Information sheet

Wildlife Management

Completing a wildlife data return

The purpose of this document is to provide information to assist permit holders in completing a wildlife data return to satisfy legislative requirements with respect to Returns of Operations for a Research permit , Educational purposes permit (including for native wildlife kept in a classroom). Where take keep or use occurs within QPWS managed areas such as protected areas, state forests, timber reserves and marine parks, please also submit your returns to parkaccess@des.qld.gov.au .

Note On the 22nd August 2020 the Native Animal Licensing Framework was updated from the Nature Conservation (Wildlife Management) Regulation 2006 and the Nature Conservation (Administration) Regulation 2017 to the Nature Conservation (Animals) Regulation 2020 and as such over the coming 5 years (until 22nd August 2020) Scientific purposes permits will be changed over to Research permits. This form applies to old and new permits.

Background

The Nature Conservation (Animals) Regulation 2020 requires the holder of a Research permit or Educational purposes permit to give the chief executive a return of operations for the permit. Detailed requirements for returns are found in the Nature Conservation (Animals) Regulation 2020. A return is a record of all the wildlife taken, kept or used under the permit.

Persons holding a Research permit or an Educational purposes permit (including for native wildlife kept in a classroom) are required to submit a return within 10 business days after each period of 12 months from the date that the permit is granted. If the permit ends within a 12 month period, a return must be submitted within 10 business days of the expiry/surrender/cancellation of the permit.

The wildlife data return is available for download from the Department of Environment and Science (DES) website: www.DES.qld.gov.au. Returns should be supplied electronically to wildlife.operations@des.qld.gov.au.

Where take keep or use occurs within QPWS managed areas such as protected areas, state forests, timber reserves and marine parks, please also submit your returns to parkaccess@des.qld.gov.au .

Data contained within these returns assists with the planning and management of Queensland's resources including:

- the conservation and management of specific wildlife.
- the maintenance of biodiversity through the provision of information to support planning and approval systems.

Completion of a Return of Operations

The return comprises mandatory and non-mandatory fields. Mandatory fields are denoted by an asterix (*) on the data return. A description of each field and how it should be completed is detailed below. Some of the fields

ABN 46 640 294 485

require specific codes to be used to allow the information to be directly entered into DES's wildlife information systems.

*__Permit holder's name:__ The full name of the holder of the permit.

*__Permit number:__ The number of the permit relating to the wildlife data return.

Expiry date of the permit: Date identified on the permit as the expiry date.

Name of person in charge (if applicable)**:** The full name of the person in charge if the holder of the permit is an organisation.

Number (max 15 characters): A number used to denote the record for reference purposes. You may wish to number the records sequentially e.g. 1, 2, 3 etc.

***Collector's name/s (max 200 characters):** The full name of the person(s) responsible for the identification of the species.

***Start date (max 10 characters):** Date of sighting or the first date of the field period (dd/mm/yyyy).

End date (max 10 characters): Last date of the field period if it is more than 1 day in duration (dd/mm/yyyy).

***Location description (max 240 characters)**

Provide a plain language description of the collection location. Ideally the description should include: a locality name, a distance and direction from a feature named on the gazetteer, and a broad region name (e.g. Peach Creek, 19km ENE of Mt Croll, Cape York Peninsula).

***Latitude/Longitude (max 15 characters)**

Complete both of these fields, or the AMG fields (i.e. Zone, Easting and Northing) **not both**.

Record the latitude in degrees, minutes and seconds or decimal degrees within the range of nine to 30 degrees South (e.g. 23º26'13"S or -23.43694444).

Record the longitude in degrees, minutes and seconds or decimal degrees within the range of 138 to 155 degrees East (e.g. 152º15'42"E or 152.2616667).

***Zone (max 2 characters)**

Complete all of the AMG fields (i.e. Zone, Easting and Northing), or the Latitude and Longitude fields **not both**.

Record the number of the Australian Map Grid (AMG) Zone from 54 to 56.

***Easting (max 6 characters)**

Record the AMG Easting between 100000.00 to 900000.00.

