DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

ADMINISTRATIVE INSTRUCTION NO. 62

NATIONAL PARK VISITOR FEES

INTRODUCTION

National park visitor fees are being progressively introduced to parks throughout Western Australia. The aim is to apply the user pays principle more widely and improve the services and facilities provided in our parks. Broadening the fee collection base for parks is an equitable means of raising funds required to offset continuing management costs. In the future it is intended to increase equity by applying visitor fee collection (within the bounds of cost efficiency) to other parks.

Currently park revenue accounts for about 10 per cent of the money spent on park management each year. In the absence of widely applied visitor fees, these costs are met by all taxpayers irrespective of whether they wish, or are able to, take advantage of the facilities and the recreational and other values of the area.

All revenue raised from visitor fees is retained by CALM for use in the development and maintenance of visitor facilities and services and protection of the environment. Throughout the State, national parks will benefit from the increased availability of funds.

The administration of national park visitor fees is coordinated from the Park Policy and Tourism Branch. Contact Colin Ingram on (09) 334 0207 or Denise Hamilton on (09) 334 0565.

The issue and control of park passes stock has been transferred to the Park Policy and Tourism Branch from Front Counter at Como. The contact officer is Denise Hamilton. The Front Counter at Como will continue to issue passes to the general public and coordinate the issue of LANDSCOPE subscriptions associated with Gold Star passes.

The role of the Park Policy and Tourism Branch for the administration of visitor fees is as follows:

- . stock control and issue to regions/districts;
- . issue of passes to agents;
- . printing of passes;
- . liaison with agents;
- . provide financial reports; and
- . provide advice and answer queries.

Details on how the visitor fee system is to operate fo

1. CURRENT FEE COLLECTION NATIONAL PARKS

Visitor fees are currently charged at national parks that have high levels of visitation, a manageable number of entry points and/or where a high standard of facilities and/or services is provided.

National parks where visitor fees are currently charged are: Yanchep; John Forrest, Serpentine, Walyunga, Kalbarri, Nambung, Avon Valley, Lesmurdie Falls, Gloucester, Warren, Beedelup, Stirling Range (Bluff Knoll), Porongurup, Stokes, Cape Le Grand, Cape Arid, Karijini, Cape Range, Millstream-Chichester, Francois Peron and Purnululu National Parks.

2. NATIONAL PARK VISITOR FEES

Uniform fees apply to the above national parks, except Purnululu (see 2.6 below). A range of passes are available:

2.1 A Day Pass at a cost of \$5 per vehicle, \$3/motorcycle or \$3/vehicle concession (see section 4, page 3 for concessions) and \$2/passenger on buses and commercial tours.

NOTE: The visitor fees is a per day fee, meaning that once a day pass is purchased any other national park can be visited on the same day for no additional charge. There is one exception to this: commercial tours (buses or other vehicles) which are visiting both Yanchep and Nambung National Parks on the same day must pay the \$3 fee at both those parks.

- 2.2 Four Week All Parks Pass at a cost of \$15 visit any national park over a four week period (*see note under 2.6 below).
- 2.3 Annual Local Park Pass at a cost of \$12 visit one or a specified group of local national parks over one year. Groups of local national parks to which this pass applies are:

Walyunga and Avon Valley; Gloucester, Warren and Beedelup; Porongurup and Stirling Range; Cape Le Grand, Cape Arid and Stokes; Karijini and Millstream-Chichester National Parks.

National parks not listed in the above groupings will have the Local Park Pass restricted to the single park only. The specified national park or group of national parks must be stamped or written on the pass at the time of sale.

Annual Local Park Passes are not to be sold for Purnululu National Park, where a special visitor fee applies.

- 2.4 Annual All Parks Pass at a cost of \$35 visit any national park over one year (*see note under 2.6 below).
- 2.5 Gold Star Pass at a cost of \$54 entry to any national park for the period of one year, plus one year's subscription to LANDSCOPE magazine (*see note under 2.6 below).
- 2.6 Purnululu National Park has a combined entry/camping fee of \$11/head or \$1/head for school age children under **16** years old. This fee includes camping for up to seven nights and fuel for campfires.

* NOTE: All passes (Day, Local, Four Week, Annual All Parks and Gold Star) clearly state that camping fees are not included in the price of the pass. However, there have been objections from some Four Week and Annual Pass holders entering Purnululu where they have been required to pay the visitor fee (which is a combined camping/entry fee). To overcome this situation, holders of Annual All Parks, Gold Star and Four Week Passes will be entitled to day entry at Purnululu at no additional charge. However, if they intend to camp they are required to pay the basic camping fee applicable to sites with only basic facilities, ie \$5 per night for one to two people, with \$3 for each additional person and \$1 for each additional school age child under 16.

