



Freedom of Information

DOCUMENT INFORMATION

Responsible officer	Director, Corporate Services
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1. Freedom of Information requests

Requests for information will be considered in accordance with the Freedom of Information Act 1992. Applications will be processed in accordance with the Authority's internal Freedom of Information manual. Should applicants require access to documents pursuant to a Freedom of Information request, the charges structure set out in the Freedom of Information Regulations (1993) may apply. The scale of fees and charges applicable under the Act has been set by regulations and appeared in the Government Gazette on 22 October 1993.

A person who wishes to obtain access to one or more documents of the Authority must make application as follows:

- (a) in writing
- (b) give enough information to enable the requested documents to be identified
- (c) give an address in Australia to which notices under this Act can be sent
- (d) give any other information or details required under the regulations
- (e) lodge the request at the office of the Authority with any application fee payable under the regulations.

An application may be lodged by delivering by hand, post or facsimile. Where the application is lodged by post it is regarded as having been lodged with the Authority at the end of the fifth day after it was posted. Where an application is lodged by facsimile it is regarded as having been lodged with the Authority on the day it is transmitted. Applications should be addressed to:

The Freedom of Information Officer
School Curriculum and Standards Authority
PO Box 816
CANNINGTON WA 6987

Applications will be responded to as soon as possible within 45 days of the Authority receiving the request, and the application fee of \$30.00.