

Goldfields-Esperance Development Commission (GEDC)

Freedom of Information Statement

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GEDC Function

Enabling Legislation

The GEDC was established as a Statutory Authority under the Regional Development Commission Act 1993.

Responsible Minister

Minister for Regional Development; Lands; Minister Assisting the Minister for State Development;

Vision

To create opportunities to build a vibrant sustainable future for our Region.

Mission

To increase investment and attract population to our Region.

Strategic Direction

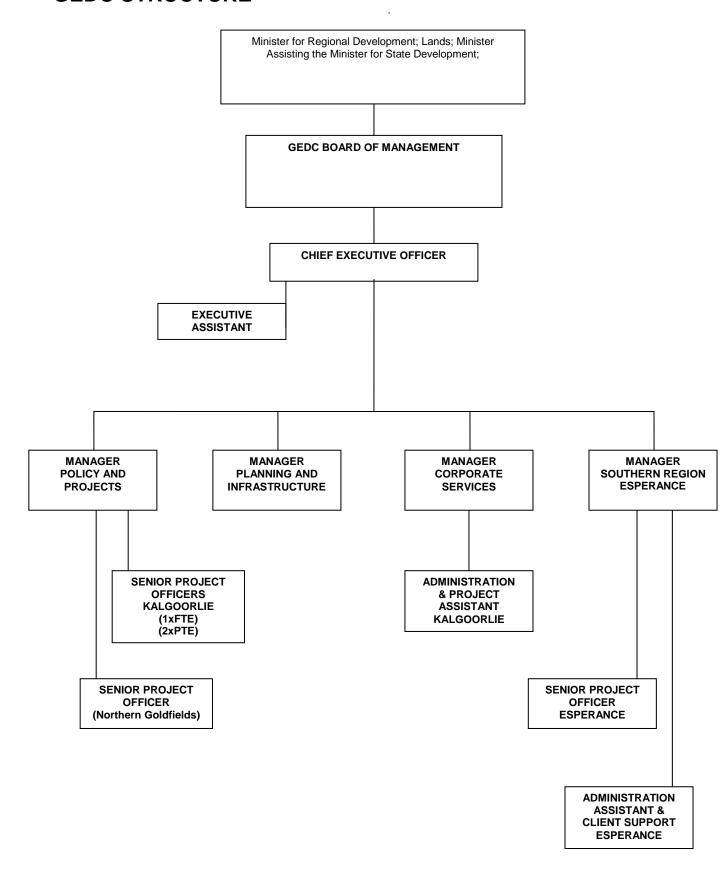
We are currently working on the GEDC Strategic Plan and Operational Plan. The Strategic Plan will enable us to continue to meet the needs of our stakeholders, capitalise on sustainable development opportunities and provide a clear direction for our future actions and projects.

Board of Management

The Board of Management is established under Part 2 Section 5 and Part 3 Sections 15 & 16 of the *Regional Development Commissions Act 1993* and comprises members who represent the following:

- > Community (x3)
- Local Government (x3)
- Ministerial (x3)
- CEO/Director (x1)

GEDC STRUCTURE



Details of Functions Affecting the Public

The affect that the work of the GEDC will have on the public stem from Objectives and Functions as described in the Regional Development Commissions Act 1993 Part 3 Division 2 Clause 23 and the GEDC's strategic plan (currently in draft).

Decision making processes for projects and initiatives that the GEDC may be involved in depend on their individual circumstances and selection criteria, if relevant. Decisions may be made at Ministerial, Board or CEO level.

Public Participation in the formulation of Policy and Performance of GEDC functions.

Individuals or groups may participate in the formulation of the Commission's policy and performance of the Commission's functions, and those of its committees, by writing to the Commission or by personal contact with the Commission's senior officers in the first instance. A client survey is conducted yearly.

The public can give feedback to the commission at any time. Feedback forms are available on the GEDC website at www.gedc.wa.gov.au.

Documents held by the GEDC

The Commission maintains a range of documents relating to its business activities in both printed and electronic form from a variety of sources.

These documents include correspondence, promotional material, pamphlets and brochures, reports, contracts, agreements, administrative files, personnel records, project files, maps, photographs, financial records, internal manuals, feasibility studies, statistical information and minutes of meetings.

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

Freedom of Information Operations

The Western Australian Freedom of Information (FOI) Act 1992 (FOI Act) gives the public the legal right to access information held by Government agencies and local and public authorities.

It is the aim of the GEDC to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the Freedom of Information Act 1992 provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified:
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator, PO Box 751, Kalgoorlie WA 6433 or telephone.(08) 9080 5000

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

Freedom of Information Charges

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows.

	1. Type of Fee		
•	Personal information about the		No fee.
	applicant		
•	Application fee (for non-personal		\$30.00
	information)		
	2. Type of Charge		
•	Charge for time dealing with the application		
	(per hour, or pro		\$30.00
	rata)		
•	Access time supervised by staff (per hour, or pro		\$30.00
	rata)		444
•	Photocopying staff time (per hour, or pro		\$30.00
	rata)		2000010
•	Per		.20cents
	photocopy	• • •	
•	Transcribing from tape, film or computer		600.00
	(per hour, or	pro	\$30.00
	rata)		
•	Duplicating a tape, film or computer		Actual
	information		Cost
•	Delivery, packaging and		Actual
	postage		Cost
D	eposits		
•	Advance deposit may be required of the estimated		25%
•	charges		20 /0
•	Further advance deposit may be required to meet the	ļ	
	charges for dealing with the		75 %
	application		

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

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

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Notice of Decision

As soon as possible but in any case 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 the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the GEDC are entitled to ask for an internal review by the agency. Application should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.