



Department of **Biodiversity,  
Conservation and Attractions**



## Reserve activity management plan guidance:

### Applying for exploration and prospecting activities on reserves managed by the Department of Biodiversity, Conservation and Attractions

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Conservation and Attractions**



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Attractions

July 2024

Parks and Wildlife Service  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
Bentley Delivery Centre WA 6983  
Phone: (08) 9219 9000  
Fax: (08) 9334 0498

[dbca.wa.gov.au](http://dbca.wa.gov.au)

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This document was prepared by Environmental Management Branch on behalf of the Department of Biodiversity, Conservation and Attractions.

Questions regarding the use of this material should be directed to:

Manager  
Environmental Management Branch  
Parks and Wildlife Service  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
Bentley Delivery Centre WA 6983  
Phone: 08 9219 9500  
Email: [EMBAdmin@dbca.wa.gov.au](mailto:EMBAdmin@dbca.wa.gov.au)

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# 1 Overview

These are the simplified steps for preparing a reserve activity management plan. It should be noted that prior steps and final steps in the process require the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) involvement as the regulator for the *Mining Act 1978*. References to the 'applicant' include tenement holders (where the tenement is granted) and any consultants acting on behalf of the applicant.

- 1 DEMIRS directs an applicant to consult with the Department of Biodiversity, Conservation and Attractions (DBCA) regarding proposed exploration and/or prospecting activities within a public reserve(s) managed under the *Conservation and Land Management Act 1984* (CALM Act).
- 2 The applicant contacts DBCA's Environmental Management Branch to arrange a scoping meeting to discuss proposed exploration and/or prospecting activities and anticipated timeframes specific to the proposal. The applicant provides DBCA with the following information prior to the meeting:
  - a Maps and shapefiles of the tenement(s) and location of any proposed activities; and
  - b An overview of the proposed activities including equipment/ground disturbance proposed within the reserve.
- 3 Following the scoping meeting, DBCA's Environmental Management Branch will provide correspondence confirming the approach, content and any local knowledge of the reserve (including spatial information, where appropriate) relevant to the reserve activity management plan.
- 4 The applicant undertakes information gathering (including biological surveys as required) and develops a reserve activity management plan in accordance with the guidance, template and checklist.
- 5 The applicant submits a reserve activity management plan to DBCA's Environmental Management Branch via [EMBAdmin@dbca.wa.gov.au](mailto:EMBAdmin@dbca.wa.gov.au).
- 6 DBCA will assess the reserve activity management plan against the checklist (within a target timeframe of 10 calendar days). If it meets the relevant requirements, DBCA will then commence a full review, and the applicant is notified via email that the review is underway. If the reserve activity management plan does not meet the requirements, an email is provided to the applicant summarising the deficiencies that the applicant needs to address.
- 7 DBCA will provide feedback to the applicant within an indicative timeframe of 60 calendar days from notification that the full review has commenced.

- 8 Where required, the applicant updates the reserve activity management plan with additional information requested by DBCA and submits a revised reserve activity management plan with tracked changes.
- 9 Where all outstanding information requirements have been addressed, DBCA's Environmental Management Branch progresses to consultation with the vesting bodies (if required) and DEMIRS (to ensure compliance with the *Mining Act 1978*). DBCA will provide information to the vesting bodies and DEMIRS within 60 calendar days of receiving the final reserve activity management plan. Consultation with external groups will be largely dictated by their timeframes (for example, the Conservation and Parks Commission meets monthly).
- 10 DBCA provides any comments or recommendations from the vesting bodies or DEMIRS back to the applicant to be addressed within the reserve activity management plan.
- 11 On receipt of the final reserve activity management plan, DBCA's Environmental Management Branch prepares relevant information on the applicant's proposed exploration and/or prospecting activities for the Minister for Environment's consideration. The applicant is notified by DBCA that the information has progressed to the Minister for Environment.
- 12 The applicant is notified by DBCA when the Minister for Environment has provided their decision on concurrence or formal recommendations to DEMIRS.

At this stage the application returns to DEMIRS for final consent determination. All further communications will be from DEMIRS.

## 2 Content requirements for a reserve activity management plan

A reserve activity management plan should address all aspects identified in this guide. This ensures that suitable information is provided to support consideration of mining consent by decision-makers regarding proposed exploration and/or prospecting activities within CALM Act reserves. The preparation of this information is for the consideration of decision-makers (the Minister for Environment and the Minister for Mines and Petroleum).

The scope and content of a reserve activity management plan may vary due to differences in risk and impacts of proposed activities and the values, uses and management for affected reserves. However, the overall structure of reserve activity management plans will be similar.

A reserve activity management plan should contain sufficient information that fully describes the proposed activities, risks, impacts, management, consultation, communications and expected outcomes to support consideration of mining consent.

