

**REGISTRATION/PERMISSION TO CONDUCT**

**NON-COMMERCIAL ORGANISED EDUCATION**

**AND LEISURE ACTIVITIES OR CERTAIN ACTIVITIES**

**THAT REQUIRE LAWFUL AUTHORITY**

**INFORMATION FOR APPLICANTS**

**This form is to be used by non-government schools, community groups and individuals**

**Government schools and agencies need to use the Government Registration form.**

National Parks and other conservation reserves have long been iconic visitor attractions with a growing number of people from all over the world coming to appreciate the unique conservation and cultural values of one of the world’s last great frontiers. The Department of Biodiversity, Conservation and Attractions (DBCA) provides many camping and bushwalking facilities in parks across the State including camping grounds, walking trails, lookouts, toilets and other visitor facilities at the most regularly visited areas open to all.

DBCA is keen to encourage responsible, safe and sustainable access to these areas. This registration form for groups conducting recreational activities on DBCA-managed parks and reserves will assist people to safely access and use these areas as well as provide information for a safe and enjoyable visit.

If you are intending to conduct a non-commercial, organised educational or leisure activity or certain activities that requires **“Lawful Authority”** on lands and waters managed by DBCA, either as an individual, group leader or as the event organiser, you will need to complete this registration form and submit it to the local DBCA Region or District where you wish to conduct the activity/activities.

A **non-commercial organised educational or leisure activity** is an activity undertaken without intent of gaining profit, reward or other consideration other than the recovery of costs, as for example, school activities, club events and weddings, whereas a **commercial event** requires a Licence to be issued to a commercial operator or contractor as well as the payment of charges and fees as applicable.

As stated above, if the non-commercial event is being organised by an event organiser or contractor, this person should apply for permission to conduct the event. No charges apply to a non-commercial event, however, fees for recovery of costs of staff supervision, travel and other costs may be applicable, on a case by case basis.

 As your safety is a primary concern for DBCA, this form can also provide details that will assist in the event of an evacuation or rescue in cases of wildfires, severe weather events or in situations where visitors need assistance in an emergency. By providing your location to DBCA and having the correct equipment to deal with the challenges presented in these areas will assist DBCA and other emergency authorities to assist you if necessary.

There are some activities that require what is called **“Lawful Authority”** under the *Conservation and Land Management Regulations 2002.* These include (but are not limited to):

* Camping in areas that are not designated camping areas;
* Lighting a camp fire;
* Riding a bicycle other than on a road or a bicycle path;
* Driving or using a vehicle other than on a road;
* Intending to use an off-road vehicle that is not registered under the Road Traffic Act 1974 (WA)
* Proposing to land or taking off in an aircraft (including helicopters);
* Using a firearm;
* Travelling with dogs, cats or horses;
* Fossicking.

A comprehensive list of activities that require Lawful Authority is included in Appendix I. You should also complete Part B of this form if applying for Lawful Authority for these activities.

Where approval is sought to conduct an activity within a Public Drinking Water Source Area, this application will also be referred by DBCA to the Department of Water and Water Corporation for their review. You will be notified in writing of the outcome of your application. To avoid delays in processing, please ensure that all details are correct, legible and unambiguous. This application needs to be received by DBCA a minimum of 8 weeks prior to your activity being conducted or, if it is an event that will be publicly advertised, 8 weeks prior to being advertised or you risk not gaining approval in time. You should not advertise an event until approval is given. Please attach any relevant maps, brochures and itineraries.

**PART A**

 **APPLICANTS PARTICULARS**

1. **NAME OF INDIVIDUAL/GROUP/ORGANISATION/SCHOOL**

Is the group/organisation incorporated [x] Yes [ ] No If yes, an incorporated body, please provide certificate of incorporation.

|  |
| --- |
| Western Australia Rogaining Association |

1. **CONTACT PERSON FOR THIS APPLICATION**

|  |
| --- |
| Surname       First Name       |
| Address             Postcode       |
| Telephone (W)       (H)      Mobile       Fax       |
| E-mail       |
| Position in group or organisation       |

1. **A) DETAILS OF ACTIVITY OR EVENT**

|  |
| --- |
| Name of activity or event (where applicable)       |
| Date and time of activity or event (i.e. period of approval sought)       |

