



Department of
**Primary Industries and
Regional Development**

Information Statement 2019

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Introduction

This Information Statement is provided in accordance with the requirements of section 96 and 97 of the *Freedom of Information Act 1992 (WA)* (FOI Act).

The purpose of the Information Statement is to ensure that information concerning the structure and functions of the Department of Primary Industries and Regional Development (DPIRD) and types of documents held by the Department is available to the public.

The FOI Act provides the public with a legal right to apply for access to information held by State and local governments not routinely available to the public. It also assists the public to ensure that personal information held by government is accurate, complete, up-to-date and not misleading.

The Department is committed to assist the public to obtain prompt access to documents and at the lowest reasonable cost in the spirit of the FOI Act, to ensure openness, transparency and accountability as a government agency.

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1. The Organisation

The Department of Primary Industries and Regional Development (DPIRD) formed on 1 July 2017 as part of the Western Australian Government's Machinery of Government (MoG) initiative. DPIRD comprises several former departments of Agriculture and Food; Fisheries; and Regional Development, together with the staff from our State's nine Regional Development Commissions.

The Regional Development Commissions (RDCs) are maintained as independent statutory entities under the *Regional Development Commissions Act 1993*, with the Commission Chief Executive Officers continuing in their director roles in accordance with this Act. In accordance with Schedule 2 of the *Freedom of Information Regulations 1993*, the Department is not responsible for processing FOI related matters on behalf of RDCs. FOI related requests must be directed to the appropriate RDC for processing. Contact information for each RDC can be accessed via the [Department's website](#).

The Agricultural Produce Commission (APC) has also formed part of DPIRD. The APC is a statutory authority established under the *Agriculture Produce Commission Act 1988* (APC Act), comprising of four Commissioners. In accordance with Schedule 2 of the *Freedom of Information Regulations 1993*, the Department is responsible for processing FOI related matters on behalf of the APC.

These structural changes are aimed at creating collaborative departments focused on whole-of-government objectives and delivering services in a more efficient and effective way.

Primary industries and regions are key contributors to the State Government's agenda to promote economic growth and diversification, job creation, strong communities and better places.

The Department applies a coherent approach to the planning, priority setting and project management of key services to manage the impact of a variety of complex issues in primary industries and regions of Western Australia. Programs, operations and projects have aligned to achieve Department goals to 'Protect, Grow and Innovate' to deliver meaningful results and create enduring prosperity for Western Australians.

1.1 Strategic Intent

The Department's Strategic Intent 2018-21 provides a high-level outline of our purpose, role, strategic priorities and key initiatives towards achieving our goals: to Protect, Grow and Innovate in our primary industries and regions in Western Australia over the next three years.

Purpose

To create enduring prosperity for all Western Australians.

Goals

- **Protect:** To manage and provide for sustainable use of natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.

- **Grow:** To enable the primary industries sector and regions to increase international competitiveness, and grow in value and social amenity, strengthening these key pillars of the State's economy.
- **Innovate:** To support a culture of scientific inquiry, innovation and adaptation across primary industries and regions to boost transformation, economic growth and employment.

Primary Industries and Regions

- Western Australia's primary industries and regions are vital drivers of the State's economy and prosperity.
- Strong regional leadership supports the growth of strong regional communities that are desirable places to live, work and invest.
- The primary industries include agriculture, commercial fisheries, and aquaculture, providing jobs and exports, and supporting a growing food industry and other agribusinesses.
- Fisheries support a vibrant recreational fishing sector and regional tourism.
- Protection and sustainability of our natural resources to accelerate ongoing economic growth, job creation and regional development.
- Collaboration and coordination are paramount to intersect the interests of vital stakeholders.

Values

Key values strengthen how we operate:

- We value relationships.
- We are resilient.
- We are responsive.
- We focus on results.

