**GUIDANCE FOR DATA ENTRY**

> ~ represents the reporting fields that may be optional depending on the item picked in the previous field (usually used for “(if other)”.

> Where “(If Other)” references are made; the free text option allows you to add multiple items as listed in the previous Type field (please use a similar style to this Type field’s dropdowns or add new descriptions).

> Underlined reporting fields represent the field requirement under the “Comment” column.

> Mapping FENCES – Must be drawn with a line and a polygon (to calculate both length and area). The line and polygon may be separate areas or the same (see RLP MERIT user guide; ’12. Map an area’ – available soon).

> Mapping requirements are based on the Department’s “[On-ground investment location data capture, management and sharing standards V1.0](https://www.environment.gov.au/about-us/environmental-information-data/information-policy/on-ground-investment-location-data-capture-mgt-sharing-standards-v1)”.

|  |  |  |  |
| --- | --- | --- | --- |
| **WHS Requirements**  *Tell us whether your WHS requirements are being maintained and continue to comply with Section 44 of the Services Agreement.* | * Has the Service Provider provided a safe work environment consistent with WHS Laws and in accordance with Clause44 of the Services Agreement within this reporting period? | * Dropdown | It is a requirement for WHS procedures to be maintained and updated when necessary. |
| * Please enter the reason(s) the WHS requirements were not met. | * Free Text (300 characters) |
| **Project change management** | * Do you have a variation request currently in progress with the Dept\* | * Dropdown |  |
| * If yes, please provide details of the change required.\* | * Free text (300 characters) |  |
| * Are further changes to the project MERI Plan or Project Work Order required?\* | * Dropdown |  |
| * If yes, please provide a succinct summary of the change required and reasons below.\* | * Free text (300 characters) |  |

| **Project Service** | **Output measure**  (payment measures) | **Mapping requirements** | **Reporting fields**  (\*) refers to mandatory fields in MERIT | **Field Options** | **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| --- | --- | --- | --- | --- | --- | --- |
| **[Collecting, or synthesising baseline data](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx" \l "'Baseline Data'!A1)**  *Tell us how many types of data sets you collected and/or synthesised.* | * Number of baseline data sets collected and/or synthesised | N/A | * Number of baseline data sets collected and/or synthesised\* | * Number Field | * Comments\* - List the types of data sets used for this RLP project. * Can Attach multiple documents by adding a row. | Primary Evidence:   * Report / Summary   • Field survey sheets  • Data spreadsheet  • Invoice / Receipt  • Mapping (survey sites)  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation documen |
|  |  |  | * Comments\* | * Free text - 500 characters |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button. |  |  |
| **[Communication materials](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx" \l "Communications!A1)**  *Tell us how many unique publications you have produced.* | * Number of communication materials published | N/A | * Type of communication material published\* | * Dropdown | * Can add row for each type of communication material published. * Can upload bulk data for this service using an excel table. * Purpose of communication material\* (e.g. public awareness, warnings, advertisements) * Can Attach multiple documents by adding a row | Primary Evidence:  Copy of communication materials  Invoice / Receipt  Photos  Supporting Information:  Agreement / Contract  Correspondence  Staff / Task allocation document |
|  |  |  | * Type of communication material published (if Other)\*~ | * Free text - 100 characters |  |  |
|  |  |  | * Number of communication materials published\* | * Number Field |  |  |
|  |  |  | * Purpose of communication material\* | * Free text - 300 characters |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button |  |  |
| [**Community / stakeholder engagement**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Community stakeholder'!A1)  *Tell us about the events you provided and which stakeholder groups participated.* | * Number of field days * Number of training / workshop events * Number of conferences / seminars * Number of one-on-one technical advice interactions * Number of on-ground trials / demonstrations * Number of on-ground works | * N/A | * Type of Community / Stakeholder engagement Activity\* | * Dropdown | * Can add row for each Type of Community /Stakeholder engagement. * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Purpose of engagement\* * (e.g. public awareness, new program) * Can Attach multiple documents by adding a row | Primary Evidence:  Participant register  Copy of communication materials (promotion of event outcomes)  Completed survey forms  Data spreadsheet  Report / Summary  Photos  Supporting Information:  Planning / Methodology document  Copy of communication materials (advertising event)  Staff / Task allocation document |
|  |  |  | * Number of Community / Stakeholder engagement type events\* | * Number field |  |  |
|  |  |  | * Purpose of engagement\* | * free text - 300 characters |  |  |
|  |  |  | * Number of communities or groups engaged\* | * Number Field |  |  |
|  |  |  | * Total number of attendees/participants\* | * Number Field |  |  |
|  |  |  | * Number of Indigenous attendees/participants | * Number Field |  |  |
|  |  |  | * Number of farmers attending/participating | * Number Field |  |  |
|  |  |  | * Industry type engaged\* | * Dropdown |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button |  |  |
| [**Controlling access**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Controlling access'!A1)  *Tell us about the structures you have installed to control access and any off‑site areas showing evidence of being protected by this action.* | * Number of structures installed * Length (km) installed * Area (ha) where access has been controlled | > 1:1,000 > Map the infrastructures. | * Number of structures installed\* | * Number field | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for each type of access control installed. * (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Control objective\* should outline the reason for this work and list any species being protected. Can list multiples by “scientific name (common name). Multiple species should be separated by semicolons “;”. * Can attach document | Primary Evidence:  Completed Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations |
|  |  |  | * Site/s where access has been controlled\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual length (km)/area (ha) where access has been controlled\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Area (ha)/Length (km) invoiced\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Site/s protected by access control structures | * Mapping link with auto-calculated figures |  |  |
|  |  |  | * Type of access control installed\* | * Dropdown |  |  |
|  |  |  | * Type of access control installed (if other)\*~ | * Free text - 100 characters |  |  |
|  |  |  | * Control objective\* | * Free text - 300 characters |  |  |
