



## Freedom of Information - Information Statement

### Forward

The Institute is committed to comply with the objects and intent of the *Freedom of Information Act 1992* (“the *FOI Act*”). Durack endeavours to maximise the availability of documents held by the Institute to the public, without the need for an application under the *FOI Act*. At the same time, Durack remains vigilant in protecting the personal and commercial privacy of our clients and staff.

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

### About Durack Institute of Technology

Durack Institute of Technology is the major provider of vocational education and training in the Central West region. Durack has two campuses in Geraldton, one of which includes the specialist Batavia Coast Maritime Institute; and campuses at Carnarvon, Exmouth and Wiluna.

#### *Our Vision*

Aspire | Achieve

#### *Our Mission*

We will provide training opportunities that contribute to the development of individuals, enterprises and communities of the Central West region.

#### *Our Organisational Values*

Quality - We strive for improvement

Creativity - We value the creativity of our staff and embrace innovation

Customer Service - We provide excellence in training and services

Collaboration - We work together and communicate openly and honestly

Responsibility - We seek opportunities and take responsibility for our actions

Respect - We respect others and value the strength diversity brings

#### *Strategic Directions*

The Durack Institute of Technology Strategic Plan 2010 – 2013, *Aspire | Achieve*: future opportunities identifies seven strategic directions:

- Meeting the Training and Skills Needs of the Central West Region
- Develop Networks and Partnerships
- Increase Opportunities for Aboriginal and Torres Strait Islander People through Training
- Provide Excellent Support Services
- Value and Invest in Our People
- Seek Opportunities to Increase Revenue and Decrease Costs
- Assist Clients to Transition to Employment

#### *Our Commitment to Quality*

Quality is embedded throughout Durack’s core business practices. Our philosophy is: “Striving for excellence in our work, resulting in a positive outcome for our clients.”

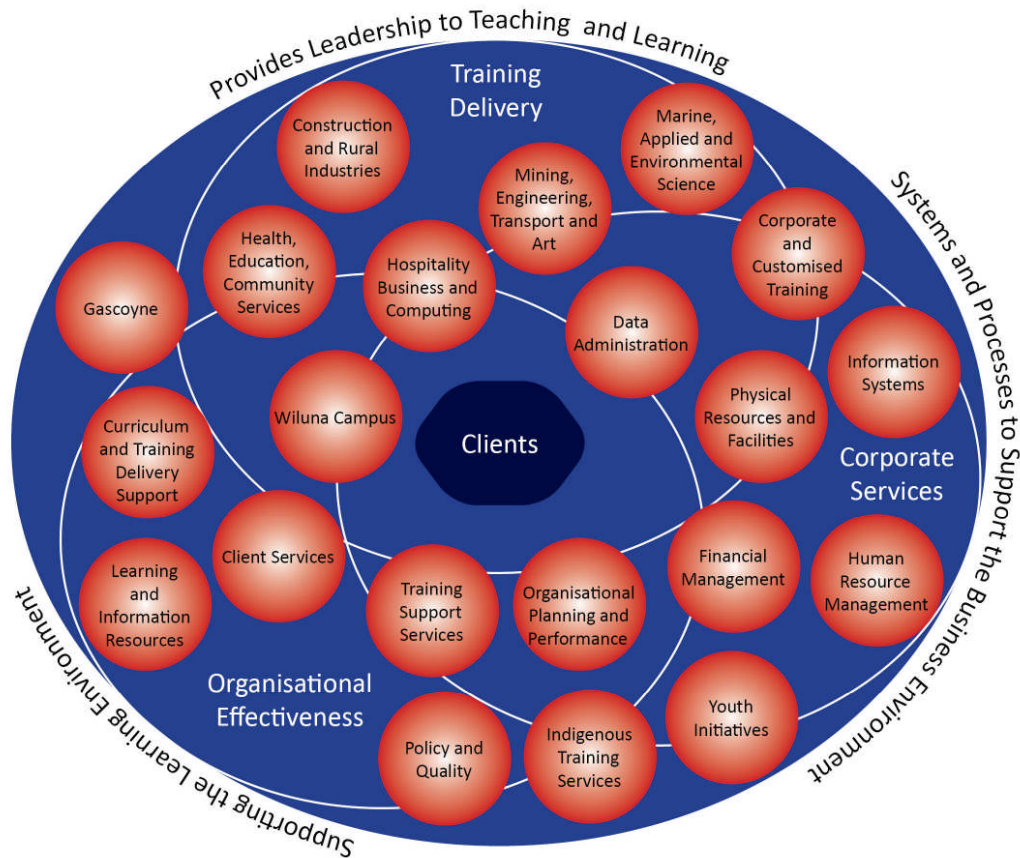
### Strategic Planning Process

Durack’s Strategic Plan provides information about the Institute’s training delivery directions; the environment in which we operate; planning processes and organisational performance measurement. Stakeholders are encouraged to use the Strategic Plan to better understand the organisation’s directions and to provide input and advice regarding its ongoing accuracy and currency.

