

How to User Guide

Harvester – How to apply for a macropod harvesting licence

Macropods Online



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 Macropods Online.

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1 Introduction to Macropods Online

The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

The digital return book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

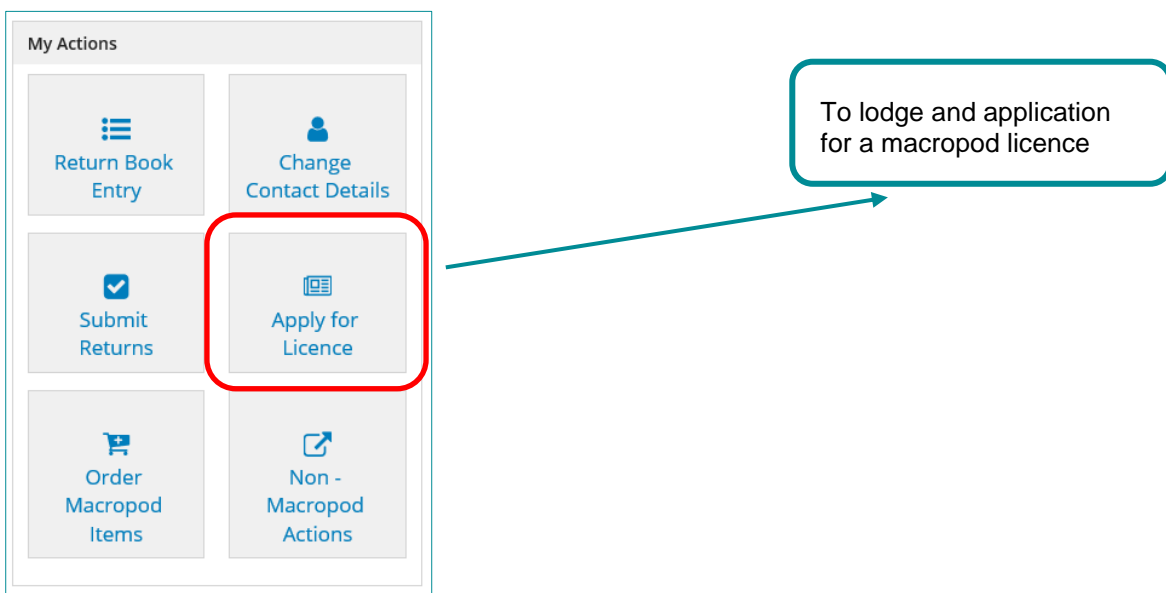
2 Have you registered for an online account?

Macropod customers not currently registered with the Department of Environment and Science's Online Services will need to register to access Macropods Online. Click [here](#) to learn how to register for Online Services.

If you have already registered for a macropod harvester or dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login [here](#).



3 Macropods Online – Apply for licence



Click the **Apply for Licence** action button from home tab.

Click **Accept** to accept the Terms and Conditions.

Ensure there is a tick box next to the applicant.

Applicant	Location(s)	Online	Principal
<input checked="" type="checkbox"/> molt b (EHP0088112)	54 Milton St ALPHA QLD 4724	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click **NEXT**

For a **macropod harvesting licence**:

- Select **Harvesting Licence** from Permit drop down box.
- Select **Harvesting of macropods** from Activity dropdown box.
- Select 1 or 3 year licence from Sub-activity drop down box.

Click **Add to Selection**.

Application Summary

Application Reference: APP0057529
Authority Type: Wildlife Authority
Stage: Pre-submission
Status: To be completed
Effective Date:

Select Activity

Permit: Harvesting Licence
Activity: Harvesting of macropods
Sub-activity: For 1 year or less

Click **Next**.

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Macropods Online

WA Permit Application APP0057529

Activity Selection

Add applicants | **Add activities** | Add locations | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Application Summary

Application: APP0057529
Reference: APP0057529
Authority Type: Wildlife Authority

Stage: Pre-submission
Status: To be completed
Effective Date:

Activity Guideline(s)

Use this application type if you wish to harvest live macropods.

Select Activity

+ Show Help
Your current selections prohibit you from adding more activities. show help for more details

Selected Activities

Activity	Sub-Activity	Remove from selection
Harvesting of macropods	For 1 year or less -	X

GO BACK | CANCEL | **NEXT**

Select **Location Type** (Physical street address, Lot Plan or GPS) from dropdown box.

Enter the address details.

Click **Search Address**.

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Macropods Online

WA Permit Application APP0057529

Location Selection

Add applicants | Add activities | **Add locations** | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Application Summary

Application: APP0057529
Reference: APP0057529
Authority Type: Wildlife Authority

Stage: Pre-submission
Status: To be completed
Effective Date:

Location Guideline(s)

To enable inspection by an EHP officer please nominate the location where the wildlife will be held, this may or may not be the residential address of the applicant.

