



Information Statement 2016–17

This document has been prepared in accordance with section 94 of the Freedom of Information Act 1992 (WA)

Document Control

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Accessibility

This document is available in alternative formats and languages on request.

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Purpose

This statement has been prepared as a guide for the public about information held by the Department of Environment Regulation (DER). Where an agency is related to the Department, DER will be responsible for processing and responding to all Freedom of Information applications and must also comply with section 94 of the *Freedom of Information Act 1992* (WA) (FOI Act) in providing sufficient information regarding each of the agencies.

Pursuant to clause 2(4) of the Glossary to the FOI Act, regulation 10 declares that the following specified offices or bodies listed in Schedule 2 of the *Freedom of Information Regulations 1993* (FOI Regulations) are not to be regarded as separate agencies for the purposes of the FOI Act, but are to be regarded as part of DER:

- Cockburn Sound Management Council (CSMC);
- Contaminated Sites Committee (CSC);
- Keep Australia Beautiful Council WA (KABC); and
- Waste Authority (WA).

This statement also includes guidance for the public in relation to the following:

- legislation administered by DER and its related agencies;
- structure and decision-making functions of the agency; and
- availability and accessibility of information held by the agency.

Introduction

This Information Statement has been prepared in accordance with section 94 of the FOI Act and contains:

- A statement of the structure and functions of the agency.
- A description of the ways in which the functions of the agency affect members of the public.
- A description of the 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.
- A description of the kinds of documents that are usually held by the agency and how they may be accessed by members of the public.
- A description of the agency's procedures for amending personal information in the documents of the agency.

About the Department

Our Purpose

To advise on and implement strategies for a healthy environment for Western Australia.

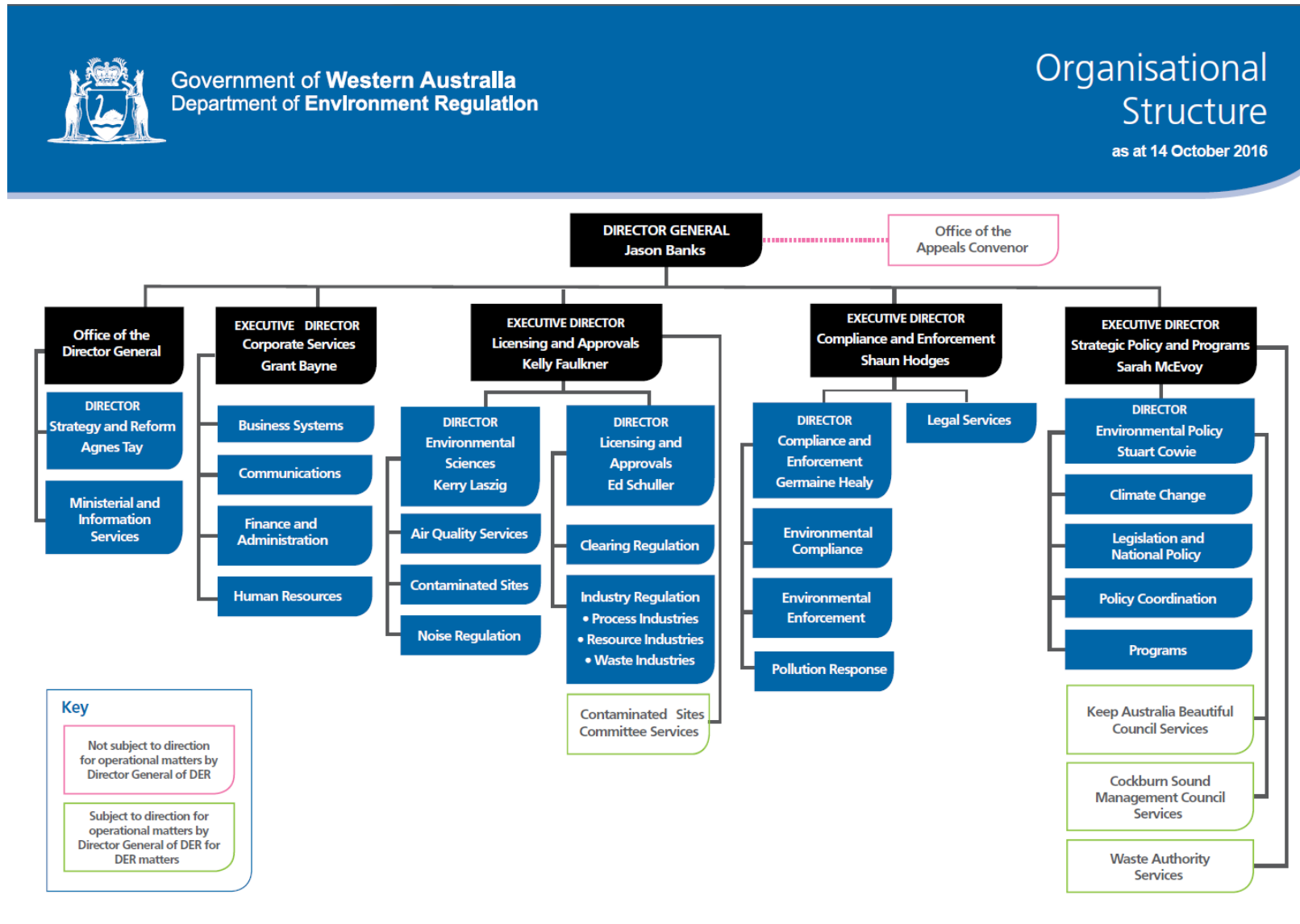
Our Services

- Environmental Regulation – Regulate activities with potential impacts on the environment.
- Environmental Policy – Develop and implement policies and strategies that promote environmental outcomes.
- Waste Strategies – Reduce the environmental impact of waste.

The Department has responsibility under Part V of the *Environmental Protection Act 1986* (EP Act) for works approvals and licences for prescribed premises, clearing permits and administration of a range of regulations. It also monitors and audits compliance with works approvals, licences, clearing permits and their conditions, as well as regulations, and takes enforcement action as appropriate. The Department's regulatory role is supported by sound science and policy.

The Department publishes an annual *Strategic Outline* which provides an overview of its purpose, functions and focus, and how it does business. The Department also produces a range of fact sheets and technical reports to help improve community knowledge of environmental issues and understanding and support for the Department's activities, services and policies. These publications can be accessed via the DER website, www.der.wa.gov.au.

