

Operational policy

Visitor Management

Organised events (non-commercial) on QPWS managed areas

Operational policies provide a framework for consistent application and interpretation of legislation and for the management of non-legislative matters by the Department of Environment and Science. Operational policies are not intended to be applied inflexibly in all circumstances. Individual circumstances may require a modified application of policy.

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PART 1 – Purpose and Scope

1. Purpose

This document guides the management and authorisation of non-commercial organised events on Queensland Parks and Wildlife Service (QPWS) managed areas for both QPWS staff and the general public by stating:

- the legislative provisions governing organised events on QPWS managed areas;
- the activities that are considered to be organised events;
- how organised events are to be conducted on QPWS managed areas;
- which permits may be required to conduct an organised event on QPWS managed areas;
- when an organised event does not require a permit; and
- procedures for notifying and applying for a permit to conduct an organised event.

2. Scope

This guide applies to all non-commercial organised event activities on QPWS managed areas including:

- recreation areas declared under the *Recreation Areas Management Act 2006*;
- State forests declared under the *Forestry Act 1959*;
- protected areas declared under the *Nature Conservation Act 1992* including national parks; and
- marine parks declared under the *Marine Parks Act 2004*.

PART 2 - Guidelines

1. Legislation

Recreation Areas Management Act 2006

Section 34 provides for issuing Organised Event Permits and the Dictionary Schedule defines organised events as follows:

1. An organised event is a non-commercial activity involving the organised use of a part of a recreation area that is likely to:
 - have a detrimental impact on the part, or
 - affect the use of the area by other persons, having regard to the following —
 - a) the location of the part;
 - b) the number of people, vehicles or animals involved in the activity or likely to be in the part when the activity is conducted;
 - c) the type of activity;
 - d) the timing of the activity;
 - e) any likely disturbance to the part as a result of conducting the activity;
 - f) the extent to which the conducting of the activity may restrict access to the part by the general public.

An organised event does not include an activity—

- a) conducted in a recreation area by a relevant Aboriginal or Torres Strait Islander entity for the area, under Aboriginal tradition or Island custom; or

- b) authorised under a recreation area agreement.

Nature Conservation (Protected Areas Management) Regulation 2017

Section 50B allows for the grant of Organised Event Permits; and the definition in the Dictionary in Schedule 8 is consistent with the definition in the *Recreation Areas Management Act 2006*.

Forestry Act 1959

Section 73C of the Act makes it an offence to conduct an organised event as follows:

1. A person must not conduct an activity (an organised event) that is a non-commercial activity involving the organised use of a part of a State forest or timber reserve (the area) that is likely to—
 - a) expose a person involved in the organised event to an unreasonable risk to the person's safety from another activity conducted in the area; or

Example of an activity likely to expose a person to unreasonable risk—timber harvesting

- b) have a detrimental impact on the area, or affect the use of the area by other persons, having regard to the following—
 - i. the location of the area;
 - ii. the number of people, vehicles or animals involved in the organised event or likely to be in the area when the organised event is conducted;
 - iii. the type of organised event;
 - iv. the timing of the organised event;
 - v. any likely disturbance to the area as a result of conducting the organised event;
 - vi. the extent to which the conducting of the organised event may restrict access to the area by the general public.

Section 56 of the *Forestry Act 1959* provides for the issue of Organised Event Permits to manage safety risks, site or other user impacts.

Note that the *Forestry Act 1959* differs slightly from the *Recreation Areas Management Act 2006* and the *Nature Conservation (Protected Area Management) Regulation 2017* in that there is a requirement to consider specific risks to organised events from another activity in the area, such as harvesting operations. However, this consideration is applicable across all tenures as a general duty of care responsibility and is addressed through the assessment process and permit conditions (see Procedure section 4 - additional conditions – seasonal restrictions).

Marine Parks Act 2004

The *Marine Parks Act 2004* does not define organised events but deals with such activities through the provisions within the respective Zoning Plans for Great Sandy, Moreton and Great Barrier Reef Coast (State only) Marine Parks.

The *Marine Parks (Moreton Bay) Zoning Plan 2019* and *Marine Parks (Great Sandy) Zoning Plan 2017*, state that permission is not required when carrying out a 'low impact activity not involving fishing or collecting' in general use, habitat protection, conservation park, marine national park zones, and buffer zones (Great Sandy Marine Park only). A low impact activity is defined as an activity that is likely to have a negligible impact on the marine park. The *Marine Parks (Great Barrier Reef Coast) Zoning Plan 2004* refers to the Commonwealth *Great Barrier Reef Marine Park Zoning Plan 2003* which states that permission is not required when undertaking low impact activities consistent with the objects of that zone (refer Part 2 of the GBRMP zoning plan).