Delivery of Services

Promote a high-performing organisation of excellence, with an innovative, agile and collaborative workforce, delivering effective and efficient public services. Encourage a strong regional footprint and connections within and across regions, will ensure:

- Strong external partnerships and engagement to maximise positive impact.
- Support of sustainable primary industries and regions.
- Collaboration across government to address complex issues.
- Future-orientation to position Western Australia for on-going prosperity.
- Aboriginal entrepreneurship and engagement in natural resource management.
- Leverage resources and funding to deliver vital priorities.

Strategic Plan

The Department will achieve its goals by delivering on key initiatives in relation to the following strategic priorities. Comprehensive information regarding The Department's key initiatives is available on the website www.dpird.wa.gov.au.

- **Biosecurity:** Delivering respected and recognised State biosecurity.
- **Sustainability:** Sustaining State land, water and aquatic resources, reputation and competitive advantage.
- **International competitiveness:** Growing internationally competitive industries and businesses.
- **Regional opportunities:** Capturing regional opportunities to promote economic growth, job creation, local capability and social amenity.
- **Research development and innovation:** Harnessing the science and technology required to grow Western Australia's primary industries, food processors and regions.
- **Enabling environment:** Creating and enabling an environment for primary industries and regions through legislation, policy, business systems and practice.

1.2 Organisational Structure

The Department is responsible to the Minister for Regional Development; Agriculture and Food WA and the Minister for Fisheries. The MoG transformation began in 2017 with organisational structures from former agencies of Agriculture and Food, Fisheries and Regional Development being realigned to new pillars and directorates.

The Department's structure is led by the Director General and incorporates three pillars to support the Western Australian primary industry types and regional development. The Corporate Executive team consists of the Director General, the leader of each pillar as well as the Managing Director of Research, Development and Innovation, a directorate within Industry and Economic Development.

Sustainability and Biosecurity

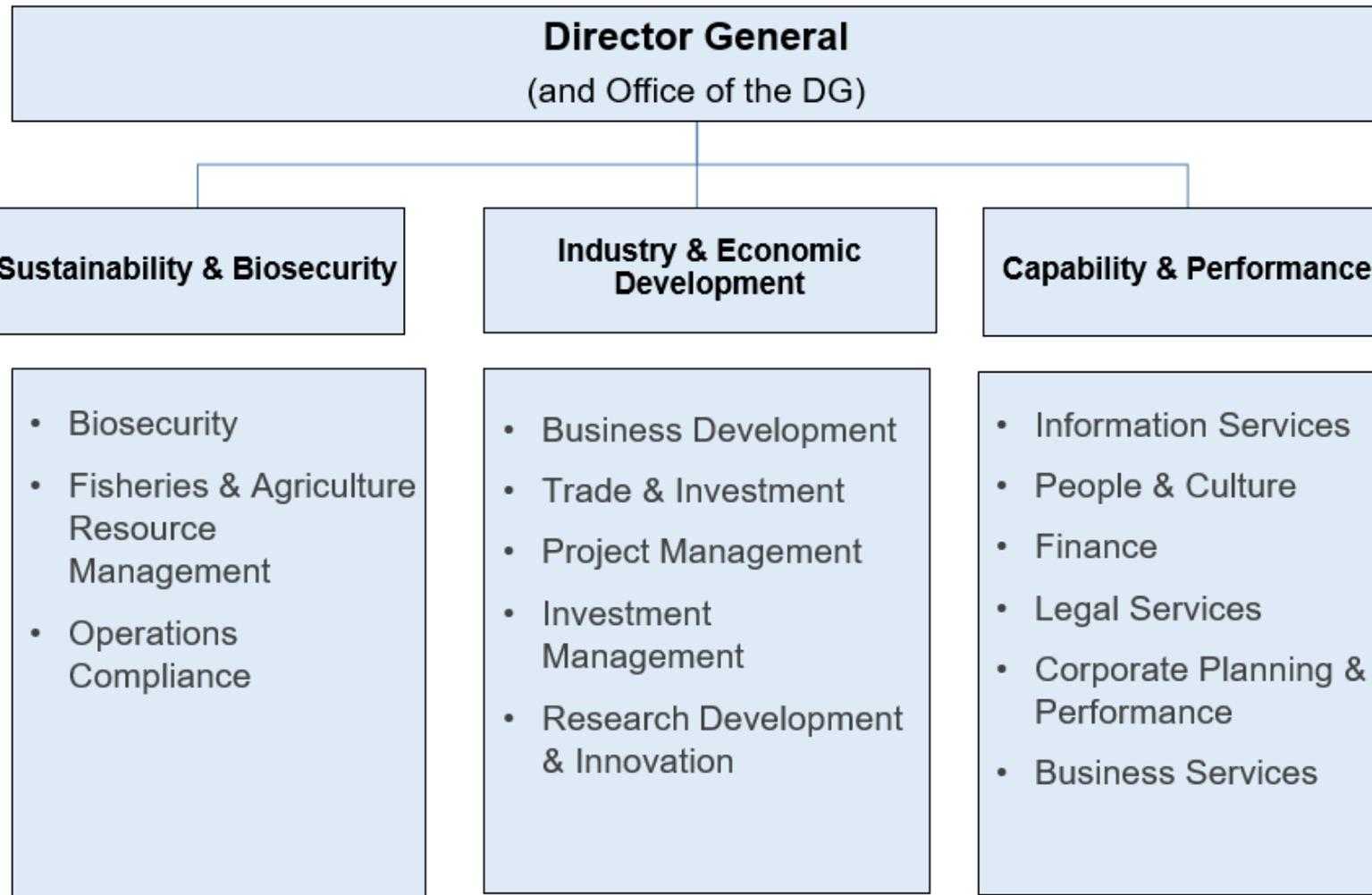
This pillar integrates biosecurity, resource management, and operations and compliance functions. It is largely regulatory and market access focused, helping ensure Western Australia maintains its enviable reputation as a producer of safe, sustainable and biosecure agricultural and aquatic products.

