South Regional TAFE Freedom of Information Guidelines

The Freedom of Information Act 1992 (WA) (FOI Act) gives members of the public a right to apply for access to documents held by South Regional TAFE, subject to exemptions under the Act.

Lodging an FOI application

Applications must be in writing and provide enough detail to identify the documents requested. Requests should describe known or specific documents and, where possible, include a date range, subject, business area and document type.

For access to your own personal information, provide proof of identity. Applications for non-personal information must include the prescribed $30 application fee. Additional charges may apply, and an estimate will be provided where appropriate.

Your application must

- give sufficient information to identify the requested documents
- provide an Australian address for correspondence
- include proof of identity when personal information is requested
- include the $30 application fee when non-personal information is requested

Where to lodge your application

By email	By post	In person
records@srtafe.wa.edu.au	Freedom of Information Officer South Regional TAFE PO Box 1224 Bunbury WA 6231	Records Services South Regional TAFE Robertson Drive Bunbury WA 6230

Need help? Contact the Freedom of Information Officer on (08) 6371 3000 or records@srtafe.wa.edu.au.

About the FOI Act

The FOI Act

- has unlimited retrospectivity, so access may be sought regardless of a document's age
- requires an agency to deal with a valid access application and decide within 45 calendar days
- provides a right of access regardless of the applicant's motive for seeking the documents
- requires reasons to be given when access is refused or limited
- provides rights of internal and external review
- allows a person to seek amendment of personal information that is inaccurate, incomplete, out of date or misleading

Documents do not need to be registered in Content Manager or held on an official file to be subject to FOI. Documents held by individual officers may be included where they relate to South Regional TAFE's functions or operations.

How South Regional TAFE will assist

- help applicants make a valid application or revise an application that does not meet the Act's requirements
- deal with applications as soon as practicable
- transfer an application promptly where another agency is responsible
- help narrow broad applications to reduce work, delay and cost
- confirm identity before releasing personal information and release it only to the person concerned or an authorised representative

Information statement

Section 94 of the FOI Act requires South Regional TAFE to publish an Information Statement describing the College, its functions, the kinds of documents it holds and how the public can access information.

Where possible, information may be made available administratively without requiring a formal FOI application. This can be faster and may avoid fees or charges.

Requesting amendment of personal information

You may apply to amend personal information about you where you believe it is inaccurate, incomplete, out of date or misleading. The application must:

- be in writing and identify the document containing the information
- explain what is inaccurate, incomplete, out of date or misleading and why
- state the amendment sought, such as altering, deleting or inserting information, or adding a note
- provide an Australian address for correspondence and be lodged with South Regional TAFE

Proof of identity is required before South Regional TAFE can process a request involving your personal information.

Fees and charges

There is no application fee or charge for access to, or amendment of, personal information about you. A $30 application fee applies to non-personal information.

Item	Fee or charge
Personal information about the applicant	No fee
Application fee for non-personal information	$30
Staff time dealing with the application	$30 per hour
Supervised access time	$30 per hour
Photocopying staff time	$30 per hour
Photocopying	$0.20 per copy
Transcribing information	$30 per hour

Charges may be reduced or waived in circumstances permitted by the FOI Act and Regulations. South Regional TAFE will help applicants refine requests that are very broad or would require substantial work.

Decision and review rights

South Regional TAFE must provide a notice of decision within 45 calendar days after receiving a valid application.

The notice will explain the decision, any exemptions, fees or charges, and the applicant's review rights.

Internal review

An application for internal review should be made in writing within 30 calendar days of the notice of decision. An officer who is not subordinate to the original decision-maker will conduct the review. A decision is generally required within 15 days.

External review

If dissatisfied with the internal review decision, the applicant may apply to the Information Commissioner for external review, generally within 60 calendar days of receiving the internal review decision.

Contacts and further information

South Regional TAFE

Freedom of Information Officer
PO Box 1224, Bunbury WA 6231
(08) 6371 3000
records@srtafe.wa.edu.au
southregionaltafe.wa.edu.au

Office of the Information Commissioner

Albert Facey House
469 Wellington Street, Perth WA 6000
info@oic.wa.gov.au
wa.gov.au/organisation/office-of-the-information-commissioner

Key legislation: Freedom of Information Act 1992 (WA) and Freedom of Information Regulations 1993 (WA).