Organisational Structure of DER



Legislation Administered by DER

Acts:

- *Carbon Rights Act 2003*
- *Contaminated Sites Act 2003*
- *Environmental Protection Act 1986*
- *Environmental Protection (Landfill) Levy Act 1998*
- *Litter Act 1979*
- *National Environment Protection Council (Western Australia) Act 1996*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Waste Avoidance and Resource Recovery Levy Act 2007*

Regulations:

- *Clean Air (Determination of Air Impurities in Gases Discharged into the Atmosphere) Regulations 1983*
- *Contaminated Sites Regulations 2006*
- *Environmental Protection Regulations 1987*
- *Environmental Protection (Abattoirs) Regulations 2001*
- *Environmental Protection (Abrasive Blasting) Regulations 1998*
- *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*
- *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*
- *Environmental Protection (Controlled Waste) Regulations 2004*
- *Environmental Protection (Domestic Solid Fuel Burning Appliances and Firewood Supply) Regulations 1998*
- *Environmental Protection (Fibre Reinforced Plastics) Regulations 1998*
- *Environmental Protection (Goldfields Residential Areas) (Sulphur Dioxide) Regulations 2003*
- *Environmental Protection (Kwinana) (Atmospheric Wastes) Regulations 1992*
- *Environmental Protection (Metal Coating) Regulations 2001*

- *Environmental Protection (NEPM-NPI) Regulations 1998*
- *Environmental Protection (NEPM-UPM) Regulations 2013*
- *Environmental Protection (Noise) Regulations 1997*
- *Environmental Protection (Packaged Fertiliser) Regulations 2010*
- *Environmental Protection (Petrol) Regulations 1999*
- *Environmental Protection (Recovery of Vapours from the Transfer of Organic Liquids) Regulations 1995*
- *Environmental Protection (Rural Landfill) Regulations 2002*
- *Environmental Protection (Unauthorised Discharges) Regulations 2004*
- *Litter Regulations 1981*
- *Noise Abatement (Noise Labelling of Equipment) Regulations (No.2) 1985*
- *Waste Avoidance and Resource Recovery Regulations 2008*
- *Waste Avoidance and Resource Recovery Levy Regulations 2008*

Part III of the EP Act authorises the Environmental Protection Authority to draft Environmental Protection Policies as it considers necessary for the protection of any portion of the environment or the prevention, control or abatement of pollution or environmental harm. Environmental Protection Policies must be approved by order of the Minister for Environment.

For more information on Environmental Protection Policies, please visit the Environmental Protection Authority website at www.epa.wa.gov.au.

Functional Areas of DER

Office of the Director General

Three functional groups operate within the area of the Office of the Director General, comprising:

Strategy and Reform

- Delivery of environmental regulatory reform through the provision of:
 - clear regulatory policy and process;
 - efficient and effective application and assessment processes;
 - valid and effective regulatory instruments; and
 - consistency in regulatory activities and outcomes.
- Management and resolution of contentious issues associated with activities for which environmental regulatory instruments have been granted.
- Strategic risk-based reviews of existing regulatory instruments.

Ministerial and Information Services

- Coordination of timely, quality advice and correspondence services to the Minister and the Director General.
- Recording, management and dissemination of corporate information.

Planning and Advice Coordination

When requested, the Department will provide policy and regulatory advice to government agencies, non-government agencies, industry and members of the public.

This advice will be provided through correspondence from the Director General and may include:

- Advice on whether a proposed development can be regulated by the Department through Part V of the EP Act.
- Views on legislation and policy administered by the Department such as the EP Act, *Contaminated Sites Act 2003* and ancillary regulations.
- Technical expert advice/report.

Corporate Services

Four functional groups operate within the area of Corporate Services, comprising:

Business Systems

- Responsible for developing and maintaining DER's business systems.

Communications

- Responsible for corporate communications through website content management, publishing and community information and engagement.
- Coordinates the Department's internal communications.
- Provides media liaison services and delivers communications protocols during critical incidents.

Finance and Administration

- Responsible for the overall financial management of the agency.
- Manage and maintain all accommodation, fleet and other fixed assets.

Human Resources

- Responsible for the Department's overall strategic human resource management function to build capacity and support business outcomes, including:
 - workforce planning;
 - recruitment and selection;
 - performance management;
 - organisational learning and development; and
 - discipline.

Licensing and Approvals

Licensing and Approvals grants enforceable environmental regulatory instruments within target timeframes.

In addition, it is responsible for the management of contentious issues and contaminated site regulation.

Two functional groups operate within the area of Licensing and Approvals, comprising:

Clearing Regulation

- Assesses and determines applications for native vegetation clearing permits, within target timeframes.
- Ensures all clearing permits granted contain conditions which are necessary, effective and enforceable.
- Resolves contentious issues that arise from native vegetation clearing permits.

Industry Regulation

- Assesses and determines applications for industry works approvals and licences across the State, within target timeframes.
- Assesses and determines noise regulation exemptions, within target timeframes.
- Ensures works approvals and licences contain conditions which are necessary, effective and enforceable.
- Oversees operational environmental management of activities subject to a works approval or licence.
- Supports the compliance program on premises subject to a works approval or licence.
- Resolves contentious issues that arise from activities subject to a works approval or licence.

Environmental Sciences

Environmental Sciences supports DER's statutory function, providing timely and professional technical advice in the disciplines of Noise, Air Quality and Contaminated Sites both internally and externally.

It is also responsible for the assessment and classification of contaminated sites.

Three functional groups operate within the area of Environmental Services, comprising:

Air Quality Services

- Provides an effective legislated air quality monitoring network.
- Provides timely and strategic specialist air quality investigations, dispersion modelling assessments and technical advice.

Contaminated Sites

- Classifies reported contaminated sites, within target timeframes, in accordance with the *Contaminated Sites Act 2003*.
- Reviews contaminated site investigations and updates classifications.
- Advises on the recording, assessment and management of contaminated sites, acid sulfate soils and other land and water quality issues to local and state government agencies, industry and the community.
- Provides effective and efficient support to the Contaminated Sites Committee, enabling it to fulfil its responsibilities under the *Contaminated Sites Act 2003*
- Maintains the contaminated sites register of all known and reported contaminated sites and the publicly accessible contaminated sites database.

Noise Regulation

- Provides strategic, specialist noise services and technical advice.

Compliance and Enforcement

Compliance and Enforcement delivers integrated environmental compliance, enforcement and pollution response programs and services across the State. It also delivers legal services across DER.

Four functional groups operate within the area of Compliance and Enforcement, comprising:

Environmental Compliance

- Delivers the annual environmental compliance program across the State.
- Regulates and monitors controlled waste movements across the State.
- Handles all administration of the landfill levy.

Environmental Enforcement

- Manages complaint handling across the State.
- Responsible for all environmental enforcement action statewide.

Legal Services

- Provides legal services and advice.
- Coordinates and manages requests made under the FOI Act.

Pollution Response

- Coordinating pollution incident response across the State.
- Handles receipt of complaints.