Industry and Economic Development

Undertakes research, development and innovation to boost the productivity, profitability and international competitiveness of agriculture, fisheries and food sectors across the value chain, and grow the value and diversification of regional economies.

Strategy and Capability

This pillar supports all Department employees to drive strategy, resources and the capability to deliver meaningful public services.



2. Legislation Administered by the Department

DPIRD is responsible for administering the following legislation on behalf of the Minister for Regional Development; Agriculture and Food and the Minister for Fisheries. Western Australian legislation and statutory information are available on the State Law Publisher's website at www.slp.wa.gov.au.

- *Aerial Spraying Control Act 1966*
- *Agricultural Produce Commission Act 1988*
- *Agricultural and Veterinary Chemicals (Taxing) Act 1995*
- *Agricultural and Veterinary Chemicals (Western Australia) Act 1995*
- *Agriculture and Related Resources Protection Act 1976*
- *Animal Welfare Act 2002*
- *Biosecurity and Agriculture Management Act 2007*
- *Biological Control Act 1986*
- *Bulk Handling Act 1967*
- *Exotic Diseases of Animals Act 1993*
- *Fish Resources Management Act 1994*
- *Fisheries Adjustment Schemes Act 1987*
- *Fishing and Related Industries Compensation (Marine Reserves) Act 1997*
- *Fishing Industry Promotion Training and Management Levy Act 1994*
- *Gene Technology Act 2006*
- *Industrial Hemp Act 2004*
- *Loans (Cooperative Companies) Act 2004*
- *Ord River Dam Catchment Area (Straying Cattle) Act 1967*
- *Pearling Act 1993*
- *Regional Development Commissions Act 1993*
- *Royal Agricultural Society Act 1926*
- *Royalties for Regions Bill 2009*
- *Royalties for Regions Act 2009*
- *Rural Business Development Corporation Act 2000*
- *Soil and Land Conservation Act 1945*
- *Tree Plantation Agreements Act 2003*
- *Veterinary Surgeons Act 1960*
- *Western Australian Meat Industry Authority Act 1976*

3. Bodies Related to the Department

Pursuant to clause 2(4) of the Glossary to the FOI Act, the *Freedom of Information Regulations 1993* declares that certain bodies are regarded as being part of DPIRD for the purposes of the FOI Act.

