Department of Parks and Wildlife
Information Statement 2016–17

November 2016
Foreword

The Department of Parks and Wildlife protects and conserves the State’s natural environment on behalf of the people of Western Australia.

The Department was established on 1 July 2013, when the former Department of Environment and Conservation was split into the Department of Parks and Wildlife and the Department of Environment Regulation, and is in the portfolio of the Minister for Environment.

On 19 October 2015, the Conservation and Management Amendment Act 2015 provided amendments to the Conservation and Land Management Act 1984 to replace the Marine Parks and Reserves Authority and the Conservation Commission of Western Australia with the Conservation and Parks Commission, as well as removing the provisions for the inactive Marine Parks and Reserves Scientific Advisory Committee. The Conservation and Parks Commission’s inaugural meeting took place on 17 June 2016.

This Information Statement 2016–17 has been prepared as a guide to the public about information held by Parks and Wildlife. 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 Freedom of Information Act 1992 in providing sufficient information regarding each of the agencies.

The following are presently ‘related agencies’ to the Department:

• Conservation and Parks Commission
• Swan River Trust.

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

• legislation administered by the agency
• divisional structure and decision-making functions of the agency
• availability and accessibility of information held by the agency.

Jim Sharp
DIRECTOR GENERAL
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1. ABOUT THE DEPARTMENT OF PARKS AND WILDLIFE

Vision

Western Australia’s natural assets are conserved and valued by all.

Purpose

Working with the community to ensure that the nature of Western Australia is conserved, for its intrinsic values and to sustain and enrich people’s lives.

What we do

Western Australia’s Department of Parks and Wildlife manages national parks, marine parks, State forests and other reserves, conserves our world-renowned native animals and plants, supports Aboriginal people in protecting their culture and heritage on parks and reserves, and supports access to, managed use and enjoyment of the State’s wildlife and natural assets.

Together with other government agencies, the Department also has broader responsibilities to engage in emergency and incident management, biosecurity, climate-related mitigation and adaptation strategies, contribute to the State’s economic growth, implement government policies and provide advice to support government decision-making.

Our goals and strategic priorities

The Department’s goals and strategic priorities in key areas are:

PARKS
Establish and effectively manage the State’s national parks, marine parks, State forest and other reserves, to conserve wildlife for people’s enjoyment.

Parks and Wildlife, in partnership with the community and volunteers, will actively work to connect Western Australians with the parks and areas it manages both terrestrial and marine, to ensure that our natural heritage is valued, visited and appreciated. We will attract more visitors to these destinations by the diversification of experiences, and improved accessibility and desirability through infrastructure creation and programs under the Parks for People initiative. We will improve representation of marine and terrestrial bioregions in the State’s parks system.

WILDLIFE
Conserve and manage the State’s native plants and animals and achieve habitat, ecosystem and landscape-scale conservation and protection based on best-practice science.
Parks and Wildlife will ensure that our plants and animals are conserved and protected by approved legislation and emphasise actions to protect our rare and threatened plant and animal species by focusing science and conservation programs to deliver on-ground conservation outcomes. Working in partnership with the community, other organisations and traditional owners, we will undertake landscape-scale restoration and reintroduction programs. We will mitigate threats to our plants and animals from diseases, pest animals and weeds.

**FIRE**
Manage lands under our care to protect communities, visitors and built and natural assets from bushfire damage, and also use planned fire to achieve other land, forest and wildlife management objectives.

Community protection and land, forest and wildlife management outcomes will be enhanced by continual improvement of the prescribed burning program. Risk management principles will guide the application of prescribed burning and response to bushfires, with resources focused on mitigating the priority risks.

**MANAGED USE**
Manage the State’s plants and animals and the lands and waters under our care for tourism, water and wood production, and other approved uses.

Parks and Wildlife will work to ensure the community derives the greatest benefit from the lands and waters that we care for consistent with conserving the State’s unique plants, animals and landscapes.

**PEOPLE**
Inspire, engage, collaborate and work with people individually, in communities and in organisations.

Parks and Wildlife will build its human capital by inspiring and motivating our staff and the people we work with. We will set clear goals and expectations and create a culture that values discovery, innovation, creative achievement, responsibility and accountability. We will continue to work with Aboriginal people in ensuring connection to country, heritage protection and customary use. We will continue to develop, build, maintain and strengthen our relationships and partnerships with the community and business partners. We will be an outcome-focused, customer-oriented, highly responsive government enterprise.

**Publically available information**
The Department of Parks and Wildlife produces a wide range of published material to help improve community knowledge of environment and conservation issues and raise awareness, understanding and support for the Department’s activities, services and policies. The range includes draft and final management plans for the management of national parks and marine parks, as well as books, LANDSCAPE magazine, brochures, fact sheets, posters, technical reports, regional newsletters, and the monthly electronic newsletter, Parks and Wildlife News.

The Department also maintains a social media presence to further engage with the community in an interactive manner. Many of the Department’s publications can be accessed via the Department’s website at dpaw.wa.gov.au. Saleable publications from the Department’s WA Naturally product range are available at shop.dpaw.wa.gov.au.
2. LEGISLATION ADMINISTERED BY THE DEPARTMENT OF PARKS AND WILDLIFE AND RELATED AGENCIES AS AT 30 JUNE 2015

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
- Sandalwood Act 1929
- Swan and Canning Rivers Management Act 2006
- Wildlife Conservation Act 1950

Regulations

- Conservation and Land Management Regulations 2002
- Forest Management Regulations 1993
- Sandalwood Regulations 1993
- Swan and Canning Rivers Management Regulations 2007
- Swan and Canning Rivers Foundation Rules 2009
- Swan and Canning Rivers (Transitional) Regulations 2007
- Wildlife Conservation Regulations 1970
- Wildlife Conservation (Reptiles and Amphibians) Regulations 2002

Correct at 30 June 2016
The Department of Parks and Wildlife is headed by a Director General with six Directorates directly reporting. A further four groups report to the Director General, namely the Public Information and Corporate Affairs, Legislative and Policy Reform and Management Audit branches; and the Strategic Projects group.

Science and Conservation Division

The Science and Conservation Division is responsible for the development and implementation of programs for the conservation, management and sustainable use of the State’s wildlife, including plants, animals, genes and ecosystems. Such programs are underpinned by best practice science to better understand composition, patterns and processes of Western Australia’s marine and terrestrial biota as a basis for its conservation and sustainable use.

