



## **NOTIFICATION OF INTENT FORM**

for Non-Commercial Organised Groups  
planning to conduct Overnight Expeditions  
on DEC Managed Tracks or Trails  
(groups with 8 or more members)

### **WHY IS NOTIFICATION NEEDED?**

The Notification of Intent Form (NOIF) will provide the Department of Environment and Conservation (DEC) with information regarding your planned group activity to help monitor and sustain the biodiversity and conservation values of the diverse environments that our tracks and trails traverse.

The NOIF is **not** a booking/reservation form. Notification assists us in considering the needs and enjoyment of other track users by preventing overcrowding in campsites and/or potential clashes of expedition dates of groups.

To ensure the ongoing sustainability of these tracks and trails and their surrounding areas, we advise that the maximum recommended group size for overnight stays at all *Munda Biddi Trail* campsites is **17** and *Bibbulmun Track* campsites is **15** (including leaders), preferably smaller:

Groups should limit their overnight stays to one night per campsite.

It is preferred

- that notification is received by DEC's Tracks and Trails office (Kensington) at **least 4 weeks** prior to the activity being conducted and
- that a *Notification of Intent Form* be completed for each individual expedition.

Early notification will allow us to post your intended activity date, participant numbers and location on DEC's current track/trail conditions website and alert you to possible track conditions. It also allows us time to formally reply to your notification.

While the contact person and leader details you provide remain CONFIDENTIAL, they will be forwarded to the appropriate DEC District Office and may be used in emergency situations, such as a wildfire evacuation.

Please complete **Page 2** of this NOIF form and return it to DEC's *Tracks and Trails Unit*.  
(Pages 3-6 have been included for your general information and need not be returned)

**CONTACT DETAILS:** DEC's *Tracks and Trails Unit*

Email: [tracksandtrails@dec.wa.gov.au](mailto:tracksandtrails@dec.wa.gov.au)

Ph: (08) 9334 0265 or Fax: (08) 9334 0100

Post: *Locked Bag 104, Bentley Delivery Centre WA 6983*

## NOTIFICATION OF INTENT FORM – LONG TRAILS EXPEDITIONS

**EXPEDITION DETAILS:** Please complete this page and submit it as per contact details on Page 1

### LONG DISTANCE TRACK OR TRAIL

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### NAME OF GROUP/ORGANISATION/EXPEDITION

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### CONTACT PERSON FOR THIS NOTIFICATION

Surname	First Name	
Address of Organisation		
Phone (Work)	(Home)	(Mobile)
Email	Fax	
Position in Group or Organisation		

### EXPEDITION LEADER DETAILS If details are the SAME AS ABOVE this section does not need to be filled in.

Surname	First Name	
Address	Postcode	
Email		
Phone (Work)	(Mobile)	(Home)
Contact number while on the Track: (phone/support vehicle etc)		

### GROUP DETAILS

Start date of expedition:	End date of expedition :		
Group size – Participant:	Leaders: Please indicate how many of your group will be using tents at campsites:		
Mode of transport to start and end points:			
Type & registration of vehicles to be used: <i>Please note: Vehicles are not allowed to access campsites and to assist in the prevention of spread of dieback no vehicles are allowed into Disease Risk Areas (DRA).</i>	Type: eg Toyota – Hilux	Registration	Drop-off point/s: eg Fern Rd
Will the driver/s be participating in the expedition?			
If Yes please record where vehicle/s will be left?			

### ITINERARY for OVERNIGHT EXPEDITONS: Please complete each day's section in the table below.

Date	Start Point	Finish Point	Overnight Campsite	Location of contact points with support vehicle (access roads, towns etc)
Please attach further information if required				

Office Use Only: Database  Website  Receipt

## General Information:

### DEC has adopted and promotes the 7 Principles of *Leave No Trace*



#### PLAN HEAD AND PREPARE

- Know the regulations and special concerns for the areas you'll visit.
- Prepare for extreme weather, hazards and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups. Split larger parties into groups of 4-6.
- Repackage food to minimise waste.

#### TRAVEL AND CAMP ON DURABLE SURFACES

- Durable surfaces include established tracks and campsites, rock, gravel and dry grasses.
- Protect riparian grasses by camping at least 100 metres from lakes and streams.
- Good campsites are found, not made. Altering the environment for a campsite is not necessary.

