How to User Guide

Harvester – How to apply for a macropod harvesting licence

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

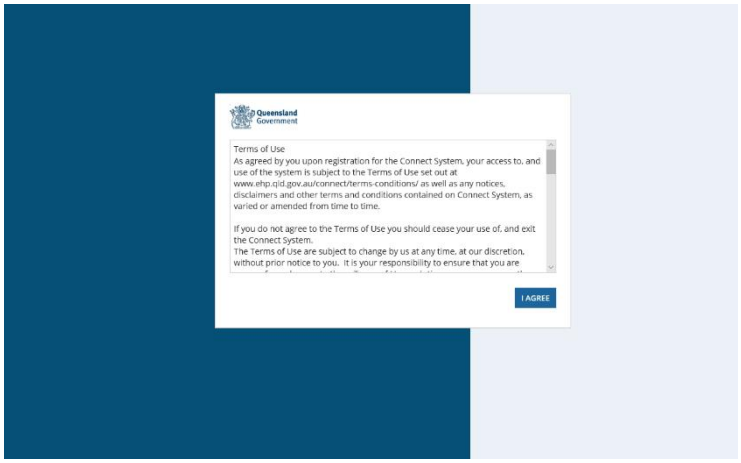
The Department of the Environment, Tourism, Science and Innovation has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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?

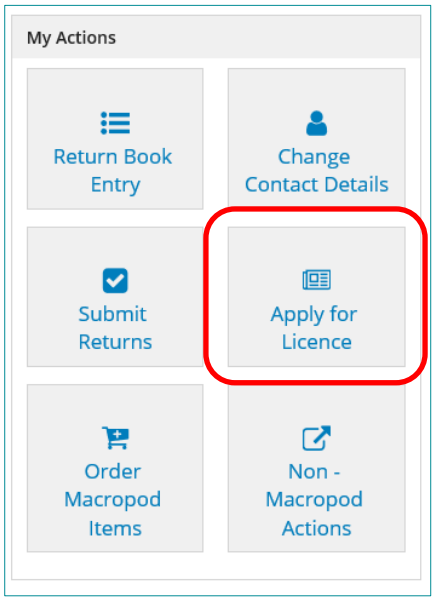
Macropod customers not currently registered with the Department of the Environment, Tourism, Science and Innovation's Online Services will need to register to access Macropods Online. Click here to learn how to register for Online Services.

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.



Login screen

3 Macropods Online – Apply for licence

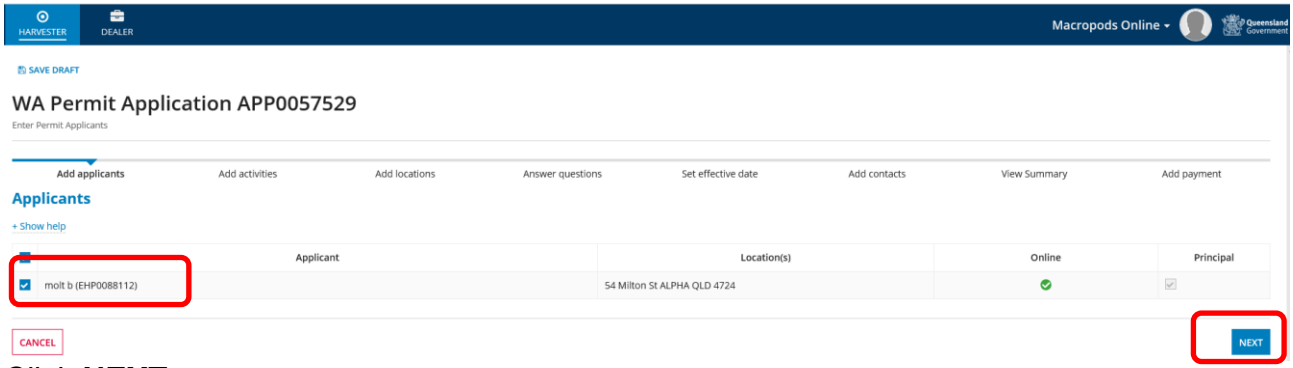


To lodge and application for a macropod licence

Click the **Apply for Licence** action button from home tab.

Click **Accept** to accept the Terms and Conditions.

Ensure there is a tick box next to the applicant.