Strategic Policy and Programs

Strategic Policy and Programs (SPP) delivers the State Government's environmental policy agenda and programs within agreed timeframes.

SPP is responsible for all legislative amendments to Acts and subordinate legislation administered by DER, as well as delivery of all DER programs. It also provides services to the Waste Authority and the Keep Australia Beautiful Council WA.

Seven functional groups operate within the area of Strategic Policy and Programs, comprising:

Climate Change

- Develops and guides implementation of climate change policy including the State Government's climate change strategy, [*Adapting to our changing climate*](#).
- Provides advice to Government and other stakeholders on climate change adaptation and mitigation policy.

Legislation and National Policy

- Responsible for all legislative review and reform programs.
- Coordinates and supports participation in national policy development.

Policy Coordination

- Responsible for inter-departmental policy initiatives.
- Develops and maintains key departmental policies in partnership with functional areas.
- Coordinates all regulatory gatekeeping requirements.

Programs

- Develops and implements environmental programs, currently including Low Emissions Energy Development Fund, CleanRun, Burnwise and the National Pollutant Inventory.
- Provides executive support services to the Air Quality Coordinating Committee.

Keep Australia Beautiful Council Services

- Provides services to the Keep Australia Beautiful Council WA.
- Provides Minister/DER support services in relation to litter.

Cockburn Sound Management Council Services

- Provides executive support services, including research and monitoring, for the Cockburn Sound Management Council.
- Primary administers all funds relating to the Cockburn Sound Management Council.

Waste Authority Services

- Provides services to the Waste Authority.
- Provides Minister/DER support services in relation to waste policy.

Decision-making Functions

The most significant decision-making functions and powers exercised by the Minister for Environment, the Chief Executive Officer of DER (CEO) and officers of DER under the EP Act and the *Contaminated Sites Act 2003* are summarised below.

The opportunity for public participation in these processes, appeal rights in relation to decisions and the exercise of powers is also set out below.

Environmental Protection Act 1986

Works Approvals and Licences

Occupiers of 'prescribed premises' defined in the *Environmental Protection Regulations 1987* (EP Regulations) may apply to the CEO for a works approval or licence in relation to their premises.

These approvals provide certain defences to environmental offences that might otherwise result from emissions caused by the works or activities being carried out at the premises, and may also impose conditions on the way in which the works or activities may be undertaken.

The CEO seeks comment on applications from any public authority or person who, in the opinion of the CEO, has a direct interest in the subject matter of an application.

The CEO also advertises prescribed details of applications for works approvals and licences in *The West Australian* newspaper and on the Department's website, inviting any person who wishes to comment to do so within the timeframe provided in the advertisement.

When assessing an application, the CEO is required to take into account any comments received.

An applicant for, or holder of, a works approval or licence may appeal to the Minister for Environment against:

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- the refusal by the CEO to grant a works approval or licence;
- the refusal by the CEO to transfer a works approval or licence to another person;
- a condition imposed on a works approval or licence by the CEO; or
- the amendment, revocation or suspension of a works approval or licence by the CEO.

Any other person may appeal to the Minister for Environment against:

- any condition imposed on a works approval or licence by the CEO; or
- the amendment of any works approval or licence by the CEO.

Clearing Permits

A person may apply to the CEO for a clearing permit to authorise clearing which would otherwise amount to an offence. If granted, the CEO may impose conditions on the way in which the clearing may be undertaken for the purposes of preventing, controlling, abating or mitigating environmental harm or offsetting the loss of the cleared vegetation.

The CEO seeks comment on applications for clearing permits from any public authority or person who, in the opinion of the CEO, has a direct interest in the subject matter of an application.

Each week the CEO also advertises prescribed details of applications for clearing permits in *The West Australian* newspaper and on the Department's website, inviting any person who wishes to comment to do so within the timeframe provided in the advertisement. The CEO takes into account any comments received.

In accordance with sections 51E and 51O of the EP Act, the application is assessed against the 10 clearing principles set out in Schedule 5 of the EP Act, and the CEO shall have regard to planning instruments and other matters considered relevant.

An applicant for, or the holder of, a clearing permit may appeal to the Minister for Environment against:

- the refusal by the CEO to grant a clearing permit, in whole or in part;
- a condition imposed on a clearing permit by the CEO; or
- the amendment, revocation or suspension of a clearing permit by the CEO.

Any other person may appeal to the Minister for Environment against:

- a decision by the CEO to grant a clearing permit;
- a condition imposed upon a clearing permit by the CEO; or
- an amendment to a clearing permit made by the CEO.

Notices, Orders and Directions

The CEO has the power under the EP Act to give a range of notices, orders and directions, including environmental protection notices, closure notices, vegetation conservation notices and environmental protection notices.

The Minister for Environment has the power under the EP Act to issue a stop order.

An inspector or authorised officer has the power under the EP Act to issue a prevention notice.

Each of these notices, orders and directions require certain specified actions to be taken.

Failure to comply with an obligation imposed by these notices is an offence.

Prior to the giving of a vegetation conservation notice, requiring a person to take specified measures following clearing that the CEO reasonably suspects is unlawful, the CEO must give the person an opportunity to make submissions on whether or not the person should have to take the specified measure.

Any person may appeal to the Minister against:

- a requirement contained in a closure notice, environmental protection notice, vegetation conservation notice or prevention notice; or
- an amendment made to an environmental protection notice, closure notice or vegetation conservation notice made by the CEO.

Enforcement Powers

Part VI of the EP Act sets out the enforcement powers of the CEO, authorised persons, inspectors and police officers, including powers to enter premises, obtain information, stop vehicles, seize evidence, forfeit abandoned property, and a range of powers in relation to vehicles, vessels and audible alarms.

Part VI A of the EP Act sets out the powers of the CEO and inspectors to commence prosecutions, issue modified penalties and issue infringement notices in respect of offences under the EP Act.

Contaminated Sites Act 2003 (CS Act)

Classification of Sites

Under section 13 of the CS Act, the CEO is to classify a site upon receipt of a report under section 11 of the CS Act that the site is, or is suspected to be, contaminated and may classify a site at any other time.

A site classification is a description assigned to an area of land that has been reported to DER under the CS Act as a site that is known, or suspected, to be contaminated.

Schedule 1 of the CS Act sets out the seven possible classifications that a CEO can apply to a site, comprising:

Classification	Criterion
Report not substantiated	A report under section 11 or 12 of the CS Act provides no grounds to indicate possible contamination of the site.
Possibly contaminated – investigation required	There are grounds to indicate possible contamination of the site.
Not contaminated – unrestricted use	After investigation, the site is found not to be contaminated.
Contaminated – restricted use	The site is contaminated but suitable for restricted use.
Remediated for restricted use	The site is contaminated but has been remediated so that it is suitable for restricted use.
Contaminated – remediation required	The site is contaminated and remediation is required.
Decontaminated	The site has been remediated and is suitable for all uses.

