



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



# Information Statement 2019-2020

Prepared in accordance with Part 5 of the  
*Freedom of Information Act 1992*

September 2019

## Introduction:

The *Freedom of Information Act 1992* (the Act) requires agency's to publish an annual Information Statement which conveys to the public the structure and function of the agency, the types of documents held, and how these documents can be accessed, purchased or inspected. The Information Statement also describes those agency functions that may affect members of the public, and any ways in which the public can participate in the performance of those functions and associated policy formation.

The Department of Mines, Industry Regulation and Safety (DMIRS) was formed on 1 July 2017 from the amalgamation of the Departments of Commerce and Mines and Petroleum.

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## ORGANISATIONAL STRUCTURE



## AGENCY SERVICES

### **1.1 CORPORATE SERVICES GROUP**

Corporate Services Group 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.

### **1.2 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.

### **1.3 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 (WA) as a destination of choice for resources companies. The group is responsible for the regulation of one of WA's largest industry sectors. The group plays a critical role in building and strengthening WA's economy, whilst ensuring the State's resources are developed in a sustainable and responsible manner.

### **1.4 SAFETY REGULATION GROUP**

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

## **1.5 SERVICE DELIVERY GROUP**

The Service Delivery Group is responsible for delivering a range of external and internal customer services including occupational licensing, contact centres and front counter customer services in Perth and most regional offices, and the department's legal services. The Group undertakes investigations for Dangerous Goods, Mines, Petroleum Safety and WorkSafe.

## **1.6 STRATEGIC BUSINESS INNOVATION GROUP**

The Strategic Business Innovation Group focuses on the department's strategic capability, fostering innovative thinking across the department to support DMIRS in building a high performance organisation. Information and communications technology functions are critical enablers of business transformation and process re-engineering. This 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.

## **1.7 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.

Corporate Executive Subcommittees:

- Audit and Risk Subcommittee
- Performance Subcommittee
- Finance Subcommittee
- Digital Technology Subcommittee
- Diversity and Inclusion Corporate Executive Subcommittee
- Reconciliation Action Plan Committee
- Reform Subcommittee

For Operational Areas:

- 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

## ACCESSING INFORMATION

### 2.1 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 and Energy, Consumer Protection, Corporate, Labour Relations and WorkSafe](#)

### 2.2 Libraries

There are four libraries within DMIRS.

#### 2.2.1 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, Level 1, Mason Bird Building, 303 Sevenoaks Street, CANNINGTON WA

Phone: 1300 307 877

Email: [WS.library@dmirs.wa.gov.au](mailto:WS.library@dmirs.wa.gov.au)

### 2.2.2 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 WA.

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 and catalogue: [Mineral House Library](#)

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](mailto:mhlibrary@dmirs.wa.gov.au)

### 2.2.3 Drillcore libraries at Carlisle and Kalgoorlie

The core libraries are used to display and archive drillcore to assist subsequent exploration activity, and are administered by the Geological Survey of Western Australia. (See page 19 for links). Members of the public are welcome to inspect drillcore and can make a booking using the contact details provided.

#### *Details*

Perth Core Library

Location: 37 Harris Street, Carlisle WA 6101

Phone: (08) 9470 0305

Email for both sites: [corelibrary.requests@dmirs.wa.gov.au](mailto:corelibrary.requests@dmirs.wa.gov.au)

Joe Lord Core Library

Location: Corner Broadwood and Hunter Streets, West Kalgoorlie WA 6430

Phone: (08) 9022 0410

## 2.3 FREEDOM OF INFORMATION

For further information on the DMIRS website regarding submitting a Freedom of Information (FOI) Application, see the following links:

- Link: Submitting FOI Applications regarding [Corporate, Mining, Petroleum](#)
- Link: Submitting FOI Applications regarding [Building and Energy, Consumer Protection, Corporate, Labour Relations, Licensing and 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. These contact details can be used for questions regarding both access to documents, and the amendment of personal information.

