



Guidance on Work Health and Safety Reporting Requirements for Grant Recipients

Background

Grant recipients are required to provide confirmation to the National Indigenous Australians Agency (NIAA) about their compliance with Work Health and Safety (WHS) clauses in Funding Agreements by a specified date each year.

This provides NIAA with assurance that grant recipients are complying with WHS requirements, improves visibility of reported incidents, and reflects the Commonwealth's commitment to managing shared WHS risks effectively.

WHS Requirements

NIAA Funding Agreements include the following mandatory requirements for managing WHS.

1. Work Health and Safety Plan

Grant recipients are required to conduct a basic risk assessment for each NIAA funded activity. Whilst grant recipients may use their own template, available resources should be explored on relevant Commonwealth, State or Territory WHS websites – see [Links to Further Information](#) section below.

A risk assessment should clearly identify the risks associated with each funded activity, outline the controls in place to manage the risks, and describe the potential impacts and treatments should the risks be realised.

2. Compliance with legislation for WHS

Grant recipients must comply with all applicable Commonwealth, State or Territory work, health and safety laws for the locations where funded activities are being delivered.

The NIAA is unable to advise whether funded activities are compliant with relevant legislation. If you are unsure about whether you comply with relevant WHS laws, you must contact the relevant authority in the State or



Territory where the activity is being delivered for advice. Links to relevant Commonwealth, State or Territory work, health and safety laws and contacts are provided in the [Links to Further Information](#) section below.

3. Compliance with WHS grant agreement requirements

To support compliance reporting, the NIAA provides grant recipients with a Statement of Compliance (SoC) template, due for completion by a specified date each year. The SoC template integrates existing Working with Vulnerable People (WWVP) reporting requirements with WHS reporting obligations. From October 2025, the SoC template will include four additional reporting requirements regarding Conflict of Interest, Subcontracting, Limits on Employing Certain Persons and Primary Contact.

4. Reporting notifiable incidents

When a notifiable incident occurs, grant recipients are required to advise the NIAA as soon as possible but no later than two days after the incident and provide a copy of any written notice provided to the State or Territory Regulator.

Grant recipients must report the notifiable incident directly through their usual NIAA contact or email GrantWHSIncident@niaa.gov.au and copy in their usual NIAA contact.

Upon receiving a notification, the NIAA will acknowledge receipt and advise the grant recipient of any additional information required, along with the timeframe for providing it. As a minimum requirement, grant recipients must submit a report within 10 days outlining the circumstances of the incident, findings from any investigations into its cause, and proposed recommendations or strategies to prevent recurrence.

Links to further information

If you have any questions on WHS obligations and compliance reporting, please consult your usual NIAA contact or refer to the following links for further information:

- Safe Work Australia
[Home](#) | [Safe Work Australia](#)
- Commonwealth
[Work Health and Safety Act \(WHS Act\)](#) | [Comcare](#)
[Contacts Commonwealth](#) | [Safe Work Australia](#)
- New South Wales
[Legislation](#) | [SafeWork NSW](#)
[Contacts New South Wales](#) | [Safe Work Australia](#)
- Queensland
[Work health and safety laws](#) | WorkSafe.qld.gov.au
[Contacts Queensland](#) | [Safe Work Australia](#)
- Victoria
[Occupational Health and Safety Act and Regulations](#) | [Victoria](#)
[Contacts Victoria](#) | [Safe Work Australia](#)



- Australian Capital Territory
[About WorkSafe ACT - WorkSafe ACT](#)
[Contacts Australian Capital Territory | Safe Work Australia](#)
- South Australia
[SafeWork SA](#)
[Contacts South Australia | Safe Work Australia](#)
- Northern Territory
[Workplace safety laws | NT WorkSafe](#)
[Contacts Northern Territory | Safe Work Australia](#)
- Western Australia
[Notify WorkSafe - WorkSafe – LGIRS](#)
[Contacts Western Australia | Safe Work Australia](#)
- Tasmania
[Laws and compliance | Tasmania](#)
[Contacts Tasmania | Safe Work Australia](#)

