Australian Government
National Indigenous Australians Agency

NIAA

Indigenous Rangers Program (IRP)

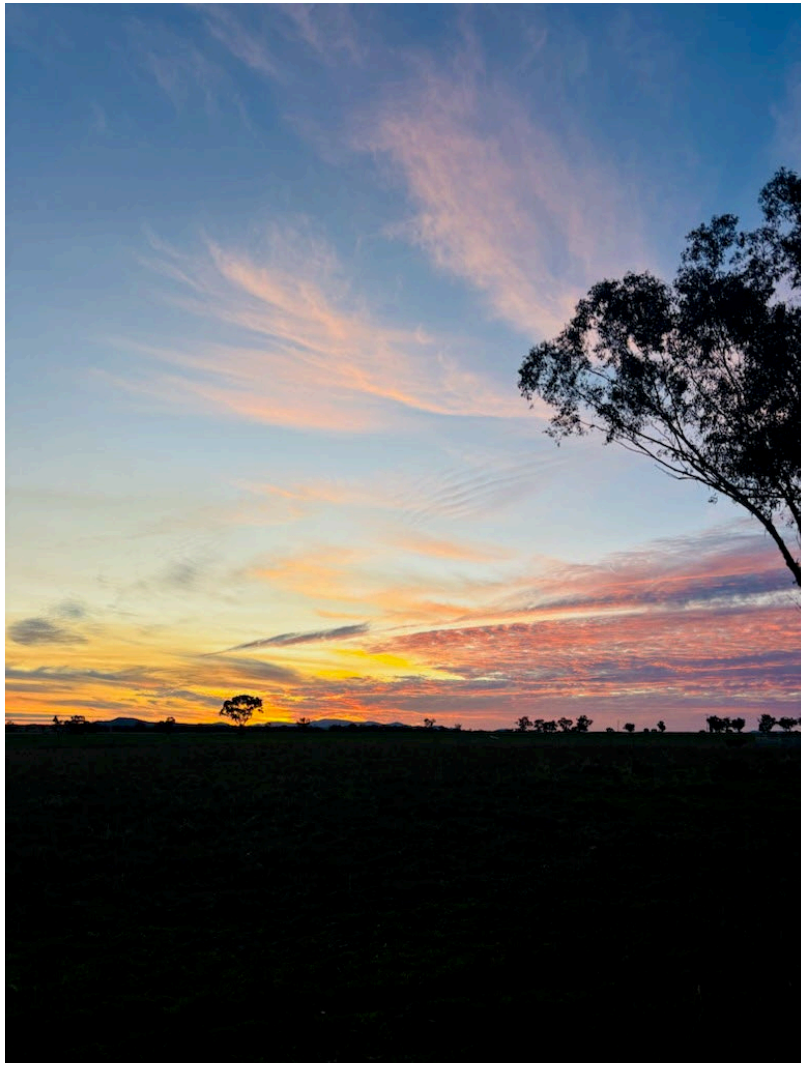
Reporting on your Rangers Grant 2025-26 Financial Year

Guidance for Indigenous Rangers Program Providers 14 July 2026

Acknowledgement of Country

The National Indigenous Australians Agency acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community.

