



## Contractors Guide 2020

**Contractors, Consultants and Sub-Contractors undertaking work on Rottnest Island (Wadjemup) must read and understand the information and action the appropriate requirements detailed in this guide.**

### **Rottnest Island Authority (RIA)**

The RIA is enacted to manage the island under the *Rottnest Island Authority Act 1987* and the *Rottnest Island Authority Regulations 1988*. The RIA is committed to providing a healthy and safe workplace environment for all visitors, employees, contractors and consultants. Contractors and consultants must comply with the Occupational Safety, Health and Welfare Acts or industry equivalent codes and regulations including any other associated legislation and standards to protect safety, health, and welfare of all employees and the general public.

For more information visit: <http://ria.wa.gov.au/about-us/about-rottnest-island-authority>

### **Rottnest Island (Wadjemup)**

Rottnest Island is an “A” Class reserve therefore the natural environment is protected. You are not permitted to destroy, remove, or bring any flora or fauna on to the Island.

The Island has cultural heritage sites protected under the *Aboriginal Heritage Act* and the *Heritage of Western Australia Act* and is a major tourist destination for local, national, and international visitors.

### **Culture and Heritage**

Rottnest Island (Wadjemup) is an open-air, living museum. There are few places in Western Australia where our heritage is so concentrated and accessible. There are Aboriginal, colonial, military and maritime heritage sites on and around the Island. Many of these are protected by state and federal legislation.

Wadjemup is also a significant place to both Whadjuk Noongar and the wider Aboriginal Community. Please respect and help protect this important island.

### **Tourist Destination**

Please respect visitors and keep noise to a moderate level. 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.

# OPERATIONS

## Island Induction and Job Safety Analysis (JSA)

Prior to commencement of works on Rottnest Island, all contractors and

consultants must complete an induction. It is vital that you book your induction and all relevant licenses and documents are provided at this time (72 hours' notice is preferred).

Contractors and Consultants must liaise with the appropriate Project Manager on arrival to the island and reconfirm the time and location for the scheduled induction and finalisation of documentation, including any new or additional personnel.

Contractors and Consultants are responsible for advising of personnel or any other changes to the scheduled Induction and JSA.

## Work Permits

Prior to undertaking works, contractors must, in consultation with their Project Manager, determine what permits are required.

## Development Planning

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

The Development and Improvements Policy provides the RIA, private sector developers and the island community with a clear set of requirements. This Policy is supported by the Development Approval Process and a suite of Development Planning Guidelines that provide detailed guidance to achieve the expected outcomes.

To view the full Policy document, and supporting documents refer to the RIA website:

<http://ria.wa.gov.au/policy-and-reports/development-planning-policy>

## Transport of Personnel

Transport of personnel is at the expense of the contractor and bookings should be made directly with passenger ferry companies.

All ferry bookings are the responsibility of the contractor. The Rottnest Island Authority will provide an Admission Fee Exemption Approval Form which will allow the contractor to apply for a smartcard with the ferry companies. The cost of all smartcard bookings will be invoiced direct to an account in the name of the business/contractor by the ferry companies.

The contractor will need to invoice the Rottnest Island Authority if that was a condition of their contract. The contractor will need to state on the invoice the following information:

1. The names of the people and the dates travelled.
2. Signed certification on the Tax Invoice that the travel is part of the Project.
3. The relevant project code and the name of the relevant Rottnest Island Project Manager.

Incorrect use of a smartcard will result in the request for payment in full and withdrawal of the Admission Fee Exemption approval.

## Transport of Supplies

Transport of goods and machinery to the island is at the expense of the contractor.

A commercial barge service operates to and from the Island and is used to transport large items, i.e. vehicles, equipment, furniture.

For information and bookings, please contact:

[Pelagic Marine Services](#)

**T:** (08) 9336 4200

**M:** 0448 907 506

**W:** [www.pelagic.com.au](http://www.pelagic.com.au)

## Delivery of Supplies

Programmed Facilities Management (PFM) are contractually engaged to undertake

the majority of operations involved with the functioning of Rottnest Island. Service fees will be payable by negotiation with the Facilities Manager.

**T:** (08) 9292 5233

## Vehicle Use

The use of vehicles on Rottnest Island is kept to an absolute minimum and is strictly for work purposes. Anyone required to drive and/or bring a vehicle on the Island must hold a current, valid driver's licence.