Reserve activity management plans should provide a framework to demonstrate that the reserve, its purpose, and associated values and uses have been effectively considered, and proposed activities and management measures have been designed to avoid or minimise risks and/or impacts.

The values and uses, considered as part of a reserve activity management plan may include, but not be limited to:

- Site specific biodiversity conservation values
- Landscape-scale conservation values
- Aboriginal and non-Aboriginal culture and heritage values and uses
- Recreation and tourism uses
- Ecological thinning activities
- Water catchment protection
- Research and scientific study/interest
- Education
- Commercial activity.

A scoping meeting is an important first step to discuss the information that DBCA can provide on the values and uses of the reserve, and the information that the applicant is expected to collect to inform the reserve activity management plan.

## 2.1 Title and version control

The cover page of the reserve activity management plan must include a title that provides a full description of the relevant tenement(s) and reserve(s), and a version number with a date to clearly distinguish the document.

The reserve activity management plan title and version number with date will be cited in the conditions of the relevant tenement(s) following the Minister for Mines and Petroleum providing mining consent.

For example, *Reserve activity management plan for exploration in Tall Timber Reserve (162/23) on tenements E 25/1234 and P 25/5678, dated 21 June 2024, Version 1 – Exploration Company Name Pty Ltd.*

## 2.2 Corporate endorsement

An endorsement from the tenement holder(s), for example the exploration manager or senior site executive, that the information provided in the reserve activity management plan is accurate, and that proposed commitments are fully understood and agreed, should be provided in the document.

An example of an endorsement is provided in table 1.

Table 1: Corporate endorsement for a reserve activity management plan.

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**I hereby certify that the information provided in this document is true and correct. I confirm my agreement that all activities within the affected reserve/s will be conducted in accordance with the document.**

Name: _____	Signed: _____
Position: _____	Date: _____

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## 2.3 Introduction

In this section of the document, the applicant should provide a description of the proposed activities for consent, including relevant background. This should include information such as a list or table of the relevant tenement(s), target minerals, identified prospects (where known) and a brief description of the reserve(s) that the request relates to.

Applicants should make themselves familiar with any relevant CALM Act management plans, and related government policies or announcements involving affected reserve(s). The reserve activity management plan should identify matters that are relevant to the proposed activities and reserve(s) that they affect.



## 2.4 Proposed activities

Any mining consent will be limited/restricted to those activities described in the reserve activity management plan.

It is important for the document to provide relevant background information and clearly describe all facets of the proposed activities including those listed as follows:

- Background on previous exploration and/or prospecting activities (including any previous clearing in hectares) in the reserve, rationale for targeting the area, and objectives for the proposed activities.
- Activity type(s), scope and size (maximum), including the area and mineral(s) being targeted, type of exploration and/or prospecting activities, equipment, number of locations (e.g. drill pads and drill holes) or samples, spacing, maximum amount (hectares) of ground disturbance (including amount of vegetation clearing), etc.
- Indicative timings of start and completion, and duration of the activities.
- Access routes, including description of any new, restored, upgraded and/or widened tracks.
- Number of soil samples and vegetation clearing (e.g. new and re-clearing) or earthworks requirements (e.g. cut-and-fill, costeans, bulk samples, sumps). Provide the number, maximum size and depth, and location of these elements.
- If drilling is proposed, specify whether groundwater will be intersected and describe how potential impacts, at and below the ground surface will be addressed, as required.

### 2.4.1 Activity types

For multiple activities to be undertaken within a single consent, it may be useful to split the description of the different activities, into phases (e.g. different types of activities, risks and impacts), and/or areas (e.g. different areas of a reserve, landforms, vegetation associations/communities).

This allows activities and management commitments to be tailored to the level of risk and impact for each phase and/or area(s) where the proposed activities are to be undertaken.

### 2.4.2 Activity limits

Clear and concise information on the extent and intensity of proposed activities and associated clearing for each mining consent is required. This would include, but is not limited to:

- The maximum number, size and amount of soil, rock or other samples.

- The maximum number and type of auger or drill (e.g. rotary air blast (RAB), reverse circulation (RC), diamond) holes. If a maximum depth of drill holes is known, this should also be provided.
- The number and maximum size (i.e. dimensions) of drill pads (including any cut-and-fill) and sumps, with minimum (i.e. closest) spacing identified.
- The maximum width and length of any new/upgraded/widened tracks.
- The maximum area (hectares) to be disturbed, including maximum amount of native vegetation clearing and total impact(s) on particular values (e.g. removal of four individual plants of a Priority 3 flora species).

Table 2 provides an example that summarises proposed activities including projected clearing for exploration within a reserve.

Table 2: An example of a summary table of exploration activities for a reserve activity management plan.

