



## Information Statement

In accordance with Section 94 of the *Freedom of Information Act (FOI) 1992*, Lotterywest is required to publish an Information Statement which includes the function of Lotterywest, what type of information is produced during these functions and procedures on how to access this information.

It is available on the Lotterywest website at [www.lotterywest.wa.gov.au](http://www.lotterywest.wa.gov.au)

# Contents

1. Statement of Strategic Intent .....	3
2. Functions and Structure of Lotterywest.....	3
3. Legislation Impacting on Lotterywest .....	4
4. Public Affect and Arrangements .....	4
5. Types of Lotterywest Documents .....	4
6. Public Access to Lotterywest Information .....	4
7. FOI Application Fee and Charges .....	5
8. Notice of Decision.....	5
9. Refusal of Access .....	5

## 1. Statement of Strategic Intent

We are a government enterprise that aims to be the preferred provider of lottery games, optimise delivery, and maximise returns and value to Western Australians.

## 2. Functions and Structure of Lotterywest

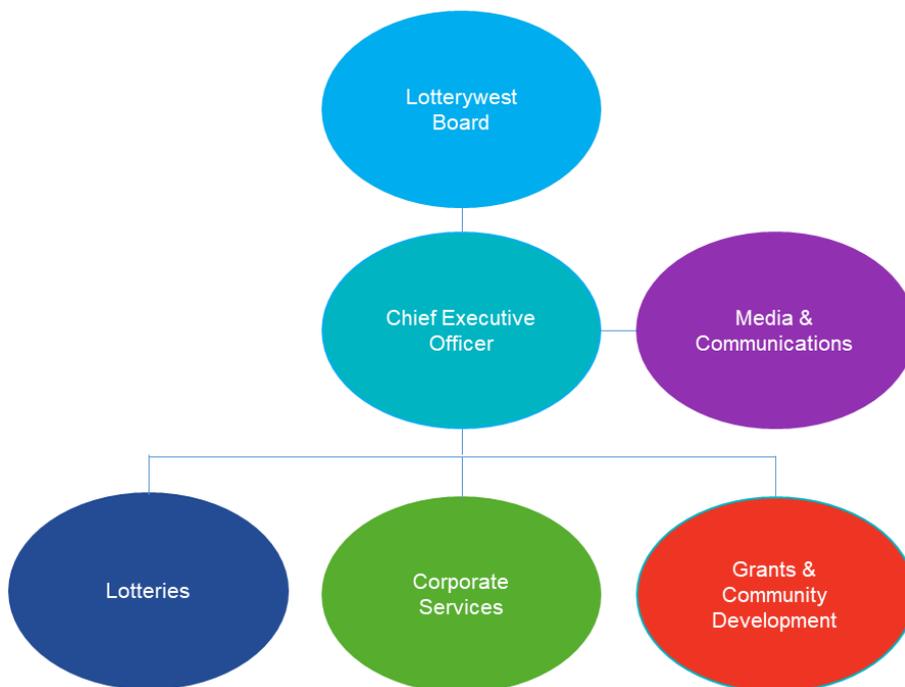
Lotterywest is the official state lottery for Western Australia. Unlike any other Australian lottery, we not only sell lottery games, we also distribute the profits from our games directly to the Western Australian community.

Lotterywest has been an important contributor to community life in Western Australia for over 85 years.

Through a State-wide network of Lotterywest retailers and online, we sell Lotto games (Saturday, Monday and Wednesday, OZ Lotto, Set for Life and Powerball), Scratch'n'Win instant lottery tickets, Super66 and Cash 3.

Under our legislation, Western Australia's public hospitals, sporting groups and arts organisations receive a set percentage of our lottery sales each year. We also make hundreds of Lotterywest grants each year to community groups and Local Government Authorities.

### Lotterywest organisational structure



### 3. Legislation impacting on Lotterywest

The Lotteries Commission operates under the *Lotteries Commission Act 1990* (the Act) and in accordance with the rules and regulations governing the operation of lottery games. In April 2003, under the provisions of the Act, the Lotteries Commission adopted the trading name Lotterywest.

Under the Act, Lotterywest has the following responsibilities and powers:

- to conduct lotteries; and
- to perform any other function vested in it by the Act.

For other legislation impacting on Lotterywest, please refer to our Annual Report.

### 4. Public affect and arrangements

Detailed descriptions of how the functions of Lotterywest affect the public can be found in our Annual Report including arrangements that exist to enable members of the public to participate in Lotterywest's functions.

### 5. Types of Lotterywest documents

Documents and records held by Lotterywest have been created for the operation of our business. Records created relate to lottery and grants related:

- administration
- operation
- policy and procedure
- contracts
- records management
- people services
- accounting

The types of documents include the following formats:

- memorandums
- invitations

- grant applications
- retailer correspondence
- publications
- meeting agendas and minutes
- contracts and tenders
- financial documents
- personnel records
- reports
- plans
- photographs

Many documents and resources are available for download from our website.

### 6. Public access to Lotterywest information

A person who wishes to obtain access to documents may make an application to Lotterywest. It is our aim to provide information where possible outside the Freedom of Information (FOI) process, but if the information is not routinely available, an FOI Application may be submitted.

Applications made under the Freedom of Information Act must:

- (a) Be in writing.
- (b) Give enough information to enable the requested documents to be identified.
- (c) Give an address in Australia to which notices under the Act can be sent. If possible, include your telephone number/email address as this will help to contact you if necessary and assist in your application being dealt with efficiently.
- (d) Give any other information or details required under the regulations.
- (e) Be lodged at Lotterywest with any application fee payable under the regulations.

Address FOI applications to:

Freedom of Information Coordinator  
Locked Bag 66  
SUBIACO WA 6904

## 7. FOI application fee and charges

The fees and charges are as follows

1. Type of Fee	
Applicant's personal information	No fee
Application fee (Non-personal information)	\$30
2. Type of Charge	
Staff time dealing with the application, supervised access, photocopying etc. (per hour, or pro rata for part of an hour)	\$30
Photocopies (per copy)	20 cents
Duplicating computer information, a tape or film	Actual cost
Delivery, packaging and postage	Actual cost
3. Advance Deposits	
Percentage of estimated charges payable	25%
Further percentage of estimated charge may be required	75%

## 8. Notice of Decision

Within 45 days of receipt of an FOI application, the applicant will be provided with a 'Notice of Decision'.

This will include such details as:

- The date of decision
- The name and designation of the decision maker
- Arrangements for giving access
- Reasons for refusing access

- Rights of review and procedures to be followed

## 9. Refusal of access

Applicants who are aggrieved by a decision have the right to apply for an internal review by Lotterywest. This application must be made in writing within 30 days of receipt of the notice of decision. The outcome of the internal review will be notified within 15 days.

If the applicant still disagrees with the decision made, an application can be made to the office of the Information Commissioner for an external review. These details will be provided with the internal review decision.