Any person may report a site to the CEO that the person knows or suspects is contaminated, and certain specified persons are under an obligation to make a report to the CEO.

The CEO has the power to classify a site based on its known or suspected level of contamination.

DER maintains a publicly available database of sites classified as *contaminated – remediation required*, *contaminated – restricted use* and *remediated for restricted use*.

DER maintains a database register of all sites reported to the Department under the CS Act. Information on sites not on the public database, including sites classified as *report not substantiated*, *possibly contaminated – investigation required*, *not contaminated* –

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unrestricted use and *decontaminated* can be obtained through a summary of records request to DER.

A range of appeal rights to the Contaminated Sites Committee (CSC) against the CEO's classification are available, dependent upon the classification category.

The CSC is an independent administrative tribunal and its decisions on appeals are final and without appeal. The CEO is obliged to publish and implement CSC decisions on appeals.

Issue of Notices

The CEO may give a clean-up notice, hazard abatement notice or investigation notice to a person specified in Part V of the CS Act, which requires the person given the notice to undertake specific actions.

Failure to comply with a notice given by the CEO is an offence.

A person bound by an investigation or clean-up notice may appeal to the CSC against a requirement of a notice and, in some cases, against the CEO's decision to give a notice to that person.

Determination of Responsibility

The CSC makes decisions as to the responsibility for remediation of a site.

The CSC is required to give notice to a person who may be held responsible, setting out the reasons for the proposed decision and inviting that person to make submissions to be considered before a final decision is made.

A person aggrieved by a determination as to responsibility for remediation may appeal the decision of the CSC to the Supreme Court on a question of law.

The CS Act contains no provisions about publications of decisions of the CSC on responsibility for remediation, so publication is constrained by the CS Act's confidentiality provisions.

Public Participation in DER Policy and Decision-making Functions

In accordance with the requirements of the EP Act, DER carries out public consultation to gain the views of stakeholders and interested parties and inform transparent and accountable decision-making processes.

Works Approvals and Licences

Notification of applications received for new works approvals and licence, and certain amendments to licences and works approvals for public submissions and/or registrations of interest, are posted on DER's website and/or advertised in *The West Australian* newspaper.

Notification of works approvals and licences granted, refused, amended, revoked or suspended, and notices given, which are available for public appeal are also posted on DER's website.

Copies of applications for new works approvals, licences and amended works approvals and licences, which are available for public submissions and/or registrations of interest, are accessible via the DER website. Applications not available on the DER website can be requested via email at info@der.wa.gov.au.

Applications are considered to include all supporting documents and information submitted by the applicant. Requests for access to these application documents can be made during the consultation period and documents may be disclosed with the permission of the applicant.

To access copies of applications for works approvals and licences after the closure of the consultation period, please email your request to info@der.wa.gov.au. Access to these documents may be granted with the consent of the applicant and may be subject to the removal of information.

Clearing Permits

Notification of applications received for clearing permits, amendments and applications for clearing permits under the Assessment Bilateral Agreement made under section 45 of the *Environment Protection and Biodiversity Conservation Act 1999* (Cth), which are available for public submissions, are posted on DER's website: www.der.wa.gov.au/our-work/clearing-permits/clearing-permit-applications.

Information on clearing permits granted, vegetation conservation notices given, and clearing permits under assessment is available through the Clearing Permit System on the DER website: cps.der.wa.gov.au/main.html.

Policies, Guidance Statements and Legislative Reforms

New and revised policy guidance statements and legislative reforms that deal with contentious issues or matters of public interest will generally be made available for public comment, prior to finalisation. Policies and legislative reforms available for public comment are posted on DER's website on the Consultation page: www.der.wa.gov.au/our-work/consultation.

When the consultation process has ended all responses are reviewed and made available on DER's website. Submitters may request their submission be treated as confidential. A

request for confidentiality may limit the ability for the review to include issues that are not subject to the transparency that applies to published submissions. A paper to address issues raised during public consultation is made available on DER's website.

Accessing Departmental Information

The Department has a number of different processes in place for accessing certain types of information and also makes various types of documents publicly available via its [website](#), including:

Corporate Services

Community Updates

- DER provides community updates on matters of public interest: www.der.wa.gov.au/our-work/community-updates.

Media Statements

- Media statements issued by DER: www.der.wa.gov.au/about-us/media-statements.

Licensing and Approvals

Air Quality

- DER monitors ambient air quality at a number of locations in the Perth metropolitan area and major regional centres. The [Air Quality Index](#) provides an hourly update of air quality at these locations, expressed as a percentage of the National Environment Protection (Ambient Air Quality) Standard for each pollutant.
- The Department reports annually on the results of air quality monitoring: www.der.wa.gov.au/your-environment/air/203-air-quality-publications.
- Access to time-series listings of DER's ambient air quality data, collected from the Department's monitoring stations, may be requested from info@der.wa.gov.au (fees may apply).

Contaminated Sites

- Basic summaries of records for sites classified as *contaminated – remediation required*, *contaminated – restricted use* and *remediated for restricted use* are available from the [Contaminated Sites Database](#).
- Basic summaries of records for all other reported sites can be obtained via a [Form 2 – Request for a summary of records in respect of land](#) (fees apply). Detailed summaries of records (including access to relevant investigation and remediation reports and sampling and analysis programs held by DER) for all reported sites can also be obtained via this form.

Works Approvals and Licences

- Copies of applications for works approval, licences and certain amendments currently available for public submissions, may be requested via email at info@der.wa.gov.au where these are not available on [DER's website](#).
- Copies of applications for works approvals, licences and amendments no longer available for public submissions may be requested via email at info@der.wa.gov.au. Access to these documents may be granted with the consent of the applicant and may be subject to the removal of information.
- Copies of licences, works approvals and amendment notices in force, with associated Decision Reports, are available from www.der.wa.gov.au/our-work/licences-and-works-approvals/current-licences. Copies of expired or original signed versions of licences and works approvals may be requested via email at info@der.wa.gov.au.

Clearing Permits

- Information on clearing permit applications under assessment, clearing permits granted and vegetation conservation notices given, is available through the Clearing Permit System on the DER website: cps.der.wa.gov.au/main.html.

Environmentally Sensitive Areas

- Environmentally sensitive areas (ESAs) are declared by the Minister for Environment under section 51B of the EP Act. Information on the location of ESAs: www.der.wa.gov.au/your-environment/environmentally-sensitive-areas.