Tenement number	Exploration type	Total number of drill holes or samples	Pad size (maximum dimensions # x #) (total number of drill pads)	Spacing (minimum or closest spacing)	Total tracks required and maximum clearing	Total (maximum) clearing
E 99/1027	Soil sampling (non-mechanised equipment)	50 x 1kg (total 50kg) samples from cleared areas	N/A – pads not required.	100m	No - access via existing tracks	0 hectares
E 99/1028	Augering (hand or mechanized)	200 holes	N/A – pads not required.	50m	No – access using existing tracks	0 hectares
E 99/1027	Rotary Air Blast	150 holes	10m x 10m (150 drill pads)	400m	No – access via existing tracks	1.5 hectares
E99/1028	Reverse Circulation drilling	15 holes	15m x 15m (15 drill pads)	400m	No - access via existing tracks	0.34 hectares
E 99/1028	Air Core Drilling	25 holes	20m x 15m (25 drill pads)	300m	No - access via existing tracks	0.75 hectares
E 99/1027	Diamond Drilling	30 holes	30m x 20m (30 drill pads)	400m	No - access via existing tracks	1.8 hectares
E 99/1028	Costeaning	1	30m x 2m x 2m (1 costean area)	N/A	No - access via existing tracks	0.018 hectares
					<b>Total</b>	<b>4.41 hectares</b>

Areas that will be avoided or excluded from activities (such as drainage lines, breakaways, large trees, specific vegetation or fauna habitat types, areas with high conservation values, heritage sites), and/or activities that are not part of the application (e.g. no camping, no clearing), should also be described in the reserve activity management plan to avoid any ambiguity.

### 2.4.3 Maps and shapefiles

Maps are an important component of the reserve activity management plan and should include important features such as:

- Major roads and/or other orientation features in the locality (e.g. townsites)
- Reserve boundaries
- Tenement boundaries
- Locations of key reserve values, including areas of avoidance
- Areas of interest/locations of proposed activities
- Existing tracks/routes and proposed access to activity areas
- A north arrow, scale, labels, and a descriptive legend.

Spatial data to be provided as ESRI ARCGIS Shapefiles in GDA-2020 datum, and should include:

- Tenements/areas of interest; and
- Proposed activity locations (e.g. points, polygons, polylines).

Spatial data should align where possible with the [Resource and Environmental Compliance Division Guideline - Programme of Work - Spatial Upload Formats \(dmp.wa.gov.au\)](https://dmp.wa.gov.au).

## 2.5 Environment and values

The reserve activity management plan should include a description of the existing biological, physical, recreational, commercial and culture and heritage values and uses of the affected reserve(s). It should identify the specific reserve values and uses that may be at risk of being impacted by the proposed activities.

Values and uses that should be addressed include:

- Biogeography including regional and local ecosystems and ecological communities.
- Landscape features, including topography, landforms and hydrology.
- Flora and vegetation.
- Fauna and associated habitat.

- Culture and heritage, Aboriginal and non-Aboriginal. Please note, a specific section addressing Aboriginal culture and heritage is expected in the reserve activity management plan (see Section 2.8).
- Human use values (e.g. recreation, education, commercial activity, research, water catchment protection).

With respect to biological values, the reserve activity management plan should include the identification of any conservation significant species (threatened, Priority, taxa new to science and short range endemics), ecological communities (threatened, Priority) or other values (e.g. sandalwood, old growth forest, riparian vegetation) that are known or likely to occur, including their associated habitat, for the affected reserve.

An assessment of relevant literature and database searches for the affected reserve should be performed. This includes the [Dandjoo biodiversity data platform](#), and a separate search for all threatened species and communities using the [DBCA threatened species and communities database search service](#). Where surveys have been previously conducted in the locality (including the general area more broadly), they should be referenced and discussed as to their relevance to the activities. Gaps in knowledge should also be identified.

### 2.5.1 Surveys

The requirement for proposal specific onsite biological surveys will be dependent on the level of risk and/or impact posed to biological values from the proposed activities, and the level and currency of available information on the proposal area (including previous biological surveys).

It is critical that applicants take into consideration survey requirements during the planning phase of their activities, particularly regarding timing and budget (especially as some situations have seasonal requirements and/or impediments).

If DBCA identifies a high risk to conservation significant species or ecological communities from proposed activities, surveys for flora, vegetation and/or fauna will be required. The surveys should be undertaken in alignment with the Environmental Protection Authority's and DBCA's survey guidance, including but not limited to:

- [Technical guidance: flora and vegetation surveys for environmental impact assessment](#)
- [Technical guidance: terrestrial vertebrate fauna surveys](#)
- [Threatened ecological community survey and identification methods](#)

Results of any biological surveys should be presented as full reports (possibly as appendices) and information from the reports summarised for inclusion in the reserve activity management plan. Any proposed impact on conservation significant species should be clearly quantified as part of the reserve activity management plan.