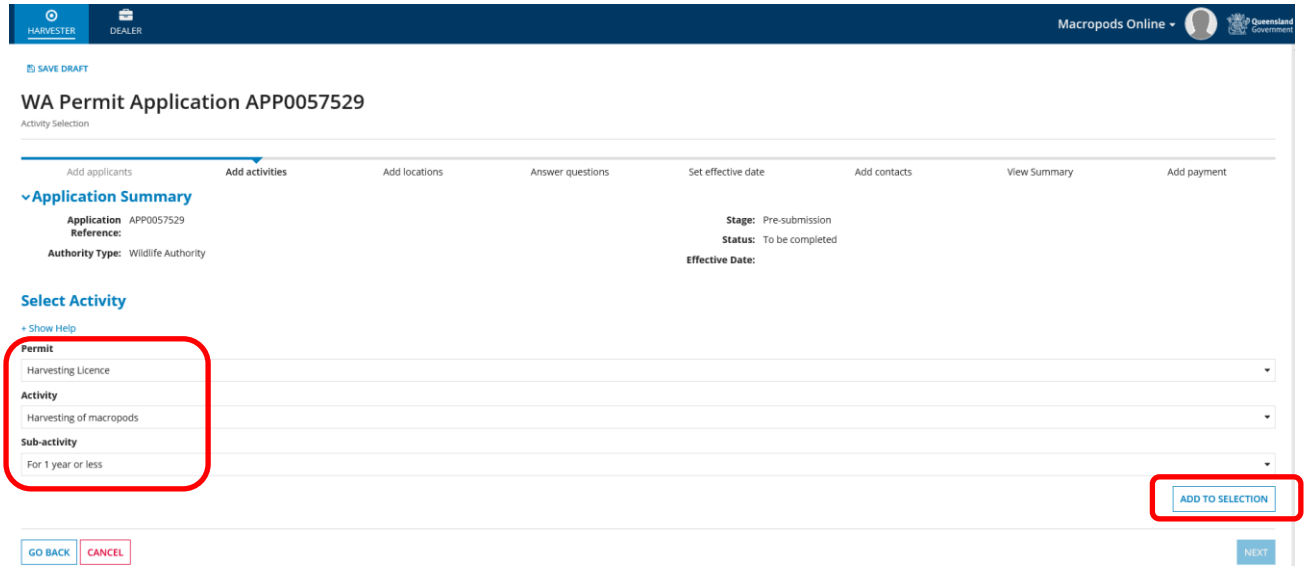


Click **NEXT**

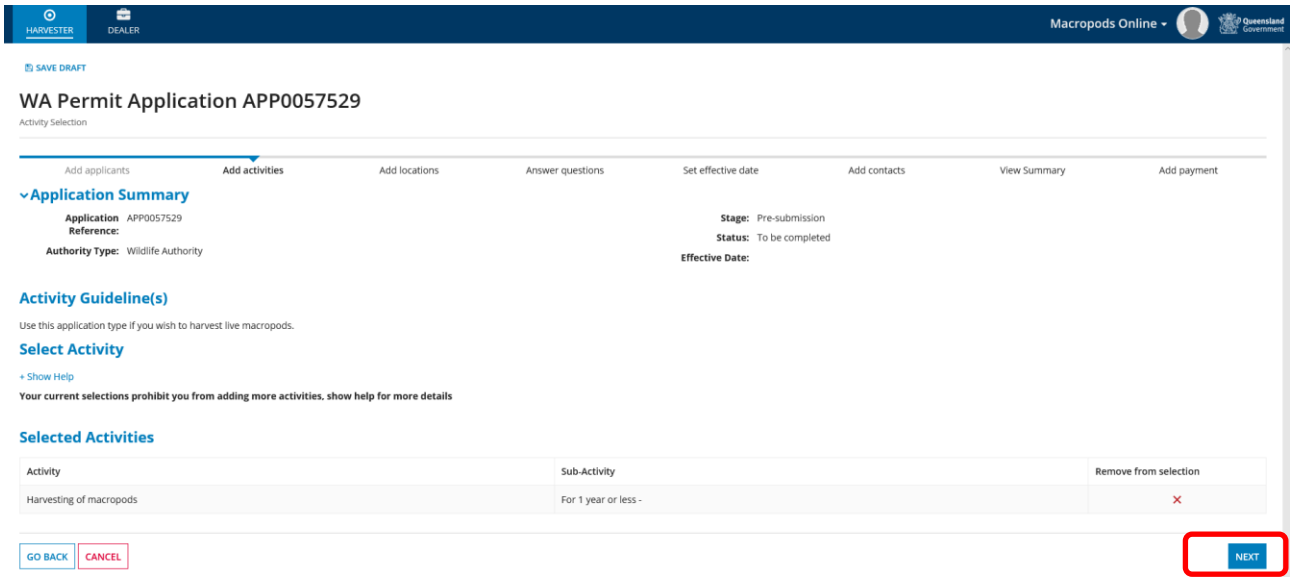
For a **macropod harvesting licence**:

- Select **Harvesting Licence** from Permit drop down box.
- Select **Harvesting of macropods** from Activity dropdown box.
- Select 1 or 3 year licence from Sub-activity drop down box.

Click **Add to Selection.**



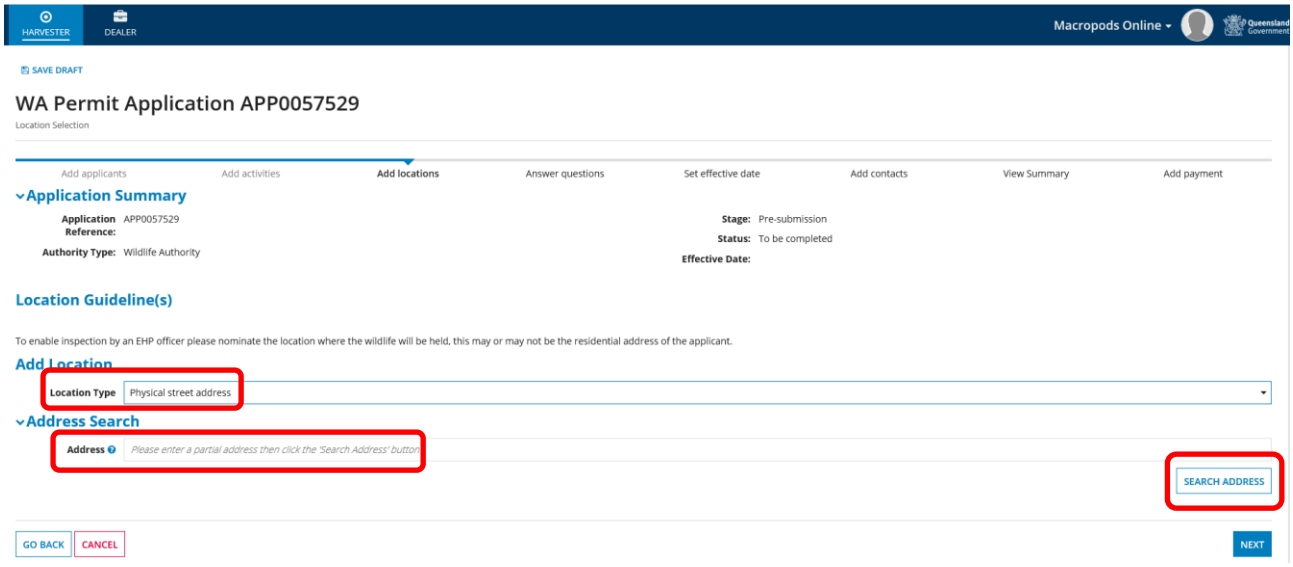
Click **Next.**



Select **Location Type** (Physical street address, Lot Plan or GPS) from dropdown box.

