



Australian Government
Commonwealth Environmental Water Holder



Flow-MER PROGRAM – AREA-SCALE PROGRESS REPORT

Background

The Quarterly Progress report is a standard project management requirement and aims to provide an update on:

- how the project is tracking overall
- progress to date on (key activities)
- issues, risks associated with the key activities
- key activities undertaken and upcoming
- input to adaptive management

The Quarterly Progress report relates to activities carried out over the financial year as outlined in the Annual Implementation Plan (AIP).

Requirements

1. Milestone deliverables

As outlined in the contract, a Project Progress Report is required quarterly each financial year:

- a. Quarter 1: 30 September
- b. Quarter 2: 30 December
- c. Quarter 3: 30 March
- d. Quarter 4: 30 June

2. Statement of work and Performance Criteria

Area-scale Service Providers should refer to the Statement of Work, Milestones, Meetings, Reporting and Deliverables and the Performance criteria as set out in the Area-scale Contract - Schedule 5, Schedule 6 and Schedule 12 respectively.

The following Performance Indicators provide a guide to the Service Provider in the delivery of the Quarterly Progress Report:

Service Delivery: meets deliverables on time as detailed in Schedule 6, for approval by Commonwealth.

Collaboration: effectively collaborate with stakeholders to deliver the Flow-MER program as per Schedule 3 Governance and Collaboration Principles. This includes attending and contributing to all required meetings and workshops detailed in Schedule 6.

Outcomes: meets outcomes and objectives under the Approved MER Plan and Annual Implementation Plan.







Guidance




Template is provided at [Attachment A](#)

Attachment A

Flow-MER Quarterly Progress Report		
Murrumbidgee		
Project Leader:	Skye Wassens	Phone: 0404 495 578
Report period:	1 July – 30 September 2024	

Project Health Summary

Indicator	Status/Traffic light	Comment
Overall Rating		<p><i>Status: Is the project on track to deliver requirements as outlined in the MER Plan and AIP for this financial year?</i></p> <p>Status – on track</p>
Time (schedule)		<p><i>Status: Is this project (and activities) forecast date of completion tracking to the AIP schedule?</i></p> <p>Status – on track</p>
Engagement		<p><i>Status/Traffic light question: What is the current status of the relationship with project and other stakeholders</i></p> <p>Status – on track</p>
Safety		<p><i>Status/Traffic light question: Has there been a safety incident, or have any inadequacies been identified in the safety planning (note, details on any incidents or inadequacies must be communicated to the CEWH as soon as practical)</i></p> <p>Status – no incidents</p>
Risks		<p><i>Status/Traffic light question: Have any future or potential risks been identified that may impact our ability to achieve committed outcomes?</i></p> <p><i>If yes, fill out further details in table ‘Overarching project risks, Opportunities & Issues’(pg. 6).</i></p> <p>Status – two risks identified (refer to table ‘Overarching project risks, Opportunities & Issues’)</p>
Issues		<p><i>Status/Traffic light question: Are there any current issues that may impact our ability to achieve committed outcomes?</i></p>

		Status -no issues likely to impact the outcomes at this stage.
	On track - Tasks are completed or on track and there are no issues	
	Delayed - Tasks are delayed or under pressure, but not influencing the outputs of the project	
	Not on track - Tasks are delayed and are influencing the projects ability to meet its commitments	

Summary of Progress on Activities for this Quarter

For All the following sections please advise of what has been delivered against what was proposed in the Annual Implementation Plan or Work Order for this quarter in this financial year.

Monitoring

Themes: River Flows & Connectivity, Native Vegetation, Waterbirds, Native Fish and Cultural Outcomes

Theme	Contributing to Basin/Area/Both	What has been delivered in this Quarter? Any risks/comments?
Waterbirds	Both	Bird surveys completed in August as per AIP. Acoustic records deployed at 10 sites as per AIP

First Nations activities

Description of activity	What has been delivered in this Quarter? Any risks/comments?
Annual First Nations Engagement Log	Log created and updated regularly, as per AIP.
Liaison - Cultural Advisor	Nioka Dupond, Murrumbidgee Garrai Wirrimbirra Officer, Aboriginal Landcare Officer, Murrumbidgee Landcare has been appointed as a Cultural advisor. Nioka is involved in all aspects of the project and has organised citizen science activities in schools, as per AIP.
Creative output 2024-2025	Wiradjuri artist Ashleigh Pengelly engaged to produce an Endangered species poster for 2024-25 water year , as per AIP.
Training - Cultural Awareness	Fleur Stelling attended 2 day Cultural Awareness training at Wagga Wagga 25 &26 July, as per AIP.

