

## How to User Guide

## How to create and complete Movement Advices online

### 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.

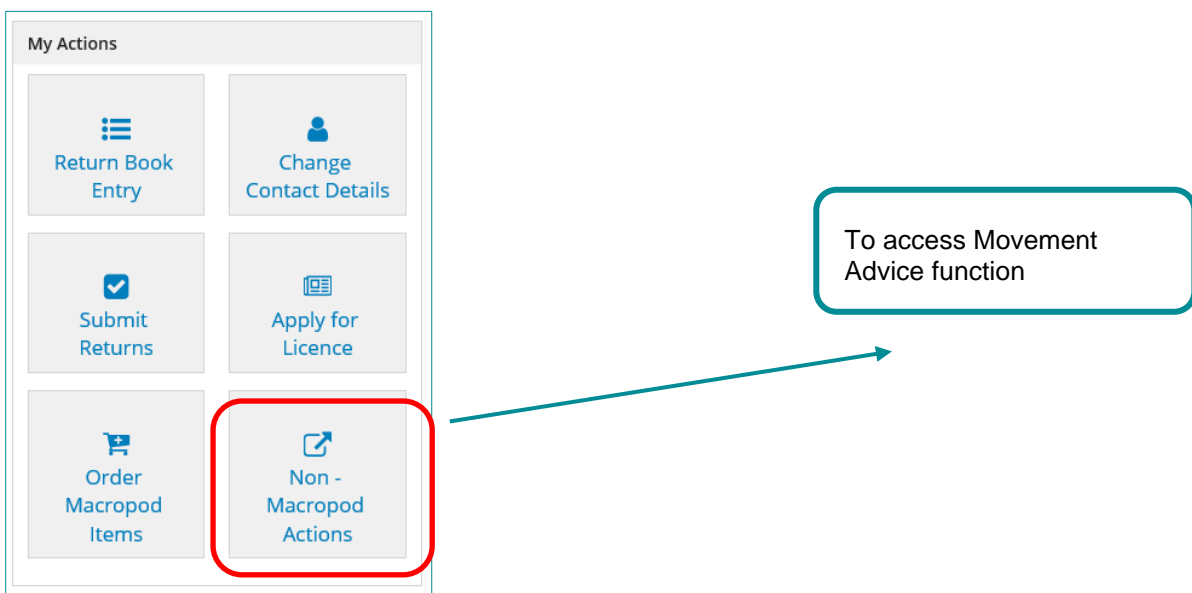
## 2 Have you registered for an online account?

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 – Access Movement Advice function



Click on your customer name.

**Select Customer Record**

Select the customer record to proceed to the customer dashboard. From the customer dashboard, you will be able to view and manage your permits and transact with the department online.

molt b

**Add Customer Record**  
If you wish to transact on behalf of an additional customer, you will need to link to, or create, an additional customer record.

Link to existing customer record

Create new customer record

Name	Created
Permit Application Standard Application APP0057531 Select Permit Activities: molt b	09 Dec 2020
Payment for Application APP0057529	09 Dec 2020

For permit and licensing enquiries: 1300 130 372 (Option 4) palm@des.qld.gov.au  
For technical assistance: 1300 130 372 (Option 6) digital@des.qld.gov.au  
Business hours: 8:30am to 4:30pm Monday to Friday excluding public holidays

Click on **Wildlife Authorities**.

**Wildlife Authorities**  
Apply for and manage all types of wildlife licences and permits.

**Environmental Authorities**  
Apply for and manage environmental authorities for prescribed ERAs and resource activities.

**Allocation of Quarry Material**  
Apply for and manage an allocation of quarry material

**Waste Tracking**  
Manage waste tracking activities.

**Macropods**  
Apply for and manage macropod licenses and activities.

Name	Created
Permit Application Standard Application APP0057531 Select Permit Activities: molt b	09 Dec 2020
Payment for Application APP0057529	09 Dec 2020

For permit and licensing enquiries: 1300 130 372 (Option 4) palm@des.qld.gov.au  
For technical assistance: 1300 130 372 (Option 6) digital@des.qld.gov.au  
Business hours: 8:30am to 4:30pm Monday to Friday excluding public holidays

Click on **Movement Advice**.