***Northing (max 7 characters)**

Record the AMG Northing between 4000000.00 to10000000.00.

***Datum (max 5 characters)**

Record the horizontal datum used when recording the location co-ordinates. If the location was determined using a GPS check the units setup menu to determine the datum. If the location was determined using a map, check the map legend for the horizontal datum. The available datum codes are:

AGD66	Australian Geodetic Datum 1966
AGD84	Australian Geodetic Datum 1984

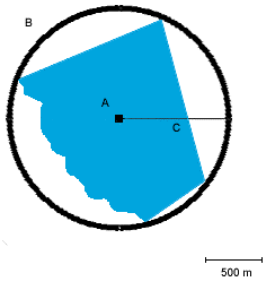
GDA94	Geocentric Datum of Australia 1994
WGS84	World Geodetic System 1984

The preferred datum to use is the Geocentric Datum of Australia 1994.

***Precision (max 5 characters)**

Record the accuracy of the location co-ordinates provided in metres. This represents the radius of a circle which would enclose the collection area. Please note that if you collect observations from a large area (throughout a property for example) then you need to give location co-ordinates representing the centre of that area, and a precision large enough to encompass the whole area. (Refer Figure 1.)

Figure 1.

	In this example, if the shaded area represents a property that has been searched, then the central point (A) is where the latitude/longitude or AMGs should be recorded, the circle (B) completely encompasses the area searched, and the line (C) represents the precision that should be recorded — 1000 m in this case.

Altitude (max 5 characters)

Indicate the altitude of the site in metres.

Vegetation Code (max 5 characters)

Record the code for the vegetation that is predominant at the site. The available vegetation codes are:

FB	Acacia forest	**SX**	Mangrove shrubland
CA	Acacia shrubland — dense	**FE**	Melaleuca (paperbark) forest
SA	Acacia shrubland — sparse	**MFAPV**	Mesophyll fan-palm vine forest
AMVF	Araucarian microphyll vine forest	**MFEPV**	Mesophyll feather-palm vine forest
ANVF	Araucarian notophyll vine forest	**MVF**	Mesophyll vine forest
NK	Banksia forest	**MFF**	Microphyll fern forest
CZ	Banksia shrubland	**MFT**	Microphyll fern thicket
CG	Bendee shrubland	**ZJ**	Mitchell grass
WB	Bloodwood forest	**MU**	Mulga forest
ZL	Blue grass	**SB**	Mulga shrubland
WC	Box forest	**NFF**	Nanophyll fern forest
MC	Brigalow forest	**NFT**	Nanophyll fern thicket
SG	Brigalow shrubland	**NMF**	Nanophyll mossy forest
PB	Broadleaved species plantation	**NMT**	Nanophyll mossy thicket
FC	Callitris (cypress pine) forest	**PN**	Native conifer plantation
FD	Casuarina forest	**ZZ**	Native grassland
LB	Chenopod shrubland	**NA**	Not assessed
AR	Closed palm forest	**NVF**	Notophyll vine forest
CMVF	Complex mesophyll vine forest	**FW**	Open forest

CNVF	Complex notophyll vine forest	**OE**	Orchard — exotic species
CR	Cropland	**ON**	Orchard — native species
DVT	Deciduous vine thicket	**OR**	Orchard (unspecified)
NP	Disturbed native pasture	**ONV**	Other native vegetation
DV	Disturbed vegetation	**PG**	Parks or gardens
DS	Dry sclerophyll forest	**PA**	Pasture
DTR	Dry tropical rainforest	**PF**	Plantation forest
FA	Eucalypt forest (other)	**RF**	Rainforest
ENVF	Evergreen notophyll vine forest	**ZA**	Savanna
PE	Exotic conifer plantation	**YR**	Sedgeland
MK	Fringing (riparian) open forest	**SDMVF**	Semideciduous mesophyll vine forest
PC	Gidyea (gidgee) forest	**SDNVF**	Semideciduous notophyll vine forest
SY	Gidyea (gidgee) shrubland	**SEVT**	Semi-evergreen vine thicket
OF	Gum or spotted gum forest	**SS**	Shrubland
HH	Heathland	**SNVF**	Simple notophyll evergreen vine forest
YM	Herbland	**SENVF**	Simple semi-evergreen notophyll vine forest
PI	Improved pasture	**SENVT**	Simple semi-evergreen notophyll vine thicket
OD	Ironbark forest	**YC**	Spinifex grassland
IF	Isolated forest remnant	**OL**	Stringybark and bloodwood forest
ND	Lancewood forest	**OO**	Stringybark and ironbark forest
SE	Lancewood shrubland	**OG**	Stringybark forest
LA	Lignum swamp	**SMR**	Submontane rainforest
NV	Little or no vegetation (disturbed)	**STR**	Subtropical rainforest
LV	Little or no vegetation (undisturbed)	**UV**	Urban vegetation (unspecified)
LMVF	Low microphyll vine forest	**WS**	Wet sclerophyll forest
CL	Mallee	**WTR**	Wet tropical rainforest
EC	Mangrove forest		

