

MERIT Activities Ready Reckoner V5

Activity Name	Mandatory data (fields contributing to target measure in BOLD)	Target Measures (output values planned to be delivered by the project)	Comments
IMPLEMENTATION ACTIONS <i>Activities that are undertaken to deliver the project outputs and outcomes.</i>			
Community Participation and Engagement <i>Tell us how you are involving and building community awareness in natural resource management.</i> <i>Record details of events such as field days, workshops and mentoring.</i>	<ul style="list-style-type: none"> Type of event Purpose Industry addressed Delivery Partners Participant Information 	<ul style="list-style-type: none"> Total no. of community participation and engagement events (<i>counts number of lines in nested table</i>) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one event planned.
Conservation Actions for Species and Communities <i>Tell us about the species or community your project is conserving through agreement mechanisms or specific actions such as nest boxes and breeding programs.</i>	<ul style="list-style-type: none"> Type of agreement mechanism No. of agreement mechanisms Area under agreement (ha) Participant Information 	<ul style="list-style-type: none"> # of protection mechanisms implemented Area (ha) covered by agreement mechanisms 	<ul style="list-style-type: none"> One target species per activity form. Can add rows (or upload excel spreadsheet) if there is more than one conservation action / agreement mechanism for the target species.
Conservation Grazing Management <i>Tell us how grazing has been used to manage a natural resource issue, such as fire threat or weed infestation.</i> <i>Record details of your stock management regime and techniques.</i>	<ul style="list-style-type: none"> Land management issue Area managed (ha) Type of stock 	<ul style="list-style-type: none"> Area managed with conservation grazing (ha) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one type of stock used. Photopoint images can be added.
Debris Removal <i>Tell us about works to clear dumped or lodged debris from land and water systems.</i>	<ul style="list-style-type: none"> Removal Method Weight (t) Volume (m3) Area (ha) Participant Information 	<ul style="list-style-type: none"> Weight of debris removed (t) Volume of debris removed (m3) 	<ul style="list-style-type: none"> Will need a <u>separate activity form</u> for each type of debris removed (if more than one).
Disease Management <i>Tell us about the strategy and actions you are undertaking to manage outbreaks of plant or animal diseases.</i>	<ul style="list-style-type: none"> Target species Area quarantined/treated No. individuals/colonies quarantined/treated Disease management method Participant Information 	<ul style="list-style-type: none"> Total area (ha) treated/quarantined 	<ul style="list-style-type: none"> One target species per activity form.
Erosion Management <i>Tell us about methods used to control or avoid erosion across your project site.</i>	<ul style="list-style-type: none"> Area of erosion being treated (ha) Length of stream/coastline treated (km) No. erosion control structures installed Participant Information 	<ul style="list-style-type: none"> Erosion area treated (ha) Length of stream/coastline treated (km) Total no. of erosion control structures installed 	<ul style="list-style-type: none"> Aggregate totals into one form, if more than one type of erosion / treatment method / control structures is planned for a stage. Photopoint images can be added.
Fencing <i>Tell us how fencing has been used to protect an NRM resource.</i>	<ul style="list-style-type: none"> Length of fence (km) Area protected by fence Purpose of fence Participant Information 	<ul style="list-style-type: none"> Total length of fence (km) Area protected by fence (ha) 	<ul style="list-style-type: none"> Use the 'Pest Management' form if your fence aims to reduce the impact of pest animals on environmental values or agricultural production. Use the 'Public Access and Infrastructure' form if your fence aims to protect an NRM asset from public access.
Fire Management <i>Tell us how fire has been used to manage and protect NRM resources.</i>	<ul style="list-style-type: none"> Reason for burn Area of fire ground (ha) Participant Information 	<ul style="list-style-type: none"> Burnt area (ha) 	<ul style="list-style-type: none"> Photopoint images can be added.
Heritage Conservation <i>Tell us about the work being done to manage and protect Australia's heritage including assessments.</i>	<ul style="list-style-type: none"> Name of site Type of heritage work being undertaken Which heritage list is this site on Level of heritage listing Contribution to existing conservation/management plans Expected heritage outcomes Expected outcomes/impacts to local community Participant Information 	<ul style="list-style-type: none"> Total # activities undertaking heritage conservation activities (<i>counts number of forms in project</i>) 	
Management Plan Development <i>Tell us about Management plans developed, or revised, to guide project delivery.</i>	<ul style="list-style-type: none"> Type of plan Name of plan New plan or revision of an existing plan? Area the plan covers (km²) Participant Information 		<ul style="list-style-type: none"> One plan per activity. You will need one activity form for each plan.
