

## **Guideline**

# **Completing the Animal breeding place register for a Species Management Program (SMP)**

**April 2017**

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**Contents**

1 Purpose.....1

2 Definitions .....1

3 Introduction .....1

4 Actions for Contractor .....2

5 What needs to be recorded in the register? .....2

6 Completing the register .....4

7 Administrative details .....5

8 Animal breeding place location details .....5

9 Animal breeding place actions.....6

## 1 Purpose

The purpose of this guideline is to provide guidance to contractors and their agents on how to complete the “Animal breeding place register” (the register) and document the standard expected by the Department of Transport and Main Roads and endorsed by the regulator, the Department of Environment and Heritage Protection (EHP). The use of this register is required under the department’s Technical Specification MRTS51 *Environmental Management* and applies to all works operating under a departmental approved Species Management Program (SMP).

This guideline must be viewed in conjunction with the relevant SMP and a copy of the current register template. Relevant SMP’s will be provided as a component of the contract and a current register template can be located through EHP’s website at <https://www.ehp.qld.gov.au/licences-permits/plants-animals/species-management-program/>

## 2 Definitions

Animal breeding place	A bower, burrow, cave, hollow, nest or other thing that is commonly used by the animal to incubate or rear the animal's offspring.
EHP	Department of Environment and Heritage Protection
Register	Is the document issued by EHP in which tampering with an animal breeding place under a SMP is recorded.
Spotter catcher	A person authorised under a current rehabilitation permit to take and/or keep a protected animal whose habitat is about to be destroyed by human activity in accordance with the Nature Conservation (Administration) Regulation 2006.
SMP	Species Management Program. A SMP is a program about managing the population and habitat of the species of animal that is approved by the chief executive of EHP.
Suitably qualified and experienced person	A person with formal qualifications and/or experience in identification of native animals and wildlife ecology. A person is considered to be suitably qualified and experienced if they meet one or more of the following criteria: <ul style="list-style-type: none"> <li>• An ecological consultant with experience in conducting surveys for native animal breeding places;</li> <li>• A person who possesses a degree in natural science or similar with experience in conducting surveys for native animal breeding places;</li> <li>• A person who is authorised as a fauna spotter-catcher under a rehabilitation permit issued under the <i>Nature Conservation Act 1992</i>.</li> </ul>
Tamper	Damage, destroy, mark, move or dig up the breeding place.

## 3 Introduction

Section 332 of the Nature Conservation (Wildlife Management) Regulation 2006 prohibits tampering with an animal breeding place that is being used by a protected species to incubate or rear that animal's offspring. Section 332 of the Regulation does not apply if the tampering is part of an approved SMP for animals of the same species. One of the conditions of a SMP is recording all known or suspected animal breeding places which have been tampered with (including destroyed) in the register.

#### **4 Actions for Contractor**

The Contractor shall be responsible for complying with the following conditions:

- Ensure that any suitably qualified and experienced people and/or spotter catchers employed for works operating under a departmental approved SMP meet the requirements defined by EHP in that SMP.
- Where tampering with an animal breeding place, the Contractor is to comply with the requirements of relevant departmentally approved SMPs, project specific SMPs and the Native Fauna section of the department's Technical Specification MRTS51 *Environmental Management*.
- Where breeding places are tampered with, Contractors must ensure that the tampering is recorded in the register by the end of each day that tampering occurs.
- When breeding places are recorded in the register of tampering, the records are completed to the standard dictated in this guideline, and
- Submit the completed register to the Contact Administrator as part of the Monthly Environmental Reporting under MRTS51. A final register which incorporates all previous registers kept for the project collated into a single document shall be submitted at Practical Completion of a Contract.

The department notes that the monthly reporting requirement is different to that dictated in EHP's register template. Transport and Main Roads has chosen to adopt the monthly standard over EHP's requirement in order to meet its due diligence requirements. This standard forms part of the contractual obligations attached to contractors.

