

## VicForests Request for Tender (RFT 2021.3):

### Pre-Harvest Surveys

#### North East, West Gippsland and East Gippsland Regions

## 1 Scope

VicForests requires experienced contractors to complete pre-harvest survey contracts for the 2021-22 survey program, with provision for extension, in all its operating regions (North East, West Gippsland and East Gippsland).

Assistance is sought with the following activities:

- Targeted species surveys
- Habitat Assessments, including habitat tree surveys
- Flora surveys
- Old Growth surveys
- Coupe marking.

The first four survey activities outlined above are covered in detail in the DELWP forest protection surveys, *VicForests Targeted Species Survey Instruction v.2.1 (December 2020)* and in *VicForests Habitat Tree and Resource Inventory Survey Guideline v1.0 (October 2019)* and the Conservation Regulator's Old Growth Forest Assessment Tool. These are a vital part of VicForests' High Conservation Values assessment process, which assures the protection of other forest values while enabling timber harvesting.

VicForests recognises that certain types of survey are specialised and welcomes bids from experienced contractors for specialised types of survey (e.g., aquatic species only). Experienced contractors are required to undertake some or all of the above surveys, within one or more geographic areas.

VicForests will nominate approximately 70% of the areas to be surveyed, but additional areas or substitute areas are likely to be needed in the course of the survey work, due to changes to work priorities. VicForests reserves the right to withdraw coupes from the survey program but will make every effort to provide alternative areas for survey.

Depending on travelling distances to some of the sites and the nature of the work (e.g., nocturnal surveys), some overnight accommodation may be required. VicForests will, as far as possible, schedule surveys in consideration of geographical proximity to promote work efficiency.

VicForests will provide contractors with the following resources to assist with survey planning and data collection:

- A map and shape file of each coupe to be surveyed
- Electronic data collection template (or access to Tree Collector app)
- Geodatabase file templates for submission of spatial GPS and track data.

The successful contractor(s) will provide invoices to VicForests on completion of field work and submission of satisfactory results.

## **2 Background**

VicForests undertakes pre-harvest ecological surveys and habitat assessments of selected areas planned for timber harvesting. These surveys are complementary to the existing legislative framework governing sustainable forest management within Victoria's State forests. Ecological surveys provide additional precautionary measures to enable the detection and protection of threatened species within targeted areas of proposed harvest.

While the Department of Environment, Land, Water & Planning (DELWP) through the Forest Protection Survey Program (FPSP) undertakes the majority of flora and fauna surveys to improve targeting of species protection measures, VicForests requires capability to accommodate changes in harvest planning which may require new areas to be surveyed, or where additional surveys are required to supplement FPSP. Through this tender process, there is also the opportunity to improve efficiencies through conducting some of the surveys in the same site visit.

An overview of the interaction of the two pre-harvest survey programs is given in Figure 1.

