



Department of
**Jobs, Tourism, Science
and Innovation**

Freedom of Information Statement

2023-2024

Contents

Foreword	3
About us	4
Structure and functions	5
Science and Innovation.....	5
Policy, Planning and Economic Development.....	5
Resources Development and Defence	5
Tourism Western Australia	5
Organisational structure	6
Decision making	7
Public participation	7
Public consultation	7
Feedback.....	7
Written requests.....	7
Legislation administered	8
Statutes administered by the department	8
Agreement Acts administered by the department	8
Information held by the department.....	11
Publications, reports and presentations.....	11
Administrative files	11
Information Centre.....	11
Freedom of Information	12
What is Freedom of Information	12
Freedom of Information Unit contact details.....	12
Accessibility	12
FOI Application	13
Notice of Decision.....	13
Amendment of personal information	13
Application fee and charges	14
Right of review	15

Foreword

This information statement has been prepared and published in pursuant to the requirements of Part 5 of the *Freedom of Information Act 1992 (WA)* (the FOI Act). This statement has been prepared as a guide for the public about information held by the Department of Jobs, Tourism, Science and Innovation (the department) and how to access it.

In compliance with section 94 of the FOI Act, this statement provides guidance to the public in relation to the following matters:

- » Details of legislation administered by the department.
- » Details of the decision-making functions and structure within the department.
- » The availability and accessibility of information held by the department.

The Freedom of Information Statement published for Tourism Western Australia is available at [Tourism Western Australia](#).

About us

The Department of Jobs, Tourism, Science and Innovation drives the creation of local jobs and a stronger, more diverse Western Australian economy.

The department delivers initiatives on behalf of the Western Australian Government that supports the full spectrum of economic activity in Western Australia, from large-scale mining and industrial operations, to innovate startups and small to medium businesses across the state.

Led by Director General Rebecca Brown, the department has a strong focus on promoting the state nationally and internationally in order to increase trade and attract investment, and encourage tourists and students to consider Western Australia as their destination of choice.

The department fosters Western Australia's already leading science, research and innovation sectors to build a technologically advanced and prosperous future for all Western Australians.



Our mission

To promote Western Australia and advance the diversification and growth of the state's economy.

Structure and functions

The department is Western Australia's lead agency for economic development, international trade and investment, and tourism. The department also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia.

Science and Innovation

Develops the state's science and innovation capacity and capabilities, encourages collaboration between government, industry and academia, promotes scientific excellence and innovative achievements, administers funding and leverages investment.

Policy, Planning and Economic Development

Provides strategic policy advice on state development issues, develops strategic infrastructure and is responsible for state significant projects. Promotes export market development and manages the Western Australian Government's network of international trade and investment offices.

Resources Development and Defence

Leads and assists the development and expansion of Western Australia's resources and industry sectors, improves local industry capability and participation, and promotes Western Australia's defence sector.

Tourism Western Australia

Promotes Western Australia as an extraordinary holiday destination, with a focus on marketing the state; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure projects.

The department is supported by **Legal** and **Corporate Services**.

Organisational structure



Rebecca Brown
Director General



Phil Gorey
Deputy Director General
Resources and Project Facilitation



Linda Dawson
Deputy Director General
Industry, Science and Innovation



Simone Spencer
Deputy Director General
Strategy and International Engagement



Carolyn Turnbull
Managing Director
Tourism Western Australia

Decision making

The avenues for direct public participation in the organisation's policy formulation and performance are limited. Information is made available through a range of mediums including public statements, news releases and Western Australian Government document collections.

Public participation

Public consultation

The department provides the public with opportunities to comment on proposals while they are being developed and prior to a final outcome being achieved or determined. In both strategic and statutory planning exercises, opportunity for comment and participation may be provided through:

- » media statements
- » announcements
- » invitations to events
- » invitations to submit tenders.

Feedback

The department respects our customers' right to complain if they are not happy with the services we provide, or the way in which they are provided. Our [Complaints Policy](#) provides information on how your complaint will be managed.

Written requests

A member of the public can write to the department on the activity, service or any issues within the department's jurisdiction.

Legislation administered

The department administers 12 Statutes and 65 State Agreements on behalf of the Western Australian Government. As part of this responsibility, we also negotiate new agreements, variations, terminations and repeals of State Agreement Acts as required.

This list outlines the Acts and Agreement Acts, by commodity, as at the end of the 2020-21 reporting year.