An application for a permit to drive and/or bring a vehicle to the island is available on our website. Please be aware that applications can take up to 7 working days to process and you will not be permitted to drive on the island without an approved permit.

Please read all instructions and complete as required:

<http://ria.wa.gov.au/approval-and-permits/applications/driving%20applications>

## Environmental Management

All contractors must understand and comply with the RIA Environmental Policy 2018 and Biosecurity Guidelines 2019 found on the website at:

<http://ria.wa.gov.au/policy-and-reports/sustainability/environmental-sustainability>

All environmental incidents must be reported to your Project Manager immediately and managed in accordance with the RIA's Incident Response Procedure. A Hazard, Incident and Near Miss Report must also be completed and submitted to the RIA immediately.

Vegetation and flora on the Island cannot be cleared without permission. Please see your project manager for any queries on approvals to clear vegetation.

Native Fauna (including Quokkas, snakes, and lizards) should not be handled, harmed or fed. If you encounter native fauna please contact the Rottnest Rangers for assistance.

## Waste Management

The contractor is responsible for all waste arising from the works and must arrange for transport and disposal of waste to an appropriate facility on the mainland.

All development is to provide and demonstrate easy access to separate bins to recover recyclable materials, both during construction and for subsequent on-going operations. The RIA's nominated facilities manager, Programmed Facility Management, 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. For further information, refer to the RIA Development Planning Guideline No 03.

## Working with Asbestos

The RIA has a register of known asbestos on the Island at:

<http://www.ria.wa.gov.au/policy-and-reports/development-planning-policy/asbestos-register>

All contractors, sub-contractors and consultants are required to inspect the register and undertake any other necessary checks to ensure the works are undertaken in a safe and appropriate manner.

Where appropriate an Asbestos Management Plan should be provided to the RIA.

The RIA has an asbestos management policy and standard operating procedures for the management and control of asbestos in the workplace. The RIA Asbestos Management Plan should be reviewed prior to works.

For further information including details of action to be taken when encountering asbestos not recorded in the register, or if asbestos is disturbed, please contact your Project Manager.

## Accommodation

Contractors who are required to stay overnight must hold a booking with one of the accommodation providers on the Island.

Bookings can be made online or over the phone with our Reservations team.

Phone bookings can be arranged Monday to Friday, 8:30am to 5:00pm.

**T:** 1800 111 111

For all visitors to enjoy the Island at all times please observe the quiet times as follows:

- 11pm to 7am in all areas.
- 9pm to 7am at the Camping Ground.
- 9pm to 9am at Kingstown and Governors' Circle.

Please be aware that Kingstown is an alcohol-free area. Alcohol may only be consumed in a licensed premise, or at accommodation in areas that are appropriate.

For more information please visit:

<https://www.rotnestisland.com/accommodation/booking-information>

## Safety & Reporting

Personal Protective Equipment (PPE) must be worn at all times when works are being performed, and in accordance with laws and regulations.

All incidents must be reported to your Project Manager immediately and managed in accordance with the Incident Response Procedure.

For Information regarding Hazard Incident and Near Miss Reporting, please visit:

<http://ria.wa.gov.au/approval-and-permits/contractor-information>

# ESSENTIAL SERVICES

## Nursing Post

The Nursing Post is located within the Thomson Bay Settlement Area and is open to residents and visitors throughout the year.

There is currently no pharmacy available on Rottnest Island. Visitors are reminded to bring adequate supplies of essential prescription medications and a small first aid kit.

Non-prescription medicines are available at the General Stores.

For more information visit:

[www.rotnestisland.com/the-island/visitor-services/essential-services/nursing-post](http://www.rotnestisland.com/the-island/visitor-services/essential-services/nursing-post)

## Police

The Rottneest Island Police are responsible for all general law enforcement.

## Fire & Emergency Services

Fire and Emergency Services operate 24/7 on the Island.

No open wood or solid fuel fires are permitted at any time.

## Automated External Defibrillators (AED)

Rottneest Island Authority has installed five automated external defibrillators (AED) in key areas on the Island.

