

### 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](mailto: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

# 2022-23 Annual Report - Phase 1

## Form Preview

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 AN APPLICATION 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

### Reporting period

From	To
Must be a date.	Must be a date.
<input type="text"/>	<input type="text"/>

### Report details

#### Due date of 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 for submission.

### Project details

#### Project title \*

This question is read only.

## Project Activity Report

### Instructions

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

#### ACTUAL DELIVERY

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Only tick the 'completed' box if you have finished the activity as it is described. If you have made some progress towards it, but it is not finished, tick the 'partially completed' box and then describe what progress you have made. For activities that occur each year (i.e. ongoing activities), tick the completed box 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.

### 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

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Enhanced protection of cultural values' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

Project output	2022/23 planned activity and targets	Status	Detail and variance
		Select most appropriate choice	

## Improved weed management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Improved weed management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

Project output	2022/23 planned activity and targets	Status	Details and variance
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		Select most appropriate choice	

### Improved feral animal management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Improved feral animal management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

<b>Project output</b>	<b>2022/23 planned activity and targets</b>	<b>Status</b>	<b>Details and variance</b>
		Select most appropriate choice	

### Improved soil and vegetation management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Improved soil and vegetation management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

<b>Project output</b>	<b>2022/23 planned activity and targets</b>	<b>Status</b>	<b>Details and variance</b>
		Select most appropriate choice	

### Improved fire management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Improved fire management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

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Project output	2022/23 planned activity and targets	Status	Details and variance
		Select most appropriate choice	

### Improved native plant and animal management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Improved native plant and animal management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

Project output	2022/23 planned activity and targets	Status	Details and variance
		Select most appropriate choice	

### Enhanced visitor infrastructure and asset management

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Enhanced visitor infrastructure and asset management' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

Project output	2022/23 planned activity and targets	Status	Details and variance
		Select most appropriate choice	

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

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Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Strengthened capacity...' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

<b>Project output</b>	<b>2022/23 planned activity and targets</b>	<b>Status</b>	<b>Details and variance</b>
		Select most appropriate choice	

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

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Enhanced cross-cultural engagement and exchange...' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

<b>Project output</b>	<b>2022/23 planned activities and targets</b>	<b>Status</b>	<b>Details and variance</b>
		Select most appropriate choice	

## Ranger training, capacity building and skills development

Please copy this year's project outputs and 2022/23 targets and activity **exactly** as they appear in your Project Plan under 'Ranger training, capacity building and skills development' into the table below (add more rows if necessary). Then describe the degree to which each target has been achieved.

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

<b>Project output</b>	<b>2022/23 planned activity and targets</b>	<b>Status</b>	<b>Details and variance</b>
		Select most appropriate choice	

### Other activities

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

#### 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

### End of Project Report

As your project completed on 31 December 2022 (or in the months before), you will be required to submit an End of Project Report within three months of the project completion date, and remit any unspent funding to DBCA.

DBCA will send you an End of Project Report to complete.

### Unspent funds

**Any funds not spent by you 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 (for example, allocated through Rounds 4 or 5).

### 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

Please upload any files relevant to project delivery here

### Financial Report

\* indicates a required field

#### Instructions

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

Your 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](mailto: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, is received.

#### 2022/23 budget report

Please insert the approved budget for the 2022/23 financial year **exactly** as it appears in your approved Project Plan (excl GST). Make sure you include all approved budget items, even if you did not achieve any expenditure against them in the past year.

Budget item	22/23 Approved budget	Actual expenditure	Variance	Reason for variance
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
Do not select the same choice more than once	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	Explain variance here

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
	\$
	\$
	\$
	\$
	\$



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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

**ARP approved annual budget (exl GST) \***

\$

Must be a dollar amount.

Insert the value exactly as it appears for this financial year under the Project Budget of your Funding Agreement (Schedule 4)

**Carry forward from previous year**

\$

**Funding received this period \***

\$

This should be the same as the approved annual budget, however if any payments were missed it may differ.

**Total funding available in this period \***

\$

This number/amount is calculated.

**Total actual expenditure \***

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\$

This number/amount is calculated.

### Variance from planned budget \*

\$

This number/amount is calculated.

A positive figure denotes an underspend, a negative figure denotes an overspend. If your project completed on 30 June 2022, this will be the amount required to be remitted back to DBCA.

### Interest earned \*

\$

## 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 acquittal of this project.

### I declare the above \*

Yes

### Name of CFO/CEO or equivalent \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Organisation \*

Organisation Name

### Position \*

### Date signed \*

Must be a date.

### Phone number \*

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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](mailto: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 2022;
- (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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 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)

If you would like to provide any other documentation related to finances please upload it here (for example 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
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					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 we request that you report your project's contribution to the ARP's overarching Key Performance Indicators. These data 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.**

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

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**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 financial 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? \***

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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

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

**Organisation \***

Organisation Name

**Date \***

Must be a date.