

11. Environmental Management

All contractors must understand and comply with the RIA Environmental Policy 2012 and Bio-security Guidelines 2012 found on the RIA website. <http://www.rotnnestisland.com/docs/strategic-corporate-documents/ria1029-a4-environment-policy.pdf>

All environmental incidents must be reported to your Project Manager immediately and managed in accordance with RIA's Environmental Incident Response Procedure.

12. Waste Management

The contractor is responsible for all waste arising from the works and must arrange for the transport and disposal of waste to an appropriate facility on the mainland. The Facilities Manager FM, PFM can arrange a bin service for a nominated fee. Works are not deemed completed until the contractor has removed and disposed of all waste appropriately. There is an option for inert waste material and clean fill to be buried at the Rottnest Island Landfill. Discuss with your Project Manager.

13. Working with Asbestos

The RIA has a register of known asbestos on the Island. All contractors, subcontractors and consultants are required to inspect the register and undertake any other necessary checks to ensure that works are undertaken in a safe and appropriate manner. Where appropriate, an asbestos management plan should be provided to the RIA. Asbestos Containing Material (ACM) signage (yellow background, black lettering) has been installed where appropriate.

RIA has an asbestos policy and procedure which details action to be taken when encountering asbestos not recorded in the register, or if asbestos is disturbed. Further details can be obtained from your Project Manager.

14. Accommodation

Contractors who need to stay overnight must hold a booking with one of the accommodation providers on the Island. For seasonal rates and selection of Island accommodation visit the RIA website: www.rotnnestisland.com

RIA bookings can be made online at: <http://bookings.rotnnestislandonline.com> or contact Central Reservations 8.30am to 5.00pm (WST), Monday to Friday.
Ph: +61 8 9432 9111

15. Rottnest Island Police/Nursing Post/Fire & Emergency Services (FESA)

Rottnest Island Police are responsible for general law enforcement.

The Rottnest Island Nursing Post, located on Abbott Street, provides a comprehensive emergency medical service and a variety of health programs. The Nursing Post is supported by a mobile ambulance.

RIA has a volunteer Fire and Emergency service operating on the Island.

16. Important Contact Numbers

LIFE THREATENING EMERGENCIES	000
Police (Emergencies Only)	000
Fire (Emergencies Only)	000
Ambulance (Emergencies Only)	000
Police Communications Call Centre	131 444
Rangers (After Hours)	9372 9788
RIA Accommodation - After Hour Emergencies	9372 9728
Rottnest Nursing Post General Enquiries	9292 5030
Accommodation Central Reservations	9432 9111
Rottnest Island Visitor Centre	9372 9730
Rottnest Express	1300 467 688
Rottnest Fast Ferries	9246 1039

This Document is **UNCONTROLLED** when printed.

The most recent version is available from <http://www.rotnnestisland.com/strategic-corporate-documents/contractors-information>

This document is version 2.

Rottnest Island Authority

Level 1, E Shed, Victoria Quay
Fremantle WA 6160
Ph: (08) 9432 9300
Fax: (08) 9432 9301

www.rotnnestisland.com



Contractors Guide to working on Rottnest Island



It is important that Contractors (Contractors, Consultants and Sub-Contractors) undertaking work on Rottnest Island read and understand the information and requirements detailed in this Guide.

ROTTNEST ISLAND AUTHORITY (RIA)

The RIA is enacted to manage Rottnest Island under the *Rottnest Island Authority Act 1987* and the Rottnest Island Authority Regulations 1988.

1. Help protect Rottnest Island

- i) Rottnest Island is an "A" Class reserve therefore the natural environment is protected;
- ii) Has cultural heritage sites protected under the Aboriginal Heritage Act and the Heritage of Western Australia Act;
- iii) Is a major tourist destination for local, national and international visitors;
- iv) All flora and fauna are protected. You are not permitted to destroy, remove or bring any flora or fauna on to the Island;
- v) Feeding or interfering with wildlife, including exotic species is prohibited. Feeding wildlife can result in their death, disease or over population;
- vi) No open wood or solid fuel fires are permitted on Rottnest Island.

2. Culture and Heritage

Rottnest Island is an open-air, living museum. There are few places in Western Australia where our heritage is so concentrated and accessible. Sections of the Island are registered heritage sites, so please protect our history. The Island also has significant cultural and spiritual importance to Aboriginal communities.

