

Educational Purposes Permit (Classroom) – User Guide Online Services

The purpose of this guide is to provide Authority Holders with instructions for using Online Services for submitting a return of operations associated with their Educational Purposes Permit (Classroom) authorities.



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1. Introduction

• Purpose and audience

The purpose of this guide is to provide instructions for Authority Holders using Online Services to submit their return of operations as part of an Educational Purposes Permit (Classroom) authority issued by the department.

To register or access Online Services click here - https://www.business.qld.gov.au/runningbusiness/environment/online-services

Authority Holders that have an Educational Purposes Permit (Classroom) authority issued through the 'Wildlife Authorities' hub can continue to submit returns by email. All other Authority Holders must use the 'Scientific, Educational, Conservation and Research Authorities' hub.

To access the return document required for upload as part of the process, click on the banner, *Scientific, Educational, Conservation and Research Authorities.*

Environmental Authorities Apply for and manage environmental authorities for prescribed ERAs and resource activities.	
Wildlife Authorities Apply for and manage authorities for protected animals and plants (excluding macropod harvesting, all research and educational purposes permits).	
Parks & Forests Authorities Apply for and manage authorities on Queensland Parks and Wildlife Service managed areas including marine parks, protected areas and State Forests (exc	cluding all research permits).
Scientific, Educational, Conservation and Research Authorities Apply and manage authorities for, scientific, educational, conservation, research and biodiscovery purposes for the State of Queensland.	
Macropods Apply for and manage macropod licenses and activities.	
Waste Tracking Manage waste tracking activities.	

2. Returns

• Overview

When you click on the Returns / Reports, you will see a list of returns associated with your authority.

My Incomplete Actions >	Returns / Reports			
Actions	Search	Authority	Reference	Authority Typ
Apply for a new Authority	Any	Any		Any
You may need to apply for an Authority to conduct a specific activity within Queensland				
ranks and windine service managed areas.	Return / Report Reference		Status	Received Date
Other Actions To view actions relating to an existing	RET-100734832		Submitted	09/01/2025
Authority, such as amendments, surrender, nvoice or return, see Records menu below. To amend or surrender, click on authorities	RET-100734863		Submitted	10/01/2025
then click authority reference number and related actions.	RET-100735505		Draft	
	RET-100735206		Submitted	10/01/2025
lecords	RET-100735213		Draft	
Authorities	RET-100734851		Submitted	09/01/2025
eturns / Reports	RET-100735512		Draft	
nvoices	RET-100735521		Draft	
	RET-100734842		Submitted	09/01/2025
	RET-100734874		Submitted	10/01/2025

This overview will show you the return reference number, status, and the start and end date for the return period. Returns are due yearly and are prefixed with 'RET'

3. Completing your Return

To start your Return of Operations, click on the authority reference number or click on 'Authorities' under records, then click the authority reference number. If you received multiple authorities from a single application, they will have the same application reference number.

Scientific, Educational, Conservation and Research Authorities	100			and the second	
Customer Record: Matt Harris Customer Reference Number: 100591936	-			Contraction of the	
My Incomplete Actions	Authorities				
Actions	Search	Application Reference	Status		
Apply for a new Authority	Any	Any	Алу	Any	
You may need to apply for an Authority to conduct a specific activity within Queensland Parks and Wildlife Service managed areas.	Autoria Deferrar	And Franking Defension	Burra la Charas		
Other Actions	Authority Reference	Application Reference	Person in Charge		
To view actions relating to an existing	P-EPPC-100734888	A-EDUC-NEW-100727402	Matt Harris		
Authority, such as amendments, surrender, invoice or return, see Records menu below.	P-EPPC-100734890	A-EDUC-NEW-100727403	Matt Harris		
then click authority reference number and related actions.	P-MPR-100729082	A-RESCH-NEW-100729081	Matt Harris		
	P-MPR-100729082-1	A-RESCH-AMD-100729755	Matt Harris		
Records	P-MPR-100729200	A-RESCH-NEW-100729198	Matt Harris		
Authorities	P-MPR-100729200-1	A-RESCH-AMD-100729518	Matt Harris		
Applications					
Returns / Reports	P-MPR-100729490	A-RESCH-NEW-100729477	Matt Harris		
Invisions	P-MPR-100729779	A-RESCH-NEW-100728952	Matt Harris		

• Authority reference number

When you have selected the authority reference number you will see an overview of that authority and you can now click on the related returns / reports tab.

Au ^{Sur}	Authority Reference: P-EPPC-100734888							
		General In	formation					
	General Information >	Authority Det	ails					
	Documents	Application Reference	A-EDUC-NEW-100727402				Status Start Date	Granted 01/01/2024
	Related Returns / Reports	Authority Reference Authority Type	P-EPPC-100734888 Educational Purpose Permit (Classroom)				Expiry Date	31/12/2028
L		Authority Holder	Matt Harris					

• Related Returns / Reports

This page shows the status of each return.

Authority Reference: P-EPPC-100734888

Summary Related Actions			
	Related Returns / Reports		
General Information	Available Returns / Reports		
Activities and Location Details			
Documents	Return / Report Referencee	Status	Start Date
Related Returns / Reports >	RET-100735205	Due	01/01/2024
Kelatea Ketamar Keporta /	RET-100735206	Submitted	01/01/2025
	RET-100734892	Submitted	02/01/2024

The difference statuses mean the following:

- Draft means this return is due in the future
- Due means this return is due now
- Overdue means this this return is overdue

Click on the return reference number that is either overdue or due to begin the return submission.

• Getting Started

On this page you will see an overview of how to complete the return and a link to the return forms. Click on the NEXT tab to progress.

