



External information session: Reporting on your Indigenous Ranger Program Expansion Round 1 Grant

24 July 2025 Information Session – Questions and Answers

IAS Online Performance Report / APP&B Report

Question:

My Indigenous Advancement Strategy (IAS) Online Performance Report is due 31 July 2025 as well as the Annual Project Plan & Budget (APP&B) Report. Are these two different reports that need to be completed by the same due date?

Response:

The IAS Online Performance Report and APP&B Report are two different reports that both need to be completed by 31 July 2025.

The APP&B Report would have been emailed out to you from someone you already have a relationship with at the NIAA. This report is an Excel spreadsheet.

A link to the IAS Online Performance Report would have also been emailed to you, but from a centralised email from the NIAA.

Activity Report

Question:

For the APP&B Activity Report - Activity Status, where the expected activity is for the life of the project, can we add in a new dropdown box "Ongoing", or do we just use "Partially Completed"?

Response:

You cannot add new drop down responses. Normally, when you are setting up your APP&B, it will be for a full 12-month period. So, you should only put in what you expect to undertake in the next 12 months. If you intend to do a certain activity every year, then you would re-enter this activity every time you do your 12 month plan. When you complete that activity for that reporting period, report it as completed.

At the end of the 12 months, in your explanation, you will outline whether you undertook all of the activities you expected to during the reporting period. Please note: this may be 12 months for providers that have been



operating for the full year, or if it is only 4 months since you started, state the activities you undertook over the 4 months.

If your intended activity is only partially complete, then you need to say so and why it didn't get completed as expected in relation to the reporting period.

It is good practice to include as much detail as possible and separate out the activities so that if one activity is fully complete, but another is partially complete, it is easier to report on. For example, you may intend to complete a cool burn, as well as concurrent weed control. While you may intend to do them at the same time, there may be circumstances where you are only able to complete the weed control but not the cool burn (due to weather conditions, for example). If the activities are separately listed, then you can report one as not undertaken and provide reasons why, and the other you can report as complete.

Saving the IAS Online Performance Report

Question:

Is it possible to save your responses to the IAS Online Performance Report and return to it later?

Response:

There is an option to save progress in the IAS Online Performance Report. The system also automatically saves when you hit the 'next' button.

Email acknowledgement on submission of reports and their approval

Question:

Is there an email acknowledgement from the NIAA of approval of the reports? Or is it only the delivery of the next payment?

Response:

You will receive a written acknowledgement from the NIAA that your reporting has been approved. Your NIAA Agreement Manager will contact you, and the approval will most likely include the approved APP&B Excel workbook.

Submission of APP&B Report

Question:

Is there a timeframe within which approval/acceptance should be given for our APP&B report?

Response:

Your Regional Office should be able to advise the timeframes for approval of your APP&B report. There may be a delay in receiving approval due to the volume of reports being submitted and reviewed. If you are concerned with the timeframes (for example, if your APP&B report has been submitted for more than a month), please contact your NIAA Engagement Officer.



Privacy

Question:

In relation to the 2025-26 APP&B, wherein we must add the names of employees, is there a privacy issue with providing that information?

Response:

The NIAA has strict policies on the collecting and protection of personal information and must remain compliant with the *Privacy Act 1998* and the corresponding Australian Privacy Principles. All information is stored and used on a need-to-know basis only.

Assets (including vehicle purchases)

Question:

Given it is a requirement to seek approval for assets of \$5,000 (GST exclusive) or over, is a generic amount required for approval to purchase a vehicle etc, or is it a matter of finding and noting the exact car or item (and recording its cost) and then seeking the approval?

Response:

When it comes to selecting a vehicle, you decide which particular make and/or model of vehicle you need and how you are going to purchase it. It must be fit for purpose for the activity.

The first step is to set up the planned expenditure in your annual APP&B, when you're doing the budget. Here, you would identify the vehicle you wish to spend your budget on. Step two is to complete the Asset Acquisition form and seek approval from the NIAA before you purchase that vehicle from the dealer. Here, you would specify the detail of the asset to be purchased. Once approved, you can purchase the vehicle. If you experience a delay in purchasing, we can manage that, so long as you communicate this with your NIAA Agreement Manager.

Question:

Please elaborate further on the need to have assets of \$5,000 or more (GST excl) approved. If our group wishes to purchase a selection of computer equipment that costs \$10,000 in total, do you need to complete an asset form for the NIAA?

Response:

You only need to complete an asset approval form if the cost of the individual item/s is \$5,000 or more (GST excl). If you are intending to buy 5 laptops at \$2,000 each, these are not considered assets for the purposes of the asset register as their individual cost is below \$5,000. However, if you are intending to purchase a selection of computer equipment where each item costs between \$2,000 and \$8,000 each, only the items valued at \$5,000 and above would need to be approved and included on the asset register.

If you are intending to buy four drones that are \$8,000 each, they are all assets because the individual purchase cost is over \$5,000.



Question:

Does the lease of buildings come under assets? Does that include rental of office premises?

Response:

Yes, leased buildings are considered assets for the purposes of the APP&B as there is an ongoing financial and maintenance liability. The purchase of buildings is not eligible expenditure under the IRP.