|  |  |  | * Available Evidence | * Free text - 300 characters |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Controlling pest animals**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Controlling pest animals'!A1)  *Tell us about the actions you have undertaken to control pest animals across the mapped area, and your objective.* | * Area (ha) treated for pest animals – initial * Area (ha) treated for pest animals - follow-up | * > 1:10,000, or greater, as appropriate  > Map paddocks or landscapes which are subject to management practice change. For larger areas make separate polygons for areas with different methods or intensities of management | * Initial or follow-up control?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add section for initial or follow-up (Multiple sites may be included). * Can add row for each target pest species (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Treatment objective\* should outline the reason for this work. * Can Attach Document | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points  Hard copy maps with notations  Project plans  document outlining what, where, how and why Schedules drafted on whiteboard/notice boards |
|  |  |  | * Sites where pest control was undertaken\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha) created for pest animals\* * Reason for actual area being different to mapped amount\*~ * Actual length (km) created for pest animals\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters * Number Field (to correct calculated figure/s). * Dropdown /Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) treated for pest animals\* * Reason for invoiced amount being different to actual amount\*~ * Invoiced length (km) treated for pest animals\* * Reason for invoiced amount being different to actual amount\* | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters * Number Field (to correct calculated figure/s). * Dropdown /Comment~- 300 characters |  |  |
|  |  |  | * Target pest species\* | * Type to search species |  |  |
|  |  |  | * Type of control\* | * Dropdown |  |  |
|  |  |  | * Type of control (if Other)\*~ | * Free text - 100 characters |  |  |
|  |  |  | * Treatment objective\* | * Free text - 300 characters |  |  |
|  |  |  | * Individuals or colonies?\* | * Dropdown |  |  |
|  |  |  | * Number of individuals or colonies removed/destroyed\* | * Number field |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Developing farm/project/site management plan**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Dev site mgt plans'!A1)  *Tell us about the management plans being developed or revised, across the mapped area.* | * Number of farm/project/site plans developed * Area (ha) covered by plan | > 1:10,000, or greater, as appropriate  > Map paddocks or landscapes which are subject to management plans. | * Are these plans new or revised\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for New / Revised plans. (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Species and/or Threatened ecological communities covered in plan\* allows species by “scientific name (common name). Multiple species should be separated by semicolons “;”. * Can attach document. | Primary Evidence:  Planning/Methodology document e.g. Management plan  Participant register  Report/Summary  Supporting Information:  Correspondence  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  document outlining observations from photo monitoring  online maps of project sites  records of GPS points  Project plans  document outlining what, where, how and why Schedules drafted on whiteboard/notice boards |
|  |  |  | * Type of plan\* | * Dropdown |  |  |
|  |  |  | * Type of plan (if Other)\*~ | * Free text - 300 characters |  |  |
|  |  |  | * Number of plans developed\* | * Number Field |  |  |
|  |  |  | * Site/s covered by plan/s\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha) covered by plan/s\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) covered by the plan\* * Reason for invoiced amount being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Species and/or Threatened ecological communities covered in plan\* | * Free text - 300 characters |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Debris removal**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Debris Removal'!A1)  *Tell us about the actions you have undertaken to remove debris from land and/or water systems in the mapped area.* | * Area (ha) of debris removal | > 1:1,000 > Map the area where debris removal has been carried out. | * Initial or follow-up activity?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Can attach document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Copy of communication materials  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  online maps of project sites  records of GPS points  Hard copy maps with notations  Project plans  document outlining what, where, how and why Schedules drafted on whiteboard/notice boards |
|  |  |  | * Site/s where debris removal was implemented\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha)/length (km) of debris removed * Reason for invoiced amount being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) of debris removed * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Type of debris removed\* | * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Weight (tonnes) of debris removed | * Number Field |  |  |
|  |  |  | * Volume (m3) of debris removed | * Number Field |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Erosion management**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Erosion Mgt'!A1)  *Tell us about the area affected by erosion, methods used to control or avoid erosion across the mapped area, and any areas that have benefitted from this work.* | * Area (ha) of erosion control * Length (km) of stream/coastline treated for erosion | > As appropriate  > 1:1,000, Map active gully and streambank being stabilised. > 1:10,000, Map paddocks or other areas where action is being taken. | * Initial or follow-up activity? | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Can attach Document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Approval/Permit  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points  Hard copy maps with notations  Project plans  document outlining what, where, how and why Schedules drafted on whiteboard/notice boards |
|  |  |  | * Site/s where erosion is evident\*~ | * Mapping link with auto-calculated figures. |  |  |
|  |  |  | * Site/s of erosion control\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha)/length (km) of erosion control\* * Reason for actual area being different to mapped amount\*~Site/s of erosion control\* | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha)/length (km) of erosion control\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). |  |  |
|  |  |  | * Number of erosion control structures installed\* | * Number field |  |  |
|  |  |  | * Type of treatment method\* | * Dropdown/Free Text |  |  |
