



APPLICATION

Request for access to documents under the *Freedom of Information Act 1982 (Cwlth)*

About this form

This form is to be used to request access to documents under the [Freedom of Information Act 1982 \(Cwlth\)](#).

This form should be read in conjunction with the Education Standards Board's [Information Statement](#).

Assistance

For assistance in completing this form, please contact the ESB Freedom of Information (FOI) Officer by email at educationstandardsboard@sa.gov.au or telephone (08) 8226 0077. Further information about FOI is available from the [ESB Website](#) and the [Office of the Australian Information Commissioner](#).

Submitting this form

This form can be submitted by email to educationstandardsboard@sa.gov.au or by post to:

Freedom of Information Officer
Education Standards Board
GPO Box 1811
ADELAIDE SA 5001

Fees

Charges relating to FOI requests are determined by the [Freedom of Information \(Charges\) Regulations 2019 \(Cwlth\)](#). Where considered appropriate, an estimate of charges will be provided to you once documents within the scope of your request are identified. If a fee is applicable you will be invoiced accordingly.

There is no charge to access a document that contains the applicant's personal information.

Privacy statement

Personal information provided in this form will only be used by the Education Standards Board for the purposes of processing the FOI request.

Applicant's details:

Title	Mr	Mrs	Miss	Ms	Other
Family name					
Given name(s)					
Postal address					
Email address				Phone number	
Applicant's signature				Date	

Authorisation – access to documents on behalf of another person

If you are lodging an FOI request on behalf of another person, you must provide proof of identity (for example, Australian driver's licence, passport, citizenship certificate or birth certificate) and a signed letter or copy of power of attorney documentation, to demonstrate that you are authorised to:

- make an FOI request on their behalf;
- communicate with ESB in relation to the FOI request; and
- receive copies of documents that may be released by ESB.

Title	Mr	Mrs	Miss	Ms	Other
Family name					
Given name(s)					
Company/representative (if applicable)					
Postal address					
Email address				Phone number	
Applicant's signature				Date	

Documents requested

Access to the following documents is requested:

Please describe the documents you want access to as clearly as possible.

If documents requested are within a particular time period, enter from and to dates:

From:

To:

Form of access

Please select your preference:

I require a copy of the documents.	Yes	No
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I wish to inspect the documents.	Yes	No
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I require access in another form (please specify below).	Yes	No
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Do these documents contain information about the applicant's personal affairs?

Yes No

Preferred method of contact

The applicant's preferred means of accessing the documents identified above is:

To receive a copy by post (please ensure a postal address is provided).

To receive a copy by email (please ensure an email address is provided).

Consultation with third parties

If the documents identified related to an individual/organisation (other than the applicant), it may be necessary for ESB to consult that individual/organisation in order to obtain their views about the potential release of documents.

Where consultation with a third party is necessary, does the applicant consent to the disclosure of their identity for the purposes of third party consultation?

Yes

No

n/a

If there is any additional information that would assist ESB to process your request, please include these details in your email or as an attachment when submitting this form.