

GUIDANCE FOR DATA ENTRY

- > ~ represents the reporting fields that may be optional depending on the item picked in the previous field (usually used for “(if other)”.
- > Where “(If Other)” references are made; the free text option allows you to add multiple items as listed in the previous Type field (please use a similar style to this Type field’s dropdowns or add new descriptions).
- > Underlined reporting fields represent the field requirement under the “Comment” column.
- > Mapping FENCES – Must be drawn with a line and a polygon (to calculate both length and area). The line and polygon may be separate areas or the same (see RLP MERIT user guide; ‘12. Map an area’ – available soon).
- > Mapping requirements are based on the Department’s [“On-ground investment location data capture, management and sharing standards V1.0”](#).

WHS Requirements <i>Tell us whether your WHS requirements are being maintained and continue to comply with Section 44 of the Services Agreement.</i>	<ul style="list-style-type: none"> Has the Service Provider provided a safe work environment consistent with WHS Laws and in accordance with Clause 44 of the Services Agreement within this reporting period? 	<ul style="list-style-type: none"> Dropdown 	It is a requirement for WHS procedures to be maintained and updated when necessary.
	<ul style="list-style-type: none"> Please enter the reason(s) the WHS requirements were not met. 	<ul style="list-style-type: none"> Free Text (300 characters) 	
Project change management	<ul style="list-style-type: none"> Do you have a variation request currently in progress with the Dept*? 	<ul style="list-style-type: none"> Dropdown 	
	<ul style="list-style-type: none"> If yes, please provide details of the change required.* 	<ul style="list-style-type: none"> Free text (300 characters) 	
	<ul style="list-style-type: none"> Are further changes to the project MERI Plan or Project Work Order required?* 	<ul style="list-style-type: none"> Dropdown 	
	<ul style="list-style-type: none"> If yes, please provide a succinct summary of the change required and reasons below.* 	<ul style="list-style-type: none"> Free text (300 characters) 	

Project Service	Output measure (payment measures)	Mapping requirements	Reporting fields (* refers to mandatory fields in MERIT)	Field Options	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Collecting, or synthesising baseline data <i>Tell us how many types of data sets you collected and/or synthesised.</i>	<ul style="list-style-type: none"> Number of baseline data sets collected and/or synthesised 	N/A	<ul style="list-style-type: none"> Number of baseline data sets collected and/or synthesised* Comments* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number Field Free text - 500 characters Free text Attach Document button. 	<ul style="list-style-type: none"> <u>Comments*</u> - List the types of data sets used for this RLP project. Can Attach multiple documents by adding a row. 	Primary Evidence: <ul style="list-style-type: none"> Report / Summary Field survey sheets Data spreadsheet Invoice / Receipt Mapping (survey sites) Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document
Communication materials <i>Tell us how many unique publications you have produced.</i>	<ul style="list-style-type: none"> Number of communication materials published 	N/A	<ul style="list-style-type: none"> Type of communication material published* Type of communication material published (if Other)*~ Number of communication materials published* Purpose of communication material* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Free text - 100 characters Number Field Free text - 300 characters Free text Attach Document button 	<ul style="list-style-type: none"> Can add row for each type of communication material published. Can upload bulk data for this service using an excel table. <u>Purpose of communication material*</u> (e.g. public awareness, warnings, advertisements) Can Attach multiple documents by adding a row 	Primary Evidence: <ul style="list-style-type: none"> Copy of communication materials Invoice / Receipt Photos Supporting Information: <ul style="list-style-type: none"> Agreement / Contract Correspondence Staff / Task allocation document
Community / stakeholder engagement <i>Tell us about the events you provided and which stakeholder groups participated.</i>	<ul style="list-style-type: none"> Number of field days Number of training / workshop events Number of conferences / seminars Number of one-on-one technical advice interactions Number of on-ground trials / demonstrations 	N/A	<ul style="list-style-type: none"> Type of Community / Stakeholder engagement Activity* Number of Community / Stakeholder engagement type events* Purpose of engagement* Number of communities or groups engaged* Total number of attendees/participants* Number of Indigenous attendees/participants 	<ul style="list-style-type: none"> Dropdown Number field free text - 300 characters Number Field Number Field Number Field 	<ul style="list-style-type: none"> Can add row for each Type of Community /Stakeholder engagement. Can upload bulk data for this service using an excel table. Can add an image/photo. Purpose of engagement* (e.g. public awareness, new program) Can Attach multiple documents by adding a row 	Primary Evidence: <ul style="list-style-type: none"> Participant register Copy of communication materials (promotion of event outcomes) Completed survey forms Data spreadsheet Report / Summary Photos Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Copy of communication materials (advertising event) Staff / Task allocation document

