



Department of
**Local Government, Sport
and Cultural Industries**



Information Statement

Department of Local Government Sport and Cultural Industries (DLGSC)

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Acknowledgement of country and peoples

DLGSC acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

This document is available in alternative formats on request.

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Introduction

Where possible, the Department of Local Government, Sport and Cultural Industries (DLGSC), aims to make information available to the public promptly and at the least possible cost.

The *Freedom of Information Act 1992 (WA)* (FOI Act) provides persons with the right to apply for information held by DLGSC and enables the public to ensure their personal information in DLGSC's records is accurate, complete, up-to-date and not misleading. DLGSC may also provide information to the public outside the FOI process.

This document contains information about DLGSC's operations, the kinds of documents it holds and the procedures for accessing them, including how to make a freedom of information (FOI) application.

About DLGSC

Our vision

Our vision is to see Western Australia celebrated as the best place to live in Australia. To achieve this vision, we work with businesses, industry associations and bodies, community groups and organisations, local governments, and other government agencies. At the heart of our work are Western Australia's:

- arts, culture and creative industries
- sport and recreation industries
- racing, gaming and liquor-related industry sectors
- local government sector
- culturally and linguistically diverse communities, groups and organisations
- major arts, culture, creative industry, sporting and recreation infrastructure projects.

We also support the people of Western Australia, including Aboriginal and Torres Strait Islander people, to connect to their culture and history, through Aboriginal History Western Australia and the State Records Office. We are working in partnership with Aboriginal people to develop an Aboriginal Cultural Centre for Western Australia.

DLGSC also provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians.

To find out more visit:

- [Local government](#)
- [Racing, gaming and liquor](#)
- [Sport and recreation](#)
- [Culture and the arts](#)
- [Aboriginal history](#)

- Multicultural interests

Our purpose

To foster a cohesive, prosperous, healthy and vibrant Western Australian community.

Achieving this purpose is fundamental to:

- Western Australia's economic development and diversification
- assuring jobs and opportunities for our children and young people into the future
- maintaining and strengthening the physical and mental health and wellbeing of all community members
- promoting participation and trust in our government, at all levels, and its institutions.

Our mission

Our mission is to lead the public sector in community focused delivery. This includes:

- directly delivering major State arts and culture, and sporting and recreation events and activities, as well as supporting other organisations to do so
- directly managing 4 recreation camps in the Perth metropolitan area and one in the Great Southern region
- planning, developing and maintaining the facilities and infrastructure for these events and activities, including some of the State's major arts and culture and sport and recreation infrastructure
- regulating racing, gaming, and liquor consumption, to support industry and minimise harm
- supporting and regulating local governments, which are central to the effective functioning of the community at the local and neighbourhood level
- administering programs, grants and agreements, which support individuals and families directly, as well as through industry associations and bodies, organisations and community groups
- administering the Western Australian Multicultural Policy Framework to assist the public sector in ensuring that policies, programs and services are equitable and inclusive
- providing advice to the State Government in all these areas of operation
- providing services to the Indian Ocean Territories under arrangements with the Commonwealth Government.

Responsible ministers

As at the date of publication, DLGSC is responsible to the following ministers:

- Hon David Templeman MLA Dip Tchg BEd, Minister for Culture and the Arts; Sport and Recreation; International Education; Heritage
- Dr Tony Buti BPE (Hons) DipEd MIR LLS (Hons) DPhil MLA, Minister for Education; Aboriginal Affairs; Citizenship and Multicultural Interests
- Hon Paul Papalia CSC MLA, Minister for Police; Corrective Services; Racing and Gaming; Defence Industry; Veterans Issues

- Hon Hannah Beazley BA MLA, Minister for Local Government; Youth; Minister Assisting the Minister for Training and Workforce Development.

Statutory authorities supported

DLGSC supports a range of statutory authorities and other entities in the delivery of local government, culture and arts, and sport and recreational services to the community. A list of all the statutory authorities supported by DLGSC is contained in the [DLGSC Annual Report](#).