For all State marine parks, permission is required for “any other purpose” other than those listed as not requiring permission for each zone type provided the purpose is consistent with the objects of that zone. The majority of organised events conducted in a marine park are considered “any other purpose” for the purposes of issuing permission for the activity.

Organised events proposed to be conducted in a marine park are assessed on a case-by-case basis taking into account the nature, scale, location, duration and timing of the event and the potential impacts the event may have on the environment and resources of the marine park. It should be noted that the Great Barrier Reef Marine Park Authority (GBRMPA) authorises permissions in conjunction with QPWS for overlapping areas of the Great Barrier Reef Coast Marine Park.

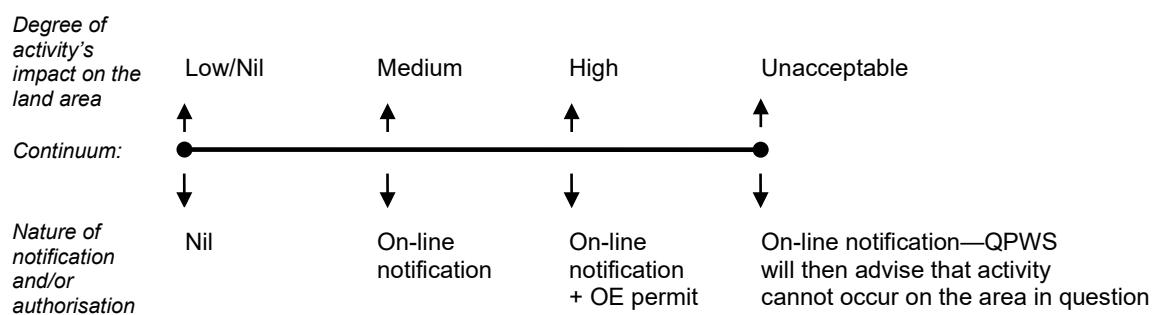
2. QPWS Organised Event Permits - when is an Organised Event Permit required?

An Organised Event Permit is required if an activity:

- negatively impacts other general users of the area;
- requires temporary exclusive use;
- disturbs natural or cultural values including soil, vegetation or animals in any area;
- includes construction or installation of temporary infrastructure; and
- includes the use of motorised vessels or vehicles in an area, or manner, in which they are otherwise not generally permitted.

If you are considering undertaking an activity that may require a permit as outlined above, you should first notify QPWS of your proposal using an on-line notification form. Before completing the on-line notification, check that the activity you are proposing to undertake is not provided with an exemption under section 9 of this policy. The on-line notification can be accessed at: <https://parks.des.qld.gov.au/>. Following receipt of the notification, QPWS will assess the proposed activity and advise if a permit is required. Examples of an activity that may require a permit include a concert, competitive sporting event, training exercises conducted by the Australian Defence Force, vehicle rally and so on. For an event to be organised there needs to be an organising party that takes responsibility in ensuring the event happens.

The following diagram provides a representation of the activity assessment and the resulting authorisation requirements.



For clarity - not-for-profit, community and educational organisations, clubs and associations conducting activities with established fees in order to raise funds (other than cost recovery or soliciting donations) are considered commercial activities and therefore require either a commercial activity permit or agreement.

2.1 Permits for organised events on terrestrial parks and forests

Unless exempt (see section 9) a non-commercial activity may require an Organised Event Permit under the *Recreation Areas Management Act 2006*, *Forestry Act 1959* and the *Nature Conservation Act 1992* depending on which tenure the proposed activity will be conducted. Activities involving commercial elements such as entry fees will require assessment for a commercial activity permit or commercial activity agreement. Consult the relevant policies in such circumstances.

An Organised Event Permit application is assessed in accordance with relevant legislative criteria for the proposed area under this legislation as per the *Procedural Guide - Tourism and recreation authority applications*.

2.2 Permits for organised events in marine parks

All State and Commonwealth Marine Park zoning plans:

- provide for use of and entry to marine parks for water-based activities and intertidal areas. The marine park boundary includes the area up to the Highest Astronomical Tide (HAT); and
- enable QPWS and GBRMPA to apply conditions to manage activities in particular Zones within State marine parks and in the Great Barrier Reef Marine Park under joint permitting administrative arrangements.

In marine parks, all organised events require QPWS on-line notification of the proposed activity to determine if a permission is required. Other general marine park exemptions are detailed in the Zoning Provisions for each respective marine park.

A number of event activities can occur without requiring a permit in the following State marine parks:

- Moreton Bay Marine Park;
- Great Sandy Marine Park; and
- Great Barrier Reef Coast Marine Park.

Such events may include those that are low impact or passive in nature i.e. open water swimming and the swim leg of a triathlon and/or involve non-motorised watercraft such as kayaks being used in a leg of an adventure race or stand-up paddle boards in the paddle out event for national whale day.

