

# Reference Guide

## General instructions and guidance

This document provides instruction and sample data to assist in the completion of the Annual Livestock Return (stock return) online form 2024-2025.

To complete the stock return online form an invitation email will be emailed to you. This email provides your closing stock balances from the previous year return. If you have misplaced this email or deleted it, please contact the Pastoral Unit. A red asterisk on a question/field signifies a mandatory question. **All mandatory questions must be answered before submitting** the form via the **'Click to submit your return'** button located at the end of the online form.

The form requires the entry of information and records and may need to be completed in more than one session. If that is the case, the person submitting the data can use the **'Save and Complete Later'** link located at the bottom of the online form. Follow the instructions provided.

Once all mandatory and relevant areas (depending on Livestock activities) have been completed, select the box at the bottom of the form **'I have completed all parts of this form and now wish to submit my return'**. The **'Click to submit your return'** button can then be selected.

## Statutory Declaration and Authorised Witnesses

The stock return includes a statutory declaration, and it is a legal requirement to ensure that all returns are signed by the lessee or authorised nominated representative on the statutory declaration form. The form must also be witnessed and signed by a Justice of the Peace or other authorised statutory declaration witnesses such as a teacher, police officer, registered conveyancer, bank or postal officer, registered health practitioner, a minister of religion, veterinary surgeon (as examples). A full list of eligible authorised statutory declaration witnesses can be found at: <https://www.agd.sa.gov.au/services-support/JP-witnesses/authorised-witnesses>

## Signing

After you have submitted your form, you will receive an acknowledgment email stating - *A PDF copy of your submission will be emailed to you shortly and this document should be used to complete the Statutory Declaration component of the process.*

Upon receipt of this email you will receive a PDF copy of your stock return for signing. This email provides you with two options to complete the Statutory Declaration component (**with links to upload your signed stock return**). You can either:

- **Remotely sign the completed online stock return PDF form** with an authorised witness using an electronic signature via video conferencing (eg over Skype, Zoom, Facetime etc) and upload the signed copy via a link provided. This simply involves:
  1. Arrange to meet your authorised witness via video conferencing on your computer
  2. Show your identity to the authorised witness via your computer screen
  3. Use the text box in Adobe to complete your details in the PDF form, sign the form using the electronic signature block and save the signed PDF form to your computer
  4. Email your signed PDF form to the authorised witness to electronically countersign and tick the two check boxes above and below the authorised witness section, and return the countersigned PDF copy back to you by email. Save this countersigned copy to your computer
  5. Go back to the email containing the links to upload your signed stock return. Click on the link, fill in your email address and upload the countersigned stock return form and click on **Submit**

**OR**

- **Print out a hard copy of the completed online stock return PDF form** and physically sign the form in front of an authorised witness, scan the whole form (or use your phone camera to create an image of all pages) and upload the scanned form via the email containing the links to upload your signed stock return. This is the same process as in 2024.

Annual Livestock Return – Introductory

Form Parts – Sample Data and Instructions

The following screenshots provide sample data and guidance on how to complete areas of the form.

Applicant details

Full name \*

This must be the name of the person authorised to provide a statutory declaration of behalf of the Lessee.

Incorporated body represented \*

Please enter name as shown on the email we sent

Email Address \*

The email address to which the formatted PDF is to be sent to.

Name of other person completing this form

Authorised by the Lessee

Land Management Activities

Paddocks Destocked for Plant Regeneration

Paddock name	Number of months	Month starting	Month ending
Back paddock	3	Sep	Nov

Click here to add another entry

New or Relocated watering points

Waterpoint name	Associated paddock name
Jacks trough	Dam paddock

Click here to add another entry

General improvements

Paddock name	Description	Machinery used
Sams Paddock	replaced all internal fences	fence tensioner

Click here to add another entry

Annual Livestock Return – Introductory

Specified activities

Paddock name	Activity types	Specify the "other" activity	Seeding species	Method/machinery	Approximate area
Creek Paddock	<input type="checkbox"/> Disc pitting <input checked="" type="checkbox"/> Contour furrowing <input type="checkbox"/> Ripping <input type="checkbox"/> Chisel ploughing <input type="checkbox"/> Diversion banks <input type="checkbox"/> Water spreading/ponding <input type="checkbox"/> Weed Control <input type="checkbox"/> Other	<input type="text"/> If selected left	<input type="text"/> If relevant	Grader	10ha In square metres
East Paddock	<input type="checkbox"/> Disc pitting <input type="checkbox"/> Contour furrowing <input type="checkbox"/> Ripping <input type="checkbox"/> Chisel ploughing <input type="checkbox"/> Diversion banks <input type="checkbox"/> Water spreading/ponding <input checked="" type="checkbox"/> Weed Control <input type="checkbox"/> Other	<input type="text"/> If selected left	Boxthorn If relevant	Spayer	10ha In square metres

Animal control measures

Detail below all control measures taken over the last 12 months, on this property, against native and feral animals

Note: Kangaroo harvest figures now obtained from field processor returns through Kangaroo Management, DEW.

