



Australian Government
National Indigenous
Australians Agency

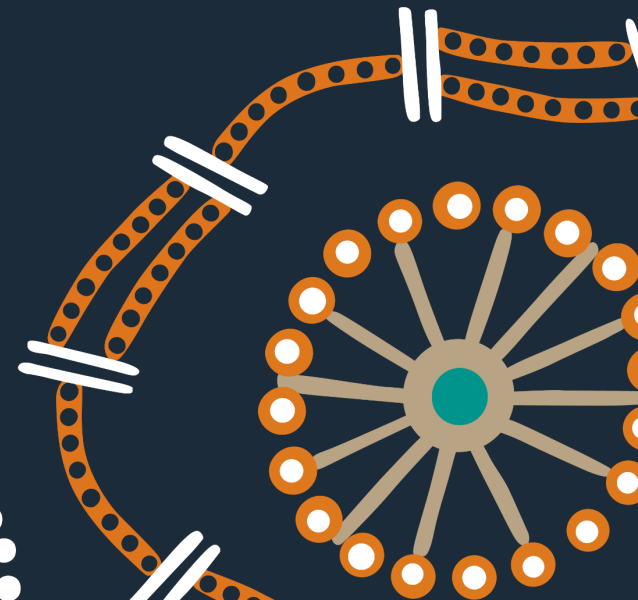
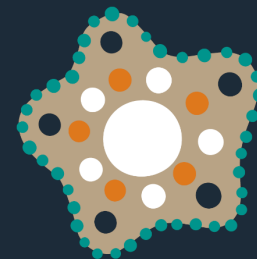


NIAA

Indigenous Rangers Program (IRP) Expansion Round 1

2024-25 Financial Year Project Reporting

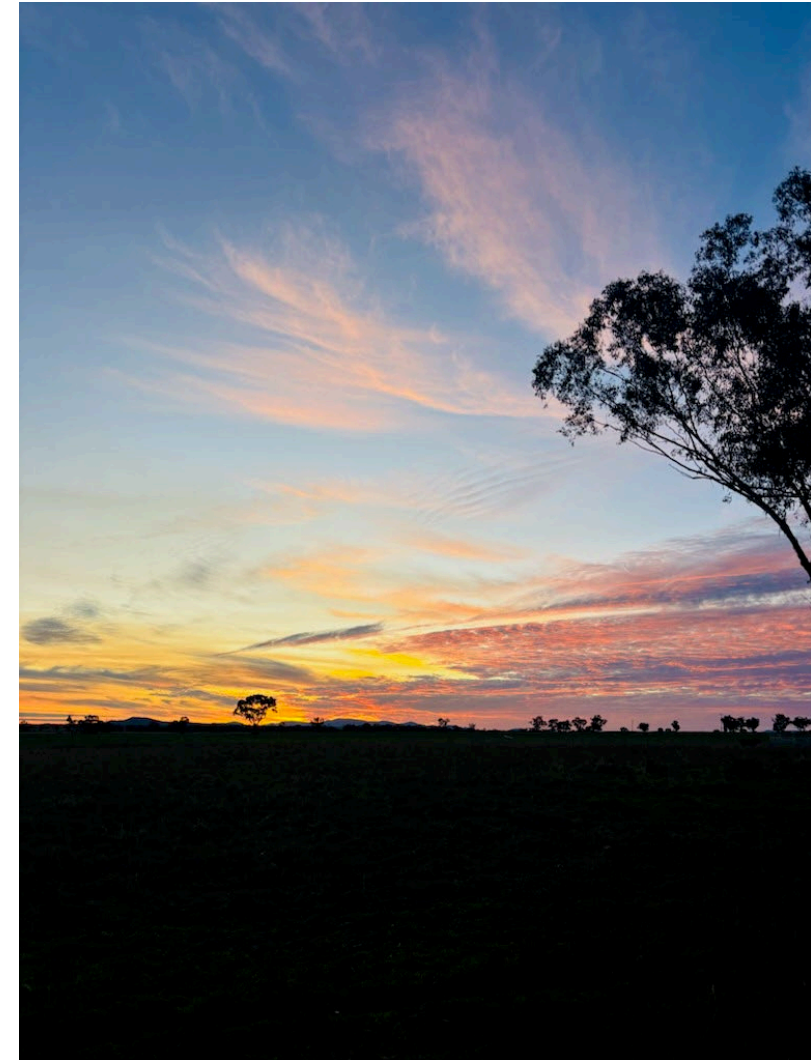
Guidance for Indigenous Rangers Program Providers



