

WADJEMUP
ROTTNEST IS
WESTERN AUSTRALIA

EVENT PLANNING GUIDE

Learn about holding events in public spaces
on Wadjemup / Rottnest Island.



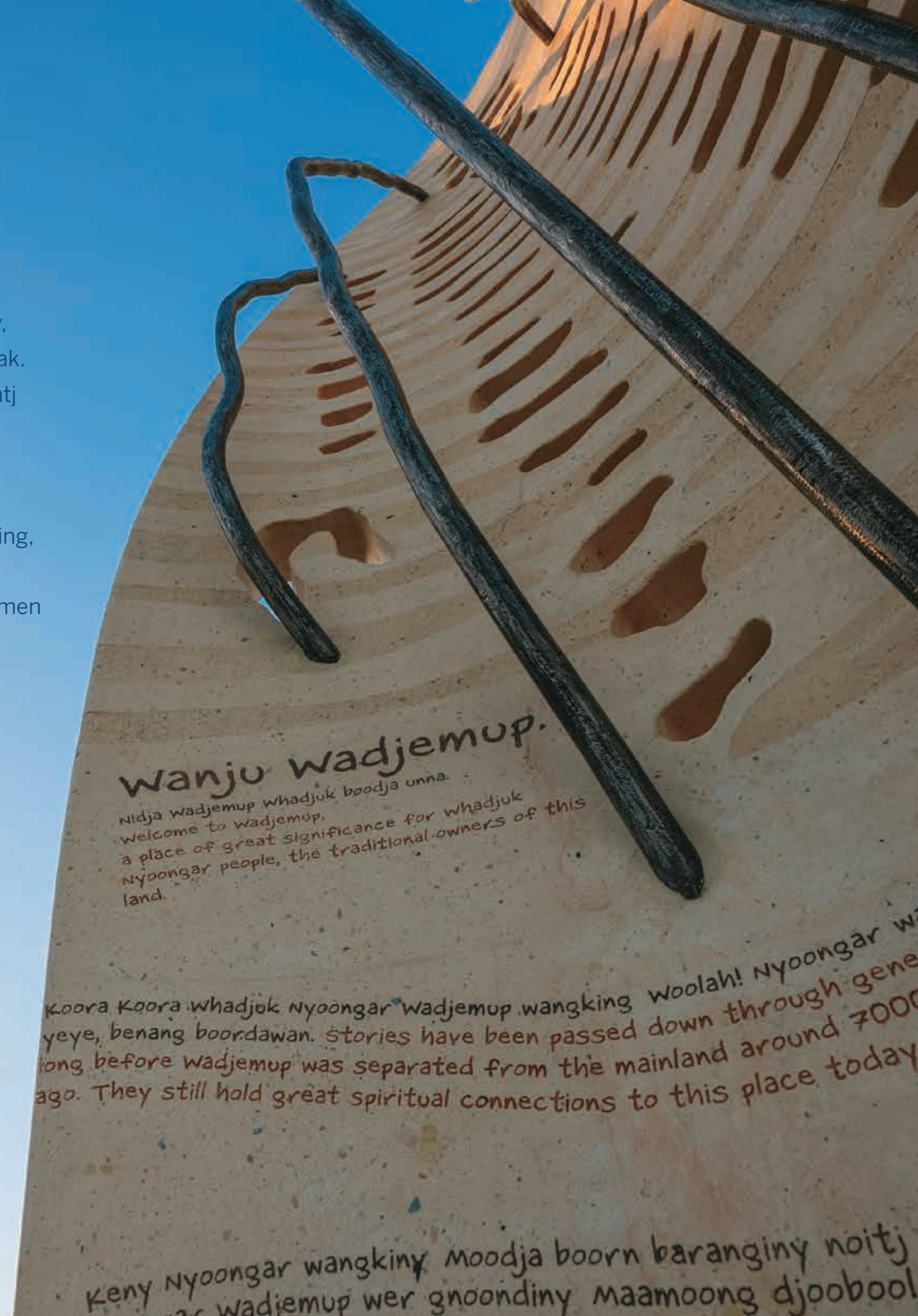
ACKNOWLEDGEMENT

Rottnest Island Authority kaadatj Wadjak Noongar moort. Baalap Wadjemup kaaradjiny, baalabang malayin nakolak-ngat wer wirn kalyakoorl noyinand koort boodja-k wer kep-ak. Ngalak kaadatj nedingar, birdiya wer boordakan Noongar moort. Ngalak karnadjil kaadatj maaman wer noba wirn ali kalka nginow noyiyang Wadjemup ngardak boodja-k. Baalabang moort maambart-boort, ngooni-boort, kongk-boort wer Birdiya-boort.