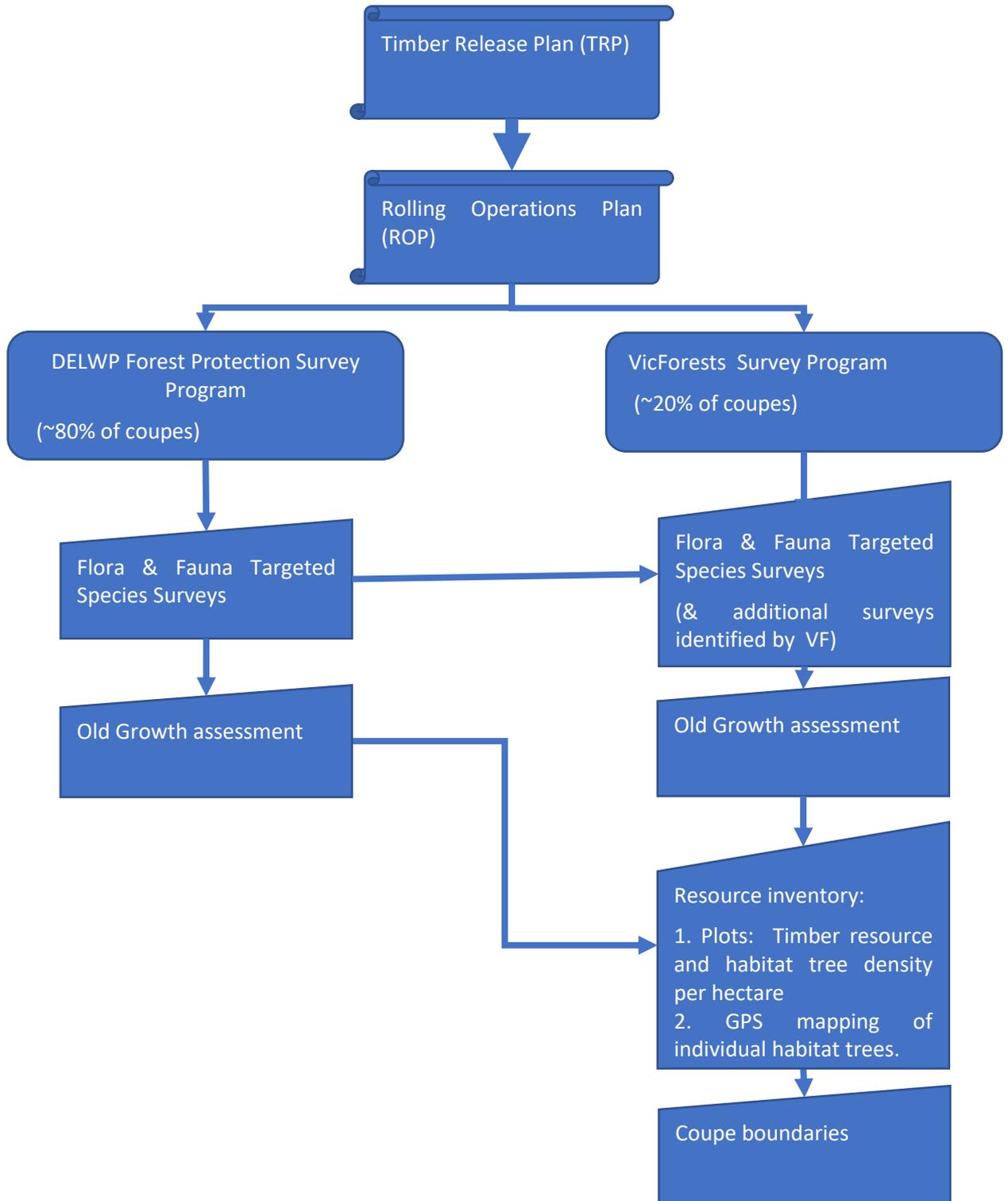


Figure 1 Overview of the pre-harvest coupe assessment process.

VicForests requires flexibility in the provision of pre-harvest surveys because the types of surveys, and the order of surveys, varies from coupe to coupe, and depending upon whether the DELWP FPSP program is undertaking some of the work.

VicForests will require surveys in situations where FPSP is unable to complete the surveys (typically short-term rescheduling where there is less than 3 months before the proposed coupe harvest date). Additional surveys may also be required where the risk assessment identifies a need for further surveys. Additional intensive surveys for threatened flora (TF) may also be requested following detections by FPSP, third parties or VicForests. Surveys will be determined by consideration of the VicForests Risk assessment matrix, which considers information on the likelihood of species based on Habitat Distribution Models (HDMs), FPSP detection probabilities and recorded species observations.

Surveys may be generally grouped as follows:

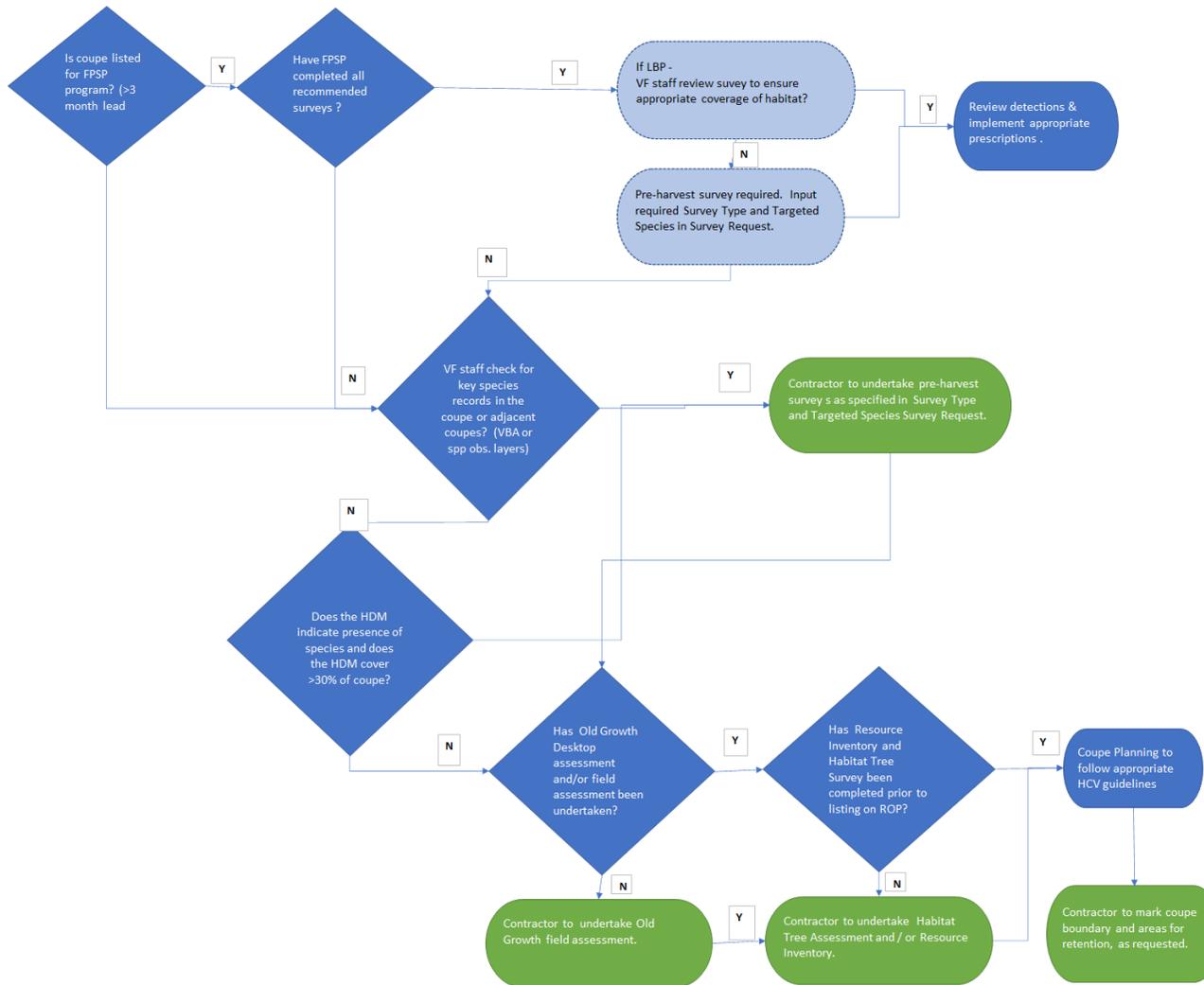
- Fauna surveys that require establishment of fixed cameras
- Spotlight surveys
- Surveys of aquatic species (frogs, fish and crustacea)
- Standard flora surveys for rare and threatened species, and intensive surveys
- Bat surveys
- Reptile surveys
- Coupe Habitat and Signs (CHASS) surveys
- Surveys of resource volume, habitat trees and old growth (OG)

Further, after the survey data is considered by VicForests there may be a need for:

- Coupe marking – marking boundaries and islands of protected vegetation using paint and or flagging tape.

The decision-making process for pre-harvest survey assessment is shown in Figure 2, with pre-harvest surveys shown in green.

Figure 2. Decision tree of survey requirements.



## 3 Surveys

### 3.1 Survey Guidelines

Surveys are to be completed according to the general survey guidelines used by DELWP's Forest Protection Survey Program. These guidelines can be found at:

<https://www.vic.gov.au/resources-and-tools-forest-protection-surveys>.

At times, VicForests may also direct you to undertake targeted species surveys, in accordance with species-specific survey standards available via DELWP Forest Reports:

<https://www.vic.gov.au/forest-reports>

Bidders should also refer to the most recent instructions from VicForests: *VicForests Targeted Species Survey Instruction v.2.1 (December 2020)* and in *VicForests Habitat Tree and Resource Inventory Survey Guideline v1.0 (October 2019)*.

Some general remarks follow.

### 3.2 Spotlighting Surveys

Spotlighting surveys are completed primarily to target nocturnal arboreal mammals, such as greater gliders, yellow-bellied gliders and brush-tailed phascogales, as per FPSP guidelines. Call playback surveys do not need to be completed. However, opportunistic detections of large forest owls and other nocturnal mammal species still need to be recorded and submitted.