All fees, including camping fees, are outlined in the attached Fee Schedule (see Appendix 1).

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3. VISITOR FEES FOR OTHER (NON-NATIONAL PARK) AREAS

3.1 Monkey Mia Reserve - this is a reserve vested jointly in the Shire of Shark Bay and CALM. Fees are set under Shire by-laws and are as follows:

Per day per adult	\$ 5.00
Per day per child (U/I 6 yrs)	% 2.00
Per day per family	\$10.00

Monkey Mia_enrty fees - long term passes

Per adult	\$ 8.00
Per family	\$20.00

Monkey Mia day and long term passes are not valid for entry to Francois Peron National Park, where standard national park visitor fees apply; Francois Peron day passes are not valid for entry to Monkey Mia.

However, holders of a \$12 Local Park Pass for Francois Peron will be given free admission to Monkey Mia. The All Parks Annual Pass, Gold Star Pass and Four Week Pass will also be honoured at Monkey Mia.

Free entry to Monkey Mia Reserve and FranFois Peron National Park is given to all local residents.

The development of a Shark Bay World Heritage Experience Pass is being considered as a "one off" fee, which will apply to the Monkey Mia Reserve, Francois Peron National Park (but will not cover camping fees), Shark Bay Marine Park, Shell Beach Conservation Park, Hamelin Pool Marine Nature Reserve, and any other areas managed by CALM.

It should be noted that Monkey Mia Reserve passes (day or long term) are not valid for use at any other national park on the same day by either tour operators or the general public, and may not be "traded in" for a higher value pass (eg Annual or Four Week Pass) at another park.

3.2 Tree Top Walk - Valley of the Giants (currently State forest) - fees are:

Per person 16 yrs and over	\$ 5.00
Per person under 16	\$ 2.00
Per family	\$12.00 (no concessions)

Holders of Four Week, Annual and Gold Star Passes do not receive free entry at the Tree Top Walk. They are required to pay the above fees.

4. CONCESSIONS, WAIVERS AND FREE LIST

Concessions

National park visitor fee concessions (see below) are available for holders of Seniors Cards or Aged Pension Cards where they are the driver of the vehicle, or where they are entering a park on a bus which is not part of a commercial tour. Concessions do not apply at Purnululu National Park (where a non-standard national park fee is charged), or at Monkey Mia Reserve where Shire by-laws apply, or the Tree Top Walk.

In the case of concessions, rangers and ticket sellers are to use their discretion if there is a disagreement. Generally a concession should be given unless the person or group is clearly not entitled to it.

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<u>Concessions for seniors</u> - for holders of Seniors or Aged Pension Cards, concession rates:

- (8 \$3/vehicle including when it is obvious that the cardholder can not drive and the driver is claiming a concession for that vehicle; and
- (ii) \$1 per person when groups of seniors travel by bus or coach for outings, but not as part of an organised commercial tour.

Waivers and camping fee reductions

Ministerial approval has been given for the waiver of national park visitor fees and the reduction of camping fees for the groups outlined below, provided they are not part of a commercial tour.

In these cases, the groups seeking the waiver of visitor fees or reduction of camping fees should apply in writing, in advance, to the Manager of Park Policy and Tourism Branch. The letter of approval should be shown upon entry to the park or displayed so that it is clearly visible through the vehicle's windscreen.

<u>Aged or infirm people, or people with disabilities</u> - visitor fees will be waived for these people travelling as part of an organised group.

<u>Educational Institutions</u> - for groups visiting for scientific or education purposes, free entry can be given, but the group may be encouraged to provide a donation for facilities used.

<u>Reduction of camoing</u> fees the adult camping fee may be reduced to the child rate (\$1 per night) for those adults participating in programs to provide opportunities for rehabilitation, self development, or raising self esteem for unemployed, young offenders or people at risk of offending and socio-economically disadvantaged.

Free entry

Federal, State and Local Government - free entry for business purposes.

CALM staff- a CALM Personnel Pass has been issued to all CALM employees, including contract staff (not consultants) as well as casual employees who work more than three months of the year for CALM. Conditions of use have been circulated with the pass.