Rottnest Island Authority acknowledge Whadjuk Noongar families. They Wadjemup caring, their culture and spirits always connected Island-to and water-to.

We acknowledge ancestors, Elders and future Noongar families. We truly acknowledge men and boys' spirits who still remain connected Wadjemup under ground-in. Their family's father-without, brother-without, uncle-without and Elder-without.

Translation courtesy of Sharon Gregory,
Noongar Language Consultant.



ABOUT THE GUIDE

Wadjemup / Rottnest Island is fast becoming a hub for major events and activations.

As a Class A reserve, events in public spaces on the island require event approval. Event approval ensures your activity is conducted in accordance with the *Rottnest Island Authority Regulations 1988 r.53*, and other legislative requirements.

This event planning guide explains the application and approvals process, and considerations to hold an event in a public space on Wadjemup / Rottnest Island.

After reading this guide you can contact the Rottnest Island Authority Events team via **events@rotnnestisland.com** with any further questions.



EVENT APPLICATION

To hold your event on Wadjemup / Rottnest Island you need to submit an event application form outlining all your event information.

Application Form

The event application form can be found here on the [Rottnest Island Authority website](#).

Application Timeframes

Rottnest Island Authority requests the following submission and approval timeframes, based on the size of your event:

Under 200 people — 3 months
200 – 500 people — 6 months
Over 500 people — 12 months

Supporting Documentation

Depending on the size and nature of your event, you may also need to provide:

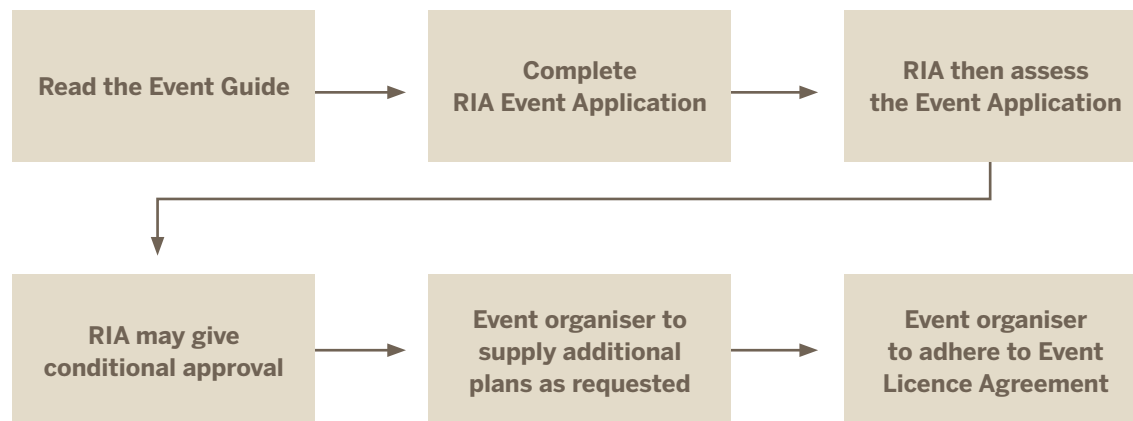
- Traffic Management Plan
- Safety Management Plan (inclusive of emergency response)
- Medical Plan
- Emergency Management Plan
- Aquatic Plan (If applicable)
- Events Operations Plan
- Waste Management and Clean Up Plan
- Site Plan
- Risk Management Plan



EVENT APPROVAL PROCESS

Steps

1. Initiation with RIA to discuss dates, availability, and suitability of the proposed event site on Wadjemup / Rottnest Island.
2. Submit an RIA event application found online, with a more extensive event plan also required for larger events.
3. RIA will conduct an environmental assessment and may request further information.
4. RIA will then conduct an event assessment on the suitability of the event and the event organiser's capability to deliver their event on Wadjemup / Rottnest Island.
5. RIA may give preapproval subject to the event organiser submitting further information and plans as outlined in an Event Licence Agreement.
6. Event organisers are to submit all requested plans and insurances by the dates requested to have their event approved.



Date Approval

A date approval is confirmation that the date that you have applied for is available. A date approval can only be provided once an event application is received.

Conditional Approval

Conditional approval will be provided on the event application may require additional documentation. This may include specific management plans such as an aquatic management plan, risk management plan, traffic management plan, waste management plan, signage plan, and a medical plan. Specific deadlines will be set for the relevant plans to be submitted.

Approval and Licence Agreement

On receipt and acceptance of your relevant management plans outlined in the conditional approval you will receive your Event Licence Agreement with the relevant terms and conditions required to host your event on Wadjemup / Rottnest Island.

PRE-EVENT PLANNING

Conditional event approval is subject to further requirements, including:

WA Health Event Requirements

All events on Rottnest Island should follow WA Health Event requirements regarding toilets, security, water availability, and any health restrictions at the time of your event. Each location and its facilities can be found in the Public Event Spaces section on page 9.

