

DAS Phase II Helptext – Proposal V15

For proposals created in DAS between **July 2025 and 24 July 2026**, including amendment and renewals of approvals from the specified proposal format.

If you click the help icon (?) next to each question, you will find: 1. General guidance on how to assess risks and reduce, eliminate, or manage potential impacts. 2. Key reference materials, including links to essential forms and important documents.

General Information.

Ensure consistency by cross-referencing relevant sections, to avoid repeating the same information throughout the proposal".

1.0 Proposal title.

- Apply your organisations standard naming conventions for naming documents.
- Examples:
 - DBCA (Department of Biodiversity, Conservation and Attractions) Forest Enhancement Area (FEA), use a forest block (abbreviation code), compartment number and year (2 digits).

For activities conducted in reserves identify gazetted name and reserve number.

1.1 Proposal purpose and description.

- Provide a clear description of the purpose (objective/s) and need for this proposal.
- Include a brief overview of proposed works, highlighting any potential areas of concern.

For example, for ecological thinning the default response is 'In accordance with FMP 2024-2033 ecological thinning will occur within Forest Enhancement Areas (FEAs), with the primary objective of thinning being to promote forest health and resilience to conserve biodiversity. The annual ecological thinning plan informs the scheduling of thinning operations within FEAs and authorises the salvage and removal of forest products generated during thinning.

1.2 In which Local Government Authority (LGA) is this proposal located?

Management response and/or actions to remove or minimise impacts

The LGA will be important in determining who to contact regarding Local Government Heritage lists.

List any other information which may assist in locating the activity, such as nearest road or intersection, locality etc.

1.3 What are the dominant vegetation types and species?

Identify the dominant vegetation type and species.

References (protocols and webpages)

- A good overview of vegetation types and species is provided in the Regional profiles of Biodiversity Audit II [DBCA WA Biodiversity Assets](#).
- Search ' in <https://data.wa.gov.au/slip>
- [Natural Resource Information \(WA\)](#)

1.4 What is the planned start date for this proposal?

The date the proposal is scheduled to be started, the date of the earliest start date of all sub-activities associated with this proposal.

Dates are important for considering seasonal restrictions and for planning purposes, such as scheduling Departmental supervision/monitoring requirements.

1.5 What is the planned completion date for this proposal (if known)?

- **Establishes Clear Expectations and Accountability:** A planned completion date helps set shared goals, ensures team members understand their responsibilities, and promotes timely delivery.
- **Enables Effective Planning and Coordination:** It supports scheduling, resource allocation, and alignment with external deadlines, making the proposal process more efficient.
- **Facilitates Risk Management and Progress Tracking:** With a defined timeline, potential delays can be identified early, and progress can be monitored to keep the proposal on track.

1.6 Are these planned dates.

- **Clarify Date Constraints Early:** Clearly identify any fixed or combined dates during the initial planning stages to ensure all stakeholders are aware of scheduling limitations.
- **Assess Impact of Delays:** If proposal timelines are delayed, evaluate how this affects fixed or combined dates—this may influence resource availability, stakeholder commitments, or project dependencies.

- **Avoid Planning Conflicts:** Early recognition of date restrictions helps prevent scheduling conflicts, missed deadlines, or the need for costly adjustments later in the process.
- **Enable Informed Decision-Making:** Understanding date limitations upfront allows for better risk management and contingency planning throughout the proposal lifecycle.

The date when all sub-activities associated with the proposal are scheduled to be completed, the date all sub-activities have been completed according to Management response and/or actions to remove or minimise impacts and approval conditions. May also be known as the expiry date.

1.7 Will the proposal include sub-activities?

What to include for each activity

- **Activity Type** – e.g. Rehabilitation
- **Sub-Activities** – Break down the steps involved
- **Duration** – How long each step takes (e.g. days, months)
- **Timing** – When it will happen (e.g. dates, seasons)
- **Frequency** – How often it will occur (e.g. once per quarter)

Example

Sub-Activity	Duration	Timing	Frequency
Weed spraying	1 day	Start 2 years before planting	Quarterly
Ground preparation	3 days	Before wet season rains	Once
Planting/fertilising	3 days	After opening rains (Jul/Aug)	Once

1.8 What is the maximum area (hectares) directly affected by this proposal.

The location and extent of each component that makes up the proposal should be mapped at a scale that enables it to be adequately assessed.

Attach digital georeferenced maps of site and maximum area affected.

Show all relevant information clearly (legible), include;

- map date
- created by who
- scale
- datum/projection

1.9 Who will be responsible for implementation of this proposal? (Provide name, position title, contact details as email and phone/mobile. You may specify different contacts for separate phases).

List the officer responsible for supervising on-ground implementation of the proposal [supervisors name, position title and contact details (email, mobile/phone)]. You may specify different contacts for separate phases.

If an on-ground supervisor is yet to be determined list the officer responsible for assigning the supervisor.

If different officers are responsible for supervising various parts of a proposal, list the officers for the separate phases. For example, a) Pre-Operational Planning b) Roding c) Ecological Thinning d) Silviculture.

1.10 Who will be responsible for monitoring this proposal and provide a summary of the monitoring requirements?

Provide a summary of the monitoring requirements, include any sub-activities.

Example of monitoring may include:

- Post activity fauna monitoring as conditions on the Authority to Take Section 40.
- Soil damage (erosion, rutting, etc)
- Sustainable Forest Management Silvicultural Guideline requirements e.g. basal areas, crop tree damage, tops disposals.
- Disease management requirements e.g. Clean on Entry Records
- Weed treatment e.g. post treatment survey
- Fire Intensity Mapping

Each monitoring program should include;

- Who is responsible and will conduct the monitoring
- objective/s

- method/s
- timing; how often and when (dates)
- reporting requirements; who and how will data be analysed, who will analysis/reports be provided to, to inform/adapt Management response and/or actions to remove or minimise impacts?
- storage requirements; where will data be stored for easy retrieval

For example, monitoring may be required to ensure the proposal does not adversely impact threatened species. If monitoring indicates adverse impacts activities may require suspension.

Attach monitoring plan/s, if required.

References (protocols and webpages, where available)

- [DBCA Threatened and priority flora resources](#)
- Search 'monitoring' on DBCAs Webpage

1.11 Were alternative activities, strategies and/or locations, considered which may achieve the purpose of the proposal whilst reducing effects on identified values?

It's important to be constantly challenging the design or development of a proposal by considering alternatives that could provide better overall outcomes for the Department.

If yes, briefly outline the other options considered and provide a short justification as to why they were not preferred or outline how the proposal was adjusted to reduce impacts.

If no, comment on why other options were not considered.

1.12 Does this proposal involve work or development of new/existing sites or facilities?

Development of new sites and facilities may include;

- site design drawings/details/photographs
- visitor information and interpretation materials
- disability access and inclusion plans

If the proposal involves work on a building or structure e.g. toilet, shelter, camp kitchen, please refer to [Building Act Compliance Guidelines \(DBCA, 2019\)](#). This document

assists DBCA staff to comply with the Building Act which binds the Crown. It sets out the regulatory framework, the process to obtain a building permit and the various certificates that are required. There is a flowchart to help users.

Key contacts (Position titles ONLY)

- PVS (Parks and Visitor Services) Coordinators

References (protocols and webpages, where available)

- [Building Act Compliance Guidelines \(DBCA, 2019\)](#)
- [Disability Discrimination Act 1992](#) - access for more
- [Public Health Act](#) - waste treatment (and possibly sale of food/beverages)
- [Occupiers' Liability Act 1985](#) - visitor risk management

2.0 What is the land tenure or classification?

Management response and/or actions to remove or minimise impacts

Select all relevant tenure within the proposal area. It is important to know the tenure because it determines which legislation applies to the land.

National Parks and Conservation Parks

- Reserved under the *Land Administration Act 1997* for the purpose of a "national park".
- Vested in Conservation and Parks Commission (CPC, the Commission) under the *Conservation and Land Management Act 1984* (CALM Act).
- National Parks have outstanding natural values which are managed for public use and enjoyment. They also have national significance for scenic, cultural or biological values, and can accommodate recreation that maintain these values.
- Conservation parks have mostly regional or local, rather than national significance.
- Both are managed for sustainable tourism and recreation, to conserve plants and animals and to preserve features of archaeological, historical or scientific interest.

- National parks can be jointly placed under the "care, control and management" of the CPC and Aboriginal Body Corporate that holds native title rights and interests over the area. Refer s8AA of the CALM Act.

Nature reserves and Marine Nature Reserve

- Created under CALM Act and are vested in the CPC.
- Nature reserves have high conservation values as they represent natural ecosystems and provide habitat for particular species of plants and animals.
- Nature reserves are terrestrial areas set aside for the conservation of native plants and animals.
- These reserves are managed to protect and restore natural environments, and to promote the study and appreciation of nature.
- Recreational activities that are compatible with this purpose are permitted.
- Marine Nature Reserves have almost identical management aims to terrestrial nature reserves. The CALM Act excludes aquaculture, fishing, pearling and petroleum exploration or production. Seismic surveys, however, may be permitted subject to an Environmental Impact Assessment by the Department of Water and Environmental Regulation (DWER). Recreational activities and tourism that have minimal impact are permitted provided that nothing is collected or taken.

Regional Parks

- Lands recognised through a statutory land planning scheme.
- Areas recognised as having regionally significant value for conservation, recreation and community use.
- There are 11 regional parks in and around metropolitan Perth that protect a range of natural areas, including foreshores, ocean beaches, wetlands and the Darling Scarp.
- Regional parks can comprise lands with a variety of tenures. These may include government land vested in Commonwealth or State bodies, local government authorities and private freehold lands where the agreement of the landowner is obtained.
- Regional parks may also include unmanaged reserves or unallocated Crown land. Regional parks provide an opportunity for coordinated land use planning and management. Parks and Wildlife works closely with local government, private landholders and community groups to manage these areas.

- Each regional park has a community advisory committee made up of people from local communities, who advocate for the park's management on behalf of various stakeholders, including conservationists, scientists, friends groups and recreational users.

Marine Management Area

- **Created** under CALM Act and are vested in the CPC.
- Marine Management Areas are created to maintain areas of high conservation values while allowing commercial and recreational activities.
- These areas are created under section 62 of the CALM Act for a particular management purpose.
- Examples include the Muiron Islands Marine Management Area and Barrow Island Marine Management Area.

Marine Park

- Created under CALM Act and are vested in the CPC.
- Marine parks are created to protect natural and cultural values, while permitting compatible recreation and commercial activities.
- To manage activities within a marine park, areas may be classified into four different areas: sanctuary, recreation, special purpose or general use.
 - **Sanctuary areas**
 - Are 'look but don't take' areas, providing high level protection for natural and cultural values.
 - Sanctuary areas allow recreation and tourism activities that do not compromise conservation values.
 - Commercial and recreational fishing, pearling, aquaculture and petroleum production are not permitted.
 - **Recreation areas**
 - Provide for conservation and recreation, including recreational fishing where this is compatible with the primary purpose of the recreation area.
 - Commercial fishing, pearling, aquaculture and petroleum production are not permitted.
 - **Special purpose areas**

- Managed for a particular use or issue, such as the protection of habitat or nursery grounds, or cultural heritage values.
- Commercial and recreational activities may be allowed if they are compatible with the primary purpose of the area.
- **General use areas**
 - Are those areas not included in any of the other three zones.
 - General use areas are managed to conserve natural values while allowing other uses such commercial and recreational fishing, aquaculture and pearling and sustainable tourism and nature-based recreation.

State Forest and Timber Reserves

- Created under CALM Act and are vested in the CPC.
- Indigenous State Forest and timber reserves will be managed under this plan for a combination of the following purposes: • Conservation. • Recreation. • Water catchment protection. • Each of the other purposes prescribed by Regulation 81.
- The purposes prescribed by Regulation 81 allow the taking, storage and removal of water; the location of infrastructure, and other similar facilities that serve the public interest, to the extent to which this is not inconsistent with the other purposes for which the land is reserved; and the removal of salvaged forest products, if the opportunity for the salvage arises from an activity carried out for a conservation purpose (for example, ecological thinning), clearing for mining, or clearing for infrastructure and other similar facilities that serve the public interest.
- State forest or timber reserves which are planted with exotic species (plantations) are to be managed to achieve the optimum yield in production, consistent with the satisfaction of long-term social and economic need.
- Timber reserves created under the CALM Act are managed similarly to State Forest. Some timber reserves outside the main forest areas are progressively being evaluated for reservation into State Forest or conservation reserves.

Other CALM Act Reserves e.g. 5(1) (g) or 5(1) (h)

- Reserves defined in section 5(1)(g) were created under the *Land Act 1933* and those defined in section 5(1)(h) are created under the *Land Administration Act 1997*.

- These are reserves vested in 5 (1)(g) or placed under the care, control and management of the Commission or the Conservation and Land Management Executive Body (CALM Executive Body) 5(1)(h).
- The reserves are managed for a variety of purposes including conservation, recreation, tourism, infrastructure, traditional Aboriginal uses, education and scientific research.
- Parks and Wildlife's offices and depots are now vested through s5(1)(h) of the CALM Act.
- Previously these reserves were described as miscellaneous reserves in the department's annual report.
- Other CALM Act reserves. Jointly vested with another entity (e.g., Ord Final Agreement).

S8A

- For other areas of alienated land or Crown land to which the CALM Act does not already apply, land can be jointly managed by the CEO of the department and one or more other parties by agreement made under section 8A of the CALM Act. This land can either be managed as if it were a category of CALM Act land (e.g. national park), or for a public purpose consistent with the CALM Act but does not affect the underlying tenure of the land for the purposes of any other written law.

S8AA

- Waters, land, or land and waters may be vested jointly in Commission and Aboriginal body corporate. (e.g. Kurriji pa Yajula Nature Reserve)

CALM Executive Body freehold and Crown owned freehold (Section 34A Freehold)

- **CALM Executive Body freehold** (e.g. South West plantation lands) and **Crown owned freehold** lands are owned by Western Australian Planning Commission (WAPL) and managed by Parks and Wildlife Service
- Parks and Wildlife holds or manages freehold land for two main purposes - conservation or commercial softwood plantations.
- Some WAPL owned freehold land within the Perth metropolitan area is managed by Parks and Wildlife for conservation purposes awaiting the lands reservation as conservation reserves.
- Freehold land in the South West is held the name of the Conservation and Land Management Executive Body or the Chief Executive Officer and is used for commercial softwood plantations.

- Other freehold land has been purchased with environmental offset funds and awaits reservation as conservation reserves.
- Historically Parks and Wildlife has acquired some pastoral leases and continues to manage these lands under an interim management arrangement prior to their intended reservation as conservation reserves.

Swan Canning Riverpark

- In 2015, the role and functions of the Swan River Trust were merged with the Parks and Wildlife Service.
- Day-to-day management of the Swan Canning Riverpark is now a function of Parks and Wildlife which, working with other divisions and government agencies, ensures a focus on the highest priorities in river science, protection, conservation and management.

FPC managed plantation

- A profit à prendre is a right to take a natural resource or produce of the land, for example, the right to plant a forest on someone else's land, with the profits from the timber being shared between the profit à prendre holder and the landowner.
 - FPC managed plantations include Sandalwood plantations established under timber sharefarming agreements (e.g., Section 34B) and softwood plantations.
 - Ownership
 - State-owned, leased, or managed under sharefarming agreements with private agreements.

DBCA joint management over Unallocated Crown Land (UCL) and unmanaged reserves (UMR) - S8C of the CALM Act

- Unallocated Crown Land (UCL) or unmanaged reserves (UMR), administered by the Department of Planning, Lands and Heritage (DPLH)
- UCL/UMR make up 38% of WA
- A memorandum of understanding between Parks and Wildlife and DPLH relates to such lands outside town sites and the Perth Metropolitan region, where Parks and Wildlife is responsible for fire management preparedness, and control of weeds and pest animals.
- The coordination and control of bushfires on these lands, however, remains the responsibility of the Department of Fire and Emergency Services (DFES) and local government authorities.

References (protocols and webpages, where available)

- DBCA Policy Statement 18 'Parks, Tourism and Visitor Services' June 2017
- DBCA Corporate Guideline 18 'Tenure Boundaries' June 2015
- [DPLH Crown Land Reserves](#)
- Department of Planning, Lands and Heritage can provide tenure information through the Land Enquiry Form - [Crown-land-enquiry-form](#)
- Proponents can purchase land title documents and a Property Interest Report from Landgate - [Property-interest-reports](#)
- [CONSERVATION AND LAND MANAGEMENT ACT 1984 - SECT 8A](#)
- [CONSERVATION AND LAND MANAGEMENT ACT 1984 - SECT 8AA](#)
- [CONSERVATION AND LAND MANAGEMENT ACT 1984 - SECT 34A](#)
- [FPC: Softwood Plantation Management Framework](#)
- [CONSERVATION AND LAND MANAGEMENT ACT 1984 - SECT 34B](#)
- [Joint vesting of conservation estate](#)

Key contacts

- Land Services Unit or GIS can confirm land tenure and classification, if required
- For marine reserves contact the Manager of the Planning Branch
- For terrestrial reserves contact the Land Services Coordinator

2.1 Is the proposal compatible with the purpose of the land tenure?

If yes, justify how the proposal and purpose of the land are compatible.

If no, justify the reason for the proposal and specify management actions or consider deferring proposal until the appropriate change to the tenure can be made.

Management response and/or actions to remove or minimise impacts

Provide a short justification of how the proposal is consistent with the purpose or proposed purpose of the land/waters as outlined below. Or defer the proposal until the appropriate change to the tenure or classification can be made.

DBCAs management activities on CALM Act lands are derived from management plans prepared by the CPC through the Department, or are conducted as necessary or compatible operations as defined under the Act.

#Necessary operations - means those that are necessary for:

- protection or preservation of persons, property, land, waters, flora or fauna
- protection or conservation of the value of the land or waters to the culture and heritage of Aboriginal persons
- the preparation of a management plan. [Section 33A (1) - CALM Act 1984].

#Compatible operations - are necessary operations:

- approved by the Minister as being compatible with the purposes for which the area is managed
- before a proposed operation is approved by the Minister there is a requirement to notify the public of the operation and
- includes the opportunity for written submissions. [Section 33A (2) CALM Act 1984].

If the activity is commercial, a commercial operations licence is required [[Commercial operations licensing](#)]. A commercial operation is defined as the selling of any product or service by any person, partnership, company or other organisation for the purpose of sale for profit or any other purpose that is directed to financial gain. This includes the supply of transport, information, instruction or supervision.

Land purposes; (abbreviated from CALM Act):

(a) **State forests or timber reserves**, to achieve the purpose, or combination of purposes, provided for in the proposed management plan, for example as outlined in the Forest Management Plan.

