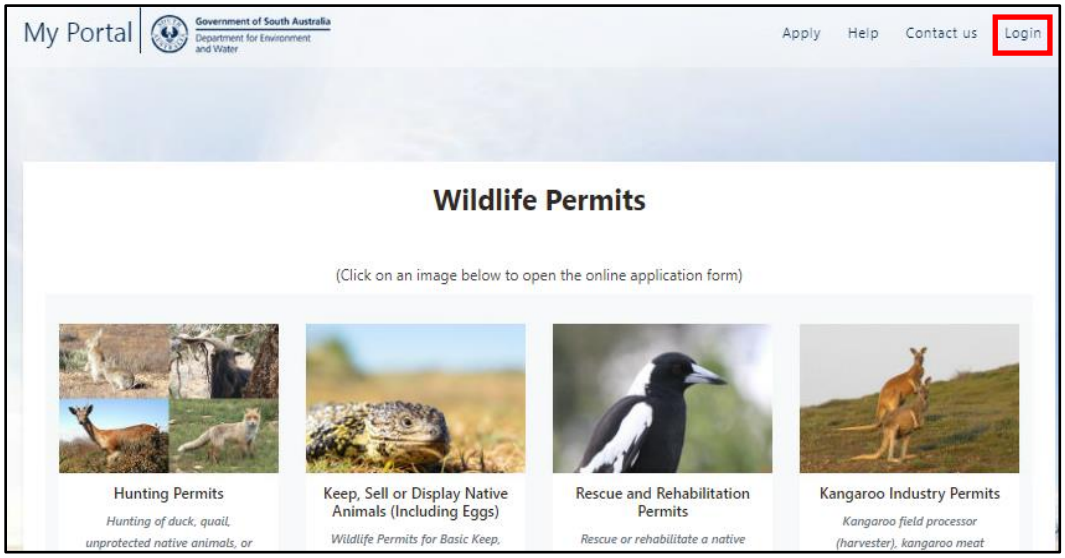
Wildlife Permit System

How to switch to manual records

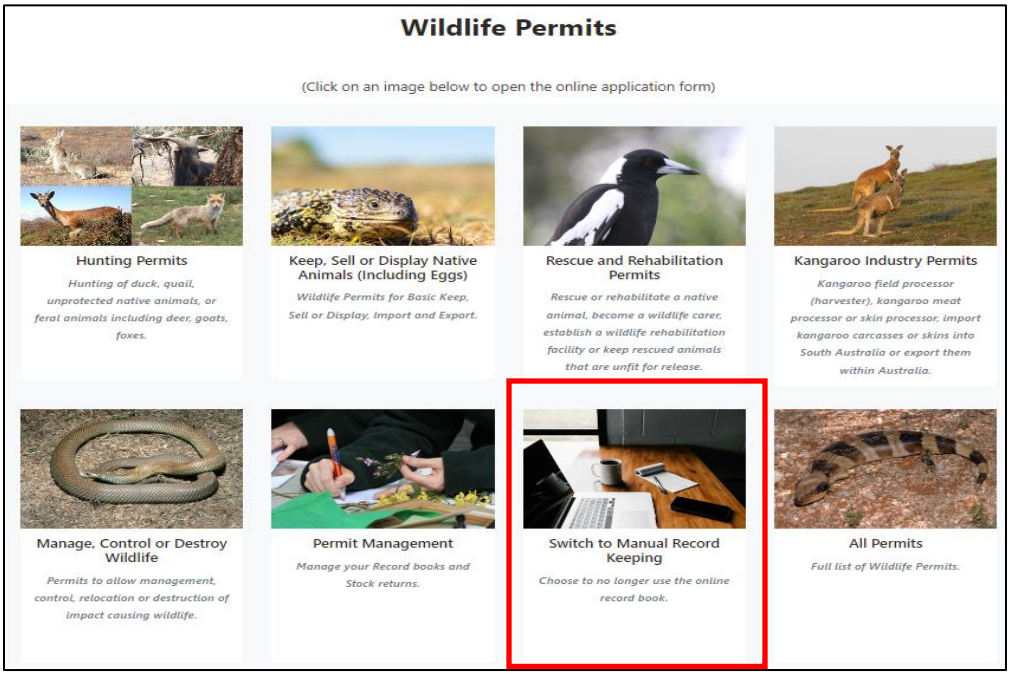
Permit holders who would like to keep manual, written records can now do so by following the steps below. Before you begin, please make sure you are familiar with the record keeping requirements detailed in the National Parks and Wildlife (Wildlife) Regulations 2019.

