

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). 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)**

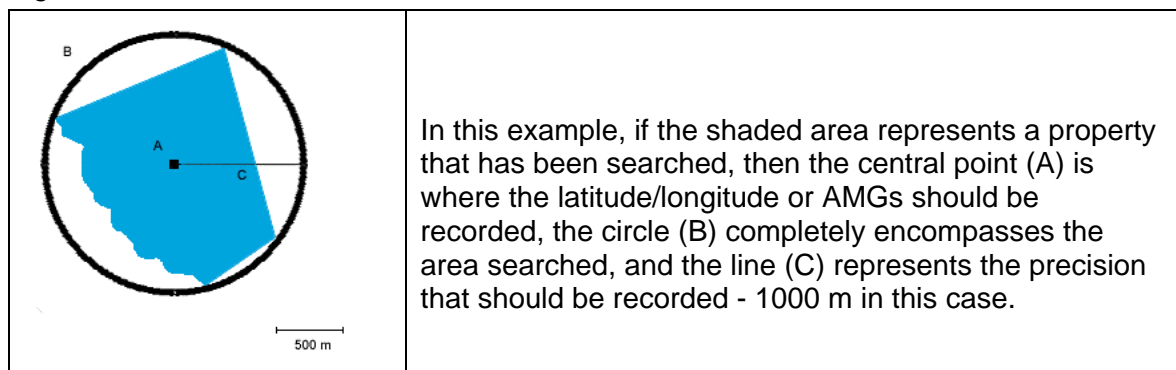
Record the horizontal datum used when recording the location co-ordinates. If the location was determined using a GPS check the units setup menu to determine the datum. If the location was determined using a map, check the map legend for the horizontal datum. The available datum codes are:

AGD66	Australian Geodetic Datum 1966
AGD84	Australian Geodetic Datum 1984
GDA94	Geocentric Datum of Australia 1994
WGS84	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:

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

STC	Stream channel	TOR	Tor
STF	Supratidal flat	TRE	Trench
SUS	Summit surface	TUM	Tumulus
SWL	Swale	VLF	Valley flat
SWP	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:

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	LR	Larva
EG	Egg	NA	Not assessed
FE	Fledgling	NE	Nestling
HA	Hatchling	PP	Pupa
IN	Intermediate	SA	Sub-adult
J	Juvenile	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	NA	Not assessed
BC	Courtship display	NB	Not reproducing
BE	Eggs	NP	Nuptial pads
BK	Calling	PF	Vagina perforate
BM	Mating	PG	Pregnant
BN	Nesting	PL	Post lactating
BR	Brooding	QP	Carrying Young
BY	Young in nest	TA	Testes abdominal
FL	Flowering	TD	Testes descended
FM	Fertile material	TE	Testes developed
FR	Fruiting	TR	Teats regressed
FS	Seeds present	TU	Teats undeveloped
GR	Gravid	TV	Teats developed
IN	Indeterminate	YB	Yes, no details
IP	Vagina imperforate	YD	Dependent young
LA	Lactating		

Ident Method (max 5 characters)

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

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

MRK	Marks
------------	-------

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:

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 NatureSearchers, 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.
E	Erroneous - any record which has been reviewed by a recognised expert and found to be incorrect is assigned to this class.