3. Tourist Destination

- i) Please respect Rottnest Island visitors and keep all noise to a moderate level.

Quiet time on the Island is from **11.00 pm to 7.00 am**.

- ii) Improper, offensive or indecent behaviour will not be tolerated at any time.

Noise or behaviour from an individual or group that is considered offensive by other visitors, Rangers or Police will result in action being taken, including infringements being issued.

Rangers and Police have the authority to issue a written order under Section 30 of the *Rottnest Island Authority Act 1987*, to evict offenders from the Island Reserve (including marine area) for a period of 7 days.

- iii) Alcohol may only be consumed in licensed premises, residential accommodation, (except Kingstown, which is an alcohol-free area). Refer Rottnest Island Regulations 1988 Part 7, 72.

ROTTNEST ISLAND OPERATIONS

4. Induction

- (i) Prior to commencement of any work on Rottnest Island, all contractors and consultants must complete an Induction (72 hours notice is preferred). Please ensure Induction is booked and all current and relevant licences and documents are ready to be presented at this time.
- (ii) Arriving on Rottnest Island – Contractors and Consultants are to liaise with their Project Manager on arrival to reconfirm time and location for RIA Induction and finalisation of required documentation
- (iii) Advise RIA of personnel or other changes to original Induction and Job Safety Analysis (JSA). Ensure an Induction is implemented for any new or additional personnel.

Email: pcs@rotnnestisland.com Ph: (08) 9372 9739

5. Work Permits

The RIA has in place a Works Permit Procedure for Rottnest Island. Prior to undertaking ANY works, Contractors must, in consultation with their Project Manager, determine what permits are required.

6. Development Planning

The RIA seeks to ensure that all development undertaken on or around Rottnest Island observes principles of sustainability practices and technology to ensure that Rottnest Island is managed and improved for future generations.

The Development Planning Policy (Policy) provides the RIA, private sector developers and the Rottnest Island community with a clear set of requirements for all developments on Rottnest Island.

This Policy is underpinned by the Development Approval Process and a suite of Development Planning Guidelines that provide developers with detailed guidance to achieve the outcomes of this Policy.

To view the full Policy document refer to RIA website: www.rotnnestisland.com 'ABOUT US' Development Planning Policy and Guidelines.

7. Transport to and from Rottnest Island

- i) Transport of personnel to and from Rottnest Island is at the expense of the contractor and bookings should be made direct with passenger ferry companies.
- ii) Transport of goods and machinery to Rottnest Island is at the expense of the Contractor.

A commercial barge service operates to and from the Island and this is used to transport items that cannot be transported using the ferry or plane, i.e. vehicles, equipment, furniture etc. For further information contact;

Pelagic Marine Services,

16 Mews Road, Fremantle WA 6160

Ph: (08) 9336 4200

Mob: 0448 907 506

Web: www.pelagic.com.au

Transportation of smaller items may also be available contact:

Rottnest Express – Ph: 1300 467 688

Rottnest Fast Ferries – Ph: (08) 9246 1039

8. Delivery on Rottnest Island

The RIA has a contracted Facilities Manager (FM), Programmed Facilities Management (PFM), engaged to undertake the majority of operations involved in the functioning of Rottnest Island.

Contact: **PFM**

10 Workshop Rd. Rottnest Island

Ph: (08) 9292 5233

Fees will be payable by negotiation with the FM for services provided.

9. Driving on Rottnest Island

The use of vehicles on Rottnest Island is kept to an absolute minimum and is strictly for **work purposes only**.

Anyone required to drive and/or bring a vehicle on the Island must hold a current, valid driver's licence. The RIA needs a legible copy of this licence in order Permission to drive on Rottnest Island may be issued. An application form may be requested by sending an email to – rangers@rotnnestisland.com Completed forms with legible copy of Driver's Licence should be returned to this same email address.

10. Health, Safety and Welfare

The RIA is committed to providing a healthy and safe workplace environment for all Island visitors; employees; contractors and consultants. Contractors and consultants must comply with the Occupational Safety, Health and Welfare Acts or industry equivalent codes and regulations and any other associated legislation and standards to protect safety, health and welfare of all employees and the general public.

Personal Protective Equipment PPE must be worn which is commensurate with the work being performed and in accordance with applicable laws and regulations.