Animal types	Other animal	Jul to Sep	Oct to Dec	Jan to Mar	Apr to Jun	Method used
Goats	<input type="text"/> If selected left	0	107	310	20	mustered & trap
Rabbits	<input type="text"/> If selected left	3	0	0	7	shot
Rabbit warre	<input type="text"/> If selected left	0	0	4	0	ripped

Add another animal record

Rainfall

Rainfall in millimetres for Calendar year

This is for the whole of calendar year ending 31 December 2024.

Please ensure an entry for each month - if rainfall records were not available leave the value as zero and provide comments in the 'Rainfall details'

Click at the front of the '0', add rainfall then 'tab' to the next month

Jan *	0	Mar *	0	Apr *	0	May *	0	Jun *	0		
Jul *	0	Aug *	0	Sep *	0	Oct *	0	Nov *	0	Dec *	0

Total rainfall

0.00

Total rainfall is calculated from the monthly values entered

Rainfall details

List months where no rainfall data was recorded

Livestock Management Activities

Livestock Management Activities

Please select all livestock categories that you have data for?

Sheep  Cattle  Horses  
Domestic horses only

Select each that apply to your return

Questions for each category will be displayed below

Sheep

Sheep starting number \*

10823

This is last years closing figure.  
Please use the number shown on the email

This should be the number you supplied in your previous year return

Sheep - Additions

Sheep - Purchase lots

You can provide upto six purchase records

Sheep Purchase Lot	Month purchased
425	May
230	
0	
0	
0	
0	
0	

Add your stock figures if relevant

Dates are required for all  
stock movements

The total sheep purchases for the year is calculated from the sheep lot entries made above

Total of all sheep purchases

655

Running tally for each

### Sheep - Other additions

Rams purchased during year	30	Month delivered	September
Stragglers found during year	37	Month delivered	March
Sheep agisted during year	200	Month delivered	September
Sheep transferred in during year	15	Month delivered	February
Lambs marked during year	5814	Month lambs marked	August
Lambs marked during year	0	Month lambs marked	
Lambs marked during year	0	Month lambs marked	
Lambs marked during year	0	Month lambs marked	
Lambs marked during year	0	Month lambs marked	

The total other sheep additions for the year is calculated

Total of other addition entries: 6096

### Sheep - all additions tally

Tally of all sheep additions: 6751

This is the total of 'Sheep - Purchase lots' and 'Sheep - Other additions'

**Dates are required for each addition**

**You can provide up to 5 lamb marking records**

Annual Livestock Return – Introductory

### Sheep - Reductions

#### Sheep sale lots

Please enter up to six separate sheep sale lots. All lots must have zero or greater to calculate a sub-total.

Sheep sold lot 1	Month sold
<input type="text" value="1000"/>	<input type="text" value="October"/>
Sheep sold lot 2	Month sold
<input type="text" value="650"/>	<input type="text" value="November"/>
Sheep sold lot 3	Month sold
<input type="text" value="1020"/>	<input type="text" value="November"/>
Sheep sold lot 4	Month sold
<input type="text" value="1500"/>	<input type="text" value="December"/>
Sheep sold lot 5	Month sold
<input type="text" value="800"/>	<input type="text" value="March"/>
Sheep sold lot 6	Month sold
<input type="text" value="1200"/>	<input type="text" value="April"/>

Add stock figures and dates if need be

The total sheep sales for the year is calculated from the sheep sale lot entries made above

#### Tally of all sheep sales

<input type="text" value="6170"/>
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#### Sheep transfers

Sheep Transfer 1	Month Transferred
<input type="text" value="150"/>	<input type="text" value="March"/>
Sheep Transfer 2	Month Transferred
<input type="text" value="87"/>	<input type="text" value="April"/>
Sheep Transfer 3	Month Transferred
<input type="text" value="0"/>	<input type="text"/>
Sheep Transfer 4	Month Transferred
<input type="text" value="0"/>	<input type="text"/>

