



FOI Applications

Please provide sufficient information to enable the correct document(s) to be identified.

If you are seeking access to your own personal information you must provide documentary proof to establish your identity. The agency can then ensure that only you or an authorised person receives such personal information.

If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.

Your application will be dealt with as soon as practicable, and in any case, within 45 days, after it is received.

The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher. Information on how to purchase the Act is available at www.slp.wa.gov.au or by telephoning (08) 6552 6000.

Forms of Access

You can request access to copies of documents by way of hard copies, audio or video tapes, computer disk, transcripts of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges

There is:

- an application fee of \$30.00 for each application, by money order or cheque. (**no cash or credit cards**).
- an additional fee of \$30.00 per hour of staff time to deal with each application, and 20 cents per copy for photocopying.
- a fee for any actual costs to the Department for postage, special arrangements for access and for specialised access such as reproductions.
- a possible 25% reduction of any processing/additional charges for financially disadvantaged applicants or those in receipt of Health Benefits.

This 25% reduction DOES NOT apply to the application fee of \$30.00.

Lodgement of Applications

By Post:
FOI Coordinator
Department of Transport
GPO Box C102
Perth WA 6839

In Person:
FOI Coordinator
Department of Transport
140 William Street
Perth WA 6000