Project Activities, Measures and Evidence Guide

Specific activities will help you to achieve the outcomes and objectives of your project. The measures (also known as outputs or deliverables) for each activity show how much of each activity you plan to deliver and are used to demonstrate how successful the activity has been, should you receive funding. Considering your measures and evidence for activities will assist with project planning.

You will be required to identify your activities in the workplan initially, then during contracting should you be successful. Evidence of achievement is a critical part of grant reporting and acquittal to demonstrate delivery of activities, and the success of your project. Collecting consistent information on project activities is also important to State NRM Program reporting and accountability processes.

Please refer to the activity measures and types of evidence listed below.

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Awareness raising	• Any awareness-raising event, product or material designed to improve knowledge and understanding • Describe the type of event, product or material and the purpose, *e.g. Field day to share regenerative agriculture principles*	Event/s Participant/s	Feedback survey Invitation or flyer Photos Registration list Video recording	Document/s	Document such as handout, or program
Devolved grants	• Any situation where funding awarded to the applicant is provided to private landholders or other groups to deliver the proposed works. This includes awarding funds to preselected participants. • Describe the type and purpose of the devolved grant, *e.g. Devolved grant to undertake fencing and revegetation of priority creeklines in the catchment*	Participant/s	State NRM Program Agreements	Map/s	Map of sites
Disease control	• Includes actions taken to prevent the spread of plant diseases such as phytophthora • Name the disease you will be controlling and the method of control. *e.g. Controlling dieback using foliar sprays*	Hectare/s (in control area)	Aerial photos On-ground photos Photopoint monitoring (before, after)	Map/s Document/s	Map of control area Management document or report

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Equipment	• Equipment must have a direct NRM outcome • Any single piece of equipment valued over $2,500 is considered to be an Asset • Describe the type and purpose of the equipment, *e.g. Tools trailer for local landcare groups; Camera traps for native animal monitoring*	Item/s	Invoice Photos		
Fencing	• Fencing must have a direct NRM outcome • The purpose of fencing may include protecting remnant vegetation from stock, exclusion of feral predators, or access control • Describe the type and purpose of the fencing, *e.g. Extend predator proof fence to include Site A*	Kilometer/s (of fencing) Hectare/s (in protected area)	Aerial photos Photopoint monitoring (before, after)	Map/s	Map with fencing marked
Feral animal control	• Name the animal you will be controlling and the method of control, *e.g. Baiting feral cats with 1080 baits in Site A*	Hectare/s (in control area)	Aerial photos Photos of baits or traps	Kilogram/s Map/s Number/s	Photos Invoice Map of control area with traps or control points shown
Fire management	• Any activity involving fire undertaken for conservation purposes, *e.g. Cultural burning in Site A Reserve*	Hectare/s (in control area)	Aerial photos On-ground photos Photopoint monitoring (before, after)	Map/s	Map of control area

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Information product	• Includes hard-copy written material such as brochures, newsletters, posters and fact sheets designed to improve knowledge and understanding • Includes all electronic products such as apps, websites, blogs, etc. • Describe the type of product produced, *e.g. Citizen science website to collect NRM data, Fact sheet on Numbat conservation in Site A Reserve*	Document/s Item/s (produced)	Artwork or layout Document such as fact sheet, newsletter, poster, report Photos Screen grab Screen print to PDF		
Infrastructure	• Infrastructure includes any fabrication, built structure or construction including earthworks • May include structures such as bird hides, walk trails, signage, watering points or erosion control measures • Describe the type of infrastructure installed or work undertaken, *e.g. Install rock riffles along creekline, Install vehicle control bollards at Site A*	Item/s (constructed) Kilometer/s (constructed)	Aerial photos Artwork or layout On-ground photos Photopoint monitoring (before, after)	Document/s	Planning approval document Planning and design document
Investigation or assessment	• Studies conducted by a professional person/organisation and resulting in a publicly available report; may include a synthesis of previous studies or meta-analysis of previous studies, *e.g. Investigation into expected groundwater nutrient movement in the Wheatbelt* • Survey or condition assessment activity, *e.g. Weed survey in Site A reserve*	Document/s	Document such as report or survey	Map/s	Map of study area