DLGSC provides FOI services and/or support to the following bodies:

- Office of Multicultural Interests
- The Board of the Art Gallery of Western Australia
- The Library Board of Western Australia
- Arts and Culture Trust
- Perth Theatre Trust
- The Western Australian Museum
- State Library of Western Australia
- State Records Commission
- State Records Office
- Swan Bells Foundation Inc.
- Gaming and Waging Commission
- Gaming Community Trust
- Problem Gambling Support Services Committee
- Racing Penalties Appeals Tribunal
- Local Government Advisory Board
- Local Government Grants Commission
- Control of Vehicles (Off-road Areas) Act Advisory Committee
- Combat Sports Commission
- Liquor Commission
- Local Government Standards Panel.

Administered legislation

DLGSC assists the relevant minister to administer the following legislation:

- *Art Gallery Act 1959*
- *Arts and Culture Trust Act 2021*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *City of Perth Act 2016*
- *Combat Sports Act 1987*
- *Control of Vehicles (Off-road Areas) Act 1978*
- *Dog Act 1976*
- *Gaming and Betting (Contracts and Securities) Act 1985*
- *Library Board of Western Australia Act 1951*
- *Liquor Control Act 1988*

- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Major Events (Aerial Advertising) Act 2009*
- *Museum Act 1969*
- *Racing and Wagering Western Australia Act 2003*
- *Racing Bets Levy Act 2009*
- *Racing Penalties (Appeals) Act 1990*
- *Racing Restriction Act 2003*
- *South Fremantle Oil Installations Pipeline Act 1948*
- *Sports Drug Testing Act 2001*
- *State Records Act 2000*
- *Sunset Reserve Transformation Act 2014*
- *The Western Australian Turf Club Act 1892*
- *Western Australian Trotting Association Act 1946*
- *Western Australian Greyhound Racing Association Act 1981*
- *Western Australian Turf Club (Property) Act 1944.*

DLGSC also supports the following statutory authorities to assist the relevant minister to administer the following legislation:

- The Gaming and Wagering Commission of Western Australia:
 - *Betting Control Act 1954*
 - *Casino (Burswood Island) Agreement Act 1985*
 - *Casino Control Act 1954*
 - *Gaming and Wagering Commission (Continuing Lotteries Levy) Act 2000*
 - *Gaming and Wagering Commission Act 1987*
 - *TAB (Disposal) Act 2019* (Except parts 1 to 5, other than section 27, which are administered by the Treasurer principally assisted by the Department of Treasury)
- The Library Board of Western Australia:
 - *Legal Deposit Act 2012*
- The Metropolitan Cemeteries Board:
 - *Cemeteries Act 1986*
- The Western Australian Local Government Grants Commission:
 - *Local Government Grants Act 1978*
- The Western Australian Museum:
 - *Maritime Archaeology Act 1973*

Structure and functions

Business areas

Aboriginal History WA

The Aboriginal History WA (AHWA) unit manages government records created by previous agencies responsible for Aboriginal affairs in Western Australia. Using these records, AHWA undertakes expert archival and genealogical research. AHWA provides comprehensive

responses to Aboriginal people seeking historical family information through the family history application process. AHWA also responds to requests for information from the National Redress Scheme, Registry of Births, Deaths and Marriages, the Public Trustee, and native title applicants. In addition, AHWA undertakes strategic projects to increase understanding of the shared history of Western Australia and contribute to reconciliation.

AHWA focuses on addressing key recommendations of the *Bringing Them Home Report 1997* that relate to the provision of Aboriginal family history information, reunion, information dissemination and access to State records. AHWA's role aligns with key elements of the Western Australian Aboriginal Empowerment Strategy and the *Closing the Gap Agreement 2020*, and is focussed on consultation with Aboriginal people, strong accountability, and culturally secure ways of working.

Culture and the Arts

DLGSC's Culture and the Arts division supports the delivery of arts and culture activities through strong evidence-based policy, research, advice, advocacy, and funding across Western Australia to achieve State Government outcomes. The division develops and implements research and industry projects to strengthen the policy basis of its programs and services.

