Note on Draft Progress Report Template

The Draft Progress Report template is provided as a guide to applicants on possible reporting requirements for the Biodiversity Fund. This actual report will be provided as a Smart Form, a type of form that automatically expands with additional questions as needed depending on the recipients responses.

This draft template provides all the reporting questions that are likely to be in the final Smart form. However, recipients will not necessarily be required to complete every question shown in this draft template.

This template is not to be used to report. Successful applicants will receive the smart form version from their case manager.

Biodiversity Fund progress report

Pre populate six fields below

Project ID:		Date:	

Project Title:

Organisation Name:

Contact Person:	Phone number:

Report Details

Do you understand that this project report covers your project reporting period from 1 January 2013 until 30 June 2013 (unless otherwise stated)? ☐ Yes ☐ No **[Recipient can only progress if they tick yes]**

Recipient details

Have the contact details for this project changed since the Funding Agreement was signed? ☐ Yes ☐ No

This is the person the Department will contact to discuss operational elements of your proposal.

[If yes the following section to display [to postcode]. If no, skip to Progress Update]

Title: ☐ Mrs ☐ Miss ☐ Ms ☐ Mr ☐ Other_____

First Name:	text	Last Name:	text
Position:	text	Email:	text

Postal Address

Is this address a: ☐ PO Box or ☐ Locked Bag ☐ Street Address

(appropriate boxes for address)

Street number	Street name		Street Type
text	text		text

Suburb/Town	State	Postcode
text	text	number

Progress Update

Activity	Start date	Finish date	Activity completed	What progress has been achieved to date? Provide details of the progress you have made, reasons for any delays, improvements or variations and how these matters will be managed	Deliverables (e.g. Ha., people engaged, products produced, km fenced, plants planted
Stage 1					
Activity 1: Pre-pop and lock			☐Yes ☐No	Pre-populate and lock "stages" from other reporting periods	
Activity 2:			☐Yes ☐No		
Activity 3:			☐Yes ☐No		
Stage 2					
Activity 1: Text			☐Yes ☐No	Text	Text
Activity 2:			☐Yes ☐No		
Activity 3:			☐Yes ☐No		

Were there any natural disasters or disturbance such as fire, flood or drought that impacted your project area during this reporting period? ☐Yes ☐No

[If yes the following box to display. If no, skip to Theme 1 question]

If yes, please provide details.

Text

Are you planning to become a registered offset project under the Carbon Farming Initiative? ☐Yes ☐No

(If yes, the following questions to appear. If no, go to stakeholder engagement)

Have any of the following activities to become a registered offset project occurred?

Lodge application to become a Registered Offset Entity ☐Yes ☐No

Application approved by the Clean Energy Regulator ☐Yes ☐No

Lodge application to have project registered ☐Yes ☐No

Application approved by Clean Energy Regulator and project entered onto Register of Offset Projects ☐Yes ☐No

Risk management

List the threats or assumptions identified in your project plan	Risk to the project (high, medium, low)?	Has the threat or risk occurred?	What, if any, follow up management activities did you undertake?
text	text	text	text

Have you updated any activities, assumptions or threats in your project plan to reflect a change in the way you deliver your project? ☐Yes ☐No

Have you identified any new threats, assumptions or risks you made about the project that you will include in your project plan? ☐Yes ☐No

[If yes the following boxes to display. If no, skip to project scope]

Please list any new assumptions below in addition to updating your project plan.

New assumption	Risk to the project (high, medium, low)?	What, if any, follow up management activities will you undertake?
text	text	text

Project Scope

Map your project <u>site</u> boundaries *(the site/s where you are doing Theme 1, 2, or 3 activities. Project sites may be different to the overall project area)*

To undertake mapping please refer to the mapping tool at ==www.environment.gov.au==

==(Provide link to mapping tool for recipients to draw polygon of their sites or upload shape files)==

What is the dominant Major Vegetation Sub-group on your Theme 1 site/s? *Please refer to ==www.environment.gov.au== to determine the vegetation type for your project*

==Major Vegetation Sub-group drop down box==.

