How to User Guide

Nature Conservation (Animals) Regulations 2020

Standard / Specialised / Advanced Licences – Online Record Book

The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Online Services.
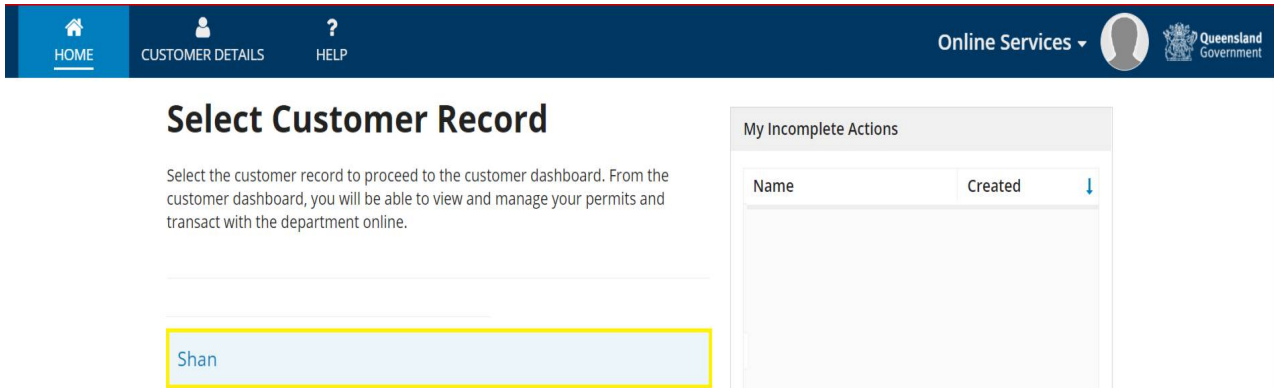
Queensland
Government

Table of Contents

1   Introduction to the online record book

Holders of Standard, Specialised and Advanced Licences can now fulfil their record keeping obligations and maintain details of their animal collection in an online record book. There is no charge for using the online record book.
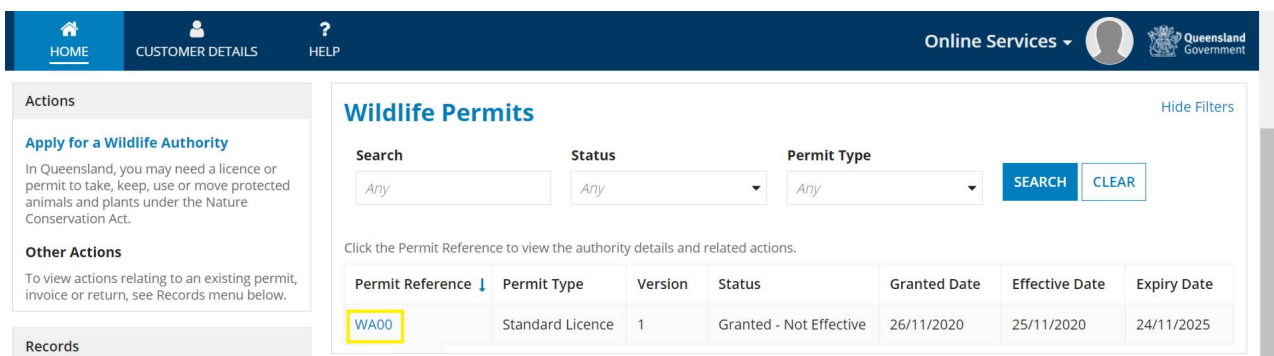
1.1   How to access your online record book

Click on your name highlighted in above screenshot. This will select your Customer record
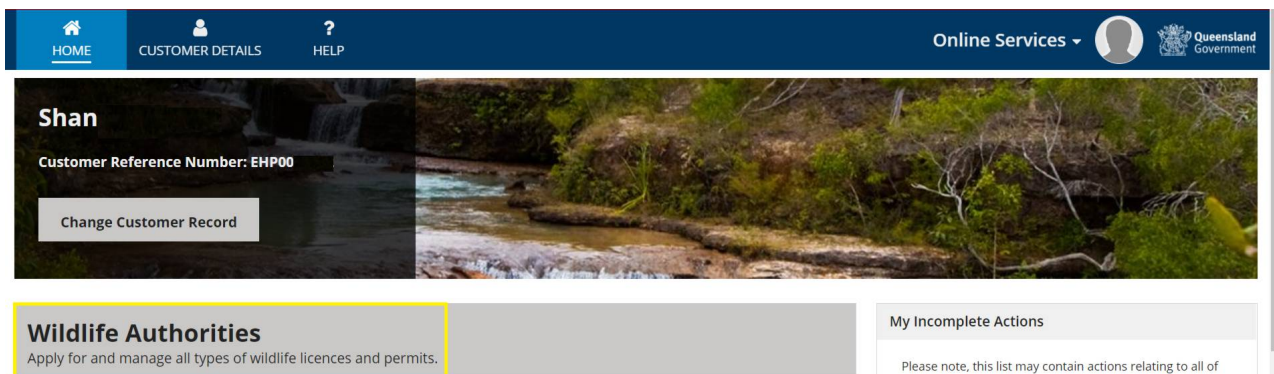
Click on Wildlife Authorities

