



Department of Energy, Mines,
Industry Regulation and Safety

Information Statement 2024–25

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Acknowledgement of Country

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) respectfully acknowledges Aboriginal peoples as being the traditional custodians of Western Australia. We acknowledge the enduring connection Aboriginal people continue to share with the land, sea and sky through both their ancestral ties and custodianship to Country. We pay our respect to Elders both past and present, and acknowledge the value brought to our department through the collective contribution of Aboriginal and Torres Strait Islander peoples across Western Australia.

1. Introduction

This Information Statement has been prepared in accordance with Part 5, sections 96 and 97 of the *Freedom of Information Act 1992* (FOI Act).

The Western Australian FOI Act gives the public the right to access government documents, subject to some limitations. Documents accessible under the FOI Act may include written material, plans and drawings, photographs, recordings, films, and/or information stored in digitised formats.

The FOI Act also allows for an applicant to seek correction to their personal information if they feel it is inaccurate, incomplete, out-of-date or misleading (refer to section 7.1.2 for more details).

We aim to make the material you request available as quickly and as cost effective as possible.

You are encouraged to contact us before submitting your application. The FOI team can advise if the information you are seeking requires an FOI application.

2. Who we are – our structure and function

We play a unique role in providing for a safe, fair and prosperous future for Western Australia (WA). Whether it is enabling the next big discovery in the mining sector, protecting workers' health and safety, transforming energy supply and emissions, or rolling out new technology to provide better customer service, we are committed to delivering for the benefit of WA and future generations.

Our operations are consolidated under five Groups to deliver efficient and effective services to our stakeholders. The Groups include:

1. Corporate Services and Labour Relations
2. Energy Policy WA
3. Industry Regulation and Consumer Protection
4. Resource and Environmental Regulation
5. WorkSafe

Refer to Appendix 1 to view our organisational structure.

Our [website](#) includes details of our main service areas and their functions, including details about the documents we hold and our online systems.

We operate in both regional and metropolitan locations across the State. Refer to our website links below for contact details:

- [FOI contact details](#)
- [Metropolitan offices](#)
- [Regional offices](#)

3. Our strategic direction – Strategic Plan – Towards 2029

Over the next decade, WA will focus on climate change action and transforming the State's energy sector, underpinned by our delivery of energy policy. While the demand for our natural resources is predicted to remain strong, sustainable development is a key priority, as new industries and technologies emerge as a result of the energy transition. As the agency responsible for regulating the majority of Western Australian businesses, we oversee and enforce the legislation that keeps people safe and enables industry to adapt to change and thrive.

Leading through and embracing change is our approach to identifying and responding to the current and future challenges facing WA. We have a major role to play in providing the public and industry with the confidence so they can prosper. By prioritising tech-enabled solutions we can work to deliver seamless digital services to meet the rapidly evolving needs of our people and stakeholders. We build trust and work collaboratively by actively listening, being transparent about decision making and working together not only across DEMIRS but also across the public sector. We educate and provide consumers and the public with information to protect themselves against the challenges of the modern world. By advancing modern regulation we can help WA take full advantage of the opportunities of the decades ahead.

A copy of our Strategic Plan can be viewed [here](#).

4. Legislation

Our department was established under the *Public Sector Management Act 1994* on 1 July 2017.

We assist the Ministers for Mines and Petroleum, Energy, Industrial Relations and Commerce in administration of the Acts outlined in Appendix 2.

5. Public participation in the formulation of policy and performance

Our corporate values of ethical, fair, transparent, responsive, respectful and forward thinking underpin everything that we do. As experts in their field, our people are passionate about the work they do. We are committed to working collaboratively across DEMIRS and the broader public sector - building strong partnerships with our stakeholders - leading to shared decision making and genuine engagement. Our engagement principles include being inclusive, relevant and responsive.

Our stakeholders have the opportunity to engage in our open consultations made available on our website (refer to links below), participate in our customer surveys, and provide feedback through completing our [feedback form](#).

Public consultations available on divisional web pages:

- [Building and Energy](#)
- [Consumer Protection](#)
- [Energy Policy WA](#)
- [Labour Relations](#)
- [Resource and Environmental Regulation](#)
- [WorkSafe](#)

6. Accessing information

We collect, manage and hold a wide variety of hard copy and electronic information and documents. This includes (but is not limited to) internal and external correspondence; information and documents related to legislation, policy and practice; projects we manage; management plans; reports; maps; and licenses, grants and contracts we administer.

