

## FREEDOM OF INFORMATION STATEMENT

This information is published in accordance with Section 9 of the [Freedom of Information Act 1991](#) (the FOI Act). The FOI Act provides members of the public a legally enforceable right of access (subject to certain restrictions) to documents held by government.

The FOI Act allows members of the public to:

- request access to documents held by the board
- request the amendment of documents that contain personal information about the applicant which is incomplete, incorrect, out-of-date or misleading.

The Northern and Yorke Landscape Board (the board) fully supports the objectives and spirit of the FOI Act.

A comprehensive introduction to Freedom of Information (FOI) can be found on the [State Records](#) website.

### Northern and Yorke Landscape Board structure and functions

A description of the structure and functions of the board and its subcommittees in providing information and recommendations to support the board's decision-making can be found on the [board website](#) under the heading 'Landscape Board' and in the current annual report.

### Ways in which the functions of the board affect members of the public

The board was established on 9 January 2020 and is responsible for the natural resources of the Northern and Yorke region that covers approximately 38,500km<sup>2</sup>, and includes approximately 1,300km of coastline and adjacent marine areas. The region encompasses the Yorke Peninsula, significant areas of Spencer Gulf and Gulf St Vincent, the southern Flinders Ranges, parts of the Rangelands, the Mid North, the northern Mount Lofty Ranges, the Barossa and northern Adelaide Plains.

The board is a group of community, state and local government members who make decisions about regional investment in landscape management, with income derived from landscape levies, in conjunction with the regional landscape plan.

The Northern and Yorke five-year regional landscape plan 2021-2026 has been developed in consultation with the community and key stakeholders, with five strategic priorities to support the management of landscapes within the Northern and Yorke region. This plan and its priorities are consistent with the State Landscape Strategy and focus on the

fundamental principles of the *Landscape South Australia Act 2019* – water, sustainable agriculture, and control of pest plants and animals.

### **Public participation**

The board can only achieve its priorities by working in collaboration with industry groups, schools, community groups and volunteers. Partnerships extend the benefits of our investment and empower our community to contribute to the sustainability of the region's natural resources. The Grassroots Grant program enables volunteers and not-for-profit organisations to enhance their role in managing natural resources, and is administered by the board for on-ground projects in the Northern and Yorke region.

The board undertakes genuine community consultation and develops key partnerships to ensure the values and concerns of the community are reflected in planning and program delivery. The board's priorities and its way of working to promote collaboration help build awareness of the importance of the environment, landscapes and healthy natural resources to our wellbeing and economy.

The board involves the public in the formation of its policies through its community liaison sessions, promotional activities and consultation and discussion papers on specific issues as appropriate.

### **Documents held by the board**

The documents held by the board broadly include:

- tender and contractual information
- policies, procedures and guidelines to support the delivery of the board's operations
- accounting and financial reports
- personnel files relating to board employees
- annual reports and strategic planning documents
- administrative records
- minutes of meetings and terms of reference of the board and subcommittees
- research reports and publications

The listing of these documents does not necessarily mean all documents are accessible under the FOI Act.

## Board policy documents

The board's policy documents can be broadly categorised into the following areas:

- communications
- corporate governance
- finance
- human resources
- operational
- work health and safety.

## Freedom of Information applications or enquiries

Application forms to request access to documents under the FOI Act, or to request amendment of personal records can be obtained by:

- contacting the board's FOI Officer at the address listed below
- downloading an [FOI application form](#) from the State Records website and send the completed form to the board at the address listed below.

An FOI Officer is available to assist with your enquiries about the FOI process and can provide advice about the types of documents that can be requested through FOI applications.

Applications or enquiries regarding access to documents in the possession of the board, or applications for amendment of personal records, should be addressed to:

Freedom of Information Officer  
Northern and Yorke Landscape Board  
155 Main North Road  
CLARE SA 5453

Phone: (08) 8841 3444

Email: [ny.landscapeboard@sa.gov.au](mailto:ny.landscapeboard@sa.gov.au)

Office hours are between 9am – 5pm Monday to Friday.

## Application fees and charges

The FOI Act provides that agencies can calculate fees and charges for the processing of FOI applications in relation to finding, sorting, compiling and copying documents and undertaking any required consultation.

A cheque or money order for the amount of the application fee must be forwarded to the FOI Officer when submitting an FOI application. To arrange a payment via credit card or Electronic Funds Transfer, please contact the FOI Officer on (08) 8841 3444.

For the current list of fees associated with processing an FOI application in South Australia, please refer to the [Freedom of Information \(Fees and Charges\) Regulations 2018](#).

### **More information**

For more information on how to make an FOI application and to download the most current application form, please visit the [State Records](#) website or phone the FOI Officer for the Northern and Yorke Landscape Board on (08) 8841 3444 or email: [ny.landscapeboard@sa.gov.au](mailto:ny.landscapeboard@sa.gov.au).