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	<ul style="list-style-type: none"> Number of on-ground works 		<ul style="list-style-type: none"> Number of farmers attending/participating Industry type engaged* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number Field Dropdown Free text Attach Document button 		
Controlling access <i>Tell us about the structures you have installed to control access and any off-site areas showing evidence of being protected by this action.</i>	<ul style="list-style-type: none"> Number of structures installed Length (km) installed Area (ha) where access has been controlled 	> 1:1,000 > Map the infrastructures.	<ul style="list-style-type: none"> Number of structures installed* Site/s where access has been controlled* Please attach mapping details*~ Actual length (km)/area (ha) where access has been controlled* Reason for actual area being different to mapped amount*~ Area (ha)/Length (km) invoiced* Reason for invoiced amount being different to actual amount*~ Site/s protected by access control structures Type of access control installed* Type of access control installed (if other)*~ Control objective* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number field Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Mapping link with auto-calculated figures Dropdown Free text - 100 characters Free text - 300 characters Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for each type of access control installed. (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Control objective*</u> should outline the reason for this work and list any species being protected. Can list multiples by "scientific name (common name). Multiple species should be separated by semicolons ",". Can attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations
Controlling pest animals <i>Tell us about the actions you have undertaken to control pest animals across the mapped area, and your objective.</i>	<ul style="list-style-type: none"> Area (ha) treated for pest animals – initial Area (ha) treated for pest animals - follow-up 	> 1:10,000, or greater, as appropriate > Map paddocks or landscapes which are subject to management practice change. For larger areas make separate polygons for areas with different methods or intensities of management	<ul style="list-style-type: none"> Initial or follow-up control?* Sites where pest control was undertaken* Please attach mapping details*~ Actual Area (ha) created for pest animals* Reason for actual area being different to mapped amount*~ Actual length (km) created for pest animals* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) treated for pest animals* Reason for invoiced amount being different to actual amount*~ Invoiced length (km) treated for pest animals* Reason for invoiced amount being different to actual amount* Target pest species* Type of control* Type of control (if Other)*~ Treatment objective* Individuals or colonies?* Number of individuals or colonies removed/destroyed* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown /Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown /Comment~- 300 characters Type to search species Dropdown Free text - 100 characters Free text - 300 characters Dropdown Number field Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add section for initial or follow-up (Multiple sites may be included). Can add row for each target pest species (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Treatment objective*</u> should outline the reason for this work. Can Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points Hard copy maps with notations Project plans document outlining what, where, how and why Schedules drafted on whiteboard/notice boards

Project Service	Output measure (payment measures)	Mapping requirements	Reporting fields (*) refers to mandatory fields in MERIT	Field Options	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Developing farm/project/site management plan <i>Tell us about the management plans being developed or revised, across the mapped area.</i>	<ul style="list-style-type: none"> Number of farm/project/site plans developed Area (ha) covered by plan 	> 1:10,000, or greater, as appropriate > Map paddocks or landscapes which are subject to management plans.	<ul style="list-style-type: none"> Are these plans new or revised* Type of plan* Type of plan (if Other)*~ Number of plans developed* Site/s covered by plan/s*~ Please attach mapping details*~ Actual Area (ha) covered by plan/s* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) covered by the plan* Reason for invoiced amount being different to mapped amount*~ Species and/or Threatened ecological communities covered in plan* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Dropdown Free text - 300 characters Number Field Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Free text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for New / Revised plans. (Multiple sites may be included). Can upload bulk data for this service using an excel table. <u>Species and/or Threatened ecological communities covered in plan*</u> allows species by "scientific name (common name). Multiple species should be separated by semicolons ";". Can attach document. 	Primary Evidence: <ul style="list-style-type: none"> Planning/Methodology document e.g. Management plan Participant register Report/Summary Supporting Information: <ul style="list-style-type: none"> Correspondence Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations document outlining observations from photo monitoring online maps of project sites records of GPS points Project plans document outlining what, where, how and why Schedules drafted on whiteboard/notice boards
Debris removal <i>Tell us about the actions you have undertaken to remove debris from land and/or water systems in the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) of debris removal 	> 1:1,000 > Map the area where debris removal has been carried out.	<ul style="list-style-type: none"> Initial or follow-up activity?* Site/s where debris removal was implemented*~ Please attach mapping details*~ Actual Area (ha)/length (km) of debris removed Reason for invoiced amount being different to mapped amount*~ Invoiced Area (ha) of debris removed Reason for invoiced amount being different to actual amount*~ Type of debris removed* Weight (tonnes) of debris removed Volume (m3) of debris removed Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Dropdown/Comment~- 300 characters Number Field Number Field Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. Can attach document 	Primary Evidence: <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Copy of communication materials Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations online maps of project sites records of GPS points Hard copy maps with notations Project plans document outlining what, where, how and why Schedules drafted on whiteboard/notice boards
Erosion management <i>Tell us about the area affected by erosion, methods used to control or avoid erosion across the mapped area, and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) of erosion control Length (km) of stream/coastline treated for erosion 	> As appropriate > 1:1,000, Map active gully and streambank being stabilised. > 1:10,000, Map paddocks or other areas where action is being taken.	<ul style="list-style-type: none"> Initial or follow-up activity? Site/s where erosion is evident*~ Site/s of erosion control*~ Please attach mapping details*~ Actual Area (ha)/length (km) of erosion control* Reason for actual area being different to mapped amount*~Site/s of erosion control* Invoiced Area (ha)/length (km) of erosion control* Reason for invoiced amount being different to actual amount*~ Number of erosion control structures installed* 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number field 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. Can attach Document 	Primary Evidence: <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Approval/Permit Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites

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			<ul style="list-style-type: none"> Type of treatment method* 	<ul style="list-style-type: none"> Dropdown/Free Text 		<ul style="list-style-type: none"> records of GPS points Hard copy maps with notations Project plans document outlining what, where, how and why Schedules drafted on whiteboard/notice boards
			<ul style="list-style-type: none"> Please map any off-site area/s if they benefitted from this erosion management activity Please describe evidence of off-site benefits 	<ul style="list-style-type: none"> Mapping link with auto-calculated figures Free text - 300 characters 		
			<ul style="list-style-type: none"> Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Free text Attach Document button~ 		
Establishing and maintaining feral-free enclosures <i>Tell us about the actions you have undertaken to protect native species or control feral species across the mapped area.</i>	<ul style="list-style-type: none"> Number of feral free enclosures Area (ha) of feral-free enclosures Number of days maintaining feral-free enclosures 	<p>> 1:10,000, or greater, as appropriate</p> <p>> Map paddocks or landscapes which are subject to agreements.</p>	<ul style="list-style-type: none"> Newly established or maintained feral free enclosure?* Number of feral free enclosures* Number of days maintaining feral-free enclosures* Site/s of feral free enclosures*~ Please attach mapping details*~ Actual Area (ha) of feral-free enclosures* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) of feral-free enclosures* Reason for invoiced amount being different to actual amount*~ Targeted species being protected* Targeted feral species being controlled* Individuals or Populations?* Number of populations (or individuals) protected within feral free enclosures* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Number field (0.5 = half day) Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Type to search species Free text - 300 characters Dropdown Number field Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add section for Newly established or maintained feral free area. (Multiple sites may be included). Can add row for each targeted species (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Add a new feral free area. Can add an image/photo. Can add Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Site/Activity Assessment completed Maintenance schedules Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Establishing and maintaining breeding program <i>Tell us about the breeding programs undertaken across the mapped area.</i>	<ul style="list-style-type: none"> Number of breeding sites and/or populations Number of days maintaining breeding programs 	<p>> 1:1,000, or greater as appropriate</p> <p>> Map any breeding facility, or patches where several nest boxes have been installed. Exclude internal streams, roads, built infrastructure etc. where your action won't be applied.</p>	<ul style="list-style-type: none"> Ex-situ / In-situ?* Is this a newly established or maintained breeding program?* Number of breeding sites created* Number of days maintaining breeding programs* Sites of breeding program* Area (ha) of feral-free enclosures established or maintained Targeted threatened species* Technique of breeding program* Technique of breeding program (if Other)*~* Individuals or Groups* Number of groups / individuals in breeding program* Number of individuals released or established in the wild* Available Evidence 	<ul style="list-style-type: none"> Dropdown Dropdown Number field Number field (0.5 = half day) Mapping link auto-calculated figures Type to search Dropdown Free text - 300 Dropdown Number field Number field Free Text 	<ul style="list-style-type: none"> Can add section for either: <ul style="list-style-type: none"> - Ex-situ / In-situ, or - Newly established / Maintained breeding area (Multiple sites may be included). Can add row for each targeted species (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. Can attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Maintenance schedules Site/Activity Assessment Report Summary Invoice/Receipt Approval/Permit Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites

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			<ul style="list-style-type: none"> Evidence of Service Delivery 	<ul style="list-style-type: none"> Attach Document button~ 		<ul style="list-style-type: none"> records of GPS points
Establishing and maintaining agreements <i>Tell us about the agreements being established and maintained, across the mapped area.</i>	<ul style="list-style-type: none"> Number of agreements Area (ha) covered by agreements Number of days maintaining agreements 	> 1:10,000, or greater, as appropriate > Map paddocks or landscapes which are subject to agreements.	<ul style="list-style-type: none"> Agreement type* Type of agreement/s (if Other)* Established or maintained* Number of agreements* Number of days maintaining agreements (if applicable) Site/s where agreements were established* Please attach mapping details*~ Actual Area (ha) of site/s agreements* Reason for actual area being different to aligned amount*~ Invoiced Area (ha) of site/s agreements Reason for invoiced amount being different to actual amount*~ Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Comment Free Text – 300 characters Dropdown Number field Number field (0.5 = half day) Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s) Dropdown/Comment Free Text – 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~ - 300 characters Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add a row for either: <ul style="list-style-type: none"> - Type of agreement/s*, or - Established or maintained* (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can Attach Document 	Primary Evidence: <ul style="list-style-type: none"> Agreement/Contract Report Summary Meeting Minutes Invoice/Receipt Participant register Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Establishing monitoring regimes <i>Tell us about the monitoring regimes being established and maintained.</i>	<ul style="list-style-type: none"> Number of monitoring regimes established Number of days maintaining monitoring regimes 	N/A	<ul style="list-style-type: none"> Type of monitoring regime* Established or maintained?* Number of monitoring regimes* Number of days maintaining monitoring regimes* Monitoring regimes objective Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Dropdown Number field Number field (0.5 = half day) Free text - 500 characters Free Text Attach Document button~ 	<ul style="list-style-type: none"> Can add row for <ul style="list-style-type: none"> - Type of monitoring regime, OR - Established or maintained. Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Monitoring regimes objective*</u> should describe what information these monitoring regimes will capture and how will this information be used. Can attach Document Add a row 	Primary Evidence: <ul style="list-style-type: none"> Planning/Methodology document e.g. management plan Completed Data spreadsheet Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Agreement/Contract Correspondence Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations
Farm management survey <i>Tell us about farm management surveys being conducted as part of the project.</i>	<ul style="list-style-type: none"> Number of farm management surveys conducted 	N/A	<ul style="list-style-type: none"> Baseline survey or indicator (follow up) survey?* Number of farm management surveys conducted* Number of days spent on these farm management surveys* Survey purpose Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Number field (0.5 = half day) Free text - 500 Free text Attach Document button~ 	<ul style="list-style-type: none"> Can add row for baseline or indicator (can list multiple surveys). Can upload bulk data for this service using an excel table. <u>Survey purpose*</u> should outline what management functions the survey will aim to capture and how this information will be used. If applicable list species by “scientific name (common name). Multiple species should be separated by semicolons “;”. Attach Document 	Primary Evidence: <ul style="list-style-type: none"> Participant register Completed Data spreadsheet Completed survey forms Report Summary Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Correspondence Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations Project plans document outlining what, where, how and why Schedules drafted on whiteboard/notice boards
Fauna survey <i>Tell us about the fauna surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area surveyed (ha) (fauna) Number of fauna surveys conducted 	> 1:1,000 > Map individual survey plot locations	<ul style="list-style-type: none"> Baseline survey or indicator (follow up) survey?* Number of fauna surveys conducted* Date Range* 	<ul style="list-style-type: none"> Dropdown Number field Free text - 300 characters 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) 	Primary Evidence: <ul style="list-style-type: none"> Field survey sheets Completed Data spreadsheet Report Summary