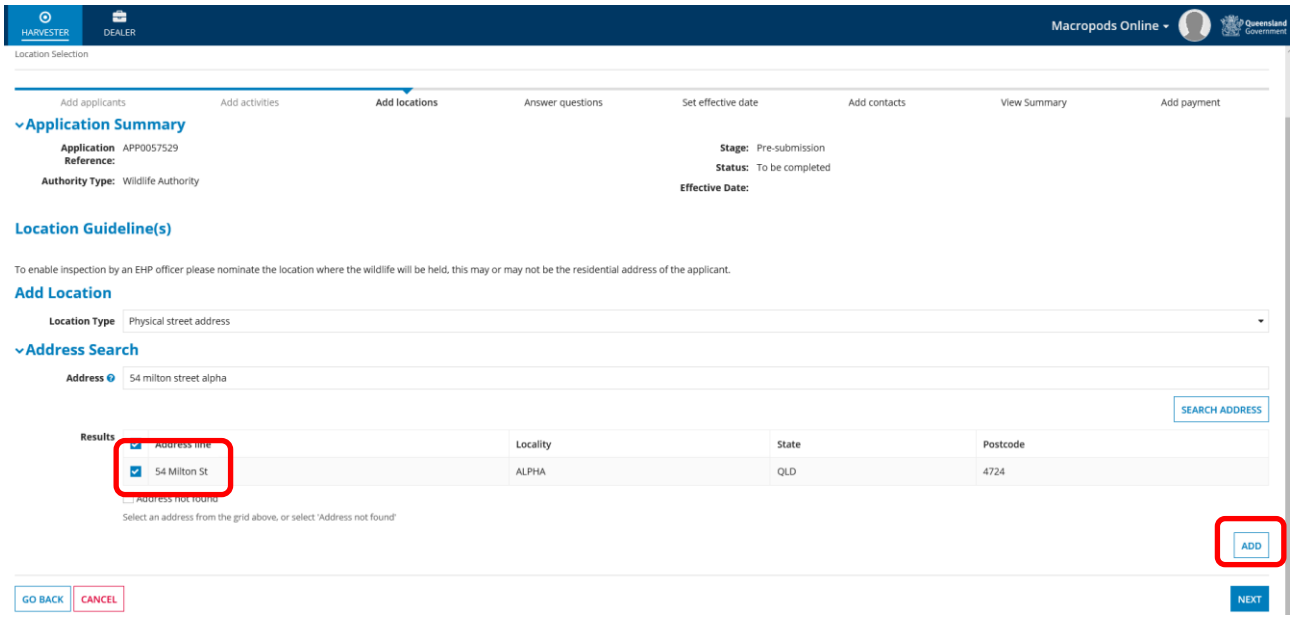
Enter the address details.

Click **Search Address.**

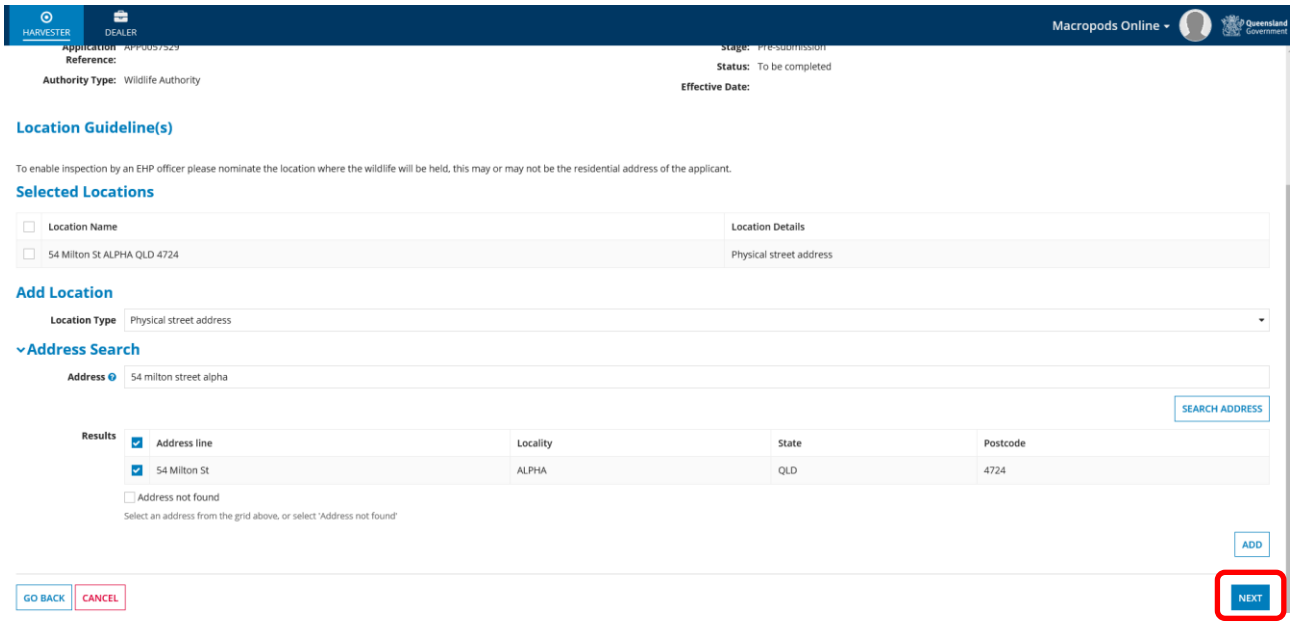


Tick the tick box next to your address from the search results.

