, contractors, partner organisations, landowners or land managers, or others).
- A [timeline](#) indicating when the tasks will be completed.

For revegetation projects local plant species must be used. Applicants should ensure that plants and plant material is sourced from a supplier with Nursery Industry Accreditation Scheme Australia (NIASA) accreditation.

For bank stabilisation projects, soft engineering is preferred, for example, coir logging, jute matting and planting.

For all restoration activities, check with the landowner if a permit will be required to conduct these activities.

## **7. PROJECT MAINTENANCE AND SITE PROTECTION**

Your project site is likely to require ongoing maintenance past the project's completion date to continue to meet project objectives. For example, follow up weed control or removal of seedling protection bags. Please state who will be responsible for site maintenance (for example, the landowner or manager, or the grant recipient) following the project's completion.

To ensure the project site is not the subject of land clearing or other disturbances, the landowner(s) or land manager(s) should demonstrate an ongoing commitment to site protection and maintenance in their letter of support.

## **8. ALIGNMENT WITH OTHER STRATEGIES, PLANS, PROJECTS AND NATURAL ASSETS**

Examples of the types of documents that your project may align with and you may refer to in your application where relevant:

- Water Quality Improvement Plans;
- Management Plans;
- Tributary Assessments;
- Strategic Regional Plans;
- Catchment Management Plans; and
- Biodiversity Strategies.

## **9. PROJECT MONITORING AND EVALUATION**

**Expected monitoring and evaluation for projects:**

- Photo monitoring points to be established prior to commencing works.
- Monitoring photos to be taken at a minimum of every six months.
- If the project involves revegetation, the number of seedlings planted, approximate survival rate and area (m<sup>2</sup> or km<sup>2</sup>) or length (m or km) of waterway or riparian zone revegetated.
- If the project involves weed management, weed species and area (m<sup>2</sup> or km<sup>2</sup>) or length (m or km) of waterway or riparian zone successfully controlled.
- For projects aiming to create, restore or protect habitat for specific species, number of structures installed, or area of habitat created (m<sup>2</sup> or linear metres). Records of observations before and after the project may be appropriate. It is recommended that habitat structures are monitored for feral bees or other pests and managed appropriately. Maintenance of habitat structures will need to be considered.

- Evaluation of the project may be a simple statement outlining successes or failures of the project with the goal of sharing any lessons learnt.
- Any additional monitoring results that the group acquires through their own means is also welcomed but not essential for this grants process.

For complex and higher risk projects, additional monitoring and evaluation methods will be negotiated during the development of a Collaborative Arrangement and will be dependent on the type and scale of project proposed.

## 10. BUDGET ADVICE

- In the budget template, indicate the base price excluding GST and show the GST component where applicable.
- GST will only be paid to groups/sponsors that are registered for GST. Unregistered groups will be responsible for paying the GST component.
- A maximum of 10 percent of the total grant may be used toward project administration and management costs (for example, insurance policies).
  - Funds for staffing, wages or salary will not be considered.
  - Any fees (for example, to obtain approvals) are to be included in the 10 percent provided for project administration and management costs.
  - Equipment may be purchased up to a maximum of \$200 (ex GST) for one-year projects and an additional \$100 (ex GST) for the second year of the project, which is to be included in the 10 percent provided for project administration and management costs.
- Up to an additional \$2,500 may be applied for, for Aboriginal heritage consultation with local knowledge holders. Refer to Section 13 for guidance on how to proceed with consultation.
- The budget template should itemise a unit rate for area of treatment for weed control and other restoration activities.
  - Paid contractors undertaking works must provide an ABN and quotation for works proposed.
  - If any quoted operational or material costs appear to be substantially outside commonly accepted current prices, please provide documents to support the claim.
- The assessment panel may be in contact if the costings require further justification.
- For this application, in-kind time contribution valuations will be measured at a consistent rate of:
  - Adult volunteer time = \$50/hour
  - Under-eighteens volunteer time = \$20/hour
  - Paid officer in-kind time = \$70/hour
- Please use the [budget template](#) provided.