A permit, or permission, may be required for organised event activities depending on the level of impact on marine resources or other users and conditions may be placed on the activity where necessary to manage potential environmental impacts and to ensure the activity is consistent with the objectives of the Marine Park zones.

If an event occurs across marine and terrestrial QPWS managed areas it will be assessed according to the relevant legislation outlined in part 2, section 1 of this document, however, only one notification/application will need to be submitted.

3. Vehicles

Any motorised vehicles proposed for use in an organised event must be registered with the Queensland Department of Transport and Main Roads. Note that any use of conditionally registered vehicles proposed in an organised event will be subject to the *Operational Policy - Use of conditionally registered vehicles on QPWS managed areas* and the *Operational Policy – Organised event permits for recreational use of side-by-side vehicles in State forests*.

Organised event activities involving the use of motorised vehicles, mountain bikes or similar vehicles in an area, or manner, in which they are otherwise not generally permitted, will require a QPWS on-line application for an Organised Event Permit.

Any application for vehicle access (including bicycles) off established public access roads, QPWS management roads and QPWS tracks will require a detailed map identifying all proposed routes and use patterns must be provided with an application for an organised event permit.

4. Vessels

Events with the potential to have an impact on the resources of the marine park, such as those that involve high speed vessels such as powered single or multi-hull vessels, offshore powerboats, water ski boats and personal watercraft will require a QPWS on-line application for the proposed activity. The Department's *Operational Policy - High speed vessel events in marine parks* outlines the circumstances under which a high-speed vessel event may be permitted to occur within State marine parks and should be referred to in conjunction with this procedural guide.

5. Land based Infrastructure

Any infrastructure, other than low impact temporary event equipment such as portable shade structures, water or food containers, and minor event and camping equipment, will require an Organised Event Permit.

The permit requirements for aircraft to land within QPWS managed areas is covered in the *Operational Policy - Landing aircraft and recreational craft in QPWS managed areas*.

6. Marine Infrastructure

Any infrastructure, other than low impact temporary event equipment, such as a small number of marker buoys delineating the outline of a racecourse used by swimmers and/or non-motorised watercraft, will require QPWS on-line application for an Organised Event Permit.

7. QPWS Landscape Settings

QPWS manages visitor use and facilities on the terrestrial estate using the QPWS Landscape Classification System which scores landscapes on a continuum of "settings" ranging from the least to the most impacted by patterns of human use (current and previous). This system ensures visitors have access to a range of experiences from 'wilderness' areas with remote trails through to developed campgrounds with toilets, showers and easily accessible walking tracks on our parks.

QPWS Landscape Settings do not apply to marine parks.

The Landscape Settings use a spectrum of settings from one to nine, where one is unmodified, remote and wild sites and nine is highly modified, urbanised and developed, sites.

QPWS managed areas occur in landscape settings from one to seven.

A description of the Landscape Settings, including facilities and access, is illustrated in Appendix 1.

8. QPWS Group Size Guidelines for terrestrial-based activities

Landscape Settings provide a guide to planning and authorising organised events in protected areas and State forests for both non-motorised and motorised use of an area.

Table 1 and Table 2 below provide a guide to deciding when an organised event permit is required and how to condition an activity to maintain Landscape Settings within any area. These are considerations QPWS will take into account when an on-line notification is received. If the group size and frequency of the activity is less than the figures indicated in the table, a permit is not considered necessary.

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The target range of Persons At One Time (PAOT) is a guide only and variations to the PAOT, either up or down, may be acceptable at some sites depending on factors such as historical use, local knowledge regarding use impacts, site topography, site layout, vegetation (e.g. screening), current visitor impacts, visitor expectations and management regime.

The Organised Event Group Size will generally apply to event activities either actively managed on-site by QPWS or through conditions of permit and agreement authorities.

Where a site can be managed effectively for minimal impact with larger group sizes (i.e. > recommended Organised Event Group size thresholds) for short periods; or where there is a history of use by larger groups with minimal site impact (e.g. schools, events) QPWS may assess that a permit may not be required.

Where values in the table are inconsistent with thresholds stipulated in any relevant management plan for the area, the management plan prevails.

