



Coastal Management Plan Assistance Program 2024/25

Guidelines for Applicants



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CoastWA addresses the findings and recommendations of the [Assessment of Coastal Erosion Hotspots in Western Australia](#). It aims to implement a strategic response to the growing impacts of coastal hazards; to plan for, manage, and protect the Western Australian coast from the impacts of coastal hazards to ensure long-term sustainable land-use and development.

CoastWA enhances the State's existing coastal funding programs - the WAPC's [Coastwest and Coastal Management Plan Assistance Programs](#), and the Department of Transport's [Coastal Adaptation and Protection grants](#) - and provides additional support to enable coastal land managers to proactively plan and manage their coastline.

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The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

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APPLICATIONS CLOSE
AT 12 PM (MIDDAY)
MONDAY 17 APRIL 2024

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Coastal management plan assistance program 2024/25

The Coastal Management Plan Assistance Program (CMPAP) is a Western Australian Planning Commission (WAPC) initiative, administered by the Department of Planning, Lands and Heritage (DPLH).

The primary objective of CMPAP is to support the *State Planning Policy 2.6 State Coastal Planning Policy* (SPP2.6) and associated policies by providing grants to coastal land managers to prepare and implement plans and strategies that:

- plan for long-term management of areas that are, or are predicted to become, under pressure from challenges including the impacts of climate change, coastal hazards such as erosion and inundation, population growth, and competing land uses
- develop community appreciation for the coast as a contested space and facilitate informed community input into local decision making about coastal planning issues.

Applications are invited for grants of up to \$200,000. Applications will need to be supported by a minimum of two indicative quotes, and applicants are expected to contribute at least 50 per cent of the total project value.

Please read these guidelines carefully before applying. Applicants are strongly encouraged to discuss their proposed project with DPLH before applying.

It is anticipated that successful applications will be announced in July 2024.

Application forms

Applications must be submitted using the online application form available at <https://dplh.smartygrants.com.au/cmpap24-25>. Applications will not be accepted in any other format. SmartyGrants is the online grants management tool used by the Department.

Please allow plenty of time to complete your submission.

Please contact 6551 9182 or coastalgrants@dplh.wa.gov.au for assistance with planning or preparing an application.

All applications, together with any supporting documentation, must be submitted by **12 noon Wednesday 17 April 2024**. Late or incomplete applications will not be accepted.

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1. Who can apply?

Funding is available to:

1. local governments with responsibility for coastal land management
2. Aboriginal corporations/land councils with responsibility for coastal land management
3. natural resource management organisations in partnership with (1) and/or (2) above.

Joint applications across local government boundaries are encouraged. The grant limit still applies unless it can be demonstrated that a higher funding amount is required. Applicants are expected to contribute at least 50 per cent of the total project value (see section 6 for further information).

State Government departments or agencies, registered businesses or individuals are not eligible to apply in their own right but can participate as a project partner with eligible applicants.

2. Eligible projects

CMPAP will fund:

- coastal hazard risk management and adaptation plan (CHRMAP), including hazard assessment
- CHRMAP component(s)*
- implementing actions of an adopted CHRMAP
- review of CHRMAP
- coastal strategy (or review of existing)
- foreshore management plan (or review of existing).

Projects that propose effective planning over [coastal erosion hotspots or watchlist sites](#) will be given priority.

To be eligible for funding, applicants must demonstrate that proposed projects are consistent with and implement the objectives of [SPP2.6 and its associated Guidelines](#). A list of plans funded through CMPAP is available on the [WA government website](#). Other useful documents and reference materials can be found on the [coastal planning publications and resources web page](#).

Following completion of a CMPAP funded project, the WAPC's [Coastwest Program](#), CMPAP or Department of Transport's [CAP grants](#) may be able to assist coastal managers to implement the recommendations of the CHRMAP, coastal strategy or management plan.

* Please note that stand-alone coastal hazard assessments are not eligible for CMPAP funding. However, you can apply through the Department of Transport's [CAP grants](#).