The total sheep transfers for the year is calculated from the sheep sale transfer entries made above

#### Tally of all Sheep transfers

<input type="text" value="237"/>
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Sheep - other reductions

Agisted Sheep removed during year  Month removed

Sheep sent on agistment during year  Month removed

Sheep killed for rations

Sheep died from natural causes

The total of 'other' sheep reductions for the year is calculated from the entries made above

Tally of 'other' sheep reductions

Sheep - all reductions tally

Tally of all Sheep Reductions

This is the total of 'Sheep - sale lots', 'Sheep - transfers' and 'Sheep - other reductions'

Summary of figures - Sheep

Sheep starting number	Sheep additions	Sheep reductions	Sheep – 30 June 2025 closing balance
10823	6751	6946	10628

All figures auto calculate and populated

Annual Livestock Return – Introductory

Sheep husbandry and production results

Number of ewes mated to produce marked lambs

7500

Date Rams introduced for joining

18/01/2025

Approximate number of Rams on property

200

Number of sheep shorn

8143

excluding lambs

Month shearing completed

April

Number of Lambs shorn

2576

Month lamb shearing completed

April

Bales

247

Wool production including stragglers and crutchings

Overall weight of all bales

47918

In kilograms

## Cattle

Cattle starting number \*

630

This should be the number you supplied in your previous return

This is last years closing figure. Please use the number shown on the email

Complete if relevant

## Cattle - Additions

## Cattle - Purchase lots

You can provide upto six purchase records

Cattle Purchase Lot 1

30

Month purchased

October

Cattle Purchase Lot 2

24

Month purchased

December

Cattle Purchase Lot 3

0

Cattle Purchase Lot 4

0

Dates are required for all stock movements

Cattle Purchase Lot 5

0

Month purchased

Cattle Purchase Lot 6

0

Month purchased

The total cattle purchases for the year is calculated from the lot entries made above

Total of all cattle purchases

54

Annual Livestock Return – Instructions

Cattle - other additions

Number of marked calves

376

Month marked

Sep

Number of marked calves

138

Month marked

Apr

Number of marked calves

0

Month marked

Number of marked calves

0

Month marked

Number of marked calves

0

Month marked

Cattle transferred in lot 1

0

Month delivered on run

Cattle transferred in lot 2

0

Month delivered on run

Cattle agisted

0

Month delivered on run

Tally of cattle 'other' additions

514

Cattle - all additions tally

Tally of all cattle additions

568

Annual Livestock Return – Instructions

**Cattle - Reductions**

**Cattle sale lots**

Cattle sold lot 1	Month cattle sold
<input type="text" value="300"/>	<input type="text" value="Aug"/>
Cattle sold lot 2	Month cattle sold
<input type="text" value="56"/>	<input type="text" value="Oct"/>
Cattle sold lot 3	Month cattle sold
<input type="text" value="150"/>	<input type="text" value="Dec"/>
Cattle sold lot 4	Month cattle sold
<input type="text" value="27"/>	<input type="text" value="Feb"/>
Cattle sold lot 5	Month cattle sold
<input type="text" value="0"/>	<input type="text"/>
Cattle sold lot 6	Month cattle sold
<input type="text" value="0"/>	<input type="text"/>
Tally of all cattle sales	
<input type="text" value="533"/>	

**Cattle - other reductions**

Number of cattle deaths due to natural causes	
<input type="text" value="18"/>	
Cattle killed for rations	
<input type="text" value="3"/>	
Number of cattle sent for agistment	Month cattle sent for agistment
<input type="text" value="50"/>	<input type="text" value="Feb"/>
Agisted cattle removed from run	Month agisted cattle removed
<input type="text" value="0"/>	<input type="text"/>
Cattle transferred out	Month cattle transferred out
<input type="text" value="16"/>	<input type="text" value="Nov"/>
Tally of 'other' cattle reductions	
<input type="text" value="87"/>	

<b>Cattle - all reductions tally</b>	Tally of all Cattle Reductions
<input type="text" value="620"/>	<input type="text" value="620"/>

### Summary of figures - Cattle

Cattle starting number	Cattle additions provided	Cattle reductions	Cattle – 30 June 2025 closing balance
630	568	620	578

All figures auto calculate and populated

### Cattle husbandry and production results

Number of cows/heifers mated to produce marked calves	Approximate number of bulls on property
600	15

### Horses

Horses on hand at 1 July 2023

Complete if relevant

### Horses - Additions

Please provide the number of horses added to the run

How did these additions occur?

