



Evidence Guide - Project Services

Purpose

This Evidence Guide provides advice as to the common types of documentation that may be submitted as evidence for the Quarterly Assurance Check – Project Services process.

Why is evidence required?

Records relating to the delivery of RLP Project Services are required, under the Services Agreement, to be held by Service Providers. Each quarter, selected Service Providers will be notified that evidence is required to be submitted to, and examined by the Department, to provide confidence that Project Services being invoiced for have been delivered. The Quarterly Assurance Check is a desk-top exercise that will be undertaken as part of standard reporting and payment processes. Providing the evidence submitted is satisfactory, there should be no impact on payment processing timeframes.

There are two categories of documentation that can be submitted. These are 'primary evidence' and 'supporting information'.

What is primary evidence?

Documentation which demonstrates that a service was completed as reported in MERIT and invoiced for, is considered to be 'primary evidence'. Documents such as invoices, photos and reports can constitute as primary evidence if they provide clear details of the project service delivered. Simply, this includes: what was undertaken, by whom, where and when. Primary evidence may be submitted with supporting information.

What is supporting information?

Documentation which demonstrates that a service was planned for, is considered to be 'supporting information'. Documents such as management agreements, plans and contracts compliment primary evidence by providing context and additional detail of the Project Service delivered.

How do I use this Evidence Guide?

Refer to Table 1 which provides examples of document types that may be submitted for each Project Service. For each Project Service being invoiced for, review the list of potential document types for primary evidence and supporting information, comparing against what records are available to your organisation.

Table 2 provides a description of each document type listed in Table 1, and provides examples related to RLP Project Services.

Emphasis should first be put on selecting appropriate primary evidence document/s, then selecting supporting information document/s (if required) for each Project Service.

How much evidence do I submit?

Evidence should tell a clear story about the services delivered. Each service is different - some services contain one component (e.g. obtaining relevant approvals), whilst others are considered 'rolled up' services with multiple components (e.g. erosion management). Selected documentation should address the components of each service as reported / invoiced to sufficiently demonstrate delivery. This can range from one piece of primary evidence to a suite of documentation comprising both primary evidence and supporting evidence.

There may be circumstances where none of the suggested document types in this Evidence Guide are appropriate or available. Should this be the case you should contact the Project Manager to discuss other options.

NOTE: It is acceptable for commercially sensitive information to be redacted from the copy of the document submitted, but if requested, the original may need to be shown to Departmental officers.

Table 1: Examples of document types that may constitute primary evidence and supporting information for each RLP Project Service.

Project Service	Primary Evidence	Supporting Information
Collecting, or synthesising baseline data	<ul style="list-style-type: none"> • Report / Summary • Field survey sheets • Data spreadsheet • Invoice / Receipt • Mapping (<i>survey sites</i>) 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document
Communication materials	<ul style="list-style-type: none"> • Copy of communication materials • Invoice / Receipt • Photos 	<ul style="list-style-type: none"> • Agreement / Contract • Correspondence • Staff / Task allocation document
Community / stakeholder engagement	<ul style="list-style-type: none"> • Participant register • Copy of communication materials (<i>promotion of event outcomes</i>) • Completed survey forms • Data spreadsheet • Report / Summary • Photos 	<ul style="list-style-type: none"> • Planning / Methodology document • Copy of communication materials (<i>advertising event</i>) • Staff / Task allocation document
Controlling access	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Approval / Permit
Controlling pest animals	<ul style="list-style-type: none"> • Data spreadsheet • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document
Debris removal	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Copy of communication materials • Staff / Task allocation document
Developing farm/project/site management plan	<ul style="list-style-type: none"> • Planning / Methodology document (<i>e.g. management plan</i>) • Participant register • Report / Summary 	<ul style="list-style-type: none"> • Correspondence • Agreement / Contract • Staff / Task allocation document
Erosion management	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Approval / Permit • Staff / Task allocation document
Establishing and maintaining agreements	<ul style="list-style-type: none"> • Agreement / Contract • Report / Summary • Meeting minutes • Invoice / Receipt • Participant register 	<ul style="list-style-type: none"> • Planning / Methodology document • Correspondence • Staff / Task allocation document

Establishing and maintaining feral-free enclosures	<ul style="list-style-type: none"> • Site / Activity assessment • Maintenance schedules • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Establishing and maintaining breeding program	<ul style="list-style-type: none"> • Data spreadsheet • Maintenance schedules • Site / Activity assessment • Report / Summary • Invoice / Receipt • Approval / Permit • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document
Establishing monitoring regimes	<ul style="list-style-type: none"> • Planning / Methodology document • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Agreement / Contract • Correspondence • Staff / Task allocation document
Farm management survey	<ul style="list-style-type: none"> • Participant register • Data spreadsheet • Completed survey forms • Report / Summary 	<ul style="list-style-type: none"> • Planning / Methodology document • Correspondence • Staff / Task allocation document
Fauna survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Implementing fire management actions	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Copy of communication materials (e.g. notice of burn) • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document (e.g. fire management plan) • Agreement / Contract • Staff / Task allocation document
Flora survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Habitat augmentation	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit

Identifying the location of potential sites	<ul style="list-style-type: none"> • Planning / Methodology document • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Meeting minutes • Correspondence • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Improving hydrological regimes	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Data spreadsheet • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Improving land management practices	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Participant register • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Correspondence • Agreement / Contract • Staff / Task allocation document • Copy of communication materials
Managing disease	<ul style="list-style-type: none"> • Site / Activity assessment • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit • Data spreadsheets • Copy of communication materials
Negotiating with the Community, Landholders, Farmers, Traditional Owner groups, Agriculture industry groups	<ul style="list-style-type: none"> • Meeting minutes (<i>record of negotiations</i>) • Participant register • Correspondence • Report / Summary • Invoice / Receipt (<i>e.g. venue hire</i>) 	<ul style="list-style-type: none"> • Planning / Methodology document • Copy of communication materials • Staff / Task allocation document
Obtaining relevant approvals	<ul style="list-style-type: none"> • Application • Approval / Permit 	<ul style="list-style-type: none"> • Correspondence • Staff / Task allocation document
Pest animal survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Plant survival survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Project planning and delivery of documents as required for the delivery of the Project Services and monitoring	<ul style="list-style-type: none"> • Planning / Methodology document (<i>e.g. final plan</i>) • Invoice / Receipt 	<ul style="list-style-type: none"> • Staff / Task allocation document • Correspondence • Agreement / Contract

Remediating riparian and aquatic area	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Removing weeds	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Data spreadsheet • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Revegetating habitat	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Data spreadsheet • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Site preparation	<ul style="list-style-type: none"> • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Skills and knowledge survey	<ul style="list-style-type: none"> • Participant register • Data spreadsheet • Completed survey forms • Report / Summary 	<ul style="list-style-type: none"> • Planning / Methodology document • Copy of communication materials • Staff / Task allocation document
Soil Testing	<ul style="list-style-type: none"> • Data spreadsheet • Report / Summary • Invoice / Receipt • Mapping (<i>sample sites</i>) 	<ul style="list-style-type: none"> • Planning / Methodology document • Correspondence • Agreement / Contract • Staff / Task allocation document • Photos
Undertaking emergency interventions to prevent extinctions	<ul style="list-style-type: none"> • Data spreadsheet • Site / Activity assessment • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Correspondence • Agreement / Contract • Staff / Task allocation document • Approval / Permit
Water quality survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document
Weed distribution survey	<ul style="list-style-type: none"> • Field survey sheets • Data spreadsheet • Report / Summary • Invoice / Receipt • Photos • Mapping 	<ul style="list-style-type: none"> • Planning / Methodology document • Agreement / Contract • Staff / Task allocation document

Table 2: Description and examples for each document type.

Document type	Description
Agreement / Contract	<p>A written, preferably binding agreement between the Service Provider and a third party that contains details pertaining to the planning and delivery of Project Services. In many circumstances, an agreement/ contract document will provide supporting information. For example:</p> <ul style="list-style-type: none"> • landholder management agreement • statement of works / work order (contract) • partnership agreement • Memorandum of Understanding
Application	<p>A request for approval for relevant permits / approvals required to undertake a project service. For example:</p> <ul style="list-style-type: none"> • formal application form to authorising agency for permit / approval (e.g. site access on public land/waters, handling threatened species) • formal correspondence (letter / email) to landholders and/or traditional owners for approval (e.g. site access on private land)
Approval / Permit	<p>A document detailing the approval of an application, including permits and other written approvals.</p>
Copy of communication materials	<p>A copy of materials produced / published and/or used for community and stakeholder engagement. For example:</p> <ul style="list-style-type: none"> • digital version of a brochure, pamphlet, flyer, booklet, public notice • screenshot of social media post • copy of media release, newsletter, newspaper articles • video, radio transcript
Correspondence	<p>Records of written communication related to the planning and delivery of Project Services. For example, emails and letters between the Service Provider and service delivery partners.</p>
Completed survey forms	<p>A copy of completed survey forms and/or questionnaires. This primary evidence would preferably be submitted with a summary document detailing number of people surveyed and general outcomes. For example:</p> <ul style="list-style-type: none"> • surveys completed by community members during community engagement events • skills and knowledge surveys of land managers
Data spreadsheet	<p>A document containing collated data relating to the delivery of a Project Service. A spreadsheet will generally be provided as primary evidence, and should contain sufficient detail to demonstrate what activity was undertaken, where, when, by who, outputs, etc. For example:</p> <ul style="list-style-type: none"> • on-ground survey / monitoring data (e.g. weed distribution survey) • activity / site data (e.g. pest animal control outputs) • survey / questionnaire data (e.g. collated answers from community survey)
Field survey sheets	<p>A copy of survey sheets completed in the field during surveys can be submitted as primary evidence to demonstrate the delivery of Project Services. For example, field sheets completed for a water quality survey.</p>

