

How to use This Interactive Form

Step 1: Download this pdf to your computer to complete.

Step 2: Fill out the form electronically.

Step 3: SAVE.

Step 4: Email completed application to:

FOI Coordinator
enquiries@rotnestisland.com

Privacy Notice

The Rottnest Island Authority (RIA) collects this personal information to:

- Contact you in relation to your Freedom of Information request.
- Process your FOI request in accordance with the *Freedom of Information Act 1992* (WA).

Under section 12 of the *Freedom of Information Act 1992* (WA), FOI applicants are required to provide a postal address for service and, where seeking access to personal information, sufficient identifying details to enable the requested documents to be located.

We may share information with other areas within RIA or external agencies or third parties for the purpose of locating documents, consulting on access, or processing your FOI request in accordance with the *Freedom of Information Act 1992* (WA).

If you do not provide the required personal information, RIA may be unable to accept or process your FOI request.

For further details on how RIA manage your personal information, you can read the [Privacy Notice](#). If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact RIA on (+61 8) 9432 9300 or email privacy.rottnest@dbca.wa.gov.au.



Information Statement

Prepared in accordance with section 94 of the *Freedom of Information Act 1992 (WA)*

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1. Freedom of Information

The *Freedom of Information Act 1992* (WA) (FOI Act) gives members of the public the right to apply for access to documents held by Western Australian State Government agencies, subject to certain exemptions and limitations under the FOI Act.

The FOI Act also allows individuals the right to apply for amendment of personal information about themselves where that information is inaccurate, incomplete, out of date or misleading.

The Rottnest Island Authority (RIA) aims to make information available promptly and at the least reasonable cost and, wherever possible, outside the formal FOI process. Before lodging a formal FOI application, applicants are encouraged to contact RIA to discuss whether the information sought is already publicly available or can be provided administratively.

This Information Statement has been prepared in accordance with section 94 of the FOI Act. It describes the functions of RIA, the type of documents it holds, and the procedures members of the public may use to obtain access to documents or seek amendment of personal information.

2. About the Rottnest Island Authority

RIA is a statutory authority responsible for the control and management of Wadjemup Rottnest Island on behalf of the State of Western Australia.

Wadjemup Rottnest Island is recognised as a visitor destination of national significance with recreational, environmental and cultural heritage values. The island is also a place of profound significance to Aboriginal people, particularly Whadjuk Noongar Traditional owners.

RIA manages the island as a strategic State asset and is required to balance visitor experience, environmental protection, cultural heritage, infrastructure delivery and financial sustainability.

2.1 Legislative environment

RIA is established and operates under the *Rottnest Island Authority Act 1987* (the Act). The Act is accompanied by the Rottnest Island Regulations 1988. Section 11 of the Act provides that the control and management of Rottnest Island is vested in RIA to enable it to:

- provide and operate recreational and holiday facilities on the island;
- protect the island's flora and fauna;

- maintain and protect the natural environment and the man-made resources of the island; and
- to the extent that RIA's resources allow, repair its natural environment.

The Act requires RIA to control and manage the island in accordance with the management plan applicable to the island. The current approved management plan is the Rottnest Island Management Plan 2023–28 (RIMP 2023–28).

The current strategic focus areas are to:

- diversify the visitor base and enhance visitor experience;
- deliver sustainable island infrastructure and services;
- respect and engage the island's cultural heritage;
- explore and conserve the island's environment; and
- foster strong partnerships.

RIA also administers, or operates within, other legislation, policies and government requirements relevant to its functions.

2.2 Organisational structure

RIA has a governing Board appointed by the Governor of Western Australia on the recommendation of the Minister for Tourism, in accordance with the *Rottnest Island Authority Act 1987*.

The Board is responsible for providing strategic leadership, governance and oversight of the RIA and for ensuring that RIA performs its functions in accordance with its statutory responsibilities. The Board establishes the strategic direction for the management of Wadjemup Rottnest Island and monitors organisational performance.

The Director General of the Department of Biodiversity, Conservation and Attractions (DBCA) is the Chief Executive Officer of RIA for the purposes of the *Rottnest Island Authority Act 1987*. The Executive Director is responsible for the day-to-day management and administration of the RIA and is supported by a Corporate Executive team.

RIA employs approximately 230 staff located in Fremantle and on Wadjemup Rottnest Island who deliver services across operational, commercial, environmental, infrastructure and corporate functions.

Corporate Executive

The day-to-day management of the island is undertaken by the Executive Director, who reports directly to the RIA Board and CEO. Supporting this role is the Corporate Executive team who manage the operational areas.