(b) in the case of **State forest or timber reserves planted with exotic species**, to achieve the optimum yield in production consistent with the satisfaction of long term social and economic needs;

(c) in the case of **national parks and conservation parks**, to fulfil so much of the demand for recreation by members of the public as is consistent with the proper conservation of the natural environment, the protection of flora and fauna and the preservation of any feature of archaeological, historic or scientific interest;

(d) in the case of **nature reserves** to conserve the natural environment, and to protect, care for, and promote the study of, flora and fauna, and to preserve any feature of archaeological, historic or scientific interest;

(da) in the case of **marine nature reserves, marine parks and marine management areas** reserved under Section 13:

- **marine nature reserves** - to conserve the natural environment, and to protect, care for, and promote the study of, flora and fauna, and to preserve any feature of archaeological, historic or scientific interest. Aquaculture, commercial fishing, recreational fishing and pearling activity shall not be carried out in a marine nature reserve except under certain licences (see Section 13A, CALM Act).
- **marine parks** – for allowing only that level of recreational and commercial activity which is consistent with the proper conservation of the natural environment, the protection of flora and fauna and the preservation of any feature of archaeological, historic or scientific interest (see Section 13B, CALM Act).
- **marine management area** - for managing and protecting the marine environment so that it may be used for conservation, recreational, scientific and commercial purposes (see Section 13C, CALM Act).

(e) in the case of **other land referred to in section 5(1)(g) or (h)**, to achieve the purpose for which the land was vested in, or for which the care, control and management of the land were placed with, the Commission, whether solely or jointly.

#CALM Act Section 5(1)(g) – land vested under the Land Act 1933.

#CALM Act Section 5(1)(h) – land vested under the Land Administration Act 1997.

References (protocols and webpages, where available)

- [CALM Act 1984 \(WA\)](#)
- Landgate Property Interest Reports [Property-interest-reports](#)
- Internal - [Lands and waters managed by Parks and Wildlife_2018](#)

Key contacts

- DBCA Regional or District Manager
- DBCA Land Services Coordinator, Land Services Unit.

2.2 Is any part of the area subject to a planned tenure change (i.e. excision, exchanges or changes to the purpose or class of Crown Reserves)?

Management response and/or actions to remove or minimise impacts

If the proposal is for a proposed CALM Act tenure change, outline the legislative and approval requirements.

Tenure changes may involve **excision, exchange or changes to the purpose or class** of Crown Reserves.

Ensure the current and proposed tenure are compatible with the purpose.

Where possible, the Department will manage areas vested in the Conservation and Parks Commission (CPC) consistent with their intended future purpose and relevant Department policies, until they have been formally reclassified.

Is the proposal for a public work (water, power or sewer) or is to for a commercial development? If tenure change is with an external agency or private landholder, provide a copy of the written authority for this proposal to proceed.

If land is to be **excised** from a CALM Act reserve or the tenure of the CALM Act reserve is to be amended, contact the Land Services Coordinator or Senior Planning Officer (Native Title and Aboriginal matters) for advice.

If any part of the proposal is subject to a land **exchange**, only the Minister for Lands has the power to sell Crown land. Exchanges of land between agencies is completed by the Land Services Unit with approval, as required, from the Regional Manager, Director General, Conservation and Parks Commission and Minister for Environment.

References (protocols and webpages, where available)

- Department of Planning, Lands and Heritage can provide tenure information through the Land Enquiry Form - [Crown-land-enquiry-form](#)
- Proponents can purchase land title documents and a Property Interest Report from Landgate - [Property-interest-reports](#)
- Premier's Circular on Land Asset Sales Program (2015/06) - look up Premiers Circulars WA
- Forest Management Plan (2024-2033), Conservation and Parks Commission (CPC) of Western Australia, Appendix 7 (Reserve Proposals)' [Forest Management Plan 2024-2033](#)
- Refer to the question 3.2.1 to determine whether the proposal area is located within a DBCA management plan.
- Reserve Management Plans - [Parks | Department of Biodiversity, Conservation and Attractions](#)
- DBCA Policy Statement 18 'Recreation, tourism and visitor services' June 2017
- DBCA Policy Statement 36 'Conservation Reserve System Policy Statement' June 2017
- DBCA Corporate Guideline 18 'Tenure Boundaries' June 2015

Key contacts

- DBCA Regional Manager
- DBCA Land Services Coordinator, Land Services Unit 9219 8771.

2.3 Is the proposal area covered by an exploration or tenement for mining operations?

Management response and/or actions to remove or minimise impacts

Identify whether any part of the area is likely to be impacted by mineral exploration or mining in the next 5 – 25 years. If yes, provide details of planned operations (company or tenement holder, map of affected areas, and where appropriate provide dates of when it is planned to be operated/mined) and specify any special management actions.

Ensure tenement agreements do not affect BRM (Basic Raw Material) access.

References (protocols and webpages, where available)

- [Forest Management Plan | Department of Biodiversity, Conservation and Attractions](#)
- Department of Mines and Petroleum's – Data and Software Centre [Data and Software Centre \(dmp.wa.gov.au\)](http://dmp.wa.gov.au)

Key contacts

- DBCA Mining Liaison officers
- DBCA / CEM, Environmental Management Branch (EMB) staff
- DBCA Regional or District Manager
- DBCA Regional/District Sustainable Forest Management (SFM) officers

2.4 Is any part of the area adjacent to a formal conservation reserve or private property with a conservation covenant?

Management response and/or actions to remove or minimise impacts

Provide details (property location/owner, covenant holder, reserve information) and outline how the boundary will be demarcated to the appropriate level of accuracy. Specify management actions to protect the values of the reserve or conservation covenant.

Why This Matters

- Accurate boundary marking ensures clarity for land use and compliance.
- Management actions help maintain ecological integrity and meet covenant obligations.

- Understanding covenant type guides legal and operational responsibilities.

DBCA Nature Conservation Covenant

- [Voluntary Nature Conservation Covenants](#)
- **Voluntary and legally binding**, registered on the land title.
- Restricts activities that may harm conservation values.
- Includes **non-binding management guidelines** developed with the landowner.
- Offers **ongoing stewardship** through site visits, advice, and monitoring

National Trust of Australia (WA) Covenant

- [Conservation covenant program - National Trust WA](#)
- **Permanent legal agreement** under Section 21A of the *National Trust of Australia (WA) Act 1964*.
- Typically applied during land subdivision.
- Includes a **binding management plan and deed**, tailored to site-specific conservation needs

DPIRD Conservation Covenant or Agreement

- [Covenants to protect native vegetation in WA](#)
- Agreement with the **Commissioner of Soil and Land Conservation** under the *Soil and Land Conservation Act*.
- Two types:
 1. **Conservation Covenant** – irrevocable, often in perpetuity.
 2. **Agreement to Reserve (ATR)** – may be varied or discharged.
- Registered as a **memorial on the land title**, binding future owners

Key contacts

- DBCA Species and Communities Branch / Land for Wildlife Coordinator
- DBCA Regional/District Nature Conservation Officer

3.0 Does the proposal have a level of pre-approval?

Management response and/or actions to remove or minimise impacts

This explicitly refers to Government endorsement of the proposal, usually including recognition that so

Provide details of pre-approval and any specific management actions.

Ask the District or Regional Manager if the proposal has a level of pre-approval.

If consultation outside of Parks and Wildlife Service is required detail: who, what, how agreement is to

Although a proponent may have specific legislative head powers that allow them to operate on CALM A to the *Biodiversity Conservation Act* and *CALM Act* and follow internal DBCA approvals processes (e.g.

Types of pre-approval, include for example;

- Announced/unannounced Government commitment
 - Department of Premier and Cabinet website
- Cabinet Decisions
 - Obtain a copy of the cabinet decision
 - Provide date & title of the cabinet decision
- Director General correspondence
 - Attach correspondence
- Minister for Environment Statement approving a development proposal
 - Provide details of the statutory assessment process
 - Stakeholder consultation
 - Conditions of approval
- Other (specify)
 - Obtain a copy of relevant correspondence to support the proposal

References (protocols and webpages, where available)

- [Announcements](#) & [Media statements | Western Australian Government](#)– type in key words from
- DBCAs Office of Director General
- DBCA website
- [Lead Agency Framework](#)

Key contacts

- DBCA Regional or District Manager
- DBCA Executive Directors or Director General's Office
- DBCA Manager Environmental Management Branch

3.1 Is this proposal subject to approvals under other State processes (i.e. other than DBCA processes)?

Management response and/or actions to remove or minimise impacts

1. Planning Scheme and Policy Context

- If the proposal is subject to a **planning scheme**, provide:
 - The name of the **scheme** (e.g., Metropolitan Region Scheme)
 - Relevant **State Planning Policies** or **local planning policies**
 - The **DBCA lead unit or branch** responsible for assessment or coordination

2. Consultation Outside Parks and Wildlife Service

- If consultation is required beyond the Parks and Wildlife Service, specify:
 - **Who** needs to be consulted (e.g., other DBCA divisions, external agencies)
 - **What** aspects require consultation (e.g., land use, heritage, environmental impact)
 - **How** approvals or feedback are to be obtained (e.g., formal referral, written advice)

3. DBCA's Role in Decision-Making

- Clarify DBCA's involvement:
 - Is DBCA the **decision-making authority** for the proposal?
 - Or is DBCA required to **provide comments or support** as part of a broader approval process?

4. Environmentally Sensitive Areas (ESAs)

- Confirm whether the proposal area is within an [Environmentally Sensitive Areas](#)
- If yes, consult with a **land use planning officer** in the relevant DBCA Region or the **Environmental Management Branch** for advice and guidance.

5. Stakeholder Identification and Consultation

- Based on your **desktop assessment**, compile a list of:
 - **Individuals and organisations** that must be consulted
 - **Agencies** responsible for approvals or information (e.g., DPLH, EPA, local government)
- Conduct necessary consultation to:
 - Obtain required **information**
 - Secure relevant **approvals or endorsements**

6. Environmental Thresholds and Legislative Referrals

- Assess whether the proposal is likely to **exceed environmental thresholds**:
 - If so, determine whether referral is required under other legislation (e.g., **Environmental Protection Act 1986, EPBC Act**)
 - Initiate the appropriate **referral or approval process**

State Act Agreement

State Agreements:

- Define the **rights, obligations, terms, and conditions** for major projects.
- Provide long-term certainty for proponents and the State.
- Facilitate strategic developments in sectors such as mining, energy, and infrastructure.

Examples of State Agreements

Some notable agreements include:

- **Collie Coal Agreement**
- **Barrow Island Agreement** (oil and gas)
- **Iron Ore Agreements** (e.g., BHP, Rio Tinto)
- **Alcoa Agreements** (mining and alumina refining)

A full list of current agreements is available on the [WA Government website](#) .

Planning Considerations

If a proposal is affected by a State Agreement:

- Ensure all **planning requirements and conditions** align with the terms of the relevant agreement.
- Consult the agreement text and any associated legislation to verify compliance.

Working Arrangements

Working Arrangements are supplementary documents that outline **operational guidelines and responsibilities** for each signatory involved in a State Agreement. These arrangements help clarify:

- Roles and expectations (e.g., between DBCA and Alcoa)
- Environmental and heritage management protocols
- Reporting and compliance procedures

It's important to review these documents to ensure smooth coordination and accountability during project implementation.

State Planning Policies and Schemes

State Planning Policies (SPPs) represent the highest level of planning policy control and guidance in Western Australia. They are prepared under **Part 3 of the Planning and Development Act 2005** and are essential tools for guiding land use planning and development decisions across the state.

Purpose and Scope

SPPs provide strategic direction and policy principles that influence:

- Local planning schemes
- Development assessments
- Infrastructure coordination
- Environmental protection

They are used by the **Western Australian Planning Commission (WAPC)**, local governments, developers, and other stakeholders to ensure consistent and sustainable planning outcomes.

Examples of Key State Planning Policies

- **SPP 2.6 – Coastal Planning:** Guides land use and development in coastal areas to manage risks such as erosion and sea level rise.
- **SPP 2.4 – Basic Raw Materials (BRM):** Ensures access to essential materials like sand and gravel for construction and infrastructure.

- **SPP 2.8 – Bushland Policy for the Perth Metropolitan Region:** Protects significant bushland areas within urban settings.

You can explore the full framework and list of policies on the [WA Government's planning policy page](#).

Region Schemes in Western Australia

The **Western Australian Planning Commission (WAPC)** also prepares **region schemes** to coordinate land use and development at a broader scale. These schemes are **approved by Parliament** and provide statutory planning control over large geographic areas.

Current Region Schemes

1. **Metropolitan Region Scheme (MRS)** – Covers the Perth metropolitan area.
2. **Peel Region Scheme (PRS)** – Covers the Peel region including Mandurah.
3. **Greater Bunbury Region Scheme (GBRS)** – Covers the Greater Bunbury area.

These schemes:

- Reserve land for public purposes (e.g., parks, roads)
- Guide zoning and subdivision
- Support infrastructure planning and environmental management

More details are available on the [WAPC website](#).

Environmental Protection Act WA

In Western Australia, proposals that may have a significant effect on the environment must be referred to the Environmental Protection Authority (EPA) under **Section 38 of the Environmental Protection Act 1986**. Here's a quick summary of the key points regarding referrals:

When a Proposal Must Be Referred

A proposal must be referred to the EPA if it:

- Is likely to have a significant impact on the environment.
- Involves activities such as large-scale land clearing, mining, industrial development, or infrastructure projects. [ESA fact sheet](#)
- Triggers one or more of the EPA's **Significant Impact Criteria**.

Who Can Refer a Proposal

- The **proponent** (the person or organisation proposing the activity).

- A **decision-making authority** (e.g., a government agency).
- Any **other person** (e.g., a member of the public or an environmental group).

Referral Process

1. **Prepare a Referral Form:** Includes a detailed description of the proposal, location, potential environmental impacts, and proposed mitigation measures.
2. **Submit to EPA:** The EPA reviews the referral to determine whether the proposal requires formal environmental impact assessment.
3. **EPA Decision:** The EPA may decide:
 - Not to assess the proposal.
 - To assess it at one of several levels (e.g., referral information, environmental review).

You can find the official referral instructions and forms on the [EPA WA website](#).

Swan Canning Development Control Area (DCA)

If Your Proposal Falls Within the DCA

Refer to [Swan Canning Riverpark permits, planning and development](#)

1. Development Applications

If your proposal involves **development** within or near the DCA:

- The process depends on the **location** of the proposed works.
- You must submit a **Development Application** with all required documentation.
- Guidance is available on:
 - What constitutes development
 - Required information for your application
 - How to submit your application

Refer to the Development Application Guidelines for detailed instructions.

2. Permit Applications

Not all activities are classified as development. Some works, acts, or activities require a **Permit** instead.

3. Commercial Activities

If your proposal involves **commercial use** of the River Reserve (e.g., charter vessels, ferries, or any activity for financial gain):

- Approval is required.
- The Department is currently **reviewing the application process**.
- For new or renewal applications, contact the **Swan Canning Waterways Branch**.

Contact:

- **Email:** Statutory Assessments Unit – Swan Canning Waterways Branch
- **Phone:** (08) 9219 9000

Other

- Other statutory approvals in accordance with land planning legislation
- [Western Australian Regional Forest Agreement \(1999, 2039\)](#)
- DMIRS agreement with DBCA (2021)
- DWER and DBCA
- Western Power and DBCA

Key Contacts

- DBCA Regional/District manager
- DBCA Regional/District Sustainable Forest Management (SFM) officers
- Conservation and Park Commission
- Coordinator Land Planning Program
- Land Services Coordinator
- DBCA/CEM, Manager Environmental Management Branch
- DBCA/CEM, Manager Swan Canning Waterways Branch
- Manager Regional Parks Unit

3.2 Is this proposal covered by an approved DBCA management plan?

Management response and/or actions to remove or minimise impacts

If yes,

DBCA management plans, include:

- Reserve/Area management plans or interim management plans (e.g. Perup Management Plan)
- Regional Park Management plans

Provide reference details of the relevant management plan.

Detail what policy settings in management plans facilitate the implementation of the proposal and any specific requirements or conditions to be met.

Ensure management actions throughout this proposal are consistent with the requirements of the plan.

If consultation outside Parks and Wildlife Service is required detail; who, what, how agreement is to be obtained.

If no, use provisions within this document to obtain necessary operations approval or adaptation of policy statements to assist with seeking approval. Only if the proposal is novel or unique seek guidance if the management plan can be amended.

Will the proposal pre-empt a future Management Plan? The proposal should not pre-empt the options available at the time of preparation of interim management guidelines or a management plan.

References (protocols and webpages, where available)

- DBCAs approved park/area management plans - [DBCA Management Plans](#)

Key contacts

- DBCA Regional/District, Sustainable Forest Management (SFM) officers
- DBCA Regional Parks and Visitor Services (PVS) Leader
- DBCA Senior Planning Officer (Terrestrial)
- DBCA Planning Officer (Regional Parks)
- DBCA Senior Planning Officer (Native Title and Aboriginal matters)
- DBCA Land Services Coordinator (Crown land legislation and tenure matters)

3.3 Is the proposal within a Native Title Determination Area and/or Indigenous Land Use Agreement (ILUA) that DBCA is signatory to?

Management response and/or actions to remove or minimise impacts

Native Title

Native title refers to the rights and interests of Aboriginal or Torres Strait Islander peoples in land or water, based on their traditional laws and customs, as recognized

under the [Native title act 1993](#). Unlike standard property titles, native title is a bundle of rights—such as access, use, or control of land—whose specific content varies between groups, depending on their unique traditions and customs.

You can view and search a full list of Native title claims and settlements on the National Native Title Tribunal (NNTT) website. Here's how:

Native title vision: <https://www.nntt.gov.au/assistance/Geospatial/Pages/NTV.aspx>

This register allows you to view a map of all past and present Native title settlements, Registered native title body corporates and Prescribed body corporates by state

Exclusive vs Non-Exclusive Native Title Rights

- Exclusive native title rights grant the right to possess and occupy an area to the exclusion of all others. This includes the authority to control who can access and use the land. These rights typically apply to areas where native title has not been previously affected, such as unallocated Crown land.
- Non-exclusive native title rights do not allow native title holders to control access to or use of the area. Instead, they recognise rights that coexist with other interests, and the specific rights depend on the traditional laws and customs of the Indigenous group involved.

Indigenous Land Use Agreement (ILUA)

Indigenous Land Use Agreements (ILUAs) and Government Standard Heritage Agreements (GSHAs) are legal tools in Australia used to manage land use and protect Aboriginal heritage, but they serve different roles.

[ILUAs](#) - An ILUA is a voluntary agreement between a native title group and others (e.g., government, industry) about the use of land and waters. Registered with the National Native Title Tribunal, ILUAs can address a wide range of issues including land access, development, cultural heritage, mining, and compensation.

What can be included in an ILUA is set out in the Native Title Act. It provides that an ILUA may be about one or more of, but are not limited to, the following topics:

- Future use: What people can do on the land or water later on (e.g. tourism, farming, building).
- Current use: Whether existing activities can continue, need changes, or must stop.
- Native title claims: Changes to any claims or applications related to native title or compensation.

- Rights and interests: How native title rights work alongside other rights (like leases or licenses).
- How rights are used: Rules for how people can use their rights in the area.
- Compensation: Payments or agreements for past, current, or future use of the land or water.

Provided the terms comply with existing laws, an ILUA may be uniquely tailored to reflect the specific parties involved, the proposed activities, and the distinct characteristics of the land or waters subject to the agreement.

