



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Information Statement 2018

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section 97(2)
of the
Freedom of Information Act 1992 (WA)

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1. INTRODUCTION

The Department of Mines, Industry Regulation and Safety (DMIRS) was established on 1 July 2017 as a result of the Government of Western Australia's Machinery of Government changes in the public sector. These changes were aimed at creating collaborative departments focused on whole-of government objectives and delivering services in a more efficient and effective way.

The DMIRS was formed by the merger of the former Department of Mines and Petroleum and the former Department of Commerce (minus the industry promotion and innovation and regional telecommunications functions). The DMIRS' role is to regulate the mining, building and construction industry with an elevated focus on worker safety. Responsibilities also include labour relations and consumer protection.

1.1 PURPOSE

Supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector.

1.2 SERVICES

The services provided by the DMIRS are grouped into three areas as follows:

Resources Advice and Regulation

Ensuring the State's natural resources are developed and managed responsibly through the provision of resources advice and regulatory services to the Western Australian community.

Safety Advice and Regulation

The provision of advice and regulatory services to the Western Australian community in the area of occupational health and safety.

Industry Advice and Regulation

The provision of advice and regulatory services to the Western Australian community in the areas of consumer protection, building and plumbing, electricity and gas, and labour relations.

1.3 HISTORY

Below is a brief history of the former Department of Mines and Petroleum and former Department of Commerce prior to their merger to form the DMIRS.

Department of Mines

The gold rush of the 1890s highlighted the potential of mining to transform the fortunes of the Western Australian colony. The proper management of the colony's mineral resources became a high priority. In 1894 the Mining Branch of the Department of Lands and Surveys was excised to form the Department of Mines. In the same year the Geological Branch also came across to the new department.¹

The Department of Mines had the responsibility of ensuring that the exploration for and development of mineral resources took place equitably, with due care for the environment and worker safety and in the best interests of the community.²

In 1992 the Department of Mines became known as the Department of Minerals and Energy (1992 – 2001), after which it was known as the Department of Mineral and Petroleum Resources (2001 – 2003), Department of Industry and Resources (2003 – 2008) and Department of Mines and Petroleum (2009 to 2017).

Responsibility for mining included a resources safety component, except for the period 2005 – 2009 when this was a responsibility of Department of Consumer and Employment Protection.

In 1993 the Department of Resources Development merged with the former Department of Minerals and Energy, and this arrangement remained in place until a de-merger in 2009 when the Department of State Development (DSD) was formed.

Department of Commerce

The Department of Commerce was established on 1 January 2009 following a restructure of the Department of Industry and Resources and the Department of Consumer and Employment Protection (DOCEP). The Department of Commerce was primarily concerned with consumer protection, labour relations, and regulation of industry through WorkSafe and the Building Commission.

At various times the Department of Commerce also had responsibility for Aboriginal economic development and science and innovation.

For a detailed history of the government agencies covering the functions of the Department of Commerce prior to its establishment, see Appendix 2.

¹ Ken Spillman, *A Rich Endowment – Government and Mining in Western Australia 1899-1994* (University of Western Australia Press, 1993).

² Ibid.

2. ORGANISATIONAL STRUCTURE

DIRECTOR GENERAL (David Smith)						
<i>Group</i>	Service Delivery	Resource and Environmental Regulation	Industry Regulation and Consumer Protection	Safety Regulation	Strategic Business Innovation	Corporate Services
<i>Group Leader</i>	Executive Director	Deputy Director General	Deputy Director General	Deputy Director General	Executive Director	Executive Director
<i>Divisions</i>		Resource Tenure Resource and Environmental Compliance Geoscience and Resource Strategy	Building and Energy Consumer Protection	Labour Relations Public Sector Labour Relations Private Sector Regulatory Support		
<i>Directorates</i>	Investigations Licensing Customer Information Legal Services	Resources Geoscience Mapping	Building Compliance Electricity Compliance Policy, Standards and Engineering Gas and Plumbing Compliance Property Industries Retail and Services Legislation and Policy	WorkSafe Service Industries and Specialists WorkSafe Industrial and Regional Mines Safety Dangerous Goods and Critical Risks	Business Innovation	

3. AGENCY SERVICES

3.1 CORPORATE SERVICES GROUP

Corporate Services supports the department to achieve its strategic and operational objectives. It brings together a range of corporate functions, which work collectively to help the organisation plan and operate by offering specialist advice and effective business systems and controls. The group consists of the Executive and Information Management Services, Financial Accounting, Financial Planning, Human Resources, and Facilities Services Branches.

3.2 INDUSTRY REGULATION AND CONSUMER PROTECTION GROUP

The Industry Regulation and Consumer Protection Group (IRCP) protects the Western Australian community and facilitates growth through effective regulation. The IRCP regulates building, utility, property and motor vehicle industries, and administers legislation to provide a range of commercial and organisational structures for business and community activities. It offers dispute resolution and conciliation services, and provides information, education and advice to underpin prudent, risk-aware decisions. The IRCP also has a comprehensive program of policy development and legislative review to ensure an up-to-date, responsive regulatory regime is in place.

3.3 RESOURCE AND ENVIRONMENTAL REGULATION GROUP

The Resource and Environmental Regulation Group provides regulatory and policy oversight of the resources sector, in all areas apart from worker safety. The group also delivers the department's geoscience functions, reducing risk for explorers and increasing the attractiveness of Western Australia as a destination of choice for resources companies. Responsible for the regulation of one of Western Australia's largest industry sectors, the group plays a critical role in building and strengthening Western Australia's economy, whilst ensuring the State's resources are developed in a sustainable and responsible manner.

3.4 SAFETY REGULATION GROUP

The Safety Regulation Group provides regulatory and policy oversight of workers' health and safety in the resources and general industries sectors. It also provides the licensing regime and safety legislation for dangerous goods, including regulation of the State's major hazard facilities and petroleum operations. The group is responsible for the coordination, governance and consistent management of public sector labour relations and parts of the State's private sector workforce.

3.5 SERVICE DELIVERY GROUP

The Service Delivery Group is responsible for delivering a range of external and internal customer services. In particular, the Group is responsible for all occupational licensing and contact centres and for front counter customer services in Perth and most regional offices. The Group also delivers corporate communications, is responsible for the department's legal services and the investigation of deaths and serious injuries in workplaces, including mine sites.

3.6 STRATEGIC BUSINESS INNOVATION GROUP

The Strategic Business Innovation Group's focus is on the department's strategic capability, fostering innovative thinking across the department to support the DMIRS in building a high performance organisation. Information and communications technology functions are critical enablers of business transformation and process re-engineering. The group aims to ensure that investments in these digital strategies are made with detailed feasibility and viability evaluation to ensure customer centric design and value for money. The main sections of this group are Risk and Compliance, Internal Audit, Business Innovation (includes IT Operations) and Strategic Policy.

3.7 BOARDS, COMMISSIONS, COMMITTEES AND COUNCILS

The boards, commissions, committees and councils facilitated by the department are responsible for the delivery of a range of advisory, regulatory, industry licensing and dispute resolution factors.

- Board of Examiners
- Building Commission Advisory Committee
- Building Services Board
- Charitable Collections Advisory Committee
- Commission for Occupational Safety and Health
- Construction Industry Safety Advisory Committee
- Consumer Advisory Committee
- Electrical Licensing Board
- Environment Liaison Committee
- Gas Licensing Committee
- Legislation Advisory Committee
- Mining Industry Advisory Committee
- Mining Industry Liaison Committee
- Mining Rehabilitation Advisory Panel
- Mines Survey Board
- Motor Vehicle Industry Advisory Committee
- Plumbing Industry Reference Group
- Plumbers Licensing Board
- Property Industry Advisory Committee
- Retail Shops Advisory Committee
- Risk Advisory Committee

4. ACCESSING INFORMATION

4.1 Publications

All published documents available for viewing can be found under *Publications* on the DMIRS website. Thousands of documents are freely available, and filters can be applied to searches. Documents such as booklets, codes of practice, factsheets, forms, guidelines, magazines, policies, presentations, reports, statistics and templates can be accessed.

The DMIRS website has two sites for *Publications*:

Link: [Mining and Petroleum](#)

Link: [Building, Consumer Protection, Energy Safety, Labour Relations and WorkSafe](#)

4.2 Libraries

There are two libraries within the DMIRS.

4.2.1 Library - WorkSafe

The WorkSafe Library has an extensive collection of resources relating to occupational health and safety, including occupational medicine, chemical safety, ergonomics, safety management, occupational hygiene, work life and society. There are also a range of databases which can be used in the library, including Chemwatch, Australian Standards and the Building Code of Australia.

The library is a free service open to the public.

