

**TRIM REF: D17/0108016**



**Government of Western Australia  
Department of Training  
and Workforce Development**

**INFORMATION STATEMENT**

EFFECTIVE: NOVEMBER 2017

VERSION 3.0

## Table of Contents

The Department's vision .....	1
The Department's mission statement .....	1
Legislation administered by the Department.....	1
Stakeholders .....	1
Organisational structure .....	2
Documents of the Department.....	2
Non-public information held by the Department .....	2
Personal information held by the Department .....	2
Procedures for obtaining access to documents or information not publicly available ..	3
Application fee.....	3
Additional charges .....	3
FOI applications .....	4
Processing FOI applications .....	4
FOI fees and charges .....	4
Rights of review .....	4
External Review: .....	5
Public feedback to the Department.....	6

The Department of Training and Workforce Development (“the Department”) was established under section 35 (2) of the *Public Sector Management Act 1994*, commencing operation on 30 October 2009.

### **The Department’s vision**

All Western Australians can be part of a skilled workforce to meet the economic and community needs of Western Australia.

### **The Department’s mission statement**

We work to build the Western Australian workforce to meet the State’s economic and community needs.

### **Legislation administered by the Department**

The Department administers the *Vocational Education and Training Act 1996* and subsidiary *Vocational Education and Training (Colleges) Regulations 1996* and *Vocational Education and Training (General) Regulations 2009* (VET Regulations). The VET Act and VET Regulations establish a vocational education and training system for the State. This includes the State Training Board of Western Australia and the Training Accreditation Council, provide for the establishment of colleges and other vocational education and training institutions, and provide for the training of people such as apprentices, under training contracts with employers, and for other related purposes.

### **Stakeholders**

Stakeholders of the Department include:

#### *Parliament*

As an agency of Executive Government, the Department is accountable for its actions to the Parliament on behalf of the people of Western Australia.

#### *The Minister*

The Minister for Education and Training has delegated her functions to the Director General of the Department under the VET Act. The Director General, on behalf of the Department, is accountable to the Minister for the administration of the VET Act and VET Regulations.

#### *Public Sector Accountability Agencies*

As a public sector agency, the Department has a particular relationship of accountability to the principal public sector accountability agencies. These include the Office of the Auditor- General, the Corruption and Crime Commission, the Office of the Information Commissioner, the Office of the Ombudsman, Department of Treasury and the Public Sector Commission.

#### *Clients*

Persons accessing State funded vocational education and training from registered training providers have an interest in the operations of the Department, along with other government agencies involved in state workforce planning, industry groups and peak bodies.

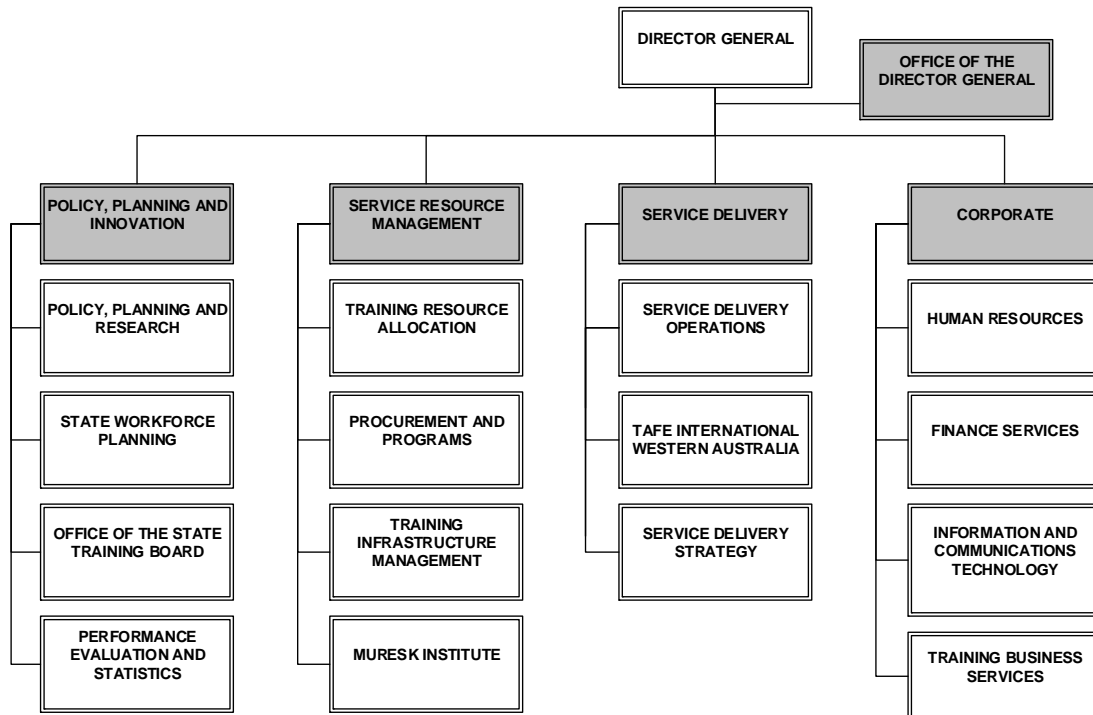
### General Public

Persons enquiring about/interested in the services or operations of the Department

### Officers of the Department

All officers of the Department are stakeholders in the Department's operations and their work is informed by the Department's Mission and Values.

## Organisational structure



### Documents of the Department

Department policies, procedures, guidelines and other information, including this Information Statement, are available for public access on the Department's website at [dtwd.wa.gov.au](http://dtwd.wa.gov.au).

### Non-public information held by the Department

Non-public information held by the Department includes:

- operational information;
- administrative information;
- staff information; and
- contract information.

