



GOVERNMENT OF
WESTERN AUSTRALIA

OFFICIAL
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>)

Personal Information

<input type="checkbox"/>	I consent to all 'personal information' of third parties being deleted from the requested document/s (<i>information that would be removed; names, contact details, signatures and identifying information of third parties that are not state and local government officers</i>)
<input type="checkbox"/>	I consent to all 'personal information' of WA state and local government officers being deleted from the requested document/s (<i>information that would be removed; contact details, phone numbers and signatures of this agency's state government officers and names, position titles, contact details and signatures of other WA state and local government officers</i>)
<input type="checkbox"/>	I consent to all 'prescribed details' of this agency's officers being deleted from the requested document/s (<i>Information that would be removed; names and position titles of this agency's officers</i>)

Please note: If you tick any of the above boxes this means that the agency may not need to consult as widely, which means applications may be dealt with quicker and incur lower charges.

<input type="checkbox"/>	I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) who requests to know the identity of the applicant. (<i>Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known</i>)
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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).

Including your reason for access (although not a requirement) may assist in the accurate capture of documents).

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

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*). However, should more time be required the FOI Unit may request an extension of time from you/or the Information Commissioner.

Forms of access

- You can request access to documents by way of a copy of a document, an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form. Where the agency is unable to grant access in the form requested, access may be given in a different form.
- 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 <u>No fee</u> is charged for access to your personal information</p> <p>NON-PERSONAL INFORMATION <i>(In accordance with FOI Regulations 1993):</i></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>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.