Details

Link: [WorkSafe Library](#)

Link: [Catalogue](#)

Location: Information Hub, Mason Bird Building, 303 Sevenoaks Street, CANNINGTON WA

Phone: 1300 307 877

Email: wslibrary@dmirs.wa.gov.au

4.2.2 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 Western Australia.

It collects material in the subject areas of geology, minerals and petroleum, mining, energy (including gas, 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 external clients.

Details

Link to library: [Mineral House Library](#)

Link to catalogue: [Catalogue](#)

Location: Mineral House Library, Level 1 North, Mineral House, 100 Plain Street, EAST PERTH WA.

Phone: (08) 9222 3657

Email: mhlibrary@dmirs.wa.gov.au

4.3 Public Counters

The DMIRS has counters in metropolitan and regional areas where members of the public may visit and obtain advice and information, submit documents and make payments. Appendix 1 of this document contains details of the location, opening hours and contact details of the counters, and the services provided. The details may be subject to change and it is recommended that customers check the details on the DMIRS website before going to the counters.

4.4 Online Systems

A vast amount of information relating to business areas of the department is publicly available in the public registers and online systems on the DMIRS website. Section Six of this document (*Information Held by the DMIRS*) lists by topic the public registers and online systems.

4.5 Freedom of Information Applications

It is the aim of the department to make information available promptly and at the least possible cost. Information may include written material, diaries, emails, plans, drawings, photographs, electronic images, film or any information stored in an electronic format.

The department is, however, mindful of the public interest in the proper functioning of Government, legal obligations, confidentiality and the rights of third parties in relation to personal and business information.

Access to information held by the DMIRS that is not publicly available may be applied for by submitting an 'FOI Application' under the *Freedom of Information Act 1992* (WA) ('the Act'), whereby information sought will be examined on a case-by-case basis. Under the Act, access or edited access may be granted or access denied.

The process for dealing with FOI Applications is set out in the Act and is summarised below. Further information can be obtained from the website of the [Office of the Information Commissioner](#).

4.5.1 Fees

No application fee or charges apply when seeking access to personal information (information about the applicant) such as details of employment or medical records. A \$30 application fee applies when seeking access to non-personal information.

Fees may also be charged on a discretionary basis for the time taken to process the documents and per page/CD. If charges are likely to exceed \$25, the agency must give an estimate of charges and ask the applicant whether or not they wish to proceed with the application.

4.5.2 Scope

An access applicant must give enough information to enable the requested documents to be identified. If the request is poorly defined or drafted in extremely broad terms, the department has to take reasonable steps to help the applicant amend the application. If, after help has been given to amend the scope and the department still considers that the work involved in dealing with the application would divert a substantial and unreasonable portion of the department's resources away from its other operations, the department may refuse to deal with the application under section 20 of the Act.

4.5.3 Submitting an application

In accordance with section 12(1) of the Act, a valid access application has to:

- a) be in writing;
- b) give enough information to enable the requested documents to be identified;
- c) give an address in Australia to which notices under the Act can be sent;
- d) give any other information or details required under the regulations; and
- e) be lodged at an office of the agency with any application fee payable under the regulations.

Access applicants may wish to use the FOI Application forms on the DMIRS website. Applications may be lodged via the website (if they relate to mining or petroleum), posted, faxed or delivered in person to a DMIRS public counter (for location details, see Appendix 1). For further information on the DMIRS website regarding submitting an FOI Application, see the following links:

- Link: Submitting FOI Applications re [Corporate, Mining, Petroleum](#)
- Link: Submitting FOI Applications re [Building, Consumer Protection, corporate, Energy Safety, Labour Relations, WorkSafe](#) .

The details for submitting FOI applications other than via the website at metropolitan offices are listed below. For details of regional offices, see Appendix 1.

Building, Energy Safety, Corporate	Consumer Protection, Labour Relations
<p><i>By post:</i> FOI Coordinator Department of Mines, Industry Regulation and Safety Locked Bag 14 CLOISTERS SQUARE WA 6850</p> <p><i>By fax:</i> 62511401</p> <p><i>In person:</i> Level 1 (Reception) Mason Bird Building 303 Sevenoaks Street CANNINGTON WA</p> <p><i>Telephone:</i> 1300 136237</p>	<p><i>By post:</i> FOI Coordinator Department of Mines, Industry Regulation and Safety Locked Bag 14 CLOISTERS SQUARE WA 6850</p> <p><i>By fax:</i> 62511401</p> <p><i>In person*:</i> Level 2 Gordon Stephenson House 140 William Street PERTH WA *This could be subject to change.</p> <p><i>Telephone:</i> 1300 136237</p>
Mining and Petroleum, Corporate	WorkSafe
<p><i>By post:</i> FOI Coordinator Department of Mines, Industry Regulation and Safety 100 Plain Street EAST PERTH WA 6004</p> <p><i>By fax:</i> 9222 3862</p> <p><i>In person:</i> Level 1 (Public Counter) Mineral House 100 Plain Street (cnr Adelaide Terrace) East Perth WA</p> <p><i>Telephone:</i> 1800 628 767</p>	<p><i>By Post:</i> FOI Coordinator Department of Mines, Industry Regulation and Safety Locked Bag 14 CLOISTERS SQUARE WA 6850</p> <p><i>By fax:</i> 62511401</p> <p><i>In person:</i> Level 1 (Reception) Mason Bird Building 303 Sevenoaks Street CANNINGTON WA</p> <p><i>Telephone:</i> 1300 136237</p>

4.5.4 Permitted period for dealing with an application

The department is required to deal with an access application as soon as is practicable and in any event within:

- 45 days after the access application is received;
- such other period as is agreed between the department and the access applicant; or
- such other period as is allowed by the Information Commissioner.

4.5.5 Consultation with third parties

The department is obliged under the Act to consult with third parties if there is information relating to them in documents for which an FOI application has been made. Third parties may claim exemption from disclosure for information within the documents under exemption clauses three (personal information) and/or four (business information) of Schedule 1 to the Act. However, the decision regarding release is made by the department but can be appealed in the review process.

4.5.6 Decision makers

Pursuant to section 100 of the Act, decisions made under the Act are made by the principal officer of an agency or another officer designated by the principal officer. This department has a pool of decision makers designated by the Director General. Usually the decision for each FOI application is made by the delegated decision maker whose functions most closely relate to the documents that are the subject of the access application.

4.5.7 Notice of decision

The department is required to compile a Notice of Decision for each application, explaining the reasons for the decision for the documents sought. The notice given to the applicant must give details of:

- the day on which the decision was made;
- the name and designation of the officer who made the decision;
- the reasons for classifying any document as exempt from disclosure;
- the reasons for giving access to an edited copy of any document;
- the reasons for deferring access to information; and
- the right to review, and the procedures to be followed to exercise that right.

4.5.8 Exemptions

The department may only deny access to information under one of the fifteen exemption clauses in Schedule 1 to the Act. There are two types of exemption – those based on the types of documents and those based on expected adverse effects. Documents are protected from disclosure where release would harm the interests of private and business interests of individuals and there is no overriding public interest in release, or where the proper functioning of government would be hindered.

Some exemption clauses contain limits on exemption which are taken into account by the decision maker. A summary of the exemption clauses are contained in the table below.

Exemptions based on document type	Exemptions based on expected adverse effects
<p>Clause 1 Cabinet and Executive Council</p>	<p>Clause 2 Inter-governmental relations</p>
<p>Clause 3 Personal Information</p>	<p>Clause 4(2) and 4(3) Commercial and business information</p>
<p>Clause 4(1) Trade Secrets</p>	<p>Clause 5 Law enforcement, public safety, and property security</p>
<p>Clause 5(2) and 5(3) Documents created by certain exempt agencies or by Commonwealth intelligence or security agency</p>	<p>Clause 6 Deliberative processes of Government</p>
<p>Clause 7 Legal professional privilege</p>	<p>Clause 8 Confidential communications</p>
<p>Clause 12 Contempt of Parliament or court</p>	<p>Clause 9 State's economy</p>
<p>Clause 13 Adoption or artificial conception</p>	<p>Clause 10 State's financial or property affairs</p>
<p>Clause 14 Information protected by certain secrecy provisions</p>	<p>Clause 11 Effective operation of agencies</p>
<p>Clause 15 Precious metal transactions</p>	

4.5.9 Internal Review

Applicants who are dissatisfied with a decision can apply for an internal review. This process involves a review of the decision by a designated decision maker who is not subordinate to the original decision maker. Applications should be made in writing within 30 days of receiving the Notice of Decision. Applicants will be notified of the outcome within 15 days or such longer period as is agreed between the department and the applicant. A request for an internal review can simply be posted or faxed to the department containing the relevant references.