In partnership with internal and external groups, the division:

- sets biodiversity conservation policy and priorities at the statewide level, including liaising with other natural resource management agencies and regional NRM groups
- develops priorities and strategies for departmental delivery of wildlife management programs
- provides biodiversity conservation and management advice to the Director General and Minister for Environment
- encourages public awareness and understanding of, engagement in, and support for wildlife conservation
- implements or contributes to the implementation of relevant environmental offsets
- administers the Wildlife Conservation Act 1950 and Regulations, including issuing wildlife licences and permits
- coordinates the listing of threatened species and ecological communities
- undertakes recovery and management of threatened and priority species and ecological communities, including research and monitoring to understand their ecology, conservation status and the threats being faced
- operates programs for the promotion of wildlife conservation on land not managed by the Department
- liaises with and provides advice to Government approvals agencies and private companies in relation to assessment, planning and management of mining and other development proposals affecting Department-managed lands and waters and threatened or significant species and ecological communities
- conducts regional and sub-regional marine and terrestrial biological surveys and research to document the State’s biota and to understand biodiversity patterns and ecological processes to support the development and effective management of a conservation reserve system and inform resource development decisions
- maintains a research and archive collection of specimens of all species of Western Australia’s plants, algae and fungi, from throughout their range in the State
- contributes to and conducts research and monitoring of threatened and other significant marine and terrestrial fauna and their habitats to improve their management and reduce their extinction risk
• conducts research and monitoring to understand ecosystem responses to landscape scale disturbances and threatening processes, and inform effective management of timber harvesting and silvicultural practices, fire regimes, pest animals, weeds, dieback and altered hydrology (including salinity)

• provides digital delivery of authoritative information on the distribution and identity of Western Australian plants and animals through NatureMap and FloraBase.

Parks and Visitor Services Division

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:

• is responsible for the preparation of management plans for the Conservation and Parks Commission for lands and waters managed by the Department

• is responsible for the establishment of marine parks and reserves

• provides support to the Conservation and Parks Commission in accordance with the Conservation and Land Management Act 1984 (CALM Act), the Operational Relationship Agreement between the Conservation and Parks Commission and the Department of Parks and Wildlife and the Memorandum of Understanding between the Conservation and Parks Commission and the Department of Parks and Wildlife both signed on 4 August 2016.

• develops policy and strategies for recreation and tourism and other commercial activities, and administers permits, leases and licences

• coordinates land administration and acquisition programs

• coordinates statewide policy on Aboriginal involvement in parks and Aboriginal heritage and culture programs

• coordinates social and visitor research and surveys

• is responsible for recreational planning and design, landscape management and visitor interpretation services

• coordinates capital works and roads programs throughout the State

• coordinates community involvement in parks.

Forest and Ecosystem Management Division

The division prepares and reviews the strategic framework for the effective management of weeds, pest and plant diseases on Department land to support the conservation, protection and management of the State’s natural environment and wildlife.

The division is responsible for developing and implementing programs that provide for economic, social and cultural benefits derived from State forest and timber reserves while conserving biodiversity, maintaining soil and water values and sustaining the health and productive capacity of south-west forest for current and future generations.
The division:

- implements the *Forest Management Plan 2014–2023* to support the management of State forest and timber reserves
- implements the *Western Shield* wildlife recovery program and Western Australia’s cane toad strategy
- develops policy and strategies, and implements programs for the management of disturbance activities, including priority weeds, pest animals and plant diseases on Department-managed lands
- sets priorities for weed, pest and plant disease (including *Phytophthora* dieback) control across Department-managed lands
- inventory, assessment and modelling of forest resources
- develops indicative three-year timber harvest plans for south-west native forests
- reviews and regulates disturbance operations proposed for State forest and timber reserves, to ensure compliance with legislation, the *Forest Management Plan 2014-2023* and associated guidance documents, authorising access as appropriate

**Regional and Fire Management Services Division**

Regional and Fire Management Services Division is the primary ‘face’ of Parks and Wildlife in metropolitan Perth as well as rural and regional Western Australia. The division is responsible for integrated front-end delivery of departmental services in national parks, nature reserves, marine parks, State forests and other lands and waters throughout the State, as well as delivering fire management and information management services across the State. The works programs for staff in regions are integrated to take account of available resources, competing demands and changing priorities. The division is also responsible for coordinating Parks and Wildlife’s response to emergency incidents such as bushfires and marine mammal strandings.

The division:

- coordinates regional delivery of integrated services in national parks, nature reserves, marine parks, State forests and other lands and waters throughout the State
- is custodian of lands and waters managed by the Department
- undertakes land administration and land use planning processes through regions
- integrates regional works programs to optimise the efficient use of the Department’s resources including staff, vehicles, plant and equipment
- delivers fire management services, including undertaking prescribed burning and other bushfire risk mitigation operations, and bushfire detection and suppression on Department-managed lands and bushfire preparedness on unallocated Crown lands and unmanaged reserves outside of gazetted town sites
- coordinates management of declared plants and animals on unallocated Crown land and unmanaged reserves outside of gazetted town sites
- provides a framework to enable and protect the Department’s information and related technology including developing policy and standards for digital information management.
Rivers and Estuaries Division

The Rivers and Estuaries Division is responsible for managing the Swan Canning Riverpark, including assessing development proposals and delivering environmental management programs. The desired outcome of the division is to ensure the ecological health and community benefit of the Swan and Canning rivers is protected.

The division:

- ensures land use planning protects and enhances Riverpark values and meets community demands
- delivers environmental programs to improve the health and resilience of the river system to environmental and community pressures, and restore and manage shorelines
- delivers programs for operational and compliance activities, recreation and commercial activities within the Riverpark to enhance community benefit and amenity
- establishes and implement a planning and policy framework to achieve collaborative, coordinated Riverpark management
- enhances community social responsibility so that more Perth people help look after the Swan Canning Riverpark.

Corporate Services Division

The Corporate Services Division delivers a range of corporate services including human resources, finance, geographical information and corporate information services.

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, training and development, health and safety and human resource strategic planning and performance reporting
- 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
- plans, coordinates and implements the Department’s electronic document and records management system, and is responsible for corporate document and records management
- maintains corporate spatial databases, provides a land-related information service for parks and conservation and environmental protection, publishes maps, and provides support for regional and desktop geographic information system activities.
Public Information and Corporate Affairs Branch

The Public Information and Corporate Affairs Branch is responsible for internal and external communications, Ministerial communications support, education programs and a variety of corporate programs.