You can view and search the full list of Indigenous Land Use Agreements (ILUAs) in Western Australia through the National Native Title Tribunal (NNTT) website. Here's how:

 [Search the Register of ILUAs](#)

This register allows you to:

- Filter by state or territory (select Western Australia)
- View details such as:
 - ILUA name
 - Type (Area or Body Corporate)
 - Parties involved
 - Subject matter (e.g. access, development, heritage)
 - Registration date

DBCA is signatory to the following ILUAs (as of June 2025):

Region:	ILUAs
Goldfields	• Tjiwarl Palyakuwa ILUA • Tarlka Matuwa Piarku ILUA
Kimberly	• Bunuba Dawangarri ILUA • Dambimangari ILUA • Bardi Jawi ILUA • Mayala ILUA

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	• Ord Agreement • Yawuru ILUA • Balangarra ILUA • Gooniyandi ILUA • Karajarri ILUA • Ngarla ILUA • Nyangumarta ILUA • Nyangumarta-Karajarri ILUA • Wilinggin ILUA
Midwest	• Yamatji Nation ILUA • Wajarri Yamatji ILUA • Malgana ILUA • Nanda ILUA • Yinggarda ILUA
Pilbara	• Nyamal ILUA • Jidi Jidi ILUA • Burrup and Maitland Industrial Estates Agreement • Nganhurra Thanardi Garrbu ILUA • Ningaloo Coast ILUA
Southcoast	• Esperance southern Noongar ILUA
Southwest	• Ballardong People ILUA • Gnaala Karla Booja ILUA

	• South West Boojarah #2 ILUA • Wagyl Kaip & Southern Noongar ILUA • Whadjuk ILUA • Yued ILUA
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Future Act

A future act is any proposal made after 1 January 1994 that could affect native title rights and interests. Before proceeding, organisations must follow specific steps outlined in the Native Title Act 1993.

Example of a Future Act:

- Exploration;
- Mining'
- Prospecting;
- Building public infrastructure;
- Tourist resorts;
- Water licenses;
- Some legislative changes; and
- Some lease renewals;

Creating a new conservation estate in an area where native title exists is a future act. Unless native title is being compulsorily acquired, an ILUA must be in place to proceed legally.

Future Act Implications May Also Apply To:

- Work done outside conservation estate
- Areas where conservation estate is not recognised in a native title determination

Rights Involved in Future Acts

Procedural Rights

Native title holders may have the right to:

- Be notified about the future act

- Comment on the proposal
- Be consulted
- Object to the act

Right to Negotiate

- Both sides must negotiate in good faith for at least six months
- If no agreement is reached, the Native Title Tribunal can decide whether the act can proceed and under what conditions

Expedited Procedure

This is a fast-track process for low-impact activities (e.g., exploration licences). It applies only if:

- The act is unlikely to interfere with community activities
- It won't affect significant sites
- It won't cause major disturbance to land or water

If the government believes this applies, it must state so in the notice. If no objection is made by native title holders, the right to negotiate does not apply.

Legal Pathways for Future Acts

Future acts can be validly done:

- Under a registered ILUA
- Under other parts of the future acts regime in the Native Title Act

If the act doesn't fit within those pathways, **a new ILUA** is the only valid option.

The department must issue a Section 29 notice to inform of its intention to do a future act. This may include an expedited statement for acts like:

- Exploration licences
- Retention licences
- Prospecting licences

How to apply for a future act <https://www.nntt.gov.au/futureacts/Pages/Future-act-Determination-Applications.aspx>

2. Government Standard Heritage Agreement (GSHA)

A GSHA is a template agreement used by the Western Australian Government to ensure that Aboriginal cultural heritage is protected during activities like exploration or

development. It is often used in conjunction with ILUAs, particularly in areas where native title has been determined.

The GSHA outlines:

- Procedures for heritage surveys
- Minimum consultation requirements with Traditional Owners
- Protocols for managing heritage sites
- Outlines payment rates and fees

It is annexed to the Government ILUA and provides a standardised approach for government agencies and proponents to follow when conducting disturbance activities.

How They Relate

- What can be included in an ILUA is set out in Division B Subdivision B-E of the Native Title Act 1993
- The GSHA is a component of a Government ILUA. It provides the heritage protection framework within the broader land use agreement.
- While the ILUA deals with land access, development rights, and native title matters, the GSHA ensures that Aboriginal heritage is respected and managed during those activities.
- Together, they offer a comprehensive legal structure that balances development with the protection of Indigenous rights and heritage.

DBCA is signatory to the following regional specific heritage agreements:

- Noongar Standard Heritage Agreement (NSHA)
- Esperance Nyungar Government Standard Heritage Agreement (ENGSHA)
- Yamatji Nation Government Standard Heritage Agreement (YNGSHA)

Outside of these agreements the DBCA uses the Government Standard Heritage Agreement (GSHA)

References (protocols and webpages, where available)

#Note - ILUA and NSHAs provide overall guidance on Aboriginal engagement and heritage surveys requirements.

- [Noongar Standard Heritage Agreement \(NSHA\)](#) - ensures compliance with legislation when a planned activity may adversely impact an Aboriginal site.

- Refer to DBCAs Aboriginal Heritage Unit Webpage for an overview of Aboriginal involvement - [DBCA Aboriginal Involvement](#)
- To find out further information about Native Title and ILUAs go to;
- [Register of Indigenous Land Use Agreements \(ILUAs\)](#)
- [Department of Aboriginal Affairs \(DAA\)](#)

Key contacts

- DBCA Aboriginal Heritage Unit (AHU)
- Native Title Negotiator
- DBCA Senior Planning Officer (Native Title and Aboriginal matters)

3.5 Is the proposal area or activity subject to a joint management or formal agreement (Other than Native Title Determination Area and ILUAs)?

Management response and/or actions to remove or minimise impacts

These management documents provide overarching guidance and they relate to several DAS questions therefore if an item is checked ensure the information is consistent with the relevant questions e.g. stakeholder consultation or aboriginal heritage surveys. There is no need to duplicate information.

Make a list of the people and organisations based on your desktop assessment that need to be consulted for further information or to obtain necessary approvals.

Check with the regional/district manager if Conservation and Parks Commission or external stakeholders need to be consulted. The Conservation and Parks Commission will need to be consulted if the proposal has a measurable effect on the conservation values of a reserve, alters the land tenure, grants an interest in the land to somebody, or concerns development of the land. If the Conservation and Parks Commission are to be consulted seek regional/district manager advice on who to contact for assistance and putting together a submission, if needed.

Conduct consultation to obtain the necessary information or approvals required and attach to this proposal.

Provide details of joint organisation/individual (name of group/s or person/s, e.g. Aboriginal Joint Management Bodies (JMBs), attach relevant documentation and justify compliance with the joint vesting/management/agreements. For example, specify how and when these groups/people are to be consulted and what information is to be provided/gained and detail any special management actions.

Jointly vested

- Jointly vested under the CALM Act S8AA with Aboriginal entities (e.g., National Parks, Conservation park, Nature reserves).
- Section 5(1)(g) Reserve - Reserved under the Land Act (1933) vested with the Conservation and Parks Commission.
- Section 5(1)(h) Reserve – Reserved under Land Administration Act (1997) vested with the Conservation and Parks Commission, managed solely or in conjunction with another entity.

Jointly Managed

- S8A of the CALM Act (DBCA joint management over non-CALM Act land)
- land is owned or vested in a different body, such as an Aboriginal body corporate, but the provisions of the CALM Act are applied to that land, e.g. Murujuga National Park
- S8C of the CALM Act
- Non-CALM Act DBCA joint management over Unallocated Crown Land (UCL) and unallocated reserves (UMR)
- Regional Parks - S8E of the CALM Act
- land designated as a Regional Park
- S56A of the CALM Act
- DBCA joint management over CALM Act land - A management plan for land (other than S8A) that may require DBCA to manage jointly with one or more other persons specified in the plan, unless S56B applies, the plan must be attached to an agreement (a section 56A agreement). Include details of the agreement.
- S34B of the CALM Act Timber share-farming agreement, including Aboriginal corporations or trusts e.g., Sandalwood plantations jointly managed by FPC and Aboriginal entities.

Formal Agreements

- Memoranda of Understanding
- e.g. MOU Pine Plantation Management Gngangara Mound
- Lease Agreement
- e.g. accommodation in D'Entrecasteaux National Park
- Other
- e.g. written agreements with neighbours

References (protocols and webpages, where available)

- Refer to DBCAs approved management plans for information and guidance on joint vesting/management - [DBCA Management Plans](#)
- [PVS Dashboard – Joint Management](#) (Internal only)

Key contacts

- DBCA Regional/District Managers
- DBCA Land Services Coordinator (Joint management agreements and tenure matters)
- DBCA Aboriginal Heritage Unit (AHU)
- DBCA Senior Planning Officer (Native Title and Aboriginal matters)

3.6 Do any Commonwealth Environment Protection and Biodiversity Conservation Act (EPBC 1999) listed protected matters (or Matters of National Environmental Significance - MNES) exist in or adjacent to the proposed disturbance area?

Under the **Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)**, any action that **has, will have, or is likely to have a significant impact** on a **Matter of National Environmental Significance (MNES)** requires approval from the Commonwealth Environment Minister.

Approval under **State legislation does not override** EPBC Act requirements. Exemptions under State laws (e.g., Biodiversity Conservation Act) **do not apply** to Commonwealth legislation.

MNES Categories

- World Heritage Properties
- National Heritage Places
- Ramsar Wetlands
- Threatened species and ecological communities
- Migratory birds
- Commonwealth marine areas
- Nuclear actions
- Water resources (related to coal seam gas and coal mining)

Water Resources

Mining and gas projects can affect water systems—depleting levels, contaminating supplies, or altering flow. These impacts are MNES due to water's importance for ecosystems, agriculture, and human health. Such projects require special assessment under the EPBC Act.

Assessment Process

1. Identify MNES

Use the **Protected Matters Search Tool (PMST)** to check for MNES near your project.

PMST results are indicative—seek local knowledge and expert advice.

1. Self-Assessment

Evaluate whether your project may significantly impact MNES.

A 'Significant Impact' is an impact that is important, notable, or of consequence, having regard to its context or intensity.

Consider:

- Environmental sensitivity, value and quality
- Intensity, duration, magnitude and geographic extent of impacts
- Direct and indirect impacts (i.e. must consider the area of the proposed action/disturbance, which is broader than the immediate location where the action is undertaken)
- Adjacent or downstream MNES
- All stages and components of the proposal (i.e. all related activities and infrastructure).

1. Precautionary Principle

If impacts are uncertain but potentially serious or irreversible, assume significance—even without full scientific certainty.

2. Effectiveness of Mitigation

Do not assume impacts are insignificant just because mitigation is planned. Only well-established, proven measures with high certainty should influence this conclusion.

3. Risk Assessment Guidance

Refer to [Assessing risks to the conservation of biodiversity associated with threatened species and TECs](#) for help identifying risk sources.

Seek advice from the **DBCAs District Coordinator Conservation** or **Regional Leader Conservation** on suitable mitigation actions.

4. **No Templates Provided**

External proponents must develop their own self-assessment templates.

DBCA staff may refer to internal fire mitigation templates.

Mitigation and Management

- **Avoid impacts where possible**
- If unavoidable, **minimise or mitigate** through:
 - Site selection and layout
 - Timing of activities
 - Design of infrastructure

DAS Questions

Questions 4 and 8 in the **Disturbance Approval System (DAS)** may overlap regarding MNES. Ensure consistency in mitigation strategies across both.

Key reference material (protocols, webpages)

- [Significant Impact Guidelines 1.1 - Matters of National Environmental Significance - DCCEEW](#)
- [Matters of National Environmental Significance: Significant Impact Guidelines 1.1](#)
- [Protected Matters Search Tool - DCCEEW](#)
- [Protected Matters](#) Dealing with MNES for prescribed burning (DBCA staff only)
- [Fire Management Services Extranet - Protected Matters - All Documents](#)
Protected Matters report, significant impact criteria and self-assessment report template – fire mitigation only.
- [Referrals and environmental assessments under the EPBC Act - DCCEEW](#)

Key Contacts

- Referral forms and a guide to assist in filling out the referral form can be obtained from the DCCEEW's community information unit on 1800 803 772, or from their website at: [Referrals and environmental assessments under the EPBC Act - DCCEEW](#)
- Local Regional or District Leader, Conservation

3.7 Does the proposal have the potential to affect adjacent property, or the land use activities of neighbours, or does neighbouring land use have the potential to affect the proposal?

Management response and/or actions to remove or minimise impacts

Provide details of possible impact/s and management actions to alleviate.

Notify adjacent landholders, including any government departments (e.g. Water Corporate), if applicable and include communications in question 3.7.3.

References (protocols and webpages, where available)

- [Corporate Policy Statement 65 - Good Neighbour Policy](#)
- [Corporate Guideline 34 - Good Neighbour Guideline](#)D

Key Contacts

- DBCA regional/district staff

3.8 Have or will interested non commercial stakeholders be notified, advised or consulted regarding the proposal?

Management response and/or actions to remove or minimise impacts

Interested stakeholders may include, other government agencies, adjacent landholders, local advisory groups or community groups etc.

Provide contact details: name, date, notification and advice/consultation/any issues or agreements.

References (protocols and webpages, where available)

- [Good Neighbour Guideline | Department of Biodiversity, Conservation and Attractions](#)

Key contacts

- DBCA Regional/district staff
- Local Shire for list of interest groups
- Natural Resource Management Group (e.g. NACC) for list of key stakeholders - [NRM WA](#)

4.0 Has a desktop check or field investigation identified the proposal area may contain, adjoin, or impact on any floristic values (listed below) and/or suitable habitat for threatened or priority flora (including Regional/District based flora search, if required)?

Key steps to identify flora values / attributes / sensitivities

Threatened Flora should be excluded from all activities or proponents will need to seek an authorisation to take or disturb.

[Authorisation to take and disturb threatened flora | Department of Biodiversity, Conservation and Attractions](#)

Note- the approval for a section 40 Authorisation to Take or Disturb is valid for 12 months. Proponents may seek a short extension; however longer extensions need to be reassessed/approved).

Priority Flora should be managed similar to Threatened Flora. **As most priority flora are poorly known taxa, the precautionary principle should be applied** ensure those which potentially could meet threatened status are not impacted, or impacts are minimised.

Where the destruction of Priority Flora cannot be avoided, an assessment of the impact should be reviewed by the District or Regional Conservation Coordinator and a decision on the activity either made, or referred to Species and Communities Branch (SCB), depending on the likely impact on the conservation of the species (as outlined in the question text) DBCAs approval structure may assist proponents, whose project is not going through a formal assessment process such as an exemption under the EP Act and Regulations. DBCA can provide advice to minimise environmental impacts that might otherwise require referral to the EPA or other assessment under the EP Act.

Priority 1 and 2 flora should be referred to SCB for approval to **take** as these taxa are known from only a few populations and hence impacts to populations may affect the overall conservation status of the species. The rationale for referring P2 species to SCB is that their status as P2 (rather than P1) is on the basis that they do occur on DBCA-managed conservation areas, and hence there is an onus on DBCA to ensure their conservation in these areas.

Priority 3 flora are known from several locations, and the species doesn't appear to be under imminent threat, or from a few but widespread locations. Therefore the perceived level of threat is less than P1 and P2's.

Priority 4 flora are those which are considered rare and not currently threatened but require monitoring to ensure their conservation status does not change in the future.

TEC/PEC should be excluded from all activities or proponents will need to seek an authorisation to modify a TEC.

[Authorisation to modify a threatened ecological community | Department of Biodiversity, Conservation and Attractions](#)

Note- the approval for an Authorisation to Modify is valid for 12 months. Proponents may seek a short extension; however longer extensions need to be reassessed/approved).

- Note: Banksia woodlands of the Swan Coastal Plain are now federally listed as a Threatened Ecological Community (TEC).
- Proposals with the potential to significantly impact (e.g. significant changes in fire regime) on areas of Banksia woodlands on the Swan Coastal Plain need to be surveyed to identify if the area meets key diagnostic characteristics, conditions and size thresholds to trigger EPBC referral requirements (reference; *EPBC Conservation Advice, Banksia Woodlands A restoration guide for the Swan Coastal Plain*).
- See [Threatened Ecological Communities \(TEC\)](#) for more information on TEC/PECs and applying for authorisation to modify an occurrence of a TEC (Authorisation 45).

The Bush Forever policy and program provides a policy and implementation framework that aims to ensure bushland protection and management issues in the Perth Metropolitan Region are appropriately addressed and integrated with broader land use planning and decision-making, securing long-term protection of biodiversity and associated environmental values. More information can be found here [Bush forever policy](#).

Key steps to identify values and management actions to avoid or minimise impacts.

Obtain advice from the District Coordinator Conservation or Regional Leader Conservation on whether a field survey and/or demarcation is required.

Provide details of the potential impacts on floristic values.

- Impacts may be direct, indirect, or facilitated
- Identify where floristic values occur and comment on the degree to which these values are to be disturbed. For example, questions to consider include, but are not limited to:
 - Are species/communities at high risk and/or disturbance sensitive?
 - Refer to [Assessing risks to the conservation of biodiversity associated with threatened species and TECs](#)
 - Are identified values within the disturbance area or will they be excluded or able to be avoided?

- A desktop review is essential, but not all activities require detailed survey information.
 - If the proposal area is likely to contain threatened species or habitat suitable for the occurrence of threatened or priority species, a survey will likely be required.
- If a survey is required, clarify/identify survey specifications, for example include:
 - survey method
 - seasonal requirements for species identification
 - data outputs
 - data repository (where is data to be stored).
 - Surveys to be completed in accordance with EPA technical guidance document:
 - [EPA Technical Guidance - Flora and Vegetation Surveys for Environmental Impact Assessment.](#)
- Prescribe specific management actions for each taxon, as required.
 - An example - implement track closure to area post disturbance to prevent public access to sensitive areas. This should be undertaken early to ensure additional disturbance activity does not increase.
- If demarcation is required, ensure it is completed prior to disturbance activities commencing.
- Ensure appropriate licence and authority has been obtained and is attached (include licence number/s and expiry date/s). Note activities with the potential, whether directly or indirectly, of taking threatened flora or threatened ecological communities must complete an application for determination as to whether an Authorisation is required and the application must be submitted at least 6 weeks prior to the proposed taking / disturbing / modification of the floristic value
- Show sensitive species and / or avoidance / exclusion areas on the operations map.
- Provide a Flora Management Plan as an attachment, where appropriate.
- Advice must be documented and attached to this proposal.

Key reference material

- DBCA biodiversity information [Dandjoo](#)
- [Dandjoo datasets](#)
- DBCA Plants and Management [DBCA Threatened Species and Communities](#)
- [DBCA Species and Communities database searches](#)
- Conservation status of WA's flora
 - [Florabase—the Western Australian Flora](#) this should be the primary reference as it's updated within 24 hours of change in priority status. this should be the primary reference as it's updated within 24 hours of change in priority status.
 - [Conservation Codes for WA Flora and Fauna](#)
- Specific threatened and priority flora lists/shapefiles can be provided via a request to flora.data@dbca.wa.gov.au
- Specific threatened and priority ecological community lists/shapefiles can be provided via a request to communities.data@dbca.wa.gov.au
- To check for nationally significant (protected) animals, plants, habitats, or places (protected matters) use the search tool [Protected Matters Search Tool - DCCEEW](#) (refer to separate DAS question)
- [State Planning Policy 2.8 - Bushland policy for the Perth Metropolitan Region](#)

Key contacts

- DBCA District Coordinator Conservation or Regional Leader Conservation relevant for the local area
- Any queries regarding taking or disturbing of threatened flora or communities, email speciesandcommunities@dbca.wa.gov.au

4.1 Are there any records of non-threatened flora species documented in Dandjoo that fall within the proposal area? Dandjoo is WAs statewide biodiversity data platform.

