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Introduction

This document has been prepared in accordance with Section 96 (part 5) of the Freedom of Information Act 1992 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 North Metropolitan TAFE’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 Freedom of Information Act 1992 and how they can participate in decision making and policy making.
Structure and Functions of North Metropolitan TAFE

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. Such functions include:

◊ 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 Colleges 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;

◊ Performing any other function published in the Gazette not inconsistent with the Act as conferred by the Minister.

GOVERNING COUNCIL

North Metropolitan TAFE 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 North Metropolitan TAFE as a provider of vocational education and training.

THE FUNCTIONAL AREAS WITHIN NORTH METROPOLITAN TAFE INCLUDE:

◊ Corporate Services (Finance; Human Resources; Information Services; Facilities)

◊ Organisational Services (Client Services; Quality & Development; Planning & Reporting; Marketing and Communication)

◊ Training Services 1 (Art & Design; Media; Commerce & Enterprise; Hospitality, Tourism and Culinary Arts; Health & Nursing; Community, Health and Lifestyle; Education & Community Services)

◊ Training Services 2 (Science, Technology, Engineering, & Mathematics; Building & Trades; Foundation Pathways; Adult Migrant Education Program, English Language Intensive Courses for Overseas Students, Language Testing)
Effects of North Metropolitan TAFE on Members of the Public

In 1997 Central Metropolitan TAFE achieved the status of Quality Endorsed Training Organisation (QETO) and is a Registered Training Organisation under the Australian Quality Training Framework (AQTF).

North Metropolitan TAFE has a direct impact on members of the public in the following ways:

◊ Offers Certificate and Diploma courses within the Australian Qualifications Training Framework.

◊ Increases opportunities for people entering the workforce by customising courses to meet industry demands and by offering traineeships and entry level programs.

◊ Helps individuals meet educational and training requirements through designing customised courses.

◊ Provides adult literacy and numeracy programs.

◊ Provides equity and access programs to assist students with special needs.

◊ Addresses educational needs arising in the community through the delivery of community programs.

◊ Meets the educational needs of mature age students commencing studies.

◊ Provides English language programs for overseas students and migrants.

◊ Provides programs designed to meet the needs of women returning to the workforce, or to further study.

◊ “Flexible Delivery”, increases education and training options for people who live in rural areas or prefer to study externally.

Arrangements for Public Participation in Decision Making

The public’s interests are reflected in the strategic direction of NMTEFE 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.
Access to Public Records

The Freedom of Information (FOI) Act 1992 enables the public to have access to any records held by the agency. However, under Schedule 1 of the Act exceptions apply and include the following:

◊ Documents which are of a confidential nature between governments. (Commonwealth, State, Territory and International).

◊ Personal information other than the personal information about the applicant, except where permission is given.

◊ Commercial or business information; the disclosure of which would adversely affect the agency.

◊ Workers’ Compensation documents supplied by NM TAFE’s solicitors, which are covered by Professional Privilege.

◊ Other grounds for exemption as listed in the Freedom of Information Act 1992 which apply to NM TAFE.

For further information or to submit an application to access public records, please contact the FOI Co-ordinator, on 9202 4825

Published Information Which can be Purchased

Course Materials Published by NM TAFE

Course material published by NM TAFE is available from the College’s bookshop or is available online by visiting NM TAFE’s website

Published Material Which can be Obtained Free of Charge

NM TAFE provides a range of material which can be obtained free of charge relating to areas such as:

◊ Annual Report
◊ Internal Reports
◊ Financial Statements
◊ College Newsletters
◊ Strategic and Business Plans

Types of Non-Public Information Held by NM TAFE

◊ Academic Information
◊ Administrative Information
◊ Operations Information
◊ Staff Information
◊ Contract Information
Contacting North Metropolitan TAFE

By Phone
Within Australia  08 92024825
Outside Australia +61 8 9202 4825

By e-Mail
records@NMtafe.wa.edu.au

By Post
North Metropolitan TAFE
Locked Bag 6
Northbridge WA 6865
ATTN: FOI Coordinator

NORTH METROPOLITAN TAFE'S HOME PAGE
http://www.northmetrotafe.wa.edu.au/

THE FOI CO-ORDINATOR
Robyn Bryan
Manager, Corporate Information
Telephone 9202 4825
Freedom of Information Application Information

WHEN NOT TO SUBMIT AN FOI APPLICATION

You do not need to apply under Freedom of Information when:

◊ Staff, potential staff (job applicants) and ex staff of North Metropolitan TAFE are seeking personal information from Human Resources. North Metropolitan TAFE’s policy enables supervised access upon application to the Manager Personnel Services.

