

# Spatial Temporal Activity Recorder (STAR)

## STAR Field Descriptions

The table below is a description of the type of information to be entered in the: Program, Project, Zone, Structures, Plant Assessment, Plant Management, Animal Assessment, Animal Management, and Engagement fields in STAR. The agency/division responsible for the program (usually the Department of Environment Land Water and Planning (DELWP) and Parks Victoria) will specify their own requirements to program delivery partners.

The \* indicates mandatory fields.

\*\*Target species or VBA Taxon: recording the target species/ VBA taxon is a requirement of all DELWP and Parks Victoria funded programs and must be recorded.

Program	
(Program) *Name	Approved Program Name 255-character limit
(Program) *Code	Unique short identifier for the Program, may be a combination of alpha and numbers.
Description	A program is the overarching entity in STAR. Projects and activities will always belong to a program. STAR users can see all published and saved programs recorded in STAR and the projects and activities associated with them. 255-character limit
Expected program outcome	The 'expected program outcome' describes the high-level outcomes that are expected to be achieved as a result of the program being delivered. In excess of 5000-character limit

Project	
<b>Project tab</b>	
(Project) *Code	Unique short identifier for the Project, it will usually be a combination of the Program code that the project is associated with and a unique identifier for the project. Usually a combination of alpha and numbers.
(Project) *Name	The unique name of the project within a program
Description	There can be one or many projects belonging to a program. All management activities are associated with a project. The purpose of this field is to briefly describe the project. 255-character limit

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* Status	The purpose of this field is to reflect the status of the project throughout the life of the project. This is a drop-down list for selection.
Delivery Agents	The purpose of this field is to record who is involved in delivering the project. This is a drop-down list for selection and multiple selections can be made.
* Start date	The date on which the project commences, often it will be the start of a financial year (1 July).
End date	The date on which the project ceases, often it will be the end of a financial year (30 June).
* Project Manager	The person responsible for the overall management and delivery of the project. This is a drop-down list for selection. The available Names are registered STAR users.
* Lead Agency	The agency with overall responsibility for delivering the project, usually the Project Manger's agency.
Objectives	The purpose of this field is to describe what the project aims to achieve within the project time frame. 255-character limit
Project area description	The purpose of this field is to describe where the project will be delivered. It may describe why the location(s) were selected for delivering the project. 1000-character limit
<b>Budget tab</b>	
Add new	Each financial year that the project covers must be included. \$0. Entries are permitted.

## Zone

### Description tab

(Zone) code	The identifier for the zone, will be a combination of the project code and zone id, e.g.(project) xyz Zone 001 (i.e. unique to project)
(Zone) Name	Will be a combination of the project name and zone name (or identifier)
(Zone) description	<p>Zone is not a mandatory feature.</p> <p>Zones can be created at any stage of the workflow, e.g. before or after an assessment or treatment. There can be one or many zones within a project area.</p> <p>The purpose of this field is to briefly describe the: type; environmental values; logistic or other features that define it.</p> <p>250-character limit</p>

### Condition tab

Start date	The date the condition of the site was determined.
Condition description	How the condition was determined: assessment method/protocol used. E.g. habitat hectare & score 50-character limit
Has attachment (checkbox)	When checked will indicate that supporting evidence is attached to the file. E.g. photos, score record etc.

### Objectives/ Target Commitment tab

Objective description	Describes the management commitment(s) for the zone within a defined period. E.g. Describing the activities that will be done to reduce a threat / improve the condition of an asset to a specified level by a date 250-character limit.
	There can be multiple objectives/ targets and commitments for a zone. Each should be listed separately

## Structures

Structure is the label that has been applied to entities that remain at the same location for a given period or are placed at the same location over time, currently these are Bait Stations, Camera Locations and Hair Tubes.

A structure is created (or edited) from the Structure page or via the Map using the “I want to” function. Structures are not created within a project or management activity (plant assessment, plant treatment, animal assessment or animal animal treatment).