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

This presentation will cover reporting related to the conduct of activities by your ranger group. This includes:

- Completing the report against your Annual Project Plan & Budget (APP&B):
 - Activity Report
 - Expenditure Report
 - Asset Register.
- Indigenous Advancement Strategy (IAS) on-line Performance Report.

Indigenous Rangers Program (IRP) reporting

- The information obtained through reporting against the APP&B report and the IAS on-line Performance Report is one of the ways the Australian Government monitors the outcomes achieved by the IRP.
- Providers are responsible for providing accurate and timely performance and financial reports for their grant and for reporting significant risks or issues that may affect service delivery to their Agreement Manager.
- Your reporting obligations and report due dates are outlined in your IRP Project Agreement.
- Your Agreement Manager will work with you to develop your reporting, providing feedback so that your reporting meets the required standard.

APP&B Reports

Annual report

- Covers the period 1 January 2025 to 30 June 2025 and is due on 31 July 2025. You are required to submit an Activity Report, Expenditure Report and an Asset Register.
- If you have submitted satisfactory reporting, you will receive a payment around 14 August 2025 (refer to your Project Agreement for the specific date).

Mid-year report

- Covers the period from 1 July to 31 December 2025 and is due on 31 January 2026.
- You will be required to submit an Activity Report, Expenditure Report and an Asset Register.
- If you have submitted satisfactory reporting, you will receive a payment on or around 14 February 2026 (refer to your project agreement for the specific date).

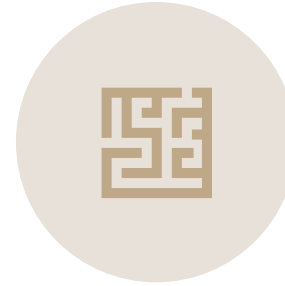
APP&B Reports

- Your Project Agreement was executed part-way through the financial year so you only need to provide reporting for the period during which your project was operating.
 - For example, if your Project Agreement was executed on 1 April 2025, your APP&B Annual Report only needs to cover the period between 1 April 2025 to 30 June 2025.
- Your project Activity Report, Expenditure Report and Asset Register must be completed in the same APP&B workbook that the NIAA approved at the beginning of your project.
- If you are unsure if you are completing your report in your approved APP&B for the 2024-25 financial year, please email your Agreement Manager to request a copy of your approved APP&B.

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

Report Type

Project Plan & Activity Report

24-25 FY Annual Budget

Expenditure Report

Asset Register

ANNUAL PROJECT PLAN & ACTIVITY REPORT

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

- Use the white cells in this template to input your project plan. Add additional rows as needed. Where guidance has been provided, include new rows below for your planning and activities.

- Your report should include details of activities for all months until 30 June 2025.

Project Name:	ABC
Organisation Name:	ABC Pty Ltd

Report Type:	Annual Project Plan and Budget for the next financial year (period: July to June) - due June
Reporting Period from:	1/07/2024
Reporting Period to:	30/06/2025

12 MONTH PROJECT PLAN			
Activity Description	Expected Outputs	Activity Status	Actual outputs / Variance
Consultation and Planning			
Advisory Committees			
		Not Started	
Traditional Owners			
PBC or other representative bodies			
Planned consultancies			

Activity Report

Activity Status

The dropdown options are:

Not Started – No work has been done on this activity.