Click on the permit reference number highlighted above to enter your permit

To open the record book click on >*hyperlink* >**Record Book** *tab*

ü The online record book is designed to be used on an **ongoing basis**

ü You must record <u>every</u> transaction within the timeframe specified for this type of records under the *Nature Conservation Act 1992* and its regulations.

1.1.1 Accessing your online record book when multiple versions of your licence exist

Make sure you always open **the latest version of your Standard / Specialised and Advanced Licence** to review or update your online record book.

If your licence has been amended for any reason, a new version of your licence will be generated and will be in effect. You will be able to view and update your online record book from that version. All the entries made before the licence amendment will continue to appear in that record book.

An empty record book – as displayed below - will be displayed within any versions of your licence which has been **superseded**.
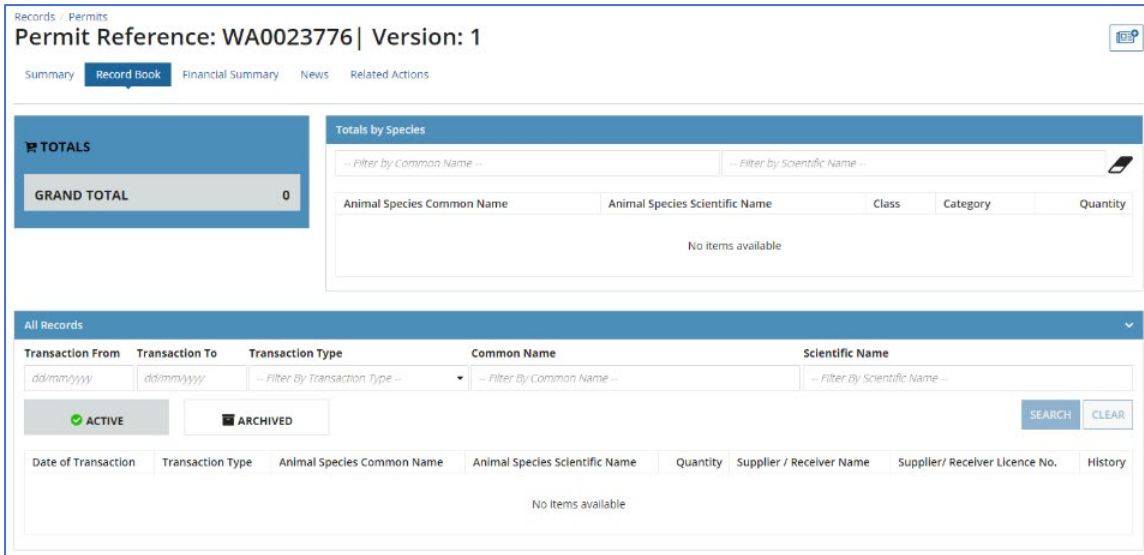
1.2 Structure of your online record book

