



mainroads
WESTERN AUSTRALIA

Freedom of Information- Information Statement

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MAIN ROADS ASPIRATION AND STRATEGIC DIRECTION – KEEPING WA MOVING

Our Aspiration:

To provide world class outcomes for the customer through a safe, reliable and sustainable road-based transport system.

OUR STRATEGIC DIRECTION - KEEPING WA MOVING

Representing one of the world's most expansive road networks, we are committed to working cooperatively and productively across all levels of government to ensure our road network meets the needs of the community, industry and stakeholders.

We are responsible for the delivery and management of a safe and efficient main road network in Western Australia through operations including:

- Building the state's major government road infrastructure projects
- Providing infrastructure and operations that improve road efficiency resulting in improvements in traffic and freight levels of service
- Maintaining the state's major government roads, bridges, verges and reserves
- Using technology to optimise the real-time management of the network and providing traveller information; and
- Improving community amenity through the development of roadside stopping places, the incorporation of public art into infrastructure and understanding the needs of all transport users.

Download the [Keep WA Moving](#) brochure to learn more about our aspiration and strategic direction.

MAIN ROADS STRUCTURE

The statutory authority constituted by the *Main Roads Act 1930* is the Commissioner of Main Roads. The chief executive officer of Main Roads is the Managing Director who is responsible for the day-to-day operations of the organisation.

The Main Roads Organisational Structure can be viewed on the Corporate Information page at:

<https://www.mainroads.wa.gov.au/AboutMainRoads/AboutUs/Pages/CorporateInformation.aspx>

LEGISLATION ADMINISTERED BY MAIN ROADS

Main Roads administers the *Main Roads Act 1930*. Other than constituting the statutory authority of the Commissioner of Main Roads, the primary purpose of the Main Roads Act 1930 is to provide for the construction, maintenance, supervision and management of highways and main roads.

Click here to access a copy of the [Main Roads Act 1930](#).

MAIN ROADS OFFICES

Main Roads head office is located at -

Don Aitken Centre, Waterloo Crescent, East Perth

Main Roads also has a number of Regional Office locations throughout Western Australia.

Full contact details for all Main Roads offices can be found at:

<https://www.mainroads.wa.gov.au/AboutMainRoads/ContactUs/Pages/ContactUs.aspx>

HOW MAIN ROADS FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

The functions of Main Roads affect the public in the following key ways:

- Decisions to construct main roads, highways (including freeways) and the priority in which projects are undertaken
- Decisions on whether properties adjoining main roads and highways can access those roads which have been the subject of a control-of-access proclamation under section 28A of the *Main Roads Act 1930*
- Acquisition of land for construction of major roads (eg main roads, highways and freeways) (see section 29 of the *Main Roads Act 1930*)
- *Recommendations for the proclamation and deproclamation of main roads and highways (see section 13 of the Main Roads Act 1930)*
- Traffic management decisions arising out of conferred signage powers and responsibilities including decisions on traffic treatment (eg placement of traffic lights, road sign, speed limits and road markings) (Conferred powers under the provisions of the *Road Traffic Code 2000*)
- Heavy vehicle permits and routes on which heavy vehicles may travel (conferred powers under the *Road Traffic (Vehicle) Regulations 2014*)
- Approval of advertising signs visible from main roads and highways
- The upgrading and maintenance of main roads, highways, freeways and principal shared paths

PUBLIC PARTICIPATION IN MAIN ROADS POLICIES AND FUNCTIONS

Main Roads has many existing arrangements for enabling public participation in the agency's policy formulation and performance of its functions. These include:

- 1) Advisory Groups, Focus Groups and Workshops on road related issues such as road safety, disability access, heavy vehicles, environment, pedestrians and cyclists involving members of the public as well as other affected agencies.
- 2) Main Roads recognises that engaging the community and stakeholders in consultation is vital to the success of a project. Depending on the nature of the project, the expected level of impact and the stage of the project, engagement may include:

- Inviting submissions by public advertisement
 - Advertised community meetings
 - Advertised briefing sessions and;
 - Consulting property owners individually
- 3) Main Roads Customer Information Centre operates 24 hours a day, 7 days a week. Members of the public can report road hazards such as pot holes, missing or damaged signs and debris on roads. The Customer Information centre also receives road related feedback, queries, complaints and suggestions. The Customer Information Centre can be contacted on 138-138 or by email on enquiries@mainroads.wa.gov.au

DOCUMENTS USUALLY HELD BY THE AGENCY

A large amount of information is available for viewing and for download on the Main Roads website at www.mainroads.wa.gov.au

Main Roads typically holds the following kinds of documents including but not limited to:

- a) Traffic Crash Information Summaries
- b) Technical drawings
- c) Road standards, procedure manuals and guidelines
- d) Various reports on road related issues
- e) Traffic Data
- f) Contracts
- g) Internal and external correspondence
- h) Documents relating to the management of individual projects

MAIN ROADS LIBRARY AND DOCUMENTS AVAILABLE FOR SALE

A list of documents available from Main Roads is accessible through the Publications section of the Main Roads web site at:

<https://www.mainroads.wa.gov.au/AboutMainRoads/Publications/Pages/home.aspx>

Documents and publications for sale include various reports, manuals and procedures.

Purchases can be arranged by contacting the Main Roads librarian on 138-138.

Main Roads has a library that is situated at the Main Roads Head Office in East Perth. The library is open to members of the public by appointment only. An appointment can be made by phoning the Main Roads librarian on 138-138.

MAIN ROADS FREEDOM OF INFORMATION (FOI) PROCEDURES

Whenever possible, Main Roads aim is to make information available outside of the FOI process and at the least possible cost.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that any personal information in documents is accurate, complete, up-to-date and not misleading.

Under the provisions of section 12 of the Freedom of Information Act 1992 access applications have to –

- Be in writing
- Give enough information to enable the requested documents to be identified; and
- Give an address in Australia to which notices under this Act can be sent; and
- 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.

The preferred method is to complete an FOI Application form available [here](#).

Post completed FOI applications to:

Freedom of Information Manager
Main Roads Western Australia
PO Box 6202, East Perth WA 6892

Email completed applications to FOI@mainroads.wa.gov.au

You can also personally lodge applications at any of our offices - full contact details for all locations can be found [here](#).

Payment of the \$30 application fee can be made by credit card, cash or cheque and must accompany your application.

Notice of Decision

The agency will make a decision to grant or refuse access within 45 days (or as otherwise agreed between the parties)

A Notice of Decision will be issued that contains the following information:

- The day on which the decision was made
- The name and designation of the officer making the decision
- The reasons for refusing access to particular documents (if applicable) and the relevant exemption(s) claimed under the FOI Act
- The reasons for deferring access to particular documents (if applicable)
- The arrangements to be made for giving access to a document; and
- The applicant's rights of review and appeal

FREEDOM OF INFORMATION CHARGES AND DOCUMENT ACCESS

A scale of fees and charges are set out in the FOI regulations. Apart from the application fee for non-personal information, all other charges are discretionary. The fees and charges are set out as follows.

Personal Information about the applicant	No fee and no charges
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application	\$30.00 per hour or pro rata
Access time supervised by staff	\$30.00 per hour or pro rata
Photocopying staff time	\$30.00 per hour or pro rata
Per photocopy	.20

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%. Further advanced deposits may also be required.

Document Access

Access to documents can be granted by way of inspection, a copy of a document, copy of an audio or video tape, computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

AMENDMENT OF PERSONAL INFORMATION

Applications for the amendment of personal information under the *Freedom of Information Act 1992* will be considered on their merits. Applicants must provide details and any relevant documentation in support of their application to amend or alter information that is inaccurate, out of date or misleading.

Applicants must also indicate how they wish to amend the information by way of;

- 1) Altering information
- 2) Striking out or deleting information
- 3) Inserting information; or
- 4) Inserting a note in relation to information

Within 30 days of receipt, Main Roads will give the applicant a written Notice of Decision including details of the amendment and where practicable, a copy of the amended document.

Applications for the amendment of personal information in documents held by Main Roads can be made to the Freedom of Information Manager.