If there is a likely risk of spreading or introducing non-indigenous (pest) animals, weeds or diseases (e.g. *Phytophthora* dieback), from the proposed activities, a survey of the biological values at threat will be required prior to access or activities.

Applicants should confirm the requirements for specific surveys with DBCA's Environmental Management Branch early in the consultation process, especially if there are uncertainties or anticipated difficulties regarding survey requirements/impediments.

## 2.6 Risks

The reserve activity management plan should describe potential risks and threatening processes within the proposed activity area (such as clearing, fire, weeds, diseases, cumulative impacts, erosion) resulting either directly or indirectly from the proposed activities on the values of the affected reserve(s).

Where the proposed activities have the potential to result in risks and impacts on reserve values and uses, they should be described in this section.

This may include, but not be limited to:

- Clearing of vegetation
- Damage or loss of conservation significant flora, fauna and ecological communities
- Damage or loss of Aboriginal or non-Aboriginal culture and heritage values (see Section 2.8)
- Fragmentation and edge effects
- Alterations to hydrology, including localised surface drainage causing erosion and/or ponding
- Compaction, excavation or rutting of soils
- Introduction or spread of non-indigenous (pest) animals, weeds or diseases
- *Phytophthora* Dieback Risk Assessment
- Increased fire risk
- Waste, rubbish and contamination (e.g. hydrocarbon spills)
- Risk to recreational and visitor sites or use, including amenity
- Risk to any ecological thinning plans
- Risk to commercial uses
- Risk to education or scientific sites
- Increase in unauthorised (third party) access
- Failure of rehabilitation (on-going management liability).

The level of information required in the reserve activity management plan is dependent on the type and levels of risks and/or impacts on the values and uses of

the affected reserve(s) from the proposed activities. It is necessary for a risk assessment to be carried out as part of developing a reserve activity management plan. The level of risk is determined by the product of the likelihood or probability and the consequence of impact.

For very low risk activities, the reserve activity management plan may only require a basic risk assessment.

For low to moderate risk activities, it may be appropriate to undertake a more detailed and comprehensive risk assessment(s) depending upon relative risk associated with the various aspects of the proposed activities.

For complicated and high risk activities, a detailed risk assessment should include a comprehensive evaluation of reserve values and the potential impacts of activities, to ensure the appropriate management of impacts within a framework.

The level of required information is highly dependent upon the potential sensitivity of, or relative risk to, the values and uses of the affected reserve(s), and the scale, and intensity of the proposed activities. Applicants are encouraged to ensure the environmental risks associated with their proposed activities are appropriately identified and managed, by undertaking an environmental risk assessment.

## 2.7 Management

The reserve activity management plan should outline design, planning and management measures (including commitments) to be implemented to address the risks of the proposed activities to reserve values and uses. Management measures should be commensurate with the risks and/or impacts on reserve values and uses.

In general, it is important for this section of the reserve activity management plan to include the following aspects:

- Collection, dissemination and use of information
- Biophysical impact avoidance
- Prevention of pollution and contamination
- Waste, including rubbish
- Management of activities
- Biosecurity and hygiene
- *Phytophthora* Dieback Management Plan (where required)
- Prevention of erosion and siltation
- Fire prevention and preparedness
- Protection of Aboriginal and non-Aboriginal culture and heritage (see Section 2.8)
- Communication with management authorities

- Public interactions, safety and access
- Rehabilitation.

Any relevant procedures can be cited and included as appendices to the reserve activity management plan.

Applicants are expected to follow the mitigation hierarchy, which includes demonstrating that steps will be taken to avoid or minimise, manage any potential impacts, and rehabilitate any impacted areas.

Applicants are also expected to follow relevant DEMIRS [Programmes of Work guidance](#) in developing management practices for their proposed activities in the reserve activity management plan.

Of particular importance is appropriate biosecurity and hygiene management, and commitments in the reserve activity management plan. Weeds and diseases pose a serious and potentially irreversible threat to natural ecosystems and the native species they support. Their presence can result in the loss of biodiversity through competition with native species and/or disruption to ecosystem processes. If management of activities is not carefully planned and undertaken in accordance with best practice, the introduction or spread of weeds and diseases can result in an enduring legacy and liability.

In the absence of sufficient information on the proposed activities, values, risk assessment, management or predicted outcomes, decision-makers may be obliged to apply a precautionary approach to setting conditions of consent that assumes a high level of risk and impact may occur. Consequently, more detailed information or rigorous management practices will then be required.

Including a table in the reserve activity management plan that clearly summarises the management commitments for the activities can assist in assessing whether the proposed management is appropriate.

Table 3 (overleaf) provides some management commitment examples.

Table 3: An example of a management commitments table for a reserve activity management plan.