Working with a range of stakeholders and partners, the division provides information and opportunities to foster growth, connections, and access to industry intelligence. This includes statistics on culture and the arts funding, employment, attendance and participation, and Western Australia's values and attitudes towards culture and the arts.

The division funds a cohort of non-government arts organisations which assist those organisations to generate additional income through sponsorship, box office sales and from other agencies to support their annual program of activities. The division also provides project funding so artists and creatives can undertake a broad range of projects and activities across multiple art forms. Investment in arts and culture is essential to ensure Western Australians have ongoing access to arts and culture activities and experiences.

Local Government

DLGSC administers the *Local Government Act 1995 (WA)* (LG Act), which establishes the system of local government in Western Australia, and partners with local government to deliver good governance to the community. DLGSC also administers a range of other legislation impacting on local governments and the community including with respect to dogs, cats, and cemeteries; and processes statutory applications relating to those matters.

By monitoring, promoting, and enforcing compliance with the LG Act, the local government business area assists the sector to improve the capacity and accountability of 139 local governments to respond to community demands and expectations. Using a risk-based approach to identify those needing targeted intervention and assistance, this supports local governments to fulfil their statutory obligations.

DLGSC's Local Government division also develops and implements legislative reform initiatives with the aim of optimising the delivery of local government services to the community in alignment with government strategic priorities. This includes extensive engagement with stakeholders, as well as research and analysis to identify reform opportunities. The division also provides advice, support and expertise to facilitate the adoption of reforms by the local government sector.

DLGSC works across government to support engagement with local government. This ensures local government is considered in whole-of-government policy development and represented in key government reform initiatives.

Office of Multicultural Interests

The Office of Multicultural Interests' (OMI) key role is to advise the Minister on the development of State Government policies and programs to achieve the full potential of multiculturalism.

OMI develops strategies that include everyone (culturally diverse communities, the wider community, business and industry groups, government and non-government agencies) to help develop a society that values and maximises the benefits of its cultural diversity. The OMI strategies help organisations to develop policies, programs and services that are accessible and responsive to the needs of a diverse community.

OMI provides information, advice, funding, training and support to communities and community organisations to help build strong communities that maintain and share their diverse cultures and participate actively in all aspects of Western Australian life.

OMI also works with public sector agencies to support implementation of the Western Australian Multicultural Policy Framework.

OMI is not responsible for citizenship, visa or immigration matters.

Racing, Gaming and Liquor

DLGSC's Racing, Gaming and Liquor (RGL) division is responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians. Under the *Liquor Control Act 1988* (LC Act), DLGSC is tasked with regulating the sale, supply and consumption of alcohol; and the proper development of the liquor, tourism and hospitality industries; while also minimising harm caused to people through the use of liquor.

RGL is engaged in a range of activities and services across the WA community. These vary from licensing, inspection and auditing of liquor and gambling industries, overarching policy expertise and legislation, and programs designed to raise awareness of the risks associated with excesses in these activities. In accordance with the *Gaming and Wagering Commission Act 1987* (GWC Act), DLGSC assists the Gaming and Wagering Commission (GWC) in carrying out its functions. Additionally, the RGL division provides executive support for the

administration of the GWC, Liquor Commission, Racing and Penalties Appeal Tribunal, Gaming Community Trust and the Problem Gambling Support Services Committee (PGSSC).

PGSSC is chaired and supported by DLGSC. It supports research, education and awareness, and free counselling support for people affected by gambling harm. This includes a 24/7 Problem Gambling Helpline, Gambling Help WA (face-to-face counselling), Gambling Help Online, and an annual gambling harm awareness week.

DLGSC also undertakes inspection and audit activities on behalf of the GWC to regulate the lawful conduct of gambling activities permitted under the GWC Act, the *Betting Control Act 1954*, the *Casino Control Act 1984* and the *Racing and Wagering Western Australia Act 2003*. The key activities in relation to the GWC include audits, inspections and investigations; policy advice and research; and delivering amendments to directions, procedure manuals and rules for authorised games or rules of racing.

