



Information Statement 2026



Review Completed June 2026
Next Review May 2027

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1. INTRODUCTION

Section 96(1) of the *Freedom of Information Act 1992 (WA)* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

Section 94 of the Act states that an Information Statement, in relation to an agency, is a statement that contains:

- a) A statement of the structure and functions of the agency;
- b) A description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- c) A description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- d) A description of the kinds of documents that are usually held by the agency including -
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
 - (ii) which kinds of documents can be purchased; and
 - (iii) which kinds of documents can be obtained free of charge;
- e) A description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d) (i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- f) A description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - (ii) the address or addresses at which access applications can be lodged;
- g) A description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

This document has been prepared for the Shire of Denmark pursuant to Part 5 of *Freedom of Information 1992 Act (WA)*, and is correct as at 1 June 2026. Copies of this document may be obtained from:

The Freedom of Information Coordinator
Shire of Denmark
953 South Coast Hwy (PO Box 183)
DENMARK WA 6333

Or on the Shire's website at www.denmark.wa.gov.au

By contacting the Freedom of Information Coordinator between Monday and Friday (9:00am – 4:00pm), via:

Phone: (08) 9848 0300
Email: info@denmark.wa.gov.au

2. SHIRE OF DENMARK'S STRATEGIC COMMUNITY PLAN

On August 2025 Council adopted a Council Plan - *Our Future 2035* that includes the Strategic Community Plan for the Shire of Denmark.

Our Future 2035 outlines the long-term vision, values, aspirations and priorities for our community over the next ten years. It is our highest-level strategic document that guides the decisions of Council and ensures that our staff and operations are aligned to achieve our community's aspirations, now and into the future.

Our Vision – A vibrant coastal community, connected to the environment, living the village lifestyle.

Our Commitment – Protect what makes us special, improve our quality of life, and plan for future generations.

Our Goals –

- Keep our community connected and safe.
 1. Develop and maintain our local road network and bridges to ensure safe, reliable access for all residents, support local economic activity and connection between communities.
 2. Ensure accessible paths, trails and park infrastructure to support the wellbeing of the local community and visitors.
 3. Engage the community in public safety programs and services to ensure resilience and response during disasters.
 4. Monitor and enforce compliance with regulations to ensure environmental protection and public health and safety.
 5. Ensure safe and effective animal management practices are followed to protect public safety, support responsible pet ownership and safeguard local wildlife.
 6. Preserve our Indigenous and non-Indigenous history and sites of cultural significance and remembrance for community connection and future generations.
- Create public spaces and services
 7. Safeguard the village identity for settlements in the Shire and enhance the Denmark town centre to create a more vibrant, activated and pedestrian-friendly environment.
 8. Invest in recreation, sporting, cultural and learning spaces and services to encourage a healthy and active community.
 9. Partner with community groups to help deliver services and programs.
 10. Deliver infrastructure that enhances all-ability access.
- Protect and enhance natural ecosystems
 11. Embed sustainability and environmental stewardship into land use planning, development and approvals.
 12. Look after our natural environment, focusing on bushland, coastal reserves, waterways, and biodiversity.
 13. Use less water in Shire operations and encourage similar action in the community.
 14. Aim for zero wastewater to natural waterways.
- Reduce waste
 15. Aim for zero waste to landfill through best-practice waste management and recycling.
 16. Support industry and community-led waste reduction.
- Net zero emissions
 17. Incorporate renewable and energy efficiency strategies into Shire operations to achieve net zero by 2050.
 18. Support renewable and energy efficiency initiatives across the community and industry.
- Help grow a sustainable local economy
 19. Integrate support for the local economy into all Shire operations where financially responsible.
 20. Enable commercial and business land use that maximises benefits to the local community.

21. Provide a strong and effective governing organisation that delivers value for money

COPIES OF THE STRATEGIC COMMUNITY PLAN

To peruse a copy of the Council Plan – *Our Future 2035* on our website, go to <https://www.denmark.wa.gov.au/our-shire/council/strategy-and-documents>

Copies are available for perusal at the Denmark Library or the Shire Administration Office. Alternatively, a copy can be purchased for a nominated fee.

3. MAJOR FUNCTIONS AND POWERS

The Shire of Denmark is constituted as a Local Authority under the *Local Government Act 1995*. The general function of a Local Government is to provide for the good government of persons within its district and includes general legislative and executive powers and functions.

Using its legislative powers, a Local Government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The Local Government's executive powers involve administering its local laws and other actions as necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provisions of services and facilities.