**Wildlife Permits**

Search: Any Status: Any Permit Type: Any SEARCH CLEAR

Click the Permit Reference to view the authority details and related actions.

Permit Reference	Permit Type	Version	Status	Granted Date	Effective Date	Expiry Date
WA0023/33	Specialised Licence	1	Granted	28/07/2020	28/07/2020	27/07/2025

For permit and licensing enquiries: 1300 130 372 (Option 4) palm@des.qld.gov.au  
For technical assistance: 1300 130 372 (Option 6) digital@des.qld.gov.au  
Business hours: 8:30am to 4:30pm Monday to Friday excluding public holidays

## 4 Purchasing digital credit

To use the Movement Advice function online you (the seller – the place where the wildlife is sent from) will need to purchase digital credits.

Click on **Create Digital Credit Book**.

The screenshot shows the 'Wildlife Authorities' dashboard. On the left, there are navigation menus for 'Actions', 'Records', 'Permits', 'Permit Applications', 'Invoices', 'Permit Returns', and 'Movement Advice'. The main content area is titled 'Movement Advice' and contains three buttons: 'Create Movement Advice', 'Complete Movement Advice', and 'Create Digital Credit Book'. The 'Create Digital Credit Book' button is highlighted with a red rectangle. Below the buttons is a section for 'Important Information' with five numbered points. At the bottom, there is a 'Movement Advice' search table with columns for Reference, Seller Name, Buyer Name, Movement Start Date, and Status.

Reference	Seller Name	Buyer Name	Movement Start Date	Status
WLMAB872	molt c	molt b	02/12/2020	Part 1 submitted (seller)
WMAA00339	molt c	molt b	27/08/2020	Parts 1 & 2 submitted (seller/buyer)

Tick the tick box next to **Confirmation** to declare that you are signing up for a digital book for payment of wildlife movement advice.

Click **Continue**.

The screenshot shows the 'Digital book - sign up' form. It includes a 'SAVE DRAFT' button, 'Customer details' (reference: EHP008112, name: molt b, user: moltb@mailinator.com), and an 'Information' section with four bullet points. Below is a 'Declaration' section with the text 'I confirm that I wish to sign up for a digital book for payment of wildlife movement advice.' and a 'Confirmation' checkbox which is checked and highlighted with a red rectangle. At the bottom, there are 'CANCEL' and 'CONTINUE' buttons, with the 'CONTINUE' button also highlighted with a red rectangle.

Enter the **Quantity**. Note: minimum order is 10.

Click **Continue**.

Reference: WL800458  
Status: Active  
Balance: 0

Customer reference: EH0088112  
Customer name: moit b  
User: moitb@mailinator.com

**Purchase**

Instructions:

- Enter the number of credits you wish to purchase.
- The total amount payable is calculated.
- Select the "Continue" button to complete the payment.

OR

- Select the "Cancel" button to exit without purchasing any credits.

\* Quantity: 10

Total amount payable: \$38.50  
New credit balance: 10

CANCEL CONTINUE

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

Payment for Invoice INV7602040

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
10	Wildlife Digital book	3.85	38.50		\$38.50

**Total Amount Payable** \$38.50  
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: [input]  
Expiry Date: MM [input] YY [input]  
CVN: [input]

CANCEL PAY LATER PAY NOW

You can also select to Pay Later.

Click on **Submit** to finalise the payment.

Payment for Invoice INV7602040

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
10	Wildlife Digital book	3.85	38.50		\$38.50