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Table 1: Eligible project types

Plan type	Definition	Issues addressed	Scale/size of area
CHRMAP (including Hazard assessment)	A framework for incorporating coastal hazard considerations into decision-making processes, providing long-term capacity for managing coastal hazard risks.	Establishing context, risk identification, vulnerability analysis, risk evaluation, risk treatment, implementation, and community and stakeholder consultation.	Variable. For example, whole local government, townsite, or coastal erosion hotspot. Note: Hazard assessment must cover the entire sediment cell(s) as per SPP2.6.
CHRMAP component(s)*	Examples include community consultation and engagement, vulnerability analysis, risk evaluation, risk treatment and implementation plans. Refer to CHRMAP Guidelines (2019) for more information * Stand-alone coastal hazard assessments are not eligible for CMPAP funding. See Department of Transport's CAP grants.	Refer to Figure 1 in CHRMAP Guidelines (2019).	Variable.
Implementing actions of an adopted CHRMAP (see page 6 for further information)	Implementing actions or recommendations arising from coastal manager adopted CHRMAPs, with priority given to land use planning related outcomes.	Examples include land-use planning, monitoring, data management, asset design and relocation planning, community consultation, economic analysis (e.g. coastal protection works – benefit distribution analysis) and coastal values.	Consistent with adopted CHRMAP.
Review of CHRMAP	Monitoring and reviewing the CHRMAP ensures that risk management measures, consequences and likelihood, and the risk management priorities remain suitable, effective, timely and cost appropriate.	Identifying and incorporating relevant new information. For example, updating hazard estimates using more recent information, changes to sea level rise projections, changes to SPP2.6 and associated guidelines, and re-assessment of community values.	Consistent with existing CHRMAP.
Coastal strategy Or review of existing	A regional or sub-regional strategic plan setting the broad direction and framework for land use and management of an area.	Designates areas suitable for different land uses (e.g. conservation, recreation, residential development, foreshore reserve, public access). A coastal strategy is to be informed by existing CHRMAP. For minimum requirements refer to Section 4.8 of the <i>State Coastal Planning Policy Guidelines</i> (WAPC, 2020).	Covers an entire local government area or several local government areas.
Foreshore management plan Or review of existing	A district scaled plan providing actions for management of coastal nodes.	Designates areas for various purposes (such as car parks, public access, toilets, surf lifesaving clubs) and provides sufficient detail for management of coastal nodes. A foreshore management plan is to be informed by existing CHRMAP. For minimum requirements refer to Section 4.8 of the <i>State Coastal Planning Policy Guidelines</i> (WAPC, 2020).	Covers coastal reserve areas within a whole local government or part of, or at a local area.

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2.1 Implementing actions of an adopted CHRMAP

As mentioned in Table 1, CMPAP may fund actions or recommendations from coastal manager adopted CHRMAPs, with priority given to projects that demonstrate land-use planning related outcomes. The following are example projects that may be eligible for CMPAP funding:

- review/update of a planning scheme and local planning strategy, and inclusion of a Special Control Area covering the vulnerable coastal land
- develop/review a local planning policy to help guide development in a vulnerable coastal area
- develop/update an asset management plan
- develop/update an asset database to incorporate end-of-life dates to facilitate future asset management
- develop planning framework to enable the relocation/managed retreat of development or assets
- community engagement, for example managed retreat vs interim protection
- undertake a Benefit Distribution Analysis to assist in apportioning the costs of implementing chosen risk management measures (e.g. protection works)
- detailed assessment to establish the economic value or contribution of natural assets (i.e. non-market valuation)
- detailed adaptation options assessment to manage coastal vulnerability
- detailed risk assessment and adaptation cost estimation study
- development of design guidelines to address measures for inundation protection
- investigate allowance for a coastal foreshore reserve width to extend beyond the 100-year hazard line, to accommodate future relocation of foreshore assets.

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3. Study area

The project location must meet the definition of coast or coastal types as defined and detailed in SPP2.6 which applies to the coast throughout Western Australia, including:

- sandy coasts, rocky coasts, mixed sandy and rocky coasts, coastal lowlands, and tidal reaches of inland waters (e.g. estuaries)
- near shore marine waters (State waters)
- all islands within the State lying seawards of the mainland.