Wherever possible, we aim to make information available outside the FOI process, however, where information is not routinely available, you have the right to seek the information through submitting a FOI application (refer to section 7 for details about the FOI application process).

All of our published documents available for viewing can be found under '[Publications](#)' on our website. Documents such as manuals, booklets, codes of practice, factsheets, forms, guidelines, magazines, policies, presentations, reports, statistics, and templates can be accessed. Additionally, a variety of our datasets are publicly available on data.wa.gov.au

Details of our online systems and their content can be found on our [website](#) and accessed under the specific service area.

6.1 Libraries

Information is available through our three libraries (includes two drillcore libraries) which are accessible to the public as outlined below.

6.1.1 Library – Geology and Mineral and Petroleum Resources

The [Mineral House Library](#) specialises in the collection of resources and provision of information services relating to the geology, mineral and petroleum resources of WA.

The library contains material in the subject areas of geology, minerals and petroleum, mining, energy (including gas and geothermal), explosives and dangerous goods. Access to a range of online resources is also available including GeoScienceWorld, GeoRef and online geoscience journals.

The library is open to the public. Publications may be accessed on site but are not available for direct loan to customers.

6.1.2 Drillcore libraries

Our [core libraries](#) located in Carlisle and Kalgoorlie are used to display and archive drillcore to assist subsequent exploration activity and are administered by the Geological Survey of Western Australia. Members of the public are welcome to inspect drillcore and can make a booking by contacting the relevant core library.

7. FOI application process

You may submit a formal FOI application for documents held by us which are not publicly available. You can access our FOI application forms by clicking [here](#).

Applications can be lodged online (using our online form) or you can download and print an application, complete, and lodge, including any relevant attachments and applicable application fee as follows:

By post	FOI Coordinator Department of Energy, Mines, Industry Regulation and Safety Locked Bag 100 East Perth WA 6892	
In person	Department of Energy, Mines, Industry Regulation and Safety 100 Plain Street East Perth WA 6004	Department of Energy, Mines, Industry Regulation and Safety Mason Bird Building, 303 Sevenoaks Street Cannington WA 6107

Applications will be acknowledged upon receipt.

7.1 Application type

When completing an application you will be asked to identify if the type of information being requested is non-personal or personal.

Non-personal information - A request seeking access to information about persons other than the applicant (client), is deemed a request for *non-personal information*, although personal information about the applicant (client) may also be included. An application fee applies.

Note: Information about others than the applicant (client) may be exempt from disclosure.

Personal information - A *personal information* request is applicable if seeking access to, or the correction of, the applicant's (client's) personal information. An application fee does not apply.

All applications must be accompanied with one of following proof of identity documents for the applicant (client):

- Driver's Licence or Photo Card;
- Aged Pensioner Concession Card;
- Passport; or
- Birth Certificate (and Marriage Certificate if name has changed).

If proof of identity is not provided, we will not be able to proceed with the application (in accordance with s.29 of the FOI Act).

7.1.1 Non-personal information – application requirements

Your application must:

- be submitted using our online form or you can lodge a completed written application form;
- include a current postal address in Australia;
- include a signed and dated statement of authority if you are applying for information on behalf of a client;
- contain enough information so that we can identify the documents you are requesting;
- be as clear and concise as possible (this will assist in processing your application as soon as possible); and
- be accompanied by the application fee.

7.1.2 Personal information – application requirements

You may request access to documents that contain your personal information which are held by us. You may also make a request for the correction of your personal information if the information is inaccurate, incomplete, out of date or misleading.

Your application to access or correct your personal information must:

- be submitted using our online form or you can lodge a completed written application form;
- include a current postal address in Australia;
- include a signed and dated statement of authority if you are applying on behalf of a client;
- give enough details to enable the document that contains the information to be identified;
- give details of what information you believe is inaccurate, incomplete, out of date or misleading;
- give the reasons for holding that belief; and
- give details of the correction you wish to have made.

