

# 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](mailto: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 documents(s):

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### 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

### Partial Documents:

I am happy to obtain partial documents where personal or exempt information is deleted:

- YES    No

### Contact us

Phone 1300 88 22 33 or 9298 4598   Fax 9298 4345  
[maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au) | [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) | PO Box 156, Ringwood 3134 | DX 38068, Ringwood

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## Request for Access to Documents

### **Consultation:**

Should it be necessary to consult with third parties regarding your application, do you consent to your name being released as the FOI applicant?

YES     NO

I understand that a **non-refundable application fee of \$29.60** 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](mailto:foi@maroondah.vic.gov.au); or
- Personally, at one of Maroondah Council's Service Centres; or
- Or by post addressed to:  
Freedom of Information Officer  
PO Box 156  
RINGWOOD VIC 3134

**\*All applications must be accompanied by \$29.60 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 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 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

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

### **Contact us**

Phone 1300 88 22 33 or 9298 4598 Fax 9298 4345

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