Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**

Information Statement

2020-2021

Document Type, Availability and Accessibility

Foreword

This statement has been prepared in accordance with section 94 of the *Freedom of Information Act (WA) 1992* and it is a guide to the public about information held by the Department of Jobs, Tourism, Science and Innovation.

This statement also includes guidance to the public in relation to the following:

- Legislation administered by the department;
- The divisional structure and decision-making functions of the department; and
- Availability and accessibility of information held by the department.

Tourism Western Australia prepares its own Information Statement.

Richard Sellers
A/DIRECTOR GENERAL
July 2020

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About the Department

The Department of Jobs, Tourism, Science and Innovation was formed on 1 July, 2017 as part of the Western Australian Government's Machinery of Government changes.

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

The department is led by the Director General Richard Sellers and reports to the Premier and Minister for State Development, Jobs and Trade the Hon Mark McGowan MLA, along with four other Ministers.

The department's functions include:

- Developing and coordinating State-significant projects and infrastructure;
- Negotiating and managing agreements between development proponents and the Western Australian government;
- Supporting the development of industry in Western Australia, by improving local industry capability and participation, and developing industrial land;
- Promoting Western Australia as an extraordinary holiday destination;
- Assisting the development of export markets and managing Western Australia's international network of trade and investment offices;
- Providing strategic policy advice on State development issues;
- Promoting Western Australia's defence sector capability and capacity; and
- Developing the State's science and innovation capabilities by encouraging investment and linkages between the private, public and academic sectors.

The department was created through a merger of the following entities: the former Department of State Development; the Tourism Commission of Western Australia; the Industry Development division from the former Department of Commerce; the former Office of Science from the Department of the Premier and Cabinet; the Innovation division from the Office of the Government Chief Information Officer and the International Education function from the former Department of Education Services.

Legislation administered by the department

The department administers nine Statutes and 64 Agreement Acts on behalf of the Western Australian Government. As part of this responsibility, the department also negotiates new agreements, variations, terminations and repeals of State Agreement Acts.

This list outlines the Acts and Agreement Acts, by commodity, as at the end of the 2019-2020 reporting year:

Statutes administered by the department

- *Agent General Act 1895*
- *Government Agreements Act 1979*
- *Industry and Technology Development Act 1998*
- *Nuclear Activities Regulation Act 1978*
- *Texas Company (Australasia) Limited (Private) Act 1928*
- *The Commonwealth Oil Refineries, Limited (Private), Act 1940*
- *Western Australian Jobs Act 2017*
- *Western Australian Product Symbol Act 1972*
- *State Agreements Legislation Repeal Act 2013*

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 [Agreement terminated]*
- *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* [Agreement terminated]

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*
- *Paper Mill Agreement Act 1960* [Agreement expired]
- *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 (which incorporates the Gorgon Gas Processing and Infrastructure Project Agreement)*
- *Natural Gas (Canning Basin Joint Venture) Agreement Act 2013*

Gold

- *Tailings Treatment (Kalgoorlie) Agreement Act 1988 [Agreement expired]*

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-Nimingarra) Agreement Act 1972*
- *Iron Ore (Hamersley Range) Agreement Act 1963*
- *Iron Ore (Hamersley Range) Agreement Act Amendment Act 1968*
- *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 Agreements Legislation (Amendment, Termination and Repeals) Act 2011*
- *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*

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*
- *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*

Agreements terminated in 2018-19

- *Natural Gas (Canning Basin Joint Venture) Agreement Act 2013*
- New Agreement Acts ratified in 2018-19 – nil
- New Statutes in 2018-19 – nil
- Variations in 2018-19 – nil
- Agreement Acts repealed in 2018-19 - nil

Organisational structure

The Department of Jobs, Tourism, Science and Innovation comprises Strategy and International Engagement, Resources and Project Facilitation, Industry, Science and Innovation and Tourism WA. It is supported by Corporate Services, Legal Services and the Office of the Director General.

Strategy and International Engagement

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 11 international trade and investment offices.

Resources and Project Facilitation

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.

Industry Development

Focuses on industry participation; funding programs, awards and conferences and technology parks.

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.

