



South Metropolitan TAFE FOI Information Statement

1.0 Introduction

The Western Australian *Freedom of Information (FOI) Act 1992* provides a right for a person to be given access to the documents of an agency subject to and in accordance with the provisions of the Act. Accordingly South Metropolitan TAFE will assist applicants to gain access to documents subject to this Act.

This FOI Information Statement is provided in accordance with the requirements of Section 94 of the Act.

2.0 About South Metropolitan TAFE

South Metropolitan TAFE became a statutory authority under the *Vocational Education and Training Act 1996* on the 11 April 2016. South Metropolitan TAFE was established as part of the Training Sector Reform Project in 2016, which saw the union of two previous institutes, Polytechnic West and Challenger Institute of Technology.

South Metropolitan TAFE operates across the diverse south metropolitan region of Perth, and as far south as Peel. It has major campuses in Bentley, Thornlie, Carlisle, Fremantle, Murdoch, Rockingham and Peel.

3.0 Strategic Planning Process

South Metropolitan TAFE's Strategic Plan outlines the college's organisational goals, directions, and key initiatives to ensure our success and development. Strategic planning initiatives cascade down through the college's Business Plan and divisional operational plans. Individual performance and development plans are negotiated so that personal and professional development activities are aligned with college outcomes.

3.1 Strategic Plan 2018-2020 'Strategy 2020'

South Metropolitan TAFE's 2018-2020 Strategic Plan provides a roadmap for the college from now until 2020. South Metropolitan TAFE's 'Strategy 2020' is underpinned by four key pillars that will help drive our operations over the coming years, and inform the projects and initiatives we undertake.

South Metropolitan TAFE's four strategic themes are:

- Achieve and maintain financial sustainability
- Exceed customer expectations
- Optimise operations

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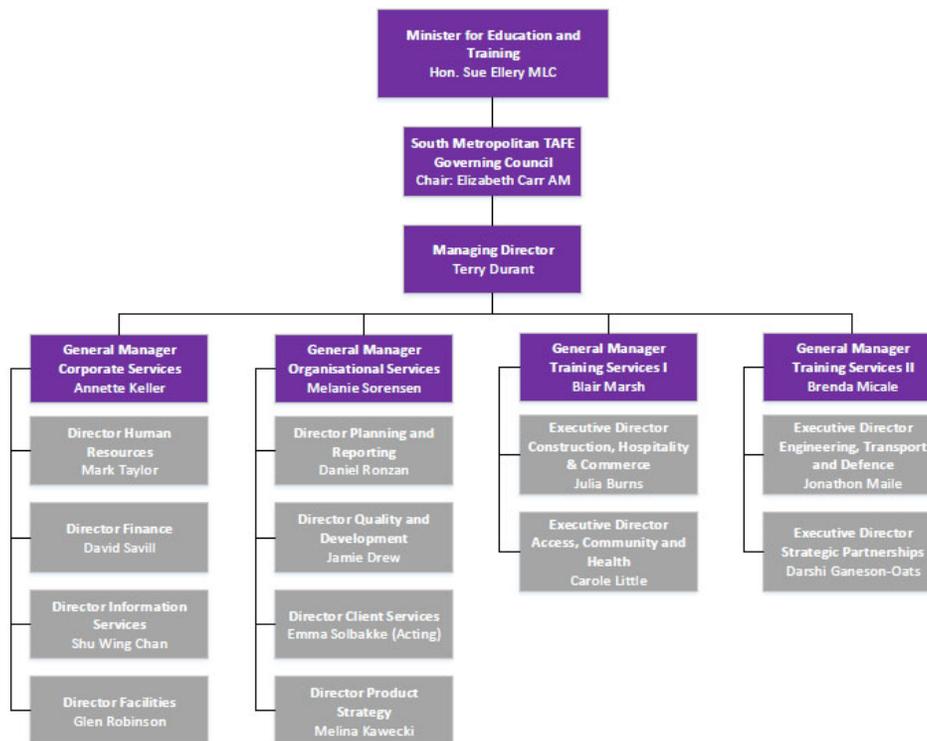
- Develop a high performance workforce

3.2 South Metropolitan TAFE Vision and Values

Vision: Our vision is that by 2020, South Metropolitan TAFE will be recognised as a national leader in providing skills for employment and career development

Values: Integrity, Excellence, Agility and Innovation

4.0 Structure and Functions



4.1 Structure

South Metropolitan TAFE's Governing Council is the governing body of the college, responsible for overseeing operations, affairs and driving strategic direction.

The Managing Director and the college's Corporate Executive is responsible to the Governing Council and is responsible for the day-to-day management of South Metropolitan TAFE.

