



# GOLDFIELDS-ESPERANCE DEVELOPMENT COMMISSION

## Freedom of Information Statement

|                                      |                                             |
|--------------------------------------|---------------------------------------------|
| <b>Document reference</b>            | GEDC-GOV08 Freedom of Information Statement |
| <b>Version</b>                       | 2.2                                         |
| <b>Endorsed by the GEDC Board on</b> | 14 September 2023                           |
| <b>Policy Owner</b>                  | Chief Executive Officer                     |
| <b>Replaces</b>                      | GEDC Freedom of Information Statement 2023  |
| <b>Review date</b>                   | June 2027                                   |

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## 1 Introduction

This Freedom of Information (FOI) Statement is provided in accordance with Part 5 of the [Freedom of Information Act 1992 \(WA\)](#) (FOI Act).

The purpose of the FOI Statement is to ensure that information concerning the structure and functions of the Goldfields-Esperance Development Commission (GEDC) and types of documents held by the GEDC is available to the public. Comprehensive information regarding the operations of the GEDC may be found on our [website](#).

The FOI Act provides the public with the right to access to information held by state and local governments not routinely available to the public. It also assists the public to ensure that personal information held by these authorities is accurate, complete, up to date, and not misleading.

The GEDC is committed to assisting the public to obtain prompt access to documents at the lowest reasonable cost as per the FOI Act, to ensure openness, transparency, and accountability as a government agency.

## 2 Structure

The GEDC reports to the Minister for Regional Development (Minister). The Minister has the power to direct the GEDC, either generally or with respect to a particular matter, on the exercise and performance of its powers, functions and duties under the *Regional Development Commissions Act 1993* (RDC Act). The GEDC must give effect to such directions.

The GEDC is governed by a Board of Management that meets bimonthly and is responsible for setting its strategic direction. Under the RDC Act, the Minister is provided with the authority to appoint six (6) Board members, including the Chairperson and Deputy Chairperson. The GEDC Chief Executive Officer (CEO) is a member of the Board by virtue of office.

With the exception of the CEO, all Board members are appointed to office for a period of not more than three years and are eligible for further, consecutive, reappointment, if it will not result in the member holding office continually for more than six years.

Of the six members, one third are to be community representatives who reside in the region, one third are to be members of council of a local government, and one third are to be appointed at the Minister's discretion.

The Department of Primary Industries and Regional Development (DPIRD) supports the GEDC by providing financial and human resources under a Service Level Agreement (SLA). Whilst the department is the employing authority, direction and management of assigned staff is the responsibility of the CEO. The GEDC Corporate Executive consists of the CEO and the Directors' Regional Development. The Corporate Executive is responsible for the direction and management of GEDC staff.

Each separate Regional Development Commission (RDC) is an "agency" under the FOI Act as being "an organisation specified in column 2 of schedule 2 to the *Public Sector Management Act 1994*". The GEDC is a "public body" as defined in the FOI Act therefore is subject to the FOI Act in its own right.

This means a person has a right to be given access to the documents of the GEDC subject to and in accordance with the FOI Act (section 10(1)). DPIRD is not responsible for the coordination of FOI applications made on behalf of the nine (9) RDCs.

Under section 100 of the FOI Act, decisions under the Act are to be made by:

- a) the principal officer of an agency; or
- b) an officer of the agency directed by the principal officer for that purpose, either generally or in a particular case.

The principal officer of the GEDC is the CEO (refer paragraph (a) of the *Principal Officer* definition in the glossary of the FOI Act).

### 3 Functions

The GEDC is one of nine Regional Development Commissions established under the *Regional Development Commissions Act 1993* (RDC Act) and operates as a statutory authority.

The GEDC Vision is:

*The Goldfields-Esperance region is economically and culturally diverse with vibrant communities and a prosperous future.*

The purpose of the GEDC is:

*To facilitate economic and social development in the region.*

The GEDC's values promote a positive and collaborative working environment within the team, government and with stakeholders through:

- Excellence
- Integrity
- Collaboration
- Impact.

The multi-year Strategic Plan sets out the GEDC's approach to the delivery of regional development outcomes, identifying key priorities and strategies the GEDC must focus on, to drive economic and social development outcomes for the region.

The GEDC Board identifies strategic priorities, outlining our key initiatives within the Strategic Plan that align with the Western Australia Regional Development Framework, developed by the Regional Development Portfolio comprising of:

- WA Regional Development Trust.
- Regional Development Council.
- Nine Regional Development Commissions.
- Department of Primary Industries and Regional Development (DPIRD).
- WA Regional Development Alliance (WARDA).

#### 3.1 Functions Affecting Members of the Public

The effect of the work the GEDC will have on the public stems from the objectives and functions as described in the RDC Act Part 3 Division 2 Clause 23 and the Strategic Plan.

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

### 3.2 Public Participation

The GEDC is responsible for identifying key strategic issues and direction in regional development for the Goldfields-Esperance region and providing proactive, informed and timely advice to industry, government and community bodies.

