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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 034  05/21 |

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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 Coordinator  Corporate Information  Department of Communities  Locked Bag 5000  FREMANTLE WA 6959 | * In person, at any Department office   By email to: [foi@communities.wa.gov.au](mailto: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](mailto: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 copy  Postage, special arrangements, etcetera – actual costs  Note: 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) requests  Account name: Department of Communities - CPFS - Operating Account  BSB: 066-040 Account: 11700018  Disability Services requests  Account name: Disability Services Commission  BSB: 066-040 Account: 12500018  Housing Authority requests  Account name: Housing Authority  BSB: 066-040 Account: 13600002  Please ensure you quote your FOI reference number or name  on the transfer, and email a screenshot of your payment to [foi@communities.wa.gov.au](mailto: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.