



ROTTNEST IS

ROTTNEST ISLAND AUTHORITY

INFORMATION STATEMENT

2016

DATE	Version	Notes	Author
July 2002	1	Final	Information Services
May 2004	2	Updated - Final	Information Services
October 2005	3	Updated - Final	Information Services
December 2009	4	Updated -	Information Services
April 2010	5	Updated - Final	Information Services Coordinator
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August 2016	8	Updated – Final	Information Services Coordinator

This Information Statement is provided in accordance with Sections 94-97, Part 5 of the Freedom of Information Act.

Vision Statement

Rottnest Island is an internationally recognised sustainable, must visit tourism destination.

Purpose - Mission Statement

Grow visitor numbers and yield by providing best-in-class tourism products, experiences and service while enhancing Rottnest Island's unique heritage and environment.

Desired Outcome

Rottnest Island visitors enjoy recreational and holiday experiences in healthy natural and cultural environments.

Legislation Administered

The Rottnest Island Authority Act 1987 established the Rottnest Island Authority (the RIA) to control and manage Rottnest Island, to provide for the management policies to be followed by the RIA, to dissolve the Rottnest Island Board, and for connected purposes.

The RIA is a body corporate with perpetual succession and a common seal and is capable of –

- (a) acquiring, holding and disposing of real and personal property;
- (b) suing and being sued; and
- (c) doing and suffering all such other acts and things as bodies corporate may lawfully do and suffer.

The RIA is an agent of the Crown in the right of the State.

Membership of the RIA:

- (a) a chairman appointed by the Governor on the nomination of the Minister; and
- (b) 5 other members appointed by the Governor on the nomination of the Minister.

Nominations by the Minister for the purposes of sub section (b) above shall be so made that not less than –

- (a) one member is a person who in the opinion of the Minister has practical knowledge of and experience in the conservation of the environment;

- (b) one member is a person who in the opinion of the Minister has practical knowledge of and experience in the preservation of buildings of historic value;
- (c) one member is a person who in the opinion of the Minister is a person of sound commercial experience; and
- (d) one member is a person who in the opinion of the Minister is a regular user of the Island for recreational purposes.

Section 11 of the Rottnest Island Authority Act (1987) outlines the functions of the Authority.

Section 11 (1) states that the Authority has control and management of Rottnest Island for the purpose of enabling it-

- (a) to provide and operate recreational and holiday facilities on the Island;
- (b) to protect the flora and fauna of the Island; and
- (c) to maintain and protect the natural environment and the man-made resources of the Island and, to the extent that the Authority's resources allow, repair its natural environment.

Organisational Structure

The Rottnest Island Authority (the RIA) is the governing body for Rottnest Island. The RIA consists of the Chairman and five members and its role is to determine strategic direction, monitor performance and control the affairs of Rottnest Island, subject to the *Rottnest Island Authority Act 1987* (the Act) and the direction of the Minister. To enable the RIA to exercise and perform the powers, functions and duties conferred on it by or under the Act, a Chief Executive Officer (CEO) is appointed under Part 3 of the *Public Sector Management Act 1994*. The CEO "administer(s), subject to the control of the Authority, the day to day operations of the Authority" in accordance with Section 25 of the Act and is supported by a staff of approximately 100 full-time employees. The RIA's administration operations are based both on Rottnest Island and at Level 1, E-Shed, Victoria Quay Fremantle WA 6160.

Powers of Authority

Under section 13 of the *Rottnest Island Authority Act 1987* the RIA has the power to:

- (1) Do all things that are necessary or convenient to be done in connection with the management and control of the Island under this Act.
- (2) Without limiting the generality of subsection (1) the Authority may in relation to the Island-

- (a) carry out such developments and improvement as are consistent with the Act;
- (b) enter into any arrangement with a State Government Department or instrumentality or any public utility for the performance by that body of any work or the supply of equipment or services;
- (c) require payment of rent, fees or other charges for the use of the facilities of the Authority or equipment or services supplied by it, and fix the amount of such rent, fees or charges with power to waive, reduce or refund the same in particular cases;
- (d) in respect of its function of providing and operating recreational and holiday facilities on the Island –
 - (i) establish or acquire, and operate; or
 - (ii) enter into an arrangement for any person to establish or acquire, and operate,

any business undertaking that is necessary or convenient for the performance of that function; and

(e) subject to subsection (3), grant any lease or licence that is consistent with the purposes described in section 11 (2), on such terms and conditions as it thinks fit:

(3) The power in subsection (2) (e) –

- (a) does not include power to grant a lease or licence for a term exceeding a period of 20 years, including in that period any term obtainable at the option of the lessee or licensee on the expiry of a previous term, unless the Minister's written approval has been given to the proposed lease or licence; and
 - (b) includes the power to grant leases and licences of sites for the mooring of vessels, but that power shall only be exercised with the concurrence of the Minister to whom the administration of the Marine and Harbours Act 1981 is for the time being committed.
- (4) Except as provided in subsection (2) (e), the Authority does not have power of disposition over any land forming part of the Rottneest Island Reserve.
- (5) The Authority does not have power to permit any person to take any flora, fauna, rock, stone or soil on the Island for any commercial or other profit-making purpose.

