

NOTES

Freedom of Information Act 1992 (FOI Act) applications

- Please provide sufficient information to enable the correct document/s to be identified.
- The agency may request proof of your identity.
- If you are seeking access to document/s on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as is practicable, and in any case, within 45 days, after it is received.
- The FOI Act is accessible online via the State Law Publisher website (<http://www.slp.wa.gov.au/Index.html>) or is available for purchase from the State Law Publisher (10 William Street, Perth or Telephone (08) 6552 6000)
- The Department's [Freedom of Information Statement](#) provides further information on FOI applications and is available on the Department's website (www.planning.wa.gov.au) or by contacting the FOI Officer.

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

A scale of fees and charges is set under the [Freedom of Information Regulations 1993](#). All charges are discretionary except for the application fee of \$30.00 for each application, which may be paid by cash, authorised credit card or cheque.

The following charges may also apply for processing FOI applications:

- 20 cents per copy for photocopying.
- \$30 per hour (or *pro rata* for a part of an hour) for time taken by staff in dealing with the application
- A fee for any actual costs to the agency for postage, special arrangements for access and for specialised access such as reproductions and may include a charge for staff time at \$30.00 per hour.
- A possible 25% reduction of any processing or additional charges for financially disadvantaged applications or those in receipt of Health Benefits.

No fees are applicable for internal or external reviews.

Lodgement of applications

By post –

Department of Planning, Lands and Heritage
Locked Bag 2506
Perth WA 6001

In person –

Department of Planning, Lands and Heritage
Level 2, Gordon Stephenson House
140 William Street Perth WA 6000

Via email -

foi@planning.wa.gov.au