Key steps to identify non-threatened flora values

[Dandjoo](#) (WA's state biodiversity data platform) can be used to inform non-threatened flora values that occur in the proposal area. The data comes from a wide variety of sources (datasets).. Floristic data from Dandjoo can be used to inform assessments for

regionally and/or significant flora, floristic values and/or vegetation sites. Dandjoo should be considered along with local knowledge and other datasets.

Key resources

- DBCA biodiversity information [Dandjoo](#)
- [Dandjoo Datasets | Biodiversity Information Office](#)

Key contacts

- Bio information office - bio@dbca.wa.gov.au

4.2 Has a desktop check or field investigation identified the proposal may contain, adjoin, or impact on any regionally or other significant flora?

Key steps to identify regionally and/or other significant flora values / attributes / sensitivities

Regionally Significant Flora may include unique geographical areas or individual populations that require special treatment. Examples may include but are not limited to:

- Endemic and disjunct flora
- Areas of high floristic diversity (e.g. Lesueur NP, Whicher Scarp, Fitzgerald River NP and Stirling Range NP)
- Relictual species
- Genetically high value
- Distinct range extensions

Other significant floristic values may include high value vegetation sites or unique areas that require special treatment. Examples may include but are not limited to: .

- Environmentally Significant/Sensitive Areas
- Rehabilitation/Regeneration/Restoration areas
- Arboretums / unusual vegetation

Key reference material

- DBCA biodiversity information [Dandjoo](#)
- [Dandjoo datasets](#)
- To check for nationally significant (protected) animals, plants, habitats, or places (protected matters) use the search tool [Protected Matters Search Tool - DCCEE](#)W (refer to separate DAS question)

- [State Planning Policy 2.8 - Bushland policy for the Perth Metropolitan Region](#)

Key contacts

- DBCA District Coordinator Conservation or Regional Leader Conservation relevant for the local area

4.3 Has a desktop check or field investigation identified the proposal area may contain, adjoin, or impact threatened fauna values (listed below) and/or suitable habitat for significant fauna?

Key steps to identify fauna values / attributes / sensitivities

Threatened Fauna should be excluded from all activities or proponents will need to seek an authorisation to take or disturb.

'E or P' Conservation status requires confirmation based on taxonomic identification.

[Authorisation to take and disturb threatened fauna | Department of Biodiversity, Conservation and Attractions](#)

Note- the approval for a section 40 Authorisation to Take or Disturb is valid for 12 months. Proponents may seek a short extension; however longer extensions need to be reassessed/approved).

Priority Fauna should be managed similar to Threatened Fauna. **As most priority fauna are poorly known taxa, the precautionary principle should be applied** ensure those which potentially could meet threatened status are not impacted, or impacts are minimised.

Where the taking or disturbing of Priority Fauna cannot be avoided, an assessment of the impact should be reviewed by the District or Regional Conservation Coordinator and a decision on the activity either made, or referred to Species and Communities Branch (SCB), depending on the likely impact on the conservation of the species (as outlined in the question text) DBCAs approval structure may assist proponents, whose project is not going through a formal assessment process such as an exemption under the EP Act and Regulations. DBCA can provide advice to minimise environmental impacts that might otherwise require referral to the EPA or other assessment under the EP Act.

Priority 1 and 2 fauna should be referred to SCB for approval to **take** as these taxa are known from only a few populations and hence impacts to populations may affect the overall conservation status of the species. The rationale for referring P2 species to SCB is that their status as P2 (rather than P1) is on the basis that they do occur on DBCA-managed conservation areas, and hence there is an onus on DBCA to ensure their conservation in these areas.

Priority 3 fauna are known from several locations, and the species doesn't appear to be under imminent threat, or from a few but widespread locations. Therefore, the perceived level of threat is less than P1 and P2's.

Priority 4 fauna are those which are considered rare and not currently threatened but require monitoring to ensure their conservation status does not change in the future.

Specially protected species are fauna otherwise in need of special protection to ensure their conservation (i.e. species of special conservation interest, migratory species, cetaceans, species subject to international agreements).

Migratory species

- Migratory species include members of a species that periodically or occasionally visit Australia or an external Territory or the exclusive economic zone; or is subject to an international agreement that relates to the protection of migratory species and that binds the Commonwealth (e.g. JAMBA, CAMBA, ROKAMBA, Bonn)
- [Migratory birds – DCCEEW](#)

Other migratory species, whales etc.

Key steps to identify values and management actions to avoid or minimise impacts

Threatened and Priority Fauna are conservation significant fauna (native animals); listed under Part 2 of the Western Australian Biodiversity Conservation Act 2016 as Threatened (critically endangered, endangered, or vulnerable), or as Specially Protected (migratory, special conservation interest or otherwise in need of special protection) or as Extinct, or are on the Department of Biodiversity, Conservation and Attractions (DBCA) Priority Fauna List.

Obtain advice from the District Coordinator Conservation or Regional Leader Conservation on whether a fauna survey and/or demarcation is required.

Obtain advice from the District Coordinator Conservation or Regional Leader Conservation on whether a fauna survey and/or demarcation is required.

If priority or regionally significant fauna will be significantly impacted or impacts to habitat critical to the species survival cannot be avoided, the assessment must be referred to the Regional Leader Conservation and a decision on the activity made.

Provide details of the potential impacts on fauna values.

- Impacts may be direct, indirect, or facilitated

Refer to [Assessing risks to the conservation of biodiversity associated with threatened species and TECs](#)

Identify where species occur and comment on the degree to which these values are to be disturbed, questions to consider include, but are not limited to:

- Are identified values within the disturbance area or will they be excluded or able to be avoided?
- Are species at high risk and/or disturbance sensitive such as having low mobility, narrow range, restricted to small spatial scales, habitat specific e.g Short Range Endemics (SRE) such as trapdoor spiders, snails.
- These factors may increase the likelihood of adverse effects to significant species resulting in changes to conservation status, threatening processes in local populations, or taxon extinctions.

See further information [EPA Technical Guidance Sampling of short range endemics Dec 2016](#)

- A desktop review is essential, but not all activities require detailed survey information.
- FDIS reports ([FDIS Reports](#)) – if you are in DBCAs Swan, Southwest or Warren Regions obtain a Fauna Distribution Information System (FDIS) report through Forest Management Branch (FMB). FDIS predicts the likely occurrence of threatened species based on past occurrence data and associated vegetation types. FDIS includes management actions to protect species sensitive to various disturbances (inc. prescribed fire, forestry operations and roading).
- If suitable habitat occurs and proponent does not consider survey to be required, please provide a justification.
- Note - if the proposal area is likely to contain suitable habitat for the occurrence of threatened or priority species a survey might be required.
 - If a survey is required, clarify/identify survey specifications, for example include:
 - survey method
 - seasonal requirements for species identification
 - data outputs
 - data repository (where is data to be stored).
 - Surveys to be completed in accordance with EPA [technical guidance document](#)
- Prescribe specific management actions for each taxon, as required.

- An example – identify habitat trees in disturbance area and ensure they are retained to provide nesting hollows for black cockatoos. This should be undertaken early to ensure appropriate planning can be undertaken.
- If demarcation is required, ensure it is completed prior to disturbance activities commencing.
- Provide a Fauna Management Plan as an attachment, where appropriate.

Advice must be documented and attached to this proposal.

- EPA technical guidance (what you might be required to do)
- If a threatened fauna species is likely to be taken or disturbed because of the proposed activity, either directly or indirectly (i.e. habitat altered so species can no longer survive), an authorisation must be submitted to DBCAs Species and Communities Program, to assess the risk of the activity to the conservation of the species and issue an authorisation, if appropriate. [Authorisation to take and disturb threatened fauna | Department of Biodiversity, Conservation and Attractions](#)
- Attach a map, or include key fauna management information on proposal base map, items may include;
- Sensitive species and / or avoidance / exclusion areas.
- Boundary of area investigated
- Where proposal is impacting (direct, indirect)
- Suitable habitat for threatened fauna
- List specific management response and/or actions to remove or minimise impacts for each taxon, as required.
- Ensure management actions and compliance requirements are consistent with authorisation, where required.
- Ensure appropriate licence and authority has been obtained and is attached (include authority number/s and expiry date/s). Advice must be documented and attached.

Key reference material

- [DBCA Authorisation to take and disturb threatened fauna](#)
- [DBCA Threatened Species and Communities Resources](#)
- DBCA biodiversity information [Dandjoo](#)

- [Dandjoo datasets](#)
- [Matters of National Environmental Significance: Significant Impact Guidelines 1.1 \(dcceew.gov.au\)](#)
- [Referral guideline for 3 WA threatened black cockatoo species \(dcceew.gov.au\)](#)
- [DBCA Fire Information Notes](#)
- [EPA technical guidance](#)
- [Threatened and priority fauna resources | Department of Biodiversity, Conservation and Attractions \(dbca.wa.gov.au\)](#)

Conservation Codes link : [Nominations for listing | Department of Biodiversity, Conservation and Attractions \(dbca.wa.gov.au\)](#)

Key contacts

- DBCA Regional Leader Conservation or District Coordinator Conservation
- Species & Communities Program speciesandcommunities@dbca.wa.gov.au
- Fauna data fauna.data@dbca.wa.gov.au
- Experts within WA Museum, research institutions, and/or DBCA
- DBCA Regional Ecologist

4.4 Are there any records of non-threatened fauna species documented in Dandjoo that fall within the proposal area? Dandjoo is WA's statewide biodiversity data platform.

Key steps to identify non-threatened flora values

[Dandjoo](#) (WA's state biodiversity data platform) can be used to inform non-threatened fauna values that occur in the proposal area. The data comes from a wide variety of sources (datasets).. Fauna data from Dandjoo can be used to inform assessments for regionally and/or significant fauna and suitable fauna habitats. Dandjoo should be considered along with local knowledge and other datasets.

Key resources

- DBCA biodiversity information [Dandjoo](#)
- [Dandjoo Datasets | Biodiversity Information Office](#)

Key contacts

- Bio information office - bio@dbca.wa.gov.au

4.5 Has a desktop check or field investigation identified the proposal may contain, adjoin, or impact on any regionally or other significant fauna?

Key steps to identify regionally and/or other significant flora values / attributes / sensitivities

Regionally Significant Fauna may include unique geographical areas that have special value, or individual populations that require special treatment. Examples may include but are not limited to:

- Endemic or disjunct populations
- Genetically distinct or high value populations
- High value breeding population
- Disturbance sensitive taxa
- Relictual or Short-Range Endemics (SRE)
- Fauna recovery/translocation/release area

Other special fauna values may include, but are not limited to:

- Subterranean fauna
- Aquatic fauna
- High value habitat sites

Key reference material

- DBCA biodiversity information [Dandjoo](#)
- [Dandjoo datasets](#)
- To check for nationally significant (protected) animals, plants, habitats, or places (protected matters) use the search tool [Protected Matters Search Tool - DCCEEW](#) (refer to separate DAS question)
- [State Planning Policy 2.8 - Bushland policy for the Perth Metropolitan Region](#)

Key contacts

- DBCA District Coordinator Conservation or Regional Leader Conservation relevant for the local area
- Fauna data fauna.data@dbca.wa.gov.au
- Experts within WA Museum, research institutions, and/or DBCA
- DBCA Regional Ecologist

4.6 Has a desktop check or field investigation identified the proposal area may contain, adjoin, or impact (direct, indirect, cumulative or facilitated) on any mapped wetland values?

Key steps to identify wetlands values / attributes / sensitivities

Wetlands are known as biodiversity hotspots; they often support threatened or priority ecological communities and conservation significant flora and fauna. They often have high conservation values which may not be easily observed, such as hydrology, soils and some vegetation types or general ecosystem function.

[Wetlands | Department of Biodiversity, Conservation and Attractions \(dbca.wa.gov.au\)](http://dbca.wa.gov.au)

Definitions

Wetlands can be described using various definitions. The Wetlands Conservation Policy for Western Australia (Government of Western Australia 1997) has adopted the wetland definition used by the

- Ramsar Convention on Wetlands (UNESCO 1971) which includes: “areas of marsh, fen, peatland or water, whether natural or artificial, permanent or temporary, with water that is static or flowing, fresh, brackish or salt, including areas of marine water the depth to which at low tide does not exceed six metres.”
- The Environmental Protection Act 1986 defines a wetland as: “an area of seasonally, intermittently or permanently waterlogged or inundated land, whether natural or otherwise, and includes a lake, swamp, marsh, spring, dampland, tidal flat or estuary.”

Waterways are defined by the Department of Water and Environmental Regulation (DWER) as: “any river, creek, stream, or brook, including its floodplain and estuary. This includes systems that flow permanently, for part of the year or occasionally; and parts of the waterway that have been artificially modified”.

For the purposes of geomorphic wetland mapping and evaluation, and in this document, the term **wetland includes waterways**, unless otherwise specified.

[Inlands Water Guideline](#)

When considering the significance of potential impacts to inland waters, the EPA may have regard to the various matters outlined in Section 5 of the Statement of [Statement of environmental principles, factors, objectives \(EPA WA\)](#).

For the purposes of EIA and in relation to ecosystem health, the EPA is focused on impacts to significant ecosystems. **Significant ecosystems include**, but are not limited to:

- Ramsar Wetlands of International Importance as listed under the Ramsar Convention, an international treaty on the conservation of important wetlands
- Conservation category or Resource enhancement management wetlands as mapped in the Geomorphic Wetlands of the Swan Coastal Plain dataset as managed by the Department of Biodiversity, Conservation and Attractions
- wetlands listed in the Directory of Important Wetlands in Australia
- wetlands protected by Environmental Protection Policies under Part III of the Environmental Protection Act 1986
- wild rivers, as identified by the Australian Heritage Commission and Department of Water and Environmental Regulation
- wetland types which may be poorly represented in the conservation reserves system
- springs and pools, particularly in arid areas
- ecosystems which support significant flora, vegetation and fauna species or communities, including migratory waterbirds, bats, and subterranean fauna.
- ecosystems which support significant amenity, recreation and cultural values.
- saline lakes, estuaries and near shore ecosystems reliant on groundwater or surface water inputs
- downstream marine ecosystems.

Wetlands of International Importance: Ramsar

- RAMSAR wetlands are designated under the Ramsar Convention as wetlands of international importance.
- Any action that has, will have or is likely to have, a significant impact on Ramsar wetland or adjacent area may be required to follow EPBC processes (Unless it's an approved action under the RFA - if so see separate DAS question).

Link to [Environment Protection and Biodiversity Conservation Act 1999 and Wetlands - DCCEEW](#) and [Protected Matters Search Tool \(PMST\) - DCCEEW](#)

DBCA does not have the authority to authorise Any Action that may have a significant impact (direct, indirect or facilitated) wetlands listed under the EPBC act.

Wetlands of National Importance: Directory of Important wetlands (DIWA)

- DIWA are nationally important wetlands recognised for their significant conservation values in Australia. DIWA has protections under the [Environmental Protection \(Environmentally Sensitive Areas\) Notice 2005](#) and [Inland Water Guideline \(epa.wa.gov.au\)](#)

DIWA – PMST v’s DBCA mapping – Mapping of Directory of Important Wetland (a.k.a. Nationally Important Wetlands) dataset is no longer maintained by DCCEE or updated on the PMST or the DCCEE website. Management of the datasets has been divulged to the states and in WA is maintained by DBCA. The current dataset is available on DataWA, LocateV5 and DBCA corporate datasets.

Further advice on Ramsar and DIWA can be obtained from wetlands@dbca.wa.gov.au

Other mapped wetlands – may include geomorphic wetlands and/or significant wetlands (e.g. South Coast significant wetlands).

- [A methodology for the evaluation of wetlands on the Swan Coastal Plain, Western Australia.’ DBCA 2017](#)

In Western Australia we use the **Geomorphic Wetland Classification system** to define wetland type (adapted from Semeniuk & Semeniuk). It classifies wetlands according to their landform (basin, flat etc.) and water permanence (permanently, seasonally, intermittently).

Wetland types (adapted from Semeniuk & Semeniuk)

	Basin	Flat	Channel	Slope	Highland
Permanently inundated	Lake		River		
Seasonally inundated	Sumpland	Floodplain	Creek		
Intermittent inundation	Playa	Barlkarra	Wadi		
Seasonally waterlogged	Dampland	Palusplain	Trough	Paluslope	Palusmont

Wetlands across Western Australia have been mapped using a variety of datasets, each developed for different purposes and at different scales. These datasets vary in detail and coverage:

- Comprehensive datasets include both Geomorphic Wetland Classification and Management Category Mapping, providing detailed ecological and conservation information.
- Broad-scale datasets may only identify more obvious wetlands, such as those that are permanently inundated, or those of national or international significance, like Ramsar-listed or DIWA wetlands.
- Some datasets aim to map all wetlands, including those that are cleared, degraded, or artificial, offering a more inclusive view of the landscape.

Because these mapping approaches are applied **heterogeneously across the state**, there is no single, unified source for wetland mapping data.

To assist with wetland identification, the methodology outlined in the DBCA 2017 document—[“A methodology for the evaluation of wetlands on the Swan Coastal Plain”](#)—provides a structured process. Specifically, Sections 2.1a, 2.1b, and 2.1c guide users through:

- 2.1a: Identifying wetlands using available spatial datasets and imagery
- 2.1b: Refining boundaries and confirming wetland presence using geomorphic and hydrological indicators
- 2.1c: Considering artificial or modified wetlands in the evaluation process

This stepwise approach ensures consistency and scientific rigor in wetland identification across diverse landscapes.

Publicly available datasets can be viewed via Landgate’s public map viewer [Locate V5](#) and downloaded free via the [WA government data portal \(data.wa.gov.au\)](#).

Wetland Management Categories

Wetlands can be assigned management categories of:

Management Category	General Description	Objectives
Conservation	Wetlands which support a high level of attributes and functions.	To preserve and protect their existing conservation values through various mechanisms including: – reservation in national parks, Crown reserves and state owned land – wetland covenanting by landowners. No development or clearing is considered appropriate. These are the most valuable wetlands and any activity that may lead to further loss or degradation is inappropriate.
Resource Enhancement	Wetlands which may have been modified or degraded, but still support substantial attributes and functions.	To manage, restore and protect towards improving their conservation value and hydrological/hydrogeological regime. These wetlands have the potential to be restored or rehabilitated to Conservation category focusing on wetland functions, structure and biodiversity value.
Multiple Use	Wetlands with few remaining important attributes and functions.	The use, development and management of these wetlands should be considered in the context of ecologically sustainable development and best management practice catchment planning. Their role in managing the natural hydrological and hydrogeological regime of the general area should be maintained.