Under s 175 of the *LC Act* the Governor, on the recommendation of the Minister, may declare an area of the State to be alcohol restricted (commonly referred to as ‘dry communities’) and prohibit the possession and consumption of liquor within the declared area. The RGL division obtains Ministerial approval in respect of such declarations on behalf of Aboriginal communities seeking to reduce alcohol-related harm, improve cultural participation and the social and emotional wellbeing of the community.

In the statutory role of Director of Liquor Licensing (DLL), the Director General of DLGSC is charged with administering the *LC Act*. Section 64 of the *LC Act* provides the DLL with the ability to impose conditions considered to be in the public interest or to reduce harm and negative social impacts on WA communities arising from excessive alcohol consumption.

DLGSC also provides legislative, regulatory and other policy advice on WA’s position on gambling policy and harm minimisation activities. This includes participating in interjurisdictional meetings, research and working groups to ensure nationally consistent policy and regulatory changes are applied in WA.

The State Government is party to the National Consumer Protection Framework for Online Wagering (NCPF), a harm minimisation framework co-developed by the Australian Government to provide nationally consistent measures to minimise gambling harm related to online wagering activity. DLGSC participates in the Implementation Governance Committee and associated working parties.

Sport and Recreation

DLGSC’s Sport and Recreation division promotes participation and achievement in sport and recreation to support a healthy lifestyle for all Western Australians through physical activity. DLGSC works with the industry to support athletes and teams to achieve at all levels, including local, national, and international competitions. DLGSC administers grants to support participation, high performance, capacity building and integrity initiatives for the

sport and recreation community all over WA, including from the Sports Lotteries Account, Sports Wagering Account and the DLGSC Consolidated Fund.

The division provides strategic leadership and support for the sport and recreation industry across Western Australia, through the provision of funding and advice to state sporting associations, community organisations and local governments. It proactively engages with the industry to determine and implement strategic responses to current and emerging issues and to review DLGSC programs and services. The division works with the industry to support athletes and teams to achieve at all levels, including local, national, and international competitions.

DLGSC also provides the WA community with quality, affordable outdoor active recreation opportunities through access to a sustainable camp network.

Infrastructure

DLGSC's Infrastructure division works with cultural organisations, sports associations and local governments to lead the planning, delivery and maintenance of facilities that provide the built assets Western Australians need to be vibrant, inclusive and resilient.

It provides leadership to promote and guide infrastructure planning and develop sound policy based on the key principles of facility provision. It manages and maintains key civic infrastructure across the sport and recreation, and culture and the arts portfolios and provides client agency services for the planning and delivery of major state sport and cultural infrastructure projects in line with the Department of Treasury's Strategic Asset Management Framework.

The business area also delivers the Community Sporting and Recreation Facilities Fund, State Sporting Infrastructure Fund and infrastructure related election commitments.

It provides strategic policy, leadership, and funding support on civic infrastructure planning and delivery across local government.