Compliance and Enforcement

Prosecutions

- The DER Enforcement and Prosecution Policy is publicly available via the DER website: www.der.wa.gov.au/our-work/enforcement.
- DER also publishes an Enforcement Summary report, accessible from the Enforcement page of the DER website.
- A summary of prosecutions is available online: www.der.wa.gov.au/our-work/enforcement/summary-of-prosecutions.

Controlled Waste

- Controlled Waste provides public access to general information on the application of the *Environmental Protection (Controlled Waste) Regulations 2004* through fact sheets, guidelines and materials: www.der.wa.gov.au/our-work/controlled-waste
- The Controlled Waste Tracking System (CWTS) is available on the Department's website: cwts.der.wa.gov.au.

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- The CWTS holds comprehensive information on the transport of controlled waste in Western Australia. Access to the CWTS is limited to:
 - departmental officers;
 - licensed controlled waste carriers;
 - licensed controlled waste drivers;
 - occupiers of facilities accepting controlled waste; and
 - waste holders generating controlled waste.
- Applications to access the CWTS will only be accepted on the approved form [CW11 – Controlled Waste Tracking System \(CWTS\) Access Form – Industry](#).
- Public have access to the following information on the CWTS when in the guest login profile:
 - contact details of licensed controlled waste carriers; and
 - contact details of facilities meeting the definition of a waste facility under the *Environmental Protection (Controlled Waste) Regulations 2004*.
- Public access to further information held in the CWTS may be applied for under the FOI Act.

Strategic Policy and Programs

Programs

- Legislative review and amendments information is made publicly available on the DER website: www.der.wa.gov.au/our-work/legislative-review-regulatory-reforms.

Climate Change

- Publications and resources on climate change are available on the DER website: www.der.wa.gov.au/your-environment/climate-change/255-publications-and-resources.

Access to documents unavailable through DER's website may only be requested through the Freedom of Information process.

Freedom of Information

The FOI Act gives every person the right to seek access to documents held by government agencies and to amend personal information held on departmental documents where it is inaccurate, incomplete, out of date or misleading.

Documents may comprise written material, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

It is the aim of DER to make information available as soon as possible and at the least possible cost. Whenever possible, documents will be made available to the public outside the Freedom of Information (FOI) process.

In accordance with section 12 of the FOI Act, access applications must:

- be in writing;
- give enough detail to identify the requested documents, or if the application is for amendment of personal information, details must be provided to show how or why the agency's records are inaccurate, incomplete, out of date or misleading;
- give an Australian address;
- give any other information or details required under the FOI Regulations; and
- be lodged at the office of the agency that would be expected to hold the documents, together with any application fee payable.

Pursuant to section 46 of the FOI Act, applications for the amendment of personal information must:

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

Applications and enquiries should be addressed to the FOI Coordinator and can be sent:

By mail:

Locked Bag 33
Cloisters Square
PERTH WA 6850

In person:

Level 4, The Atrium
168 St Georges Terrace
Perth WA 6000

By fax:

+61 8 6467 5562

By email:

foi@der.wa.gov.au

Section 11 of the FOI Act requires agencies to take reasonable steps to help an applicant with their request if they are having difficulty making an application. For example, if an applicant is having trouble defining the documents they are seeking, the agency may describe the kinds of documents and records kept to help narrow the scope of their application. An agency may refuse to deal with a large request where the work involved would divert a substantial and unreasonable portion of the agency's resources away from its other operations.

If you would like assistance with lodging an access application or have any questions in relation to the FOI process within DER, please email your query to foi@der.wa.gov.au.

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

Fees and Charges

- No fees or charges apply for applications for access to or amendment of personal information about the applicant.
- Applications for access to other information which is non-personal in nature require a \$30.00 application fee to be paid when the application is lodged.
- The agency may also impose the following types of charges for the processing of non-personal applications:
 - \$30.00 per hour for staff time (or pro rata for part of an hour) for dealing with an application. Agencies cannot charge for locating the documents within the scope of an application.
 - \$30.00 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents, or the time taken by staff to prepare a transcript from a tape or make photocopies.
 - twenty cents per photocopy.

- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery or packaging and postage of documents.

Estimates of Charges

An estimate of charges can be requested by an applicant upon lodgement of an application. If the charges are likely to exceed \$25.00, the agency must give an estimate of charges and inquire whether the applicant wishes to proceed with the application. The applicant must notify the agency within 30 days of their intention to proceed with the application. In some cases the agency may request an advance deposit be paid.

The applicant should advise the agency if they are financially disadvantaged, as a 25 per cent reduction of charges may apply.

Notice of Decision

A notice of decision will be provided to the FOI applicant as soon as practicable, but in any case within 45 days of receipt of the application. Pursuant to section 30 of the FOI Act the notice of decision will include the following details:

- The day on which the decision was made.
- The name and designation of the officer who made the decision.
- If the decision is that a document is an exempt document and that access is to be given to a copy of the document from which exempt matter has been deleted:
 - the fact that access is to be given to an edited copy; and
 - the reasons for classifying the matter as an exempt matter and the findings on any material questions of fact underlying those reasons, referring to the material on which those findings were based.
- If the decision is that access to a document is to be deferred – the reasons for the deferral and, if applicable, the period for which access is likely to be deferred.
- If the decision is to give access to a document through a suitably qualified person in accordance with section 28 of the FOI Act, the arrangements to be made for giving access to the document.
- If the decision is to refuse access to a document – the reasons for the refusal and the findings on any material questions of fact underlying those reasons, referring to the material on which those findings were based.
- If the decision is that the applicant is liable to pay a charge to the agency – the amount of the charge and the basis on which the amount was calculated.
- The rights of review and appeal under the FOI Act and the procedure to be followed to exercise those rights.

Department of Environment Regulation

In accordance with section 48 of the FOI Act, where an application is for the amendment of personal information and the Department considers that the applicant has provided sufficient information to support the requested amendment, the information may be amended by:

- altering the information;
- striking out or deleting information;
- inserting information;
- inserting a note in relation to information; or
- in two or more of the above ways.

However, the Department cannot amend the relevant information in a manner that would obliterate or remove the information from departmental records entirely, or in a manner that would result in the destruction of a document containing the information.

Review Process

A person who is aggrieved by a decision made by an agency in relation to an access application, or an application to amend personal information, has a right to have the decision internally reviewed by the agency (section 39 of the FOI Act).

Under section 40 of the FOI Act applications for internal review of a decision must:

- be in writing;
- give particulars of the decision which the aggrieved person wishes to have reviewed;
- give an address in Australia to which notices can be sent;
- give any other information or details required under the FOI Regulations; and
- be lodged at an office of the agency.

