



# Kimberley Development Commission Information Statement 2016

*(Freedom of Information Act 1992, S94-97)*


Kununurra Office  
PO Box 620  
7 Ebony Street  
KUNUNURRA WA 6743  
Tel: 08 91482100  
Fax: 08 91681473

Broome Office  
PO Box 172  
Cnr Napier & Dampier Terrace  
BROOME WA 6725  
Tel: 08 91943000  
Fax: 08 91936142

Derby Office  
PO Box 845  
Loch Street  
DERBY WA 6728  
Tel: 08 91931444  
Fax: 08 91931445

## DOCUMENT CONTROL

This document has been endorsed and approved for use by:



---

**Jeff Gooding**  
**Chief Executive**  
**Kimberley Development Commission**

Document Version Control

<b>Document Name:</b>	<b>KDC Freedom of Information Statement</b>
<b>Document Status:</b>	<b>Final</b>
<b>Version Number:</b>	<b>15.0</b>
<b>Date:</b>	<b>23 June 2016</b>
<b>Author:</b>	<b>Manager, People &amp; Place</b>
<b>Authorised By:</b>	<b>Chief Executive</b>
<b>Distribution:</b>	<b>All KDC Staff &amp; KDC Website</b>

### Change History

<b>Version</b>	<b>Issue Date</b>	<b>Revised By</b>	<b>Reason for Change</b>
2.0-8.0	2004 - 2010	Senior Projects Officer	Annual Updates
9.0	June 2011	Senior Projects Officer	Update
10.0	June 2012	Senior Projects Officer	Update
11.0	June 2013	Senior Projects Officer	Review only
12.0	September 2013	Senior Projects Officer	Inclusion of fees
13.0	June 2014	Manager, People & Place	Update
14.0	June 2015	Manager, People & Place	Update
15.0	June 2016	Manager, People & Place	Review only

## Table of Contents

Vision	page 4
Purpose	page 4
Statutory Objectives and Functions	page 4
Reporting Structure	page 5
Board and Staff	page 6
Opportunities for Public Participation	page 6
Documents held	page 6
Accessing Information	page 7
Accessing Information under the <i>Freedom of Information Act 1992</i>	page 8

## **Introduction**

The Kimberley Development Commission's Information Statement is made available in the as a stand alone document and may be obtained from the Commission's Offices or on its website: [www.kimberley.wa.gov.au](http://www.kimberley.wa.gov.au)

## **Vision**

**The Commission has a strong and unified Vision.**

**The Kimberley aspires to a long-term future transformed into one of the world's most successful and sustainable regions. The hallmarks of the success will be:**

**People** – a well-housed, highly educated and healthy people enjoying high amenity in sustainable communities

**Place** – a place with outstanding infrastructure, services and governance set within a well-conserved and iconic natural environment

**Prosperity** – shared prosperity arising from the success of the region's main drivers of economic opportunity: Agriculture, Rangeland Industries, Tourism, Minerals & energy

## **Purpose**

To achieve an environment which is conducive to the balanced economic and social development of the Kimberley region.

## **Enabling Legislation and Policy**

The Kimberley Development Commission is established as a Statutory Authority under the *Regional Development Commissions Act 1993* (as amended).

## **Statutory Objectives and Functions**

The Commission provides an integral component of a 'whole-of-government' approach to the requirements of regional development. By assisting in the co-ordination of responsibilities of a wide range of agencies having impact on regional development, the Commission is able to perform an important role in identifying needs and providing advice on the appropriate application of Government resources to the region.