Tourism WA

Promotes and focuses on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

Decision making functions and public participation

The department's functions include:

- Developing and coordinating State-significant projects and infrastructure;
- Negotiating and managing agreements between development proponents and the Western Australian Government;
- Supporting the development of industry in Western Australia, by improving local industry capability and participation, and developing industrial land;
- Promoting Western Australia as an extraordinary holiday destination;
- Assisting the development of export markets and managing Western Australia's international network of trade and investment offices;
- Providing strategic policy advice on State development issues;
- Promoting Western Australia's defence sector capability and capacity;
- Developing the State's science and innovation capabilities by encouraging investment and linkages between the private, public and academic sectors; and
- Facilitating linkages across Government agencies and between industry, research and academic organisations at a local, national and international level.

How the functions of the Department of Jobs, Tourism, Science and Innovation affect the public

The department provides leadership to drive responsible development for Western Australia's future, by:

- Developing and coordinating State-significant projects;
- Facilitating and leading the co-ordination of approvals processes across Government for major resources, industrial and infrastructure projects;
- Negotiating and managing agreements between project proponents and the State Government;
- Enabling the development of strategic industrial land and infrastructure to meet industry needs;
- Providing strategic policy advice on Western Australia's development;
- Attracting and promoting international trade and investment;
- Paving the way for Western Australians to take ideas from discovery to commercialisation;
- Attracting investment in Western Australian innovation; and
- Increasing the number and scale of the State's innovations and reducing the time it takes, and the cost, of doing so.

Documents produced and held by the Department of Jobs, Tourism, Science and Innovation - Current list of documents on departmental files

The Department of Jobs, Tourism, Science and Innovation files are broadly organised as follows:

Strategy and International Engagement

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 and Project Facilitation

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.

Industry Development

Focuses on industry participation; funding programs, awards and conferences and technology parks.

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.

Corporate Services

Supports the department with legal and corporate services.

Tourism WA

Focuses on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

How the public may access documents held by the Department of Jobs, Tourism, Science and Innovation

Access to departmental documents is available through:

Online publications

Many departmental documents are available to the public. They can be accessed through the department's website at www.jtsi.wa.gov.au

The Department of Jobs, Tourism, Science and Innovation - Information Centre

The Information Centre at the Department of Jobs, Tourism, Science and Innovation holds a variety of reports and information resources, including departmental publications.

Publications that are free to the public are generally available in electronic format on the department's website. Departmental publications that are available in print can be accessed from the Information Centre. This includes A0 sized copies of the annual Major Resource Projects map.

Due to legal or commercial considerations, there may be restrictions on accessing certain materials, such as documents relating to State Agreement Acts or other project-related reports. Access to these types of documents may require clearance from departmental officers and/or the lodgement of a Freedom of Information request.

Some documents can be borrowed from the Information Centre by external organisations and this is decided on a case-by-case basis.

The Information Centre at the Department of Jobs, Tourism, Science and Innovation is located at 1 William Street, Perth. Opening hours are 9am-5pm, Monday-Friday. Visitors who wish to view documents by arrangement can contact Information Centre staff to make an appointment.

In accordance with the Department of Jobs, Tourism, Science and Innovation Disability Access and Inclusion Plan (DAIP), the department is accessible to people with impaired mobility. Information about the DAIP is available on the department's website: www.jtsi.wa.gov.au/DAIP

To contact the Department of Jobs, Tourism, Science and Innovation for individuals who have a hearing or speech impairment, please use this free service provided by the Australian Government:

National Relay Service

Voice relay number	1300 555 727
TTY/voice calls	133 677
Website	www.relayservice.com.au/

Western Australian legislation

The State Law Publisher and Parliament of Western Australia provide access to a range of legislative documents, including:

- Hansard – the official record of Parliamentary Debates
- Progress of Bills
- Parliamentary Questions
- Acts of the Parliament of Western Australia (in force and ceased)
- Government Commissions of Inquiry
- Tabled Papers
- Parliamentary Committees
- Industrial Gazette and Government Gazette

More information is available on their websites: State Law Publisher: www.slp.wa.gov.au
Parliament of Western Australia: www.parliament.wa.gov.au

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 material, 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.

Accessibility

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 any format.