A minimum of three 500m survey transects are to be completed at each coupe. Transects are selected to cover the range of retention types on the coupe (large and small aggregates, dispersed trees and contiguous perimeter exclusions). Transects can be located along snig tracks for safety purposes. Transects must be at least 200m apart to minimize recording the same individuals twice. One transect is to be located along a roadside or track beyond the coupe boundary as a control. As much as possible, the control transect is to be placed to cover habitat undisturbed by timber harvesting. This is necessary because of fluctuations in mammal populations and/or detectability that may occur for reasons other than harvesting, for example: weather conditions, observer experience, or other local conditions, such as owl predation.

For every coupe, each transect is to be completed twice under optimal weather conditions. A third repeat survey will need to be completed if any of the first two transects either fail to detect any species or the weather conditions were not optimal for completing the survey.

### 3.3 Terrestrial Remote camera surveys

Cameras should be set up following FPSP general setup guidelines. Generally, two sites will be set up to capture suitable retained habitat within the coupe and one site to capture suitable habitat outside the coupe (within 200m) as a control.

### 3.4 Koala surveys

Koala surveys should follow the procedure in the VicForests Pre-harvest Targeted Species Survey. These surveys would normally be undertaken as part of a CHASS survey.

### 3.5 Flora surveys

Flora surveys will focus on target species. However, detections of other threatened species still need to be recorded and submitted. Contractors will be advised of which species to target in each coupe.

Flora surveys are to be completed as per FPSP guidelines. Transects and plots will be selected to cover the range of retention types on the coupe (large and small aggregates, dispersed trees and contiguous perimeter exclusions). A control transect and plots must also be selected to cover undisturbed vegetation outside the coupe (within 200 m).

### 3.6 Intensive flora surveys

VicForests requires from time to time that a number of specific threatened flora species are targeted through an intensive survey effort.

The intensive survey effort is designed to provide a resultant species distribution map for the coupe rather than simply detecting presence. By building an overall distribution map, VicForests can design appropriate harvest plans that provide for the protection of threatened flora species.

Tree Geebung intensive flora surveys are to be undertaken in accordance with the procedure as outlined in *VicForests Intensive Tree Geebung Surveys*.

### 3.7 Old Growth Surveys

Where Old Growth survey is required, the contractor will undertake Old Growth assessment according to the Old Growth Forest Assessment Tool, available here:

<https://www.vic.gov.au/old-growth-forest>.

Specific details on plot/centroid location will be provided following VF desktop assessment. The number of sites requiring field survey will vary from coupe to coupe. Further details of the procedure are described in *VicForests' Old Growth Survey Guideline*.

### 3.8 Habitat Tree and resource inventory survey

Habitat Tree (HBT) Surveys are undertaken in conjunction with resource assessment and follow the procedure outlined in *VicForests Habitat Tree and Resource Inventory Survey Guideline*. While these may have been undertaken prior to the coupe being listed on the Rolling Operational Plan (ROP), in some cases these surveys will need to be undertaken, or existing surveys may need to be supplemented with additional plots.

## 4 Data collection and Reporting

The level of reporting required includes:

- (i) Description of the methodologies used to undertake surveys, including justifications for any deviation from standard protocols
- (ii) Survey details and observation data recorded in electronic format by template (template shown in Appendix 2), or via the Tree Collector for ArcGIS mobile application
- (iii) Spatial data - GPS tracks of all transects completed
- (iv) Significant photographic evidence of detections, including those from remote cameras.

Data will be audited by VicForests as part of its quality control process.

## **5 Surveys required**

### **Survey Requirements**

Table 1 presents the anticipated number of surveys of each type by District over the next 3-4 months. Survey numbers are indicative and may change depending upon planning requirements, and the work program of the DELWP FPSP program, as already described. VicForests anticipates that there will be on-going survey work following this initial sample of coupes.

Table 1 Indicative Survey Requirements by region

Region	District	Survey Requirements											
		Arboreal Camera/LBP Camera	Spotlight /Call Playback (SLCP)	Terrestrial Camera (TerCam)	CHASS /Site Inspection	Aquatics (Fish/Crayfish)	Frog	Flora	Bat	Intensive Tree Geebung	Reptile	HBT & Resource assessment	Old Growth
East Gippsland	Bendoc				1							5	
	Cann River		7	5	7	6	4	2				10	
	NowaNowa		3									3	
	Orbost		9	5	1	2	4					25	
	Bairnsdale		4			3	1		2	1		6	
	Swifts Creek			16	1		3		4			25	
West Gippsland	Heyfield	4	4	7		1		3				10	
	Erica	3	10	14	6	2		1	2	1	1	19	
	Noojee	6	10	11		1				5		18	
	Powelltown	2	6	7				1		10		15	
North East	Benalla/Mansfield				1			1				7	11
	Alexandra	5	11	6	4	2		5				8	8
	Marysville	7	4			1		2				23	14
	Toolangi	1	7	3	2	6		12				7	9
	Ovens												
	Upper Murray		3	2	1			1				3	3
<b>Total</b>		<b>28</b>	<b>94</b>	<b>61</b>	<b>26</b>	<b>25</b>	<b>8</b>	<b>34</b>	<b>3</b>	<b>16</b>	<b>1</b>	<b>184</b>	<b>45</b>