#### **5 What needs to be recorded in the register?**

All known or suspected animal breeding places which are being used by an animal to incubate or rear the animal's offspring and which are tampered with during the course of works need to be recorded in the register. According to section 332 of the Nature Conservation (Wildlife Management) Regulation 2006, an animal can be considered to be using an animal breeding place to incubate or rear its offspring when:

- The animal is preparing, or has prepared, the place for incubating or rearing the animals offspring, or
- The animal is breeding, or is about to breed, and is physically occupying the place, or
- The animal and the animal's offspring are physically occupying the place, even if the occupation is only periodical, or
- The animal has used the place to incubate or rear the animal's offspring and is of a species generally known to return to the same place to incubate or rear offspring in each breeding season for the animal.

The register also records the details of:

- The relocation of any animal breeding places and/or animals using the breeding places, and
- Any incidents of injury or mortality to animals which occur during tampering or relocations necessitated by tampering.

All relevant sections of the register must be completed however it is understandable if administrative details such as the lot on plan are not available in the field, however, registers submitted to the Administrator which lack this information will not be accepted.

The Return of Operations Forms (ROE's) completed by the fauna spotter catcher as a requirement of their rehabilitation permits are not a suitable alternative to the register and will not be accepted by EHP as a substitute.

## 6 Completing the register

The register can be broken into three main sections:

Administrative details, animal breeding place location details and the animal breeding place actions which includes the details of any incidences or relocations of animals.

Department of Environment and Heritage Protection

### Animal breeding place register

**Wildlife management**

<b>Authority holder's name:</b> include Person in Charge where relevant <b>Authority number or description:</b> e.g. SMP project title etc <b>Approval dates:</b> e.g. valid from x/ta/x / approved on x/ta/x year		<b>ACTIONS Codes (mark column with 'X') - Legend:</b> <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="border: 1px solid green; padding: 2px;"> <b>R1</b> - Release, no further action         </div> <div style="border: 1px solid green; padding: 2px;"> <b>R2</b> - Release with First aid - Note V or C in column (V - Vet / C - Carer)         </div> <div style="border: 1px solid green; padding: 2px;"> <b>D</b> - Death         </div> <div style="border: 1px solid green; padding: 2px;"> <b>I</b> - Investigation         </div> </div>	<b>EHP contacts - Wildlife Management Area</b> <a href="mailto:wildlife.management@ehp.qld.gov.au">wildlife.management@ehp.qld.gov.au</a> <b>Low Risk SMP Email protocol:</b> annually from the registered date and upon expiry of the SMP. <b>High Risk SMP Email protocol:</b> within 6 months of interaction with high risk of impact SMP species and upon expiry of the SMP.
Reporting reports to be completed for all animal breeding places tampered with - all columns must be completed, with form emailed to the department upon expiry of approval and, for high risk SMP within 6 months of each			

  

DATE (dd/mm/yyyy)	TIME (24 hrz)	SPECIES (Scientific name)	SPECIES (Common name)	LOCATION of animal breeding place				Relocated animal breeding place location details (if applicable)				ACTIONS				COMMENTS / OUTCOME/AUTHORITY HOLDER <small>(e.g. of investigation - further management practices put in place etc. Permit reference for DMP - removal and relocation or rehabilitation permit).</small>			
				Location Description	Lat on Plan	Latitude - Decimal Degree	Longitude - Decimal Degree	Date (dd/mm/yyyy)	Location Description / Lat	Latitude - Decimal Degree	Longitude - Decimal Degree	Count	R1	R2	D		I		

Note: To insert extra lines in Windows 7 select "More" tab then click the "Cells" tab and select "insert above row" otherwise go to the "Insert" menu and click "Rows".