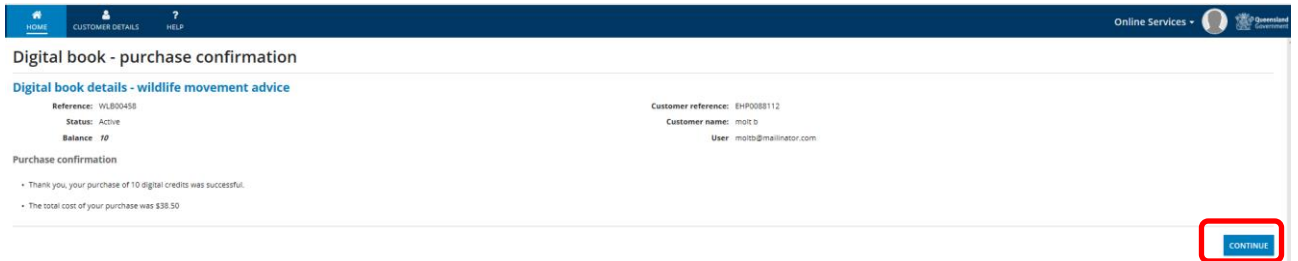
**Total Amount Payable** \$38.50  
The total price includes GST of: \$0.00

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

CANCEL SUBMIT

Click **Continue**.



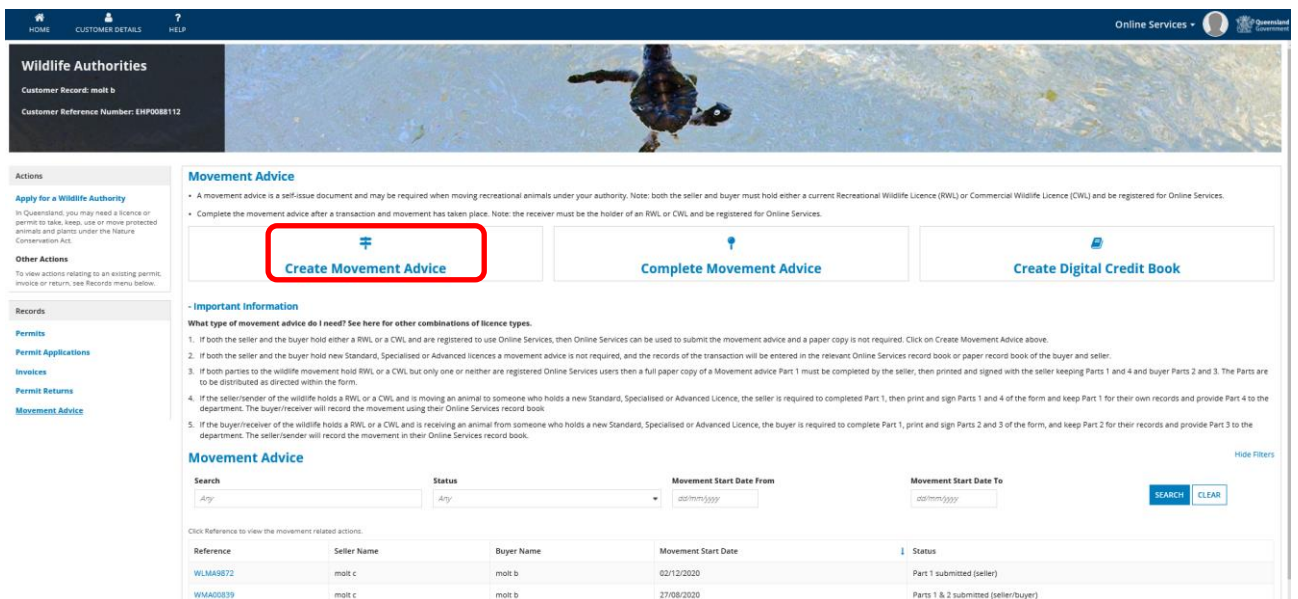
## 5 Create Movement Advice

Movement Advices (online and paper) can only be created and completed if both the Seller and the Buyer is licenced.

Creating a Movement Advice is done by the Seller (the place where the wildlife is sent from).

Follow steps in section 3 until you get to the screen below.

Click on **Create Movement Advice**.



Answer the question: **Is the movement advice related to you either buying from or selling to someone at an interstate location?**

Note: Online Services can only be used for Movement within the state of Qld.

Tick the tick boxes next to Seller and Buyer if they are both licenced.

Enter the **Buyer's licence number**.

Answer the question: **Are you inputting the movement advice from a paper form?**  
If 'Yes' enter the **Movement advice reference** number.

Click **Next**.

Tick the tick box to confirm you have reviewed the Seller's details.

Click **Next**.



Enter the **Buyer's phone number**.

