



GOVERNMENT OF
WESTERN AUSTRALIA

Department of Communities

Form 034
05/21

FREEDOM OF INFORMATION ACT APPLICATION FOR ACCESS TO INFORMATION

(Pursuant to the *Freedom of Information Act 1992*, s12)

Applicant's Details

Title:	<input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> 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:					

Is the application being made on behalf of a business or organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the name of the organisation/business?	

<i>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)</i>	
<input type="checkbox"/> REDRESS	<input type="checkbox"/> CIVIL LITIGATION

Fees and Charges

<input type="checkbox"/>	Personal documents – no cost (Personal information is <u>information about the applicant</u> only)
<input type="checkbox"/>	Non-personal documents – \$30 application fee, charges thereafter (<i>refer Notes</i>)

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?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

Form of Access

<input type="checkbox"/> I require a copy of the document(s) <input type="checkbox"/> I require access in another form:
You may request access to documents by way of:
<ul style="list-style-type: none"> • 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.

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).

[Empty text area for providing details of the request]

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

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

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

<p>PERSONAL INFORMATION No fee is charged for access to your personal information</p> <p>NON-PERSONAL INFORMATION (In accordance with FOI Regulations 1993):</p> <p>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). <u>The application fee is unable to be waived.</u></p> <p>Charges: Dealing with application / photocopying – \$30.00 per hour Photocopying – \$0.20 per copy Postage, special arrangements, etcetera – actual costs</p> <p>Note: a reduction of charges is available for financially disadvantaged applicants or those in receipt of Health Benefits, on request.</p>	<p>To lodge fees by money transfer, refer to the relevant account details below:</p> <p>Child Protection and Family Support (CPFS) requests Account name: Department of Communities - CPFS - Operating Account BSB: 066-040 Account: 11700018</p> <p>Disability Services requests Account name: Disability Services Commission BSB: 066-040 Account: 12500018</p> <p>Housing Authority requests Account name: Housing Authority BSB: 066-040 Account: 13600002</p> <p>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</p>
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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.