Applications for internal review are to be lodged within 30 days after the aggrieved person was given the notice of decision. There are no application fees or other charges payable in respect of applications for review (section 44 of the FOI Act). Internal review applications will not be dealt with by the person who made the original decision or by a person who is subordinate to that person (section 41 of the FOI Act). Applicants will be notified of the outcome of the internal review within 15 days of the Department's receipt of the application for review (section 43 of the FOI Act).

If a person remains aggrieved following receipt of the agency's internal review decision, a complaint can be made to the Information Commissioner under section 65 of the FOI Act. Details on how to apply for an external review by the Information Commissioner will be included within the internal review notice of decision. For further details on the external review process, please refer to Part 4 of the FOI Act or visit the website of the Office of the Information Commissioner: www.foi.wa.gov.au.

To access the current FOI application form, please [click here](#).

Access Services

National Relay Service

For access to DER information for people who are deaf, or hearing or speech impaired, please call this free service:

Voice: 1800 555 660

TTY (for hearing impaired): 1880 555 630

Fax: 1800 555 690

Register of Modified Penalty Notices

In accordance with section 99F(2) of the EP Act, the Register of Modified Penalty Notices can be viewed in person at:

Level 4, The Atrium

168 St Georges Terrace

Perth WA 6000

Phone: +61 8 6467 5000

Ordering Publications

Copies of publications of DER and its related agencies can be ordered by phoning +618 6467 5000 or emailing info@der.wa.gov.au.

Types of Documents Held by DER

The table below lists the types of documents held by each of the functional areas of DER. This list is not to be taken as comprehensive.

All publicly available documents are accessible via the DER website or have previously been available through the website (for example, expired licences) at www.der.wa.gov.au.

Access to any documents that DER does not make otherwise available may only be requested through the FOI process.

Functional Area	Types of Documents Held
General	<ul style="list-style-type: none"> • Annual Reports • Annual financial reports • DER organisation charts • DER Strategic Outlines
Office of the Director General	<ul style="list-style-type: none"> • CEO correspondence • Ministerial correspondence • Ministerial briefing notes • Parliamentary question responses • Cabinet documents • Executive Council documents • Recordkeeping policy and plans • Retention and disposal schedule • Correspondence authority policy • Executive risk management policy • Project management policy • Policy documents • Internal memoranda and communications • Reports • Project plans • Meeting minutes

Functional Area	Types of Documents Held
Corporate Services	<ul style="list-style-type: none"> • Business plans • Internal memoranda • Administrative policies • Administrative procedures/instructions • Service Level Agreements with external organisations • Contract specification documents • Evaluations of tender/quotation submissions • Computer system design documents • Project work plans, reports, steering committee minutes, evaluations • Personnel information (including breaches of human resource procedures) • Media statements • Publications list • Media responses • Corporate advertising campaigns • Staff communications • Market research reports
Licensing and Approvals	<ul style="list-style-type: none"> • Correspondence (including submissions) • Internal memoranda • File notes • Applications for clearing permits, licences, works approvals and registrations, as well as for amendment, surrender or transfer of such instruments • Granted clearing permits, licences, works approvals, registrations and amendments, and associated assessment/decision reports • Environmental protection, closure, vegetation conservation, prevention notices and so on given under Part V Division 4 of the EP Act • Reports to the Minister on appeals relating to decisions on clearing permits, licences, works approvals, amendments and notices under section 106(1)(b) of the EP Act • Monitoring, compliance and other reports, provided in accordance with conditions of clearing permits, licences and works approvals • Map of Environmentally Sensitive Areas

Functional Area	Types of Documents Held
	<ul style="list-style-type: none"> • Records kept under section 20 of the CS Act, including reports of known or suspected contaminated sites; notices of site classification (and associated records); investigation, clean up and hazard abatement notices and so on • Contaminated site sampling and analysis programs, investigation, remediation and mandatory auditor’s reports, and site management plans • Contaminated Sites Management Account records • Reports to the Contaminated Sites Committee on appeals relating to site classifications and investigation and clean up notices under section 81(1) of the CS Act • Acid sulfate soil investigation reports, management plans and closure reports • Air quality monitoring data • Technical Expert Reports on specific air quality, noise and contamination/geochemical matters • Guidance Statements • Guidelines • Fact sheets • Technical reports • Operational procedures • Manuals
Compliance and Enforcement	<ul style="list-style-type: none"> • Prosecution briefs and investigation reports • Caution and infringement notices • Vegetation Conservation Notices • Modified penalty notices • Pollution incident reports • Complaint reports • Inspection reports (hazardous material sites) • Target industries survey reports • Operational procedures • Administrative files and documents • Legal advice (including requests for advice, notes and correspondence) • Files and documents relating to FOI applications processed by DER

Functional Area	Types of Documents Held
	<ul style="list-style-type: none"> • Files and documents relating to the administration of FOI within DER • FOI statistics • Compliance and audit reports and correspondence • Controlled Waste Tracking System reports • Controlled Waste licences issued by the CEO • Regulation 49 applications and notices issued by the CEO • Guidelines relating to Controlled Waste
Strategic Policy and Programs	<ul style="list-style-type: none"> • Correspondence • Meeting agendas and minutes • Draft policy documents • Consultation summaries and responses to submissions • Guidance statements • Environmental standards • Guidelines • Guides • Manuals • Fact sheets • Case studies • Brochures • Reports and papers, including reports by external consultants commissioned by DER or the Waste Authority • Grant application forms, applications, assessment data and decisions in relation to the Low Emissions Energy Development Fund • Data relating to waste disposal, and programs such as the National Pollutant Inventory, Smoky Vehicle Reporting Program or remote sensing vehicle testing • National policy working group papers

Structure of Related Agencies

Cockburn Sound Management Council (CSMC)

The CSMC is an advisory council to the Minister for Environment established under Section 25 of the EP Act. It was originally established in 2000 as a Committee of the Board of the Water and Rivers Commission (under clause 15 of Schedule 1 of the *Water and Rivers Commission Act 1995*) to assist in the management of the Cockburn Sound and its catchment. Amendments to this legislation, through the Machinery of Government Review at the time, acknowledged existing committees such as the CSMC and allowed for these committees to continue as if they were appointed by the Minister for Environment. In October 2005, the then Ministers for Water and Environment created the Department of Water and the Department of Environment and Conservation (DEC) and it was decided at this time that the CSMC would be supported by DEC. In January 2007, the CSMC was re-established as an advisory council to the Minister for Environment. The CSMC is now supported by the Department of Environment Regulation.

Under its Terms of Reference, the CSMC comprises representatives from the community, industry, recreational bodies, conservation interests and local, State and Commonwealth Government. The CSMC has 20 members with an Executive Council comprising the Chair and a minimum of five representatives from the full Council.