Purchase

Foaling

Agisted

Transfer

Please select all reasons that apply

### Horses - Reductions

Deaths

Removed from Run

### Summary of figures - Horses

Horses starting number	Horses - additions	Horses - reductions	Horses - Year end result
3	1	2	2

I have completed all parts of this form and now wish to submit my return \*

[Save and Complete Later](#)

Click here to complete later if unable to finish in one sitting

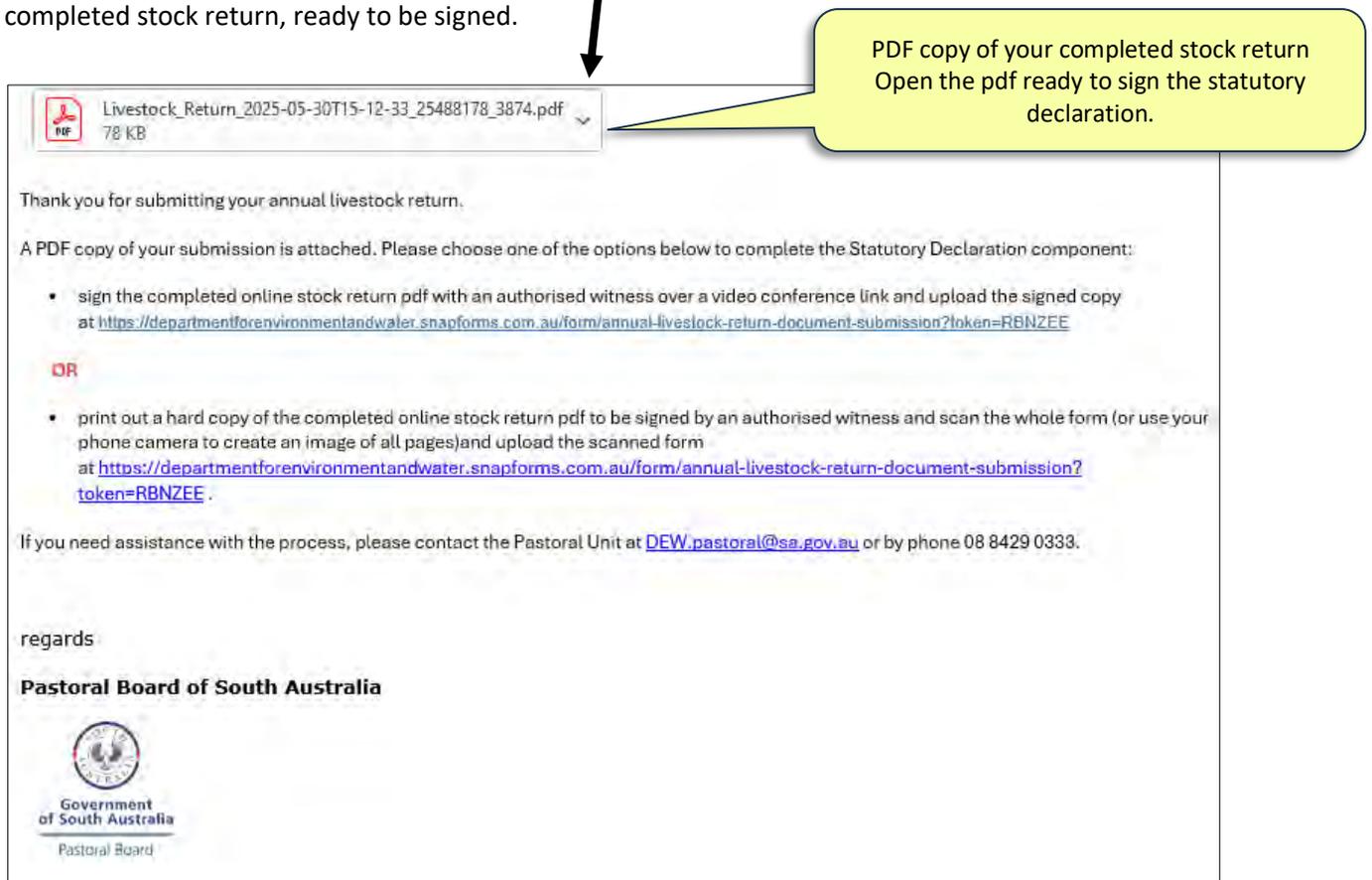
Click here to complete this part of the form, you will receive an email with links to complete the Statutory Declaration section of the form

Annual Livestock Return – Instructions

**Statutory Declaration**

Once you have completed all the relevant sections of the stock return form, at the bottom the page, click the check box “*I have completed all parts of this forms*”. A “*click to submit your return*” button will appear.

