Government of Western Australia
North Metropolitan TAFE

Information Statement

G030E

May 2025

Version: 6.1.

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1. Introduction

This document has been prepared in accordance with Section 96 (part 5) of the *Freedom of Information Act 1992* (*FOI Act*) to provide members of the public with an overview of the types of information generated and held by the North Metropolitan TAFE (NMTAFE).

Information generated within NMTAFE includes published material and records based on NMTAFE's business activities (public records). Such information is explored within the context of NMTAFE's organisational structure and functions. Guidelines are also provided on how the public can access information under the *FOI Act* and how they can participate in decision making and policy making.

2. Mission Statement

At NMTAFE, our mission is to nurture participation, employability, productivity and aspirations for our learners, our industry and our community. We are driven by our vision of transforming lives, strengthening industry and community.

3. Enabling Legislation

The TAFE Sector was established under, and operates in accordance with the:

- *Vocational Education and Training Act 1996*
- *Vocational Education and Training (Colleges) Regulations 1996*
- *Vocational Education and Training (General) Regulations 2009.*

4. Structure and Functions

4.1. Functions

NMTAFE provides vocational education and training to the community and industry on behalf of the Western Australian Government. NMTAFE's primary functions are outlined in the *Vocational, Education and Training Act 1996*. These functions include but are not limited to:

- providing vocational education and training consistent with the College Training Profile;
- providing to an employer, a group of employers or any other persons or authorities such fee-for-service training programmes as are authorised by the Minister;
- undertaking research and development related to vocational education and training which has a direct practical application to industry, commerce and the community;
- promoting equality of opportunity in the undertaking of vocational education and training;
- providing or arranging for the provision of services to students;
- participating in initiatives involving the whole of the State training system and collaborating with other training and educational institutions to ensure the greatest effectiveness and economy in expenditure and the most beneficial relationship between the College and other training and educational institutions throughout the State;
- contributing to the general development of the community in the region of the College through such activities, including the provision of adult and community education, as may be authorised by the Minister;

- providing on behalf of another educational authority such post-secondary education as is approved by the Minister; and
- performing any other function published in the Gazette not inconsistent with the Act as conferred by the Minister.