Project Service	Output measure (payment measures)	Mapping requirements	Reporting fields (*) refers to mandatory fields in MERIT	Field Options	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
			<ul style="list-style-type: none"> Site/s covered by fauna surveys* Please attach mapping details*~ Actual Area (ha) covered by fauna surveys* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) covered by fauna surveys* Reason for invoiced amount being different to actual amount*~ Target Species recorded* Survey technique* Individuals or Groups* Number of groups / individuals in Fauna Survey* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Type to search species Free text - 500 characters Dropdown Number field Free text Attach Document button~ 	<ul style="list-style-type: none"> Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add section for baseline or indicator survey (Multiple sites may be included). Can add row for each target species in section above (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique*</u> refers to the survey design, data you will capture and how it will be used. Attach Document 	<ul style="list-style-type: none"> Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Implementing Fire management actions <i>Tell us about the fire management actions you have undertaken across the mapped area and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) treated by fire management action 	<ul style="list-style-type: none"> > 1:10,000, or greater as appropriate > Map paddocks or landscapes where fire management action is being applied. 	<ul style="list-style-type: none"> Initial or follow-up control?* Area (ha) treated by fire management actions* Please attach mapping details*~ Actual Area (ha)/length (km) treated by management action Reason for actual area being different to mapped amount*~ Invoiced Area (ha) treated by management action* Reason for invoiced amount being different to actual amount*~ Type of fire management action* Type of fire management action (if Other)*~ Please map any off-site area/s if they benefitted from this fire management action If off-site area was mapped please provide a description on the evidence available to reflect this benefit. Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Dropdown Free text - 100 characters Mapping link with auto-calculated figures Free text - 300 characters Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. Attach Document Add a row Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Copy of communication materials (e.g. notice of burn) Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document (e.g. fire management plan) Agreement/Contract Staff/Task allocation document Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring Mapping online maps of project sites records of GPS points Hard copy maps with notations

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	• Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Flora survey <i>Tell us about the flora surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area surveyed (ha) Number of surveys conducted 	<p>> 1:1,000 > Map individual survey plot locations</p>	<ul style="list-style-type: none"> Baseline survey or indicator (follow up) survey?* Number of flora surveys conducted* Date range* Site/s covered by flora surveys* Please attach mapping details*~ Actual Area (ha) covered by flora surveys* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) covered by flora surveys* Reason for invoiced amount being different to actual amount*~ Target species recorded* Threatened ecological communities (if applicable) Survey technique* Individuals or Groups* Number of groups / individuals in Flora Survey* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free text - 300 characters) Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Type to search species Free text - 300 characters Free text - 300 characters Dropdown Number field Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add section for Baseline or indicator (Multiple sites may be included). Can add row for each target species in each section. Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique*</u> refers to the survey design, data you will capture and how it will be used. Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Field survey sheets Completed Data spreadsheet Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Habitat augmentation <i>Tell us about the habitat augmentation actions you have undertaken across the mapped area and areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) of augmentation Number of structures or installations 	<p>> 1:10,000, or greater as appropriate > Map paddocks or landscapes where habitat augmentation action is being applied.</p> <p>Or</p> <p>> 1:1,000 > Map patches where several next boxes have been installed. Exclude internal streams, roads, built infrastructure etc. where your action won't be applied.</p>	<ul style="list-style-type: none"> Initial or follow-up control?* Site/s of habitat augmentation* Initial or follow-up control?* Please attach mapping details*~ Actual Area (ha) /length (km) of habitat augmentation* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) habitat augmentation* Reason for invoiced amount being different to actual amount*~ Number of structures installed* Type of habitat augmentation / installed* Purpose of habitat augmentation* Please map any off-site area/s if they benefitted from this habitat augmentation If off-site area was mapped please provide a description on the evidence available to reflect this benefit. Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number field Dropdown Free text - 100 characters Free text - 300 characters Mapping link with auto-calculated figures Free text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add section for initial or follow-up (Multiple sites may be included). Can add row for each target species in each section (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. <u>Purpose of habitat augmentation*</u> should outline the reason for this work. Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Identifying the location of potential sites <i>Tell us about the potential sites you have identified to deliver your RLP Services and briefly describe the works you will undertake.</i>	<ul style="list-style-type: none"> Number of potential sites identified 	N/A	<ul style="list-style-type: none"> Number of potential sites identified* What have these sites been identified for?* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number Field Free text - 500 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Can add an image/photo. What have these sites been identified for?* - Provide a brief description of the works you will undertake. (E.g. Potential site for pest control services. Species X; Y; Z needs protection against pigs and feral cats. Aim to use bait). Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Planning/Methodology document (e.g. management plan) Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Meeting Correspondence Correspondence Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Improving hydrological regimes <i>Tell us about the treatments implemented to improve water management across the mapped area and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Number of treatments implemented to improve water management 	As appropriate: > 1:1,000, locations of infrastructure, or > 1:100,000, catchments where water actions have been extensively applied (e.g. reduced grazing pressure).	<ul style="list-style-type: none"> Installed or Maintained* Number of treatments implemented to improve water management* Site/s where hydrological regimes are being improved*~ Please attach mapping details*~ Actual Area (ha) /length (km) covering the hydrological regime change Reason for actual area being different to mapped amount*~ Invoiced Area (ha) /length (km) covering the hydrological regime change Reason for invoiced area being different to mapped amount*~ Type of treatment implemented to improve water management* Type of treatment implemented (if Other)~* Hydrological treatment objective* Site/s of catchment being managed as a result of this management action Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s). Dropdown/Comment~ - 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~ - 300 characters Dropdown Free text - 300 characters Free text - 300 characters Mapping link with auto-calculated figures. Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for installed / maintained (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Hydrological treatment objective*</u> should outline the reason for this work and list any species or TEC being protected. Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document (e.g. management plan) Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points