Management Practice Change <i>Tell us about the management practice change delivered through the project to achieve improved management of the natural resource base.</i>	<ul style="list-style-type: none"> Industry Reason for changing management practice Public good outcomes Change facilitation strategy Area covered by change (ha) No. of farming entities adopting change No. people influenced by change Area of land directly benefiting from change (ha) Expected productivity outcomes 	<ul style="list-style-type: none"> Farming entities adopting sustainable practice change Area of land (ha) on which improved management practices are implemented Area of land (ha) changed to sustainable practices 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one industry type.

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Pest Management <i>Tell us about the actions you have undertaken to manage pest animals.</i>	<ul style="list-style-type: none"> Activity partner Treatment objective Total treatment area (ha) Type of treatment event Describe how partner contributions will offset private gains and how public benefits will be maintained <ul style="list-style-type: none"> Target species Priority status Pest management method No. individuals or colonies killed Fence length (km) Area protected by fence Fence purpose Participant Information 	<ul style="list-style-type: none"> No. of individual animals or colonies killed/removed Area covered by pest treatment (ha) Total length of fence (km) Area protected by fence (ha) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one pest species targeted during a Stage. Can toggle sections on/off. Photopoint images can be added.
Plant Propagation <i>Tell us about plant nursery actions involved in the delivery of your project.</i>	<ul style="list-style-type: none"> Species propagated No. plants propagated Participant Information 	<ul style="list-style-type: none"> Total no. of plants grown and ready for planting 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species is propagated during the Stage.
Public Access and Infrastructure <i>Tell us how you are managing public access to protect an NRM asset or about any infrastructure delivered to facilitate NRM outcomes. Infrastructure includes things such as fish ladders and debris management structures.</i>	<ul style="list-style-type: none"> Number of access structures installed Type of access structure/s installed Area (ha) protected by access mgt structure Type of infrastructure Number of installations Participant Information 	<ul style="list-style-type: none"> No. of activities implementing access control works (counts number of forms in project) Area protected by access control installations (ha) Total # of structures installed for access management No. of infrastructure installations / facilities established 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one type of public infrastructure is to be established during the Stage. Can toggle sections on/off.
Research <i>Tell us about scientific research being undertaken as part of your project.</i>	<ul style="list-style-type: none"> Participant Information 		
Revegetation <i>Tell us about planting or seeding activities delivered.</i>	<ul style="list-style-type: none"> Species planted Number planted Seed sown (kg) Stock type Structural layer Mature height Vegetation at time of planting Revegetation Method Landscape connectivity Area of revegetation works (ha) Participant Information 	<ul style="list-style-type: none"> Area of revegetation works (ha) Kilograms of seed sown (kg) No. plants planted No. of plants planted >2m* No. of plants planted < 2m* Kgs seed sown of spp expected to grow >2m* Kgs seed sown of spp expected to grow <2m* * 20 Million Trees only 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species to be planted during the Stage. Photopoint images can be added. For follow up plantings at a site select 'infill planting' from the 'revegetation method' dropdown.
Seed Collection <i>Tell us about seed collection activities undertaken as part of your project delivery.</i>	<ul style="list-style-type: none"> Provenance of source plants Species Weight of seed collected (kg) Participant Information 	<ul style="list-style-type: none"> Total seed collected (kg) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species' seed is collected during the Stage.
Site Preparation <i>Tell us about the actions and methods used to prepare sites for subsequent activities.</i>	<ul style="list-style-type: none"> Ground preparation works Area prepared (NOT MANDATORY) Weed treatment objective Area treated (ha) - weeds Type of treatment event Main activity partner Target species Treatment method Participant Information 	<ul style="list-style-type: none"> Total area prepared for follow-up treatment actions (ha) Total new area treated (ha) - weeds 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one type of ground preparation works during the Stage. Can add rows (or upload excel spreadsheet) if more than one type of weed species targeted during the Stage. Can toggle sections on/off. Photopoint images can be added.