The structure page in STAR is a list of all structures that are recorded in STAR.

A structure is associated with a management activity by selecting the structure from the relevant management activity page.

Site	This field is inactive
Code	The code must be a unique identifier. The code should indicate the project or program it is associated with so that it is easily identified and able to be selected or searched from the management activity (plant assessment, plant treatment, animal assessment or animal treatment) page.
Type	This refers to the ‘type’ of structure, currently Bait Station, Camera or Hair Tube.
Description	The description is the ‘long’ identifier of the structure and can include the name of the project and or zone that it is located in.
Inactive	This check box is unchecked as the default. When checked it indicates that the structure is no longer active (in use).

## Plant Assessment

A plant, regardless of whether it is threat, such as a weed, overabundant or out of range native species, or an asset such as indigenous flora is recorded here.

### Activity tab

<b>(Assessment) * Name</b>	The name of the assessment, can include an identifier such as the locality name This field should be kept to a minimum, preferably <30 characters 230-character limit
<b>Zone</b>	Refer to zone table for explanation. If zones have been applied to the project the zone in which the assessment has occurred should be selected.
<b>Internal reference</b>	Reference to other records/files
<b>* Status</b>	The status of the observation should reflect the current stage of the assessment.
<b>Task</b>	Used for grouping and organising assessment and other management activities together, e.g. by status (planned, underway, complete etc; by date or season).
<b>* Start date</b>	The date on which the assessment activity is planned to or actually commences.
<b>End date</b>	The date on which the assessment activity is planned to or actually finishes.
<b>Observations</b>	See Observations table below.

### Details tab

<b>Purpose</b>	The purpose or objective of the assessment
<b>Output type</b>	This field allows the record to be aligned with DELWP Output Data Standard and one of the options should be selected.
<b>Assessment method</b>	The assessment protocol or method should be selected.
<b>Performed by</b>	The person, agency or contractor undertaking the work.
<b>Time taken to perform</b>	This field is for recording the amount of time that combined resources took to undertake the assessment, i.e. combined effort.
<b>No. of project resources</b>	This field is for recording the number of people (resources) involved in the assessment.
<b>Comments</b>	This field is for recording comments relevant to the assessment. If attachments are associated with this assessment they should be referenced here.

### Observations

Observations made during the plant assessment are recorded here.

Assessments can be planned for future dates and the observations can be added following completion.

# STAR Field Descriptions

Add observations	This table is viewed and can be edited from both the Activity and Details tabs. This table records the details of the observations. These observations are contributed the Victorian Biodiversity Atlas (VBA). These table fields are added by clicking the 'Add observations' button.
Structure	See 'Structure' table. Structure is the label applied to a site where multiple records may be taken such as a photo point. The structure is recorded separately so that it can be searched and selected here.
** VBA taxon	The species as recorded in the Victorian Biodiversity Atlas
Life stage	The life stage of the plant. It is useful to describe each species and corresponding life stage separately.
Pattern of occurrence	Pattern of occurrence applies to the arrangement of the species within a given area (drawn as a polygon). This field should be completed along with the % cover field as together they describe the density and distribution of the species within a given area (drawn as a polygon). This field would not be completed where 'point' records of individual species are recorded.
% cover	This field describes the density of the species within a given area (drawn as a polygon). This field should be completed along with the Pattern of occurrence field as together they describe the density and distribution of the species within a given area (drawn as a polygon).
No. of individuals	This field records the number of individuals usually at a point rather than within an area (drawn as a polygon).
Source/ Pathway	This field records the suspected or confirmed source or pathway of spread of a weed, overabundant or out of range native species.
Date	Date and time of observation
Comments	This field is for recording comments relevant to the observation(s) or assessment. If attachments e.g. photos, notes associated with the observations should be referenced here.
Select Action	'Published' will apply to DEPI and Parks Victoria staff records. 'Draft' will apply to records supplied by parties external to DEPI or Parks Victoria such as contractors and community members. These records will be 'published' by DEPI or Parks Victoria Project Managers.