**Building and Energy, Consumer Protection, Corporate, Labour Relations, Licensing, WorkSafe**

*By post:*

FOI Coordinator  
Department of Mines, Industry Regulation and Safety  
Locked Bag 100

EAST PERTH WA 6892

*By fax:*

6251 2831

*In person:*

Level 1 (Reception)  
Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON WA

*Telephone:*

1300 136237

*Email:* [FOI-mbb@dmirs.wa.gov.au](mailto:FOI-mbb@dmirs.wa.gov.au)

**Mining and Petroleum, Corporate**

*By post:*

FOI Coordinator  
Department of Mines, Industry Regulation and Safety  
Locked Bag 100

EAST PERTH WA 6892

*By fax:*

9222 3862

*In person:*

Level 1 (Public Counter)  
Mineral House  
100 Plain Street (cnr Adelaide Terrace)  
East Perth WA

*Telephone:*

1800 628 767

*Email:* [FOI@dmirs.wa.gov.au](mailto:FOI@dmirs.wa.gov.au)

**How a FOI application is made:**

**Section 12 of the Act requires the following of the applicant;**

- **To lodge at an office of the agency;**
- **Provide an address in Australia;**
- **Include the application fee for non-personal information;**
- **Provide enough information to enable the requested document/s to be identified;**
- **Section 11 provides an agency (DMIRS) has to take reasonable steps to help the applicant comply with Section 12 of the Act; and**
- **DMIRS will consider any application ‘made’ for the purposes of beginning the permitted period of 45 days when the requested documents have been identified, as per Section 13(1)(a)(i) of the Act.**

**2.4 Internal Manuals**

Section 97 of the Act 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.

**PUBLIC PARTICIPATION**

Section 94(c) of the Act 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 and Energy, Consumer Protection, Labour Relations and WorkSafe functions and services](#)

*Public consultations on divisional web pages*

Link: [Building and Energy](#)

Link: [Consumer Protection](#)

Link: [Labour Relations](#)

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

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

Link: [WorkSafe](#)

## INFORMATION HELD BY DMIRS

Details of the type of information held by DMIRS have been divided into topics. For each topic, significant documents, 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 DMIRS website, then access may be sought under the *Freedom of Information Act 1992 (WA)* (section 4.5), whereby access will be considered in accordance with the exemptions to release under Schedule 1 of the Act.

### 3.1 Building and Energy

On 22 January 2018, the Building and Energy Division was formed from the amalgamation of the Building Commission and EnergySafety. Building and Energy oversees the regulation of the building, painting, building surveying, electrical, gas and plumbing industries.

#### *Databases/registers*

REGISTRATION CHECK	Consumers can check these registers to determine whether a building service provider's registration or licence is current.  Links: <a href="#">Adjudicators</a> <a href="#">Appointors</a> <a href="#">Builders</a> <a href="#">Building Surveyors</a> <a href="#">Painters</a> <a href="#">Gas Fitter, Electrician or Plumber</a>
STATE ADMINISTRATIVE TRIBUNAL (SAT)	The SAT Vocational Disciplinary Penalties Database includes summaries of all penalties imposed by the Tribunal in vocational disciplinary matters.  Link: <a href="#">State Administrative Tribunal</a>
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 WA Building Disputes Tribunal to 7 October 2011.

Link: [Building Disputes Tribunal](#)

STAY INFORMED Includes events, seminars, media releases and other updates  
Link: [Stay Informed](#)

### 3.2 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.

#### *Databases/registers*

ASSOCIATIONS ONLINE	Associations Online is an online portal for incorporated associations to submit applications and manage their contact information.  Link: <a href="#">Associations Online</a>
BUSINESS NAMES	This is a national business names index that holds information on registered and cancelled business names.  Link: <a href="#">ASIC Connect</a>
LICENCED CHARITIES	This is a register of charitable organisations licensed under the <i>Charitable Collections Act 1946</i> .  Link: <a href="#">Licensed Charities Register</a>
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: <a href="#">Licence and Registration</a>