1.2.1 Online record book dashboard

The **record book** dashboard displayed below is a *read-only view* of the content of your record book. You can initiate a new action by clicking one of the **actions buttons** in the *top right corner*.
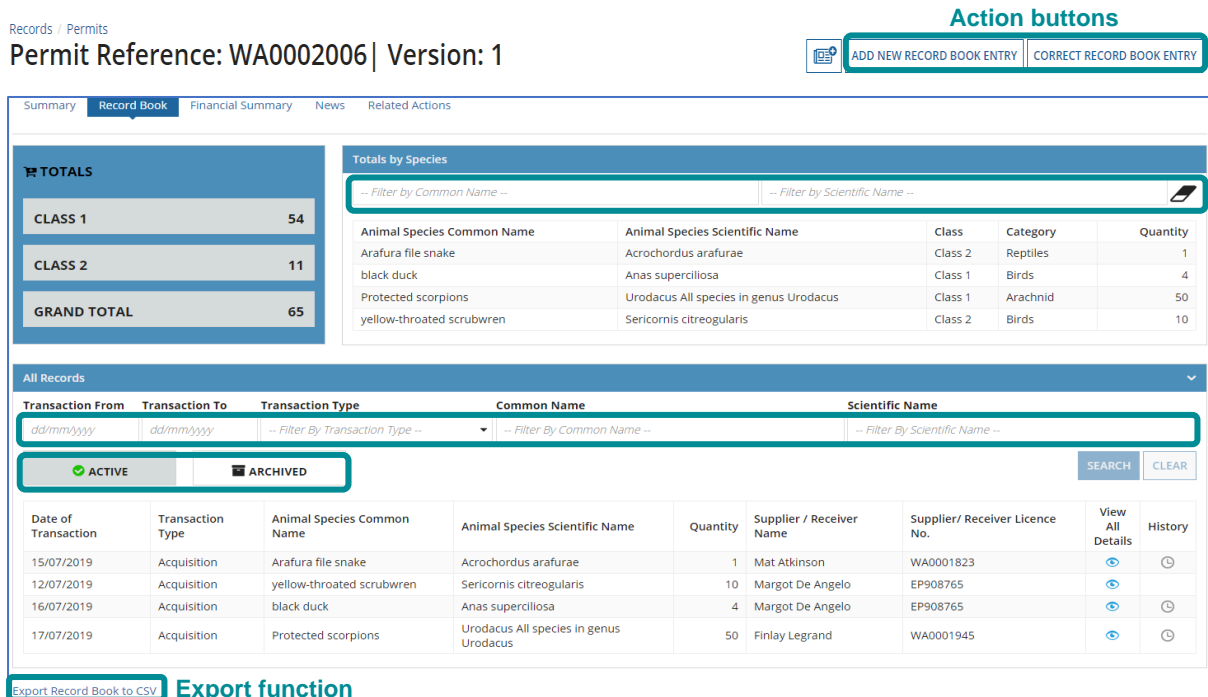
The *Totals by Species* and *All Records* sections have **search filters** and **sortable columns**. Columns can be sorted by *clicking* in them.

The **All Records** section has:

- an **Active tab** which displays the current version of your online record book entries and
- an **Archived tab** which displays older versions of your transactions. For example, the original version of a corrected entry will appear on the Archived tab and the corrected version of that entry will appear in the Active tab.

Both active and archived entries can each be exported to Excel by clicking on the **Export Record Book to CSV** link.

1.2.2   Using search filters
1.2.2.1   Total by species filter

Enter a partial or full common name or scientific name in the relevant filter field and click on the **black list icon**.

⚠	Given the wide variety of common names for some species, we advise to use the most generic part of a common name or the scientific name in filters to maximise your chances of retrieving existing data.

Totals by Species

-- Filter by Common Name --	-- Filter by Scientific Name --			
Animal Species Common Name	**Animal Species Scientific Name**	**Class**	**Category**	**Quantity**
Jervis Bay tree frog	Litoria jervisiensis	Class 1	Amphibians	1
red-tailed black-cockatoo	Calyptorhynchus banskii	Class 1		1
yellow-tailed black-cockatoo	Calyptorhynchus funereus	Class 1	Birds	1

That icon will become red when the list displayed is filtered as illustrated below.

Totals by Species

frog	-- Filter by Scientific Name --			
Animal Species Common Name	**Animal Species Scientific Name**	**Class**	**Category**	**Quantity**
Jervis Bay tree frog	Litoria jervisiensis	Class 1	Amphibians	1

Click on the **red icon** to clear the filter.

1.2.2.2   All records filters

Entries appearing in the *All Record* section of the read-only record book view can also be filtered by

- Transaction date
- Transaction type
- Full or partial common or scientific name.

Enter the relevant filter field and click **Search** to filter the records. Both active and archived record book entries can be filtered.

All Records					⌄
Transaction From	**Transaction To**	**Transaction Type**	**Common Name**		**Scientific Name**
dd/mm/yyyy	dd/mm/yyyy	-- Filter By Transaction Type --	-- Filter By Common Name --		-- Filter By Scientific Name --
⊘ ACTIVE	🗄 ARCHIVED				SEARCH CLEAR

> ⚠️ When using the Common Name and/or Scientific Name filters, make sure you **tab out** of these fields after entering a value so the **Search** button is enabled and you can click on it.