Standard management commitments (examples only)
No clearing of native vegetation.
Use of existing tracks only.
All vehicles and equipment will be free of soil, vegetative material and seeds prior to entering the reserve.
All vehicles and equipment working in weed-infested areas will be appropriately cleaned down before entering areas not affected by weed species.
All vehicles and equipment to be maintained to prevent the leaks of oil, fuel or other fluids.
All vehicles equipped with fire extinguishers. Please note, that other fire preparedness/fire suppression measures (e.g. personnel training, firefighting water) should also be included, depending on identified fire risk.
There will be no impacts to conservation significant flora, fauna or ecological communities
A 50 metre buffer will be applied to threatened flora species and a 10 metre buffer from a Priority flora species.
In respect to the threatened malleefowl <i>Leipoa ocellata</i> , a 50 metre buffer is applied to inactive mounds and a 200 metre buffer applied to active mounds.
Where exploration is located within the <i>Phytophthora</i> dieback vulnerable zone a dieback risk assessment (FEM079) is completed and attached to a reserve activity management plan. Where the risk is moderate to high for proposed activities a Dieback Management Plan is completed and attached.
Access to the reserve will occur during dry soil conditions only.
There will be no impacts on sandalwood <i>Santalum spicatum</i> .
A desktop study has been conducted for conservation significant flora, fauna and ecological communities.
If the clearing of native vegetation is required as part of exploration activities, a targeted survey has been conducted for conservation significant flora, fauna, vegetation, and ecological communities.
There will be no impacts on Aboriginal culture and heritage sites.
A standard heritage agreement with the native title holders via the Prescribed Body Corporate has been obtained and provided (where appropriate).
There will be no camping within the reserve.
All rubbish and waste will be contained appropriately and removed from the site daily.
Emergency channels will be monitored for warnings such as but not limited to bushfires.
No fires will be deliberately lit within the reserve.
Sumps will be lined with HDPE where groundwater is expected to be saline or hypersaline.
Drill spoil piles will be either removed from the reserve or buried within drill holes or sumps.
All drill spoil bags will be removed from the reserve as soon as practicable and not left in-situ.
All flagging tape will be removed from the reserve immediately.
Excavations such as but not limited to sumps and costeans will have appropriate fauna egress.
Raised blade clearing will be used during exploration activities.
All refuelling of vehicles and equipment will be conducted outside of the reserve boundaries.
No fuel will be stored within the reserve.
DBCA Regional Office will be notified five working days prior to accessing a reserve to conduct exploration activities, and upon completion.



## 2.8 Aboriginal culture and heritage

The CALM Act requires that reserves are managed in a way that protects and conserves the value of the land to the culture and heritage of Aboriginal people. The CALM Act also allows for the joint vesting of reserves with Native Title holders, formal joint management with Traditional Owners through joint management agreements, and for Aboriginal people to carry out customary activities on land and waters managed under the CALM Act.

Therefore, consideration of Aboriginal culture and heritage, and appropriate consultation with Aboriginal people, is a key and necessary component of a reserve activity management plan.

This is distinct from (but not duplicative of) any requirements for protection of Aboriginal heritage sites under the *Aboriginal Heritage Act 1972* (AH Act).

The [Aboriginal Heritage Act 1972 guidelines and amendments](#) outline expectations by the Western Australian Government where there is potential for risk to and impacts on Aboriginal heritage.

To address Aboriginal culture and heritage values, the reserve activity management plan must:

- 1 Identify the relevant Aboriginal people and/or groups with an interest in the tenement area(s) in the reserve(s).
- 2 Demonstrate appropriate investigations have been and/or will be undertaken to establish the risk profile of the proposed activities on Aboriginal culture and heritage values.
- 3 Provide details of all consultation that has occurred, and commitments to undertake ongoing notification, communication, and consultation (as appropriate) with the identified persons/groups prior to accessing the land to undertake activities.
- 4 Address the impact of proposed activities on the value of the land to the culture and heritage of Aboriginal people, to meet the expectations of the vesting body(s), the Conservation and Parks Commission (and where appropriate the Joint Responsible Body), relevant sections of the CALM Act and any requirements in relevant CALM Act management plans. This is in addition to consideration of Aboriginal heritage sites protected under the AH Act.
- 5 Provide records and details (as appropriate) of any agreements, completed and/or planned Aboriginal heritage surveys to address identified culture and heritage values or sensitivities of Aboriginal people.

- 6 Provide details on adaptive management, including:
  - a Actions if a suspected Aboriginal value is uncovered or identified during proposed activities.
  - b Reassessing the status of native title claims immediately prior to undertaking activities in the reserve(s) and if required undertaking and suitably addressing outcomes of additional consultation, if required.
- 7 Commit to include updates on the outcomes of any relevant matters to Aboriginal people in annual reporting.