### Personal information held by the Department

Under the *Freedom of Information Act 1992* (FOI Act) a person has a right to apply to the Department for access to personal information that applies to them, free of charge.

A person also has a right to apply to the Department to amend personal information held about them if the information is inaccurate, incomplete, out of date or misleading.

Upon receipt of a request to access and update personal information, the Department will request identification from the applicant to ensure they are the information owner.

Applications for the amendment of personal information must:

- be in writing;
- give enough details so that the document/s or system/s containing the information can be identified;
- give an address in Australia where notices can be sent;
- give details to which the person believes the information is inaccurate, incomplete, out of date or misleading and the reasons for holding that belief; and
- give any other information needed in order to deal with the request.

If the Department amends personal information so that it is accurate, complete, up to date and not misleading, the Department can make the amendment/s by altering information, striking out or deleting information, inserting information, or inserting a note in relation to information. If information is amended, the Department must not amend the information in a way that obliterates or removes the information, or that results in the destruction of the document/s containing the information.

The Department is required to advise the applicant of its decision to amend information within 30 days of having received the application. A written notice of the Department's decision is provided, and where the decision was made to amend information, the notice will give details of the amendment and where practicable, will include a copy of the amended document or record.

### **Procedures for obtaining access to documents or information not publicly available**

Any person may apply to the Department for access to documents or information that is/are not publicly available.

Under the FOI Act, applications for access to documents or information must:

- be in writing;
- give enough details to enable the requested documents to be identified;
- give an address in Australia where notices can be sent;
- lodge the application with a \$30 application fee as required by the FOI Regulations if the requested documents contain non personal information; and
- give any other information needed in order to deal with the request.

### **Application fee**

The FOI Regulations provide for a \$30 application fee to be applied to applications seeking access to non-personal information.

### **Additional charges**

Under the FOI Act, if documents or information identified as part of an application

contains information about third parties (people other than the applicant) the Department may impose additional charges for dealing with the application. In doing so the Department must give the applicant an estimate of charges in writing outlining such charges. The Department must waive or reduce additional charges if the applicant is impecunious such as if in financial hardship or if a holder of a valid pensioner concession card. Under these circumstances the applicant will need to provide evidence to demonstrate their eligibility

### **FOI applications**

FOI applications should be addressed to:

FOI Coordinator  
Department of Training and Workforce Development  
Locked Bag 16  
Osborne Park Delivery Centre WA 6916

### **Processing FOI applications**

The FOI Coordinator coordinates all applications received under the FOI Act. The Department is required to deal with applications for access to documents or information within 45 days of having received the application or 30 days for applications for the amendment of personal information, unless an extension of time is agreed to between the applicant and the Department.

### **FOI fees and charges**

As provided for under the FOI Regulations, fees and charges may apply to FOI applications, but should always be kept to a minimum. They are summarised in the following table:

Fees	Personal information about the applicant	No fee
	Application fee (for non-personal information)	\$30.00
Charges	Charge for time processing the application	\$30.00 per hour
	Charge for supervised access to documents	\$30.00 per hour
	Charges for photocopying	\$30.00 per hour for staff time and \$0.20 per copy

### **Rights of review**

If an applicant disagrees with a decision made by the Department, they can request that the Department review that decision when:

- the Department has refused to deal with the application;
- access has been refused to some or all of the documents or information requested;
- access has only been given to parts of a document or information and the applicant wants to see the part/s that was deleted;
- access was given but the giving of access was deferred;
- the Department has charged too much for access or if the charges seemed

- unreasonable;
- a third party mentioned in the documents or information has not been consulted or was consulted, but disagrees with a decision to release the documents or information to the applicant; or
- the Department did not agree to amend personal information or make a notation or attachment to the document or information in a form that satisfies the applicant.

The applicant must apply to the Department within 30 days of receiving the notice of decision outlining the decisions of the Department in accessing documents or information or amending personal information. However the Director General may allow the applicant to lodge an application after the 30 days has elapsed.

Another officer of the Department who is not subordinate to the officer who made the original decision must conduct the review and the Department must advise the applicant of the outcome of the review within 15 days of having received the request.

Applications for internal review must be addressed to:

FOI Coordinator  
 Department of Training and Workforce  
 Development Locked Bag 16  
 Osborne Park Delivery Centre WA 6916

No charges apply to internal reviews.

Should an applicant remain dissatisfied with the outcome of the internal review, they may lodge a complaint with the Information Commissioner seeking an external review of the Department's decision/s.

#### **External Review:**

After internal review if an applicant is still not satisfied with the Department's decision/s the applicant may lodge a complaint with the Information Commissioner to have the Department's decision/s reviewed.

To lodge a complaint with the Information Commissioner, the complaint must:

- be in writing and include the applicant's address;
- give particulars of the decision/s to be reviewed including details of the part, or parts, of the decision/s you want the Commissioner to review;
- include a copy of the internal review notice of decision sent to the applicant by the Department;
- if the applicant, apply within 60 days from being given the Department's decision; and
- if a third party affected by the decision of the Department, the applicant must apply within 30 days. In exceptional circumstances, the Information Commissioner may allow a complaint to be lodged after these time periods have elapsed.

Applications for external review must be addressed to:

Office of the Information Commissioner  
 Albert Facey House  
 469 Wellington St

PERTH WA 6831

No fees or charges apply to external reviews.

**Public feedback to the Department**

Feedback concerning this information, the FOI process or any other matter is encouraged through the Department's internet site located via this [link](#)

More detailed information about the FOI process can be found [here](#).

Should you wish to lodge an application under FOI please [email](#) the FOI Coordinator ([foi.coordinator@dtwd.wa.gov.au](mailto:foi.coordinator@dtwd.wa.gov.au))

**This Information Statement was prepared and is correct as at November 2017.**