Table 1: Guide to non-motorised group sizes at QPWS managed sites

Visitor Zone	LCS Setting	Target Range Persons At One Time (PAOT) per ha or up to 5km track	Organised Event Group Size (persons)	Organised Event frequency per annum
Remote - Natural	1	≤ 4	>15	≤4
	2	≤10		
Natural	3	≤ 20	>40	≤12
Natural - Recreation	4	≤ 30		
Recreation	5	≤ 60	>40	≤12
	6	≤ 100		
Developed	7	≤ 150		

Table 2: Guide to motorised vehicle group sizes at QPWS managed sites

Visitor Zone	LCS Setting	Target Range Persons At One Time (PAOT) per ha or up to 5km track	Organised Event Group Size (vehicles)	Organised Event frequency per annum
Remote - Natural	1	≤ 4	0	0
	2	≤10		
Natural	3	≤ 20	>12	≤2
Natural - Recreation	4	≤ 30		
Recreation	5	≤ 60	>20	≤6
	6	≤ 100		
Developed	7	≤ 150		

9. Exempt Activities

Exempt activities do not require a QPWS on-line notification for the proposed activity.

Where the following activities do not exceed group size thresholds and are compliant with all of the requirements as outlined in Table 3 an Organised Event Permit within protected areas, State forests (excluding plantation forests) and recreation areas is not required.

- picnicking, camping;
- paddle craft (canoeing/kayaking, rafting, stand-up paddle boarding);
- orienteering/navigating;

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- rock climbing/abseiling;
- canyoning;
- swimming;
- bushwalking;
- mountain biking;
- horse riding; and
- Standard 2WD and 4WD vehicles or vessels used on publicly accessible routes for access.

The exemption only applies when the activity is proposed within publicly accessible QPWS managed areas including established areas for bushwalking, abseiling or rock climbing, rafting and canyoning sites, mountain biking and horse-riding trails and 4WD driving.

Immediately prior to conducting an exempt activity, the organiser must review and consider any relevant Park Alerts for the area and take necessary actions to ensure safety.

Table 3: Requirements for exemption from obtaining an Organised Event Permit

40 people or less in Landscape Setting 4 to 7; or, 15 people or less in Landscape Setting 1 to 3. Note that group size limits apply for walking tracks/bushwalking: Group size must be 15 persons or less when utilising all QPWS walking track systems in Landscape Setting 1 to 7 and remote bushwalking off the established QPWS walking track systems. Refer Appendix 1 for Landscape Setting descriptions.
All mountain biking on QPWS identified mountain bike tracks.
All camping in established QPWS campsites or camping areas (including bush campsites) and booked online at www.des.qld.gov.au .
Motorised vehicles or vessels used only to transport participants on publicly accessible routes to access an area for the activity.
Temporary structures that are limited to camping equipment.
The activity does not require earthworks.
The activity does not involve the taking of wildlife.
Activities are not conducted for more than two days consecutively at any QPWS site.

Note – Organised Event Permits are not required for an activity conducted by a relevant Aboriginal or Torres Strait Islander entity for an area, under Aboriginal tradition or Island custom; or under a relevant agreement. (Refer to Part 2 1 Legislation).

Activities that do not meet the exemption criteria in Table 3 will require a QPWS on-line notification for the proposed activity to enable assessment. However, applicants should note that activities are less likely to require an Organised Event Permit where they:

- do not involve the construction or installation of infrastructure;
- do not involve exclusive use;
- are located at or adjacent to areas with low levels of public use;

- occur during times when public use of the area is at low levels (e.g. outside weekends or school/ public holidays);
- are conducted in a location hardened to impacts associated with larger groups;
- the activity is a recreational activity generally undertaken on the park and/or conducted regularly by the group; and
- the size of the group is within typical or reasonable limits.

Examples of activities that may not require an Organised Event Permit, pending assessment of the QPWS online notification, include:

- wedding ceremonies, family and social gatherings;
- outdoor recreation groups (e.g. bushwalkers) conducting routine activities on a regular basis;
- educational group activities conducted by Australian registered state or independent, primary or secondary schools, Scouts and Guides and programs such as the Duke of Edinburgh award;
- community groups directly contributing to the conservation or management of QPWS managed areas under a volunteer arrangement;
- organisations that hold a Collaborative Deed or a current Memorandum of Understanding (MOU) with QPWS with permit exemptions for conducting routine activities (4WD Queensland and Bushwalking Queensland).

Group size should be considered in the context of the group's previous experience in coordinating similar events, as well as the particular activity and location.

A very large group (>40) may not necessarily need an organised event permit if managed in accordance with section 8 (see above).

In addition, Organised Event Permits are generally not required where the group (e.g. Scouts, Girl Guides):

- is incorporated;
- has a qualified leader;
- has current public liability insurance;
- has effective risk management and environmental protocols.

In marine parks, all organised events require QPWS notification of the proposed activity to determine if a permission is required. Other general marine park exemptions are detailed in the Zoning Provisions for each respective marine park. The Marine Park zoning plans can be obtained from the DES website:
<http://www.des.qld.gov.au>.

10. Insurance Requirements

If it is determined that an event requires a permit to occur in a QPWS managed area, public liability insurance is required to cover any liabilities that may reasonably be expected to arise in using the permit. The current standard level of public liability cover required is \$20,000,000.