Add Location

Location Type: Physical street address

Address Search

Address: Please enter a partial address then click the 'Search Address' button

GO BACK | CANCEL | **SEARCH ADDRESS** | NEXT

Tick the tick box next to your address from the search results.

Click **Add**.

Location Selection

Application Summary

Application: APP0057529
Reference:
Authority Type: Wildlife Authority

Stage: Pre-submission
Status: To be completed
Effective Date:

Location Guideline(s)

To enable inspection by an EHP officer please nominate the location where the wildlife will be held, this may or may not be the residential address of the applicant.

Add Location

Location Type: Physical street address

Address Search

Address: 54 milton street alpha

SEARCH ADDRESS

Results	Address line	Locality	State	Postcode
<input checked="" type="checkbox"/>	54 Milton St	ALPHA	QLD	4724
<input type="checkbox"/>	Address not found			

Select an address from the grid above, or select 'Address not found'

GO BACK CANCEL ADD NEXT

Click **Next**.

Location Guideline(s)

To enable inspection by an EHP officer please nominate the location where the wildlife will be held, this may or may not be the residential address of the applicant.

Selected Locations

Location Name	Location Details
<input type="checkbox"/> 54 Milton St ALPHA QLD 4724	Physical street address

Add Location

Location Type: Physical street address

Address Search

Address: 54 milton street alpha

SEARCH ADDRESS

Results	Address line	Locality	State	Postcode
<input checked="" type="checkbox"/>	54 Milton St	ALPHA	QLD	4724
<input type="checkbox"/>	Address not found			

Select an address from the grid above, or select 'Address not found'

GO BACK CANCEL ADD NEXT

PLEASE NOTE:

1. You cannot use a PO Box for the licence premises location.
2. If your address does not appear in the search results, tick the Address not found tick box. Then enter the address details.

To enable inspection by an EHP officer please nominate the location where the wildlife will be held, this may or may not be the residential address of the applicant.

Selected Locations

Location Name	Location Details
<input type="checkbox"/> 54 Milton St ALPHA QLD 4724	Physical street address

Add Location

Location Type: Physical street address

Address Search

Address: 54 milton street alpha SEARCH ADDRESS

Address not found
Click to select from the list above, or select 'Address not found'

Address:

Post code:

Suburb:

State:

Country: Australia ADD

<https://ehptrain.apiancloud.com/sites/sites/Macropods-Online/page/harvester> NEXT

- To delete the added address to select another address, tick the tick box next to the address from the Selected Locations section, then click Delete.

Click **Next**.

WA Permit Application APP0057529
Please indicate for the activities you have selected which locations they are occurring on

Progress: Add applicants | Add activities | **Add locations** | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Assign Activity to Location

Activity	Location
Harvesting Licence Harvesting of macropods For 1 year or less	<input checked="" type="checkbox"/> 54 Milton St ALPHA QLD 4724

GO BACK CANCEL NEXT

Enter the harvest period year you are applying for.

Click **Next**.

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Permit Application

Questionnaire on Harvest Year

Permit Application Reference - Complete Harvest Year: APP0057529

[View Dashboard](#)

Permit Application Questions

Question 1 of 1

What harvest year are you applying for? Please specify the starting harvest year.

Year *

2021

[GO BACK](#) [CANCEL](#) [NEXT](#)

Answer the question:

Have you held a Queensland Harvesting licence in ANY previous year?

Click **Next**.

If you answered 'Yes', you will be asked:

Was your Queensland Harvesting Licence for the preceding harvest period?

Answer 'Yes' or 'No'.

If you answer 'No' to the question 'Was your Queensland Harvesting Licence for the preceding harvest period?' enter the most recent year you held a licence.

Click **Next**.

Answer the following question related to convictions:

During the past 3 years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992; or (b) an animal welfare offence under the Animal Care and Protection Act 2001; or an offence relating to wildlife against another Act; or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?" "Note: A conviction includes a plea of guilty or a finding of guilt by a court even though a conviction is not recorded.

Note: Does not include simple traffic offences such as parking or speeding infringements.

Click **Next**.

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Permit Application

Questionnaire on Wildlife Suitability(macropod)

Permit Application - Complete Wildlife Suitability(macropod): APP0057529

[View Dashboard](#)

Permit Application Questions

Question 1 of 1

During the past 3 years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992; or (b) an animal welfare offence under the Animal Care and Protection Act 2001; or an offence relating to wildlife against another Act; or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?" "Note: A conviction includes a plea of guilty or a finding of guilt by a court even though a conviction is not recorded.

Note: Does not include simple traffic offences such as parking or speeding infringements.

•

Yes (You will be contacted by an assessment officer)

No

[GO BACK](#) [CANCEL](#) [NEXT](#)

Note: Once you have answered this question you will not be able to go back and edit details.

