



MANAGEMENT ACTIVITIES AND EXPENDITURE REPORT

Version 2.1 updated 24/08/20

COMPLETING AND SUBMITTING YOUR ANNUAL PROGRESS REPORT TO THE DEPARTMENT

The annual progress report templates can be downloaded from the program website at:
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 552 008** or via email at envirostewardship@awe.gov.au

Please email completed annual progress reports to envirostewardship@awe.gov.au
Please feel free to write further information, or attach more photos on additional pages if needed.
Please mark clearly which answer corresponds with which question.

Alternatively, your completed report can be posted to:

The Director
[Your state – NSW/SA/QLD] State Team
Program Delivery Branch

Biodiversity Conservation Division
Department of Agriculture, Water and the Environment
GPO Box 858
CANBERRA ACT 2601

Note, that if the information you provide in your reports is incomplete or unclear, we will contact you for clarification and this might 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), Secondary Management Unit (SMU) or Zone under your funding agreement
- ☐ Have you provided a colour photo(s) for each PMU, SMU or Zone that 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?
- ☐ Have you indicated your agreement to the Privacy Information?
- ☐ Have you retained a personal copy of your completed annual report and any attachments?

PROJECT ID:

PERSONAL DETAILS

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

Title:

First name	
Last name	
Phone (business hours)	
Mobile	
Email	
Property Address	
Postal Address <i>(If different to Property Address)</i>	

If any of your contact details have changed since you last reported please contact the Department as soon as possible to advise us of any change(s) **or** highlight any changes above.

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

If “Yes” please provide new ABN	
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Has your GST registration status changed in the last 12 months? Yes ☐ No ☐

If “Yes” what is your current status?	
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Your payment will be made into your previously nominated bank account.

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

HOW TO REPORT AGAINST YOUR PREVIOUS FINANCIAL PAYMENT

Is the total amount of funding you are receiving under the Environmental Stewardship Program **less than** \$750,000 (GST exclusive)?

Yes - ☐ download the Statutory Declaration form at:
www.nrm.gov.au/environmental-stewardship and submit it 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.

Is the total amount of funding you are receiving under the Environmental Stewardship program **more than** \$750,000 (GST exclusive)?

Yes - ☐ download the Financial Report at:
www.nrm.gov.au/environmental-stewardship and have it prepared and certified by a qualified accountant, then submit it with your annual report.

Financial expenses **must be aligned** with your agreed management actions in the Management Actions and Expenditure Report.

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.

MANAGEMENT ACTIVITIES AND EXPENDITURE REPORT

Project ID:

Management Unit or Zone:

Reporting Period:

Please provide a brief description of the activities you have undertaken against your agreed management actions since your last 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 management unit (or zone) please download additional management activity and expenditure report templates at www.nrm.gov.au/environmental-stewardship, complete and submit with your annual report.

If you have not carried out a contracted management action, please provide a reason/s why.

In the expenditure column, under the relevant management actions please provide a break-down of the financial expenses you have incurred over the last 12 months.

Management Actions (as per your Management Plan)	Description of actions taken over last 12 months	
Livestock Grazing Management	<p><input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement)</p> <p>Is grazing exclusion a management action in your funding agreement?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If grazing is a management action for the site but you didn't graze during this reporting period please complete the report and state why you didn't graze.</i></p> <p>Please note This may also include fencing and costs to exclude stock.</p> <p><i>Grazing activities are included under any or all of the following; "Conservation grazing", "Strategic grazing", "Monitor& manage grazing pressure from domestic livestock" & "Monitor & manage total grazing pressure".</i></p>	
	Stock type 1:	Stock type 2:
Paddock Area, if known (ha):		
Start date:		

End date:		
Type of stock: eg. Cattle, sheep, goats		
Production type: eg. Dairy, meat, wool		
Growth stage:		
No. individuals:		
Breed:		
Sward height (cm):		
Ground cover %:		
Cost of these actions:	\$	
Please provide comment on the effectiveness of the above management this year, or if the management was not undertaken, please state the reason why.		
Sward Height	<p><i>There is a 'how-to' guide attached to this document.</i></p> <p>Please note If you undertake grazing please record sward height at the end of your grazing periods. If you do not undertake grazing, then record sward height at the same time that you take the photo-point photograph for this site. Please ensure that this is done at the same time each year.</p>	
Sward height (cm):		
Date measured:		
Ground Cover	<p><i>There is a 'how-to' guide at the end of this document.</i></p> <p>Please note If you undertake grazing, please record ground cover at the end of your grazing periods. If you do not undertake grazing, then record ground cover percentage at the same time that you take the photo-point photograph</p>	
Ground cover % estimate:		

Date measured:		
Native Herbivore Management	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement) <i>If Native Herbivore Management is a management action for the site but you didn't undertake any actions around this for the reporting period, please complete the report and state why you didn't take any action</i>	
	Species 1:	Species 2 (Please add as many other species as you like, on another page)
Species: (kangaroo, euro, wallaby, wombat, wallaroo)		
Season observed/managed:		
Management Action Taken: (exclusion fencing, observed, shooting, other)		
Reason for Management: (excessive grazing, excessive population, infrastructure damage, nil)		
If applicable, no. culled:		
Please comment on the effectiveness of the above management actions this year, or if the management action was not undertaken please say why.		
Cost of these actions:	\$	