Fishers - holders of current recreational fishing licences, who are entering parks for the purpose of their licence are not required to pay a visitor fee. However, they are required to carry the licence and display it if requested.

Recreational fishing licences are issued for rock lobster, marron, abalone, freshwater and net fishing. There is also a single licence covering all of these activities.

Commercial tours - free entry is given to:

- . children under the age of six;
- tour company staff the driver and tour guides/interpreter.
- industry/media groups provided the visit is for the purpose of their business and approval is sought in advance with no less than 48 hours notice from the ranger-incharge at the park. Invoices will be sent for these passengers if this advance notice is not received.

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5. VOLUNTEERS

5.1 Criteria

In recognition of the contribution made to all CALM's programs, park passes may be given to volunteers according to the following:

a) Minimum of two hours work in one year in a specific park- entitlement: Annual Local Parks Pass for the park/s (refer to park groupings in section 2) in which the work is done. This entitlement applies to any volunteer, including Bush Fire Brigade and advisory committee members.

The remaining entitlements are for all registered volunteers:

- b) Minimum of 50 hours work on a specific project in one year entitlement: Annual Local Parks Pass for any single or park group selected by the volunteer (park groupings shown in section 2).
- c) Minimum of 100 hours work on a specific project in one year entitlement: Four Week All Parks Pass or Annual Local Parks Pass for any single or park group selected by the volunteer.
- d) Minimum of 300 hours work on a specific project in one year entitlement: Annual All Parks Pass.
- e) Minimum of 500 hours work on a specific project in one year entitlement: Annual All Parks Pass (Gold Star).

5.2 Administration

- a) Project coordinators are responsible for ensuring the minimum hours have been worked <u>and that passes are paid for</u> from the project budget. NOTE: As park passes are accountable documents they must be paid for.
- b) For region/district based projects, passes should be issued locally, thus retaining the funds for use in local recreation and tourism works.

For Perth based projects, coordinators should apply to the Park Policy and Tourism Branch at Como for issue of passes.

c) Volunteers who accumulate several Annual Local Park Passes from different projects may not upgrade them to a "higher" pass.

Volunteers may not upgrade their eligibility by offering to pay the difference up to the next or subsequent levels.

6. SALE OF PASSES

The Department has moved to a system whereby the Park Policy and Tourism Branch will coordinate the printing, supply and distribution of the various national park visitor passes. This includes distribution of the passes to CALM offices for direct sale to the public and distribution to non-CALM retailers for their direct retail to the public.

The processing of Gold Star Passes, which include a subscription to LANDSCOPE, remains the responsibility of the Front Counter at SOHQ Como (Corporate Relations Division) - contact Barbara Moss on (09) 334 0481 (see details below).

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- 6.1 Sale of passes by CALM offices
 - a) The full range of passes should be available for sale from all CALM offices.

Stocks of passes (including Gold Star Passes and LANDSCOPE subscription forms) are available on request from the Park Policy and Tourism Branch, contact Denise Hamilton, (09) 334 0565.

Park entry passes are accountable documents, and each pass is numbered. Passes held by all CALM offices should be kept in a secured place (eg a safe or a lockable filing cabinet or lockable cupboard).

b) Serial numbers of park passes received at the Park Policy and Tourism Branch and placed in storage are to be recorded by the Branch.

Serial numbers of batches of passes sent to regions/districts/park offices are to be recorded by the Park Policy and Tourism Branch in the existing register.

- Cl When selling a park pass: receive the money; record the following on the receipt name and address, pass number and type, expiry date and your cost centre revenue code (see Circular 8/95); complete information on the pass; issue pass with a copy of the conditions of use (in most cases these are on the back of the pass) with a plastic sleeve or laminate the pass; and provide relevant park brochures.
- d) For Gold Star Passes, a completed LANDSCOPE Subscription Form with the receipt number, date paid, <u>CALM office</u> and cost centre where the payment was made must be forwarded to the Front Counter at Com o for processing of the LANDSCOPE subscription.

The pass application form, CLM854, need only be used if it is required locally, or details are needed so that a pass can be mailed to the applicant.

- e) Some visitors may wish to purchase a pass from a ranger when in the park. Provided the ranger has a receipt book and a CLM854 the fee can be collected along with the visitor's forwarding address or pass pickup details. This procedure can also be used for regional/district offices which do not have a supply of passes. The receipt serves as a temporary pass until the official pass is mailed to the visitor.
- 6.2 Sale of passes by other agencies

In many areas it is more convenient and efficient for passes to be sold through other agencies, tourist bureaux, shire offices, etc. Additional outlets may help increase CALM revenue and provide extra income for the agency.