The branch’s business is to assist management in the effective use of communications as a business tool; to develop, administer and deliver organisational development and communication services and products that support Parks and Wildlife’s immediate business needs and long-term corporate objectives. The branch also assists stakeholders to develop an understanding of, involvement in, and support for the activities, services and policies of Parks and Wildlife.

The branch:

- initiates, develops and implements communication strategies and programs, including media liaison and community relations, to address environmental and conservation issues
- is responsible for the Department’s online presence, including websites, intranet and social media
- produces publications, displays and multimedia productions
- develops, manages and delivers school and community education programs
- provides public participation advice, planning and support services to operational areas throughout the Department
- coordinates Parks and Wildlife’s media and promotional activities
- provides the community with an information service
- coordinates internal communications.
4. DEcision making functions

Management of reserves and management plans

Under Part IV of the Conservation and Land Management Act 1984 (CALM Act) the CEO is responsible for the management of reserves vested in the Conservation and Parks Commission (CPC). National parks, conservation parks, nature reserves and other conservation and recreation reserves are vested in the CPC. Marine parks, marine nature reserves and marine management areas are vested in the CPC. The CEO may also agree to manage private or other land through a joint management agreement (CALM Act Part II section 8A).

Reserve management is required to be carried out in accordance with management plans prepared by the CPC or a section 8A CALM Act joint management body, through the agency of the CEO, in accordance with Part V of the CALM Act. Where reserves vested in the CPC are jointly managed through a section 56A joint management agreement, reserve management will be carried out in accordance with the management plan and the joint management agreement (CALM Act Part V).

Before management plans for terrestrial reserves are approved a proposed (draft) management plan is published and anyone may make a written submission on a draft management plan, which may be amended in response to submissions received. Notice that a draft management plan is available for public comment has to be published in the Government Gazette, as well as in daily and local newspapers.

In the case of proposed marine reserves, indicative management plans which include proposed boundaries and management zones are published for public comment before reservation occurs and anyone may make a written submission about these plans (CALM Act Part II sections 13 and 14). Notice of the indicative plan is also published in the Government Gazette, as well as in daily and local newspapers.

Depending on the reserve category, the CPC or the section 8A CALM Act joint management body submits a draft management plan for the approval of the Minister for Environment. 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.

Approved (that is, final) management plans are publicly available along with analyses of submissions received on draft plans that include advice as to whether the final plan has been amended in response to submissions received.

If a management plan is not in place for a particular reserve then management is carried out in accordance with CALM Act section 33(3) and 33A which describe “necessary operations” applicable to nature reserves and marine nature reserves, “compatible operations” applicable to national parks, conservation parks, marine parks and marine management areas and provides for other categories of reserves to be managed in accordance with their corresponding management objectives prescribed in CALM Act section 56.

Administration of permits, leases and licences

The Wildlife Conservation Act 1950 provides for a number of licences to be issued for the taking of wildlife. The term “to take in relation to fauna” is a legal term that is defined in the Act and includes interactions of any nature that may impact on or disturb fauna. The authority to issue licences to take protected flora or fauna for commercial or scientific or other
prescribed purposes has been delegated to Licensing officers within the division. Similarly, licences that allow the import, export, keeping, processing or dealing in protected fauna may be issued.

Pet herpetofauna licences are issued under the *Wildlife Conservation (Reptiles and Amphibians) Regulations 2002* to provide for the keeping of reptiles and amphibians in captivity as pets. Other licences issued under these regulations authorise the dealing in and farming of reptiles and amphibians and the taking of these animals from the wild for sale into the pet herpetofauna industry.

Damage licences to enable the lethal or non-lethal taking of wildlife causing damage to property, crops or stock, and dangerous fauna licences that authorise the destruction of fauna that poses a risk to the safety of people, may be issued by Wildlife officers.

Licences issued under section 23C of the Wildlife Conservation Act authorise the taking of protected flora from Crown land for commercial purposes and for scientific or prescribed purposes, while licences issued under section 23D of the Act authorise the sale of protected flora taken on private land. Section 23F(4) of the Act applies in respect to flora that has been declared as rare under section 23F(2) of the Act and can only be taken with the written consent of the Minister. The power to grant this consent has been delegated by the Minister to the Director General and the Director of Science and Conservation in situations where the taking of the rare flora is not significant to the conservation of the species. Other consents of a significant nature must be approved by the Minister.

Licences to authorize the taking of the valuable aromatic wood known as sandalwood are issued under the *Sandalwood Act 1929* to authorize the taking of sandalwood on both Crown and private land. These licences are issued in conjunction with licences issued under sections 23C and 23D of the WC Act.

Wetland classifications as part of the geomorphic wetlands datasets are endorsed by the Wetlands Coordinating Committee.

Under the CALM Act, the Director General can grant a lease or a commercial operation licence after consultation with the Conservation and Parks Commission and with the approval of the Minister for Environment. The grant of leases and licences must be consistent with a park’s management plan or be a necessary or a compatible operation.

Leases give exclusive use of an area of land or water for the stated purpose of the lease. If a lease is for a commercial purpose, it may be allocated via a publicly advertised call for an Expression of Interest (EOI) which is a competitive process.

A commercial operations licence is required by anyone conducting business on CALM Act land or waters. The most common licences are for tourism or recreation businesses or those offering educational services for private benefit (profit). Most commercial operations, including safari tours, guided walks and general snorkel/dive charters, require a ‘T’ class (unrestricted) licence where environmental and visitor management objectives are achieved through appropriate licence conditions. Where there is environmental, management, safety, or access reasons why licence numbers must be limited, for example when demand for licences exceeds the number that can be sustainably managed, ‘E’ class (restricted) licences are required. These are usually allocated via a publicly advertised call for an EOI which is a competitive process.
Permits to allow activities that would otherwise not be permitted under the Conservation and Land Management Regulations 2002 may be issued by the Director General or his delegate.
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 that are 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 Forest Management Plan commenced 1 January 2014 and is a public document.

The Forest Management Plan requires the Department to develop or review guidance documents for forest management and prepare rolling three-year indicative timber harvests plans for State forest and timber reserves. Timber harvest plans are available to the public on the Parks and Wildlife’s website, or as with the guidance documents are available on request.