The Department is responsible for processing and responding to all applications lodged under the FOI Act on behalf of the following bodies:

3.1 Agricultural Produce Commission

Role

The Agricultural Produce Commission (APC) is a statutory authority established under the *Agricultural Produce Commission Act of 1988* (APC Act) comprising of four Commissioners appointed by the Minister for Agriculture and Food.

The role of the APC is to form producers' committees and provide governance and other services to those committees in accordance with the functions set out in the APC Act.

Mission statement

The APC facilitates the growth and prosperity of agricultural industries through producers' committees initiated, funded research and development programs.

APC producers' committees are established with the object of enhancing and protecting the producer's investment in their industry through facilitating and managing producer industry-based programs in a wide range of areas that include product and market development, improving production and handling systems and management of biosecurity risks.

Functions

The APC operates under the following functions, which are set out in section 6 of the APC Act:

- a) establish producers' committees in relation to agricultural produce;
- b) appoint members to producers' committees;
- c) advertise for the formation of producers' committees;
- d) conduct polls as prescribed under this Act for the purposes of the establishment and operation of producers' committees;
- e) dissolve producers' committees and appoint liquidators for the winding up of producers' committees;
- f) provide such services in relation to the functioning of producers' committees as are necessary from time to time;
- g) direct, coordinate and supervise the functioning and expenditure of producers' committees; and
- h) provide such other service to producers' committees as the Minister may direct.

The Commission is also responsible for the following subsidiary legislation:

- Agricultural Produce (Egg Production Industry) Regulations 2006
- Agricultural Produce (Pork Production Industry) Regulations 2004
- Agricultural Produce (Beekeeping Industry) Regulations 2003
- Agricultural Produce (Horticultural Industry) Regulations 2001
- Agricultural Produce (Prescribed Agricultural Industries and Services) Regulations 2001
- Producers Committees (Polling) Regulations 1990

Publically accessible documents

The APC has formal directions that assist producers' committees in carrying out their functions, as well as the APC's code of conduct and committee procedural manual. These documents can be located on the APC's website at www.apcwa.org.au.

3.2 Land Conservation District Committees

Role

Land Conservation District Committees (LCDCs) are statutory committees established under section 23 of the *Soil and Land Conservation Act 1945* (SLC Act) to administer Land Conservation Districts in accordance with an Order proclaimed by the Governor of Western Australia. The main function is to promote land management and to undertake related projects.

The following committees are currently active:

- Ashburton Land Conservation District Committee
- Bruce Rock Land Conservation District Committee
- Capel Land Conservation District Committee
- Carnamah Land Conservation District Committee
- Carnarvon Land Conservation District Committee
- Chittering Valley Land Conservation District Committee
- Coolup Land Conservation District Committee
- Dumbleyung Land Conservation District Committee
- Katanning Land Conservation District Committee
- Kellerberrin Land Conservation District Committee
- Lake Grace Land Conservation District Committee
- Lower Blackwood Land Conservation District Committee
- Merredin Land Conservation District Committee
- Mount Marshall Land Conservation District Committee
- North Kimberley Land Conservation District Committee
- North Swan Land District Committee
- Nyabing/Pingrup Land Conservation District Committee
- Piawaning/Yerecoin Land Conservation District Committee
- Quairading Land Conservation District Committee
- Ravensthorpe Land Conservation District Committee
- Roebourne/Port Hedland Land Conservation District Committee
- Serpentine/Jarrahdale Land Conservation District Committee
- Tunney Land Conservation District Committee
- Upper Gascoyne Land Conservation District Committee
- Waddy Forest Land Conservation District Committee
- West Kimberley Land Conservation District Committee
- West Koojan/Gillingarra Land Conservation District Committee
- Woodanilling Land Conservation District Committee

3.3 Perth Market Authority

Role

The Perth Market Authority (PMA) was responsible for the ownership and management of Market City, by playing a critical role in the marketing and distribution of fresh produce in Western Australia. The PMA ceased all trading activities on 31 March 2016 with the sale of Market City to Perth Markets Limited. As at 30 June 2016, the Authority has no assets or liabilities and was abolished. As a result, all temporary records were transferred to the Department and can be accessed via the FOI Act. The remaining archived records held by the PMA were transferred to the State Records Office of Western Australia.