Refer to *Operational Policy- Insurance and indemnity requirements for QPWS authorities*.

PART 3 - Procedure**1. Notification for Activities**

Organisers of organised events will be required to lodge a QPWS on-line notification, unless the organised event is an exempt event activity as identified in section 9.

Notifications are submitted at <https://parks.des.qld.gov.au/> a minimum of 40 working days prior to the activity commencing.

If an Organised Event Permit is not required, an email should be sent to the applicant with any relevant QPWS comments and contacts (including encouraging the applicant to observe park alerts and minimal impact use guidelines [Appendix 2]).

Where an Organised Event Permit is determined to not be required, QPWS staff may still request further information, e.g. an itinerary, and/or provide the group with park information, e.g. park brochures, maps.

State Plantation Forests

Where a proposed activity extends across both QPWS estate and State plantation forests managed by Hancock Queensland Plantations Pty Ltd (HQP), the notification form, once received, is to be forwarded internally to parkaccess@des.qld.gov.au for co-ordination with HQP.

Note: a notification is not a permit and therefore there is no 'approval' as such, rather notifications are to be encouraged, and should be 'acknowledged' via email by QPWS staff.

2. Organised Event Permit Applications

If an Organised Event Permit is required, an email should be sent to parkaccess@des.qld.gov.au requesting that an Organised Event Permit Application form be forwarded to the organisers and to advise the client of this by return email or by phone.

In accordance with the procedural guide for Australian Defence Forces (ADF) activities on QPWS managed areas; all Organised Event Permit applications for an ADF activity must include the following:

- A completed organised event application form and relevant fee;
- A detailed statement outlining whether any of the following are to be used or undertaken:
 - taking of wildlife (fauna and flora);
 - construction of temporary structures and other infrastructure;
 - digging, excavating (e.g. waste disposal) or earthworks;
 - the number, type and carrying capacity of vehicles and/or vessels.

For example:

- 2 x 11 person 4WD Troop carriers;
- 10 x 1 person kayaks;
- the number and type of aircraft to be used;
- a statement as to why a QPWS managed area is required as opposed to any alternative sites;
- any map details of route and activities as appropriate.

All Organised Event Permit applications must be submitted by the organisers to QPWS via the on-line application form (these are received by parkaccess@des.qld.gov.au).

QPWS has a maximum of 40 business days to consider an application under current Queensland Legislation.

3. QPWS Organised Event Permit Assessment

The *Nature Conservation (Protected Areas Management) Regulation 2017*, *Recreation Areas Management Act 2006*, *Forestry Act 1959*, *Marine Parks Act 2004* and relevant zoning plans provide guidelines for the Chief Executive when considering and deciding an application for a relevant authority or permission for any proposed organised event activity on QPWS managed areas.

Assessment should be consistent with the *Procedural Guide - Tourism and recreation authority applications* and give consideration to other relevant activity-specific policy and procedures, for example, *Operational Policy- Competitive events on QPWS managed areas* or *Operational Policy- Mountain biking in QPWS managed areas*.

Assessment of any application for an organised event permit must consider whether the proposed activity:

- avoids or minimises any impact on cultural heritage and natural resources;
- aligns with the management principles or tenure objectives of QPWS managed areas;
- is consistent with provisions of any zoning plan, management plan or other management statement;
- causes undue disturbance to other park users;
- why the QPWS managed area is required for this activity;
- includes safety arrangements to protect other users, visitors and QPWS staff including any firearms and pyrotechnics management;
- is covered under public liability insurance (provision of a certificate of currency required).

4. QPWS Organised Event Permit Conditions

Standard Permit conditions

The current QPWS tourism and recreation authorities' management system contains a suite of standard permit conditions for particular activities and management areas (tenures and sites). Standard conditions include any of the following clauses:

- Insurance clause
- Present Certificate of currency
- Indemnity clause
- No Liability for consequential or indirect loss
- No warranty and risk
- Nominated person in charge
- Principal Holder notifications
- Permits non-transferrable
- Use of estate
- Description of estate and activities permitted for use

Additional Conditions

Additional general and site-specific conditions may be applied depending on the activity. These may include any of the following:

- **Seasonal restrictions** - The time of an activity may be restricted due to park closures, management activities or peak visitor use times (e.g. harvesting operations, infrastructure construction activity closure, public and school holidays, fire season closures, emergency closures, turtle and seabird breeding closures).
- **Notification of other users** - If the activity is likely to interfere with the general public's use of all or part of a QPWS managed area, the applicant may be required to notify the public in advance (i.e. publishing the date and location of the activity in local papers, in addition to erecting on-site signage notifying park users of an organised event).
- **Site inspections** - The organisers and QPWS staff may be required to participate in joint inspections of the permit area before and after the event to review any potential impacts, or requirements for site repatriation.