4.5.10 External Review

The Information Commissioner has the power to review decisions made by agencies in respect of access applications and applications for amendment of personal information. Except where a decision is made by the principal officer of the agency, review by the Information Commissioner is not normally available until an applicant has applied to the

department for an internal review of the decision. An access applicant may lodge a complaint with the Office of the Information Commissioner within 60 days of receiving the written notice of the decision. A third party may lodge a complaint within 30 days of receiving the written notice of the decision.

Link: [Office of the Information Commissioner \(WA\)](#)

4.5.11 Amendment of personal information

An individual has a right to apply to an agency for amendment of personal information about the individual contained in a document of the agency, if it is believed that the information is inaccurate, incomplete, out of date or misleading.

The application for amendment has to:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading;
- give the person's reasons for holding that belief;
- give details of the amendment that the person wishes to have made;
- give an address in Australia to which notices can be sent;
- give any other information or details required under the regulations; and
- be lodged at an office of the agency.

The application must state whether the person wishes the amendment to be made by :

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

or in two or more of those ways.

The Act does not allow an agency to obliterate or remove information, or destroy a document, without written permission from the Information Commissioner.

4.6 State Archives

The State Records Office of Western Australia is the Western Australian public records authority with responsibility for managing, preserving and providing access to certain records created by State and Local Government organisations. A very small proportion of all records created by these government organisations are identified as State archives to be kept permanently, preserved and made accessible.

The following is a list of types of documents relating to the former Department of Mines and Petroleum and the former Department of Commerce held in the State Archives:

- the State's Mining Tenement System, comprising files, registers and plans from the 1890s onwards*;
- files relating to mine safety, oil and gas, explosives and dangerous goods*;
- liaison between the Department and industry, Commonwealth and other State agencies*;
- records of the Geological Survey to the 1960s*;
- selected records of the Chemistry Centre to the 1980s*;
- personal files;
- fatal/serious accident files;
- industrial records dating back to the 1920's;
- Department of Labour personnel files;
- significant prosecution cases;
- significant workplace inspection reports; and
- submissions to Cabinet.

*These records generally have open access.

Note that government agencies have been unable to submit records to the State Archives since the early 1990s.

Details

The State Records Office is located at:	All requests or enquiries should be directed to:
The Alexander Library Building (James Street West Entrance)	Phone: (08) 9427 3600 Fax: (08) 9427 3638
Perth Cultural Centre, PERTH, WA, 6000	Email: sro@sro.wa.gov.au Web: http://www.sro.wa.gov.au Open: Tue – Fri 101m – 4.30pm

4.7 Internal Manuals

Section 97 of the *Freedom of Information Act 1992 (WA)* requires that agencies make their internal manuals available for inspection and purchase by members of the public. Charges for supervised access, photocopying and any other related costs are prescribed by the *Freedom of Information Regulations 1993*.

Internal manuals can take the form of an instructions or operations manual, booklet, handbook, rules, procedures or guidelines for internal operations. Their primary purpose is to provide advice to departmental officers in the exercise of their duties. The regulations allow for exempt matter to be deleted where appropriate.

5. PUBLIC PARTICIPATION

Section 94(c) of the *Freedom of Information Act 1992 (WA)* requires the department to describe any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions.

Complaints and feedback

The department is committed to providing high quality services that meet our customers' needs, and respects our customers' right to complain if they are not happy with services provided. Compliments and suggestions are also welcomed. Links to information about the process of submitting feedback and complaints are as follows:

Link: [Feedback and complaints – mining and petroleum functions and services](#)

Link: [Feedback and complaints – Building, Consumer Protection, Energy Safety, Labour Relations and WorkSafe functions and services](#)

Public consultations on divisional web pages

Link: [Building Commission](#)

Link: [Consumer Protection](#)

Link: [EnergySafety](#)

Link: [Labour Relations](#)

Link: [Mining and Petroleum – Open for public consultation](#)

Link: [Mining and Petroleum – Stakeholder and community engagement](#)

Link: [WorkSafe](#)

6. INFORMATION HELD BY THE DMIRS

Details of the type of information held by the DMIRS have been divided into topics. For each topic, significant documents, keywords, themes and databases/registers are listed.

The documents listed are not necessarily deemed to be publicly available. If the documents are not publicly available either according to confidentiality provisions in legislation or departmental policy and are not available via the public counters or the DMIRS website, then access may be sought under the *Freedom of Information Act 1992 (WA)* (see section 4.5), whereby release will be considered on a case-by-case basis.

6.1 Building

The Building Commission oversees the regulation of building, painting, building surveying and plumbing services. The Building Services Board has been established within the Commission to register builders, painters and building surveyors. The Plumbers Licensing Board licenses plumbers.

Keywords and phrases

- adjudication
- appeals
- building codes
- building dispute tribunal complaints
- Builders Registration Board (registration of builders, painters, building surveyors)
- Building Services Board
- disciplinary proceedings
- dispute resolution service
- investigation of breaches of legislation
- meeting minutes (boards)
- Plumbers Licensing Board (licensing of plumbers)
- plumbing industry records (historical)
- proactive compliance
- prosecutions
- registration – builders
- registration – building surveyors
- registration – painters
- standards (setting and monitoring)
- tribunal hearings

Databases/registers

REGISTRATION CHECK Consumers can check these registers to determine whether a building service provider's registration or licence is current.

Links:

[Adjudicators](#)

[Appointors](#)

[Builders](#)

[Building Surveyors](#)

[Painters](#)

[Plumbers](#)

STATE ADMINISTRATIVE TRIBUNAL (SAT) The SAT Vocational Disciplinary Penalties Database includes summaries of all penalties imposed by the Tribunal in vocational disciplinary matters.

Link: [State Administrative Tribunal](#)

BUILDING DISPUTES TRIBUNAL DECISIONS

In August 2011, the Building Disputes Tribunal's jurisdiction was transferred to the Building Commission and the State Administrative Tribunal. This database contains decisions of the Western Australian Building Disputes Tribunal to 7 October 2011.

Link: [Building Disputes Tribunal](#)

6.2 Consumer Protection

The DMIRS develops, enforces and promotes legislation that protects consumers. It regulates and issues licences in the property, automotive, debt collection and employment agency industries. It provides a dispute resolution service between consumers and traders, investigates complaints about unfair trading practices, and monitors compliance with consumer protection legislation, including prosecuting unscrupulous traders. Other services include the incorporation of associations and the licensing of charities.

Keywords and phrases

- charities management
- consumer protection
- cooperative management
- debt collectors
- finance industry regulation
- housing industry regulation (grant funding)
- incorporated associations management
- land valuation industry management
- limited partnerships management
- motor vehicle industry regulation
- petroleum industry regulation
- product information
- standards regulation
- products safety regulation
- property industry complaints
- real estate (sales representatives, business agents, settlement agents)
- retail and service industries and property complaints

Databases/registers

ASSOCIATIONS ONLINE

Associations Online is an online portal for incorporated associations to submit applications and manage their contact information.

Link: [Associations Online](#)

BUSINESS NAMES

This is a national business names index that holds information on registered and cancelled business names.

Link: [ASIC Connect](#)

LICENCED CHARITIES

This is a register of charitable organisations licensed under the *Charitable Collections Act 1946*.

Link: [Licensed Charities Register](#)

LICENSED TRADEPERSONS AND SERVICE PROVIDERS

This is a register of licensed tradespeople and service providers in 26 different occupations, including licensed car repairers, real estate agents, settlement agents, land valuers, car dealers, employment agents and debt collectors.

Link: [Licence and Registration](#)

PERSONAL PROPERTY SECURITIES (PPS) REGISTER

The PPS Register is a national register of all personal property that has security interests registered against it. It was previously known as the Register of Encumbered Vehicles (REVS).

Link: [Personal Property Securities \(PPS\) Register](#)

6.3 Corporate Information

Corporate information includes information relating to the management of personnel, finances, budgeting, occupational health and safety, record keeping, facilities and fleet management.

