

Freedom of Information Act 1992 (s.12)

Application for Access to Documents

For assistance understanding the Freedom of Information (FOI) process, please refer to the Shire of Exmouth [Information Statement](#) available on the Shire's website or contact the Shire Administration to speak with the FOI Coordinator



PARTICULARS OF APPLICANT

Given Name/s _____ Surname _____

Company Name _____

Address _____

Contact Number _____

Email Address _____

DETAILS OF REQUEST

Personal Documents

Non-Personal

I wish to apply for access to documents concerning:

Please provide specific details to ensure clarity for your request, this will assist the FOI Coordinator to find your documents

FORM OF ACCESS PREFERRED

I wish to inspect the document(s) Yes No

I require hard copy of the document(s) Yes No

I require electronic copy of the document(s) Yes No

Freedom of Information Act 1992 (s.12)

Application for Access to Documents



PAYMENT METHOD

An application fee of \$30.00 is required as the application Fee. You will receive a letter of charge outlining the payable fee once your application has been received and reviewed. This will outline the payment methods available.

TERMS AND CONDITIONS

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

Signature _____ Date _____

If you have questions regarding your Freedom of Information application, please send the completed form with your queries to our Administration Team on info@exmouth.wa.gov.au

FUTHER INFORMATION

For general information and advice on Freedom of Information you can also contact the Office of the Information Commissioner on (08) 6551 7888, email info@foi.wa.gov.au or see their website www.oic.wa.gov.au

Reviewed – APR2024