Water Management <i>Tell us about water management actions that aim to improve water quality and usage.</i>	<ul style="list-style-type: none"> Name of waterbody Type of waterbody What water management structures are currently in place No. new water management structures Area of catchment managed as a result of this activity What is extracted/imported water being used for 	<ul style="list-style-type: none"> Area (ha) managed for water values 	
Weed Treatment <i>Tell us about actions delivered to treat weeds.</i>	<ul style="list-style-type: none"> Treatment objective Area treated (ha) Type of treatment event Main activity partner Target species Treatment method Participant Information 	<ul style="list-style-type: none"> Total new area treated (ha) 	<ul style="list-style-type: none"> If your weed treatment is related to site preparation (ie for revegetation) use the 'Site Preparation' form. Can add rows (or upload excel spreadsheet) if more than one weed species targeted for the Stage. Photopoint images can be added.
Works Planning and Risk <i>Tell us about work planned to be undertaken on a site.</i>	<ul style="list-style-type: none"> Participant Information 		<ul style="list-style-type: none"> Can toggle sections on/off. Photopoint images can be added.

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ASSESSMENT & MONITORING <i>Activities involved in collecting data about the condition / status of a resource or the effectiveness of implementation actions.</i>			
Fauna Survey - general <i>Tell us about data collected during fauna surveys.</i>	<ul style="list-style-type: none"> Survey methodology Species Participant Information 	<ul style="list-style-type: none"> No. of fauna surveys undertaken (counts number of forms in project) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species recorded for the activity. Photopoint images can be added.
Flora Survey - general <i>Tell us about data collected during flora surveys.</i>	<ul style="list-style-type: none"> Survey methodology Species Participant Information 	<ul style="list-style-type: none"> No. of flora surveys undertaken (counts number of forms in project) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species recorded for the activity. Photopoint images can be added.
Pest Animal Survey <i>Tell us about pest animal infestations, survey methods and evidence of results from previous pest animal treatments.</i>	<ul style="list-style-type: none"> Species Sampled area (ha) Assessment methodology Population density Participant Information 	<ul style="list-style-type: none"> No. of pest species monitoring actions undertaken (counts number of forms in project) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one pest species recorded for the activity. Photopoint images can be added.
Plant Survival Survey <i>Tell us about the survival rates of your revegetation activities.</i>	<ul style="list-style-type: none"> Counting method Species Number planted Seed sown (kg) No. surviving Survival rate (%) Mature height (<2m, >2m) Participant information 	<ul style="list-style-type: none"> Total no. of plants surviving with mature height >2m Total no. of revegetation monitoring activities undertaken (counts number of forms in project) Average survivability of tubestock and seed stock (%) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one species monitored for the activity. Photopoint images can be added. Mandatory for 20 Million trees projects to report using this form in the final stage of their project. Form must not be used in any other stage for this program.
Site Monitoring Plan <i>Tell us about the monitoring activities planned for the project.</i>			<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one type of monitoring activity planned for the Stage.
Vegetation Assessment - Cwth gov methodology <i>Tell us about the vegetation condition of a site using the standard Commonwealth Government methodology.</i>	<ul style="list-style-type: none"> Type of assessment event Type of site Sampling Point ID (m) Evidence of exotic fauna Species (for species diversity) 	<ul style="list-style-type: none"> No. of site assessments undertaken using Cwth gov. Vegetation assessment methodology (counts number of forms in project) 	<ul style="list-style-type: none"> Can add rows if more than one sampling point (up to 50). Can add rows (or upload excel spreadsheet) if more than one species recorded for the activity. Photopoint images can be added.
Water Quality Survey <i>Tell us about the water quality at a site.</i>	<ul style="list-style-type: none"> Water body name Type of water body 	<ul style="list-style-type: none"> No. of water quality monitoring events undertaken (counts number of forms in project) 	
Weed Mapping & Monitoring <i>Tell us about weed infestation areas and evidence of prior weed treatments.</i>	<ul style="list-style-type: none"> Effectiveness of previous treatment (%) Weed species Weed cover (ha) Participant Information 	<ul style="list-style-type: none"> No. of activities undertaking weed monitoring (counts number of forms in project) 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one weed species observed / monitored for the activity. Photopoint images can be added.