Please select the condition of native vegetation on your site/s. ==(ability to only select one box below)==

☐ **Class 0: Residual bare** - Areas where native vegetation does not naturally persist

☐ **Class 1: Residual** - Native vegetation community structure, composition and regenerative capacity intact—no significant disturbance from land use or land management practice. Class I forms the benchmark for classes II to VI

☐ **Class 2: Modified** - Native vegetation community structure, composition and regeneration capacity intact —disturbed by land use or land management practice

☐ **Class 3: Transformed** - Native vegetation community structure, composition and regenerative capacity significantly altered by land use or land management practice

☐ **Class 4: Replaced** - Native vegetation replaced with species alien to the locality and spontaneous in occurrence

☐ **Class 5: Replaced and managed** - Native vegetation replaced with cultivated vegetation

☐ **Class 6: Removed** - Vegetation removed

Did you undertake monitoring as per the Biodiversity Fund Ecological Monitoring Guide during this reporting period?
☐ Yes ☐ No

==[If yes the following box to display. If no, skip to natural disasters question]==

If yes, please upload your Biodiversity Fund Ecological Monitoring field sheets.

Document Name	Document Type	Filename	File Size (KB)
E.g. BF Ecological Monitoring data	Excel	...	....

❯ Remove   Add

THEMES

THEME 1 – Biodiverse plantings

Is your project delivering an outcome against Theme 1, Biodiverse Plantings? ☐Yes ☐No

<mark>[If yes is ticked following boxes to appear. If no, skip to Theme 2 - Protecting and enhancing existing native vegetation]</mark>

How many hectares have you commenced Theme 1 activities on during this reporting period?

| Number |

Did you use any of the following? ☐Seed stock ☐Tube stock ☐Both

Was your seed stock or tube stock from the same vegetation type as your project site? ☐Yes ☐No

Did you have any problems sourcing seed stock or tube stock for your project during this reporting period?
☐Yes ☐No

Please describe why you selected the above answer related to sourcing seed stock or tube stock.

| Text |

During this reporting period:

How many plants have been planted? | Number |

How many kilograms of seed have been sown? | Number |

How many different species have been planted? | Number |

What is the survival rate of seed stock? ☐ N/A ☐0-25% ☐26-50% ☐51-75% ☐75-100%

What is the survival rate of tube stock? ☐ N/A ☐0-25% ☐26-50% ☐51-75% ☐75-100%

<mark>(For both survival rate questions above, if either N/A, 51-75 or 75-100% is selected, skip to regeneration question. If either 0-25 or 26-50 are selected, the following question "provide details" to display.)</mark>

Please provide details about why the project has not achieved a higher survival rate.

| Text |

What level of native vegetation recruitment or regeneration (i.e. new native plants on your site you have not planted) is there on your Theme 1 project site/s?

☐High ☐Medium ☐Low ☐None

Please describe why you selected the above level of native vegetation recruitment.

| Text |

Did you undertake any prescribed fire related activities during this reporting period? ☐Yes ☐No

If yes, how many hectares did you burn and at what intensity?

| ha |

☐High ☐Medium ☐Low ☐Unknown

Has the condition of native vegetation on sites **adjacent** to your Theme 1 site/s improved? ☐Yes ☐No ☐Unsure

Please describe why you selected the above answer related to native vegetation on adjacent sites.

| Text |

Have you noticed any native or exotic animals in the Theme 1 project site/s you previously have not observed?

☐Yes ☐No

Please list the scientific names of any native or exotic animals in the Theme 1 project site/s you previously have not observed.