Facilities – Keywords

- | | |
|--------------------|-----------------------|
| ○ accommodation | ○ property management |
| ○ fleet management | ○ refurbishment |
| ○ maintenance | ○ security |

General – Keywords

- | | |
|---|---------------------------------------|
| ○ Annual Report | ○ minutes of governance bodies |
| ○ complaints | ○ policies, procedures and guidelines |
| ○ Disability Access and Inclusion Plan | ○ Reconciliation Action Plan |
| ○ Equal Employment Opportunity and Diversity Plan | ○ risk management |
| | ○ service level agreements |
| | ○ strategic plan |

Financial Accounting - Keywords

- accounts payable
- BAS statements
- compliance
- contract management
- financial reporting
- financial systems
- invoices
- Oracle
- payments
- procurement
- reconciliations
- revenue
- vendor maintenance

Financial Planning – Significant documents and keywords

- Annual Budget
- business cases
- budget papers
- funding submissions to Expenditure Review Committee
- Strategic Assets Plan
- business analysis and modelling
- business analytics (for divisions)
- funds allocation
- management accounting
- savings measures
- tariffs, fees and charges

Human Resources – keywords

- Aboriginal employment
- awards and agreements
- breach claim
- code of conduct
- conflict of interest
- diversity
- employee assistance programmes
- employment
- equal opportunities
- graduates
- induction
- JDFs (job description forms)
- learning and development
- leave
- mentoring
- occupational safety and health
- parental leave
- payroll and conditions
- probation
- public interest disclosure
- recruitment
- salary packaging
- staff management
- temporary employment register
- training
- vacancies
- work experience

Record Keeping – significant documents and keywords

- Electronic Document and Records Management System
- inductions
- Record Keeping Plan
- record keeping training
- retention and disposal schedules
- records (capture, creation, storage)

6.4 Energy Safety

The DMIRS is responsible for technical and safety regulation for the electricity and gas industries. EnergySafety licenses electrical workers, contractors and gas fitters, and sets and enforces minimum safety standards for electricity and gas networks and consumers' electrical and gas installations and appliances.

Keywords and phrases

- | | |
|---|--|
| ○ appeals | ○ energy safety promotion |
| ○ audit | ○ gas industry technical and safety regulation |
| ○ authorisation | ○ inquiry |
| ○ compliance | ○ inspections |
| ○ electrical industry technical and safety regulation | ○ licensing |
| ○ energy efficiency regulation | ○ technical development (energy) |

Databases/registers

ENERGY SAFETY LICENCE AND REGULATION SEARCH

This is a register of licensed electricians, electrical contractors and gas fitters.

Link: [Energy Safety Licence and Registration Search](#)

STAY INFORMED

This site includes subscribing to the EnergySafety Bulletin, and details of upcoming events and information sessions.

Link: [Stay informed](#)

6.5 Environmental Regulation (mining and petroleum)

The DMIRS is responsible for ensuring the responsible development of Western Australia's mineral, petroleum and geothermal resources. This includes regulating industry to ensure environmental compliance and implementation of best practice environmental management.

Significant documents submitted

Mining:

- Annual Environmental Report
- Application for Native Vegetation Clearing Permit
- Environment Plan
- Mine Closure Plan
- Mining Proposal
- Mining Rehabilitation Fund Report
- Programme of Work

Petroleum:

- Annual Environmental Report
- bridging documents (for variation of conditions)
- Emissions and Discharges Report
- Environment Plan
- Oil Spill Contingency Report
- reportable/recordable incident report

Keywords and phrases

- abandoned mines
- approvals
- assessment reports
- audit reports
- breaches (of conditions)
- closure and decommissioning
- compliance/non-compliance
- directions, warnings, stop work order
- Environment eNewsletter
- environmental compliance
- inspections
- environmental conditions
- inspection reports
- environmental impact
- Mining Rehabilitation Fund
- monitor compliance
- rehabilitation
- sites

Databases/registers

MINEDEX

Approved Mining Proposals and Mine Closure Plans can be viewed in the MINEDEX database. For more information about MINEDEX, see the Geology section of this document.

Link: [Online Systems](#)

ANNUAL ENVIRONMENTAL REPORTS

Annual Environmental Reports detail environmental management and rehabilitation activities for the reporting year, and proposed activities and developments in the following year.

Link: [Annual Environmental Reports](#)

CURRENT PROPOSALS TO UNDERTAKE PETROLEUM AND GEOTHERMAL ACTIVITIES

View current petroleum and geothermal environmental proposals submitted to DMIRS for assessment and review via the link below.

Link: [Current proposals to undertake petroleum and geothermal activities](#)

NOTIFICATION OF NATIVE VEGETATION CLEARING PERMIT APPLICATIONS AND DECISIONS

Weekly notifications of applications for clearing permits and decisions made can be accessed by the link below.

Link: [Weekly notifications](#)

ENVIRONMENTAL OFFSETS REGISTER

Environmental offsets are most often applied to proposals subject to environmental impact assessment and as a condition of permits for clearing of native vegetation under the *Environmental Protection Act 1986*. The Environmental Offsets Register provides a central public record of all offset agreements in Western Australia.

Link: [Environmental Offsets Register](#)

6.6 Geology

The DMIRS acquires, manages and provides geoscientific advice and spatial information, industry analysis and strategic advice to enable sustainable industries and the responsible development of the State's mineral and petroleum resources. High quality reports, maps and databases documenting geology and the mineral and energy resources of Western Australia are published, continuously improving the knowledge of the geological framework of the State. This information is used by stakeholders and the DMIRS to promote resource exploration.

Significant documents submitted

- Annual Mineral Exploration Reports (tenements)
- Annual Petroleum Exploration Reports (petroleum permits)
- Mineralisation Reports (accompanying Mining Lease applications)
- Resource Reports (accompanying Mining Lease applications)

Keywords and phrases

- | | |
|-------------------------|------------------------------|
| ○ commodities | ○ isotope geology |
| ○ e-bookshop | ○ land use planning |
| ○ GSWA newsletter | ○ mineral exploration |
| ○ GSWA Field Notes | ○ mineral production |
| ○ geochemistry | ○ mineral resources |
| ○ geoheritage | ○ minerals geoscience |
| ○ geology | ○ petroleum exploration |
| ○ 3D geology | ○ petroleum geoscience |
| ○ geophysics | ○ petroleum production |
| ○ geotourism | ○ petroleum resources |
| ○ investment attraction | ○ pre-competitive geoscience |

Databases/Registers

eBOOKSHOP

The eBookshop contains almost 5000 geological products including books, articles, geological map series, regolith geochemical maps, geophysical maps, other maps, atlases and data packages. Most are freely available in PDF format.

Link: [eBOOKSHOP](#)

INTERACTIVE GEOLOGICAL
MAP (GeoVIEW.WA)

GeoVIEW.WA is an interactive (GIS-based) mapping system that allows users to view, query and map various geology, resources and related datasets including mines and mineral deposits, petroleum wells and active leases.

Link: [GeoVIEW.WA](#)

MINERAL EXPLORATION
REPORTS (WAMEX)

Mineral explorers are required to report annually on their exploration projects under Western Australian legislation. After a period of confidentiality, the exploration reports and data are made available to the public in the WAMEX database.

Link: [WAMEX](#)

MINES AND MINERAL
DEPOSITS (MINEDEX)

MINEDEX maintains a comprehensive database of mines, mineral deposits and prospects along with their operating status, location, mineral production and project ownership.

Link: [MINEDEX](#)

AIRBORNE GEOPHYSICS
INDEX (MAGIX)

MAGIX is a register of datasets from privately commissioned airborne geophysical surveys and government commissioned airborne and ground regional geophysical surveys. Access conditions are specified by the owner of the survey data.

Link: [MAGIX](#)

GEOCHEMISTRY (GEOCHEM EXTRACT)

GeoChem Extract application provides access to geochemical data generated from samples collected as part of the Department's mapping and mineralisation programmes. It allows downloads of geochemistry data for the entire State, a selected map sheet or any area defined by selecting specific latitude and longitude coordinates.

Link: [GeoChem Extract](#)

GEOLOGY MAPPING APP FOR MOBILE DEVICES (WA GEOLOGY)

WA Geology is an online (GIS-based) mapping system for mobile devices. Users can query and view geoscience information of Western Australia and identify rocks and mineral resources at a given location. Information includes interpreted bedrock geology, mines, mineral deposits, major resources, petroleum datasets, tenements, key infrastructure and various statewide image datasets including geophysics, geology and topography.

Link: [WA Geology](#)

COMPANY MINERAL DRILLHOLE AND SURFACE GEOCHEMISTRY DATA - COMPANY MINERAL DRILHOLE DATABASE (MDHDB)

The Company Mineral Drillhole Database contains more than two million historic drillholes and more than seven million surface samples extracted from annual exploration reports. This information is publicly available after a confidentiality period.

Link: [Drillholes search](#)

EXPLANATORY NOTES SYSTEMS (ENS)

This database is a digital repository of detailed unit descriptions that integrate stratigraphic relationships with links to all tectonic units and events recognised in Western Australia. It provides a seamless current summary of the geology of Western Australia.

Link: [ENS Lithostratigraphic Unit Search](#)

6.7 Labour Relations

The DMIRS is responsible for the management of public sector relations, and oversees the Public Sector Wages Policy. It provides education services to private sector employees on their rights and obligations, covering areas such as rates of pay, leave entitlements and children in the workplace. Complaints from employees about alleged breaches of State awards, agreements and industrial laws are investigated, together with alleged breaches of the Building Construction Industry Code.