The majority of wetlands on DBCA managed estate will be Conservation category and where they are not Conservation category, they should be actively managed with the aim to maintain the current values of preferable restore the wetland to a higher management category.

Wetland evaluation considers multiple criteria including naturalness of geomorphology, habitats and conservation significant species and communities. A wetland can have a low vegetation condition rating but still meet the criteria for a Conservation Category

wetland furthermore wetlands often have areas that are naturally devoid of vegetation which provide important habitats and resources.

[A methodology for the evaluation of wetlands on the Swan Coastal Plain, Western Australia.' DBCA 2017 \(the Methodology\)](#) is written for the Swan Coastal Plain but can be used for guidance on wetland values, see Appendix C: 'Wetland evaluation desktop and site assessment form' which provides the information required for a secondary evaluation and thus determining the management category of a wetland i.e. wetland values.

Does the wetland meet any of the criteria in the preliminary evaluation of the Methodology (Page 27-28), If so, this indicates it is a Conservation Category Wetland (CCW) under a preliminary evaluation. If not, the wetland may still meet the criteria for conservation in line with the secondary evaluation.

EPA Notice's and guidelines

The area within 50m of Conservation Category Wetland (CCW) is protected in the ESA Notice 2005 under the provisions of the Environmental Protection Act 1986. Other defined wetlands are also protected under the ESA notice. Refer to [Environmental Protection \(Environmentally Sensitive Areas\) Notice 2005](#). DBCA personnel operating on DBCA managed lands is exempt from the ESA notice BUT, as a minimum this is good guidance for the departmental operations.

Any proposal the is likely to have and impact of a Conservation category wetland is a 'significant proposal' under section 38 of the EP Act.

Significant impacts include clearing of Native vegetation, mining, filling and excavating, draining, disposal of waste, allowing emissions into a wetland, and activities located near a wetland without provision of a setback or buffer such as clearing and ground water abstraction.

The EPA's [Inland Waters Guideline \(EPA 2018\)](#) identifies Conservation Category and Resource enhancement category wetlands as significant ecosystems.

Other high value wetlands may include claypans, bentonite lakes and organic soils / peat. Organic soils can contain up to 90% organic material, and those with very high organic content are also known as peats. Most organic soils are potential acid sulfate soils. If soil is disturbed by earthworks, lowering of water table or fire and soil is exposed to air it causes acidification. Acidity releases nutrients and metals which can impact on waterways.

Waterlogged areas such as swamps, marshes, springs and damplands may not ever have surface water but may have saturated soils at or near the surface.

Various datasets and hard copy maps can be useful when considering the above question, for example:

- Other available datasets - most government and state departments have generic wetland mapping layers available. These datasets have various names and are sometimes aggregates of more than one dataset often referred to as 'Inland Waters' or 'hydrography'
- Available maps including COG, UBD, ESD and printed maps
- If available desktop data such as: current and historic satellite Imagery, LiDAR imagery, digital elevation models (DEM), Water Observed from Space (WOFS).
- If available vegetation mapping including floristic community type mapping which identifies wetland vegetation can be useful to identify and define wetland extent

Wetland areas are sometimes identified on maps as: spring, pool, well, lagoon soak, swamp, marsh, dam, lake, s.t.i (subject to inundation) or by various symbology etc.

This check is particularly important in areas of the state without comprehensive wetland mapping.

Wetland extent is identified (delineated) by considering the type of vegetation, the hydrology (presence of water or waterlogging) and presence of hydric soils (e.g. peat or carbonite muds). Wetlands do not need to possess all of these traits to be a wetland. For guidance on wetland identification and delineation, see [Wetland identification and delineation information sheet \(2017\)](#).

Field observation – Water logging, wetland vegetation that relies on wetland including seasonally waterlogged wetlands.

Key Reference Material

- [DBCA Website - Wetlands](#)
- [A guide to managing and restoring wetlands in Western Australia \(DEC\)](#)
- [River restoration manual](#)
- [Authorisations for taking TS and TECS](#) (internal only)
- [Acid sulfate soils publications](#)
- [Acid Sulfate risk maps](#)
- DWER are the custodians of various Acid sulfate soils datasets available on [Data WA](#). Datasets exist for different geographic regions.

- [Propose a change to a wetland dataset | Department of Biodiversity, Conservation and Attractions](#)
- [Environmental Protection \(Environmentally Sensitive Areas\) Notice 2005](#)
- [Environmental Factor Guideline – Inland Waters \(2018 - EPA\)](#)
- [Wise use of wetlands in Australia - Fact sheet - DCCEEW\)](#)

Key contacts

- District Coordinator Conservation or Regional Leader Conservation
- Species and Community Program - wetlands@dbca.wa.gov.au
- DBCA Regional Ecologist
- Department of Water and Environmental Regulation (DWER)

4.7 Has a desktop check or field investigation identified the proposal area may contain, adjoin, or impact any waterways (not already captured above). This includes creeks, rivers, floodplains, artificial channels, estuaries (i.e., waterbody, channel, peripheral), foreshores.

Key steps to identify waterway values / attributes / sensitivities

Waterway values include [Wild Rivers \(DWER-087\)](#) and other significant waterways and associated values. Consider whether the proposal area contains, adjoins, or may impact a Wild River, river, creek, stream, drainage line, riparian zone, aquatic habitat, or other significant waterway feature.

Internal GIS Data Sources (DBCA Proponents ONLY)

- Search 'Hydrography' - on DBCA's GIS Corporate Data menu

Search for:

- 'Waterbodies'
- 'Floodplain'
- 'Coastal flats'
- 'Drainage'

External GIS data sources (non-DBCA proponents)

Search ' in Data WA – search keywords above.

References (protocols and webpages, where available)

- [Values of our waterways](#)

- [Threats to our waterways](#)
- [River restoration manual](#)
- [What are waterways? | Western Australian Government](#)

4.8 Is the proposal located within the Forest Management Plan (FMP – 2024-2033) area?

DAZ Definition from Table 1 FMP 2024-33

Areas within State forest and timber reserves where planned disturbance activities are to be avoided or minimised and depicted in Figure 2. The term combines the various types of informal reserves described in Appendix 1c Disturbance Avoidance Zones in State forest and timber reserves to the Draft Proposed Forest Management Plan 2024-2033, May 2023

Definitions from Appendix 1c, FMP 2024-33 (reproduced here)

River and stream zones provide forest undisturbed by timber harvesting, protect water quality, protect aesthetic and social values and protect productive capacity, soil values and carbon pools.

- A 60-metre wide corridor in the area of first, second and third order streams, with all boundaries being at least 20 metres from the bank of the stream.
- A 150-metre wide corridor in the area of fourth order streams, with all boundaries being at least 50 metres from the bank of the stream.
- A 400-metre wide corridor in the area of fifth order streams, and streams of any higher category, with all boundaries being at least 100 metres from the bank of the stream.

Diverse Ecotype Zones Protect sensitive ecosystems protect aesthetic and social values

Rock outcrops, greater than 0.2 hectares, swamps and wetlands, heath, sedge, herb and low-density woodland communities. Ecological characteristics will be used to determine the boundary of these zones, which are defined in the department's corporate database by vegetation codes

Travel Route Zones protect aesthetic and social values

A corridor that extends at least 100 metres from each side of Level 2 travel routes in the Warren Region.

A corridor that extends at least 200 metres from each side of the Bibbulmun Track.

Munda Biddi Trail travel route zones include a:

- 200 metre zone around Munda Biddi Trail campsites (i.e., 400 metre diameter zone)
- 50 metre zone around bridges and crossings that form part of its designated route (i.e., 100 metre total width of zone)
- 50 metre zone around sections of constructed 'single' trail (i.e., 100 metre total width of zone) where appropriate.

Less well-reserved vegetation complexes provide additional protection for the less well-reserved vegetation complexes that occur on State forest and timber reserves.

Vegetation complexes that have either:

- less than five percent of their pre-European area in existing or proposed formal and informal reserves; or
- between five and 10 percent of their pre-European area in existing or proposed formal and informal reserves and less than 15 percent of their pre-European area remaining.

The less well-reserved vegetation complexes currently on the department's corporate database are BLf (Balingup valley floors); BT (Bridgetown); Fo (Forrestfield); ML (Mumballup); NWf2 (Newgalup); NWg1 (Newgalup); SC (Sidcup); TP (Toponup); Wi (Williams); Yd (Yelverton sandy deposits); Yw (Yelverton valleys and depressions).

Poorly reserved forest ecosystem provide additional protection for a poorly reserved forest ecosystem that occurs on State forest and timber reserves

Forest ecosystems that have less than 15 percent of pre-European area in existing or proposed formal plus CAR informal reserves. These currently include Darling Scarp, Jarrah Forest – Leeuwin Ridge, Jarrah Forest – Swan Coastal Plain and Tuart Forest ecosystems.

RFA-accredited linkage zones provide low-disturbance linkage zones

The areas identified in the department's corporate database that provide a link between the proposed Milyeannup National Park and an adjacent stream zone, and a corridor between the Helena and Flynn parts of the proposed Helena Valley National Park.

Old growth forest is defined as, ecologically mature forest where the effects of unnatural disturbance are now negligible. The definition focuses on forests in which the upper stratum or over-storey is in a late mature to senescent growth stage."

Old Growth Management response and/or actions to remove or minimise impacts

The need to identify and protect old-growth forest applies to all DBCA managed land in the FMP area. The proponent of an activity is responsible for identifying and protecting old-growth forest.

The proponent must complete an inspection of the “potential old growth area” or the areas adjacent to the old-growth forest and complete and forward an Informal Reserve Amendment (IRA) Form (FEM020) to DBCA Forest Management Branch (FMB) if a potential additional area of old-growth forest has been identified.

DBCA Guideline SFM004 provides information on what activities may be permitted in old-growth areas (No – wildflower harvesting/seed collection/clearing vegetation, Maybe – baiting/trapping, weed control, some burning etc.).

Document investigations, confirm location of old-growth boundaries, demarcate prior to operation, provide up-to-date map and specify management actions in accordance with DBCA Guideline SFM004.

If mapped old-growth is subsequently shown not to be old-growth it may be able to be disturbed.

Fauna Habitat Zone - are areas identified under the Forest Management Plan to protect and maintain important fauna habitat and biodiversity values. See 'FHZ Status' below.

FHZ Status

For 'final' or 'interim' FHZ, specify controls (according to management guideline SFM004) to minimise area affected during demarcation and activity.

For ‘indicative’ FHZ, the location may need to be revised in advance of the activity if it is within 500m of the indicative boundary. If so, contact DBCA Forest Management Branch (FMB) to arrange for the location of the FHZ to be finalised.

Specify Impacted Zone Types

If there are multiple labels instructing to submit an IRAR, each one can be included on the same form and then only one form would need to be submitted to FMB and attached at the end.

Key Reference Material

- FEM Web\Forms\Informal Reserve Amendment request FEM020 - [FEM Forms](#) (Internal Only) - For External queries, please contact Forest.Info@dbca.wa.gov.au for a copy of the informal reserve amendment form
- [Guidelines for Protection of the Values of Informal Reserves and Fauna Habitat Zones](#) (SFM004)(Internal Only)
- [Forest Management Plan | Department of Biodiversity, Conservation and Attractions](#)

Internal GIS data sources (DBCA proponents ONLY)

- Search 'Fauna Habitat Zones' on DBCA's GIS Corporate Data Menu

Key contacts

- DBCA Regional/District, Sustainable Forest Management (SFM) officers
- Forest Management Branch

4.9 Has a desktop check indicated that the area may contain, adjoin, or impact on any registered Significant Trees?

Management response and/or actions to remove or minimise impacts

DBCA Forest Management Branch (FMB) manages the significant tree register on department managed lands.

If a tree is not registered, fill in a significant tree nomination form (FEM014) and submit it to relevant District/Region and FMB.

The Regional Manager and FMB Manager will determine if a tree is to be registered following formal assessment by FMB. If the tree is recommended for registration, FMB will prepare a management statement which must be endorsed by the Regional Manager and distributed to the relevant district manager and proponent.

If the tree has cultural significance, then nominate to RATIS.

Significant - refers to the physical or biological characteristics of eligible tree species represented by National Trust Significance Code 2, 3, 7, 9 or 10 (refer to; Significant Tree Procedures, Appendix 1, draft DBCA Forest Management Branch 2014).

References (protocols and webpages, where available)

- National Trust WA - <https://www.nationaltrust.org.au/wa/>
- 'Significant tree register nomination' form (F_FEM 014) can be found on FEMs Internal webpage under Forms [FEM Forms](#)
- DBCA Forest Management Branch Significant Tree Procedures, 2014 (Draft only)

Key contacts

- Regional/district Sustainable Forest Management offices
- Forest Management Branch Program Leader Harvest Planning

4.10 Has a desktop check or field investigation indicated that the proposal area may contain, adjoin or impact on, any landscape or geological features or a wilderness area with special value?

Management response and / or actions to remove or minimise impacts

Geological features may include for example; caves, karst, fossils, beaches, dunes, breakaways, granite outcrops.

Identify where there are areas that are sensitive to activities that may be affected by the proposal (now or in the future). Provide details and management actions that will conserve the identified values.

The land may contain or provide important scenic value, such as peaks or ranges at the regional level, or may provide important scenic or landscape values at the local level. Identify whether the proposal will impact on the scenic values or scenic experience. Construction of buildings, new roads and firebreaks may affect the wilderness value of an area and, if inappropriately located, have a long-term negative impact on scenic values.

References (protocols and webpages, where available)

- DBCAs Corporate Policy Statement 35 'Conserving Threatened Species and Ecological Communities' October 2015
- DBCAs Policy Statement No. 62 - 'Identification and Management of Wilderness and Surrounding Areas' October 2004
- DBCAs Policy Statement 80 'Protection and Management of Caves and Karst and Guideline' November 2015
- EPA Environment Factor Guideline – Landforms
<http://www.epa.wa.gov.au/policies-guidance/environmental-factor-guideline-landforms>

Key contacts

- DBCA Regional/District Nature Conservation Officers
- Regional Ecologist

5.0 Is it likely the proposal will create any significant dust, noise or air quality impacts?

Management response and/or actions to remove or minimise impacts

A survey of baseline data for noise, dust and/or air quality may be required. Provide details of likely impacts and management actions to conserve the identified values.

References (protocols and webpages, where available)

- For information, standards, publications etc. on air and noise quality go to the Department of Water and Environmental Regulation (DWER) at
- <https://www.der.wa.gov.au/your-environment/air> and <https://www.der.wa.gov.au/your-environment/noise>

- [National Light Pollution Guidelines for Wildlife - DCCEEW](#) - how to assess and manage light pollution impacts on protected wildlife, detailed guidance on how to manage artificial light, specific advice on how to protect marine turtles, seabirds and migratory shorebirds.

Key contacts (*Position titles ONLY*)

- Regional/District Manager
- Regional/District SFM Officer or Nature Conservation Officer
- Environmental Management Branch Manager

5.1 Is it likely the proposal may create soil disturbance?

Management response and/or actions to remove or minimise impacts

Soils disturbance may include; water/wind erosion, soil mixing/compaction or removal/scalping or deposition.

Areas considered unstable or fragile areas (e.g. caves, steep-slopes) are more conducive to soil disturbance.

Identify areas of soil disturbance, or areas likely to be affected, now or in the future. Detail how will the proposal be managed to; confine the area of disturbance, mitigate impact/s and rehabilitate damaged areas.

If necessary, demarcate unstable/fragile areas to ensure they are avoided.

If soil management limits are prescribed in departmental guidelines describe how activities will be conducted to stay within those limits.

An example of a proposal likely to create soil disturbance is clear-felling a plantation on a steep-slope. This activity will require specific tactics to manage surface water erosion and prevent landslips or slumping both during and following the operation.

References (protocols and webpages, where available)

- [DBCA Policy 80 Protection and Management of Caves and Karst \(November 2015\)](#)
- [Corporate Guideline 16 - Protection and Management of Caves and Karst.pdf \(sharepoint.com\)](#)
- [FEM Current Guidelines](#) – SFM005 Soil and Water Conservation Guideline
- [FEM Manuals](#) – FEM 001 - Manual of Procedures for the Management of Soils Associated with Timber Harvesting in Native Forests

- DAFWA information on managing soils - [Managing Soils WA](#) & [A simple guide to the main soils of WA](#)
- DBCA Forest Management Branch (FMB) produce landform maps for moist soil harvesting approvals (showing gravel/sand/clay content) based on soil type maps produced by Rab et al 2005
- [NRInfo \(natural resource information\) for Western Australia](#) - soil-landscapes, land systems, land capability, land qualities, hydrology, vegetation type, pre-European extent, current extent, interim biogeographic regions of Australia
- Search 'contours' in DBCAs GIS Corporate Data Menu for (5-10m) contours and 'DEM' for digital elevation models
- [Coastal vulnerability assessment WA projects list](#)

Key contacts (Position titles ONLY)

- DBCA Ecosystem Health Branch Land Management Officers (LMO)
- Parks and Visitor Services Operational Staff

5.2 Does the disturbance activities occur in areas below, that are a high to moderate risk Acid Sulfate Soil areas. (e.g., activities such as road cuttings, de-watering, trenching)?

Management response and/or actions to remove or minimise impacts

These soils are harmless if undisturbed but if exposed to air they form sulfuric acid. Most organic soils are potential acid sulfate soils. If soil is disturbed by earthworks, lowering of water table or fire and soil is exposed to air it causes acidification. Acidity releases nutrients and metals which can impact on waterways.

Provide details on the site and management actions that are consistent with DWERs 'Treatment and management of soils and water in acid sulfate soil landscapes' 2015. For specific fire management advice refer to "A Guide to Preventing and Suppressing Bushfires on Organic and Acid Sulfate Soils" (DFES/DBCA 2017).

References (protocols and webpages, where available)

- Identification/investigation and management of Acid sulfate soils - [DWER Acid Sulfate Soils Guidelines](#)
- State Planning Policy Statement No. 2 'Environment and Natural Resources'
- [DWER WA Acid sulfate soils](#)

Key contacts (Position titles ONLY)

- DBCA Senior Hydrologist

- DBCA Environmental Management Branch

5.3 Does the proposal area contain a contaminated site as listed on the contaminated sites register or does the proponent know or suspect the site could be contaminated?

Management response and/or actions to remove or minimise impacts

Specify how disturbance of the site will not occur or be treated in accordance with Contaminated Sites Act 2003.

An owner/occupier of a site or person who knows or suspects they have contributed to contamination must report a contaminated site to DWER.

#Contaminated – in relation to land, water or a site, means having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value.

References (protocols and webpages, where available)

- DWERs webpage has further information on contaminated sites and their management [DWER Contaminated Sites](#)
- The contaminated site's database [DWERs Contaminated Sites Database](#) holds information on confirmed sites only, sites have been classified as;
 - Contaminated – remediation required
 - Contaminated – restricted use
 - Remediated for restricted use
 - Confirmed sites have a "Summary Record" PDF that provides site details and management actions
- If a site is suspected of illegal clearing of native vegetation, pollution, landfill levy, illegal dumping, plastic bag ban, other AND has the potential to be hazardous to the environment or people's health. DWER and Crime Stoppers WA now provide an online reporting system for anyone who suspects damage to the environment, visit [Crime Stoppers WA](#).
- [DWERs Contaminated Sites Database](#) holds information on confirmed sites only

Key contacts (Position titles ONLY)

- Department of Water and Environmental Regulation

5.4 Does the proposal occur within a Department of Water and Environmental Regulation (DWER) Water Resource Management Area?