Filtered Records								⌄
Transaction From	**Transaction To**	**Transaction Type**	**Common Name**			**Scientific Name**		
dd/mm/yyyy	dd/mm/yyyy	-- Filter By Transaction Type --	frog			-- Filter By Scientific Name --		
⊘ ACTIVE	🗄 ARCHIVED						SEARCH	CLEAR
Date of Transaction	**Transaction Type**	**Animal Species Common Name**	**Animal Species Scientific Name**	**Quantity**	**Supplier / Receiver Name**	**Supplier/ Receiver Licence No.**	**View All Details**	**History**
03/08/2020	Acquisition	Jervis Bay tree frog	Litoria jervisiensis	1	Lea Delaney	WA0023813	👁	

Click the **Clear** button to clear the filters.

1.2.3 Sorting columns

The columns containing data in either the *Total by species* section or the *All Records* section can be sorted by **clicking on them**. The sort order is shown by the up or down arrow appearing in the sorted column as illustrated below.

Animal Species Common Name	Animal Species Scientific Name	Class ↓	Category	Quantity
booroolong frog	Litoria booroolongensis	Class 2	Amphibians	1
Jervis Bay tree frog	Litoria jervisiensis	Class 1	Amphibians	1
red-tailed black-cockatoo	Calyptorhynchus banskii	Class 1		1
yellow-tailed black-cockatoo	Calyptorhynchus funereus	Class 1	Birds	1

Date of Transaction	↓ Transaction Type	Animal Species Common Name	Animal Species Scientific Name	Quantity	Supplier / Receiver Name	Supplier/ Receiver Licence No.
03/08/2020	Acquisition	Jervis Bay tree frog	Litoria jervisiensis	1	Lea Delaney	WA0023813
21/07/2020	Acquisition	yellow-tailed black-cockatoo	Calyptorhynchus funereus	1	Lea Delaney	WA0023813
13/07/2020	Paper Record Book	red-tailed black-cockatoo	Calyptorhynchus banskii	1		

1.2.4 Warning message

If you have transacted beyond the scope of your licence – for example, you appear to have exceeded the maximum amount of animals permitted or you keep a species which is not permitted under the licence you hold, a message will appear in your record book as displayed below.

Records / Permits

Permit Reference: WA0023776| Version: 3

ADD NEW RECORD BOOK ENTRY   CORRECT RECORD BOOK ENTRY

Summary   **Record Book**   Financial Summary   News   Related Actions

🛒 TOTALS	
CLASS 1	3
CLASS 2	1
GRAND TOTAL	4

Totals by Species

-- Filter by Common Name --   -- Filter by Scientific Name --

Animal Species Common Name	Animal Species Scientific Name	Class	Category	Quantity
booroolong frog	Litoria booroolongensis	Class 2	Amphibians	1
Jervis Bay tree frog	Litoria jervisiensis	Class 1	Amphibians	1
red-tailed black-cockatoo	Calyptorhynchus banskii	Class 1		1
yellow-tailed black-cockatoo	Calyptorhynchus funereus	Class 1	Birds	1

⚠ You have transacted a number of animals which is in excess of that permitted or a species which is not permitted under your licence. Please check that your records are correct. If you do have more animals than is permitted or a class of animals which is not permitted, you need to promptly reduce your numbers as you are in breach of your licence conditions. Please contact the department if you require advice or assistance in how you can meet your permit requirements.

All Records   ⌄

Transaction From	Transaction To	Transaction Type	Common Name	Scientific Name

⚠ You must continue to record all the transactions you make under the licence you hold within the timeframe specified in your licence conditions even if this message is displayed. You should contact the department without delay if you are unsure why this message is shown.

2 Creating record book entries

⚠	If you have been using a paper record book for your previous Recreational Wildlife Licence or Commercial Wildlife Licence for live animals or your existing Standard, Specialised or Advanced Licence and the running total on that paper record book was greater than 0 for at least one species when you start using the online record book, you must use the **Add paper record book entry** _first_ to record that total in the online record book **before** you add any new record book entries in the online record book.

2.1 Record book updates and licence statuses

The table below summarises when you are permitted to update your online record book depending on the status of your standard / specialised and advanced licence.

