

Reserve activity management plan checklist

The following information is required *at a minimum* for a reserve activity management plan review to commence. Applicants should meet with DBCA's Environmental Management Branch prior to preparing their plan to ensure that it is tailored to the applicant's proposed activities and the reserve values and uses.

As a guideline, a reserve activity management plan with an ordinary level of risk and complexity is expected to be 20 – 40 pages in length.

Reserve activity management plan requirements			Included	Page/s
Title and version control				
Title <i>includes applicant name, reserve(s) name, tenement numbers</i>				
Version				
Corporate endorsement <i>Signed by tenement holder(s) or authorised representative, for example exploration manager or senior site executive</i>				
Table of contents				
Introduction				
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Proposed activities				
Exploration program	Detailed information on proposed activities:	Activity type (full description of activities)		
		Scope and scale		
		Number of locations and/or samples		
		Associated clearing in hectares		
	Detailed clearing limits:	Clearing per tenement(s) within reserve(s)		
		A commitment that maximum/total clearing limits will not be exceeded		
Spatial information	Maps (including polygons/lines for reserve boundaries, tenement boundaries, major roads, areas of interest/locations of proposed activities and existing tracks/routes)			
	Shapefiles provided for all proposed activities, ESRI ARCGIS Shapefile and Projection GDA-2020			

Reserve information, environment and values			
Reserve(s) identified			
Location			
Purpose, history and context			
Relevant information (e.g. reserve management plan(s), surveys, reports, government policies etc.)			
Identified Reserve Values	Biogeography (e.g. local and regional ecosystems/ecological communities)		
	Landscape features, including topography, landforms and hydrology		
	Flora and vegetation		
	Fauna species and identified fauna habitats		
	Culture and heritage values, including Aboriginal and non-Aboriginal. <i>A specific section addressing Aboriginal culture and heritage is required</i>		
	Human use values (e.g. recreation, education, commercial activities, research, water catchment)		
	Other, as discussed in scoping meeting		
Risks and impacts			
Identification of impacts on the reserve(s), including:	Risks and/or proposed impacts on:	Conservation significant flora, fauna and ecological communities	
		Culture and heritage values	
		Vegetation	
		Fauna habitats	
		Soil (including compaction, excavation, rutting)	
		Hydrology (including regimes, localised surface drainage, erosion, sedimentation, ponding)	
		Recreational use, visitor sites and amenity	
		Ecological thinning	
		Commercial uses	
		Educational or scientific sites, use and other values	
	Increased risk of:	Introduction and spread of weeds, disease and/or pest animals	
		Bushfire	
		Unauthorised (third party) access	

	<i>Phytophthora</i> Dieback Risk Assessment (if appropriate)		
	Removal of all waste, rubbish and contamination (e.g. hydrocarbon spills, drill spoil)		
	Others, where appropriate		
Assessment of:	Risks of identified impacts on the reserve(s) and reserve values and uses		
	Significance and extent of impacts on the reserve(s) and reserve values, including maximum/total clearing limits		
Management			
Management of impacts identified and discussed , including but not limited to:	Collection, dissemination and use of information		
	Biophysical impact avoidance		
	Prevention of pollution, contamination and waste/rubbish		
	Management of clearing		
	Biosecurity and hygiene, Dieback Management Plan		
	Fire prevention and preparedness		
	Prevention of erosion, sedimentation and ponding		
	Communication with DBCA		
	Public interaction, safety and access		
Aboriginal culture and heritage management			
Protection of Aboriginal culture and heritage	Identifying the relevant Aboriginal people and/or groups with an interest/claim/determination in the tenement area(s) in the reserve(s)		
	Demonstration of appropriate investigation and consultation, consistent with the <i>Aboriginal Heritage Act 1972</i> guidelines and the risk profile of proposed activities		
	Impact of proposed activities on the value of the land to the culture and heritage values of Aboriginal people addressed		
	Information of consultation that has occurred		
	Commitment to undertake ongoing notification, communication and consultation prior to accessing the land to undertake proposed activities		
	Records and information (as appropriate) of the outcomes of communication, and how feedback is addressed		
Details of adaptive management for Aboriginal culture and heritage , including:	Actions to be undertaken if an Aboriginal site or value is identified		
	Reassessing the status of Native Title claims immediately prior to undertaking activities in reserve(s)		
	And, if required, undertaking and suitably addressing outcomes of additional consultation		

A summary table of management commitments, including:	Outcomes and objectives		
	Management actions		
	Targets/criteria and monitoring		
	Contingency actions, should monitoring indicate outcomes/objectives are not being met		
Rehabilitation			
Commitment to undertake rehabilitation of all areas cleared by proposed activities			
Rehabilitation objectives identified and discussed, including:	Predicted outcomes		
	An understanding and/or experience in successful rehabilitation		
	Management measures to achieve objectives		
	Timeframes for rehabilitation		
	Targets/criteria		
	Monitoring and contingency measures		
Communication and reporting			
Demonstration of commitment to:	Develop a reserve(s) annual activity report for each year that the activity is undertaken		
	Develop a reserve(s) activity completion report once all activities are complete		
	Provide notification via email at least five (5) working days prior to reserve access, at the beginning and end of each stage of the activities to the relevant DBCA Region and EMBAAdmin@dbca.wa.gov.au		
	Provide notification, within 24 hours of incidents to the relevant DBCA Region, or in the case of emergency as soon as practicable after calling '000'		
	Provide notification at the time a Programme of Work (PoW) is submitted to DEMIRS to the relevant DBCA Region and EMBAAdmin@dbca.wa.gov.au		
	Provide a reserve(s) activity completion report and annual activity reports to the relevant DBCA Region and EMBAAdmin@dbca.wa.gov.au		
Applicant contact details			
References and appendices			
References			
Appendices			