The Shire of Denmark is wholly or partly responsible for administering the following legislation and regulations:

- Aboriginal Heritage Act 1972
- Agriculture and Related Resources Protection Act 1976
- Animal Welfare Act 2002 and Regulations
- Australian Citizenship Act 2007
- Building Act 2011 and Regulations
- Bush Fires Act 1954 and Regulations
- Caravan Parks and Camping Grounds Act 1995 and Regulations
- Cat Act 2011 and Regulations
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations
- Disability Services Act 1993 and Regulations
- Dog Act 1976 and Regulations
- Emergency Management Act 2005 and Regulations
- Environmental Protection Act 1986 and Regulations
- Equal Opportunity Act 1984
- Dangerous Goods Safety Act 2004 and Regulations
- Fines, Penalties and Infringement Notices Enforcement Act 1994
- Food Act 2008 and Regulations
- Freedom of Information Act 1992 (WA) and Regulations
- Health (Miscellaneous Provisions) Act 1911
- Heritage of Western Australia Act 1990 and Regulations
- Land Administration Act 1997 and Regulations
- Litter Act 1979 and Regulations
- Liquor Control Act 1988 and Regulations
- Local Government Act 1995 and Regulations
- Local Government (Miscellaneous Provisions) Act 1960 and Regulations
- Local Government Grants Act 1978
- Main Roads Act 1930 and Regulations
- Parks and Reserves Act 1895 and Regulations
- Privacy and Responsible Information Sharing Act 2024
- Planning and Development Act 2005 and Regulations
- Planning and Development (Consequential and Transitional Provisions) Act 2005 and Regulations
- Public Health Act 2016 and Regulations
- Public Interest Disclosure Act 2003
- Rates and Charges (Rebates and Deferments) Act 1992 and Regulations
- Road Traffic (Administration) Regulations 2014

- Road Traffic Code 2000
- Shire of Denmark Town Planning Scheme No. 3 and Local Planning Policies
- State Planning Policies
- Strata Titles Act 1985 and Regulations
- Valuation of Land Act 1978 and Regulations
- Waste Avoidance and Resource Recovery Act 2007 and Regulations
- Any other Act becoming law or amended to require local government to wholly or partly be responsible for administering

LOCAL LAWS

A local government may make local laws that are necessary or convenient for it to perform any of its functions. The Shire of Denmark has adopted and administers the following local laws:

Local Laws:

- Bushfire Brigades Local Law 2008
- Cats Local Law 2022
- Denmark Cemetery Local Law 2001
- Dogs Local Law 2001
- Extractive Industries Local Law 2008
- Fencing Local Law 2024
- Health Local Law 2008
- Parking & Parking Facilities Local Law 2008
- Pest Plants Local Law 2008
- Public Places and Local Government Property Local Law 2026
- Standing Orders Local Law 2008
- Waste Local Law 2024

4. STRUCTURE AND EXECUTIVE FUNCTIONS

COUNCIL

Local Governments are required to be run by an elected council in accordance with s 2.6 of the *Local Government Act 1995*.

The Shire of Denmark has nine Elected Members on Council, with local government elections held every two years. Under the leadership of the Shire President, Elected Members serve for a term of four years. Council is the decision-making body. The day-to-day running of the Shire is the responsibility of the Chief Executive Officer, who, along with the Executive Team and staff, implement the Council's decisions.

The *Local Government Act 1995* (Part 2, Div. 2, s. 2.7) requires that:

- (1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.
- (2) The council's governing role includes the following —
 - (a) overseeing the allocation of the local government's finances and resources;
 - (b) determining the local government's policies;
 - (c) planning strategically for the future of the district;
 - (d) determining the services and facilities to be provided by the local government in the district;
 - (e) selecting the CEO and reviewing the CEO's performance;
 - (f) providing strategic direction to the CEO.
- (3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —
 - (a) the council's governing role is separate from the CEO's executive role as described in section 5.41;
 - (b) it is important that the council respects that separation.
- (4) The council must make its decisions —
 - (a) on the basis of evidence, on the merits and in accordance with the law; and
 - (b) taking into account the local government's finances and resources.
- (5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.
- (6) The council has the other functions given to it under this Act or any other written law.