Operational areas

There are seven operational areas where RIA deliver services.

- **Visitor Services** leads RIA's commercial operations across Rottnest Island, including accommodation services such as Stay Rottnest, bike and equipment rentals through Pedal & Flipper Hire, and retail within the island's visitor centre.
- **Marketing and Events** leads destination marketing to stimulate a diversified visitation demand for Rottnest Island, and increase opportunities for visitors to understand the depth and diversity of the experiences available on the island.
- **Contracts and Planning** manage major contracts, the commercial and residential leases of buildings, and commercial agreements with recreational businesses on the island. The Contracts and Planning Directorate also manages development applications and associated processes.
- **Infrastructure** is responsible for Rottnest Island's utilities and built assets, major and minor projects within the capital works program, asset management, and the state government-funded program for maritime infrastructure.
- **Environment, Heritage, and Parks** is responsible for developing and delivering strategies to protect, conserve, and enhance the island's natural and cultural values.
- **Corporate Services** delivers financial, information technology, and corporate support. This includes governance, strategic planning, policy and legislation, work health and safety, business intelligence, and audit and risk.
- **Office of the Executive Director** supports the Executive Director and is responsible for whole of agency services such as human resources, Board administration and ministerial liaison.

A current organisational structure is published on the RIA website and updated periodically to reflect changes in reporting arrangements and business operations.

3. Ways in which the functions of RIA affect members of the public

RIA's functions affect members of the public in a range of ways because RIA is responsible for the control and management of Wadjemup Rottnest Island, a major visitor destination, public reserve, cultural heritage place and environmental asset of State significance.

RIA's decisions influence how visitors, residents, businesses, community groups and government agencies access, use and interact with the island. This includes decisions relating to visitor services, public infrastructure, environmental management, cultural heritage protection, commercial activities, safety and emergency management.

Examples include the following:

- visitor access to the island, including arrival, departure and entry-point amenity;
- provision of recreational and holiday facilities, accommodation, camping, tours and hire services;
- management of roads, jetties, moorings, ablutions, water, wastewater, power and other island infrastructure;
- management of cultural heritage places and interpretation, including Aboriginal cultural heritage, defence heritage and built heritage;
- management of environmental values, biodiversity, recreation in the reserve and marine sanctuary settings;
- leasing, concession and commercial arrangements that contribute to visitor services and the island economy; and
- public safety, emergency management and accessible tourism initiatives.

Approximately 85 per cent of the island's land area is managed as conservation and recreation reserve. RIA's decisions therefore seek to balance environmental protection, cultural heritage conservation, visitor experience and sustainable economic activity for the benefit of current and future generations.

Examples of decision-making functions exercised by RIA include:

- assessing development proposals and planning matters;
- issuing permits, approvals and licences required for activities on the island;

- administering leases, agreements and concessions;
- determining priorities for infrastructure and asset management programs;
- managing visitor access, public safety and environmental protection measures; and
- implementing the Rottnest Island Management Plan.

These decisions are made in accordance with applicable legislation, policies and management.

4. Public participation in the formulation of policy and performance of functions

RIA engages with the community, stakeholders, volunteers, businesses and partner agencies in the performance of its functions and, where relevant, in the development of plans, policies and significant proposals.

Public participation occurs in a number of ways, including:

- community and stakeholder consultation on the Rottnest Island Management Plan and significant planning proposals;
- public consultation on substantial development proposals assessed by RIA;
- ongoing engagement with Whadjuk Noongar Traditional Owners and Aboriginal communities in relation to the Wadjemup Project, reconciliation initiatives and Aboriginal cultural heritage matters;
- engagement with island businesses and transport providers, including through the Rottnest Island Chamber of Commerce and the Rottnest Island Marketing and Events Advisory Committee;
- engagement with volunteer organisations that contribute significant service and conservation outcomes on the island; and
- feedback and enquiries provided by visitors and members of the public through RIA contact channels.

The public may ask questions, provide feedback, or raise concerns through an online form or by using the contact details published by RIA.

For more information on how RIA governance operates please refer to [Governance | Rottnest Island Authority](#)

5. Documents held by RIA

RIA holds documents in both electronic and physical formats in connection with the performance of its statutory and operational functions.

5.1 Publicly available documents

The following documents are publicly available via the RIA website without the need for a formal FOI application:

- Rottnest Island Management Plan 2023–28
- Rottnest Island Authority Annual reports
- Rottnest Island Utility reports
- Rottnest Island Authority Reconciliation Action Plan
- Rottnest Island Authority Defence Heritage Interpretation Plan
- Rottnest Island Contractor Handbook
- Applications and permits.