Applicants may tender for **all** or **a portion** of the required services. A meeting between the successful applicants and a VF representative will be scheduled before work commences to discuss specific survey and reporting requirements in more detail.

While guidance will be provided by VicForests staff, contractors will be expected to liaise to ensure that the survey process is undertaken efficiently. In some cases, partial completion of a survey package will provide enough information to decide that a coupe needs to be excluded and that no further work needs to be undertaken, for example, due to exclusion zones that are triggered by confirmed sightings or detections of particular species.

## 6 Agreement document

Successful applicants will be required to sign the Field Services Template, in substantially the same form as the template provided with this document before any work can be assigned. Where the applicant wishes to enter into the agreement as trustee of a trust, the applicant will be required to provide a current copy of the relevant trust deed. All applicants should carefully consider the terms of the Field Services Template when considering whether or not to apply.

## 7 Insurance

Service providers will be required to maintain the insurances set out in clause 13 and item 1 of Schedule 4 of the Field Services Template and provide evidence of such insurance. The insurances are:

- public liability with a limit of indemnity of at least \$20,000,000
- workers' compensation for all the Contractor's officers, employees and agents
- vehicle insurance for each vehicle used in providing the Services covering third party property damage and personal injury with a limit of indemnity of at least \$20,000,000, and
- professional indemnity insurance.

## 8 Occupational Health and Safety

Service providers need to provide evidence of a safety management system that addresses hazards associated with the task. A sample of risks that need to be managed are: Working in remote locations; adverse weather conditions; Limited mobile phone coverage.

Please be aware that in line with the Mandatory Direction from the Chief Health Officer's Directions, all VicForests contractors must have received at least their first dose of a COVID-19 vaccination by 22 October 2021 and second dose by 26 November 2021.

The Direction can be accessed via the following link

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

All contractors and their employees will be required to provide evidence of these mandatory vaccinations prior to commencement of work.

## 9 Submission

You are invited to make an offer using the **Quotation submission, required information form** in Appendix 1 below. Please complete all sections of the form.

Please note that your proposal can not be considered as accepted unless and until a formal contract is finalised and signed by both parties.

Quotations should be given as a price per day for each aggregated survey type by district, inclusive of accommodation and expenses and mileage.

## 10 Important Dates

Place for lodgement: By email to [vfs.surveytender@vicforests.com.au](mailto:vfs.surveytender@vicforests.com.au)

Reference Number: RFT 2021.3

Closing Time and Date: **9.00am AEDT 15th November 2021.**

## 11 Tender Evaluation

An evaluation panel will evaluate each Tender and make recommendations to the Project Sponsor and the CEO. The evaluation panel will consist of VicForests staff and may include external industry experts. The potentially successful tenders for each lot selected by the panel will be subject to endorsement by the project sponsor and CEO prior to notification of award.

The process is as follows:

### 1. Open tenders and confirm lodgement

All Tenders lodged by email will have the time and date of lodgement recorded. Confirmation of lodgement of a Tender will be emailed by the RFT Manager to each Tenderer. Following the Closing Time, Tenders will be registered and opened.

### 2. Consider the mandatory requirements which require:

Mandatory Requirements

- Occupational Health and Safety
- The Contractor must complete and have in place a proven OHS system.
- Insurance and industry obligations, specifically possession of current wildlife permits and ethics approvals, with evidence provided and compliance with all requirements of the Australian Animal Welfare Standards Code of Practice.
- The Contractor must complete schedules demonstrating that all required insurances are in place and that all relevant industrial relations obligations will be met.
- Financial Viability

### 3. Score the selection criteria

Evaluation criteria and weightings are given in Table 2.