 **B) Please describe the activities proposed, locations, routes, etc.**

**Note: Please attach relevant brochures, maps and itineraries.**

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| The following extract from the DEC Recreation Policy 18 Draft Revision of 1999 describes the sport, and its low environmental impact:------------------------------------------------------------------------------------------------------------------------------Rogaining is a long distance cross country navigation event which is generally 12-24 hours in duration. Participants on foot visit control points on a course in any order, the aim being to accumulate the highest number of points possible. Each control has a value according to its ease of location and access. Several hundred competitors are widely distributed over an area of about 20 by 12 kilometres, with no set course. Given that an event area is used only once and participants are dispersed over a sizeable area, the level of environmental impact is generally less” (than for orienteering or other events).------------------------------------------------------------------------------------------------------------------------------WARA has a proud record for safety, low environmental impact, and cooperation with landowners and government agencies. Our sport is dependent on this behaviour for survival------------------------------------------------------------------------------------------------------------------------------The attached map shows the proposed limits of the event. When we get into the field and start to set out the course, the actual limit may shrink but will not increase. In setting this limit we have taken into consideration information provided by DPAW during the approval process for previous events.------------------------------------------------------------------------------------------------------------------------------The hash house administration and camping area will be on ??????------------------------------------------------------------------------------------------------------------------------------The event will be conducted from ????? to ?????. Control collection will be conducted on ??????.------------------------------------------------------------------------------------------------------------------------------ |

1. **A) CAMPING RELATED DETAILS**

|  |  |
| --- | --- |
| Are you camping? | [ ]  Yes [ ]  No If Yes, method of payment: [ ]  in person, at the district office [ ]  self-registration (on site, if available) [ ]  invoice (please supply address for invoicing in the space below, if same as in previous page, state ‘same as in previous page’):                    |

**B)** The information below will be used to invoice the school or organisation after the activity, unless otherwise advised. Please contact the office if these numbers change. Camping fees may apply for various campsites and are generally not waived. If you qualify for a waiver of entry fees you need to apply to the Park Pass Coordinator for this in advance, email: Park.Passes@dpaw.wa.gov.au Please supply the fee waiver letter if you have applied for one.

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Between 16 and 6 years oldchildren Five years old and under  |            | Number of adults |        |
| Please provide location(s) of camping  | Dates |
|       |       |
|       |       |
|       |       |
|       |       |

1. **DETAILS OF ACTIVITY LEADERS, ASSISTANTS OR INSTRUCTORS (If applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Initials | Role | Qualifications/Experience |
|  |  |  |  |
| LIbby Drennen |        |  Safety Officer |  Experienced Rogainer Safety and Admin Officer |
|  Anne Smithson |        |  Training Officer |  Experienced Rogainers and Setter  |
|   |        |  Setter  |  Experienced setter and vetters |

rs of people you anticipate will participate in the organised activity or event.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of participants |  250-350 | Number of officials |  30 |
|  |  |  |  |
| Number of support vehicles |  4 | Number of spectators expected |  0 |
|  |  |  |  |
| Will the media be involved? |  no |
|  |  |

1. **EQUIPMENT REQUIREMENTS**

 Please list any special equipment, facilities or materials required to conduct the proposed activity or event:

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| WARA has all necessary equipment, including tents, for administration, first aid and catering. |
|       |

1. Will portable toilets and/or showers be used? If so, what is the proposed method of effluent and waste water disposal?

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| WARA hires chemical toilets for all events, and does not provide showers.  |
|       |

1. **SAFETY EQUIPMENT AND REQUIREMENTS**

Indicate what steps have been taken to ensure the well being of your members or participants (i.e. first aid kit, first aid training, fire extinguisher, life jackets, HF radio, notified the Local Emergency Management Committee (LEMC), Emergency Response Plans). Event participants are advised to refer to the Eventscorp resource document for important information and contact details of organisations related to organising events in WA, available from the DBCA’s website at: <http://www.dpaw.wa.gov.au/eventscorp>