Other relevant policy implications should also be included as additional conditions, for example, *Operational Policy - Competitive events on QPWS managed areas* or *Operational Policy - Mountain biking in QPWS managed areas*; and *Operational Policy – Organised event permits for recreational use of side-by-side vehicles in State forests*.

Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this policy, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

Disclaimer

While this document has been prepared with care, it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment and Science should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

Approved by

Ben Klaassen	27/11/2015
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Signature

Date

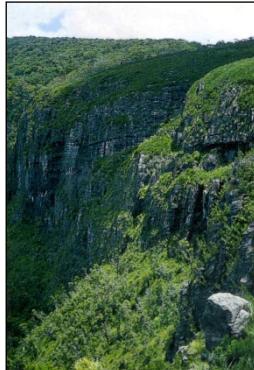
Deputy Director-General
Queensland Parks and Wildlife Service

Enquiries:
Assessments and Approvals
Email: parkaccess@des.qld.gov.au

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Organised events non-commercial) on QPWS managed areas

Appendix 1 Summary of the QPWS Landscape Classification System

Refer to the policy and procedural guide for further details.

Management criteria	Landscape Settings				
	1 to 2	2 to 3	3 to 4	5 to 6	7 to 8
Landscape	<p>A totally, or almost totally, natural landscape</p>  	<p>A very natural landscape</p>  	<p>A natural landscape</p>  	<p>A somewhat natural landscape</p> 	<p>Managed parkland with some natural elements</p>  

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Management criteria	Landscape Settings				
	1 to 2	2 to 3	3 to 4	5 to 6	7 to 8
Visitor facilities	No facilities or structures provided	No day-use areas. Undeveloped camping areas, and walking tracks may be present with no other facilities.	Basic campgrounds, day-use areas, walking tracks and facilities such as toilets, vehicle/vessel infrastructure, camp sites and lookouts.	Developed and hardened campgrounds, day-use areas, walking tracks and facilities such as toilets, vehicle/vessel infrastructure, camp sites and lookouts	Highly developed facilities such as major campgrounds, day-use areas, visitor centres and associated infrastructure
Visitor access type	Walk-in, non-motorised vehicles and vessels only.	Walk-in, non-motorised vehicles and vessels only.	Motorised vehicles and vessels	Motorised vehicles and vessels	Motorised vehicles and vessels
Road access	No roads or vehicle tracks	Minimal roads/vehicle tracks present, restricted to authorised/management vehicles only QPWS class UU and UN	Unsealed roads suitable for 4WD vehicles only QPWS class FN, UU and UN	Unsealed or sealed roads suitable for conventional vehicles QPWS class FU and FN	Sealed roads suitable for conventional vehicles QPWS classes FU and FN
Track access	Map routes and unmarked trails Walking track grades 5-6 No bike or horse tracks	Unmarked trails and narrow formed tracks Walking track grade 4-5 Mountain bike class 2-3 Horse trail class 3	Narrow to wide formed tracks that may have hardened or compacted surfaces Walking track grade 3-4 Mountain bike class 2-4 Horse trail class 1-2	Wide, formed, hardened or compacted tracks Walking track grade 1-3 Mountain bike class 1-5 Horse trail class 1-2	Very wide, formed, hardened tracks Walking track grade 1-2 Mountain bike class 1-2 Horse trail class 1-2