Licence status	Record Book Update
Cancelled	Not Permitted
Expired – Renewal application refused or no renewal application lodged	Not Permitted from 3 days after the expiry date
Expired – Renewal application lodged but not yet decided	Permitted
Granted	Permitted
Granted – Not Effective	Not Permitted
Surrendered	Not Permitted
Suspended	Not Permitted

2.2 Add paper record book entry

⚠	You only need to create **one paper record book entry per species you currently keep** to set the correct record book totals before you start recording new transactions in the online record book. **If you have been keeping multiple species, you need to create one paper record book entry line per species and submit all the entries at the same time in one transaction.**
	If you never used a paper or other form of department-approved record book before using the online record book for your Standard / Specialised or Advanced Licence, then you do not need to add a paper record book entry.
	Note: You <u>cannot</u> use the **Correct Record Book Entry** button on a submitted paper record book entry. Refer to Correct an incorrect paper record book entry for details on how to correct this type of entry.

From the _Record Book_ tab, click on the **Add paper record book entry** button.

Records / Permits
Permit Reference: WA0023776| Version: 1   ADD PAPER RECORD BOOK ENTRY   ADD NEW RECORD BOOK ENTRY   CORRECT RECORD BOOK ENTRY

Summary   Record Book   Financial Summary   News   Related Actions

The **Transaction Date** is defaulted to today's date and cannot be changed. That date is the date you start using the online record book and you must keep using the online record book from that date onwards. The **Transaction Type** is not the actual date you transacted any of the animals for that species.

Add Paper Record Book Entries

1. New Paper Record Book Entry

Transaction Date	Transaction Type *		Species Picker *	Quantity *
04/08/2020	Paper Record Book		Enter Min. 3 Characters to search	

Start typing part of scientific name or common name to display options

Paper Record Book Number *

Remarks

⊕ Add New Paper Record Book Entry

CANCEL   SUBMIT

Enter the relevant **Species, Quantity** and **Paper Record Book Number** field as displayed below. You have the option to enter **Remarks,** but this is not mandatory.

The *Species Picker field* will automatically display the species matching what you enter in that field so you can select the correct species as shown below.

Species Picker *

red-t

red-tailed black-cockatoo - Calyptorhynchus banskii

red-throated skink - Acritoscincus platunotum

red-tailed calyptotis - Calyptotis ruficauda

⚠️   Schedule 3 of the Nature Conservation (Animals) Regulation 2020 may not have specified all the known subspecies for a given species of Class 1, Class 2 and Class 2 dangerous animals. If the subspecies you keep is not appearing in the Species Picker, please select the generic species for the animal instead.

In the *Paper Record Book Number* field, you should enter the number of the paper record book you purchased from the department which has the running total by species you are recording. If the paper record book you were using did not have a number, enter *N/A* in that field.

Click **+ Add New Paper Record Book Entry** if you have been keeping animals of different species and you need to record a running total greater than 0 for another species. You must then add one entry per species and submit all these entries as one transaction.

⚠️ If you have been keeping multiple species, only click the **Submit** button after you have added a New Paper Record Book Entry for each species you have been keeping using **+ Add New Paper Record Book Entry** to ensure you submit all the paper record book entries in one transaction.

When you have recorded the running total in your paper record book for every species you have, click the **Submit** button. You will be asked to confirm the transaction(s). Click *No* to return to the paper record book entry/entries or *Yes* to confirm.

Confirm Transactions?

Please confirm the transaction(s) created is/are true and correct.

NO   YES

⚠️ When entering previously held spiders and/or scorpions please use the names *Protected spiders* and/or *Protected scorpions* when adding a paper book entry in the new online record book. Using these names will allow you to keep an unlimited number of spider and/or scorpions without affecting your total number of animals held. This primarily affects anyone holding a Specialised licence where the limit of 50 animals applies.

Once you have confirmed your transaction(s), the totals in your record book will be automatically updated as displayed below.