Publically accessible documents

The PMA's 2015-2016 final annual report, policy framework and other publications can be located at www.perthmarket.com.au.

3.4 Potato Marketing Corporation

Role

Established by the *Marketing of Potatoes Act 1946*, the Potato Marketing Corporation (PMC) was a statutory corporation operated to ensure licensed growers supplied potatoes to the WA consumer market.

The passage of the *Marketing of Potatoes Amendment and Repeal Act 2016* amended the *Marketing of Potatoes Act 1946* to abolish the PMC on 31 December 2016. Consequently, all records held by the PMC were transferred to DPIRD, who is responsible for processing FOI related requests regarding the PMC.

3.5 Regional Development Council

Role

Established by the *Regional Development Commissions Act 1993*, the Regional Development Council (RDC) is a key advisory body to the Western Australian Government on regional development issues.

Functions

The function of the RDC is to be the advisory body to the Minister for Regional Development on all regional development issues and for the purpose:

- to promote development in the regions;
- to develop policy proposals on development issues affecting one or more of the regions;
- to facilitate liaison between commissions and relevant government agencies and the coordination of their respective functions;
- to promote liaison between local, State and Commonwealth government bodies with respect to regional issues, and the coordination of their respective policies on those issues; and
- to report to the Minister on matters referred to it by the Minister.

Publically accessible documents

Information regarding the RDC's policy framework and other publications are available at www.drd.wa.gov.au.

3.6 Rural Business Development Corporation

Role

The Rural Business Development Corporation (RBDC) is established under section 5 of the *Rural Business Development Corporation Act 2000* (RBDC Act) and consists of five directors appointed by the Minister for Agriculture and Food. The role of the RBDC is to administer approved assistance schemes for the farm sector on behalf of the Western Australian state government and deliver other services for the benefit of rural industry.

Mission statement

Improve the long-term profitability and viability of farm businesses, leading to an internationally competitive and sustainable farm sector in Western Australia.

Functions

Under section 7 of the RBDC Act, the functions of the RBDC are set to:

- (a) administer approved assistance schemes and to ensure that such schemes administered by the corporation are properly and fairly administered;
- (b) give directly the financial assistance to be given under approved assistance schemes administered by the corporation;
- (c) provide moneys to a department of the public service, or to an agency or instrumentality of the Crown, for the purposes of the financial assistance to be given under an approved assistance scheme administered by the department, agency or instrumentality;
- (d) carry out research into, and develop policies on issues affecting persons likely to be given financial assistance under the Act;
- (e) review and give advice to the Minister on:
 - (i) proposed assistance schemes
 - (ii) the implementation of approved assistance schemes
 - (iii) economic and other conditions in the rural sector;
- (f) perform other functions given to the corporation under this Act or another Act; and
- (g) perform any other functions that may be prescribed.

Publically accessible documents

The RBDC's annual report and Customer Service Charter can be located on the [Department's website](#).

3.7 Veterinary Surgeons' Board

Role

The Veterinary Surgeons' Board (VSB) is the statutory authority responsible for administering the *Veterinary Surgeons' Act 1960*. The role of the VSB is to regulate in the public interest, the practice of veterinary surgery in Western Australia.