Animal (scientific name)	Number or density (high, med, low) based on evidence	Comment
Text		

Is there any other information about your Theme 1 site/s you would like to provide? You may like to comment on the extent, condition and connectivity of native vegetation, or number of native or exotic animals on your site.

| Text |

How many photopoints do you have for your Theme 1 site/s? A minimum of one is required.

| Number |

THEME 2 – Protecting and enhancing existing native vegetation

Is your project delivering an outcome against Theme 2, Protecting and enhancing existing native vegetation?
☐Yes ☐No

How many hectares have you commenced Theme 2 activities on during this reporting period? | Number |

Did you use any of the following? ☐Seed stock ☐Tube stock ☐Both

Was your seed stock or tube stock from the same vegetation type as your project site? ☐Yes ☐No

Did you have any problems sourcing seed stock or tube stock for your project during this reporting period?
☐Yes ☐No

Please describe why you selected the above answer related to sourcing seed stock or tube stock.

| Text |

During this reporting period:

How many plants have been planted? | Number |

How many kilograms of seed have been sown? | Number |

How many different species have been planted? | Number |

What is the survival rate of seed stock? ☐ N/A ☐0-25% ☐26-50% ☐51-75% ☐75-100%

What is the survival rate of tube stock? ☐ N/A ☐0-25% ☐26-50% ☐51-75% ☐75-100%

Please provide details about why the project has not achieved a higher survival rate.

| Text |

What level of native vegetation recruitment or regeneration (i.e. new native plants on your site you have not planted) is there on your Theme 2 project site/s?

☐High ☐Medium ☐Low ☐None

Please describe why you selected the above level of native vegetation recruitment.

| Text |

Did you undertake any prescribed fire related activities during this reporting period? ☐Yes ☐No

If yes, how many hectares did you burn and at what intensity? | ha |

☐High ☐Medium ☐Low ☐Unknown

Has the condition of native vegetation on sites **adjacent** to your Theme 2 site/s improved? ☐Yes ☐No ☐Unsure

Please describe why you selected the above answer related to native vegetation on adjacent sites.

Text

Have you noticed any native or exotic animals in the Theme 2 project site/s you previously have not observed?

☐Yes ☐No

[If yes the following box to display. If no, skip to "any other information" question]

Please list the scientific names of any native or exotic animals in the Theme 2 project site/s you previously have not observed.

Animal (scientific name)	Number or density (high, med, low) based on evidence	Comment
Text		

Is there any other information about your Theme 2 site/s you would like to provide? You may like to comment on the extent, condition and connectivity of native vegetation, or number of native or exotic animals on your site.

Text

How many photopoints do you have for your Theme 2 site/s? A minimum of one is required.

Number

THEME 3 – Managing invasive species in a connected landscape

Is your project delivering an outcome against Theme 3, Managing invasive species in a connected landscape?

☐No ☐Exotic plants ☐Exotic animals ☐ Both exotic plants and animals

[If exotic plants, animals or both are ticked following boxes to appear. If no, skip to Non theme based outputs]

Has the condition of native vegetation on sites **adjacent** to your Theme 3 site or overall Theme 3 project sites improved?
☐Yes ☐No

[If yes the following box to display. If no, skip to fire question]

If yes, please describe the improvements you have seen and why these improvements have occurred?

Text

What level of native vegetation recruitment or regeneration (i.e. new native plants on your site you have not planted) is there on your Theme 3 site?

☐High ☐Medium ☐Low ☐None

How many hectares have you commenced Theme 3 activities on during this reporting period? | Number |

Did you undertake any prescribed fire related activities during this reporting period? ☐Yes ☐No

[If yes is ticked following boxes to appear. If no, skip to exotic species questions]

If yes, how many hectares did you burn and at what intensity? | Number |

☐High ☐Medium ☐Low ☐Unknown

List the scientific name of the top five exotic plants that are targeted by your project and estimate the density of each of those species on your project site

Plant (scientific name)	Number or density (high, med, low) based on evidence	Comment
Text		

List the scientific name of the top five exotic animals that are targeted by your project and estimate the density of each of those species on your project site

Animal (scientific name)	Number or density (high, med, low) based on evidence	Comment
Text		

Have you noticed any other exotic species (flora or fauna) establishing on your site/s you have not previously seen?