**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](#)

**3.3 Corporate Information**

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

**3.4 Environmental Regulation (mining and petroleum)**

DMIRS is responsible for ensuring the responsible development of WA’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:	Petroleum:
<ul style="list-style-type: none"> <li>○ Annual Environmental Report</li> <li>○ Application for Native Vegetation Clearing Permit</li> <li>○ Environment Plan</li> <li>○ Mine Closure Plan</li> <li>○ Mining Proposal</li> <li>○ Mining Rehabilitation Fund Report</li> <li>○ Programme of Work</li> </ul>	<ul style="list-style-type: none"> <li>○ Annual Environmental Report</li> <li>○ bridging documents (for variation of conditions)</li> <li>○ Emissions and Discharges Report</li> <li>○ Environment Plan</li> <li>○ Oil Spill Contingency Report</li> <li>○ Reportable/recordable incident report</li> </ul>

*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](#)

### 3.5 Geology

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 WA are published, continuously improving the knowledge of the geological framework of the State. This information is used by stakeholders and 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)

*Databases/Registers*

**eBOOKSHOP**

see ‘documents for purchase’

The eBookshop contains almost 5000 geological products including books, articles, geological map series, regolith geochemical maps, geophysical

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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 WA 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 WA 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 WA. It provides a seamless current summary of the geology of WA.

Link: [ENS Lithostratigraphic Unit Search](#)

**3.6 Labour Relations**

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.

*Databases/registers*

**WAGELINE**

Wageline WA 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 WA also deals with queries regarding long service leave and laws on when and where children under fifteen year of age can work.

Link: [Wageline](#)

### 3.7 Mining (tenements)

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). Fees may apply, see page 24.

#### *Significant documents submitted*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>○ Application – for a mining tenement</li> <li>○ Application – for extension of term/renewal of a mining tenement</li> <li>○ Application – for forfeiture under section 96(1)(a)</li> <li>○ Application – for exemption</li> <li>○ Application – for forfeiture under section 96(1)(b) or 98</li> </ul> | <ul style="list-style-type: none"> <li>○ Mineralisation Reports</li> <li>○ Mining Proposals</li> <li>○ Objection – to tenement application or variation of conditions</li> <li>○ Operations Report</li> <li>○ Programme of Work</li> <li>○ Resource Reports (JORC)</li> </ul> |
|--|---|

#### *Databases/Registers*

##### MINERAL TITLES ONLINE

Mineral Titles Online provides details of mineral exploration and mining tenements throughout WA. 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 WA 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 WA resource sector, including a comprehensive coverage on the composition, magnitude and performance of the WA mineral and petroleum industry.

Link: [Statistics Digest](#)

#### HISTORICAL MINING TENEMENT MAPS

Prior to the implementation of the Department's computerised TENGGRAPH system, hard copy maps showing the location of mining tenements within WA 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](#)

### **3.8 Petroleum**

DMIRS is responsible for the approval and administration of petroleum and geothermal titles and associated resource management and operational activities in WA. 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)

*Databases/Registers*

PETROLEUM AND  
GEOHERMAL 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  
GEOHERMAL INFORMATION  
MANAGEMENT SYSTEM  
(WAPIMS)

WAPIMS is a petroleum exploration database containing data on wells, geophysical surveys, titles, and other related non-confidential exploration and production 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 contains 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](#)

### 3.9 Royalties (mining and petroleum)

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)

*Databases/registers*

**STATE AGREEMENT ACTS**

State Agreements are contracts between the Government of WA 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 Acts 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](#)

**3.10 Safety (mining, exploration, dangerous goods, major hazard facilities)**

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 WA. It promotes safety through compliance and enforcement activities, licensing, education and providing information to industry.