Functions

The VSB consists of five members appointed by the Governor and is responsible for:

- registering persons holding approved qualifications as veterinary surgeons or veterinary specialists;
- registering the practice of veterinary surgery bodies corporate;
- registering premises for use as veterinary hospitals or veterinary clinics
- approving qualified persons to carry out the duties of veterinary nurses and authorises persons enrolled in approved courses to perform the duties of trainee veterinary nurses;
- authorising non registered persons to perform prescribed veterinary services
- ensuring the maintenance of appropriate professional standards by registered veterinary surgeons, veterinary nurses, trainee veterinary nurses, veterinary students and authorised persons;
- investigating allegations of unprofessional conduct against veterinary surgeons and veterinary nurses;
- where appropriate, referring cases to the State Administrative Tribunal (SAT) or the Magistrates Court for the prosecution of persons who have allegedly breached the Act; and
- recommending the level of prescribed fees pertaining to the administration of the Act.

Publically accessible documents

The VSB publishes a quarterly newsletter which is issued to all registered veterinary surgeons and nurses, containing information regarding current issues for the veterinary profession in Western Australia and other relevant topics. Publications are available on VSB's website at www.vsbwa.org.au.

3.8 Western Australian Meat Industry Authority

Role

The Western Australian Meat Industry Authority (WAMIA) is established under the *Western Australian Meat Industry Authority Act 1976*.

Functions

Governed by a board, the following functions are carried out by WAMIA:

- surveys, and keeps under review, the establishments and facilities available in the State for the sale of livestock and for the slaughter of animals and the processing of carcasses for human consumption;
- inspects, and where appropriate, approves the premises, facilities and operations of saleyards, processing establishments and works, and records in respect of each establishment its effective capacity and actual performance;
- implements schemes and practices for the branding of carcasses or meat, to define and identify source, methods of production, processing treatments, quality and other characteristics;
- manages the Muchea Livestock Centre;
- encourages and promotes improved efficiency throughout the meat industry.
- advises the Minister generally, and in particular as to:

- methods of overcoming areas of conflicting interest within the meat and livestock industries
- future requirements for saleyards, processing establishments and works
- any matter relating to the meat industry referred to it by the Minister, or any matter that it considers necessary; and
- carries out such other functions as are required to give effect to the Act generally, in relation to saleyards, processing establishments, and other facilities, undertakings or activities in the meat industry.

Publicly accessible documents

Information regarding yardings, market reports and special sales are available on the WAMIA's website at www.wamia.wa.gov.au.

4. Public Participation

DPIRD is responsible for identifying key strategic issues and direction in the primary industries and regional development sector and providing pro-active, informed and timely advice to industry, government and community bodies.

The strategic directions of projects are developed through consultation and working closely with external stakeholders to ensure meaningful results to changing industry and community needs.

The Department focus on community participation in the formation of its policies to measure success in the performance of its functions through a number of avenues. Members of the public are invited and encouraged to make submissions and participate through targeted communication opportunities such as:

- making submissions through online communication platforms
- government publications;
- local and community newspapers;
- research surveys; and
- targeted publications and reports.

Statutory forums supported by the Department have a range of non-government (public) representation as well as representation from various industry-related peak bodies and support groups.

4.1 Complaints and Feedback

An effective complaints management system is an essential component of the Department's provision of quality services to the community and industry. In measuring and monitoring customer satisfaction, crucial information is obtained to improve service delivery.

Should you wish to submit a complaint or feedback regarding a particular issue, a form is available on the Department's website.

5. Documents held by the Department

5.1 Document Types

The Department creates documents in response to the activities and projects undertaken in line with functions and duties. Below are broad categories of the types of documents held by the Department and are to be considered as a guide only.

- Audit reports
- Business plans
- Compliance documents, including standard operating procedures and plans
- Finance and accounting documents
- General ministerial correspondence and briefing notes
- Human resources documents and contracts
- Incident reports
- Industrial agreements
- Memorandums of understanding
- Minutes, agendas and papers of meetings
- Records relating to the administrative operations of DPIRD
- Research reports
- Strategy and policy documents
- Submissions to other government agencies and authorities

5.2 Information Management

Compliance with the *State Records Act 2000*

Under the *State Records Act 2000* (SR Act) the Department is required to have an approved recordkeeping plan. This plan sets out how records are created, managed, and for what period of time the Department is required to retain records before they are destroyed. The Department's Recordkeeping Plan was approved by the State Records Commission in May 2018 and is updated regularly in accordance with Section 28(5) of the SR Act to provide an accurate reflection of any organisational or legislative changes.