## 11. GRANT CONDITIONS AND ACCOUNTABILITY

Successful applicants must abide by the grant conditions set out in the Collaborative Arrangement, and agree to the following:

- The grant must only be used for the purposes specified in the application.
- A record of the financial administration (including income, expenditure and interest relating to funding received) will be maintained.
- All applicants must have adequate insurance and a signed JSA or equivalent for the project.

- Any promotion of the project is to include acknowledgement of the funding source (Community Rivercare Program – Department of Biodiversity, Conservation and Attractions).
- A completed report is to be submitted by the grant recipient at the end of each 12-month period (a reporting template will be supplied to the grant recipient).
- The grant recipient shall notify DBCA of any significant delays in the project that could affect the end date as soon as practicable.
- Unspent funds shall be returned to DBCA.

## 12. APPROVALS

Obtaining approvals for the project is the responsibility of the successful applicant. Please note timing for approvals and allow adequate time for permits to be approved and notification to be received. For example, permits issued under the Swan and Canning Rivers Management Regulations 2007 may take up to 6-8 weeks for approval.

The following approvals may need to be considered, but are not limited to:

- land manager requirements;
- seed collection permits (administered by DBCA);
- permits for the installation of habitat structures (administered by DBCA and/or the landholder);
- Bed and Banks permits (administered by Department of Water and Environmental Regulation);
- Aboriginal Heritage approvals (administered by Department of Planning, Lands and Heritage); (see Section 13) and
- permits issued under the Swan and Canning Rivers Management Regulations 2007 (administered by DBCA).

## 13. CULTURAL HERITAGE CONSIDERATIONS

Aboriginal cultural heritage refers to the elements, both tangible and intangible, that hold significant value to Aboriginal people for their social, spiritual, historical, scientific, or aesthetic importance within Aboriginal traditions. This could include rock art, ancient caves or burial sites, waterways, ceremonial sites or scar trees.

Follow Department of Planning, Lands and Heritage (DPLH) protocols; firstly determining whether your proposed site is within an Aboriginal Registered Site under the *Aboriginal Heritage Act 1972* (<https://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage/aboriginal-heritage-act-western-australia>).

Use DPLH's Aboriginal Cultural Heritage Inquiry System (<https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>), which contains Aboriginal Cultural Heritage Places within Western Australia that have been reported to the Registrar of Aboriginal Sites as possible Aboriginal sites within the meaning of Section 5 of the *Aboriginal Heritage Act 1972*.

If this is the case for your proposed site, approvals under the Act are required (see below). This may involve a letter of approval from the relevant representative Aboriginal group.

The [Aboriginal Heritage Act 1972](#) is the legislation that manages Aboriginal heritage in Western Australia. The laws require approval for activities that may impact or harm Aboriginal heritage. If there is no risk of harm to Aboriginal heritage from your planned

activity, no approval is required. If there may be an impact to Aboriginal heritage, you may require an approval under the Act.

Approval may be required from either the Minister for Aboriginal Affairs or the Registrar of Aboriginal Sites for any activity which may harm an Aboriginal site. There are different types of approval under the Act, and in the [Aboriginal Heritage Regulations 1974](#). The three types of authorisations that may be applicable to your proposed project are:

**Regulation 10 consent** – for more minor activities and impacts

**Regulation 7 approval** – to bring plant and equipment (includes digging equipment) to an Aboriginal site

**Section 18 consent** – for more significant impacts and harm to Aboriginal sites (a fee may be applicable).

To determine if you will need an approval, please visit <https://achknowledge.dph.wa.gov.au/ach-enquiry-form/>

Further information can be found at <https://www.wa.gov.au/government/document-collections/aboriginal-heritage-approvals>

If you have any further questions regarding the Act, please send enquiries to the ACHKnowledge Portal <https://achknowledge.dph.wa.gov.au/>

## 14. SPONSORSHIP

**Unincorporated groups will need a sponsor (auspicor)**, such as the local NRM group, catchment group, local government or partner group/organisation, that will receive and administer grant funding on behalf of the applicant. Grants will not be issued to personal bank accounts.