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

Parks and Wildlife has created a new Rivers and Estuaries Division which, working with other divisions, will:

- issue permits and licences for works, acts and activities in accordance with the Swan and Canning Rivers Management Regulations 2007 (SCRM Regulations 2007).
- make recommendations to the Minister for Environment concerning development proposals in the Development Control Area (DCA)
- provide advice to the Western Australian Planning Commission (WAPC) concerning amendments to the MRS and other strategic planning instruments
- provide advice to the WAPC in relation to subdivision proposals
- provide advice to local governments on planning scheme amendments or other proposals that may affect the DCA such as structure plans and outline development plans
- provide advice to and obtain advice from public authorities concerning their responsibilities in terms of the SCRM Act
- provide clearance of conditions of approval and advice on the implementation of department approvals
- update procedural matters associated with development assessments, review the development control policies and the DCA boundary as necessary.
5. FREEDOM OF INFORMATION (FOI) APPLICATIONS

The Freedom of Information Act (WA) 1992 (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 a computerised form.

It is the aim of the Department of Parks and Wildlife 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.

Application forms are available on the Parks and Wildlife website.

Applications and enquiries should be addressed to:

Freedom of Information Coordinator
Department of Parks and Wildlife
Locked Bag 104
Bentley Delivery Centre  WA  6850

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 by the Department as follows:
  - $30 per hour for staff time (or pro rata for part of an hour) for dealing with an application. Departments cannot charge 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 by the Department for preparing a copy of a tape, film or computerised information, or arranging delivery or packaging and postage of documents.
Estimate of charges

An estimate of charges can be requested from the Department when lodging an application. If the charges are likely to exceed $25, the Department must give an estimate of charges and ask the applicant whether or not they want to proceed with the application. The applicant must notify the Department (within 30 days) of their intention to proceed. In some instances the Department may request an advance deposit.

The applicant should advise the Department if they are financially disadvantaged as a 25 per cent reduction of charges may apply.

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 application.

The notice of decision which 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 to review.

Right for Review

Applicants who are dissatisfied with a decision of the Department are entitled to ask for an internal review by the Department. Application should be made in writing within 30 days of receiving the notice of decision. Applicants will be notified of the outcome of the review within 15 days. If an applicant disagrees with the result, an application can be made to the Information Commissioner for an external review and details would be advised to applicants when the internal review decision is issued.
# APPLICATION FOR ACCESS TO DOCUMENTS
(Under the *Freedom of Information Act 1992*, s.12)

## DETAILS OF APPLICANT

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

| Postcode |  |

| Telephone |  |
| Email |  |
| Reference |  |

## DETAILS OF FOI APPLICATION:

| Subject matter to which your application relates. |  |

| Details of specific document/s requested |  |

Subject to s.12(1)(b) of the FOI Act (e.g. type of document, name of sender/recipient of document)

Refer to the Department's Information Statement as a guide or contact relevant area of Parks and Wildlife to assist you.

| 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.
- 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.dpaw.wa.gov.au](http://www.dpaw.wa.gov.au)
Please delete any “personal information” relating to third parties from the requested documents

YES / NO
Strike out whichever is not applicable

Please delete any “prescribed details” relating to departmental officers from the requested documents

YES / NO
Strike out whichever is not applicable

Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that Parks and Wildlife does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges.

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).

  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, Parks and Wildlife 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.

Further information can be obtained from Parks and Wildlife’s FOI Coordinator on (08) 9219 9931. The Freedom of Information Act (WA) 1992 may be purchased from the State Law Publisher on (08) 9321 7688 or can be viewed online on the Information Commissioner’s website: foi.wa.gov.au.

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.
- The Department only accepts payment by cheque or credit card.
- If necessary, Parks and Wildlife may impose a charge for processing the application. If charges apply Parks and Wildlife 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).
**PAYMENT**

**Payment by cheque:** Please attach a cheque (made out to the Department of Parks and Wildlife) to the application form to cover the application fee.

**Payment by credit card:** Please fill out your details below

- **MASTERCARD** [ ] **VISA** [ ]
- **CARD NUMBER** __________/________/________/________
- **CARD HOLDER’S NAME** ________________________________________________________________
- **STREET ADDRESS** __________________________________________________________________
- **SUBURB** ______________________  **CITY** ______________________  **POSTCODE** __________
- **EXPIRY DATE** __/____  **TOTAL AMOUNT** ___________________

I authorise the Department of Parks and Wildlife to debit my credit card with the amount shown above. I certify that I am over 18 years of age.

**SIGNATURE** __________________________________________________

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 Parks and Wildlife
  - Locked Bag 104
  - Bentley Delivery Centre
  - WA 6983

- **In person:**
  - FOI Coordinator
  - Department of Parks and Wildlife
  - 17 Dick Perry Avenue
  - Technology Park, Western Precinct
  - Kensington WA 6151

- **By fax:**
  - FOI Coordinator
  - Department of Parks and Wildlife
  - (08) 9334 0466
6. PARKS AND WILDLIFE LIBRARY AND DEPARTMENTAL PUBLICATIONS

The Department of Parks and Wildlife’s Library specialises in the environment, ecology, conservation, botany, forestry, wildlife, national parks and nature reserves.

The mission of the library is to serve the information needs of Parks and Wildlife staff and other related agencies, as well as providing a public reading room for important environmental and conservation publications. 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.dpaw.wa.gov.au which provides details about library holdings. The library catalogue has more than 201,000 records including more than:

- 36,000 book/report titles
- 3000 journal/newsletter titles (589 current)
- 22,000 monographic journals
- 29,000 reprints
- 76,000 indexed journal articles and book chapters
- 7000 drawings and photographs
- 5300 pamphlets
- 4000 links to online resources
- 25,000 PDFs linked to catalogue records.

Public access

The Library is open from Monday to Friday and accessible to the public between 9.30am and 2.30pm. 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 DEC, CALM and the Forests Department) which are retained permanently. These are not for loan.

Where to find us:

17 Dick Perry Avenue, Technology Park – Western Precinct, KENSINGTON

Email: library@dpaw.wa.gov.au
Phone: (08) 9219 9058

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

Copies of Parks and Wildlife publications can be ordered by emailing customer.service@dpaw.wa.gov.au or phoning Parks and Wildlife reception on (08) 9219 9000.

