

Information Statement 2022–23

Prepared in accordance with Part 5 of the Freedom of Information Act (WA) 1992

for the period

1 July 2022 to 30 June 2023



**Department of Biodiversity,
Conservation and Attractions**

Department of Biodiversity, Conservation and Attractions
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9219 9000
Web: dbca.wa.gov.au

The Department of Biodiversity, Conservation and Attractions respectfully acknowledges all Aboriginal people as the traditional owners of the land and water it manages, and recognises their continuing connection to land, water and community.

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July 2022

This document is available in alternative formats on request.

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FOREWORD

The Department of Biodiversity, Conservation and Attractions was established on 1 July 2017. DBCA incorporates Biodiversity and Conservation Science, Botanic Gardens and Parks Authority, Corporate and Business Services, Parks and Wildlife Service, Rottnest Island Authority, and Zoological Parks Authority, across the portfolios of the Ministers for Environment and Tourism.

The Department has a strong focus on sustainably managing species, ecosystems, lands and the attractions in our care on behalf of the State of Western Australia. We aim to achieve this through partnership opportunities, including joint management with traditional owners, and the promotion and education of biodiversity and conservation values, and tourism assets.

This *Information Statement 2022-23* has been prepared as a guide to the public about information held by the Department of Biodiversity, Conservation and Attractions (excluding the Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority).

This statement includes guidance to the public in relation to the following:

- legislation administered by the Department;
- divisional structure and decision-making functions of the Department;
- public participation in the formulation of policy and the performance of departmental functions; and
- availability and accessibility of information held by the Department.



Mark Webb
DIRECTOR GENERAL

Document Control

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1. FREEDOM OF INFORMATION

The *Freedom of Information Act 1992* (FOI Act) provides members of the public with the right to apply for access to the vast majority of records held by State Government agencies.

Some documents, or parts of documents, may be exempt from access. The Act's exemption provisions protect from disclosure material that, if released, would have a detrimental effect on the functioning of Government or harm the interests of private individuals or commercial organisations.

You may also apply for access to personal information that is contained in Department of Biodiversity, Conservation and Attractions documents and can correct that information if it is incorrect, inaccurate, out of date, or misleading.

The right to apply for information is not affected by any reasons you have for wanting to obtain access or the Department's belief as to the applicant's reasons for applying.

Where an agency is related to the Department, the Department will be responsible for processing and responding to all Freedom of Information applications and must also comply with section 94 of the FOI Act in providing sufficient information regarding each of the agencies.

Pursuant to the Freedom of Information Regulations 1993, the following are '*related agencies*' to the Department:

- Conservation and Parks Commission
- Swan River Trust

Under the Freedom of Information legislation, the Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority are not deemed related agencies of the Department. The respective Information Statements for these Statutory Authorities can be found at dbca.wa.gov.au (BGPA and ZPA) or ria.wa.gov.au (RIA).

The FOI Act may be purchased from the State Law Publisher on (08) 6552 6000, or via email sales@dpc.wa.gov.au. The Act can also be viewed online via the Office of the Information Commissioner's website: oic.wa.gov.au.

2. ABOUT THE DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

About us

The Department of Biodiversity, Conservation and Attractions promotes biodiversity and conservation and enriches people's lives through sustainable management of Western Australia's species, ecological communities, ecosystem functions, lands and the attractions in our care.

We have a diverse, capable, and flexible workforce that delivers excellent customer service aligned with our strategic priorities.

DBCA respectfully acknowledges all Aboriginal people as the traditional owners of the land and water it manages, and recognises their continuing connection to land, water and community.

Our Vision

Biodiversity and natural places are valued by the community and conserved for the future.

Our Purpose

- To inspire
- To conserve
- To discover
- To protect

Our Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values – *Integrity, Collaboration, Accountability, Respect* and *Excellence* – represent our commitment to a professional and inclusive workplace culture we can all enjoy.

Our strategies to...

Inspire

- Engage with the community and connect people with nature to inspire a passion for conservation
- Provide innovative and exciting visitor experiences connecting people to nature and cultural heritage
- Progress meaningful and productive joint management arrangements
- Promote and support volunteer engagement in the delivery of our vision and purpose
- Foster a valued, collaborative and respectful workforce that is connected and inspired by our work

Conserve

- Expand Western Australia's protected area system to conserve significant landscapes and values
- Conserve, restore and manage plants and animals, ecosystems and landscapes using world-recognised science and best practice management
- Manage threats to maintain and enhance biodiversity and cultural values
- Develop local, national and international partnerships to deliver conservation programs
- Partner with Aboriginal people to care for the natural, cultural and heritage values of country
- Maintain and enhance sense of place and associated natural, cultural, heritage and landscape values

Discover

- Use world-recognised science to build and share biodiversity knowledge to support evidence-based management
- Collate, manage and share data to support effective decision-making and conservation
- Develop adaptive management tools to promote ecosystem resilience to the impacts of climate change and other threats
- Deliver contemporary services through digital transformation of our business processes
- Enhance our knowledge programs through partnerships with education, science and conservation organisations

Protect

- Respond to pressures to maintain and enhance ecosystem function
- Protect communities and natural values from bushfires through a commitment to prescribed burning
- Share responsibility for bushfire management, mitigation and response with fire and emergency service organisations, volunteer bushfire brigades and private landholders
- Collaborate and partner across government and with community, industry and other stakeholders
- Support education and compliance activities in relation to administered legislation

3. LEGISLATION ADMINISTERED AS AT 1 JULY 2022

Acts

- *Biodiversity Conservation Act 2016*
- *Conservation and Land Management Act 1984*
- *Reserves (National Parks and Conservation Parks) Act 2004*
- *Reserves (National Parks, Conservation Parks and Other Reserves) Act 2004*
- *Reserves (National Parks, Conservation Parks, Nature Reserves and Other Reserves) Act 2004*
- *Swan and Canning Rivers Management Act 2006*
- *Swan and Canning Rivers (Consequential and Transitional Provisions) Act 2006*

Regulations

- Biodiversity Conservation Regulations 2018
- Conservation and Land Management Regulations 2002
- Forest Management Regulations 1993
- Swan and Canning Rivers Management Regulations 2007
- Swan and Canning Rivers Foundation Rules 2009
- Swan and Canning Rivers (Transitional) Regulations 2007

4. ORGANISATIONAL STRUCTURE AND FUNCTIONS AS AT 1 JULY 2022

The Department of Biodiversity, Conservation and Attractions is headed by a Director General, who is also the Chief Executive Officer (CEO) for three separate statutory authorities, namely the Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority. The Directorates relating to the three statutory authorities as well as Biodiversity and Conservation Science division report directly to the Director General/CEO. Four separate divisions, three with oversight of the Parks and Wildlife Service programs, namely Conservation and Ecosystem Management, Regional and Fire Management Services and Parks and Visitor Services, along with Corporate and Business Services division, report to the Director General via the Deputy Director General. A further two branches report directly to the Director General – the Office of the Director General and the Audit, Integrity and Risk Branch.

Under the Freedom of Information regulations the Conservation and Parks Commission and the Swan River Trust are ‘*related agencies*’ of the Department of Biodiversity, Conservation and Attractions.

The Botanic Gardens and Parks Authority, Rottnest Island Authority and the Zoological Parks Authority are currently regarded as separate agencies, that is, these statutory authorities are not listed under Freedom of Information regulations as being part of the Department.

For a copy of the department’s structure, please refer to Appendix 1 or online at: [DBCA Departmental Structure](#) .