The following documents are available for inspection at the RIA Fremantle Office:

- *Rottnest Island Act 1987*
- Rottnest Island Regulations 1988
- Rottnest Island Management Plan 2023–28
- Rottnest Island Authority Information Statement
- Rottnest Island Authority Asbestos Register
- Rottnest Island Authority Reconciliation Action Plan
- Rottnest Island Authority Mooring Waitlist Applicants
- Rottnest Island Authority Current Mooring Site Licensees

These documents may be inspected at Reception, 1 Mews Road, Fremantle.

In addition, various maps and brochures are also available free of charge at the Rottnest Island Visitor Centre on Rottnest Island.

Other information which may be in the public interest is available on the RIA website.

5.2 Other documents held by RIA

Documents held by RIA may include, but are not limited to, the following categories:

- board and governance records;
- management plans, strategic plans, project plans and corporate planning records;
- records relating to visitor services, accommodation, moorings, admissions, bookings and hire services;
- records relating to infrastructure, utilities, maritime assets, roads, transport and works programs;
- records relating to environment, conservation, cultural heritage, land use, development and planning matters;
- commercial leasing, licensing, concession, procurement and contract management records;
- financial and administrative records;
- correspondence, ministerial, briefing and stakeholder engagement records; and
- records relating to volunteers, emergency management and public safety.

Documents are stored in RIA's electronic document and records management system, and other business systems as appropriate. Documents may exist in digital or hardcopy format, or a combination of both, with hardcopies being stored securely at the RIA office or an offsite storage provider. All documents are managed in compliance with RIA's Record Keeping Plan.

5.3 Amendment of personal information

A person has the right to apply for amendment of personal information contained in RIA documents if the information is inaccurate, incomplete, out of date or misleading.

Individuals should contact RIA first, as the matter may be resolved administratively without the need for a formal FOI amendment application.

If the individual wishes to proceed with a formal request, the application needs to:

- be in writing via email or post;
- give enough information so the documents requested can be identified, and must provide details that show how or why RIA's records are inaccurate, incomplete, out of date or misleading;
- give an Australian address to which notices can be sent, and where possible, a contact telephone number; and
- be lodged at the RIA office.

If your application is for access to or amendment to your personal information, please provide a certified copy of one of the following documents:

- Driver's Licence.
- Aged Pensioner Concession Card.
- Passport.
- Birth Certificate (and Marriage Certificate if name has changed).
- Proof of Age Card (issued by the Department of Transport).

Documents must be certified by a person authorised to witness statutory declarations under schedule 2 to the *Oaths, Affidavits and Statutory Declarations Act 2005*.

6. Procedures for Freedom of Information access

6.1 Informal access to information

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Before lodging a formal FOI application, applicants should contact RIA by telephone, email or post to check whether the information can be provided administratively.

6.2 Making a valid FOI application

A valid FOI application should:

- be in writing via email or post;
- give enough information to enable the requested documents to be identified;
- provide an Australian address to which notices can be sent;
- where possible, include a contact telephone number or email address;
- be lodged with RIA; and
- include the applicable application fee if the request is for non-personal information.

6.3 FOI processing and notice of decision

RIA will acknowledge receipt of a valid FOI application in writing and will endeavour to assist applicants to make their applications as effective as possible.

A notice of decision will be provided as soon as practicable and, in any event, within 45 calendar days unless the period is extended in accordance with the FOI Act.

The notice of decision will include:

- the date on which the decision was made;
- the name and designation of the decision maker;
- the reasons for any refusal of access or for any exemption applied, or a statement that access is given to an edited document where relevant; and
- information on the rights of review and the procedures to be followed to exercise those rights.

Access may be provided by inspection, by copy, electronically, or in another form that is appropriate and practicable.

RIA's Freedom of Information application form can be accessed at ria.wa.gov.au.

6.4 Fees and charges

A scale of fees and charges are set out in the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows.

- Personal information about the applicant — No fee and no charges
- Application fee (for non-personal information) — \$30.00
- Charge for time dealing with the application (per hour, or pro rata) — \$30.00
- Access time supervised by staff (per hour, or pro rata) — \$30.00
- Photocopying staff time (per hour, or pro rata) — \$30.00
- Per photocopy — \$0.20
- Transcribing from tape, film or computer (per hour, or pro rata) — \$30.00
- Duplicating a tape, film or computer information — Actual Cost
- Delivery, packaging and postage — Actual Cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

- An advance deposit may be required in respect of the estimated charges — 25%
- Further advance deposit may be required to meet the charges for dealing with the application — 75%.