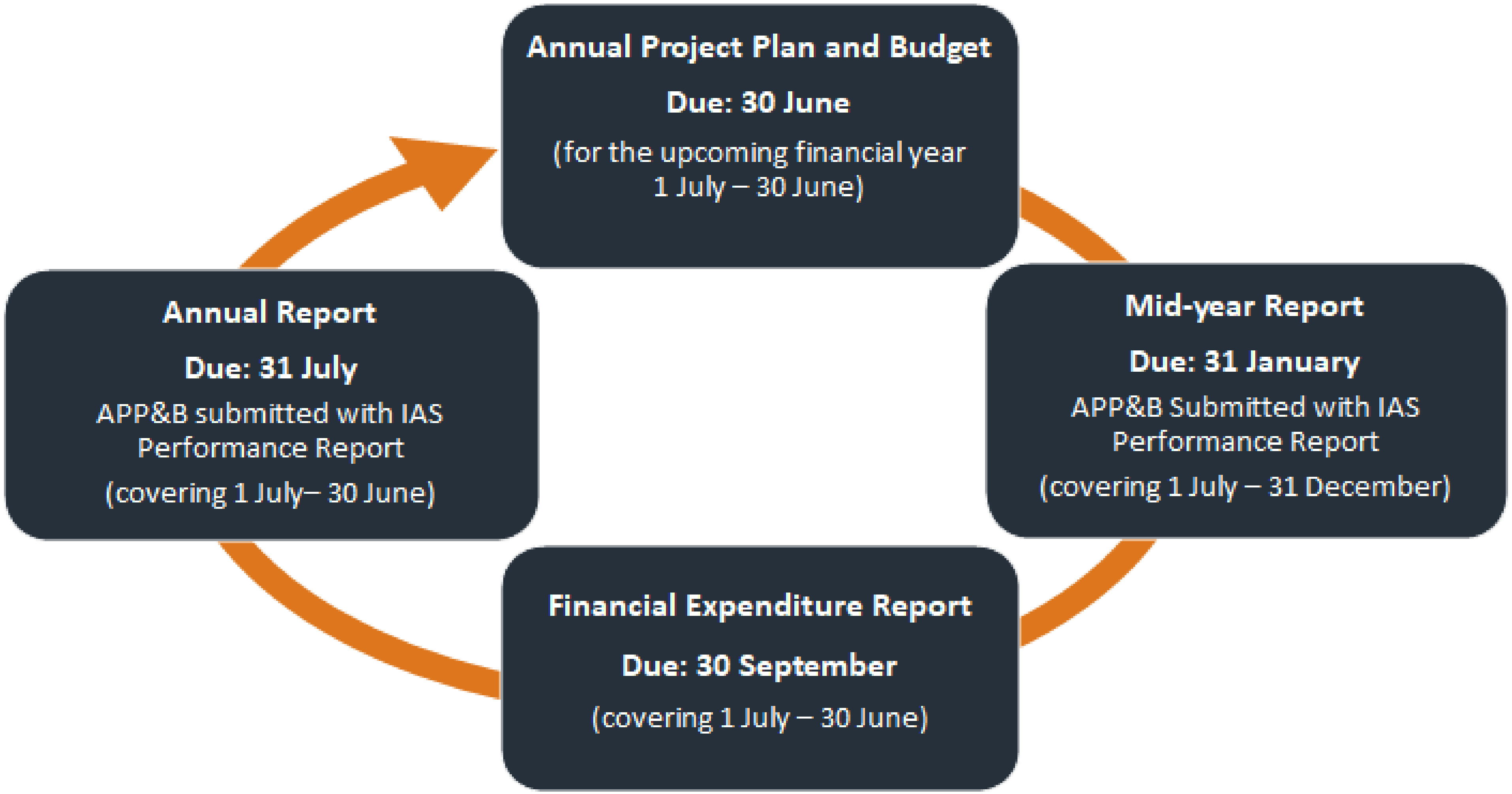
We pay our respects to the people, the cultures and the Elders past and present.



Presentation Outline

- Reporting related to activities undertaken by your ranger group
- Completing the report against your Annual Project Plan & Budget (APP&B):
  - Activity Report
  - Fee-for-Service Reporting
  - Expenditure Report
  - Wages Budget & Report
  - Asset Register.
- Indigenous Advancement Strategy (IAS) on-line Performance Report
- Questions and Answers Session

APP&B & IAS Performance Reporting Periods and Due Dates



This is used as a guide only. Refer to the Reporting and Site Visit Section in your Project Schedule for specific reporting and due dates.

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Indigenous Rangers Program (IRP) Reporting

- Reporting against APP&B Report and IAS On-line Performance Report helps the Australian Government understand the outcomes and impacts of IRP funded activities.

- Organisations are responsible for providing accurate and timely performance and financial reports for their grant and letting their Agreement Manager know about any significant risks or issues that may affect service delivery.

- Your reporting requirements and due dates are outlined in your IRP Project Schedule Agreement.

- Your Agreement Manager is there to support you with reporting requirements, provide feedback, and help ensure reports meets required standard.

APP&B Reports

Annual Report

- Covers the period 1 July 2025 to 30 June 2026 and is due on 31 July 2026.
- Please submit an Activity Report, Expenditure Report, Fee for Service Report, Wages Report and Asset Register.
- Once your reports have been reviewed and meet the reporting requirements, your next payment is expected around 14 August 2026. Refer to your Project Schedule for the specific payment date.

Mid-year Report

- Covers the period from 1 July 2026 to 31 December 2026 and is due on 31 January 2027.
- Please submit an Activity Report, Expenditure Report, Fee for Service Report, Wages Report and an Asset Register.
- Once your reports have been reviewed and meet the reporting requirements, your next payment is expected around 14 February 2027. Refer to your Project Schedule for the specific payment date.

Completing Activity Report against your agreed APP&B Annual Project Plan

Provide an honest assessment of activity status

Identify risks, challenges, and solutions

Include data to support claims

Allows for collaboration to improve performance

Activity Report

IRP/MDBIRR PROJECT PLAN AND ACTIVITY REPORT

2025-26 Financial Year version

Annual Project Plan
- Use the white cells to write your Project Plan (columns B and C). Add additional rows as needed to plan each of your activities.
- Where the NIAA has provided guidance on how to complete this template (the non-white cells), include new rows below the guidance for your planned activities. Do not delete this guidance from the workbook.
- Your activity report must included all activities you plan to undertake for the financial year.
- Your Engagement Manager will not accept this Annual Project Plan if it contains any information in rows D or E.

Activity Report
- Document your Activity Report in columns D and E. Column D contains a drop down. You must select the option most relevant to that activity.
- Mid-year reports should include details of activities for the 6 month period (1 Jul - 31 Dec).
- Annual reports should include details of activities for the 12 month period (1 Jul - 30 Jun).