Partially Complete – Progress has been made against this activity but the Expected Output has not been met.

Completed – The activity has been completed and no further work is needed.

Not Applicable – you should select this option where the activity is no longer relevant to your project. For example:

- Traditional Owners decided the activity was not necessary
- revegetation activities no longer required due to natural regeneration of that plant species.

12 MONTH PROJECT PLAN		
Expected Outputs	Activity Status	Actual outputs / Variance
	Not Started	

Activity Report

Actual outputs / Variance

Activities marked as 'Not Started' or 'Not Applicable'

- Provide an explanation for this status.
- This will assist you with identifying any barriers to these activities and assist you with planning for the next financial year.

Activities marked as 'Partially complete' or 'Completed'

Describe progress against your Expected Outputs, such as:

- When the activity took place and the specific activity location
- The number of rangers who participated in the activity in the reporting period
- How the activity was undertaken
- Any variance to the Expected Outputs
- What was achieved in the reporting period.
 - o e.g. number of hectares treated
 - o e.g. number of km of coast cleared of marine debris.

12 MONTH PROJECT PLAN		
Expected Outputs	Activity Status	Actual outputs / Variance
	Not Started	

Activity Report

Fee-for-Service Activities

What are Project Fee-for-Service Activities?

- Project fee-for-service activities are services undertaken in exchange for payment **and** that use grant-funded resources (e.g. rangers being paid with grant funds, assets paid for with the grant) to deliver the service.

Reporting on Project Fee-for-Service activities

- Include details of each Project Fee-for-Service Activity in the Activity Report.
- This should include the (1) income earned for each activity and the (2) name of the organisation that you undertook the activity for.

Treatment of income earned through Project Fee-for-Service Activities

- The income is not treated as 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 build enterprise capability of your organisation.

Activity Report

Fee-for-Service Activities

12 MONTH PROJECT PLAN			
Activity Description	Expected Outputs	Activity Status	Actual outputs / Variance
Consultation and Planning			
Advisory Committees			
		Not Started	
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 any fee-for-service activities you plan to undertake this year.	Add planned activities and an estimate of the income generated.		State the income earned, noting this income does not need to be acquitted, and state the name of the organisation, company or individual who received the service.

Expenditure Report

List your expenditure against each budget category:

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



- Complete each row that has an Annual Budget amount.
- The information in the Annual Budget column is transferred automatically from the 24-25 FY Annual Budget worksheet.

Project Plan & Activity Report	24-25 FY Annual Budget	Expenditure Report	Asset Register
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Expenditure Summary (GST Excl) <i>(Please do not add rows)</i>	Annual Budget (GST excl)	Expenditure (GST excl)	Variance
Wages			
Ranger / IPA Coordinator (can be non-Indigenous):	\$ -	\$ -	\$ -
Full-time Ranger:	\$ -	\$ -	\$ -
Part-time Ranger:	\$ -	\$ -	\$ -
Casual Ranger:	\$ -	\$ -	\$ -
Trainee Ranger:	\$ -	\$ -	\$ -
Cultural Adviser:	\$ -	\$ -	\$ -
Admin Support:	\$ -	\$ -	\$ -
Other: (can be non-Indigenous) - please specify in this cell:			
	\$ -	\$ -	\$ -
Wages (Subtotal)	\$ -	\$ -	\$ -
On-Costs			
Superannuation	\$ -	\$ -	\$ -
Workers Compensation Insurance	\$ -	\$ -	\$ -

Expenditure Report

Explanation of Variance

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

Expenditure Summary (GST Excl) (Please do not add rows)	Annual Budget (GST excl)	Expenditure (GST excl)	Variance
Wages			