Feral Animal Management	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement) <i>If Feral Animal Management is a management action for the site but you didn't undertake any actions around this for the reporting period, please complete the report and state why you didn't take any action</i>	
	Species 1:	Species 2 (Please add as many other species as you like, on another page)
Species:		
Season observed/managed:		
Management actions: (bait, shoot, trap, destroy harbour)		
Reason for management: (excessive grazing, excessive population, land degradation, predation)		
If applicable, no. culled:		
Cost of these actions:	\$	
Please comment on the effectiveness of the above management this year, or if it wasn't done please state the reason why.		
Weed Management	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement) <i>If Weed Management is a management action for the site but you didn't undertake any actions around this for the reporting period, please complete the report and state why you didn't take any action</i> Please note Weed management is included under any or all of the following; "Monitor & manage herbaceous exotic plants (aggressive)", "Monitor & manage herbaceous exotic plants (non-aggressive)",	

	<i>“Monitor & manage exotic shrubs (aggressive)”, “Monitor & manage exotic plants”, “Monitor & manage aggressive exotic plants” & “Monitor & manage non-aggressive exotic plants”.</i>
Species managed: <i>(do not include noxious (NSW) or declared (SA) plants)</i>	
Treatment Method: (chemical control, mechanical control, hand-pulling, biological control, fire, other)	
Approx area treated (ha):	
Density of infestation: (dense, scattered, isolated)	
Cost of these actions:	\$
Please provide comment on the effectiveness of the above management this year, or if the management was not undertaken, please state the reason why	
Have you undertaken any activities to manage weeds that are; noxious (NSW) or declared (SA)?	<p><i>Please identify the species managed, the actions taken.</i></p> <p>Please note Activities to manage weeds that are noxious (NSW) or declared (SA) are an obligation & as such you cannot put a cost against them. List of these weeds can be found at:</p> <p> https://pir.sa.gov.au/biosecurity/weeds_and_pest_animals/weeds_in_sa https://www.dpi.nsw.gov.au/biosecurity/weeds </p>

Biomass Control Measures	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement) <i>If Biomass Control is a management action for the site but you didn't undertake any actions around this for the reporting period, please complete the report and state why you didn't take any action</i> Please note Biomass control is included under any or all of the following; "Monitor & manage dominant native species", "Biomass control to reduce dominance of a single native plant species", "Biomass Control" & "Thinning".
Biomass control activity: (eg. Thinning, burns, slashing, grazing)	
Purpose: (eg. Reduction of fire risks)	
Cost of these actions:	\$
Please provide comment on the effectiveness of the above management this year, or if the management was not undertaken, please state the reason why	
Revegetation	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement) Please note Regeneration is included under any or all of the following; "Monitor & manage regeneration", "Buffering", "Connectivity", "Reduce isolation", "Re-establish perennial native species" and "Plant native perennial species".
Revegetation Activity: (e.g. tube stock planting, broadcast seeding)	
List species and number planted:	

Cost of these actions:	\$
Note, if you have undertaken revegetation activities in previous years, please describe how successful this has been.	
Year Planted:	
Species:	
Estimated Survival Rate:	
Regeneration	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your funding agreement)
Species Observed Regenerating: (<i>if known</i>)	
How Widespread is Regeneration: <i>Please attach photos if you have them.</i>	
Restoration of Habitat	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action in your Funding Agreement)
Have you placed any of the following habitat features? <i>(Woody debris, corrugated tin, nesting boxes, other)</i>	
Number of added habitat features.	
Cost of these actions:	\$

Other	<i>Please identify any other expenditures associated with managing your site(s) (e.g. consultants, reporting etc).</i>
Cost of these actions:	\$
<i>TOTAL EXPENDITURE \$</i>	

FIXED PHOTO POINT RECORD SHEET

Complete one photo record sheet, complete with a colour photograph for each management unit (Zone) in your management plan.

Please note these photographs must be taken from the same place and during the same month and time each year.

Management unit number: (Zone)	
Date photo was taken:	
Time photo was taken:	
Site observations over the last 12 months: <i>For example:</i> <ul style="list-style-type: none">• General vegetation health• Plants and/or animals observed• Effectiveness of management actions• Improvement or deterioration in condition• An estimate of native versus exotic plant cover	

Attach photograph

GENERAL PROJECT OBSERVATIONS

This section only needs to be completed once per funding agreement and the questions refer to the whole of your Environmental Stewardship project.

Uncontracted Management Actions

In the last 12 months have you carried out any management actions that you are not contracted to undertake? If yes, please provide details below.

Extreme Disturbance / Weather Events

Have you experienced any extreme disturbances or weather events on your Environmental Stewardship site(s) in the last 12 months? For example: fire, flood, unprecedented rainfall, prolonged drought, extreme wind / cyclone

General Seasonal Observations

If you have any additional comments or observations regarding general seasonal conditions please provide them below:

Prohibited Actions

The following activities **must not** be undertaken on your management units.

- Cultivation
- Used fertilizer or inappropriate agrochemicals
- Removed standing or fallen timber
- Added permanent infrastructure
- Removed or disturbed native vegetation (living or dead)
- Removed or disturbed bush rocks
- Planted non-native species in the ecological community
- Intentionally conducted a burn outside of an agreed fire management plan

If you have undertaken any of the above actions on your ESP site(s) please detail your reasons below:

State and Local Government Obligations

In the last 12 months have you undertaken, with or without direction, any activities to meet your obligations under state and/or local government regulations (e.g. control of noxious or declared weeds or pests)? *If yes, please provide details below:*

If you would like to provide information on any foregone production incurred through your involvement in the ESP please record the dollar value below:

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 and Energy (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 STATEMENT

Please note that the Department is collecting the information in this form and any attachment for the purpose 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
- organisations and individuals involved in the review of annual reports, and auditing, compliance and monitoring of the program. 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 mark to indicate your agreement)

Signature:	Date:
Name of person completing:	

If you do not agree with any of the matters raised above, please contact the program on **1800 552 008**.