

Annexure: Information Statement

Information statement 2023-24

Introduction

Part 5 of the Freedom of Information Act 1992 (WA)¹ (the FOI Act) requires each agency publish an information statement and update the statement at intervals of not more than 12 months (sections 96 and 97 of the FOI Act).

The Minerals Research Institute of Western Australia (MRIWA) publishes its Information Statement as an annexure to the Annual Report. This Annexure supplements the detail provided in the Annual Report to ensure all information required under the FOI Act is publicly available.

Details of Legislation administered

Refer Annual Report – Overview > Legislation.

The *Minerals Research Institute of Western Australia Act 2013* (the Act) repealed the *Minerals and Energy Research Act 1987* thereby abolishing the Minerals and Energy Research Institute of Western Australia (MERIWA). All assets, rights and liabilities of MERIWA (the abolished Institute) were transferred to MRIWA on the commencement of the new Act.

Organisational Structure

Refer Annual Report – Overview > Responsible Minister.

The current organisation chart is available on the MRIWA website².

Decision-making framework

Refer Annual Report – Governance > Committee Structure and Decision-Making Framework.

¹ https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_353_homepage.html

² <https://www.mriwa.wa.gov.au/about-us/our-people/>

Agency functions

Refer Annual Report – Overview > About Us.

The Annual Report also includes independently audited financial statements and performance indicators and an overview of our performance in respect of governance requirements.

Details of functions, including decision-making functions, affecting the public

Except for those persons who are directly involved in assessing or undertaking the research projects, the general public is not involved in the day-to-day operations of the Institute.



Public participation in the formulation of policy and performance of agency functions

MRIWA regularly engages with representatives from industry, the research community and government organisations.

Details of the MRIWA College are provided in the Annual Report – Governance > Committee Structure and Decision-Making Framework. The Terms of Reference are available on the MRIWA website³.

As required by the *Minerals Research Institute of Western Australia Act 2013*, the Minister carried out a review of the operation and effectiveness of the Act following the fifth anniversary of the commencement of the Act. This review took place in 2018-19 and included a comprehensive stakeholder consultation process. The full report is available on the MRIWA website⁴.

The MRIWA Research Priority Plan identifies the key areas where investments will be made into high impact research and development. The 2019-20 review of the Research Priority Plan encompassed a broad range of preliminary stakeholder consultation which informed the development of a revised Plan. This was released for public consultation with all feedback considered by the Board prior to finalisation of the Plan.

Types of documents held by MRIWA

The MRIWA website⁵ contains a broad range of publicly accessible documents relating to our functions and activities. This includes:

- Annual reports;
- Policies and guidelines; and
- Final project reports.

MRIWA creates documents for the operation of business activities to carry out our functions and duties. This includes documents relating to:

- Accounting and finance
- Administrative operations
- Contracts, tenders and memorandums of understanding
- Governance and compliance
- Grant administration
- Human resources
- Ministerial correspondence and briefing notes
- Policy and procedure
- Records management
- Strategy and policy documents

Procedures for obtaining access to documents not publicly available

It is the aim of MRIWA to make information available promptly and at the least possible cost. Whenever possible, documents will be provided outside the FOI process.

If information is not routinely available, the FOI Act provides the right to apply for documents held by MRIWA and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

³ <https://www.mriwa.wa.gov.au/about-us/corporate-publications/corporate-governance/>

⁴ <https://www.mriwa.wa.gov.au/about-us/corporate-publications/mriwa-act/>

⁵ <https://www.mriwa.wa.gov.au/>



Freedom of information application process

Access applications have to:

- Be in writing;
- Give enough information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and,
- Be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the CEO (postal address: 1 Adelaide Terrace, East Perth, WA 6004) or telephone (08) 6180 4340.

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

Freedom of Information Charges

A scale of fees and charges are set under the FOI Act Regulations. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

1. Type of Fee		
– Personal information about the applicant		No fee
– Application fee (for non-personal information)		\$30.00
2. Type of 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		0.20 cents
– Transcribing from tape, film or computer (per hour, or pro rata)		\$30.00
– Duplicating a tape, film or computer information		Actual Cost
– Delivery, packaging and postage		Actual Cost
3. Deposits		
– Advance deposit of the estimated charges may be required		25%
– Further advance deposit may be required to meet the charges for dealing with the application		75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible, but in any case within 45 days of receipt of freedom of information application, the applicant will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and,
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

An applicant who is dissatisfied with a decision of the Institute is entitled to ask for an internal review by the Institute. Application should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

Access and Points of Contact

The above documents are available on application by:

Contact:	Coordinator, Executive Services
Telephone:	(08) 6180 4340
E-Mail:	enquiries@mriwa.wa.gov.au
Mail:	1 Adelaide Terrace, East Perth, WA, 6004
Website:	www.mriwa.wa.gov.au



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Visit the MRIWA website for digital versions of this report.

Disclaimer

MRIWA makes the information in this report available on the understanding users exercise their own skill and care with respect to its use and interpretation. Changes in circumstances after this document is made available may impact on the accuracy of the information.

Contact us

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1 Adelaide Terrace, EAST PERTH, 6004
Email: mail@mriwa.wa.gov.au
Website: www.mriwa.wa.gov.au