Engagement - Murrumbidgee Regional Aboriginal Water Committee	Communication with DPE Murrumbidgee Regional Aboriginal Water Committee has continued, as per AIP.
Liaison - Traditional Owners	Fleur Stelling met with Traditional Owners Dhudoroa-Dhargal 7 August: Uncle Al Murray, Uncle Phil Murray, and Aboriginal Landcare Liaison Richard McTernan at Ryans Lagoon regarding First Nations engagement, as per AIP.
Liaison – First Nations	Fleur Stelling met with Mitch Jones, Director, First Nations Science and Knowledge, MDBA; and Aboriginal Landcare Liaison Richard McTernan 8 August to discuss First Nations engagement, as per AIP.
Liaison – Muthi Muthi	Communication with Muthi Muthi Elder Aunty Patsy initiated to plan for a Community Yarn-up, as per AIP.
Meeting – First Nations	Our Cultural Advisor, Nioka Dupond, Murray Project Manager Robyn Watts and First Nations Engagement Lead Fleur Stelling met on 25 September in Albury to discuss Robyn's approach to FN engagement and to look at opportunities for collaboration. A joint Murray/Murrumbidgee knowledge sharing day on Country is a possibility for the future, as per AIP.
Excursion – First Nations	Nioka Dupond, Robyn Watts and Fleur Stelling met on 25 September at Ryans Lagoon (Murray catchment) with Traditional Owners Al Murray, Phil Murray and Valda Murray to discuss FN management of a wetland benefiting from environmental water. A very productive meeting and opportunity to gain insight into possibilities and opportunities to collaborate, as per AIP.
Presentation – First Nations	Fleur Stelling presented to the Murrumbidgee Regional Aboriginal Water Committee 26 September at Young. A good opportunity to establish contact and make connections – received well, as per AIP.

Knowledge Exchange, Communications and Engagement

Description of activity	What has been delivered in this Quarter? Any Risks/comments
Social media activity	Instagram and 'X' (Twitter) social media accounts active (posts made for World Snake Day ; National Tree Day and International day of the world's Indigenous people) as per AIP (12 posts/year or 3/quarter)
Post-trip email update	Post-trip email update following waterbird surveys in August provided by Skye Wassens on 12 August.

Research

Description of activity	What has been delivered in this Quarter? Any Risks/comments
Multi-modal Capture project	Planning underway in first quarter. No foreseeable risks

Responsive monitoring

Work order name and number (1, 2, 3)	Committed to deliver (as per work order) this Quarter	What has been delivered this Quarter
N/A		

Reporting

Reports as per contract:

Quarterly Progress Report (QPR)

Quarterly Snapshot (QS)

Draft Annual Area-scale MER Report (DMER)

Final Annual Area-scale MER Report (FMER)

Data upload (DATA)

Report	Milestone due	Deliverables/comments
Quarterly Progress Report	30 September 2024	Completed and submitted to CEWH 22 October
Quarterly Snapshot	30 September 2024	Submitted 30 September. Received comments back 21 October. Updated version to be sent week of 21 October
Data upload (DATA)	30 October 2024	All uploads completed

Meeting requirements

Meetings attended as per Area-scale contract:

Area-scale Project Team (ASPT)

Thematic Working Groups (TWG) (River Flows & Connectivity, Native Vegetation, Waterbirds, Native Fish and Cultural Outcomes)

Knowledge Exchange Working Group (KEWG)

Cultural Network (CN) (Contractually known as Cultural Knowledge Network Working Group (CKNWG))

Data Management Working Group (DMWG)

Flow-MER Steering Committee Meetings (FM-SCM)

Annual Flow-MER Forum (AFMF)

Meeting attended /or held	Date	Personnel in attendance
Knowledge Exchange Working Group (KEWG)	13 August	Fleur Stelling
Annual Flow-MER Forum (AFMF)	27,28 August	Team members Andrew Hall, Sarah Talbot, Fleur Stelling, Nioka Dupond and Chris Sundblom attended the Flow-MER Annual Forum in Canberra (Andrew and Sarah presented)
Area-scale Project Team (ASPT)	Fortnightly since July 2024	Fortnightly meetings
Thematic Working Groups (TWG) (River Flows & Connectivity, Native Vegetation, Waterbirds, Native Fish and Cultural Outcomes)	28 August	Waterbirds Jennifer Spencer and Sarah Talbot Flows & Connectivity no meetings were scheduled during this period Native Fish no meetings were scheduled during this period Cultural Outcomes no meetings were scheduled during this period Vegetation no meetings were scheduled during this period
Cultural Network (CN) (Contractually known as Cultural Knowledge Network Working Group (CKNWG))	Did not meet during this period	Did not meet during this period
Data Management Working Group (DMWG)	Did not meet during this period	Did not meet during this period
Flow-MER Steering Committee Meetings (FM-SCM)	28 August	Skye Wassens

Adaptive management

An opportunity to provide an update on new knowledge or insights during this Quarter to assist in adaptive management of the delivery of environmental water.

This may include outcomes and advice from external meetings, such as EWAGs.

Observations/outcomes

There has been limited adaptive management over this period due to timing of water delivery and monitoring.

EWAG 25/26 September with Skye Wassens in attendance – Skye presented an update on the Flow-MER program and monitoring. Note that Skye has been formally appointed as a member of Murrumbidgee EWAG.

Knowledge Exchange Working group meeting 13 August attended by Fleur Stelling.

Water Managers meeting (weekly) Chaired by CEWH - Wassens, Talbot or Stelling in attendance.

Overarching project Risks, Opportunities & Issues

Risk / issue	Action
New legislation on batteries with the potential to impact use of electrofishing boat	Investigate implications and potential solutions
Bird flu	Follow Commonwealth DCCEEW guidelines for field surveys

Upcoming activities for next Quarter**Activities to be undertaken in the upcoming period**

- Field work in second quarter: multi-modal capture research project camera deployment at Cherax; JS waterbird surveys and call recorder download; vegetation surveys; floodplain reconnection – fish; Lowbidgee fish/tadpole/frogs/turtle surveys; Lowbidgee waterbird surveys.
- Accoustic data screening
- Australian Freshwater Sciences Society (AFSS) Annual Conference

Outstanding Information

Information required (item)	From Whom	Date required	Urgency (High/Medium/Low)