Records / Permits
Permit Reference: WA0023818 | Version: 1   ADD PAPER RECORD BOOK ENTRY   ADD NEW RECORD BOOK ENTRY   CORRECT RECORD BOOK ENTRY

Summary   Record Book   Financial Summary   News   Related Actions

Totals by Species

-- Filter by Common Name --   -- Filter by Scientific Name --

🛒 TOTALS		Animal Species Common Name	Animal Species Scientific Name	Class	Category	Quantity
CLASS 1	2	red-tailed black-cockatoo	Calyptorhynchus banskii	Class 1		1
GRAND TOTAL	2	yellow-tailed black-cockatoo	Calyptorhynchus funereus	Class 1	Birds	1

All Records

Transaction From	Transaction To	Transaction Type	Common Name	Scientific Name
dd/mm/yyyy	dd/mm/yyyy	-- Filter By Transaction Type --	-- Filter By Common Name --	-- Filter By Scientific Name --

✅ ACTIVE   📁 ARCHIVED   SEARCH   CLEAR

Date of Transaction	Transaction Type	Animal Species Common Name	Animal Species Scientific Name	Quantity	Supplier / Receiver Name	Supplier/ Receiver Licence No.	View All Details	History
04/08/2020	Paper Record Book	red-tailed black-cockatoo	Calyptorhynchus banskii	1			👁	
04/08/2020	Paper Record Book	yellow-tailed black-cockatoo	Calyptorhynchus funereus	1			👁	

Export Record Book to CSV

⚠️ If you create another paper record book entry at this stage by clicking the **Add paper record book entry button** (in the top right of the screen) again, any previous paper record book entries you have done will be archived and replaced by the more recent paper book entries. Your record book totals will be recalculated based on the more recent paper record book entries. You can use this to correct paper record book entries entered incorrectly.

2.2.1   Correct an incorrect paper record book entry

Because paper record book entries reset the record book totals, you can create a new paper record book entry to correct a paper record book entry submitted previously provided you have not yet created any acquisition / sale record book entries using the *Add new record book entry button*.

You will **not** be able to use the **Correct record book entry** option to correct paper record book entries.

2.3 Add new record book entry

From the **Record Book** tab read-only view, click on the **Add new record book entry** button in the top right corner.
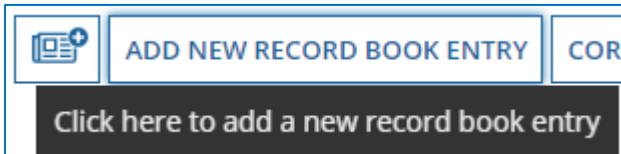
⚠	If you have not created any new record book entries before or if you have only created a paper record book entry, the **Add paper record book entry button** will still appear in the top right corner of the screen. This button will disappear once you have created a new record book entry.

The **New Record Book Entry** screen is displayed as illustrated below. Note the reminder in the blue background to use the Add Paper Record Book Entry first if you have not yet recorded the animal totals per species you held before using the online record book.

Refer to the Add Paper Record Book Entry section for more details.

Select the **Transaction Date** from the calendar**.** The current date is displayed by default. Use the *left arrow* to select an earlier date. Record book entries cannot be created for a future date.

Note: The **Transaction Date** must not be more than 14 days in the past or the error below will be displayed.

Select the **Transaction Type** from the drop-down list.

Start entering either the *common name or scientific name of the species* in the **Species Picker** field. All the matching species names will be displayed automatically. **Select** one species from the dropdown.

Enter a positive whole number (i.e. integer) in the **Quantity** field regardless of the Transaction Type you select.

You must enter the following fields:

- Supplier / Receiver Name
- Supplier / Receiver Licence No
- Supplier / Receiver Address.

NOTE: the supplier is the person you acquire/purchase the animal/s from and the receiver is the person you gave/sold the animal/s too, this will never be your details as the holder of the record book.

Enter the **Movement Permit Number** in the field if applicable.

Click the **+ Add New Record Book Entry** to open a new record book entry line.

If you want to remove an entry before you submit, click **x Remove Entry** below the relevant entry.

Click **Submit** when you are ready to update your record book totals with the new entries. If you click *Cancel*, the creation of the new entries will be abandoned, and you will be returned to the read-only view of your record book with its original totals.

After clicking **Submit**, you will be required to **confirm the new transactions** as displayed below. Click **Yes** to confirm and **No** if you wish to return to the record book entry screen.

After you have clicked **Yes**, the new record book entries appear on the **Active** tab in the **All Records** section and the record book totals are updated accordingly as shown below.

⚠	When adding new entries for spiders and/or scorpions please use the wording *Protected spiders* or *Protected scorpions* in the species picker. Using these names are the only entries that do not add to your total number of animals held under the licence. This primarily applies to the holders of a Specialised licence where the limit of 50 animals applies.

3 Reviewing record book entry details

3.1.1 Summary of record book entries and their impact

The table below summarises the record book entry types that can be made, who can make them and their impact on the record book.