Department of Water and Environmental Regulation (DWER) Water Resource Management Areas:

- ☐ ***Public Drinking Water Source Area (PDWSA)***
- ☐ ***Public Drinking Water Protection Zones [e.g. Reservoir Protection Zone, (RPZ) or Well Head Protection Zone (WHPZ)]***
- ☐ ***Clearing Control Catchment (CAWS Act 1947)***
- ☐ ***Proclaimed Groundwater Management Area (RiWI Act 1914)***
- ☐ ***Declared Management Area (Waterways Conservation Act 1976, e.g. Avon River, Peel Inlet etc.)***

Management response and/or actions to remove or minimise impacts

If the proposal is located in a PDWSA, demonstrate how the proposal will meet management requirements to remove or minimise impacts for the assigned PDWSA Priority Area (Priority Area P1, P2, P3 and Unassigned).

If pesticides are proposed to be used within a PDWSA, provide details and demonstrate compliance with; 1) Department of Health's Guideline- PSC88, and 2) Dept. of Water's Strategic Policy Statement for "Protecting public drinking water source areas in WA" and specify any special management actions.

If the proposal impacts a RPZ or WHPZ contact the Department of Water and Environmental Regulation/Water Corporation. Provide contact details and management actions.

If the proposal involves clearing within a Clearing Control Catchment provide CAWS Act Licence to Clear number and expiry date.

If the proposal requires the taking of water in a proclaimed Groundwater Management Area provide DWER licence number.

If the proposal is in a Declared Management Area and it interferes with the 'bed or bank' of a watercourse/wetland provide evidence of approval from DWER or local authority. Provide details of permit to carry out works that interfere with watercourse/wetland (Section 11/17/21A permits). See [Do-I-need-a-permit?](#) For example, will the proposal damage, obstruct or interfere with water flow or the bed or bank of watercourses in proclaimed rivers, surface water management areas or irrigation districts.

If proposal involves the taking of water (not within a DWER Water Resource Management Area) indicate estimated quantity of water being drawn per annum and provide DWER licence number.

#Public Drinking Water Source Areas (PDWSA) in WA are proclaimed under; the Metropolitan Water Supply, Sewerage, and Drainage Act 1909 or the Country Areas Water Supply Act 1947, as catchment areas, water reserves or underground water pollution control areas.

References (protocols and webpages, where available)

- List of proclaimed PDWSAs refer to Water quality protection [WQPN 75 - Gazetted public drinking water source areas](#)
- DWER [Policy - Land use compatibility in public drinking water source areas](#)
- Land uses and activities that are considered appropriate for P1, P2, P3 areas are outlined in compatibility tables for PDWSA [WQPN 25 - Land use compatibility tables for public drinking water source areas](#)
- Department of Health's Guideline [PSC88 Use of herbicides in water catchment areas](#)
- [Type of water licences in WA](#)

Key contacts (Position titles ONLY)

- DBCA Regional/District Sustainable Forest Management (SFM) officers
- Department of Water and Environmental Regulation
- drinkingwater@water.wa.gov.au

5.5 Is it likely the proposal may impact on groundwater resources (other than PDWSA) and/or dependent ecosystems, in the immediate or adjacent areas?

Management response and/or actions to remove or minimise impacts

Groundwater drainage on DBCA estate requires a NOID referred to the Commissioner for Soil and Land Conservation. DBCA is the proponent.

References (protocols and webpages, where available)

- DAFWA information on land drainage and the [Soil and Land Conservation Act 1945](#)
- DWER information on understanding groundwater and it's management can be found at - [Understanding groundwater](#)
- [FPC Procedure 81 - Management of a chemical and hydrocarbon spill](#)

- [FEM SOP_spills Final v4](#)

Key contacts (Position titles ONLY)

- DBCA Regional/District Sustainable Forest Management (SFM) officers
- DBCA Environmental Management Branch
- DBCA Hydrologist, Science and Conservation Division

5.6 Is it likely the proposal may impact on water quality or surface water hydrology, in the immediate or adjacent areas?

Management response and/or actions to remove or minimise impacts

Provide details on where areas are currently affected or are likely to be affected in the future e.g. water quality in rivers and streams. Identify management to conserve values. Consider off site impacts to adjoining landholders, e.g. major, agricultural or domestic dams.

References (protocols and webpages, where available)

- Manual for the Management of Surface Water (2009). FEM Web\Manuals\FEM003
- Tools for the Management of Surface Water (2010) - program to help plan surface water management structures. FEM Web\Forms\Water\FEM017
- Tables and formulae for management of surface water SFM Field Guide No. 1 (2010)
- DWER information on understanding surface water and its management can be found at - [Surface water | Western Australian Government](#)

Key contacts (Position titles ONLY)

- If unsure, contact the relevant regional Department of Water office. call 1800 508 885 or email licence.enquiry@water.wa.gov.au to confirm your licensing requirements.

6.0 Is the proposal located within the Phytophthora Dieback Vulnerable Zone?

Management response and/or actions to remove or minimise impacts

Complete a Dieback Risk Assessment, and a corresponding Dieback Management Plan (DMP), as required.

Prepare a Phytophthora Dieback Management Plan (FEM079) following instructions in the Phytophthora Dieback Management Manual on <https://www.dbca.wa.gov.au/media/3863/download>.

#Disease Risk Areas (DRA) boundary is an administrative boundary delineating areas of forest/vegetation subject to the risk of infestation from 'Dieback'. Strict quarantine and access restrictions apply to these areas therefore access permits are required. If yes, provide details of DRA permit number/s and expiry date/s.

References (protocols and webpages, where available)

- DBCA's Corporate Policy Statement 3 'Management of Phytophthora Disease' August 2022. <https://www.dbca.wa.gov.au/media/3919/download>
- [Phytophthora dieback | Department of Biodiversity, Conservation and Attractions](#)
- [Dieback interpretation and mapping | Department of Biodiversity, Conservation and Attractions](#)
- [Managing dieback risk associated with disturbance activities | Department of Biodiversity, Conservation and Attractions](#)
- Dieback Management Plan Form
<https://www.dbca.wa.gov.au/media/3131/download>

Key contacts (Position titles ONLY)

- DBCA Disease Hygiene and Standards Officers (DHSO) – for disease management advice. dhso@dbca.wa.gov.au
- DBCA Disease Hygiene Coordinators (DHC), Forest Management Branch for Dieback, vegetation and disease management, mapping services
<https://www.dbca.wa.gov.au/media/4921/download>
- DBCA Regional/District Nature Conservation Officers (or relevant dept. coordinator/leader based on proposal type)

Dieback System Guidelines:

The new System Guidelines and Auditing Procedure took effect from 1 December 2023. Further information can be found on links below.

- [System guidelines for Phytophthora dieback interpreter registration](#)
- [Procedure for the auditing of Phytophthora occurrence assessments](#)

Proponents are asked to familiarise themselves with the Auditing Procedure document and note the requirement for them to forward all completed Interpretation products to the DHSO, prior to dieback management planning and disturbance operation commencement.

6.0.3 Complete and attach all relevant approved documentation (Interpreters Report, Phytophthora Dieback Risk Assessment and Management Plan Form (FEM079) and Disease Hygiene Standards Officer (DHSO) endorsement form if med - high risk).

[Managing dieback risk associated with disturbance activities | Department of Biodiversity, Conservation and Attractions](#)

6.0.3.2 Complete and attach all relevant approved documentation (Interpreters Report, Phytophthora Dieback Risk Assessment and Management Plan Form (FEM079) and Disease Hygiene Standards Officer (DHSO) endorsement form if med - high risk).

[Managing dieback risk associated with disturbance activities | Department of Biodiversity, Conservation and Attractions](#)

6.1 Is it likely the proposal will exacerbate any pest animal/insect or priority disease and/or expose native fauna or flora to their impacts (e.g. Armillaria, Cankers, foxes, feral cattle etc.)?

Management response and/or actions to remove or minimise impacts

Provide details of species presence (e.g. declared pests, uncontrolled stock, feral animals, damaging insects) and/or plant health issues (e.g. tuart decline, wandoo decline or) and/or disease occurrence (other than Phytophthora Dieback/Weeds, e.g. Armillaria, Cankers, Mundella Yellows), the likely impact/s (e.g. comment on whether vegetation is suffering, is it affecting the vigour or form), management actions, to minimise potential impact/s and

conserve identified values (e.g. protect native flora showing resistance to the priority pests or diseases, if known to occur in the area).

If the operation could cause significant mortality of animals or birds (e.g. closure of artificial waters). Identify where the work is part of an ongoing control program. Identify where there are opportunities for existing control programs to be extended to this land.

A survey and map may be required – contact Regional NC/SFM Leaders for advice prior to proposal.

References (protocols and webpages, where available)

- [Western Shield | Department of Biodiversity, Conservation and Attractions](#)
- [Armillaria root disease | Department of Biodiversity, Conservation and Attractions](#)

- DBCAs Corporate Policy Statement 12 'Management of Pest Animals' August 2015
- Search 'insects' in FEM Web for common insect pest of WA southern jarrah forests (field guide)
- [National Threat Abatement Plans](#) (e.g.cats, foxes)
- For a list of Fauna Recovery & Management plans go to -[Fauna recovery plans | Department of Biodiversity, Conservation and Attractions](#)
- <https://www.agric.wa.gov.au/pests-weeds-diseases>
- WA Organism List (WAOL) lists declared pests under the Biosecurity and Agricultural Management (BAM) Act 2007 - [WAs declared pest list](#)

Key contacts (Position titles ONLY)

- DBCA Regional/District Nature Conservation officers
- DBCA Regional/District Sustainable Forest Management (SFM) officers
- DBCA Plant Disease Coordinator, Ecosystem Health Branch, for plant disease management advice
- DBCA Forest Management Branch for Dieback, Vegetation, and Disease management mapping services

6.2 Has a desktop check or field investigation indicated the area may contain, or adjoin an area that contains, declared, prohibited, or moderate/high rated environmental weeds as identified in DBCA's regional prioritisation lists?

Management response and/or actions to remove or minimise impacts

Provide details of species, and site and management actions to minimise potential spread.

If the proposal requires weed management, record species presence/distribution and management actions using DBCAs 'Weed Occurrence and Treatment Mapping App'.

References (protocols and webpages, where available)

- [Weeds | Department of Biodiversity, Conservation and Attractions](#)
 - Includes information on weeds, how to identify, what you can do to help stop weeds, how to control weed and
 - How does PWS managed weeds including the Weed Prioritisation Process for DBCA and regional prioritisation lists

- DBCA Weed Occurrence and Treatment Mapping Application
 - Ecosystem Health Branch provides information on weed species by DBCA region, distribution and/or density, weed management effectiveness.
 - The App provides the ability to record this data.
- DBCAs Corporate Policy Statement 14 'Weeds Management' August 2015 [Corporate Policy Statement 14 - Weeds Management.pdf](#)
- [Florabase—the Western Australian flora](#) provides information on WA weed species and known locations [Search the Western Australian Flora: Advanced Search | Florabase](#)
- [Declared plants in Western Australia | Department of Primary Industries and Regional Development](#)
- [Homepage | Department of Primary Industries and Regional Development](#)
- [Biosecurity | Department of Primary Industries and Regional Development](#)

Key contacts (Position titles ONLY)

- DBCA Regional/District Nature Conservation officers
- DBCAs Weeds Coordinator on weeds@dbca.wa.gov.au

6.3 Will the proposal involve the use of pesticides (includes insecticides, herbicides and fungicides) and/or storage/handling of hydrocarbons or other pollutants?

Management response and/or actions to remove or minimise impacts

Chemical application needs to follow the Code of practice for the use of agricultural and veterinary chemicals covered by the Department of Agriculture and Food WA (DAFWA).

Provide details of chemicals to be used, active ingredients, concentrations, application method and compliance with label requirements. Specify PPE and signage requirements. Attach the Material Safety Data Sheet (MSDS).

Summarise the spills management procedure (title and reference number) or attach Spills Management Plan, if available to demonstrate how site and management actions will minimise, manage and mitigate spills.

Hazardous substances - are substances that following exposure may have an adverse effect on health.

Appropriate information, instruction, training and supervision should be completed prior to undertaking tasks where the employee, contractor or volunteer may be exposed to, or required to use, the substance.

Hazardous substances in the workplace can include (pesticides, acids, oils, fumes, foams and retardants).

The Material Safety Data Sheet (MSDS) states how to safely store, use and handle the substance including required personal protective clothing and equipment (PPE). MSDSs are valid for 5 years. You must read the MSDS before using the hazardous substance. A copy of the MSDS for each hazardous substance must be easily accessible by those using the substance, and a copy included in the Hazardous Chemicals Register (HCR) available for emergency services personnel.

*The HCR is a register of all the hazardous substances at the work site. An up-to-date copy of the HCR should be kept at the entrance point to the work site, e.g. the reception area or front gate.

MSDSs should be provided by the manufacture or supplier of the hazardous substance. Employee Relations and Safety Section recommends contacting the manufacturer or supplier for an up-to-date copy of the MSDS if one was not supplied or has expired.

References (protocols and webpages, where available)

- [ChemAlert](#)
- DBCAs chemical use information - [Weed management tools | Department of Biodiversity, Conservation and Attractions](#)
- DBCAs Pesticide/Herbicide Signs Manual
- DBCA internal information on hazardous substances can be found at - [Hazardous Substances](#)
- Code of Practice for Use of Agricultural and Veterinary Chemicals in WA - [WA Code of practice for the use of agricultural and veterinary chemicals](#)
- [DAFWA chemical use information](#)
- Contact the Department of Health if pesticides detected in surface or groundwater

Key contacts (Position titles ONLY)

- DBCAs Regional/District Nature Conservation officers or nominated weeds coordinator

6.4 Will the proposal potentially affect fire management operations within/adjacent to the proposal area?

Management response and/or actions to remove or minimise impacts

Provide details of any current or future fire implications for the area (e.g. regeneration, fire reference areas, exclusion area, fire risk to people and infrastructure).

Ensure that the Dieback status of the burn boundary is interpreted, and that sensitivities checking for any potential new boundaries are conducted and incorporated into the consideration of this proposal.

Consideration should be given to the fact that following the proposal, the area may require specific fire management operations/activities to occur (e.g. prescribed burning, creation of firebreaks, creation of vegetation structure modification strips adjacent to proposal

For people – fire safety, adequate emergency access in the event of an emergency.

For asset/infrastructure – the materials, buffer, design

References (protocols and webpages, where available)

- DBCA Fire Management Services Fire Hub

Key contacts (Position titles ONLY)

- Regional/District Fire Coordinators
- Regional/District DBCA Regional/District, Sustainable Forest Management (SFM) officers
- Regional or District Operational Staff

6.5 Does the proposal occur in a known Unexploded Ordnance (UXO) area?

Management response and/or actions to remove or minimise impacts

Former military training areas with likely UXO presence have been defined into zones (FMS SOP086). Due to the sensitivity of this information, maps are not widely distributed. UXO maps are maintained by the Department of Fire and Emergency Services (DFES) UXO Unit. Fire Management Services (FMS) Branch and Regional/District Fire Coordinators hold copies of this information, which is available on request.

If yes, contact the RLFM or DFES for further information. If the proposal is likely to disturb soil a subject matter expert can be arranged to inspect and clear an area.

References (protocols and webpages, where available)

- (internal only) DBCA Fire Management Services Fire Hub [FIRE SOP086 Unexploded Ordnance](#)
- Search 'UXO' in DBCAs Spatial Support System <https://sss.dpaw.wa.gov.au/sss>

Key contacts (Position titles ONLY)

- DBCA Regional/District Parks and Visitor Service Coordinators
- DBCA Regional/District Fire Coordinators
- Regional or District Operational Staff

6.6 Does the proposal require rehabilitation, restoration or revegetation of degraded or damaged areas?

Management response and/or actions to remove or minimise impacts

Attach rehabilitation plan and ensure seeding/planting is reviewed by District/Regional Leader of Nature Conservation. A seed list must be attached to this checklist.

References (protocols and webpages, where available)

- For landing and pit rehabilitation procedures search 'rehabilitation' FEM web
- Search 'rehab' in FMS Bushfire preparedness and response manual
- Search 'reveg' DBCAs Swan River Trust Guidelines for developing foreshore restoration plans
- Research on restoration ecology can be found at - Botanic Gardens & Parks Authority
- EPA Guidance for Rehabilitation found at [EPA Rehabilitation of Terrestrial Ecosystems 2006](#)
- Seed Collection Zones for SFM - [Seed Collection Guidelines for State Forest Management](#)

Key contacts (Position titles ONLY)

- DBCA Regional/District Nature Conservation officers
- DBCA Regional/District Sustainable Forest Management (SFM) officers

7.1 Does the proposed activity require salvage harvesting following unplanned disturbances?

[IR-Report \(dpaw.wa.gov.au\)](#)

7.2 Does the proposal seek to remove non-wood (bees-wax, honey, or seeds), forest produce or material from the site (other than basic raw material, rock, stone, soil, sand)?

Management response and/or actions to remove or minimise impacts

An approval must be obtained (permit, licence, or contract) and provide an estimate of the volume/weight of the produce or material. For example, seed collection by FPC requires a Scientific or Other Prescribed licence or if using contractors then a commercial licence is required.

References (protocols and webpages, where available)

- CALM and Forest Products Acts
- For DBCA licences and permits go to - [Licences and Authorities - Parks and Wildlife Service](#)

Key contacts (Position titles ONLY)

- Regional/district DBCA Regional/District, Sustainable Forest Management (SFM) officers
- DBCA Regional/District Nature Conservation officers
- Forest Management Branch

8.0 Has a desktop check or field investigation identified the proposal area contains or adjoins a site that has or may have natural or historical heritage values?

Management response and/or actions to remove or minimise impacts

- Notify relevant custodians or interest groups in writing of proposal and request additional information.
- Show heritage sites on operational maps.
- Under the [Australian Heritage Strategy](#) Heritage falls within 3 domains of Natural, Historic, Indigenous.
- Natural heritage places – place of significant geodiversity, ecological processes and/or significance from the point of view of science, conservation or natural beauty.
- Historic heritage places - tell us about the society we have formed in Australia over the past few centuries. These include the buildings, monuments, gardens, landscapes and/or archaeological sites which embody aesthetic, scientific, historic or social values, and provide us with a tangible link to past events processes and people.

- Indigenous – see separate questions.

Geoheritage sites

[Geoheritage](#) is about managing, preserving and protecting exceptional geological features. A geoheritage site has geological features considered to be either unique or of outstanding scientific and educational value within Western Australia. A State register of all geoheritage sites (currently 150 sites) is managed by the Executive Director of the Geological Survey of Western Australia (GSWA). Western Australia's extensive and exceptional rock record makes it a popular destination for [geotourism](#) and geoscience research. The sites listed include spectacular and unique outcrops or geological features, evidence of early life on Earth, unusual fossils, distinctive mineral and rock types, and sites that illustrate geological processes.