◊ For students seeking their own student related records. This information typically includes exam papers, enrolment details and applications for awards. North Metropolitan TAFE does not release this information to people other than the applicants, except to parents of students who are under 18 years of age.

WHEN FOI APPLICATIONS ARE NECESSARY

 Freedoms of Information applications are necessary when students, staff or other people are applying:

◊ To amend personal information;

◊ For records concerning College business

◊ Personal records other than enrolment forms, applications for awards and exam papers.

APPLYING FOR PERSONAL INFORMATION

At the North Metropolitan TAFE College of Technology, this kind of information typically includes counselling files and personal files held by areas other than Human Resources.

There is no application fee or additional charges for individuals who want to inspect their own personal information.

Applicants can complete a form which is available from the Freedom of Information Co-ordinator, Campus Libraries or North Metropolitan TAFE’s website (See appendix C).

OR

Applicants can apply in writing and need to include the following:

◊ a clear and concise description of the documents being sought to facilitate their identification and subsequent retrieval;

◊ the applicant’s address and telephone number in Australia;

The applicant is required to submit proof of identity such as a birth certificate, drivers licence (with a photograph), student card or a passport, before accessing personal documents.

If applying for information on another person’s behalf, written permission together with personal identification is required from that person.

The time required for North Metropolitan TAFE to respond to applications (in writing) is within 45 days of receipt.

The Freedom of Information Co-ordinator contacts the applicant and arranges a suitable time for them to view, or receive copies of the documents. Depending on the type of information being sought, time taken before accessing the documents can vary.
AMENDING PERSONAL INFORMATION

Applications need to contain:

◊ A clear and concise description of the documents being sought to facilitate their identification and subsequent retrieval;

◊ The applicant’s address and telephone number in Australia;

◊ Details of how and why the College’s records need to be amended

Amending Personal Information applies only to details which the applicant believes to be inaccurate, incomplete, out of date or misleading. It is up to the applicant to provide as much information as possible to indicate how or why the College’s records need to be amended. If it is decided by the College to amend the information it can alter the record, strike out information, delete or insert information in relation to its contents.

North Metropolitan TAFE is required to respond (in writing) to such requests within 30 days of receiving the application.

Reasons for the College’s decision not to comply with the request are included in the notification. Otherwise, arrangements are made for the applicant to view amended documents to ensure requests have been complied with.

APPLYING FOR NON-PERSONAL INFORMATION

When applying for information which does not concern the personal details of individuals, the applicant is required to:

Applicants can complete an application form (together with $30 application fee), which is available from the Freedom of Information Co-ordinator, Campus Libraries and from North Metropolitan TAFE’s website.

OR

Submit a written application which contains the following:

◊ a clear and concise description of the documents being sought to facilitate their identification and subsequent retrieval;

◊ the applicant’s address and telephone number in Australia;

◊ whether inspection of the original document is sought or a copy; and

◊ a $30 application fee

The applicant can contact the Freedom of Information Co-ordinator to specify exactly what documents are needed. The College may impose additional charges where the request would take an unreasonable amount of staff time and resources. Notification of the outcome of a request and charges will be issued within 45 days of lodging the application.

WHERE TO SEND APPLICATIONS:

Freedom of Information Co-ordinator
Corporate Information
North Metropolitan TAFE
Locked Bag 6
Northbridge 6865
DENIED ACCESS TO DOCUMENTS UNDER THE ACT

The circumstances in which an agency may refuse access to documents are defined in the Act in Section 23. These include:

◊ on the grounds that the document is exempt (*Freedom of Information Act 1992*, Section 1, see above list);
◊ on the grounds that the document is not a document of North Metropolitan TAFE;
◊ on the grounds that giving access would contravene a limitation applying to documents in a private collection;
◊ on the grounds that the document contains information relating to a child under 16 years of age, to protect their interests; or
◊ On the grounds that the information contains personal information about a handicapped person, to protect their interests.