1. Access the online Wildlife Permit System by clicking the link below: https://myportal.environment.sa.gov.au/

2. Log in to your account

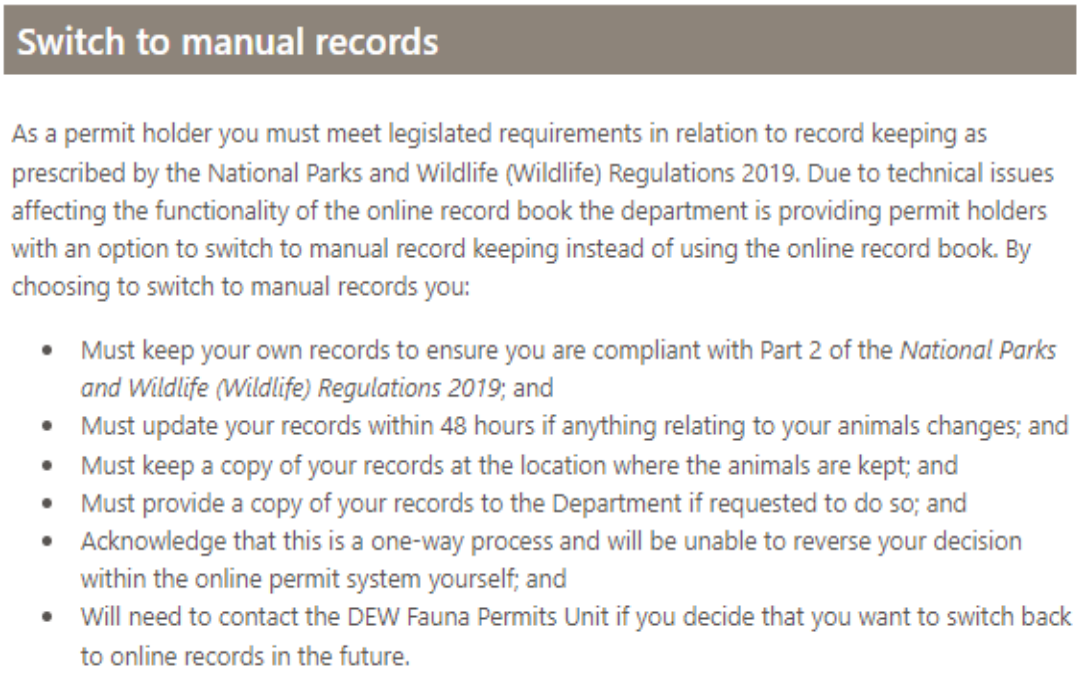


3. Select the 'switch to manual record keeping' tile



4. Read all the information provided on the 'switch to manual records' page

Please note that you will not be able to reverse this decision.