|  |
| --- |
| Competitor safety is based on WARA safety manual and safety policy. It includes patrol roads (performed by setters and vetters), injury management,dehydration management,and major fire evacuation plans. This information is clearly outlined on a safety information sheet at administration. There is a dedicated First Aid Officer ad a dedicated Safety Officer at each event.  |
| Safety is built into the sport. Competitors must stay in teams, with whistles etc. They fill in intention sheets at each control which are used as part of the search and rescue process, should a team not return on time. |
| We have a dedicated first aid officer on duty for the duration of the event, and a first aid tent set up in close proximity to the Hash tent and Administration, equipped with first aid kit, including heart defibrillator. |
| During the event nominated cars patrol nominated roads. These cars are equipped with satellite phones for communication back to base. The patrolled roads are marked on the competitors map and all competitors know to relocate to a patrolled road in an emergency. The roads are patrolled at least every 3 hours.  |
| Event administration has a custom emergency management plan with this information. It includes emergency contacts (FIre, Medical, Police, DBCA, event safety officer, event organizers). Prior to the event St Johns Ambulance,the local police and local hospital are informed. Information provided includes dates/time, Description of rogaining, detailed event directions, Hash House locations, (latitude/longitude) mobile and satellite phone numbers. |
| Traffic management has been considered . This is not considered to be an issue. Warning signs are placed on all roads accessing the area advising drivers that there may be walkers around. |
| A long established search and rescue system will be used if the need arises. |
| Large No shooting are also placed at major entry and exit points  |
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**PART B**

**PUBLIC RISK INSURANCE**

**Community and other groups who owe a duty of care to the participants carrying out the activity may be required to demonstrate they have public risk insurance. If you are unsure, please contact the appropriate DBCA office.**

Name of Insurer Sportscover Australia Pty Ltd

Policy Number PMEL99/0119427

|  |  |  |
| --- | --- | --- |
| Amount of Coverage Public Liability: $20,000,000 any one occurrence Products Liability: $20,000,000 any one occurrence and in the aggregate Professional Indemnity: $2,000,000 any one claim and in the aggregate (Must be a minimum of AUD$10 million) | Expiry Date |        |
|  |  |  |

**DEED/ POLL - to be completed by ALL applicants -**

**I:**

|  |
| --- |
|      The Western Australin Rogaining Association |

 (Name of Person / Company Pty Ltd / Incorporated association)

1. certify that to the best of my knowledge the information provided within this application is true and correct in every detail; and
2. do hereby agree to release and indemnify and keep released and indemnified the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions, the State of Western Australia, the Water Corporation, and each of their employees, contractors and agents (“**the Indemnified Parties**”) from and against all:
	1. claims, demands, actions, suits, and proceedings (whether under the law of contract, tort, a written law or otherwise); and
	2. damages, liabilities, losses, costs (including legal costs) and expenses, which may be made or brought against or suffered or incurred by the Indemnified Parties arising from, or in connection with, my activities on, use of, or presence on CALM land, except to the extent that any claims, actions, demands, suits, proceedings, damages, liabilities, losses or costs made or brought against, suffered or incurred by the Indemnified Parties are as a result of the Indemnified Parties’ negligence.

**Executed as a deed on** ………………………………………

 Date

|  |  |
| --- | --- |
| **Person**  |       ……………………………………… ……………………………………… Signature Name      ……………………………………… ……………………………………… Witness Name |
| **Company Pty Ltd** (executed in accordance with section 127(1) of the *Corporations Act 2001* (Cth)) |       ……………………………………… ……………………………………… Signature of director or secretary Name      ……………………………………… ……………………………………… Signature of director Name      ……………………………………… ……………………………………… Witness Name |
| **Incorporated Association** (executed in accordance with section 14(1)(b) of the *Associations Incorporation Act 1987* (WA)) |       ……………………………………… ……………………………………… Signature of person with authority to bind the Incorporated Association Name      ……………………………………… ……………………………………… Witness Name |

**OFFICE USE ONLY**

CONSERVATION AND LAND MANAGEMENT REGULATIONS 2002 Regulation 4 (1)

**LAWFUL Authority TO CONDUCT**

**CERTAIN RECREATIONAL ACTIVITIES**

This lawful authority is a written notice for the purposes of regulation 4(1) of the *Conservation and Land Management Regulations 2002* (the regulations) and it grants lawful authority to the person named herein as the authority holder to undertake certain activities in the areas specified below, an act that would otherwise be unlawful under the regulations.