Saleable products include the award-winning quarterly LANDSCOPE magazine and a wide range of books such as recreation guides like The Best of the South West and Exploring Western Australia’s natural wonders, conservation guides such as the popular Bush Book series and children’s books such as Tuart Dwellers and Deepsea Whale Rescue. These can be purchased at most Parks and Wildlife offices and retail outlets or at the Parks and Wildlife Shop at shop.dpaw.wa.gov.au

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: 1800 555 660  
TTY (for hearing impaired): 1880 555 630  
Fax: 1800 555 690
### 7. CURRENT LIST OF DOCUMENTS ON PARKS AND WILDLIFE FILES

**GENERAL**

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Corporate files</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Unpublished and working drafts</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Parks and Wildlife Industrial Agreements</td>
<td>No</td>
<td>Yes</td>
<td>Enterprise Bargaining Agreement/Workplace Agreement.</td>
</tr>
<tr>
<td>Parks and Wildlife Business Plans</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Parks and Wildlife Officers Manuals</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Private individuals correspondence exchange</td>
<td>Yes</td>
<td>No</td>
<td>Except where the documents relate solely to the individual requesting them.</td>
</tr>
<tr>
<td>Internal memos – general, personnel</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Administrative policies</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Personnel information</td>
<td>Yes</td>
<td>No</td>
<td>Except where the documents relate solely to the individual requesting them.</td>
</tr>
<tr>
<td>General ministerial correspondence, briefing notes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Final Parliamentary Question responses</td>
<td>No</td>
<td>Yes</td>
<td>Publicly available in Hansard.</td>
</tr>
<tr>
<td>Codes of practice</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Cabinet minutes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Draft internal reviews of strategies/policies</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Internal reviews of strategies/policies</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Draft policy documents</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Policy documents</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Unpublished commissioned reports</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Fact sheets</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Information brochures</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Commissioned reports</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Technical series (includes scientific documents dealing with strictly technical information; contains discussion and interpretation of technical information.)</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Newsletters</td>
<td>No</td>
<td>Yes</td>
<td>Available once published (S.25 deferred access applies).</td>
</tr>
<tr>
<td>Parks and Wildlife submissions to other Government agencies and authorities</td>
<td>No</td>
<td>Yes</td>
<td>Available once published (S.25 deferred access applies).</td>
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<tr>
<td>Land use planning statutory referrals</td>
<td>Yes</td>
<td>No</td>
<td>Business and commercial considerations.</td>
</tr>
<tr>
<td>Conference papers</td>
<td>No</td>
<td>Yes</td>
<td>Available once published.</td>
</tr>
<tr>
<td>Internal branch resource planning documents</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Published technical reports</td>
<td>No</td>
<td>Yes</td>
<td>Available once published.</td>
</tr>
<tr>
<td>Published environmental study reports</td>
<td>No</td>
<td>Yes</td>
<td>Available once published.</td>
</tr>
<tr>
<td>Spatial information (maps)</td>
<td>Yes</td>
<td>No</td>
<td>Intellectual property may apply.</td>
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</table>
### SCIENCE AND CONSERVATION

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Declared Rare and Priority Flora List (commercial application only)</td>
<td>No</td>
<td>Yes</td>
<td>Can be purchased at sales counter located at Kensington office.</td>
</tr>
<tr>
<td>Threatened flora, fauna and ecological community data (commercial application only)</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Land for Wildlife program publications</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Managing your Bushland (book)</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Letters and formal (written) advice provided to Government approvals agencies or private companies in relation to development proposals (various stages) after that advice has been signed and provided to the recipient</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Newsletters</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Threatened species recovery plans and interim recovery plans</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Wildlife management programs</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Approved reptile keeping list</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Roadside conservation committee publications</td>
<td>No</td>
<td>Yes</td>
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<td>Manuals</td>
<td>No</td>
<td>Yes</td>
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<td>Information sheets</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Departmental research reports</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Brochures and pamphlets</td>
<td>No</td>
<td>Yes</td>
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<td>Parks and Wildlife officers manual</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Policies and guidelines</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Part cetacean stranding and entanglement records</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Tender documents on the relevant Government website</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Standard operating procedures for flora and fauna monitoring</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Monitoring protocols for flora, fauna and ecological communities</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Scientific staff profiles</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Draft letters and other draft Parks and Wildlife advice to government approvals agencies or private companies before it has been signed by the Director General and provided to the recipient</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Land for Wildlife property inspection reports</td>
<td>Yes</td>
<td>No</td>
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<td>Nature conservation covenant property inspection reports</td>
<td>Yes</td>
<td>No</td>
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<td>Voluntary management agreements</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Nature conservation covenants</td>
<td>Yes</td>
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<tr>
<td>Permits to take declared rare flora</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Financial contracts</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Non-departmental research reports</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Licences and permits including applications and supporting documentation</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Prosecution briefs and investigation reports, caution and infringement notices</td>
<td>Yes</td>
<td>No</td>
<td>Law enforcement considerations</td>
</tr>
<tr>
<td>Offence reports (complaints)</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Documents</td>
<td>FOI application required</td>
<td>Publicly available</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Full unpublished cetacean stranding and entanglement records</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Inspection reports, licence applicants and licensed premises</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Documents and other products that are brought into being under specific contractual arrangements, e.g. research and studies undertaken with Future Farm Industries Cooperative Research Centre</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Documents containing information concerning private property (for example, hydrological data)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Memoranda of Understanding – authority to release information may be required from a third party</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Annual review of research activity</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Published technical papers, reports, some technical databases</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reprints of technical publications and reports</td>
<td>No</td>
<td>Yes</td>
<td>May require an FOI application. Requests for access to raw data are assessed by the 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. In some cases, a fee is charged for access to some forms of data, or to assemble complex database enquiries.</td>
</tr>
<tr>
<td>Raw data that has not been interpreted, analysed or published</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>NatureMap and FloraBase</td>
<td>No</td>
<td>Yes</td>
<td>Conditions apply to various levels of access to FloraBase.</td>
</tr>
</tbody>
</table>

**PARKS AND VISITOR SERVICES**

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leases, licences and permits including applications and supporting documentation</td>
<td>Yes</td>
<td>No</td>
<td>Business and commercial considerations.</td>
</tr>
<tr>
<td>Designs of Facilities (technical drawings)</td>
<td>Yes</td>
<td>No</td>
<td>Intellectual property may apply.</td>
</tr>
<tr>
<td>Conceptual recreation site designs</td>
<td>No</td>
<td>Yes</td>
<td>Selected documents available free of charge on Parks and Wildlife’s website or on request to PVS.</td>
</tr>
<tr>
<td>Research reports</td>
<td>No</td>
<td>Yes</td>
<td>Intellectual property may apply. Documents available free of charge on the Parks and Wildlife’s website or on request to PVS.</td>
</tr>
<tr>
<td>Management plans and interim management guidelines</td>
<td>No</td>
<td>Yes</td>
<td>Documents available free of charge on the Parks and Wildlife’s website or on request to PVS.</td>
</tr>
<tr>
<td>Indigenous Land Use Agreements (ILUA)</td>
<td>Yes</td>
<td>No</td>
<td>Some ILUA’s are available at dpc.wa.gov.au/lantu/Agreements, with extracts available at nnit.gov.au.</td>
</tr>
<tr>
<td>-------------------------------------</td>
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</tr>
<tr>
<td>Joint Management Agreements</td>
<td>Yes</td>
<td>No</td>
<td>Authority to release required from third party.</td>
</tr>
<tr>
<td>Memorandum of Understanding (MoUs)</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Section 16 agreements</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Lease audit reports</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Commercial Tour Operators audit reports</td>
<td>Yes</td>
<td>No</td>
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</table>