As prescribed under Section 23(1) of the *Regional Development Commissions Act, 1993*, the objectives of the Commission are to:

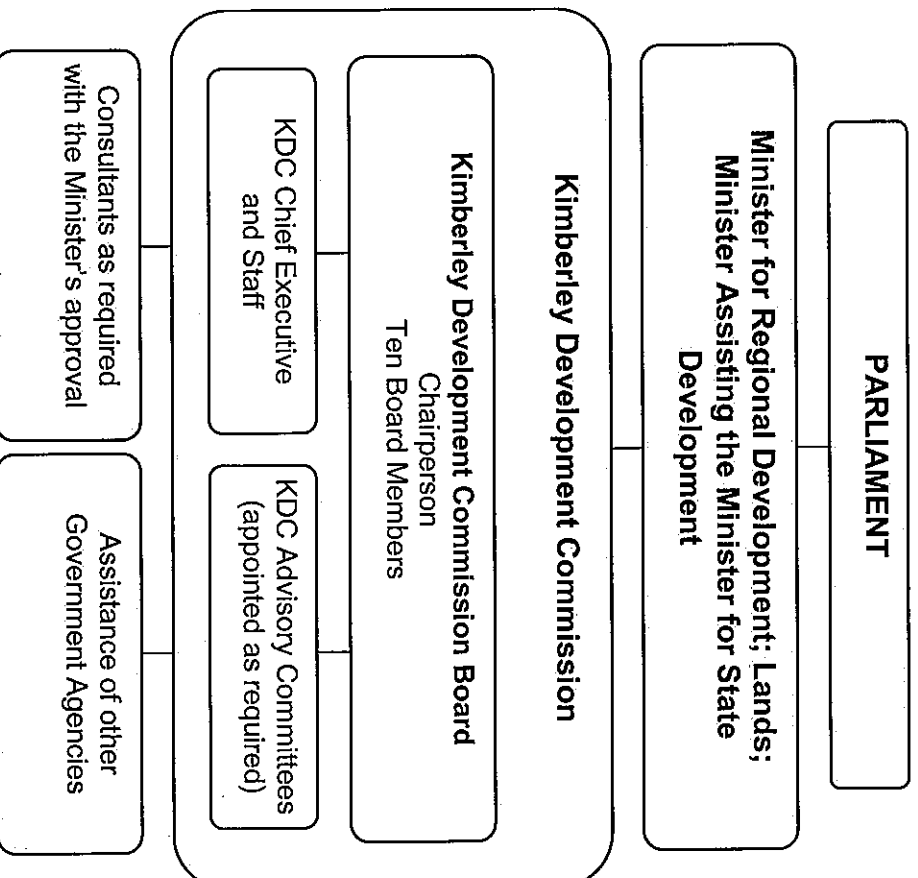
- maximise job creation and improve career opportunities in the region;
- develop and broaden the economic base of the region;
- identify infrastructure services to promote economic and social development within the region;
- provide information and advice to promote business development within the region;

- seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and,
- generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

In order to meet its objectives, the Commission is to:

- promote the region;
- facilitate co-ordination between relevant statutory bodies and State Government agencies;
- cooperate with representatives of industry and commerce, employer and employee organisations, education and training institutions and other sections of the community within the region;
- identify the opportunities for investment in the region and encourage that investment;
- identify the infrastructure needs of the region, and encourage the provision of that infrastructure in the region; and
- co-operate with:
  - a) Departments of the Public Service of the State and the Commonwealth, and other agencies, instrumentalities and statutory bodies of the State and Commonwealth; and
  - b) Local government authorities, in order to promote equitable delivery of services within the region.

### Kimberley Development Commission Reporting Structure



## **Kimberley Development Commission Board and Staff**

The Kimberley Development Commission Board is established under Sections 7, 15 & 16 of *Regional Development Commissions Act, 1993*, and comprises the following membership:

- three members representing the regional community;
- three members representing Local Government;
- three members appointed at the Minister's discretion; and
- the Kimberley Development Commission's Chief Executive Officer.

The Board is appointed by and responsible to the Minister for Regional Development. The Kimberley Development Commission is a Statutory Authority and advises the Minister on matters affecting the development of the region and sets the primary directions for the Commission.

## **Opportunities for Public Participation**

The Kimberley Development Commission welcomes public input to assist in the formulation of policy and the performance of the agency's functions.

Members of the public with an interest in regional development, and particularly the development of the Kimberley region, are invited to contact Board members or Kimberley Development Commission staff to discuss relevant issues.