☐ Yes ☐ No

[If yes is ticked following boxes to appear. If no, skip to non-theme based outputs]

If yes, list the scientific names of the top five

Plant or animal	Number or density (high, med, low) based on evidence	Comment
Text		

What has been the outcome of managing exotic species through your project? (For example, increased native vegetation, improved condition, increased productivity, reduced erosion).

Text

How many photopoints do you have for your Theme 3 site/s? A minimum of one is required. | Number |

Non theme based outputs: Enhancing and enabling technologies and industries

Does your project contain non-theme based activities or deliverables (these may include projects for enabling technologies and industries)?

☐ Yes ☐ No

<mark>[If yes is ticked following boxes to appear. If no, skip to stakeholder engagement]</mark>

Which enabling technology are you delivering?

☐ Seed stock ☐ Tube stock ☐ Other

<mark>(only show relevant fields below (i.e. seed if seed is selected above)</mark>

What has been the impact of your enabling technology on biodiversity and/or stakeholders?

> Text

Seed stock

During this reporting period:

How many kilograms of seed have been collected?

| Number |

How many species of seed have been collected?

| Number |

Has your seed stock serviced any of the following Australian Government NRM grant recipients?

☐ No

☐ Biodiversity Fund grant recipient?

☐ Caring for Our Country grant recipient?

☐ Reef Rescue grant recipient?

☐ Working on Country grant recipient?

☐ Environmental Stewardship grant recipient?

☐ Commonwealth Environmental Water grant recipient?

Tube stock

During this reporting period:

How many kilograms of seed have been collected?

| Number |

How many species of seedling have been produced?

| Number |

Has your tube stock serviced any of the following Australian Government NRM grant recipients?

☐ No

☐   Biodiversity Fund grant recipient?

☐   Caring for Our Country grant recipient?

☐   Reef Rescue grant recipient?

☐   Working on Country grant recipient?

☐   Environmental Stewardship grant recipient?

☐   Commonwealth Environmental Water grant recipient?

Other

What non-theme based activities have been undertaken since your project began?

Text

How have the above activities contributed to project outcomes since your project began?

Text

How have the above activities contributed to the Biodiversity Fund outcomes of increasing the extent, condition and connectivity of biodiverse carbon stores, or reducing the impact of exotic species in a connected landscape?

Text

Stakeholder Engagement

How many land managers have been engaged during this reporting period? (*A land manager is a <u>person</u> (not an organisation) who manages the use and development of land and its resources. They may manage the land for agricultural, environmental or other financial and non-financial benefits.*)

Number

Has your project had partnerships with any other projects receiving funding from the following sources during this reporting period?

☐ Biodiversity Fund grant recipient

☐ Caring for Our Country grant recipient

☐ Reef Rescue grant recipient

☐ Working on Country grant recipient

☐ Environmental Stewardship grant recipient

☐ Commonwealth Environmental Water grant recipient

==[If any boxes above are ticked, the following text box will appear. If not, skip to Indigenous question.]==

Please provide details on how you have worked with the above organisations. ==(Text box to open under each tick box above)==

Text

Is this project being undertaken by an Indigenous organisation? ☐Yes ☐No

Have Indigenous Australians participated or undertaken work in the project during this reporting period?

☐Yes ☐No

==[If yes is ticked following boxes to appear, if no, skip to non-Indigenous questions]==

At the time of reporting what is the number of Indigenous people directly employed on the following basis?
☐ Full time (paid full time employment work 5 days or 35 hours or more per week)
==[If ticked following boxes to appear]==

Male: | Number |
| --- |

Female: | Number |
| --- |

Total: | Tally |
| --- |

☐ Part time (paid part time employment, less than 35 hours per week)
==[If ticked following boxes to appear]==

Male: | Number |
| --- |

Female: | Number |
| --- |

Total: | Tally |

☐ Casual / Sub-contractors (casual: on-ongoing employees that work on an irregular or seasonal basis)
[If ticked following boxes to appear]