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Management plan development	- Describe the plan or guideline being developed and what issue(s) it aims to address - Plans or strategies at catchment or sub-catchment scale, *e.g. action or management plans, river management strategy, weed management plan* - Plans at whole farm/property or reserve scale, *e.g. farm/reserve plans or management plans for specific issues such as weeds, grazing, vegetation loss, feral animal control* - Guidelines or protocols, *e.g. sustainable farming, rabbit control, greenhouse management guideline, etc.* - May include the review of existing plans or guidelines that results in significant enhancement of the document	Document/s	Guideline Plan Protocol or procedure Report Strategy	Map/s	Map of area to be managed
Monitoring	Describe the type of monitoring being conducted, *e.g. camera traps to monitor feral animal numbers, water quality sampling, etc.*	Hectare/s (of monitoring area) Event/s	Photopoint monitoring Photos Report or Analysis Sound recording Video recording	Map/s	Map showing monitoring points established
Project administration	- All activities and resources that serves to specifically support or administer the project and its activities, such as HR support, Payroll management, phone calls, photocopying, etc. *This activity is not measured*	N/A			

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Project management or coordination	• Any activity or resource that serves to specifically manage or coordinate the project and its activities such as salaries and on-costs • Describe the type of project management, *e.g. Coordinator, Project Manager*	FTE (full time equivalent) Hour/s	Approved job or position description HR document such as a contract, extract of payroll or job advert		
Project specific travel	• Travel that is specific to the delivery of the project such as a site visit or transport of materials • Describe the type and purpose of the travel, *e.g. Delivery of seedlings to planting site A, 150 km return from nursery*	Kilometer/s	Map with route and distance shown Odometer record		
Revegetation	• Native vegetation is considered indigenous aquatic or terrestrial vegetation for either biodiversity or land conservation • Native pastures may be included under this category, but not plantations • Describe the type of area revegetated, *e.g. Revegetation of estuary foreshore, Planting trees and understorey on farmland*	Hectare/s (revegetated) Stems/seedlings (planted)	Aerial photos On-ground photos Photopoint monitoring (before, after)	Document/s Map/s	Planning and design document Map showing revegetated area Report including photos
Skills development	• Skills development is a structured activity such as training which designed to improve existing skills or develop new ones • Describe the type of skills development being conducted and the people that will attend, *e.g. OH&S training delivered to Aboriginal rangers*	Event/s Participant/s	Feedback survey Invitation or flyer Photos Registration list Video recording	Document/s	Document such as course outline, handout, notes, or program

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Targeted species conservation	• Targeted species can include individual plant or animal species as well as ecological communities • Name the species and the works being undertaken, *e.g. Numbat breeding program, Banksia Woodland TEC seed bank development*	Hectare/s Individual/s Species	On-ground photos Photopoint monitoring (before, after) Report Sound recording Video recording	Document/s Item/s Kilogram/s Map/s Number/s	Map of conservation area Photos Report
Traditional Ecological Knowledge transfer	• Activities incorporating Traditional Ecological Knowledge, including the spiritual and the sacred, should focus on Indigenous biological and ecological knowledge, and how that knowledge is applied to natural resources, plants, animals and their environments • Describe how Traditional Owners will be involved or how the knowledge will be stored, *e.g. Aboriginal Elders sharing ecological stories on Country with rangers and land managers, Collecting stories from Elders on Country to develop knowledge fact sheets*	Participant/s	Photos Registration list Sound recording Video recording	Document/s Item/s Number/s	Fact Sheet Online Database Report Sound recording Stories Video recording
Water quality improvement	• Any activity or resource that serves to specifically manage or improve water quality such as sediment removal • Describe the type of work undertaken, *e.g. Sediment removal along river*	Kilometer/s Kilogram/s	Aerial photos Invoices On-ground photos Report	Document/s	Planning and project document Works approval document
Weed control	• Name the weed you will be controlling and the method of control you will be using, *e.g. Hand weeding Watsonia*	Hectare/s Individual/s Species	Aerial photos On-ground photos Photopoint monitoring (before, after)	Map/s	Map of control area (showing previous and new extent) Report including photos