Select **Application Contact Details** (Same as applicant or alternative contact details)
If 'Same as applicant' is selected the contact details will be automatically completed.

Click **Next**.

Macropods Online - Queensland Government

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Permit Application

Add applicants Add activities Add locations Answer questions Set effective date **Add contacts** Upload documents View Summary Add payment

Application Contact Details

An alternative contact nominated by the legal entity which has submitted, or will in future submit, applications to be assessed by the department. All departmental correspondence relating to the assessment of applications will be directed to the application contact, however, if the application results in the issuing of a relevant authority, the relevant authority will be sent to the customer contact or if nominated, the primary contact.

Nominate Application Contact Details *

Same as applicant
 Alternate contact details

* Name or Position molt b

* Primary Phone 0411111111 * Email Address moltb@mailinator.com

Secondary Phone

GO BACK CANCEL **NEXT**

Upload Documents screen:

Upload your firearms licence

And based on your answers you may be required to upload your TAFE certificate and Firearms certificate.

To upload a document:

- Select the **Document Sub Type** for the relevant document you are uploading.
- Click **Upload** from the **Select document** field.
- Navigate to the document and click open.
- Click **Upload Document**.

Click **Next**.

Notes: Documents must be clear and readable.
 You will not be able to click Next until all mandatory documents are uploaded.

View summary details screen

Click **Proceed to Payment**.

Notes: From this screen, clicking **Go Back** will not take you back past the Add Contacts screen.

Once you have input your payment details, select **PAY NOW**.

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Payment for Application APP0057529

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Harvesting licence for macropods - For a term of 1 year or less	79.95	79.95		\$79.95
Total Amount Payable					\$79.95
The total price includes GST of:					\$0.00

We accept all major credit cards: MasterCard, Visa and Amex

Please enter your card details below to proceed with payment.

Card Number:

Expiry Date: MM YY

CVN:

PAY LATER PAY NOW

You can also select to Pay Later.

Click **Submit**.

SAVE DRAFT REASSIGN

Payment for Application APP0057529

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Harvesting licence for macropods - For a term of 1 year or less	79.95	79.95		\$79.95
Total Amount Payable					\$79.95
The total price includes GST of:					\$0.00

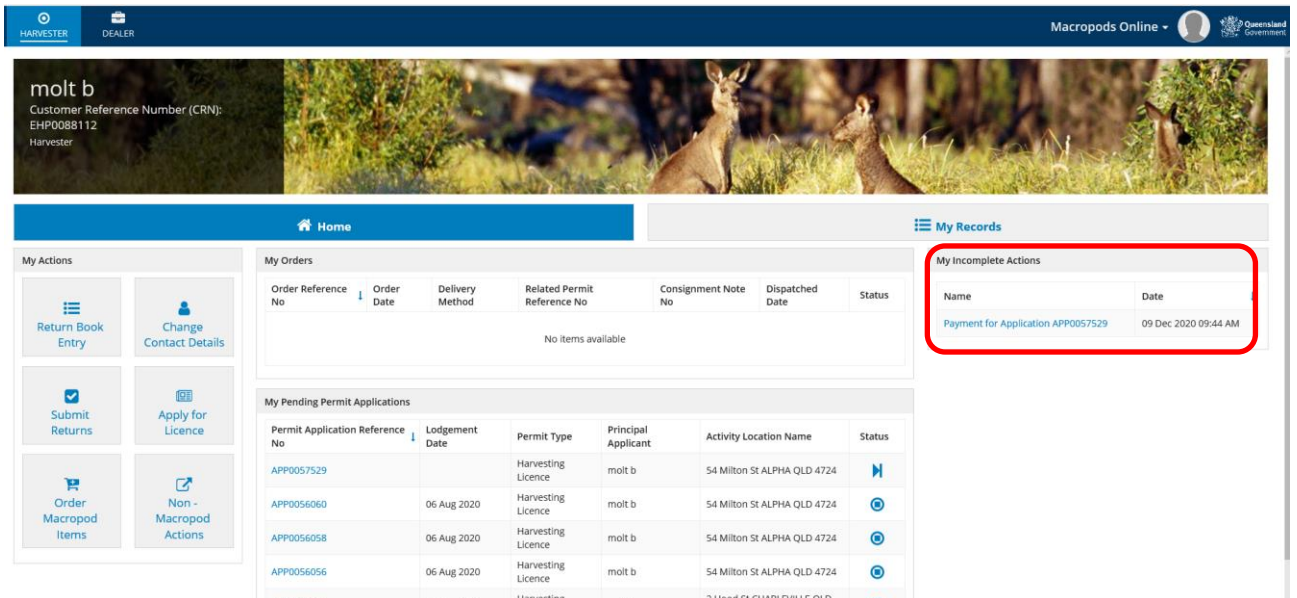
Click on **Submit** below, to complete your purchase.