|  |  |  | * Please map any off-site area/s if they benefitted from this erosion management activity * Please describe evidence of off-site benefits | * Mapping link with auto-calculated figures * Free text - 300 characters |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Establishing and maintaining feral-free enclosures**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Feral Free'!A1)  *Tell us about the actions you have undertaken to protect native species or control feral species across the mapped area.* | * Number of feral free enclosures * Area (ha) of feral-free enclosures * Number of days maintaining feral-free enclosures | > 1:10,000, or greater, as appropriate  > Map paddocks or landscapes which are subject to agreements. | * Newly established or maintained feral free enclosure?\* * Number of feral free enclosures\* * Number of days maintaining feral-free enclosures\* | * Dropdown * Number field * Number field (0.5 = half day) | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add section for Newly established or maintained feral free area. (Multiple sites may be included). * Can add row for each targeted species (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Add a new feral free area. * Can add an image/photo. * Can add Document | Primary Evidence:  Site/Activity Assessment completed  Maintenance schedules  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
|  |  |  | * Site/s of feral free enclosures\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha) of feral-free enclosures\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) of feral-free enclosures\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Targeted species being protected\* | * Type to search species |  |  |
|  |  |  | * Targeted feral species being controlled\* | * Free text - 300 characters |  |  |
|  |  |  | * Individuals or Populations?\* | * Dropdown |  |  |
|  |  |  | * Number of populations (or individuals) protected within feral free enclosures\* | * Number field |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Establishing and maintaining breeding program**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Breeding programs'!A1)  *Tell us about the breeding programs undertaken across the mapped area.* | * Number of breeding sites and/or populations * Number of days maintaining breeding programs | > 1:1,000, or greater as appropriate > Map any breeding facility, or patches where several nest boxes have been installed. Exclude internal streams, roads, built infrastructure etc. where your action won't be applied. | * Ex-situ / In-situ?\* | * Dropdown | * Can add section for either: * - Ex-situ / In-situ, or * - Newly established / Maintained breeding area * (Multiple sites may be included). * Can add row for each targeted species (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Can attach Document | Primary Evidence:  Completed Data spreadsheet  Maintenance schedules  Site/Activity Assessment  Report Summary  Invoice/Receipt  Approval/Permit  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
|  |  |  | * Is this a newly established or maintained breeding program?\* | * Dropdown |  |  |
|  |  |  | * Number of breeding sites created\* | * Number field |  |  |
|  |  |  | * Number of days maintaining breeding programs\* | * Number field (0.5 = half day) |  |  |
|  |  |  | * Sites of breeding program\* | * Mapping link |  |  |
|  |  |  | * Area (ha) of feral-free enclosures established or maintained | * auto-calculated figures |  |  |
|  |  |  | * Targeted threatened species\* | * Type to search |  |  |
|  |  |  | * Technique of breeding program\* | * Dropdown |  |  |
|  |  |  | * Technique of breeding program (if Other)~\* | * Free text - 300 |  |  |
|  |  |  | * Individuals or Groups\* | * Dropdown |  |  |
|  |  |  | * Number of groups / individuals in breeding program\* | * Number field |  |  |
|  |  |  | * Number of individuals released or established in the wild\* | * Number field |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Establishing and maintaining agreements**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#RANGE!A1)  *Tell us about the agreements being established and maintained, across the mapped area.* | * Number of agreements * Area (ha) covered by agreements * Number of days maintaining agreements | > 1:10,000, or greater, as appropriate  > Map paddocks or landscapes which are subject to agreements. | * Agreement type\* * Type of agreement/s (if Other)\* | * Dropdown * Comment Free Text – 300 characters | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add a row for either: * - Type of agreement/s\*, or * - Established or maintained\* * (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can Attach Document | Primary Evidence:  Agreement/Contract  Report Summary  Meeting Minutes  Invoice/Receipt  Participant register  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
|  |  |  | * Established or maintained\* | * Dropdown |  |  |
|  |  |  | * Number of agreements\* | * Number field |  |  |
|  |  |  | * Number of days maintaining agreements (if applicable) | * Number field  (0.5 = half day) |  |  |
|  |  |  | * Site/s where agreements were established\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha) of site/s agreements\* * Reason for actual area being different to aligned amount\*~ | * Number Field (to correct calculated figure/s * Dropdown/Comment Free Text – 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) of site/s agreements * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Establishing monitoring regimes**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Monitoring regimes'!A1)  *Tell us about the monitoring regimes being established and maintained.* | * Number of monitoring regimes established * Number of days maintaining monitoring regimes | N/A | * Type of monitoring regime\* | * Dropdown | * Can add row for * - Type of monitoring regime, OR * - Established or maintained. * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Monitoring regimes objective\* should describe what information these monitoring regimes will capture and how will this information be used. * Can attach Document * Add a row | Primary Evidence:  Planning/Methodology document e.g. management plan  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Agreement/Contract  Correspondence  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations |
|  |  |  | * Established or maintained?\* | * Dropdown |  |  |
|  |  |  | * Number of monitoring regimes\* | * Number field |  |  |
|  |  |  | * Number of days maintaining monitoring regimes\* | * Number field (0.5 = half day |  |  |
|  |  |  | * Monitoring regimes objective | * Free text - 500 characters |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Farm management survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Farm Survey'!A1)  *Tell us about farm management surveys being conducted as part of the project.* | * Number of farm management surveys conducted | N/A | * Baseline survey or indicator (follow up) survey?\* | * Dropdown | * Can add row for baseline or indicator (can list multiple surveys). * Can upload bulk data for this service using an excel table. * Survey purpose\* should outline what management functions the survey will aim to capture and how this information will be used. If applicable list species by “scientific name (common name). Multiple species should be separated by semicolons “;”. * Attach Document | Primary Evidence:  Participant register  Completed Data spreadsheet  Completed survey forms  Report Summary  Supporting Information:  Planning / Methodology document  Correspondence  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  Project plans  document outlining what, where, how and why Schedules drafted on whiteboard/notice boards |
|  |  |  | * Number of farm management surveys conducted\* | * Number field |  |  |
|  |  |  | * Number of days spent on these farm management surveys\* | * Number field (0.5 = half day) |  |  |