5.0 Record Keeping Practices



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Records Management is managed by the Manager Corporate Information in accordance with the State Records Act 2000 and the State Records Principles and Standards 2002 which provides for the requirement for each government agency to have in place a Recordkeeping Plan (RKP).

The purpose of the RKP is to set out the manner in which records are to be created, managed, stored and disposed of. The RKP is to provide an accurate reflection of the record keeping program including information regarding:

- Proper Records
- Policies and Procedures
- Language Control
- Preservation
- Retention and Disposal

The RKP is the primary means of providing evidence of compliance with the State Records Act 2000 and the implementation of best practice record keeping.

The College uses a sophisticated Records Management System called HPE Content Manager (HPCM) which enables the College to manage corporate information in both hard copy and electronic formats.

5.1 Documents held by the College

Listed below are broad categories of information contained within files that may be in either hard copy or electronic formats and contained within the HPCM system.

Career Planning

The ongoing process of exploring interests and abilities and matching them to suitable careers and creating a plan for future work success by designing learning and action plans to help you achieve your goals. Also includes graduation ceremony. For example: ACADEMIC AWARDS - CEREMONIES - Invitations.

Community Relations

The function of establishing rapport with the external community and raising and maintaining the organisation's broad public profile.

Includes establishing rapport with the business community, marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies, business and industry, the management of customer services, handling reactions to those services and customer consultation and feedback.

Compensation



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The function of providing compensation to personnel, students and visitors injured while on Institute premises or in an Institute vehicle of any type.

Includes the rehabilitation of injured workers, and compensation for damage to property where such damage is claimed as the Institute's responsibility.

Course Delivery

The function of delivering established courses and qualifications (which includes training packages) and the enrolment process.

Includes the on-going and final assessment of student progress, and activities that are part of delivery e.g. excursions and live work.

Covers all modes of delivery including: E-learning, distance learning, open learning, full time, part time, flexible, on-line and combinations of these modes, and fee for service delivery.

This term also includes the evaluation and utilisation of technology within the teaching and learning process.

Course Management

The function of managing the development, accreditation, registration and maintenance of courses and qualifications.

Includes Curriculum Support Services Network (CSSN) activities, documents for the maintenance of scope of registration with Training Accreditation Council (TAC), documents for the registration of new courses with TAC, training package interaction with Department of Education, Employment and Workplace Relations (DEEWR), plus supporting documentation with other Registered Training Organisations (RTOs), Department of Education industry representatives and advisory groups.

Cross Sectoral Relations

The function of administrating the formal relationship between the Institute and other education and training delivery organisations.

Includes the Institute's relationship with other training providers, educational institutions in other sectors, universities, Registered Training Organisations, schools and VET in schools (VETIS) activities.

Excludes regular ongoing contact between the Institute and outside bodies which can be classified under other keywords eg GOVERNMENT RELATIONS, COMMUNITY RELATIONS, COURSE MANAGEMENT, etc.

Equipment & Stores



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The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Establishment

The function of establishing and changing the organisational structure through establishing and reviewing positions. Includes classification and grading of positions and the preparation of organisational charts.

Financial Management

The function of managing the organisation's financial resources. Includes establishing, operating and maintaining accounting systems controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Fleet Management

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by a Institute to transport people or items.

Includes tractors, cars, trucks, buses, marine vessels, aeroplanes, motorbikes, bicycles, etc.

Government Relations

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative and functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments. This keyword is NOT designed to cover regular ongoing contact between Government agencies, which should be classified under the relevant keyword e.g. State Records Office contact regarding records management should be classified under INFORMATION MANAGEMENT.

Industrial Relations



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The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace.

Includes negotiations conducted to obtain determinations, agreements and/or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within the organisation.

Information Management

The function of managing the organisation's information resources regardless of format.

Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records.

Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Data administration, archival records; confidentiality and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

International Training

The function of regulating the provision of education and training to overseas students in Australia and of marketing and promoting the expertise of Western Australian education and training to overseas countries either by encouraging overseas students to attend educational institutions in Western Australia, or taking education and training services to other countries. Includes the marketing of Australian education and training to governments, educational organisations, parents and students internationally.

Use INTERNATIONAL TRAINING - REGISTRATION for the registration of providers of education and training to overseas students.

Use INTERNATIONAL TRAINING - EQUIVALENCE for the assessment of overseas qualifications gained by Australian residents to determine the comparable Australian qualification.

Use INTERNATIONAL TRAINING - EVALUATION (Reg. Spons. Mig. Scheme) for Regional Sponsored Migration Scheme (RSMS) applications for regional certification.

Use INTERNATIONAL TRAINING - EVALUATION (State Sponsorship) relating to applications for state sponsorship under the general skilled migration program.