This authority is not valid without the signature of the Chief Executive Officer or a delegate of the CEO (Regional or District Manager/Regional Parks Manager) of the Department of Biodiversity, Conservation and Attractions.

The Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions hereby grants to:

|  |  |
| --- | --- |
|       |  |
| Lawful authority to conduct \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activities in the following areas: |
|       |  |
| This lawful authority is issued subject to the provisions of the *Conservation and Land Management Regulations 2002*, the terms and conditions as set out in the next section “Conditions for Approval” and “Other Conditions to be observed” (if applicable).This lawful authority is valid for the period specified below: |
| Start date: |       | Expiry date: |       |
|  |  |  |  |
| Name: |       | Signed: |  |

District or Regional Manager/Regional Parks Manager Date: --------/---------/----------

As a Delegate of the CEO under Section 133(2) of the *Conservation and Land Management Act 1984*

Upon arrival to commence the activities listed above, please report to the following DBCA Officer:

|  |  |
| --- | --- |
| Name: | Telephone: |
|       |       |

**OFFICE USE ONLY**

**CONDITIONS OF APPROVAL**

This application will need to be consistent with the conditions as outlined below:

1. **General**
2. Approved activities or events must not cause damage to flora and fauna, must abide by fire restrictions on starting a fire and campfires and must not cause littering, amongst other conditions, i.e. must comply with the Conservation and Land Management Act 1984 (CALM Act), Conservation and Land Management Regulations 2002, the Bushfires Act 1954, Wildlife Conservation Act 1950 and Wildlife Conservation Regulations 1970, the Western Australian Marine Act 1982 and the Navigable Waters Regulations 1958 and the Litter Act 1979.
3. When operating within a Public Drinking Water Source Area (PDWSA), groups or organisations must not cause contamination of waters and must comply with the Metropolitan Water Supply Sewerage and Drainage Act 1909, the Country Areas Water Supply Act 1947 and associated by-laws.
4. This approval is subject to any necessary permission being obtained from other authorities and compliance with their respective legislations as required (e.g. Local Government, Water Corporation, Department of Water, WA Police, Main Roads WA, Department of Transport, Western Power, Office of Heritage, Western Australian Museum, the University of Western Australia’s Department of Anthropology). All additional conditions imposed by these agencies must be adhered to.
5. The DBCA District Manager/Marine Park Manager or his/her delegate is to be notified immediately of any alteration to the nature and timing of the activities to be undertaken.
6. The DBCA District Manager or his/her delegate has full on-site control, allowing for the alteration of activities if the need arises.
7. Individuals, groups or organisations will not have exclusive use of any area or facility, unless otherwise specified.
8. No individual, group or organisation shall represent themselves as an agent of DBCA or the CEO, or in any way purport to act for or on behalf of DBCA or the CEO in conducting the permitted activity or event.
9. Any commercial passenger vehicle (e.g. bus or coach) or charter vessel used on DBCA-managed lands and waters must be licensed by the Department of Transport (DoT) and comply with relevant DoT conditions.
10. All refuse is to be removed unless bins are provided.
11. Firearms, snares, traps and bait are not to be carried on DBCA-managed lands and waters unless a lawful authority is obtained. Licences are issued only for scientific purposes. Marron licences and other recreational fishing licences may be obtained from Fisheries WA. It should be noted that marroning is prohibited in PDWSAs proclaimed under the Metropolitan Water Supply Sewerage and Drainage Act 1909 and may be prohibited in PDWSAs proclaimed under the Country Areas Water Supply Act 1947.
12. Domestic pets are not permitted in national parks, conservation parks and nature reserves, except in designated areas. Applicants are advised that many areas of DBCA-managed land are baited with 1080 poison baits, and that these can be fatal to domestic pets.
13. No permanent or semi-permanent facilities or structures are to be erected without written approval.
14. DBCA will endeavour to keep nominated routes and/or facilities available but alterations may have to be made during a permit due to unforeseen circumstances.
15. The person, group or organisation must pay park entry and camping fees where applicable.
16. Permission to conduct an organised activity or event cannot be transferred from one person, group or organisation to another.
17. **Safety**

Where applicable, the group or organisation shall:

1. Provide appropriate safety equipment;
2. Employ and use only experienced and competent guides/instructors; and
3. Provide for approval an Emergency Response Plan at least two weeks prior to event if requested.