Project Name:	Sample Rangers Program
Organisation Name:	Sample Aboriginal Corporation

Report Type:	Annual Project Plan and Budget for the next financial year (period: July to Jurne) – due June
Reporting Period from:	1/07/2025
Reporting Period to:	30/06/2026

12 MONTH PROJECT PLAN			
Activity Description	Expected Outputs	Activity Status	Actual Outputs and Variance
Consultation and Planning			
Advisory Committees			
Traditional Owners			
PBC or other representative bodies			
Planned consultancies			

Report Type | Project Plan & Activity Report | 2025-26 FY Annual Budget | Fee-for-Service Report | Wage Budget and Report | Expenditure Report | Asset Register

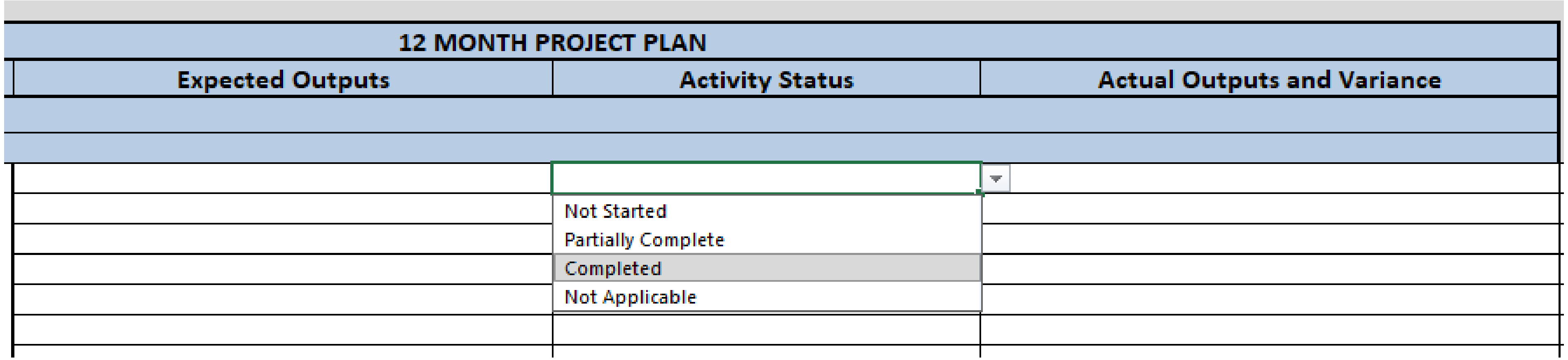
Activity Report - Activity Status

Dropdown options:

- **Not Started** – No work undertaken
- **Partially Complete** – Work underway and expected output not yet achieved/met.
- **Completed** – Activity completed and no further work required.
- **Not Applicable** –Activity is no longer relevant to your project:

Examples:

- Traditional Owners decided the Activity was not required.
- Natural regeneration removed the need for revegetation activities.



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Activity Report - Actual Outputs / Variance

Activities marked as ‘Not Started’ or ‘Not Applicable’

- Explain why the activity has not started or is no longer relevant.
- This information helps identify any barriers, changes in priorities, or factors affecting delivery.
- It also supports future planning for the next financial year.

Activities marked as ‘Partially Complete’ or ‘Completed’

Describe the progress made towards your Expected Outputs, including:

- The date(s) the activity took place & the location of the activity
- The number of rangers and community who participated in the activity
- How the Activity was delivered
- Any variance/changes to the expected outputs and the reason for those changes.
- What was achieved during the reporting period, for example:
    - number of hectares treated / kilometers of fence constructed
    - number of km of coast cleared of marine debris / kg or marine debris removed

Example: Activity Report - Actual outputs / Variance

Project Name:	Sample Rangers program
Organisation Name:	Sample Aboriginal Corporation

Report Type:	Annual Project Plan and Budget for the next financial year (period: July to June) - due
Reporting Period from:	1/07/2025
Reporting Period to:	30/06/2026

12 MONTH PROJECT PLAN			
Activity Description	**Expected Outputs**	**Activity Status**	**Actual Outputs and Variance**
Natural Resource Management			
Native Plants and Animals - you must use one of more of the subheadings below			
Threatened species and threatened ecological communities (terrestrial & marine)			
Turtle Project *Deliver environmental research and monitoring activities, with increasing involvement beyond data collection (SCBS).* *Protect and monitor marine turtles.* *XXXXXX Land and Sea Rangers are undertaking turtle monitoring and providing high-quality data to scientists and other partners.* *xxxxxxx Land and Sea rangers continue to assist with the overall success, training, gaining skills, and management of the Marine turtle program, alongside the DES threatened species unit.*	Rangers to undertake minimum 10 days of in-water turtle monitoring over the year.	Partially completed	xxxx Rangers undertook 7 days of in-water turtle monitoring in this period, assisting with turtle tagging project with the xxx University in the xxxx region. Undertook 4 turtle surveys at xxxxxx *Due to weather conditions and other priority work (fire managment) were unable to complete 10 days.
	Prepare project plan for rangers to lead in-water turtle monitoring activities. This includes: training required, equipment required, location information, number of monitoring nights per season, purpose of monitoring program, outline of methodology, permits required, etc. DES Senior Program Officer to assist when requested.	Completed	Project Plan completed (attached to IAS Performance Report) & permits for xxxxx provided. Rangers hold a Turtle Conservation Collaborating Partner Authorisation.
	Investigate opportunity to visit with xxxx and xxxx Rangers to develop skills and share knowledge on activities that rangers are involved in.	Not started	There was no opportunity for the xxxx Rangers to participate with any activities with xxxx and xxxx without other conflicting projects