PARKS AND WILDLIFE SERVICE

Conservation and Ecosystem Management

Conservation and Ecosystem Management Division is responsible for developing and implementing programs to support conservation and management of flora, fauna and natural ecosystems across lands and water managed by the Department and the management and sustainable use of native animals and plants, and forest resources. The division oversees and participates in operations and activities that require State-wide coordination including threat and ecosystem management, regulatory enforcement, community education, input to State regulatory processes and industry monitoring.

This is conducted in collaboration with a range of government agencies including Forest Products Commission, Department of Water and Environmental Regulation, and Department of Mines, Industry Regulation and Safety.

The division:

- implements the *Forest Management Plan 2014–2023* to support the management of State forest and timber reserves;
- undertakes resource inventories and mapping of the forest estate, strategic yield regulation and timber harvest planning;
- undertakes planning, inventory and mapping services for the Forest Products Commission;
- prepares and coordinates delivery of a strategic framework for the effective management of weeds, pest animals and plant diseases on Department land to support

the conservation, protection and management of the State's natural environment and biodiversity;

- coordinates the *Western Shield* program, to help conserve natural values on lands managed by the Parks and Wildlife Service;
- coordinates the *Cane Toad Strategy for Western Australia 2014-2019* to achieve conservation and protection of native fauna and other values;
- maintains records for disease mapping and silvicultural treatments;
- contributes to administering the *Biodiversity Conservation Act 2016* (BC Act);
- administers the Biodiversity Conservation Regulations 2018;
- delivers effective conservation and wildlife compliance through the licensing and regulation of wildlife related research, industries and hobbies;
- responds to wildlife conflict and emergencies throughout the State;
- coordinates compliance, enforcement and regulatory training for Parks and Wildlife Service staff;
- provides advice on the management of the Swan Canning Riverpark, delivers environmental planning and management programs, and assesses and provides advice on development proposals affecting the river system;
- coordinates and provides advice on development proposals and existing activities affecting department managed land and threatened or significant species and ecological communities; and
- advises on rehabilitation and closure of disturbed areas on department-managed lands, waters and other means of mitigating environmental impacts of development proposals.

Regional and Fire Management Services

Regional and Fire Management Services Division undertakes the on-ground delivery of the Parks and Wildlife Service business in metropolitan Perth and regional Western Australia. The division is responsible for implementing the department's responsibilities in land, marine and fire management, biodiversity conservation, eco-tourism and visitor services in national parks, nature reserves, marine parks, State forests and other lands and waters throughout the State. The division is regionally based and works with traditional owners, partners, neighbours, volunteers, organisations and the community to integrate programs that take account of available resources, competing demands and changing priorities. The division is also responsible for coordinating Parks and Wildlife Service's response to emergency incidents such as bushfires, visitor risk management and whale entanglements, and coordinates Departmental operational training, diving, boating and firearms use.

The division:

- manages the lands and marine waters throughout the State vested in the Conservation and Parks Commission;
- together with traditional owners, is custodian of lands and waters managed by the Department;
- maintains effective relationships with traditional owners, community, government and stakeholders to undertake land and marine management and provide advice on land use planning, development proposals, regional flora and fauna conservation and threat mitigation;

- delivers fire management services, including prescribed burning and bushfire risk mitigation operations, bushfire detection and suppression on Department-managed lands, as well as bushfire preparedness on unallocated Crown lands and unmanaged reserves outside of gazetted town sites;
- coordinates the Department's operational training products and services, and departmental diving, boating and firearms use activities;
- manages the risks posed to visitors of department-managed lands and waters through an integrated risk management program; and
- integrates regional works programs to optimise the efficient use of the Department's resources including staff, vehicles, plant and equipment.

Parks and Visitor Services

The Parks and Visitor Services Division is responsible for policies and programs dealing with public involvement, visitation and appreciation of the natural environment on lands and waters managed by the Department. The division also provides planning, advice and support for appropriate access, recreation opportunities and visitor facilities. This includes involving Aboriginal people in park management; the provision of visitor facilities and services; and developing community awareness and support for parks, natural areas, nature-based tourism, recreation services and policies.

The division:

- prepares *Conservation and Land Management Act 1984* (CALM Act) management plans on behalf of responsible bodies for lands and waters managed by the Department;
- leads the statutory process to establish marine parks and reserves and provides guidance and support on the maintenance of marine parks and reserves management frameworks and infrastructure;
- develops policy and strategies for recreation, tourism and other commercial activities, and administers permits, leases and licences;
- manages areas of operation that require leadership, standards and coordination such as land administration and acquisition programs, native title and joint management, visitor planning and coordination, recreation activity management, volunteer management, social and visitor research and commercial operations;
- coordinates Statewide policy on Aboriginal involvement in parks and Aboriginal heritage and culture programs;
- undertakes tenure administration for the conservation, operational and forest estate managed by the Department, including the acquisition of Crown lands for addition to conservation or forest reserves;
- undertakes tenure administration to deal with public works and commercial developments requiring land from the conservation, forest or marine estate;
- coordinates and contributes to the delivery of major government initiatives and projects such as capital works and roads programs, Royalties for Regions projects and joint management throughout the State;
- develops and builds relationships with members of the community, local government, other government agencies and user groups;
- plans and designs visitor facilities and infrastructure in parks and reserves; and
- coordinates communication with visitors through signs, interpretation and online

platforms.

Corporate and Business Services Division

The Corporate and Business Services Division delivers a range of corporate services including human resources, finance, and information and related technology (IT), public information and education programs to the Department and other entities through a bureau of service arrangements.

The division:

- provides strategic planning, policy development and formulation, advice and coordination in the management of Department staff. Services are provided in the functional areas of personnel, payroll, labour relations, corporate training and development, health, safety and wellbeing and human resource strategic planning, performance reporting and analytics;
- provides advice to operational managers on purchasing and fleet management, manages accounts receivable and accounts payable processes, and asset records;
- coordinates remote area housing, consolidates Department budgets, maintains core financial software that is shared by all parts of the Department and produces management, taxation and statutory reports;
- provides the IT common operating environment which supports the Department's geographically distributed and diverse marine, aerial and terrestrial services across Western Australia and leads and coordinates digital transformation across the department to improve service delivery; and
- provides public safety information in support of incidents, fire awareness, outdoor and online environmental education, media relations, websites, photography and video production, customer service, publications and graphic design, communication and public participation planning, advertising, social media and the provision of Ministerial communications and events coordination support.

BIODIVERSITY AND CONSERVATION SCIENCE

Biodiversity and Conservation Science coordinates and delivers science in the department, providing science and biodiversity knowledge to support the functions of the Parks and Wildlife Service, Botanic Gardens and Parks Authority, Zoological Parks Authority and Rottnest Island Authority. Biodiversity and Conservation Science is structured into programs focused on key themes for the delivery of targeted science to support evidence-based decision making and the conservation and land management functions of the department.