Tick the tick box to confirm you have reviewed the Buyer's details.

Click **Next**.

HOME CUSTOMER DETAILS HELP Online Services Queensland Government

SAVE DRAFT

### Create movement advice

This part is to be completed by the seller of the wildlife

Initiate Seller details **Buyer details** Wildlife details Submit Confirmation

**Buyer details**

Licence number WA0023716

Licence type Harvesting Licence

Buyer's name molt d

\* Buyer's phone number 0411111111

Buyer's address

Address 250 George St ROCKHAMPTON CITY QLD 4700

**Seller confirmation**

I confirm I have reviewed the buyer's identification and licence

CANCEL GO BACK **NEXT**

Click on **Add item** for each species being moved. Separate items are required if you have both dead and alive species being moved.

Start typing in the species name form the Common name/Genus/Species column. A species list will appear. Select the species from the list.

Enter the Qty.

Enter the **Status** of dead from the Status dropdown box.

Click **Next**.

HOME CUSTOMER DETAILS HELP Online Services Queensland Government

SAVE DRAFT

### Create movement advice

This part is to be completed by the seller of the wildlife

Initiate Seller details Buyer details **Wildlife details** Submit Confirmation

**Wildlife included in this movement advice**

Common name/Genus/Species	Quantity	Status	Electromagnetic implant reference
Red kangaroo - Macropus rufus	10	Dead	

CANCEL GO BACK **NEXT**

Enter the **movement advice start date**. Note: date cannot be a date prior to today's date.

Tick the tick box next to 'Yes' to confirm you have read the conditions and that the details you have entered are true and correct.

Click **Submit**.

SAVE DRAFT

### Create movement advice

This part is to be completed by the seller of the wildlife

Home Seller details Buyer details Wildlife details **Submit** Confirmation

**Enter the movement advice start date \***

10/12/2020

This movement advice is valid for 14 days from the movement start date

**Conditions for use of movement advice**

- Movement advices are required for certain wildlife movements. Please refer to the Nature Conservation (Animals) Regulation 2020 to determine if you require a movement advice to move wildlife.
- It is the responsibility of the person adding or giving away the wildlife to fill in the movement advice (except when the seller is in another State, in which case it is the Queensland buyer's responsibility).
- Movement advices must be filled in before the movement happens.
- You must not destroy an advice or cover, erase or modify an entry in the advice.
- If you have a printed hard-copy advice keep it in a secure place at the location specified in the advice.
- Keep the advice in a secure place at the location specified in the advice.
- Movement advices cannot be used to:
  - move a live echidna, koala, platypus or wombat;
  - a dead crocodile or emu; or
  - move a live bird, mammal, reptile or amphibian other than a protected, international, prohibited or domestic bird, reptile, mammal or amphibian.
- move an animal to another State if the movement is associated in any way with moving the animal to another country.
- A person who buys, accepts, sells or gives away protected, international or prohibited wildlife must, upon receipt of or before parting with possession of the wildlife:
  - obtain from the seller/buyer verification of the seller/buyer's identity and record all details; and
  - if the seller/buyer is acting under a wildlife authority (i.e. licence or permit) inspect the authority and record its number; and
  - be able to produce these details when requested by a conservation officer.
- There is no limit to number of animals that can be on a movement advice.
- Applies to only one (1) consignment of movement.
- The movement advice number needs to be recorded in the licence holder's record book.
- It is the licence holder's responsibility to ensure the movement advice has been completed properly. If you are experiencing issues generating the movement advice please contact [connect@bcg.qld.gov.au](mailto:connect@bcg.qld.gov.au)

I certify that I have read the conditions above and that the contents of this advice are true and correct \*

Yes

This page generates the wildlife movement advice number.

To print a copy of the movement advice, click on the **page** link. See section 6 (second screenshot). The print screen allows you to either take a screenshot or use the print function to print or save the Movement Advice.

Click **Continue**.

## 6 To view and print Movement Advices

To print the Movement Advice. Access the details page by clicking on the link displayed in the last screen from section 5 (if you are the seller) or the last screen from section 7 (if you are the buyer).

Or

Go to **Wildlife Authorities > Movement Advice** (follow steps in section 3). Scroll down to view movement advices.

