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|  | **Department of Communities****FREEDOM OF INFORMATION ACT****APPLICATION FOR ACCESS TO INFORMATION**(Pursuant to the *Freedom of Information Act 1992*, s12) | Form 03405/21 |

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| **Applicant’s Details** |
| **Title:** | [ ]  Miss [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Other       |
| **Given Name(s):** |       | **Surname:** |       |
| **Other Name(s) or Aliases:** |       | **Date of Birth:** |      /     /      |
| **Australian Postal Address:** |       |
| **Suburb:** |       | **Postcode:** |      | **State:** |       |
| **Phone Numbers:** | Mobile: |       | Landline: |       |
| **Email Address:** |       |
| **Preferred Method of Contact:** |       |

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| Is the application being made on behalf of a business or organisation? | [ ]  Yes [ ]  No |
| If yes, what is the name of the organisation/business? |       |

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| *Does your request relate to a possible Redress or Civil Litigation Claim? (Providing this information is optional, and does not affect your right of access)*[ ]  *REDRESS* [ ]  *CIVIL LITIGATION* |

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| **Fees and Charges** |
| [ ]  | Personal documents – no cost (Personal information is information about the applicant only) |
| [ ]  | Non-personal documents – $30 application fee, charges thereafter *(refer Notes)* |

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| **Consultation with third parties** |
| Where consultation with a third party is necessary, does the applicant consent to the disclosure of their identity for the purposes of third-party consultation?[ ]  Yes[ ]  No[ ]  Not applicable |

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| **Form of Access** |
| [ ]  I require a copy of the document(s) | [ ]  I require access in another form:       |
| You may request access to documents by way of:* inspection
* a copy of a document
* a copy of an audio or video tape
* a computer disk
* a transcript of a recorded document or of words recorded in shorthand or encoded form
* a written document in the case of a document from which words can be reproduced in written form.

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

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| **I am applying for access to:** |
| ***Describe clearly the documents you are requesting access to*** *(include subject matter, time period or date range, or any other information that would help identify the requested documents).****Please specify type of documents rather than entire files, and the Division that relates to your request*** *(Housing, Child Protection and Family Support, Disability Services, Regional Reform Services, Communities).****Including your reason*** *for access (although not a requirement) may assist in the accurate capture of documents).* |
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| **Applicant’s Declaration** |
| I declare that:* The information provided in this form is complete and correct
* I have included any relevant application fee

I understand that, before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges, if appropriate.I understand it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application. |
| **Signed:** |       | **Date:** |      /     /      |

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| **Lodgement of Applications** |

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| **By post, addressed to**:Freedom of Information CoordinatorCorporate Information Department of CommunitiesLocked Bag 5000FREMANTLE WA 6959 | * In person, at any Department office

By email to: foi@communities.wa.gov.au |

**NOTES**

**FOI Applications**

* Please provide sufficient information to enable the correct document(s) to be identified.
* If you are seeking access to a document(s) on behalf of another person, the Department will require authorisation in writing from the other person.
* Your application will be dealt with as soon as practicable (and, in any case, within the 45 days specified by the *Freedom of Information Act 1992*),
* Further information can be obtained by contacting the Freedom of Information Unit on telephone (08) 6414 3344, or by email foi@communities.wa.gov.au.

**Fees and Charges**

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| **PERSONAL INFORMATION**No fee is charged for access to your personal information**NON-PERSONAL INFORMATION***(In accordance with FOI Regulations 1993):****Application fee: $30.00***To be lodged by cash, cheque or money order (and made payable to the Department of Communities), or money transfer (see opposite). The application fee is unable to be waived.***Charges*:**Dealing with application / photocopying – $30.00 per hour Photocopying – $0.20 per copyPostage, special arrangements, etcetera – actual costsNote: a reduction of ***charges*** is available for financially disadvantaged applicants or those in receipt of Health Benefits, on request. | To lodge fees by money transfer, refer to the relevant account details below:Child Protection and Family Support (CPFS) requestsAccount name: Department of Communities - CPFS - Operating AccountBSB: 066-040 Account: 11700018Disability Services requestsAccount name: Disability Services CommissionBSB: 066-040 Account: 12500018Housing Authority requestsAccount name: Housing AuthorityBSB: 066-040 Account: 13600002Please ensure you quote your FOI reference number or nameon the transfer, and email a screenshot of your payment to foi@communities.wa.gov.au |

**Proof of Identity**

Before documents may be released, a copy of two (2) documents that provide sufficient evidence of identity are required to be provided. Acceptable documents include:

* Current Driver’s Licence with photograph and current address
* Current Passport
* Birth Certificate
* Copy of Prisoner’s Identity Card, certified by corrective services officer
* Health Care Card

Note: a death certificate is required if an application is being made for information about a deceased person.