



Review of Decision

**Application to the Minister for Education
and Training under section 168 of the
School Education Act 1999**

July 2017

(amended January 2019)

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CONTEXT

Section 168 (1) of the *School Education Act 1999* (the Act) provides for a governing body to apply to the Minister for Education to review the following decisions:

Section 168 (1)	Decision	Related Sections of the Act
(a)	The Minister's decision to refuse to make an advance determination	156, 157A, 157B, 157C, 157
(b)	The Director General's decision to refuse to register or renew registration	158A, 158, 159A, 160, 161B, 163A
(c)	The Director General's decision to refuse an application for registration change	159B, 160, 161A, 161B
(d)	The Director General's decision to impose or change a condition to which the school's registration is subject	160, 164, 165, 176
(e)	The Director General's decision to give a direction in relation to the school	160, 161A, 161, 164, 166, 167A, 176
(f)	The Director General's decision to cancel a school's registration.	163A, 167

Section 168 (2) requires the application:

- (a) to be made in writing within 20 days after the applicant receives written notice of the decision; and
- (b) if reasons are given for the decision, address the reasons for the decision; and
- (c) to be made in a form approved by the Minister

This application form is the form approved by the Minister for Education and Training as the basis to request a review. Supporting documents may be attached as appendices to the completed form.

Under section 168 (3), where an application is made for the review of a decision, the Minister is to refer the matter to a Non-Government School Registration Advisory Panel which is to examine the matter and report to the Minister with its recommendations. Section 241 of the Act provides for the establishment and operation of Advisory Panels.

MAKING AN APPLICATION

In making an application for review, applicants are encouraged to familiarise themselves with the Act, in particular sections identified in the table above relating to the particular type of decision. The reasons for the decision must also be addressed.

With regard to applications under section 168 (1) (a) (The Minister's decision to refuse an advance determination), applicants are encouraged to review the [Advance Determination Policy Direction 2015](#) or the [Advance Determination Policy Direction 2019](#) (as applicable).

Please note: applications must be made within 20 days after the applicant receives written notice by the Minister or Director General of the decision.

1. Applicant details

1.1 Governing body details

Governing body name			
ABN			
Name of chair of governing body			
Chair's email address			
Chair's telephone number			
Chair's address			
Suburb		Postcode	

1.2 School details (if a registered school)

School name			
School code			
Address			
Suburb		Postcode	
School email address			
Website address			
Telephone number			
Campuses			

1.3 Key Contact (the key contact person in relation to this application)

Name	
Position title	
Email address	
Telephone number	

2. Reasons for the Review

2.1 Nature of the request for a review

A review is requested in relation to (select decision below for review):

- (a) Minister's decision to refuse to make an advance determination
- (b) Director General's decision to refuse to register or renew registration
- (c) Director General's decision to refuse an application for registration change
- (d) Director General's decision to impose or change a condition to which the school's registration is subject
- (e) Director General's decision to give a direction in relation to a school
- (f) Director General's decision to cancel a school's registration

The request for the review is about:

- the merits of the decision; or
- the process by which the decision was reached; or
- both

2.2 Date of Decision and Correspondence

Insert date when written notice of the decision by the Minister for Education and Training or Director General of the Department of Education was received and correspondence reference number (can be found at the top left hand corner of the correspondence notifying of the decision).