Click on the relevant Movement Advice number from the list.

Reference	Seller Name	Buyer Name	Movement Start Date	Status
WMA00543	molt b	molt d	10/12/2020	Part 1 submitted (seller)
WMA08872	molt c	molt b	02/12/2020	Part 1 submitted (seller)
WMA00839	molt c	molt b	02/12/2020	Part 1 & 2 submitted (seller/buyer)

You can also view the movement start date and the status (submitted by seller or Seller and buyer).

You can also search for particular movement advices by a 'start date' range or status.

Click on **Print Movement Advice**.

**WMA00843** ← movement advice number

**PRINT MOVEMENT ADVICE**

**Movement advice details**  
 Status: Part 1 submitted (seller)

**Seller details**  
 Licence number: WA0023715  
 Licence type: Harvesting Licence  
 Licence Expiry: 31/12/2020  
 Seller's name: mmt\_b  
 Seller's licence address: 300 George St BRISBANE CITY QLD 4000

**Buyer details**  
 Licence number: WA0023716  
 Licence type: Harvesting Licence  
 Licence Expiry: 31/12/2020  
 Buyer's name: mmt\_d  
 Buyer's phone number: 0411111111  
 Buyer's address: 250 George St ROCKHAMPTON CITY QLD 4700

**Wildlife included in this movement advice**

Qty	Common name	Genus	Species	Status	Implant number
10	red kangaroo	Macropus	rufus	Dead	

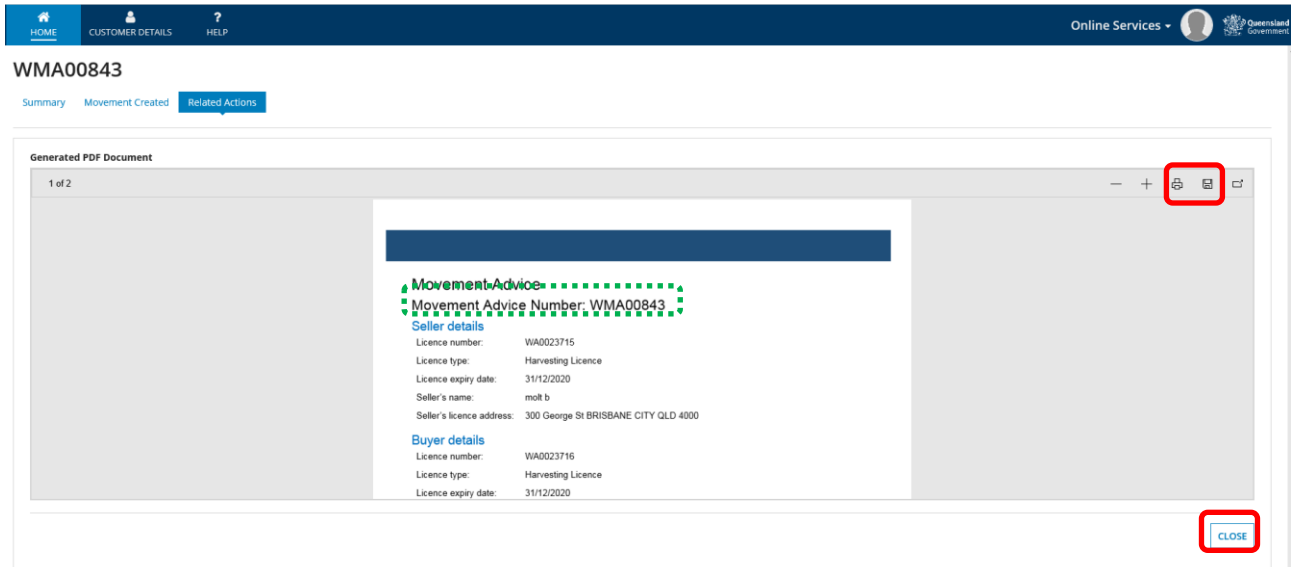
**Discrepancy**

**Movement dates**  
 Movement start date: 10/12/2020

**Documents**

Download	Name	Reference	Type	Subtype	Date created
No documents are available					

Click on the **print** icon to print the Movement Advice or click on the **save** icon to save the Movement Advice to your electronic device (computer, tablet, smart phone etc.).