The Park Policy and Tourism Branch will negotiate directly with agencies that may be interested in selling park passes. A commission on sales of 10 per cent is payable to agencies selling park passes. The balance of the revenue will be allocated to the region in which the agent is located.

Non-CALM agencies selling the passes will be required to pay for the passes up front (less the commission). This system will replace the old system where monthly National Park Ticket/Pass Return Sheets were used. If some of the smaller agencies have difficulties with this arrangement, the Park Policy and Tourism Branch will use its discretion in terms of method of payment required.

It would be helpful if districts could assist the Park Policy and Tourism Branch monitor standards.

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Transition period

- Districts and regions should determine the amount and type of stock of passes in the hands of other retailers and supply details to the Park Policy and Tourism Branch (Denise Hamilton).
- Districts and regions should also supply contact details of other retailers so that the Park Policy and Tourism Branch can make contact and advise them of the new arrangements.

7. TOUR OPERATORS

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The options for payment by tour operators continue to be cash or credit.

For those wishing to operate in credit, CALM **issued docket** books are available and their use is now a condition of tour operator licences. This requirement will be phased in as licences are renewed, and by June 1997 all operators should be using CALM docket books. District or park staff should inform the Park Policy and Tourism Branch if they find that this licence condition is not being complied with. If in the meantime operators are using their own company vouchers, the **name** of all parks to be visited on the day and the number of clients and FOCs (free of charge) must be recorded on their vouchec.

At present, CALM docket books are in duplicate only. The original docket (or company voucher) is to be left at the park fee collection point. These are used to prepare monthly invoices. The duplicate copy must remain in the vehicle whilst the original must be retained by the CAI M office **issuing** the invoice. Photocopies of the docket/voucher must be attached when sending out the invoice.

In April 1997, new CALM issued docket books will be in circulation and these will be in triplicate. The original and the duplicate dockets are to be left at the park fee collection point (the triplicate to remain in the vehicle) and when invoicing, the original to be retained by the CALM office issuing the invoice whilst the duplicate copy is to be sent out with the invoice.

CALM docket books are available from the Park Policy and Tourism Branch.

8. REVENUE

All revenue (less administrative fee) is retained in the region/district or park/s where it is raised for expenditure according to agreed regional recreation and tourism priorities.

Revenue generated from SOHQ pass sales is distributed automatically to regions according to Circular 8/95 "Tourism and Recreation income". Thirty per cent of the revenue from SOHQ pass sales (except Gold Star Pass sales) will be retained by the Division of Parks, Recreation, Planning and Tourism to cover administration costs (refer to Circular 8195).

Since the daily visitor fee is only charged at the first park visited on the day (except for tour operators visiting Nambung and Yanchep on the same day), there needs to be a process to ensure that each park receives an equitable share of the revenue. The sharing of revenue generated from private visitors is not feasible. However, the revenue generated from tour operators visiting several parks in different regions/districts on the same day is to be shared by:

a) Operators are required to record the first park visited and all parks to be visited on the day in a docket book (see Section 7 above). CALM docket books have space for recording this.

b) The district receiving the original docket invoices the company. When preparing the invoice the revenue is apportioned to the relevant cost centre revenue flexfields. This allows Finance Branch to allocate the money between the appropriate cost centres when payment is received.

Regions/districts must discuss invoicing arrangements and provide their neighbours with relevant flexfields. For advice on splitting of revenue when invoicing tour companies who are visiting more than one national park on the same day, contact Denise Hamilton on (09) 334 0565.

9. ACCOUNTING & AUDIT REQUIREMENTS

Refer to Circular 8/95 "Tourism and Recreation Income"

Any queries regarding accounting and audit should be referred to Alan Burnett, Finance Branch and/or Peter Ryan, Management Audit Branch.

10. INTERPRETIVE MATERIAL

At the point of pass purchase, including self registration facilities, interpretive material must be available. The department aims to provide high quality information/interpretive material at all fee collection parks. Districts must ensure adequate stocks are available wherever passes are sold. Brochures will be provided by Corporate Relations Division.

11. VISITOR FEES & CAMPERS

Campers are expected to pay the daily visitor fee for initial entry to the park (if a visitor fee is applicable at that park). While they are camped they may leave and return to the park on the same or subsequent days without paying the daily visitor fee again. Camping fees are payable from the first night in the park (ie a visitor fee and camping fee are payable on the first day).