|  |  |  | * Survey purpose | * Free text - 500 |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| [**Fauna survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Fauna survey'!A1)  *Tell us about the fauna surveys being conducted across the mapped area.* | * Area surveyed (ha) (fauna) * Number of fauna surveys conducted | > 1:1,000  > Map individual survey plot locations | * Baseline survey or indicator (follow up) survey?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add section for baseline or indicator survey (Multiple sites may be included). * Can add row for each target species in section above (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Attach Document | Primary Evidence:  Field survey sheets  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
|  |  |  | * Number of fauna surveys conducted\* | * Number field |  |  |
|  |  |  | * Date Range\* | * Free text - 300 characters |  |  |
|  |  |  | * Site/s covered by fauna surveys\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |  |  |
|  |  |  | * Actual Area (ha) covered by fauna surveys\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) covered by fauna surveys\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Target Species recorded\* | * Type to search species |  |  |
|  |  |  | * Survey technique\* | * Free text - 500 characters |  |  |
|  |  |  | * Individuals or Groups\* | * Dropdown |  |  |
|  |  |  | * Number of groups / individuals in Fauna Survey\* | * Number field |  |  |
|  |  |  | * Available Evidence | * Free text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |
| **Implementing** [**Fire management actions**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Fire Mgt Actions'!A1)  *Tell us about the fire management actions you have undertaken across the mapped area and any areas that have benefitted from this work.* | * Area (ha) treated by fire management action | * > 1:10,000, or greater as appropriate  > Map paddocks or landscapes where fire management action is being applied. | * Initial or follow-up control?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Attach Document * Add a row * Attach document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Copy of communication materials (e.g. notice of burn)  Mapping  Supporting Information:  Planning / Methodology document (e.g. fire management plan)  Agreement/Contract  Staff/Task allocation document  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  Mapping  online maps of project sites  records of GPS points  Hard copy maps with notations |
|  |  |  | * Area (ha) treated by fire management actions\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |  |  |
|  |  |  | * Actual Area (ha)/length (km) treated by management action * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Invoiced Area (ha) treated by management action\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |  |  |
|  |  |  | * Type of fire management action\* | * Dropdown |  |  |
|  |  |  | * Type of fire management action (if Other)~\* | * Free text - 100 characters |  |  |
|  |  |  | * Please map any off-site area/s if they benefitted from this fire management action | * Mapping link with auto-calculated figures |  |  |
|  |  |  | * If off-site area was mapped please provide a description on the evidence available to reflect this benefit. | * Free text - 300 characters |  |  |
|  |  |  | * Available Evidence | * Free Text |  |  |
|  |  |  | * Evidence of Service Delivery | * Attach Document button~ |  |  |

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| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| [**Flora survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Flora survey'!A1)  *Tell us about the flora surveys being conducted across the mapped area.* | * Area surveyed (ha) * Number of surveys conducted | > 1:1,000  > Map individual survey plot locations | * Baseline survey or indicator (follow up) survey?\* * Number of flora surveys conducted\* * Date range\* | * Dropdown * Number field * Free text - 300 characters) | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add section for Baseline or indicator (Multiple sites may be included). * Can add row for each target species in each section. * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Attach document | Primary Evidence:  Completed Field survey sheets  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s covered by flora surveys\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |
| * Actual Area (ha) covered by flora surveys\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced Area (ha) covered by flora surveys\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Target species recorded\* | * Type to search species |
| * Threatened ecological communities (if applicable) | * Free text - 300 characters |
| * Survey technique\* | * Free text - 300 characters |
| * Individuals or Groups\* | * Dropdown |
| * Number of groups / individuals in Flora Survey\* | * Number field |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Habitat augmentation**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#Habitat!A1)  *Tell us about the habitat augmentation actions you have undertaken across the mapped area and areas that have benefitted from this work.* | * Area (ha) of augmentation * Number of structures or installations | > 1:10,000, or greater as appropriate > Map paddocks or landscapes where habitat augmentation action is being applied.  Or  > 1:1,000  > Map patches where several next boxes have been installed. Exclude internal streams, roads, built infrastructure etc. where your action won’t be applied. | * Initial or follow-up control?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add section for initial or follow-up (Multiple sites may be included). * Can add row for each target species in each section (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Purpose of habitat augmentation\* should outline the reason for this work. * Attach Document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s of habitat augmentation\* Initial or follow-up control?\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |
| * Actual Area (ha) /length (km) of habitat augmentation\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced Area (ha) habitat augmentation\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Number of structures installed\* | * Number field |
| * Type of habitat augmentation / installed\* | * Dropdown * Free text - 100 characters |
| * Purpose of habitat augmentation\* | * Free text - 300 characters |
| * Please map any off-site area/s if they benefitted from this habitat augmentation | * Mapping link with auto-calculated figures |
| * If off-site area was mapped please provide a description on the evidence available to reflect this benefit. | * Free text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |

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| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| [**Identifying the location of potential sites**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Potential Sites'!A1)  *Tell us about the potential sites you have identified to deliver your RLP Services and briefly describe the works you will undertake.* | * Number of potential sites identified | N/A | * Number of potential sites identified\* | * Number Field | * Can add an image/photo. * What have these sites been identified for?\* * - Provide a brief description of the works you will undertake. * (E.g. Potential site for pest control services. Species X; Y; Z needs protection against pigs and feral cats. Aim to use bait). * Attach Document | Primary Evidence:  Planning/Methodology document (e.g. management plan)  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Meeting Correspondence  Correspondence  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * What have these sites been identified for?\* | * Free text - 500 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Improving hydrological regimes**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Hydro regime'!A1)  *Tell us about the treatments implemented to improve water management across the mapped area and any areas that have benefitted from this work.* | * Number of treatments implemented to improve water management | As appropriate:  > 1:1,000, locations of infrastructure, or  > 1:100,000, catchments where water actions have been extensively applied (e.g. reduced grazing pressure). | * Installed or Maintained\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for installed / maintained (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Hydrological treatment objective\* should outline the reason for this work and list any species or TEC being protected. * Attach Document | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document (e.g. management plan)  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Number of treatments implemented to improve water management\* | * Number field |
| * Site/s where hydrological regimes are being improved\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |
| * Actual Area (ha) /length (km) covering the hydrological regime change * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~ - 300 characters |
| * Invoiced Area (ha) /length (km) covering the hydrological regime change * Reason for invoiced area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~ - 300 characters |
| * Type of treatment implemented to improve water management\* * Type of treatment implemented (if Other)~\* | * Dropdown * Free text - 300 characters |
| * Hydrological treatment objective\* | * Free text - 300 characters |
| * Site/s of catchment being managed as a result of this management action | * Mapping link with auto-calculated figures. |
| * Available Evidence | * Free Text |
| * Evidence of Service Delivery | * Attach Document button~ |

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| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| [**Improving land management practices**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Improving land mgt prac '!A1)  *Tell us about the actions you have undertaken to improve land management practices across the mapped area and any areas that have benefitted from this work.* | * Area (ha) covered by practice change | * As appropriate  > 1:1,000, Map fencing less than 200m, active gully and streambank being stabilised. > 1:10,000, fencing greater than 200m & less than 1 km, Map paddocks, surface run off or other areas where action is being taken. > 1:100,000, fencing (widths > 10m), map paddocks or other areas where action is being taken. | * Initial or follow-up control?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up control (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Purpose of improving land management practice\* Outline the reason for this work. * Attach Document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Correspondence  Agreement/Contract  Staff/Task allocation document  Copy of communication materials  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s covered by practice change\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |
| * Actual Area (ha)/length (km) covered by practice change\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s * Dropdown/Comment~- 300 characters correct calculated figure/s. |
| * Invoiced Area (ha) covered by practice change\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Type of action | * Drop down/Comment~- 100 characters |
| * Industry type | * Dropdown |
| * Purpose of improving land management practice\* | * Free text - 300 characters |
| * Please map any off-site area/s if they benefitted from this practice change * If off-site area was mapped please provide a description on the evidence available to reflect this benefit. | * Mapping link with auto-calculated figures. Free text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Managing disease**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Managing disease'!A1)  *Tell us about the disease/s being managed and the actions you have undertaken across the mapped area and any areas that have benefitted from this work.* | * Area (ha) treated for disease | * > 1:10,000 or greater as appropriate > Map the landscape(s) benefitting from disease management | * Initial or follow-up treatment?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up treatment (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Disease treated\* list the disease/s affecting the area. Can list multiples. * Management method / treatment objective\* * Describe the method/s being used to treat the area, and the objective of the treatment. * Attach Document | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Copy of communication materials  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site where disease managed\*Initial or follow-up treatment?\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button |
| * Actual Area (ha) created for disease\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced Area (ha) treated for disease\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters. |
| * Disease treated\* | * Free text - 100 characters |
| * Type of management  method/treatment\* * If other, write type of management method | * Dropdown * Free text - 100 characters |
| * Management method/ treatment objective\* | * Free text - 300 characters |
| * Please map any off-site area/s if they have also benefitted from this disease management\* * If off-site area was mapped please provide a description on the evidence available to reflect this benefit. | * Mapping link with auto-calculated figures. * Free text - 300 characters |
| * Available Evidence | * Free Text |
| * Evidence of Service Delivery | * Attach Document button~ |
| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| [**Negotiating with the Community, Landholders, Farmers, Traditional Owner groups, Agriculture industry groups etc.**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#Negotiations!A1)  *Tell us about the negotiations you have undertaken as part of delivering your RLP project.* | * Number of groups negotiated with | N/A | * Which sector does the group belong to? | * Dropdown | * Can add row for each Type of Negotiations. * Can upload bulk data for this service using an excel table. * Objective of negotiations\* * A brief description of how the negotiations will contribute to protecting the area". * Attach document | Primary Evidence:  Meeting minutes (record of negotiations)  Participant register  Correspondence  Report Summary  Invoice/Receipt  Supporting Information:  Planning / Methodology document  Copy of communication materials  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations |
| * Groups negotiated with\* | * Number field |
| * Objective of negotiations\* | * Free text - 300 characters |
| * Available Evidence | * Free Text |