Once printed or saved click **Close**.

This document is to be provided (electronically or paper copy) to the person moving the wildlife and to the buyer (dealer licence holder accepting the wildlife).

The seller's involvement in the Movement is now finished.

## 7 Complete Movement Advice

Movement Advices (online and paper) can only be created and completed if both the Seller and the Buyer is licenced.

Completing a Movement Advice is done by the Buyer (the place that receives the wildlife from the sender).

Follow steps in section 3 until you get to the screen below.

Click on **Complete Movement Advice**.

**Wildlife Authorities**  
Customer Record: molt b  
Customer Reference Number: EHP0088112

**Actions**  
Apply for a Wildlife Authority  
In Queensland, you may need a licence or permit to take, keep, use or move protected animals and plants under the Nature Conservation Act.  
Other Actions  
To view actions relating to an existing permit, invoice or return, see Records menu below.

**Records**  
Permits  
Permit Applications  
Invoices  
Permit Returns  
Movement Advice

**Movement Advice**

- A movement advice is a self-issue document and may be required when moving recreational animals under your authority. Note: both the seller and buyer must hold either a current Recreational Wildlife Licence (RWL) or Commercial Wildlife Licence (CWL) and be registered for Online Services.
- Complete the movement advice after a transaction and movement has taken place. Note: the receiver must be the holder of an RWL or CWL and be registered for Online Services.

**Create Movement Advice** **Complete Movement Advice** **Create Digital Credit Book**

**Important information**  
What type of movement advice do I need? See here for other combinations of licence types.  
1. If both the seller and the buyer hold either a RWL or a CWL and are registered to use Online Services, then Online Services can be used to submit the movement advice and a paper copy is not required. Click on Create Movement Advice above.  
2. If both the seller and the buyer hold new Standard, Specialised or Advanced licences a movement advice is not required, and the records of the transaction will be entered in the relevant Online Services record book or paper record book of the buyer and seller.  
3. If both parties to the wildlife movement hold RWL or a CWL but only one or neither are registered Online Services users then a full paper copy of a Movement Advice Part 1 must be completed by the seller, then printed and signed with the seller keeping Parts 1 and 4 and buyer Parts 2 and 3. The Parts are to be distributed as directed within the form.  
4. If the seller/sender of the wildlife holds a RWL or a CWL and is moving an animal to someone who holds a new Standard, Specialised or Advanced Licence, the seller is required to complete Part 1, then print and sign Parts 1 and 4 of the form and keep Part 1 for their own records and provide Part 4 to the department. The buyer/receiver will record the movement using their Online Services record book.  
5. If the buyer/receiver of the wildlife holds a RWL or a CWL and is receiving an animal from someone who holds a new Standard, Specialised or Advanced Licence, the buyer is required to complete Part 1, print and sign Parts 2 and 3 of the form, and keep Part 2 for their records and provide Part 3 to the department. The seller/sender will record the movement in their Online Services record book.

**Movement Advice** Hide Filters

Search: Any Status: Any Movement Start Date From: dd/mm/yyyy Movement Start Date To: dd/mm/yyyy SEARCH CLEAR

Click Reference to view the movement related actions.

Reference	Seller Name	Buyer Name	Movement Start Date	Status
WLM48872	molt c	molt b	02/12/2020	Part 1 submitted (seller)
WMA00839	molt c	molt b	27/08/2020	Parts 1 & 2 submitted (seller/buyer)

Enter the movement advice reference number provided by the seller (see section 6).

Click **Submit**.

**Complete movement advice**  
This part is to be completed by the buyer of the wildlife

Initiate Seller details Buyer details Wildlife details Submit Confirmation

**Find a wildlife movement advice**

Enter movement advice reference number

CANCEL SUBMIT

Tick the tick box to confirm you have reviewed the seller’s details.

Click **Next**.

