



Department of
Sport and Recreation

Freedom of Information

Freedom of Information Act 1992

Information Statement

2009

Version 1.6

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FREEDOM OF INFORMATION CONTACT PERSONNEL

Freedom of Information Coordinator

Tricia Summerfield
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Internet: www.dsr.wa.gov.au

Postal address

Freedom of Information Coordinator
Department of Sport and Recreation
PO Box 329 Leederville WA 6903

Freedom of Information Decision-Maker

Director General
Department of Sport and Recreation

Office of the Information Commissioner

Level 21, Exchange Plaza
2 The Esplanade, Perth
9492 9831: 08 9220 7888 Fax: 08 9325 2152
Country callers 1800 62 1244 (toll free)
Email: info@foi.wa.gov.au Internet: www.foi.wa.gov.au

Section 1.01 Introduction

The role of the Freedom of Information coordinator of the Department of Sport and Recreation is to administer the *Freedom of Information Act 1992* as it relates to the department thus ensuring a right of access to documents created or received by the department. These documents are made available to the public through the process of the *Freedom of Information Act 1992* (subject to exemptions).

Agencies are required to assist the public obtain access to documents at the lowest reasonable cost and to ensure that personal information held is accurate, complete, up to date and not misleading. The right to apply is not affected by any reasons the applicant may have for wishing to obtain access, or the agency's belief as to what the reasons are for applying.

Section 1.02 Information Statement

This statement is published in accordance with Part 5 s94 of the *Freedom of Information Act 1992*. The purpose of the statement is to ensure that the Government is accountable and transparent to the public of Western Australia. The Information statement is required to:

- (a) outline the structure and functions of the department;
- (b) demonstrate the impact our functions have on the community;
- (c) outline the processes which exist to enable the community to participate in the formulation of policy and the performance of our functions;
- (d) define the kinds of documents held by the department;
- (e) outline how the public can access documents held by us; and
- (f) outline the procedures for requesting or amending personal information under the Act.

Click on the link below to view the *Freedom of Information Act 1992*

<http://www.slp.wa.gov.au/statutes/swans.nsf/html/agency+foi+acts?opendocument>

Section 1.03 Department of Sport and Recreation's Mission

To enhance the quality of life of Western Australians through their participation and achievement in sport and recreation.

(a) Purpose

- To get more Western Australians physically active.
- To resource and equip sport and recreation providers.
- To support talent development and achievement in sport.
- To promote sound infrastructure planning and sustainable facility provision.
- To provide affordable recreation camp experiences.

(b) Organisational structure of the Department

The departmental organisational structure is detailed in **Appendix A**.

(c) Minister responsible

The Minister for Sport and Recreation is the Hon Terry Waldron MLA. Please see:

[http://www.parliament.wa.gov.au/Parliament/Memblast.nsf/WAllMembersFlat/Waldron,+Terrence+\(Terry\)+Keith?opendocument](http://www.parliament.wa.gov.au/Parliament/Memblast.nsf/WAllMembersFlat/Waldron,+Terrence+(Terry)+Keith?opendocument)

for further information on Hon Terry Waldron's portfolio and other ministerial information.

Section 1.04 DSR Management

(a) Director General

The Director General is the accountable officer of the department and is responsible for leadership and coordination of policy and planning of sport and recreation in Western Australia.

The Director General of the department is Mr Ron Alexander.

(b) Corporate Executive

The members of the department's Corporate Executive manage the affairs of the department:

Director General	Ron Alexander	Chair
Director, Business Management	Alex Watt	
Director, Strategic Policy, Planning and Research	Graham Brimage	
Director, Programs and Services	Jennifer Riatti	
Director, Facilities and Camps	Rob Didcoe	
Director, Governance & Stadium Operations	Ronnie Hurst	
Executive Officer	Claire Cloney	

Section 1.05 DSR Structure and Functions

The Department of Sport and Recreation is a department of the State Government of Western Australia constituted under Section 35 of the *Public Sector Management Act 1994*.

(a) History

The Department of Sport and Recreation has seen many changes over the years. The West Australian Council of Physical Fitness was formed as an incorporated body in 1939. At the first general meeting of the Council in February 1940 the name was changed to the National Fitness Council of Western Australia.

With the passing of the *National Fitness Act (WA)* in December 1945 the Council became a Statutory Authority. In 1948 a set of regulations was promulgated to implement the Act.

