

## Appendix 1: Freedom of Information statement

The Director of National Parks received no applications pursuant to the *Freedom of Information Act 1982* (FOI Act). No applications were made to the Administrative Appeals Tribunal.

The FOI Act extends to the Australian community the right to obtain access to information in the possession of the Australian Government.

Access is limited only by exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by departments and statutory authorities.

Section 8 of the FOI Act requires departments and statutory authorities to make available information about their functions, organisations and operations. This information is included in other parts of this annual report.

Details of the categories of documents each agency maintains, and the facilities for public access, are also required under section 8 of the FOI Act.

For information about the Director of National Park's functions and the organisation structure, see pages 24 and 29–33.

### Arrangements for outside participation in decisions, policy and administration

Public participation in the management of Commonwealth reserves under the EPBC Act is facilitated through a number of consultative mechanisms, including making declaration proposals and management plans available for public comment.

For Commonwealth reserves on Aboriginal-owned land – Kakadu, Uluru-Kata Tjuta and Booderee national parks – the EPBC Act provides for both consultation with, and involvement of, representatives of the Aboriginal landowners in relation to management of the reserve. The consultative processes are further outlined on page 32.

### Categories of documents

Categories of documents are files relating to all aspects of the activities and functions of the Director; studies, reports and surveys; agenda papers and minutes of meetings; and procedures manuals.

Lists of available publications may be obtained by contacting the Department of the Environment and Heritage Community Information Unit on 1800 803 772, or visiting the web site at [www.deh.gov.au/parks/index.html](http://www.deh.gov.au/parks/index.html)

## Facilities for access

See the next section for details of access points at which members of the public may make enquiries on freedom of information, request freedom of information forms, submit formal freedom of information requests, or inspect documents to which access has been granted. The access points are open during business hours and staff are available to assist with enquiries and inspection of documents. Areas are set aside to enable members of the public to inspect documents.

Information about facilities for access by people with disabilities can be obtained from the Freedom of Information Officer.

## Freedom of information procedures and initial contact points

Enquiries may be made in writing, by phone or in person at the various access points. Formal freedom of information requests should be addressed to:

Freedom of Information Coordinator  
Legal Section  
Department of the Environment and Heritage  
GPO Box 787  
Canberra ACT 2601  
Phone: (02) 6274 1578  
Fax: (02) 6274 1587  
Email: [FOI\\_Contact\\_Officer@deh.gov.au](mailto:FOI_Contact_Officer@deh.gov.au)

Special arrangements can be made in other states with regional offices of the Australian Archives in Sydney, Melbourne, Brisbane, Townsville, Perth, Adelaide and Hobart.

If difficulty arises in identifying the document or in providing access in the manner requested, an officer will contact the applicant with a view to resolving the difficulty. In consultation with applicants, documents will be made available by mail to the address specified by the applicant, at the official access point or at the information access office located within the regional office of the Australian Archives nearest to the applicant's normal place of residence.

The authorised decision maker under the FOI Act who may refuse, defer or grant access is the relevant Assistant Secretary.

## Glossary and list of shortened forms

AFMA	Australian Fisheries Management Authority
ANAO	Australian National Audit Office
ANBG	Australian National Botanic Gardens
ANARE	Australian National Antarctic Research Expeditions
Bonn Convention	Convention on the Conservation of Migratory Species of Wild Animals
CALM	Department of Conservation and Land Management (WA)
CIRRP	Christmas Island Rainforest Rehabilitation Programme
CINPAC	Christmas Island National Park Advisory Committee
CPBR	Centre for Plant Biodiversity Research
CSIRO	Commonwealth Scientific and Industrial Research Organisation
HIMI	Heard Island and McDonald Islands
IBRA	Interim Biogeographic Regionalisation for Australia
IMCRA	Interim Marine and Coastal Regionalisation for Australia
IUCN	World Conservation Union
MoU Box area	An area within Australian waters covered by a Memorandum of Understanding with Indonesia, that includes Ashmore Reef and Cartier Island and is open to traditional Indonesian fishers
NINPAC	The Norfolk Island National Park Advisory Committee
PIRSA	Department of Primary Industries and Resources (SA)
PKNPCMC	Pulu Keeling National Park Community Management Committee
Ramsar Convention	Convention on Wetlands (Ramsar, Iran 1971)
UNESCO	United Nations Educational, Scientific and Cultural Organization
WBEL	Wreck Bay Enterprises Ltd
World Heritage Convention	Convention Concerning the Protection of the World Cultural and Natural Heritage

## Compliance index

This annual report has been prepared in accordance with the *Commonwealth Authorities and Companies (Report of Operations) Orders 2002*.

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