State Records Office

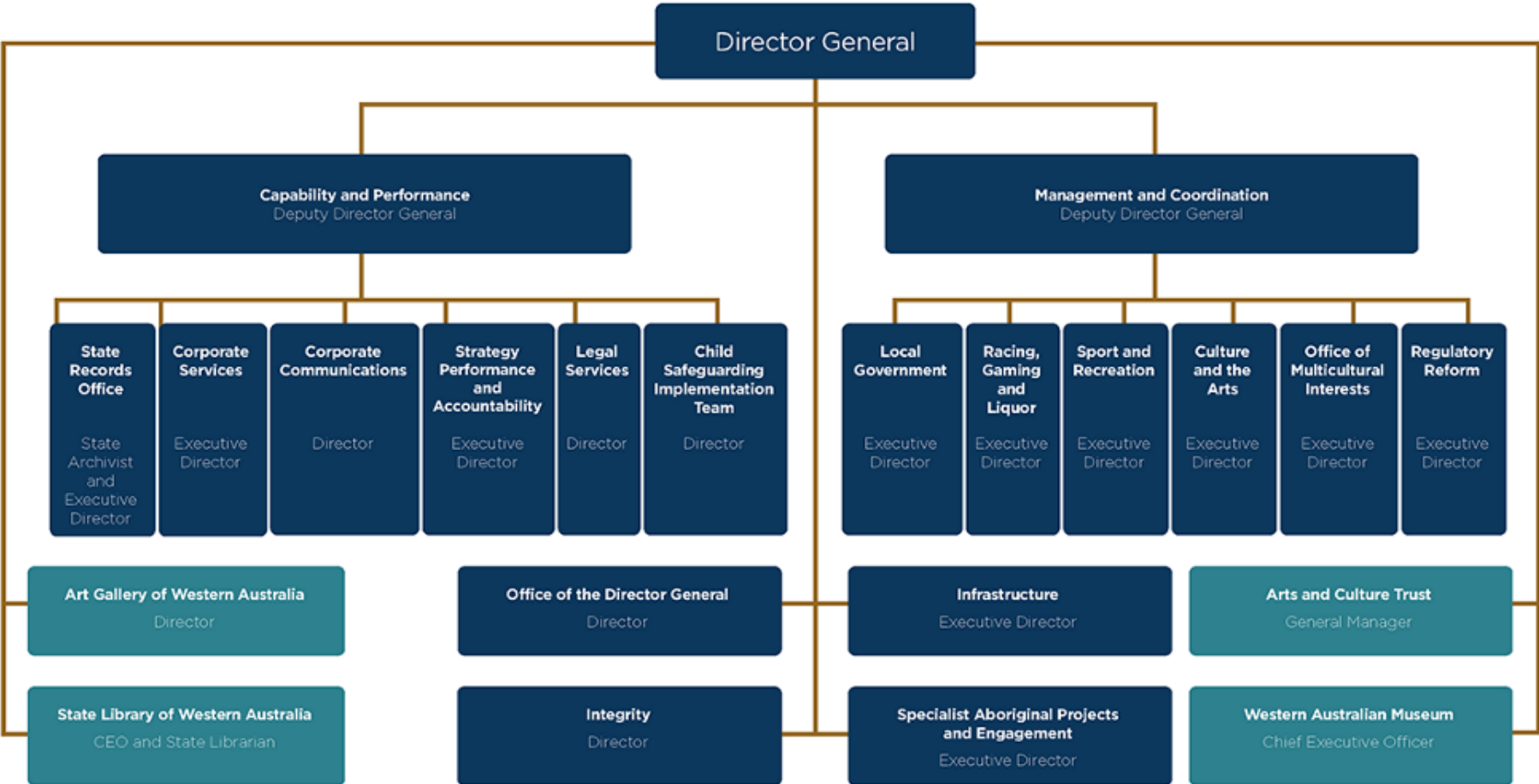
The State Records Office (SRO) is the custodian of the state archives collection — the largest and most significant archival collection in Western Australia. State archives are the significant records of government business which have ongoing evidential and cultural value.

The SRO also supports the State Records Commission (Commission) in administering regulation of the management of records of information across Western Australian public sector according to the requirements of the *State Records Act 2000* (SR Act). The Commission's functions include approving Record Keeping Plans for government organisations and the legal disposal of government records.

Under the SR Act, the Commission is required to establish principles and standards for the governance of record keeping by State organisations and provides guidelines to assist the

compilation of Record Keeping Plans. These plans are required by every government organisation covered by the SR Act. They contain information about record keeping processes, documentation and systems, planned or in place — including provisions for the retention periods and ultimate disposal actions for the records created and maintained by the organisation.

DLGSC organisational structure



Public participation

DLGSC undertakes continuous improvement practices including public consultation on matters of policy and performance to ensure its services meet community and individual needs. Members of the public can generally participate in the formulation of policy through submissions and feedback to DLGSC or the relevant Minister.

