



Road Safety Commission Statement of Information

Issued 1 July 2016

Please contact the Road Safety Commission on PH: 1300 999 772 or FAX: (08) 6552 0802 with any queries in relation to this Information Statement or Freedom of Information request

In accordance with Section 94 of the Freedom of Information Act (FOI Act) 1992, the Road Safety Commission (RSC) is required to publish an Information Statement which includes the function of RSC, the type of information available and procedures on how to access this

Contact Details

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Fax: (08) 6552 0802

Email: info@rsc.wa.gov.au

Postal Address:

Road Safety Commission

PO Box 6348

East Perth, WA, 6892

Our Strategic Plan

Our purpose

The RSC was established 1 July 2015. Our purpose is to harness the knowledge, expertise and interest in the community of Western Australia to reduce trauma on our roads. We are instrumental for delivery of the State Road Safety Strategy 2008 -2020 *Towards Zero*. This strategy determines the focus of our efforts, our strategic goals and the priorities for service delivery.

Our vision

Our vision is a road transport system for Western Australia where crashes resulting in death or serious injury are virtually eliminated.

Our mission

We subscribe to the mission of incorporating the Safe System for Western Australia; which aims to improve road safety through four cornerstones: Safe Road Use, Safe Roads and Roadsides; Safe Speeds; and Safe Vehicles.

Our values

Collaboration

We work together as a team and jointly with others in our efforts to improve road safety and create value for the community.

Integrity

We maintain high work standards, acting in accord with the ethics and principles required of Public Servants.

Respect

We treat others with consideration; accepting difference and valuing different abilities, skills and viewpoints.

Trust

We will work to earn trust by being honest, fair and reliable; and we will demonstrate trust by having confidence in one another.

Organisational Structure

The Commissioner and staff of the RSC are employed under the provisions of the Public Sector Management Act 1994. The Commissioner as the head of the agency and sole officer responsible for governance, is responsible for the provision of advice to the Minister and State Government.



Italic text indicates function is being developed

Legislation administered by the Road Safety Commission

One of the functions of the RSC is to support the Minister for Road Safety in the administration of the Road Traffic Code 2000. This legislation articulates the major road rules or traffic laws that apply in Western Australia and are the foundation for road safety. The road rules apply to persons, vehicles and entities on any public highway, road, street, carriageway, footway and path in Western Australia and include speed, use of restraints and other driving provisions, as well as instructions for persons travelling on foot or bicycle.

Functions that effect the public

The RSC seeks to improve coordination and community awareness of road safety through the development and delivery of community education aimed at increasing knowledge of the major contributing factors to road trauma and associated intervention strategies. The RSC engages with community members and stakeholders and aims to foster positive partnerships with Indigenous and culturally and linguistic diverse communities in the development and dissemination of appropriate road safety messages. The RSC, by supporting the Minister for Road Safety, manages the Road Trauma Trust Account on behalf of all Western Australians in order to implement and promote road safety initiatives across the State and to ensure value for money for road safety programs

<https://rsc.wa.gov.au/Topics>

The Government of Western Australia has made funds available from the Road Trauma Trust Account to assist in the development and implementation of road safety projects. These road safety projects need to foster widespread community support and participation throughout the State to assist in the prevention of road crashes causing serious injury and death. Grants are available for projects that focus on the Safe System approach that aligns with Towards Zero

<https://rsc.wa.gov.au/CommunityGrants>

The Road Safety Commissioner and other senior staff regularly appear in public forums, including radio appearances, and prepare articles for a range of media platforms on road safety. The public also have the means to engage with and provide comment and feedback to the RSC regarding numerous road safety issues, including initiatives, strategies and media campaigns

<https://rsc.wa.gov.au/news-media>

“There is no one panacea to road safety – all views must be sought and listened to so we can move forward in helping to prevent deaths and serious injuries on our roads.”

Kim Papalia (Commissioner of Road Safety)

Public Participation in Road Safety Commission's policies and functions

The RSC engages in meetings and forums with community members and stakeholder groups to ensure valuable input and community participation in the issue of road safety.

The comments and feedback provided by the community is used to stimulate discussion and debate and potentially result in a change of policy or the development of new policies or strategies.

Freedom of Information (FOI)

Broad categories of free information are currently available to the public without applying for FOI access. This can be accessed through the RSC website.

Documents held by the agency

The RSC is required to keep full and accurate records and to implement and maintain records management programs in accordance with standards and codes of best practice issued by the State Records Office of Western Australia. Internal documents may be made available to the public upon application. It is possible that some documents may be partly or wholly exempt. In this case, the exempt material will be redacted prior to the document being made available. The types of documents held by RSC for which a FOI Application is required include (but are not limited to):

- audit reports and supporting documentation
- business plans
- correspondence: except where documents solely involves the individual/organisation requiring the correspondence
- internal memos
- ministerial correspondence, briefing notes
- minutes, agendas and papers of meeting
- personnel information: except where documents solely involve the individual requiring the correspondence
- records relating to the administrative operation of RSC
- fleet management
- governance (legislative and parliamentary processes)
- strategic development plans
- information management
- inquiries
- project
- road safety
- staff development
- strategic management
- technology and communications

Accessing agency information

The Freedom of Information Act (FOI Act) is designed to make State and local government agencies more open and accountable to the public. This is achieved by:

1. Creating a general right of access to documents held by those agencies, subject to the sensitivities of the document.
2. Providing a means for individuals to apply to see their own records and ensure personal information held is accurate, complete, up to date and not misleading.
3. Requiring certain documents concerning government operations are made available to the public.