Male: | Number |

Female: | Number |

Total: | Tally |

How many Indigenous people have been engaged as volunteers? | Number |

How many Indigenous Rangers have been employed through this project? | Number |

Does your project engage non-Indigenous people as employees or volunteers? ☐ Yes ☐ No

At the time of reporting what is the number of non-Indigenous people directly employed on the following basis?
☐ Full time (paid full time employment work 5 days or 35 hours or more per week)
[If ticked following boxes to appear]

Male: | Number |

Female: | Number |

Total: | Tally |

☐ Part time (paid part time employment, less than 35 hours per week)
[If ticked following boxes to appear]

Male: | Number |

Female: | Number |

Total: | Tally |

☐ Casual / Sub-contractors (casual: on-ongoing employees that work on an irregular or seasonal basis)
[If ticked following boxes to appear]

Male: | Number |

Female: | Number |

Total: | Tally |

Project Photo Points

How many photo reference sites does the project have in total? [____]

Photo Point/Name	GPS Location	Which Theme does this site represent?	Size/Area (Ha)	Condition/ description of photo point for this reporting period

[Capacity for proponent to add additional rows as necessary]

Please attach images: *each file can be up to 2MB in size, totalling no more than 10MB for the entire document. If additional photos need to be sent, please contact your case manager.*

Document Name	Document Type	Filename	File Size (KB)
Eg Project Location Map	Eg pdf, .jpg, .docx, .doc, .zip	...	....

Remove | **Add**

[Additional row to be automatically added as each upload is completed.]

Project Communications

Are there any project events or promotional materials planned within the <u>next six months</u>? ☐ Yes ☐ No

<mark>[If yes is ticked following boxes to appear. If no, skip to other]</mark>

Project event/description	Purpose	Date	Expected participants (e.g. landholders, government representatives)
	<mark>Drop down boxes:</mark> -On-ground -Education/ training -Media - Promotional material -Other		

<mark>[Capacity to add additional rows as necessary]</mark>

Other

Describe what you have learned so far from interactions with project partners (For example, what have been your experiences interacting with partner organisations or approaching landholders of individual properties)?

Text

If your project is contributing to connectivity across the landscape, what will this contribution be (e.g. connections in vegetation communities or restoring habitat requirements of a particular species)? How will you know if this has been achieved?

Text

If your project has an objective to assist native species adaptation to climate change impacts, how do you expect this will occur?   What information have you based these expectations on?

Text

There are 54 regional NRM organisations, which regional NRM organisation/s does your project fall within? *(you can chose more than one region)*

(drop down list of regions) Ability to choose more than 1

Have you aligned your project with your relevant regional Natural Resource Management plan? ☐ Yes ☐ No

Have you aligned your project with any other conservation plans? ☐ Yes ☐ No

[If yes is ticked following boxes to appear. If no, skip to satisfaction question]

If yes please identify which plan or plans you have aligned your project with.

What is your level of satisfaction with the Biodiversity Fund? ☐High   ☐ Medium   ☐Low ☐ Unknown

Please provide further detail.

Have you previously received Australian Government NRM funding

☐ No

☐ Biodiversity Fund grant recipient

☐ Caring for Our Country grant recipient

☐ Reef Rescue grant recipient

☐   Working on Country grant recipient

☐   Environmental Stewardship grant recipient

☐   Commonwealth Environmental Water grant recipient

Is there any additional project related information you would like to report? ☐ Yes ☐ No

<mark>[If yes the following box to display. If no, skip to attaching other documentation function below]</mark>

You may wish to attach other documentation to support your report. Each file can be up to two megabytes in size, totalling no more than ten megabytes for the entire document.

Document Name	Document Type	Filename	File Size (KB)
Eg Project Location Map	Eg .pdf, .jpg, .docx, .doc, .zip	...	....

Remove   **Add**

Declaration

The making of a false or misleading statement in a report can result in termination of your funding agreement.

I declare that I am authorised to complete this report and the information contained within this report is complete and accurate.

☐Yes   ☐No

Name:

Date: dd/mm/yyyy

Position title: