

ANNUAL PROGRESS REPORT – MULTIPLE ECOLOGICAL COMMUNITIES  
ROUND 2

**COMPLETING AND SUBMITTING YOUR ANNUAL PROGRESS REPORT TO THE  
DEPARTMENT**

The annual progress report templates can be downloaded from the programme website at [www.nrm.gov.au/environmental-stewardship](http://www.nrm.gov.au/environmental-stewardship)

If you have any questions or concerns downloading the template from the website, or completing the forms, please contact the Department on 1800 607 115 or via email at [envirostewardship@environment.gov.au](mailto:envirostewardship@environment.gov.au)

Please email your completed annual progress reports to [envirostewardship@environment.gov.au](mailto:envirostewardship@environment.gov.au)

Alternatively, completed South Australian reports can be posted to:

The Director  
WA/NT/SA State Team  
Programme Delivery Branch  
Biodiversity Conservation Division  
The Department of the Environment  
GPO Box 787  
CANBERRA ACT 2601

Please note that if the information you provide in your reports is incomplete or unclear, we will contact you for clarification and this may delay your next milestone payment.

## CHECKLIST

### BEFORE SUBMITTING YOUR COMPLETED ANNUAL PROGRESS REPORT TO THE DEPARTMENT, PLEASE CHECK THE FOLLOWING:

- (If applicable) have you attached a completed (signed and witnessed) Statutory Declaration form?
- (If applicable) have you attached a completed Financial Report certified by a Qualified Accountant?
- Have you attached a completed Management Actions and Expenditure Report?
- (If applicable) have you completed (and attached) an additional Management Actions and Expenditure Report/s if you are managing more than one Primary Management Unit (PMU) under your funding agreement?
- (If applicable) Have you completed (and attached) an additional Management Actions and Expenditure Report/s if you are managing more than one Secondary Management Unit (SMU) under your funding agreement?
- Have you provided a colour photo/s for each PMU you are managing under your funding agreement?
- (If applicable) Have you provided a colour photo/s for each SMU you are managing under your funding agreement?  
  
(If you are sending a photo/s, please identify the site, date and time the photo was taken in writing on the back of the photo).
- Have you indicated your agreement to the declaration and legal authorisation and privacy information (Part 6)?
- Have you retained a personal copy of your completed annual report and any attachments?

***PROCEED TO PART 1***

**PROJECT ID:**.....

## PART 1: PERSONAL DETAILS

This is the person the Department will contact to discuss any parts of your annual progress report which require further information.

1.1 Title: Mr  Mrs  Ms  Other .....

1.2 First name	
1.3 Last name	
1.4 Phone (business hours)	
1.5 Mobile	
1.6 Email	
1.7 Property Address	
1.8 Postal Address <i>(If different to Property Address)</i>	

1.9 Has your ABN changed in the last 12 months (if applicable)? Yes  No  N/A

If *Yes* please provide new ABN

1.10 Has your GST registration status changed in the last 12 months? Yes  No

If *Yes* what is your current status

1.11 Your next payment will be made into your previously nominated bank account

***If you would like to change your bank account, please contact the department***

***PROCEED TO PART 2***

## **PART 2: HOW TO REPORT AGAINST YOUR PREVIOUS FINANCIAL PAYMENT**

- 2.1 Is the total amount you are receiving across all funding agreements under the Environmental Stewardship Programme **less than** \$750,000 (GST exclusive)?
- Yes  download the Statutory Declaration form at [www.nrm.gov.au/environmental-stewardship](http://www.nrm.gov.au/environmental-stewardship) and submit with your annual report. The amount you will need to include in the Statutory Declaration is the grant payment you received in the previous financial year.
- 2.2 Is the total amount you are receiving across all funding agreements under the Environmental Stewardship Programme **more than** \$750,000 (GST exclusive)?
- Yes  download the Financial Report at [www.nrm.gov.au/environmental-stewardship](http://www.nrm.gov.au/environmental-stewardship) and have it prepared and certified by a qualified accountant and submit with your annual report.

Financial expenses should, as best as possible, be aligned with your management actions in the Management Actions and Expenditure Report (Part 4).

The financial expenses component represents the costs incurred in undertaking your agreed management actions as listed in your funding agreement (e.g. labour, fuel, spraying, fencing etc). It does not include your opportunity cost/loss of foregone production.

Note: a funding agreement relates to one project and one annual progress report. You will need to submit one annual progress report, including a Statutory Declaration or a Financial Report, for each funding agreement.

**PROCEED TO PART 3**

### **PART 3: SEASONAL CONDITIONS (OVERALL SNAPSHOT)**

3.1: Please provide a description of the seasonal conditions experienced over the previous 12 months, and how the conditions have affected the project site:

(e.g. rainfall, temperature, fires, drought, rapid vegetation growth, poor growth etc)

***PROCEED TO PART 4***

## PART 4: MANAGEMENT ACTIONS AND EXPENDITURE REPORT

### PART 4A: PRIMARY MANAGEMENT UNIT (PMU)

Please provide a brief description of the activities you have undertaken against your agreed management actions since your previous report - refer to your Management Schedule, attached to your funding agreement for information about the activities you agreed to undertake.

