

# Freedom of Information Statement

(last updated March 2021)

This information is published in accordance with Section 9 of the Freedom of Information Act 1991 (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the amendment of documents that contain personal information about the applicant which is incomplete, incorrect, out-of-date or misleading.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 Kangaroo Island Landscape 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.

## Kangaroo Island 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 Kangaroo Island region that covers approximately 4,370 km<sup>2</sup>, is home to approximately 4,700 residents and attracts more than 160,000 visitors each year.

The board works with the South Australian Government Minister for Climate, Environment and Water and supports the sustainable management of the region's natural resources with an emphasis on land and water management, sustainable primary production, biodiversity and pest animal and plant control. The Board seeks to give communities and landholders a greater voice in managing their natural landscapes.

The Kangaroo Island 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 region. This plan and its priorities are consistent with the State Landscape Strategy and focus on the fundamental principles of the Landscape SA Act 2019 – sustainable agriculture, water, and pest plant and animal control.

## Public participation

The board achieves its priorities by working in collaboration with industry, schools, community groups and volunteers. Partnerships extend the benefits of investment and empower community to contribute to the sustainability of the region's natural resources. The Grassroots Grant program enables landholders, volunteers and not-for profit organisations to contribute to managing natural resources at a local level. The board undertakes appropriate consultation and develops partnerships to ensure the values and concerns of the community are reflected in planning and program delivery. The board involves the public in the formation of its control policies through community forums, promotional activities, consultation processes and discussion papers on specific issues as appropriate.

## Documents held by the board

The documents held by the board broadly include:

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

- administrative records
- research reports and publications

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

### **Making an application**

In accordance with the FOI Act, applications for access to documents held by an agency must:

- be made in writing; you may choose to write a letter, email or use the FOI application form
- specify that the application is made under the FOI Act
- be accompanied by an application fee, see details below
- pensioners or health card holders and other financially disadvantaged applicants can apply for a reduction in fees, including the application fee. Please provide supporting evidence of your concession card with your application. If you seek a reduction in fees due to financial disadvantage, please phone the Freedom of Information Officer on (08) 8553 2476.
- specify an address in Australia to which information can be sent
- clearly identify the documents being sought and the matter to which they pertain
- specify the desired type of access to the document, such as a copy of the document or inspection of the document at an arranged location.

### **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 consultation required under the FOI.

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

A cheque or money order for the amount of the application fee must be forwarded to the Freedom of Information Officer when submitting an FOI application. To arrange a payment via credit card or Electronic Funds Transfer, please contact the Landscape Board on phone (08) 8553 2476.

### **Applications or enquiries**

Applications or enquiries regarding access to documents and policies, or amendment of personal records, should be addressed to:

Freedom of Information  
Kangaroo Island Landscape Board  
35 Dauncey Street  
Kingscote SA 5223

Or emailed to [ki.landscapeboard@sa.gov.au](mailto:ki.landscapeboard@sa.gov.au)

Find out about your rights to [review a determination](#).

### **Disclosure Log**

The board proactively publishes all non-personal information released to applicants under the Freedom of Information Act 1991 (FOI Act).

Information and documents that will be published are those that have already been disclosed to an FOI applicant that:

- are not related to the personal affairs of an individual; and
- could not be claimed as exempt documents/material pursuant to Schedule 1 of the FOI Act, when being publicly released; and
- could not be considered defamatory or a breach of confidentiality or reasonably be anticipated to cause harm to a person.

In some cases, the documents may be too large to upload online. In these cases, a copy of the determination may be available by contacting the board's FOI officer by email [ki.landscapeboard@sa.gov.au](mailto:ki.landscapeboard@sa.gov.au)

Date of Determination	Agency Reference	Application Summary	Copy of, or link to, document (or advice about how to access document)

### **More information**

For more information on how to make a Freedom of Information application please visit State Records of South Australia or phone the KI Landscape Board on (08) 8553 2476

### **Links and References**