



When blank, this form is classed as **OFFICIAL**; when filled out, this form is classed as **OFFICIAL SENSITIVE**.

**SEND BY POST OR HAND DELIVER IN PERSON**  
(address for both is available in section 12 - P3)

OFFICE USE ONLY	
FOI#	

### 1. DETAILS OF APPLICANT

Title: Mr  Mrs  Ms  Other  Corporation: \_\_\_\_\_

Surname: \_\_\_\_\_ First: \_\_\_\_\_

Australian postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact numbers: (M) \_\_\_\_\_ (Y) \_\_\_\_\_ (P) \_\_\_\_\_

Email: \_\_\_\_\_

If applying on behalf of someone else:

Their Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Relationship to person: \_\_\_\_\_

**Note:** If your request is on behalf of someone else, our agency requires a General Authority to Act Form and MUST be in writing and signed by all parties. Please attach the form with your application. Refer to Notes on page 3 for more information relating to this and the general Freedom of Information process.

### 2. INFORMATION TYPE: (Please choose one category - tick appropriate box)

**Personal Application** - Application for documents about yourself or amendment to your personal information. No application fee is required, however personal identification must be provided (e.g. copy of your driver's licence or passport) with your request for records outside of an FOI Application. See "What is personal information?" - <https://www.oic.wa.gov.au/en-au/FA020>

**Non-personal documents** - (incurs \$30.00 application fee and associated charges possibly subject to the Act and/or consultation, containing information regarding third parties.) See "Fees and Charges" - <https://www.oic.wa.gov.au/en-au/FTP015>

### 3. DOCUMENTS TO WHICH ACCESS IS SOUGHT: (Please give enough information to enable the correct documents to be identified.)

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4. TIME PERIOD / DATE RANGE OF DOCUMENTS: (If applicable): \_\_\_\_\_

## 5. IDENTIFICATION DOCUMENTS

Please provide photocopies of your proof of personal identification with your FOI Application.

Documents which contain your personal information will not be provided to you unless the Department can be satisfied with two Proof of Identity types e.g. Drivers Licence, Birth Certificate, Medicare Card or Passport.

## 6. FORM IN WHICH ACCESS IS REQUESTED: *(Please tick appropriate box for your preferred method)*

I require electronic copied documents

Preferred email address if different to page 1: \_\_\_\_\_

I require printed copies of the documents (may incur a charge refer to section 10 below)

Preferred postal address if different to page 1: \_\_\_\_\_

## 7. PERSONAL INFORMATION OF THIRD PARTIES: *(Please tick if you give consent)*

I consent to all personal information and prescribed details of third parties being deleted from the requested documents.

**Note:** Not ticking this box does not automatically result in you receiving a third parties personal information.

**Note:** Deleting personal information and/or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, can reduce the time required to seek third party consent to release this information which may expedite the processing of the application.

## 8. PERSONAL INFORMATION DISCLOSURE: *(Please tick if you give consent)*

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) and who requests to know the identity of the applicant of this FOI application.

**Note:** 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 they are aware of who the access applicant is.

## 9. APPLICATION FEE METHOD OF PAYMENT: *(Only applicable for applications for Non-personal information)*

Please attach a cheque/money order for the amount of \$30.00 to cover the application fee. Cheques or Money Orders must be made payable to the Department of Education - See (12) Lodgements and Payments.

Please display your financial institution name here \_\_\_\_\_

Please display your Cheque or Money Order number here \_\_\_\_\_

## 10. FURTHER FEES AND CHARGES: *(Please tick to select then sign)*

I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate.

**Note:** In certain cases a reduction in fees may apply if you are financially disadvantaged or the holder of a pensioner concession card. This discount DOES NOT apply to the \$30.00 application fee.

**YES**

**NO**

## 11. LODGEMENT AND PAYMENT OF APPLICATIONS

Applications may be lodged together with Cheque or Money Orders payable to the **Department of Education**

### **By Post:**

Corporate Information Services  
Department of Education  
151 Royal Street EAST PERTH WA 6004

### **In Person:**

Main Reception (entry off Hill Street)  
151 Royal Street EAST PERTH WA 6004  
Ask for the: Information Access Officer  
(between 8.30 am and 4.30 pm weekdays)

### **Notes:**

- If you are seeking access to a document/s on behalf of another person, the agency will require authorisation, such as a General Authority to Act Form and MUST be in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is received).
- You can request access to documents by way of a copy of a document, a copy of an audio or video tape, maps and plans, photographs or a transcript of a recorded document. Where the agency is unable to grant access in the form requested, access may be given in a different form.
- Discounts may be available on processing charges in certain cases (this does not include the FOI Application fee). If you are considered financially disadvantaged and/or are the holder of a concession card a reduction in processing charges may apply. Evidence to substantiate this claim must be supplied.
- The *Freedom of Information Act 1992* is available to download from the Parliamentary Counsel's website [https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a290.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html)
- Should you require further information, please refer to the FOI Page on the Department of Education website <https://www.education.wa.edu.au/freedom-of-information>

### **FOI Application Checklist:**

An Australian address has been provided in Section 1 of this application

Sufficient information provided to enable the correct document/s to be identified

Proof of your identity provided in accordance with s.29 of the FOI Act. (attach to Email)

Authorisation in writing provided, if you are seeking access to a document/s on behalf of another person

Payment of the FOI Application has been made for a non-personal application

### **DECLARATION**

I declare that all the information provided in this application and any additional hard-copy documents submitted are true and correct.

By applying your signature you have officially signed this form, now being classed as **OFFICIAL SENSITIVE**.

**SIGNATURE:**

**DATE**     /     /

For any inquiries about making an FOI application and types of documents held by the department, please contact the Information Access Team.

[FOI.Enquiries@education.wa.edu.au](mailto:FOI.Enquiries@education.wa.edu.au)     Ph: 08 9264 4867