It is important to be aware that the information available within the Aboriginal Cultural Heritage Inquiry System (ACHIS) has limitations, and a search of the system alone is unlikely to fully meet the expectations of Aboriginal people, DBCA and other key stakeholders.

More extensive searches can be conducted by the [Department of Planning, Lands and Heritage](#) on request, and on-ground surveys may be required.

For activities within Native Title Settlement areas, a heritage agreement may be necessary. DBCA recognises the sensitivities around the disclosure of Aboriginal culture and heritage information, and that this information will only be provided within a reserve activity management plan where the relevant groups have agreed for it to be shared.

Early and ongoing engagement and meaningful communications and consultation with interested Aboriginal people is important when undertaking activities on reserves managed under the CALM Act. This is critical to helping to identify, avoid, minimise and manage impacts of activities on the culture and heritage values.

It is important to recognise that Aboriginal groups, such as Aboriginal bodies corporate, that are directly involved in planning and management of reserves may ultimately become joint vestees and 'Joint Responsible Bodies' for the reserve under the CALM Act. Where this is the case, these bodies have a formal role in providing recommendations on whether, and under what conditions, mining consent is provided.

## 2.9 Rehabilitation

Any reserved land disturbed by exploration and/or prospecting activities will need to be rehabilitated in accordance with [DEMIRS guidance](#) and according to best practice standards, to ensure that activities do not leave a management legacy requiring later remediation at a cost to the land manager and the State.

The applicant needs to provide adequate information on rehabilitation measures to be implemented, and predicted outcomes to be achieved in the reserve activity management plan.

In particular, this section should:

- Provide commitments to undertake rehabilitation of all areas disturbed by proposed activities
- Describe and identify rehabilitation objectives and predicted outcomes
- Discuss rehabilitation measures that will be implemented
- Provide timeframes for rehabilitation
- Identify management targets and/or performance criteria that will be used to determine the success of rehabilitation activities and progress in meeting rehabilitation objectives
- Outline the proposed rehabilitation monitoring program
- Contingency actions should monitoring indicate that outcomes/objectives are not being met.

For natural areas within public reserves managed under the CALM Act, the overall objective of rehabilitation of exploration and/or prospecting activities should ensure the re-establishment of the physical and ecological features, structures, functions and species composition of disturbed areas so that the affected environment is comparable (as close as possible) to adjacent intact areas of native vegetation and are capable of being incorporated into reserve management, avoiding significant long-term detrimental impacts and residual liabilities.

### **2.9.1 Management targets and performance criteria**

To assess the effectiveness of management activities, and to determine whether relevant objectives, such as rehabilitation objectives, have been met, the reserve activity management plan should include management targets and/or performance criteria.

These targets and/or criteria should ideally be consistent with specific, measurable, attainable, relevant, time-bound (SMART) standards to determine success to assist in clearly identifying if management and rehabilitation objectives have been met.

Management targets and/or performance criteria should be site specific and may differ within or between reserves.

The ultimate objective is to avoid unnecessary impacts on affected reserves and return the affected land to a state that is suitable for management under the CALM Act, without any long-term detrimental impacts and residual liabilities.

### **2.9.2 Monitoring**

Adequate monitoring at an appropriate standard is needed to determine the effectiveness of management and mitigation measures against targets, criteria and predicted outcomes.

Monitoring requirements may vary between sites depending on realised impacts and the level of risk rehabilitation could fail. On this basis, DBCA will advise on the appropriate level of monitoring required, and the reserve activity management plan should include the number and location of monitoring sites (impact and control), parameters to be monitored, frequency, timing, methodologies and analysis to be undertaken.

## 2.10 Communication with DBCA

The reserve activity management plan should provide information of planned communications with DBCA, as the responsible management agency for CALM Act reserves over the life of the activities including rehabilitation and monitoring.

This section should include the following commitments:

- Notification at least five working days prior to access, at the beginning and end of each stage of activities to the relevant DBCA region and [EMBAAdmin@dbca.wa.gov.au](mailto:EMBAAdmin@dbca.wa.gov.au).
- Notification (within 24 hours) if there is an incident (e.g. hydrocarbon spill, threatened fauna killed).
- In the case of emergency (e.g. bushfire) notification (as soon as practical) to the relevant DBCA region (after calling '000' in case of fire emergencies).
- Notifying the relevant DBCA region and [EMBAAdmin@dbca.wa.gov.au](mailto:EMBAAdmin@dbca.wa.gov.au) at the time a Programme of Work (PoW) is submitted to DEMIRS.
- Provision of an annual activity update report and an activity completion report to the relevant DBCA region and [EMBAAdmin@dbca.wa.gov.au](mailto:EMBAAdmin@dbca.wa.gov.au).

