

Country High School Hostels Ex Gratia Scheme

Guide to Completing the Country High School Hostels Ex Gratia Scheme Application Form

The **Country High School Hostels Ex Gratia Scheme** (the Scheme) has been established to provide recompense to former students who were subject to abuse when boarding at a hostel administered under the *Country High School Hostels Authority Act 1960* between 1960–2006.

For further information about the Scheme go to www.communities.wa.gov.au

If you have any queries when completing your Application, ring **1800 246 768** (freecall) 9am to 4.30pm Monday to Friday or email chsh@communities.wa.gov.au

Important Information

- Ensure your Application is submitted by **5.00pm (WST) Friday 31 May 2013**.
- Late and unsigned Applications will not be accepted.
- Only one Application can be submitted per person.
- It is important to include as much information as possible about your experience at the hostel(s).
- Ensure all supporting documents are attached to the back of the Application Form.
- All Applications must be on the Scheme's official Application Form.
- Please ensure you have attached a certified copy of your proof of identity.
- You must be over 18 years of age to apply to the Scheme.

Notes

Legal representation is not necessary as this will incur unnecessary costs for applicants.

The Scheme provides ex gratia payments to adults who as children were abused while they were boarding in a country hostel under the *Country High School Hostels Authority Act 1960 (WA)* between 1960 and 2006.

If the application process has been distressing and you need to talk to someone, please phone the counselling hotline at Crisis Care on **1800 227 792**.



Section 1 – Your details

1 Your details

Question 1 – Your details

This information will be used by the Scheme's staff to assist in determining if you are eligible for the Scheme. Any ex gratia payment offer will be made to the person whose details have been provided in this question.

2 Current residential address

Question 2 – Your address

This information will be used to enable staff to contact you to:

- acknowledge receipt of your Application
- clarify information you have provided or seek further information
- discuss your eligibility
- make an ex gratia payment offer.

If your contact details change at any time you must advise the Scheme by completing a form available on the website: www.communities.wa.gov.au or by phoning **1800 246 768** (freecall).

3 Preferred method of contact

Question 3 – Your preferred type of contact

There may be times when staff will need to contact you to obtain further information; therefore it is important to indicate your preferred type of contact.

4 Special Consideration (ill health)

Question 4 – Special consideration (ill health)

The assessment of Applicants with a terminal or life threatening illness will be given priority. An initial assessment will occur on receipt of the Application and medical certificate. If you have a diagnosed terminal or life threatening illness it is important to attach a medical certificate for confirmation.

Please note: If you are diagnosed with a terminal or life threatening illness after your Application has been submitted, it is important to inform the Scheme and provide a medical certificate confirming this. Assessment of Applications from persons with such illnesses will be given priority.

5 Current and past payments

Question 5 – Current and past payments

You need to tell us if you have received any payment from the State Government or have commenced Common Law proceedings against the State Government, in relation to the same abuse details provided in this Application Form.

Payment previously made by the State Government will be considered by the Scheme when determining an ex gratia payment offer.

6 Referrals to the Western Australia Police

Question 6 – Referrals to Police

Please note: Information related to person(s) that the Scheme reasonably believes are currently working with children will be referred to the Western Australia Police and the Department for Child Protection irrespective of whether permission has been obtained from you or your legal representative subject to section 129 of the *Children and Community Services Act 2004 (WA)*.

Section 2 – The Country Hostel(s)

7 The Country Hostel/s you boarded in

Question 7 – Details of the Country Hostel/s you boarded in

The information in this section will help the Scheme to locate any records that will determine your eligibility.

Please provide the name of the hostel and its location as well as your age and dates when you commenced and finished your boarding period.

If available, please attach copies of any documents that can verify you were a boarder at a country hostel.

Section 3 – Your Experience

8 Describe in your own words the abuse that you experienced while boarding in a country hostel

Question 8 – Describe the abuse you experienced as a Country Hostel boarder

This information will assist the Scheme to assess your Application and determine your eligibility to receive an ex gratia payment offer. If there is insufficient space to record all your details of the abuse you suffered, please record the information on a separate sheet (or sheets) of paper and attach to the back of the Application Form.

Please provide as much information as you can about the nature of the abuse, where it occurred, approximate dates and/or age at the time and who abused you. It is important to describe in your own words the abuse you remember.

As some people may find it difficult to remember specific details, please include any information you can remember, even if it is incomplete.

Please note: You will be contacted by telephone prior to your application being finalised. This phone call will give you the opportunity to provide any further information. You may also be asked to clarify information you provided in your original application.

Please include as much detail as possible about:

- where the abuse took place
- who the perpetrator was
- the approximate dates and/or your age at the time.

9 Was the abuse reported to the Police, a Government Department (for example Education, Country High School Hostels Authority) and/or anyone else?

Question 9 – Was the abuse reported to the Police, a Government Department and/or anyone else?

The information provided in this question will help the Scheme’s staff locate any records, if required.

10 Details of the person(s) believed to have harmed you (if known)

Question 10 – Details of the person(s) believed to have harmed you (if known)

Please provide as much information as possible about the person or persons you believe abused you while boarding in a country hostel.

Please note: Information related to person(s) currently working with children will be referred to the Western Australia Police and the Department for Child Protection. The information provided in this Application will **not** be disclosed by the Scheme to any other person, including any person listed on this Application Form, without your permission. You may choose to make a complaint to Police concerning abuse at any time.