Statutes administered by the department

- *Agent General Act 1895*
- *Anglo-Persian Oil Company Limited's (Private) Act 1919*
- *Anzac Day Act 1960*
- *Government Agreements Act 1979*
- *Industry and Technology Development Act 1998*
- *Kambalda Water and Wastewater Facilities (Transfer to Water Corporation) Act 2004*
- *Nuclear Activities Regulation Act 1978*
- *Texas Company (Australasia) Limited (Private) Act 1928*
- *The Commonwealth Oil Refineries, Limited (Private), Act, 1940*
- *Western Australian Aged Sailors, Soldiers and Airmen's Relief Fund Act 1932*
- *Western Australian Jobs Act 2017*
- *Western Australian Tourism Commission Act 1983*
- *Western Australian Products Symbol Act 1972*

Agreement Acts administered by the department

Alumina

- *Alumina Refinery Agreement Act 1961*
- *Alumina Refinery (Pinjarra) Agreement Act 1969*
- *Alumina Refinery (Mitchell Plateau) Agreement Act 1971*
- *Alumina Refinery (Wagerup) Agreement and Acts Amendment Act 1978*
- *Alumina Refinery (Worsley) Agreement Act 1973*

Charcoal, iron and steel

- *Wundowie Charcoal Iron Industry Sale Agreement Act 1974*

Coal

- *Collie Coal (Griffin) Agreement Act 1979*
- *Collie Coal (Western Collieries) Agreement Act 1979*

Copper

- *Western Mining Corporation Limited (Throssell Range) Agreement Act 1985*

Diamonds

- *Diamond (Argyle Diamond Mines Joint Venture) Agreement Act 1981*

Energy

- *Goldfields Gas Pipeline Agreement Act 1994*
- *Ord River Hydro Energy Project Agreement Act 1994*
- *Pilbara Energy Project Agreement Act 1994*

Forest products

- *Albany Hardwood Plantation Agreement Act 1993*
- *Bunbury Treefarm Project Agreement Act 1995*
- *Collie Hardwood Plantation Agreement Act 1995*
- *Dardanup Pine Log Sawmill Agreement Act 1992*
- *Wood Processing (WESFI) Agreement Act 2000*
- *Wood Processing (Wesbeam) Agreement Act 2002*

Gas

- *North West Gas Development (Woodside) Agreement Act 1979*
- *Barrow Island Act 2003*
- *Natural Gas (Canning Basin Joint Venture) Agreement Act 2013*

Gold

- *Tailings Treatment (Kalgoorlie) Agreement Act 1988*

Iron ore and steel

- *BHP Billiton (Termination of Agreements) Agreement Act 2006*
- *Iron Ore (Channar Joint Venture) Agreement Act 1987*
- *Iron Ore (FMG Chichester Pty Ltd) Agreement Act 2006*
- *Iron Ore (Goldsworthy-Nimngarra) Agreement Act 1972*
- *Iron Ore (Hamersley Range) Agreement Act 1963*
- *Iron Ore (Hope Downs) Agreement Act 1992*
- *Iron Ore (Marillana Creek) Agreement Act 1991*
- *Iron Ore (McCamey's Monster) Agreement Authorisation Act 1972*
- *Iron Ore (Mount Bruce) Agreement Act 1972*
- *Iron Ore (Mount Goldsworthy) Agreement Act 1964*
- *Iron Ore (Mount Newman) Agreement Act 1964*
- *Iron Ore (Murchison) Agreement Authorisation Act 1973*
- *Iron Ore (Rhodes Ridge) Agreement Authorisation Act 1972*
- *Iron Ore (Robe River) Agreement Act 1964*
- *Iron Ore (Wittenoom) Agreement Act 1972*
- *Iron Ore (Yandicoogina) Agreement Act 1996*
- *Iron Ore Processing (Mineralogy Pty Ltd) Agreement Act 2002*

Mineral sands

- *Mineral Sands (Eneabba) Agreement Act 1975*
- *Mineral Sands (Cooljarloo) Mining and Processing Agreement Act 1988*
- *Mineral Sands (Beenup) Agreement Act 1995*

Nickel

- *Nickel (Agnew) Agreement Act 1974*
- *Nickel Refinery (BHP Billiton Nickel West Pty Ltd) (Termination of Agreements) Agreement Act 2008*
- *Poseidon Nickel Agreement Act 1971*

Oil

- *Oil Refinery (Kwinana) Agreement Act 1952*

Salt

- *Dampier Solar Salt Industry Agreement Act 1967*
- *Evaporites (Lake MacLeod) Agreement Act 1967*
- *Leslie Solar Salt Industry Agreement Act 1966*
- *Onslow Solar Salt Agreement Act 1992*
- *Shark Bay Solar Salt Industry Agreement Act 1983*

Uranium

- *Uranium (Yeelirrie) Agreement Act 1978*

Miscellaneous

- *Cement Works (Cockburn Cement Limited) Agreement Act 1971*
- *Industrial Lands (CSBP & Farmers Limited) Agreement Act 1976*
- *Industrial Lands (Kwinana) Agreement Act 1964*
- *Morley Shopping Centre Redevelopment Agreement Act 1992*
- *Paper Mill Agreement Act 1960*
- *Pigment Factory (Australind) Agreement Act 1986*
- *Railway (Roy Hill Infrastructure Pty Ltd) Agreement Act 2010*
- *Railway and Port (The Pilbara Infrastructure Pty Ltd) Agreement Act 2004*
- *Railway (BBI Rail Aus Pty Ltd) Agreement Act 2017*
- *Silicon (Kemerton) Agreement Act 1987*

Information held by the department

Publications, reports and presentations

Publications that are free to the public are generally available in electronic format on the department's [website](#). These publications and this information include, but are not limited to:

- » annual reports
- » presentations
- » studies and public consultation documents.