Reporting on Fee-for-Service Activities

What are Project Fee-for-Service Activities?

- Project Fee-for-Service Activities are commercial activities undertaken in exchange for payment **and** that use grant-funded resources (e.g. utilising assets acquired with IRP grant funding) to deliver a commercial activity.

What do you need to report?

- Report all Project Fee-for-Service Activities in the **Project Plan & Activity Report** and the **Fee-for-Service Report Worksheet.**
- For each activity, include the income and name of the organisation that the service was provided to.

How is the income treated?

- The income earned from Fee-for-Service work is not considered grant income for NIAA grant reporting and acquittal purposes.
- You do not need to acquit the contribution of grant-funded resources used for Fee-for-Service work in your annual acquittal.
- Income from Fee-for-Service Activities that are partially or fully supported by IRP grant funding can be used to reinvest and grow your organisation's capability and enterprise.

Project Plan & Activity Report: Fee-for-Service Activities

12 MONTH PROJECT PLAN			
Activity Description	**Expected Outputs**	**Activity Status**	**Actual Outputs and Variance**
Consultation and Planning			
Advisory Committees			
Traditional Owners			
PBC or other representative bodies			
Planned consultancies			
IPA Plans of Management, Healthy Country Plans, other Land and Sea Management Plans, or IRP Strategic Plans			
Indigenous Knowledge Transfer			
Fee-for-Service Activities			
Describe each fee-for-service activity you plan to undertake this finanical year. Each activity should have its own row. It is **Mandatory** to provide this information.	Provide an Expected Output for each FFS activitiy including an estimate of the income the service will generate.		Provide details on the activities completed, what the activity involved and the number of rangers, IRP/IPA/MDBIRR funded assets, or other resources which were used to deliver the service. **This section is to be completed at the same time as the Fee-for-Service Report worksheet** (located after the Wage Budget and Report worksheet). Completion of the Fee-for-Service Report sheet is **mandatory where you have undertaken FFS activities.** You must also report on any FSS activities you undertook which were not planned at the beginning of the year.

Project Fee-for-Service activities

Project fee-for-service (FFS) activities ar
funding) grant-funded resources (e.g. ran

Income from FFS activities that are partiall
income is not treated as grant income for I

The NIAA and DCCEEW is looking to colle
You must include an Activity Description a

At each reporting stage you should provid
- the types of activities your staff underto
- what IRP, IPA or MDBIRR resources wer
- the organisation, company, or commun
- an accurate amount of income generat

You must also provide this infomat

Project Plan & Activity Report: Fee-for-Service Activities

Project Fee-for-Service activities

Project fee-for-service (FFS) activities are defined as Services that are undertaken in exchange for payment and that use IAS or NHT (IAS or NHT in this case refers to IRP, IPA or MDBIRR grant-funding) grant-funded resources (e.g. rangers wages paid with grant funds, assets acquired with the grant etc.) to deliver the service.

Income from FFS activities that are partially or fully supported by IRP grant funding can be used to build enterprise capability or for other purposes determined by the ranger organisation. The income is not treated as grant income for NIAA grant reporting and acquittal purposes.

The NIAA and DCCEEW is looking to collect information on FFS activities to assist us with planning additional supports for organisations looking to identify and engage with FSS opportunities. You must include an Activity Description and Expected Output decsription for each FFS activity you plan to undertake.

At each reporting stage you should provide details of:
- the types of activities your staff undertook,
- what IRP, IPA or MDBIRR resources were used to deliver the service (i.e. the number of rangers, type and number of assets, materials such as chemicals etc.)
- the organisation, company, or community this service was provided to, and
- an accurate amount of income generated (noting this amount does not need to be acquitted as part of the grant).

You must also provide this infomation in the Fee for Service Report Worksheet (located after the Wage Budget and Report worksheet in this template).