Information about the DAIP is available on the department's website: www.jtsi.wa.gov.au/DAIP

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; and
- Be lodged at the department together with any application fee payable.

Applications and enquiries should be addressed to:

The Freedom of Information Coordinator
Department of Jobs, Tourism, Science and Innovation
Level 11, 1 William Street, Perth Western Australia 6000
foi@jtsi.wa.gov.au

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

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.

Details of fees and charges are as follows:

- Personal information about applicant – no fee
- Application fee (for non-personal information): $30.00
- Charge for time taken dealing with the application: $30.00 per hour
- Charge for access time supervised by staff: $30.00 per hour
- Charges for photocopying: $30.00 per hour for staff time and 20c per copy
- Charges for staff time in transcribing information from a tape or other device: $30.00 per hour
- Charge for duplicating a tape, film or computer information – actual cost
- Charge for delivery, packaging and postage – actual cost
- Deposits
    a) An advanced deposit of 25% of the estimated cost may be requested
    b) A further advance deposit of 75% may be required to meet the charges for dealing with the application

The charge for financially disadvantaged applicants or those issued with a prescribed pensioner concession card is reduced by 25 per cent.

Access arrangements

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 recorded, shorthand or encoded document from which words can be reproduced.

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.

Notice of decision

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision in writing. It will include:

- The date of the decision;
- The name and designation of the decision-maker;
- Reasons for deleting matter;
- Reasons for declining access;
- Arrangements for giving access;
- Reasons for refusing access;
- The amount and basis for calculation of any charge; and
- Rights of review and procedures to be followed.

Refusal of access

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.

Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**

Freedom of Information

APPLICATION FOR ACCESS TO DOCUMENTS

(Under *Freedom of Information Act 1992, Section 12*)

Preferred Title (Hon/Dr/Mr/Mrs/Miss/Ms etc.).....

Surname.....Given Names.....

Australian Postal Address.....

.....Post Code .....

Telephone Number(s): Home.....Work.....

Mobile Tel No.....Email.....

If application is on the behalf of an organisation - Name of Organisation or Business.....

.....

I am applying for access to.....

.....

.....

.....

.....

(Please attach additional sheet if necessary)

FORM IN WHICH ACCESS IS REQUESTED (Please tick appropriate box)

I require a copy of the document(s) [ ] Yes [ ] No

I wish to inspect the document(s) [ ] Yes [ ] No

I require access in another form [ ] Yes [ ] No

(Specify).....

.....

FEES AND CHARGES

Applicants for Personal Information: Please sign below and forward your application in an envelope marked "FOI".

Applicants for Non Personal Information (Information other than that about yourself): Attached is a cheque/cash for $30 to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate. *Please sign the below and forward your application in an envelope clearly marked "FOI".*

Discounts may be available: In certain cases, a reduction in charges may apply. If you consider you are entitled to a reduction, please submit a request with copies of pension card/s or other documents that support your application.

I am requesting a 25% reduction in charges [ ] Yes [ ] No
On the basis that I am financially, disadvantaged and/or the holder of a pension concession card *(Freedom of Information Regulations 1993, reg.3)*

APPLICANT'S SIGNATURE.....Date.....

NOTES

Freedom of Information Applications

Please provide sufficient information to enable the correct document(s) to be identified. In accordance with s 29 of the *Act,* the department may request proof of your identity. If you are seeking access to a document(s) on behalf of another person, the department will require written authorisation from that person, confirming that this is the case. Your application will be dealt with as soon as possible after it is received, but in any case within the time specified in the *Act.*

Forms of Access

You may request access to documents by requesting a copy of documents, by inspection, or by requesting a copy of an audio or video tape, computer media, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of document from which words can be reproduced in written form.

Where the department is unable to grant access in the form requested, access may be given in a different form.

Lodgement of Applications

Applications addressed to the Freedom of Information Coordinator may be lodged by:

Email: foi@jtsi.wa.gov.au
Mail: Department of Jobs, Tourism, Science and Innovation,
Level 11, 1 William Street, Perth Western Australia 6000

Further Information

Contact the Freedom of Information Coordinator
Department of Jobs, Tourism, Science and Innovation
+61 8 6277 3000

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

Copies available on request at:
Department of Jobs, Tourism, Science and Innovation
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