Keywords and phrases

- economic and labour market analysis
- employment conditions
- pay equity
- remuneration
- Wageline
- workplace bargaining
- workplace compliance
- workplace management

Databases/registers

WAGELINE

Wageline Western Australia deals with queries about pay rates, leave entitlements and other employment arrangements for employers and employees in the WA state industrial relations system. The state system covers businesses that operate as sole traders, unincorporated partnerships, unincorporated trust arrangements and any incorporated associations or not-for-profit bodies that are not trading or financial corporations. Wageline also deals with queries regarding long service leave and laws on when and where children under fifteen can work.

Link: [Wageline](#)

OTHER LINKS

Link: [WA Award Summaries](#)

Link: [Long Service Leave Fact Sheet](#)

6.8 Mining (tenements)

The DMIRS approves and administers tenements for exploration and extraction of minerals. It assists applicants to meet the requirements of Native Title and Aboriginal Heritage processes, and places conditions on activities on mining and exploration tenements.

While many documents relating to mining may be obtained via the Department's online systems, documents can also be ordered or collected from the Mining Information Counters (see Appendix 1 for details of public counters).

Significant documents submitted

- Application – for a mining tenement
- Application – for extension of term/renewal of a mining tenement
- Application – for forfeiture under section 96(1)(a)
- Application – for exemption
- Application – for forfeiture under section 96(1)(b) or 98
- Mineralisation Reports
- Mining Proposals
- Objection – to tenement application or variation of conditions
- Operations Report
- Programme of Work
- Resource Reports (JORC)

Keywords and phrases

- Breach (of conditions)
- Compliance
- Conditions (tenement)
- Expenditure
- Grant
- Licence: Exploration Licence
- Licence: General Purpose Licence
- Licence: Mining Lease
- Licence: Miscellaneous Licence
- Licence: Retention Licence
- Maps (historic)
- Maps (digital) (Tengraph)
- Miner's Right
- National Native Title Tribunal (objections, mediation services, determination)
- Native Title (claims, determined areas, expedited procedure, determination, infrastructure process, notifications, right to negotiate, State deeds)
- recommendation (grant, refusal)
- rent
- spatial integrity (area of tenements)
- survey (instructions, obligations, documentation)
- tenement
- Tenement Register
- Warden's Court (proceedings, decisions)

Databases/Registers

MINERAL TITLES ONLINE

Mineral Titles Online provides details of mineral exploration and mining tenements throughout Western Australia. Customers can order, pay for and receive tenement title searches online. It is necessary to register to use Mineral Titles Online.

Link: [Online Systems](#)

TENGRAPH

Tengraph is a spatial enquiry and mapping system displaying the position of Western Australian mining tenements and petroleum titles in relation to other land information. It gives a current and accurate picture of land under mining activity and can be used to determine ground that is available for mineral exploration. It is necessary to register to use Tengraph.

Link: [Tengraph](#)

MINEDEX

Approved Mining Proposals and Mine Closure Plans can be viewed in the MINEDEX database. For more information about MINEDEX, see the Geology section of this document.

Link: [MINEDEX](#)

WESTERN AUSTRALIAN
MINERAL AND PETROLEUM
STATISTICS DIGEST

The Statistics Digest contains key statistical information and editorial on the Western Australian resource sector, including a comprehensive coverage on the composition, magnitude and performance of the Western Australian mineral and petroleum industry.

Link: [Statistics Digest](#)

HISTORICAL MINING
TENEMENT MAPS

Prior to the implementation of the Department's computerised TENGRAPH system, hard copy maps showing the location of mining tenements within Western Australia were maintained. These are available for viewing and downloading.

Link: [Historical mining tenement maps](#)

MINING NOTICES

Mining Notices is a system that displays mining tenement applications that have been lodged and notification of the lodgement and finalisation of

Surrenders and Withdrawals. Notifications are posted at 4.30pm on each business day.

Link: [Mining Notices](#)

WARDEN'S COURT DECISIONS

Link: [Archive of all Warden's Court Decisions](#)

6.9 Petroleum

The DMIRS is responsible for the approval and administration of petroleum and geothermal titles and associated resource management and operational activities in Western Australia. These processes include acreage releases, assessment, grant and administration of titles, approval of operational activities, native title negotiation and ensuring compliance with relevant legislation.

Significant documents submitted

- Applications (for Title, Variation, Transfer)
- Management Plan (well)
- Management Plan – Field Reports
- Reports – Daily Activity (well)
- Reports – Final (well)
- Reports – Well Completion
- Work Programme (condition of title)

Keywords and phrases

- | | |
|---|--|
| ○ acreage release | ○ special petroleum projects |
| ○ approval to conduct a survey | ○ site inspections |
| ○ approval to drill | ○ technical assessments |
| ○ carbon sequestration | ○ Title: Drilling Reservation |
| ○ decommissioning | ○ Title: Exploration Permit |
| ○ drilling | ○ Title: Infrastructure Licence |
| ○ fracking (hydraulic fracture stimulation) | ○ Title: Pipeline Licence |
| ○ gas storage | ○ Title: Production Licence |
| ○ geospatial data | ○ Title: Retention Lease |
| ○ grant of title | ○ Title: Special Prospecting Authority |
| ○ inspection reports | ○ pipelines |
| ○ Joint Authority Assessments (Cth) | ○ wells |
| ○ resource management | |

*Databases/Registers***PETROLEUM AND
GEOTHERMAL REGISTER
(PGR)**

PGR is an online current electronic titles register that administers title information and monitors approvals. It provides full access to public information.

Link: [PGR](#)

**WESTERN AUSTRALIAN
PETROLEUM AND
GEOTHERMAL INFORMATION
MANAGEMENT SYSTEM
(WAPIMS)**

WAPIMS is a petroleum exploration database containing data on wells, geophysical surveys, titles, and other related non-confidential exploration and data submitted to the department. The system also contains the Core Library (Perth and Kalgoorlie) database.

Link: [WAPIMS](#)

**WESTERN AUSTRALIAN
MINERAL AND PETROLEUM
STATISTICS DIGEST**

The Statistics Digest contain key statistical information and analysis on the Western Australian resource sector. It provides comprehensive coverage on the composition, magnitude and performance of the WA mineral and petroleum industry.

Link: [Statistics Digest](#)

6.10 Royalties (mining and petroleum)

The DMIRS administers mineral and petroleum royalties, assessing, collecting and verifying royalties. Its role also includes preparing royalty budgets and forecasts.

Significant documents submitted

- Form 27 Production Report
- royalty returns (calculations accompanying payments)

Keywords and phrases

- audit reports
- compliance/non-compliance
- fines
- forecasting
- forfeiture (tenements)
- quantity and value production reports
- royalty assessment
- royalty collection
- royalty policy
- Royalties Management System

Databases/registers

STATE AGREEMENT ACTS

State Agreements are contracts between the Government of Western Australia and proponents of major resource projects, and are ratified by an Act of Parliament. These Agreements specify the rights, obligations, terms and conditions for the development of a project. In some cases, the State Agreement Act contains specific royalty clauses while in others it simply refers to the royalty provisions in the *Mining Act 1978 (WA)*.

Link: [State Agreement Acts](#)

WESTERN AUSTRALIAN
MINERALS AND PETROLEUM
STATISTICS DIGEST

This document contains aggregated production statistics and royalty receipts per commodity.

Link: [Statistics Digest](#)

6.11 Safety (mining , exploration, dangerous goods, major hazard facilities)

The DMIRS is the primary regulator for occupational safety and health in the minerals, onshore petroleum and geothermal energy sectors, and for the safe use of dangerous goods in Western Australia. It promotes safety through compliance and enforcement activities, licensing, education and providing information to industry.

Significant documents submitted

- Project Management Plans
- Radiation Management Plans

Keywords and phrases

- accident and incident data
- complaints (safety and health)
- dangerous goods sites
- investigation reports (accidents, incidents)
- licences
- major hazard facilities
- mine plans
- mining classified plant
- permits
- pipelines
- safety and health representatives
- Safety Management System
- site inspection reports
- statutory appointments

Dangerous Goods Licences

- Dangerous Goods Driver Licence
- Dangerous Goods Pipeline Registration
- Dangerous Goods Security Card
- Dangerous Goods Site Licence
- Dangerous Goods Vehicle Licence
- Explosives Driver Licence
- Explosives Import/Export Licence
- Explosives Manufacture Licence
- Explosives Manufacture (MPU) (Mobile Processing Unit) Licence
- Explosives Storage Licence
- Explosives Supply Licence
- Explosives Transport Licence
- Fireworks Contractor Licence
- Fireworks Event Permit
- Fireworks Operator Licence
- Pyrotechnics (Special Use) Licence
- Shotfiring Licence
- SSAN (Security Sensitive Ammonium Nitrate) Fertiliser Licence
- SSAN Import/Export Licence
- SSAN Manufacture Licence
- SSAN Storage Licence
- SSAN Supply Licence
- SSAN Transport licence

Databases/Registers

SAFETY REGULATION SYSTEM (SRS)

Users can search in SRS for 'summaries for industry awareness' by date and incident type, and 'mining fatalities summaries' by date and key words. SRS allows registered users to lodge documents and data relating to approvals, compliance, notifications, health and hygiene sampling information, levy assessment and licence and certification management. Customers can monitor progress of their submissions and upgrade and manage their licence details online. It is necessary to register to use SRS.