RSC will ensure a person's right of access is not affected by any reasons the person gives, or the agency's beliefs as to what the person's reasons are for wanting access to documents. However, some documents, or parts of documents, may be exempt from access.

The FOI Act's exemption provisions protect the disclosure of information which would have a detrimental effect on the functioning of government or harm the interests of private individuals or commercial organisations

Submitting an FOI request

In the first instance, applicants should contact RSC. Wherever possible, RSC will endeavour to provide access to information as quickly and easily as possible without the need to submit a formal FOI request. Should an applicant wish to proceed with a formal request, a valid FOI application needs to:

- give enough information so the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at RSC with an application fee (if applicable).

Applications for access to information are to be in writing and sent to:
Freedom of Information Coordinator
Road Safety Commission
PO Box 6348
East Perth, WA, 6892

Proof of Identity and Consent Requirements

To safeguard personal information, applicants applying for their own personal information are required to provide a certified copy of photographic identification, such as a driver's licence or passport. Alternatively, applicants may organise to visit our office so that their original photographic identification document can be viewed by a staff member. Applicants seeking personal information on behalf of another individual are required to provide an original consent authority, signed by the individual. Proof of identity is also required from the individual, in the manner mentioned above.

Unclear or Unreasonable Applications

An access application has to include enough information to enable the requested documents to be identified. If the request is poorly defined, drafted in broad terms, or the agency considers that the work involved in dealing with the access application would divert a substantial and unreasonable portion of the agency's resources away from its other operations i.e. large [Complex or Time-Consuming Applications](#), the agency however, has to take reasonable steps to help the applicant clarify their application in order to deal with the application set out in [Section 11 of FOI Act](#).

If, after help has been given to the applicant, the agency still considers the work involved in dealing with the application would divert a substantial and unreasonable portion of the agency's resources away from its other operations, the agency may refuse to deal with the application as set out in [Section 20 of FOI Act](#), as a last resort. If the RSC refuses to deal with the access application, it will give the applicant written notice of the refusal without delay, giving reasons for the refusal and details of the rights of review under the FOI Act.

Processing Applications

The RSC FOI Coordinator is responsible for processing FOI applications and is required by the FOI Act to:

- take reasonable steps to help a person make an access application in a manner that complies with the Act; and
- deal with the access application as soon as is practicable.

Many documents held by the agency contain information about third parties. To release this information RSC is required to consult with the third parties. This adds to the time required by the agency to process these applications. Additional fees may apply to applications which require third party consultation.

Some documents, or parts of documents, may be exempt from access. The FOI Act's exemption provisions protect the disclosure of information which would have a detrimental effect on the functioning of government or harm the interests of private individuals or commercial

organisations. Documents may be redacted to remove exempt matter if this does not alter the meaning or context of the information.

If the agency holds the requested documents but the documents originated with or were received from another agency (other than an exempt agency) and are more closely related to the functions of that agency, RSC may transfer the access application, in full or part, to that agency.

Notice of Decision

In relation to each application, a Notice of Decision is provided to the applicant, which includes:

- if the document is an exempt document, the reasons for classifying it as exempt; and
- if the document contains exempt matter, the reasons for giving access to an edited copy.

The Notice of Decision must be provided to the applicant within 45 days of receipt of an application.

Fees and Charges

The RSC must collect an application fee of \$30.00 for non-personal applications before the request for access can be considered. There are no fees or charges for requesting or amending personal information.

Additional charges may apply for processing applications. The charges are calculated on the basis of 20c per page for photocopying and \$30 per hour for processing time. For the reproduction of audio, video and graphics (copying of tapes, or reproduction of graphics to the format of the requester) the actual cost will be charged. However, RSC is committed

to providing access to documents at the least possible cost and so charges are always kept to a minimum or may be waived.

An estimate of charges can be requested from the department when lodging an application. If the charges are likely to exceed \$25, the department will provide an estimate of charges and ask the applicant whether or not they want to proceed with the application. The applicant must notify the department within 30 days of their intention to proceed.

In some instances, the RSC may request an advance deposit. The applicant should advise the department if they are financially disadvantaged as a 25 per cent reduction of charges may apply.

Appealing a decision

If an applicant is dissatisfied with a decision that has been made, the applicant can make an application for an Internal Review. An internal review should be lodged in writing to RSC within 30 days after the Notice of Decision is received. An independent officer will undertake the internal review and review the original Notice of Decision. The internal review process must be completed within 15 days of the internal review request being received.

Should an applicant be dissatisfied with the internal review, application may be made with The Office of the Information Commissioner for an external review. This request must be lodged within 60 days of the original Notice of Decision being given.

All details relating to the Internal and External Review processes are provided within the original Notice of Decision document.

Amendment of Personal Information

An individual has the right to apply for amendment of personal information contained in RSC documents where the information about that person is inaccurate, incomplete, out of date or misleading. If the person is deceased,

that person's closest living relative has the right to apply for amendment to personal information about the deceased person. Individuals should first contact RSC, as they may not need to make a formal application. Should an individual wish to proceed with a formal request, the application needs to:

- be in writing;
- give enough information so the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at our office.