## 7 Administrative details

The administrative details section of the register lists the authority holder's name, the authority number and the approval dates of the SMP. For example:

<b>Authority holder's name:</b> Include Person in Charge where relevant	Department of Transport and Main Roads
<b>Authority number or description:</b> eg. SMP project title etc.	2016_Wide Bay/Burnett_Bruce Highway_Cooroy to Curra_State wide Low Risk SMP
<b>Approval Date/s:</b> eg. Valid from x to x / approved on x for x years	30 June 2016 to 01 July 2019

**Authority holder's name:** When operating under an approved TMR SMP, the Authority holders name will always be the "Department of Transport and Main Roads". Acronyms and deviations from this are not accepted.

**Authority number or description:** This box should be filled out in the following order: year, district name, road name, project name, title of SMP you are operating under. For example, 2016\_Wide Bay/Burnett\_Bruce Highway\_Cooroy to Curra\_State wide Low risk SMP.

**Approval Date/s:** This box should include the dates the SMP is approved for. For example, TMRs state-wide low risk SMP is approved from "30 June 2016 to 01 July 2019".

## 8 Animal breeding place location details

This section is designed to record the details of the animal breeding places tampered with during works.

DATE (dd/mm/yyyy)	TIME (24 hrs)	SPECIES (Scientific name)	SPECIES (Common name)	LOCATION of animal breeding place			
				Location Description	Lot on Plan	Latitude - Decimal Degrees	Longitude Decimal Degrees
27/09/2016	13:00	<i>Podargus strigoides</i>	Tawny Frogmouth	Nest in tree	N/A	-26.112226	152.651937
27/09/2016	14:00	<i>Pseudocheirus peregrinus</i>	Common ringtail possum	Hollow in tree	N/A	-26.112226	152.651937
27/09/2016	15:00	<i>Petaurus breviceps</i>	Sugar Glider	Tree hollow	1/MPH7125	-26.105930	152.641814

When multiple breeding places have been tampered with in a feature or location each breeding place is to be recorded individually. For example, where a nest and a hollow were located in a single tree which is removed, each breeding place (nest and hollow) tampered with in the tree would be recorded individually.

**Date:** The date column records the date that the animal breeding place was tampered with. The date should be recorded using the following format DD/MM/YYYY. Using the example above, three animal breeding places were tampered with on the 27th of September 2016 and each incident of tampering is recorded as 27/09/2016.

**Time:** The time column records the time that the animal breeding place/s were tampered with. The time must be recorded in 24 hour time. For example, the three animal breeding places identified on the 27/09/2016 were tampered with at 13:00, 14:00 and 15:00 respectively.



**Species:** There are two columns titled species. They are intended to record the names of the species which were identified occupying the animal breeding place. The first column records the scientific name of the species and the second column records the common name. In the example, the three animal breeding places were occupied by members of the following species *Podargus strigodes* (Tawny Frogmouth), *Cracticus nigrogularis* (Pied butcherbird) and *Petaurus breviceps* (Sugar Glider). All efforts must be made by the suitably qualified and experienced person to identify a species correctly. However, where this is not possible the suspected family or genus name must be provided and if this is not possible unknown should be recorded.

**Location:** The location description column records a brief description of where the animal breeding place was located. The description in this column must be brief but contain enough detail for the regulator (EHP) to identify what the breeding place was and where it was located. For example, two nests and a hollow have been identified in trees inside the project boundary.

**Lot on Plan:** The Lot on Plan column records the number of the lot where the animal breeding place was identified. Where the animal breeding places are identified in Greenfields sites, road reserves or areas without lot numbers the chainage or casement number must be provided instead. TMR staff should be contacted to provide the casement number. In the example, the first two animal breeding places were located inside lot number 1459/M37678 and the third was located inside a resumed road reserve which didn't have a chainage number or a lot on plan number. As a result the casement number 46295536 was recorded.