Click **Add**.



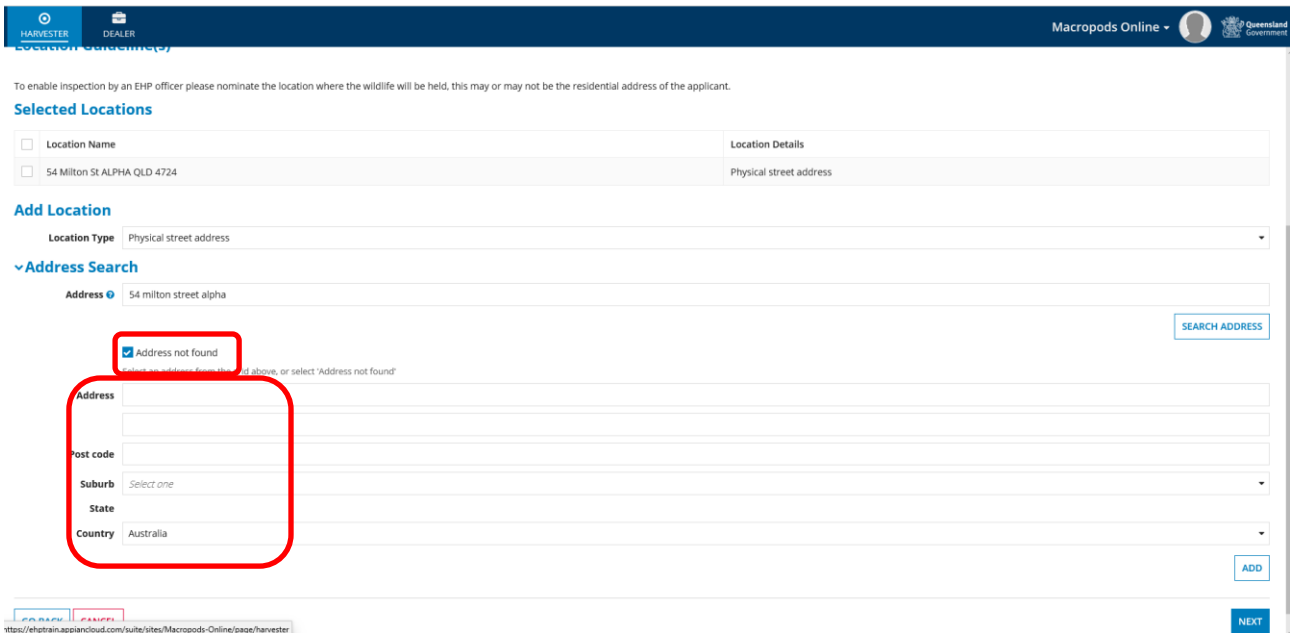
Click **Next**.



PLEASE NOTE:

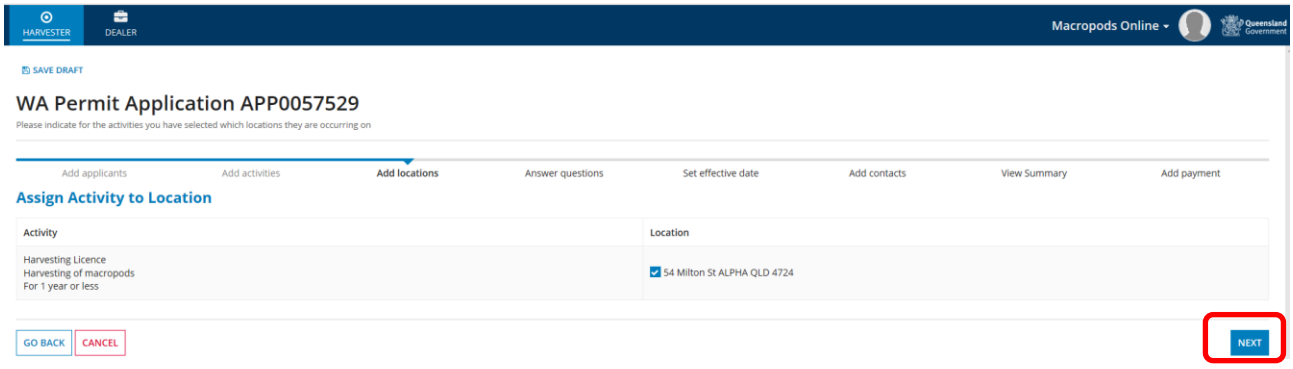
1. You cannot use a PO Box for the licence premises location.

2. If your address does not appear in the search results, tick the Address not found tick box. Then enter the address details.



