



Regulation 17 Licence Returns – Data Requirements

This document is a guide to provide the details required for each field, their acceptable values and other requirements.

Please note:

- All fields are mandatory, unless otherwise noted.
- Field validation occurs when data is uploaded.

Field definitions		
Column heading	Values	Description
LOCATION	Text e.g.: Pilbara, John Forrest National Park	This is the general locality or greater geographically area, where the fauna survey, research or monitoring was conducted. <i>Max 100 characters.</i>
SITE	Text and number e.g. Canning River Kent Street Weir site 1	This field allows for additional locality information, such as specific location, trap site number. <i>Max 100 characters.</i>
DATUM	<i>One of the following:</i> AGD66 AGD84 WGS84 GDA94	This is the coordinate system from which spatial data is derived. It can only be one of the mentioned datum codes. When copying the datum down the column in the spreadsheet template, make sure that the numbers are not sequential (i.e. GDA94, GDA95, GDA96 etc.), use copy and paste rather than drag down to auto fill.
LATITUDE	Number e.g.: -33.5678	Latitude values must be provided as decimal degrees and must reference the site location and not the general locality. This number must be a negative value. <i>Please note that this field may be left empty if a projected spatial value (zone, easting and northing) is provided.</i>
LONGITUDE	Number e.g.: 115.3456	Longitude values must be provided as decimal degrees and must reference the site location and not the general locality. <i>Please note that this field may be left empty if a projected spatial value (zone, easting and northing) is provided.</i>
ZONE	<i>One of the following:</i> 49 50 51	This is the projected map zone or UTM zone. This field is mandatory only if a projected spatial value (easting and northern) is being provided. Do not use letters in this field (i.e. J, K etc.). <i>Please note that this field may be left empty if a</i>

	52	<i>geographical spatial value (latitude and longitude) is provided.</i>
EASTING	Number e.g.:123456	The easting value will always have 6 digits and must reference the site location and not the general locality. <i>Please note that this field may be left empty if a geographical spatial value (latitude and longitude) is provided.</i>
NORTHING	Number e.g.: 1234567	The northing value will always have 7 digits and must reference the site location and not the general locality. <i>Please note that this field may be left empty if a geographical spatial value (latitude and longitude) is provided.</i>
ACCURACY	Number e.g. 1000	The spatial accuracy of the coordinates in metres.
DATE	DD/MM/YYYY	This is the date of capture or observation of the fauna species being reported. Only a single date is accepted. Do not use a date range.
NAME_ID	Number e.g. 1234	This is the unique numeric identifier assigned to each taxon. <i>If the NameID is unknown please leave it blank.</i>
SPECIES_NAME	Text e.g. <i>Cherax tenuimanus</i> or <i>Bunderia</i> sp.	The scientific name for the species. Please note that if the captured individuals are identified to genus level or lower, the species name must be the highest level of classification that is known. <i>Max 240 characters.</i>
COMMON_NAME	Text e.g. Margaret River hairy marron	The recognised common name for the species. For undescribed species may be the type of animal (e.g. ant, copepod) <i>Max 200 characters.</i>
SPECIES_GROUP	Text e.g. mammal	The recognised species group for the species. <i>Max 100 characters.</i>
COUNT	Number e.g. 3	The number of individuals of each species observed at each site on each day of monitoring. Do no use other characters (e.g. < > ~ +) <i>Whole numbers only.</i>
IDENTIFIER	Text	The full name of the person or organisation that has identified the species. <i>Max 50 characters</i>

CERTAINTY	<p><i>One of the following:</i></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>This is level of certainty of the identification of the species recorded in this licence return.</p> <p>1 Not sure (Identified to family level or lower)</p> <p>2 Moderately certain (Identified to genus level)</p> <p>3 Certain (Identified to species level)</p> <p>4 WAM Vouchered</p>
METHOD	Text	<p>The take activity for this particular record. The application will have the proposed methods but this defines what method relates to this particular animal.</p> <p><i>Max 50 characters.</i></p>
FATE	Text	<p>What happened to the animal (e.g. released at capture site, retained as specimen for euthanasia).</p> <p><i>Max 50 characters.</i></p>
SAMPLES	Text	<p>If samples were collected from the animal (e.g. ear tissue, blood sample, biopsy), type of sample, storage location etc.</p> <p><i>Optional – may be left empty.</i></p> <p><i>Max 50 characters.</i></p>
MARKING	Text	<p>If there was permanent or temporary marking of the animal. If microchip was implanted or ear tags attached etc. (including the reference numbers for the chip and tags).</p> <p><i>Optional – may be left empty.</i></p> <p><i>Max 50 characters.</i></p>
TRANSMITTER	Text	<p>If there were GPS/VHF radio collars or other transmitters attached to the animal (including the reference number)</p> <p><i>Optional – may be left empty.</i></p> <p><i>Max 50 characters.</i></p>
VOUCHER_REF	Text and/or number	<p>If the animal was retained, this is the collector's identifier for the specimen. If the animal was lodged with a museum, then museum name and reference number, or just text to say that it was or will be lodged. May apply to samples being deposited with a museum or other facility.</p> <p><i>Optional – may be left empty.</i></p> <p><i>Max 50 characters.</i></p>