**Latitude and Longitude:** The latitude and longitude columns record the GPS locations of the animal breeding place. The GPS coordinates must be recorded in the decimal degrees format and to the sixth decimal point. For example, the first two animal breeding places identified in the example were identified at latitude -26.112226, longitude 152.651937° and the third was found at latitude 26.105930°, longitude 152.641814°. It has been identified that an error can occur when entering some coordinates and the excel spreadsheet will display the coordinates as #####. EHP has advised that when this occurs the quotation marks (i.e. "....") need to be placed around the coordinates to fix the issue. Registers with latitude and longitude recorded in formats other than decimal degrees will not be accepted.

## 9 Animal breeding place actions

This section records the details of any breeding places relocated, the fate of any animals relocated and any comments staff may have. This is the area where incidents of mortality and injury are recorded.

Relocated animal breeding place location details (if applicable)					ACTIONS				COMMENTS / OUTCOME/AUTHORITY HOLDER (e.g. of investigation - further management practices put in place etc. Permit references for DMP - removal and relocation or rehabilitation permit).
Date (dd/mm/yyyy)	Location Description / Lot Plan	Latitude - Decimal Degrees	Longitude - Decimal Degrees	Count	R1	R2	D	I	
27/09/2016	1459/M3767 8	-26.292008°	152.728629°	1	2				Nest with two eggs relocated to tree outside of clearing zone. Adults self-relocated
27/09/2016	46295536	-26.291067°	152.726237°	1	3		1		2 breeding adults and one young relocated inside hollow to an area outside the clearing zone. 1 juvenile found deceased within hollow with crush injuries. Spotter catcher relocation permit number XXXXXXXX.

**Date, Location Description/ Lot on Plan and Latitude and Longitude:** columns in the pink relocated breeding place section record the details of any animal breeding places and animals that are relocated during works. These columns are to be completed using the same format as the relevant columns located in the animal breeding place location details of the register, discussed above.

**Count:** The count column records the number of animal breeding places relocated. In this example, only one animal breeding place per record is relocated, a nest and a hollow, and as such the count column is recorded as one in both instances. Where an animal is relocated without its breeding place the count column would be recorded as zero.

**Actions:** The four columns in the green box titled Actions record the fate of the animals occupying the animal breeding place. This includes any instances of injury or mortality occurring as a result of tampering, including the relocation of breeding places, or injury or mortality resulting from a wildlife relocation necessitated by tampering. Wildlife injury or mortality which occurs as a result of works other than tampering with breeding places should not be reported in the register and must be recorded according to the requirements of the Native Fauna section of department's Technical Specification MRTS51 *Environmental Management*.

The codes can be found in the green box titled Actions Codes at the top of the register. R1 means released no further injuries, R2 release with first aid with the numerals V and C included when animals are taken to a veterinarian or wildlife carer, D is death and I is for investigation. The relevant box should be populated with the number of each individual animal affected. For example, the example project relocated the Frogmouth nest which contained two eggs so R1 was recorded as two. Incidents of injury and mortality are recorded in the same way as relocations. For example, three of the Sugar Gliders were relocated in the hollow, however one of the young was found to be deceased within the hollow with injuries resulting from either the tampering with of the hollow or the relocation of the hollow. The three individuals relocated are recorded under the R1 column and the death is recorded in the D column. Where an investigation into the cause of the injury or mortality to the animal/animals is undertaken the I (investigation) column needs to be numbered. The requirement to investigate wildlife injury or mortality is dictated in individual SMP's and the Native Fauna section of department's Technical Specification MRTS51 *Environmental Management*.

**Comments/ Outcome/ Authority Holder:** The brown comments / outcome/authority holder column is where any comments, the results of investigations and or the details of any other further permits are recorded. The format for this column is free text and any/all comments considered necessary should be recorded, this must include the permit details of the suitably qualified and experienced person undertaking the relocation of breeding places or wildlife. In the example, the fauna spotter catcher has included comments on the relocations and the possible cause of death to the juvenile Sugar Glider and his relocation permit number.

