



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

ELECTRONIC ONLY:

Form must be opened in Adobe Reader, Standard or Professional DC to lodge directly via email. (to download the free Adobe Reader version [Click here](#)).

OFFICE USE ONLY
FOI#

1. DETAILS OF APPLICANT

Title: Mr Mrs Ms Other Organisation: _____

Surname: _____ First: _____

Australian postal address: _____

Suburb: _____ State: _____ Postcode: _____

Contact numbers: (M) _____ (W) _____ (H) _____

Email: _____

If applying on behalf of someone else:

Their Name: _____ DOB: _____

Relationship to person: _____

Note: If your request is on behalf of someone else, a [General Authority to Act Form](#) must be attached to your applications along with identification **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. APPLICATION TYPE: (Please choose one category - tick appropriate box)

Personal Information Only - No application fee. **Complete Sections 1-6, 8 and 11-12**
Applications for documents about yourself or amendment to your personal information. Information that is not about you will be removed. Personal identification must be provided. See Section 5 for acceptable options. [What is Personal Information under the FOI Act?](#)

Non-personal documents - \$30.00 application fee. **Complete Sections 1-12**
Additional charges may also apply. We will advise you if this is the case. For further information see [Fees and Charges](#)

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

4. TIME PERIOD/DATE RANGE OF DOCUMENTS: _____

5. IDENTIFICATION DOCUMENTS

Please provide proof of personal identification with your FOI Application if you are seeking access to information about yourself. 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. *To upload your identification refer to Section 12 on page 3.*

6. FORM IN WHICH ACCESS IS REQUESTED:

I require electronic documents.

Preferred email address if different to page 1:

I require printed copies of the documents (may incur a charge).

Preferred postal address if different to page 1:

NON-PERSONAL APPLICATIONS ONLY

7. THIRD PARTY INFORMATION: *(Please tick if you agree)*

I agree to the following information about third parties being removed from the requested documents:

Prescribed Details (names, job titles and qualifications of Department staff).

Personal information of other people.

Business, Professional, Commercial or Financial information of other people or organisations.

Note: Agreeing to the removal of third party information may reduce the time required to consult with third parties and allow processing of your application more quickly.

Leaving these boxes blank does not automatically result in you receiving a third party's information.

8. PERSONAL INFORMATION DISCLOSURE: *(Please tick if you agree)*

I agree 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 for 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: *(Non-personal applications only)*

Electronic payment by credit card of the \$30.00 application fee is available through **BPOINT** Please provide BPOINT receipt number



It is the applicant's responsibility to provide the correct credit card details. The payment will be processed only using the information you provide through the BPOINT webpage (link above). Please carefully check the details entered. BPOINT refunds will only be made to the credit card that was used to pay the application fee.

10. FURTHER FEES AND CHARGES:

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.

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.

Notes:

- If you are seeking access to documents on behalf of another person, a General Authority to Act Form and appropriate identification must be attached to your application.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is validated or such other time as agreed).
- 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

FOI Application Checklist:

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. (upload via Proof of ID button)

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

Payment of the FOI Application fee has been made for a non-personal application, by BPoint

When you are satisfied your application is ready to submit click on the Submit Form button

11. DECLARATION AND ACKNOWLEDGEMENT

- I declare that all the information provided in this application and in documents submitted is true and correct.
- I acknowledge that I have read and understood the Collection Notice on Page 4.

NAME:

DATE:

Upon entering your name in text and date, you have officially signed this form electronically. Please refer to Section 11 below to complete and submit your application.

12. LODGEMENT OF APPLICATION BY EMAIL SUBMISSION

Once the form is completed please save to a folder on your device, then attach with your Proof of Identification and any other relevant documentation that may assist your application.

foi.enquiries@education.wa.edu.au



For Further Information

Please refer to the FOI page on the Department of Education [website](#) or contact the Information Access Team via email: foi.enquiries@education.wa.edu.au or by phone 9264 4867.

COLLECTION NOTICE – *Freedom of Information Act 1992(WA)*

Agency/Organisation Name:

Department of Education (The Department), Western Australia

Purpose of Collection

Your personal information is being collected for the purpose of processing and managing your application under the *Freedom of Information Act 1992(WA)* (the FOI Act), including assessing your request, locating relevant documents, and communicating with you about your Freedom of Information application.

Authority for Collection

The collection of this information is authorised under the FOI Act.

Types of Information Collected

Personal information collected includes name, date of birth, contact details, relationship to a person if applying on behalf of another person and personal information that may be provided to describe the documents sought. We also require proof of identity documents. If the requested personal information is not provided the application cannot be processed.

Use and Disclosure of Information

Your personal information will be used by the Department for the primary purpose of processing your Freedom of Information request including:

- Internally to relevant officers to assist with locating and assessing documents.
- Authorised by law

Consequences of Not Providing Information

If you do not provide the requested personal information, The Department, may be unable to process your Freedom of Information application effectively or at all.

Access and Correction

You have the right to access and request correction of your personal information held by the Department, subject to the provisions of the FOI Act.

Contact Details

For more information on how the Department handles personal information, please refer to our [Privacy](#) page.