



Your ref : N/A
Our ref : 2011/15581-02
Enquiries : Suzana Gligorov
Telephone : 08 6551 1125
Email : foi@finance.wa.gov.au

Attention: **Mr Ian Michael**

SENT BY EMAIL: foi+request-4249-ca170d68@righttoknow.org.au

Dear Mr Michael

FREEDOM OF INFORMATION (FOI) APPLICATION
Awarded Modular Building Tenders to Quality Builders 2017

I refer to your email correspondence received on 12 December 2017 by the Department of Finance (the Department) in which you requested to be given access to documents stating as follows:

"I formally request all the relevant documentation submitted by the tenderer for modular school transportable building tenders won and awarded to Quality Builders in WA for the year 2017 January thru to December.

In particular Tender no's 2017/01628, 2017/01627 and 2017/04711, notwithstanding any others that may have been awarded in the above period."

Your access application does not meet the requirements for a valid application under the Western Australian *Freedom of Information Act 1992* ('the FOI Act'). To accept an access application as valid, the FOI Act requires that:

- the application be in writing;
- give enough information to enable the requested documents to be identified;
- give an address in Australia to which notices under this Act can be sent;
- give any other information or details required under the regulations; and
- be lodged at an office of the agency with any application fee payable under the regulations.

In view of these requirements, the following is required from you before the Department can accept your access application as valid:

- a. **Provide an Australian address** – please note that this should be a physical address, not a postal office box address; *and*
- b. **Pay the application fee of \$30 which applies to applications for access to documents of non-personal nature** –you can do this online by making your payment to the following bank account:

Locked Bag 11 Cloisters Square Western Australia 6850
Telephone (08) 6551 1000 Facsimile (08) 6551 1111
www.finance.wa.gov.au

Commonwealth Bank
Account name: Department of Finance Operating
BSB: 066-040
Account: 15000406

Please use "FOI" as your reference when making the payment.

The Department is unable to commence processing of your access application under the FOI Act until it meets the requirements outlined in this letter.

If you have any questions in relation to the above, please do not hesitate to contact me or email foi@finance.wa.gov.au .

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Gligorov', written in a cursive style.

Suzana Gligorov
Freedom of Information Manager

15 December 2017