REPRESENTATION – Elected Members

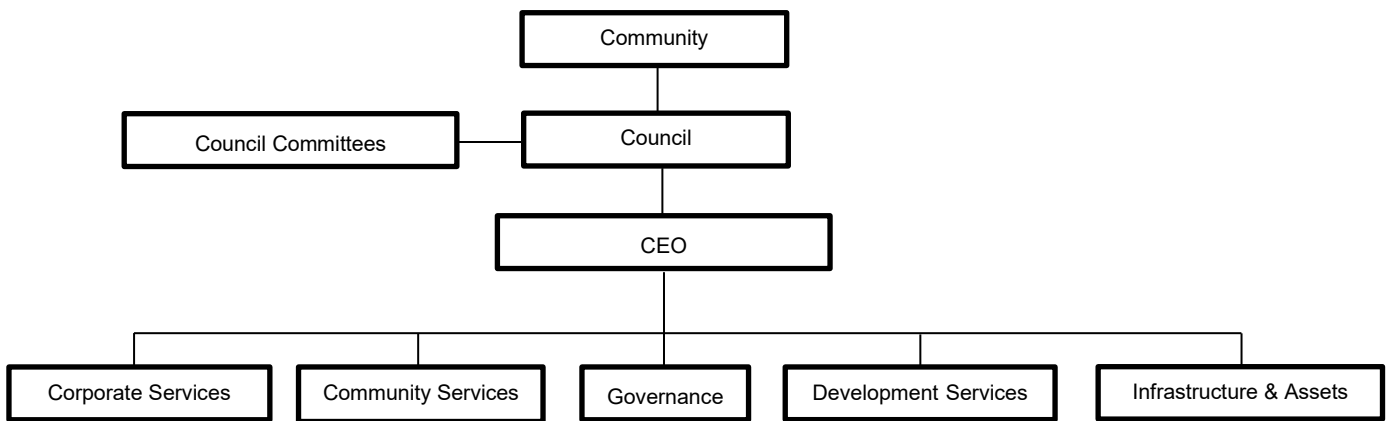
Shire President	Cr Aaron Wiggins	(term expires 2027)
Deputy President	Cr Nathan Devenport	(term expires 2027)
	Cr Clare Campbell	(term expires 2029)
	Cr Kingsley Gibson	(term expires 2027)
	Cr Jay Hockey	(term expires 2029)
	Cr Jan Lewis	(term expires 2029)
	Cr Janine Phillips	(term expires 2027)
	Cr Alex Sleeman	(term expires 2029)
	Cr Dominic Youel	(term expires 2027)

DELEGATIONS AND AUTHORISATIONS

The Chief Executive Officer and other officers have various powers and functions delegated from Council, the Chief Executive Officer or other Acts to make decisions on a number of specified administrative and policy matters. Delegations are listed in the Delegation Register and are reviewed annually by Council, pursuant to Section 5.18 of the *Local Government Act 1995*.

Various officers are authorised by the Council, the Chief Executive Officer or direct from legislation to exercise certain functions and powers. Authorised, Designated and Appointed Persons are recorded in the Authorisations and Appointments Register.

ORGANISATIONAL STRUCTURE



EXECUTIVE TEAM

Chief Executive Officer
Executive Manager Corporate Services
Director Infrastructure & Assets

David King
Kellie Jenkins
Robert Westerberg

EXECUTIVE FUNCTIONS

The Shire of Denmark provides services and facilities which align with the adopted Council Plan – *Our Future 2035* and include the following pillars:

- Keep our community connected and safe.
- Create public spaces and services
- Protect and enhance natural ecosystems
- Reduce waste
- Net zero emissions
- Help grow a sustainable local economy

5. PUBLIC PARTICIPATION

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as provide input and feedback on the performance of the Shire's functions and services.

Ordinary & Special Council meetings are open to the public and include public question time, pursuant to Section 5.24 of the *Local Government Act 1995* and Clause 3.2 (2) and (3) of the [Shire of Denmark Standing Orders Local Law](#). Council's Public Question Time Policy details the Shire's procedures on Public Question Time.

CONTACT US

The Shire has a [Contact Us](#) page on the Shire's website where the public can email the Shire's Administration about any issue or matter.

REPORT IT

The Shire has a [Report It](#) page on the Shire's website where the public can advise the Shire's Administration of any matter that needs attention. For example, a damage to a road or Shire facility.

COUNCIL COMMITTEES AND WORKING GROUPS

Council may establish committees or working groups that make recommendations to the Council, or have input into specific Shire projects. Council advertises for community member vacancies on Council Committees or Working Groups; a full list of Council's Committees, working groups and delegates can be accessed via the Shire's website <http://www.denmark.wa.gov.au/our-council/council-committees.aspx>

DEPUTATIONS AND PRESENTATIONS

In accordance with Clause 3.13 of the *Shire of Denmark's Standing Orders Local Law*, a member of the public can make a deputation or presentation to Council or a Committee, if the request to do so is approved by the Shire President or Presiding Person. A deputation may relate to an item on an agenda, or a matter concerning the affairs of the Shire generally.