### FOREST AND ECOSYSTEM MANAGEMENT

<table>
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<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management plans for State forest and timber reserves</td>
<td>No</td>
<td>Yes</td>
<td>Documents available on the Parks and Wildlife website or on request to Parks and Wildlife.</td>
</tr>
<tr>
<td>Guideline documents for aspects of forest management</td>
<td>No</td>
<td>Yes</td>
<td>Available on request from Parks and Wildlife.</td>
</tr>
<tr>
<td>Technical reports</td>
<td>No</td>
<td>Yes</td>
<td>Available on request from Parks and Wildlife.</td>
</tr>
<tr>
<td>Three-year timber harvest plans</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife website or on request to Parks and Wildlife.</td>
</tr>
<tr>
<td>Historical timber harvest, vegetation and inventory records on south-west native forests including digital spatial datasets</td>
<td>Yes</td>
<td>No</td>
<td>Information held in electronic form is in a large variety of data sets. Availability will depend on the nature of the request and the ease with which it can be generated. Charges are not made for documents but a charge for generating electronic information may be made depending on the purpose the request made and the effort involved in providing the data.</td>
</tr>
</tbody>
</table>

### REGIONAL AND FIRE MANAGEMENT SERVICES

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescribed burning maps and prescriptions, post-burn assessments and fire history records</td>
<td>No</td>
<td>Yes</td>
<td>Documents can be inspected but not taken from Parks and Wildlife offices.</td>
</tr>
<tr>
<td>Digital land-related databases. These are used by staff in analysis for research and planning purposes and to support field operations.</td>
<td>Yes</td>
<td>No</td>
<td>Requests for access are assessed by the director. If the data is in an interpretable form at a manageable cost and the context for which it was used is maintained the data is likely to be released.</td>
</tr>
</tbody>
</table>


Enterprise architecture and information security related documents | Yes | No | Requests for access are assessed by the 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.

IT Audit Reports and IT Governance Group Minutes | Yes | No

IT System Register and IT Asset Register Reports | Yes | No

Minutes of meetings at the local branch and divisional levels as well as subject-specific groups such as steering committees. | Yes | No

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swan and Canning Environmental Reports</td>
<td>No</td>
<td>Yes</td>
<td>Includes technical reports on river condition and impacts such as contaminants. Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>River Science publications</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Catchment Nutrient reports</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Environmental Program information: includes information on programs, Drainage Nutrient Intervention, local Water Quality Improvement Plans and oxygenation.</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Grant and collaborative arrangement information, including funding recipient progress reports and acquittals</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Healthy Rivers Program and Swan-Canning Cleanup Program publications</td>
<td>No</td>
<td>Yes</td>
<td>Includes supporting reports to previous Environmental Management programs such as the Swan-Canning Cleanup program and Healthy Rivers Action Plan; including evaluations.</td>
</tr>
<tr>
<td>River system health data including phytoplankton reports</td>
<td>No</td>
<td>Yes</td>
<td>Stored in Department of Water’s &quot;WIN&quot; database. Available at <a href="http://wr.water.wa.gov.au/SitePages/SiteExplorer.aspx">http://wr.water.wa.gov.au/SitePages/SiteExplorer.aspx</a></td>
</tr>
<tr>
<td>Swan Canning Water Quality Improvement Plan</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Potential Impacts of Climate Change</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Parks and Wildlife Policies and guidelines</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
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<tr>
<td>Community research reports</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Community brochures and educational resource sheets</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Documents</td>
<td>FOI application required</td>
<td>Publicly available</td>
<td>Comments</td>
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</tr>
<tr>
<td>Swan Canning Catchment, and Swan Canning Development Control Area maps and posters</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://swanrivertrust.wa.gov.au">swanrivertrust.wa.gov.au</a> and <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>River Restoration Guidelines and condition</td>
<td>No</td>
<td>Yes</td>
<td>Includes fact sheets Best Management Practice Guidelines Asset Management Documentation foreshore assessment reports.</td>
</tr>
<tr>
<td>Riverbank Grants Scheme. Assessment Schedules and guidelines:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Acquittals</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Grant guidelines</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Past project reports</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Draft reports: Section 75 Swan and Canning Rivers Management Act 2006</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Swan River Trust recommendations to Minister for Environment: Section 76 Swan and Canning Rivers Management Act 2006</td>
<td>No</td>
<td>Yes</td>
<td>Available at <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a></td>
</tr>
<tr>
<td>Advice to WA Planning Commission or local government: Section 30A MRS</td>
<td>Yes</td>
<td>No</td>
<td>Generally, would be made available if affected parties agree.</td>
</tr>
<tr>
<td>Advice to WA Planning Commission, local government and other statutory agencies - subdivision, structure plans, scheme amendments</td>
<td>Yes</td>
<td>No</td>
<td>Generally, would be made available if affected parties agree.</td>
</tr>
<tr>
<td>Reports and decisions on Section 32 licences and permits granted under the Swan and Canning Rivers Management Act 2006 regulations</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Communications between Swan River Trust and third party and Parks and Wildlife and third party</td>
<td>Yes</td>
<td>No</td>
<td>May be made available if third parties agree.</td>
</tr>
</tbody>
</table>