In collaboration with internal and external partners, Biodiversity and Conservation Science:

- is responsible for coordinating the development and implementation of the DBCA Science Strategic Plan, Science Policy, Science Policy Guidelines and associated science procedures and functions;
- undertakes research to create biodiversity knowledge on species and ecosystems, including into impacts of climate change on biodiversity and ecosystem function, and fire behavior and ecological responses to fire to inform fire management;
- provides scientific information and biodiversity knowledge for conservation and management and undertakes ecological monitoring, restoration and collections management;
- provides expertise and scientific information for ecosystem management, delivery of legislative functions and effective regulatory decision making, including provision of

expert advice on biodiversity conservation to other government departments;

- communicates scientific information to engage with the community and our partners to connect people with nature to inspire a passion for conservation;
- maintains strong scientific capability and expertise in animal biology, animal breeding, aquatic and terrestrial ecology, biological survey, collections management, conservation biotechnology, conservation genetics, conservation medicine, conservation policy, data science, ecological restoration, ecoinformatics, ecophysiology, fire behaviour, hydrology, marine biology, plant biology, remote sensing, seed biology, social science, structured decision making, spatial analysis, systematics and taxonomy.
- contributes to administering the BC Act, particularly in regard to listing and other processes relating to threatened species and ecological communities;
- hosts the Biodiversity Information Office that supports the WA Government's forthcoming Environment Online platform and the Commonwealth Government's Digital Environmental Assessment Program and provides access to biodiversity data for industry, government, academia and the community.

5. DECISION MAKING FUNCTIONS

Tenure creation and administration

The Department ensures that the creation, administration and vesting of State forest, timber reserves, marine nature reserves, marine parks and marine management areas are done in accordance with the CALM Act.

The Department assists the Department of Planning, Lands and Heritage to create conservation reserves and class A reserves under the CALM Act and *Land Administration Act 1997*.

Management of reserves and management plans

Department-managed lands are managed in accordance with the CALM Act and BC Act. Management plans for reserves are prepared by the Department on behalf of the Conservation and Parks Commission and approved by the Minister for Environment in accordance with the CALM Act. In the case of marine reserve plans, concurrence of the Ministers for Fisheries; and Mines and Petroleum must also be received before a final plan can be released.

Reserves that are vested in the Conservation and Parks Commission and jointly managed through a joint management agreement, are managed in accordance with the management plan and the joint management agreement.

In accordance with the CALM Act, draft management plans are published in the Government Gazette and other mediums for public comment. Draft management plans may be amended in response to public comment.

If a management plan is not in place for a particular reserve, then management is carried out in accordance with CALM Act sections 33(3) and 33A.

Further information on management plans is available online at: [Management plans - Parks and Wildlife Service \(dpaw.wa.gov.au\)](http://dpaw.wa.gov.au).

Administration of permits, leases, licences and authorisations

The Department administers a range of permits, leases, licences and authorisations for various operations in accordance with the CALM Act and BC Act.

Licences under the BC Act and Regulations for matters such as for the taking or disturbing of non-threatened fauna or taking of non-threatened flora, or the keeping of reptiles, amphibians and birds in captivity as pets are administered by Conservation and Ecosystem Management Division.

Authorisation from the Minister for Environment or delegate is required under the BC Act for taking or disturbing threatened flora and fauna, and for modification of a threatened ecological community.

Further information on these, and other, licences and authorities is available online at: [Licences and Authorities - Parks and Wildlife Service \(dpaw.wa.gov.au\)](http://dpaw.wa.gov.au).

Licences and leases for commercial operations or businesses, and apiary sites on CALM Act land are administered by Parks and Visitor Services Division. Further information on commercial activities is available online at: [For business - Department of Biodiversity, Conservation and Attractions \(dbca.wa.gov.au\)](http://dbca.wa.gov.au).

Administration and management activities on multiple-use forests

Forest management decision making primarily affects those who are involved in or are interested in the impact of activities allowed to occur on State forest and timber reserves.

Decision making and regulation of activities is guided by the *Forest Management Plan 2014-2023* (prepared in accordance with the CALM Act) and relevant Forest Management Regulations. The current Forest Management Plan commenced 1 January 2014 and is a public document available at: [Forest management plan 2014-2023 \(dbca.wa.gov.au\)](http://dbca.wa.gov.au).

The Forest Management Plan requires the Department to develop or review guidance documents for forest management and prepare rolling three-year indicative timber harvest plans for State Forest and timber reserves. Timber harvest plans are available to the public on the DBCA website, or as with the guidance documents are available on request. Maps of the status and extent of old-growth forests and fauna habitat zones across the south-west are also publicly available on the website, along with assessment reports on the old-growth forest status of areas nominated for review by the public.

Planning, licensing and permits within the Swan Canning Development Control Area

The coordinated management of activities that may affect the Swan and Canning Rivers is administered through:

- permits and licences for works, acts and activities in accordance with the Swan and Canning Rivers Management Regulations 2007;
- recommendations to the Minister for Environment concerning development proposals in the Development Control Area (DCA) under the provisions of the *Swan and Canning Rivers Management Act 2006*;
- advice to the Western Australian Planning Commission concerning amendments to the Metropolitan Region Scheme and other strategic planning instruments, and in relation to subdivision proposals;
- advice to local governments on planning scheme amendments or other proposals that may affect the DCA such as structure plans and outline development plans;
- advice to and advice from public authorities concerning their responsibilities in terms of the Swan and Canning Rivers Management Act;
- clearance of conditions of approval and advice on the implementation of department approvals; and
- procedural matters associated with development assessments, review the development control policies and the DCA boundary as necessary.

6. PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND THE PERFORMANCE OF DEPARTMENTAL FUNCTIONS

The Department of Biodiversity, Conservation and Attractions is committed to providing appropriate opportunities for the community to participate in the performance of its functions.

A combination of factors including legislation, Government policy, joint management arrangements, complexity and community interest help determine the level and mode of public participation.

Engagement activities may include visitor and volunteer feedback and surveys, advertising public comment periods, workshops, open days, advisory committee meetings, and individually, by letter, phone or email.

Community input is welcome and may be directed to the Department, as outlined below. More detailed contacts can be found on the Departments website.

Department of Biodiversity, Conservation and Attractions - General enquiries

Email: enquiries@dbca.wa.gov.au

Address: 17 Dick Perry Avenue
Kensington WA 6151

Phone: (08) 9219 9000

Website: www.dbca.wa.gov.au

7. FREEDOM OF INFORMATION APPLICATIONS

The FOI Act gives every person the right to seek access to documents held by government departments. Documents may comprise written material, plans and drawings, photographs, tape recordings, films, videotapes or information stored in electronic formats.

It is the aim of the Department of Biodiversity, Conservation and Attractions to make information available as soon as possible and at the least possible cost. Whenever possible, documents will be made available to the public outside the FOI process.

Applications for documents made under the FOI process must:

- be in writing
- give enough detail to identify the requested documents or if the application is for amendment of personal information, details must be provided to show how or why the Department's records are inaccurate, incomplete, out of date or misleading
- give an Australian address, and where possible, a contact telephone number, and
- be lodged at the office of the department that would be expected to hold the documents, together with any application fee payable.

An application form is available at Appendix 2, or on the [Department of Biodiversity, Conservation and Attractions website](#).

Applications and enquiries for the **Department of Biodiversity, Conservation and Attractions** should be addressed to its FOI Coordinator and can be sent:

By mail:

Department of Biodiversity, Conservation
and Attractions
Locked Bag 104
Bentley Delivery Centre WA 6850

In person:

Department of Biodiversity, Conservation
and Attractions
17 Dick Perry Avenue
Kensington WA 6151

By email:

foi@dbca.wa.gov.au

By phone (enquiries only)

+61 8 9219 9000

Section 11 of the FOI Act requires the department to take reasonable steps to help an applicant with their request if they are having difficulty making an application. For example, if an applicant is having trouble defining the documents they are seeking, the agency may describe the kinds of documents and records kept to narrow the scope of their application.

Under section 20 of the Act an agency may refuse to deal with a large request where the work involved would divert a substantial and unreasonable portion of the agency's resources away from its other operations.