In 1972 the *Youth, Community Recreation National Fitness Act* was passed. The legislation was in response to the growing awareness of the need for an expanded community organisation for recreation. The State Government created a Recreation Portfolio and the Hon. T.D. Evans was the first Minister for Recreation to be appointed in Australia. The legislation also combined the National Fitness Council of Western Australia with the Youth Council of Western Australia and the inaugural meeting took place in February 1973.

The *Youth, Sport and Recreation Act, 1978* repealed the *Youth, Community Recreation Act 1972* and established formal Ministerial responsibility for the State's recreation service. It provided for a departmental structure under the *Public Services Act* and the Department of Youth Sport and Recreation was formed.

In 1988 the Minister for Sport and Recreation, the Hon. Graham Edwards MLC, instituted a review of the structure of sport in WA. One of the many decisions made was to upgrade the role of the Department for Sport and Recreation to become the Ministry of Sport and Recreation. The Ministry was formally established on 1/1/1989.

In late 1998, a strategic review of the Department of Sport and Recreation was undertaken; this resulted in a restructured and renewed agency. Under the review the functions of Sport International WA and the Recreation Camps and Reserve (sic) Board were transferred to the Department of Sport and Recreation. In 2005 the board was dissolved and the camps management function fully absorbed into the department.

If you require further historical information related to the department please contact the Information Centre (library) on 9492 9870 or info@dsr.wa.gov.au

Section 1.06 The major functions of DSR's divisions

Functions of Strategic Policy, Planning and Research

- Lead policy and planning directions of the department.
- Identify and coordinate research for the department.
- Promote the development of strategic partnerships.
- Support the development of policy for the sport and recreation industry.
- Provide ministerial speeches.
- Distribute information on departmental policies and programs.

Functions of Programs and Services

Manage grant funding programs which aim to enhance sport development and participation in Western Australia and increase the significant contribution sport and recreation makes to the community.

- Provide a consultancy service to Western Australian sporting organisations.
- Provide a leadership role to the recreation industry.
- Promote the value sport and recreation has in developing individuals and communities through representation on, and consultation to community and other government agency planning teams.
- Provide community-based education programs to support the volunteer base of sport and recreation services and provide opportunities for volunteers to develop the skills to manage sport and recreation programs.
- Enhance local government's appreciation of their significant contribution to community well-being through recreation and to enhance their services in appropriate ways.
- Increase opportunities for participation in sport and recreation by young people, women, seniors and Indigenous communities in Perth and regional Western Australia.

Functions of Facilities and Camps

- Assist local community bodies create the physical environment which increases opportunities to participate in appropriate sport and recreation activities.
- Provide advice to other government agencies in developing policies and frameworks that provide for sport and recreation facilities.
- Provide affordable accommodation and outdoor recreation experiences to increase community participation, skills and fitness.

Functions of Business Management

- Develop and coordinate strategies in the areas of corporate development including corporate management, performance management and customer focus.
- Provide financial management and general administrative services including purchasing and asset management.
- Provide a high level of information (library) services to the departmental staff and the Western Australian sport and recreation industry.
- Provide information management particularly in the areas of strategic planning for Information Management, Information Systems and Records Management.
- Provide information systems particularly in the areas of internal and regional communications; database development and management; and management information systems.
- Provide human resource management, particularly in the areas of training and development programs, industrial relations matters, staff recruitment and maintenance of personnel records, and compliance with legislation relating to Equal Employment; Occupational Health, Safety and Welfare; Workers Compensation; and Employee Assistance programs.

Section 1.07 DSR's strategic plan 2009-2012

Key Result Areas

1. Industry development
Outcome: A cohesive industry that provides a framework to optimise health, economic and social benefits of sport and recreation.
2. Infrastructure
Outcome: All Western Australians - regardless of the level at which they participate their means, of geographical location - have access to quality sport and active recreation facilities.
3. Capacity building
Outcome: Organisations that provide sport and active recreation are effective, accountable, viable and responsive to their stakeholders and build capacity of sport and recreation personnel.
4. Participation
Outcome: A more physically active society in which sport and active recreation maintain and increase their contribution to community wellbeing.
5. High performance
Outcome: Excellence is achieved in sporting performance.
6. Business management
Outcome: A vibrant, responsive and progressive organisation that is accountable to government and the community.

Industry Strategic Plan

Since 2003, editions of '*Strategic Directions for Western Australian Sport and Recreation*', have been developed by the sport and recreation industry and informs the department's strategies for further developing the industry in this State.