For some reserves, where there are multiple active land uses, DBCA may request a formalised communications protocol or procedure between the applicant, DBCA and other important stakeholders.

Contact details for notifications and reporting to Department of Biodiversity, Conservation and Attractions regions are provided on the DBCA website:

[dbca.wa.gov.au/contact-us/office-locations](http://dbca.wa.gov.au/contact-us/office-locations)

## 2.11 Contact details of applicant

Provide a list of the key applicant contacts and their role/responsibilities.

Specify the applicant and DBCA contacts for emergencies, preferably with a satellite phone number that will be used in the field during the proposed activities.

## 3 Reporting

Applicants should provide a commitment in their reserve activity management plan to provide DBCA with an activity completion report at the completion of the activities and, where activities extend beyond 12 months, an annual activity report. This reporting forms part of the mining consent conditions, applied as tenement conditions when consent is granted.

The following guide provides information that will be required in these reports, that are separate from annual reporting requirements under the Mining Act.

### 3.1 Annual activity report

Where activities extend beyond 12 months, an annual activity report should be emailed to the relevant DBCA region and [EMBAAdmin@dbca.wa.gov.au](mailto:EMBAAdmin@dbca.wa.gov.au). DBCA will acknowledge receipt of that report.

It is expected that, for the purposes of providing a report for a mining consent, that the report contains the following information:

- Tenement number(s)
- Reserve(s) affected
- Map and shapefiles displaying the location of all access routes (new and existing) into and through the reserve(s), and of extent of activities undertaken
- Reporting of non-conformance with the reserve activity management plan
- Description of rehabilitation that has occurred and outcomes of the rehabilitation (including monitoring results, photographs of the area(s), discussion on whether there have been any issues, etc.)
- Identify any outstanding rehabilitation works or activities
- Information on communications with DBCA over the duration of the activities undertaken
- Results of monitoring programs, including an assessment of the program against any targets and/or performance criteria
- Identification of any contingency actions required.

## 3.2 Activity completion report

An activity completion report is required by DEMIRS and DBCA within 12 months of the cessation of exploration and/or prospecting activities within CALM Act reserves.

The activity completion report should be emailed through to the relevant DBCA region and [EMBAAdmin@dbca.wa.gov.au](mailto:EMBAAdmin@dbca.wa.gov.au), and DEMIRS, with the report containing the following information:

- Reporting of non-conformance with the reserve activity management plan commitments, objectives, targets and criteria, as required.
- Descriptions and shapefiles of the activities completed and information of any other relevant approvals under authorising legislation (see Section 2.4.3).
- Description of how much clearing of native vegetation has occurred. Include an impact table if conservation significant species were impacted (an example for flora is provided in Table 4).
- A description of the rehabilitation activities that have occurred and the outcomes of rehabilitation per tenement (i.e. the total quantum, monitoring results, photographs of the area(s), discussion on whether there have been any issues, etc.) including any contingency actions implemented.
- Demonstrate targets/criteria have been achieved for rehabilitation.

Table 4 provides an example of an impact table in an activity completion report.

Table 4: Example of an impact table for activity completion report, where impacts on conservation significant flora occurred as part of the exploration activities.

Species	Number of plants known in locality	Number of plants known to have been previously impacted	Number of plants predicted to be impacted in reserve activity management plan	Number of plants actually impacted
<b>Priority 1 Genus species</b>	30 plants in 2 separate populations	0	4 plants in the southern population	0 plants, able to avoid all plants during activities
<b>Priority 3 Genus species</b>	100+ plants in a single population	0	10 plants	10 plants

## Acronyms, glossary and definitions

**ACHIS:** Aboriginal Cultural Heritage Inquiry System.

**Activities:** exploration and prospecting activities regulated under the Mining Act and for the purposes of this guidance non-ground disturbing exploration and prospecting activities that require access to CALM Act lands.

**Activity completion report:** A report provided to DBCA and DEMIRS, in alignment with tenement conditions, on the completion of the activities within the reserves. This should provide a summary of the activities undertaken, the rehabilitation undertaken and demonstrate that targets and criteria have been achieved for rehabilitation.

**Annual activity report:** A report provided to DBCA and DEMIRS, in alignment with tenement conditions, on an annual basis following mining consent to report on activities undertaken to date. An annual activity report is only required where activities extend beyond 12 months.

**Clearing:** As defined under Section 51A of the *Environmental Protection Act 1986* (EP Act): the killing or destruction of; or the removal of; or the severing or ringbarking of trunks or stems of; or the doing of any other substantial damage to, some or all of the native vegetation in an area. Under Section 3(1) of the EP Act, native vegetation includes dead vegetation.

**Consequence:** The outcome of an event expressed qualitatively or quantitatively, being a loss, impact, injury, an expressed concern, disadvantage or gain.