Landform Code (max 5 characters)

Record the code for the small scale landform features which predominate at the site where the species were recorded. The available landform codes are:

ALC	Alcove	**DUS**	Duneslope	**REF**	Reef flat
BAN	Bank	**EMB**	Embankment	**RFL**	Rock flat
BAR	Bar	**EST**	Estuary	**RPL**	Rock platform
BEA	Beach	**FAN**	Fan	**SCA**	Scarp
BEN	Bench	**FIL**	Fil-top	**SCD**	Scald
BER	Berm	**FLD**	Flood-out	**SCR**	Scroll
BKP	Backplain	**FOO**	Footslope	**SFS**	Scarp-foot slope
BOU	Blow-out	**FOR**	Foredune	**SRP**	Scroll plain
BRI	Beach ridge	**GUL**	Gully	**STB**	Stream bed
BRK	Breakaway	**HCR**	Hill crest	**STC**	Stream channel
CBE	Channel bench	**HSL**	Hillslope	**STF**	Supratidal flat
CFS	Cliff-foot slope	**ITF**	Intertidal flat	**SUS**	Summit surface
CIR	Cirque	**LAG**	Lagoon	**SWL**	Swale
CLI	Cliff	**LAK**	Lake	**SWP**	Swamp
CON	Cone	**LDS**	Landslide	**TAL**	Talus
COS	Cut-over surface	**MAA**	Maar	**TDC**	Tidal creek
CRA	Crater	**MOU**	Mound	**TDF**	Tidal flat
CUT	Cut face	**OXB**	Ox-bow	**TEF**	Terrace flat
DAM	Dam	**PED**	Pediment	**TEP**	Terrace plain
DDE	Drainage depression	**PIT**	Pit	**TOR**	Tor
DOL	Doline	**PLA**	Plain	**TRE**	Trench
DUC	Dunecrest	**PLY**	Playa	**TUM**	Tumulus
DUN	Dune	**PST**	Prior stream	**VLF**	Valley flat

Slope (max 3 characters)

The inclination of the land surface over a 20 metre interval expressed in degrees.

Aspect (max 3 characters)

The direction the slope of the land surface is facing in degrees.

***Scientific Name (max 240 characters)**

Record the full scientific name for the species e.g. *Acacia concurrens.*

Common Name (max 240 characters)

Record common name for the species if known.

Count (max 6 characters)

Provide the number of individuals encountered at a site. Separate records should be provided to detail individuals that are collected and incorporated within curated collections at museums and herbaria (vetting stage = specimen) or retained (vetting stage = collected) versus individuals that are observed. For example, for a plant species at a location (e.g. *Cycas megacarpa*), you may provide three records for the species detailing that two specimens were prepared and sent to the herbarium, one specimen was collected for a personal field herbarium and it was estimated that 150 plants were observed at the site.

Count Type (max 5 characters)

Use one of the following count type codes:

A	Accurate — the actual number of individuals present.
E	Estimate — the number of individuals calculated to be present using an estimation technique.
R	Rough count — an approximation of the number of individuals present when an accurate count is not possible.
Z	True zero — stating that no individuals were present but were actively searched for.

