



APPLICATION FOR ACCESS TO DOCUMENTS

Freedom of Information Act 1992, Section 12

Shire of Mundaring
7000 Great Eastern Highway
Mundaring WA 6073

Phone (08) 9290 6666

Email - shire@mundaring.wa.gov.au

Website - www.mundaring.wa.gov.au

Fax (08) 9295 3288

Instructions: Please print in the spaces provided. For assistance describing the types of documents you are seeking to access, please refer to the Shire of Mundaring Information Statement available on the Shire's website or contact the FOI Coordinator on the above number.

APPLICANT DETAILS

Surname: _____ **First Name:** _____
Address: _____
Telephone: _____ **Postcode:** _____
Mobile: _____ **Facsimile:** _____
E-mail: _____

DETAILS OF REQUEST

Please indicate whether documents are:

Personal **Non Personal:**

Note: Personal Information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Please indicate a date range for the documents, if possible.

FORM OF ACCESS

Please indicate form of access required:

Inspection: Hard Copy: Electronic Copy:

FEES AND CHARGES

An application fee of **\$30.00** is required for non-personal applications; personal information is free of charge.

Please make cheques and money orders payable to the Shire of Mundaring.

Payment By:

Cheque Money Order Visa Mastercard

Card Number

Expiry Date:

Name on Card: _____

Signature: _____

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 an estimate of charges, if appropriate.

I also acknowledge the response time: 45 working days from date of receipt or as agreed by agency and applicant.

Signature: _____

Date: _____

FURTHER INFORMATION

For advice and further information on FOI and the types of documents held by the Shire, contact the Shire's FOI Coordinator on (08) 9290 6666, or see the Shire's website at www.mundaring.wa.gov.au.

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

Privacy

The personal information collected on this form will only be used by the Shire of Mundaring for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.