Example

IRP/MDBIRR FEE-FOR-SERVICE REPORT

2025-26 Financial Year version

The following details are being collected to assist with planning to support grant-funded organisations in identifying and engaging with Fee-for-Service opportunities. This additional reporting is being collected to:
- Understand the type of fee-for-service activities being undertaken under the IRP to assist with whole-of-program reporting and to assess the achievement of IRP objectives and outcomes, and the contribution to Closing the Gap outcomes and Priority Reforms.
- Assist the NIAA staff to better support ranger organisations to consider future fee-for-service opportunities and reduce barriers to uptake, and to support organisations over time to develop self-sustaining commercial enterprises.
- Understand how ranger organisations are building capability that supports the generation of economic opportunities at the community and regional level.
- Assist the NIAA to understand the scope of Project-Fee-for-Service Activities (i.e. through reporting on income earned) to inform the NIAA's assessment of the current FFS policy's effectiveness and next steps for FFS activities for grant-funded projects.

Use the white cells in this worksheet to fill out the details of each fee for service activities completed during the financial year. All columns are **mandatory**. Your Agreement or Engagement Manager can assist with copying over the Activity Description from your Project Plan worksheet.
- this table is to be filled out for each Ranger Group. Please add additional headings if your Organisation contains multiple Ranger Groups.
- do not make changes to any non-white cells. Add new white rows as needed to complete this worksheet.

Project Name:	Sample Rangers program
Organisation Name:	Sample Aboriginal Corporation
Report Type:	Annual Project Plan and Budget for the next financial year (period: July to June) - due
Reporting Period from:	1/07/2025
Reporting Period to:	30/06/2026

Fee-for-Service Activities		
Activity Description *(i.e. Biosecurity Monitoring, coastal patrol)* - copy over from Project Plan worksheet	**Income Earned from Activity ($)**	**Income Source** *(who was the service funded by?)*
For example: weed management targeting x, y, z species, over x hectares.	$ 5,000.00	Local Council
For example: undertake x marine patrols, to survey for x, y and z.	$ 30,000.00	State/Territory Government Agency
For example: install x km of fencing around pastoral property	$ 10,000.00	Local pastoral business
For example: Eco Tourism Venture on Country - Hosting walks and cultural tours/experiences	$ 3,000.00	Tourists
Ranger Project Name		
	$ -	
	$ -	
	$ -	
Ranger Project Name		
	$ -	

Hide | Report Type | Project Plan & Activity Report | 2025-26 FY Annual Budget | Fee-for-Service Report | Wage Buc

Expenditure Report – Annual Report 1 July 2025 - 30 June 2026

List your expenditure for full 12 months against each budget category:

- Wages and on-costs
- Admin and audit
- Consultation and planning
- Training
- Transport maintenance
- Assets
- Capacity Building
- IRP Strategic Plan funding

IRP/MDBIRR Expenditure Summary (GST Excl) (Please do not add rows)	Annual Budget (GST excl)	Expenditure (GST excl)	Variance	Explanation for Variance
Wages				
Wages (Subtotal)	$ -	$ -	$ -	
On-Costs				**Explanation for Variance**
Superannuation	$ -	$ -	$ -	
Workers Compensation Insurance	$ -	$ -	$ -	
Other (please specify)	$ -	$ -	$ -	
On-Costs (Subtotal)	$ -	$ -	$ -	
Wages and On-Costs (Total)	$ -	$ -	$ -	
Operation Expenses				**Explanation for Variance**
Administration and Audit	$ -	$ -	$ -	
Operational	$ -	$ -	$ -	

Report Type | Project Plan & Activity Report | 2025-26 FY Annual Budget | Wage Budget and Report | Fee-for-Service Report | Expenditure Report | Asset Register

- Complete each row that has an Annual Budget amount.
- The information in the Annual Budget column is **transferred automatically** from the 25-26 FY Annual Budget worksheet.

Expenditure Report - Explanation of Variance

- When your expenditure varies from planned budget for a line item, please provide an explanation for the variance.
- This information can be used to inform your budget for the following financial year.

IRP/MDBIRR Expenditure Summary (GST Excl) (Please do not add rows)	Annual Budget (GST excl)	Expenditure (GST excl)	Variance	Explanation for Variance
Wages				
Wages (Subtotal)	$ 870,000.00	$ 813,000.00	$ 57,000.00	3 rangers quit their job before end of financial year

Operation Expenses				Explanation for Variance
Administration and Audit	$ 147,000.00	$ 145,000.00	$ 2,000.00	Independent financial audit cost $2,000 less than budgeted.
Operational	$ 45,000.00	$ 51,000.00	-$ 6,000.00	Extra $6,000 funding required to deliver Greater Glider habitat, including purchase of plants. Requested by PBC.
Consultation and Planning	$ 28,000.00	$ 36,000.00	-$ 8,000.00	Extra $8,000 required for on-Country events and activities for Elders and for the on-Country visit by Rural Fire Service.
Capacity building (where applicable)	$ -	$ -	$ -	

Reminder - Administration & Audit Expenses limited to maximum 15% of the Annual Project Budget.

Wage and Budget Report

Complete the following information:

- Employee name and position
- Total hours worked in the reporting period
- Employee demographic information (used by NIAA to report on Australian Government's commitment to increasing the number of women Rangers).
- Annual wages for each position type. (i.e. the sum of all wages paid to employees).
- Explanation of any variance from planned staffing, hours, wages

Important: Do not edit grey cells. These fields will automatically populate.