## Plant Management

Plant management operations are recorded here.

The plant management descriptions under the Activity tab are able to be viewed by all registered STAR users, the descriptions under the Details tab are not available to contractors.

### Activity tab

* Treatment Name	The name of the treatment, can include an identifier such as the locality name This field should be kept to a minimum, preferably <30 characters 230 character limit
Zone	Refer to zone table for explanation. If zones have been applied to the project the zone in which the assessment has occurred should be selected.
Project	The name of the overarching project that the plant management is being delivered under.
Internal reference	Reference to other records/files
* Status	The status of the plant management activity should reflect the current stage of the activity.
Task	Used for grouping and organising treatment and other management activities together, e.g. by status (planned, underway, complete etc; by date or season etc..)
* Start Date	The date on which the plant management activity is planned to or actually commences.
End Date	The date on which the plant management is planned to or actually finishes.
Treatment method	The treatment method that will be applied to an area. There may be several treatment methods applied to an area depending on a range of factors such as types and or life stage of plants present, access etc.
Management aim	The management aim of the treatment for the defined area as part of the overarching project and program. Note: <u>Confirm with Stefan, Kate Blood and Simon and Tony V that this description meets all of their needs.</u>
Type	This field allows the record to be aligned with DELWP Output Data Standard and one of the options should be selected.

### Details tab

Performed by	The person, agency or contractor undertaking the work.
Time taken to perform	This field is for recording the amount of time that combined resources took to undertake the described treatment, i.e. combined effort.
No. of project resources	This field is for recording the number of people (resources) involved in the treatment.
Comments	The purpose of this field is for recording comments about undertaking the activity.

### Target Species, Weather, Treatment Details

The Target Species, Weather, and Treatment Details table tabs appear on both the Activity and Details pages (tabs). The treatment details table that expands will be dependent on the treatment type selected.

## Target Species tab

** VBA taxon	The species as recorded in the Victorian Biodiversity Atlas (VBA)
Life stage	Describes the life stage of the species.
Treatment arrangement	Treatment of arrangement is likely to correspond to the arrangement of the species within a given area (drawn as a polygon). This field should be completed along with the Treatment Arrangement % field as together they describe the extent of the treatment for the species within a given area (drawn as a polygon). This field would not be completed where 'point records' of individual species' treatment are recorded.
Treatment coverage %	This field describes % of the treatment area that is treated within a given area (drawn as a polygon). This field should be completed along with the treatment arrangement field as together they describe the extent of the treatment within a given area (drawn as a polygon).
Individuals treated	This field records the number of individuals usually at a point rather than within an area (drawn as a polygon).

## Treatment Details

Treatment details fields correspond with the type of treatment selected.

Most fields are drop down lists for selection

Treatments involving chemicals are the most comprehensive and include: Product used, Company Name (manufacturer), Application Method, Spray Volume (high/low), Dilution Rate (the ratio of product to water mm/litre), Off Label use (checkbox), Date Commenced and Comments field.

## Weather

Date and weather details (temperature, wind speed and direction, humidity and amount of rain since 9am) as required by regulation can be recorded here. It is a regulatory requirement to record the weather details when using chemical treatments.



## Animal assessment

An animal, regardless of whether it is threat such as a pest animal or overabundant wildlife, or an asset such as native wildlife including threatened species is recorded here.

### Activity tab

* Assessment Name	The name of the assessment, can include an identifier such as the locality name This field should be kept to a minimum, preferably <30 characters 230-character limit
Zone	Refer to zone table for explanation. If zones have been applied to the project the zone in which the assessment has occurred should be selected.
Project	This field is pre populated from the project that the animal assessment belongs.
Internal reference	Reference to other records/files
* Status	The status of the observation should reflect the current stage of the assessment
Task	Used for grouping and organising assessment and other management activities together, e.g. by status (planned, underway, complete etc; by date or season etc..)
* Start Date	The date on which the animal assessment activity is planned to or actually commences.
End Date	The date on which the animal assessment is planned to or actually finishes.
Observations	See Observations table below.