Administrative files

The department produces and maintains comprehensive records on all its operations and activities. The following is a summary of the types of records for which an FOI application may be required:

- » policy and strategic planning
- » procedures
- » internal and external correspondence
- » employee records.

Information Centre

The department also maintains an Information Centre that holds material on:

- » mineral and infrastructure projects
- » mining and energy industries
- » science, defence and other industry development
- » State Agreements
- » economics and statistics
- » international trade.

If the documents are not publicly available, either according to confidentiality provisions in *legislation* or departmental policy, and are not available via the public counters or the department website, then access may be sought under the *Freedom of Information Act 1992 (WA)*, whereby access will be considered in accordance with the exemptions to release under Schedule 1 of the Act.

Freedom of Information

What is Freedom of Information

The *Freedom of Information Act (WA) 1992* (FOI Act) gives every person the right to seek access to documents held by government agencies. Documents may comprise written materials, plans and drawings, photographs, tape recordings, films, video tapes or information stored in a computerised form.

If information is not publicly available, the FOI Act provides the right to apply for documents held by the department and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

The department's aim is to make information available promptly and at the least possible cost. Whenever possible, documents will be provided outside of the Freedom of Information process.

Freedom of Information Unit contact details



Freedom of Information Coordinator
Department of Jobs, Tourism, Science and Innovation
Level 11, 1 William Street, Perth WA 6000



foi.jtsi@jtsi.wa.gov.au



(08) 6277 3000



www.wa.gov.au

Accessibility

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recording, shorthand or encoded document from which words can be reproduced.

The department is committed to ensuring accessibility for all members of the community to our facilities, services and information. In accordance with the department's Disability Access and Inclusion Plan (DAIP), Freedom of Information applicants with a disability can be provided copies of documents in a format that will enable them to access the information as readily as other people are able to access it. Information about the DAIP is available on the department's [website](#).

FOI Application

Applications for information under the Freedom of Information process must:

- » be in writing
- » be specific so that the search for documents can be done efficiently
- » give an Australian address to which notices can be sent
- » be lodged at the department together with any application fee payable.

Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

Notice of Decision

A Notice of Decision will be issued by the department as soon as possible, within the statutory 45 days from receipt of a valid application.

The Notice of Decision will include details such as:

- » the date the decision was made
- » the name and designation of the officer who made the decision
- » the reasons for claiming the document is exempt if access is refused
- » information on the rights of review and the procedures to be followed to exercise those rights.

Amendment of personal information

Individuals can apply to the FOI Coordinator for the correction or amendment of any documents held by the department containing their personal information.

The application must be in writing, and you must give as much information as you can to show how or why the department's records are inaccurate, incomplete, out of date or misleading.

If the department decides to amend the information it will usually alter the record or add a further note in relation to the record. The department will inform you of its decision and reasons, together with your right of review if you are not satisfied.

Application fee and charges

Fees and charges are set under the *Freedom of Information Regulations* 1993. Apart from the application fee for non-personal information, all charges are discretionary.

General	
Personal information about the applicant	No fees or charges
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00
Photocopying staff time (per hour, or pro rata)	\$30.00
Per photocopy	\$0.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost
Deposits	
An advance deposit may be required in respect of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

Concessions

For impecunious applicants or applicants issued with a prescribed pensioner concession card, the charges payable are reduced by 25%. The reduction in fees does not apply to the application fee.

Right of review

Internal review

Applicants who are dissatisfied with the decision of the department are entitled to ask for an internal review by the department. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days. If the applicant disagrees with the result of the internal review the applicant can apply to the Information Commissioner for an external review. Details will be advised to applicants when the internal review decision is issued.

Should an applicant wish to proceed with a review, the application should:

- » be in writing
- » give particulars of the decision to be reviewed
- » confirm an Australian address to which notices can be sent

No further fees apply to an application for internal review.

External review

Following an internal review, matters remaining in dispute can be submitted to the Office of the Information Commissioner for an external review. Such applications must be submitted to the Information Commissioner's office within 60 days from the date of the internal review decision for an applicant and 30 days by a third party.

No fees or charges apply to internal or external reviews.



Department of
**Jobs, Tourism, Science
and Innovation**

This publication is available on our website www.wa.gov.au/JTSI

Copies available on request at:

Department of Jobs, Tourism, Science and Innovation
Level 11, 1 William Street, Perth Western Australia 6000
Tel +61 8 6277 3000 | E jtsi@jtsi.wa.gov.au

Published July 2022