Submit your form and you will receive a **confirmation email**. The confirmation email will contain a PDF copy of your completed stock return, ready to be signed.



The screenshot shows an email interface. At the top, there is a PDF attachment icon and the filename "Livestock\_Return\_2025-05-30T15-12-33\_25488178\_3874.pdf" with a size of "78 KB". A yellow callout box with a black border points to this attachment with the text: "PDF copy of your completed stock return. Open the pdf ready to sign the statutory declaration." Below the attachment, the email body contains the following text: "Thank you for submitting your annual livestock return. A PDF copy of your submission is attached. Please choose one of the options below to complete the Statutory Declaration component:" followed by two bullet points. The first bullet point says: "sign the completed online stock return pdf with an authorised witness over a video conference link and upload the signed copy at <https://departmentforenvironmentandwater.snapforms.com.au/form/annual-livestock-return-document-submission?token=RBNZEE>". Below this is a red "OR" separator. The second bullet point says: "print out a hard copy of the completed online stock return pdf to be signed by an authorised witness and scan the whole form (or use your phone camera to create an image of all pages) and upload the scanned form at <https://departmentforenvironmentandwater.snapforms.com.au/form/annual-livestock-return-document-submission?token=RBNZEE>". At the bottom of the email body, it says: "If you need assistance with the process, please contact the Pastoral Unit at [DEW\\_pastoral@sa.gov.au](mailto:DEW_pastoral@sa.gov.au) or by phone 08 8429 0333." The email ends with "regards" and the signature "Pastoral Board of South Australia" with the logo of the Government of South Australia Pastoral Board.

In the confirmation email, open the attached PDF of your completed stock return. Review the figures and information you have entered.

You have two options to complete the **statutory declaration component**.

- 1- Remotely sign the completed stock return form, using an electronic signature via video conference with an authorised witness for example - Zoom, Facetime, Teams etc.

Or

- 2- Print out the completed stock return and physically sign the form and obtain a witness signature, as in previous years.

Use the link in the invitation email to access a full list of Authorised Bodies that can witness and sign your Statutory Declaration.

**Remote Signing Statutory Declaration**

If you have chosen option 1 for signing, arrange an online meeting with your Authorised Witness.

Show you identification to your Witness and ensure they witness you signing your Statutory Declaration. Use the following instructions and diagram below to complete the statutory declaration component of the form.

In Adobe, electronically sign the form by:

1. navigating to the “e-sign” option in the menu.
2. Under the “fill and sign yourself” option- add your signature
3. Click on “add signature”, type your name and click “apply”
4. Scroll to the “signature of lessee” section
5. Click where you would like your signature to appear
6. Add in your details by selecting the “fill in form fields” from the menu bar
7. Select “type text”, move the cursor to complete all details on the form
8. Once you have e-signed your form, save a copy
9. During your video conference, email the PDF copy to your Witness
10. The Witness opens the PDF and clicks the two check boxes by selecting “Add a cross mark“- one agreeing to sign the form and the other that the declaration was undertaken remotely.
11. The Witness e-signs and adds their Authorised Witness ID using the “fill in form fields” option from the menu
12. The Authorised Witness saves as certified copy of the document and emails it back to you.

Annual Livestock Return – Instru

All tools Edit Convert **E-Sign**

1.

E-Sign

GET E-SIGNATURES FAST

Request e-signatures

Send this document to anyone to e-sign online in 3 easy steps

More e-sign options

FILL AND SIGN YOURSELF

2.



X

10.

Test Lessee 1

3.

6. & 7.

Add initials

After signing, you can create a read-only certified copy with an audit trail.

Save a certified copy

12.



PASTORAL BOARD OF SOUTH AUSTRALIA

STATUTORY DECLARATION

I, Lessee name

as the Lessee / a person authorised to provide this statutory declaration on behalf of the Lessee which is an incorporated body of: **22xx-Lease Name**

Pastoral Lease do solemnly and sincerely declare that the stocking information provided in this document Livestock Return is accurate in every particular.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1936.

