

Instructions

How to complete your part 2022-23 and full 2023-24 Project Plan

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

BEFORE YOU BEGIN

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

Please contact the ARP administration team at arp_admin@dbca.wa.gov.au for any queries about this form **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 form, 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 form, no further editing or uploading of support materials is possible.

When you submit your form, you will receive an automated confirmation email with a copy of your submitted form 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

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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 a form 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.

Planned Activity

Project Plan details

Project Title

This question is read only.

Due date to submit Project Plan

Must be a date.

See the 'Payments' table in Schedule 4 of your funding agreement for the due date for the Project Plan. If you were granted an extension by DBCA, please put in the approved new date for submission

Date this Project Plan will commence

Must be a date.

This will be the date of signing of your funding agreement.

End date for this Project Plan

Must be a date.

(This will be the end of 2023-24 financial year.)

Planned activity for the year

INSTRUCTIONS

The activity and works program for the funded positions should be focused on progress towards meeting the **milestones** agreed to in the Funding Agreement (listed below for your convenience). You will be expected to report against the activities and targets you set out below in your Progress and Annual Reports.

Include specific targets you will aim to achieve this period, which will be used to measure your success. Best efforts should be made to meet these targets; however, if you don't meet all targets, the reasons why they weren't able to be achieved can be provided in your Annual Report.

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Ensure commentary against all the milestones and label the corresponding milestone number next to activity. For example,

"2a - Two planning meetings will be conducted with rangers developing agenda, making presentations and transporting community members

2b - Three on-country trips conducted with at least 5 Elders, to record cultural knowledge at at least 6 sites"

If NO ACTIVITY is planned for a certain milestone, please still number the milestone and note against it either -

- 'No activity - commencing XX (year)'; or
- 'No activity - milestone completed'

Enhanced protection of cultural values milestones

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved weed management milestones

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved fire management milestones

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This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved feral animal management milestones

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved soil and vegetation management

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

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Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved native plant and animal management

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

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

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

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

This question is read only.

For example, ranger training, capacity building and skills development

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please

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make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Improved track and visitor management

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

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

This question is read only.

For each Milestone numbered above, please describe the activity to be undertaken in THIS PERIOD ONLY and what targets you aim to achieve. Please make your targets as specific and measurable as possible, as you will report progress against these at the end of 2023-24.

Please make your targets specific and measurable as you will report progress against these at the end of the year e.g. X number patrols conducted, or X hectares of mosaic burning completed, etc

Media and promotion

Please list any potential media opportunities that promote the work done by the Project e.g. local newspaper, social media, events) and expected timings.

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E.g. 'produce and distribute within the local community a newsletter about ranger activities, at least every 6 months

Budgets

Annual budget

Funding scheduled for 2022-23 FY

This question is read only.

Funding scheduled for 2023-24 FY

This question is read only.

Estimated carry forward from previous FY

Must be a dollar amount.

Carry forward will only be approved through the Annual Report approvals process, but you may factor potential carry forward in the estimates for planning purposes.

Total funds available

This number/amount is calculated.

The planned budget in the next section should total to this amount.

Planned budget for 23-24

This number/amount is calculated.

Sum of the estimated budgets below. Should aim for this figure to equal the total funds available for the year, above.

Please only fill out the budget items below where the expenditure item is nominated in your funding agreement (these are the expenditure items with a figure nominated in the first box under each heading).

Budget estimates should be for your period of operation during 22-23 and all of 23-24 financial year.

Employment budget

Employment budget for whole project over all years

This question is read only.

Estimated employment budget part 22-23 and all 23-24

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\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates, including number of ranger work days

For example, 7 rangers x 8 days @ \$X per hr/day; and/or 1 coordinator x 4 days @ \$X per hr/day

Training budget

Training budget for whole project over all years

\$

This question is read only.

Estimated training budget part 22-23 and all 23-24

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, 4 rangers X course @ \$X per person

Operations budget

Operations budget for whole project over all years

\$

This question is read only.

Estimated operations budget part 22-23 and all 23-24

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, X on-country trips = 1 vehicle x 1000km @ \$X per km; or 1 vehicle lease @ \$X per day
Accommodation: 7 rangers x 8 days @ \$X per person per day
Catering: 7 rangers x 4 days @ \$ per day;
Equipment: 5 shovels @ \$X each; Materials: PPE x 7 rangers @ X per person
Small items e.g sundries can be estimated

Administration and audit budget

Administration and audit budget for whole project over all years

\$

This question is read only.

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Estimated Administration and audit budget part 22-23 and all 23-24

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, audit costs of \$X

Consultant budget

R5 Consultant budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Consultant Budget

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, consultant fees \$ x days

Travel, accommodation and camping budget

R5 Travel budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Travel, Accommodation, Camping Budget

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, \$ per head per night x number of rangers x number of camp nights

Catering budget

R5 Catering budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Catering Budget

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\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, cost per head x rangers x days

Materials budget

R5 Materials budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Materials Budget

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, list of materials and costs

Equipment budget

R5 Equipment budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Equipment Budget

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, list of equipment and cost

Vehicles budget

R5 Vehicle budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Vehicles Budget

\$

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Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, cost of vehicle maintenance, purchase, hire.

Assets budget

R5 Assets budget for whole project over all years

\$

This question is read only.

22-23 and 23-24 PP R5 Estimated Assets Budget

\$

Must be a dollar amount.

Please provide a breakdown of the cost estimates

For example, provide cost estimate for only approved asset purchases. Asset purchases not identified in your funding agreement and application will need to be approved, please provide details here.

Expected leverage funding

Project Partner name and description of what contribution is expected this year	Type of contribution	Estimated value of contribution (\$)
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		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$

Declaration

* indicates a required field

I state that the information in this Project Plan and any 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 the implementation of this plan.

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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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Organisation *

Organisation Name

Date authorised *

Must be a date.