The GEDC promotes community participation by encouraging members of the public to participate in targeted communication opportunities such as surveys, functions, presentations, online communication forums and subscriptions to its communications.

GEDC welcomes feedback and comments from members of the public and bodies outside the Western Australian Government on the formulation and performance of its projects, activities and policies. General participation is possible by:

- Writing to the GEDC or by personal contact with its senior officers in the first instance.
- Putting submissions to the Board on matters chaired by the GEDC.
- Providing expert or specialist advice on matters on an 'ad hoc' basis.

There are also two community appointments on the GEDC Board available to people who reside in the region. Expressions of interest for nomination to the Board are advertised as appointments expire and positions become available.

## 4 Documents held by the GEDC

Under the *State Records Act 2000* (SRO Act) the GEDC is required to have an approved Recordkeeping Plan. This plan sets out how records are created, managed, and for what period of time the GEDC is required to retain records before they are destroyed. The GEDC's Recordkeeping Plan is approved by the State Records Commission and is updated in accordance with Section 28(5) of the SRO Act.

The GEDC publishes documents available for public review on its [website](#) and some in printed form. Documents such as the annual reports, policies, summaries and plans can be found in the publications section of the website. Other documents which may be available in printed form include promotional material, pamphlets and brochures, maps, photographs, and statistical information. From time to time the GEDC may publish reports which will be made available at the Minister's discretion.

### 4.1 Administrative Files

The GEDC produces and maintains comprehensive records on all its operations and activities. The following is a summary of the types of records for which an FOI application may be required:

- policy and procedures
- business plans
- internal and external correspondence
- minutes, agendas and papers of meetings
- personnel information.

All personal information collected by the GEDC is managed in accordance with the *Australian Privacy Principles* as contained in Schedule 1 of the *Commonwealth Privacy Act 1988* and inline with the information privacy principles and provisions under the the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*.

The Commission's policy framework details procedures in place to prevent the misuse of personal information within or by the GEDC, with specific procedures relating to each business area that obtains, uses and stores personal information.

## 5 Freedom of Information

The FOI Act is designed to promote openness and transparency by providing a general right of access to documents held by State and local government agencies.

The GEDC is committed to providing public access to documents at the lowest reasonable cost, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading. The Freedom of Information Policy and Procedure outline the GEDC's governing processes for dealing with applications made under the FOI Act.

### 5.1 Access Applications

An application submitted under the FOI Act must:

- Be in writing addressed to:  
Freedom of Information Officer  
Goldfields-Esperance Development Commission  
PO Box 751, KALGOORLIE WA 6430.

It can be delivered by hand (to either the Kalgoorlie or Esperance office) or emailed to [info@gedc.wa.gov.au](mailto:info@gedc.wa.gov.au)

- Give enough information so that the documents requested can be identified.
- Give an Australian address to which notices can be sent.
- Indicate what kind of access is required.

When seeking access to general information it is preferable to first discuss the issue with the GEDC's Freedom of Information Officer by telephoning 08 9080 5000.

## 6 Fees and charges

Fees and charges are set under the *Freedom of Information Regulations 1993*.

The scale of fees and charges are set in Schedule 1 of the FOI Act Regulations as noted in the tables below. An invoice will be issued from the Department of Primary Industries and Regional Development (DPIRD) on behalf of the GEDC to the applicant.

| Type of fee                                    | Charge  |
|------------------------------------------------|---------|
| Personal information about the applicant       | No fee  |
| Application fee (for non-personal information) | \$30.00 |

## 6.1 Other types of fees

If an application is likely to divert a substantial and unreasonable portion of the GEDC's resources away from its other operations, the GEDC may decide to impose charges.

Charges that may be imposed, include:

| Type of fee                                                         | Charge      |
|---------------------------------------------------------------------|-------------|
| 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     |
| Photocopying per copy                                               | 0.20c       |
| Transcribing from tape, film or computer                            | \$30.00     |
| Duplicating a tape, film or computer information                    | Actual cost |
| Delivery, packaging and postage                                     | Actual cost |

In cases where charges are likely to be higher than \$25 the applicant can request details of the estimated charge as soon as possible after lodging their application.

The GEDC reserves the right to request a deposit of between 25-75% in advance for the work to be undertaken.

## 6.2 Processing the Application

Under the FOI Act the GEDC is required to respond to applications for information (other than personal information) as soon as practicable and in any event before the end of the "permitted period". The permitted period is 45 days after the access application is received for all applications. Where an application is for amendment of personal information, pursuant to Part 3 of the FOI Act, the permitted period is 30 days.

## 6.3 Access Arrangements

An applicant may be entitled to access documents in electronic or hardcopy form, or by way of inspection. Arrangements for access are negotiable and will be as considered appropriate and acceptable to both the GEDC and the applicant.

Access will usually be available between 8.30am and 4.30pm, Monday to Friday at the GEDC's offices in Kalgoorlie or Esperance. However, prior arrangements should be made with the FOI Officer before visiting the offices to ensure that all requested information is assembled for viewing. Some documents may have to be retrieved from archives.