Your Payment was successful
A copy of your invoice will be sent to your email address.
You can also view your invoice online via your transaction history

SUBMIT

4 How to resume an application that has not been lodged or access the application when Pay Later was selected

If you have exited the application process by closing the internet browser or selected **Pay Later**, you can return to the application or payment screen by selecting the item **My Incomplete Actions** list from the Macropods Online **Home** screen.



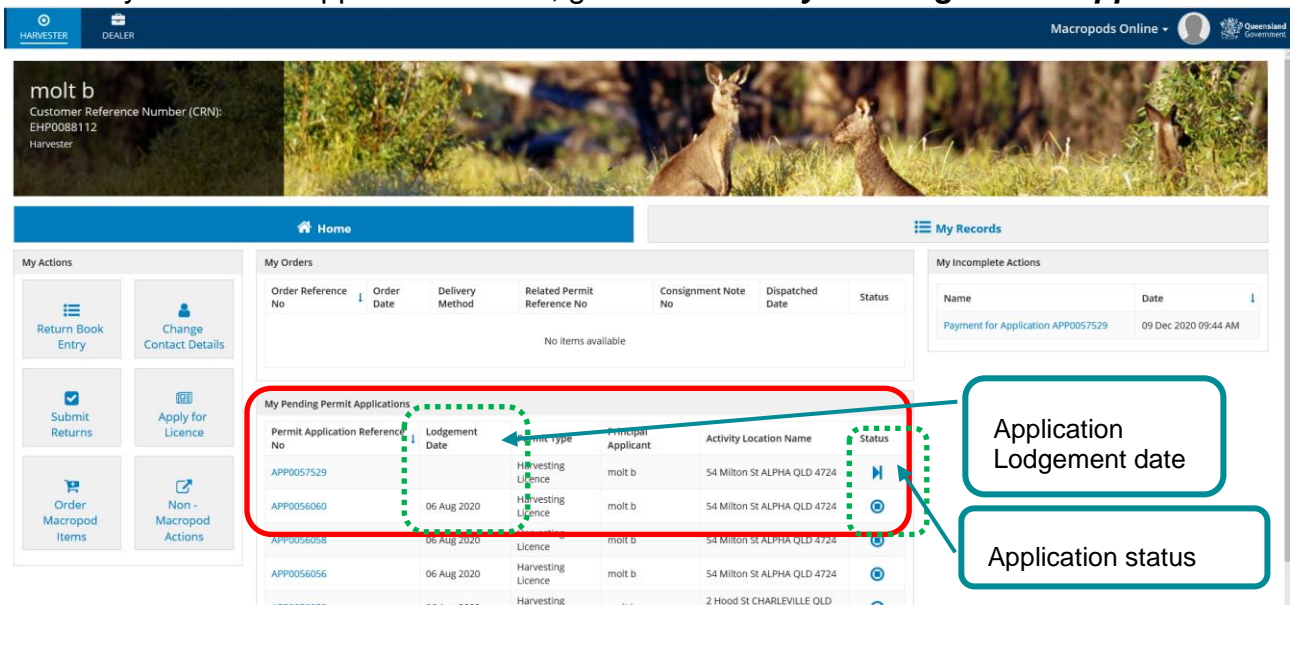
5 How to Cancel your application

Prior to payment you may cancel your application at any stage by clicking **Cancel** at the bottom left of the screen



6 How to view your licence application status on Macropods Online

To view your licence application status, go to **Home > My Pending Permit Application**.



Hover over the status icon to view what the status is.

7 Viewing and accessing your approved licence

Once the licence is approved /refused Macropods Online will send you an email to notify you of the decision.

To view your approved licence, go to **Records > Permits**.

Here you will see a list of your permits.

To view your licence details, click on the **permit reference number** for the relevant harvest period (view effective date and expiry date column to check which harvest period/s licence is for)

The screenshot shows the Macropods Online interface for a dealer. The user profile at the top left is 'molt b' with Customer Reference Number (CRN) EHP0088112. The navigation menu on the left includes 'Permit Applications', 'Permits' (highlighted with a red box), 'Orders', 'Submitted Returns', 'Return Book Entries', and 'Invoices'. The main content area displays a table of permits with the following data:

Permit Reference No	Version	Primary Holder	Activity Location Name	Grant Date	Effective Date	Expiry Date	Status
WA0023715	1	molt b	300 George St BRISBANE CITY QLD 4000	28 Jul 2020	28 Jul 2020	31 Dec 2020	✓

For more information on the Macropods Online please contact the Macropod Management Unit team:

Phone: 07 4530 1254
 Email: mmp@des.qld.gov.au