Specified Positions from funding agreement (Total FTE)	8
Planned Employment (Total FTE)	8.1
State how many hours per week make up 1 FTE position (According to Award or Enterprise Agreement). If not known or stated here, 38 Hours will be assumed. 1.0 FTE = X hours per week	38.0
Total FTE engaged in the reporting period	3.6

Full and Part Time Employees - Wages Reporting

Employee Name	Position	Total hours worked in reporting period	FTE employed in reporting period DO NOT EDIT - AUTOMATICALLY POPULATED	# Indigenous Employees	# Female Emplotyees	Wages paid in reporting period	Explanation for Variance
Name	Ranger Cordinator	988	0.50	1	1	$ 37,500.00	
Name	Senior Ranger	988	0.50	1	1	$ 32,500.00	
Name	Senior Ranger	988	0.50	1	1	$ 32,500.00	
Name	Ranger	988	0.50	1	1	$ 27,500.00	
Name	Ranger	494	0.25	1	0	$ 13,750.00	
Name	Ranger	494	0.25	1	1	$ 13,750.00	
Name	Admini & Audit Support	800	0.40	1	1	$ 18,800.00	
		4752.0	2.90	7	6	$ 176,300.00	

Casual Positions - Wages Reporting

Number of casual employees	Position Descriptions	Total hours worked in reporting period	FTE employed in reporting period DO NOT EDIT - AUTOMATICALLY POPULATED	# Indigenous Employees	# Female Emplotyees	Wages paid in reporting period (total for all casual employees)	Explanation for Variance
Name	Trainee Ranger	505	0.26	1	1	$ 11,250.00	
Name	Trainee Ranger	505	0.26	1	0	$ 11,250.00	
	Cultural Advisor	300	0.15	1	1	$ 12,000.00	
			0.00		0	$ -	
0		1310	0.66	3	2	$ 34,500.00	
$ -	$ -	6062.0	3.6	10	8	$ 210,800.00	

Annual Budget | Wage Budget and Report | Expenditure Report | Fee-for-

WAGE BUDGET & REPORT - FTE Employed the Reporting Period

Example of automatic FTE calculations

This Budget Report section automatically calculates Total FTE Employed in Reporting Period

For these automatic calculation:

- Total hours worked in the reporting period must be recorded.
- **Do not edit grey cells**.

Specified Positions from funding agreement (Total FTE)	8
Planned Employment (Total FTE)	8.1
State how many hours per week make up 1 FTE position (According to Award or Enterprise Agreement). If not known or stated here, 38 Hours will be assumed. **1.0 FTE = X hours per week**	38.0
Total FTE engaged in the reporting period	3.6

Full and Part Time Employees - Wages Reporting

Employee Name	Position	Total hours worked in reporting period	FTE employed in reporting period DO NOT EDIT - AUTOMATICALLY POPULATED	# Indigenous Employees	# Female Emplotyees	Wages paid in reporting period	Explanation for Variance
Name	Ranger Cordinator	988	0.50	1	1	$ 37,500.00	
Name	Senior Ranger	988	0.50	1	1	$ 32,500.00	
Name	Senior Ranger	988	0.50	1	1	$ 32,500.00	
Name	Ranger	988	0.50	1	1	$ 27,500.00	

The automatic calculation uses the following rules

Full-Time and Part-Time FTE Equivalent

- 1 full-time employee = **1.0 FTE**
- Annual full-time hours: **52 weeks × 38 hours = 1,976 hours**
- Part-time FTE is proportional to hours worked (e.g. half-time = 0.5 FTE)
- **Example** 1,400 hours worked in the reporting period = **0.70 FTE** (1,400 ÷ 1,976)

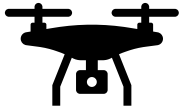
Casual Staff Calculation

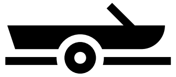
1. **Convert hours to FTE:**
   - Hours worked ÷ standard weekly hours
   - Example: 10 ÷ 38 = **0.26 FTE**
2. **Convert FTE to annual hours (if required):**
   - Casual FTE × 1,976 hours
   - Example: 0.26 × 1,976 = **513.76 hours**

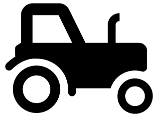
Asset Register

- Assets are items valued at $5,000 or more (GST excl) that are purchased or leased with grant funding.
- This includes assets such as buildings, vehicles, machinery, and equipment.
- All assets originally costing over $5,000 or more (GST excl) must be recorded in your project's **Asset Register** within the APP&B workbook.
- The Asset Register is on-going record and should include both current assets and those that have been disposed of.
- Please seek approval from the NIAA prior to purchasing or disposing of an asset.

For more information on Assets see Provider Asset Management Guidance for Ranger Programs available at Provider Resources | NIAA on the NIAA website.







