

# MANAGEMENT ACTIVITIES AND EXPENDITURE REPORT

## Secondary Management Unit (SMU)

**Project ID:**

**SMU number:**

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 and which includes one or more SMUs.

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 breakdown of the financial expenses you have incurred over the last 12 months.

Management Actions	Description of actions taken over last 12 months
<b>Livestock Grazing Management</b>	<input type="checkbox"/> Not applicable (tick if this is not an agreed management action under your Funding Agreement)  <i>Please describe how you have grazed the site/patch. Include timing of grazing, and the type and number of stock grazed.</i>  <b>Please note</b> This also includes grazing exclusion and costs associated with fencing.  <i>Grazing activities are included under any or all of the following; “Conservation grazing”, “Strategic grazing”, “Monitor&amp; manage grazing pressure from domestic livestock” &amp; “Monitor &amp; manage total grazing pressure”.</i>
<b>Cost of these actions:</b>	\$

<b>Sward Height</b>	<p><i>Please provide the sward height in cm and record the date the measurement was taken.</i></p> <p><i>A 'how-to' guide is provided at the end of this document.</i></p> <p><b>Please note</b> <i>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.</i></p>
<b>Sward height (cm):</b>	
<b>Ground Cover</b>	<p><i>Please provide an estimate of ground cover percentage across your site and record the date the measurement was taken. A 'how-to' guide is provided at the end of this document."</i></p> <p><b>Please note</b> <i>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 for this site. Please ensure that this is done at the same time each year.</i></p>
<b>Ground cover % estimate:</b>	
<b>Weed Management</b>	<p><i>Please identify the species managed, the actions taken.</i></p> <p><b>Please note</b> <i>Weed management is included under any or all of the following; "Monitor &amp; manage herbaceous exotic plants (aggressive)", "Monitor &amp; manage herbaceous exotic plants (non-aggressive)", "Monitor &amp; manage exotic shrubs (aggressive)", "Monitor &amp; manage exotic plants", "Monitor &amp; manage aggressive exotic plants" &amp; "Monitor &amp; manage non-aggressive exotic plants"</i></p>
<b>Cost of these actions:</b>	\$
<b>Have you undertaken any activities to manage weeds that are; noxious (NSW) or declared (SA)?</b>	<p><i>Please identify the species managed, and the actions taken.</i></p> <p><b>Please note</b> <i>Activities to manage weeds that are noxious (NSW) or declared (SA) are an obligation &amp; as such you cannot put a cost against them.</i></p>



## FIXED PHOTO POINT RECORD SHEET

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

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

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

**Attach photograph below**