



Australian Government

Department of the Environment and Energy

Recovery team annual progress report (draft)



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Front cover: Numbat, Walpurti © Alexander Dudley

Recovery Team Annual Progress Report – Guidelines

Purpose

Monitoring, evaluation and reporting is an important part of any recovery effort. Regular monitoring and assessment of the progress of a recovery program provides clarity on whether investments are improving the status of threatened species and ecological communities. It also enables adaptive management, so that we can adjust our efforts accordingly. Recovery teams have an important leadership role in communicating the effectiveness of recovery programs.

A national reporting framework has been established for recovery teams to report on their progress in achieving the objectives of a recovery plan. Consistent reporting across nationally registered recovery teams will progressively build a national snapshot of species conservation efforts over time. Annual progress reporting will allow teams to build a story on how the species is tracking which will feed into the more comprehensive five-year review of recovery plans and conservation advices. Information from this reporting will also inform other national reporting such as the State of the Environment and in reporting progress against Australia's international obligations such as the Convention on Biological Diversity. Recovery team reports are to be published on the Department's website. Please note that the terms recovery plan and conservation advice are interchangeable in this document.

Guidance

This reporting template is designed to be populated by a recovery team or equivalent governance group overseeing the implementation of a recovery plan. The report is comprised of a one page summary (snapshot) and three main sections describing progress in:

1) Implementing actions; 2) meeting objectives; and 3) tracking changes in state/ condition and conservation trajectory.

The report is structured so that each section builds towards making an assessment of the current state of the species/ecological community and its conservation trajectory. The report should also briefly identify key recovery team activities and what activities are proposed in the following year/s. Reporting will also highlight any issues or difficulties encountered in the plan's implementation.

It is important to report all results, whether positive or negative and to what extent actions have been implemented and what (if any) impediments there have been to implementing the actions or meeting the objectives of the recovery plan. This can guide future recovery priorities and facilitate the identification of opportunities for reassessing the approaches taken and future investment in action. As part of the adaptive management cycle, regular ongoing reviews will help indicate whether the recovery actions remain appropriate for achieving the objectives or whether a different approach is needed.

It is intended that the first report will lay the foundation for subsequent reports. Much of the information can be added in the first year, while subsequent years will provide the opportunity to update the report adding information and actions progressed in that reporting period. It is intended that the progress report will be completed annually for the first four years of the life of the recovery plan and then in the fifth year the statutory five year recovery plan review will be completed.

It is acknowledged that some recovery plans cover multiple species and that the objectives/actions target those multiple species. These should be collectively reported on as identified in the recovery plan but it is desirable that the assessment of conservation trajectory be undertaken for each individual species or ecological community.

Reporting should be completed on or close to the anniversary date for when the recovery plan was first published.

Red text throughout provides guidance or is intended to be replaced with alternative text (please delete or change text after consideration)

Recovery Team Annual Progress Report <reporting period> – *Scientific Name (common name)/ Ecological Community*

1. SUMMARY ASSESSMENT OF PROGRESS

EPBC Act Status

Recovery plan/ Conservation Advice: (name and hyperlink to the Department of the Environment and Energy website)

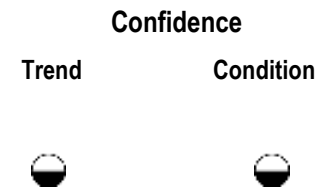
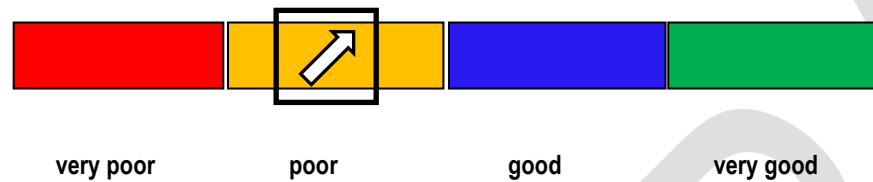
Recovery team: Name of team:
Contact details and/or weblink

Date of report

Insert image of species/EC

Insert distribution map

State/condition and Conservation trajectory:



Refer to the Attachment 1: Conservation assessment criteria to assess the state/condition of the species/ecological community in terms of the prospects for long term survival in the wild; the conservation trajectory of the entity in terms of whether it is improving, deteriorating, or stable; and your confidence in these estimates based on available data and the consensus of experts. This assessment should be undertaken following completion of the report.