Public Participation

Public Participation in the Formulation of Policy and Performance of Agency Functions.

The RIA has one advisory committee whose membership includes

representatives of other Government Departments, the general public and a member of the RIA. The Advisory Committee is –

Rottnest Island Railway Advisory Committee

The Rottnest Island Railway Advisory Committee was established in 2002 and provides the RIA with relevant professional and technical rail advice in regard to the running of accredited rail operations on the Island. The Committee, through its membership, provides a means to resource and coordinate appropriately skilled track and infrastructure maintenance workers to support rail operations.

Documents Held by the RIA

The following documents are available to the public without a submission for Freedom of Information request and are free of charge

No Cost Documents available on the website;

- Accommodation brochures.
- Annual Reports.
- Information on visitor numbers and occupancy levels, price lists and other information.
- Other information which may be in the public interest is available on our website.
- Rottnest Island Management Plan, available on the website and for inspection.
- Rottnest Island Management Plan Progress Report.
- Rottnest Island Cultural Landscape Management Plan.
- Marine Management Strategy.
- Terrestrial Management Strategy.
- Boating Management Strategy.
- Terrestrial Conservation Action Plan.
- Disability Access and Inclusion Plan 2012-2017.
- Rottnest Island Authority Reconciliation Action Plan 2012-2015.

Documents available to view at reception of the Fremantle Office

- Rottnest Island Regulations 1988.
- Rottnest Island Authority Information Statement.
- Rottnest Island Authority Act 1987.
- Rottnest Island Management Plan 2014-2019.
- Rottnest Island Current Mooring Waitlist applicants 2016.
- Rottnest Island Authority Asbestos Register.
- Rottnest Island Authority Reconciliation Action Plan 2012-2015.

Documents Available for Purchase

- Rottnest Island Authority Act (1987) and Regulations of 1988 – available in hard copy from the Government Information Shop in Wellington Street, Perth or free online at www.slp.wa.gov.au
- Brochures covering animals, assorted books, bike trails, birds, history trails, marine life, sea shells - various prices – available from the Visitor Centre on Rottnest Island.
- Other material which from time to time may be produced and made available at a fee.

Information Facilities

- Access to documents is by arrangement with the RIA in Fremantle and on Rottnest Island either by telephone, in writing or in person. If the documents are readily available they are given, lent or sold to the person making the enquiry immediately. Where only one copy is available it can be studied and sections copied at the RIA's administration offices where such documents are retained.

Details of Other Agency Documents

Reports commissioned by the RIA to other government agencies such as the Water Corporation, Office of Water Regulations, Department of Parks & Wildlife, Department of Environment Regulation and the Department of Housing & Works.

Storage of Information

Information is stored in hard copy files, electronic files on HP RECORDS MANAGER (HPRM), network drives, discs and off site file boxes.

Information Classification

The Information Services Coordinator is responsible for both manual and computer records. The Chief Information Officer is responsible for the network system administration, including back-up of data.

Files created prior to the establishment of the Records Management system are held physically at TIMG (The Information Management Group). Registers of these files are held in HPRM.

The RIA uses the State Records Office General Disposal Authority (GDA) for State Government Information, GDA for Source Records, and the Authorities Functional GDA.

The file classifications are as follows:

- Cultural Heritage
- Compensation
- Community Relations
- Education Services
- Environment Management

- Equipment & Stores
- Establishment
- Financial Management
- Governmental Relations
- Governance
- Health & Safety
- Information Management
- Infrastructure & Services
- Laws & Enforcement
- Legal Services
- Moorings Management
- Personnel
- Property Management
- Providers
- Publications
- Staff Development
- Strategic Management
- Technology & Telecommunication
- Tourist Services

Files are kept electronically, with some being in both electronic and physical formats. HPRM is installed on workstations on Rottnest Island and the Fremantle Offices.

Personal Information

Personal Information relates to employees, leases and businesses. This information is stored in locked filing cabinets. Employee's personal files contain the employee's Job Description Form, Notice of Employment, record of any training completed and acting positions, as well as performance information.

Payroll records are held on "Micropay Meridian" & "Time Target" software systems.

Finance records are held on "SAGE" finance software system.

