

FREEDOM OF INFORMATION STATEMENT

In accordance with the requirements of section 94 of the *Freedom of Information Act 1992* (FOI Act), this Information Statement is provided by the Department of Regional Development (DRD) in its commitment to uphold the spirit of the FOI Act as an open, transparent and accountable government agency.

The purpose of this information statement is to provide the community in general with a reference and overview of the information maintained at DRD and the options available to access this information.

About the Department of Regional Development

DRD was designated on 1 July 2013 from the former Department of Regional Development and Lands.

It has a clear agenda: to promote and facilitate the economic, business and social development of regional Western Australia, for the benefit of all Western Australians.

DRD under the *Royalties for Regions Act 2009* assists the Minister for Regional Development in bringing a stronger focus to regional development in Western Australia.

The key Government goal which influences the direction of DRD is **“Greater focus on service delivery, infrastructure investment and economic development to improve the overall quality of life in remote and regional areas.”**

Mission

To promote and facilitate the economic, business and social development of regional Western Australia.

Vision

Empowered, strong, vibrant and sustainable regional communities.

The DRD way

To be **professional** in everything we do, act with **confidence** and **courage**, **connect** with each other, our customers and community, and show and value **appreciation**.

DRD's services

Delivered through six divisions:

- Regional Investment
- Economic Development and Diversification
- Policy
- Business and Social Development
- Corporate and External Services.
- Regional Services Reform Unit

Regional Investment

Royalties for Regions is an historic agreement that underlines the State Government's long-term focus on regional development throughout Western Australia. Through Royalties for Regions, the equivalent of up to 25 per cent of the State's mining and onshore petroleum royalties will be returned to the State's regional areas each year as an additional investment in projects, infrastructure and community services.

Regional Investment provides strategic direction for the implementation of the Royalties for Regions program, management of the Royalties for Regions Fund, management and development of the administration and governance framework of the Royalties for Regions program across government and the development, funding, monitoring and evaluation of major projects within the Royalties for Regions program.

Economic Development and Diversification

Economic Development and Diversification is focussed on two areas, Major Projects and New Initiatives.

- Major Projects is delivering the progression of the Ord/Northern Territory component of the Ord East Kimberley Expansion Project and the development and implementation of new strategic agricultural precincts.

The Ord-East Kimberley Expansion Project is a Government program to realise the full potential of available resources in the East Kimberley to create a vibrant and major regional centre.

- New Initiatives is supporting implementation of the \$300 million Royalties for Regions funded Seizing the Opportunity Agriculture initiative including three policy commitments; an Infrastructure Audit, Infrastructure Investment Fund and WA Open for Business and other diversification opportunities in regional economies.

Policy

Policy works collaboratively with a wide range of internal and external stakeholders to ensure that Royalties for Regions investment is delivering economic, business, and social development.

Additionally, Policy ensures that government strategy, policy, activity and investment in regional development is informed by accurate and appropriate information, research, stakeholder engagement and advice, in order to ensure that regional development initiatives are targeted, strategic and effective at addressing the challenges and opportunities in regional Western Australia.

Policy is comprised of four branches:

- *Coordination*
Delivers information, facilitates liaison, engagement and consultation with Regional Development Commissions and other relevant agencies to prepare advice on regional development and contributes to delivering reform agendas and key projects.

- *Strategic Advice*
Proactively develops advice on emerging issues for regional development, facilitating internal and external stakeholder consultations, including the Commonwealth Government through the Department of Infrastructure and Regional Development and in consultation with the Department of the Premier and Cabinet.
- *Research*
Delivers research and information services, to produce a variety of databases, products, publications and services.
- *Secretariat Services*
Primary responsibility is to ensure the effective operation and proper governance of the Regional Development Council, the Western Australian Regional Development Trust and their sub-committees.

Business and Social Development

Business and Social Development focuses on the delivery of the business and social development aspects of the *Royalties for Regions Act 2009*. It is the regional engagement support function of DRD and its key focus is to:

- Lead, develop and build strong partnerships with key government and community stakeholders to support and facilitate economic development opportunities within Aboriginal communities across regional Western Australia.
- Lead, coordinate and deliver improved business development outcomes across regional Western Australia, through the Regional Buy Local initiative, tourism, arts and culture, including entrepreneurship and innovation.
- Manage the continuous improvement and operations of the Western Australian Community Resource Centre Network that expands across regional Western Australia.
- Support and enable strong social development through Regional Leadership, the Rural, Remote and Regional Women's Network and Westlink Satellite Broadcasting Services.

Corporate and External Services

Corporate and External Services provide expertise, services and operational support to enable DRD to achieve its business goals efficiently and effectively and in accordance with the principles of good corporate governance.