Link: [Online Systems](#)

DANGEROUS GOODS SAFETY ALERTS

Dangerous goods safety significant incident reports and dangerous goods safety bulletins can be accessed via the link below.

Link: [Dangerous goods safety alerts](#)

MINE PLANS

Requests for access to mine plans can be made by a current owner, duly appointed registered manager, registered exploration manager or any other person if they provide written permission for access to mine plans.

Link: [Access to mine plans](#)

HAZARD REGISTER Findings from investigations into 66 fatal accidents in the mining industry for the period January 2000 to December 2016 can be found in the Hazard Register.

Link: [Hazard Register](#)

MINERALS SAFETY STATISTICS Mineral safety statistics including quarterly performance snapshots, monthly safety and health snapshots and Mines Safety Directorate activity indicators can be accessed.

Link: [Minerals safety statistics](#)

OVERVIEW OF DANGEROUS GOODS REPORTABLE SITUATIONS AND INCIDENTS Statistics and an overview of dangerous goods reportable situations and incidents are collated at this site.

Link: [Overview of dangerous goods reportable situations and incidents](#)

SCHEDULE OF FIREWORKS EVENTS A list of approved fireworks events is provided for guidance only.

Link: [Fireworks events](#)

6.12 WorkSafe

WorkSafe administers the occupational safety and health legislation, and assists with the resolution of related issues in the workplace. This is achieved through the education of employers and employees, as well as through pro-active inspection campaigns to monitor target industries. Inspectors can issue verbal directions, improvement notices and/or prohibition notices to resolve safety and health issues. Licensing and regulation involves High Risk Work Licences, Demolition and Asbestos Licences, and certain items of plant and design that must be registered with WorkSafe.

Keywords and phrases

Demolition and Asbestos Licences	investigations
hazards	occupational health and safety
High Risk Work Licences	Prohibition Notices
Improvement Notices	prosecution
inspectors	registration of plant and design
	verbal directions
	assessors
	RTO, assessor or licence holder
	construction induction white card
	exemptions

safety and health representatives
small business safety
commission for occupational health and
safety
codes of practice
WorkSafe plan
OSH committees
inspections

*Databases/registers***WORKSAFE LICENCE AND REGISTRATION**

The directories contain information on individuals and/or organisations with WorkSafe certification, registration or licences.

Link: [WorkSafe Licence and Registration](#)

Link: [Assessors, Licence holders and training providers](#)

TOOLBOX

This site features the WorkSafe Library, eLearning resources for students, incident statistics, events and newsletters.

Link: [Toolbox](#)

7. LEGISLATION

The DMIRS administers or is bound by the legislation below.

BUILDING COMMISSION
Architects Act 2004 Architects Regulations 2005
Building Act 2011 Building Regulations 2012
Building Services (Complaint Resolution and Administration) Act 2011 Building Services (Complaint Resolution and Administration) Regulations 2011
Building Services (Registration) Act 2011 Building Services (Registration) Regulations 2011
Building Services Levy Act 2011
Construction Contracts Act 2004 Construction Contracts Regulations 2004
Dividing Fences Act 1961 Dividing Fences Regulations 1971
Home Building Contracts Act 1991 Home Building Contracts Regulations 1992 Home Building Contracts (Home Indemnity Insurance Exemptions) Regulations 2002
Plumbers Licensing Act 1995 Plumbers Licensing and Plumbing Standards Regulations 2000
CONSUMER PROTECTION
Associations Incorporation Act 2015 Associations Incorporation Regulations 2016

Auction Sales Act 1973 Auction Sales Regulations 1974
Business Names Act 1962 Business Names Regulations 1962
Charitable Collections Act 1946 Charitable Collections Regulations 1947
Chattel Securities Act 1987 Chattel Securities Regulations 1988
Churches of Christ, Scientist, Incorporation Act 1961
Commercial Tenancy (Retail Shops) Agreements Act 1985 Commercial Tenancy (Retail Shops) Agreements Regulations 1985
Competition Policy Reform (Taxing) Act 1996
Competition Policy Reform (Western Australia) Act 1996 Competition Policy Reform (Western Australia) Savings and Transitional Regulations 1996
Co-operatives Act 2009 Co-operatives Regulations 2010
Credit Act 1984 Credit Regulations 1985
Credit (Administration) Act 1984 Credit (Administration) Regulations 1985 Credit (Regulations of Loan Contracts) Regulations 1993
Credit (Commonwealth Powers) Act 2010
Credit (Commonwealth Powers) (Transitional and Consequential Provisions) Act 2010
Debt Collectors Licensing Act 1964 Debt Collectors Licensing Regulations 1964
Decimal Currency Act 1965
Disposal of Uncollected Goods Act 1970 Disposal of Uncollected Goods Regulations 1971
Distress for Rent Abolition Act 1936
Employment Agents Act 1976 Employment Agents Regulations 1976
Fair Trading Act 2010 Fair Trading (Advisory Committees) Regulations 2011 Fair Trading (Infringement Notices) Regulations 2012
Finance Brokers Control Act 1975

Finance Brokers Control (General) Regulations 1977
Fremantle Buffalo Club (Incorporated) Act 1964
Growers Charge Act 1940
Hire-Purchase Act 1959 Hire-Purchase (General) Regulations 1975
Land Valuers Licensing Act 1978 Land Valuers Licensing Regulations 1979
Limited Partnerships Act 2016 Limited Partnerships Regulations 2017
Metric Conversion Act 1972
Motor Vehicle Dealers Act 1973 Motor Vehicle Dealers (Infringements) Regulations 2002 Motor Vehicle Dealers (Licensing) Regulations 1974 Motor Vehicle Dealers (Prescribed Vehicles) Regulations 1974 Motor Vehicle Dealers (Sales) Regulations 1974
Motor Vehicle Repairers Act 2003 Motor Vehicle Repairers Regulations 2007
New Tax System Price Exploitation Code (Taxing) Act 1999
New Tax System Price Exploitation Code (Western Australia) Act 1999
Petroleum Products Pricing Act 1983 Petroleum Products Pricing Regulations 2000
Petroleum Retailers Rights and Liabilities Act 1982 Petroleum Retailers Rights and Liabilities Regulations 1982
Plumbers Licensing Act 1995 Plumbers Licensing and Plumbing Standards Regulations 2000
Real Estate and Business Agents Act 1978 Real Estate and Business Agents (General) Regulations 1979 Real Estate and Business Agents and Sales Representatives Code of Conduct 2016
Residential Parks (Long-stay Tenants) Act 2006 Residential Parks (Long-stay Tenants) Regulations 2007
Residential Tenancies Act 1987 Residential Tenancies Regulations 1989
Retail Trading Hours Act 1987 Retail Trading Hours Regulations 1988
Retirement Villages Act 1992 Retirement Villages Regulations 1992

Sale of Goods Act 1895
Sale of Goods (Vienna Convention) Act 1986
Settlement Agents Act 1981 Settlement Agents' Code of Conduct 1982 Settlement Agents Regulations 1982
Street Collections (Regulation) Act 1940 Street Collections Regulations 1941
Sunday Entertainments Act 1979 Sunday Entertainments Regulations 2006
Transfer of Incorporation (HBF and HIF) Act 2009
ENERGY SAFETY
Electricity Act 1945 Electricity Regulations 1947 Electricity (Licensing) Regulations 1991
Energy Coordination Act 1994
Energy Safety Act 2006 Energy Safety Regulations 2006
Energy Safety Levy Act 2006
Gas Standards Act 1972 Gas Standards (Gas Supply and System Safety) Regulations 2000 Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 Gas Standards (Infringement Notices) Regulations 2007
Gas Supply (Gas Quality Specifications) Act 2009
GENERAL BUSINESS
Equal Opportunity Act 1984
Financial Management Act 2006
Freedom of Information Act 1992
Occupational Safety and Health Act 1984
Public Interest Disclosure Act 2003
Public Sector Management Act 1994
State Records Act 2000
LABOUR RELATIONS
Conspiracy and Protection of Property Act of 1900