| * Evidence of Service Delivery | * Attach Document button |
| [**Obtaining relevant approvals**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#Approvals!A1)  *Tell us about the relevant approvals you have obtained as part of delivering your RLP project.* | * Number of relevant approvals obtained | N/A | * Number of relevant approvals obtained\* | * Number field | * What were these approvals obtained for?\* Please list why these approvals were required for this program". (E.g. Private land, heritage site, etc.…) * Attach Document | Primary Evidence:  Application  Approval/Permit  Supporting Information:  Correspondence  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations |
| * What were these approvals obtained for?\* | * Free text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Pest animal survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Pest animal survey'!A1)  *Tell us about the pest animal surveys being conducted across the mapped area.* | * Area (ha) surveyed for pest animals * Number of pest animals surveys conducted | > 1:1,000  > Map individual survey plot locations | * Baseline survey or indicator (follow-up) survey?\* * Number of surveys conducted\* * Date range\* | * Dropdown * Number field * Free text - 100 characters | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for baseline or indicator survey (Multiple sites may be included). * Can add row for each target species (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Attach Document | Primary Evidence:  Completed Field survey sheets  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height |
| * Site/s surveyed for pest animals\*\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual Area (ha) surveyed for pest animals\* * Reason for actual area being different to mapped amount (if Actual area differ by more than 10% to mapped area) | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced Area (ha) surveyed for pest animals\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Target species recorded\* | * Type to search species |
| * Survey technique\* | * Dropdown |
| * Survey technique (if Other)~\* | * Free text - 300 characters |
| * Individuals / Groups\* | * Dropdown |
| * Number of Individual / group\* | * Number field |
| * Available Evidence\* | * Free Text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Plant survival survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Plant survival survey'!A1)  *Tell us about the plant survival surveys being conducted across the mapped area.* | * Area (ha) surveyed for plant survival * Number of plant survival surveys conducted | > 1:1,000  > Map individual survey plot locations | * Baseline survey or indicator (follow-up) survey?\* * Number of plant survival surveys conducted\* * Date range\* | * Dropdown * Number field * Free text - 100 characters | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for baseline or indicator survey (Multiple sites may be included). * Can add row for each species recorded (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Attach document | Primary Evidence:  Completed Field survey sheets  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  online maps of project sites  records of GPS points |
| * Site/s surveyed for plant survival\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual Area (ha) surveyed for plant survival * Reason for actual area being different to mapped amount | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced Area (ha) treated for pest animals\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Species recorded\* | * Type to search species. |
| * Survey technique\* | * Free text - 300 characters |
| * Individuals or Groups\* | * Dropdown |
| * Number of Individuals / group surviving\* | * Number field |
| * If follow-up (indicator) survey, what is the survival rate (%) | * Number field (%) |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Project planning and delivery of documents as required for the delivery of the Project Services and monitoring**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Project planning'!A1)  *Tell us about the planning documents you have developed to support the delivery of the Project Services and monitoring.* | * Number of planning and delivery documents for delivery of the project services and monitoring * Number of days project planning / preparation | N/A | * Number of planning and delivery documents for delivery of the project services and monitoring\* | * Number field | * Can add row for any different purpose of these documents. * Can upload bulk data for this service using an excel table. * Purpose of these documents\* should identify why these plans and/or documents were required. * Attach document | Primary Evidence:  Planning/Methodology document (e.g. final plan)  Invoice/Receipt  Supporting Information:  Agreement/Contract  Staff/Task allocation document  Correspondence  Document detailing purpose, type, methods, results, outcome, recommendations  Project plans |
| * Number of days administering project plans / delivery documents\* | Number field (0.5 = half day) |
| * Purpose of these documents\* | * Free text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button |
| [**Remediating riparian and aquatic area**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Riparian & Aquatic'!A1)  *Tell us about the remediation actions you have undertaken across the mapped area and any areas that have benefitted from this work.* | * Area (ha) remediated * Length (km) remediated | As appropriate: > 1:1,000, Map active gully and streambank being stabilised. > 1:10,000, Map areas where action is being taken. | * Initial or Follow up control\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for initial or follow-up (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Attach document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s covered by remediation\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual Area (ha)/length (km) being remediated\* * Reason for actual area being different to mapped amount | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced area (ha)/length (km) being remediated\* \* * Reason for actual area being different to actual amount\* | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Number of structures installed\* | * Number Field |
| * Type of remediation\* * Type of remediation (if Other) | * Dropdown * Free Text - 100 characters |
| * Please identify any area/s that have shown evidence of off-site benefits. * Please provide a description on the evidence available to reflect this benefit | * Mapping link with auto-calculated figures * Free Text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Removing weeds**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Removing weeds'!A1)  *Tell us about the weed removal activities you have undertaken across the mapped area.* | * Area (ha) treated for weeds – initial * Area (ha) treated for weeds - follow-up * Length (km) treated for weeds – initial * Length (km) treated for weeds – follow-up | * > 1:10,000 or greater, as appropriate 1:10K for small treated areas up to 200 ha  > 1:100K for larger treatment areas | * Initial or follow-up treatment? | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for initial or follow-up (Multiple sites may be included). * Can add row for each target weed species (relevant to the sites provided in this section’s map) * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Treatment objective\* should outline how the work will contribute to protecting the area. * Attach document | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  photos are clearly taken at same angle, direction height  online maps of project sites  records of GPS points |