Applications will be acknowledged in writing, with the applicant notified of the decision within 45 days.

Fees and charges

- No fees or charges apply for personal information or amendment of personal information about an applicant (e.g. details of employment etc).
- Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged with scope for other charges to be imposed as follows:
 - \$30 per hour for staff time (or pro rata for part of an hour) for dealing with an application. Charges cannot be imposed for locating the documents within the scope of the request.
 - \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
 - 20 cents per photocopy.
 - Actual cost incurred for preparing a copy of a tape, film or electronic information or arranging delivery or packaging and postage of information.
- Fees and charges may be paid by cheque, credit card or Electronic Fund Transfer (EFT). See the Application Form at Appendix 2, or on the [Department of Biodiversity, Conservation and Attractions website](#).

Estimate of charges

An estimate of charges can be requested when lodging an application. If the charges are likely to exceed \$25, an estimate of charges must be given with the applicant asked whether or not they want to proceed with the application. The applicant must provide advice (within 30 days) of their intention to proceed. In some instances, an advance deposit may be requested.

The applicant may request a 25 per cent reduction of charges if they are financially disadvantaged. This is not applicable to application fees.

The FOI Act requires the Department to help the applicant with their application if they are having difficulty defining the documents they are seeking. The Department may describe the kinds of documents and records kept to help narrow the scope of their application. By reducing the scope of the application, the work for the Department and the cost to the applicant are both reduced. It will also ensure that the work involved for the Department is reasonable. A Department may refuse to deal with a large request.

Notice of decision

A notice of decision will be provided to the FOI applicant as soon as practicable but in any case, within 45 days. The Department may request an extension of time when dealing with a large or complex applications.

The notice of decision will include details such 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 that access is given to an edited document; and
- information on the right of review.

Right of Review

If an applicant disagrees with the decision, an application can be made to the Department for an internal review. Details will be provided to applicants on how to request an internal review when the decision is issued. Applicants have 30 calendar days after being given written notice, to submit an application for internal review.

If you disagree with the result of the internal review, 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 department'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.

8. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS LIBRARY AND PUBLICATIONS

The Department of Biodiversity, Conservation and Attractions Library specialises in Western Australia's environment, ecology, conservation, botany, forestry, wildlife, national parks and nature reserves.

The mission of the library is to serve the information needs of DBCA staff and other related agencies. Further, it serves environmental consultants, tertiary, secondary and primary students and provides a general information service to the community by being open to the public.

The library catalogue is searchable online at library.dbca.wa.gov.au, providing details about library holdings and holds more than 150,000 records.

Public access

The Library is open from Monday to Friday and accessible to the public between 8.30am and 4.30pm. Items can be borrowed by the public through the Inter-Library loan system, which means material can be borrowed via other libraries, such as public or university libraries. The library has a photocopier, with copying charged at 20 cents per A4 sheet, and PDF scanning is also available. Users are reminded that breaches of the *Copyright Act 1968* (Cwlth) are criminal offences.

Besides books and journals there are coloured slides pertaining to forestry, historic photographs, microfiche, original illustrations, maps, coloured slides of native plants and an extensive collection of journal articles and reprints.

The departmental archives contain a comprehensive range of books, journals, reports, reprints, videos, photos, maps, aerial photos and so on produced by the Department and its predecessors (such as Department of Parks and Wildlife, Department of Environment and Conservation, Department of Conservation and Land Management, National Parks Authority and the Forests Department) which are retained permanently. These are not for loan.

Where to find us:

Department of Biodiversity, Conservation and Attractions
17 Dick Perry Avenue, Kensington WA

Email: library@dbca.wa.gov.au

Phone: (08) 9219 9058

The Library has wheelchair access. People who need information in alternative formats or have specific accessibility needs can contact staff for assistance.

Publicly available information

The Department of Biodiversity, Conservation and Attractions produces a wide range of published material to help improve community knowledge of biodiversity and conservation issues and raise awareness, understanding and support for the Department's activities, services and policies. The range includes Annual Reports, Performance highlights, fact sheets, draft and final management plans, as well as books, magazines, brochures, fact sheets, posters, technical reports, regional newsletters, and monthly electronic newsletters.

Many of the publications can be accessed via the Department's website at dbca.wa.gov.au.

Saleable publications and products from the department's *WA Naturally* product range are available at shop.dbca.wa.gov.au. These publications are available for purchase at various departmental offices and retail outlets.

The department also maintains a social media presence to further engage with the community in an interactive manner.

The department hosts the Biodiversity Information Office (BIO), which is responsible for making Western Australian biodiversity data more discoverable, accessible, and useable. To support the use of high-quality, actively curated biodiversity data, BIO has developed Western Australia's first whole-of-state biodiversity data platform, Dandjoo. Through Dandjoo's map-based interface, users are able to search for data from government, industry, and research providers, view data in tables, and download data for further analysis.

Please note that any reports, investigations, and data are released to external stakeholders in accordance with the *Freedom of Information Act 1992*.

National Relay Service

For access to the Department's information for people who are deaf, hearing or speech impaired, please call this free service:

Voice: 1300 555 727
TTY (for hearing impaired): 133 677
SMS: 0423 677 767

9. CURRENT LIST OF DOCUMENTS ON DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS FILES

GENERAL

Documents	FOI application required	Publicly available	Comments
Administrative policies	No	Yes	
Annual Financial Statements/Annual Report	No	Yes	Available once published (s.25 deferred access applies).
Cabinet minutes	Yes	No	
Codes of practice	No	Yes	
Commissioned reports	No	Yes	
Conference papers	No	Yes	Available once published.
Corporate Guidelines	Yes	No	May require an FOI application. Requests for access will be determined by the document custodian.
Departmental Corporate files	Yes	No	
Draft internal reviews of strategies/policies	Yes	No	
Draft policy documents	Yes	No	
Fact sheets	No	Yes	
Final Parliamentary Question responses	No	Yes	Publicly available in Hansard - Hansard (parliament.wa.gov.au) .
General ministerial correspondence, briefing notes	Yes	No	
Grants programs documents (including submissions, agreements, and acquittals)	Yes	No	
Information brochures	No	Yes	
Internal branch resource planning documents	Yes	No	
Internal memos – general, personnel	Yes	No	
Internal reviews of strategies/policies	No	Yes	
Land use planning statutory referrals	Yes	No	Business and commercial considerations.

Letters or other advice to government approvals agencies or private companies <u>before</u> they have been signed by the approving officer and provided to the recipient (includes contributing advice)	Yes	No	
Memoranda of Understandings	Yes	No	Authority to release required from third parties.
Minutes of meetings at the local branch and divisional levels as well as subject-specific groups such as steering committees	Yes	No	
Newsletters	No	Yes	Available once published.
Parks and Wildlife Industrial Agreements	No	Yes	Enterprise Bargaining Agreement/Workplace Agreement.
Parks and Wildlife Business Plans	No	Yes	
Parks and Wildlife Officers Manuals	No	Yes	
Personnel information	Yes	No	Except where the documents relate solely to the individual requesting them.
Policy documents	No	Yes	Available on DBCA website.
Private individual's correspondence exchange	Yes	No	Except where the documents relate solely to the individual requesting them.
Published environmental study reports	No	Yes	Available once published.
Published technical reports	No	Yes	Available once published.
Spatial information (maps)	Yes	No	Intellectual property may apply.
Submissions to other Government agencies and authorities	No	Yes	Available once published (S.25 deferred access applies).
Technical series (includes scientific documents dealing with strictly technical information; contains discussion and interpretation of technical information.)	No	Yes	
Unpublished and working drafts	Yes	No	
Unpublished commissioned reports	Yes	No	

CONSERVATION AND ECOSYSTEM MANAGEMENT

Documents	FOI application required	Publicly available	Comments
Advice to WA Planning Commission or local government: Section 30A MRS	Yes	No	Third Party considerations required.
Approved list of species able to be displayed	No	Yes	Available on DBCA website.