You must complete this form for each funding agreement you have.

If you have more than one PMU, please download and complete additional management actions and expenditure report templates at [www.nrm.gov.au/environmental-stewardship](http://www.nrm.gov.au/environmental-stewardship), and submit with your annual report.

If you have not carried out a required activity, please provide a reason/s why.

In the expenditure column, please provide a breakdown of the expenses you have incurred over the previous 12 months – **please only attribute expenditure against management actions you agreed to in your funding agreement.**

PMU number: \_\_\_\_\_

#### Part 4A.1

Management Actions	Description of actions taken during this reporting period	Expenditure (GST excl)
<i>Monitor and manage grazing pressure from domestic livestock</i>	Conservation grazing Option 1 <input type="checkbox"/> Option 2 <input type="checkbox"/> (tick relevant) <i>Please describe how you have grazed the PMU over the past 12 months, including timing and number of stock grazed). What fencing, if any, has been installed/maintained? What overall sward height has been maintained?</i>	<i>(e.g. fencing, labour \$?)</i>

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<p><i>Monitor and manage aggressive exotic plants</i></p>	<p><i>Please identify species managed, methods used and comment about the effectiveness of your management actions.</i></p>	<p><i>(e.g. slashing, mowing, chipping, spot spraying, hand removal \$?)</i></p>
<p><i>Monitor and manage feral animals</i></p>	<p><i>Please identify species managed, methods used and comment about the effectiveness of your management actions.</i></p>	<p><i>(e.g. rabbit fumigation, fox baiting, \$?)</i></p>
<p><i>Monitor and manage non-aggressive exotic plants</i></p>	<p>Is this a management action in your funding agreement?          Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If Yes, please identify species managed, methods used and comment about the effectiveness of your management actions.</i></p>	<p><i>(e.g. grazing, slashing, spraying, hand removal \$?)</i></p>

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<p><i>Monitor and manage grazing pressure from native species</i></p>	<p>Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please identify species managed, methods used, any permits obtained and comment about the effectiveness of your management actions.</i></p>	<p><i>(e.g. fencing, culling \$?)</i></p>
<p><i>Plant native perennial species</i></p>	<p>Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please identify species planted, planting methods used, area planted, where was the seed/tubestock sourced.</i></p>	<p><i>(e.g. seed, tube stock planting \$?)</i></p>
<p><i>Add coarse woody debris</i></p>	<p>Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please describe type of woody debris added, source, methods used to add material.</i></p>	<p><i>(e.g. labour \$?)</i></p>



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<p><i>Monitor and manage dominant native plant species</i></p>	<p>Is this a management action in your funding agreement?                  Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>What species were controlled, methods used and comment about the effectiveness of your management actions.</i></p> <p><i><u>NOTE:</u> Please contact your regional NRM body regarding laws and permits for clearing native vegetation.</i></p>	<p><i>(e.g. grazing, slashing, lopping, herbicides, labour \$?)</i></p>
<p><i>Other expenditure incurred</i>  <i>(excluding opportunity costs)</i></p>	<p><i>Expenses that can't easily be attributed to a specific management activity, such as costs associated with monitoring and reporting etc</i></p>	<p>\$</p>
	<p><b>TOTAL EXPENDITURE</b></p>	<p>\$</p>

***PROCEED TO PART 4A.2***

**Part 4A.2**

The following activities **must not** be undertaken in the PMU:

- addition of any new additional permanent infrastructure
- cultivation
- fertiliser or inappropriate use of agrochemicals
- removal or disturbance of native vegetation (living or dead)
- removal or disturbance of bush rocks
- planting of non-native species in the ecological community
- intentional burning outside of a fire management plan

*Please provide an explanation if these requirements have not been met in the previous 12 months.*

In the previous 12 months, have you:

1. Undertaken, without direction, any activities to meet your obligations under State and/or Local Government regulations (e.g. control of noxious/declared weeds)?

*If Yes, please describe what you did.*

2. Been directed to undertake any activities to meet your obligations under State and/or Local Government regulations (e.g. management of invasive plant and/or animal species)?

*If Yes, please describe what you did.*

***IF YOU ARE MANAGING A SECONDARY MANAGEMENT UNIT,  
PROCEED TO PART 4B, OTHERWISE PROCEED TO PART 5A***

## PART 4B: MANAGEMENT ACTIONS AND EXPENDITURE REPORT

### SECONDARY MANAGEMENT UNIT (SMU)

If you have more than one SMU, please download and complete additional management actions and expenditure report templates at [www.nrm.gov.au/environmental-stewardship](http://www.nrm.gov.au/environmental-stewardship) and submit with your annual report.

If you have not carried out a required activity, please provide a reason/s why.