| * Site/s where weed treatment was undertaken \* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual Area (ha)/length (km) treated for weed removal\* * Reason for actual area being different to mapped amount | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced area (ha)/length (km)  treated for weed removal\* * Reason for invoiced amount being different to actual amount\* | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Target weed species\* | * Type to search species |
| * Threatened Ecological Community (if applicable) | * Free Text - 100 characters |
| * Type of treatment | * Dropdown |
| * Type of treatment (if other) | * Free text – 100 characters |
| * Treatment objective\* | * Free Text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Revegetating habitat**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Revegetating habitat'!A1)  *Tell us about the revegetation activities you have undertaken.* | * Area (ha) of habitat revegetated * Area (ha) of revegetated habitat maintained * Number of days collecting seed * Number of days propagating plants | * As appropriate > 1:10,000 for smaller areas (up to 200 ha) e.g. tube stock planting > 1:100,000 for larger areas e.g. direct seeding. | * Initial or maintenance activity?\* | * Dropdown | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for initial or maintenance activity. (Multiple sites may be included). * Site mapping is only mandatory where the invoice is for an ‘area’ output measure. * Can add row for each species (relevant to the sites provided in this section’s map) * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Type of Revegetation activity\* should outline the work that will contribute to revegetating the area". * Threatened Ecological Community  allows entry of multiple TECs. Please use EPBC Listing title. * Attach document | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  Photo monitoring  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  Mapping  online maps of project sites  records of GPS points |
| * Site/s being revegetated~\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual area (ha)/length (km) of habitat revegetated~\* * Reason for actual being different to mapped amount\* | * Number Field (to correct calculated figure/s * Dropdown/Comment~- 300 characters |
| * Invoiced area (ha) of habitat revegetated \* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s * Dropdown/Comment~- 300 characters |
| * Please map any off-site area/s if they benefitted from this revegetation activity * Area (ha) benefitting from revegetation activity * If off-site area was mapped please provide a description on the evidence available to reflect this benefit. | * Mapping link with auto-calculated figures. * Number Field (to correct calculated figure/s * Free text – 300 characters |
| * Species\* | * Type to search species |
| * Number of days collecting seed | * Number field (0.5 = half day) |
| * Number of days propagating plants | * Number field (0.5 = half day) |
| * Planting method: Direct seeding / tube-stock planting | * Dropdown |
| * Type of revegetation activity\* | * Free Text - 100 characters |
| * Threatened ecological community (if applicable) | * Free Text - 100 characters |
| * Individuals / kilograms\* | * Dropdown |
| * Number planted\* | * Number field |
| * Objective of revegetation activity \* | * Free Text - 300 character |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |

| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| --- | --- | --- | --- | --- | --- | --- |
| [**Site preparation**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Site preparation'!A1)  *Tell us about the actions and methods used to prepare sites for subsequent activities.* | * Area (ha) of site preparation * Number of days preparing site | As appropriate > 1:10,000 for smaller areas (up to 200 ha) > 1:100,000 for larger areas | * Site/s where preparation was undertaken\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add row for Industry type\* or for Type of action\*. (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Aim of site preparation\* should briefly describe what the area is being prepared for. * Threatened Ecological Community  allows entry of multiple TECs. Please use EPBC Listing title. * Attach document | Primary Evidence:  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Actual length (km)/area (ha) where access has been controlled\* * Reason for actual area being different to mapped amount | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced area (ha) of the site preparation\* * Reason for invoiced amount being different to actual amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Number of days in preparing sites\* | * Number fields |
| * Industry type \* | * Dropdown |
| * Type of action\* * Type of action (if Other)~\* | * Dropdown * Free Text - 100 characters |
| * Aim of site preparation\* | * Free Text - 300 characters |
| * Threatened Ecological Community (if applicable) | * Free Text - 100 characters |
| * Available Evidence | * Free Text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Skills and knowledge survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Skills-knowledge survey'!A1)  *Tell us about the skills and knowledge surveys being conducted across the mapped area.* | * Number of skills and knowledge surveys conducted | N/A | * Baseline survey or indicator (follow up) survey?\* | * Dropdown | * Can add row for each baseline or indicator survey (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Survey objective\* should outline aim of the survey and how the data will be used. * Attach document | Primary Evidence:  Participant Register  Completed Data spreadsheet  Completed survey forms  Report Summary  Supporting Information:  Planning / Methodology document  Copy of communication materials  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height |
| * Number of skills and knowledge surveys conducted\* | * Number field |
| * Date range\* | * Free Text - 100 characters |
| * Number of people completing survey\* | * Number field |
| * Survey technique\* | * Free Text - 300 characters |
| * Survey objective\* | * Free Text - 300 characters |
| * Number of days spent on administering survey/s? | * Number field (0.5 = half day) |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Soil Testing**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Soil testing (Ag)'!A1)  *Tell us about the soil testing you have undertaken across your mapped area.* | * Number of soil tests conducted in targeted area | > 1:1,000 or greater, as appropriate > Map the locations of soil testing. | * Initial or follow-up activity?\* | * Dropdown | * Can add row for initial or follow-up (Multiple sites may be included). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Testing technique\* should describe the testing regime and how tests will be carried out. * Testing objective\* should outline the aim of the testing and how information obtained from the tests will be used. * Attach document | Primary Evidence:  Completed Data spreadsheet  Report Summary  Invoice/Receipt  Photos  Mapping (sample sites)  Supporting Information:  Planning / Methodology document  Correspondence  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Number of soil tests conducted in targeted area\* | * Number field |