The following is a list of opportunities for public participation in the performance of DLGSC's functions:

- Responding to publications and consultations papers published on the DLGSC website from time to time.
- Lodging suggestions through DLGSC's feedback and suggestion webpage.
- Appearing as a party to proceedings before the Director of Liquor Licensing, Liquor Commission, Racing Penalties Appeal Tribunal or the GWC, where required.
- During consultation processes relating to liquor control matters such as proposed liquor restrictions and liquor licences.

Documents held by DLGSC

Documents held by DLGSC may be recorded in any of the following forms: paper-based records such as memos, correspondence, maps, plans, or photos; sound records; image-based records such as films, video tapes, or optical discs; and digital records such as digital files, computer tapes. DLGSC also produces an extensive range of publications including fact sheets and guidance material, most of which is available through DLGSC's website.

The public are encouraged to contact DLGSC to seek information about any document that it might hold and whether they are available for inspection, purchase or can be obtained free of charge.

Types of documents which can be obtained free of charge

The transition from hard copy documents to electronic records has seen a shift in the way that documents are stored and made available to the public. Where hard copy documents may have previously been made available in select locations or obtained upon request, many publicly available documents are now obtained free of charge via DLGSC's website. The types of documents listed below are examples (not an exhaustive list) of documents which can be obtained free of charge.

Overarching documents pertaining to DLGSC and its divisions include:

- news stories, media releases and community updates
- annual reports

- publications (for example, significant issues impacting DLGSC)
- research and grant funding application processes and forms
- policy documents
- code of conduct
- access and inclusion plan
- integrity frameworks
- strategic plans and frameworks
- public interest disclosure – policy and procedure, lodgement form
- Regional Community Grant application processes and application forms
- employment guidelines (for example, long service leave)
- research projects
- key priority areas
- newsletters and communication updates.

Local Government documents

- notices issued to local governments
- inquiry reports into local governments
- information about councils and local governments across WA
- factsheets for the public (for example, camping outside of caravan parks, council elections)
- introduction documents for prospective council candidates
- responsible dog/cat ownership legislation and updates (sign up to receive updates on legislation)
- off-road vehicle maps
- application documents for burials outside of a proclaimed cemetery.

Sport and Recreation documents

- event updates and registration documents
- initiatives and programs
- resources and guidelines for starting a new club
- club assessment documents and tools
- club management and governance — training and workshop videos
- recreation camp booking details and pricing information
- recreation camp event promotion and document
- lists of state sport and recreation associations.

Culture and the Arts documents

- research information sourced from various surveys
- professional development programs
- developmental projects, funding application forms and fact sheets
- cultural infrastructure investment guidelines
- West Australian Cultural Infrastructure Map
- discussion papers (for example, 10 year vision for Culture and Arts in Western Australia)
- Aboriginal Culture Centre projects and strategies

- historical publications
- Aboriginal family history research application (and related) forms.

Office of Multicultural Interests

- lists of multicultural community associations and services directory
- registration forms for Diverse WA training modules.

Racing, Gaming and Liquor documents

- overarching documents about liquor license applications, permits, conditions and relevant fees and charges
- renewing liquor licences
- copies of current, advertised liquor applications.
- submission forms (for example, objections)
- liquor licensing — public interest assessment process/workflows
- Liquor Commission decisions
- penalty and enforcement costs imposed by the Liquor Commission
- Liquor Commission related appeal and application forms
- complete list and map of liquor restrictions (*Liquor Control Act 1988*)
- gaming and casino licence applications
- gaming financial return guidelines and forms
- racing and bookmaking licensing fees and charges
- racing requirements for betting operators
- lodgement guides for betting.

State Records Office documents

- documents related to the functions of the State Records Office and State Record Commission as required under the *State Records Act 2000*
- see wa.gov.au for further information (search State Records Office and State Record Commission).

Types of documents available for inspection under written law (other than the FOI Act) or by payment of fee or upon application

In some cases, individuals may be able to access certain documents, which are not publicly available, either by inspection or by applying (and paying a fee) for information pertaining to themselves under certain schemes, legislation or department policy.

Examples include:

- access by employees to employment records (*Industrial Relations Act 1979* s. 49E)
- accessing records by application under the National Redress Scheme
- access to Aboriginal personal and family history files, personal history cards and pension recipient profile cards

- specific groups or committees may be able to access departmental managed records related to their group functions (for example, licensees, committee groups etc.)