Key highlights

Summary paragraph/dot points - *What were the overall achievements/challenges for the reporting period. Provide a snapshot of the current state/condition of the species/ecological community and the reasons for the identified trends i.e. increased effort in threat abatement in a particular area, emergence of new threats (disease etc.) Comment on any progress towards achieving the objectives of the plan.*

2. IMPLEMENTING ACTIONS

List the actions as identified in the recovery plan. Against each action describe briefly the extent to which it was implemented including activities undertaken and any achievements or outcomes. Identify any issues or impediments to implementation. Where known, include the investment in actions to date and identify the contributors. Identify any additional actions undertaken that are not in the current recovery plan and provide a rationale for their inclusion. Assign the appropriate status traffic light.

Actions	Implementation details				
	Activities/achievements/outcomes	Contributors	Issues (e.g. impediments that constrained implementation)	Investment (\$)	Status
1 <action name>					<input type="radio"/>
2 <action name>					<input type="radio"/>
3 <action name> etc.					<input type="radio"/>
XX <additional action>					<input type="radio"/>
XX <additional action> etc.					<input type="radio"/>
Actions undertaken by others outside of the recovery team					
XX <additional action>					<input type="radio"/>
XX <additional action> etc.					<input type="radio"/>

- **No/little progress** No/little progress has been made on this action
- **Some progress** Some progress has been made on this action
- **Action completed** This action has been completed

Summary

Summary paragraph/dot points – provide an overall summary/assessment regarding the implementation of the actions (e.g. what worked or didn't work, things which impeded or assisted implementation and any other issues encountered).

3. MEETING OBJECTIVES

List the objectives as identified in the recovery plan. Using the recovery criteria or other measures to assess the extent to which the objectives were achieved; the contribution of actions to any achievements; and any known reasons for objectives not being achieved and/or the level of success not being measured (including, if relevant, the appropriateness of the original objectives and criteria) Assign the appropriate status traffic light.

Overall objective	Comments	Status
XXXX		○

Specific objectives/recovery criteria	Comments	Status
Specific Objective 1: XXXX		○
Recovery criterion 1.1 XXXX Recovery criterion 1.2 XXXX etc.		
Specific Objective 2: XXXX		○
Recovery criterion 2.1 XXX Recovery criterion 2.2 XXX etc.		

- **Objective not achieved** No progress towards meeting criteria/insufficient action to meet criteria
- **Objective partly achieved** Criteria not fully met but some progress/actions underway
- **Objective achieved** Criteria met, further actions may or may not be required

Summary

Summary paragraph/dot points – summarise the extent to which actions are contributing to the overall objective or progressing towards it. Include whether or to what extent the objectives are being achieved and the contribution of actions to any achievements. Also state any known reasons for the objectives not being achieved and/or the level of success not being measured.

4. TRACKING CHANGES IN THE STATE/ CONDITION AND CONSERVATION TRAJECTORY

This considers what has been learnt over the life of the report; it considers the state/trajectory of the species when the recovery plan was first approved, the present state/trajectory and the extent to which the plan influenced any change in the state/trajectory.