Project Service	Output measure • (payment measures)	Mapping requirements •	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Improving land management practices <i>Tell us about the actions you have undertaken to improve land management practices across the mapped area and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) covered by practice change 	<ul style="list-style-type: none"> As appropriate > 1:1,000, Map fencing less than 200m, active gully and streambank being stabilised. > 1:10,000, fencing greater than 200m & less than 1 km, Map paddocks, surface run off or other areas where action is being taken. > 1:100,000, fencing (widths > 10m), map paddocks or other areas where action is being taken. 	<ul style="list-style-type: none"> Initial or follow-up control?* Site/s covered by practice change* Please attach mapping details*~ Actual Area (ha)/length (km) covered by practice change* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) covered by practice change* Reason for invoiced amount being different to actual amount*~ Type of action Industry type Purpose of improving land management practice* Please map any off-site area/s if they benefitted from this practice change If off-site area was mapped please provide a description on the evidence available to reflect this benefit. Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s) Dropdown/Comment~- 300 characters correct calculated figure/s. Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Drop down/Comment~- 100 characters Dropdown Free text - 300 characters Mapping link with auto-calculated figures. Free text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up control (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. Purpose of improving land management practice* Outline the reason for this work. Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Correspondence Agreement/Contract Staff/Task allocation document Copy of communication materials Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Managing disease <i>Tell us about the disease/s being managed and the actions you have undertaken across the mapped area and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) treated for disease 	<ul style="list-style-type: none"> > 1:10,000 or greater as appropriate > Map the landscape(s) benefitting from disease management 	<ul style="list-style-type: none"> Initial or follow-up treatment?* Site where disease managed*Initial or follow-up treatment?* Please attach mapping details*~ Actual Area (ha) created for disease* Reason for actual area being different to mapped amount*~ Invoiced Area (ha) treated for disease* Reason for invoiced amount being different to actual amount*~ Disease treated* Type of management method/treatment* If other, write type of management method Management method/ treatment objective* Please map any off-site area/s if they have also benefitted from this disease management* If off-site area was mapped please provide a description on the evidence available to reflect this benefit. Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters. Free text - 100 characters Dropdown Free text - 100 characters Free text - 300 characters Mapping link with auto-calculated figures. Free text - 300 characters Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up treatment (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Disease treated*</u> list the disease/s affecting the area. Can list multiples. Management method / treatment objective* Describe the method/s being used to treat the area, and the objective of the treatment. Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Copy of communication materials Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Negotiating with the Community, Landholders, Farmers, Traditional Owner groups, Agriculture industry groups etc. <i>Tell us about the negotiations you have undertaken as part of delivering your RLP project.</i>	• Number of groups negotiated with	N/A	<ul style="list-style-type: none"> Which sector does the group belong to? Groups negotiated with* Objective of negotiations* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free text - 300 characters Free Text Attach Document button 	<ul style="list-style-type: none"> Can add row for each Type of Negotiations. Can upload bulk data for this service using an excel table. Objective of negotiations* A brief description of how the negotiations will contribute to protecting the area". Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Meeting minutes (record of negotiations) Participant register Correspondence Report Summary Invoice/Receipt <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Copy of communication materials Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations
Obtaining relevant approvals <i>Tell us about the relevant approvals you have obtained as part of delivering your RLP project.</i>	• Number of relevant approvals obtained	N/A	<ul style="list-style-type: none"> Number of relevant approvals obtained* What were these approvals obtained for?* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number field Free text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> <u>What were these approvals obtained for?*</u> Please list why these approvals were required for this program". (E.g. Private land, heritage site, etc....) Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Application Approval/Permit <p>Supporting Information:</p> <ul style="list-style-type: none"> Correspondence Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations
Pest animal survey <i>Tell us about the pest animal surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) surveyed for pest animals Number of pest animals surveys conducted 	> 1:1,000 > Map individual survey plot locations	<ul style="list-style-type: none"> Baseline survey or indicator (follow-up) survey?* Number of surveys conducted* Date range* Site/s surveyed for pest animals**~ Please attach mapping details**~ Actual Area (ha) surveyed for pest animals* Reason for actual area being different to mapped amount (if Actual area differ by more than 10% to mapped area) Invoiced Area (ha) surveyed for pest animals* Reason for invoiced amount being different to actual amount**~ Target species recorded* Survey technique* Survey technique (if Other)~* Individuals / Groups* Number of Individual / group* Available Evidence* Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free text - 100 characters Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Type to search species Dropdown Free text - 300 characters Dropdown Number field Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for baseline or indicator survey (Multiple sites may be included). Can add row for each target species (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. Attach Document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Field survey sheets Completed Data spreadsheet Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations photos to have dates /GPS data photos are clearly taken at same angle, direction height
Plant survival survey <i>Tell us about the plant survival surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) surveyed for plant survival Number of plant survival surveys conducted 	> 1:1,000 > Map individual survey plot locations	<ul style="list-style-type: none"> Baseline survey or indicator (follow-up) survey?* Number of plant survival surveys conducted* Date range* Site/s surveyed for plant survival* Please attach mapping details**~ Actual Area (ha) surveyed for plant survival Reason for actual area being different to mapped amount 	<ul style="list-style-type: none"> Dropdown Number field Free text - 100 characters Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters 	<ul style="list-style-type: none"> Please attach mapping details**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for baseline or indicator survey (Multiple sites may be included). 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Field survey sheets Completed Data spreadsheet Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document