Date received: _____ **Correspondence Number:** _____

2.3 The Governing Body's Reasons for Application for Review

2.3.1 Summary

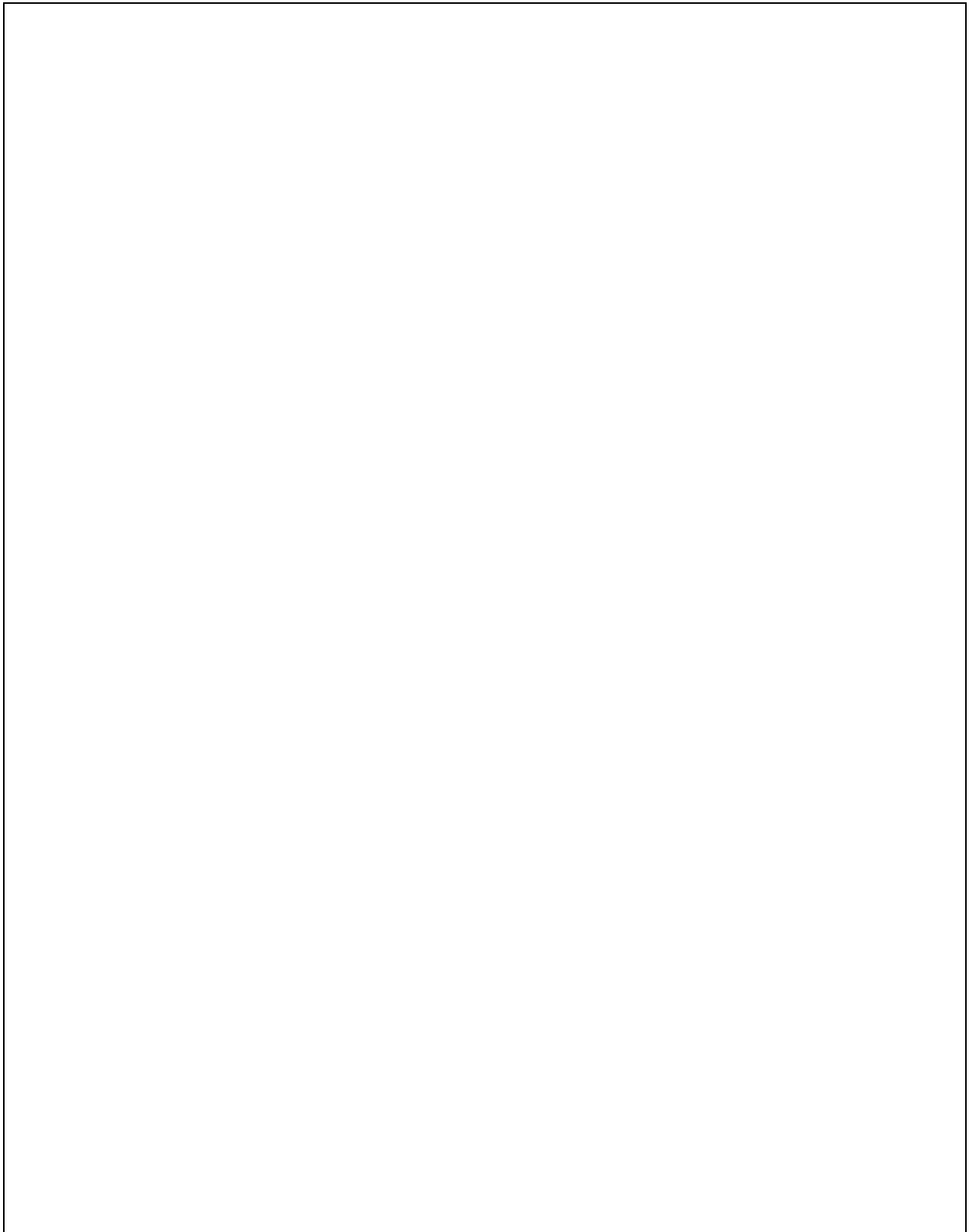
Provide a brief summary of the reasons for requesting a review.

2.3.2 Detailed Reasons

Please be specific regarding the reasons for a review and the outcome you are seeking. If necessary please attach and reference relevant documentation.

PLEASE NOTE: If the Minister or Director General has provided reasons for the decision, you must address these reasons in this application.

2.3.2 Detailed Reasons/...continued

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for providing detailed reasons, as indicated by the section header above it.

3. Declaration and Certification

I request a review of a decision under section 168 of the *School Education Act 1999*.

I acknowledge that the information contained in this application will be disclosed to a Non-government School Registration Advisory Panel, established by the Minister for Education and Training, for the purpose of reviewing the decision identified in this application.

I agree to provide further relevant information to assist the review, if requested by the Chair of the Advisory Panel.

I certify that to the best of my knowledge and belief the information provided in this application is true and correct.

Signature – Chair of the governing body

Date

4 Checklist of attachments

Prior to submitting your application please:

- | | Check ✓ |
|---|--------------------------|
| 1) Familiarise yourself with the relevant sections of the legislation | <input type="checkbox"/> |
| 2) Ensure the end date for submission of this application (within 20 days after notice of the decision is received) has not expired | <input type="checkbox"/> |
| 3) Provide contact details for the key person in relation to this application | <input type="checkbox"/> |
| 4) Address the reasons for the decision if reasons were given | <input type="checkbox"/> |
| 5) Provide supporting documentation as appendices to this application form | <input type="checkbox"/> |
| 6) Sign the Declaration and Certification on behalf of the governing body | <input type="checkbox"/> |
| 7) Address and submit this application to the Minister for Education and Training | <input type="checkbox"/> |

SEND COMPLETED APPLICATION TO:

Hon Sue Ellery MLC
Minister for Education and Training
13th Floor, Dumas House, 2 Havelock Street,
WEST PERTH WA 6005
e-Mail: Minister.Ellery@dpc.wa.gov.au