



FREEDOM OF INFORMATION ACT APPLICATION FOR ACCESS TO INFORMATION

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

Applicant Details

Miss Mr Mrs Ms Other

Family Name:

Given Name/s:

Other Names / Aliases (if applicable): Date of Birth:/...../.....

Australian Postal Address:

..... State: Postcode:

Contact Details:

Phone:

Email:

Preferred method of contact:

Is the application being made on behalf of a business or organisation? Yes No

If yes, what is the name of the organisation/business?

Does your request relate to a possible Redress or Civil Litigation Claim? (Providing this information does not affect your right of access)

REDRESS CIVIL LITIGATION

Fees and Charges

Personal documents – no cost

Personal information is information about the applicant only (*refer Notes*)

Non-personal documents – \$30 application fee, charges thereafter (*refer Notes*)

Form of Access (*refer Notes*)

I require a copy of the document(s)

I require access in another form

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.

APPLICANT'S SIGNATURE:

Date:/...../.....

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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Lodgement of Applications

<p>By post, addressed to:</p> <p>Freedom of Information Coordinator Corporate Information Department of Communities PO Box 6334 EAST PERTH WA 6892</p>	<ul style="list-style-type: none">• In person, at any Department office• By email to: foi@communities.wa.gov.au
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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) 6217 6888, or by email 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.

Fees and Charges

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 (payments accepted by cash, cheque or money order, made payable to the Department of Communities)

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. The application fee is unable to be waived and must be paid to validate your application.

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.