The CSMC's Terms of Reference are to:

1. Facilitate and coordinate stakeholder and community input into the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.
2. Oversee and coordinate environmental monitoring and research/investigative studies in Cockburn Sound.
3. Provide advice to the Minister for Environment on the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.
4. Report to the Minister for Environment and the community on the state of the environment of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.

In meeting its Terms of Reference, the CSMC will undertake the following:

1. Provide advice and recommendations to the Minister for Environment on:
 - i. issues impacting, or potentially impacting, the water quality and associated environmental values for the Cockburn Sound marine area;
 - ii. management actions to protect and maintain the water quality and associated environmental values for the Cockburn Sound marine area;

- iii. monitoring of water quality and associated environmental values for the Cockburn Sound marine area; and
 - iv. strategies to improve the water quality and associated environmental values for the Cockburn Sound marine area.
2. Provide a report to the Minister for Environment:
- i. annually on the results of environmental monitoring of the Cockburn Sound marine area and the extent to which these meet the Environmental Quality Objectives and Criteria set in the State Environmental (Cockburn Sound) Policy; and
 - ii. every three years on the overall state of the Cockburn Sound marine area, including trends in water quality and associated environmental values; and
 - iii. publish both reports.

CSMC website: www.der.wa.gov.au/about-us/cockburn-sound-management-council.

Contaminated Sites Committee (CSC)

The CSC is an independent statutory tribunal established under section 33 of the CS Act to make decisions in relation to who is responsible for remediation of contaminated sites, and determine appeals against certain decisions of the CEO. Under section 33(2) of the CS Act, the CSC is to have between three and five members who are appointed by the Minister for Environment. The CSC is independent of DER in its decision-making role and is empowered under the CS Act to establish its own procedures.

The CSC is supported by Contaminated Sites Committee Services (CSCS) which includes a part-time coordinator, a full-time administration officer and a part-time administration officer.

Under the CS Act, the CSC is responsible, among other things, for:

- Deciding appeals from eligible persons against classifications allocated to sites by the CEO (under section 83 of the CS Act, the CEO is required to publish and implement the CSC's decisions on appeals).
- Deciding appeals from eligible persons against the issue or a requirement of notices given by the CEO.
- Determining responsibility for remediation when requested to do so by an "interested person" as prescribed by the *Contaminated Sites Regulations 2006* or on its own initiative (there is presently no power to publish the CSC's decisions on responsibility).
- Receiving and assessing disclosure statements and deciding whether the criteria for issuing exemption certificates are met (the time period for submitted disclosure statements has passed).
- Determining whether or not to cancel, amend or transfer exemption certificates.
- Determining responsibility for remediation to facilitate the recovery of State costs incurred at orphan sites.

The CSC's decision-making role is clearly defined under the CS Act. Information concerning the CSC's role is published on its website, and members of the public accessing the website may provide feedback to the CSC through a direct online email system.

CSC website: www.consitescommittee.wa.gov.au.

Keep Australia Beautiful Council WA (KABC)

The KABC, established under the *Litter Act 1979*, administers the Keep Australia Beautiful Council Fund to undertake its functions as described in Schedule 2 of the *Litter Act 1979*.

The Council includes people from business, community and government, conservation, consumer and workplace interests. KABC reports to the Minister for Environment.

KABC's goal is for a litter-free Western Australia and its function is to help reduce litter and littering in WA through the development and implementation of effective policy, education and enforcement initiatives, including the State Government's *2015–20 Litter Prevention Strategy*.

The Strategy identifies seven key priorities:

- Research and data – to understand the type and extent of littering and illegal dumping in WA, and to develop litter prevention activities based on a range of data.
- Education, awareness and training – to increase public knowledge and willingness to participate in maintaining a litter-free environment; increase understanding in the community of the need for materials to be recycled outside the home in the same way as they are at home; and to train enforcement officers to support litter reduction initiatives and monitor litter and illegal dumping.
- Litter prevention tools – to facilitate appropriate infrastructure and services to reduce littering and increase recycling across WA.
- Enforcement – to ensure effective and efficient enforcement of the current litter legislation.
- Incentives – to encourage, reward and provide appropriate resources to people to change their behaviour with regard to litter and illegal dumping.
- Collaboration and partnerships – to encourage and work with stakeholders to identify their responsibilities and manage their role in litter and waste management in a coordinated and consistent manner.
- Legislation and policy – to encourage and work with stakeholders to identify their responsibilities and manage their role in litter and waste management in a coordinated and consistent manner.

The members of the KABC are:

Title	First Name	Last Name	Position
Mr	Michael	Aspinall	Chair
Mr	Jeff	Anderton	Deputy Chair
Mr	Kenneth	Parker	Member
Mr	Howard	Flinders	Member
Ms	Pamela	Stewart	Deputy
Ms	Genette	Keating	Member
Ms	Helen	Joyce	Deputy
Dr	Shayne	Silcox	Deputy
Ms	Nola	Green	Member
Mr	Malcolm	Jenkinson	Member
Ms	Kerry	Thiess	Deputy
Mr	Michael	Tuffin	Member
Ms	Lynley	Brown	Deputy

KABC offers a range of innovative programs in which everyone can participate, including individuals, schools, businesses, community groups and local government authorities. These programs include Adopt-a-Spot, Tidy Towns, Clean Clubs, Bin Your Butt and the Litter Report Scheme.

KABC website: www.kabc.wa.gov.au.

Waste Authority

The Waste Authority is an advisory body established under the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act). The five members, including the Chairman and Deputy Chairman are appointed by the Governor to provide advice to the Minister for Environment on strategic direction and priorities for waste in Western Australia. It administers the Waste Avoidance and Resource Recovery Account (WARR Account) which receives revenue from the State's landfill levy. The Waste Authority commenced full operation on 1 July 2008.

Part 3 of the WARR Act states that, subject to the WARR Act, the functions of the Waste Authority are those set out in Schedule 2. Parts 4 to 7 of the WARR Act detail the role of the Waste Authority which is to:

- Prepare a draft waste strategy for the consideration of the Minister and review that strategy five years after Ministerial approval.
- Prepare a draft business plan for the Minister's consideration each year.
- With the approval of the Minister, make codes of practice for the provision of waste services.
- Administer the WARR Account in a manner that is consistent with the approved business plan or as approved by the Minister.

DER, through Waste Authority Services, provides executive, administrative and technical support to the Authority. These officers provide briefings to the Authority and implement programs on its behalf in accordance with the Authority's annual business plan.

Officers also manage the expenditure of funds held in the WARR Account on behalf of the Waste Authority.

The Authority is fully funded by the WARR Account.

Waste Authority website: www.wasteauthority.wa.gov.au.

Air Quality Coordinating Committee (AQCC)

The AQCC was established by the State Government to oversee and monitor the development and implementation of the Perth Air Quality Management Plan. The AQCC, established under section 25 of the EP Act, includes representatives from Government, industry, business and community groups.