Strategic Directions for Western Australia Sport and Recreation 2006-2010 (SD4) can be downloaded from the website at www.dsr.wa.gov.au or by contacting the department's Information Centre (library).

(a) Criteria for measurement

In achieving its objectives, the department's strategies are concentrated on using multiplier agencies (primarily State sporting associations, local government authorities and education authorities) to achieve its impacts on the wider community.

Assessing the effectiveness of these strategies is then a two-stage process: the effectiveness of the department in impacting on the multipliers; and the effectiveness of the multipliers impacting on the community.

An assessment of the department's performance against its performance indicators is available in the department's annual report, which may be obtained from any of the department's offices listed in **Appendix B** or downloaded at <http://www.dsr.wa.gov.au/>

Section 1.08 Resources employed by DSR

The department's Perth office, located at 246 Vincent Street, Leederville contains the Programs and Services; Business Management; Facilities and Camps; and Strategic Policy, Planning and Research Divisions. The department currently has 157 FTE staff, the total number includes those staff who are employed in external services in camps and regional offices; the remainder of the staff operate out of the Perth office.

Programs and Services regional staff service ten Western Australian regions and are based in nine major centres throughout the State. Regional location details are listed in **Appendix B**. Recreation camp location details are listed in **Appendix C**.

Section 1.09 The effect of DSR's function on the public and arrangements for public participation in policy formulation

(i) Corporate Executive Committee

The Corporate Executive Committee comprises the Director General, the four Directors and the Executive Officer.

The Committee meets twice monthly to:

- endorse corporate policies and procedures (including policies and procedures emanating from all divisions which will have an impact/influence across the organisation unless specifically delegated by the Corporate Executive);
- update and introduce information on strategic initiatives or key infrastructures;
- discuss significant inter agency or customer issues;
- review programs reviews and evaluations;
- discuss significant management or operational issues that have potential impact at an organisational level, or across multiple divisions;
- review outcomes from departmental standing committees including (Occupational, Safety and Health (OSH) Committee; Equal Employment Opportunity Committee; Internal Audit);
- discuss proposed legislative changes;
- discuss monthly financial reports; and
- report on reforms, outsourcing, tenders, contracts and funding including:
 - engagement of consultants/contractors at a value greater than \$5000;
 - development of new publications.

Consultation must occur between divisions on all relevant issues and in particular on matters referred for consideration at Corporate Executive meetings.

(b) Internal management committees

(i) Strategic Policy, Planning and Research

Comprises of all members of the Strategic Policy, Planning and Research Division and meets twice monthly to share information on work in progress and activities that may impact on the division.

(ii) Program and Services Division

Comprises all members of the division including regional staff and meets twice monthly to share information on operational and management issues relating to upcoming programs/activities.

(iii) Facilities and Camps Division

The division holds bi-monthly meetings for managers and each branch in the division convenes fortnightly and/or monthly meetings. Teleconferences for all camps staff may be used for specific issues.

(iv) Business Services Division

Comprises all members of information services, human resources, administration and finance. The managers of the Division meet weekly to share information on operational and management issues relating to programs/activities.

Section 1.10 Committees or bodies administered by DSR

Board/Committee	Role	Appointments	Public Participation
WA Professional Combat Sports Commission	Provides standards for combat sports and issues licences.	Appointed by the Minister for Sport and Recreation.	Through representatives or written submission.
Community Sport and Recreation Facilities Fund	Makes recommendations to the Minister of Sport and Recreation regarding funding allocation.	Appointed by the Minister of Sport and Recreation.	Through representatives.

Section 1.11 Freedom of Information

(a) Application

To apply for information held by the Department of Sport and Recreation please send a letter to the department outlining your request alternatively, please fill in application form at **Appendix D**.

(b) How the application is made

- (1) The access application must:
 - be in writing;
 - give enough information to enable the requested documents to be identified;
 - give an address in Australia to which notices under the Act can be sent;
 - give any other information or details required under the regulations; and
 - be lodged at an office of the agency with any application fee payable.
- (2) The access application may request that access to the documents be given in a particular way described in section 27(1).
- (3) An application may be lodged by delivery by hand, post or facsimile at an office of the agency to which it is directed.
- (4) If an application is lodged with an agency by post it is to be regarded as having been lodged with the agency at the end of the fifth day after it was posted.
- (5) If an application is lodged with an agency by facsimile it is to be regarded as having been lodged with the agency on the day on which it is transmitted.