Where documents are not publicly available, enquiries may be forwarded to the FOI team or directly to the relevant department division.

Additional information/documents may only be available upon payment of a fee. For example, 'Search and Supply fees' are applicable to a number of liquor licensing searches and the provision of associated documents/print outs. A list of these, and other, fees are published on the DLGSC website and amended from time to time. At the time of publication, the documents detailed below are available upon application to Racing, Gaming and Liquor (contact details provided via webpage above):

Racing, Gaming and Liquor — Search and supply fees (no GST applicable)

Address labels for licensed premises	\$159.50
Advertising Banner "Liquor Control Act – Notice of Application"	\$29.50
Copy of a decision of the Commission or Director for each	\$29.50
Copy of a decision of the Commission or Director additional fee for certification	\$29.50
Copy of documentation, other than already prescribed, per page	\$4.00
Copy of plan (requires licensee's consent) for each sheet (up to a maximum of \$236.00)	\$29.50
Copy of plan (requires licensee's consent) certified (for each sheet)	\$44.00
Database printout of record of general licence details	\$43.00
Duplicate licence (requires licensee's consent) for each	\$39.00
Certified licence/permit for each	\$58.00
Full search of a licence record (requires licensee's consent and will incur additional fees for copies of documents as listed above)	\$57.00
List of licensed premises or owners of licensed premises (hardcopy)	\$92.00
List of licensed premises or owners of licensed premises (electronic format)	\$65.00
Search of postcodes (1 to 10)	\$44.00
Search of postcodes (more than 10)	\$98.00

Other documents or information which may be available for a fee may be published on the website and updated from time to time.

Internal manuals

DLGSC produces several internal manuals to assist staff with the performance of DLGSC functions. Internal manuals include documents containing rules and guidelines. The primary purpose of the manuals is to provide advice to DLGSC staff in the exercise of their duties and to be an ongoing guide, reviewed and amended as required.

DLGSC internal manuals describe how DLGSC staff implement and administer functions and activities and assist our staff with interpreting statutory requirements and performance of functions that affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.

In accordance with section 97 of the FOI Act, DLGSC internal manuals are available for inspection and purchase on request.

Requests to inspect or purchase DLGSC's internal manuals can be made:

- by post and addressed to:
FOI Coordinator
Department of Local Government, Sport and Cultural Industries
PO Box 8349
Perth Business Centre WA 6849
- by email to foi@dlgsc.wa.gov.au

Enquiries about DLGSC's internal manuals should be addressed to the FOI Coordinator and sent by post to the PO Box address listed above.

Freedom of information

The FOI Act gives every person a general right to access DLGSC's documents, subject to some limitations.

Under the FOI Act, individuals also have the right to apply for the amendment of their personal information held by DLGSC if that information is inaccurate, incomplete, out of date or misleading.

Applications on behalf of other persons

Applications may be made on behalf of other persons generally. Such applications will require authorisation in writing from the other person.

How to lodge a FOI application

Under section 12 of the FOI Act, applications for access to documents must:

- be in writing
- give enough information to enable the requested documents to be identified
- give an Australian address to which notices can be sent
- be lodged at DLGSC with any application fee payable.

The [DLGSC FOI application form](#) is available on our website.

FOI applications can also be lodged:

- in person at DLGSC's office:
246 Vincent Street
Leederville WA 6007
- by post and addressed to:
FOI Coordinator,
Department of Local Government, Sport and Cultural Industries
PO Box 8349
Perth Business Centre WA 6849
- by email to foi@dlgsc.wa.gov.au

In order for FOI applications to be efficiently processed, applicants should identify as clearly as possible the documents they wish to access, and the form of access required (for example, whether copies of documents are sufficient or it is necessary to inspect original documents).

Valid applications will be acknowledged in writing.