Geoheritage Reserves have legal status as State C Class Reserves. They are managed by the Executive Director of GSWA on behalf of the Minister for Mines and Petroleum. Geoheritage Reserves are only created for sites of exceptional international significance that are vulnerable to damage or destruction through foot traffic and sampling. For each site, a management plan outlines what activities can or cannot be undertaken. For most Geoheritage Reserves, IT IS ILLEGAL TO ENTER THE RESERVE WITHOUT PRIOR APPROVAL. Activities such as camping, driving over outcrops, prospecting and fossicking are prohibited in all Geoheritage Reserves, and scientific research and sampling are strictly controlled and require prior approval. There are currently eight Geoheritage Reserves across the State. Listed on DATAWA access through Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) interactive geological map [GeoVIEW.WA](#).

Data layers

- Check CDDP – Sensitive Sites – Heritage Sites – Nationally Listed
- Check CDDP – Sensitive Sites – Heritage Sites – Commonwealth Listed
- Check CDDP – Sensitive Sites – Heritage Sites – Heritage Commission
- Check Underwater Cultural Heritage Sites
- Check Maritime Archaeology Sites
- Check Local heritage surveys and submit a letter to relevant LGA
- Check CDDP – Sensitive Sites – Heritage Sites – RATIS Consult District Fire Coordinator or Regional Leader, Fire and other senior managers to confirm existence of historic heritage sites.
- Conduct field check of the proposal and surrounds to identify historic heritage sites.

References (protocols and webpages, where available)

- [WA heritage - inherit - Database](#)
- [Australian Heritage Database](#)
- [Federal Heritage listings](#)
- [Legal status and heritage place lists](#)
- [Geoheritage](#)
- [Underwater Cultural Heritage Act 2018](#)
- [Australian Heritage Strategy, Commonwealth of Australia 2015](#)

8.1 Does the proposal have the potential to impact established recreation site or infrastructure [e.g. day use area, campsites, lookouts, other visitor infrastructure and / or trail (horse, bike, walk) infrastructure] or known places of visitation (sites, tracks, trails)?

Management response and/or actions to remove or minimise impacts

Permission to conduct commercial or non-commercial activities on DBCA lands is obtained by gaining appropriate authorisation and licenses. Check with DBCA Parks and Visitor Services (PVS) staff and the recreational events calendar for potential conflict with organised events. Provide details on possible impact/s and management actions to alleviate. For example, are there any planned recreational activities likely to occur during the period of the proposal, if so, provide details (dates, route etc). DBCA and the proponent should work to accommodate these activities wherever practicable.

Protect recreational infrastructure and exclude public from proposal, retain visual amenity of area.

- Will closure of the area be required to undertake the proposal?
- Complete a Regulation 44 (1) [Direction to close area\(s\) Reg 44\(1\) - July 2017.docx](#)
[Revocation of direction to close area\(s\) Reg 44\(1\) - March 2017.doc](#)
- Liaise with district PVS program leader, check DBCA PVS recreational events calendar for potential conflict with organised events in area.
- Show recreation sites and infrastructure on operation map.
- Show tracks and trails on operation map.
- Enter required protection works and management requirements into the operations plan.

- Define closure plan or diversion in consultation with the Recreation and Trails Unit.
- Implement closure plan or diversion requirements.
- Issue Park Alert notification to public and commercial operators.
- Liaise with local government to determine if any activities in local area.
- Notify relevant tourist information and visitor centres
- Contact Bibbulmun Track and/or Munda Biddi foundations through the Recreation and Trails Unit. Cannot be implemented on weekends – need to formalise process to communicate to stakeholders, suggest remove and focus on Park Alerts
- Notify registered recreational horse-riding groups need all recreational groups, therefore replace with Park Alerts notifications
- Use online camp booking system - publish notifications of intended disturbances.
- Monitor closure plan to identify any breaches

Data layers / checks

- Check CDDP RATS Sites (now called REC data) & Check REC data on PVS website – should remove CDDP
- Check CDDP RATS Facilities
- Check CDDP-Topography-Track and Trails – Dept Managed Shelters – Campsites
- Check CDDP Topography-Track and Trails -Tracks and Trails
- Check CDDP Topography-Tracks and Trails – Long Trails
- Check Trails WA – external some user sourced data. Determined the main source of truth and DBCA will source from this POC. App in development for public (currently 400 trails currently – estimate DBCA has perhaps 1000). DBCA looking at validating – volunteer supported program.
- Consult District PVS Coordinator or Regional Leader, and relevant staff to confirm existence of recreation sites and infrastructure.
- Conduct field check of the proposal and surrounds to identify infrastructure.
- Conduct field check of the proposal and surrounds to identify infrastructure impacted. Monitor for presence of informal trails

References (protocols and webpages, where available)

- <https://parks.dpaw.wa.gov.au/whats-on>
- [DBCA Park Alerts System](#)
- Online camp booking system.
- [REC data](#)

Key contacts (Position titles ONLY)

- PVS Coordinator
- PVS Regional Leader
- District Fire Coordinator
- Regional Leader, Fire
- Recreation and Trails Unit.
- Bibbulmun Track foundation
- Munda Biddi foundation

8.2 Will the proposal impact on public utilities?

Management response and/or actions to remove or minimise impacts

Demonstrate how the utilities will be protected during the proposal. Show affected utilities on map.

Key contacts (Position titles ONLY)

- DBCA Regional/District Sustainable Forest Management officers

8.3 Will the proposal impact on an approved commercial activity (tour operators, wildlife & botanical)?

Management response and/or actions to remove or minimise impacts

Commercial operations licences

- Unrestricted (T class) licence - No limit on number of licences, e.g., bush walking or bus tours. Management is achieved through compliance with standard conditions in the commercial operator's handbook.
- Restricted (E class) licence - Granted where there is a reason to restrict the number of licences to conserve environmental or cultural values or for visitor safety. Allocated through a competitive process with additional licence conditions applied and sustainability audits required.

- [Commercial events](#) - DBCA licences are granted to operators conducting commercial events on DBCA-managed lands and waters.
- Commercial filming - Regulation 108 of the Conservation and Land Management Regulations 2002 requires any person taking images or footage for commercial purposes on CALM Act land to obtain lawful authority from DBCA. Non-commercial/private photography does not normally require lawful authority.

CALM Act licence for other commercial operations

- (e.g. monitoring, utilities, telecommunication facilities or other activity for a commercial purpose)
- Examples include colocation of telecommunication facilities on existing towers
- Section 97A – State forest
- Section 101 – other CALM Act land
- Wildlife & Wildflower Licencing
- Regulation 60 Flora taking (commercial purposes)
- Sandalwood licence (contract through FPC or issued through DBCA)
- Fauna taking (commercial purposes) licence
- Fauna disturbing (commercial interaction) licence
- Fauna taking (commercial products) licence – Kangaroo
- Fauna causing damage licence
- Noting exclusion of mining and ecological thinning – scale of operation, articulate in helptext – licence administered by DBCA – lawful authority

Required Checks

- Commercial Operators Licence (tourism operator; event; commercial filming)
- Check the Commercial Operator Licencing System for licence-holders that operate in each park/reserve
- Or contact Tourism and Concessions Branch – licencing@dbca.wa.gov.au
- Notify through Park Alerts
- From COLS and local knowledge, if a particularly licence-holder operates in an area of a proposed burn, contact the operator directly
- Encourage operators to check Park Alerts and DBCA's daily burn program to check if their activities may be impacted by a prescribed burn

- CALM Act licence for other commercial operations or activity (eg. Monitoring or other activity for a commercial purpose)
- Check leases corporate data
- Or Check with Toursim and Concessions Branch lease database for any licence-holders in a park/reseruce.
- Notify by email
- Check with Regional/District Leader PVS on commercial tour operator and determine management actions.
- Check the PVS online reporting system – COLS
- Check with district manager and wildlife officer to identify any approved commercial licences or regulation 4 authorities granted in proposal
- Conduct field check of the proposal and surrounds to identify sites.

Potential Actions

- Consult district manager and wildlife officer to identify any approved commercial licences or regulation 4 authorities granted in proposal Pre Burn/DOB
- Identify where and how the proposal has the capacity to affect approved commercial activities, provide details of who's affected (e.g. site details, name, contact details) and notify affected parties.
- Specify management actions to avoid or minimise impacting commercial activities. State the actions taken to avoid conflict. Treat in accordance with guidance requirements provided and enter guidance text into the Operation Plan.
- Notify affected parties on DOB through Park Alert or Apiary Alert
- Include in operational briefing
- Issue Park Alert notification to public and commercial operators.

References (protocols and webpages, where available)

- [Commercial Operator Licencing System \(COLS\)](#)
- [Management of Commercial Ecological thinning of Protected Flora in Western Australia \(1 July 2018–30 June 2023\)](#)
- [Licences & Authorities](#)
- [Managing commercial activities](#)

Key contacts (Position titles ONLY)

- Tourism and Concessions Branch, PVS
- PVS Coordinator
- PVS Regional Leader
- District apiary custodian
- District Manager
- Wildlife Officer
- PVS Commercial Business Unit
- Wildlife Protection Branch – Wildlife & Botanical Licencing

8.4 Does the proposal area contain a DBCA Parks and Wildlife lease?

Management response and/or actions to remove or minimise impacts

- Confirm if the proposal area is subject to a lease (under the CALM Act) by checking GIS data, or contacting DBCAs Coordinator, Tourism and Concessions or the Property Unit.
- If yes, will the proposal impact the lease agreement? Can impacts be avoided, minimised and / or is the proposal compatible with the lease. Notify DBCA Lease & Licencing section and the affected lease holder.

Note there are three ways that leases can be granted on DBCA managed land, through the:

- CALM Act by the DBCA Parks and Visitor Services (PVS) Division\Tourism and Concessions Branch (Commercial Business Unit & Property Unit)
- CALM Act by the Regional and Fire Management Services\Regional Parks Unit
- Swan and Canning Rivers Management Act by the Rivers and Estuaries Division.
- Does the proposal require a separate entry/access to the area proposed for development? If so, how is this entry/access to be provided?
- Identify leaseholder, provide details of who's affected (e.g. site details, name, contact details) and provide advanced notification of affected parties in writing.
- Identify leaseholder on operations map capturing any infrastructure or access tracks they may use.
- Specify management actions to avoid or minimise impacting leaseholder and protection measures of infrastructure or access tracks in the Operation Plan.

- Notify leaseholder/licence holder on DOB.

References (protocols and webpages, where available)

- [DBCA Commercial Operations Licencing](#)
- DBCA intranet (internal) Tourism and Concessions Branch
- The Department of Planning, Lands and Heritage can provide tenure information through the Land Enquiry Form - [Crown-land-enquiry-form](#)
- Proponents can purchase land title documents and a Property Interest Report from Landgate - [Property-interest-reports](#)

Data layers

- Check CDDP – Tenure – DBCA Tenure – Managed Lands and Waters – Leases DPaW
- Check CDDP – Tenure – DBCA Tenure – Managed Lands and Waters – Swan River Leases – Rivers and Estuaries
- Check CDDP – Tenure – DBCA Tenure – Managed Lands and Waters – Ex-pastoral Lease – (DPaW Purchased)
- Check CDDP – Tenure Pastoral Leases – All (Statewide)

Key contacts (Position titles ONLY)

- DBCAs Tourism and Concession Branch – leasing@dbca.wa.gov.au.
- DBCAs Regional or District Parks and Visitor Services Coordinators
- DBCAs [Commercial Operator Licencing System \(COLS\)](#)

8.5 Does the proposal have the potential to impact upon a non-commercial lease, licence, permit or regulation 4 authority on public land? Or is such an approval required to conduct activities associated with the proposal?

Management response and/or actions to remove or minimise impacts

- Protect members of the public and other land users when undertaking planned burn operations
- Reduce and mitigate conflict with recreational events and user groups when undertaking planned burn operations
- Activities or events that are undertaken without intent of gaining profit, reward or any consideration other than the recovery of costs are non-commercial events. School activities, club events and weddings may be examples of non-commercial activities/events.

- Any non-commercial events over 100 people or non-commercial filming are managed under COLS. Any other events are managed by districts.
- **A Regulation 4 Authority** is only used for short once off (in space and time) non-commercial activities, anything else needs to be a lease or license (applied for via the Commercial Operators Licencing (COL system)).
 - Examples include;
 - organised events and meetings
 - recreational activities and events (abseiling, races, car rallies, caving, cross country, orienteering, equestrian, sandboarding)
 - setting-up/installing semi-permanent or permanent structures (e.g. fences, ramps, marques, signs, survey equipment)
 - remove/damage/disturb any naturally occurring feature, including soil/stone/gravel/rocks/water (e.g. diverting drainage, fossicking, extraction)
 - works associated with Wildlife Licences (e.g. for taking of flora or fauna)
 - possession or use of firearms, spears, restricted devices
 - bringing and allowing an animal on CALM lands
 - accessing areas via locked gates
 - bike-riding or driving off designated tracks or using off road vehicles
 - launching and landing aircraft
 - excavation for operational purposes and storing building materials
 - camping in non-designated areas
 - anchoring vessels
 - Other

Wildlife Protection Licencing system

- Regulation 61 Flora taking (other purposes)
- Regulation 62 Flora taking (biological assessments)
- Fauna taking (dangerous fauna) licence
- Fauna causing damage licence
- Fauna taking (scientific or other purposes) licence

- Fauna taking (biological assessment) licence
- Fauna taking (relocation) licence
- Fauna disturbing (other purposes) licence
- Fauna disturbing (feeding) licence

Required Check

- Consult District PVS Coordinator or Regional Leader, and relevant staff to confirm existence of approved activities on DBCA managed land that have been issued a permit
- Consult district manager, SFM manager and wildlife officer to identify any approved non-commercial licences or regulation 4 authorities granted in burn
- Conduct field check of the proposal and surrounds to identify activity.

Potential Actions

- Liaise with district PVS program leader, check COLS for potential conflict with organised events in area that involves groups of over 100 people Pre-Burn and/or DOB.
- Liaise with district PVS program leader, check DBCA PVS recreational events calendar for potential conflict with organised events in area Pre-Burn and/or DOB.
- Liaise with district manager and wildlife officer to identify any approved non-commercial licences or regulation 4 authorities granted in proposal Pre Burn/DOB
- Identify where and how the proposal has the capacity to affect activities, provide details of who's affected (e.g. site details, name, contact details) and notify affected parties.
- Specify management actions to avoid or minimise impacting activities.
- State the actions taken to avoid conflict. Treat in accordance with guidance requirements provided and enter guidance text into the Operation Plan
- Issue Park Alert notification to public and commercial operators Pre-Burn and/or DOB
- Notify relevant tourist information and visitor centres

References (protocols and webpages, where available)

- [SOP 101 PROTECTION OF VISITORS DURING PRESCRIBED BURNING AND BUSHFIRE](#)
- <https://parks.dpaw.wa.gov.au/whats-on>
- <https://alerts.dbca.wa.gov.au/>
- [Licences & Authorities](#)
- [Conducting an Event in a Park](#)
- [Lawful Authority form to conduct con-commercial activities on CALM Land](#)

Key contacts (Position titles ONLY)

- DBCA District Manager
- Wildlife Officer
- District Fire Coordinator
- Regional Leader, Fire
- PVS Coordinator
- PVS Regional Leader
- SFM Manager

8.6 Will the proposal impact on approved apiarist commercial activities?

Management response and/or actions to remove or minimise impacts

- Check CDDP – DBCA Operations – Apiary Sites (most up-to-date site location and contact details) to confirm presence of apiary sites within the burn and adjoining 500 metre boundary and determine management actions.
- Notify site owners who fall within 500 metres of the burn boundary
- Can check the Apiary Licencing System (District apiary custodian) for further information.
- Apiary: Provide details of who's affected (e.g.- site details, name, contact details) and provide advance notice to affected parties in writing directing to remove sites or notify of burn adjacent to site.
- Apiary: Phone stakeholder prior to DOB
- Apiary: Show sites on Operations Map

- Apiary: Check sites to confirm absence on DOB and include in operational briefing.
- Apiary: Confirm absence of sites on DOB through aviation.

References (protocols and webpages, where available)

- [Apiary Sites – ARCGIS online](#)
- [Apiary Letter FIRE 622](#)
- [Apiary Letter FIRE 622a Cancellation of PB](#)

8.7 Will the proposal conflict with any other DBCA planned or approved activities for the area?

Intent

- Consult and communicate internally to ensure activities do not conflict with other DBCA planned programs (i.e. track maintenance/construction)

Required Check

- Consult District output leaders, and relevant staff to confirm existence of conflicting DBCA activities in area.
- Conduct field check of the proposal and surrounds to identify activity.

Potential Actions

- Liaise with district PVS program leader, nature conservation program leader, District Fire coordinator or SFM manager for potential conflict with planned events in area.
- Identify where and how the proposal has the capacity to affect activities, provide details of who's affected (e.g. site details, name, contact details) and notify affected parties.
- Specify management actions to avoid or minimise impacting activities.
- State the actions taken to avoid conflict. Treat in accordance with guidance requirements provided and enter guidance text into the Operation Plan

References (protocols and webpages, where available)

- <https://parks.dpaw.wa.gov.au/whats-on>
- <https://alerts.dbca.wa.gov.au/>

Key contacts (Position titles ONLY)

- District Fire Coordinator
- Regional Leader, Fire
- PVS Coordinator
- PVS Regional Leader
- SFM manager
- Nature Conservation leader

8.8 Does the area contain any Plots or sites?

Management response and/or actions to remove or minimise impacts

Identify whether there are any research plots, long-term scientific study areas, or short-term reference sites that may be affected by the proposal. These types of uses are often highly valuable or irreplaceable, and local staff may be poorly informed about those that are part of long-term studies.

Provide details on the site and management actions to conserve the identified values of the site. Include specific requirements for plots from the database. For Departmental users see DBCAs Scientific Sites Register (SSR) to find out and register information about scientific sites.

References (protocols and webpages, where available)

- [Science Project Management System \(SPMS\)](#) (internal only) - a corporately managed information system providing consistency in the recording and management of data relating to marine and terrestrial sites used for survey, monitoring and experimental studies throughout Western Australia. Contains the Data Catalogue and Scientific Site Register.
- [DBCA Biological Surveys](#)
- For more information on monitoring of biodiversity in jarrah forests see - [ForestCheck](#)

Key contacts (Position titles ONLY)

- Contact local DBCA region/district for research by external parties

8.9 Is there potential for unknown persons / visitors / transients to be in the proposal area during the operational period?

Intent

- Demonstrate that all reasonable and practical measures been taken to ensure members of the public or other conservation estate users are not within treatment areas

The Parks and Wildlife Service owes a duty of care to manage visitor risks to ensure legislated obligations and moral commitments are met.

