

## **WILDLIFE DATA RETURN GUIDELINES**

Each holder of a Scientific Purposes Permit or a Permit to Take, Use, Keep and Interfere with Cultural or Natural Resources (for scientific purposes) involving research on wildlife must complete a Wildlife Data Return as part of their permit reporting requirements as per the following guidelines. It is intended that the Wildlife Data Return will be a record of all the wildlife encountered under the permit.

The Wildlife Data Return is an Excel spreadsheet that is available for download from the EPA's website ([www.env.qld.gov.au](http://www.env.qld.gov.au)). The return should be completed and provided to the Agency within 28 days after the expiry of the permit. Returns should be supplied electronically to the Permit Processing Officer where ever possible to facilitate the integration of the data within Agency's information systems.

The data contained within these returns will assist with the planning and management of Queensland's resources including:

- the conservation and management of specific wildlife;
- the management of areas such national parks, state forests and marine parks;
- the maintenance of biodiversity through the provision of information to support planning and approval systems; and
- the collection of data to assist with the assessment of permit applications and renewals.

The return comprises mandatory and non-mandatory fields. Mandatory fields are denoted by the shading of the column and an asterix (\*) on the description whereas non-mandatory fields have no shading. A description of each field and how it should be completed is detailed below. Some of the fields require specific codes to be entered to allow the information to be directly loaded into QPWS wildlife information systems.

**\*Permittee** : The full name of the holder of the permit.

**\*Permit No.** : The number of the permit to which the wildlife data return relates.

**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 Name (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 longer 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 9 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).

**\*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)**

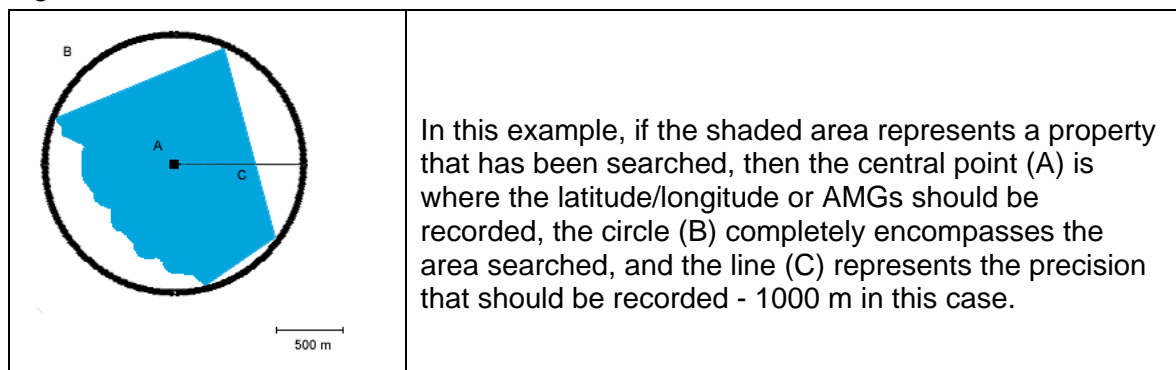
Record the horizontal datum used when recording the location co-ordinates. If the location was determined using a GPS check the units setup menu to determine the datum. If the location was determined using a map, check the map legend for the horizontal datum. The available datum codes are:

<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

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

<b>STC</b>	Stream channel	<b>TOR</b>	Tor
<b>STF</b>	Supratidal flat	<b>TRE</b>	Trench
<b>SUS</b>	Summit surface	<b>TUM</b>	Tumulus
<b>SWL</b>	Swale	<b>VLF</b>	Valley flat
<b>SWP</b>	Swamp		

**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 2 specimens were prepared and sent to the herbarium, 1 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:

<b>A</b>	Accurate - the actual number of individuals present.
<b>E</b>	Estimate - the number of individuals calculated to be present using an estimation technique.
<b>R</b>	Rough count - an approximation of the number of individuals present when an accurate count is not possible.
<b>Z</b>	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:

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

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

**Ident Method (max 5 characters)**

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

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

<b>MRK</b>	Marks
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**Coll Code (max 20 characters)**

The collector identification code for the individual e.g. tag number.

**Specimen Rego (max 20 characters)**

The registration of the specimen stored at a museum/herbarium.

**Specimen Locn (max 60 characters)**

The name of the museum or herbarium at which the specimen is stored.

**Collection Notes (max 240 characters)**

Provided 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:

<b>S</b>	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.
<b>K</b>	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.
<b>V</b>	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.
<b>C</b>	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 NatureSearchers, and members of bird clubs and similar organisations.
<b>U</b>	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.
<b>E</b>	Erroneous - any record which has been reviewed by a recognised expert and found to be incorrect is assigned to this class.