The screenshot shows the 'Complete movement advice' form in the 'Seller details' step. The progress bar at the top indicates the current step. The form contains the following fields:

- Licence number:** WA0023715
- Licence type:** Harvesting Licence
- Seller's name:** molt b
- Seller address:** 300 George St BRISBANE CITY QLD 4000

Under the 'Buyer confirmation' section, there is a checkbox with the text 'I confirm I have reviewed the seller's identification and licence', which is checked and highlighted with a red box. Below this, there are three buttons: 'CANCEL', 'GO BACK', and 'NEXT', with the 'NEXT' button also highlighted by a red box.

Tick the tick box to confirm you have reviewed the buyer's details.

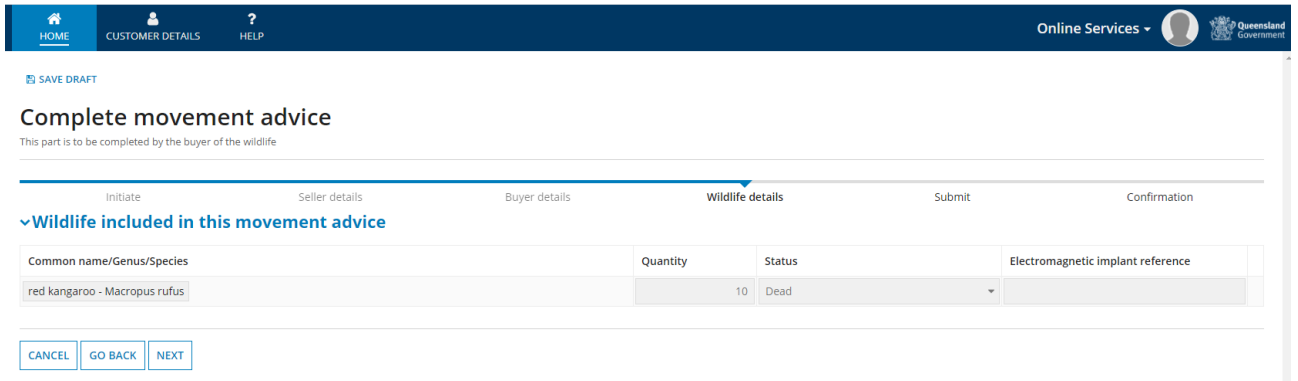
Click **Next**.

The screenshot shows the 'Complete movement advice' form in the 'Buyer details' step. The progress bar at the top indicates the current step. The form contains the following fields:

- Licence number:** WA0023716
- Licence type:** Harvesting Licence
- Buyer's name:** molt d
- Buyer's phone number:** 0411111111
- Buyer's address:** 250 George St ROCKHAMPTON CITY QLD 4700

Under the 'Seller confirmation' section, there is a checkbox with the text 'I confirm I have reviewed the buyer's identification and licence', which is checked and highlighted with a red box. Below this, there are three buttons: 'CANCEL', 'GO BACK', and 'NEXT', with the 'NEXT' button also highlighted by a red box.

Click **Next**.

