

How to use this interactive form

- Step 1: Download this pdf to your computer and rename using your business name.
- Step 2: Fill out the form electronically.
- Step 3: SAVE.
- Step 4: Once your application is completed, please email along with all required attachments to: aboriginaltourismEOI@dbca.wa.gov.au



Aboriginal Tourism and Cultural Experience Submission

Thank you for preparing a submission to conduct a tourism business on Rottnest Island/Wadjemup. Any questions or clarifications required please call the Cultural Heritage Manager for Rottnest Island Authority on 9432 9365 or email enquiries@rotnnestisland.com

Please provide detailed responses in this submission template with all the information you have available to provide in response to each question.

Date: _____

Name of Business: _____

Name of Proposed Tourism or Cultural Experience: _____

Address: _____

Phone: _____ Email: _____

CRITERIA		RESPONSES
1	Identify preferred location/s on Rottnest Island/Wadjemup to operate	
	The location identified on Rottnest Island/Wadjemup where business to operate.	
2	Identify the Aboriginal tourism or cultural experience you wish to provide	
	Description of the experience/ product to be offered.	
	Duration of the experience/ product (ie 60mins).	
	The proposed route including departure point and any Rottnest Island /Wadjemup facilities (e.g. shelters or other spaces) that you wish to use, including a map of the proposed tour route).	

	Days and times of operations.	
	The minimum and maximum number of visitors for a tour/ experience.	
	Pricing structure, including concessions for disability, seniors, children or family groups.	
	Any props and equipment to be used.	
	Potential impacts on visitor safety and asset protection.	
	Marketing and promotion plan (for example, own website, media, advertising, marketing collateral, promotions within hotels etc.).	
3	Business and Personnel Credentials	
	Business details – address and contact details, ABN.	
	Identify the business owner/ operator and outline relevant experience.	
	Length of operation of business.	
	Tours or experiences offered in other locations.	
	Tourism Industry memberships, such as Western Australian Indigenous Tourism Operators Council (WAITOC),	
	Details of key staff engaged to deliver tour/experience.	
	Copies of certificates of currency for Public Liability and Workers Compensation Insurance. The RIA requires \$10 million for Public Liability Insurance and \$50 million Workers Compensation.	

	Police clearances, Working with Children checks (if required) and record of First Aid Training for all staff involved in delivering the experiences.	
	If the staff/guides delivering the product are different to the business owner, please provide details of the key personnel who are delivering the product and their previous experience.	
4	Connection to Country	
	Identification of the Connection to Wadjemup for both the business owner and guides delivering the experience – i.e. Traditional Custodian, historic connection or other. This information used to determine whether or not the business will be proposal is appropriate from a cultural context.	
5	Bookings Mechanism	
	Outline the process to take bookings and for ticketing of the tour or Aboriginal cultural experiences.	



Aboriginal Cultural Experience Provider

Thank you for considering the opportunity to be included on the Rottnest Island Authority's contact list for Aboriginal Cultural Experience providers.

CRITERIA		RESPONSES
1	Description of the cultural protocol you perform. E.g. Welcome to Country; Sand Ceremony; Smoking Ceremony; Story Telling etc.	
2	Identification of the Connection to Wadjemup for delivering the experience – i.e. Traditional Custodian, historic connection or other.	
3	Business details – address and contact details, ABN.	