

INTRODUCTION

The Building and Construction Industry Training Fund Board is committed to sharing information by making agency information more accessible.

Section 94 of the *Freedom of Information Act 1992* requires Government agencies to prepare and publish annually an Information Statement that contains:

- A statement of the structure and functions of the agency;
- A description of the ways in which the functions affect members of the public;
- Details of public participation in policy formulation;
- A description of the kinds of documents held by the agency;
- Arrangements for public access to documents.

ABOUT THE BOARD

The Board was established in 1991 under the *Building and Construction Industry Training Fund and Levy Collection Act 1990*. The Board directs the operations of the Construction Training Fund (CTF) to administer the Act. The responsible minister is the Minister for Education and Training.

The CTF's mission is to collect the BCITF Levy in order to increase the number of skilled persons in the building and construction industry and to improve the quality of training. The CTF's vision is to collect the BCITF Levy and support the building and construction industry in Western Australia with efficiency and integrity. The CTF's values are respect, professionalism, excellence, accountability and collaboration.

There are two directorates within the CTF under the Board; Operations and the Training Council. The Operations directorate administers the Act and the Training Council provides advice to the Board on training and workforce requirements within the industry.

CONSULTATION

Our stakeholders include all sectors within the Western Australian building and construction industry; professional associations representing the industry; construction unions; local government authorities; the community; the Western Australian Government.

The CTF holds regular consultation meetings with stakeholders and has three consultative committees, nominated by industry associations. These groups are the Construction Industry Strategic Group; the Construction Industry Working Group and the Promotions Committee.

The CTF also holds an annual stakeholder forum where industry stakeholders contribute to the Board's strategic plans for the CTF.

The CTF has undertaken to communicate matters of importance to the industry and to update stakeholders when new services are introduced, or major policy changes are made.

Stakeholders and members of the public may make comments regarding policy at any time. CTF has a Customer Services Charter and a Customer Complaint Handling Policy. These policies ensure customers will have access to a formal dispute resolution process, which will allow complaints to be resolved within defined timeframes.

ACCESS TO DOCUMENTS

The *Freedom of Information Act 1992* is focused on information contained in documents and only to those documents that are already in existence. The CTFs information systems capture information in electronic, paper-based and digitised format. Information captured includes correspondence, applications, submissions, administrative files.

A summary of documents held by the CTF, and the means by which those documents can be accessed, is located at **Appendix A**.

FREEDOM OF INFORMATION (FOI) PROCESS

It is the aim of the CTF to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the CTF and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Access applications must be:

- In writing; contain enough information so that the documents requested can be identified;
- Provide an Australian address to which notices can be sent;
- Be lodged with the CTF.

An application is not considered to be a formal application until all these requirements are met. Failure to do so may result in delays to an application being processed.

Proof of identity is required if seeking access to personal information; there will be no fee for this service.

If requesting access to documents on behalf of another person, written authorisation from that person permitting access to the documents is required.

If applying for access to documents of a deceased person, proof of identification is required, showing relationship to the person (e.g. birth certificate, marriage certificate or a death certificate), plus personal identification. If you are not the closest relative, written authorisation from the closest relative permitting access the documents must be produced.

Applications and enquiries should be addressed to:

Director, Communications & Operations, (FOI Coordinator)
Construction Training Fund

Post:

PO Box 303

CLOVERDALE WA 6985

Email: inquiries@ctf.wa.gov.au

Applications will be acknowledged in writing and the CTF will provide a response within 45 days of the lodgement of the application, unless more time is required to complete the application.

If charges are applied, the FOI Coordinator will advise the applicant to determine whether they wish to proceed with the application. Alternatively, the applicant can request an estimate of the charges prior to lodging an application. An advance deposit may be required pursuant to section 18(1) of the Act. The applicant will be advised at the time where a deposit will be required. A list of fees and charges is available at **Appendix B**.

If seeking access to documents provided to the CTF by third parties, the third party will be consulted for permission to release the documents.

The notice of decision will be issued within 45 days of the date of lodgement of the FOI application.

The decision will include details such as:

- The date the decision was made;
- The name and 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 of review and the procedures to be followed to exercise those rights.

Pursuant to section 100 of the *Freedom of Information Act 1992*, the Director, Communications and Operations is the FOI decision maker for the CTF.

AMENDING PERSONAL INFORMATION

If personal information held by the CTF is considered to be inaccurate, incomplete, out of date or misleading, applications must be made in writing to the CTF to have the information amended, providing details and documentation in support of the claim, giving reasons for holding that belief and details of the amendment. Applications must also state how the amendment is to be made by either:

- Altering the information;
- Striking-out or deleting the information;
- Inserting information; or inserting a note in relation to the information.

The applicant will receive a written notice of the CTF's decision on the application for amendment within thirty days.

RIGHTS OF REVIEW

Internal review:

If you disagree with a decision to deny or partially deny access to information, a request for internal review can be lodged within 30 days of receiving the decision notice to the CTF's Executive Director, giving details of the decision to be reviewed and an address in Australia to which notices can be sent. The Executive Director's decision will be advised within 15 days of receipt of the application. There is no charge for lodging an internal review.

External review:

After an internal review, if you still disagree with the decision, you can lodge a complaint with the Information Commissioner within 60 days of receiving the review decision notice. It must be in writing and include your address give particulars of the decision to be reviewed, and a copy of the decision. There is no charge for lodging a complaint with the Information Commissioner's office.

Decisions of the Information Commissioner are final and binding. Parties to the proceedings have the right to appeal any decision to the Supreme Court of Western Australia on a question of law only.

Contact the Information Commissioner's office for any further information about FOI process.

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000
Phone: (08) 6551 7888
Fax: (08) 6551 7889
Freecall (WA Country): 1800 621 244
Email: info@foi.wa.gov.au
Web: www.foi.wa.gov.au

APPENDIX A

Documents held by the Construction Training Fund

Documents	Available outside the FOI process	FOI application required
Annual reports (available on web)	Yes	No
Code of Conduct	Yes	No
Policies and procedures regarding levy collection and program eligibility	Yes	No
Operational plans	Yes	No
Corporate brochures	Yes	No
Construction Industry workforce and statistical snapshots	Yes	No
Corporate records	No	Yes
Internal manuals	No	Yes
Information newsletters	Yes	No
Research reports	Yes	No
Correspondence	No	Yes
Board papers	No	Yes
Construction Industry Strategic Group papers	No	Yes
Construction Industry Working Group papers	No	Yes
Promotions Committee papers	No	Yes

APPENDIX B

Summary of fees and charges

A schedule of fees and charges has been set under Schedule 1 of the Freedom of Information Regulations 1993.

Type	Fee/charge
Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00
Charge for time taken by staff dealing with an application	\$30.00 (per hour or pro rata for a part of an hour)
Access time supervised by staff	\$30.00 (per hour or pro rata)
Photocopying staff time	\$30.00 (per hour or pro rata)
Per photocopy	00.20c
Time taken by staff transcribing information from tape, film, computer or other device	\$30.00 (per hour or pro rata)
Duplicating a tape, file or computer information	Actual cost
Delivery, packaging and postage	Actual cost