*Significant documents submitted*

- Project Management Plans
- Radiation Management Plans

*Dangerous Goods Licences*

- |   |   |
|---|---|
| ○ Dangerous Goods Driver Licence                                | ○ Fireworks Contractor Licence                                  |
| ○ Dangerous Goods Pipeline Registration                         | ○ Fireworks Event Permit  |
| ○ Dangerous Goods Security Card                                 | ○ Fireworks Operator Licence                                    |
| ○ Dangerous Goods Site Licence                                  | ○ Pyrotechnics (Special Use) Licence                            |
| ○ Dangerous Goods Vehicle Licence                               | ○ Shotfiring Licence  |
| ○ Explosives Driver Licence                                     | ○ SSAN (Security Sensitive Ammonium Nitrate) Fertiliser Licence |
| ○ Explosives Import/Export Licence                              | ○ SSAN Import/Export Licence                                    |
| ○ Explosives Manufacture Licence                                | ○ SSAN Manufacture Licence                                      |
| ○ Explosives Manufacture (MPU) (Mobile Processing Unit) Licence | ○ SSAN Storage Licence  |
| ○ Explosives Storage Licence                                    | ○ SSAN Supply Licence   |
| ○ Explosives Supply Licence                                     | ○ SSAN Transport licence  |
| ○ Explosives 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 71 fatal accidents in the mining industry for the period January 2000 to December 2018 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](#)

### 3.11 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 Licenses, and certain items of plant and design that must be registered with WorkSafe.

#### *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](#)

### Documents for Purchase

#### [Drainage Plumbing Diagrams](#)

Building and Energy have an [online search system for drainage plumbing diagrams](#). The fee at time of publication is \$10.50. If you have any queries about drainage plumbing diagrams, please contact Building and Energy on telephone (08) 6251 1301 or via email [dpd@dmirs.wa.gov.au](mailto:dpd@dmirs.wa.gov.au).

#### [Electrical Contractor Database - Purchase Agreement](#)

A copy of the Electrical Contractor's database is available for purchase subject to the terms and conditions stated. Consumer Protection's Association and Charities Branch.

<https://www.commerce.wa.gov.au/consumer-protection/associations-fees-forms-and-online-transactions>

Extract about an incorporated association. An extract lists the current name of the association, its IARN, current status, date of incorporation and cancellation, date financial year ends, date of the last AGM and current address for service.

Copy of a duplicate Certificate of Incorporation, Rules, Information Statement, and any other lodged form.

### **Mining Tenements**

Searches of mining tenements can be paid for at the Mining Counters or via email [mineraltitles.enquiries@dmirs.wa.gov.au](mailto:mineraltitles.enquiries@dmirs.wa.gov.au).

\*eBookshop contact details are;

Ph: (08) 9222 3459

Fax: (08) 9222 3444

Email: [bookshop@dmirs.wa.gov.au](mailto:bookshop@dmirs.wa.gov.au)

## 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 when planning a visit to a public counter, the details should be checked on the DMIRS website.

### Metropolitan and Regional Counters

Mining Information Counter - Metropolitan	
Location	Level 1 Mineral House 100 Plain Street East Perth WA 6004
Contact details	Ph: (08) 9222 3459 Fax: (08) 9222 3444 Email: <a href="mailto:mineraltitles.enquiries@dmirs.wa.gov.au">mineraltitles.enquiries@dmirs.wa.gov.au</a>
Opening hours	8:30am – 4:30pm
Services	<ul style="list-style-type: none"> <li>• Receival and processing of applications for Miners Rights, mining tenements and completion of online mining tenement applications</li> <li>• Processing of dealings and documents relating to mining tenements</li> <li>• Preparation of search requests relating to tenements, dealings and Form 5</li> <li>• Payments related to mining tenements</li> <li>• Warden's Court documents</li> <li>• Submission of Freedom of Information applications</li> <li>• Receival and processing of mining environmental documentation:               <ul style="list-style-type: none"> <li>○ Programme of Works (prospecting/exploration)</li> <li>○ Mining Proposal</li> <li>○ Mine Closure Plan</li> <li>○ Environment Plan</li> <li>○ Oil spill Contingency Plan</li> <li>○ Native Vegetation Clearing Permit</li> </ul> </li> </ul>