Appendix 2 Minimal Impact Use Guidelines

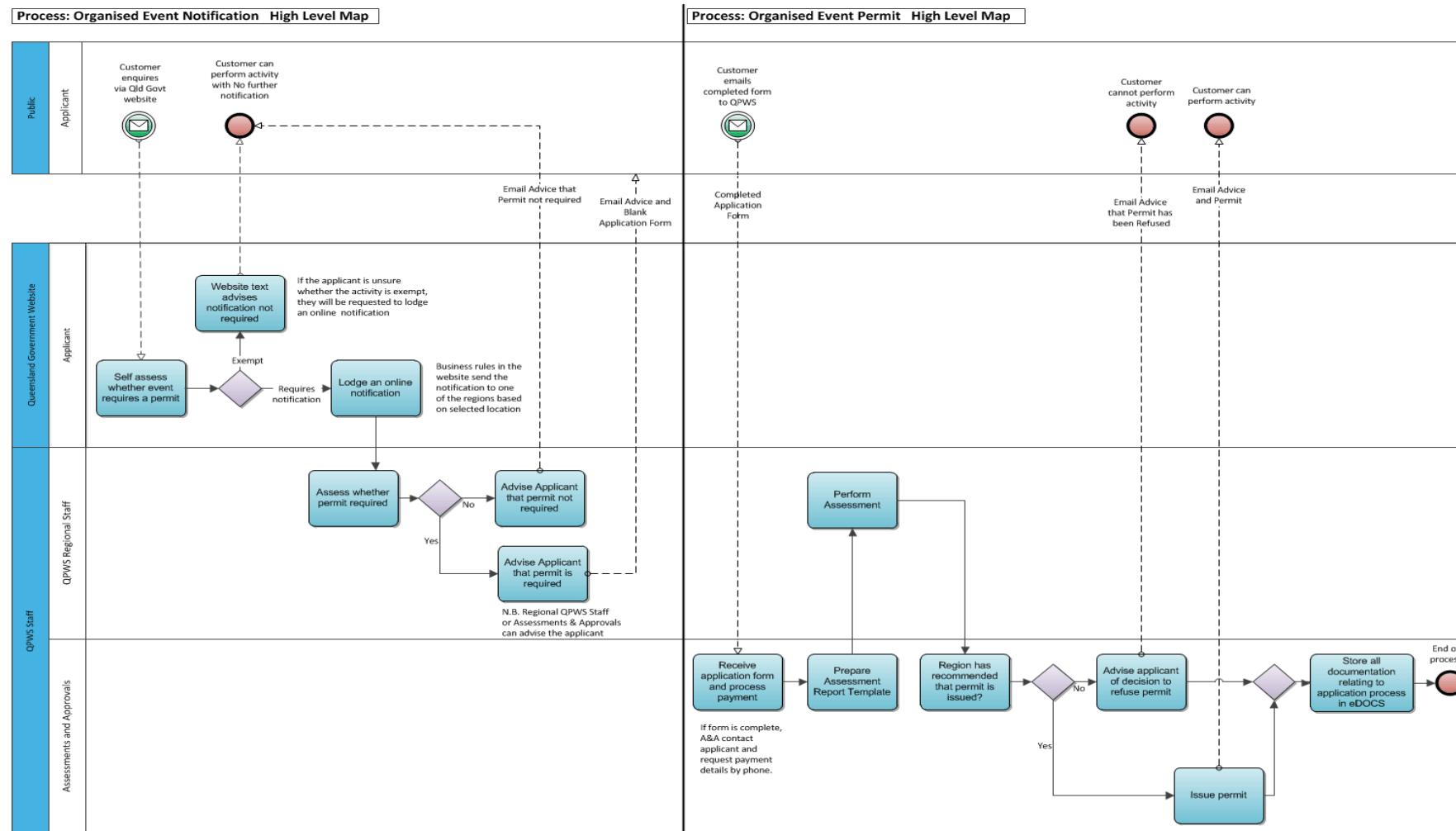
Parks and forests protect Queensland's wonderful natural diversity and scenery. When you visit them, please help keep these places special by following these guidelines:

- Protect the wildlife. Remember, plants and animals are protected, so leave them undisturbed. Try not to trample plants when you are walking or erecting your tent. Do not feed or leave food for animals—human food can harm wildlife and cause some animals to become aggressive.
- Respect Indigenous culture. Rock art and other sites in parks and forests represent thousands of years of living culture with special significance to Indigenous people. These sites are easily damaged and are irreplaceable. Look at them, enjoy them, but please do not touch or damage them.
- Historic sites. Remains of many activities of the later European settlers are also scattered throughout national parks. Look at them, enjoy them, but please do not damage them.
- Be careful with fire. Preferably use a fuel stove for cooking, and use fireplaces, where provided, not an open fire. Put the fire out with water when you leave your campsite. Don't collect firewood in the park—bring your own clean, milled wood. Obey fire restrictions.
- Stop the spread of weeds and pathogens. New introductions can spread and displace resident species and alter the local ecology. Soil from your camping gear and boots can contain weed seeds and foreign plant pathogens, such as Phytophthora (root rot disease), or some fungal spores which kill frogs.
 - Before you leave home, clean your walking boots and clothes.
 - Clean camping spade and camping gear with a disinfectant wash.
 - Brush soil and plant materials out of your tent before each pack up.
- Leave no rubbish. Take your rubbish with you when you leave, don't bury it.
- Camp, walk and drive softly. Leave your campsite better than you found it. When walking, stay on the tracks.
- Use toilets if provided. If toilets are not available, bury all faecal matter and toilet paper 15-20 cm deep at least 100 m from tracks, campsites and waterbodies. Take nappies and sanitary products home with you for disposal.
- Leave pets at home. Domestic animals are not permitted in national parks.
- Protect creeks and lakes. Detergents, soaps, sunscreen lotions, insect repellents and toothpastes pollute water and harm aquatic life. Wash yourself and your dishes 100 m away from watercourses and lakes. Apply sunscreen after your swim.
- Be considerate. People visit parks and forests to enjoy the sounds of nature, not noisy radios or generators.