The extent of the study area should also be considered. For example, the extent of a CHRMAP can vary from a whole local government, townsite or coastal erosion hotspot, however the hazard assessment must cover the entire sediment cell(s) as per SPP2.6.

4. Ineligible activities

CMPAP will not fund:

- projects, activities or events that have already taken place
- projects located outside the jurisdiction of the Western Australian Government
- planning for land vested to a State government authority which may reasonably be expected to undertake coastal planning and management as part of its responsibility and use of the land
- stand-alone coastal hazard assessments or technical and engineering studies
- general organisational running costs including insurance such as personal accident, public liability, or professional indemnity
- purchase of assets such as equipment, furniture, vehicles, media equipment and computer hardware or software.

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5. Project costings

Applicants must demonstrate that project costings are appropriate to complete the project. A minimum of two indicative quotes will need to be obtained and provided to support your application. For CHRMAP projects, applicants are encouraged to use the [DPLH scope of works template](#).

Applicants should be prepared to contribute a minimum of 50 per cent of the financial cost of the highest quote received.

6. Applicant contributions

CMPAP will not fund an entire project. If the project is to be largely undertaken by a consultant (e.g. development of a CHRMAP), it is expected that at a minimum, applicants will contribute 50 per cent of the consultant fees. While this is a minimum requirement, applicants should consider a higher contribution to ensure the desired project outcomes are achieved.

Applicant contributions can be spread over two financial years to assist with budgeting.

Where a proposed contribution is less than 50 per cent, consideration will be given to the genuine efforts by the applicant to offer a reasonable level of financial contribution, including in-kind contributions.

In-kind contributions cover project activities such as staff costs associated with community consultation, implementation of land-use planning elements, and printing of materials or reports. General organisational costs are not considered as a financial or in-kind contribution. Travel costs associated with the project can only be considered as in-kind contributions for regional locations.

Applicants are encouraged to seek additional funding from other sources that may complement CMPAP funds. For example, funds from key stakeholders that will benefit from the project, and from other grants programs such as Department of Transport's CAP grants. These other contributions should be identified on the application form and will not jeopardise the success of the application.

The CMPAP assessment panel reserves the discretion to allocate a lesser or greater contribution of funding than requested in the grant application.

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7. Assessment

Eligible project applications will be assessed against grant criteria and their relationship to State priorities by an assessment panel comprising State and local government representatives.

Eligible CMPAP projects will be assessed against the following criteria:

- demonstrated need and priority for the project
- sound methodology and outcomes that achieve long-term sustainability
- consistency with existing policies, plans, strategies or frameworks including those being implemented by other organisations
- effectiveness of community and stakeholder engagement
- value for money.

8. Funding

All applicants will be notified by email of the outcome of their grant application. Information about successful grants will be published on the WA Government website including the grant recipient's name, location, funding amount and project summary.

Figure 1 provides an overview of the anticipated timeframes associated with a CMPAP funded project.



Figure 1: Grants process timeline

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Successful applicants are required to sign a funding agreement with the WAPC and meet standard funding conditions before the project can commence. Additional conditions may also apply to individual projects.

The standard funding conditions include:

- the project must commence by September 2024 and be completed by 30 September 2026
- the proponent must establish a steering committee including a minimum of two representatives from the coastal manager and a minimum of one representative from DPLH
- preliminary project milestones will be agreed on at the start of the project, and finalised once a consultant has been appointed. Progress reports must be provided by the nominated dates to demonstrate the achievement of these milestones
- funding instalments will be paid upon completion of specific milestones (see Table 2). Failure to deliver a milestone within three months after its due date may result in the loss of the funding, unless a variation has been approved
- the proponent must submit a project variation application request if it is intended to vary the approved project, purpose or schedule, prior to the work being carried out
- the scope of works requires review by the steering committee prior to being advertised.
- a consultant may be appointed to undertake specific duties to achieve delivery of the approved project. The proponent is responsible for preparing and advertising a request for tender that contains the scope of works and specification of services required.