The AQCC is supported by the Department of Environment Regulation.

The Committee's Terms of Reference are to:

1. Oversee and monitor the implementation of the Perth Air Quality Management Plan (AQMP) and review progress towards achieving the aims and commitments of the Government under the AQMP.
2. Consult and guide finalisation of initiatives, programs or actions and consider new initiatives, programs or actions for inclusion under the AQMP.
3. Encourage engagement from and between Government, industry and community members on air quality issues.
4. Report annually to the Government through the Minister for Environment on the progress in achieving performance targets set in the AQMP.

In fulfilling these tasks, the Committee will:

1. Meet at frequent intervals to review progress with the implementation of the AQMP.
2. Review the AQMP at frequent intervals to ensure content remains current.
3. Act as a conduit for the flow of reliable information to the community on Perth's air quality and its management, and to the Government on issues of concern to the community in relation to these matters.
4. Report and advise the Minister for Environment on air quality issues as required or requested.
5. Report annually to the Government through the Minister for Environment on the progress in achieving the performance targets set in the AQMP.

AQCC website: www.der.wa.gov.au/about-us/committees/109-air-quality-coordinating-committee-aqcc.

Accessing Information of Related Agencies

Each related agency has its own processes in place for accessing certain types of information and also makes various types of documents publicly available via websites.

Cockburn Sound Management Council

- Annual Environmental Monitoring Reports and Report Cards, State of Cockburn Sound Reports, reports from CSMC-supported research projects and technical reports are available on the CSMC webpage: www.der.wa.gov.au/about-us/cockburn-sound-management-council.
- Requests for water quality and seagrass monitoring data can be made to the CSMC via email or telephone, as identified on the webpage.

Contaminated Sites Committee

- Appeal decisions relating to site classifications and investigation and clean up notices are available on the Committee's website: www.consitescommittee.wa.gov.au/CSC_committee_decisions.php.

Keep Australia Beautiful Council

- Information on the Keep Australia Beautiful Council, its campaigns and available resources can be accessed via the website: www.kabc.wa.gov.au/.

Waste Authority

- The Waste Authority website provides access to Authority publications including Annual Reports, business plans, case studies and fact sheets: www.wasteauthority.wa.gov.au/.

Air Quality Coordinating Committee

- Perth Air Quality Management Plan (AQMP) annual report cards and AQCC meeting summaries are available on the AQCC webpage: www.der.wa.gov.au/about-us/committees/109-air-quality-coordinating-committee-aqcc.

Access to any documents that the relevant related agency does not make otherwise available may only be requested through the FOI process.

Types of Documents Held by DER Related Agencies

The table below lists the types of documents held by each of the related agencies of DER. This list is not to be taken as comprehensive.

All publicly available documents are accessible via the relevant websites.

Any documents of a related agency that the related agency does not make otherwise available may only be requested through the FOI process.

Related Agency	Types of Documents Held
Cockburn Sound Management Council (CMSC)	<ul style="list-style-type: none"> • Environmental Management Plan for Cockburn Sound. • Council minutes. • CSMC submissions, formal advice and correspondence. • CSMC technical reports. • CSMC internal reports. • Annual State of the Sound Report and Environmental Report Cards. • Budget. • CSMC Strategic Plan 2010–2015. • Environmental data.
Contaminated Sites Committee (CSC)	<ul style="list-style-type: none"> • Meeting agendas, papers and minutes. • Requests for, and submissions relating to, decisions as to responsibility for remediation. • Notices of decisions as to responsibility for remediation given under section 39 of the CS Act. • Appeals lodged under section 79 of the CS Act on site classifications and investigation and clean up notices. • Decisions in relation to appeals under section 82 of the CS Act. • Disclosure statements and exemption certificates. • Information sheets. • Reports, information and correspondence, including advice received from DER and other public authorities.

Department of Environment Regulation

<p>Keep Australia Beautiful Council WA (KABC)</p>	<ul style="list-style-type: none"> • Annual Reports. • KABC meeting minutes. • Information about litter reports. • Information about litter reporters. • Judging feedback for awards programs. • Programs and operation information. • Publications and fact sheets.
<p>Waste Authority</p>	<ul style="list-style-type: none"> • Correspondence. • Meeting agendas. • Meeting minutes. • Meeting notes and memos (including subcommittee meetings). • Waste Strategy. • Approved Annual Business Plan. • Draft Annual Business Plan. • Ministerial Briefing Notes. • Policy documents. • Meeting papers. • Internal manuals including: <ul style="list-style-type: none"> – Code of Conduct; – Charter; – Conflict of interest; – Members Procedures Manual; – Meeting Procedures Guide; – Assessment criteria and guidance documentation for funding programs (Strategic Waste Initiative Scheme and Community Grants Scheme); and – Sponsorship Guidelines. <p>Additional information on the Waste Authority is available on the website www.wasteauthority.wa.gov.au.</p>
<p>Air Quality Coordinating Committee</p>	<ul style="list-style-type: none"> • AQCC meeting minutes. • AQCC meeting agendas. • Perth Air Quality Management Plan (AQMP) and implementation documents. • AQMP annual report cards.

Related Agency Offices

Cockburn Sound Management Council

Level 4, The Atrium
168 St Georges Terrace
PERTH WA 6000

Postal: Locked Bag 33

Cloisters Square WA 6850

P: +61 8 6467 5454

E: csmc@der.wa.gov.au

W: www.der.wa.gov.au/about-us/cockburn-sound-management-council

Contaminated Sites Committee

Level 22, The Forrest Centre
221 St Georges Terrace
PERTH WA 6000

P: +61 8 6467 5201

F: +61 8 6467 5209

E: admin@csc.wa.gov.au

W: www.consitescommittee.wa.gov.au

Keep Australia Beautiful Council (WA)

Level 7, The Atrium
168 St Georges Terrace
PERTH WA 6000

P: +61 8 6467 5122

F: +61 8 6467 5532

E: kabc@kabc.wa.gov.au

W: www.kabc.wa.gov.au

Waste Authority

Level 4 The Atrium
168 St Georges Terrace
PERTH WA 6000

Postal: Locked Bag 33

Cloisters Square WA 6850

P: +61 8 6467 5325

F: +61 8 6467 6532

E: info@wasteauthority.wa.gov.au

W: www.wasteauthority.wa.gov.au

Air Quality Coordinating Committee

Level 4 The Atrium
168 St Georges Terrace
PERTH WA 6000

Postal: Locked Bag 33

Cloisters Square WA 6850

P: +61 8 6467 5057

E: AQCCAdmin@der.wa.gov.au

W: www.der.wa.gov.au/about-us/committees/109-air-quality-coordinating-committee-aqcc