<p>Construction Industry Portable Paid Long Service Leave Act 1985 Construction Industry Portable Paid Long Service Leave Regulations 1986</p>
<p>Employment Dispute Resolution Act 2008 Employment Dispute Resolution Regulations 2008 Industrial Magistrates Courts (General Jurisdiction) Regulations 2005</p>
<p>Industrial Relations Act 1979 Industrial Relations (Employer-Employee Agreements) Regulations 2002 Industrial Relations (General) Regulations 1997 Industrial Relations (Industrial Agents) Regulations 1997 Industrial Relations (Superannuation) Regulations 1997</p>
<p>Labour Relations Reform Act 2002</p>
<p>Law Reform (Common Employment) Act 1951</p>
<p>Long Service Leave Act 1958 Long Service Leave Regulations 1997</p>
<p>Minimum Conditions of Employment Act 1993 Minimum Conditions of Employment Regulations 1993</p>
<p>Public and Bank Holidays Act 1972</p>
<p>MINING</p>
<p>Anglo-Persian Oil Company Limited's (Private) Act 1919</p>
<p>Barrow Island Royalty Trust Account Act 1985</p>
<p>Barrow Island Royalty Variation Agreement Act 1985</p>
<p>British Imperial Oil Company, Limited (Private) Act 1925</p>
<p>Coal Industry Tribunal of Western Australia Act 1992 Coal Industry Tribunal of Western Australia Regulations 1992</p>
<p>Coal Miners' Welfare Act 1947 Coal Miners' Welfare Regulations 1948</p>
<p>Dangerous Goods Safety Act 2004 Dangerous Goods Safety (Explosives) Regulations 2007 Dangerous Goods Safety (General) Regulations 2007 Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007 Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007 Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007 Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007</p>
<p>Mines Safety and Inspection Act 1994 Mines Safety and Inspection Regulations 1995 Mines Safety and Inspection Levy Regulations 2010</p>

Mining (Validation and Amendment) Act 1986
Mining Act 1978 Mining Regulations 1981 Mining (Ellendale Diamond Royalties) Regulations 2002
Mining On Private Property Act 1898
Mining Rehabilitation Fund Act 2012 Mining Rehabilitation Fund Regulations 2013
Offshore Minerals (Consequential Amendments) Act 2003
Offshore Minerals (Registration Fees) Act 2003 Offshore Minerals (Registration Fees) Regulations 2010
Offshore Minerals Act 2003 Offshore Minerals Regulations 2010
Petroleum (Submerged Lands) Act 1982 Petroleum (Submerged Lands) (Diving Safety) Regulations 2007 Petroleum (Submerged Lands) (Environment) Regulations 2012 Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 2007 Petroleum (Submerged Lands) (Management of Well Operations) Regulation 2006 Petroleum (Submerged Lands) (Occupational Safety and Health) Regulations 2007 Petroleum (Submerged Lands) (Pipelines) Regulations 2007 Petroleum (Submerged Lands) Regulations 1990
Petroleum (Submerged Lands) Registration Fees Act 1982 Petroleum (Submerged Lands) Registration Fees Regulations 1990
Petroleum Act 1936
Petroleum and Geothermal Energy Resources (Registration Fees) Act 1967 Petroleum and Geothermal Energy Resources (Registration Fees) Regulations 1990
Petroleum and Geothermal Energy Resources Act 1967 Petroleum and Geothermal Resources (Environment) Regulations 2012 Petroleum and Geothermal Energy Resources (Management of Safety) Regulations 2010 Petroleum and Geothermal Energy Resources (Occupational Safety and Health) Regulations 2010 Petroleum and Geothermal Energy Resources Regulations 1987
Petroleum and Geothermal Energy Safety Levies Act 2011 Petroleum and Geothermal Energy Safety Levies Regulations 2011
Petroleum Pipelines Act 1969 Petroleum Pipelines (Environment) Regulations 2012 Petroleum Pipelines (Management of Safety of Pipeline Operations) Regulations 2010 Petroleum Pipelines (Occupational Safety and Health) Regulations 2010

Petroleum Pipelines Regulations 1970

WORKSAFE

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Occupational Safety and Health (Validation) Act 1998

APPENDIX 1 – DETAILS OF PUBLIC COUNTERS

The details below may be subject to change, given the recent merging and restructure of the department. It is recommended that, when planning a visit to a public counter, that the details be checked on the DMIRS website.

Counters - Mining

Mining Information Counter - Metropolitan	
Location (address)	Level 1 Mineral House 100 Plain Street East Perth WA 6004
Contact details	Ph: +61 8 9222 3459 Fax: +61 8 9222 3444 Email: mineraltitles.enquiries@dmirs.wa.gov.au
Opening hours	8:30am – 4:30pm
Services	<ul style="list-style-type: none"> • Receival and processing of applications for Miners Rights, mining tenements and completion of online mining tenement applications • Processing of dealings and documents relating to mining tenements • Preparation of search requests relating to tenements, dealings and Form 5 • Payments related to mining tenements • Warden's Court documents • Submission of Freedom of Information applications • Receival and processing of mining environmental documentation: <ul style="list-style-type: none"> ○ Programme of Works (prospecting/exploration) ○ Mining Proposal ○ Mine Closure Plan ○ Environment Plan ○ Oil spill Contingency Plan ○ Native Vegetation Clearing Permit
Mining Information Counter - Kalgoorlie	
Location	Cnr Hunter and Broadwood Streets WEST KALGOORLIE WA 6430
Contact details	Ph: +61 8 9021 9494 Fax: +61 8 90912428 Email: mineraltitles.kalgoorlie@dmirs.wa.gov.au
Postal address	Locked Bag 405 KALGOORLIE WA 6433
Opening hours	8:30am – 4:30pm
Mining Information Counter - Karratha	
Location	'The Quarter' 20 Sharpe Avenue KARRATHA WA 6714
Contact details	Ph: +61 8 9186 8888 Fax: +61 8 9186 8889 Email: mineraltitles.karratha@dmirs.wa.gov.au
Postal address	Box 518 KARRATHA WA 6714
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm

Mining Information Counter - Leonora	
Location	Rochester Street LEONORA WA 6438
Contact details	+61 8 90377546 Fax: +61 8 9037 6248 Email: mineraltitles.leonora@dmirs.wa.gov.au
Postal address	Box 173 LEONORA WA 6438
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm
Mining Information Counter – Marble Bar	
Location	'Government Buildings' General Street MARBLE BAR WA 6760
Contact details	Ph: +61 8 9176 1625 Fax: +61 8 9176 1048 Email: mineraltitles.marblebar@dmirs.wa.gov.au
Postal address	Locked Bag 7 MARBLE BAR WA 6760
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm
Mining Information Counter - Meekatharra	
Location	Cnr Main Street and Savage Street MEEKATHARRA WA 6642
Contact details	+61 8 9980 1453 Email: mineraltitles.meekatharra@dmirs.wa.gov.au
Postal address	Box 7 MEEKATHARRA WA 6642
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm
Mining Information Counter – Mount Magnet	
Location	Hepburn Street MOUNT MAGNET WA 6638
Contact details	+61 8 99634509 Fax: +61 8 9963 4488 Email: mineraltitles.mtmagnet@dmirs.wa.gov.au
Postal address	Box 13 MOUNT MAGNET WA 6638
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm
DMIRS Collie office	
Location	66 Wittenoorn Street COLLIE WA 6225
Contact	+61 8 9734 1222

Counters – Consumer Protection, Building and Energy, WorkSafe and Labour Relations

Title	Cashier Counter
Location (address)	Level 1 (Reception) Mason Bird Building 303 Sevenoaks Street Cannington, WA
Contact details	Telephone: 1300 304 054
Opening hours	8:30am – 5:00pm
Service	Processing payments related to: <ul style="list-style-type: none"> • tenancy bond lodgement and disposal • licensing payments for: <ul style="list-style-type: none"> ○ Real Estate Licences(Sales Rep, Agent & Settlement Agent) ○ Debt Collectors ○ Employment Agents ○ Land Valuers ○ Motor Vehicle(Dealer, Business, Salesperson, Yard Manager & Repairer licences) ○ Infringement notices ○ Submission of Freedom of Information applications

Title	Albany
Location (address)	Unit 2/129 Aberdeen St Albany WA 6330 PO Box 832 Albany WA 6331
Contact details	Phone: +61 8 9842 8366 Facsimile: +61 8 9842 8377
Opening hours	8:30am – 5:00pm
Service	Information, applications and payments related to: <ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement (including payments), disposal and advice; ○ scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties, ○ conciliation advice to consumers lodging complaints. • <i>Building and Energy:</i> <ul style="list-style-type: none"> ○ payments for Plumbers' compliance form ○ issue of Energy compliance forms • <i>WorkSafe:</i> <ul style="list-style-type: none"> ○ Occupational safety and health Act and Regulations, including High Risk Work Licence payments and information. • <i>Labour Relations:</i> <ul style="list-style-type: none"> ○ referrals to Wageline and other employment regulatory authorities