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Appendix 3 Notification and permit assessment process flowchart



Owner: Liz Young | Version: V0.3 | Date: 06/10/2015

Appendix 4 Step-by-step guide for assessing officers

Notification		
Customer self-assessment prior to submitting online notification form		
The customer logs onto the DES website (https://parks.des.qld.gov.au/) and reviews information on the 'Organised Events in National Parks' web page to self-assess and determine if a notification to QPWS for the proposed activity is required.		
If the customer determines that a notification is required for the proposed activity or is unsure whether a notification or permit is required, then the customer submits an on-line notification form.		
Step 1		
The relevant QPWS region receives an email containing information about the proposed activity provided by the customer via the on-line notification form.		
The QPWS regional assessing officer determines whether the activity will derive a commercial benefit. If so, the activity is considered a 'commercial activity' and the regional assessing officer must notify the customer to apply for a Commercial Authority (i.e. a Commercial Activity Permit or Commercial Activity Agreement). <div style="border: 2px solid orange; padding: 10px; margin-top: 10px;">For further information about commercial activities please see Section 3 of the <i>Operational Policy-Organised events (non-commercial) on QPWS managed areas</i>; and the <i>Operational Policy - Commercial tourism and recreation activities in QPWS managed areas</i>; and the DES website: http://www.des.qld.gov.au</div>	Is this a Commercial activity?	Yes – Advise customer to apply for a Commercial Authority No – proceed to step 2

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Step 2		
<p>The QPWS regional assessing officer determines whether the activity requires a permit or not.</p> <p>An Organised Event Permit will be required if the activity disturbs other general users of the area; requires temporary exclusive use; disturbs natural or cultural values; includes construction or installation of temporary infrastructure; or includes the use of motorised vessels or vehicles in an area, or manner, in which they are otherwise not generally permitted.</p> <p>For examples of activities that will require a permit please see Sections 3 – 9 of the <i>Operational Policy-Organised events (non-commercial) on QPWS managed areas</i>.</p> <p>Non-commercial organised event activities on terrestrial parks and forests</p> <p>Some non-commercial organised event activities are exempt from requiring a permit. Please see the <i>Operational Policy - Organised events (non-commercial) on QPWS managed areas</i> for examples of exempt activities.</p> <p>Some activities will require on-line notification to ensure QPWS is aware that the activity is taking place, but may not require a permit. For example, a permit is less likely to be necessary where the activity does not involve the matters described above; is located at or adjacent to areas with low levels of public use; occurs during times when public use of the area is at low levels (e.g. outside school holidays); is a recreational activity generally undertaken on the park and/or conducted regularly by the group; or the size of the group is within typical or reasonable limits.</p> <p>For examples of activities that may not require a permit please see Section 9 of the <i>Operational Policy-Organised events (non-commercial) on QPWS managed areas</i>.</p>	<p>Does the activity require an Organised Event Permit?</p>	<p>Yes – proceed to step 3</p> <p>No – Advise customer that no permit is required</p>

Non-commercial organised event activities in marine parks

There is no 'exempt' category of organised event activities for marine parks that applicants may make a self-assessment about to determine if a notification to QPWS for the proposed activity is required. Therefore, all organised events in marine park require QPWS on-line notification of the proposed activity to determine if permission is required so that QPWS is aware of the activity taking place.

However, some event activities that are low impact or passive in nature can occur without requiring a permit. For example, open water swimming and the swim leg of a triathlon and/or involve non-motorised watercraft.

For further information about activities in marine parks please see Section 3 of the *Operational Policy-Organised events (non-commercial) on QPWS managed areas* and the DES website for Zoning Provisions for the respective marine park: <http://www.des.qld.gov.au>

Step 3

The QPWS regional assessing officer advises the customer that a permit will be required and sends out an Organised Events Permit application form to the customer.

Permit

Customer submits completed permit application form

The Assessment and Approvals team receive the completed application form from the customer via the parkaccess@des.qld.gov.au email address.

A&A collect and process payment for permit.

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A&A prepare the permit assessment report template and send the template to the relevant QPWS regional assessing officer for review and endorsement.

Step 4

The relevant QPWS region receives the assessment report template from A&A via email.

The QPWS regional assessing officer reviews the information contained in the template and makes an assessment about the activity using the information contained in the Organised Events Operational Policy.

The assessing officer makes recommendation to approve the permit with or without additional conditions, or to refuse the permit.

Can the application be approved, with or without additional conditions?

Yes – proceed to step 5

No – Advise A&A of decision to refuse permit

Step 5

The QPWS regional assessing officer endorses the assessment report template, with or without additional conditions and advises A&A of their recommendation to approve the permit via email.

A&A issue permit

A&A issue the permit to the customer and record information in eDocs.