An application to correct your personal information must state whether the correction is to be made by:

- altering information;
- striking out or deleting information;
- inserting information; or
- inserting a note in relation to information.

7.2 Application fee and charges

Our fee and charges align with the scale of fee and charges set out in the FOI Regulations.

Apart from the application fee for non-personal information all charges are discretionary. The fee and charges are as follows:

Type of Fee	
Personal information application	No fee
Non-personal information - application fee	\$30.00
Type of Charges	
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 charges:	
Employee time for photocopying (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

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For disadvantaged applicants or those issued with a pensioner concession card, any charges payable are reduced by 25 per cent.

Secure online payment can be made by payment card (we accept Visa and Mastercard) using our online application form or when lodging your application in person. When submitting your application via post, cheques and money orders are accepted and should be made payable to the Department of Energy, Mines, Industry Regulation and Safety.

7.3 Notice of decision

7.3.1 Non-personal information application

You will be provided with a notice of decision within 45 days (unless an extension of time is granted) which will include details such as:

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

7.3.2 Personal information application

We will advise you, in writing, of the decision within 45 days of receipt, unless an extension of time is granted.

Decisions regarding amendments to personal information will be provided within 30 days of receipt, unless an extension of time is granted.

7.4 Refusal of access

If you are dissatisfied with a decision made by us, you are entitled to ask for an internal review. The internal review application should be made in writing within 30 calendar days after being given the notice of decision. You will be notified of the outcome of the review within 15 calendar days, unless an extension of time is granted.

If you disagree with the result you can apply to the Information Commissioner for an external review. The external review application should be made within 60 calendar days after being given our written notice of the internal review decision.

If you are requesting external review as a third party or following an application for correction of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.

8. Privacy

We value your privacy. Once submitted, your form is classed as **Official Sensitive** in accordance with the [Western Australian Information Classification Policy](#). Any information you provide will be dealt with in accordance with the FOI Act and our Privacy Policy.

9. Contact us

FOI enquiries should be directed to:

Phone: 9222 3233

Email: FOI@demirs.wa.gov.au

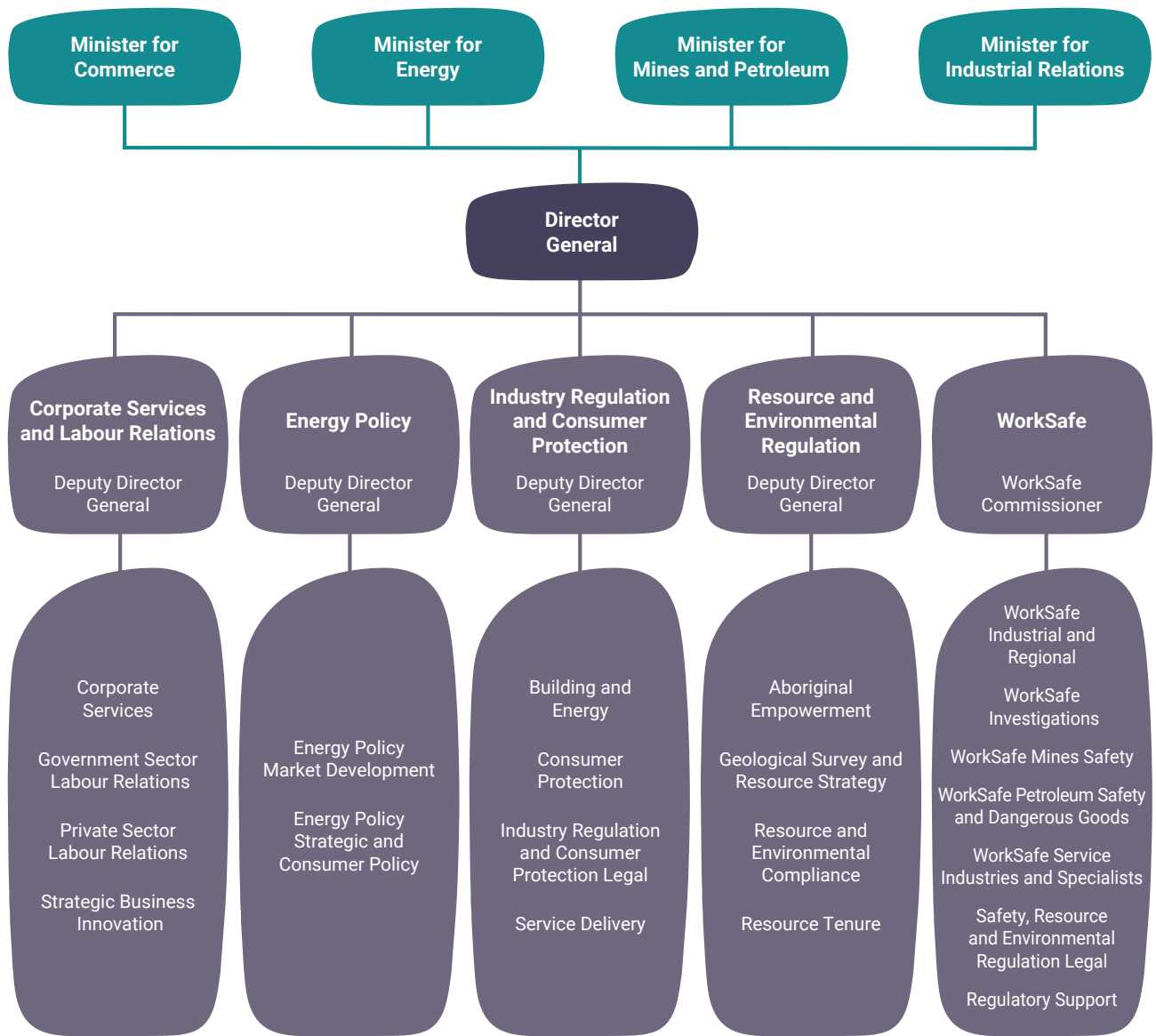
FOI Coordinator

Department of Energy, Mines, Industry Regulation and Safety

Locked Bag 100

East Perth WA 6892

Appendix 1 – DEMIRS organisational structure



Appendix 2 - Administered legislation

We assist the Ministers for Mines and Petroleum; Energy, Industrial Relations and Commerce in administration of the following Acts:

[Architects Act 2004](#)

[Associations Incorporation Act 2015](#)

[Auction Sales Act 1973](#)

[Barrow Island Royalty Trust Account Act 1985](#)

[Barrow Island Royalty Variation Agreement Act 1985](#)

[British Imperial Oil Company, Limited \(Private\) Act 1925](#)

[Building Act 2011](#)

[Building and Construction Industry \(Security of Payment\) Act 2021](#)

[Building Services \(Complaint Resolution and Administration\) Act 2011](#)

[Building Services \(Registration\) Act 2011](#)

[Building Services Levy Act 2011](#)

[Business Names \(Commonwealth Powers\) Act 2012](#)

[Business Names Act 1962](#)

[Charitable Collections Act 1946](#)

[Chattel Securities Act 1987](#)

[Churches of Christ, Scientist, Incorporation Act 1961](#)

[Coal Miners' Welfare Act 1947](#)

[Commercial Tenancy \(Retail Shops\) Agreements Act 1985](#)

[Competition Policy Reform \(Taxing\) Act 1996](#)

[Competition Policy Reform \(Western Australia\) Act 1996](#)

[Conspiracy and Protection of Property Act 1900](#)

[Construction Contracts Act 2004](#)

[Construction Industry Portable Paid Long Service Leave Act 1985](#)

[Co-operatives Act 2009](#)

[Credit \(Administration\) Act 1984](#)

[Credit \(Commonwealth Powers\) Act 2010](#)

[Credit Act 1984](#)

[Dampier to Bunbury Pipeline Act 1997](#)

[Dangerous Goods Safety Act 2004](#)

[Debt Collectors Licensing Act 1964](#)

[Decimal Currency Act 1965](#)

[Disposal of Uncollected Goods Act 1970](#)

[Distress for Rent Abolition Act 1936](#)

[Dividing Fences Act 1961](#)

[Electricity Act 1945](#)

[Electricity Corporations Act 2005](#)

[Electricity Industry Act 2004¹](#)

[Electricity Transmission and Distribution Systems \(Access\) Act 1994](#)

[Employment Agents Act 1976](#)

[Employment Dispute Resolution Act 2008](#)

[Energy Arbitration and Review Act 1998](#)