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)	\$ -	\$ -	\$ -	

Expenditure Report

Employee and Wages reporting

Expenditure Summary (GST Excl) <i>(Please do not add rows)</i>	Annual Budget (GST excl)	Expenditure (GST excl)	Variance
Wages			
Ranger / IPA Coordinator (can be non-Indigenous):	\$ -	\$ -	\$ -
Full-time Ranger:	\$ -	\$ -	\$ -
Part-time Ranger:	\$ -	\$ -	\$ -
Casual Ranger:	\$ -	\$ -	\$ -
Trainee Ranger:	\$ -	\$ -	\$ -
Cultural Adviser:	\$ -	\$ -	\$ -
Admin Support:	\$ -	\$ -	\$ -

- Provide the wages paid for each position type. (i.e. the sum of all wages paid to employees in the Ranger Coordinator position).
- Provide employee demographic information. The NIAA needs this information to report on the Australian Government’s commitment to increase the number of women rangers.
- The 2025-26 APP&B workbook has a separate worksheet specifically for reporting on employees and wages. Information on how to complete the wages report for the 2025-26 FY will be provided closer to the 2025-26 report due dates.

Employment Reporting								
All Employee Data (male, female and other)				Female Employee Data				Explanation for Variance
Total number of Employees	Total hours worked in the reporting period - all employees	Number of Indigenous Employees	Total hours worked in the reporting period - Indigenous Employees	Number of Female Employees	Total hours worked - All Female Employees	Number of Indigenous Female Employees	Total hours worked - Indigenous Female Employees	

Asset Register

- Assets are items costing \$5,000 (GST excl) or more that are acquired with grant funding.
 - This includes items that are leased (buildings, vehicles, machinery).
- All assets valued at or over \$5,000 (GST excl) must be documented in your project's Asset Register (located in the APP&B workbook).
- This register is on-going and includes assets which have been disposed of.
- You must seek approval from the NIAA prior to purchasing or disposing of an asset.



Asset Register

Report Type

Project Plan & Activity Report

24-25 FY Annual Budget

Expenditure Report

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 Commonwealth 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)				

IAS On-line Performance Report

- The Indigenous Advancement Strategy (IAS) Performance Report is an on-line report against the Key Performance Indicators (KPIs) set out in your Grant agreement.
- The link to this online report was sent to your organisation in late May.
- This report covers NIAA grant KPIs relating to:
 - Hours worked by all staff and Indigenous employees
 - Number of people employed under the activity, by gender
 - Number of activities planned and completed
 - Training
 - Employee satisfaction
 - Employment status (full-time, part-time and casual)

IAS On-line Performance Report

KPI D101.05: Annual Survey completion

- IRP Expansion Round 1 ranger projects ARE NOT required to complete this KPI for 2024-25 reporting.

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: 6 monthly.
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Extract from your 2024-25 IAS Performance Report

12. D101.05 - Annual Survey Completion

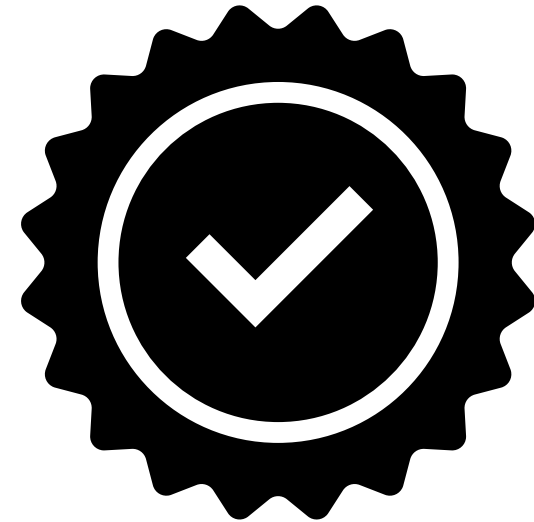
Have you completed your Annual Survey? If you select No, please ensure that you complete your Annual Survey as soon as possible

Yes No *

Select 'No' here

Approval of your Reporting

- Your Agreement Manager will assess your APP&B Activity report, Expenditure report, Asset Register and IAS on-line performance report.
- Feedback will be provided, if required.
- Your Agreement Manager will forward your reports to the NIAA delegate for approval.



Questions