Document management system(s)

The Department currently has three separate electronic document and records management systems (EDRMS), which are used by employees to store and manage corporate information in the form of electronic, hard copy and digitised records. Documents registered in each EDRMS are contained in subject-specific files that are divided into areas based on an organisational structure.

The Department also maintains a number of other functional corporate databases and information systems to record customer information and other data.

Customer privacy

The collection of personal information about members of the public occurs regularly in the Department. Although the Western Australian public sector does not currently have any legislative privacy conditions, all personal information collected by the Department

is managed in accordance with the Australian Privacy Principles as contained in schedule 3 of the Commonwealth *Privacy Act 1988*.

The Department's policy framework details procedures in place to prevent the misuse of personal information within or by the Department, with specific procedures relating to each business area that obtains, uses and stores personal information.

6. Library Facilities

The Department aims to ensure that access to information is available promptly and at the lowest reasonable cost. Whenever possible, the Department will grant access to documents outside the freedom of information process.

The Library contains an extensive collection of agricultural and fisheries books, reports and journals with an emphasis on Western Australia.

The Library catalogue is available to the public via its [website](#). The Library also contributes catalogue information to the National Library of Australia, which can be searched from the [Trove search service](#) and participates in the national system for interlibrary loans.

Members of the public are able to view the collection available at South Perth and Hillarys offices and photocopy material for research or private study within the confines of the *Copyright Act 1968*. The public is not able to use the Library's online resources due to commercial licence restrictions.

Contact information

Email: library@dpiird.wa.gov.au

Telephone: +61 (08) 9368 3985 (South Perth)
+61 (08) 9203 0120 (Hillarys)

Locations

Department of Primary Industries and Regional Development
3 Baron Hay Court
South Perth WA 6151

Department of Primary Industries and Regional Development
WA Fisheries and Marine Research Laboratories
39 Northside Drive
Hillarys WA 6025

6.1 Online Research Library

The Department's online Research Library is a public repository of research produced by Department employees. Its goal is to capture, preserve and promote the intellectual output of authors associated with DPIRD and the continuing contribution to agricultural science, investigations into the State's soil, water and pasture resources and the protection and development of Western Australian agricultural industries.

The Research Library's intended audience is the research community but it is also available to members of the public.

To browse the resources available, visit the [Research Library website](#).

6.2 Publications

The Department produces an extensive range of publications, including fact sheets, technical information and industry development advice. Frequently used information is generally available through the former agencies respective websites (see sections 6.1 and 6.2 of this Information Statement).

Historical and hard copy-only publications are searchable via the library catalogue, or by contacting the Library.

Copies of our publications are available in alternative formats upon request.

7. Accessing Documents

The FOI Act provides the public with the right to apply for access to documents held by government agencies and encourages the public to participate more effectively in governing the State and to ensure the responsibility of State and local government is accountable to the public.

The Department aims to provide information available promptly and at the lowest reasonable cost, and whenever possible, provide access to documents outside of the freedom of information process. In circumstances where information is not routinely available, the FOI Act provides the public with the right to apply for documents held by the Department.

Under the FOI Act, members of the public also have the right to apply for the amendment of personal information contained in documents held by the Department to ensure information is accurate, complete, up-to-date and not misleading.

7.1 Freedom of Information

7.1.1 Application for the amendment of personal information

The FOI Act provides members of the public the right to apply for the amendment of personal information held by the Department if the information is inaccurate, incomplete, out-of-date or misleading.

Applications for the amendment of personal information must:

- be in writing;
- provide sufficient details to enable DPIRD to identify the document that contains the personal information;
- provide details of the information that is inaccurate, incomplete, out of date or misleading;
- provide reasons for holding that belief; and
- provide details of the amendments requested.

Personal information must be about the applicant and proof of identity is required before the Department can begin to process the application.