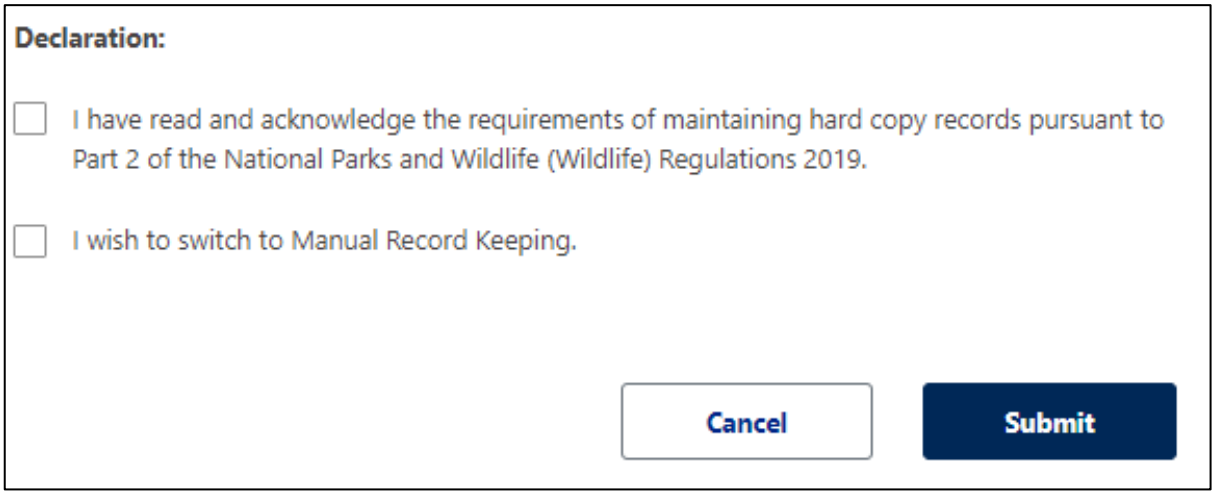
Switch to manual records

As a permit holder you must meet legislated requirements in relation to record keeping as prescribed by the National Parks and Wildlife (Wildlife) Regulations 2019. Due to technical issues affecting the functionality of the online record book the department is providing permit holders with an option to switch to manual record keeping instead of using the online record book. By choosing to switch to manual records you:

- Must keep your own records to ensure you are compliant with Part 2 of the *National Parks and Wildlife (Wildlife) Regulations 2019*; and
- Must update your records within 48 hours if anything relating to your animals changes; and
- Must keep a copy of your records at the location where the animals are kept; and
- Must provide a copy of your records to the Department if requested to do so; and
- Acknowledge that this is a one-way process and will be unable to reverse your decision within the online permit system yourself; and
- Will need to contact the DEW Fauna Permits Unit if you decide that you want to switch back to online records in the future.

5. Read the declaration

6. If you want to continue, tick each check box and press the 'submit' button



Declaration:

☐ I have read and acknowledge the requirements of maintaining hard copy records pursuant to Part 2 of the National Parks and Wildlife (Wildlife) Regulations 2019.

☐ I wish to switch to Manual Record Keeping.