REVIEW OF DECISIONS MADE BY THE FREEDOM OF INFORMATION CO-ORDINATOR

**INTERNAL REVIEW**

An applicant, who is aggrieved by a decision relating to a request such as amendment to personal information or if a decision was not made in the specified time, has the right to have this decision reviewed. The review is carried out under section 41 of the *Freedom of Information Act 1992* by a person who is designated as the Freedom of Information Internal Reviewer. A request for review must be in writing and sent to:

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

Telephone: 9427 1297  
Facsimile: 9202 4966

**EXTERNAL REVIEW**

Further to an internal review, it is possible for the applicant to lodge an application for an external review by the Information Commissioner, by writing to:

Information Commissioner,  
Office of the Information Commissioner  
Level 21, Exchange Plaza  
2 The Esplanade  
PERTH WA 6000  

Telephone: 9220 7888  
Facsimile: 9325 2152
APPENDIX A

ORGANISATIONAL STRUCTURE CHART
APPENDIX B

LEGISLATION GOVERNING NORTH METROPOLITAN TAFE

- Vocational Education and Training Act 1996
- Vocational Education and Training (Colleges) Regulations 1996
- Vocational Education and Training (General) Regulations 2009
- State Records Act 2000;
- State Records (Consequential Provisions) Act 2000;
- Criminal Code 1913;
- Corruption and Crime Commission Act 2003;
- Electronic Transactions Act 2011;
- Evidence Act 1906;
- Financial Management Act 2006;
- Freedom of Information Act 1992;
- Limitation Act 1935 and 2005;
- Public Sector Management Act 1994;
- Building and Construction Industry Training Fund and Levy College Act 1990;
- Privacy Act 1988;
- Public Disclosure Act 2003;
- State Supply Commission Act 1991;
- Government Employees Superannuation Act 1987;
- Minimum conditions of Employment Act 1993;
- Criminal Code Chapter XII Corruption and Abuse of Office;
- Equal Opportunity Act 1984;
- Occupational Health and Safety Act 1984;
- Industrial Relations Act 1979;
- Working with children (Criminal Record Checking) Act 2003;
- Disability Services Act 1993;
- Public Interest Disclosure Act 2003;
- Electoral Act 1907;
- Copyright Act 1968;
- Copyright Amendment (Digital Agenda) Act 2000;
- Workers Compensation and Injury Management Act 1981; and
APPENDIX C

APPLICATION FORM - ACCESS TO DOCUMENTS

Details of Applicant (Please Print)

| Surname: __________________________ | Name: __________________________ |
|_____________________________________|
| Postal Address: ____________________ |
|_____________________________________|
| Postcode: _______ Telephone: ________ |

Name of Business/Organisation (if application is on behalf of an organisation)

_____________________________________________________________________

Documents Required

I am applying for access to document(s) concerning (If necessary, please attach further information)

_____________________________________________________________________

Form of Access (Please tick)

I require a copy of the document(s) Yes No

I wish to inspect the document(s) Yes No

I require access for a third party on my behalf (Letter of authorisation from applicant required) Yes No

(Other form of access -please specify) _____ No _____

Notes:
1. Please provide sufficient information to enable the correct document(s) to be identified.
2. Please provide proof of identity
3. Your application will be dealt with as soon as practicable after it is received (statutory maximum time limit within 45 days). Further information can be obtained from the Freedom of Information Co-ordinator, North Metropolitan TAFE College of Technology, Phone 9202 4825
APPENDIX C (CONTINUED)

Fees and Charges

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
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</tr>
<tr>
<td>Processing Charge</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Supervised Access</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Photocopying</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Copy charge</td>
<td>$0.20/copy</td>
</tr>
</tbody>
</table>

Attached is a cheque/cash to the amount of $______ to cover the application fee. I understand that before I am provided access to documents, I may be liable to pay processing changes and that in this case, I will be supplied with a statement of charges.

In certain cases, fees and charges may be reduced. If you believe you qualify, put in a request along with copies of the documents which show why the fees should be reduced.

I am requesting a reduction in fees and charges (please tick)  Yes [ ]  No [ ]

Applicant’s Signature: ___________________________ Date: ____________________________

Lodging Your Application:

Applications may be lodged:

By Post: Freedom of Information Co-ordinator
          North Metropolitan TAFE College of Technology
          Locked Bag 6
          Northbridge 6865

In Person: Freedom of Information Co-ordinator
           North Metropolitan TAFE College of Technology
           Leederville Campus
           Richmond Street
           Leederville

(Office Use Only)

FOI Reference Number ____________________________
Received on ____________________________
Response Deadline ____________________________
Acknowledgment sent on __________________
Access ____________________________
Sighted by ____________________________