Policy Statement No. 53 Visitor Risk management seeks to ensure that the department implements VRM procedures and practices through a consistent and integrated program and approach that -

- minimises the potential for incidence of injury to visitors to department-managed lands and waters
- encourages appropriate behaviour by visitors to department-managed lands and waters that will reduce the risks posed by their activities in and around natural, cultural and developed sites
- aligns with industry standards and best practice principles and
- will enable departmental staff to effectively manage visitor risk

References (protocols and webpages, where available)

- [About visitor risk management](#)
- [Visitor Risk Management - Home](#)
- Corporate Policy Statement No.53 Visitor Risk Management (May 2022)
- Corporate Guidelines No. 28 Visitor Risk Management (May 2022)
- Corporate Guideline 6 Reporting of and Responding to Emergencies

Key contacts (Position titles ONLY)

- PVS Coordinator
- PVS Regional Leader

8.10 Does existing road/trail infrastructure provide adequate access for the proposal without the need for further work?

Management response and/or actions to remove or minimise impacts

The guiding principle for road management is that the proponent should leave/maintain access in a similar or better condition than it was found.

1. Using GIS identify current road classification (type and category) for all roads affected by this proposal.
2. For each Type and Category, detail the management considerations i.e. how the roads identified will be managed in relation to the activity (e.g. Type 1 road, Traffic Management will be used to ensure public safety during road works. OR Category E's - Tracks will be swept with blade to be free of flammable matter for the effective use as a firebreak).
3. Prepare a Road Access Plan outlining work required for each road and proposed changes to road type and category. Attach the Road Access Plan (CEM018).
4. Using the Hygiene Management Classification for Access (Appendix 18, Phytophthora Dieback Management Manual, 2017), identify the classification for all roads affected by this proposal. Roads classified as conditional or restricted will require a Dieback Management Plan. Attach Dieback Management Plan to question 6 (FEM079). Unrestricted Roads will not require a Disease Management Plan.

Consult the roading officer (or equivalent) within the DBCA district to discuss road condition and intended access.

Prepare and attach a Road Access Plan (CEM018) describing the proposed Type and Category of roads to be constructed and all other infrastructure.

Note - For DBCA procurements ONLY:

- Before procurement of any value is commenced staff **must** first obtain approval from their appropriate Manager.
- The person obtaining quotes/ managing the procurement process must not be the same person providing the final sign off on the purchase.
- If the value of work is >\$50,000, or work is of a complex and/or high risk nature, or is design work that leads to construction of any type, contact DBCAs Procurement Manager for works.
- For goods and/or services purchased <\$50,000 (incl. GST) the details must be recorded in a Verbal Quote Register. A Minor (Direct or Verbal) Quotation Record form may be used to summarise the procurement process.

- If the procurement relates to ICT, cleaning, security, high risk or design work that leads to the construction of any value the Procurement Manager must be contacted.

References (protocols and webpages, where available)

- [DBCAs Road Classification System \(Road Type and Category Descriptions\)](#)
- Road Access Plan (CEM018) [FEM forms](#)
- [DBCAs Roading Policy Statement No. 40 \(2016\) – Road Management](#)
- [DBCA Supply and Procurement of Goods and Services. Procurement Goods and Services Flowchart DBCA Operational Procedures for Procurement Goods & Services August 2019](#) (needs updating)
- Unsealed Roads Manual – Guidelines to Good Practice, issued by the Australian Roads Research Board (2009)
- [MRD Standards for building roads](#)
- MRD [RCC Handbook of Environmental Practice for Road Construction and Maintenance works](#)

Key contacts (Position titles ONLY)

- District Roading Coordinator
- PVS Road Project Coordinator
- DBCA Regional/District Sustainable Forest Management (SFM) officers
- District Roading Coordinator
- PVS Road Project Coordinator
- DBCA Regional/District Sustainable Forest Management (SFM) officers

8.11.1 Is the BRM sourced from a managed pit?

Management response and/or actions to remove or minimise impacts

If yes, Provide details [BRM pit reference information].

If no, prepare and attach Pit Management Plan - Checklist A (FEM022) including estimated quantity required Contractors Monthly BRM Extraction Summary (FEM028), map of pit locations Pit Management Map (FEM024). Include rehabilitation and seed list in annual approved program Pit Rehabilitation - Checklist B (FEM023).

The proposal should seek to facilitate rehabilitation of pits from past BRM extraction, where possible.

If the BRM required is located on CALM Act lands but is proposed to be used on roads off CALM Act lands, then the Conservation and Parks Commission needs to be consulted.

BRM sourced in situ and within the same risk profile e.g. same dieback category (if in the vulnerable zone) does not necessarily require a pit management plan (e.g. patch gravelling walk trail with material sourced from within trail alignment and with the same dieback status (i.e. infested).

Ensure mining tenement agreements do not affect BRM access.

References (protocols and webpages, where available)

- FEM Web\Advisory Note 7 - Use of BRM for Construction and Maintenance of Harvesting Roads
- [CEMD Forms](#)
 - BRM Management Plan (FEM022)
 - BRM Extraction Summary (FEM028)
 - BRM Management Map (FEM024)
 - BRM Rehabilitation Checklist (FEM023)
- Conservation and Parks Commission 's Position Statement No. 12 (2015) Basic Raw Materials: state government and local government access to lands vested in the Conservation and Parks Commission under the CALM Act (1984)
- [State Planning Policy 2.4 Basic Raw Materials \(BRM\)](#)
- State Planning Policy Statement 2.4 for BRM (2000)
- Dept. Of the Premier and Cabinet. Action Plan D for BRM Perth & Peel (Dec 2015)
- [DBCA_Guideline for BRM Pit Rehabilitation](#)
- Dept. of Mines and Petroleum GeoView WA\Land Use Planning has regional basic raw material maps

Internal GIS data sources (DBCA proponents ONLY)

- Search 'basic raw'

External GIS data sources (non-DBCA proponents)

- Search 'basic raw' in <https://catalogue.data.wa.gov.au>

Key contacts

- District Roding Coordinator

- PVS Road Project Coordinator
- DBCA Regional/District, Sustainable Forest Management (SFM) officers

8.11 Does the proposal require access to Basic Raw Materials (BRM) sourced from a pit (i.e. other than materials sourced directly onsite (e.g. cut/fill))?

Management response and/or actions to remove or minimise impacts

If yes, Provide details [BRM pit reference information].

If no, prepare and attach [Pit Management Plan - Checklist A \(FEM022\)](#) including estimated quantity required [[Contractor's Monthly BRM Extraction Summary \(FEM028\)](#)], map of pit locations [[Pit Management Map \(FEM024\)](#)]. Include rehabilitation and seed list in annual approved program [[Pit Rehabilitation - Checklist B \(FEM023\)](#)].

The proposal should seek to facilitate rehabilitation of pits from past BRM extraction, where possible.

If the BRM required is located on CALM Act lands but is proposed to be used on roads off CALM Act lands, then the Conservation Commission needs to be consulted.

BRM sourced in situ and within the same risk profile e.g. same dieback category (if in the vulnerable zone) does not necessarily require a pit management plan (e.g. patch gravelling walk trail with material sourced from within trail alignment and with the same dieback status (i.e. infested).

Note; BRM forms to be refined to align with new Road Management Plan form and App being developed.

Note – ensure mining tenement agreements do not affect BRM access.

References (protocols and webpages, where available)

- FEM Web\Advisory Note 7 - Use of BRM for Construction and Maintenance of Harvesting Roads
- FEM Web\Forms
- BRM Management Plan (FEM022)
- BRM Extraction Summary (FEM028)
- BRM Management Map (FEM024)
- BRM Rehabilitation Checklist (FEM023)
- Conservation Commission's Position Statement No. 12 (2015) Basic Raw Materials: state government and local government access to lands vested in the Conservation Commission under the CALM Act (1984)

- State Planning Policy Statement 2.4 for BRM (2000) - <https://www.planning.wa.gov.au/publications/1166.aspx>
- Dept. Of the Premier and Cabinet. Action Plan D for BRM Perth & Peel (Dec 2015)
- https://www.dpaw.wa.gov.au/images/documents/conservation-management/forests/FMP/preparing_FMP_2014-23/guideline_brm_rehabilitation.pdf
- Dept. of Mines and Petroleum GeoView WA\Land Use Planning has regional basic raw material maps

Key contacts (Position titles ONLY)

- District Roding Coordinator
- PVS Road Project Coordinator
- DBCA Regional/District, Sustainable Forest Management (SFM) officers

8.12 Are there any access restrictions (temporary or permanent) that apply prior to, during, or post proposal?

Management response and/or actions to remove or minimise impacts

Identify the proposals access route on a map, indicating roads/tracks requiring temporary or permanent use, and those that have or will have road access restrictions applied. Ensure proposed access conforms to the area management plan or other agreements in place for the land. Prepare a Road Access Plan (CEM018) and specify access management actions (e.g. period of use).

Refer to Hygiene Management Classification for Access (Appendix 18) to determine roads classified as 'conditional' or 'restricted'.

To determine if there's an opportunity to close/rehabilitate non-strategic roads/tracks (i.e. those not required in the longer term) conduct a road network and user analysis both present and future (20yrs) in consultation with known stakeholders. Identify and investigate alternative routes as necessary.

Identify roads requiring rehabilitation in the Road Access Plan (CEM018) and the Dieback Management Plan (FEM079).

Update Department's Strategic Road Network database (SRN) with changes to roads.

References (protocols and webpages, where available)

- DBCAs Roding Policy Statement No. 40 (2016) – Road Management
- FEM Web/forms/Road (and Basic Raw Material) Plan (CEM018)

- FEM Web/Guidelines/Guidelines for the Management and Rehabilitation of Basic Raw Material Pits
- Phytophthora Dieback Management Manual (FEM079)

Key contacts

- District Roading Coordinator
- PVS Road Project Coordinator
- DBCA Regional/District Sustainable Forest Management (SFM) officers

8.14 Will the proposal provide potential conflict with other road users (e.g. school buses, landholders) and/or proposed road users, on CALM Act managed lands such as temporary closures etc?

Management response and/or actions to remove or minimise impacts

Prepare a Traffic Management Plan in consultation with key stakeholders, identifying alternatives if necessary, providing details on how these issues will be addressed.

References (protocols and webpages, where available)

- DBCAs FMS Traffic Management Plan

Key contacts

- District Roading Coordinator
- PVS Road Project Coordinator
- Regional/district DBCA Regional/District Sustainable Forest Management (SFM) officers

8.15 Will the proposal require permission/approval to upgrade, maintain or use of other road authorities network and infrastructure?

Management response and/or actions to remove or minimise impacts

Contact Main Roads and/or the Local Government Authority to advise of proposed works and obtain approval. Provide contact details: name, date, notification and advice/consultation.

Prepare a Traffic Management Plan in consultation with key stakeholders, identifying alternatives if necessary, providing details on how issues will be addressed.

Key contacts

- District Roading Coordinator
- PVS Road Project Coordinator

- DBCA Regional/District Sustainable Forest Management (SFM) officers

8.16 Is transfer of road management responsibilities or vesting (e.g. leases, easements) necessary for access to the proposal?

Management response and/or actions to remove or minimise impacts

Contact Main Roads and/or the Local Government Authority to advise of proposed works and obtain approval. Provide contact details: name, date, notification and advice/consultation.

Prepare a Traffic Management Plan in consultation with key stakeholders, identifying alternatives if necessary, providing details on how issues will be addressed.

Key contacts

- District Roding Coordinator
- PVS Road Project Coordinator
- DBCA Regional/District Sustainable Forest Management (SFM) officers

9.0 Has a desktop check, field investigation or other consultative process identified the proposal area contains or adjoins, a site/s that is a declared an Aboriginal cultural heritage 'protected area' or 'temporary protected area'?

Key steps to identify values / attributes / sensitivities and determine management actions to avoid or minimise harm, including obtaining the correct authorisations.

The aim is to protect ACH by:

- Understanding whether the proposed activity is within a protected area;
- Gain knowledge of where ACH is within the proposal area;
- Understand the potential for ACH to be harmed by the proposed activity;
- Assess whether an activity requires an activity notice or permit to proceed;
- Identify the Aboriginal parties who need to be notified or consulted in relation to the propos

The Aboriginal Heritage Act 1972 (AHA) recognises that some Aboriginal heritage is of outstanding significance and requires a declaration as a protected area.

The purpose of declaring a protected area is to provide special protection from activities that may harm Aboriginal heritage. It offers the highest level of protection to Aboriginal heritage under the Act by vesting exclusive use and occupation of the area in the Minister for Aboriginal Affairs, and by empowering the Minister to make regulations relating to use and access of protected areas.

There are currently 78 protected areas across Western Australia.

The act also allows for temporary protected status of Aboriginal heritage sites to allow for adequate protection while the nature of the site is investigated. Temporary protected areas have the same status as protected areas for the duration they are protected.

[Check the Aboriginal Cultural Heritage Inquiry System](#) to determine if there's a protected area within your proposal footprint.

References (protocols and webpages, where available)

- [Land use under the Aboriginal Heritage Act 1972 | Western Australian Government \(www.wa.gov.au\)](#)
- [Aboriginal Cultural Heritage Inquiry System](#)
- [ACHIS User Guide](#) - to generate an ACHIS Report.

Key contacts

- Regional Aboriginal Engagement Coordinator
- DBCA Native Title Unit
- Traditional Owner groups/Corporations

9.1 Does the proposal area contain a lodged or registered site under the Aboriginal Heritage Act 1972?

Key steps to identify values / attributes / sensitivities and determine management actions to avoid or minimise harm, including obtaining the correct authorisations.

It is an offence under the [Aboriginal Heritage Act 1972 \(AHA\)](#) to disturb an Aboriginal site—whether or not it is officially recorded. All sites are protected equally under the law.

- **Step 1 – Check for Aboriginal heritage sites in your proposal area**

Use the [Aboriginal Cultural Heritage Inquiry System \(ACHIS\)](#) to search for registered or lodged sites, or historic sites.

Note: All Aboriginal sites—listed or unlisted—are protected under the Act.

- **Step 2 – Understand what's in your proposal area**
 - **Registered Sites:** Confirmed as Aboriginal sites under Section 5 of the AHA.
 - **Lodged Sites:** Reported but not yet assessed.

- **Historic Sites:** Assessed as not meeting Section 5 criteria (but heritage may still exist).

- **Step 3 – Assess potential harm**

If your activity could disturb Aboriginal Cultural Heritage (ACH), you may need an **Activity Notice** or **permit**.

- **Step 4 – Identify Aboriginal parties for consultation**

ACHIS reports include contact details for relevant knowledge holders.

What is an Aboriginal Site? ([Section 5](#) of the AHA)

A place of cultural, historical, or spiritual significance to Aboriginal people (Section 5 of the AHA).

Learn more: [About Aboriginal Heritage](#)

What is an Aboriginal Object? ([Section 6](#) of the AHA)

Any item used for cultural purposes by Aboriginal people, past or present (Section 6 of the AHA).

ACHknowledge Portal

Use [ACHknowledge](#) to:

- Report or update Aboriginal heritage, request advice, apply for permits ([Section 16](#), [Section 18](#), Regulation 7 or 10) and/or report harm to ACH.

Offences Under the Aboriginal Heritage Act

It is an offence to disturb an Aboriginal site without authorisation, including:

- Excavating, damaging, destroying, or altering a site.
- Interfering with objects on or under the site.
This applies whether or not the site is listed in ACHIS All sites are protected equally.

[Regulation Offences](#)

- [Regulation 7](#): No digging, lifting, or explosive equipment on protected land without approval from the Minister or Registrar.
- [Regulation 10](#): No ground disturbance, damage to fences/signs, camping, fires, rubbish, grazing animals, or commercial photography without consent.

Sites Not Listed in ACHIS

Most Aboriginal heritage sites are not listed in ACHIS, so absence from the register does not mean absence of heritage.

Look for natural features such as rock outcrops, caves, dunes, wetlands, waterholes, and rivers that may indicate heritage. Common site types include artefacts, quarries, modified trees, water sources, shelters, intangible sites (Songlines or ceremonial places), rock art, and burial places.

DBCA Staff Only:

Use the [ACH Risk Assessment](#) to complete questions within 9.1. See [here](#) for ‘How to Video’ with transcript.

Aboriginal Heritage Due Diligence Steps:

- Open the **ACH Risk Assessment** Excel file.
- Find your activity in the **Disturbance Activities** tab and check its disturbance level.
- Use the **Risk Assessment Matrix** to compare disturbance level with previous land disturbance.
- Follow the actions in the **Actions** tab and record the outcome in your DAS application.

If your activity is not listed:

- Use the [DBCA Due Diligence Flowchart](#) tab to determine risk (refer to the Heritage Agreement for guidance).
- Follow the actions in the **Actions** tab and record the outcome in DAS.

Refer to the **Framework Rules** tab for guidance on “like for like” and primacy.

Other references

- [Native Title Vision \(nntt.gov.au\)](http://nntt.gov.au) has publicly available all the native title areas – see WA layer [Western Australia \(arcgis.com\)](http://arcgis.com)
- [Aboriginal Heritage laws](#)
- [Aboriginal Heritage Approvals](#)

Key contacts

- Regional Aboriginal Engagement Coordinator / Joint Management Coordinator
- DBCA Native Title Unit
- Traditional Owner groups/Corporations

9.2 Does the activity require access through a site that is a lodged or registered site under the Aboriginal Heritage Act 1972?

Key steps to identify values / attributes / sensitivities and determine management actions to avoid or minimise harm, including obtaining the correct authorisations.

- Refer to helptext in 9.1.

9.3 Are there any cultural sensitivities associated with this proposal?

Identify cultural considerations regarding this proposal

Cultural considerations

Avoid including any culturally sensitive information on DAS or storing culturally sensitive information unless requested specifically by relevant Traditional Owners. If your proposal is culturally sensitive or gender restricted change the title of your proposal to reflect this so that assessors are able to process the proposal with caution.

Consider showing publicly listed ACH sites on operations and project maps and briefing operators on what ACH is known to be in the area and what ACH could potentially be in the area.

Culturally sensitive sites

Some customs, practices knowledge and site access are reserved for Aboriginal individuals of a certain seniority or those who have undergone certain customary initiations. Some information might not be considered appropriate to share with those outside of the community.

It is important to consult with Traditional Owners and review the DPLH Aboriginal Cultural Heritage Inquiry System to understand if there are any culturally sensitive areas in prospective work sites and abide by relevant cultural protocols which may include restricting access to certain areas or only visiting an area while Traditional Owners are present.

Culturally sensitive sites are often listed as 'closed' on the Aboriginal Cultural Heritage Inquiry System, and the informants listed for the site may need to be contacted if the site is to be disturbed.

Gender protocols

Some customs, practices, knowledge and site access in Aboriginal cultures are reserved for only women or only men.

In western culture gendered roles are often seen as discriminatory but this is not the case in Aboriginal cultures. Gendered roles are separate but equal.

It is important to consult with Traditional Owners and review the DPLH Aboriginal Cultural Heritage Inquiry System to identify if there are any gender restricted areas in prospective works area and abide by gender protocols which may include restricting access to those of a certain gender identification.

Key contacts

- Regional Aboriginal Engagement Coordinator
- DBCA Native Title Unit
- Traditional Owner groups/Corporations

10.0 Is there any additional information relevant to this proposal that needs to be considered with this assessment?

Management response and/or actions to remove or minimise impacts

Provide details and specify management actions.