Licence Returns - Fauna Survey application
Template Field definitions

Overview
The Department of Parks and Wildlife Fauna Survey application is an online based system that allows licence holders to electronically submit their licence return data. This application requires that return data is within a specified format to enable the automated upload. This document is provided as a guide to provide details on each field, their acceptable values and their requirements. Please note that all fields are mandatory, unless otherwise noted.

Field definitions

Column heading	Values	Description
PUBLISHED_ON	DD/MM/YYYY	This is the date of submission to the fauna survey application.
RETURN_ID	E.g.: SF123456-201512	The return identification number is a combination of the return's licence number (e.g. SF123456) and the year and month of submission to the fauna survey application, which is separated by a hyphen or an underscore. *Please note that no special characters are permissible (i.e. /',").*
LICENCE_NUMBER	E.g.: SF123456 or SC123456 or TF 123456	This is the DPaW licence number for which a return is being submitted. Max 8 characters.
FIRST_NAME		This is the first name of the *licensee* for which a return is being submitted. Max 50 characters.
LAST_NAME		This is the last name or family name of the *licensee* for which a return is being submitted. Max 50 characters.
CREATION_DATE	DD/MM/YYYY	This is the date of when the return spread sheet was created. This can be the same date as the date published.
NIL_RETURN	Y or N	This field indicates if fauna were captured or observed whilst completing work under the licence. If fauna were captured, this field will be 'N.' Entering 'Y' means it is a nil return, and should be submitted using the *Nil return* tab.

LOCALITY_ID	E.g.: Kensington or Pilbara	This is the general locality name (i.e. suburb) for where the fauna survey was conducted. *Please note this field does not allow spaces or special characters.* Max 50 characters.
SITE	Additional site characteristics – method E.g.: T08 – caught *or* Site08 - diggings	This field allows for additional locality information, such as specific trap numbers or site locations. In this field we would also like additional details on the method of observation. Max 50 characters.
DATUM	*Either:* AGD66 AGD84 GDA94 *or* WGS84	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, 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	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 should be a negative value. *Please note that this field may be left empty if a projected spatial value is provided.*
LONGITUDE	E.g.: 115.3456	Longitude values must be provided as decimal degrees and must reference the site location and not the general locality. *Please note that this field may be left empty if a projected spatial value is provided.*
ZONE	*Either:* 49 50 51 *or* 52	This is the projected map zone or UTM zone. This field is mandatory only if a projected spatial value is being provided. Do not use letters in this field (i.e. J, K etc.). *Please note that this field may be left empty if a geographical spatial value is provided.*
EASTING	E.g.:123456	The easting value will always have 6 digits and must reference the site location and not the general locality. *Please note that this field may be left empty if a geographical spatial value is provided.*

NORTHING	E.g.: 1234567	The northing value will always have 7 digits and must reference the site location and not the general locality. *Please note that this field may be left empty if a geographical spatial value is provided.*
ACCURACY	*Either:* 1 2 3 4 5 *or* 6	This is the level of accuracy of the spatial coordinates associate with the ability to identify the site location. 1 – within 100m of the site 2 – within 3km of the site 3 – within 10km of the site 4 – within 25km of the site 5 – within an area greater than 25km of the site 6 – Indefinable within Australia
CAPTURE_DATE	DD/MM/YYYY	This is the date of capture or observation of the fauna species being reported.
NAME_ID		This is the unique numeric identifier assigned to each taxon. The excel function (VLOOKUP) and the Fauna Name ID spreadsheet can be used to automatically import name ID values into the licence return. **The instructions for the vlookup function are as follows:** 1. Open your returns spreadsheet and the fauna name ID spreadsheet (FaunaNamesIDs_01122015.xlsx). 2. In your returns spreadsheet, enter the following function into the NAME_ID column: {} – brackets not included in function RSP – returns spreadsheet IDSP – fauna name ID spreadhseet =**VLOOKUP**({select the RSP SPECIES_NAME cell}, {switch to IDSP and select SPECIES_NAME and NAME_ID columns}, {type the number corresponding with the IDSP NAME_ID column– e.g. a=1, b=2, c=3 etc.}, FALSE {you want it to look for an exact match}) It should look like this: =**VLOOKUP**(S2, '[FaunaNameIDs_01122015.xls.xlsx]sheet1!$A:$B, 2, FALSE) 3. If the function produces an error (#N/A), it could mean that either you have spelt the scientific name incorrectly or it does not currently have a name id value. If there is no corresponding name ID, place a '0' in the relevant cells.

SPECIES_NAME	E.g. Cherax tenuimanus *or* Bunderia 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. Max 100 characters.
COMMON_NAME	E.g. Margaret River hairy marron	The recognised common name for the species. These can be imported using the VLOOKUP function. Max 100 characters.
COUNT		This column should indicate the number of individuals of each species observed at each site on each day of monitoring. Whole numbers only.
IDENTIFIER		This column should have the full name of the person or organisation that has identified the species.
CERTAINTY	*Either:* 1 2 3 or 4	This is *level of certainty of the identification* of the species recorded in this licence return. 1 Not sure (Identified to family level or lower) 2 Moderately certain (Identified to genus level) 3 Certain (Identified to species level) 4 WAM Vouchered
VOUCHER_REF		The voucher reference number is a unique reference that the licensee has associated with the species caught. This can include ear tag or micro-chip numbers. Optional – may be left empty. Max 50 characters.
WAM_VOUCHER_REF		This is the WAM issued voucher reference number provided when lodging specimens. Optional – may be left empty. Max 50 characters.
WAFN_CENSUS_VERSION	DD/MM/YYYY	This column must contain the date of the Fauna Name ID spreadsheet version that was used to look up NAME_ID values. This is either the date of the associated fauna census spread sheet, the date of the classification key or the date of the WAM species list.