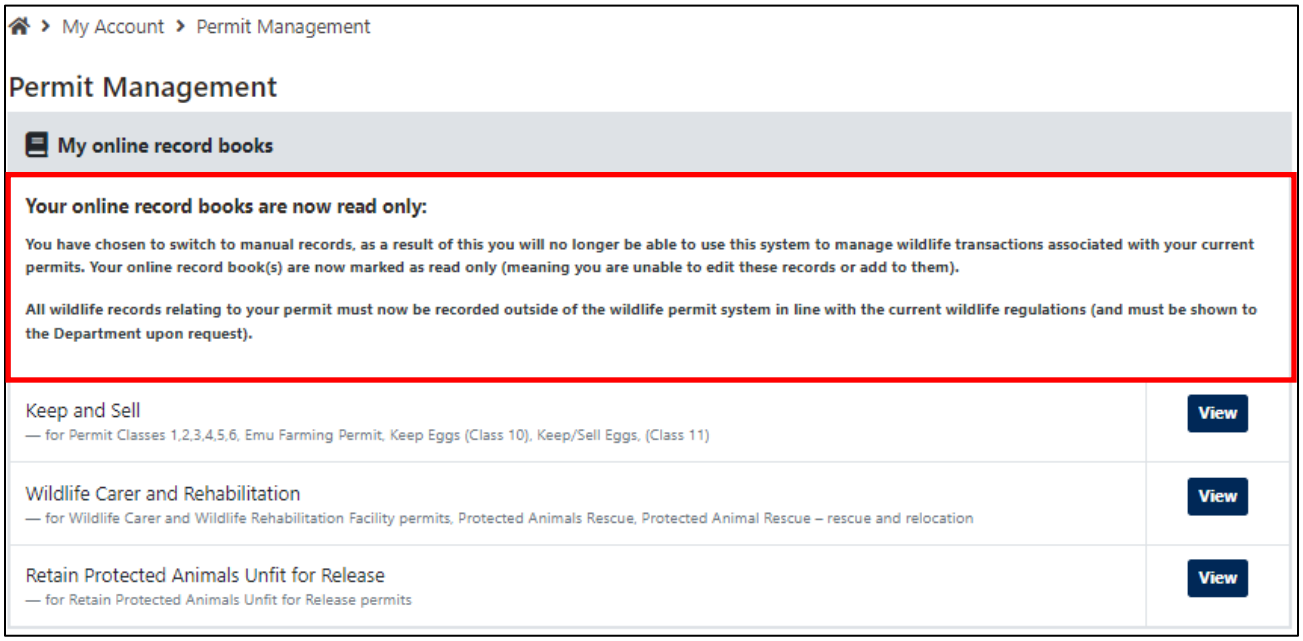
Cancel Submit

7. You have now successfully switched to manual record keeping!

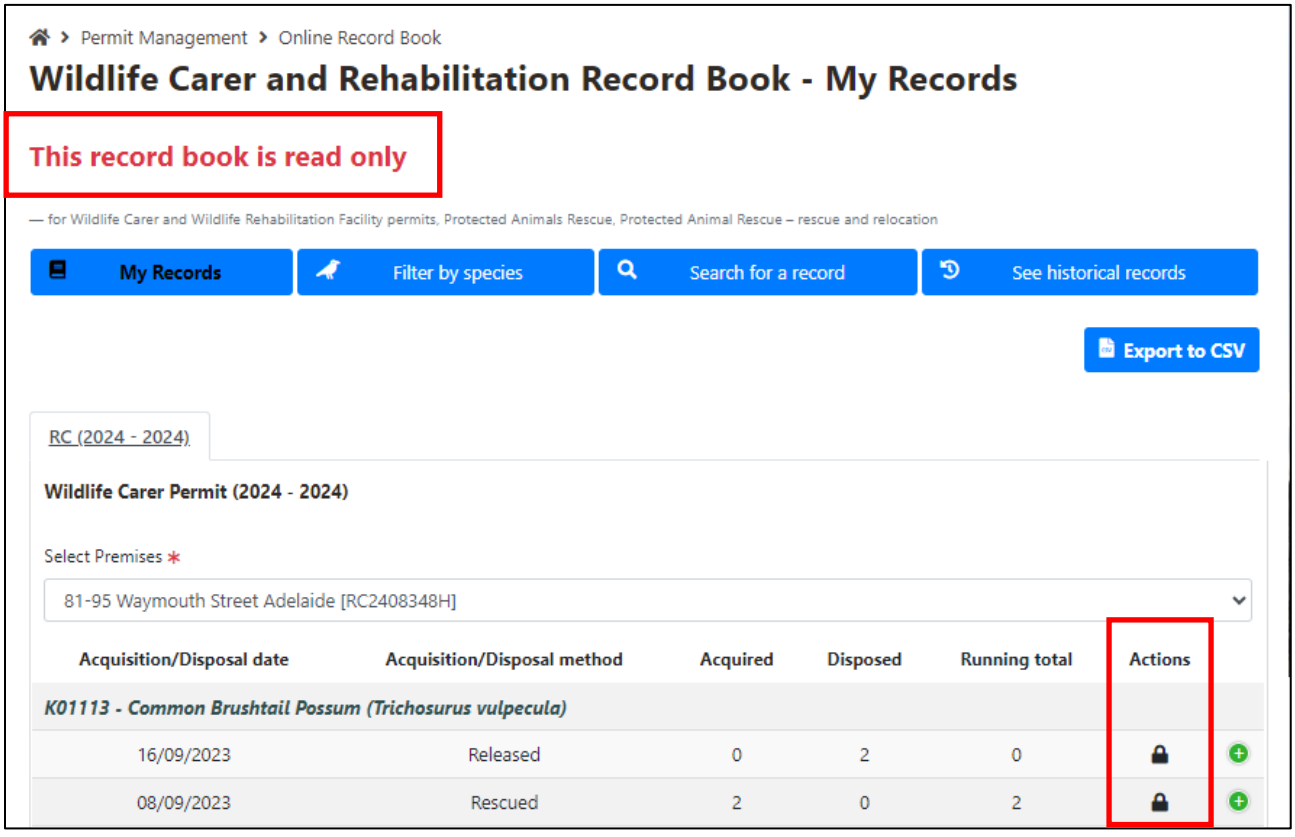
   You should receive an email confirming that you have switched to manual record keeping (please check your junk mail/spam folders if you have not received a confirmation email).