Groups that are incorporated may choose to be sponsored by another incorporated group or organisation that will receive and administer the grant funds.

Applicants with a sponsor need to provide the sponsoring organisation's details and evidence of their agreement to receive and administer the grant funding.

Incorporated groups **without an ABN** may still be eligible to receive the funding directly. An Australian Taxation Office (ATO) *Statement by a supplier* form will need to be completed and provided to DBCA with the application. The applicant will be regarded as the 'supplier' providing DBCA with a service. Please check the [ATO website](#) for details.

## 15. GRANT TIMELINE

Event	Date
Grant round opens	20 September 2024
Applications close (no late applications will be accepted)	21 October 2024
Applicants notified of outcome	15 November 2024
Negotiations for grant agreements commence	December 2024
Any additional or supporting information due*	28 March 2025
Successful applicants receive funds	30 May 2025
2025-26 progress reports due	17 July 2026
2026-27 progress reports due	18 July 2027

\*For example, insurance certificates of currency, permit approvals or any additional information that was not provided in the initial application.

## 16. HOW TO APPLY

Applicants may apply for more than one project. Separate applications are required for each project.

Applications will need to include as attachments:

- A letter of support for the project from the landowner(s) or land manager(s) including maintenance commitments and any covenants on the project site. Note: although this may not be available at the time of submission, it is a mandatory requirement prior to funding approval.
- Map(s) of the project site clearly showing the location and extent of the project.
- [Timeline](#) for the project identifying when major activities will occur.
- [Budget](#) clearly detailing what the grant will pay for. Outline other contributions, both financial and in-kind (including volunteer time estimates) that will be invested in the project.

Additional requirements for some applications:

- Supporting evidence to justify budget estimates (if applicable).
- Applicants with a sponsor (auspicator) will need to provide the sponsoring organisation's details and evidence of their agreement to receive and administer the grant funding.
- ATO [Statement by a supplier form](#) (if applicable).

[Online applications](#) through DBCA's Community Rivercare Program are preferred.

Please have all attachments ready to submit together at the end of the application.  
**Note documents cannot be uploaded and saved for later submission.**



### **Other grant application submission options include:**

- Request copies of the documents from [rivers.systems@dbca.wa.gov.au](mailto:rivers.systems@dbca.wa.gov.au) - fill in the application form, save it and email it as an attachment along with all other supporting attachments to [rivers.systems@dbca.wa.gov.au](mailto:rivers.systems@dbca.wa.gov.au)
- Post printed application form and attachments to:  
Healthy Catchments Program  
Swan Canning Waterways Branch  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
Bentley Delivery Centre WA 6983
- Hand-deliver printed application form and attachments to:  
Healthy Catchments Program  
Swan Canning Waterways Branch  
Department of Biodiversity, Conservation and Attractions  
17 Dick Perry Avenue  
Kensington WA 6151

### **USEFUL REFERENCES AND LINKS**

[Photographic monitoring of vegetation](#) (DBCA)

[Habitat protection and foreshore management](#) (DBCA)

Best management practices for foreshore stabilisation: [Direct shore stabilisation](#) (DBCA)

Best management practices for foreshore stabilisation: [Erosion control matting](#) (DBCA)

Further resources about [weeds](#) and [plant diseases](#) (DBCA)

[Aboriginal Cultural Heritage Portal](#) (DPLH)

DBCA's [Volunteer Program](#)

Statement by a supplier not quoting an ABN (Australian Taxation Office):  
<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

### **CONTACTS**

For questions regarding the Community Rivercare Program contact:

Healthy Catchments Program  
Swan Canning Waterways Branch  
Department of Biodiversity, Conservation and Attractions  
(08) 9278 0900  
[rivers.systems@dbca.wa.gov.au](mailto:rivers.systems@dbca.wa.gov.au)