Legal Services

The function of providing legal services to the organisation.



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Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes.

Also includes legal advice received from in-house consultants and external sources including the Crown Solicitor's Office.

Occupational Health and Safety

The function of implementing and coordinating health and safety and associated issues throughout the organisation. Includes safety policy for staff, students and visitors, and the monitoring of safe work practices, procedures, preventative measures and environmental issues that have safety implications. Includes the establishment of committees to investigate and advise on health and safety issues in the Institute environs.

Personnel

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships.

Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

Also includes arrangements for staff travel and the provision of childcare by the agency.

Property & Land Management

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting, and disposing of property.

Includes buildings and land allotments either owned, rented or leased by the Institute, such as office blocks, repositories, and workshops.

Also includes the removal of pollutants and waste.

Publication

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing, etc), marketing, and supply of publications by the organisation.

Includes external publications (such as technical papers, issue papers, articles for professional journals and reports) and leaflets which aim to promote the services and



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public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc) which are not produced for public relations reasons. Also includes multi-media publications, CD ROM and on-line information services.

Staff Development

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity.

Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Strategic Management

The function of applying broad systematic management planning for the organisation.

Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, work plans, corporate plans, Equal Employment Opportunity (EEO) plans, energy and waste management plans, and other long-term organisational strategies.

Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, Governing Council documentation and the formulation and amendment of legislation which provides the legislative basis for the organisation.

Student Management

The function of providing student support services for the well being of the students, so as to assist them to undertake and successfully complete their studies. These services include codes of conduct, counselling, campus orientation and bookshop services.

Also includes individual student files – for apprentices and others and may include work experience forms and reports, police clearances, etc.

Technology & Communications

The function of developing or acquiring, testing and implementing applications and databases to support the business needs of the organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems.



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Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the internet, intranet and web sites.

The above list does not necessarily mean that all documents are accessible in full or in part under the Freedom of Information Act. An application to see information contained within files would be considered on its merit.

5.2 Format of Files and Documents

All current files and documents are kept physically and electronically. However, more information is beginning to be kept in only a virtual sense with Emails and Word Documents etc being kept electronically. The HPCM Records Management System is available to all staff to enable access to documents that only exist in the virtual environment.

5.3 Record Types

Record types are the way certain material is catalogued in the HPCM records management system. They are:

- Artifact
- Digital Media
- Document
- Backup Tapes
- File – Corporate
- File – Course
- File – Personnel
- File – Student
- Box

5.4 Storage of Files

College files are kept centrally in Compactus shelving. However, some files are kept by the Section responsible for those documents. Albeit, the trend is to operate more in the electronic sphere.

The College utilises Retention and Disposal Schedules common in Government, as well as a State Training Provider Retention and Disposal Schedule that allows for the destruction or long term retention of files and documents. No files in recent times have been transferred to the State Archives, however, the College utilises a purpose build compactus for storage of long term records.

6.0 Freedom of Information (FOI) Operations

The Freedom of Information 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 South Metropolitan TAFE to make information available promptly and at the least possible cost.



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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.

6.1 Freedom of Information Applications

Access applications have to:

- Be in writing;
- Give enough information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and
- Be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to:

FOI Coordinator
South Metropolitan TAFE
1 Fleet Street
Fremantle WA 6160

Telephone: (08) 9239 8276
Email: records@smtafe.wa.edu.au or;
foi@smtafe.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 eg photocopies, inspection etc.

Applications will be acknowledged in writing and notification of the decision within 45 days.

6.2 Freedom of Information Charges

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

- | | |
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| • 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 |
| • Transcribing from tape, film or computer | \$30 |
| • Duplicating a tape, film or computer information | Actual cost |
| • Delivery, packaging and postage | Actual cost |

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Deposits

- Advance deposit is required of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

6.3 Access Arrangements

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

6.4 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 date which the decision was made.
- The name and the designation of the officer who made the decision.
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document.
- Information on the right to review and the procedures to be followed to exercise those rights.

6.5 Refusal of Access

Applicants who are dissatisfied with a decision of the college are entitled to ask for an **internal review**. Applications should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**.

6.6 Access to and Amendment of Personal information

The Act provides a right for persons to apply for access to and amendment of personal information 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 Director Human Resources. Personal files are not subject to the provisions of FOI.



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

6.7 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 FOI Coordinator. The final decision will lie with the General Manager responsible for the area in which the documents are held or used (normally in consultation with the FOI Coordinator).

6.8 Published information on FOI

Freedom of Information Act, 1992
Freedom of Information Act Regulations, 1993
Freedom of Information Implementation Guidelines, 1993
Freedom of Information Policy and Practice, 1996

These are available from the State Government Bookshop or the Information Commissioner.