**Information about the structure and functions of Durack Institute of Technology including the Strategic Plan are available on our website. <http://www.durack.edu.au>**

## Organisational Structure

Figure 1: Durack Institute of Technology Organisational Chart



Durack Institute of Technology is a statutory authority responsible to the Minister for Training and Workforce Development. Governing Council is the Accountable Authority and the Managing Director is the Chief Executive Officer who is supported by a Corporate Executive comprising of the directors of the organisation's three directorates:

- Training,
- Organisational Effectiveness and
- Corporate Services.

Durack's organisational chart (refer to Figure 1: Durack Institute of Technology Organisational Chart) illustrates the interconnectedness of Durack's three directorates and subsequent divisions. A team based organisational structure combined with a culture of quality and embedded with Durack's core values, encourages staff to develop flexible and innovative approaches to meet client needs. This dynamic structure has provided Durack with the ability to continually respond to the changing needs of the region. The roles of Durack's the three directorates are as follows:

### *Training Directorate*

Training develops and delivers a range of training and assessment programs that are designed to meet the needs of clients and meet the workforce development needs of the region's employers.

The Institute's Training Delivery areas include:

- Batavia Coast Maritime Institute
- Construction and Rural Industries
- Corporate and Customised Training
- Health, Education and Community Services
- Hospitality, Business and Computing
- Mining, Engineering, Transport and Art



#### *Organisational Effectiveness Directorate*

Organisational Effectiveness provides a range of services that engage and support clients, industry and the community throughout the region. This area also provides organisational development through a range of strategic planning and performance management services, and maintains the organisation's quality culture.

#### *Corporate Services Directorate*

Corporate Services develops and implements systems and processes that support the business and administrative environment of the Institute, ensuring the organisation fulfils its statutory requirements and develops the capacity of Durack's workforce.

### **Functions**

Durack Institute of Technology is the major provider of vocational education and training in the Central West region of Western Australia. Durack services an area of 640,000 square kilometres with two campuses in the regional city of Geraldton; and campuses in the towns of Carnarvon, Exmouth and Wiluna.

Durack is a registered training organisation for the delivery and assessment of nationally recognised training and issuing of nationally recognised qualifications. Training is provided in programs from Australian Qualification Framework Certificate I to Advanced Diploma levels as well as several higher AQF level programs delivered through country contracting arrangements with universities.

Durack works closely with industry and the community to ensure alignment between training, and the workforce development and community needs of the region. Training is delivered in a variety of settings beyond the traditional classroom including online, in the workplace, in regional and remote communities, in schools, and as blends of these delivery arrangements. Durack has a mission to deliver high quality training to ensure industry has access to a skilled and job ready workforce, and individuals are provided with the necessary skills to capitalise on the opportunities the region presents.

### **Decision-Making Functions**

Durack's Governing Council, is the highest level of decision making at Durack and oversees the organisation's operations and business affairs. The Governing Council is provided with advice by the Corporate Executive and by a number of Governance Committees.

### **Effects of Decision-Making Functions on Members of the Public**

Durack is not a regulatory agency and its functions, therefore, have no direct effect on members of the public.

Durack's functions mainly affect its students through its course delivery, where under the Vocational Education and Training Act 1996, the organisation has discretion over the qualifications and accredited courses offered to enrolled students.

### **Documents that can be accessed under the FOI Act**

The right of access under the FOI Act is a right to access documents, rather than information. The Institute is not required to create new documents for the sole purpose of providing applicants the information they seek. Decisions under the FOI Act relate to access to documents rather than provide interpretations, clarifications or answers to questions.

Documents pertaining to the general business operations of Durack are freely available on Durack's website. <http://www.durack.edu.au>

Additional information relating to Durack's records and recordkeeping is available from the Freedom of Information Coordinator. ([FOI@durack.edu.au](mailto:FOI@durack.edu.au))

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



## Applications under Freedom of Information

Applications for information access and requests for amendments of personal information 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 Durack with any application fee payable.

Durack's Freedom of Information Coordinator may be contacted for queries about the *FOI* process or for assistance in applying for information held by the Institute:

FOI Coordinator  
Durack Institute of Technology  
Locked Bag 103  
GERALDTON WA 6531  
Telephone: (08) 9956 2700  
Facsimile: (08) 9956 2705  
Email: [FOI@durack.edu.au](mailto:FOI@durack.edu.au)

To expedite processing of an FOI application, an applicant should complete the Freedom of Information Request Form supplied and identify as clearly as possible the documents to which access is required and the form of access required e.g. photocopies, inspection etc.

## Access to and the Amendment of Personal Information

The Act provides a right for persons to apply for access to and the 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.

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

## Notice of Decision

Applicants will be notified in writing as soon as possible, but in any case within 45 days, applicants 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.

## Refusal of Access

Applicants who are dissatisfied with a decision of Durack Institute of Technology are entitled to ask for an internal review by the organisation. Application 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, and details would be advised to applicants when the internal review decision is issued.