Invoice / Receipt	<p>A copy of invoices or receipts relating to the delivery of Project Services. For example:</p> <ul style="list-style-type: none"> • invoice / receipt for the delivery of a project service, or component of a project service by subcontractor or delivery partner (e.g. completion of aerial shooting activity for pest animal control) • invoice / receipt for materials or equipment from suppliers (e.g. supply of fencing or signage for controlling access). <p>Invoices and receipts will generally be provided as primary evidence, but preferably submitted in conjunction with supporting information such as a work order.</p>
Maintenance schedules	<p>A document containing planned and completed maintenance activities relating to the delivery of Project Services. For example:</p> <ul style="list-style-type: none"> • Scheduled fence perimeter checks and repairs for the maintenance of feral-proof enclosures.
Mapping	<p>Mapping related to the delivery of Project Services should be provided where available and appropriate to accurately present the location and extent of activities and associated outputs. Mapping submitted as primary evidence or supporting information should be project documentation - maps generated in MERIT will not be accepted. For example:</p> <ul style="list-style-type: none"> • Map of service delivered (e.g. survey / monitoring sites, emergency intervention sites, private property under management agreements) • Map of outputs (e.g. results of surveys, fencing) • Other maps such as fire scar mapping
Meeting minutes	<p>A record of meeting minutes relevant to the delivery of Project Services, preferably detailing date, venue, attendees and discussion points. For example, minutes from a stakeholder negotiation meeting.</p>
Photos	<p>As far as practicable, photos should include date and GPS location. Wherever possible and appropriate, before and after photos should be standard and particularly from formal photo point sites.</p> <p>For example:</p> <ul style="list-style-type: none"> • “Before and after” photos taken from appropriate photo point sites (preferably GPS and date referenced) would be suitable primary evidence for services that result in on-ground visual change, such as erosion management, habitat augmentation, debris removal, controlling access and removing weeds. • Single point of interest photos (preferably GPS and date referenced) would be suitable for services where photo point sites are not suitable, such as community / stakeholder engagement, controlling pest animals and surveys. Single point of interest photos are likely to compliment other types of primary evidence.
Planning / Methodology document	<p>A document outlining the plan and / or methodology for an activity that the project service or services are addressing.</p> <p>For example:</p> <ul style="list-style-type: none"> • Farm / fire / disease management plan • Plan for pest control, breeding program, revegetation, etc • Survey methodology

Participant register	A record of participants or interested parties, for example, during engagement events, negotiations and expression of interest processes, related to the delivery of Project Services. A participant register preferably details event type, date, location, and names of attendees.
Report /Summary	<p>A document that details the activities undertaken related to the delivery of Project Services. A report or summary may include: activity aim or purpose, methodology (date, location, who undertook works, etc), outputs, results, discussion and recommendations. Details of specific project services may be embedded in more extensive reports. A report or summary can be generated by the Service Provider, sub-contractors, consultant, landholders and other service delivery partners.</p> <p>For example:</p> <ul style="list-style-type: none"> • Self-reporting of works undertaken by sub-contractor or landholder (e.g. detailing weed or pest control activity) • Survey or monitoring report (e.g. findings of plant survival surveys) • Activity summary (e.g. outcomes of community engagement event) • Scientific report (e.g. published journal article) or consultant report (e.g. review and recommendations for pest animal control) • Full project report
Site / Activity assessment	A document outlining the observations / findings of a site inspection, including an assessment of works related to the delivery of Project Services. The assessment may be undertaken by the Service Provider, or on behalf of, by a sub-contractor or other delivery partner. A site / activity assessment should detail date, site location/s, works being assessed, and findings. This document may require to be submitted in conjunction with other primary evidence such as photos, invoices and mapping.
Staff / task allocation document	<p>Where significant elements of a project service are undertaken in-house, a document that supports the scale of investment in the service may be provided.</p> <p>For example:</p> <ul style="list-style-type: none"> • staff rosters for particular tasks (e.g. community engagement events) • reports from Service Provider's internal project management system