| * Date range\* | * Free Text - 100 characters |
| * Project site/s where soil tests were conducted\* | * Mapping link |
| * Area (ha) where soil tests were conducted\* | * Number Field (to correct calculated figure/s |
| * Length (km) where soil tests were conducted\* | * Number Field (to correct calculated figure/s). |
| * Testing technique\* | * Free Text - 100 characters |
| * Testing objective\* | * Free Text - 300 characters |
| * Available Evidence | * Free Text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Undertaking emergency interventions to prevent extinctions**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Emergency Int'!A1)  *Tell us about emergency interventions you may have undertaken to prevent extinctions in your mapped area.* | * Number of interventions | > 1:10,000, or greater as appropriate  > Map the paddocks where emergency intervention/s have been applied. | * Initial or follow-up activity?\* | * Dropdown | * Can add Section for initial or follow-up (Multiple sites may be included). * Can add row for each target species (relevant to the sites provided in this section’s map) * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Type and goal of intervention\* should identify intervention method required. Can list multiples. (e.g. Isolate / relocate threatened species; quarantine pests) * Comments to include any additional information. | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Correspondence  Agreement/Contract  Staff/Task allocation document  Approval/Permit  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Number of interventions\* | * Number field |
| * Site/s where emergency interventions were undertaken\* | * Mapping link |
| * Area (ha) emergency interventions were undertaken\* | * Number Field (to correct calculated figure/s |
| * Type and goal of intervention\* | * Free Text - 500 characters |
| * Targeted species\* | * Type to search |
| * Number of individuals involved\* | * Number field |
| * Time (days) of intervention\* | * Number field (0.5 = half day) |
| * Site/s where emergency interventions were relocated | * Mapping link |
| * Area (ha) where emergency interventions were relocated to | * Number Field (to correct calculated figure/s |
| * Comments | * Free Text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |
| [**Water quality survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Water quality survey'!A1)  *Tell us about the water quality surveys being conducted across the mapped area.* | * Area (ha) surveyed for water quality * Number of water quality surveys conducted | > 1:1,000,  > Map individual survey plot locations | * Baseline survey or indicator survey\* * Number of water quality surveys conducted\* * Date range\* | * Dropdown * Number field * Free Text - 100 characters | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for baseline or indicator survey (Multiple sites may be included). * Can add row for type of waterbody (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Survey objective\* should outline the aim of the survey and how the information obtained from the survey will be used. | Primary Evidence:  Completed Data spreadsheet  Site/Activity Assessment  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  map of photo monitoring sites  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s where water quality surveys were conducted\* * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual area (ha) covered by water quality surveys\* * Reason for actual area being different to mapped amount\* | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Actual area (ha) covered by water quality surveys\* * Reason for invoiced amount being different to actual amount\* | * Number Field (to correct calculated figure/s). * Comment~- 300 characters |
| * Type of water body\* | * Dropdown |
| * Type of water body (if Other)~ | * Free Text - 300 characters |
| * Number of days spent on administering survey/s\* | * Number field (0.5 = half day) |
| * Survey technique\* | * Free Text - 300 characters |
| * Survey objective\* | * Free Text - 300 characters |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button |

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| --- | --- | --- | --- | --- | --- | --- |
| **Project Service** | **Output measure**   * (payment measures) | **Mapping requirements** | **Reporting fields**   * (\*) refers to mandatory fields in MERIT | **Field Options** | * **Comment** | **Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes** |
| [**Weed distribution survey**](file:///C:/Users/A02513/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/C4D33F97.xlsx#'Weed survey'!A1)  *Tell us about the weed distribution surveys being conducted across the mapped area.* | * Area (ha) surveyed for weeds * Number of weed distribution surveys conducted | > 1:1,000,  > Map individual survey plot locations | * Baseline survey or indicator survey?\* * Number of weed distribution surveys conducted\* * Date range\* | * Dropdown * Number field * Free Text - 100 characters | * Please attach mapping details\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Reason for actual/invoiced area being different to mapped amount\*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) * Can add Section for baseline or indicator survey (Multiple sites may be included). * Can add row for each target species (relevant to the sites provided in this section’s map). * Can upload bulk data for this service using an excel table. * Can add an image/photo. * Date range\* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. * Survey technique\* refers to the survey design, data you will capture and how it will be used. * Survey objective\* should outline the aim of the survey and how the information obtained from the survey will be used. | Primary Evidence:  Completed Data spreadsheet  Completed Field survey sheets  Report Summary  Invoice/Receipt  Photos  Mapping  Supporting Information:  Planning / Methodology document  Agreement/Contract  Staff/Task allocation document  Document detailing purpose, type, methods, results, outcome, recommendations  photos to have dates /GPS data  photos are clearly taken at same angle, direction height  document outlining observations from photo monitoring  online maps of project sites  records of GPS points |
| * Site/s surveyed for weed distribution\* Please attach mapping details\*~ * Please attach mapping details\*~ | * Mapping link with auto-calculated figures. * Attach Document button~ |
| * Actual length (km)/area (ha) where access has been controlled\* * Reason for actual area being different to mapped amount\*~ | * Number Field (to correct calculated figure/s). * Dropdown/Comment~- 300 characters |
| * Invoiced area (ha) surveyed for weed distribution * Reason for actual area being different to mapped amount | * Number Field (to correct calculated figure/s * Dropdown/Comment~- 300 characters |
| * Target weed species recorded\* | * Type to search species |
| * Survey technique\* | * Free Text - 300 characters |
| * Survey objective\* | * Free Text - 300 characters |
| * Estimated weed cover%\* | * Number field (%) |
| * Available Evidence | * Free text |
| * Evidence of Service Delivery | * Attach Document button~ |