Approved pet (reptile, amphibian, and bird) keeping list	No	Yes	Available on DBCA website.
Catchment Nutrient reports	No	Yes	Available on DBCA website.
Communications between Swan River Trust, DBCA and third parties	Yes	No	Third Party considerations required.
Community brochures and educational resource sheets	No	Yes	Available on DBCA website.
Draft advice to statutory agencies, and statutory authorities, including WA Planning Commission, Local government, Departments of Water and Environmental Regulation and Mines, Industry Regulation and Safety.	Yes	No	
Draft reports: Section 75 Swan and Canning Rivers Management Act 2006	No	Yes	Available on DBCA website, until final report published.
Environmental Program information: includes information on programs, Drainage Nutrient Intervention, local Water Quality Improvement Plans and oxygenation	No	Yes	Available on DBCA website.
Forest Management Plan non-conformance notices	Yes	No	Availability will depend on the scale of the request.
Full unpublished cetacean stranding and entanglement records up until 2018	No	Yes	Available on request.
Guideline documents for aspects of forest management and the management of plant disease (including Phytophthora dieback), pest animals and weeds	No	Yes	Documents available on the DBCA website or on request.
Healthy Rivers Program and Swan-Canning Cleanup Program publications (includes supporting reports to previous Environmental Management programs such as the Swan-Canning Cleanup program and Healthy Rivers Action Plan, including evaluations)	No	Yes	
Historical timber harvest, vegetation and inventory records on south-west native forests including digital spatial datasets	Yes	No	May require an FOI application. Requests for access to raw data are assessed by the relevant Executive Director. Generally, if the data are in an interpretable, partially analysed form, are not bound by intellectual property rights with other parties or by confidential clauses, and the data custodian has had reasonable opportunity to publish the findings, then data will most likely be released. A data usage agreement may be required. In some cases, a fee is charged for access to some forms of data, or to assemble complex database enquiries.
Inspection reports, licence applicants and licensed premises	Yes	No	Law enforcement and BC Act confidentiality considerations
Licences and permits including applications and supporting documentation	Yes	No	BC Act confidentiality considerations
Management plans for State Forest and timber reserves, draft and final mid-term performance reviews and final end-of-term review of the plan	No	Yes	Documents available on the DBCA website or on request. Draft and final mid-term performance reviews and end-of term performance review, are available via the Conservation and Parks Commission website .

Offence reports (complaints)	Yes	No	Law enforcement and BC Act confidentiality considerations
Prosecution briefs and investigation reports, caution and infringement notices, subject to privacy requirements	Yes	No	Law enforcement and BC Act confidentiality considerations
Reports and decisions on Section 32 licences and permits granted under the Swan and Canning Rivers Management Regulations 2007	Yes	No	
River Restoration Guidelines and condition (includes fact sheets, Best Management Practice Guidelines, Asset Management Documentation, foreshore assessment reports)	No	Yes	
River system health data (including phytoplankton reports)	No	Yes	Refer to Department of Water's "WIN" database. Available at http://wir.water.wa.gov.au/SitePages/SiteExplorer.aspx Phytoplankton activity reports and reports on other water quality and ecological monitoring can be found on DBCA website.
Swan Canning Catchment, and Swan Canning Development Control Area maps and posters	No	Yes	Available on Swan River Trust and DBCA website
Swan Canning Water Quality Improvement Plan	No	Yes	Available on DBCA website
Swan River Trust recommendations to Minister for Environment: Section 76 Swan and Canning Rivers Management Act 2006	No	Yes	Available on DBCA website
Technical reports	No	Yes	Available on request.
Three-year timber harvest plans	No	Yes	Available on the DBCA website or on request.

REGIONAL AND FIRE MANAGEMENT SERVICES

Documents	FOI application required	Publicly available	Comments
Approved Prescribed burning maps and prescriptions, post-burn assessments and fire history records	No	Yes	Documents can be inspected at DBCA offices.
Digital land-related databases. These are used by staff in analysis for research and planning purposes and to support field operations	Yes	No	May require an FOI application. Requests for access to raw data are assessed by the relevant Executive Director. Generally, if the data are in an interpretable, partially analysed form, are not bound by intellectual property rights with other parties or by confidential clauses, and the data custodian has had reasonable opportunity to publish the findings, then data will most likely be released. A data usage agreement may be required. In some cases, a fee is charged for access to some forms of data, or to assemble complex database enquiries.

Prescribed Fire Plans that have <u>not</u> received corporate endorsement	Yes	No	May contain incomplete and exempt material relating to stakeholders, landholders, sites of cultural importance or restricted information relating to the location of declared threatened or rare flora.
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PARKS AND VISITOR SERVICES

Documents	FOI application required	Publicly available	Comments
Commercial Tour Operators audit reports	Yes	No	Authority to release required from third parties.
CALM Act management plans	No	Yes	Documents available on the DBCA website or by request.
Conceptual recreation site designs	No	Yes	Selected documents available on the DBCA website or by request.
Designs of Facilities (technical drawings)	Yes	No	Intellectual property may apply.
Indigenous Land Use Agreements (ILUA)	Yes	No	Summaries of all ILUAs are available at nntt.gov.au . Some ILUA's are available at dpc.wa.gov.au/lantu/Agreements . Note finalised ILUAs are only available with the consent of all parties. Draft ILUAs are not available while negotiations are being undertaken as they are subject to legal privileges.
Joint Management Agreements	Yes	No	Authority to release required from third parties.
Lease audit reports	Yes	No	Authority to release required from third parties.
Leases	No	Yes	Executed leases are tabled in Parliament.
Licences and permits including applications and supporting documentation	Yes	No	Business and commercial considerations.
Research reports	No	Yes	Intellectual property may apply. Documents available on the DBCA website or by request
Section 16 agreements	Yes	No	Authority to release required from third parties.

BIODIVERSITY AND CONSERVATION SCIENCE

Documents	FOI application required	Publicly available	Comments
Annual research report	No	Yes	
Authorisations under the <i>Biodiversity Conservation Act 2016</i>	Yes	No	Written request to DBCA.