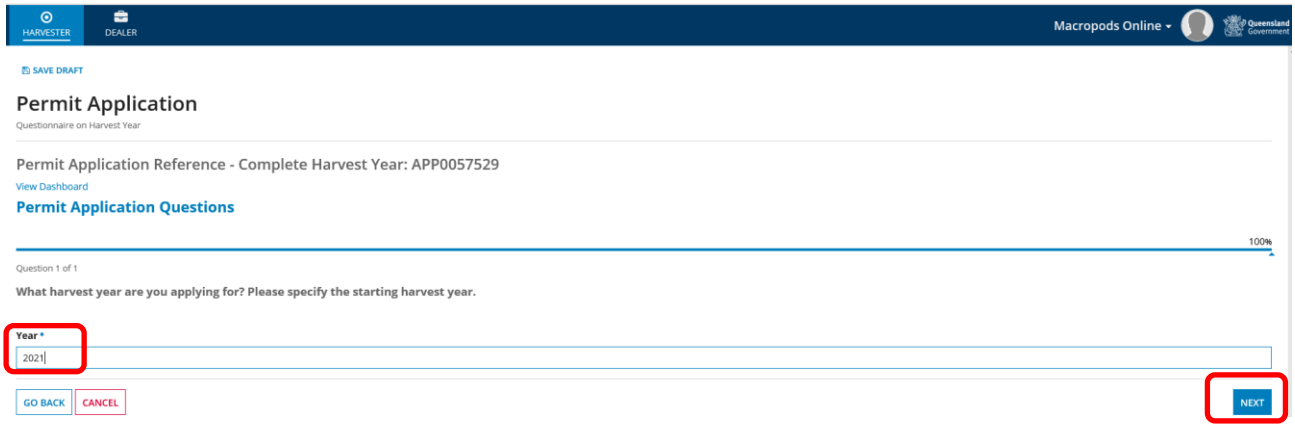
3. To delete the added address to select another address, tick the tick box next to the address from the Selected Locations section, then click Delete.

Click **Next**.



Enter the harvest period year you are applying for.

Click **Next**.



Answer the question:
Have you held a Queensland Harvesting licence in ANY previous year?
Click **Next**.

If you answered 'Yes', you will be asked:
Was your Queensland Harvesting Licence for the preceding harvest period?
Answer 'Yes' or 'No'.
If you answer 'No' to the question 'Was your Queensland Harvesting Licence for the preceding harvest period?' enter the most recent year you held a licence.
Click **Next**.

Answer the following question related to convictions:

During the past 3 years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992; or (b) an animal welfare offence under the Animal Care and Protection Act 2001; or an offence relating to wildlife against another Act; or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?" "Note: A conviction includes a plea of guilty or a finding of guilt by a court even though a conviction is not recorded.

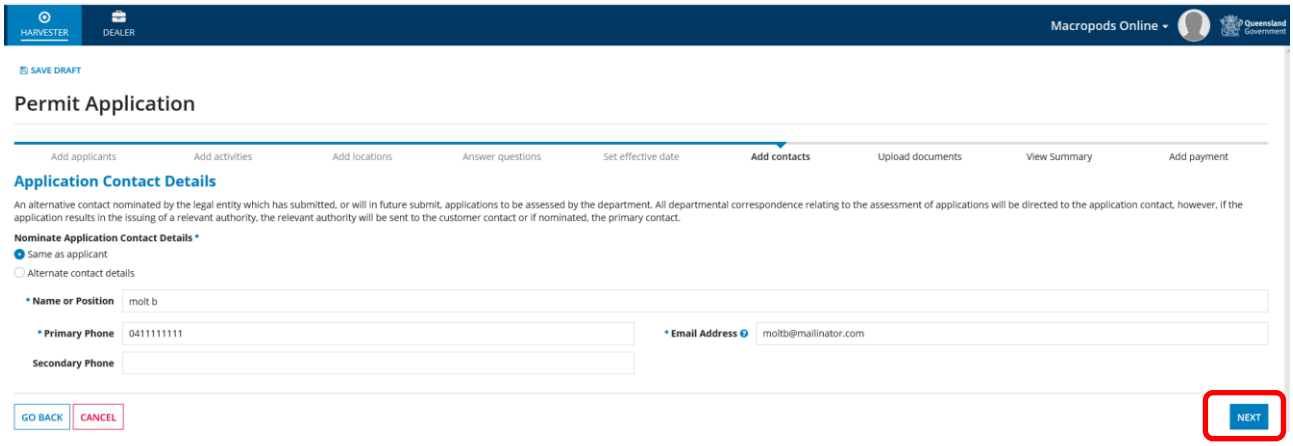
Note: Does not include simple traffic offences such as parking or speeding infringements.

Click **Next**.

Note: Once you have answered this question you will not be able to go back and edit details.

Select **Application Contact Details** (Same as applicant or alternative contact details)
If 'Same as applicant' is selected the contact details will be automatically completed.

Click **Next**.



Upload Documents screen:

Upload your firearms licence
And based on your answers you may be required to upload your TAFE certificate and Firearms certificate.

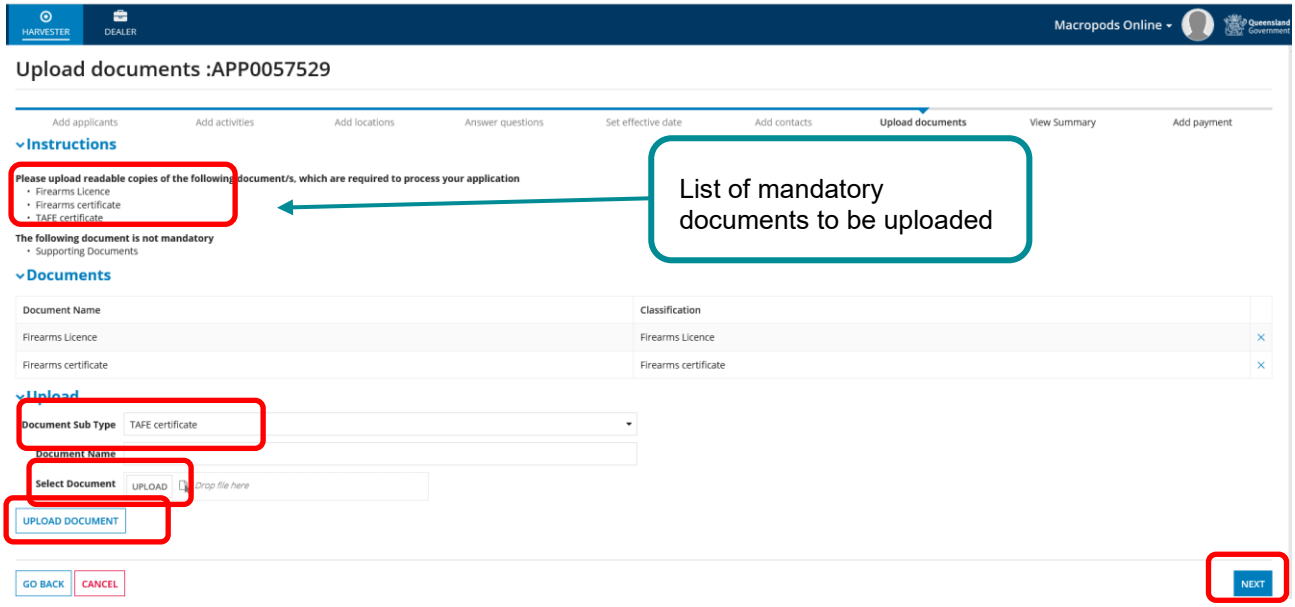
To upload a document:

- Select the **Document Sub Type** for the relevant document you are uploading.

- Click **Upload** from the **Select document** field.
- Navigate to the document and click open.

- Click **Upload Document**.

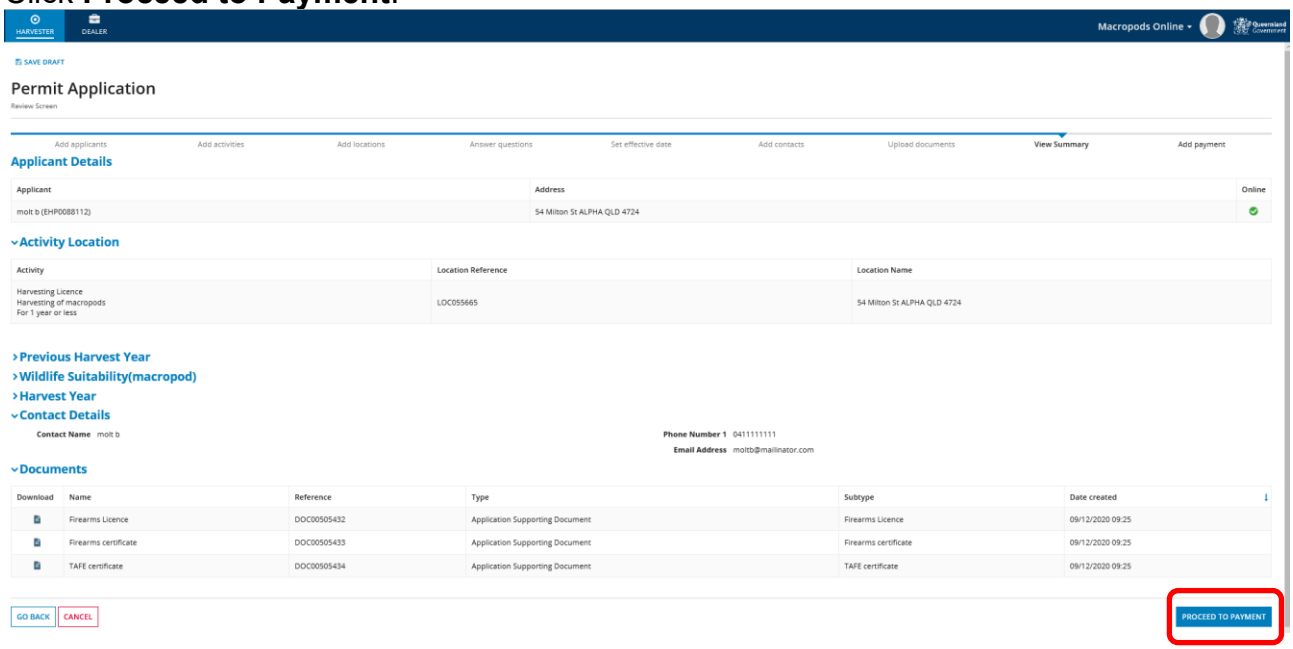
Click **Next**.



Notes: Documents must be clear and readable.
You will not be able to click Next until all mandatory documents are uploaded.