Summary state at the time the recovery plan was published <i>Note: this only needs to be completed once in the first progress report. Include reference to measures that are relevant to assessing the species' or ecological communities' state/ condition and trajectory – some examples below. Refer to the recovery plan and/or listing assessment. Please note where data is stored or published.</i>	
(for example) Abundance	
(for example) Distribution	
(for example) Habitat condition	
(for example) Threats	
Relevant monitoring data	Identify any monitoring program/s in place and any assessment of state/trends over the reporting period. Please note where the data is stored and whether it is accessible to the public
Current known state <i>(As above with reference to changes, new information etc. Include only information that will be significant in informing the assessment of the current state/condition of the species or ecological community. Please note where data is stored or published.)</i>	
(for example) Abundance	
(for example) Distribution	
(for example) Habitat condition	
(for example) Threats	
Relevant monitoring data	Identify any new monitoring program/s established and/or any assessment of existing programs
What is the current state/condition and conservation trajectory?	
<i>Short statement of any changes/trends e.g. The population has remained stable or population x has shown an increase in the number of mature individuals etc. This information should form the basis for completing the conservation assessment graphics using the criteria in Appendix 1.</i>	

Summary

Summary paragraph/dot points –provide an overall summary of the above evaluation and reasons for your conservation assessment (see Section 1 - Summary assessment graphics). Consider for example: Were there any advances in knowledge/ data; any knowledge/data gaps; or a change in the impact of threats. Was there data available from a monitoring program that informed the assessment? How effective has the implementation of the recovery plan been in influencing recovery to date?

5. SUPPORTING INFORMATION

Provide any additional information relating to the operation of the recovery team and any future course of action of the recovery team as well as any supporting information for the reporting period.

Recovery team report

Provide a brief overview of the operation of the recovery team over the past year - for example: how many times did you meet; were there any team initiated community based activities that have raised the profile of the species or ecological community in the community; or any achievements/challenges for the reporting period. Provide a brief assessment of how the recovery team has been influential in driving the effective implementation of the recovery plan. Identify if there have been any unexpected developments which may influence the future course of action or which requires urgent review of the recovery plan.

Future course of action

Does the report: necessitate a review of the recovery plan or changes to future planned activities; propose changes to actions or objectives; are there any potential opportunities for the coming year e.g. funding opportunities.

Information sources





Provide any other information (or web links) that:

- 1. support the conservation assessment e.g. publications, reports, monitoring program and/or data; and/or*
- 2. promote the work of the recovery team and successes to date e.g. photos, websites, media stories.*

Appendix 1: Conservation assessment criteria





State/condition and prospects for long term survival in the wild

How do you rate the state/condition of the species or ecological community and its prospects for long term survival of the in the wild, based on current information? If there are limited data available, it may be appropriate to make a qualitative assessment based on expert assessment.

State/condition grades	Criteria
 Very good	The species appears to have very good prospects for long term survival in the wild, based on an evaluation of the parameters outlined in section 4, such as abundance, distribution, habitat condition or the impact of threats.
 Good	The species appears to have good prospects for long term survival in the wild, based on an evaluation of the parameters outlined in section 4, such as abundance, distribution, habitat condition or the impact of threats.
 Poor	The species appears to have poor prospects for long term survival in the wild, based on an evaluation of the parameters outlined in section 4, such as abundance, distribution, habitat condition or the impact of threats.
 Very poor	The species appears to have very poor prospects for long term survival in the wild, based on an evaluation of the parameters outlined in section 4, such as abundance, distribution, habitat condition or the impact of threats.

Conservation trajectory

What is the conservation trajectory of the species or ecological community in terms of whether it is improving, deteriorating, or stable? If possible refer to the [national listing criteria for species and ecological communities](#) and make a determination of the conservation trajectory using at least one criteria.

Recent trend	Criteria (for example)
 Improving	Increase in population numbers or the geographic distribution of the species or ecological community
 Deteriorating	Decrease in population numbers or the geographic distribution of the species or ecological community.
 Stable	Population numbers or the geographic distribution of the species or ecological community are stable.
 Unclear	There is insufficient information to make an estimate of the conservation trajectory of the species or ecological community.

Level of confidence

What is your level of confidence in these estimates based on the available evidence and the consensus of experts?

- Evidence and consensus too low to make an assessment Limited evidence or limited consensus Adequate high-quality evidence and high consensus