I have made this declaration in the presence of an authorised witness specified below (via video conference or in person).

Signature of Lessee / authorised person

4. & 5

Print Full Name **Lessee Name/Authorised Person**

7.

Position / Title (if authorised person) **Lessee/Manager**

Declared at **Lease Name**

this **Date** day of **Month 2025**

10.

I agree that by signing this form I have witnessed the above statutory declaration and that the declaration was signed or initialled by electronic means.

in the presence of **Authorised Witness Name**

11.

 Authorised Witness sign here	<b>Authorised Witness Signature and ID number/profession</b> Authorised Witness Id
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11.

(Authorised Witness i.e. Justice of the Peace, Police Officer, or as Schedule 1 of the Oaths Act 1936)

Statutory Declaration and Authorised Witnesses

10.

This declaration was taken remotely under the observation of the authorised witness through an audio visual link and the requirements under the Oaths Act 1936 for taking declarations by audio visual link were complied with.

Please note, as the stock return is a statutory declaration it is a legal requirement to ensure that all returns are signed by the lessee, not the on-property manager or other person (unless authorised as the lessee's representative, with evidence provided of this authorisation). The form must also be witnessed and can be signed by a Justice of the Peace or other authorised witness such as a teacher, police officer, registered conveyancer, bank officer or a registered health practitioner (as examples). A full list of eligible authorised witnesses can be found at <https://www.agd.sa.gov.au/documents/justice-of-the-peace/code-of-practice-statutory-declarations.pdf>

**Uploading Signed Form**

- 13. Navigate back to the Confirmation email regarding the Statutory Declaration component.
- 14. Click on the link in the email to upload your signed form.
- 15. Provide your email address and upload your completed and signed PDF stock return. Click submit.
- 16. You will receive a confirmation email.

13. Confirmation email

The screenshot shows an email interface. At the top, a PDF attachment is listed: 'Livestock\_Return\_2025-05-30T15-12-33\_25488178\_3874.pdf' (78 KB). The main body of the email contains the following text:

Thank you for submitting your annual livestock return.

A PDF copy of your submission is attached. Please choose one of the options below to complete the Statutory Declaration component:

- sign the completed online stock return pdf with an authorised witness over a video conference link and upload the signed copy at <https://departmentforenvironmentandwater.snapforms.com.au/form/annual-livestock-return-document-submission?token=RBNZEE>

**OR**

- print out a hard copy of the completed online stock return pdf to be signed by an authorised witness and scan the whole form (or use your phone camera to create an image of all pages) and upload the scanned form at <https://departmentforenvironmentandwater.snapforms.com.au/form/annual-livestock-return-document-submission?token=RBNZEE>.

If you need assistance with the process, please contact the Pastoral Unit at [DEW.pastoral@sa.gov.au](mailto:DEW.pastoral@sa.gov.au) or by phone 08 8429 0333.

regards

**Pastoral Board of South Australia**



Government of South Australia  
Pastoral Board

14. link to upload your online signed form

14. link to upload your hard copy signed form

The screenshot shows the 'LIVESTOCK RETURN - DOCUMENT SUBMISSION' form. At the top, there are logos for South Australia and the Government of South Australia, Department for Environment and Water. The form title is 'PASTORAL BOARD OF SOUTH AUSTRALIA'. The main heading is 'LIVESTOCK RETURN - DOCUMENT SUBMISSION'. The form contains the following elements:

- A text input field for 'Please provide your eMail Address \*' with a callout bubble: '15. Provide your email address'.
- A confirmation message: 'We will send you a confirmation of your document submission.'
- An upload section for 'Upload your fully signed Livestock Return document' with a 'Browse' button.
- A 'Comments' section with a callout bubble: '15. upload your completed and signed PDF stock return'.
- A 'Submit' button with a callout bubble: '15. submit'.

The screenshot shows the confirmation page after document submission. It features a callout bubble: '16. confirmation email with signed stock return'. The main content includes:

- A file upload preview: 'Livestock\_Return\_2025-05-30T15-12-33\_25488178\_3874 (003).pdf' (196 KB).
- A message: 'An fully signed and completed form has been submitted and is attached for your review.'
- 'Token: RBNZEE'
- 'Please provide your eMail Address: [chris.nichols@sa.gov.au](mailto:chris.nichols@sa.gov.au)'
- 'Upload your fully signed Livestock Return document : [Livestock Return 2025-05-30T15-12-33\\_25488178\\_3874 \(003\).pdf](#)'