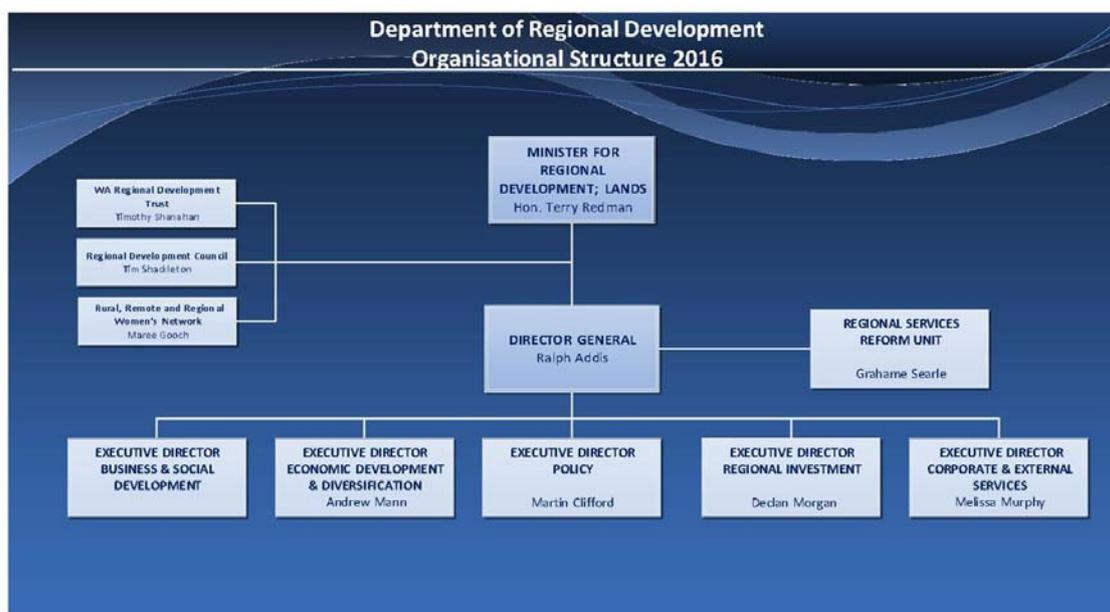
This includes meeting DRD's statutory financial reporting obligations, and employing a talented and engaged workforce of diverse, vibrant and skilled people, with access to the tools and information to deliver on their roles and responsibilities.

Corporate and External Services also provides a bureau of specific human resource, finance and some information services to DRD's portfolio partners, the Department of Lands and the nine Regional Development Commissions. These services are managed via service level agreements.

Regional Services Reform Unit

The Regional Services Reform Unit (RSRU) was established to deliver the State Government's regional services reform to improve the lives of Aboriginal people in regional and remote Western Australia. The RSRU is focused on major reforms to the delivery of housing, education, employment and human services, with an initial focus on the Kimberley and Pilbara.

Organisational Structure



Enabling Legislation

- Royalties for Regions Bill
- *Royalties for Regions Act 2009*
- *Regional Development Commissions Act 1993.*

Documents of the Agency

DRD has a wealth of information on many facets of the Royalties for Regions program and regional development more broadly. The information includes media statements, brochures, fact sheets, policy documents, internal manuals, maps and statistical information. These can be accessed from DRD's website www.drd.wa.gov.au outside of any FOI provisions.

Types of documents held by DRD for which a FOI Application is required include (but are not limited to):

- audit reports and supporting documentation
- business plans
- correspondence: except where documents solely involve the individual/organisation requiring the correspondence
- incident reports
- internal memos
- ministerial correspondence, briefing notes
- minutes, agendas and papers of meetings
- personnel information: except where documents solely involve the individual requiring the correspondence
- records relating to the administrative operations of DRD
- service level agreements
- memorandums of understanding
- strategic development plans
- tender and quotation responses.

Effect on members of the public

The effects that the work of DRD will have on the public stem from its vision mission and the DRD way. DRD is essentially responsible for the flow back to the regions of up to 25 per cent of the state's mining and onshore petroleum resource revenue.

DRD's functions which have a direct effect on members of the public include (but are not limited to):

- assisting the country local government sector to implement effective capital investment programs with funds from Royalties for Regions
- working with the Regional Development Commissions to identify and implement improved economic and community infrastructure and services and community projects.

Participation by the public

DRD provides a number of avenues for public participation in the formulation of policy and agency functions. At the statutory level, DRD provides executive support to the nine Regional Development Commissions. Interaction with this statutory body provides the opportunity for members of the public to influence DRD's policies and decision making.