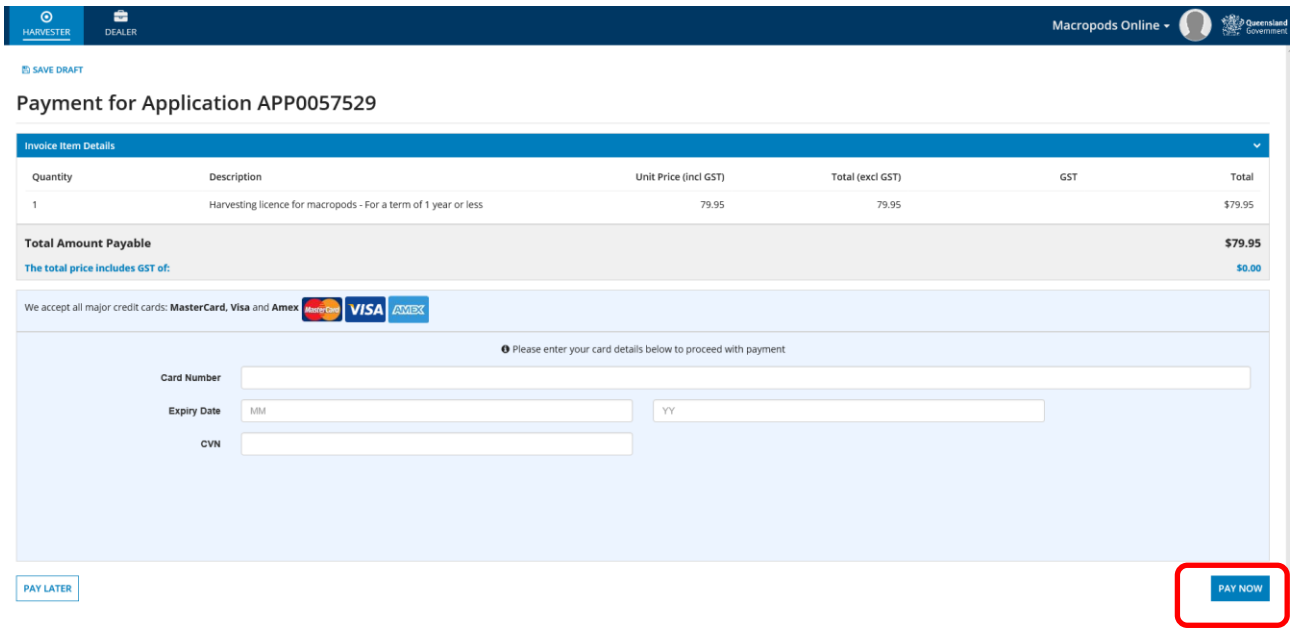
View summary details screen

Click **Proceed to Payment**.



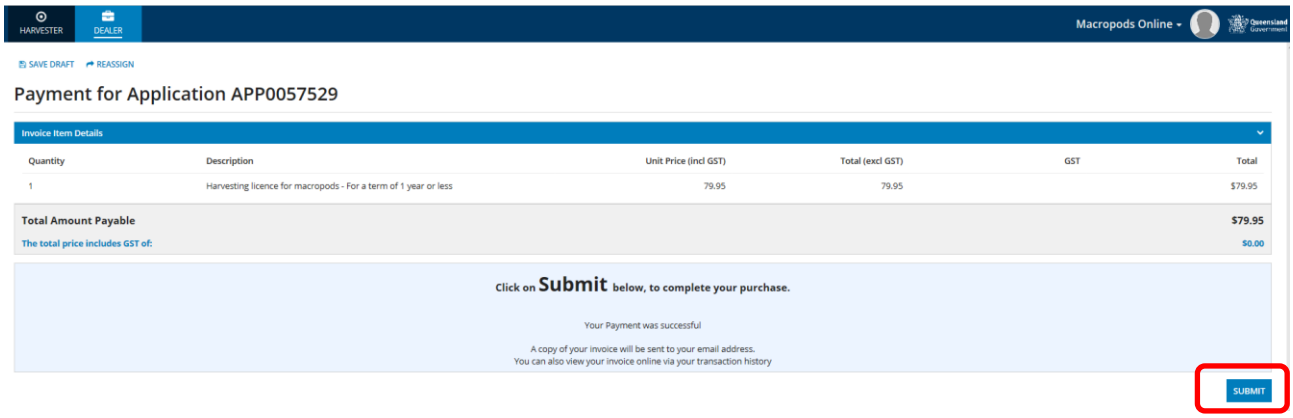
Notes: From this screen, clicking **Go Back** will not take you back past the Add Contacts screen.

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



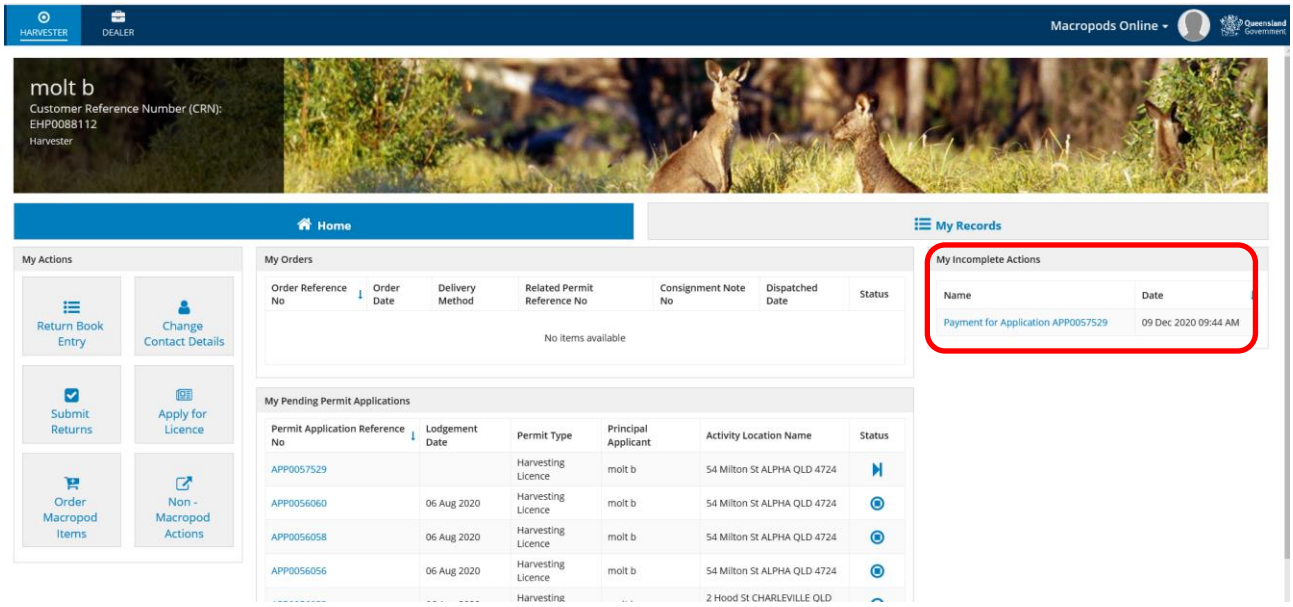
You can also select to Pay Later.

Click **Submit**.