##### *In popular areas:*

- Concentrate use on existing track and campsites.
- Walk single file in the middle of the track, even when wet or muddy.
- Keep campsites small. Focus activity in areas where vegetation is absent.

##### *In pristine areas:*

- Disperse use to prevent the creation of campsites and tracks.
- Avoid places where impacts are just beginning.

#### DISPOSE OF WASTE PROPERLY

- Pack it in, pack it out. Inspect your campsite and rest areas for rubbish or spilled foods. Pack out all rubbish, leftover food, and litter.
- Deposit solid human waste and toilet paper in holes dug 20-25cm deep at least 100 metres from water, camp, and tracks. Cover and disguise the hole when finished.
- Pack out toilet paper and personal hygiene products.
- To wash yourself or your dishes, carry water 100 metres from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

#### LEAVE WHAT YOU FIND

- Respect indigenous art and other sites of cultural significance. Always get appropriate permission.
- Preserve the past: examine, but do not touch, cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture or dig trenches.

#### MINIMISE CAMPFIRE IMPACTS – USE A FUEL STOVE

- Campfires can cause lasting impacts to the bush. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings. If fire rings are not supplied, fires are not permitted.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely.

#### RESPECT WILDLIFE

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviours, and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and rubbish securely.
- Avoid wildlife during sensitive times: mating, nesting, raising young or in winter.

#### BE CONSIDERATE OF YOUR HOSTS AND OTHER VISITORS

- Respect other visitors and protect the quality of their experience.
- Be courteous. Give way to other users on the track.
- Take breaks and camp away from tracks and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

For further information, please refer to the Leave No Trace website at [www.lnt.org.au](http://www.lnt.org.au)

## Expedition Planning

Your group is about to embark on a track or trail activity to a remote location which carries an element of risk. While your safety is our concern, it is your responsibility.

### Please consider the following points when preparing your Expedition

#### 1. DEVELOP A SAFETY AND EMERGENCY PLAN:

- **Important** – Please check the relevant track/trail conditions website or contact the DEC District office in the area you are planning to conduct your activity (**at least 2 DAYS prior**) to check for current local track/trail conditions to ensure that you are fully prepared. (See attachment 2). For weather conditions see: [www.bom.gov.au](http://www.bom.gov.au)
- Provide a detailed itinerary, (including your estimated time of return and finish location) to someone who can contact the **Police and Emergency Services** (000) on your behalf, if you are overdue.
- If you are using transport contractors/support vehicles ensure that someone knows who they are and has a record of their contact number/s.
- Provide your support vehicle operators with:
  - a detailed itinerary, relevant maps (including access roads and current road conditions),
  - DEC contact lists and your emergency plans.
- COMMUNICATIONS - as mobile and CDMA phones don't offer coverage in many areas consider a Satellite Phone and/or EPIRB (emergency use only).

#### 2. ESSENTIAL EQUIPMENT includes:

- MAPS and/or guidebook
- CLOTHING/FOOD - suited to the chosen activity and conditions.
- WATER - at least 2 litres per person in unbreakable and leak-proof containers. The quality of water from campsite rainwater tanks is NOT guaranteed. It should be treated before drinking eg: vigorous boiling for one minute or by using water purification products. Rainwater tanks are only filled by rainfall and therefore might be low/empty at certain times of the year.
- FIRST AID and blister kit
- TENTS – All group members are encouraged to carry tents. Groups of 8 or more, who are not using tents, are requested not to occupy campsite shelters before 6pm to allow individual walkers/riders to access these facilities.
- FUEL STOVES – Fuel stoves are less likely to cause a wildfire, are fast, clean and easier to use in the wet. We recommend you carry and use portable fuel stoves, as campfires are **not permitted at ANY** –
  - *Munda Bididi Trail* campsites
  - *Bibbulmun Track* campsites of Yourdamung, Blackwood and from Mt Chance to Hidden Valley, inclusive.
  - *Bibbulmun Track* campsites when subject to local Shire seasonal fire restrictions. Please contact the relevant District DEC office for further information.

As there are growing number of walkers on all tracks and trails we encourage ALL walkers to carry fuel stoves instead of using wood for campfires. Wood is not to be collected from around campsites as this practice is unsustainable and degrades the surrounding bush areas very quickly. We would appreciate strict adherence to this particular request in order to support the principles of 'Leave No Trace'.

- Be prepared to carry out **ALL** rubbish and personal hygiene products.