Title	Broome
Location (address)	Woody's Arcade 6/15 Dampier Terrace Broome WA 6725 PO Box 1449 Broome WA 6725
Contact details	Phone: (08) 9191 8400 Facsimile: (08) 9191 8410
Opening hours	8:30am – 4:30pm
Service	Information, applications and payments related to: <ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement (including payments), disposal and advice; ○ scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties, ○ conciliation advice to consumers lodging complaints. • <i>Building and Energy:</i> <ul style="list-style-type: none"> ○ Payments for Plumbers' compliance form ○ issue of Energy compliance forms ○ technical and safety regulation of plumbing and most of the gas industry. • <i>WorkSafe:</i> <ul style="list-style-type: none"> ○ Occupational safety and health Act and Regulations, including High Risk Work, and payment of licenses. • <i>Labour Relations:</i> <ul style="list-style-type: none"> ○ referrals to Wageline and other employment regulatory authorities

Title	Bunbury
Location (address)	8th Floor, 61 Victoria Street Bunbury, Western Australia 6230 PO Box 1747 Bunbury WA 6231
Contact details	Phone: +61 8 9722 2888 Facsimile: +61 8 9791 8047
Opening hours	8:30am – 5:00pm
Service	Information, applications and payments related to: <ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement (including payments), disposal and advice; ○ scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties, ○ conciliation advice to consumers lodging complaints. • <i>Building and Energy:</i> <ul style="list-style-type: none"> ○ Payments for Plumbers' compliance form ○ issue of Energy compliance forms ○ technical and safety regulation of plumbing, electrical and most of the gas industry. • <i>WorkSafe:</i> <ul style="list-style-type: none"> ○ Occupational safety and health Act and Regulations, including High Risk Work, and payment of licenses. • <i>Labour Relations:</i> <ul style="list-style-type: none"> ○ referrals to Wageline and other employment regulatory authorities

Title	Geraldton
Location (address)	Post Office Plaza 50-52 Durlacher Street Geraldton WA 6530 PO Box 1447 Geraldton WA 6531
Contact details	Phone: (08) 9920 9800 Facsimile: (08) 9964 5678
Opening hours	8:30am – 5:00pm
Service	Information, applications and payments related to: <ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement (including payments), disposal and advice; ○ scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties, ○ conciliation advice to consumers lodging complaints. • <i>Building and Energy:</i> <ul style="list-style-type: none"> ○ Payments for Plumbers' compliance form ○ issue of Energy compliance forms ○ technical and safety regulation of plumbing and most of the gas industry. • <i>WorkSafe:</i> <ul style="list-style-type: none"> ○ Occupational safety and health Act and Regulations • <i>Labour Relations:</i> <ul style="list-style-type: none"> ○ referrals to Wageline and other employment regulatory authorities

Title	Kalgoorlie
Location (address)	Suite 4 37 Brookman Street Kalgoorlie WA 6430 PO Box 10154 Kalgoorlie WA 6433
Contact details	Phone: +61 8 9026 3250 Facsimile: +61 8 9021 8648
Opening hours	8:30am – 12:30pm
Service	<ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement (including payments) and disposals; • <i>Building and Energy:</i> <ul style="list-style-type: none"> ○ Payments for Plumbers' compliance form ○ issue of Energy compliance forms • <i>Labour Relations:</i> <ul style="list-style-type: none"> ○ referrals to Wageline and other employment regulatory authorities

Title	Karratha
Location (address)	Level 2, The Quarter HQ 20 Sharpe Avenue Karratha WA 6714 PO Box 5 Karratha WA 6714
Contact details	Phone: (08) 9185 0900 Facsimile: (08) 9185 1234
Opening hours	8:30am – 4:30pm
Service	<ul style="list-style-type: none"> • <i>Consumer Protection:</i> <ul style="list-style-type: none"> ○ tenancy bond lodgement, disposal and advice; ○ scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties, ○ conciliation advice to consumers lodging complaints.

APPENDIX 2 – HISTORY OF FORMER DEPARTMENT OF COMMERCE

The WA government agencies covering the functions of the Department of Commerce were established as follows.

The Department of Labour was established in 1920 to address industrial matters. In 1973 its name changed to the Department of Labour and Industry to reflect its functions of the administration of the industrial code, apprentices, construction safety, weights and measures, machinery, shops and factories and consumer protection. Industrial functions were transferred to the WA Government Industrial Relations Service in 1983 and then performed by the Department of Productivity and Labour Relations when that department was formed in 1990.

The Department of Consumer Affairs upon its establishment in 1983 inherited the consumer affairs function of the Department of Labour and Industry. This agency underwent a number of name changes to become the Ministry of Fair Trading in 1993.

In 1985, the Department of Occupational Health, Safety and Welfare (DOHSWA) was created and inherited functions from the Health Department of Western Australia and Industrial Affairs. DOHSWA implemented occupational health, safety and welfare policy, provided advice to the Minister, and was responsible for day-to-day administration and enforcement of occupational health and safety legislation. Its name changed to WorkSafe WA in 1996.

On 1 July 2001, the Department of Consumer and Employment Protection (DOCEP) was established. It brought together the Ministry of Fair Trading, the Department of Productivity and Labour Relations and WorkSafe Western Australia.

In early 2002, the Plumbers Licensing Board (attached to the Office of Water Regulation) and the Technical and Safety Division of the Office of Energy became part of DOCEP.

In July 2005, Resources Safety was moved from the Department of Industry and Resources (DOIR) to DOCEP and became the Resources Safety Division.

On 1 January 2009, the Department of Commerce (Commerce) was formed after a restructure of the Department of Industry and Resources (DOIR) and the Department of Consumer and Employment Protection (DOCEP). The Resources Safety Division moved to the Department of Mines and Petroleum (DMP).

On 1 January 2009, the Science, Innovation and Business Division was formed after functions, previously with DOIR, were transferred to the Department.

On 1 January 2009, the Aboriginal Economic Development Unit, previously with DOIR, was transferred to Commerce. The Unit had been responsible for Aboriginal economic development in Western Australia and implementation of the Indigenous economic

development framework of the bilateral agreement (Western Australia-Commonwealth) on Indigenous affairs 2006-2010.

On 15 May 2009, as a result of a 2009-2010 Budget Process Economic Audit Policy decision, the Aboriginal Economic Development Unit was discontinued and the funding transferred to other Government agencies.

On July 1 2009, the Building Industry Development Unit (transferred from the Department of Treasury and Finance) joined the Plumbers Licensing Board to form the Building Commission. In September 2009, the Builders' Registration Board and the Painters' Registration Board were added. The Building Disputes Tribunal also became part of the Building Commission.

In August 2011, the Building Disputes Tribunal's jurisdiction was transferred to the Building Commission and the State Administrative Tribunal. The Building Services Board commencement date was 29 August 2011. The Building Disputes Tribunal, the Builders Registration Board, and the Painters Registration Board were abolished on 29 August 2011.

On 2 April 2012, the Building Surveyors Qualifications Committee was abolished.

On 1 July 2013, the science functions of the Industry, Science and Innovation Division were transferred to the Office of Science within the Department of the Premier and Cabinet. The name was changed to the Industry and Innovation Division.

On 8 September 2015, the Labour Relations, and Industry and Innovation Divisions were merged to form the Labour Relations, Industry and Innovation Division. On 14 May 2016, the innovation function of the Labour Relations, Industry and Innovation Division was transferred to the Department of Finance. The name was changed to the Labour Relations and Industry Development Division.

On 14 May 2016, the Innovation function was transferred to the Office of Government Chief Information Officer within the Department of Finance. On 1 December 2016, the Corporate Services division had a name change and became the Corporate and Governance Services Division. Aboriginal strategic coordination, policy and planning, and internal audit and risk management functions were moved from the Office of the Director General to the division. On 5 December 2016, the Building and Construction Code Monitoring Unit (BCCMU) was established. The BCCMU's role is to monitor compliance with the *WA Building and Construction Industry Code of Conduct 2016*.

On 6 April 2017, responsibility for administration of the *Western Australian Aged Sailors, Soldiers and Airmen's Relief Fund Trust* was transferred to the WA Minister for Veterans Issues.

On 1 July 2017, the Departments of Commerce and Mines and Petroleum amalgamated to form the new Department of Mines, Industry Regulation and Safety (DMIRS). Regulatory functions and labour relations become part of this department

which also assumes consumer protection responsibilities. The industry promotion and innovation functions transferred to the new Department of Jobs, Tourism, Science and Innovation (DJTSI). The Regional Telecommunications team transferred to the Department of Primary Industries and Regional Development (DPIRD).