4 How to resume an application that has not been lodged or access the application when Pay Later was selected

If you have exited the application process by closing the internet browser or selected **Pay Later**, you can return to the application or payment screen by selecting the item **My Incomplete Actions** list from the Macropods Online **Home** screen.

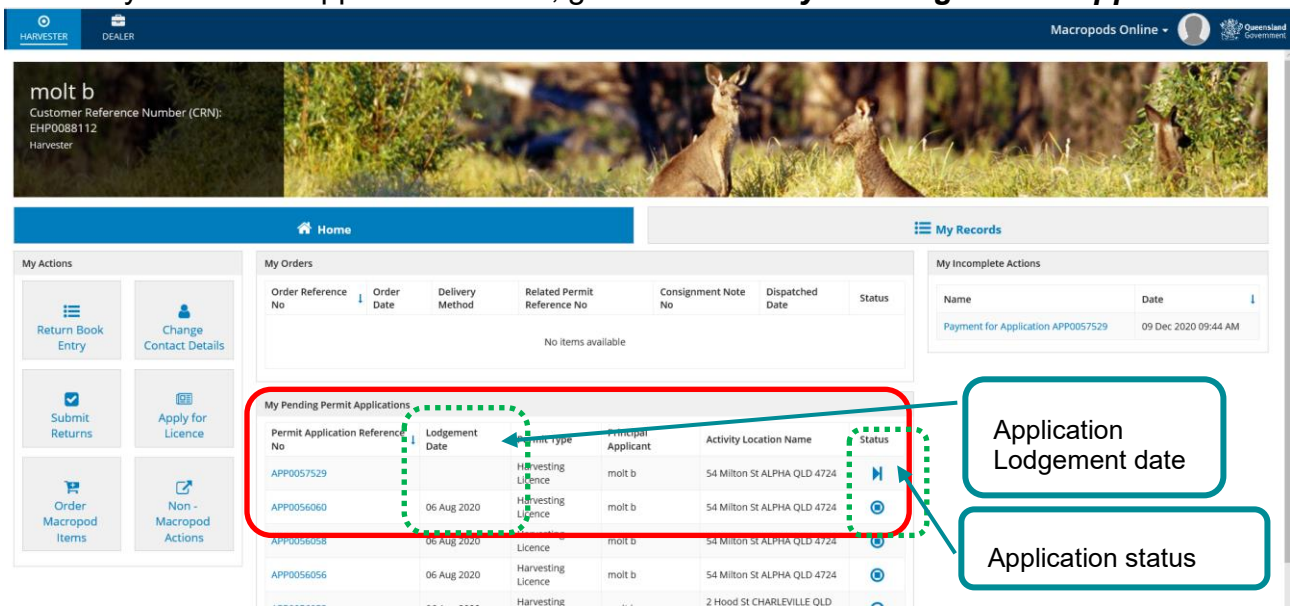


5 How to Cancel your application

Prior to payment you may cancel your application at any stage by clicking **Cancel** at the bottom left of the screen

6 How to view your licence application status on Macropods Online

To view your licence application status, go to ***Home > My Pending Permit Application***.



Hover over the status icon to view what the status is.

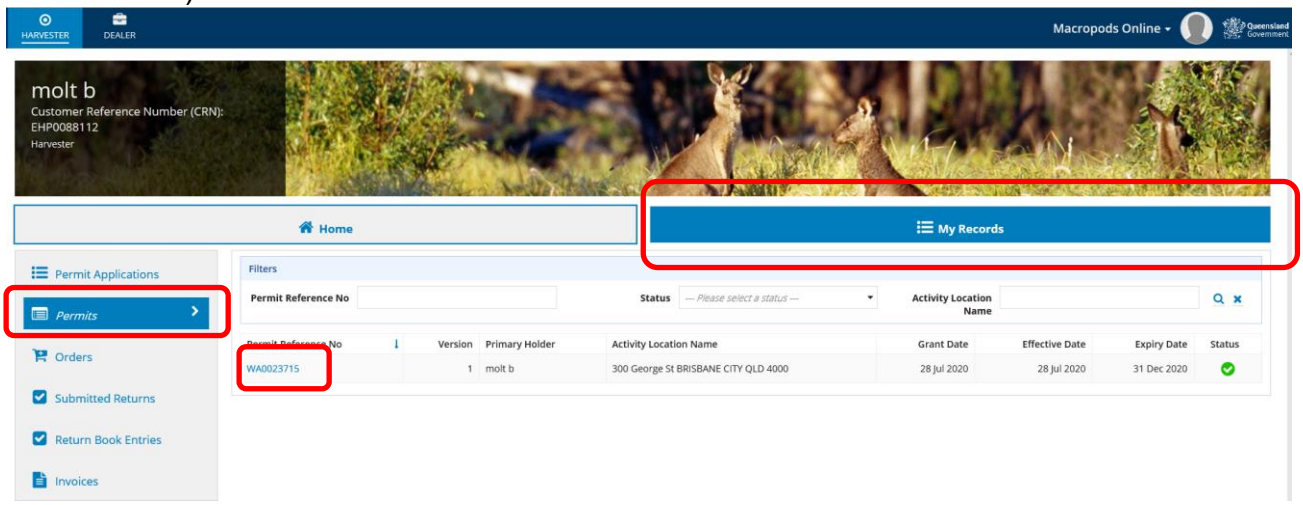
7 Viewing and accessing your approved licence

Once the licence is approved /refused Macropods Online will send you an email to notify you of the decision.

To view your approved licence, go to ***Records > Permits***.

Here you will see a list of your permits.

To view your licence details, click on the **permit reference number** for the relevant harvest period (view effective date and expiry date column to check which harvest period/s licence is for)



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

Email: mmp@detsi.qld.gov.au