#### 3. GENERAL REGULATIONS APPLYING TO DEC LANDS

##### 3.1 General

- Approved activities or events must comply with the CALM Act, Bushfires Act, National Parks Regulations, Wildlife Conservation Act and Regulations, and Marine Act and Regulations.

- When operating within a Public Drinking Water Source Area (PDWSA), groups or organisations must also comply with the Metropolitan Water Supply Sewerage and Drainage Act, the Country Areas Water Supply Act and associated bylaws.
- Groups or organisations will not have exclusive use of any area or facility, unless otherwise specified.
- Any commercial passenger vehicles (e.g. bus or coach) or charter vessel used on DEC managed lands and waters must be licensed by the Department of Transport and comply with relevant DoT conditions.
- All refuse is to be removed.
- Firearms, snares, traps and bait are not to be carried on DEC managed lands and waters unless a licence is obtained. Licences are issued only for scientific purposes. Marron licences may be obtained from Fisheries WA. It should be noted marroning is prohibited in PDWSA's proclaimed under the Metropolitan Water Supply Sewerage and Drainage Act and may be prohibited in PDWSA's proclaimed under the Country Areas Water Supply Act.
- Domestic pets are not permitted in national or conservation parks and nature reserves or in Disease Risk Areas.
- No permanent or semi-permanent facilities or structures are to be erected without written approval.
- DEC will endeavour to keep nominated routes and/or facilities available but alterations may have to be made due to unforeseen circumstances.
- The group or organisation must pay park entry and camping fees where applicable.

### **3.2 Safety**

- Where applicable, the group or organisation shall:
  - provide appropriate safety equipment.
  - employ and use only experienced and competent guides/instructors.
- It is the organiser's sole responsibility to appropriately advise and caution participants about the potential hazards likely to be encountered on DEC managed lands.

### **3.3 Reporting**

- The group or organisation shall advise the DEC *Tracks and Trails Unit* 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.

## DEC - Contact Details

District	<i>Bibbulmun Track</i>	<i>Munda Biddi Trail</i>
<b>Current Trail Conditions</b>	<a href="http://www.naturebase.net/parksandrecreation">http://www.naturebase.net/parksandrecreation</a>	<a href="http://www.naturebase.net/parksandrecreation">http://www.naturebase.net/parksandrecreation</a>
<b>PERTH HILLS (Mundaring &amp; Dwellingup)</b>	Kalamunda to Harvey Quindanning Rd Map 1/2 or Sections 1 to 20 in Northern Guidebook  51 Mundaring Weir Rd MUNDARING Ph: 9295 9100 Fax: 9295 9101	Mundaring to Willowdale Road Maps 1-3a  51 Mundaring Weir Rd MUNDARING Ph: 9295 9100 Fax: 9295 9101
<b>WELLINGTON (Collie)</b>	Harvey/ Quindanning Road to Mumballup Map 3 or Section 20 to 25 in Northern Guidebook  147 Wittenoom St COLLIE Ph: 9734 1988 Fax: 9734 4539	Willowdale Road to Collie Map 3  147 Wittenoom St COLLIE Ph: 9734 1988 Fax: 9734 4539
<b>BLACKWOOD (Balingup)</b>	Mumballup to Willow Springs Map 4 or Section 25 to 30 in Northern Guidebook  14 Queen Street BUSSELTON Ph: 9752 6232 Fax: 9752 1432	N/A
<b>DONNELLY (Manjimup &amp; Pemberton)</b>	Willow Springs to Pingerup Road Map 5 and part of Map 6 or Section 30 in Northern Guidebook and Section 31 to 42 in Southern Guidebook  Kennedy St PEMBERTON Ph: 9776 1207 Fax: 9776 1410	N/A
<b>FRANKLAND (Walpole)</b>	Pingerup Road to Denmark Map 6, 7 and 8 or Section 42 to 53 in Southern Guidebook  South Coast Hwy WALPOLE Ph: 9840 1027 Fax: 9840 1251	N/A
<b>ALBANY</b>	Denmark to Albany Map 8 or section 53 to 58 in Southern Guidebook  120 Albany Hwy ALBANY Ph: 9842 4500 Fax: 9841 3329	N/A

### IMPORTANT NOTE:

Please check the relevant track/trail conditions website or contact the DEC District office in the area you are planning to conduct your activity (**at least 2 DAYS prior**) to check for current local track/trail conditions to ensure that you are fully prepared.