



Freedom of Information Statement



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This Freedom of Information Statement is provided in accordance with the requirements of the [Freedom of Information Act 1992 \(Fol Act\)](#) which gives members of the public the right to access our documents, subject to some limitations. It also lets people seek changes to their personal information we hold if they feel it is inaccurate, incomplete, out of date or misleading.

We aim to provide documents through the Fol process as quickly and cost effectively as possible. Where possible, we also provide documents outside the Fol process.

Before submitting a Fol request we encourage you to contact us to find out whether we hold the relevant documents by emailing: foi@chemcentre.wa.gov.au or by telephoning (08) 9422 9800. If we do not hold the documents requested, we may be able to help you by directing your request to the appropriate [Western Australian Government agency](#).

1. ABOUT CHEMCENTRE

ChemCentre is a statutory authority within the Western Australian Government established under the [Chemistry Centre \(WA\) Act 2007](#) with the function of providing chemical information, advice and analytical services to the State and other persons in the areas of forensic science and medicine; public health and safety; environmental protection; and crisis and emergency management response and management.

We also undertake and assist in the provision of chemistry research and development; education and training; and may engage in commercial chemistry activities.

More comprehensive information about our products, services and activities can be on our website: www.chemcentre.wa.gov.au.

Our Vision

Chemistry for the benefit of every Western Australian.

Our Purpose

To deliver leading chemistry for Western Australia.

Our Mission

To provide excellence and innovation in chemical and forensic science, emergency response and research to support the administration of justice and a safe and prosperous Western Australia.

2. STRUCTURE AND DECISION-MAKING FUNCTIONS

ChemCentre is governed by a Board of Management, reporting to the Minister for Science and Innovation. Day-to-day management responsibilities are delegated to the Chief Executive Officer (CEO). Some of these functions have been sub-delegated within the organisation, as appropriate.

ChemCentre has four Divisions:

Scientific Services Division

Provides services including complex chemical analyses, problem solving, and investigative and collaborative research projects. These activities involve the application of chemistry to the environment, public and occupational health, emergency response, State-based industries, and State development. The Division also provides an analytical and consultative service to Government agencies and commercial businesses involved in health administration, agriculture, and highly specialised analytical and advisory services.

Forensic Science Laboratory

Provides a high quality independent analytical, advisory and consultative service in forensic science to the West Australian Police, the State Coroner, Racing and Wagering WA and other government departments and agencies involved in justice administration. The investigative and advisory services include toxicology, physical evidence, illicit drugs and racing chemistry.

Business and Corporate Services

Operates under a service delivery model to support ChemCentre achieve its strategic and commercial objectives. The Business and Corporate Services division provides a range of services including human resources, financial management, records management, project management and information communication and technology services and support and enhancement of bespoke systems.

Executive

Liaises with the Minister on government policies and ensures compliance with government requirements. They aim for ChemCentre to be recognised for the excellence of its staff, policies, systems and processes that support operations.

The Senior Executive Team, consisting of the CEO and Divisional Directors, meets fortnightly to ensure delivery of quality services to clients of ChemCentre and drive the achievement of the strategic objectives of the Government and the Board of Management.

Further information about our structure and functions can be found in our [annual reports](#).

3. PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY

ChemCentre regularly conducts customer service surveys to inform its ongoing performance of key business outcomes. There is, however, no formal public participation system in place to address customer complaints or engage with policy related issues.

4. DOCUMENTS HELD BY CHEMCENTRE

Publicly available documents

- Annual reports
- Statement of Corporate Intent
- Disability Access and Inclusion Plan
- Reconciliation Action Plan
- Multicultural Plan
- Brochures and publications relating to scientific services and research.

Non-public documents

Where appropriate, relevant summary information is published as part of ChemCentre's annual reporting compliance obligations:

- policy, legislation and legal documents
- policy manuals and guidelines
- operational procedures
- human resources and personnel records
- financial records and contracts
- collaborative research agreements
- agendas and meeting minutes
- information, communication and technology
- office/business equipment and supplies
- risk management and compliance
- procurement and tenders
- advertising, promotion and media.

5. FREEDOM OF INFORMATION PROCESS

We deal with all FoI applications received in accordance with the FoI Act and the guidance material prepared by the [Office of the Information Commissioner](#).

Freedom of Information Applications

Any person may apply for access to documents or information that are not publicly available. To request access to documents under the FoI Act, your application must:

- be in writing and specify that the request is made under the FoI Act;
- give enough information so requested documents can be identified;
- give an Australian address we can send notices to;

- provide a telephone number or email address so we can contact you; and
- be lodged with an application fee, if required.

You can create your own application form or use our [Freedom of Information Application](#) available on our website. Applications will be acknowledged in writing when received.

Amendment of Personal Information

You have the right to apply for an amendment of any document that contains personal information about you.

All applications must be in writing and need to clearly demonstrate how or why the document is inaccurate, incomplete, out of date or misleading. If we decide to amend the personal information, this is usually done by altering the document or adding a note.

Lodging Applications

You can [email us](#), submit it in person or post it to us at:

FoI Coordinator
PO Box 1250
BENTLEY DELIVERY CENTRE WA 6983

Fees and Charges

A scale of fees and charges are set out in Schedule 1 of the [Freedom of Information Regulations 1993](#). Apart from the application fee for non-personal information, all charges and fees are discretionary. The fees and charges are as follows:

Fee or Charge Type	Amount
Personal information about the applicant	No fee and no charges
Application fee (for non-personal information)	\$30
Charge for time dealing with the application	\$30 (per hour or pro rata)
Access time supervised by staff	\$30 (per hour or pro rata)
Photocopying staff time	\$30 (per hour or pro rata)
Per photocopy	20c a copy
Transcribing from tape, film or computer	\$30 (per hour or pro rata)

Duplicating tape, film or computer information	Actual cost
Delivery, packaging and post	Actual cost

An estimate of charges will be provided if the cost is expected to exceed \$25. For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

Deposits	Rate
Advance deposit may be required in respect of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

Method of Payment

Payment may be made via cheque, money order, in person via cash or card, or via electronic funds transfer to:

BSB	066 040
Account Number	1940 0060
Account Name	Chemistry Centre WA

Please provide your receipt as proof of payment with your application.

Notice of Decision

We notify you of our decision as soon as possible but no later than 45 calendar days after receiving your application. The notification will include:

- the name and position title of the officer who made the decision and the date it was made;
- reasons for deleting any matter or refusing access to any matter; and
- your rights of review and procedures to be followed.

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; or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Right of Review

You may appeal against a decision made by us for access or amendment to documents through an internal or external review process. No fees or charges apply.

Internal review applications must be in writing to us with 30 calendar days after the date of the written notice of decision.

If you are not satisfied with the outcome of our internal review, you may apply to the Information Commissioner for an external review. An application for external review must be lodged by you within 60 days of receiving written notice of the decision.

6. CONTACT US

Telephone: (08) 9422 9800

Email: foi@chemcentre.wa.gov.au

Website: www.chemcentre.wa.gov.au

In person: Building 500, Resources and Chemistry Precinct
Corner Manning Road and Townsing Drive, Bentley, Western
Australia

By post: PO Box 1250
BENTLEY DC WA 6983