Record Book Entry Type	Initiator	Impact on Totals	Polarity	Archives prior transactions upon Submit
Paper Record Book	Permit Holder	Reset	Positive	Y (can only be Auditing entry)
Acquisition	Permit Holder	Update	Positive	N
Death	Permit Holder	Update	Negative	N
Loss through escape	Permit Holder	Update	Negative	N
Loss through theft	Permit Holder	Update	Negative	N
Natural Increase	Permit Holder	Update	Positive	N
Sale / Donation	Permit Holder	Update	Negative	N
Auditing	Wildlife Operations	Reset	Positive	Y (can be any of the above)

Officer			

3.1.2 Active records

The **Active** tab in the *All Records* section displays the transactions which make up the record book totals displayed at any point in time.

3.1.2.1 View all details

All the data fields of all record book entries can be viewed by clicking in the blue eye icon in the second last column of the entry grid on the Active tab.

The detailed view will open below the entry grid as illustrated below. A binocular icon will appear in the **View all details** column of the entry for which the full details are being displayed.

Click the **Hide All Details** button at the bottom of the View All Details section to close the detailed view of the entry.

3.1.2.2   View the history of an entry

If an entry has been corrected and an earlier version of the entry exists, the **History** column of the active entry grid will display a clock icon as illustrated below.

Click on the clock icon to view the previous version of the entry. The history view will open below the entry grid as illustrated below. A magnifier will be superimposed on the clock icon in the *History* column of the entry for which the history details are being displayed.

All Records								
Transaction From	**Transaction To**	**Transaction Type**		**Common Name**			**Scientific Name**	
dd/mm/yyyy	dd/mm/yyyy	-- Filter By Transaction Type --		-- Filter By Common Name --			-- Filter By Scientific Name --	

| ✔ ACTIVE | 📁 ARCHIVED | | | | | | | | SEARCH | CLEAR |

Date of Transaction	Transaction Type	Animal Species Common Name	Animal Species Scientific Name	Quantity	Supplier / Receiver Name	Supplier/ Receiver Licence No.	View All Details	History
13/07/2020	Paper Record Book	red-tailed black-cockatoo	Calyptorhynchus banskii	1			👁	
21/07/2020	Acquisition	yellow-tailed black-cockatoo	Calyptorhynchus funereus	1	Lea Delaney	WA0023813	👁	🕐
03/08/2020	Acquisition	Jervis Bay tree frog	Litoria jervisiensis	1	Lea Delaney	WA0023813	👁	
01/08/2020	Acquisition	motorbike frog	Litoria moorei	1	Delaney	WA0023813	👁	🔍

Export Record Book to CSV

History							
Date of Transaction	**Transaction Type**	**Animal Species Common name**	**Animal Species Scientific name**	**Quantity**	**Created Date and Time (AEST)**	**Archival Reason**	**View All Details**
01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1	04 Aug, 2020 13:27	Record Updated	👁

HIDE HISTORY

Click the **Hide History** button at the bottom of the History section to close the history details of the entry.

3.1.2.3   View all details and the history of an entry

You can view the full details of the active entry and its original version by clicking the **View all details** icon <u>and</u> the **History** icon as demonstrated in the previous sections.

01/08/2020	Acquisition	motorbike frog	Litoria moorei	1	Delaney	WA0023813	🔭	🔍

Export Record Book to CSV

View All Details				
Date of Transaction	**Transaction Type**	**Animal Species - Common Name**	**Animal Species - Scientific Name**	**Quantity**
01/08/2020	Acquisition	motorbike frog	Litoria moorei	1
Supplier/ Receiver Licence No.	**Supplier/ Receiver Name**	**Supplier/ Receiver Address**	**Tag/ Implant No.**	**Movement Number**
WA0023813	Delaney	Bundaberg East		
Paper Record Book Number	**Created Date and Time (AEST)**			
	05 Aug, 2020 15:13			
Remarks				

HIDE ALL DETAILS

History							
Date of Transaction	**Transaction Type**	**Animal Species Common name**	**Animal Species Scientific name**	**Quantity**	**Created Date and Time (AEST)**	**Archival Reason**	**View All Details**
01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1	04 Aug, 2020 13:27	Record Updated	🔭

HIDE HISTORY

View All Details				
Date of Transaction	**Transaction Type**	**Animal Species - Common Name**	**Animal Species - Scientific Name**	**Quantity**
01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1
Supplier/ Receiver Licence No.	**Supplier/ Receiver Name**	**Supplier/ Receiver Address**	**Tag/ Implant No.**	**Movement Number**
WA0023813	Delaney	Bundaberg East		
Paper Record Book Number	**Created Date and Time (AEST)**			
	04 Aug, 2020 13:27			
Remarks				

HIDE ALL DETAILS

3.1.3   Archived records

As detailed in the above Summary of record book entries and their impact section, some transaction types – for example, the paper record book entry and the auditing

entry - will archive all previous entries and reset the record book totals.