They are located at:

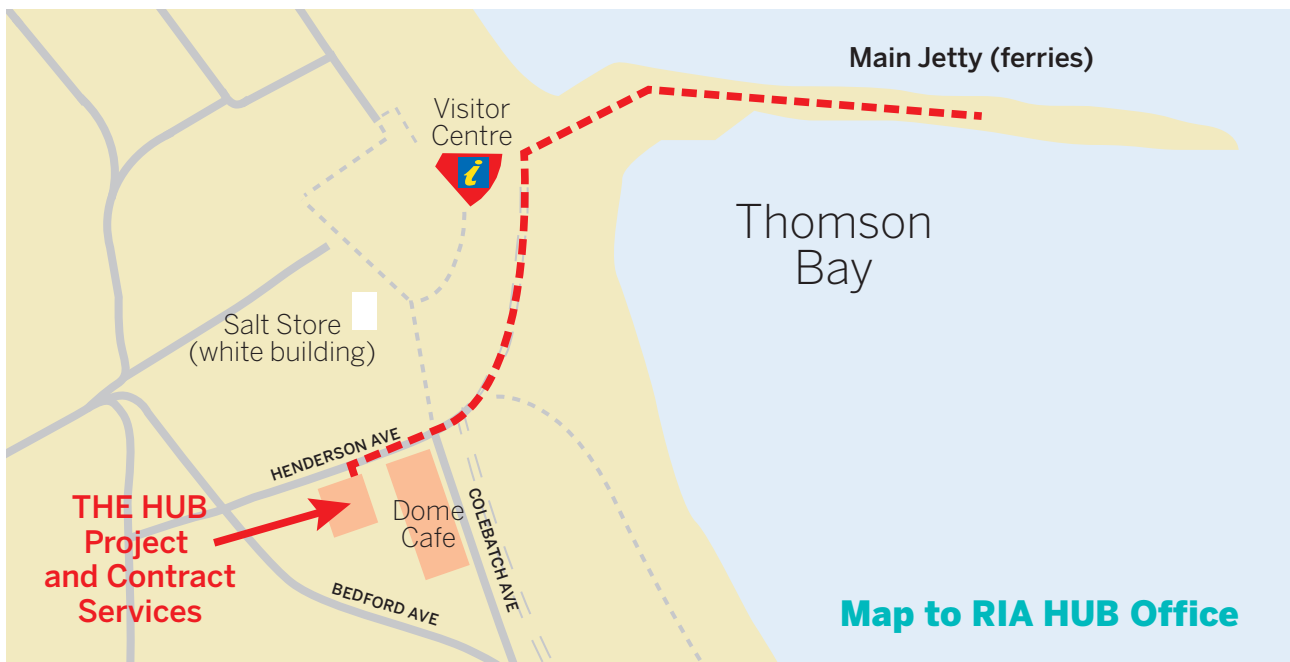
- Kingstown Barracks
- The Mall
- The Basin

- Geordie Bay shopping complex
- Rottneest Island Fire Station

Please note that in the event of an emergency on the Island, **dial 000** and follow the prompts. If the incident is a cardiac-related medical emergency, the 000 operator will provide a code to unlock and use the AED.

The AEDs are registered with St John Ambulance WA and their locations are listed on their First Responder mobile app. Everyone who has received first aid training is encouraged to download it to their mobile phone or tablet.

We also encourage everyone to download the Emergency+ app. This app uses the GPS functionality built into smartphones to provide location information including GPS coordinates and street address, which assists in an emergency. For more information visit: <https://emergencyapp.triplezero.gov.au/>



## Accommodation Maps

<https://www.rottneestisland.com/accommodation/accommodation-maps>

## Interactive map

<https://www.rottneestisland.com/the-island/travel-tools-and-tips/Interactive%20Maps>

# ISLAND CONTACT LIST

## Visitor Centre

**T: (08) 9372 9730**

## Nursing Post General Enquiries

**T: (08) 9292 5030**

## Police

**T: 131 444**

## Rottnest Island Authority

**T: (08) 9432 9300**

## Emergency Contact Numbers

Fire / Police / Ambulance

(life threatening cases)

**000**

Fire / Police / Ambulance

from GSM mobile phone

**112**

Rottnest Island Visitor Centre

(after hours)

**+61 8 9372 9728**

Rottnest Island Rangers

**+61 8 9372 9788**