### Details tab

Purpose	The purpose or objective of the assessment
Output type	This field allows the record to be aligned with DELWP Output Data Standard and one of the options should be selected.
Assessment method	The assessment protocol or method should be selected.
Assessment method comments	Comments relevant to the assessment methodology.
Performed by	The person, agency or contractor undertaking the work.
Time taken to perform	This field is for recording the amount of time that combined resources took to undertake the assessment, i.e. combined effort. This field is not mandatory
No. of project resources	This field is for recording the number of people (resources) involved in the assessment.
Comments	This field is for recording comments relevant to the assessment. If attachments are associated with this assessment they should be referenced here.

## Observations

Observations made during the animal assessment are recorded here. Assessments can be planned for future dates and the observations can be added following completion. Once saved the observations can be edited if required.

Add observations	This table is viewed and can be edited from both the Activity and Details tabs. This table records the details of the observations. These observations are contributed the Victorian Biodiversity Atlas (VBA). The table fields are added by clicking the 'Add observations' button.
Structure	See 'Structure' table. Structure is the label applied to a site where multiple records may be taken such as a remote camera location. The structure is recorded separately so that it can be searched and selected here.
** VBA taxon	The species as recorded in the Victorian Biodiversity Atlas
No. of individuals	This field records the number of individuals of a species observed (captured, photographed, seen etc..) during an assessment at a location.
Source/ Pathway	This field records the suspected or confirmed source or pathway of spread of a pest animal or overabundant wildlife.
Directly observed	This field distinguishes that a species has been directly observed by the assessor including hearing or recording the species' call, capture, photograph, direct sightings etc..)
Evidence found	This field distinguishes that evidence of a species presence was not by direct observation of the animal, e.g. scats, hair. Only one selection is available for each record.
Other evidence	This field records enables secondary evidence of a species or to include a method not listed, (e.g. trampling, nest site...)
Date	Date and time of observation
Comments	This field is for recording comments relevant to the observation(s) or assessment, e.g. evidence of the species if not provided for in the selections. If attachments e.g. photos, notes, sound recordings associated with the observations are attached or stored this should be referenced here.

## Animal Management

Animal management operations are recorded here.

The animal management descriptions under the Activity tab are able to be viewed by all registered STAR users, the descriptions under the Details tab are not available to animal management contractors.

### Activity tab

* Treatment Name	The name of the treatment, should include the target species being managed This field should be kept to a minimum, preferably <30 characters 230-character limit
Zone	Refer to zone table for explanation. If zones have been applied to the project the zone in which the assessment has occurred should be selected.
Project	The name of the overarching project that the plant management is being delivered under.
Internal reference	Reference to other records/files
* Status	The status of the observation should reflect the current stage of the animal management activity
Task	Used for grouping and organising treatment and other management activities together, e.g. by status (planned, underway, complete etc; by date or season etc..)
* Start Date	The date on which the animal management activity is planned to or actually commences.
End Date	The date on which the animal management is planned to or actually finishes.
Method of Treatment	The treatment method that will be applied to an area. There may be several treatment methods applied to an area depending on a range of factors such as types and or life stage of plants present, access etc.
Management aim	The management aim of the treatment for the defined area as part of the overarching project and program. Note: Confirm with Stefan and Simon and Tony V that this description meets their needs.

### Details tab

Performed by	The person, agency or contractor undertaking the work.
Time taken to perform	This field is for recording the amount of time that combined resources took to undertake the described treatment, i.e. combined effort. This field is not mandatory
No. of project resources	This field is for recording the number of people (resources) involved in the treatment.
Comments	The purpose of this field is for recording comments about undertaking the activity.