Table 2. Scored the selection criteria

Criterion	Description	Measure	Method of measure	Weighting %
Level of service/capability (Quality)	Ability to provide fauna and flora surveys and other forest assessments;	Qualifications and reputation of staff and years of experience of each survey type.  Innovative technology deployed such as thermal imaging.	Demonstrated skills, including the ability to manage labour and plant in delivering quality finishes and to identify and manage all risks.	20
	Experience working in VicForests' forest management areas or similar native forest types.	Work in similar forest types.	Proven record of working in similar native forest environments	10
	Flexibility to provide services	Guaranteed organisational capacity to provide services	Proven record of timely completion of all works based on past contractual performances and using referee check	5
	Data management	Quality of systems employed	Standard Management and quality control systems	5
Capacity (Resources)	Ability to deliver according to agreed work schedule	Sufficient resources to ensure reliability of works.  Ability to carry out work within the required timeframes	Resources committed to the contract including skills and experience in delivering quality data.  Current intended contractual commitments and extent of non VicForests operations, relative to available resources.	20
	Communication and liaison with regional staff on a regular basis.	Weekly communication with regional / district staff and data presented within 2 weeks after validation.	Proven record of regular communication based on past contractual performance and using referee check.	10
Financial benefit (Price)	Favourable price structure.	Tendered Price	Comparison of the price with other submitted tender prices.  Local content	30

#### 4. Undertake the scoring of selection criteria

A non-price score will be determined by the Evaluation Team for each non-price criterion based on the extent to which the Tender meets or does not meet VicForests preferences for that criterion. Supporting documentation provided by the Tenderer will be taken into consideration when non-price scores are determined.

a. The Evaluation Team will score each tender against the Level of Service / Capability and Capacity (Resources) selection criteria using the follow ratings prior to the tender evaluation meeting:

Excellent	100/100
Very Good	80/100
Good	60/100
Fair	40/100
Poor	20/100
Unacceptable	0/100

b. The weightings will be applied to each score

c. An **average score** will be derived at the tender evaluation meeting.

d. All participants will determine an **agreed score** (which may be the average score)

5. Undertake the scoring of pricing
6. Clarification of matters arising from tender evaluation.
7. Finalisation of Scoring
8. Short listing based on weighted scoring
9. Financial due diligence – references , financial capacity assessment
10. Recommendation.

## Appendix 1 – Quote Submission Required information

Company Details	
Legal Name	
Trading Name	
Address	
ABN	
Contact Name	
Contact Number	

Proposed Personnel Available to provide services		
Name	Qualification	Relevant Professional Experience

Insurances
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Workers' Compensation*	
Public Liability* (with an indemnity limit of at least \$20,000,000)	
Professional Indemnity*	
Motor Vehicle Insurance* (covering third party property damage and personal injury with a limit of indemnity of at least \$20,000,000)	

\* VicForests requires copies of current certificates of insurance for each of the above.

Occupational Health and Safety	
Safety Management System	Yes/No
Safe work procedures relevant to tasks	Yes/No

Please leave cells blank if unavailable for work in that area, and please specify if rate is only applicable to certain types of survey. Quote is daily rate for a survey team (min. two staff members (includes field planning and preparation). A day is defined as 8 hours. Provide quotation on a pro-rata basis.

	Contract Rates (GST incl)					
Region	East Gippsland					
District	Bendoc	Cann River	Nowa Nowa	Orbost	Bairnsdale	Swifts Creek
Fixed Camera (Arboreal/Terrestrial Camera)						
Spotlight / Call Playback						
Flora surveys and intensive flora surveys						
Aquatic surveys						
Reptile surveys						
Bat surveys						
Coupe habitat and signs (CHASS)						

Habitat trees and resource assessment						
Old Growth						

	Contract Rates (GST incl)			
Region	West Gippsland			
District	Erica	Heyfield	Noojee	Powelltown
Fixed Camera (Arboreal/Terrestrial Camera)				
Spotlight / Call Playback				
Flora surveys and intensive flora surveys				
Aquatic surveys				
Reptile surveys				
Bat surveys				
Coupe habitat and signs (CHASS)				
Habitat trees and resource assessment				
Old Growth				

	Contract Rates (GST incl)					
Region	North East					
District	Benalla/Mansfield	Alexandra	Marysville	Toolangi	Ovens	Upper Murray
Fixed Camera (Arboreal/Terrestrial Camera)						
Spotlight / Call Playback						
Flora surveys and intensive flora surveys						
Aquatic surveys						
Reptile surveys						
Bat surveys						
Coupe habitat and signs (CHASS)						

Habitat trees and resource assessment						
Old Growth						

**Further Information**

Please respond briefly to the following:

- Relevant company experience
- Flexibility and availability to provide services
- Specialisation in particular survey types
- Are there any potential conflicts of interest with your company or its employees. If so, how will this be managed?
- Are there any potential conflicting obligations which may affect the ability of your company or its employees to meet service requirements. If so, how will this be managed?
- Additional information to address the criteria outlined in this document.
- Provide details of wildlife and ethic permits.