7.1.2 Application for access to non-personal information

An application submitted under the FOI Act must be in writing and include the following:

- detailed information to enable the documents requested to be identified;
- an Australian address to which correspondence can be provided;
- type of access being sought (i.e. inspection of a document or a copy of a document); and
- payment of the application fee associated with processing the application.

A Freedom of Information application form is available on the Department's website.

Applications and enquiries may be directed to:

Freedom of Information
Department of Primary Industries and Regional Development
Locked Bag No 4
Bentley Delivery Centre WA 6983

Contact information

Email: foi@dpird.wa.gov.au

7.2 Fees and Charges

Mandatory charges

A scale of fees and charges is outlined in Schedule 1 to the *Freedom of Information Regulations 1993*. Requests for access to non-personal information, or a document that contains personal information about a third party (other than the applicant), requires a \$30 application fee. Payment is required at the time of lodging the application. If an applicant wishes to lodge an application in person, the fee can be paid in cash, cheque or money order. To lodge an application by post, a cheque or money order should be made payable to the Department of Primary Industries and Regional Development.

Types of fees

Type of fee	Charge
Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00

Other types of fees

If an application is likely to divert a substantial and unreasonable portion of the Department's resources away from its other operations, the Department may decide to impose charges. However, apart from the application fee for non-personal information, all charges are discretionary. Charges that may be imposed, include:

Type of fee	Charge
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

Type of fee	Charge
Per photocopy	20 cents
Transcribing from tape, film or computer	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

Deposits

Deposit requirements	Percentage of total charge
Advance deposit is required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by	25%

7.3 Access Arrangements

An applicant may be entitled to access documents in electronic or hardcopy form, or by way of inspection.

7.4 Notice of Decision

Following the lodgement of a valid application, the Department is required to issue a notice of its decision as soon as practicable but, in any case, within 45 days.

A notice of decision will include information such as:

- the date the decision was made;
- the name and the designation of the Decision Maker;
- if the document contains exempt information, reasons for classifying the matter exempt and the type of access provided to a document;
- information outlining the right to review and the procedures to be followed to exercise those rights.

7.5 Rights of Review

7.5.1 Internal review

Applicants who are dissatisfied with a decision made by the Department are entitled to ask for an internal review by the Department. An internal review is submitted when:

- the Department refuses to deal with the application;
- access has been refused to some or all of the documents requested;
- access has only been provided to parts of a document and other information is redacted;
- the Department has decided to provide access to the documents but has deferred giving access;
- the Department has charged too much for access or if the charges seem unreasonable;

- a third party has not been consulted regarding their information contained in a document, or following a consultation whereby the third party disagrees with a decision to release the documents to the applicant; and
- the Department does not agree to amend the applicant's personal information, make a notation or attach a note to the document in a form that satisfies the applicant.

An application for review must be made in writing and lodged with the Department within 30 days of receiving the notice of decision. There is no charge for an internal review of the decision.

An Department employee who is not subordinate to the employee who made the original decision will conduct the review and will provide the applicant with a Notice of Decision within 15 days. This notice will include information regarding the rights to lodge a complaint with the Information Commissioner for an External Review.

7.5.2 External Review

An applicant may lodge a complaint with the Information Commissioner, to request an external review of the internal review decision if not satisfied with the outcome. A complaint to the Information Commissioner's office must be lodged within 60 days of receiving the notice.

A complaint to the Information Commissioner must:

- be in writing;
- include a copy of the Department's decision; and
- provide an Australian address.

There is no charge for lodging a complaint with the Information Commissioner's Office.

For queries or further information about an applicant's review rights, please contact the Office of the Information Commissioner:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
Perth WA 6000 (entry off Forrest Place)

Phone: +61 (0)8 6551 7888
Country Callers: 1800 621 244 (WA only)
Email: info@foi.wa.gov.au
Website: foi.wa.gov.au

7.6 Published Information

Freedom of Information Act 1992

Freedom of Information Act Regulations 1993