Brochures and pamphlets	No	Yes	Documents may be available on the DBCA website or on request.
Departmental research reports and publications	No	Yes	Documents may be available on the DBCA website or on request.
Documents and other products that are brought into being under specific contractual arrangements, e.g. research and studies undertaken through grants	Yes	No	Third Party Intellectual Property considerations
Documents containing information concerning private property	Yes	No	i.e. hydrological data.
Financial contracts	Yes	No	
Information sheets	No	Yes	Documents may be available on the DBCA website or on request.
Land for Wildlife program publications	No	Yes	Available on DBCA website.
Land for Wildlife property inspection reports	Yes	No	
Monitoring protocols for flora, fauna and ecological communities	No	Yes	Documents may be available on the DBCA website or on request.
Threatened Species and Priority Species List	No	Yes	Available on DBCA website.
Nature conservation covenant property inspection reports	Yes	No	
Nature conservation covenants	Yes	No	Available via Landgate.
<i>NatureMap and FloraBase</i>	No	Yes	Conditions apply to various levels of access to FloraBase.
Non-departmental research reports	Yes	No	Third Party Intellectual Property considerations
Policies and guidelines	No	Yes	Documents may be available on the DBCA website or on request.
Published technical papers, reports, some technical databases	No	Yes	
Raw data that has not been interpreted, analysed or published	Yes	No	May require an FOI application. Requests for access to raw data are assessed by the Executive Director. Generally, if the data are in an interpretable, partially analysed form, are not bound by intellectual property rights with other parties or by confidential clauses, and the data custodian has had reasonable opportunity to publish the findings, then data will most likely be released. A data usage agreement may be required. In some cases, a fee is charged for access to some forms of data, or to assemble complex database enquiries.
Reprints of technical publications and reports	No	Yes	Can be obtained free of charge.
Scientific staff profiles	No	Yes	

Standard operating procedures for flora and fauna monitoring	No	Yes	Documents may be available on the DBCA website or by written request.
Science Strategic Plan	No	Yes	Documents may be available on the DBCA website or by written request.
Swan and Canning Environmental Reports (includes technical reports on river condition and impacts such as contaminants)	No	Yes	Available on DBCA website.
Threatened species and ecological community data	No	Yes	Available on DBCA website.
Threatened species recovery plans and interim recovery plans	No	Yes	Documents may be available on the DBCA website or by written request.

CORPORATE AND BUSINESS SERVICES

Documents	FOI application required	Publicly available	Comments
Administrative procedures/instructions	No	Yes	Public interest factors to be considered.
Annual Report	No	Yes	Available on the DBCA website once tabled in Parliament (S.25 deferred access applies).
Business plans	No	Yes	
Branch and private individual's correspondence exchange	Yes	No	Except where the documents relate solely to the individual requesting them.
Contract specification documents	No	Yes	
Corporate advertising campaigns	No	Yes	
Daily prescribed burning notifications for the media and public	No	Yes	Available on the DBCA and Emergency WA website.
DBCA organisation charts	No	Yes	Available on the DBCA website.
Emailed media enquiries	No	Yes	Available upon request.
Final visual productions	No	Yes	Available via DBCA's Parks and Wildlife Service YouTube channel.
IT Audit Reports and IT Governance Group Minutes	Yes	No	Requests for access are assessed by the Executive Director and CIO. Information availability will depend on the nature of the request and the ease with which it can be generated. IT security related information is not intended for public release. Information contains intellectual property of the agency.
IT System Register and IT Asset Register Reports	Yes	No	
IT system related documents	Yes	No	
Media statements	No	Yes	Available on the DBCA website.
Personnel Information (including breaches of human resource procedures)	Yes	No	Except where the documents relate solely to the individual requesting them.

Project work plans, reports, steering committee minutes, evaluations	Yes	No	
Public safety alerts and warnings related to bushfires managed by the department	No	Yes	Available on the Emergency WA website.
Record keeping and information security related documents	Yes	No	Requests for access are assessed by the Executive Director and CIO. Information availability will depend on the nature of the request and the ease with which it can be generated. IT security related information is not intended for public release. Information contains intellectual property of the agency.
Reports on staff usage of IT systems	Yes	No	
Service level agreements	Yes	No	Where the agreement is with an external organisation.
Social media posts	No	Yes	Available on the Parks and Wildlife Service social media platforms (Twitter, Facebook and Instagram) under the handle: @waparkswildlife
Staff newsletters	No	Yes	Current electronic issue available on DBCA website, back issues available on request.
Tender/quotation responses and evaluation	Yes	No	Commercial-in-confidence considerations.
There is a large amount of published material aimed at informing the public about various aspects of DBCA's programs and services, and about the lands, waters and attractions managed by the Department. This category includes management plans for parks and reserves, <i>LANDSCOPE</i> magazine, and brochures and leaflets about particular parks, recreation areas and wildlife.	No	Yes	Some of this material is saleable.

10. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS METROPOLITAN AND REGIONAL OFFICES

METROPOLITAN LOCATIONS

HEAD OFFICE – KENSINGTON

17 Dick Perry Avenue, Kensington
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9219 9000

Media enquiry line (24 hours): (08) 9219 9999

PERTH HILLS DISCOVERY CENTRE

380 Allen Road, Mundaring WA 6073
Phone: (08) 9295 2244

WOODVALE RESEARCH

37 Wildlife Place (off Ocean Reef Road)
Woodvale
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9405 5105

REGIONAL OFFICES

KIMBERLEY REGION

Regional Office and West Kimberley District

111 Herbert Street, Broome
PO Box 65
Broome WA 6725
Phone: (08) 9195 5500

East Kimberley District

Lot 248 Ivanhoe Road, Kununurra
PO Box 942
Kununurra WA 6743
Phone: (08) 9168 4200

PILBARA REGION

Regional Office

Lot 3 Corner of Mardie Road & Anderson Road
Karratha Industrial Estate, Karratha
PO Box 835
Karratha WA 6714
Phone: (08) 9182 2000

Exmouth District

20 Nimitz Street, Exmouth
PO Box 201
Exmouth WA 6707
Phone: (08) 9947 8000

MIDWEST REGION

Regional Office and Murchison District

1st Floor, The Foreshore Centre
201 Foreshore Drive
PO Box 72
Geraldton WA 6531
Phone: (08) 9964 0901

Gascoyne District

61 Knight Terrace
Denham WA 6537
Phone: (08) 9948 2226

Turquoise Coast District

60 Bashford Street, Jurien Bay
PO Box 638
Jurien WA 6516
Phone: (08) 9688 6000

GOLDFIELDS REGION

Regional Office

32 Brookman Street
PO Box 10173
Kalgoorlie WA 6433
Phone: (08) 9080 5555

SWAN REGION

Regional Office, Regional Parks Unit & Riverpark Unit

2 Australia II Drive, Crawley
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9442 0300

Swan Coastal District

5 Dundobar Road, Wanneroo
PO Box 459
Wanneroo WA 6946
Phone: (08) 9303 0700

Mandurah Work Centre

423 Pinjarra Road, Mandurah
PO Box 1266
Mandurah WA 6210
Phone: (08) 9405 0750

Perth Hills District

275 Allen Road
Mundaring WA 6073
Phone: (08) 9290 6100

Dwellingup Work Centre

Banksiadale Road
Dwellingup WA 6213
Phone: (08) 9538 0000

WHEATBELT REGION

Regional Office

7 Wald Street, Narrogin
PO Box 100
Narrogin WA 6312
Phone: (08) 9881 9200

Merredin Work Centre

1 Mitchell Street, Merredin
PO Box 332
Merredin WA 6415
Phone: (08) 9041 6000

Katanning Work Centre

10 Dore Street, Katanning
PO Box 811
Katanning WA 6317
Phone: (08) 9821 1296

SOUTH WEST REGION

Regional Office

Corner South Western Highway and Dodson Road
PO Box 1693
Bunbury WA 6231
Phone: (08) 9725 4300

Blackwood District

14 Queen Street
Busselton WA 6280
Phone: (08) 9752 5555

Kirup Work Centre

South Western Highway
Kirup WA 6280
Phone: (08) 9731 6232

Nannup Work Centre

Warren Road
Nannup WA 6275
Phone: (08) 9752 5555

Wellington District

147 Wittenoom Street, Collie
PO Box 809
Collie WA 6225
Phone: (08) 9734 1988

Harvey Work Centre

64 Weir Road
Harvey WA 6220
Phone: (08) 9729 1505

WARREN REGION

Regional Office

Brain Street, Manjimup
Locked Bag 2
Manjimup WA 6258
Phone: (08) 9771 7988

Frankland District

South Coast Highway
Walpole WA 6398
Phone: (08) 9840 0400

Donnelly District

Kennedy Street, Pemberton
PO Box 20
Pemberton WA 6260
Phone: (08) 9776 1207

William Bay Work Centre

William Bay Road
William Bay National Park
Denmark WA 6333
Phone: (08) 9840 9624

SOUTH COAST REGION

Regional Office

120 Albany Highway
Albany WA 6330
Phone: (08) 9842 4500

Esperance District

92 Dempster Street, Esperance
PO Box 234
Esperance WA 6450
Phone: (08) 9083 2100

11. STRUCTURE OF RELATED AGENCIES TO THE DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

Conservation and Parks Commission

The Conservation and Parks Commission came into effect on 7 May 2016 under amendments to the *Conservation and Land Management Act 1984* replacing the former Marine Parks and Reserves Authority and the Conservation Commission of Western Australia.

