South Regional TAFE Information Statement

Freedom of Information Act 1992 (WA)

Version: 11

Review Frequency: Annually

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Purpose

This Information Statement is published by South Regional TAFE (the College) in accordance with section 94 of the *Freedom of Information Act 1992 (WA)* (FOI Act).

The Statement provides information about

- the structure and functions of the College
- how the College's functions affect members of the public
- opportunities for public participation in the College's activities and policy development
- the types of documents held by the College
- arrangements for accessing publicly available information
- procedures for applying for access to documents under the FOI Act
- procedures for seeking amendment of personal information.

The College is committed to the principles of openness, accountability, transparency and proactive disclosure of information wherever possible. Information will be released administratively where appropriate, without requiring a formal FOI application

Scope

South Regional TAFE is a Western Australian Government vocational education and training provider serving communities across the south-west and great southern regions of Western Australia.

The College delivers vocational education and training through campuses located at: Albany, Bunbury, Busselton, Collie, Denmark, Esperance, Harvey, Katanning, Manjimup, Margaret River, Mt Barker and Narrogin.

The College is a Registered Training Organisation (RTO) and provides nationally recognised training, apprenticeships, traineeships, skill sets, short courses and workforce development programs.

Information regarding the College's current scope of registration is available through the national training register. (http://training.gov.au/Home/Tga).

Structure and Functions of the College

Governing Council

The accountable authority of the College is the Governing Council, established under the *Vocational Education and Training Act 1996*.

The Governing Council provides strategic leadership and oversight and is responsible for:

- governance and accountability
- strategic direction
- financial oversight
- risk management
- supporting the achievement of Government priorities

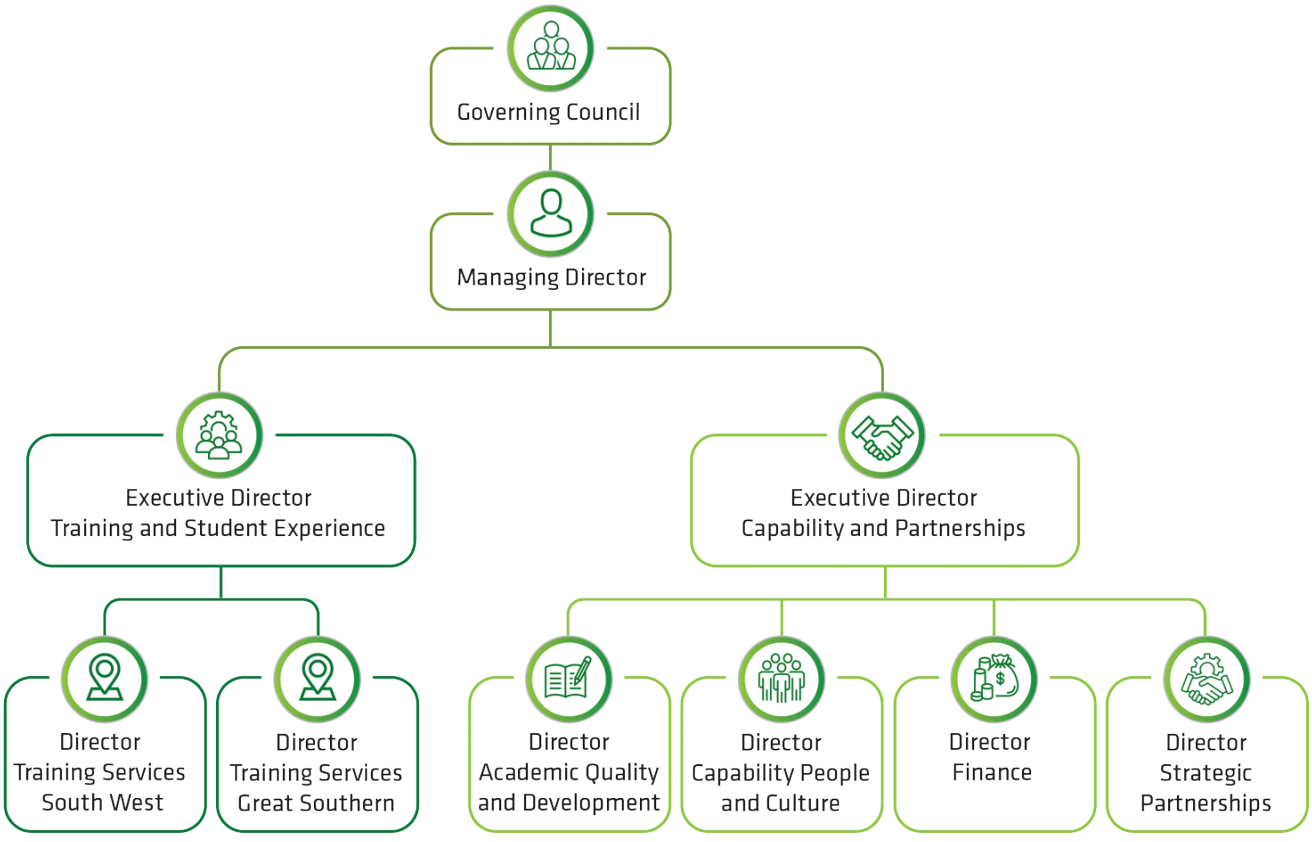
The College belongs to a TAFE System, which includes the four other Colleges and Department of Training and Workforce Development, who report to the Minister of Skills and TAFE, as the responsible Minister.