Applications will be acknowledged in writing and notification of a decision will be given within 45 days.

(c) Freedom of Information charges

Details of fees and charges are detailed in the table below, where required they must be paid in full before access to non-personal information will be permitted. Documents which are non-personal are those for which an application under the Act must be made.

No fees or charges apply for personal information or amendment of personal information about the applicant (e.g. medical records; details of employment, etc.).

Charges	Amount
Application Fee for non-personal information	\$30.00
Per hour of staff time or pro rata of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of a request)	30.00
Supervised access time or preparation of a transcript or a tape (per hour or pro rata)	30.00
Photocopying per copy	0.20
Time spent photocopying (per hour or pro rata)	30.00
Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.	

Please note that Freedom of Information fees are GST exempt. If you are financially disadvantaged applicants or hold a prescribed pensioner concession card, please advise the Freedom of Information Coordinator.

(d) Deposit

A deposit of 25% of the estimated charge may be requested, see *Freedom of Information Act s18 (1)*.

A further advance deposit of up to 75% of the estimated charge may also be requested see *Freedom of Information Act s18 (4)*.

(e) Refusal of access

Applicants who wish to lodge a complaint regarding the decision of the department may do so through the Office of the Information Commissioner. An external review application must be provided in writing or you can visit the Office of the Information Commissioner. Please visit www.foi.wa.gov.au for further information.

(f) Access to non-exempt documents

Documents to which access has been granted will, if possible, be made available in the form requested. Generally however, the department will provide copies of documents sought.

(g) Viewing documents

In some cases non-exempt documents will only be available for viewing at the department's Perth office or if available at any of our Regional offices, on weekdays, between the hours of 8.30am and 4.30pm. A fee will be charged for the supervised viewing of non-personal documents.

(h) Notice of Decision

As soon as possible but within 45 days 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 access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

(i) Freedom of Information internal reviewing officer

Currently the department does not have procedures in place to conduct an internal review, therefore all complaints regarding a decision made by the department need to be lodged with the Office of the Information Commissioner for an external review. An application for external review should be made within 60 days of receiving notice of the decision.

Section 1.12 Documents held by DSR

Details of documents available for which a Freedom of Information application is not required and available at no cost include:

- Freedom of Information Statement;
- Department of Sport and Recreation annual report;
- Details of Recreation Camp locations, hire charges and conditions;
- Directory of sporting associations and clubs in Western Australia;
- Job description forms; and
- All publications available on our website.

(i) Documents available for purchase (cost of copying only)

- Divisional operational plans;
- Internal telephone directory;
- Various reports on sport and recreation issues such as facilities, safety, sports injury and statistical data;
- Information Centre (library) documentation; and
- Human resource management plans and reports.

(ii) Details of other documents available for which a Freedom of Information application is required (non-exempt documents)

- Records files on the administrative operations of the department and the Professional Combat Sports Commission;
- Correspondence held on departmental files;
- Personal files and other information on individual employees;
- Manuals on administrative and financial policy and procedures;
- Minutes of Divisional meetings;
- Corporate Executive meeting minutes;
- Grants systems databases and operating manuals;
- Camps booking system databases and operating manuals;
- Management information systems databases and operating manuals;
- Information Centre management systems databases and operating manuals;
- Purchasing records and contracts; and
- Audit reports and supporting documentation.

Section 1.13 DSR's Information Centre

The Department of Sport and Recreation has an Information Centre (library) located at its Perth office. The centre specialises in sport, recreation and leisure information available in standard monograph, journal and pamphlet form, as well as electronic format and video.

Please contact 9492 9870 or 9492 9869 to make an enquiry or visit our website www.dsr.wa.gov.au under the library section of the site.

Section 1.14 Legislative compliance

(a) Legislation

Corruption and Crime Commission Act 2003

Disability Services Act 1993

Equal Opportunity Act 1984

Freedom of Information Act 1992

Financial Management Act 2006

Industrial Relations Act 1979

Library Board of Western Australia Act 1951

Minimum Conditions of Employment Act 1993

Occupational Safety and Health Act 1994

Parliamentary Commissioner Act 1972

Perry Lakes Redevelopment Act 2005

Professional Combat Sports Act 1987

Public and Bank Holidays Act 1972

Public Interest Disclosure Act 2003

Public Sector Management Act 1994

Salaries and Allowance Act 1975

Sex Discrimination Act 1984 (C'wealth)