Rottnest Island Authority Compliance

Several forms may be required for different activities for the event on Rottnest Island. These forms can include, but are not limited to;

- Ground Disturbance Form
- Erecting a Structure Form
- Flora and Fauna / Biosecurity Form
- Commercial Photography and Filming Form

Management Plans

All events held on Wadjemup / Rottnest Island are required to submit a Risk Management Plan. Event Risk Management Plan templates will be required to be completed and submitted as a part of the event conditional approval. Additional management plans required will be outlined on your conditional approval, including the due dates of these requirements.

Emergency Services Consultation

The event organiser will need to consult and supply event plans to the Rottnest Island Police Station, Nursing Post and Rottnest Island Emergency Services.



EVENT CONSIDERATIONS

When planning an event on the island you should also consider:

Aboriginal Culture

The Rottnest Island Authority acknowledges the Whadjuk Noongar people as the traditional owners of Wadjemup / Rottnest Island.

Island Business Community Consultation

Rottnest Island Authority will advise which island businesses the event organiser will need to consult with, if the event impacts their business's operation.

Freight

[Rottnest Express](#), [Rottnest Fast Ferries](#) and [SeaLink Rottnest Island](#) offer crate hire to transport smaller items over to the island. Larger Items need to be booked with [Pelagic Marine Services](#) to be transported to the island on the barge.

Furniture Hire

Rottnest Island Authority has a small range of furniture which can be hired and delivered to your event location.

Marketing

All public events held on Rottnest Island can be listed on rotnnestisland.com by completing a website listing submission.



PUBLIC EVENT SPACES

Where can I hold my event on Rottnest Island?

There are a variety of designated outdoor event locations available to plan your next event on Wadjemup / Rottnest Island. These include the Wadjemup Oval, Thomson Bay Lawn, Heritage Common, Oliver Hill, and Wadjemup Museum Garden, Seawall Lawn and Terrace Lawn.

Please see the following list of available hire venues with event fees and charges per location, as well as capacities and facilities for your public event.



WADJEMUP OVAL

Space

11,500 m²

Capacity

Depends on the event layout: 300 to 5,000

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 10 amp

Water: No potable water on site

Toilets: No toilets on site



Note

Event organisers hiring Wadjemup Oval must provide water and toilet facilities, at their cost, to meet health guidelines.

THOMSON BAY LAWN

Space

1,450 m²

Capacity

Depends on the event layout: 300 to 1,450

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 32 amp 3 phase and 10 amp

Water: Potable water on site

Toilets: 60 m — Female 8 / Male 4 / Urinals 5



HERITAGE COMMON

Space

1,400 m²

Capacity

Depends on the event layout: 1,400 maximum

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 10 amp

Water: Potable water on site

Toilets: 120 m — Female 5 / Male 3 / Urinals 2



OLIVER HILL

Space

750 m²

Capacity

150 maximum

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 10 amp

Water: No potable water on site

Toilets: Female 1 / Male 1



WADJEMUP MUSEUM GARDEN

Space

1000 m²

Capacity

500 maximum

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 10 amp

Water: No potable water on site

Toilets: 30 m — Female 5 / Male 3 / Urinals 2



ADDITIONAL LOCATIONS

Space

275 – 380 m²

Capacity

TBC based on area

Non-commercial Hire

Full Day: \$2,725.00

Half Day: \$1,907.50

Bump in/out: \$817.00

Fees and charges for commercial events are subject to further consultation

Facilities

Power: On location 10 amp

Water: Not available on location

Toilets: 55 m — Female 5 / Male 3 / Urinals 2



Potable water



Power



Toilets

EVENT DAY AND POST EVENT

Event Day – Bump In and Bump Out

Site handover and hand back will occur at the agreed time between the Rottnest Island Authority and the event organiser.

An event briefing by the event organiser for all stakeholders involved including, but not limited to Rottnest Island Authority, Rottnest Island Emergency Services, WA Police, Nursing Post and Programmed Facilities Management.

Debrief

An event debrief is to be undertaken by the event organiser, and to include, but not limited to Rottnest Island Authority, Rottnest Island Emergency Services, WA Police, Nursing Post and Programmed Facilities Management.

Post Event Report

A post event report is to be provided to the Rottnest Island Authority, including a summary of the event debrief, attendee report, incident report and medical report.



WADJEMUP / ROTTNEST ISLAND



CONTACT US

For more information about holding an event on Wadjemup / Rottnest Island, please contact the Rottnest Island Authority Events Team via **events@rotnnestisland.com**

#rotnnestisland **rotnnestisland.com**