The day pass must remain displayed on the vehicle dashboard for the duration of the camper's visit.

12. ENFORCEMENT

Enforcement should be by encouraging people to pay through use of signs and ranger/pass seller contact.

When it is not possible to talk to visitors the standard notice (see Appendix 2) should be placed on the vehicle windscreen and the vehicle licence number recorded for later checking if desired. If later checking reveals that the visitor still has not paid, a warning letter may be sent.

The best method of enforcement after the initial contact and warning is by issue of an infringement. The Division of Parks, Recreation, Planning and Tourism is currently investigating this option.

13. SPECIAL EVENTS

For special events where CALM has a formal arrangement with the promoter (eg the Avon Descent) and CALM's direct costs are covered, visitor fees will not be charged. Annual and other long term passes do not entitle the holder to entry to parks for special events.

14. MONITORING

Revenue and expenditure data and the types and number of passess sold are monitored through financial system.

The Administrative Officer for the Division of Parks, Recreation, Planning and Tourism will provide financial reports to the Director as required.

Monitoring of the fee system provides an opportunity to update VISTAT information. Some parks are already providing detailed information collected at staffed entry stations. Other regions/districts with staffed entry stations are requested to contact Luisa Liddicoat (09 - 334 0595) for details of the information required.

Regions/districts without staffed entry stations are requested to complete the attached coach/bus monitoring return sheet (see Appendix 3), using information from tour operators' dockets. The return should be sent to Luisa Liddicoat either monthly or as convenient (eg when tour operator invoices are prepared).

15. FEE SCHEDULE

The attached Fee Schedule (Appendix 1) replaces earlier schedules. Please ensure it is copied to all relevant staff. There should be no deviation from the fees outlined in the Fee Schedule. Any changes to fees relating to national parks require Ministerial approval.

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Syd Shea EXECUTIVE DIRECTOR

7 March 1997

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Distribution: lists A B D E G I & 0

IRSWISCVEEADMIN

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT WESTERN AUSTRALIA

FEE SCHEDULE (as at January 1997)

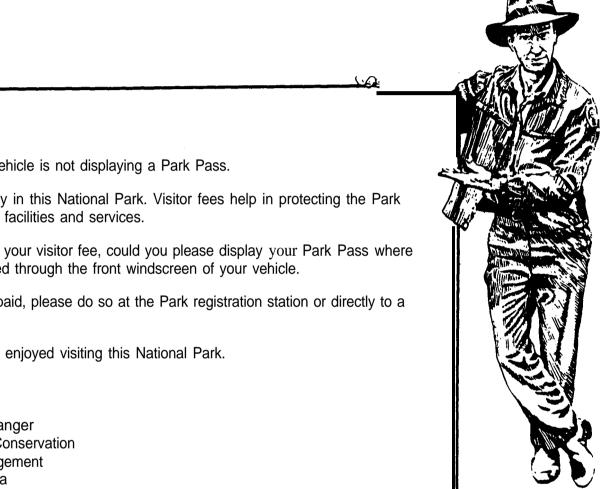
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l	1. VISITOR FEES	\$
	 Daily visitor fee for motorcars, wagons, utilities, inclusion of occupants to the following national parks: Yanchep, John Forrest, Serpentine, Walyunga, Kalbarri, Nambung, Avon Valley, Lesmurdie Falls, Gloucester, Warren, Beedelup, Stirling Range (Bluff Knoll), Porongurup, Stokes, Cape Le Grand, Cape Arid, Karijini, Cape Range, Millstream-Chichester, Francois Peron. Note: Any number of the above national parks can be visited in one day for the \$5 fee. There is no daily visitor fee applied at national parks not listed above (except Pumululu where a special fee applies - see below). 	5
	Daily visitor fee for motorcycles (for national parks listed above)	3
	 Daily visitor fee per person for buses or commercial tours at the national parks listed above (*see Note 1): *Note 1: Any number of national parks can be visited on the same day for the \$2 fee <u>except YANCHEP AND</u> <u>NAMBUNG</u> - if visiting these 2 national parks on the same day, the \$2 fee must be paid at both parks. 2: Children under 6 are free. 	2
	Concession fee for Seniors Card or aged pension card holder (being driver of the vehicle) at the	3
	national parks listed above: Concession fee for Seniors Card or aged pension card holders on organised private (not commercial tour) outing in buses to the above national parks:	1
	Waiver - visitor fees for the above national parks can be waived for organised bus groups of disabled, infirm or formal education groups (who are not part of a commercial tour) provided that written approval has been received from Park Policy and Tourism Branch prior to visit.	
	Recreational fishing licence holders will not be required to pay a visitor fee where they are entering a national park for the purpose of their licence - licence to be shown on request.	
	Pumululu (Bungle Bungle) National Park - Combined camping and entry fee Adult - (for up to 7 nights - includes fuel for campfires), also payable by day visitors: School age child U/16 Note - Annual or 4-week entry pass holders are entitled to day entry at no additional cost. If they intend to camp they will need to pay the basic camping fee of \$5/night for 1-2 persons, \$3 for each additional person, and \$1 for each additional school age child U/16 (see camping fees below).	
	Monkey Mia Reserve Per day per adu Per day per child U/1 Per day per family Long term pass: Per adu Per family	16 -2 7 - 10 1lt - 8
	Tree Top Walk - Valley of the Giants Forest:Adu- Open 9am - 5pm March to November, 8arn - 6pm December to February.Children U/ 1- Closed Christmas Day and Good Friday, and during hazardous weather conditions.Family- There is no charge to walk the Ancient Empire.Implication (no concess)- Goldstar, Annual and Four-Week Passes are not valid for the Tree Top Walk.Implication (no concess)	16 -2 ′ - 12
	Geikie Gorge National Park Boat TripAdult - 15* (see Note 2 beloNote 1: Boat trips depart at B.00am, 11.00am and 3.00pm.Children U/16+Note 2: From 1 April 1997 the fee will increase to \$17.50/adult; no change to child fee.Children U/16	
	Continued	d