Executive Management

The Managing Director is the Chief Executive Officer of The College and is responsible for the day-to-day management of the College.

The Executive Leadership Team supports the Managing Director in delivering:

- training services
- student support services
- corporate services
- people and culture functions
- finance and procurement
- information management and recordkeeping
- strategic planning
- compliance and governance



College Functions

The College plays a significant role in supporting education, employment and workforce development across regional Western Australia.

The College's functions directly affect:

- students and prospective students
- apprentices and trainees
- employers and industry partners
- Aboriginal communities
- local government authorities
- community organisations
- the broader regional workforce

The College makes decisions that influence:

- training opportunities available within the region
- student admissions and enrolment processes
- delivery locations and modes
- allocation of educational resources
- industry engagement activities
- student support services
- workforce development initiatives

These decisions impact the accessibility, quality and availability of vocational education and training services throughout the region

Policy Development and College Activities

The College values collaboration and stakeholder engagement in the development and delivery of its services.

Stakeholders and members of the public may participate in:

- industry reference groups
- employer engagement forums
- Aboriginal education and training advisory groups
- client feedback processes
- community engagement activities
- course advisory committees

Feedback received from stakeholders assists the College in reviewing programs, services, policies and operational practices.

Record Keeping and Information Management

The College manages records in accordance with:

- the *State Records Act 2000*
    - the College's approved Record Keeping Plan (RKP)
- *Privacy & Responsible Information Sharing Act 2024*
- *Information Commissioner Act 2024*

Information Held by the College

The College maintains a broad range of records and information in support of its business functions.

The *Freedom of Information Act 1992* enables the public to have access to any records held by the agency. However, there are other methods of accessing information without needing to lodge an FOI Application.

Records from predecessor agencies

South Regional TAFE may hold records of the following predecessor agencies if they have not been transferred to State Archives (records prior to 1996 are held at State Records)

- 2016 – Current – South Regional TAFE
- 2010 – 2016 – South West Institute of Technology (Muresk campus for short period)
- 2009 – 2016 – Great Southern Institute of Technology
- 2000 – 2016 – Goldfields Institute of Technology (Esperance Campus)
- 1996 – 2009 – Great Southern Regional College of TAFE
- 1994 – 2016 – C.Y. O'Connor Institute (Narrogin Campus)
- 1985 – 2010 – South West Regional College of TAFE
- 1976 – 1985 – Bunbury Technical Collage
- 1953 – 1973 – Albany Technical School
- 1946 – 1957 – Bunbury Technical School

Documents Available for Purchase

Certain materials may be available for purchase, including:

- training and learning resources
- replacement certificates and academic documentation
- other materials approved for sale by the College

Fees may apply.

Access Arrangements

Publicly available information may be accessed through:

Website

www.southregionaltafe.wa.edu.au

Learning Resource Centres

Learning Resource Centres located at College campuses (Bunbury & Albany) and provide access to relevant educational and information resources.

Direct Enquiry

Information may be requested directly from relevant College business areas where administrative access arrangements apply.

Documents Available Outside the FOI Process

Information published on the College website is free of charge and accessible to the public includes:

- Annual Reports
- Strategic Plans
- publicly available policies and procedures
- course information and promotional material
- student information guides

Where possible, administrative access arrangements will be used to provide information quickly and efficiently

Document types of non-public information

- Academic information
- Administrative information
- Operations information
- Staff and student information
- Contract information

These documents are stored physically and electronically in the relevant business system.

