

Freedom of Information Act 1982

Request for Access to Documents



To: Freedom of Information Officer
Maroondah City Council
PO Box 156
RINGWOOD VIC 3134
foi@maroondah.vic.gov.au

Applicant Details:

Full name:	
Address:	
Suburb:	
Phone no:	Email:

Under the Freedom of Information Act 1982, I wish to gain access to the following document(s):

Forms of access (tick where appropriate):

- ☐ I request copies of the document(s) to be forwarded by **email**
- ☐ I request copies of the document(s) to be forwarded by **mail**
- ☐ I request an inspection of the documents

Contact us

Phone 1300 88 22 33 or 9298 4598 Fax 9298 4345

maroondah@maroondah.vic.gov.au | www.maroondah.vic.gov.au | PO Box 156, Ringwood 3134 | DX 38068, Ringwood

Freedom of Information Act 1982

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Access charges:

- ☐ I understand that a **non-refundable application fee of \$31.80** is payable under Section 17 (2A) of the Freedom of Information Act (unless an exemption is requested)
- ☐ I acknowledge that **access charges** may be payable and that I will be supplied with a statement of charges if appropriate.

Lodging your application:

- By email to foi@maroondah.vic.gov.au
- In person at one of Maroondah City Council's service centres
- By mail addressed to
Freedom of Information Officer
PO Box 156
RINGWOOD VIC 3134

***All applications must be accompanied by \$31.80, which can be paid at any one of our service centres.**

Please note the application is not deemed a valid application and cannot be processed until the fee is received by Maroondah City Council.

Applicant's signature:	Date:
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Privacy Statement

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 1300 88 22 33 or email - privacy@maroondah.vic.gov.au

Office Use Only - Application Fee
Paid at (which Service Centre) and date paid:
Employee:
Receipt No:

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