[Energy Coordination Act 1994](#)

[Energy Corporations \(Transitional and Consequential Provisions\) Act 1994](#)

[Energy Operators \(Powers\) Act 1979](#)

[Energy Safety Act 2006](#)

[Energy Safety Levy Act 2006](#)

[Fair Trading Act 2010](#)

[Finance Brokers Control Act 1975](#)

[Fremantle Buffalo Club \(Incorporated\) Act 1964](#)

[Fuel, Energy and Power Resources Act 1972](#)

[Gas Corporation \(Business Disposal\) Act 1999](#)

[Gas Services Information Act 2012](#)

[Gas Standards Act 1972](#)

[Gas Supply \(Gas Quality Specifications\) Act 2009](#)

[Growers Charge Act 1940](#)

[Hire-Purchase Act 1959](#)

[Home Building Contracts Act 1991](#)

[Industrial Relations Act 1979](#)

[Land Valuers Licensing Act 1978](#)

[Law Reform \(Common Employment\) Act 1951](#)

[Limited Partnership Act 2016](#)

[Long Service Leave Act 1958](#)

[Metric Conversion Act 1972](#)

[Mines Safety and Inspection Act 1994](#)

[Minimum Conditions of Employment Act 1993](#)

[Mining \(Validation and Amendment\) Act 1986](#)

[Mining Act 1978](#)

¹ Except parts 9A and 9B.

[Mining On Private Property Act 1898](#)
[Mining Rehabilitation Fund Act 2012](#)
[Motor Vehicle Dealers Act 1973](#)
[Motor Vehicle Repairers Act 2003](#)
[National Gas Access \(WA\) Act 2009](#)
[New Tax System Price Exploitation Code \(Taxing\) Act 1999](#)
[New Tax System Price Exploitation Code \(Western Australia\) Act 1999](#)
[Occupational Safety and Health \(Validation\) Act 1998²](#)
[Offshore Minerals \(Consequential Amendments\) Act 2003](#)
[Offshore Minerals \(Registration Fees\) Act 2003](#)
[Offshore Minerals Act 2003](#)
[Offshore Petroleum \(Royalty\) Act 2006³](#)
[Offshore Petroleum and Greenhouse Gas Storage Act 2006⁴](#)
[Personal Property Securities \(Commonwealth Laws\) Act 2011](#)
[Petroleum \(Submerged Lands\) Act 1982](#)
[Petroleum \(Submerged Lands\) Registration Fees Act 1982](#)
[Petroleum Act 1936](#)
[Petroleum and Geothermal Energy Resources \(Registration Fees\) Act 1967](#)
[Petroleum and Geothermal Energy Resources Act 1967](#)
[Petroleum and Geothermal Energy Safety Levies Act 2011](#)
[Petroleum Pipelines Act 1969](#)
[Petroleum Products Pricing Act 1983](#)
[Petroleum Retailers Rights and Liabilities Act 1982](#)
[Petroleum Titles \(Browse Basin\) Act 2014](#)
[Plumbers Licensing Act 1995](#)
[Public and Bank Holidays Act 1972](#)
[Real Estate and Business Agents Act 1978](#)
[Residential Parks \(Long-Stay Tenants\) Act 2006](#)
[Residential Tenancies Act 1987](#)
[Retail Trading Hours Act 1987](#)
[Retirement Villages Act 1992](#)
[Safety Levies Amendment Act 2020](#)
[Sale of Goods \(Vienna Convention\) Act 1986](#)
[Sale of Goods Act 1895](#)
[Settlement Agents Act 1981](#)
[Street Collections \(Regulation\) Act 1940](#)
[Ticket Scalping Act 2021](#)
[Transfer of Incorporation \(HBF and HIF\) Act 2009](#)
[Work Health and Safety Act 2020](#)

2 An Act to validate certain acts, matters or things done or purported to be done under the *Occupational Safety and Health Act 1984* and to amend that Act. The *Occupational Safety and Health Act 1984* was repealed on 31 March 2022.

3 Administered on behalf of the Commonwealth.

4 Administered on behalf of the Commonwealth.

Government of Western Australia

**Department of Energy, Mines, Industry Regulation
and Safety**

8.30am – 4.30pm

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