

# Information sheet

## Biodiscovery

### Collection report

*This information will help the holder of a Collection authority (biodiscovery) to complete a collection report in the event that such a report is required by DES. A collection report is a record of all wildlife collected under the authority.*

## Background

A collection report proforma is available for download from the Department of Environment and Science (DES) website ([www.DES.qld.gov.au](http://www.DES.qld.gov.au)). When requested by an DES delegate, the authority holder must provide a report within 10 business days of receiving the request. To maintain confidentiality, lodgement of an application for a collection authority (biodiscovery) in an area of DES responsibility should be made **by email using the following address:**

[biodiscovery@DES.qld.gov.au](mailto:biodiscovery@DES.qld.gov.au)

Subject line - Confidential – Manager, Customer Service Team

The data contained within these reports will assist 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.

The return comprises mandatory and non-mandatory fields. Mandatory fields are denoted by an asterisk (\*) on the collection report. A description of each field and how it should be completed is detailed below. Some of the fields require specific codes to be used to allow the information to be directly entered into DES wildlife information systems.

## Explanation of Collection report fields

**\*Collection authority holder's name:** The full name of the holder of the authority.

**\*Collection authority identification No:** The number of the collection authority to which the collection report relates e.g. BIBC-----.

**\*Unique identification code/number for each sample collected (max 15 characters):** A unique identification code/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 (max 200 characters):** The full name of the collector.

**\*Collection date (max 10 characters):** Date of the collection (dd/mm/yyyy).

**\*Team leader responsible for taxonomic identification (max 200 characters)**

Provide the full name of the person responsible for the taxonomic identification.

**\*General description of sample (max 240 characters)**

Provide a plain language description of the sample, for example 50g frozen mullet liver.

**\*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.

**\*Locality 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. 23°26'13"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. 152°15'42"E or 152.2616667).

**\*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 unit's 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:

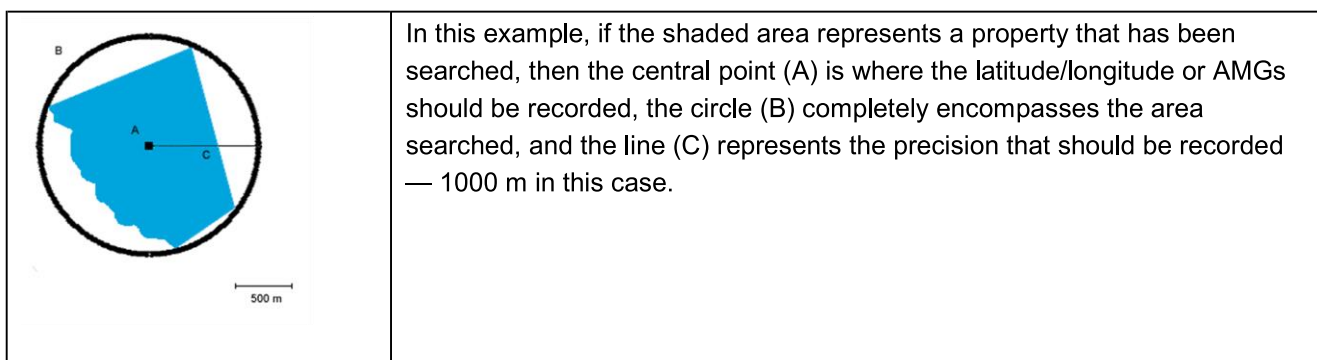
<b>AGD66</b>	Australian Geodetic Datum 1966
<b>AGD84</b>	Australian Geodetic Datum 1984
<b>GDA94</b>	Geocentric Datum of Australia 1994
<b>WGS84</b>	World Geodetic System 1984

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.*



### 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:

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

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

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

**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.

**Age Code (max 5 characters)**

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

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

**Sex Code (max 5 characters)**

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

<b>BO</b>	Male and female
<b>F</b>	Female
<b>IN</b>	Indeterminate
<b>M</b>	Male
<b>NA</b>	Not assessed

**Reproductive Information (max 5 characters)**

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

<b>BA</b>	Advertisement display	<b>FS</b>	Seeds present	<b>QP</b>	Carrying young
<b>BC</b>	Courtship display	<b>GR</b>	Gravid	<b>TA</b>	Testes abdominal
<b>BE</b>	Eggs	<b>IN</b>	Indeterminate	<b>TD</b>	Testes descended
<b>BK</b>	Calling	<b>IP</b>	Vagina imperforate	<b>TE</b>	Testes developed
<b>BM</b>	Mating	<b>LA</b>	Lactating	<b>TR</b>	Teats regressed
<b>BN</b>	Nesting	<b>NA</b>	Not assessed	<b>TU</b>	Teats undeveloped
<b>BR</b>	Brooding	<b>NB</b>	Not reproducing	<b>TV</b>	Teats developed
<b>BY</b>	Young in nest	<b>NP</b>	Nuptual pads	<b>YB</b>	Yes, no details
<b>FL</b>	Flowering	<b>PF</b>	Vagina perforate	<b>YD</b>	Dependent young
<b>FM</b>	Fertile material	<b>PG</b>	Pregnant		
<b>FR</b>	Fruiting	<b>PL</b>	Post lactating		

**Disclaimer**

While this document has been prepared with care, it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment and Science should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

**Approved:**  
18 March 2016

**Enquiries:**  
Wildlife Management  
Ph. 3330 5255

**Version history:**

<b>Version</b>	<b>Effective date</b>	<b>Comments</b>
1.00	18 March 2015	Approved by A/Director, Wildlife Management
1.01	27 April 2016	On first page in Background - wording changed "To maintain confidentiality, reports should be submitted by post to etc.