What your portal will look like now

1. Your permit management page will confirm that you have switched to manual record keeping and can no longer edit your online records.



2. You can see your online record books, however, you will no longer be able to edit them.



Frequently Asked Questions

Do I still need to keep Records?
Yes.

Keeping records is a requirement under the *National Parks and Wildlife (Wildlife) Regulations 2019*.

How should I keep my records?
This is personal preference.

As long as you keep a record of the required information, you can choose how you would like to record it (ie. it could be via a manual record book, an excel spreadsheet, a notebook or any other method that is readable and easily accessible).

Will I receive a manual record book?
No.

The department will not be supplying manual record books to people who choose to switch to manual records, however they are available for purchase at an additional cost. Please contact the Fauna Permits Unit on (08) 8124 4972 should you wish to purchase a manual record book.

What do I need to record?
This will change depending on what permit type you have and what activities are approved under your permit however you must keep a record of the following for each animal:

i. The species of animal (e.g. Carpet Python)
ii. The date you got the animal – that can mean the date you bought it*, rescued it*, were given it, or they were born*
iii. The date you no longer have the animal any more – that can mean the date that you sold it*, released it*, you gave it away*, or it died.
iv. Details of the person you got the animal from, or gave the animal to – you need to record their name, address and permit number (if applicable)

*Please note that the methods of acquisition (how you got the animal) and disposal (why you no longer have the animal) will vary depending on what is authorised by your permit (e.g. if you hold a hobbyist/recreational permit you are not authorised to rescue/release; if you hold a wildlife carer permit you are not authorised to breed/sell).

To assist you, we have added an example of a record book below (please note that this is an example only). If you are unsure of what you need to keep a record of please contact the DEW Fauna Permits Unit on (08) 8124 4972 or via email at: DEWFaunapermitsunit@sa.gov.au for guidance.

Do I have to provide my records to the Department?
Yes. If requested to do so.

You must:

- Keep your records at the location where your animals are kept; and
- Provide a copy of your records to the department upon request; and
- Provide the department with a summary of your records within 14 days of the expiry of your permit (this is called an annual stock return).

COMMON NAME: Adelaide Rosella

SCIENTIFIC NAME: Platycerus flaveolus adelaidae

Code Number of Species: G00283

Date of acquisition or disposal	Method of acquisition or disposal	Number acquired	Number disposed of	Name and Address of Supplier or Recipient	Permit No. of supplier or recipient	Import/Export or Rescue Permit No.	REMARKS	STOCK		
								IN	OUT	TOTAL
8.1.06	Purchased	2		R. G. Smith, Edwardstown, Sth. Aust.	Z02671			2		2
12.2.06	Sold		1	D. J. Coles, Hillcrest, Sth. Aust.	S07000				1	1
15.4.07	Died		1	—	—		Found dead in the morning		1	0
16.7.08	Purchased	6		C. A. Frost, West Lakes, Sth. Aust.	M00462			6		6
22.11.09	Bred	3		—				3		9
12.12.10	Rescued	1		Hit by car on side of road—Hillcrest SA		R4121230	Rescue permit obtained from NP&W	1		10

EXAMPLE ONLY