### Regional Offices

Kalgoorlie	
Location	Cnr Hunter and Broadwood Streets WEST KALGOORLIE WA 6430
Contact details	Ph: (08) 9021 9494 Fax: (08) 9091 2428 Email: <a href="mailto:mineraltitles.kalgoorlie@dmirs.wa.gov.au">mineraltitles.kalgoorlie@dmirs.wa.gov.au</a>
Postal address	Locked Bag 405 KALGOORLIE WA 6433
Opening hours	8:30am – 4:30pm
Karratha	
Location	'The Quarter', 2 <sup>nd</sup> Floor 20 Sharpe Avenue KARRATHA WA 6714
Contact details	Ph: (08) 9186 8888 Fax: (08) 9186 8889 Email: <a href="mailto:mineraltitles.karratha@dmirs.wa.gov.au">mineraltitles.karratha@dmirs.wa.gov.au</a>
Postal address	Box 518 KARRATHA WA 6714
Opening hours	8:30am-12:30pm – 1:30pm-4:30pm



<b>Leonora</b>	
Location	Rochester Street LEONORA WA 6438
Contact details	Ph: (08) 9037 7546 Fax: (08) 9037 6248 Email: <a href="mailto:mineraltitles.leonora@dmirs.wa.gov.au">mineraltitles.leonora@dmirs.wa.gov.au</a>
Postal address	Box 173 LEONORA WA 6438
Opening hours	8:30am-12.30pm – 1.30pm-4:30pm
<b>Marble Bar</b>	
Location	'Government Buildings' General Street MARBLE BAR WA 6760
Contact details	Ph: (08) 9176 1625 Fax: (08) 9176 1048 Email: <a href="mailto:mineraltitles.marblebar@dmirs.wa.gov.au">mineraltitles.marblebar@dmirs.wa.gov.au</a>
Postal address	Locked Bag 7 MARBLE BAR WA 6760
Opening hours	8:30am-12:30pm – 1:30pm-4:30pm
<b>Meekatharra</b>	
Location	Cnr Main Street and Savage Street MEEKATHARRA WA 6642
Contact details	Ph: (08) 9980 1453 Fax: (08) 9981 1482 include Email: <a href="mailto:mineraltitles.meekatharra@dmirs.wa.gov.au">mineraltitles.meekatharra@dmirs.wa.gov.au</a>
Postal address	Box 7 MEEKATHARRA WA 6642
Opening hours	8:30am-12:30pm – 1:30pm-4:30pm
<b>Mount Magnet</b>	
Location	Hepburn Street MOUNT MAGNET WA 6638
Contact details	Ph: (08) 9963 4040 Fax: (08) 9963 4488 Email: <a href="mailto:mineraltitles.mtmagnet@dmirs.wa.gov.au">mineraltitles.mtmagnet@dmirs.wa.gov.au</a>
Postal address	Box 13 MOUNT MAGNET WA 6638
Opening hours	8:30am-12:30pm – 1:30pm-4:30pm
<b>Collie Mines Safety Office</b>	
Location	66 Wittenoom Street COLLIE WA 6225
Contact details	Ph: (08) 9734 1222
Postal address	PO Box 500 COLLIE WA 6225
Opening hours	8:30am to 4:30pm
<b>Southern Cross</b>	
Location	Canopus Street Southern Cross WA 6426
Contact details	Ph: (08) 9049 1682 Fax: (08) 9049 1431 Email: <a href="mailto:mineraltitles.southerncross@dmirs.wa.gov.au">mineraltitles.southerncross@dmirs.wa.gov.au</a>
Opening hours	8:30am – 12:30pm and 1:30pm – 4:40pm

