



Freedom of Information Act 1992

Small Business Development Corporation

Information statement

January 2017



**Small Business
Development Corporation**

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Forward

This statement may assist potential applicants in directing their FOI application to the correct agency. If the Small Business Development Corporation's (SBDC) information statement does not list the kind of documents you are seeking, you may need to pursue your enquiries with another agency.

About the SBDC

Mission

To facilitate and deliver relevant, practical support to small businesses and foster the development of policy conducive to the growth of a thriving sector.

Legislation administered

The SBDC is an independent statutory authority, established in 1984 under the *Small Business Development Corporation Act 1983*.

Agency structure

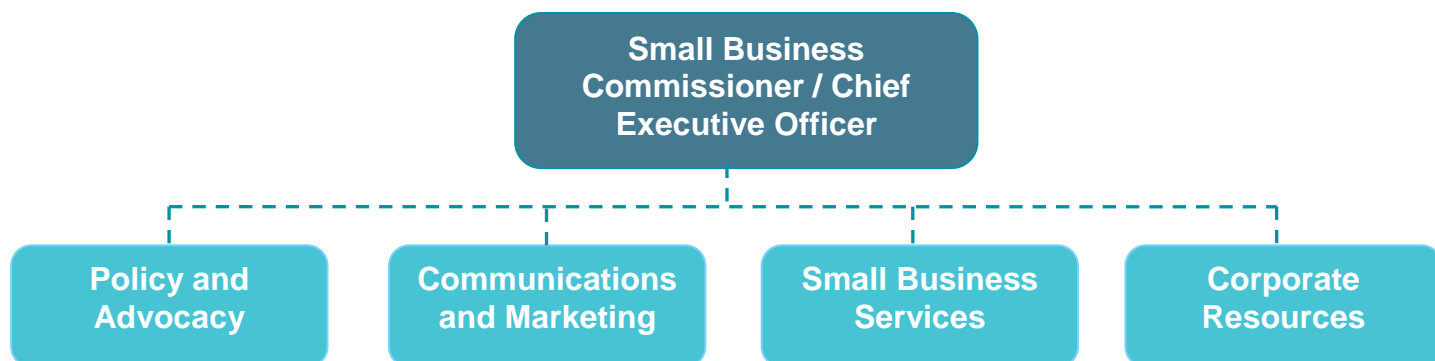
SBDC board

The SBDC is governed by an independent board, drawn from the private sector under the auspices of the *Small Business Development Corporation Act 1983*.

Small Business Commissioner

The Small Business Commissioner is also Chief Executive Officer of the SBDC. This dual role is responsible for the day-to-day operation of the agency and the provision of the alternative dispute resolution (ADR) service. This position reports to the board.

Organisational structure



Freedom of information (FOI)

Documents available outside FOI

The SBDC website has a number of publications and other information available at:

www.smallbusiness.wa.gov.au

For information not available on the website, please email

infocentre@smallbusiness.wa.gov.au

Agency documents

The SBDC's corporate documents are held in hard copy as well as electronic formats and are recorded in the agency's recordkeeping system.

Below is a broad category of information available, but not necessarily accessible, under the *Freedom of Information Act 1992*.

- board;

- administration;
- technology and communication;
- policy and procedure;
- advocacy;
- submissions;
- records management;
- accounting;
- people services;
- business migration; and
- business local service.

Access to information

It is the aim of the SBDC to make information available promptly and at the least possible cost.

The *Freedom of Information Act 1992* (the Act) gives members of the public the right to access documents held by the SBDC and offers a means to request amendments of personal information which is inaccurate, incomplete, out-of-date or misleading.

FOI applications

Section 12(1) of the Act sets out the criteria that access applications require.

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 the Freedom of Information Coordinator or telephone the Information Coordinator on (08) 6552 3300.

Office location

SBDC Reception
Level 2
140 William Street
Perth WA 6000

Postal address

GPO BOX C111
Perth WA 6001

Email

Infocentre@smallbusiness.wa.gov.au

Website

www.smallbusiness.wa.gov.au

Office hours

Monday – Friday
8.30 am to 4.30 pm

Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days, or sooner where practicable.

Amendment of personal information

Members of the public who believe personal information held by the SBDC is inaccurate may request access to personal records in writing. They may then request that information about them that is inaccurate, incomplete, out of date or misleading, be corrected. The request must articulate the details that require updating and the reason why.

Freedom of information charges

A scale of fees and charges are set under the FOI Act Regulations. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows.

Type of fee

Applicant's personal information	No fee
Application fee (non-personal information)	\$30.00

Type of charge

Maximum charge for time dealing with applications

Per hour, or pro rata	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00
Photocopying staff time (per hour, or pro rata)	\$30.00
Per photocopy	20 cents
Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

Deposits

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

Notice of decision

As soon as practicable, but in any case within 45 days, the applicant will be provided with a notice of decision which should 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; and
- information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of access and internal reviews

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

Applicants should be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for external review.

External review

If you are not satisfied with the internal review decision, you have the right to lodge an application for external review with the Information Commissioner within 60 days of receiving the notice of decision.

A application for external review to the Information Commissioner must be:

- in writing;
- have attached a copy of the decision; and

- give an Australian address.

There is no charge for lodging an application for external review with the Information Commissioner's office. External review applications are to be sent to:

Office of the Information Commissioner
Albert Facey House
496 Wellington Street
Perth WA 6000

Should the applicant require further information in relation to freedom of information, please visit the [Information Commissioners website](#).