Age Code (max 5 characters)

Record a code to indicate the age class of the individual(s) if known. The available age codes are:

A	Adult	**IN**	Intermediate	**NE**	Nestling
EG	Egg	**J**	Juvenile	**PP**	Pupa
FE	Fledgling	**LR**	Larva	**SA**	Sub-adult
HA	Hatchling	**NA**	Not assessed	**TP**	Tadpole

Sex Code (max 5 characters)

Record a code to indicate the sex of the individual(s) if known. The available sex codes are:

BO	Male and female
F	Female
IN	Indeterminate
M	Male
NA	Not assessed

Breeding Code (max 5 characters)

Record a code indicating the reproductive condition of individual(s) if known. The available breeding codes are:

BA	Advertisement display	**FS**	Seeds present	**QP**	Carrying young
BC	Courtship display	**GR**	Gravid	**TA**	Testes abdominal
BE	Eggs	**IN**	Indeterminate	**TD**	Testes descended
BK	Calling	**IP**	Vagina imperforate	**TE**	Testes developed

BM	Mating	**LA**	Lactating	**TR**	Teats regressed
BN	Nesting	**NA**	Not assessed	**TU**	Teats undeveloped
BR	Brooding	**NB**	Not reproducing	**TV**	Teats developed
BY	Young in nest	**NP**	Nuptual pads	**YB**	Yes, no details
FL	Flowering	**PF**	Vagina perforate	**YD**	Dependent young
FM	Fertile material	**PG**	Pregnant		
FR	Fruiting	**PL**	Post lactating		

Identification Method (max 5 characters)

Record the code indicating how the species was identified. The available identification method codes are:

AUD	Audio recording	**LIT**	Literature record	**SHD**	Seen and Heard
BCH	Beached or stranded	**MRK**	Marks	**SIG**	Signs (tracks, scats, nest etc.)
BTS	Boat strike	**NST**	Nest	**SKL**	Skeletal
BUR	Burrow	**PDK**	Predator kill	**SKN**	Skin
COM	Personal comment	**PEL**	Pellet	**SPE**	Specimen
DEA	Dead	**PHT**	Photograph	**SPT**	Spotlighted
DES	Destroyed	**RDK**	Road kill	**TRK**	Tracks
FEA	Feather	**REM**	Remains	**TRP**	Trapped
HAN	Handled (i.e. captured)	**SAM**	Tissue sample	**UNK**	Unknown
HAR	Hair	**SCT**	Scat		
HEA	Heard	**SEE**	Seen		

Collector's code (max 20 characters)

Provide the collector's identification code for the individual e.g. tag number.

Specimen registration number (max 20 characters)

Provide the registration number of the specimen stored at a museum/herbarium.

Specimen location (max 60 characters)

Provide the name of the museum or herbarium where the specimen is stored.

Collection notes (max 240 characters)

Provide any notes about the species at the site including samples collected, identification notes, behaviour observed etc.

***Vetting code (max 5 characters)**

Record a code indicating the reliability of the taxon identification for this record. The available vetting codes are:

S	Specimen — a specimen-backed record, which has been identified by an expert and lodged in the collection of a formal institution. Examples would include Queensland Museum and Queensland Herbarium specimens.
K	Collected — a specimen-backed record, which has been identified by an experienced observer but is not lodged in the collection of a formal institution. Examples would include material held in regional herbaria, local reference collections and material awaiting registration in formal institutions.
V	Verified — an observational record which has been made by a recognised expert in that taxonomic group. For example, all frog records submitted by Keith R. McDonald would be labelled as Verified as he is a nationally recognised expert on frogs.
C	Confirmed — an observational record which has been made by an experienced observer. This would typically include people with training in wildlife identification and experienced naturalists, such as university students, environmental consultants, accredited Nature Searchers, and members of bird clubs and similar organisations.
U	Unconfirmed — an observational record which has been made by a novice observer, or any observational record made beyond the expected range of a species. All records submitted by people of unknown or limited experience are assigned to this class.

Disclaimer

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