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-2-	
	\$
Horse Riding -John P&rest and Yalgorup National Parks	
Annual Pass (family) Day Pass	35 5
(Discounted fee for horse riding associations - \$25 per family/annual pass)	000
Swanview Equestrian Lodge - annual fee	300
Aircraft - Combined landing/camping fee Ac Children U	lult - 25 /16 - 10
2. <u>CAMPING FEES</u> (payable in addition to national park visitor fees where applicable - see Section 1 for list of national parks where visitor fees apply. Visitor fees are only payable on the first day wher camping. Camping fees are payable from the first night).	1
Without facilities or only basic facilities	
- Sites/night l-2 people Each additional person	5 3
Each additional school age child U/16	5 1
. With facilities, ablutions, showers, includes caravans without electricity (Cape Le Grand National Park is in this category)	
Sites/night 1-2 people Each additional person	8 3
Each additional school age child U/16	1
With facilities, ablutions, showers, includes caravans with electricity	
Sites/night 1-2 people	9
Each additional person Each additional school age child U/16	3 1
Windjana Gorge National Park	
Sites/night per person (including firewood)	5
School age child U/16	1
The adult camping fee may be reduced to the child rate @l/night) where adults are participating in programs to provide opportunities for rehabilitation, self-development, or raising self esteem for unemployed, young offenders, people at risk of offending and socio-economically disadvantaged (approvarequired from Park Policy and Tourism Branch).	1
3. <u>EXTENDED ENTRY NATIONAL PARK PASSES</u>	
· All Parks Annual Pass - entry to any national park in WA for the period of a year	35
Gold Star Pass - entry to any national park in WA for the period of a year plus one year's subscription to CALM's <i>LANDSCOPE</i> magazine	54
Four-Week All Parks Pass - entry to any national park in WA for a four week period	15
 Local Park Annual Pass - entry for one year to one national park only, or the following groups of local national parks: Walyunga and Avon Valley Gloucester, Warren and Beedelup Stirling Range and Porongurup Stokes, Cape Le Grand and Cape Arid 	12
Karijini and Millstream-Chichester	



Hello

I noticed your vehicle is not displaying a Park Pass.

Visitor fees apply in this National Park. Visitor fees help in protecting the Park and in providing facilities and services.

If you have paid your visitor fee, could you please display your Park Pass where it can be checked through the front windscreen of your vehicle.

If you have not paid, please do so at the Park registration station or directly to a Park Ranger.

I hope you have enjoyed visiting this National Park.

National Park Ranger Department of Conservation and Land Management Western Australia

Department of Conservation and Land Management

COACH / BUS MONITORING SHEET

District _____

Region _____

Month and year _____

Contact officer

	Company name	Coach / bus no. plate	No. passengers	Locations / parks visited	Dates	Comments
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	TOTALS	Coaches / buses =	Passengers			