

Information sheet

Natural Resource 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 scientific purposes permit, Educational purposes permit or a Permit to take, use, keep or interfere with natural or cultural resources of a protected area.

Nature Conservation (Animals) Regulation 2020 requires the holder of a research permit to give the chief executive a return of operations for the permit. A return is a record of all the wildlife taken, kept or used under the permit.

Persons holding a research 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 DES website. Returns should be supplied electronically to the relevant permit coordinator. For QPWS managed areas such as protected areas, state forests, timber reserves and marine parks, please submit your returns to parkaccess@des.qld.gov.au. For other non-protected areas, please submit your returns either through your Connect account or to directly to wildlife.operations@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; and
- 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 asterisk (*) on the data return. 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 WildNet.

***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 of 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, 19 kilometres 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 9 to 30 degrees South (e.g. 23o 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. 152o 15'42"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 to 10000000.00.

***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:

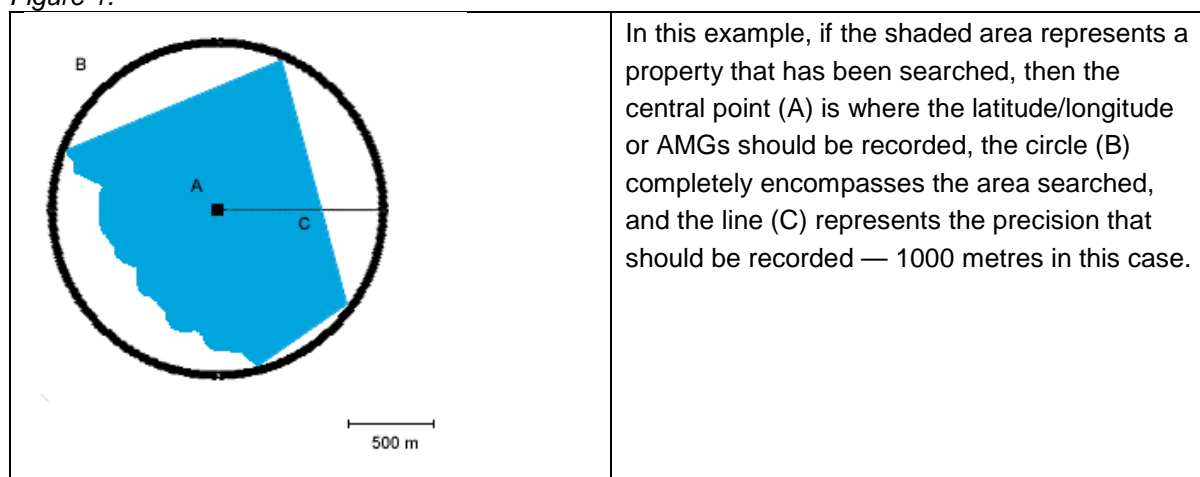
AGD66	Australian Geodetic Datum 1996
AGD84	Australian Geodetic Datum 1984
GDA94	Geocentric Datum of Australia 1994
WGS84	World Geodetic System 1984

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.



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	SB	Mulga shrubland
CG	Bendee shrubland	MFT	Microphyll fern thicket
WB	Bloodwood forest	ZJ	Mitchell grass
ZL	Blue grass	MU	Mulga forest
WC	Box forest	NMT	Nanophyll mossy thicket
MC	Brigalow forest	NFF	Nanophyll fern forest
SG	Brigalow shrubland	NFT	Nanophyll fern thicket

Information sheet
Completing a wildlife data return

PB	Broadleaved species plantation	NMF	Nanophyll mossy forest
FC	Calitris (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

Information sheet
Completing a wildlife data return

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		

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.

Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this information sheet, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

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 By

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Signature

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Date

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