Asset Register

ASSET REGISTER

2024-25 Financial Year version for Round One of IRP Expansion

Project Name(s):	
Report Type:	Asset Register (ongoing)

Organisation Name:	ABC Pty Ltd

ASSET REGISTER INSTRUCTIONS

All assets costing $5,000 or more (GST Excl), irrespective of current value, must remain on this asset register, even once you have disposed of them.

You must receive written approval from NIAA to dispose of assets (asset disposal request form), or in the case of a fixed-term lease, they are returned to the lessor at the end of the lease period. Assets acquired through a FINANCE LEASE must be acquired by the funded organisation for continuation of the IPA / IRP activity and remain on the asset register.

Please note, this is a cumulative register for Commonwelath funded assets. Please do not remove assets, even after they have been disposed of.

ONGOING ASSET REGISTER

Description of Asset	Transport registration number (where applicable)	Serial / V.I.N. or H.I.N or U.V.I Number	Projects to which the asset relates	Location of asset	Current condition	Acquisition type (Select from List)	Asset purchase or start of lease (Date)	End of lease (Date)	Lessor (company providing the lease)	Total cost of purchase, lease or other acquisition type (GST exclusive)	Amount of the grant used to purchase, lease or acquire (GST exclusive)	Value of asset at time of reporting / adjusted value (GST exclusive)	Date asset disposal approved by Commonwealth	Disposal Date	Disposal Value (GST exclusive)	Total Funds Returned to the Project
List assets acquired through this or previous Australian Government Grants.(Type of asset) (Insert 'Nil' if no transferred assets)			*List the Activity and, where necessary, the subprojects where the asset is used*		*e.g. Poor, Fair, Good, Excellent, New*	Fix-term lease		*enter 'not applicable' if asset is not leased*	*enter 'not applicable' if asset is not leased*		*Note: this might be different to the entire purchase price – for example, if a purchase is made using a combination of fee-for-service and grant income, or grant income from multiple sources, e.g. NIAA and state/territory Government funding*	*$X (estimated value)*				

Report Type | Project Plan & Activity Report | 2025-26 FY Annual Budget | Wage Budget and Report | Fee-for-Service Report | Expenditure Report | Asset Register

Activity Generated Income

Providers should record all Activity Generated Income (AGI) in the table of **Expenditure Report worksheet**.

AGI means any income derived from the grant, including but not limited to:

- Bank account interest
- Proceeds from the sale of grant funded assets*
- Insurance payouts and dividends.

Prior NIAA approval is required to dispose of assets

Fee-for-Service income is not considered AGI and does not need to be included.

AGI forms part of the grant under the Project Agreement. Should the provider wish to use AGI to deliver the grant, it needs to be approved by NIAA through acquittal processes.

Example of AGI table in the Expenditure Report

Activity Generated Income (AGI) - Grantee to complete Project / Activity Generated Income and must be acquitted. AGI is income generated from the grant activity such as bank interest and proceeds from the sale of project funded assets. Note you do not need to report fee-for-service income.		
Description (please add rows if required)	**Date**	**Amount**
e.g. Sale of vehicle	*21/09/2025*	*$ 8,000.00*
	dd/mm/yyyy	$ -
	dd/mm/yyyy	$ -
	dd/mm/yyyy	$ -
	dd/mm/yyyy	$ -
Total		**$ -**

Report Type | Project Plan & Activity Report | 2025-26 FY Annual Budget | Wage Budget and Report | Fee-for-Service Report | Expenditure Report | Asset Register

Indigenous Advancement Strategy (IAS) On-line Performance Report

- IAS Performance Report reports against the Key Performance Indicators (KPIs) set out in your Project Schedule.
- IAS Performance Reports should provide the progress and performance of the Project during the reporting period, including against planned outcomes, objectives and performance targets set out in your Project Schedule.
- If there are significant issues affecting progress of the Project, the IAS Performance Report should describe the actions being taken to address these issues.
- Your IAS Performance Report **must be supported by evidence through your APP&B Reports** (e.g. Mid-year or Annual APP&B Report).
- **This IAS Performance Report covers grant KPIs relating to:**
  - The number of IRP funded employees and hours they worked
  - Employment status (full-time, part-time and casual)
  - The number of Indigenous and female employees
  - Number of planned project activities completed
  - Training
  - Employee satisfaction
- **The APP&B Report must be consistent with IAS Performance Report.**
- The link to this online report is sent by NIAA to your organisation.

IAS On-line Performance Report

Also includes - KPI D101.05: Annual Survey completion

Extract from Key Performance Indicator Table in your Project Schedule:

10	D101.05 - Annual Survey completion	Completion of Online Annual Survey. **Source**: Service Provider. **Frequency**: 12 monthly.