## Weather, Treatment Details

The Weather table appears on both the Activity and Details pages (tabs).  
The treatment details tab appears on the Activity and Details pages (tabs) and the table expands according to the treatment type selected.

## Weather

For animal management this detail is not generally required.  
Date and weather details (temperature, wind speed and direction, humidity and amount of rain since 9am) can be recorded.

## Treatment Details

Treatment details fields correspond with the type of treatment selected.  
Treatment options include: Bait; Biological; Fence; Ferret; fertility Control; Fumigate; Muster; Manual Removal; Net (fish); Remove/Destroy Harbour; Shoot  
Most fields are drop down lists for selection.  
Treatments involving poisons are the most comprehensive and include those listed below

Site	Not applicable until the details of the treatment are saved and the site is recorded via the map.
** Target species	The species being managed, the source of the species list is the Victorian Biodiversity Atlas (VBA).
Location	this can be a description e.g. of the bait location
Structure	See 'Structure' table. Structure is the label applied to a site where multiple records may be taken such as a remote camera location. The structure is recorded separately so that it can be searched and selected here.
Bait Product	Registered bait product name
Company name	Manufacturer or producer of the bait product
Dilution rate	Dilution or quantity rate of the poison if mixed with another substance such as an attractant/food
Quantity	The amount delivered by the method used – will be a number.
Unit	The measure applied to the quantity e.g. millilitres, grams
Off label use	Check box indication that the poison was or was not used according to the label. Off label use requires a permit*
Deployment method	The method used to deploy the bait
Bait present	Indicate whether if a bait was previously laid at the location if it is there or taken.
Commenced	The date in which the bait was laid.

## Engagement

Community Engagement activities are recorded here.

The community engagement descriptions under the Activity tab are able to be viewed by all registered STAR users, the descriptions under the Details tab are not available to external contractors.

### Activity tab

* Engagement Name	The name of the Community Engagement focus – may be associated with a program, a project or a specific community engagement process or event. This field should be kept to a minimum, preferably <30 characters 230-character limit
Zone	Refer to zone table for explanation. If zones have been applied to the project the zone in which the assessment has occurred should be selected.
Project	The name of the overarching project that the community engagement is being undertaken for.
Internal reference	Reference to other records/files
* Status	The status of the community engagement should reflect the current stage of the engagement.
Task	Used for grouping and organising other associated overarching project or management activities together. It can be organised in the same way as a file or directory – insert this elsewhere
* Start Date	The date on which the Engagement activity is planned to or actually commences.
End Date	The date on which the Engagement activity is planned to or actually finishes.

### Details tab

Performed by	Not currently functioning. When functioning the person, agency or contractor undertaking the work will be able to be recorded.
Time taken to perform	This field is for recording the amount of time that combined resources took to undertake the described community engagement, i.e. combined effort. This field is not mandatory
No. of project resources	This field is for recording the number of people (resources) involved in the treatment.
Comments	This comments area is for recording aspects of the engagement activity planning and delivery.

### Engagement Events

Location	This field is for describing the place where engagement occurs (e.g. Meeting room, community hall or venue, filed location etc.)
Date	The date of the event
Engagement Purposes	This field describes the engagement purpose of the event including the IAP levels of engagement (inform > empower) as well as the focus of the engagement (networking, OHS).

Engagement Activity	This field describes the mechanism for engagement e.g. meeting, phone call etc
No. of Participants	This field records the number of participants in the activity It does not include the organisers
Target Audience	This field records the areas of the community that were the focus of the engagement
Activities focused	This field records the focus of the engagement activity

## Engagement Comment

This field is for recording comments relevant to the engagement activities, e.g. level of participation, summary of feedback etc. If attachments e.g. photos, evaluation forms associated with the engagement events are attached or stored in STAR this should be referenced here.

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