



# Who do I contact to ask for documents?

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When you are seeking access to documents, you should start with the website of the agency you think should hold the documents. Some information might already be available to you without requiring an access application under the FOI Act. If not, contact the agency to discuss your request.

Use the links below to find individual agencies:

[Western Australian Government agencies](#)

[Ministers](#)

[Local governments](#)

The best approach is to first ask the agency that holds the documents you are seeking whether the documents are publicly available or can be made available to you without a formal access application. It is often effective to talk to someone in the agency.

If the documents are not provided to you, or the agency asks you to formally apply under the FOI Act, you will need to lodge an access application with that agency. For contact information regarding particular types of records see below.

## Police records

You can access some information from the WA Police without making an FOI application. Go to [Police Direct](#) on the WA Police website for more information about the kinds of information you can access from the WA Police and how to access that information.

For more information, contact the WA Police Information Release Centre:

Phone: (08) 9260 7777

Email: [informationreleasecentre@police.wa.gov.au](mailto:informationreleasecentre@police.wa.gov.au)

## Medical records

General information about accessing information in the public health system is available from the [Department of Health](#) website.

## Public hospital or health service records

For records relating to your treatment at a public hospital or health service, you should contact the relevant public hospital or health service.

[Western Australia Public Hospital and Health Service FOI Contacts](#)

For general information that may not be held by a public hospital or health service, contact the Department of Health Freedom of Information Coordinator on (08) 9222 6412.

## Private health system records

The FOI Act does not apply to medical records held by a privately operated healthcare professional or facility (such as your local medical centre, dentist or a private hospital).

However, the Office of the Australian Information Commissioner (OAIC) can provide further information about the Commonwealth Privacy Act 1988 and your rights to access your medical records that are held by a private healthcare professional or facility. The OAIC can be contacted on 1300 363 992. Alternatively, further information is available on their website at [www.oaic.gov.au](http://www.oaic.gov.au).

## Local Government records

Each local government authority should have an FOI Coordinator who can provide information about the kind of documents it holds and whether you are required to make an access application under the FOI Act.

[Local governments in WA](#)

## Public sector government employment records

If you are an officer or former officer of a State or local government agency, first, talk to the HR section of the agency that holds the documents to see what you can access under the relevant legislation, your employment award or other arrangement.

Depending on your employment circumstances, you may have a right to inspect your employee records under the Industrial Relations Act 1979 (see sections 49D and 49E).

Otherwise, visit the agency's website.

[Western Australian Government agencies](#)

[Ministers](#)

[Local governments in WA](#)

## Prisoner records

If you are a prisoner or former prisoner, contact the Department of Corrective Services:

Freedom of Information Branch  
Department of Corrective Services

141 St Georges Terrace

PERTH WA 6000

Telephone: (08) 9264 1133

Facsimile: (08) 9481 8504

Email: [foi@correctiveservices.wa.gov.au](mailto:foi@correctiveservices.wa.gov.au)

[Website](#)

If you have any general enquiries about the FOI process, please see our website or contact our office.

**Note:** This Information Sheet is intended as a general guide only and should not be viewed as legal advice. The Information Commissioner considers each complaint on its merits and according to the relevant circumstances.

**Office of the Information Commissioner**

Phone: (08) 6551 7888

Freecall (WA country): 1800 621 244

Fax: (08) 6551 7889

Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)

Web: [www.foi.wa.gov.au](http://www.foi.wa.gov.au)

Address: Albert Facey House, 469 Wellington Street, Perth WA 6000