In the expenditure column, please provide a breakdown of the expenses you have incurred over the previous 12 months – **please only attribute expenditure against management actions you agreed to in your funding agreement.**

SMU number: \_\_\_\_\_

#### Part 4B.1

Management Actions	Description of Actions taken over previous year	Expenditure (GST excl)
<i>Conservation grazing</i>	<p>Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Describe how you have grazed the SMU over the previous 12 months, including timing and number of stock grazed. What fencing has been installed/maintained? What overall sward height has been maintained?</i></p>	<i>(e.g. fencing and labour \$)</i>
<i>Monitor and manage aggressive exotic plants</i>	<p>Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please identify species managed, methods used and comment about the effectiveness of your management actions to control exotic plants for 100m strip along perimeter of PMU.</i></p>	<i>(e.g. spraying, slashing \$?)</i>

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<i>Reduce wind-borne agrochemicals</i>	Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, describe how you have managed this requirement for 100m strip along perimeter of PMU.</i>	\$
<i>Reduce water-borne movement of agrochemicals</i>	Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, describe how you have managed this requirement for 20m strip along perimeter of PMU.</i>	\$
<i>Reduce disturbance to tree roots</i>	Is this a management action in your funding agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, describe how you have managed this requirement for 20m strip along perimeter of PMU.</i>	\$
	<b><i>TOTAL EXPENDITURE</i></b>	<b><i>\$</i></b>

**Part 4B.2**

The following activities **must not** be undertaken in the SMU:

- cultivation
- fertiliser application
- removal or disturbance of native vegetation (living or dead)
- removal or disturbance of bush rocks

*Please provide an explanation if these requirements have not been met during the previous 12 months.*

***PROCEED TO PART 5***

## PART 5: FIXED POINT PHOTO RECORD SHEET

### Part 5A: PRIMARY MANAGEMENT UNIT (PMU)

Complete one fixed point photo record sheet and attach a colour photograph for each PMU

(taken from the same place and wherever possible at the same time each year)

5A.1 PMU number:	
5A.2 Date photo taken:	
5A.3 Time photo taken	

#### Observations over the previous 12 months:

*Describe general vegetation health and whether there has been a general improvement or deterioration in condition.*

*What plants and animals have you have observed?*

*What external factors have had the most significant influence on the condition of the management unit (e.g. seasonal conditions, fire etc)?*

*How effective have your management actions been?*

5A.4 Attach Photo

***IF YOU ARE MANAGING A SECONDARY MANAGEMENT UNIT,  
PROCEED TO PART 5B, OTHERWISE PROCEED TO PART 6***

**PART 5B: FIXED POINT PHOTO RECORD SHEET  
SECONDARY MANAGEMENT UNIT (SMU)**

**Complete one fixed point photo record sheet and attach a colour photograph for each SMU**

(taken from the same place and wherever possible at the same time each year)

<b>5B.1 SMU number:</b>	
<b>5B.2 Date photo taken:</b>	
<b>5B.3 Time photo taken</b>	

**Observations over the previous 12 months:**

*What external factors have had the most significant influence on the condition of the management unit (e.g. seasonal conditions, fire etc)?*

*How effective have your management actions been?*

<b>5B.4 Attach Photo</b>

***PROCEED TO PART 6***

## **PART 6: DECLARATION AND LEGAL AUTHORISATION**

In submitting this annual report, I/we confirm:

- I/we are authorised to make this declaration on behalf of the entity/entities who have entered into the funding agreement with the Commonwealth of Australia as represented by the Department of the Environment (the Department) for the Environmental Stewardship Programme, and that all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I/we understand that giving false or misleading information in connection with this application is a serious offence and may result in the requirement to repay any payments received.
- I/we understand that I/we may be requested to provide further clarification or documentation to verify the information supplied in this annual report. Any further information I/we provide or changes made to this annual report at the request of the Department do not amount to a new annual report but rather amend this annual report.
- The Department is authorised to take the necessary steps to assess this annual report by checking the information provided on this form and by obtaining information from databases or agencies.
- I agree that the Department may arrange for an assessment of the annual report including by an external service provider, adviser or consultant to the Department.
- I/we understand that I/we will not own the intellectual property rights in the information, photographs or other material submitted in this annual report (the Material).
- I/we understand that the Department will be entitled to, and may authorise third parties to, use, publish (including on the internet) and modify the Material for any purposes (including commercial purposes).
- I/we understand that where Material has been licensed by the Department to third parties the Department is unlikely to be able to prevent third parties from continuing to use the Material even if I/we advise the Department that I no longer consent to the Department using my name or image; and
- I/we release the Department from any infringement or violation of any personal or property rights of any sort arising from the use of the Material.

### **PRIVACY**

Please note that the Department is collecting the information in this form and any attachments for the purposes of assessing your compliance with the funding agreement, including the agreed management actions, and to assess your eligibility for your annual payment.

The Department may disclose some or all of this information to:

- relevant Australian Government, state, territory and/or local government agencies such as Natural Resource Management Boards and Catchment Management Authorities

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- organisations and individuals involved in the review of annual reports, and auditing, compliance and monitoring of the programme. This may include credit reference agencies, delivery agents and other contracted service providers, auditors, and monitoring and compliance personnel.

In addition, the Department may publish some or all of the information in this form and any attachments in media releases, general announcements and annual reports, on the Department's website, or through other means determined by the Department.

Agreed  (please indicate your agreement)

Signature:.....Date: .....

Name of person completing:.....

If you do not agree with any of the matters raised above, please contact the Department on 1800 607 115.