

# Application for Access to Documents

Freedom of Information Act 1992

Section 12



For further information please refer to the Information Statement available on the Shire's website.

For advice, information on the types of documents held by the Shire or for assistance describing the types of documents you are seeking to access contact the Freedom of Information Coordinator on 08 9290 6666 or by email to [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au).

For general information and advice on Freedom of Information you can also contact the Office of the Information Commissioner on 08 6551 7888 or refer to [www.foi.wa.gov.au](http://www.foi.wa.gov.au).

## Applicant Details

Name:

Postal Address:

Phone:

Email:

## Details of Request

Type of request:  Personal Documents  Non-personal documents

Note: personal information is information about you.

For example, family details, details of employment, material in personal records etc.

Documents requested:

You can apply in writing rather than completing this form, however please ensure you give enough information to enable the requested document(s) to be identified.

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

Form of access:  Inspection  Hard copy  Electronic copy

## Payment

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.

Cheque/                       Money Order                       Visa                       Mastercard

Card Number: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      Expiry \_\_\_\_ / \_\_\_\_

Name on card:

Signature:

Date:

## Declaration

I understand that the application is considered as officially lodged when the application fee has been paid and both parties (the Applicant and the Shire) agree on a manageable scope.

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.

Signature:

Date:

Note: The personal information collected on this form will only be used by 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.