Extract from your IAS Performance Report:

12. **D101.05 - Annual Survey Completion**

Have you completed your Annual Survey? If you select No, please ensure that you complete your Annual Survey as soon as possible

○ Yes ○ No *

Select 'No' for Expansion Round 2 Ranger Groups - not required to complete Survey for 2025-26

Select 'Yes' for Existing Ranger Groups funded from 2021-28 or Expansion Round 1

Approving Mid-year and Annual Reports

Provider certifies the APP&B Reports

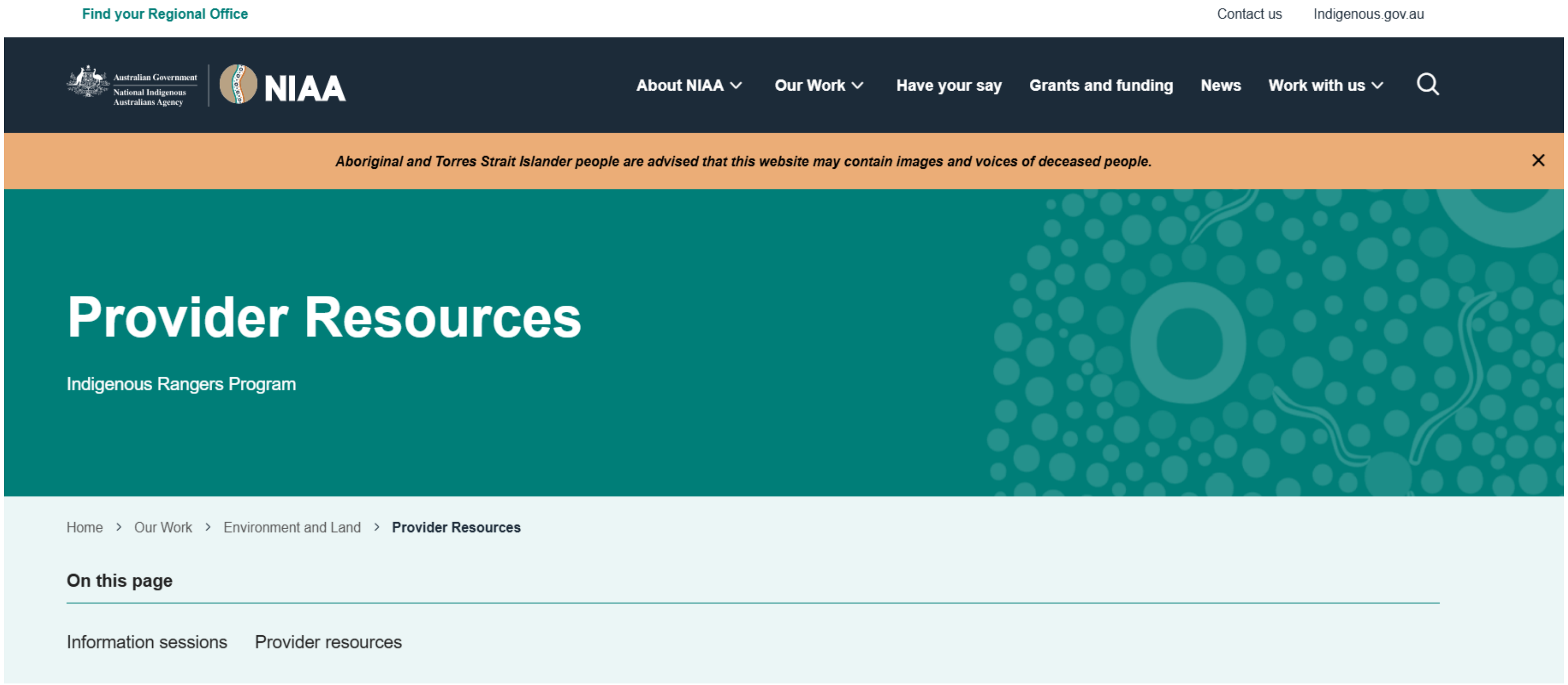
- The **Activity Report** must be endorsed by the project's ranger coordinator, or other delegated staff member, e.g. Chief Executive Officer (or equivalent).
- The **Expenditure Report** and **Wage Budget and Report** must be certified by the Provider CEO, or authorising officer.
- Certification can be **electronically** or by **wet-ink signature**.
- Please ensure that all relevant worksheets have been signed.

NIAA approves the APP&B Reports & IAS Performance Reports

- Your Agreement Manager will assess your Mid-year or Annual Reports against the **APP&B Activity Report, Expenditure Report, Wages Report & (Asset Register)** in conjunction with your **IAS on-line Performance Report.**
- If required, feedback will be provided with request for re-submission/additional information to address feedback.
- Once your Agreement Manager is satisfied with the **Mid-year or Annual Report against the APP&B & Performance Report,** it will be forwarded to the NIAA delegate for approval.
- Your Agreement Manager will notify the provider once approved and release associated payment.

Resources

Provider Resources web page [Provider Resources | NIAA]



For any queries please speak to your NIAA Engagement Officer, or call the NIAA Regional Office network on 1800 079 098 for assistance. If specifically about the Provider Resources please email ILWMSupport@niaa.gov.au

Questions?

Thank you