Returns / Report Reference: RET-100735205

	How to complete this form
Getting Started >	This return and report form is submitted online using an internet connection. You can save a partially completed form and submit at a later data. Research and educational authorities have an annual return cycle, which must be submitted within 20 business days of the anniversary date. If you hold several authorities for the same project, you only need to complete the one combined return.
Returns / Report Details	At the end of the project, a report is required within 6 months. This report is to provide a synopsis of the research undertaken. The return and report form must be downloaded and completed and then uploaded within the documents tab. The forms can be downloaded here: EPP (Classroom) Return Research / Education Return Research / Education Return
Documents	
Review	
Declaration	

• Returns / Report Details

On this page you will see an overview of the return, the return period and the associated authority.

Using the link above, download a copy of the Educational Purposes (Classroom) return and record acquisitions, disposals and movements.

Returns / Report Reference: RET-100735205

	Returns /	eturns / Report Details							
Getting Started	General Infor	rmation							
Returns / Report Details >	Returns / Report Reference	RET-100735205	Holder	Matt Harris					
Documents	Status	Due	Authority Type	Educational Purpose Permit (Classroom)					
Review	Start Date	1 Jan 2024							
Declaration	End Date Have you undertake	31 Dec 2024 n any research, education or conservation activities during the last 12 months? *							
	Yes								
	O No								

Documents

As part of the return requirement, it is mandatory that you upload a copy of the completed return.

Cotting Started	Documents								
Getting Started									
Returns / Report Details	Please note: • maximum upload file size for a single file is 50 MB								
Documents >	a maximum of 13 documents can be uploaded across all the sections.								
Review	Review Scientific Research Return of Operations Deciaration A return of operations or report must be completed and uploaded in this section. The form can be located here: <u>EPP (Classroom) Return</u>								
Declaration									
	File	Document Name	Document Type						
	Return of Operations DOCX - 115.04 KB	Completed Return of Operations	Application Supporting Documentation						
	UPLOAD C Drop files here								
	Additional Supporting Information								
	File	Document Name	Document Type						
	UPLOAD Drop files here								

• Review

The review page will give you an overview of the return. If there is any mandatory information missing, you will see red text at the top of the page and a link back to the question. If correct, click next.

Returns / Report Refe	erence: RET-10	00735205								
	Returns / Report Details									
Getting Started	General Information									
Returns / Report Details	Returns / Report RET Reference	T-100735205		Holder Related Authority	Matt Harris					
Documents	Status Du	e		Authority Type	Educational Purpose Permit (Classroom)					
Review >	Start Date 1 Ja	an 2024								
Declaration	End Date 31	Dec 2024								
	Have you undertaken any research, education or conservation activities during the last 12 months?*									
	O No									
	Documents									
	Saved Document									
	Document Name	•	Document Type	Section Name		Uploaded By	Created Date			
	Completed Return	n of Operations	Application Supporting Documentation	Scientific Research Retu	rn of Operations	mattuat@mailinator.com	17/01/2025			
« BACK CANCEL							» SAVE & CLOSE > NEXT			

• Declaration

You are required to read the certification and privacy statement, then click accept, then click submit.

Returns / Report Refe	rence: RET-100735205	
	Authority holder's certification and privacy statement:	
Catting Standard	If you have not told the truch or attempted to be misleading in this application, you may be liable for prosecution under the relevant Acts or Regulations.	
Getting started	• By submitting this form I do solemnly and sincarely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Clarks Act 1857.	
Returns / Report Details	I understand that information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977. Information may be disclosed to third parties for research and auditing purposes.	
	The department of Environment and Science is collecting the information on this form for reporting and park management purposes.	
Documents	This information is required under either the authorising legislation or a condition of your authority.	
Review	This information will only be accessed by authorised employees within the Permit holder's declaration department. Your information will not be disclosed to any other parties unless authorised or required by law.	
	Please contact the Privacy team as privacy@dec.old.gov.au for any further queries.	
Declaration >		
	Cartest *	
« BACK CANCEL		> SAVE & CLOSE > SUBMIT

You will see a message letting you know the return has been submitted.

urn Submission	
Num of specialish RET-102735310 has been successfully submitted.	
	FINISH

Once submitted, if you return to the home screen and click on Returns / Reports under records, you will see your return is showing the status of submitted.

My Incomplete Actions	Poturns / Poports					
	Recurits / Reports					
Actions	Search	Authority Reference	Authority Type		Status	
Apply for a new Authority	Any	Any	Any	-	Any	SEARCH CI
You may need to apply for an Authority to						
Parks and Wildlife Service managed areas.	Poturn / Poport Poforonco	Status	Persived Data	Start Date	End Date	Authority Poforonco
Other Actions	Return / Report Reference	Status	Received Date	Start Date	chu bate	Autionity Reference
To view actions relating to an existing Authority, such as amendments, surrender, invoice or return, see Records menu below. To amend or surrender, click on authorities, then click authority reference number and related actions.	RET-100735206	Submitted	10/01/2025	01/01/2025	31/12/2025	P-EPPC-100734888
	RET-100735205	Submitted	17/01/2025	01/01/2024	31/12/2024	P-EPPC-100734888
	RET-100734892	Submitted	09/01/2025	02/01/2024	30/12/2024	P-EPPC-100734888
Records Authorities Applications	REP-100735218	Draft		01/01/2024	31/12/2028	P-EPPC-100734890
	RET-100735213	Draft		01/01/2025	31/12/2025	P-EPPC-100734890
	RET-100735212	Due		01/01/2024	31/12/2024	P-EPPC-100734890
	RET-100734891	Submitted	09/01/2025	02/01/2024	30/12/2024	P-EPPC-100734890

Your return of operations is now submitted.