			<ul style="list-style-type: none"> Invoiced Area (ha) treated for pest animals* Reason for invoiced amount being different to actual amount*~ 	<ul style="list-style-type: none"> Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters 	<ul style="list-style-type: none"> Can add row for each species recorded (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique*</u> refers to the survey design, data you will capture and how it will be used. Attach document 	<ul style="list-style-type: none"> Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height online maps of project sites records of GPS points
Project planning and delivery of documents as required for the delivery of the Project Services and monitoring <i>Tell us about the planning documents you have developed to support the delivery of the Project Services and monitoring.</i>	<ul style="list-style-type: none"> Number of planning and delivery documents for delivery of the project services and monitoring Number of days project planning / preparation 	N/A	<ul style="list-style-type: none"> Number of planning and delivery documents for delivery of the project services and monitoring* Number of days administering project plans / delivery documents* Purpose of these documents* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Number field Number field (0.5 = half day) Free text - 300 characters Free text Attach Document button 	<ul style="list-style-type: none"> Can add row for any different purpose of these documents. Can upload bulk data for this service using an excel table. <u>Purpose of these documents*</u> should identify why these plans and/or documents were required. Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Planning/Methodology document (e.g. final plan) Invoice/Receipt <p>Supporting Information:</p> <ul style="list-style-type: none"> Agreement/Contract Staff/Task allocation document Correspondence Document detailing purpose, type, methods, results, outcome, recommendations Project plans
Remediating riparian and aquatic area <i>Tell us about the remediation actions you have undertaken across the mapped area and any areas that have benefitted from this work.</i>	<ul style="list-style-type: none"> Area (ha) remediated Length (km) remediated 	<p>As appropriate: > 1:1,000, Map active gully and streambank being stabilised. > 1:10,000, Map areas where action is being taken.</p>	<ul style="list-style-type: none"> Initial or Follow up control* Site/s covered by remediation* Please attach mapping details*~ Actual Area (ha)/length (km) being remediated* Reason for actual area being different to mapped amount Invoiced area (ha)/length (km) being remediated* * Reason for actual area being different to actual amount* Number of structures installed* Type of remediation* Type of remediation (if Other) Please identify any area/s that have shown evidence of off-site benefits. Please provide a description on the evidence available to reflect this benefit Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field Dropdown Free Text - 100 characters Mapping link with auto-calculated figures Free Text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for initial or follow-up (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Removing weeds <i>Tell us about the weed removal activities you have undertaken across the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) treated for weeds – initial Area (ha) treated for weeds - follow-up Length (km) treated for weeds – initial 	<ul style="list-style-type: none"> > 1:10,000 or greater, as appropriate 1:10K for small treated areas up to 200 ha > 1:100K for larger treatment areas 	<ul style="list-style-type: none"> Initial or follow-up treatment? Site/s where weed treatment was undertaken * Please attach mapping details*~ 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos

	<ul style="list-style-type: none"> Length (km) treated for weeds – follow-up 		<ul style="list-style-type: none"> Actual Area (ha)/length (km) treated for weed removal* Reason for actual area being different to mapped amount 	<ul style="list-style-type: none"> Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters 	<ul style="list-style-type: none"> Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for initial or follow-up (Multiple sites may be included). Can add row for each target weed species (relevant to the sites provided in this section’s map) Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Treatment objective*</u> should outline how the work will contribute to protecting the area. Attach document 	<ul style="list-style-type: none"> Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations photos are clearly taken at same angle, direction height online maps of project sites records of GPS points
<p>Revegetating habitat <i>Tell us about the revegetation activities you have undertaken.</i></p>	<ul style="list-style-type: none"> Area (ha) of habitat revegetated Area (ha) of revegetated habitat maintained Number of days collecting seed Number of days propagating plants 	<ul style="list-style-type: none"> As appropriate > 1:10,000 for smaller areas (up to 200 ha) e.g. tube stock planting > 1:100,000 for larger areas e.g. direct seeding. 	<ul style="list-style-type: none"> Initial or maintenance activity?* Site/s being revegetated~* Please attach mapping details** 	<ul style="list-style-type: none"> Dropdown Mapping link with auto-calculated figures. Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount**~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for initial or maintenance activity. (Multiple sites may be included). Site mapping is only mandatory where the invoice is for an ‘area’ output measure. Can add row for each species (relevant to the sites provided in this section’s map) Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Type of Revegetation activity*</u> should outline the work that will contribute to revegetating the area". <u>Threatened Ecological Community</u> allows entry of multiple TECs. Please use EPBC Listing title. Attach document 	<p>Primary Evidence:</p> <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping <p>Supporting Information:</p> <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring Mapping online maps of project sites records of GPS points
<ul style="list-style-type: none"> Actual area (ha)/length (km) of habitat revegetated~* Reason for actual being different to mapped amount* 	<ul style="list-style-type: none"> Number Field (to correct calculated figure/s) Dropdown/Comment~- 300 characters 	<ul style="list-style-type: none"> Can add Section for initial or maintenance activity. (Multiple sites may be included). 	<ul style="list-style-type: none"> Invoiced area (ha) of habitat revegetated * Reason for invoiced amount being different to actual amount**~ Please map any off-site area/s if they benefitted from this revegetation activity Area (ha) benefitting from revegetation activity If off-site area was mapped please provide a description on the evidence available to reflect this benefit. 	<ul style="list-style-type: none"> Number Field (to correct calculated figure/s) Dropdown/Comment~- 300 characters Mapping link with auto-calculated figures. Number Field (to correct calculated figure/s) Free text – 300 characters 	<ul style="list-style-type: none"> Can add row for each species (relevant to the sites provided in this section’s map) Can upload bulk data for this service using an excel table. Can add an image/photo. 	<ul style="list-style-type: none"> Photo monitoring map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring
<ul style="list-style-type: none"> Species* Number of days collecting seed Number of days propagating plants Planting method: Direct seeding / tube-stock planting Type of revegetation activity* Threatened ecological community (if applicable) Individuals / kilograms* Number planted* Objective of revegetation activity * Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Type to search species Number field (0.5 = half day) Number field (0.5 = half day) Dropdown Free Text - 100 characters Free Text - 100 characters Dropdown Number field Free Text - 300 character Free text Attach Document button~ 	<ul style="list-style-type: none"> Attach document 	<ul style="list-style-type: none"> Attach Document button~ 	<ul style="list-style-type: none"> Attach Document button~ 	<ul style="list-style-type: none"> Attach document 	<ul style="list-style-type: none"> records of GPS points

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Site preparation <i>Tell us about the actions and methods used to prepare sites for subsequent activities.</i>	<ul style="list-style-type: none"> Area (ha) of site preparation Number of days preparing site 	As appropriate > 1:10,000 for smaller areas (up to 200 ha) > 1:100,000 for larger areas	<ul style="list-style-type: none"> Site/s where preparation was undertaken* Please attach mapping details*~ Actual length (km)/area (ha) where access has been controlled* Reason for actual area being different to mapped amount Invoiced area (ha) of the site preparation* Reason for invoiced amount being different to actual amount*~ Number of days in preparing sites* Industry type * Type of action* Type of action (if Other)*~* Aim of site preparation* Threatened Ecological Community (if applicable) Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number fields Dropdown Dropdown Free Text - 100 characters Free Text - 300 characters Free Text - 100 characters Free Text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add row for <u>Industry type*</u> or for <u>Type of action*</u>. (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Aim of site preparation*</u> should briefly describe what the area is being prepared for. <u>Threatened Ecological Community</u> allows entry of multiple TECs. Please use EPBC Listing title. Attach document 	Primary Evidence: <ul style="list-style-type: none"> Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Skills and knowledge survey <i>Tell us about the skills and knowledge surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Number of skills and knowledge surveys conducted 	N/A	<ul style="list-style-type: none"> Baseline survey or indicator (follow up) survey?* Number of skills and knowledge surveys conducted* Date range* Number of people completing survey* Survey technique* Survey objective* Number of days spent on administering survey/s? Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free Text - 100 characters Number field Free Text - 300 characters Free Text - 300 characters Number field (0.5 = half day) Free text Attach Document button~ 	<ul style="list-style-type: none"> Can add row for each baseline or indicator survey (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique*</u> refers to the survey design, data you will capture and how it will be used. <u>Survey objective*</u> should outline aim of the survey and how the data will be used. Attach document 	Primary Evidence: <ul style="list-style-type: none"> Participant Register Completed Data spreadsheet Completed survey forms Report Summary Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Copy of communication materials Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations photos to have dates /GPS data photos are clearly taken at same angle, direction height
Soil Testing <i>Tell us about the soil testing you have undertaken across your mapped area.</i>	<ul style="list-style-type: none"> Number of soil tests conducted in targeted area 	> 1:1,000 or greater, as appropriate > Map the locations of soil testing.	<ul style="list-style-type: none"> Initial or follow-up activity?* Number of soil tests conducted in targeted area* Date range* Project site/s where soil tests were conducted* Area (ha) where soil tests were conducted* Length (km) where soil tests were conducted* Testing technique* Testing objective* Available Evidence 	<ul style="list-style-type: none"> Dropdown Number field Free Text - 100 characters Mapping link Number Field (to correct calculated figure/s) Number Field (to correct calculated figure/s). Free Text - 100 characters Free Text - 300 characters Free Text 	<ul style="list-style-type: none"> Can add row for initial or follow-up (Multiple sites may be included). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Testing technique*</u> should describe the testing regime and how tests will be carried out. <u>Testing objective*</u> should outline the aim of the testing and how 	Primary Evidence: <ul style="list-style-type: none"> Completed Data spreadsheet Report Summary Invoice/Receipt Photos Mapping (sample sites) Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Correspondence Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options •	Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
			<ul style="list-style-type: none"> Evidence of Service Delivery 	<ul style="list-style-type: none"> Attach Document button~ 	<ul style="list-style-type: none"> information obtained from the tests will be used. Attach document 	<ul style="list-style-type: none"> photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Undertaking emergency interventions to prevent extinctions <i>Tell us about emergency interventions you may have undertaken to prevent extinctions in your mapped area.</i>	<ul style="list-style-type: none"> Number of interventions 	> 1:10,000, or greater as appropriate > Map the paddocks where emergency intervention/s have been applied.	<ul style="list-style-type: none"> Initial or follow-up activity?* Number of interventions* Site/s where emergency interventions were undertaken* Area (ha) emergency interventions were undertaken* Type and goal of intervention* Targeted species* Number of individuals involved* Time (days) of intervention* Site/s where emergency interventions were relocated Area (ha) where emergency interventions were relocated to Comments Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Mapping link Number Field (to correct calculated figure/s) Free Text - 500 characters Type to search Number field Number field (0.5 = half day) Mapping link Number Field (to correct calculated figure/s) Free Text - 300 characters Free text Attach Document button~ 	<ul style="list-style-type: none"> Can add Section for initial or follow-up (Multiple sites may be included). Can add row for each target species (relevant to the sites provided in this section's map) Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Type and goal of intervention*</u> should identify intervention method required. Can list multiples. (e.g. Isolate / relocate threatened species; quarantine pests) <u>Comments</u> to include any additional information. 	Primary Evidence: <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Correspondence Agreement/Contract Staff/Task allocation document Approval/Permit Document detailing purpose, type, methods, results, outcome, recommendations photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points
Water quality survey <i>Tell us about the water quality surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) surveyed for water quality Number of water quality surveys conducted 	> 1:1,000, > Map individual survey plot locations	<ul style="list-style-type: none"> Baseline survey or indicator survey* Number of water quality surveys conducted* Date range* Site/s where water quality surveys were conducted* Please attach mapping details*~ Actual area (ha) covered by water quality surveys* Reason for actual area being different to mapped amount* Actual area (ha) covered by water quality surveys* Reason for invoiced amount being different to actual amount* Type of water body* Type of water body (if Other)~ Number of days spent on administering survey/s* Survey technique* Survey objective* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free Text - 100 characters Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s). Comment~- 300 characters Dropdown Free Text - 300 characters Number field (0.5 = half day) Free Text - 300 characters Free Text - 300 characters Free text Attach Document button 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for baseline or indicator survey (Multiple sites may be included). Can add row for type of waterbody (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range*</u> refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique*</u> refers to the survey design, data you will capture and how it will be used. <u>Survey objective*</u> should outline the aim of the survey and how the information obtained from the survey will be used. 	Primary Evidence: <ul style="list-style-type: none"> Completed Data spreadsheet Site/Activity Assessment Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations map of photo monitoring sites photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points

