



Native Title Officer Duty Statement

Overview

This document is indicative only. Grant recipients are not required to undertake all tasks listed in this duty statement. Recipients may design a duty statement that reflects the needs of their organisation and its members. The specific duties proposed for the native title officer should be appended to your application for funding and will need to be reported against at the end of the funding period.

Administrative Tasks

- Provide a point of contact for the organisation's members, and between members and the National Native Title Tribunal (NNTT), the Federal Court, native title representative bodies and service providers, and applicant and respondent parties.
- Ensure that the organisation's members are notified of claims that may affect their interest and the basis of their organisation's involvement in the claims.
- Advise the organisation's members in relation to the processes of the Federal Court and the NNTT.
- Facilitate grouping of respondents in claim areas and engagement of appropriate legal representation.
- Create and maintain members' native title database.
- Coordinate logistical aspects for hearings, mediations, industry meetings etc with affected members and solicitors.

Intermediary Role

- Collate and disseminate members' instructions and responses to the organisation's legal representatives, where appropriate.
- Disseminate advice and other information provided by legal representatives to members.
- Attend and represent respondents' interests at relevant meetings, negotiations and/or mediations, as required. This may also include arranging or attending relevant industry meetings to provide briefings on native title matters.
- Assist the organisation's legal representatives to draft terms of agreements and/or consent determination for settlement of claims.

- Liaise with and convene meetings with the organisation’s stakeholders for the purpose of progressing members’ involvement in the claims process.

Native title research and claims monitoring

- Monitor claims relevant to the organisation’s members, including pre-hearing claims (this includes providing notification to interest holders about claims proceeding to hearing and providing progress reports of hearings).
- Where appropriate, review and analyse court materials, relevant industry information published by the NNTT and other relevant organisations.
- Research aspects of the claims process relevant to the native title proceedings.
- Prepare native title commentaries and reports for the organisation to use, as appropriate.
- Liaise with other relevant organisations in relation to approaches being taken to native title claims.
- Collate and share information on the organisation’s responses to relevant native title claims.
- Assist with tenure history and historical land use research – particularly in relation to extinguishment arguments.
- Assess the current developments in the law relating to the identification of stakeholder’s rights in determination areas.

Reporting to the Attorney-General’s Department

- Fulfil terms and conditions of the grant of assistance, as specified by the department.