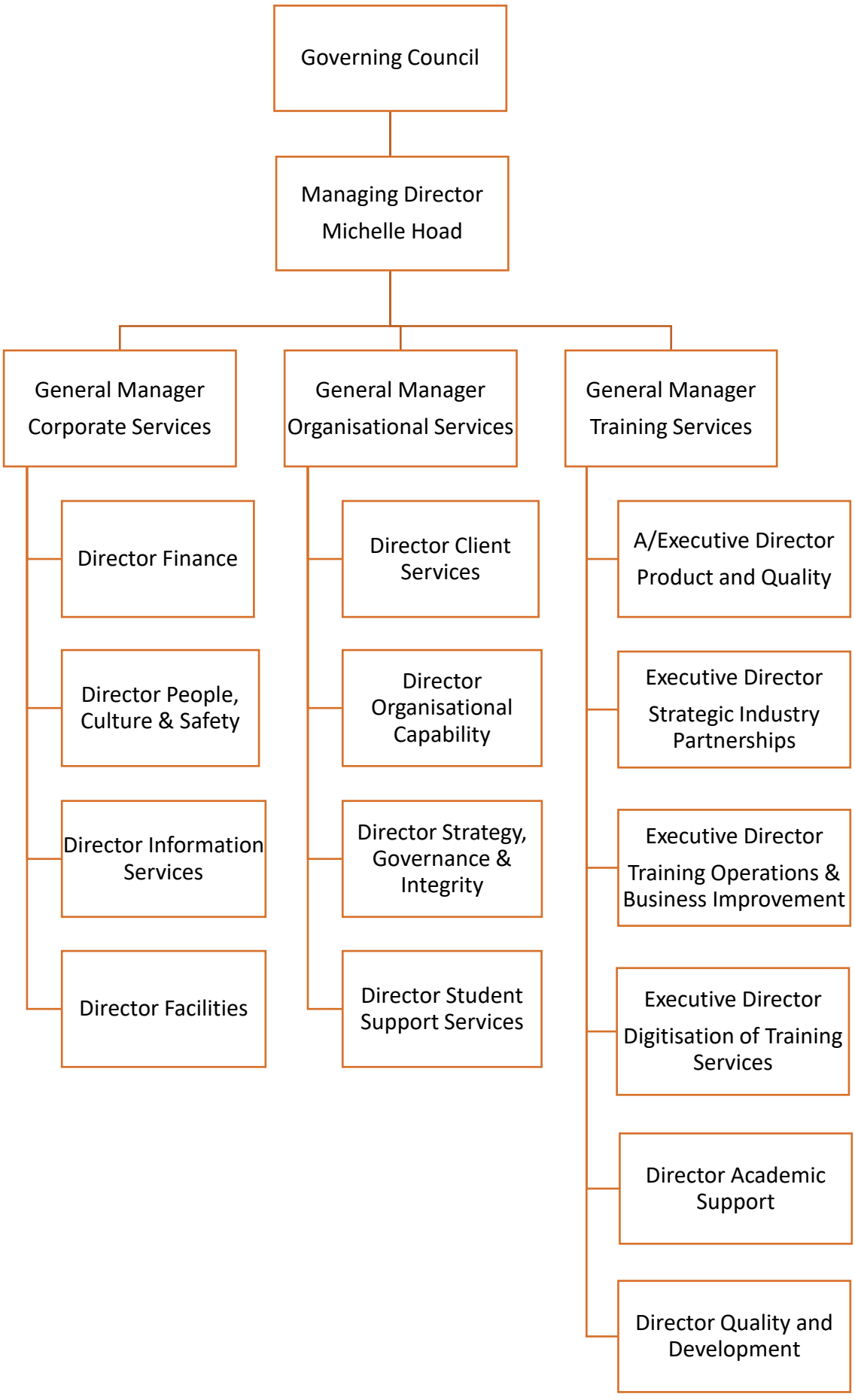
4.2. Governing Council

NMTAFE is presided over by a Governing Council whose members are appointed by the Minister in accordance with the *Vocational Education and Training Act 1996*. The role of the Council is to ensure the College is accountable in terms of the *Public Sector Management Act 1994* and the *Financial Management Act 2006.*

The Governing Council monitors the actions of the Managing Director to whom it delegates its powers for the day-to-day management of the College.

Along with the Managing Director, the General Managers of each functional area are responsible for the operation of NMTAFE as a provider of vocational education and training.

4.3. Organisational Structure



5. Public participation in decision making

The public's interests are reflected in the strategic direction of NMTAFE through encouragement of public participation, in the following contexts:

- The College performs regular reviews of the courses it offers to ensure they are relevant to industry and the community and encourages public participation to determine ongoing course viability.
- The Course Advisory Committees represent each of the academic areas to specifically deal with curriculum issues and provide advice to the Academic Board. Participation is invited from industry representatives who assist in ensuring that courses meet industry expectations.

6. Information obtained via another process

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.

6.1. Published information which can be purchased

Course material published by NMTAFE is available online by visiting NMTAFE's website at northmetrotafe.wa.edu.au/.

6.2. Published material which can be obtained free of charge

NMTAFE provides a range of material which can be accessed on the NMTAFE website via https://www.northmetrotafe.wa.edu.au/publications including but not limited to:

◊ Annual reports
◊ Strategic plans
◊ Student publications
◊ Capability statements
◊ Policies and procedures

If you seeking other published documents not found on the NMTAFE website please email your enquiry to: InfoGov@nmtafe.wa.edu.au

6.3. Types of non-public information held by NMTAFE

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

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

6.4. Records from predecessor agencies

North Metropolitan TAFE may hold records of the following predecessor agencies if they have not been transferred to State Archives:

- ◊ Perth Technical School -1900 to 1922
- ◊ Perth Technical College - 1922 to 1966
- ◊ WA Institute of Technology (WAIT) 1966 to 1975 (now Curtin University)
- ◊ West Coast Institute 1974 to 2016
- ◊ Central Metropolitan College of TAFE 1990 to 2003
    - Established through the amalgamation of:
        - Perth Technical College
        - Leederville Technical College
        - Wembley Technical College
        - Mount Lawley Technical College
        - Claremont School of Art
        - Western Australian School of Nursing
- ◊ Central TAFE 2003 to 2016

6.5. 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 Testamurs, Record of Achievement, Statement of Academic Record and Statement of Attainment, and applications for awards can be requested from the team below:

To: Course Management~~completions and Awards~~ Team
Phone: (08) 9427 1680
Email: helpawards@nmtafe.wa.edu.au
Website: northmetrotafe.wa.edu.au/request-your-award-diploma-certificate

All student records created before 1996 are held by the Department of Training and Workforce Development.
Email: FOI.coordinator@dtwd.wa.gov.au or call 0862129833