Structure of the Conservation and Parks Commission

The Commission comprises seven members, appointed by the Governor on the nomination of the Minister for Environment.

The members are to be eligible persons who, in the opinion of the Minister, have knowledge and experience or a particular function or vocational interest which is relevant to the functions of the Commission.

One member is to be an eligible person who, in the opinion of the Minister, has knowledge of and experience in Aboriginal cultural and Aboriginal heritage matters relevant to the functions of the Commission.

(See also section 21 and 22 of the CALM Act.)

Functions of the Conservation and Parks Commission

Vested lands and waters

- To have land and waters vested in the Commission, for its care, control and management either solely or jointly with an Aboriginal body corporate.
- To consider any cancellation, change of purpose or boundary alteration of land vested in, or under the care, control and management of the Commission, whether solely or jointly with an associated body.

Advice to the Minister –

- on the development of policies –
 - o on the preservation of the natural environment of the State and the provision of facilities for the enjoyment of that environment by the community;
 - o for promoting the appreciation of flora, fauna and the natural environment;
 - o to achieve or promote the objectives of management plans in accordance with the CALM Act; and
 - o on the conservation and management of biodiversity and biodiversity components throughout the State.
- in relation to proposals for marine reserves.

- on the application of the principles of ecologically sustainable forest management in the management of –
 - o State forest and timber reserves; and
 - o forest produce throughout the State.
- on the production and harvesting, on a sustained yield basis, of forest produce throughout the State.
- upon request, to provide advice on matters relating to land and waters vested in or under the care, control and management of the Commission, whether solely or jointly with an associated body, to anybody or person, if to do so is in the public interest and it is practicable for the Commission to provide it.

Management Plans

- To prepare and deal with management plans for land and water vested in or under the care, control and management of the Commission, whether solely or jointly with an associated body.
- To develop guidelines for monitoring; set performance criteria for evaluating; and to conduct periodic assessments of the implementation of management plans by the Department of Biodiversity, Conservation and Attractions, and where the land is State forest or timber reserve, the Forest Products Commission.

(See also section 19 of the CALM Act.)

How these functions affect the public

The Commission's management planning function can affect members of the public. Changes in conservation estate and forest management initiatives may result in altered access to or changed use of parks and reserves, including State forests and timber reserves.

It is a statutory requirement that public submissions on proposed management plans are sought and considered. Proposed plans may be modified by the Commission to give effect to public submissions.

The Commission also considers any cancellation or change of purpose of vested lands through leases or licenses, or boundary alteration through additions to or excisions from vested land.

Swan River Trust

The Swan River Trust was established in 1989 and operates under the *Swan and Canning Rivers Management Act 2006*.

The Swan River Trust is an advisory body providing independent, high level strategic advice to the Minister for Environment and Director General of the Department of Biodiversity, Conservation and Attractions on matters affecting the rivers. The Board undertakes the following functions:

- developing policies for the protection and enhancement of the development control area (DCA), the Riverpark and the Riverpark shoreline
- establishing targets for ecological and community benefits and amenity of the Riverpark and mechanisms for achieving those
- reporting to the Minister on the state of the DCA and development on and adjoining the DCA
- preparing and dealing with strategic documents
- advising the Director General on matters relating to development and promoting the activities of other bodies having functions in the catchment affecting the Riverpark
- providing advice to planning authorities so that proper provision can be made in planning schemes for reservation of land for protection, protection and public use of land and waters, and protection of wildlife habitat
- providing advice and promoting public education on any matter within its functions
- providing advice to the Western Australian Planning Commission (WAPC) on development abutting, partially in, or affecting the DCA.

The Swan River Trust consists of a chairman and seven members who, between them, have knowledge of and experience in the fields of conservation, natural resource management, recreation, tourism, planning, development and matters of interest to rural and Noongar communities.

One member is appointed from local government and one from the Department for Planning, Lands and Heritage. The appointment of the remaining six members by the Minister for Environment provides the opportunity for involvement from a wide cross-section of the community.

The Trust is supported in its work by the Department of Biodiversity, Conservation and Attractions which has operational and management responsibilities within the Riverpark and Swan Canning Development Control Area.

The functions of the Trust affect the public by:

- advising on development applications to ensure that development is consistent with protecting or enhancing the environmental values and community amenity of the DCA
- supporting strategic planning to protect the ecological health of the Swan Canning Catchment
- providing environmental information and community involvement opportunities leading to sustained behaviour change to protect the Swan Canning river system.

12. CURRENT DOCUMENTS ON FILES HELD BY RELATED AGENCIES

CONSERVATION AND PARKS COMMISSION

Documents	FOI application required	Publicly available	Comments
Agenda and Minutes of Conservation and Parks Commission, and sub-committee, meetings	Yes	No	
Annual reports	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au .
Conservation and Parks Commission Members – Code of Conduct	No	Yes	Available on request
Draft and final mid-term performance reports of the Forest Management Plan 2014-2023	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au . Hard copies of the report held and provided free of charge.
<i>Forest Management Plan 2014–2023</i>	No	Yes	Available for download on the Commission's website. Hard copies of the Forest Management Plan held and provided free of charge – conservation.wa.gov.au .
Management plans for lands vested in the Conservation and Parks Commission (s54)	No	Yes	Available for download via a link on the Commission's website to the Department of Biodiversity, Conservation and Attractions – conservation.wa.gov.au .
Old-growth forest assessment reports	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au .
Various independent reviews developed to support preparation of the forest management plan	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au .
Performance assessment reports	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au .
Policy documents	No	Yes	Available for download on the Commission's website – conservation.wa.gov.au .

Note: From April 2017, the responsibility for the assessment of areas of forest nominated by the community that may meet the criteria to be classified as old-growth forest was transferred to DBCA.