Student Records

Students or parents of students under 18 can access academic records through the CI Anywhere online application. If this is not suitable then records including Testamur, Record of Achievement, Statement of Academic Record and Statement of Attainment, and applications for awards can be requested from the team below:

Client Administration Services
Phone: 1800 621 445
Email: enquiry@srtafe.wa.edu.au
Website: southregionaltafe.wa.gov.au

All student records created before **1996** are held by the Department of Training and Workforce Development or State Archives.

FOI Coordinator Contact
Email: FOI.coordinator@dtwd.wa.gov.au

Human Resource Records

Staff, job applicants and previous staff may request personal information from Human Resources. The Colleges policy enables supervised access upon application as directed below:

To: Manager People Services
Email: HR@srtafe.wa.edu.au

Freedom of Information Requests

The FOI Act provides the right to access documents held by State Government agencies, subject to relevant exemptions.

The objectives of the FOI Act include:

- enabling the public to participate more effectively in governing the State;
- increasing accountability of government agencies; and
- allowing individuals access to personal information held about them.

The College supports applicants seeking information through administrative access arrangements before lodging a formal FOI application where appropriate.

Amendment of personal information

The Act provides a right for persons to apply for access to and 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 Manager of People Services.

Personal files are not subject to the provisions of FOI.

Note: Access to another officer's records is not permissible under FOI.

Applying for Access to Documents

An application for access to documents must:

- be in writing or email;
- provide sufficient information to identify the requested documents;
- provide an Australian address for correspondence; and
- be accompanied by the prescribed application fee where required.

Applications may be lodged by post or email with the Freedom of Information Officer.

Applicants will receive written acknowledgement of their application within 5 working days.

The College will determine applications and provide a response within 45 working days as established by the FOI Act.

Freedom of Information Contacts

Applications and enquiries should be directed to:

Freedom of Information Officer
South Regional TAFE
PO Box 1224
Bunbury WA 6231

Telephone: (08) 6371 3000
Email: records@srtafe.wa.edu.au

Fees & Charges

No fees or charges apply for personal information or amendment of personal information about you (e.g. your personal details or details of employment etc).

A scale of fees & charges is set under the FOI Act Regulations. The charges are as follows:

Personal information about the applicant	No Fee
Application fee (for non-personal information)	$30
Charge for time dealing with the application	$30 p/h
Access time supervised by staff	$30 p/h
Photocopying staff time	$30 p/h
Per copy 20 cents	Per copy 20 cents

Timeframe for responding to a request

Once the college receives a valid application from you, the college has a maximum of 45 calendar days to decide. On average the time taken by agencies is less than this permitted period.

Notice of Decision

Applicants will receive a written notice of decision.

The notice will include:

- the date of decision;
- the name and designation of the decision-maker;
- reasons for the decision;
- details of any exemption applied;
- details of any fees or charges imposed; and
- review rights available under the FOI Act.

Internal Review

Applicants who are dissatisfied with a decision may apply for internal review.

An application for internal review must be made within 30 calendar days after notice given:

- be made in writing, or email;
- identify the decision being reviewed;
- provide an Australian address; and
- be lodged within the statutory review period.

Internal review applications should be addressed to:

Managing Director
South Regional TAFE
PO Box 1224
Bunbury WA 6231

Email: OMD@srtafe.wa.edu.au

External Review

If an applicant is dissatisfied with the outcome of an internal review, or where review rights otherwise apply, an application can be made to the Information Commissioner for external review. The external review application should be made within 60 calendar days after being given the Colleges written notice of the internal review decisions.

Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Email: info@oic.wa.gov.au

To access the Information Commissioners website, please visit:
https://www.wa.gov.au/organisation/office-of-the-information-commissioner

Further Information

For information about:

- Freedom of Information;
- access to documents;
- amendment of personal information; or
- records and information management practices,

please contact:

Freedom of Information Officer
South Regional TAFE
PO Box 1224
Bunbury WA 6231
Telephone: (08) 6371 3000
Email: records@srtafe.wa.edu.au

Relevant legislation and references

Freedom of Information Act 1992 (WA)
Vocational Education and Training Act 1996 (WA)
State Records Act 2000 (WA)
Privacy and Responsible Information Sharing Act 2024 (WA)
Information Commissioner Act 2024 (WA)