6.6. Human Resource records

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

To: Manager People Services~~Human Resources~~
Phone: (08) 9427 1357~~1000~~
Email: PeopleServices@nmtafe.wa.edu.au~~HumanResources@nmtafe.wa.edu.au~~

7. Freedom of Information (FOI) operations

The *FOI Act* enables the public to participate more effectively in governing the State and makes the College more accountable to the public. It is therefore the aim of North Metropolitan TAFE to make information available promptly and at the least possible cost. If information is not routinely available, the FOI Act provides the right to apply for documents held by the College and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

7.1. Freedom of Information applications

Access applications must:

- Be in writing;
- Give enough information to enable the requested documents to be identified;
- Give an address in Australian to which notices can be sent;
- If you are seeking access to personal information about yourself, please provide evidence to establish your identity;
- Give any other information or details required under the regulations; and
- Be lodged at the agency with any application fee payable if applicable.

Applications and enquiries can be requested via the online portal or alternatively addressed to:

Information Integrity Consultant
North Metropolitan TAFE
Locked Bag 6
Northbridge WA 6865

Phone: (08) 9427 1637
Email: InfoGov@nmtafe.wa.edu.au

To expedite processing of an FOI request, an applicant should identify as clearly as possible the documents to which access is required.

The applicant should also nominate the form of access required such as electronic copies or by inspection.

Applications will be acknowledged in writing and notification of the decision provided within the scheduled 45 days from date of receipt.

7.2. Freedom of Information charges

A scale of fees and charges are 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
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
Transcribing from tape, film or computer	$30 p/h
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

Advance deposit of 25% of the estimated charges may be required.
Further advance deposit of 75% of the estimated charges may be required to meet the charges for dealing with the application.
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

7.3. Access arrangements

Access to documents can be granted by way of inspection, a copy of a document (physically or electronically), a copy of an audio or video tape, or a transcript of a document from which words can be reproduced.

7.4. Notice of Decision

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details such as:

- The day on which the decision was made
- The name and designation of the officer who made the decision
- If the document is exempt in full or in part, the reasons for classifying the matter exempt
- Information on the right to review and the procedures to be followed to exercise those rights.

7.5. Refusal of access

Applicants who are dissatisfied with a decision of the College are entitled to request an internal review. There is no lodgement fee or charges for an application for internal review. Applications must be made in writing within 30 days of receiving the notice of decision and sent to:

Freedom of Information Internal Reviewer
North Metropolitan TAFE
Locked Bag 6
Northbridge 6865

Phone: (08) 9427 1637
Email: InfoGov@nmtafe.wa.edu.au

Applicants will be notified of the outcome of the review within 15 days. If the applicant is still unsatisfied with the result, they can apply to the Information Commissioner for an external review. Applications must be made in writing within 60 days of receiving the notice of decision if you are the applicant, or within 30 days if you are a third party and sent to:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Phone: (08) 6551 7888
Email: info@foi.wa.gov.au

7.6. Access to and amendment of personal information

The Act provides a right for persons to apply for access to and amendment of personal information that is inaccurate, incomplete, out of date or misleading.

In addition to the information outlined in section 7.1, the applicant must:

- Give the persons reasons for holding the belief that information is inaccurate, incomplete, out of date or misleading, and

- Give details of the amendment that the person wishes to have made, including altering, striking out or deleting, inserting information, or inserting a note.

7.7. Responsibility for decision making

The initial decision to grant or deny access to documents in accordance with the provisions of the FOI Act will be made by the Information Integrity Consultant.

7.8. Externally published information on FOI

Freedom of Information Act 1992
Freedom of Information Act Regulations 1993
Office of the Information Commissioner – For the Public

8. Version History

Controlled Doc No.	G030E1	**Version:**	2.0
Document Owner:	Manager Information Governance	**Governance:**	Information Governance
Policy Contact:	Manager Information Governance	**Published Date:**	[insert date]
Published externally	Yes	**Next Review Date:**	31/12/2025

Document Control Version				
Version l	**Date**	**Endorsed/ Amended/ Rescinded**	**Endorsing Authority**	**Amendments**
1.0	13/02/2024	Endorsed	Director Information Services.	Initial endorsement.
2.0	28/04/2025	Amended	Director Information Services.	Updated to reflect organisation structure changes and contacts
3.0	28/04/2025	Amended	Director Information Services.	Changed contact details

Note, this document is available in alternative formats upon request including electronic format, hard copy (standard and large print) or audio format.