

Freedom of Information Guidelines

About the FOI Act

The Freedom of Information Act 1992 (the FOI Act) gives members of the public a right to access copies of government documents, that are not routinely available, subject to some limitations. The FOI Act recognises that the information agencies hold are a national resource and are managed for public purposes and that agencies are required to assist applicants to obtain this information promptly and at the lowest reasonable cost. There are some documents that may come under one of the [exemptions](#) explained in schedule 1 of the FOI Act. In this case access will be refused or partially redacted.

You can request:

- a document that contains your personal information.
- a policy-making document
- an administrative decision-making document.

For more information about the FOI Act see: [Freedom of Information Act 1992](#)

Lodging an FOI application

To make a valid FOI access application you must provide a clear description of the information you're seeking. If the scope is too broad, the Information Access Coordinator will contact you to clarify the scope of your application. Proof of Identity must be provided for personal information and an application fee of \$30 must be receipted for non-personal information before the application is processed.

Access applications must:

- be in writing.
- give enough information to enable the requested documents to be identified.
- give an address in Australia to which notices can be sent.
- be lodged at the agency with the application fee of \$30 if non-personal information requested.

Applications can be lodged via the online portal or alternatively to:

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

Phone: (08) 9427 1044

Email: InfoGov@nmtafe.wa.edu.au

Information Statement

Section 95 of the FOI Act requires government agencies to publish an annual information Statement about the agency and the types of documents it holds. Our Information Statement is available to view and provides further details on the FOI applications process.

Please view our [Information Statement](#).

Requests for Amendment of Information

The Act also 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a right for persons to apply for access to and amendment of personal information that is inaccurate, incomplete, out of date or misleading.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 above outlined instructions, the applicant must:

- Give the persons reasons for holding the belief that information needs to be amended for the reasons stated above, 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.

Fees and charges

Personal Information – Applications for documents that are about the applicant only, will be provided free of charge. This consists of information about the applicant contained in our documents:

- Whose identity is apparent or can reasonably be ascertained from the information or opinion, or
- Who can be identified by reference to an identification number or other means like date of birth, address, photo identification.

Non-Personal information – this includes documents created by North Metropolitan TAFE in the course of our business functions that is non-personal to the applicant. A scale of fees and charges are set under the FOI Act Regulations. The charges are as follows:

Personal information of the applicant	No Fee
Application fee (non-personal information)	\$30
Time dealing with the application	\$30 per hour
Access time supervised by staff	\$30 per hour
Photocopying staff time	\$30 per hour
Per copy	\$0.20 per copy
Transcribing from tape, film or computer	\$30 per hour
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%.

Access to documents

Access to the requested information can be granted by way of:

- Inspection
- Copy of a document (physical or electronic)
- Copy of an audio or video tape
- Transcript of a document from which words can be reproduced.

Notice of Decision

North Metropolitan TAFE are obliged to provide the applicant with a notice of decision within 45 days of receipt of the request. This 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.

If there is a decision to refuse access to documentation and the applicant is dissatisfied, they are entitled to request an internal review. Applications for internal review must be made in writing within 30 days of receiving the notice of decision and a decision will be made within 15 days. Address this request to:

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

Email: InfoGov@nmtafe.wa.edu.au

If the applicant is still unsatisfied with the result, they can then apply to the Information Commissioner for and external review. This will involve inspecting the disputed documents and conferring with all parties. Contact details are:

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

Phone: (08) 6551 7888

Email: info@foi.wa.gov.au

To access the Information Commissioners website please visit: www.foi.wa.gov.au