6.5 Review Rights

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. The internal review application should be made in writing within 30 calendar days after being given the agency's notice of decision. You will be notified of the outcome of the review within 15 calendar days.

If you disagree with the result, you then can apply to the Information Commissioner for an external review. The external review application should be made within 60 calendar days after being given the agency's written notice of the internal review decision. (Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.)

No fee applies for internal review.

7. Contact details

Freedom of Information Coordinator
Rottnest Island Authority
PO Box 693
Fremantle WA 6959

Phone: (+61 8) 9432 9300

Email: enquiries@rotnnestisland.com

Website: ria.wa.gov.au

Appointments are required for in-person enquiries or viewing of documents.



Application for Access to Documents

(Under the *Freedom of Information Act 1992*, s.12)

Applicant Details	
Applicant Name	
Name of Organisation	
On behalf of Name of	
Organisation or Individual	
Address For receipt of notices under s.12(1)(c) of the <i>FOI Act 1992</i> give an address in Australia (not email address)	
Telephone	
Email	

Document Request Details	
Subject matter to which your application relates	
Details of specific document/s requested Subject to s.12(1)(b) of the <i>FOI Act 1992</i> (e.g. type of document, name of sender/recipient of document)	
Date/s or range of dates of document/s requested	
Other information to facilitate your application (e.g. such as documents that you already have and can be excluded from the scope of your request)	
Instructions: - Clearly describe the documents to which you seek access so that your request can be dealt with promptly. - If your application concerns a large number of documents, please clarify the particular document/s that you seek. - You are welcome to attach additional information to this form so that we can promptly deal with your application. - For further information please read RIA's Information Statement available at ria.wa.gov.au	
Please delete any personal information relating to third parties from the requested documents	Yes No
Please delete any prescribed details relating to agency officers from the requested documents	Yes No
Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that RIA does not have to consult with those third parties or officers. As such applications can be dealt with quicker and may incur lower charges. Documents which have potentially exempt matter (for example, commercial information) will still require third party consultation.	
I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) who requests to know the identity of the applicant. (Providing this information may assist in finalising the consultation process more efficiently.)	Yes No

Notes for Applicants

- If your application is for access or amendment to your personal information, please provide a certified copy of one of the following documents:
 - Driver's Licence;
 - Aged Pensioner Concession Card;
 - Passport;
 - Birth Certificate (and Marriage Certificate if name has changed); or
 - Proof of Age Card (issued by the Department of Transport). (Please note: documents must be certified by a person authorised to witness statutory declarations under Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.)
- If proof of identity in the manner described above is not provided, Rottnest Island Authority will not provide access to, or amend the requested information until satisfied of your identity (s.29(a) of the FOI Act).
- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority, authorising you to act on their behalf.
- Your application will be dealt with as soon as practicable (statutory time limit within 45 days) after it is received.

Fees and Charges

- Applications seeking an applicant's own personal information or amendment of personal information are free of any fee or charge.
- **The application fee for all non-personal applications is \$30.**
- Rottnest Island Authority only accepts payment by electronic fund transfer (EFT). Details will be provided when this form is received.
- If necessary, the RIA may impose a charge for processing the application. If charges apply RIA will send you a statement of payable charges. Currently, where a processing charge applies, the current breakdown of fees is as follows:
 - \$30.00 p/hr of staff time processing charge (if number of pages is greater than 50)
 - \$30.00 p/hr of staff time photocopying time (if number of pages is greater than 50)
 - \$ 0.20 p/photocopy (if number of pages is greater than 50).(See Schedule 1 of the Freedom of Information Regulations 1993 for a full list of charges).

Further information can be obtained from RIA's FOI Coordinator on (+61 8) 9432 9300, or via email enquiries@rotnnestisland.com.

The Freedom of Information Act 1992 is available online via the Parliamentary Counsel's Office [website](#).

I understand that before I have access to documents, I may have to pay processing charges and that in this case I will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

Applicant's Signature	Date / /
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Applications may be lodged

By Mail

FOI Coordinator
Rottnest Island Authority
PO Box 693
FREMANTLE WA 6959

In Person

FOI Coordinator
Rottnest Island Authority
1 Mews Road
FREMANTLE

By Email

FOI Coordinator
enquiries@rotnnestisland.com