Project Service	Output measure • (payment measures)	Mapping requirements	Reporting fields • (*) refers to mandatory fields in MERIT	Field Options	• Comment	Assurance Guide - Document/s that may be attached to MERIT for Contract Assurance or Auditable Outputs purposes
Weed distribution survey <i>Tell us about the weed distribution surveys being conducted across the mapped area.</i>	<ul style="list-style-type: none"> Area (ha) surveyed for weeds Number of weed distribution surveys conducted 	> 1:1,000, > Map individual survey plot locations	<ul style="list-style-type: none"> Baseline survey or indicator survey?* Number of weed distribution surveys conducted* Date range* Site/s surveyed for weed distribution* Please attach mapping details*~ Please attach mapping details*~ Actual length (km)/area (ha) where access has been controlled* Reason for actual area being different to mapped amount*~ Invoiced area (ha) surveyed for weed distribution Reason for actual area being different to mapped amount Target weed species recorded* Survey technique* Survey objective* Estimated weed cover%* Available Evidence Evidence of Service Delivery 	<ul style="list-style-type: none"> Dropdown Number field Free Text - 100 characters Mapping link with auto-calculated figures. Attach Document button~ Number Field (to correct calculated figure/s). Dropdown/Comment~- 300 characters Number Field (to correct calculated figure/s) Dropdown/Comment~- 300 characters Type to search species Free Text - 300 characters Free Text - 300 characters Number field (%) Free text Attach Document button~ 	<ul style="list-style-type: none"> Please attach mapping details*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Reason for actual/invoiced area being different to mapped amount*~ (Displays if Actual/Invoiced area differ by more than 10% to mapped area) Can add Section for baseline or indicator survey (Multiple sites may be included). Can add row for each target species (relevant to the sites provided in this section's map). Can upload bulk data for this service using an excel table. Can add an image/photo. <u>Date range</u>* refers to when the surveys were conducted. They can be specific dates, dates ranging from/to, months or seasons. <u>Survey technique</u>* refers to the survey design, data you will capture and how it will be used. <u>Survey objective</u>* should outline the aim of the survey and how the information obtained from the survey will be used. 	Primary Evidence: <ul style="list-style-type: none"> Completed Data spreadsheet Completed Field survey sheets Report Summary Invoice/Receipt Photos Mapping Supporting Information: <ul style="list-style-type: none"> Planning / Methodology document Agreement/Contract Staff/Task allocation document Document detailing purpose, type, methods, results, outcome, recommendations photos to have dates /GPS data photos are clearly taken at same angle, direction height document outlining observations from photo monitoring online maps of project sites records of GPS points