**Conservation significant:** Threatened and Priority flora, fauna and ecological communities, locally endemic, range extensions, unusual or new species or species with a restricted distribution.

**CALM Act reserves:** Public reserves managed under the *Conservation and Land Management Act 1984* including national parks, nature reserves, conservation parks, State forest, timber reserves and 5 (1) g and h reserves.

**Control measures/management:** Measures, controls or risk treatments implemented to reduce the likelihood or consequence of an event occurring.

**DBCA:** Department of Biodiversity, Conservation and Attractions.

**DEMIRS:** Department of Energy, Mines, Industry Regulation and Safety.

**Dry soil conditions:** Where dust forms when exposed soil is disturbed.

**EMB:** DBCA's Environmental Management Branch.

**Existing tracks:** Tracks that are trafficable without requiring widening, upgrading, vegetation pruning and/or removal.

**Exploration activities:** Fossicking, prospecting and exploring for minerals.

**Fauna habitats:** Habitats can be identified based on their combinations of landforms, soil and vegetation, which determine their ability to support specific fauna assemblages or significant fauna. The history of an area may also need to be considered; an area may be treated differently if it was recently burnt or is long unburnt. Significant habitats include rare or isolated habitats and habitat features, such as rock piles, caves, gullies, significant trees, drainage lines, waterholes, damplands and springs, and those that are likely to provide special resources to fauna. Other important habitats include ecological linkages and migration pathways, refugia, islands, areas that support large or seasonal aggregations of fauna and areas that are important to significant fauna, e.g. for breeding, roosting or foraging.

**FEM079:** *Phytophthora* Dieback Management Manual, Conservation and Ecosystem Management, October 2020 (DBCA) [dbca.wa.gov.au/media/609/download](http://dbca.wa.gov.au/media/609/download).

**Ground disturbance:** Activities undertaken with mechanised equipment that result in disturbance to the soil.

**HDPE:** High Density Polyurethane.

**Joint Responsible Body:** Defined in section 3 of the CALM Act as referring to:

Each person or body that, jointly with the Commission –

- a is vested with land, or land and waters; or
- b has the care, control and management of land, or land and waters.

**Large trees:** Standing trees that have a diameter (measured at 150 centimetres from the base of the tree) of 30 centimetres or greater.

**Likelihood:** The probability or frequency of an event occurring.

**Mining:** Includes fossicking, prospecting and exploring for minerals, and mining operations (*Mining Act 1978*).

**Mining consent:** In alignment with the requirements of section 24 of the *Mining Act 1978* the relevant consent that is required to gain access for mining related activities (including non-ground disturbing) to public reserved lands.

**Mitigation hierarchy:** A widely used tool that guides users towards limiting as far as possible the negative impacts of developments or human activity on biodiversity (or for the purposes of this guidance CALM Act reserves and their values).

**Non-ground disturbance:** An activity that does not involve disturbance/removal of vegetation or the surface of the land.



**Potential risk:** Where there is potential to cause adverse impact to the environment or reserve values. All potential sources of risk, including worst case scenario incidents should be provided (e.g. accidents, incidents, emergency response).

**Prescribed Body Corporate (PBC):** The board of directors acting to manage and protect Traditional Owners native title rights and interests.

**Priority species:** DBCA maintains a list of Priority flora and fauna which contain species that have not yet been adequately surveyed to listed as threatened. The taxa are listed in Priority order for survey and evaluation of conservation status so that consideration can be given to their declaration as threatened.

**Programme of work (PoW):** An application required under the *Mining Act 1978* to undertake ground disturbing activities with mechanised equipment on a mining tenement.

**Raised blade clearing:** Clearing where the blade of the equipment used to clear is above the ground level cutting off vegetation at the stem whilst leaving the root stock and topsoil.

**Rehabilitation:** The return of disturbed land to a safe, stable, non-polluting/non-contaminating landform in an ecologically sustainable manner that is productive and/or self-sustaining consistent with the agreed post-mining land use.

**Reserve activity management plan:** A plan used to provide sufficient information for decision-makers and vesting bodies on exploration and prospecting activities proposed within a CALM Act reserve.

**Risk:** The chance of something happening that will have an impact on objectives. It is measured in terms of consequences, and their likelihood.

**Residual risk:** The risk rating for an event after control measures are applied. The residual risk rating reflects the expected outcomes if risk management is effective and robust (i.e. to reduce the consequences or likelihood of their occurrence).

**SMART criteria:** Specific, Measurable, Attainable, Relevant, and Time-bound.

**Threatened species:** Flora and fauna that are listed under the *Biodiversity Conservation Act 2016*. These species are usually listed as threatened when they face a high to very high risk of extinction in the wild. Threatened species are ranked according to the International Union for Conservation Nature (IUCN) categories and criteria. Rankings include vulnerable, endangered and critically endangered.