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

<b>Cashier Counter</b>	
Location	Level 1 (Reception) Mason Bird Building 303 Sevenoaks Street Cannington WA 6107
Contact details	Ph: 1300 304 054
Opening hours	8:30am – 5:00pm
Services	Processing payments related to: <ul style="list-style-type: none"> <li>• tenancy bond lodgement and disposal</li> <li>• licensing payments for: <ul style="list-style-type: none"> <li>• Real Estate Licences(Sales Rep, Agent &amp; Settlement Agent)</li> <li>• Debt Collectors</li> <li>• Employment Agents</li> <li>• Land Valuers</li> <li>• Motor Vehicle (Dealer, Business, Salesperson, Yard Manager &amp; Repairer licences)</li> <li>• Infringement notices</li> </ul> </li> <li>• Submission of Freedom of Information applications</li> </ul>

<b>Albany</b>	
Location	Unit 2/129 Aberdeen St Albany WA 6330  PO Box 832 ALBANY WA 6331
Contact details	Ph: (08) 9842 8366 Fax: (08) 9842 8377
Opening hours	8:30am – 5:00pm
Services	Information, applications and payments related to: <ul style="list-style-type: none"> <li>• Consumer Protection: <ul style="list-style-type: none"> <li>• tenancy bond lodgement (including payments), disposal and advice;</li> <li>• scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties,</li> <li>• conciliation advice to consumers lodging complaints.</li> </ul> </li> <li>• Building and Energy: <ul style="list-style-type: none"> <li>• payments for Plumbers' compliance form</li> <li>• issue of Energy compliance forms</li> </ul> </li> <li>• WorkSafe: <ul style="list-style-type: none"> <li>• Occupational safety and health Act and Regulations, including High Risk Work Licence payments and information.</li> </ul> </li> <li>• Labour Relations: <ul style="list-style-type: none"> <li>• referrals to Wageline and other employment regulatory authorities</li> </ul> </li> </ul>

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

<b>Bunbury</b>	
Location	8th Floor, 61 Victoria Street Bunbury, Western Australia 6230  PO Box 1747 BUNBURY WA 6231
Contact details	Ph: (08) 9722 2888 Fax: (08) 9791 8047
Opening hours	8:30am – 5:00pm
Services	Information, applications and payments related to: <ul style="list-style-type: none"> <li>• Consumer Protection: <ul style="list-style-type: none"> <li>• tenancy bond lodgement (including payments), disposal and advice;</li> <li>• scams, residential tenancies, retail and services under Australian Consumer Law, motor vehicle purchase, repairs and warranties,</li> <li>• conciliation advice to consumers lodging complaints.</li> </ul> </li> <li>• Building and Energy: <ul style="list-style-type: none"> <li>• Payments for Plumbers' compliance form</li> <li>• issue of Energy compliance forms</li> <li>• technical and safety regulation of plumbing, electrical and most of the gas industry.</li> </ul> </li> <li>• WorkSafe: <ul style="list-style-type: none"> <li>• Occupational safety and health Act and Regulations, including High Risk Work, and payment of licenses.</li> </ul> </li> <li>• Labour Relations: <ul style="list-style-type: none"> <li>• referrals to Wageline and other employment regulatory authorities</li> </ul> </li> </ul>

<b>Geraldton</b>	
Location	Post Office Plaza 50-52 Durlacher Street Geraldton WA 6530

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

### Kalgoorlie

Location	Suite 4 37 Brookman Street Kalgoorlie WA 6430  PO Box 10154 KALGOORLIE WA 6433
Contact details	Ph: (08) 9026 3250 Fax: (08) 9021 8648
Opening hours	8:30am – 12:30pm
Services	<ul style="list-style-type: none"> <li>• Consumer Protection: <ul style="list-style-type: none"> <li>• tenancy bond lodgement (including payments) and disposals;</li> </ul> </li> <li>• Building and Energy: <ul style="list-style-type: none"> <li>• Payments for Plumbers' compliance form</li> <li>• issue of Energy compliance forms</li> </ul> </li> <li>• Labour Relations: <ul style="list-style-type: none"> <li>• referrals to Wageline and other employment regulatory authorities</li> </ul> </li> </ul>

### Karratha

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