

LANDCORP INFORMATION STATEMENT

FEBRUARY 2009

Structure and Function of LandCorp

We are the Western Australian Government's land and property developer. Focusing on sustainable development across the State, our work is aimed at securing economic and social prosperity for all Western Australian's.

Our services include:

- Providing sufficient industrial land to ensure the growth of Western Australia's economy.
- Urban development and renewal projects where unique opportunities or constraints exist.

- Optimising triple bottom line outcomes from government-owned land.
- Providing asset management and expert services to government.
- Supporting the growth of regional towns Statewide through the provision of suitable land.

We have experience in each stage of a project's process from initial identification of land needs, through to planning, construction and marketing.

Because of our breadth of experience and project team approach, we have the flexibility to fulfil a range of roles and tailor its resources to meet individual needs. These roles range from consultancy to project management, full equity involvement and joint venture.

We are responsible to the Minister for Regional Developments; Lands.

Below is a representation of our organisational structure.



How our activities affect members of the public

Decisions taken by LandCorp can affect members of the public in relation to their ownership and use of land. Acting under the Western Australian Land Authority Act 1992, we have the power to -

- Acquire, hold, manage and dispose of land.
- Plan, undertake, provide for, promote and coordinate the development of land.
- Subdivide, amalgamate, improve, develop, alter and extract minerals from land.

Public participation in LandCorp decisions

LandCorp undertakes an extensive public consultation process for all significant projects. If you would like to be involved in the public consultation phase of any LandCorp project, please call our reception and you will be redirected to the relevant project manager, or register your interest on our website.

In addition, one committee administered by LandCorp involves ongoing public representation. The Hope Valley Wattleup Redevelopment Project Community Liaison Group (CLG) is to provide an effective communication link between the community, business and industry, Local Government and LandCorp during the development phase of the Hope Valley Wattleup Redevelopment Project.

Information held by LandCorp

Information is available from LandCorp via our freely available publications or by contacting relevant project managers at our main office. Where possible, we make information available on an informal basis, at no cost. Documents available to the public at no cost include:

- Project sales brochures
- Project newsletters
- Corporate newsletters
- Annual reports
- Media statements

Many more documents are available to be downloaded from our website.

Project sales information is available from our selling agents as shown in all advertisements, brochures and newsletters.

Our staff maintain a number of hardcopy collections of records and electronic databases for use by staff, these include:

- Project files (e.g. land acquisition, land planning, land development, land disposal)
- Administration files (e.g. finance, strategic planning, information technology)
- Human resource management files
- A library collection

Current files are held on site or with project managers, while non-current files are archived to an offsite commercial storage facility.

The library collection consists of books, journals and reports produced by or for LandCorp in relation to its projects. The collection is maintained onsite with non-current documents archived in a similar manner to files. Access to the library collection is on a similar basis to that for files.

Electronic databases contain largely project information. They are networked to staff and are maintained by our Information Systems Branch.

Public access to information held by LandCorp

We aim to make information available promptly and at the least possible cost, and whenever possible, documents will be provided outside the Freedom of Information process.

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

Access to information under the *Freedom of Information Act 1992*

Access to information under the Freedom of Information Act must:

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

Applications and enquiries should be addressed to:

Mr James Butterfield
Freedom of Information Coordinator
LandCorp
Locked Bag 5
Perth Business Centre WA 6849
Telephone: (08) 9482 7455;
Fax: (08) 9481 0861

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 are set under the Freedom of Information Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:

Type of Fee

- Personal information about the applicant - No fee
- Application fee (for non-personal information) - \$30

Type of Charge

- Charge for time dealing with the application (per hour, or pro rata) - \$30
- Access time supervised by staff (per hour, or pro rata) - \$30
- Photocopying staff time (per hour, or pro rata) - \$30
- Per photocopy - 20 cents
- Transcribing from tape, film or computer (per hour, or pro rata) - \$30
- Duplicating a tape, film or computer information - Actual cost
- Delivery, packaging and postage - Actual cost

Deposits

- Advance deposit may be required for the estimated charges - 25%
- Further advance deposit may be required to meet the charges for dealing with the application - 75%

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.

Freedom of Information Decisions

As soon as possible, but in any case within 45 days, we will provide the applicant with a notice of decision in relation to the application. If the applicant disagrees with the decision the applicant can apply for an internal review of the application. Applications for an internal review 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 is still unhappy with the decision they can apply to the Information Commissioner for an external review.

Amendment of personal information held by LandCorp

Applications to have personal information held by LandCorp amended should be made in writing to the Freedom of Information Coordinator (address provided above), should provide enough information to determine what changes are required, and should provide current contact details.