FOI fees and charges

A scale of FOI fees and charges is contained in the *Freedom of Information Regulations 1993* (WA) and set out below. Apart from the application fee for non-personal information (being information that is not personal information about the applicant), all charges are discretionary. Where an application fee is payable, applications are invalid unless accompanied by the relevant application fee. The application is taken to have been received on the date the relevant fee has been paid, not the date the application is received (if received on separate dates).

Applicants seeking access to their own personal information are not required to pay an application fee. Personal information is defined in the FOI Act as:

information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- (b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

Application fees (no GST applicable)

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

Charges (no GST applicable)

Charges for processing a FOI application in addition to an application fee are set out below. An estimate of charges will be provided to the applicant if the cost is expected to exceed \$25.00.

Type of charge	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
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	25%

Access arrangements

Access documents can be granted by way of an electronic or physical copy, or inspection.

Notice of decision

DLGSC officers acting under the direction of the Director General make decisions on applications under the FOI Act. The decision maker will either decide to give access to the requested information (or give conditional access) or defer or refuse access.

Except where the parties agree otherwise, DLGSC will notify a FOI applicant of its decision within 45 calendar days of receiving a valid FOI application (including the relevant application fee, where applicable).

A notice of decision will include:

- the date the decision was made
- the name and the designation of the decision maker
- if a document is an exempt document, the reasons for classifying the document as exempt
- if the document contains exempt information which has been deleted from the document to be released, the reasons for classifying the information as exempt and the fact that access is to be provided to an edited copy
- if access to a document is deferred, the reason for the deferral and the period for which access is likely to be deferred
- if the decision is that the applicant is liable to pay a charge to the agency — the amount of the charge and the basis on which the amount was calculated
- information on the right to have the decision reviewed and the procedures to be followed to exercise that right.

Internal and external review

Applicants dissatisfied with the decisionmaker's decision on their FOI application are entitled to seek a review of the decision. This is referred to as an 'internal review'. No fee will be charged for an internal review.

Applications for internal review must be made in writing and lodged with DLGSC within 30 days from receiving a notice of decision. Valid internal review applications will be acknowledged in writing. An application for an internal review will not be dealt with by the person who made the initial decision or by a person who is subordinate to that person.

Except where otherwise agreed by the parties, DLGSC will notify the applicant of the internal review decision within 15 calendar days of receipt of a valid application. An internal review is not available in respect of a decision made by the DLGSC Director General or on a previous internal review.

If an applicant disagrees with the internal review decision or an initial decision made by the DLGSC Director General, the applicant may apply to the Information Commissioner for an external review of the decision. The external review application should be made within 60 calendar days of being given the internal review decision. However, where the external review applicant is a third party or following an application for amendment of personal information, they must lodge their external review application within 30 calendar days of being given the internal review decision.

Details of how to apply for an internal or external review are provided when a notice of decision is issued.

Applications to amend personal information

The FOI Act also provides individuals with a right to apply for amendment of their personal information, or the personal information about a dead person where the applicant is the dead person's closest relative, held by DLGSC if the information is inaccurate, incomplete, out of date or misleading.

Applications to amend personal information must:

- be in writing and made to the FOI Coordinator using the contact details above
- provide sufficient details to enable the document that contains the information to be identified
- provide details of the matters in relation to which the applicant believes the information is inaccurate, incomplete, out of date or misleading
- provide the applicant's reason/s for holding that belief
- provide details of the amendment/s the applicant wishes to have made.

Complaints, compliments and suggestions

Where a person is not satisfied with a decision made under the FOI Act, they may seek a review of that decision in accordance with the process set out in the notice of decision issued under the FOI Act.

If a person has a complaint, compliment or suggestion about DLGSC's FOI services (other than a request for review) they may direct their feedback to the FOI Coordinator by email to foi@dlgsc.wa.gov.au or post to:

Department of Local Government, Sport and Cultural Industries

PO Box 8349

Perth Business Centre WA 6849

If a person has a complaint, compliment or suggestion about DLGSC services which is unrelated to its FOI function, they may provide their feedback via the online form.

The DLGSC Complaint Management Policy sets out how DLGSC manages complaints.