

2024-25 R4 Progress Report

Form Preview

Instructions

How to complete your 2024-25 Progress Report

****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.

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.

2024-25 R4 Progress Report

Form Preview

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.

Funding recipient

This question is read only.

Name of group, corporation or organisation who signed the funding agreement

Reporting period

This report covers the period 1 July 2024 to 31 December 2024.

Due date for report *

Must be a date.

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

Project activity report

Instructions

This section allows DBCA to assess your progress and identify any potential barriers you may be facing in delivering the Project's activity and targets which are categorised according to the ARP outcomes.

ACTUAL DELIVERY

Below are listed all planned activities which have been extracted from your approved 2024/25 Project Plan and numbered for your convenience.

Please identify whether completion of your planned activities is on track by ticking 'yes' or tick 'no' to identify any current or potential barriers to successful completion. Only nominate '**no**' if all planned activities within the milestone are currently tracking well and are likely to be successfully completed by 30 June 2025.

2024-25 R4 Progress Report

Form Preview

DETAILS OF BARRIERS

If you answer 'yes', there are potential barriers that could result in a planned activity not being successfully completed by 30 June 2025, please provide details as to the barrier by using the activity number (i.e. 1a, 1b, 1c etc.) to identify which activity may be impacted. Please also consider the 'measure' for each within your response.

EXAMPLE REPORTING OF BARRIERS

Your reporting will look something like this:

1a - Rangers have currently been unable to participate in planned First Aid training due to a lack of trainer availability in our region. Our team are currently working with providers to overcome this barrier.

Planned activities for the period 1 July 2024 to 30 June 2025

Enhanced protection of cultural values

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

Approved 2024/25 planned activities - Enhanced protection of cultural values

This question is read only.

Hint: Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you may face any barriers that may impact successful completion of any of these planned activities by 30 June 2025?

- Yes - provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved weed management

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

Approved 2024/25 planned activities - Improved weed management

2024-25 R4 Progress Report

Form Preview

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved fire management

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

Approved 2024/25 planned activities - Improved fire management

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved feral animal management

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

Approved 2024/25 planned activities - Improved feral animal management

This question is read only.
Planned activities from your 2024/2025 Project Plan

2024-25 R4 Progress Report

Form Preview

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved soil and vegetation management

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

Approved 2024/25 planned activities - Improved soil and vegetation management

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved native plant and animal management

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

Approved 2024/25 planned activities - Improved native plant and animal managementBa

This question is read only.
Planned activities from your 2024/2025 Project Plan

2024-25 R4 Progress Report

Form Preview

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

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

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

Approved 2024/25 planned activities - Enhanced cross cultural engagement between Aboriginal people, the broader community and Government

This question is read only.

Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

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

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

Approved 2024/25 planned activities - Increased capacity within the Aboriginal community to undertake land and sea management and tourism operations

2024-25 R4 Progress Report

Form Preview

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

Improved track and visitor management

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

Approved 2024/25 planned activities - Improved track and visitor management

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No - move to next milestone

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

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 planned activities under this outcome.

Approved 2024/25 planned activities - Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

2024-25 R4 Progress Report

Form Preview

This question is read only.
Planned activities from your 2024/2025 Project Plan

During this reporting period have you faced, or do you believe you will face any barriers that may impact successful completion of any of these planned activities?

- Yes - please provide details below
- No

If you responded 'yes' please provide details, including numbering the impacted planned activity, as to what the barriers are and how they may impact completion of the planned activity.

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

Financial report

* indicates a required field

Instructions

****ALL FIGURES MUST BE EXCLUDING GST****

Employment

Approved 24/25 employment budget

\$

This question is read only.
This figure is taken from your approved 24/25 project plan.

Actual employment expenditure 1 July 2024 to 31 December 2024

\$

Must be a dollar amount.
Please insert your actual ARP employment expenditure for the reporting period

2024-25 R4 Progress Report

Form Preview

Please provide a breakdown of expenditure, including Ranger workdays *

Training

Approved 24/25 training budget

\$

This question is read only.

This figure is taken from your approved 24/25 project plan.

Actual training expenditure 1 July 2024 to 31 December 2024

\$

Must be a dollar amount.

Please insert your actual ARP training expenditure for the reporting period

Please provide a breakdown of expenditure *

Operations

Approved 24/25 operations budget

\$

This question is read only.

This figure is taken from your approved 24/25 project plan.

Actual operations expenditure 1 July 2024 to 31 December 2024

\$

Must be a dollar amount.

Please insert your actual ARP operations expenditure for the reporting period

Please provide a breakdown of expenditure *

Administration and audit

Approved 24/25 administration and audit budget

\$

This question is read only.

This figure is taken from your approved 24/25 project plan

Actual administration and audit expenditure 1 July 2024 to 31 December 2024

\$

Must be a dollar amount.

Please insert your actual ARP administration expenditure for the reporting period

2024-25 R4 Progress Report

Form Preview

Please provide a breakdown of expenditure *

Financial statement 1 July 2024 to 31 December 2024

Total approved 24/25 budget

\$

This question is read only.

This number/amount is calculated and taken from the approved 24/25 project plan.

Approved carry forward from previous year

\$

This question is read only.

From your 2023/24 Annual Report

Funding received so far this financial year to 31 December 2024

\$

This question is read only.

This may differ to the annual budget, since we are only half way through the FY. Please state what funding has been received in your bank account.

Total funding available this financial year to 31 December 2024

\$

This number/amount is calculated.

Total actual expenditure to 31 December 2024

\$

This number/amount is calculated.

Funds available to 30 June 2025 (not including future scheduled payments)

This number/amount is calculated.

A positive figure denotes funds remaining unspent, a negative figure denotes an overspend.

Interest earned to 31 December 2024 *

\$

Must be a dollar amount.

Interest earned does not need to be accounted for in your end of year audit process - this is for information only

Declaration

* indicates a required field

Authorised representatives declaration

2024-25 R4 Progress Report

Form Preview

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.

Feedback (optional)

The ARP team is constantly looking to improve our SmartyGrants forms and reporting. If you have any constructive feedback which may assist us, please let us know.

Feedback