**CORPORATE SERVICES**

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business plans of branch</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Branch and private individuals correspondence exchange</td>
<td>Yes</td>
<td>No</td>
<td>Except where the documents relate solely to the individual requesting them.</td>
</tr>
<tr>
<td>Administrative procedures/instructions</td>
<td>No</td>
<td>Yes</td>
<td>Public interest factors to be considered.</td>
</tr>
<tr>
<td>Service level agreements</td>
<td>Yes</td>
<td>No</td>
<td>Where the agreement is with an external organisation.</td>
</tr>
<tr>
<td>Personnel Information (including breaches of human resource procedures)</td>
<td>Yes</td>
<td>No</td>
<td>Except where the documents relate solely to the individual requesting them.</td>
</tr>
<tr>
<td>Minutes of branch meetings</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>FOI application required</td>
<td>Publicly available</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contract specification documents</td>
<td>No</td>
<td>Yes</td>
<td>Information is commercial-in-confidence.</td>
</tr>
<tr>
<td>Tender/quotation responses</td>
<td>Yes</td>
<td>No</td>
<td>Information is commercial-in-confidence.</td>
</tr>
<tr>
<td>Evaluations of tender/quotation responses</td>
<td>Yes</td>
<td>No</td>
<td>Information is commercial-in-confidence.</td>
</tr>
<tr>
<td>Computer system design documents</td>
<td>Yes</td>
<td>No</td>
<td>Information contains intellectual property of the agency.</td>
</tr>
<tr>
<td>Project work plans, reports, steering committee minutes, evaluations</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Reports on staff usage of systems</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**PUBLIC INFORMATION AND CORPORATE AFFAIRS**

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife website.</td>
</tr>
<tr>
<td>Parks and Wildlife organisation charts</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife website.</td>
</tr>
<tr>
<td>Public safety alerts and warnings related to bushfires managed by the department</td>
<td>No</td>
<td>Yes</td>
<td>Available on the emergency.wa.gov.au website</td>
</tr>
<tr>
<td>Daily prescribed burning notifications for the media and public</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife website.</td>
</tr>
<tr>
<td>Media statements</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife website.</td>
</tr>
<tr>
<td>Emailed media enquiries</td>
<td>No</td>
<td>Yes</td>
<td>Available on request.</td>
</tr>
<tr>
<td>Social media posts</td>
<td>No</td>
<td>Yes</td>
<td>Available on the Parks and Wildlife’s social media platforms: Twitter @waparkswildlife, Facebook facebook.com/waparkswildlife, Instagram waparkswildlife</td>
</tr>
<tr>
<td>Staff newsletters</td>
<td>No</td>
<td>Yes</td>
<td>Current electronic issue available on Parks and Wildlife website, back issues available on request.</td>
</tr>
<tr>
<td>Corporate advertising campaigns</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

There is a large amount of published material aimed at informing the public about various aspects of Parks and Wildlife’s programs and services, and about the lands and waters managed by the Department.

This category includes management plans for parks and reserves, LANDSCAPE magazine, and brochures and leaflets about particular parks, recreation areas and wildlife.

Some of this material is saleable and some of this material is free.
8. PARKS AND WILDLIFE 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 Fax: (08) 9334 0498

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

WOODVALE RESEARCH
37 Wildlife Place (off Ocean Reef Road)
Woodvale
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9405 5105 Fax: (08) 9306 1641

PERTH HILLS DISCOVERY CENTRE – Public Information and Corporate Affairs
380 Allen Road, Mundaring WA 6073
Phone: (08) 9295 2244 Fax: (08) 9295 3247

REGIONAL OFFICES

KIMBERLEY REGION
Kununurra
Lot 248 Ivanhoe Road, Kununurra
PO Box 942
Kununurra WA 6743
Phone: (08) 9168 4200 Fax: (08) 9168 2179

West Kimberley District
111 Herbert Street, Broome
PO Box 65
Broome WA 6725
Phone: (08) 9195 5500 Fax: (08) 9193 5027

East Kimberley District
Lot 248 Ivanhoe Road, Kununurra
PO Box 942
Kununurra WA 6743
Phone: (08) 9168 4200 Fax: (08) 9168 2179

PILBARA REGION
Karratha
Lot 3 Corner of Mardie Road and Anderson Road
Karratha Industrial Estate, Karratha
PO Box 835
Karratha WA 6714
Phone: (08) 9182 2000 Fax: (08) 9144 1118
Exmouth District
22 Nimitz Street, Exmouth
PO Box 201
Exmouth WA 6707
Phone: (08) 9947 8000
Fax: (08) 9947 8050

MIDWEST REGION
Geraldton
1st Floor, The Foreshore Centre
201 Foreshore Drive
PO Box 72
Geraldton WA 6531
Phone: (08) 9964 0901
Fax: (08) 9964 0977

Shark Bay District
61 Knight Terrace
Denham WA 6537
Phone: (08) 9948 1208
Fax: (08) 9948 2201

Moora District
Lot 124 Bashford Street, Jurien Bay
PO Box 638
Jurien WA 6516
Phone: (08) 9688 6000
Fax: (08) 9652 1922

Carnarvon Office
59 Olivia Terrace, Carnarvon
PO Box 500
Carnarvon WA 6701
Phone: (08) 9941 3754
Fax: (08) 9941 1801

GOLDFIELDS REGION
Kalgoorlie
32 Brookman Street
PO Box 10173
Kalgoorlie WA 6433
Phone: (08) 9080 5555
Fax: (08) 9021 7831

SWAN REGION
Headquarters, Regional Parks Unit and Riverpark Unit
2 Australia II Drive, Crawley
Locked Bag 104
Bentley Delivery Centre WA 6983
Phone: (08) 9442 0300
Fax: (08) 9386 6399

Perth Hills District
275 Allen Road
Mundaring WA 6073
Phone: (08) 9290 6100
Fax: (08) 9260 6101

Swan Coastal District
5 Dundebar Road, Wanneroo
PO Box 459
Wanneroo WA 6946
Phone: (08) 9303 0700
Fax: (08) 9405 0777

Dwellingup Work Centre
Banksiadale Road
Dwellingup WA 6213
Phone: (08) 9538 8000
Fax: (08) 9538 1203
Mandurah Work Centre
423 Pinjarra Road, Mandurah
PO Box 1266
Mandurah WA 6210
Phone: (08) 9303 7750
Fax: (08) 9582 9725

WHEATBELT REGION
Narrogin
Hough Street, Narrogin
PO Box 100
Narrogin WA 6312
Phone: (08) 9881 9200
Fax: (08) 9881 1645

Central Wheatbelt District
Corner of Crooks Road and Great Eastern Highway
PO Box 332
Merredin WA 6415
Phone: (08) 9041 6000
Fax: (08) 9041 6011

Katanning Work Centre
10 Dore Street, Katanning
PO Box 811
Katanning WA 6317
Phone: (08) 9821 1296
Fax: (08) 9821 2633

SOUTH WEST REGION
Bunbury
Corner South Western Highway and Dodson Road
PO Box 1693
Bunbury WA 6231
Phone: (08) 9725 4300
Fax: (08) 9725 4351

Blackwood District
14 Queen Street
Busselton WA 6280
Phone: (08) 9752 5555
Fax: (08) 9752 1432