## **Documents held by the Kimberley Development Commission**

To support its role in regional development, the Kimberley Development Commission maintains administrative and functional files. In addition it holds information from various sources including reports, studies, journals and research papers. A range of updated information is available from the Commission's Offices either as a copy or for reference. Information is usually provided free of charge. However, the provision of some documents and reports may require payment.

Publications available on the Commission's website ([www.kimberley.wa.gov.au](http://www.kimberley.wa.gov.au)) include:

**Corporate Publications**  
2014/2015 Annual Report  
KDC Strategic Plan 2013-2018

**Regional Development Documents**  
2036 and Beyond: A Regional Investment Blueprint for the Kimberley  
2014 Kimberley Profile  
2013 Kimberley Profile  
2015 Regional Price Index  
2013 Regional Price Index  
2013 Living in the Regions Report  
2011 Census – A Kimberley Perspective

## **Accessing Information held by the Kimberley Development Commission**

Most requests for information held by the Kimberley Development Commission are easily satisfied by a personal visit or telephone call to one of the three offices of the Kimberley Development Commission, in Kununurra, Broome and Derby. A range of information is available on our website: [www.kimberley.wa.gov.au](http://www.kimberley.wa.gov.au)

The *Freedom of Information Act, 1992*, provides for access to certain information held by the Commission which is not generally available to the public for example, that contained in the Administrative and Functional files.

## **Accessing Information under the *Freedom of Information Act, 1992***

### *Lodgement of Applications*

Applications to access information, held by the Kimberley Development Commission, under the *Freedom of Information Act*, should be made in writing and forwarded to:

Freedom of Information Coordinator  
Kimberley Development Commission  
PO Box 620  
KUNUNURRA WA 6743  
Tel: 08 91482100  
Fax: 08 91681473

or delivered in person to the Freedom of Information Coordinator, Kimberley Development Commission, Kununurra office located at 7 Ebony Street, Kununurra.

Formal written applications should contain sufficient detail about the information required to enable relevant documents to be identified.

### *Notice of Decision*

Once a written application for access to information under the *Freedom of Information Act* has been received, the Kimberley Development Commission will decide as soon as possible, within forty-five (45) calendar days, whether or not to grant access to the information requested.

It should be noted that some information is exempt under the *Freedom of Information Act, 1992* and therefore access to it may not be granted.

Applicants will be notified of the Commission's decision in writing. In accordance with the *Freedom of Information Act*, this letter will include the following details:

- the day on which the decision was made;
- the name and designation of the officer who made the decision;
- whether or not access to the information will be granted;
- if access is refused, the reason for claiming the information or part thereof is exempt;
- any fees likely to be incurred;
- the applicants right to a review of the decision; and
- the review process in the event that access to information has been refused.

### *Personal Information*

In accordance with the *Freedom of Information Act*, a person has the right to have personal information amended in any document held by the Kimberley Development Commission, where that information is incorrect.

Formal application to have personal information amended must be made in writing to the Freedom of Information Coordinator and the correct information for the amendment provided.

### *Arrangements for Access to Information*

Access to documents may be granted by way of inspection at one of the Kimberley Development Commission's offices or by provision of the information in an appropriate format, for example, a hard copy of a document, a video tape or computer disk.

### *Refusal of Access to Information*

Applicants who are dissatisfied with a decision of the Kimberley Development Commission, regarding access to information, are entitled to ask for an internal review. Application for such a review should be made in writing within thirty (30) days of receiving the notice of decision. Applicants will be notified of the outcome of the review within fifteen (15) days.

If an applicant disagrees with the result of the internal review, then an application may be made to the Information Commission for an external review. An application for an external review must be made within sixty (60) days of receiving notice of the internal review decision.

### *Fees for Accessing Information*

In accordance with the *Freedom of Information Act 1992* and *Regulations* the Kimberley Development Commission charges the following fees for applications for information:

- personal information about the applicant      no fee
- non personal information                              \$30.00

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

Other discretionary fees are not charged.