Accommodation records are held on the "Opera" software system

Operation of Freedom of Information (FOI) in the Agency

The Freedom of Information Act, 1992 allows you the legal right to access records held by State or Local Government agencies.

The RIA aims to make information available promptly and at the least possible cost. Whenever possible, documents will be provided outside the FOI process.

If information is not routinely available, the FOI Act provides the right to apply for documents held by the RIA and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

The Information Services Coordinator is the designated FOI Coordinator and is responsible for assisting day to day public access to documents. Initial enquires can be made by post to the:

FOI Coordinator
Rottnest Island Authority
PO Box 693
Fremantle WA 6959

The Chief Executive Officer makes the final decision regarding access to the amendment of personal information under the FOI Act.

Following initial inquiries for information, an FOI application for Access to Documents form will be forwarded if requested. (See Appendix I)

Schedule of Fees and Charges

The scale of fees and charges applicable has been set by regulations under the Freedom of Information Act and are detailed as follows: (Appendix II)

- No fees apply for access applications relating to personal information of the applicant and amendment of personal information of the applicant;
- No Fees applicable for internal or external review;
- A 25% reduction in the charges for financially disadvantaged applicants (considered case by case) or those in receipt of Health Benefits;
- The RIA has the discretion to waive the charges according to the RIA's interpretation of "financial hardship";
- An advance deposit of approx. 25% of the estimated charges may be required.
- A further advance deposit of 75%, i.e. The remainder of the estimated charges may be required to meet the charges for dealing with the application.

FOI Process

The written application is to be lodged with the RIA, either in person or by mail. An application lodged with the RIA by post is deemed to have been received at the end of the fifth day after it was posted. An application lodged with the RIA by fax is deemed to have been received on the day it was transmitted.

Applications will be acknowledged in writing.

Access to documents can be granted by way of inspection, a copy of the document, a copy of an audio or videotape, a computer disk, or transcript of a recorded, shorthand or encoded document from which words can be reproduced.

As soon as possible, but within 45 days in any case, a notice of decision will be provided to the applicant. This notice will include such details as:

- the date on which the decision was made;
- the name and the designation of the officer who made the decision;
- if the document is an exempt document, the reasons for classifying the matter exempt, or the fact the access is given to an edited document; and
- information on the right to review and the procedures to be followed to exercise those rights.

Applicants who are dissatisfied with a Freedom of Information decision by the RIA are entitled to ask for an internal review by the RIA. Applications should be made in writing within 30 days of receiving the notice of decision.

Any subsequent actions or internal reviews are conducted by the RIA's CEO, or a nominated senior officer. The applicant will be notified of the outcome of the review within 15 days. Should the applicant be dissatisfied with the result of the internal review, an application can be made to the Information Commissioner for an external review.

Appendix I

ROTTNEST ISLAND AUTHORITY

FOI APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992, S.12)

Details of Applicant

Surname _____
Given Names _____
Australian Postal Address _____
Postcode _____ Telephone Number _____

If application is on behalf of an organisation

Name of Organisation/Business _____

Details of Request

Personal Documents
Non-personal Documents

I am applying for access to documents(s) concerning _____

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FORM OF ACCESS (Please Tick Appropriate Box)

I wish to inspect the document(s)	Yes	No
I require a copy of the document(s)	Yes	No
I require access in another form	Yes	No

(Please
specify) _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$_____ to cover the application fee. I understand that before I obtain access to the documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply – refer to fees and charges on the back of this form. If you consider that you are entitled to a reduction, submit a request with copies of documents that support your application for a fee reduction.

I am requesting a reduction in fees and charges Yes No

Applicant's Signature _____ Date ____/____/____

Office Use Only

FOI Reference Number _____

Received On ____/____/____

Acknowledgement sent on ____/____/____

Proof of Identity (if applicable)

Type _____

Sighted _____

Appendix II

FOI FEES AND CHARGES

The scale of fees and charges applicable under the Freedom of Information Act has been set by regulations. The Schedule of Fees is as follows:

1.	<u>Type of Fee</u>	\$	
	Application fee under section 12 (1) (e) of the Act		30.00
2.	<u>Type of Charge</u>	\$	
	(a) Charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour)		30.00
	(b) Charge for access time supervised by staff (per hour or pro rata for a part of an hour)		30.00
	(c) Charges for photocopying :-		
	(i) Per hour or pro rata for a part of an hour for staff time		30.00
	(ii) and per copy		00.20
	(d) Charges for time taken by staff transcribing information from a tape or other device (per hour or pro rata for a part of an hour)		30.00
	(e) Charge for duplicating a tape, film or computer data cost		Actual
	(f) Charge for delivery, packaging and posting cost		Actual

