

Section 4

Scoping your site, land tenure and permissions

Introduction

If you are interested in Little Penguins and would like to participate in surveys and monitoring, you may need to know more about the site and collect some background information. Complete the quick checklist to collate information about the site. More detailed information on each section of the checklist is provided below.

Checklist

Are penguins present?		
Are penguins present at the site? Has the site been identified as a penguin colony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, continue completing the form.	If unknown, go to Survey Methods and undertake a "Presence or Absence" survey.
Land tenure		
Check the land tenure using LISTmap to determine who manages the site and record the details.		
Are there multiple land managers? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list.		
Is the site a coastal reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, contact your local Parks and Wildlife Field Centre or Crown Land Services.	If NO, contact the land manager, Council, Crown Land Services, or PWS.
Stakeholder groups		
Is there an existing community group managing the site? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, contact the group.	If NO, consider starting up a new group.
Is the community group involved in penguin conservation activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, consider joining the group.	If NO, discuss undertaking penguin surveys the group.

List any other stakeholder groups using the site.		
Penguin data		
Source current or historical information on penguins at the site and provide details.		
<p>Has a count of penguins been undertaken in the last 10 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, provide details.</p>		
<p>Are there any data and/or reports on penguin numbers for this area?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, can this information be provided?</p>		
<p>Has your community group previously undertaken any penguin surveys?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES: What information was collected and describe collection methods.</p>		
Maps		
Attach a map of the site and include desktop information on the location of the colony.	<input type="checkbox"/> Yes, map attached with key landmarks and features marked.	<input type="checkbox"/> No, provide reason.

Are penguins present?

This project has been developed to obtain more data on the location and abundance of Little Penguin colonies in Tasmania. If the site has a known penguin colony, refer to Section 5 of the Toolkit to determine the most appropriate survey method to use.

Land tenure

A critical first step in understanding your local site is identifying the land tenure to find the land manager and who is responsible for managing the land. You can use [LISTmap](#).

Some beaches and foreshores may extend over multiple tenures, so check maps and discuss with PWS and/or your local council or Crown Land Services.

Find out if the site is a coastal reserve. Many reserves have a sign indicating the name of the reserve. Other reserves, particularly smaller ones and some Crown Land reserves, may have no signage.

Stakeholder groups

Find out if there is an existing community groups working at the site or in nearby areas. Contact the local group working in your area to find out about the history of the area and whether they are currently involved in penguin surveys and monitoring. The group may be interested in having a greater focus on penguins, and skills and knowledge can be combined.

Determine whether there are other stakeholders using the area. For instance, there may be a kayaking group, beach walkers or local fishers that can give you an insight into the area and may have information about penguins in the area.

Penguin data

Talk to the local user groups to find out if there is any current and historical information about penguins at the site. Research this information to build knowledge on the penguin population and previous surveys.

Maps

Draw a map of the local site. Mark the key landmarks and features and show the extent of area in which penguins are present. You can draw a mud map or download a map and draw on key features using any GPS logged features.

Organising a survey

Community Group Activity Checklist

Prior to the event	Yes/No	Details
Do you have the land manager's approval (all the relevant permissions or authorities) to undertake your activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all your volunteers registered as members of the group or with the land manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have an agreed workplan for the proposed penguin survey?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a risk assessment been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is supervision required? Who will provide it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is training required before the activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all volunteers completed the required training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have the volunteers been given information about what to expect and what to bring on the day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
It is important to maintain attendance records. Identify the process for completing an attendance form with the land manager and who will collect the volunteers' details.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
At the event		
The supervisor should plan and hold a safety briefing.		
At the briefing, the supervisor should ensure all participants have registered as volunteers, understood the safety briefing and the outline of the activity.		
Post event		
Hold a debrief - Are there any learnings? What went well? Were there any issues or hazards and if so, have these been reported to the relevant authority?		
Reporting – Confirm who the responsible person is to complete the data collation and submit to the land manager and relevant databases.		

Safety and supervision

Many survey methods will require specialised training, mentoring and guidance. Community groups that are inexperienced or are new should work under the guidance of a mentor with the appropriate permits (an experienced penguin biologist or an experienced state or local government biologist/ecologist holding current animal ethics and DPIPWE Scientific Permits).

Most surveys will require permission and approval from the relevant land manager(s), and landowners. Animal Ethics approval and a current Scientific Permit under the *Nature Conservation Act, 2002* will be required to undertake some survey methods.

Confirm with the responsible organisation the level of supervision that will be required to undertake the survey. The supervisor will be responsible for the safety briefing and ensuring all volunteers have completed the attendance form, acknowledging they have received the safety induction, as well as ensuring volunteers follow any instructions regarding penguin conservation activities.

Prior to the event

Prior to the event, provide all the participants with relevant information, including gear requirements and communications.

Safety induction

Before you start your volunteer work, your supervisor or team leader will give you a safety briefing. The risk assessment forms the basis of the induction as it will have identified risks and controls to minimise these risks. The supervisor will ask each volunteer to acknowledge they have received a safety briefing.

It is also the supervisor's responsibility to ensure all volunteers understand and follow instructions for the planned surveys.

Volunteer record

Where volunteering for a Land Manager, volunteer registration and attendance records may be required. Contact the relevant authority to find out more. Record names of attendees on the volunteer attendance record including emergency contact details and signatures as per the organisation's requirements.

Photographs

Photographs are required as part of some surveys. During some survey activities, such as night counts, photography of penguins will not be possible or appropriate. Always consider the impact of photography on the animals you are interacting with. See NRM South's [Ethical Nature Photography guide](#).

Seek permission before taking and using photographs of volunteers in publications. Volunteer permission can be recorded on the attendance form.

Preventing the spread of weeds and diseases

Be careful not to introduce plant seeds or pathogens into the areas you visit. Ensure your shoes and equipment are free of mud or soil and there are no seeds caught in your clothes.

For more information about the distribution of *Phytophthora cinnamomi* (root rot fungus) visit [How You Can Help Prevent the Spread of Phytophthora Root Rot](#).

Debrief

Hold a quick debrief at the end of the day and discuss:

- What worked well?
- Were there any issues or hazards that were identified?
- What could be done better next time?
- What is the plan for collating, assessing and reporting any data?
- Consider another 'cold' debrief at your next group meeting.

Other ways you can get involved in penguin conservation:

- **Collecting and collating data**

Computer and data entry skills are an important aspect of recording data. Contact your local group to find out how your skills and passions can be best utilised.

- **Building awareness and change in your local community**

Not everyone is aware of the impact their activities can have on Little Penguin colonies; they may not even be aware there is a penguin colony in their neighbourhood. Well-informed volunteers in the community can raise awareness of some of the threats and impacts to Little Penguins.

Useful resources

LISTmap: <https://maps.thelist.tas.gov.au/listmap/app/list/map>

LISTmap user manual: https://www.thelist.tas.gov.au/app/content/the-list/news_and_information/resources/listmaphelp.pdf

Ethical Nature Photography guide (NRM South):

https://www.nrmsouth.org.au/wp-content/uploads/2017/10/17_10_24_NRM2866-Ethical-Photography-Guidelines-OUTPUT-WEB.pdf

Local Parks and Wildlife Office contact list: <https://parks.tas.gov.au/about-us/contact-us/contact-details>