PROJECT ADMINISTRATION, MANAGEMENT & REPORTING <i>Activities which collect information about the administration, implementation, and outcomes of the project itself.</i>			
Indigenous Employment and Businesses <i>Tell us about employment of Indigenous people or establishment of Indigenous businesses through the project. Also record any contracts established with Indigenous businesses to deliver project works.</i>	<ul style="list-style-type: none"> No. Indigenous people employed PT (rangers) No. Indigenous people employed FT (rangers) No. Indigenous people employed PT (not rangers) No. Indigenous people employed FT (not rangers) Type of Indigenous businesses No. new Indigenous businesses No. contracts established by Indigenous businesses 	<ul style="list-style-type: none"> No. Indigenous people employed PT (rangers) No. Indigenous people employed FT (rangers) No. Indigenous people employed PT (not rangers) No. Indigenous people employed FT (not rangers) No. of new enterprises established No. of formal (contractual) engagements with Indigenous enterprises 	<ul style="list-style-type: none"> Can toggle sections on/off. Ensure figures are not double counted between stages. If an employee or business has been recorded in a previous stage, do not record them in subsequent stages.
Outcomes Evaluation and Learning (Project) <i>Tell us about project outcomes, effectiveness and lessons learnt.</i> <i>This activity is mandatory and should be used only in the final stage of the project as part of the project closure report.</i>	<ul style="list-style-type: none"> Environmental outcomes Social outcomes Economic outcomes Notifiable Workplace Health and Safety incidents Effectiveness of project Impact of project Efficiency of project Appropriateness of methodology Assumptions Risk Management Lessons learnt 		
Progress Outcomes and Learning (Stage) <i>Tell us about project progress, outcomes and lessons learnt during each stage.</i> <i>This activity is mandatory for each reporting period, except for the final stage</i>	<ul style="list-style-type: none"> Progress against planned activities and outcomes Successes, challenges and adaptations Environmental outcomes Social outcomes Economic outcomes Implementation Adaptations and variations Notifiable Workplace Health and Safety incidents Lessons learnt Improvements or changes 		

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Project Administration <i>Tell us about the administrative actions involved in the project. Administrative activities available for selection include things such as assessment of EOLs, establishing landholder agreements, GIS work and site selection.</i>	<ul style="list-style-type: none"> Type of administration activity Participant Information 		<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one administration activity for the Stage. Should only be used once in each project reporting period.
TRAINING <i>Activities that aim to educate staff or community</i>			
Indigenous Knowledge Transfer <i>Tell us how Indigenous knowledge has been shared or documented during the project.</i>	<ul style="list-style-type: none"> No. of Indigenous on-country visits with older and younger people together Were Indigenous decision makers involved in this activity? Has Indigenous knowledge been documented? No. of datasets collected and shared publicly No. of formal partnerships established 	<ul style="list-style-type: none"> # on-country visits involving both older and younger people together 	
Training and Skills Development <i>Tell us about training for project participants and how learning and skills are being applied.</i>	<ul style="list-style-type: none"> Type of course No. of participants who completed course How have learned skills been applied to this project Participant Information 	<ul style="list-style-type: none"> Total no. of people completing formal training courses 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) if more than one type of course attended during the Stage. Can toggle sections on/off.
PROGRAMME-SPECIFIC <i>Activities restricted to Regionally Funded projects under the National Landcare Programme</i>			
Community Grants <i>Tell us about the number of community grants funded and their aggregated outputs, including community participation, practice change, biophysical and other outputs, for Community Grants.</i>	<ul style="list-style-type: none"> In this reporting period, has there been an expression of interest process for awarding Community Grants? 	<ul style="list-style-type: none"> Community Participation Practice Change Biophysical and Other Outputs 	<ul style="list-style-type: none"> Can add rows (or upload excel spreadsheet) for pest and weed species managed during the Stage. Can toggle sections on/off. Can attach supporting documents.
PARTICIPANT INFORMATION			
Includes: <ul style="list-style-type: none"> Implementation actions Assessment & Monitoring actions Project Administration, management & Reporting actions, and Training actions 	Refer to individual activity form requirements above	<ul style="list-style-type: none"> No. of volunteers participating in project activities No. of Indigenous participants at project events Total no. of new participants (attending project events for the first time) 	<ul style="list-style-type: none"> Participant information is a component of every form.

Activity Form examples can be found in the [MERIT Demonstrator Project](#) in the MERIT test environment. You will need to log in to MERIT using the MERIT Demo credentials which are available from the Project Overview tab under the Project Blog.