## Appendix 2 – Data formats

Data format for targeted species surveys is shown below. Formats for Habitat Tree and Old Growth surveys will be provided via apps developed for survey work.

Survey Details				
Column Name	Description	Requirement	Example 1	Example 2
SurveyID	<p>This is a unique ID that identifies the survey number, transect, repeat and camera number and links back to each Coupe.</p> <p>The below naming conventions MUST be utilised:</p> <p><b>Spotlight Surveys</b> VFPre_SP_T&lt;transect#&gt;_R&lt;repeat #&gt;_&lt;coupe number&gt;</p> <p><b>Flora Surveys</b> VFPre_Flora_T&lt;transect#&gt;_&lt;coupe number&gt; VFPre_Flora_Q&lt;quadrat#&gt;_&lt;coupe number&gt;</p> <p><b>LBP Remote Cameras</b> VFPre_LBPCT_C&lt;camera#&gt;_&lt;coupe number&gt;</p> <p><b>Terrestrial Cameras</b> VFPre_TerCam_C&lt;camera#&gt;_&lt;coupe number&gt;</p> <p><b>Frog Surveys</b> VFPre_FROG_C&lt;call survey#&gt;_&lt;coupe number&gt; VFPre_FROG_R&lt;remote acoustic recorder#&gt;_&lt;coupe number&gt; VFPre_FROG_T&lt;tadpole survey #&gt;_&lt;coupe number&gt;</p> <p><b>Aquatic Surveys</b> VFPre_Aquatic_&lt;coupe number&gt;</p> <p><b>Opportunistic</b> VFPre_Oppportunistic_&lt;coupe number&gt;</p>	Mandatory	VFPre_SP_T1_R1_282-502-0002	VFPre_Flora_T1_282-502-0001
Package No	<p>This is a general Identifier for VicForests Pre Harvest Contractor Surveys and the financial year survey is completed.</p> <p>The below naming convention MUST be utilised: VF Pre_C_&lt;financial year&gt;</p>	Mandatory	VF Pre_C_2021-22	VF Pre_C_2021-22

	Select the correct package number from the drop down list.			
Responsible Party	Identifies who is coordinating the surveys	Mandatory	VicForests	
Survey Provider	Select the survey provider from the drop down list	Mandatory	Contractor Company Name	
surveyor	Provide the names of the person(s) undertaking the survey. This column is linked to a dropdown list. To add names to the list, go to the 'Reference Tables' tab, and type names into the column labelled 'Surveyor'. There is an allowance of 12 surveyor names. If more are required, please let VF know.	Mandatory	J. Brown	A. John
surveyMethod	Select the survey method from the dropdown list. Examples are transect/opportunistic etc.	Mandatory	Call playback	Fixed transect
cameraID	If the survey method is 'Remote Camera' please provide the camera ID	Mandatory		
Photo Folder	If photographic evidence is provided, provide link to photo location	Optional		
coupeNumber	If applicable provide the coupe number	Mandatory	479-506-0005	833-507-0009
locationDescription	Provide a description of locality (i.e. coupe name and distance from the nearest road or track, creek etc.)	Mandatory	Stammers, on survey transect	Telemark, along road
startDate	Start date of the survey	Mandatory	1/07/2021	19/08/2021
endDate	End date of the survey	Mandatory	1/07/2021	19/08/2021
temperature	Provide the temperature in degrees celsius	Nocturnal surveys	5	10
rainfall	Provide the rainfall in millimetres	Nocturnal surveys	50	0

