

Accessing Public Documents

Malu Care is committed to upholding transparency, cultural safety, and the dignity of our participants and stakeholders. In line with our organisational values and privacy obligations, members of the public are welcome to request access to the following public documents:

- Newsletters
- Publications
- Approved summaries of Management Committee meetings (excluding any commercial-in-confidence or participant-sensitive information)
- Annual Reports

To request access:

- Please complete the Public Document Access Request Form available on our website or at the office reception.
- A minimum **of seven (7) business days** should be allowed for the collection and preparation of documents.
- In cases where significant photocopying is required, a **nominal fee may apply to cover reproduction costs**.
- Some documents **may be restricted to onsite viewing only** and cannot be removed from Malu Care premises to maintain confidentiality and safeguard sensitive information.
- Access to documents will be granted in a culturally safe, respectful, and timely manner, subject to Malu Care's Privacy, Confidentiality, and Information Protection Policy.
- We are committed to ensuring that information access is provided fairly, respecting the rights, privacy, and dignity of all participants and stakeholders.

Personal Details

Full Name _____

Include other known names _____

Address _____ Postcode _____

Phone _____ E-mail address: _____

Signature: _____ Date: _____

Office Use Only:

Proof of identification sited

Details of the information requested

(1) What is the name of the document you need?

(2) If you do not have a name of the document, provide more information.

(3) When do you require this information?

(4) How would you like to receive this information? (Please note some documents may be too large to email.)

☐ In person

☐ Email

☐ Postal

For office use only:

Approved by:

Date:

Action/Comments:

Request not approved by:

Reason: