Instructions

IMPORTANT: Please read information below to assist you in completing your report online.

BEFORE YOU BEGIN

Welcome to the Aboriginal Ranger Program (ARP) online grant reporting service, powered by SmartyGrants. The ARP is administered by the Department of Biodiversity, Conservation and Attractions (DBCA) on behalf of the WA State Government.

You may begin anywhere in this form. ***Please ensure you save as you go.***

For queries about the guidelines, deadlines, or questions in the form, please contact the ARP administration team at arp_admin@dbca.wa.gov.au and quote your application number.

If you need more help using this form, download the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's)

NAVIGATING (MOVING THROUGH) THE FORM

On the right hand side of every screen, there is a box which links directly to every page of the form. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the form.

SAVING YOUR DRAFT FORM

If you wish to leave a partially completed form**,** press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any reports you have started or submitted. You can reopen your draft report and start where you left off.

You can also download any report, whether draft or completed, as a PDF. Click on the 'Download' button at the top of the Review and Submit section.

SUBMITTING YOUR FORM

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your form before you can submit it.

Once you have reviewed your form you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your form until all the compulsory questions are completed.

Once you have submitted your report, no further editing or uploading of support materials is possible.

When you submit your report, you will receive an automated confirmation email with a copy of your submitted report attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your report. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar. You need to allow enough time for each file to upload before trying to attach another

file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support (see contact details above).

COMPLETING A FORM IN A GROUP/TEAM

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

SPELL CHECK Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

Report details

* indicates a required field

Project details

Project title *

This question is read only.

Annual report details

Due date of report

Must be a date.
See the 'Payments' table in Schedule 4 of your funding agreement.

2022/23 Annual reporting period

Annual report start date

Must be a date.
Check the Project Period in Schedule 4 of your funding agreement.

Annual report end date

Must be a date.
This will be the end of the financial year.

Project activity report

How to report on activities

This section allows DBCA to assess your progress in delivering the Project's activity and targets for this year, categorised according to the ARP outcomes.

ACTUAL DELIVERY

Below are listed all the planned activities extracted from your approved 2022/23 Project Plan numbered for your convenience.

Please report actual delivery against each planned activity by using the number beside the planned activity.

Please identify if an activity is *completed*, *partially completed* or *not started*. Only nominate an activity as *completed* if you have finished the activity as it is described. If you have made some progress towards it, but it is not finished, nominate the activity as *partially completed* and then describe what progress you have made. If you have not started a planned activity, please nominate *not started* and clearly explain why this was the case. For activities that occur each year (i.e. ongoing activities), nominate the activity as *completed* if you have met the expected output as it is described for that year.

DETAILS AND VARIANCE

Provide detail of the activity that was undertaken, and any variance from what you had planned. Sufficient detail needs to be provided here to allow DBCA to assess whether the activity has been completed or not.

Include details of where, when and what was done, and which parties were involved. If the activity is linked to or implementing a specific management plan, this should be stated. If you could not complete the activity, you need to explain why, what progress you did make, and what your next steps will be.

EXAMPLE REPORTING

Your reporting will look something like this:

2022/23 planned activity:

1a - Undertake two on-country trips with five Elders to carry out traditional knowledge transfer to seven rangers.

2022/23 actual delivery:

1a

Partially completed

One on-country trip with five Elders and seven rangers completed April 2023. The five day on-country trip was successful in that Elders delivered traditional knowledge to rangers on caring for country and stories. Rangers and Elders walked on-country and undertook waterhole cleaning at two sites. One trip planned for December 2022 could not be completed due to floods but a substitute trip is planned in April next financial year.

ACTIVITIES NOT LISTED IN YOUR PROJECT PLAN

At the end of the page you can list other activities which you may have undertaken with ARP funding that was not planned for within your Project Plan.

You will also need to complete issues/delays and media/promotion details.

SUPPORTING INFORMATION, EVIDENCE AND PHOTOS SHOULD BE PROVIDED WHERE POSSIBLE You may upload attachments at the bottom of this page.

Enhanced protection of cultural values

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Enhanced protection of cultural values

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Enhanced protection of cultural values

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved weed management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved weed management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved weed management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of

		approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved fire management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved fire management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved fire management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved feral animal management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved feral animal management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved feral animal management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved soil and vegetation management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved soil and vegetation management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved soil and vegetation management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved native plant and animal management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved native plant and animal management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved native plant and animal management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Enhanced cross-cultural engagement and exchange between Aboriginal people, the broader community and Government

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Enhanced cross cultural engagement between Aboriginal people, the broader community and Government

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Enhanced cross cultural engagement between Aboriginal people, the broader community and Government

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Increased capacity within the Aboriginal community to undertake land and sea management and tourism operations

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Increased capacity within the Aboriginal community to undertake land and sea management and tourism operations

2022-23 R4 Annual Report

2022-23 R4 Annual Report
Form Preview

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Increased capacity within the Aboriginal community to undertake land and sea management and tourism operations

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Improved track and visitor management

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Improved track and visitor management

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Improved track and visitor management

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity

		please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

Leave blank if you do not have any deliverables under this outcome.

Approved 2022/23 planned activities - Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

This question is read only.
These deliverables for 2022/23 have been extracted from your approved 2022/23 Project Plan.

2022/23 Actual delivery - Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

Deliverable number (eg 1a)	Extent of completion	Please thoroughly describe the operations achieved and actual delivery of approved planned activity during 22/23. If you have not started an activity please thoroughly explain why operations did not commence. Please ensure you describe the extent to which you have met any measurable outputs identified in the planned activities.

Other activities

If you undertook other activities which are additional to those listed above, please list them here (add more rows if necesssary).

What extra activities were undertaken in this period?	Which outcome is this activity related to?
What activity did you undertake, what was delivered, how this was measured, and how this fits within your existing Project Budget	Please select the most relevant outcome

Project status and remittance

Did your project complete on 30 June 2023?
☐   Yes ☐   No

Please note that any funds not spent by project completion date will need to be remitted to DBCA, as set out in your funding agreement.

Funding cannot be 'rolled over' into any other project or funding allocation issued under the ARP.

Media and promotion

Please list any media and promotion done to promote the project.

What promotion was done in this period?	Timing
For example, produce and distribute a newsletter	For example, one off, quarterly

Supporting information, evidence or photos

File uploads	New Question	New Question
Please upload any files relevant to project delivery here		

Financial report

* indicates a required field

Instructions

ALL FIGURES MUST BE EXCLUDING GST

AUDITOR'S REPORT AND AUDITOR'S OPINION

1. You will need to attach an auditor's report of your ARP funding to this report and ensure that all figures in that report reflect those below; and

2. This financial report needs to be physically signed by an independent auditor.

After completing this page, press 'save progress', go to 'Review and Submit' (do not submit) and download your draft form as a PDF by clicking on the 'Download PDF' button at the top of the page. You can then attach the signed copy to your form using the 'Attach a file' button at the bottom of this page before submitting, or send separately after submission to arp_admin@dbca.wa.gov.au

If you send the signature separately after you submit your report, the payment associated with this report will not be authorised until this page, signed by the auditor, and the auditor's report is received.

2022/23 Employment

Planned 22/23 employment budget

$ [   ]

This question is read only.
This figure is taken from your approved 22/23 project plan.

Actual 22/23 employment expenditure

$ [   ]

Must be a dollar amount.
Please insert your actual ARP employment expenditure for 22/23.

22/23 employment variance (underspend/overspend)

$ [   ]

This number/amount is calculated.

Please describe expenditure thoroughly and why there was underspend or overspend in the employment expenditure.

[   ]

2022/23 Training

Planned 22/23 training budget

$ [   ]

This question is read only.

This figure is taken from your approved 22/23 project plan.

Actual 22/23 training expenditure

$ [   ]

Must be a dollar amount.
Please insert your actual ARP training expenditure for 22/23.

22/23 training variance (underspend/overspend)

$ [   ]

This number/amount is calculated.

Please describe expenditure thoroughly why there was underspend or overspend in the training expenditure.

[   ]

2022/23 Operations

Planned 22/23 operations budget

$ [   ]

This question is read only.
This figure is taken from your approved 22/23 project plan.

Actual 22/23 operations expenditure

$ [   ]

Must be a dollar amount.
Please insert your actual ARP operations expenditure for 22/23.

22/23 operations variance (underspend/overspend)

$ [   ]

This number/amount is calculated.

Please describe expenditure thoroughly why there was underspend or overspend in the training expenditure.

[   ]

2022/23 Administration

Planned 22/23 administration budget

$ [   ]

This question is read only.
This figure is taken from your approved 22/23 project plan.

Actual 22/23 administration expenditure

$ [   ]

Must be a dollar amount.
Please insert your actual ARP administration expenditure for 22/23.

22/23 administration variance (overspend/underspend)

$ [   ]

This number/amount is calculated.

Please describe expenditure thoroughly why there was underspend or overspend in the training expenditure.

[   ]

What in kind leverage funding contributions did you receive this year?

Income	Value ($)
Please list project partners providing funding, and a brief explanation of what service/product was provided.	Please list the value of their contribution
	$
	$
	$

What financial leverage funding contributions did you receive this year?

Income	Value ($)
Please list project partners providing funding, and a brief explanation of what service/product was provided	Must be a dollar amount.
	$
	$
	$

What additional income did you receive this year?

Income source	Amount received ($)
For example, income from fee-for-service work	
	$
	$
	$

Leverage and other funding totals

Total financial contributions	Total in-kind contributions	Leverage Funding Total	Total Additional Income
$	$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Financial statement 2022/23

ARP approved annual budget for 22/23 (ex GST)

$

This question is read only.

Approved carry forward from previous year *

$

Must be a dollar amount.
This will be $0 as this is year one of funding.

Funding received over 22/23 period

This question is read only.
This is the total ARP payments received over 22/23. This should be the same as the approved annual budget; however, it may differ if any payments were missed or delayed.

Total funding available in 22/23

$

This number/amount is calculated.

Total actual expenditure in 22/23

$

This number/amount is calculated.

22/23 total actual variance (underspend/ overspend)

$

This number/amount is calculated.
A positive figure denotes an underspend, a negative figure denotes an overspend. This amount will be the proposed carry forward to next financial year. If your project completed during or at the end of the financial year this will be the amount required to be remitted back to DBCA

Interest earned *

$

Must be a dollar amount.

Financial acquittal declaration

To be completed by your Chief Financial Officer, CEO, or equivalent

I certify that the financial report contained in this form is a fair representation of the project's income and expenditure and is in accordance with the relevant books/source project documentation and is free from material mis-statement.

I declare that the financial statement has been verified/audited and that:

- I am appropriately qualified to sign off and have accounting/book keeping skills or experience, and
- I am an independent person who has not benefitted materially from this project, and
- I can confirm that the accounting/ book keeping systems and processes used by the project manager are appropriate and auditable, and
- I will be available to answer any queries in regard to the financial aquittal of this project.

I declare the above *
○ Yes

Name of CFO/CEO or equivalent *

Title　　　　First Name　　　　Last Name

Organisation *

Organisation Name

Position *

Date signed *

Must be a date.

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Opinion (by the Auditor)

DO NOT SIGN THIS SECTION ELECTRONICALLY

After filling in this page, press 'save progress', go to 'review and submit' and download your draft form as a PDF by clicking on the 'Download PDF' button at the top of the page. You can then attach the signed copy to your form using the 'Attach a file' button at the bottom of this page before submitting, or send separately after submission to arp_admin@dbca.wa.gov.au

In accordance with ASA 700 (Forming an Opinion on a Financial Report), we certify for the Auditor's report that:

(a) The report fairly reflects the income and expenditure of the Project for the year ended 30 June 2023;

(b) All payments were supported by adequate documentation to show the expenditure was for bona fide goods and services related to the Project; and

(c) The information presented to us is a true and fair view of the financial affairs of the Recipient organisation in relation to this Project.

Name of auditor

Title　　　　First Name　　　　Last Name

Organisation

Organisation Name

Position

Signature (leave blank - download, print and sign)

Date signed (leave blank - complete after signing)

Please attach financial report signed by the auditor
Attach a file:

Supporting documents (optional)

Please upload documentation related to finances please here (including the auditor's report, financial statement, etc.).

Files related to finances

Employment and training summary

* indicates a required field

This information is required so DBCA can accurately monitor employment outcomes and assess your employment expenditure. ALL QUESTIONS ARE MANDATORY.

FULL TIME means ongoing employees who worked 35 or more hours (five days) per week.

PART TIME means ongoing employees who worked at least 21 hours (equivalent to three days) but less than 35 hours per week.

CASUAL means non-ongoing employees who worked on an irregular or seasonal basis.

Please list all personnel funded by the ARP in the 2022/23 financial year

Employee name	Is this person of Aboriginal descent?	Gender	Position	Employment type	Contract start date
					May be in previous financial year Must be a date.

Employment totals

This should only reflect wages paid from ARP funding.

Employment category	Total days worked in FY	Total wages paid in FY
	Must be a number.	Must be a dollar amount.
		$
		$
		$

Training Summary

How many Aboriginal rangers undertook some form of training? *

Must be a number.

How many Aboriginal rangers completed some form of training? *

Must be a number.

How many Aboriginal coordinators undertook some form of training? *

Must be a number.

How many Aboriginal coordinators completed some form of training? *

Must be a number.

Out of the numbers above, how many Aboriginal people were women? *

Must be a number.

Out of the numbers above, how many Aboriginal people were women? *

Must be a number.

How many non-Aboriginal staff undertook some form of training? *

Must be a number.

How many non-Aboriginal staff completed some form of training? *

Must be a number.

Total number of staff who undertook some form of training *

This number/amount is calculated.

Total number of staff who completed some form of training *

This number/amount is calculated.

Program outcomes report

* indicates a required field

In this section reports your project's contribution to the ARP's overarching Key Performance Indicators. These information help DBCA report on and communicate the ARP's success to the Minister for Environment, Parliament and the public.

Note that data are collated cumulatively across financial years. Please do not count personnel/activity reported in previous years.

Please only report outcomes achieved or delivered with ARP funds.

A value **must** be entered. If an outcome is not applicable to your project, please insert '0'. Please estimate hectares/kilometres as accurately as possible.

New jobs for Aboriginal people looking after country

How many rangers were employed in the last year?	How many Aboriginal rangers were employed in the past year?	How many female Aboriginal rangers were employed in the past year?
New individuals only. Must be a number.	New individuals only. Must be a number.	New individuals only Must be a number.

Increased capacity within the Aboriginal community to undertake land and sea management and tourism operations

How many rangers undertook training in the past year?	How many rangers completed training in the past year?	How many rangers undertook on-the-job training in the past year?
Must be a number.	Must be a number.	Must be a number.

Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

How many fee-for-service contracts or service agreements were undertaken for external parties in the past year? *

Must be a number.
Only report what contracts commenced this financial year

How much money was leveraged from external sources? *

Must be a dollar amount.
Use the leverage funding total calculated in your financial report

How many new partnerships were formed in the past year? *

Must be a number.

Enhanced cross-cultural engagement and exchange between Aboriginal people, the broader community and Government

How many joint operations with Government were undertaken in the past year? *

Must be a number.
Only report any new joint operations that commenced within this finanical year, not ones continued from previous years.

Enhanced protection of cultural and biodiversity values through land management activities undertaken by Aboriginal rangers

Please estimate hectares and kilometres as accurately as you are able to

At how many Aboriginal sites was work undertaken to protect heritage values in the past year *

Must be a number.

How many trips to significant sites were made in the past year? *

Must be a number.

How many hectares of weed management were undertaken in the past year? *

Must be a number.

How many hectares of feral animal management took place in the past year? *

Must be a number.

How many hectares were actively managed for improved land management in the past year (e.g. habitat restoration, fencing, erosion management) *

Must be a number.

How many hectares of prescribed burning and bushfire suppression took place in the past year? *

Must be a number.

How many threatened flora and/or fauna surveys were undertaken in the past year? *

[   ]

Must be a number.

How many kilometres of track were managed in the past year? *

[   ]

Must be a number.

Declaration

* indicates a required field

Authorised representative's declaration

I state that the information in this report and attachments is to the best of my knowledge true and correct. I will notify the Department of Biodiversity, Conservation and Attractions (Aboriginal Ranger Program) of any changes to this information and any circumstances that may affect this report.

I understand that the Aboriginal Ranger Program is subject to the *Freedom of Information Act 1982* and that information relating to this project is regarded as 'in the public domain'. Information regarding this project will be made available to the public on request except for parts that are considered confidential.

I understand and acknowledge the above *
○ Yes

Authorised representative *
Title   First Name   Last Name
[   ]   [   ]   [   ]

Position *
[   ]

Organisation *
Organisation Name
[   ]

Date *
[   ]
Must be a date.