wind	<p>Wind speed is to be recorded as per the Beaufort wind scale outlined below:</p> <p>0: calm (&lt;1 km/h); smoke rises vertically</p> <p>1: light air (1-5km/h); wind direction shown by smoke-drift, but no by wind vanes</p> <p>2: light breeze (6-11 km/h); wind felt on face; leaves rustle; ordinary vanes moved by wind</p> <p>3: gentle breeze (12-19 km/h); leaves; twigs in constant motion; wind extends light flag</p> <p>4: moderate breeze (20-28 km/h); raises dust and loose paper; small branches are moved</p> <p>5: fresh breeze (29-38 km/h); small trees in leaf begin to sway; crested wavelets form on inland waters</p> <p>Select from the dropdown list.</p>	Nocturnal surveys	1	0
cloudCover	Provide the percentage cloud cover	Nocturnal surveys	10	0
humidity	Provide the Relative Humidity	Nocturnal surveys	5	10
moonPhase	Select the moon phase from the drop down list: New Moon; First Quarter; Full Moon; Third Quarter	Nocturnal surveys	New moon	Full moon
comments	Any additional information or comments	Optional	Additional information	Additional information
VBAStatus	All records will be provided to the VBA by VicForests, select 'Not submitted'	Mandatory	Not submitted	
observationCount	This will be populated by VicForests. It is only displayed here for clarification and information.	Display only		

Observations				
Column Name	Description	Mandatory /Optional	Example 1	Example 2
SurveyID	This MUST link to the surveyID listed in the SurveyDetails worksheet. Please select the appropriate surveyID from the SurveyDetails worksheet.	Mandatory	VFPre_SP_T1_R1_Coupe Number	VFPre_Flora_T1_Coupe Number

referenceID	This will be populated by VicForests. It is only displayed here for clarification and information.	Display only		
dateObserved	The date of the observation.	Mandatory	5/04/2017	14/02/2017
taxon_id	VBA Taxon Identifier.  If the species is unable to be identified by the surveyor use Taxon ID -1  If your detection is a habitat observation, select the relevant Taxon_ID (if possible) and provide additional attribute details in 'habitatDescription'	Mandatory	11141	11179
scientificName	This will be populated from the VBA Taxa List based on the TAXON_ID that is selected. It is only displayed here for clarification and information.	Display only	Gymnobelideus leadbeateri	Potorous longipes
commonName	This will be populated from the VBA Taxa List based on the TAXON_ID that is selected. It is only displayed here for clarification and information.	Display only	Leadbeater's Possum	Long-footed Potoroo
observationType	Select from drop down menu. If habitat is entered, please also select a habitatDescription.	Mandatory	Visual	Habitat
habitatDescription	A description of the habitat, eg nest tree, latrine etc. Select from drop down menu. If this attribute is filled in it MEANS THAT this is a habitat observation, NOT a species observation. It will be removed from the Species Observation layers and placed in the Habitat Observation layer.	For Habitat Observations		Den site
status	This is the verification status. Select from drop down menu	Mandatory	Verified	Awaiting verification
photoID	Pick one photo to link this record to.	Mandatory		
countNumber	The number of detections. 0 is a valid entry if no species are detected for a particular survey	Mandatory	1	2
coordinateSystem	The coordinate system, eg GDA94(Lat/Long), MGA55 or	Mandatory	MGA55	MGA55

	VicGrid94 Select from drop down menu			
observerEasting	The easting location of the observer making the wildlife observation. If the exact location of detection is known, this is not required, but speciesEasting and speciesNorthing must be filled in.	See Description	657077	
observerNorthing	The northing location of the observer making the wildlife observation. If the exact location of detection is known, this is not required, but speciesEasting and speciesNorthing must be filled in.	See Description	5874228	
distance	If the observer Easting and Northing is entered, the bearing and distance columns must be entered.	See Description	5	
bearing	If the observer Easting and Northing is entered, the bearing and distance columns must be entered. Bearing must be entered in Decimal Degrees.	See Description	280.3678	
speciesEasting	If the actual detection site coordinates are known, then this column must be filled in. Otherwise the observerEasting, observerNorthing, distance and bearing columns MUST be filled in.	See Description		646459
speciesNorthing	If the actual detection site coordinates are known, then this column must be filled in. Otherwise the observerEasting, observerNorthing, distance and bearing columns MUST be filled in.	See Description		5869058
comments	Any additional information or comments	Optional	additional information	additional information

### Feature Class

#### studyArea

Column surveyID is mandatory and must match ID from surveyDetails

#### surveyArea

Column surveyID is mandatory and must match ID from surveyDetails

#### transect

Column surveyID is mandatory and must match ID from surveyDetails

## Acronyms

CHASS	Coupe Habitat and Signs
DELWP	Department of Environment, Land, Water & Planning
FPSP	Forest Protection Survey Program
HBT	Habitat tree
HCV	High Conservation Value
HDMs	Habitat Distribution Models
LBP	Leadbeater's Possum
OG	Old Growth
ROP	Rolling Operations Plan
TF	Threatened flora