



## Freedom of Information Application Form

**All correspondence to:**

Chief Executive Officer, PO Box 99, Woodanilling WA 6316

T: (08) 9823 1506 E: [shire@woodanilling.wa.gov.au](mailto:shire@woodanilling.wa.gov.au) W: [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

Office Hours: Monday to Friday 9.00am to 4.30pm

### FREEDOM OF INFORMATION APPLICATION FORM

#### APPLICATION FOR ACCESS TO DOCUMENTS

*Freedom of Information Act 1992*

Please refer to the Shire's Information Statement (published in accordance with the *Freedom of Information Act 1992*) before completing this form

#### DETAILS OF APPLICANT

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation Name (if application is on behalf of an organisation): \_\_\_\_\_

\_\_\_\_\_

#### DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal  Non-Personal

Details of document(s) requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document(s) Yes  No

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

I require access in another form Yes  No

Specify form required: \_\_\_\_\_



## FEES AND CHARGES

Attached is a cheque / cash to the amount of \$30.00 to cover the application fee; or Yes

I require an invoice to be issued for the application fee Yes  No

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.

*NOTE: In certain cases, a reduction in charges may apply. If you consider that you are entitled to a reduction, please submit a request with copies of the supporting documents with this form.*

I am requesting a reduction in charges Yes  No

## ACKNOWLEDGEMENTS

I HAVE READ THE Shire's Information Statement Yes  No

I acknowledge that Schedule 1 of the Freedom of Information Act 1992 provides for matter that is "exempt" from disclosure Yes  No

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_