

Information Statement

In accordance with Section 94 of the Freedom of Information Act 1992, Healthway is required to publish an Information Statement which includes the function of Healthway, what type of information is produced during these functions and procedures on how to access this information.

1. Statement of Strategic Intent

We are a government agency that provides funding to the community to help achieve our vision of a healthy Western Australia.

2. Functions and Structure of Healthway

Healthway functions

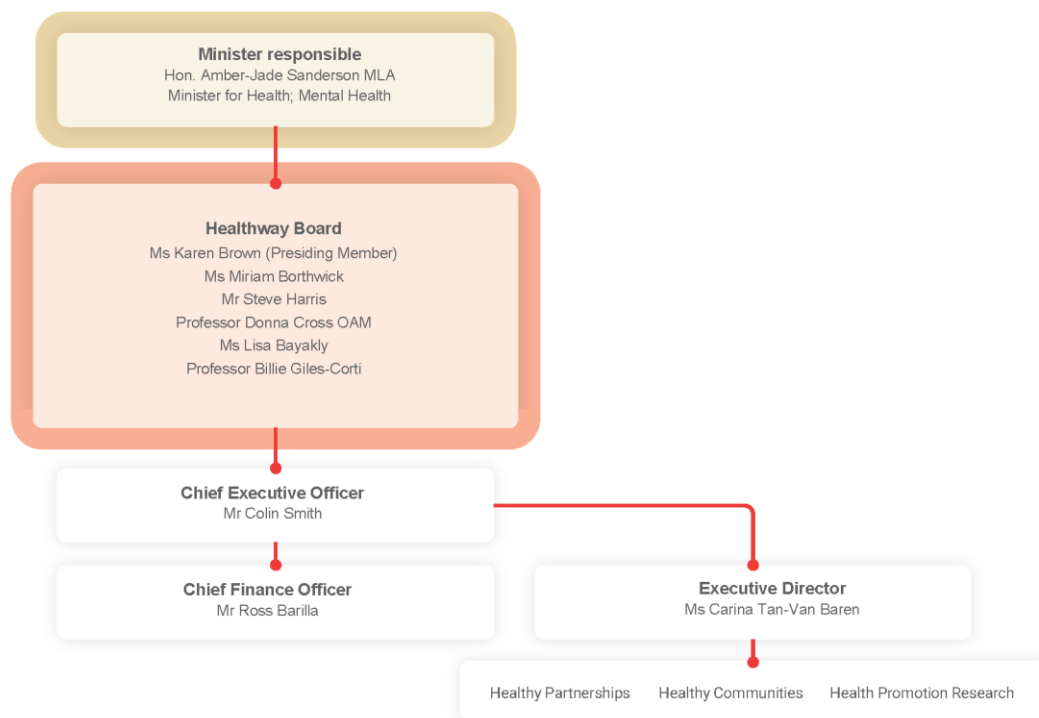
Our purpose is to promote and facilitate good health and activities that encourage healthy lifestyles for Western Australians, in particular:

- Children and young people
- Aboriginal and Torres Strait Islander people
- People living in rural and remote communities and
- People disadvantaged through economic, physical, cultural, social or educational factors.

Healthway has been an important contributor to health promotion programs, campaigns and research for over 30 years. Funding is available through the following grants:

- Healthy Partnership Program – sports, arts, racing and community events
- Healthy Spaces Program
- Health Communities Program
- Health Research Program

Healthway organisational structure



3. Legislation impacting on Healthway

Healthway operates under the *Western Australian Health Promotion Foundation Act 2016* (the Act).

Under the Act, Healthway allocates 30% of its annual appropriation to sporting organisations and 15% to arts organisations.

4. Public affect and arrangements

Detailed descriptions of how the functions of Healthway affect the public can be found in our Annual Report.

5. Types of Healthway documents

Documents and records held by Healthway have been created for the operation of our business. Records created relate to:

- funding administration
- policy and procedure
- contracts and procurement
- records management
- people services
- accounting
- meeting minutes and agendas

The types of documents include the following formats:

- internal memorandums
- email communications
- grant applications
- grant partnership correspondence
- meeting agendas and minutes
- contracts and tenders
- financial documents
- personnel records
- reports
- plans
- images

Many documents and resources are available for download from our website.

6. Public access to Healthway information

A person who wishes to obtain access to documents may make an application to Healthway. It is our aim to provide information where possible outside the Freedom of Information (FOI) process, but if the information is not routinely available, an FOI Application may be submitted.

Applications made under the FOI Act must:

- a) Be in writing.
- b) Give enough information to enable the requested documents to be identified.
- c) Give an address in Australia to which notices under the Act can be sent. If possible, include your telephone number/email address as this will help to contact you if necessary and assist in your application being dealt with efficiently.
- d) Give any other information or details required under the regulations.
- e) Be lodged at Healthway with any application fee payable under the regulations.

Address FOI applications to:

FOI Coordinator
Healthway WA
Locked Bag 66
SUBIACO WA 6904

Or

Att: FOI Coordinator
healthway@healthway.wa.gov.au

7. FOI application fee and charges

If applicants are financially disadvantaged or hold a prescribed pensioner concession card, please advise the FOI Coordinator. The fees and charges are as follows:

Type of fee	
Applicant's personal information	No fee
Application fee (Non-personal information)	\$30
Type of Charge	
Staff time dealing with the application, supervised access, photocopying etc (per hour, or pro rata for part of an hour)	\$30
Photocopies (per copy)	20 cents
Duplicating computer information, a tape or film	Actual cost
Delivery, packaging and postage	Actual cost
Advance deposits	
Percentage of estimated charges payable	25%
Further percentage of estimated charge may be required	75%

8. Notice of Decision

Within 45 days of receipt of an FOI application, the applicant will be provided with a 'Notice of Decision'. This will include such details as:

- The date of the decision
- The name and the designation of the decision maker
- Arrangements for giving access
- Reasons for refusing access
- Rights of review procedures to be followed.

9. Refusal of access

Applicants who are aggrieved by a decision have the right to apply for an internal review by Healthway. This application must be made in writing within 30 days of receipt of the 'Notice of Decision'. The outcome of the internal review will be notified within 15 days.

If the applicant still disagrees with the decision made, an application can be made to the office of the Information Commissioner for an external review. These details will be provided with the internal review decision.

There are no fees or charges applicable for internal or external reviews.