State Records Act 2000

State Superannuation Act 2000

State Supply Commission Act 1991

Workers Compensation and Rehabilitation Act 1981

Section 1.15 DSR's Head office location

Department of Sport and Recreation
246 Vincent Street
Leederville WA 6007

PO Box 329
Leederville WA 6903

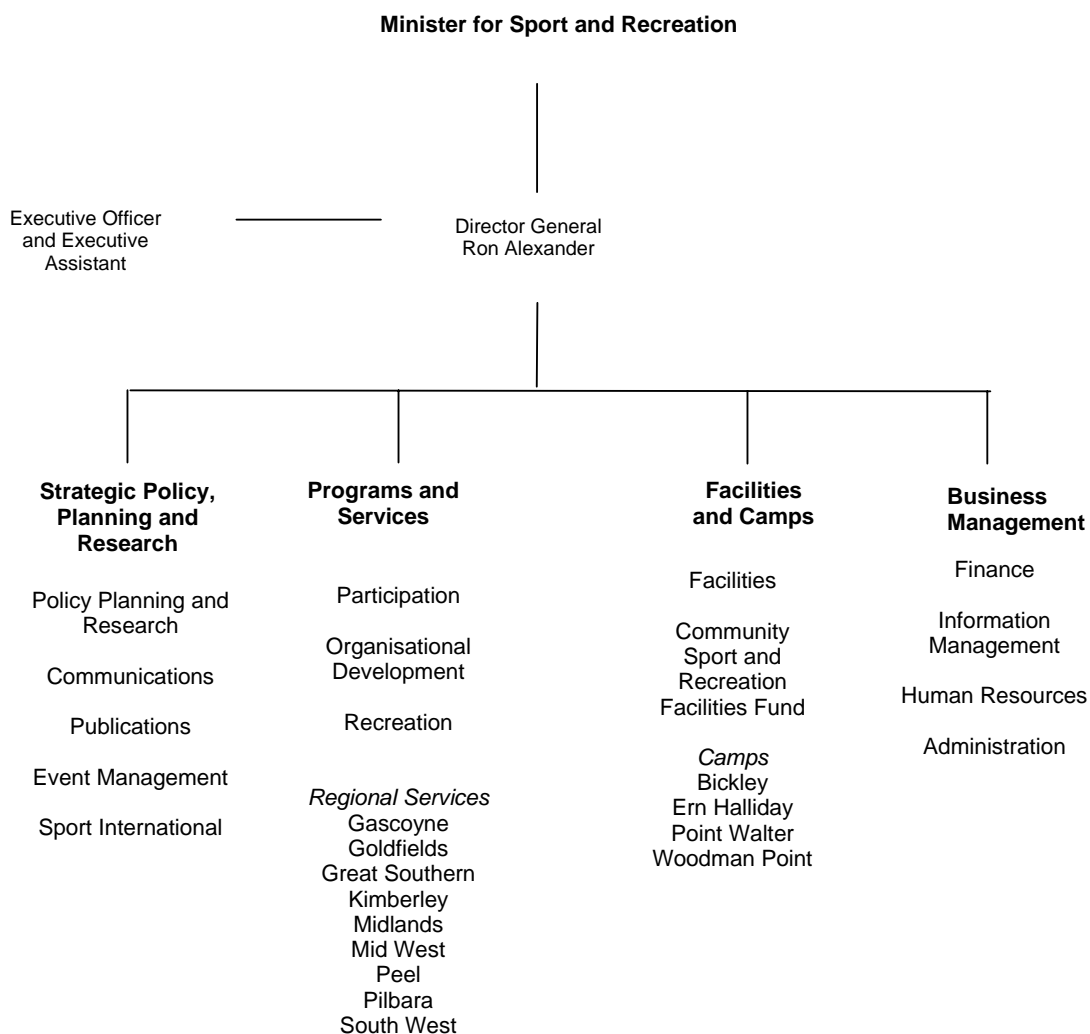
(i) Details of associated bodies locations

Professional Combat Sports Commission
c/o Department of Sport and Recreation
246 Vincent Street
Leederville WA 6007