It is the organiser’s sole responsibility to appropriately advise and caution participants about the potential hazards likely to be encountered on DBCA-managed lands.

1. **Liability**
2. Unless otherwise specified in this application, a group or organisation shall at all times during the currency of this permit maintain a policy of public liability insurance for a sum of not less than $10 million. Individuals are not required to have public liability insurance.
3. The applicant must sign the deed poll clause (pages 5 and 6) on this form.
4. **Reporting**

The group or organisation shall advise the District or Regional Manager as soon as practicable of any problems encountered in conducting the approved activity/event or of any personal injuries or damage to property sustained as a consequence of undertaking the activity/event.

**Other Conditions to be observed**

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Attach additional pages if required

Permission is granted to conduct the activity/event nominated in this application subject to the above-mentioned conditions of approval.

**DBCA contact**

|  |  |
| --- | --- |
| Name |       |
| Office  |       |
| Phone |       | Fax:       | E-mail:       |
| After Hours |       |

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| --- | --- | --- | --- |
| Invoiced  |       | Invoice No.  |       |
| Admin Officer |  | Date  |  / / |

**APPENDIX I**

**Activities that require Lawful Authority under CALM Regulations**

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| **Regulation No.** | **Activity** |
| 12 (1) | Possession or use of firearms, spears, restricted devices etc. |
| 15 | Bringing and allowing an animal on to CALM land |
| 31(1) (a),(b),(c) & (4)  | Cause any significant damage or disturbance to a naturally occurring feature, damage or disturb any naturally occurring feature, remove any naturally occurring feature from CALM land (includes fossicking activities) |
| 33 (1) | Abseiling on CALM land (except in an abseiling area) |
| 34(1) | Placement of any structure on CALM land. |
| 38 (1) | Erecting any sign or notice on CALM land (unauthorised signs) |
| 39 (1)  | Lighting, kindling, maintaining or using, or assisting another person in lighting, kindling or maintaining, a campfire, barbeque or portable stove on CALM land; in a restricted area where that activity is prohibited under r. 5; or contravenes a restriction imposed on that activity under r. 5; or where flora and forest produce is in danger of being burnt or injured |
| 39 (2) | Lighting, kindling, maintaining or using, or assisting another person in lighting, kindling or maintaining, any fire within the boundaries or within 20 metres of any boundary of CALM land; or leave a fire described above without taking due precaution against its spreading or causing injury, if in either case any flora or forest produce is in danger of being burnt or injured |
| 49 | Being in a cave (cave means a cave or part of a cave which is on or under CALM land) and complying with the specified conditions and restrictions  |
| 50 | Cross country and other events - organising, promoting or conducting any event involving cross country running, orienteering, rogaining, cross country navigation exercises or equestrian events on CALM land |
| 51 (1) | Driving or using a vehicle (other than a bicycle) on CALM land other than on a road or in a designated area |
| 51A (1) | Bicycles - Riding a bicycle on CALM land other than on a road or bicycle path or in a designated area |
| 52 | Off- road vehicles into CALM land - under the Control of vehicles (Off-road areas) Act 1978 |
| 53 | Car rallies etc. - organising, promoting or conducting a car rally, associated navigation exercise, mountain bike event or other race involving vehicles on or through CALM land |
| 58 | Races - organising, promoting or conducting a race involving vessels on or through CALM land |
| 60 (1) (a) & (b) | Anchoring vessels - in a restricted area if that activity is prohibited under Regulation 5, or contravening a restriction on the anchoring of vessels in a restricted area imposed under Regulation 5 |
| 65 | Launching, landing or making a touch down in an aircraft on CALM land (does not apply to an aircraft that is required to launch or touch down contrary to that subregulation to avoid or mitigate danger to human life or significant damage to property) |
| 66 | Camping controlled - camping on CALM land except in a camping area or on a vessel that is moored or anchored in accordance with these regulations |
| 105 (1) | Organised events and meetings - organising, advertising or holding a meeting, function or event on CALM land which is likely to involve or involves the attendance of more than 100 persons |