Section 4 – Proof of Identity

A certified copy of one of the following documents must be attached to this Application as proof of your identity

You must provide certified copies of your identification papers. Applications cannot be accepted without the appropriate documentation attached.

Please tick which copies of documents you have provided to verify your identity.

All copies must be certified by a person other than yourself.

Documents can be certified by any person who appears on the list at **Appendix A**.

Section 5 – Proof of Identity (without documents)

This section should be completed if you cannot provide any proof of identity documentation

In some instances you may not be able to provide Proof of Identity documentation listed in **Section 4** because it does not exist or you live in a remote or isolated area. In these circumstances, you should complete **Section 5**.

Your Referee must have known you for a minimum of 12 months.

Section 5 must not be used if you can obtain your birth and/or marriage certificates by applying to the Registry of Births, Deaths and Marriages.

To obtain a birth or marriage certificate contact:

Registry of Births, Deaths and Marriages

Level 10
141 St Georges Terrace
Perth WA 6000

Telephone: 1300 305 021
Fax: (08) 9264 1599
Web: www.bdm.dotag.wa.gov.au

Section 6 – Claiming on your behalf

11 This section should only be completed by the **Legal Personal Representative** acting on your behalf

Details of **Legal Personal Representative**

Question 11 – Legal Status

This section should only be completed by the Legal Personal Representative of an Applicant, if applicable.

Please provide details of the Legal Personal Representative of the Applicant.

A Legal Personal Representative is a person who is a:

- guardian or administrator within the meaning of the *Guardianship and Administration Act 1990*, or
- person who has been granted enduring Power of Attorney over the affairs of the Applicant.

Please tick the box which indicates the legal status of the Legal Personal Representative of the Applicant. **Please ensure a copy of your authority to act is attached to the Application form.**

Please provide the name and contact details of the Legal Personal Representative.

Section 7 – **Authorised assistance** (if applicable)

12 Details of person authorised to assist with this Application

Question 12 – Details of person authorised to assist with this Application

This section should only be completed if you want to authorise another person to liaise directly with the Scheme on your behalf to help with the Application process.

Please provide the name and contact details of the person authorised to liaise with the Scheme in relation to your Application.

Any trusted person may be authorised by you to act on your behalf; for example, a friend or family member.

13 Authorisation

Question 13 – Authorisation

By signing this authorisation you will give the person named at Question 14 authority to do certain tasks on your behalf.

Authority means the person named at Question 14 will be able to enquire and assist on your behalf to:

- discuss your Application with the Scheme
- obtain information and documents about you from the Scheme, as the Scheme may lawfully provide.

Authority does not give the person named at Question 14 authority or permission to make any decisions, negotiate or accept an ex gratia payment offer on your behalf.

Section 8 – Declaration

Declaration by You or your Legal Personal Representative

Please read this section carefully before signing

This section requires you to sign and date the Application. This signature does not have to be witnessed. The Application should only be signed by:

- you, or
- your Legal Personal Representative.

Where you do not have a Legal Personal Representative, it is important that you sign the Application Form yourself so it is clear that you are endorsing that the information provided is true and correct.

The Scheme may seek further information or records from other Government departments or medical practitioners. The signature on the application form will be used as authority to release information from other sources if required to support an Application.

False and misleading applications

Before signing the Declaration you must ensure the information provided on the Application Form is true and correct to the best of your knowledge.

It is an offence to knowingly provide false or misleading information.

Appendix A

Persons Authorised to Certify Proof of Identity Documents (excluding Applicants living outside of Australia)

The following persons can certify your Proof of Identity documents:

Academic (post-secondary institution)	Local Government Councillor
Accountant	Loss Adjuster
Architect	Marriage Celebrant
Australian Consular Officer	Member of Parliament
Australian Diplomatic Officer	Minister of Religion
Bailiff	Nurse
Bank Manager	Optometrist
Chartered Secretary	Patent Attorney
Chemist	Physiotherapist
Chiropractor	Podiatrist
Company Auditor or Liquidator	Police Officer
Court Officer	Post Office Manager
Defence Force Officer	Psychologist
Dentist	Public Notary
Doctor	Public Servant (Commonwealth)
Engineer	Public Servant (State)
Industrial Organisation Secretary	Real Estate Agent
Insurance Broker	Settlement Agent
Justice of the Peace	Sheriff or Deputy Sheriff
Lawyer	Surveyor
Local Government Chief Executive Officer or Deputy Chief Executive Officer	Teacher
	Tribunal Officer
	Veterinary Surgeon

Applications

Please telephone **1800 246 768** (freecall)
9am to 4.30pm Monday to Friday.

More information about the Country High School
Hostels Ex Gratia Scheme is available at
www.communities.wa.gov.au

Address

Please post the complete Application Form and any
supporting documents to:

Department for Communities
Reply Paid 80941
Perth WA 6000

Closing date

Applications open for six months from 30 November
2012 and will close at **5pm (WST) Friday 31 May 2013.**

Department for Communities

e: chsh@communities.wa.gov.au

w: www.communities.wa.gov.au

National Relay Service TTY: 13 3677
(for people with hearing and/or voice impairment)

This document is available on request in alternative
formats such as large print, audio file and braille.