Any enquiries concerning access to documents or other matters relating to Freedom of Information should be directed to the Freedom of Information Officer, Goldfields-Esperance Development Commission.

# 7 Amendment of Personal Information

Part 3 of the FOI Act provides the right to apply for the amendment of personal information held by the GEDC if the information is inaccurate, incomplete, out-of-date or misleading.

Applications for the amendment of personal information must:

- Be in writing addressed to:
 

Freedom of Information Officer  
Goldfields-Esperance Development Commission  
PO Box 751, Kalgoorlie WA 6430.
- Provide sufficient details to enable the document that contains the personal information to be identified.
- Provide details of the information that is inaccurate, incomplete, out of date or misleading.
- Provide reasons for holding that belief.
- Provide an Australian address to which notices can be sent to.
- Provide details of the amendments requested for example:
  - Altering information.
  - Striking out or deleting information.
  - Inserting information.
  - Inserting a note in relation to information.

Personal information must be about the applicant and proof of identity is required before the GEDC can begin to process the application.

On reaching a decision, the GEDC will, within 30 days of receipt of the application, give the applicant written notice of its decision. Where a decision is made to amend the information, the notice will give details of the amendment, and where practicable will include a copy of the amended documents.

If the decision is not to amend the information, the notice will inform the applicant of the reason/s for the decision, along with details of an applicant's right of review and/or appeal, and the right to request that a notation be added to the document, disputing the accuracy of the information.

## 8 Notice of Decision

Following the lodgement of a valid application, the GEDC is required to issue a notice of its decision as soon as practicable but, in any case, within 45 days. A notice of decision will include:

- The date the decision was made.
- The name and the position of the Decision Maker.
- If the document contains exempt information, reasons for classifying the matter exempt and the type of access provided to a document.
- Information outlining the right to review and the procedures to be followed to exercise those rights.

## 9 Rights of Review

### 9.1 Internal Review

Applicants who are dissatisfied with a decision made by the GEDC are entitled to ask for an internal review. Applications for internal review must be made in writing within 30 days of receiving the notice of decision. An applicant will be notified of the outcome of the review within 15 days.

There is no charge for an internal review.

If an applicant disagrees with the internal review decision, they may then apply to the Information Commissioner for an external review.

### 9.2 External Review

An applicant may lodge a complaint with the Information Commissioner, to request an external review of the internal review decision if not satisfied with the outcome. A complaint to the Information Commissioner's office must be lodged within 60 days of receiving the notice.

A complaint to the Information Commissioner must:

- Be in writing.
- Include a copy of the GEDC's decision.
- Provide an Australian address.

There is no charge for lodging a complaint with the Information Commissioner's Office.

For queries or further information about an applicant's review rights, please contact the Office of the Information Commissioner:

Office of the Information Commissioner  
 Albert Facey House  
 469 Wellington Street  
 Perth WA 6000 (entry off Forrest Place)  
 Phone: (08) 6551 7888  
 Country Callers: 1800 621 244 (WA only)  
 Email: [info@oic.wa.gov.au](mailto:info@oic.wa.gov.au)  
 Website: [oic.wa.gov.au](http://oic.wa.gov.au)

## 10 Document controls

### Document References

|                               |                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Reference</b>       | GEDC-GOV08 – Freedom of Information Statement                                                                                                                                                                                                                                                                                   |
| <b>Associated Policies</b>    | GEDC-GOV07 - Recordkeeping Policy and Procedures Manual<br>GEDC-GOV09 – Freedom of Information Policy<br>GEDC-GOV10 – Freedom of Information Procedure<br>GEDC-HR01 - Board Code of Conduct<br>GEDC-HR01 - Employee Code of Conduct                                                                                             |
| <b>Associated Legislation</b> | <i>Regional Development Commission Act 1993</i><br><i>Freedom of Information Act 1992</i><br><i>Freedom of Information Regulations 1993</i><br><i>State Records Act 2000</i><br><i>Public Sector Management Act 1994</i><br><i>Commonwealth Privacy Act 1988</i><br><i>Privacy and Responsible Information Sharing Act 2024</i> |
| <b>Associated Documents</b>   | <a href="#">Commissioner's Instruction 40: Ethical Foundations</a><br>TG 5 Expenditure and Payments                                                                                                                                                                                                                             |

### Revision Record

| Version | Date       | Author                 | Revision Description                                                              |
|---------|------------|------------------------|-----------------------------------------------------------------------------------|
| 2.0     | 29/05/2023 | Executive Officer      | Major revision aligned with PSC resources                                         |
| 2.1     | July 2025  | Administration Officer | Updated to reflect new Treasurer's Instructions and Guidance materials published. |
| 2.2     | July 2026  | Executive Assistant    | Minor revision to PRIS reference, Section 4.                                      |

This document has been endorsed and approved for use by:




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Kris Starcevich, Chief Executive Officer  
Goldfields-Esperance Development Commission  
Date: 29 July 2026