



Making the PILBARRA
the place to live, work, visit and invest

FREEDOM OF INFORMATION STATEMENT

The Western Australian *Freedom of Information Act 1992* ("the *FOI Act*"), gives right of access to information held by the Pilbara Development Commission. The *FOI Act* requires the Commission to make available details about the kind of information we hold and enables persons to ensure that personal information held by the Commission about them is "accurate, complete, up to date and not misleading". This Statement is provided in accordance with the requirements of Section 94 of the Act.

ABOUT US

The Pilbara Development Commission is one of nine Regional Development Commissions established under the State Government's *Regional Development Commissions Act (1993)*. It is a Statutory Authority managed by a Board whose composition as determined under the Act. The Commission and its Board are responsible to the Minister for Regional Development; Lands. The Commission receives an annual appropriation from the State Government to carry out approved activities.

VISION

The Pilbara is *the place* to live, work, visit and invest

MISSION STATEMENT

Empower Pilbara communities to direct their own future as diversified and sustainable centres that are attractive to live, work and invest in.

MISSION OBJECTIVES

Shaping the future of the Pilbara such that:

- It is a vibrant and sustainable place to live, work, visit and invest.
- Investment is leveraged many times over.
- We can attract and retain people in the Pilbara.
- There is prosperity and benefit for everyone.

VALUES

The Pilbara Development Commission strives for excellence in delivering services to the Pilbara.

- We work professionally and with integrity
- We are passionate and committed about our work and region
- We value and include everyone across our region

We plan for the future with vision and innovation

Further information on the specific functions of the Commission and its current structure, are available within the latest Annual Report, available on our website www.pdc.wa.gov.au/publications/.

FEEDBACK

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 annually for stakeholder feedback.

The public can give feedback to the commission at any time. Feedback can be given via the Commission's website www.pdc.wa.gov.au.



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OUR DOCUMENTS

The Commission maintains a range of documents relating to its business activities in both printed and electronic form from a variety of sources. Many documents can be obtained freely on the Commission's website www.pdc.wa.gov.au or by visiting or calling the Commission.

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

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 Commission 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.

APPLICATIONS

Applications for information access and requests for amendments of personal information 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;
- Indicate the type of access being sought i.e inspection, copy, electronic version; and
- Be lodged at the Commission with any application fee payable.

Applications and enquiries should be addressed to:

FOI Coordinator
Pilbara Development Commission
U2, 6 Wedge Street
PORT HEDLAND, WA 6721

Postal Address:
PO Box 544
PORT HEDLAND, WA 6721

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

ACCESS

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.

NOTICE OF DECISION

As soon as possible but in any case within 45 days you 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.



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REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the PDC 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.

PERSONAL INFORMATION

The Act provides a right for persons to apply for access to and the amendment of personal information which is inaccurate, incomplete, out of date or misleading. The information must be the personal information of the applicant and proof of identity is necessary to proceed with the request.

Staff seeking access to their personal records should direct their enquiries to the Human Resources. Personal files are not subject to the provisions of FOI.