Kirup Work Centre
South Western Highway
Kirup WA 6280
Phone: (08) 9731 6232
Fax: (08) 9731 6366

Margaret River Work Centre
Bussell Highway
Margaret River WA 6280
Phone: (08) 9752 5555
Fax: (08) 9752 1432

Nannup Work Centre
Warren Road
Nannup WA 6275
Phone: (08) 9752 5555
Fax: (08) 9752 1432

Wellington District
147 Wittenoom Street, Collie
PO Box 809
Collie WA 6225
Phone: (08) 9734 1988
Fax: (08) 9734 4539

Harvey Work Centre
64 Weir Road
Harvey WA 6220
Phone: (08) 9729 1505
Fax: (08) 9729 1868
WARREN REGION
Manjimup
Brain Street, Manjimup
Locked Bag 2
Manjimup WA 6258
Phone: (08) 9771 7988
Fax: (08) 9771 363

Donnelly District
Kennedy Street, Pemberton
PO Box 20
Pemberton WA 6260
Phone: (08) 9776 1207
Fax: (08) 9776 1410

Frankland District
South Coast Highway
Walpole WA 6398
Phone: (08) 9840 0400
Fax: (08) 9840 1251

William Bay Work Centre
William Bay Road
William Bay National Park
Denmark WA 6333
Phone: (08) 9840 9624
Fax: (08) 9840 9255

SOUTH COAST REGION
Albany
120 Albany Highway
Albany WA 6330
Phone: (08) 9842 4500
Fax: (08) 9841 7105

Esperance District
92 Dempster Street, Esperance
PO Box 234
Esperance WA 6450
Phone: (08) 9083 2100
Fax: (08) 9071 3657

Ravensthorpe Office
Tourist Bureau Building
Lot 13 Morgan Street, Ravensthorpe
PO Box 307
Ravensthorpe WA 6349
Phone: (08) 9838 1967
9. STRUCTURE OF RELATED AGENCIES TO PARKS AND WILDLIFE

Conservation and Parks Commission

The conservation and land management amendment act 2015 (amendment act) was assented to on 19 october 2015. The amendment act provided amendments to the conservation and land management act 1984 (calm act) to replace the marine parks and reserves authority (section 38 of the amendment act) and the conservation commission of western australia (part iii of the amendment act) with the conservation and parks commission (the commission).

Structure of the Conservation and Parks Commission

The commission comprises 7 members, two of which are to be the chairman and deputy chairman respectively, appointed by the governor on the nomination of the minister.

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.
- 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 –
  - on the preservation of the natural environment of the state and the provision of facilities for the enjoyment of that environment by the community;
  - for promoting the appreciation of flora, fauna and the natural environment;
  - to achieve or promote the objectives of management plans in accordance with the calm act; and
  - 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 any body 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 Parks and Wildlife, 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.
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 a statutory body advising the Minister for Environment on planning and other matters and 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 etc
- 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. 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 Parks and Wildlife which has operational and management responsibilities within the Riverpark and 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 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.
### 10. CURRENT DOCUMENTS ON FILES HELD BY RELATED AGENCIES

**CONSERVATION AND PARKS COMMISSION**

<table>
<thead>
<tr>
<th>Documents</th>
<th>FOI application required</th>
<th>Publicly available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various independent reviews developed to support preparation of the forest management plan</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Performance assessment reports</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Old-growth forest assessment reports</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Mid Term Audit Report of the Forest Management Plan</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au. Hard copies of the report held and provided free of charge.</td>
</tr>
<tr>
<td>Agenda and Minutes of Conservation and Parks Commission meetings</td>
<td>Yes</td>
<td>No</td>
<td>Minutes of the Commission’s discussion and nature of its decision making may contain material of a confidential nature.</td>
</tr>
<tr>
<td>Agendas and Minutes of Conservation and Parks Commission sub-committee meetings</td>
<td>Yes</td>
<td>No</td>
<td>Minutes of the Commission’s sub-committee discussion and nature of its decision making may contain material of a confidential nature.</td>
</tr>
<tr>
<td>Management plans for lands vested in the Conservation and Parks Commission (s54)</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Performance assessment reports</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Annual reports</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Policy documents</td>
<td>No</td>
<td>Yes</td>
<td>All documents available for download on the Commission’s website – conservation.wa.gov.au.</td>
</tr>
<tr>
<td>Conservation and Parks Commission Members – Code of Conduct</td>
<td>No</td>
<td>Yes</td>
<td>Available on request</td>
</tr>
<tr>
<td>Documents</td>
<td>FOI application required</td>
<td>Publicly available</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Agendas and minutes of Swan River Trust and Committee meetings</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Strategic documents under the <em>Swan Canning Rivers Management Act 2006</em>, including the <em>River Protection Strategy</em> and Management Programs</td>
<td>No</td>
<td>Yes</td>
<td>The <em>River Protection Strategy</em> and Management Program are still in development but will be publicly available when finalised.</td>
</tr>
<tr>
<td>Annual reports</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Media statements</td>
<td>No</td>
<td>Yes</td>
<td>Available at swanrivertrust.dpaw.wa.gov.au</td>
</tr>
<tr>
<td>Newsletters</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>River system health data including phytoplankton reports</td>
<td>No</td>
<td>Yes</td>
<td>Stored in Department of Water's &quot;WIN&quot; database.</td>
</tr>
<tr>
<td>Swan River Trust policies and guidelines</td>
<td>No</td>
<td>Yes</td>
<td>Available at swanrivertrust.dpaw.wa.gov.au</td>
</tr>
<tr>
<td>Swan Canning Catchment, and Swan River Trust Development Control Area maps and posters</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Communications between Swan River Trust and third party and Parks and Wildlife</td>
<td>Yes</td>
<td>No</td>
<td>May be made available if third parties agree.</td>
</tr>
</tbody>
</table>
11. RELATED AGENCIES OFFICES

**Conservation and Parks Commission**
17 Dick Perry Avenue, Kensington
Locked Bag 104
Bentley Delivery Centre WA 6983

Phone: (08) 9219 9988
Web: [conservation.wa.gov.au](http://conservation.wa.gov.au)

**Swan River Trust**
17 Dick Perry Avenue, Kensington WA 6151
Locked Bag 104
Bentley Delivery Centre WA 6983

Phone: (08) 9278 0900
After-hours river emergency: 0419 192 845
Fax: (08) 9325 7149
Web: [swanrivertrust.dpaw.wa.gov.au](http://swanrivertrust.dpaw.wa.gov.au)