Correcting a record book entry will also archive the original version of that entry and the corrected version of the entry will be displayed on the Active tab.

3.1.3.1   Archived entries - View all details

All Records								⌄
Transaction From	**Transaction To**	**Transaction Type**		**Common Name**			**Scientific Name**	
dd/mm/yyyy	dd/mm/yyyy	-- Filter By Transaction Type --		-- Filter By Common Name --			-- Filter By Scientific Name --	

⊘ ACTIVE	🗄 ARCHIVED						SEARCH	CLEAR

Date of Transaction	Transaction Type	Animal Species Common Name	Animal Species Scientific Name	Quantity	Supplier / Receiver Name	Supplier/ Receiver Licence No.	View All Details	Archival Reason
21/07/2020	Acquisition	yellow-tailed black-cockatoo	Calyptorhynchus funereus	1	Lea Delaney	WA0023813	👁	Record Updated
21/07/2020	Acquisition	yellow-tailed black-cockatoo	Calyptorhynchus funereus	2	Lea Delaney	WA0023813	👁	Record Updated
21/07/2020	Acquisition	yellow-tailed black-cockatoo	Calyptorhynchus funereus	10	Lea Delaney	WA0023813	👁	Record Updated
01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1	Delaney	WA0023813	🔲	Record Updated

Click to view all details

As for the active entries, the detailed view will open below the entry grid as illustrated below. A binocular icon will appear in the **View all details** column of the entry for which the full details are being displayed.

01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1	Delaney	WA0023813	🔭	Record Updated

Export Record Book to CSV

View All Details				⌄
Date of Transaction	**Transaction Type**	**Animal Species - Common Name**	**Animal Species - Scientific Name**	**Quantity**
01/08/2020	Acquisition	booroolong frog	Litoria booroolongensis	1
Supplier/ Receiver Licence No.	**Supplier/ Receiver Name**	**Supplier/ Receiver Address**	**Tag/ Implant No.**	**Movement Number**
WA0023813	Delaney	Bundaberg East		
Paper Record Book Number	**Created Date and Time (AEST)**			
	04 Aug, 2020 13:27			
Remarks				
				HIDE ALL DETAILS

Archived entries also display the reason for archival in the last column of the archived entry grid:

- **Record Updated** means that the entry was corrected;
- **Record Book Audit** means a Wildlife Compliance Officer created an audit entry in the record book.

4   Correcting record book entries

4.1.1   What can be corrected and when?
- Only record book transaction types that update the record book totals can be corrected. Therefore, you can only correct acquisition, sale / donation, natural increase, loss and death entries.
- Because they reset the record book totals, paper record book entries cannot be corrected. Refer to the Correct an incorrect paper record book entry for details.
- Corrections can only be made by the licence holder and they must be made within 14 days of the submission of the entry.

4.1.2   How to correct an entry?

From the *Record Book* tab, click the **Correct Record Book Entry** button in the top right corner of the screen.

The entries which can be corrected are displayed in a grid as illustrated below.

Click the pen icon in the **Edit column** of the entry you want to correct. The **Edit Record Book Entry** panel will open below entry grid with all the original entry details.

A black pen icon will replace the blue pen icon for the entry you are about to correct in the entry grid as displayed above.

Make the corrections required and click **Submit Details**.

The corrected entry will then appear in the **Active** tab of the **All Records** section as displayed below. The history clock icon will also appear so the original details can be reviewed as described in the View the history of an entry section.

The original entry will appear in the **Archived** tab with an *Archival Reason* of **Record Updated** from that point onwards.

5   Exporting record book entries to Excel

You can export both your active record book entries and your archived record book entries to Excel by clicking on the **Export Record Book to CSV** link displayed on both the *Active* and *Archived* tab.

All the details will be exported to the CSV file which you can save as an Excel spreadsheet.

For more information on the new Online Record Book please contact the Permits and Licensing team:

Email:　　　palm@des.qld.gov.au