SWAN RIVER TRUST

Documents	FOI application required	Publicly available	Comments
Agendas and minutes of Swan River Trust and Committee meetings	Yes	No	
Annual reports	No	Yes	Available online at: www.dbca.wa.gov.au/swan-canning-riverpark/swan-river-trust
Communications between Swan River Trust and third party and DBCA	Yes	No	May be made available if third parties agree
Media statements	No	Yes	Available online at: www.dbca.wa.gov.au/swan-canning-riverpark/swan-river-trust
Newsletters	No	Yes	
Strategic documents under the <i>Swan Canning Rivers Management Act 2006</i> , including the <i>River Protection Strategy</i> and Management Programs	No	Yes	
Swan Canning Catchment, and Swan Canning Development Control Area maps and posters	No	Yes	
Swan River Trust policies and guidelines	No	Yes	

13. RELATED AGENCIES OFFICES

Conservation and Parks Commission

17 Dick Perry Avenue, Kensington WA 6151

Locked Bag 104

Bentley Delivery Centre WA 6983

Phone: (08) 9219 9974

Web: conservation.wa.gov.au

Swan River Trust

17 Dick Perry Avenue, Kensington WA 6151

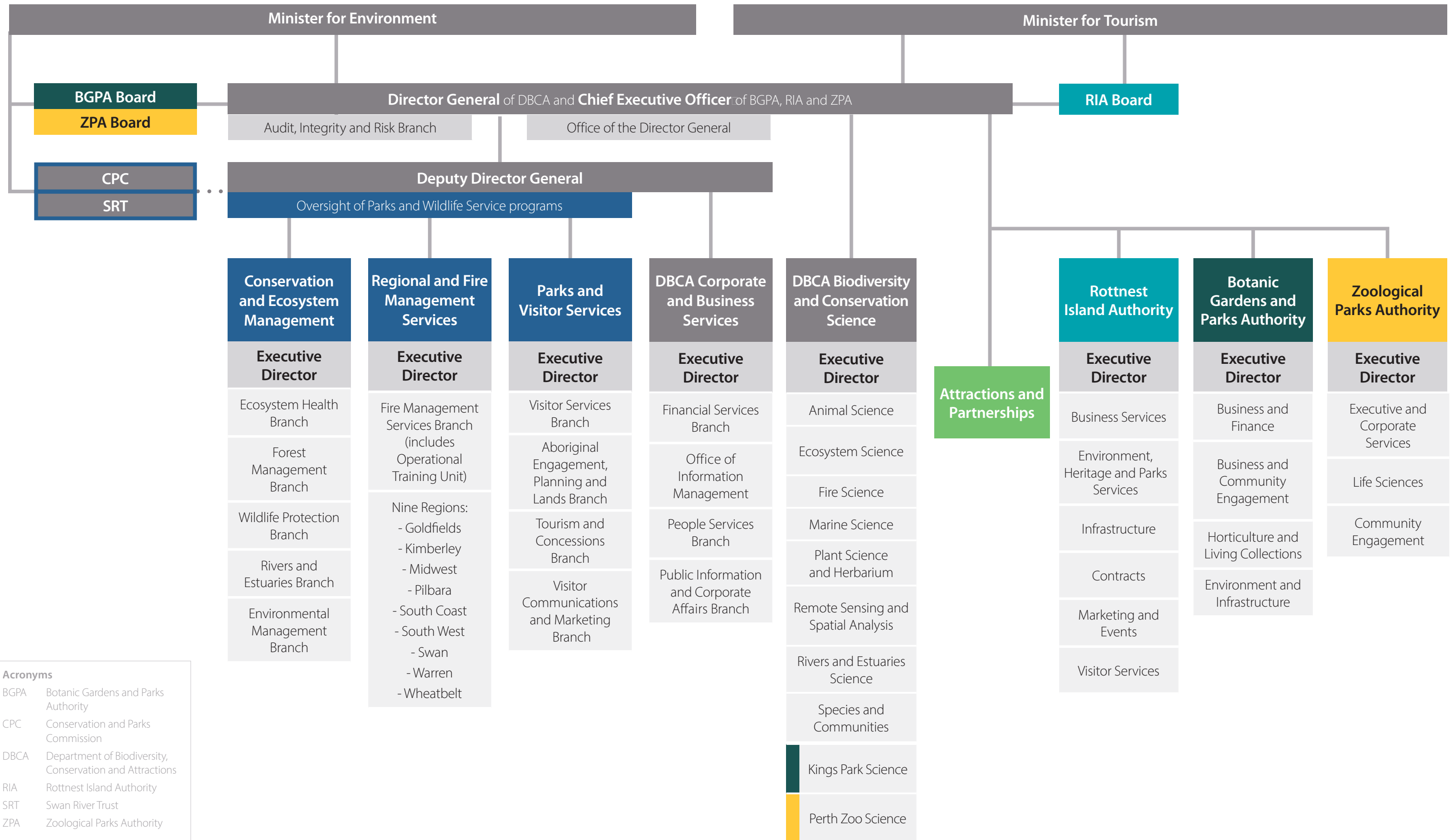
Locked Bag 104

Bentley Delivery Centre WA 6983

Phone: (08) 9219 9000

After-hours river emergency: 0419 192 845

Web: dbca.wa.gov.au/swan-canning-riverpark/swan-river-trust





APPLICATION FOR ACCESS TO DOCUMENTS

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

DETAILS OF APPLICANT

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

DETAILS OF FOI APPLICATION:

Subject matter to which your application relates.	
Details of specific document/s requested <i>Subject to s.12(1)(b) of the FOI Act (e.g. type of document, name of sender/recipient of document)</i> <i>Refer to the Department of Biodiversity, Conservation and Attractions (DBCA) Information Statement as a guide or contact relevant area to assist you.</i>	
Date/s or range of dates of document/s requested	
Other information to facilitate your application <i>(e.g. such as documents that you already have and can be excluded from the scope of your request)</i>	

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.
- If not sure of the documents you require, please clarify with officers of the division that best relates to your request.
- For further information please read the department's Information Statement available at www.dbca.wa.gov.au

Please delete any “personal information” relating to third parties from the requested documents	<u>YES / NO</u> Strike out whichever is not applicable
Please delete any “prescribed details” relating to agency officers from the requested documents	<u>YES / NO</u> Strike out whichever is not applicable
<i>Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that DBCA does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges.</i>	

NOTES FOR APPLICANTS

- Under Freedom of Information legislation, the Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority (Perth Zoo) are not deemed related agencies of the Department. Please refer to the specific authority's website for further information.
- 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).

DOCUMENTS MUST BE CERTIFIED BY A PERSON AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER SCHEDULE 2 TO THE OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005.

If proof of identity in the manner described above, is not provided, Biodiversity, Conservation and Attractions 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 maximum time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The *Freedom of Information Act (WA) 1992* may be purchased from the State Law Publisher on (08) 9321 7688 or can be viewed online at the FOI Commissioner's website: www.foi.wa.gov.au.

FEES & 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.**
- The department only accepts payment by cheque, credit card or electronic fund transfer (EFT).
- If necessary, the Department may impose a charge for processing the application. If charges apply DBCA 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 DBCA's FOI Coordinator on (08) 9219 9931, or via email foi@dbca.wa.gov.au.

PAYMENT

Payment by cheque: Please attach a cheque (made out to the Department of Biodiversity, Conservation and Attractions) to the application form to cover the application fee.

Payment by EFT: Details below. It is essential that you include a reference with your fund transfer as follows – FOI surname or company name (i.e. FOI MACGREGOR).

ACCOUNT NAME: Department of Biodiversity, Conservation and Attractions

BSB: 066 040

ACCOUNT NUMBER: 11300006

AMOUNT PAID BY EFT: \$ _____

Payment by credit card:

Please phone DBCA's revenue officer on **(08) 9219 9318** to make payment via VISA or Mastercard over the phone.

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:/...../.....

Applications may be lodged (together with applicable fee):

By Mail:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
Locked Bag 104
Bentley Delivery Centre
WA 6983

In Person:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
17 Dick Perry Avenue
Technology Park (Western
Precinct)
Kensington WA 6151

By Email:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
foi@dbca.wa.gov.au