PO Box 329
Leederville WA 6903

Section 1.16 APPENDIX A

ORGANISATIONAL STRUCTURE — DEPARTMENT OF SPORT AND RECREATION



Section 1.17 APPENDIX B

CAMPS	ADDRESS/PHONE/FAX/EMAIL NUMBERS
BICKLEY OUTDOOR RECREATION CAMP	Hardinge Road ORANGE GROVE WA 6109 Tel: (08) 9459 1204 Fax: (08) 9459 6432 email: bickley@dsr.wa.gov.au
ERN HALLIDAY RECREATION CAMP	Whitford Avenue HILLARYS WA 6025 PO Box 80 HILLARYS WA 6923 Tel: (08) 9401 1425 Fax: (08) 9402 3422 email: ernhalliday@dsr.wa.gov.au
POINT WALTER CONFERENCE CENTRE AND RECREATION CAMP	1 Stock Road BICTON WA 6157 Tel: (08) 9330 5022 Fax: (08) 9330 7633 email: pointwalter@dsr.wa.gov.au
WOODMAN POINT RECREATION CAMP	74 O'Kane Court MUNSTER WA 6166 Tel: (08) 9418 2925 Fax: (08) 9434 3662 email: woodman@dsr.wa.gov.au

Section 1.18 APPENDIX C

REGIONAL OFFICE	ADDRESS/PHONE/FAX/EMAIL NUMBERS
GASCOYNE	4 Francis Street PO Box 140 CARNARVON WA 6701 Tel: (08) 9941 0900 Fax: (08) 9941 0999 email: gascoyne@dsr.wa.gov.au
GOLDFIELDS	106 Hannan Street Kalgoorlie PO Box 1036 Kalgoorlie WA 6430 Tel: (08) 9022 5800 Fax: (08) 9022 5899 email: goldfields@dsr.wa.gov.au
GREAT SOUTHERN	22 Collie Street ALBANY WA 6330 Tel: (08) 9892 0100 Fax: (08) 9892 0199 email: greatsouthern@dsr.wa.gov.au
KIMBERLEY/BROOME	Government Office Building Cnr Konkerberry Drive & Messmate Way KUNUNURRA WA 6743 PO Box 1127 KUNUNURRA WA 6743 Tel: (08) 9166 4900 Fax: (08) 9166 4999 email: kimberley@dsr.wa.gov.au
MID WEST	Mid West Sports House 77 Marine Terrace GERALDTON WA 6530 PO Box 135 GERALDTON WA 6531 Tel: (08) 9956 2100 Fax: (08) 9956 2199 email: midwest@dsr.wa.gov.au
PEEL	Suite 3 - The Endeavour Centre 94 Mandurah Terrace PO Box 1445, Mandurah WA 6210 Tel: (08) 9550 3100 Fax: (08) 9550 3199 email: peel@dsr.wa.gov.au
PILBARA	Unit 2/3813 Balmoral Road, Karratha PO Box 941 KARRATHA WA 6714 Tel: (08) 9182 2100 Fax: (08) 9182 2199 email: pilbara@dsr.wa.gov.au
SOUTH WEST	80A Blair Street BUNBURY WA 6230 Tel: (08) 9792 6900 Fax: (08) 9792 6999 email: southwest@dsr.wa.gov.au
WHEATBELT	Mclver House 297 Fitzgerald Street PO Box 55 NORTHAM WA 6401 Tel: (08) 9690 2400 Fax: (08) 9690 2499 email: wheatbelt@dsr.wa.gov.au

Section 1.19 APPENDIX D



Department of
Sport and Recreation

Freedom of Information Application Form

Please fill in this form if you would like to apply for access to documents under the *Freedom of Information Act 1992* S.12.

Title: Hon/Dr/Mr/Mrs/Miss/Ms: _____

Given Names: _____ Surname: _____

Postal address _____

State _____ Postcode: _____

Telephone Number: (Home) _____ (Work) _____

Can you be contacted at work Yes No

Mobile : _____ Email: _____

(If application is on behalf of an organisation/ business)

Name of organisation or business _____

I would like to apply for access to (please supply as much information as possible):

Fees and Charges

If you are applying for personal information there is no charge. Personal information is defined by the Act as meaning 'information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion; or who can be identified by reference to an identification number or other identity particulars such as fingerprint, retina print or body sample'. *Freedom of Information Act 1992* Section 9 p.84.

If you are applying for **non-personal information** there is a fee of \$30.00. Extra charges for processing a request may apply; if extra charges are applied you will be contacted by the Freedom of Information Coordinator outlining the costs.

The costs may also be reduced by 25% under section 16(1)(g). Please attach a copy of your pension card or any other documents that may assist you in receiving a reduction in costs.

OFFICE USE ONLY

Discount granted Yes No