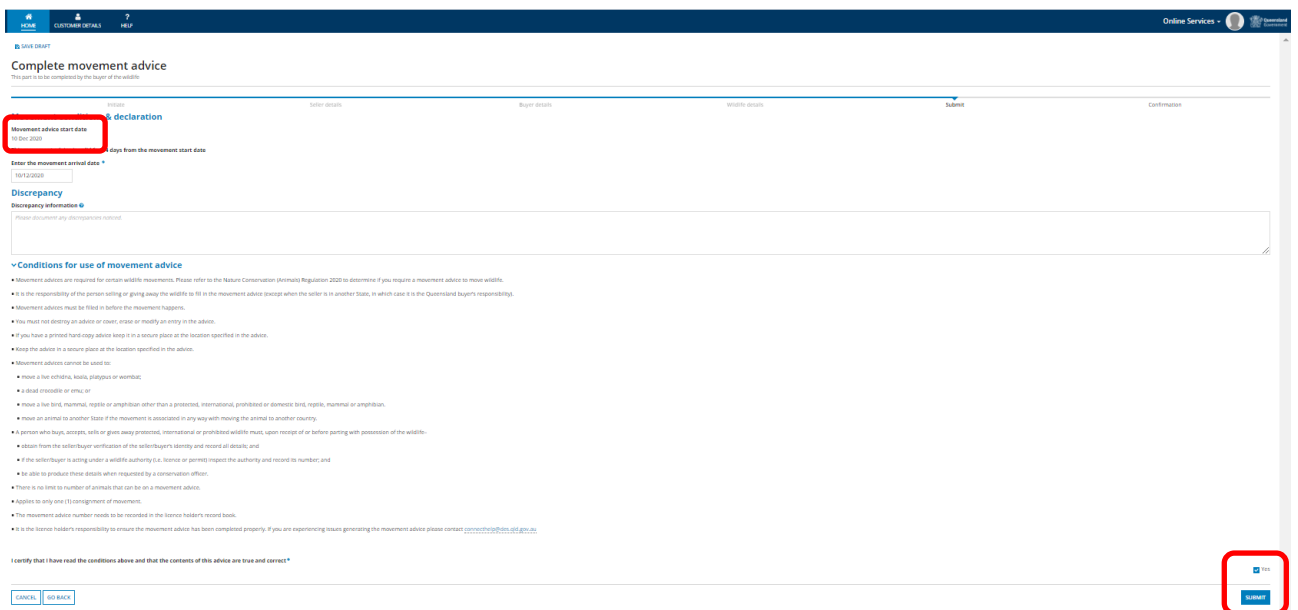


Enter the **movement arrival date**.

Tick the tick box next to 'Yes' to confirm you have read the conditions and that the details you have entered are true and correct.

If there are any discrepancies, they can be entered on this screen in the Discrepancy field.

Click **Submit**.

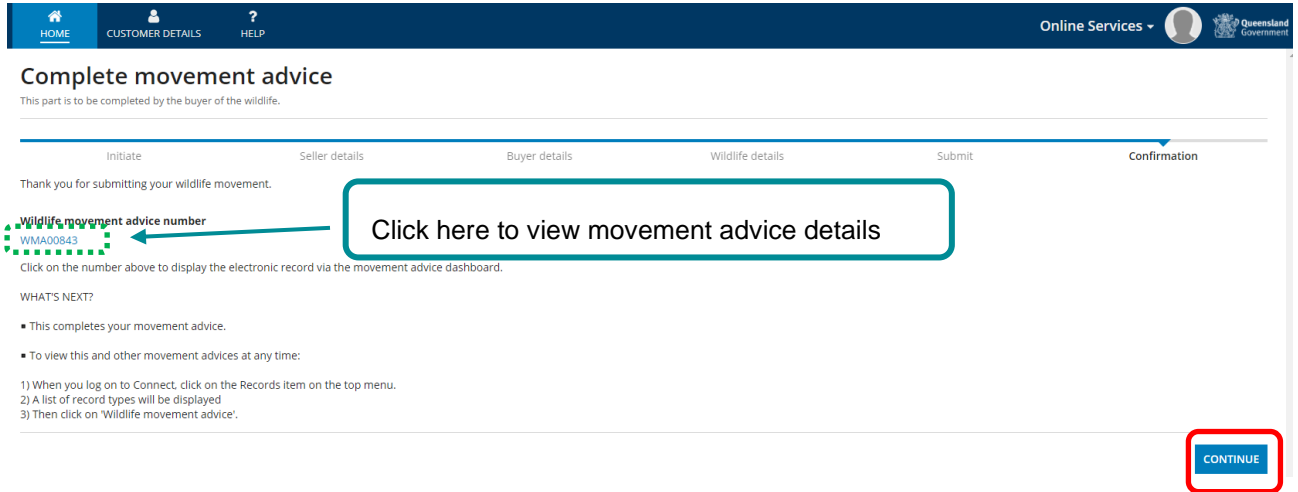


To view the movement advice click on the movement advice number. This takes you to the second screenshot in section 6.



To print or save a copy of the movement advice, click on the **movement advice number** link. The print screen allows you to either take a screenshot or use the print function to print or save the Movement Advice.

Click **Continue**.



The movement advice is now completed

To view this and other movement advices at any time see section 6.

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

Phone: 07 4530 1254  
Email: [mmp@des.qld.gov.au](mailto:mmp@des.qld.gov.au)