Table 2: Breakdown of funding instalments

Payment milestone	% Payment
Signing of funding agreement	50%
First progress report	20%
Draft Plan/Strategy/Report reviewed by steering committee and approved by Council for advertising	20%
Completion report approved	10%

- the proponent must undertake a transparent and robust procurement process. This includes the establishment of a tender assessment panel, assessment meeting and a tender assessment report. DPLH must be involved in assessing tender submissions
- panel consultants can be used to undertake the project if an existing contract is in place with the proponent. The proponent will need to provide evidence that a transparent and robust procurement process has been undertaken to select the consultant.
- the proponent must prepare a community and stakeholder engagement plan to detail how they intend to consult and engage with the community and other relevant stakeholders
- the proponent must acknowledge WAPC funding on all publications relating to the project by including the WAPC logo (available upon request) and the following statement:

“This project is funded by the Western Australian Planning Commission through the Coastal Management Plan Assistance Program”

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- the proponent must provide drafts of all publications relating to the project to the steering committee for comment and approval prior to final production and release
- the proponent must allow the steering committee at least two weeks to provide comments on the final draft document prior to the public comment period
- the final Plan/Strategy/Report must be endorsed by the coastal land manager and a copy provided to DPLH
- a completion report and financial statement must be submitted to DPLH within four weeks of the agreed completion date of the project. The financial statement must be signed off by the project manager and an accountant or bookkeeper with relevant qualifications and experience, and who is independent to the project, using a Statutory Declaration. The statement must provide evidence of all CMPAP income and expenditure and match details in the project plan
- the proponent must provide GIS files (e.g. shapefiles) relating to coastal hazard mapping if produced during the project
- the proponent must make the final Plan/Strategy/Report publicly available.

9. Glossary of terms

‘adaptation’ means changes made in response to the likely threats and opportunities arising from climate variability and climate change.

‘coastal erosion hotspot’ means an area where coastal erosion is highly likely to impact on public and private physical assets and require management and adaptation action within 25 years.

‘coastal foreshore reserve’ is the area of land on the coast set aside in public ownership to allow for likely impacts of coastal hazards and provide protection of public access, recreation and safety, ecological values, landscape, visual landscape, and Aboriginal and cultural heritage.

‘coastal hazard’ means a source of potential harm. Coastal hazards can include erosion, accretion and inundation.

‘coastal hazard risk management and adaptation planning’ ensures an appropriate risk assessment and management planning framework for incorporating coastal hazard considerations into decision-making processes. It promotes the development of long-term capacity for managing coastal hazards through risk management.

‘coastal planning strategy’ is generally a district or sub-region scale plan focusing on the coast designating areas suitable for conservation, recreation and development purposes. It should include a strategic land use and access strategy and determination of an appropriate foreshore reserve.

‘coastal processes’ means any action of natural forces on the coastal environment within the coastal zone.

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‘foreshore management plan’ designates areas for various purposes such as public access, car parks, toilets and surf lifesaving club rooms, and providing advice on management needs. Foreshore management plans tend to deal with a smaller area, be more detailed and are prepared as part of a planning approval process or ongoing maintenance or upgrading program.

‘hazard assessment’ means the investigation and modelling of coastal hazards (erosion, accretion and inundation) and the production of hazard maps in accordance with the requirements of SPP2.6.

‘risk management’ means coordinated activities to direct and control an organisation regarding risk.

‘sediment cell’ are natural units with a physical basis, identifying sections of the coast within which sediment transport processes are strongly related. Each sediment cell is a collection of marine and terrestrial landforms, inter-related by sediment transport between them. They include areas of sediment supply (sources), sediment loss (sinks) and areas through which sediment is moved between sources and sinks (pathways). They provide a framework for coastal management by defining ‘natural’ management units that link the marine and terrestrial environments.

‘vulnerability assessment’ means the systematic process to understand the nature of and to deduce the level of vulnerability of an asset.

‘watchlist site’ means an area for future investigation that is less likely than a coastal erosion hotspot to be subject to erosion in the next five years, and less likely to require erosion management and adaptation within the next 5 to 25 years.

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