FREEDOM OF INFORMATION HOW TO ACCESS DOCUMENTS

Access procedures under the FOI Act do not apply to documents that are readily available by other means i.e. available for free or for purchase, available for inspection (whether for a fee or charge) or publicly available at a library.

Information found on our website; as well as your own personal file and DRD's annual report, are examples of documents that may be accessed outside the FOI process. Please address any queries to the Ministerial and Executive Services (MES) unit prior to making an application (see 'Making an Application' below for contact details).

ACCESSING DOCUMENTS UNDER THE FOI ACT

The FOI Act gives individuals the right to apply for access to documents held by Government agencies. It provides the public with the means to participate more effectively in governing the State and to make the persons and bodies that are responsible for State and local Government more accountable to the public.

The aim of DRD is to make information available promptly; at the least possible cost, and where possible, documents will be provided outside the FOI process.

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

MAKING AN APPLICATION

If you wish to make an application under the FOI Act, you are required to submit your application in writing and include the following:

- give enough information to enable the requested documents to be identified
- give an address in Australia to which notices under the FOI Act can be sent
- indicate the type of access being sought i.e. inspection of a document or a copy of the document
- be lodged at DRD with any application fee payable
- in some instances DRD may request proof of your identity.

An application fee of \$30.00 is payable for non-personal information (documents that include personal information relating to third parties other than the applicant).

No fee is payable for personal information relating to the **applicant only**.

Applications and enquiries should be directed to:

Ministerial and Executive Services
Office of the Director General
Department of Regional Development
Level 2, 140 William Street
PERTH WA 6000

Postal Address:

PO Box 1143
WEST PERTH WA 6872

Telephone: (08) 6552 1800
Facsimile: (08) 6552 1850
Free call: 1800 049 155 (country only)
Email: drdmps@drd.wa.gov.au

In addition to the \$30.00 application fee (for non-personal information), **processing charges may apply** in dealing with an application.

These charges are \$30.00 per hour and a photocopying charge of \$0.20 cents per page.

If the total charges exceed \$25.00, the FOI Coordinator will provide an '*estimate of costs*' outlining the documents. This will enable the applicant to either choose to proceed with the application as is or to exclude documents that are not required to reduce costs. A deposit may also be requested at this stage.

FREEDOM OF INFORMATION CHARGES

A scale of fees and charges are set in accordance with the *FOI Regulations 1993* as follows:

Personal Information about the applicant	No fee/charges
Application Fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time Supervised by Staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00
Per photocopy (per page)	\$0.20
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

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

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

NOTICE OF DECISION

Following a lodgement of a valid application, the agency has a period of 45 days to deal with your access application and to make a decision whether access to the requested documents will be granted. The applicant may negotiate a new due date with the agency (shorter or longer period) or apply directly to the Office of the Information Commissioner to have the time reduced in which the agency has to complete the application.

The agency, on completion of the process, provides the applicant with a written '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
- information on the rights of review and the procedures to be followed to exercise those rights.

INTERNAL REVIEW PROCESS

Applicants who are dissatisfied with a decision of the agency are entitled to request for an internal review by the agency. The Application should be made in writing within 30 days of receiving the Notice of Decision. The agency then has 15 calendar days to conduct a review. Another person in the agency, who is not subordinate to the original decision-maker, must make the decision on the internal review.

The address for lodgement of an internal review request is:

Director General
 Department of Regional Development
 PO Box 1143
 WEST PERTH WA 6872

EXTERNAL REVIEW PROCESS

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner for an external review. An application for external review should be made to the Information Commissioner within 60 days of receiving the Notice Decision. If you are a third party affected by the decision of the agency the timeframe is reduced to 30 days.

AMENDMENT OF PERSONAL INFORMATION

An individual has the right to apply to an agency for amendment of their personal information, if the information contained in a document is deemed to be inaccurate, incomplete, out of date, or misleading. An application for amendment must be lodged with the FOI Coordinator (details above).

In support of the amendment request, your written application should include the following information:

- sufficient details to enable the document that contains the information to be identified
- details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading
- the person's reasons for holding that belief
- details of the amendment that the person wishes to have made
- an address in Australia to which notices under the FOI Act can be sent
- any other information or details required under the regulations.

Applicants must also indicate how they wish the amendment to be made with the options set out in the FOI Act, for example:

- altering information
- striking out or deleting information
- inserting information
- inserting a note in relation to information
- and/or in two or more of those ways.

Further information in regards to making an application for amendment to personal information and/or accessing DRD's documents, contact the FOI Coordinator on (08) 6552 1800. Alternatively, contact the Office of the Information Commissioner.