



GOVERNMENT OF  
WESTERN AUSTRALIA

Only use this form to apply for access to records regarding  
early childhood education

Form 035  
05/21

Department of Communities

## FREEDOM OF INFORMATION – APPLICATION FOR ACCESS TO INFORMATION

Pursuant to the *Freedom of Information Act 1982* (Commonwealth)

| Applicant's Details                 |   |  |                       |     |               |
|-------------------------------------|---|--|-----------------------|-----|---------------|
| <b>Title:</b>                       | <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other |  |                       |     |               |
| <b>Given Name(s):</b>               |   |  | <b>Surname:</b>       |     |               |
| <b>Other Name(s) or Aliases:</b>    |   |  | <b>Date of Birth:</b> | / / |               |
| <b>Australian Postal Address:</b>   |   |  |                       |     |               |
|                                     | <b>Suburb:</b>  |  | <b>Postcode:</b>      |     | <b>State:</b> |
| <b>Phone Numbers:</b>               | Mobile:   |  | Landline:             |     |               |
| <b>Email Address:</b>               |   |  |                       |     |               |
| <b>Preferred Method of Contact:</b> |   |  |                       |     |               |

|  |  |
|--|--|
| 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?                 |  |

| Form of Access           |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | I require a copy of the document(s) |
| <input type="checkbox"/> | I require access in another form:   |

| Consultation with Third Parties   |
|---|
| <p>If the documents identified relate to an individual/organisation other than the applicant, it may be necessary for the agency to consult with that individual/organisation to obtain their views about the potential release of documents.</p> <p>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?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not applicable</p> |

| Applicant's Declaration  |                  |
|--|------------------|
| <p>I declare that the information I have provided on this form is true and correct.</p> <p>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.</p> <p>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.</p> |                  |
| <b>Signed:</b>   | <b>Date:</b> / / |

## I am applying for access to:

*Describe clearly the documents that you are requesting access to (including the subject matter, time period or date range of the material, and/or any other information that would help identify the requested documents). Including your reason(s) for wanting access (although this is not a requirement), may assist in the accurate capture of documents.*

## 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](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 30 days specified by the Commonwealth's *Freedom of Information Act 1982*)
- 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).

### Forms of Access

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, or 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.

### Charges

Charges relating to FOI requests are determined by the Commonwealth's *Freedom of Information (Charges) Regulations 2019*. Where considered appropriate, an estimate of charges will be provided to you once documents within the scope of your request are identified.

### 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