ELECTED MEMBERS

Members of the public can contact the Shire's Elected Members to discuss any issue relevant to, and within the jurisdiction of, Council. Elected Member contact details are available on the Shire's website, in the Chamber of Commerce Directory or by contacting the Shire during office hours.

NOTIFICATIONS / ADVERTISING

Residents may be notified of Shire related matters by advertising in the local newspaper, written notification, Shire Notice Boards, Shire website, Shire social media or an onsite sign. Residents then have the opportunity to write to the Shire expressing their views.

DEVELOPMENT APPLICATION ADVERTISING

Where a development application does not comply with the provisions of the Shire's Town Planning Scheme or involves an "SA" or unlisted land use, the Shire may give written notice of the proposal to affected owners and/or occupiers, inviting comment on the application as part of the assessment process. The Council may also direct the applicant to advertise the application in any manner that it considers appropriate.

PETITIONS

Written petitions can be presented to the Council on any issue within the Shire's jurisdiction. Clause 3.4 of the *Shire of Denmark Standing Orders Local Law* outlines the process to lodge a petition.

WRITTEN REQUESTS

Any member of the public can write to the Shire of Denmark on any policy, activity, function or service provided by the Shire. Correspondence should be addressed to:

Chief Executive Officer
Shire of Denmark
PO Box 183
DENMARK WA 6333
Email: info@denmark.wa.gov.au

ELECTORS MEETINGS

An Annual Electors meeting is held by the Shire of Denmark in accordance with Section 5.28 of the *Local Government Act 1995*. All residents and ratepayers are encouraged to attend. A Special Electors meeting can be called under Section 5.28 (1) of the *Local Government Act 1995* by submitting a request on the correct form as prescribed by the *Local Government (Administration) Regulations 1996* and must be signed by a minimum of 300 electors or 5% of the number of electors.

6. DOCUMENTS HELD BY THE SHIRE OF DENMARK

The Shire holds records relating to various functions of the Shire as described below:

- Building
- Public Health
- Rates
- Planning and Development
- Financial Management
- Community Relations
- Governance
- Information Management
- Recreation and Cultural Services
- Local Laws and Local Law Enforcement
- Emergency Services
- Risk Management
- Customer Service
- Private Works
- Infrastructure and Assets
- Waste Management
- Parks and Reserves
- Grants and Subsidies
- Correspondence (Public and Government agencies)
- Council and Committee Records – Agendas/Minutes

COUNCIL AGENDAS AND MINUTES

Under the *Local Government Act 1995* the Council Agenda and Minutes are available for free inspection at the Shire Office and the Public Library and are also available on the Shire's website.

RATES BOOK

Provision of copies of Rates Books or Rate Book extracts must be made via an Application Form and the request must be approved by the Chief Executive Officer or sub-delegate.

BUILDING/DEVELOPMENT APPLICATIONS

As the authority responsible for granting development approval and issuing building permits for land zoned under the Town Planning Scheme, the Shire of Denmark has a broad record of drawings and plans of buildings within the Shire area. The drawings and plans can include site plans, floor plans, elevations, sections, and detailed technical drawings (such as mechanical, hydraulic, structural and architectural drawings) and in some cases perspective drawings or photo montage images.

Access to this information is available subject to the consent of the current owner of the property. Information about the year of construction and builder details are also available. Charges generally apply for obtaining this information and the availability of plans in all instances cannot be assured.

MUNICIPAL HERITAGE INVENTORY

Under the *Heritage of Western Australia Act 1990* the Shire of Denmark is required to prepare a Municipal Heritage Inventory. This is an inventory of all buildings within the Shire of Denmark boundaries that are or may become of cultural heritage significance to the community. Details in the inventory include property address, ownership, description, historical information, architectural information, bibliography, listing status, and a digital photo of each building. Access to place records on the adopted inventory is free of charge. The Municipal Heritage Inventory can be accessed on the Shire of Denmark's website. Alternatively, the document can be viewed at the Public Library or the Shire of Denmark's Administration building, and is available for purchase.

7. ACCESS TO COUNCIL DOCUMENTS

The Shire seeks to make information and documents available to members of the public promptly and at the least possible cost. Whenever possible documents will be provided without a formal application process. The *Local Government Act 1995* and other legislation may provide situations where information or documents must be made available under certain circumstances. If information is not routinely available, the *Freedom of Information Act 1992 (WA)* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date, and not misleading.

Information is made available through a range of mediums including public statements, media releases, the Shire's website, Facebook, local and state-wide newspapers, notice boards, library services, information sheets, and other publications, as well as individual correspondence, public and statutory documents, and reports.

DOCUMENTS AVAILABLE OUTSIDE THE FREEDOM OF INFORMATION ACT

The following documents are available for public inspection free of charge at the Shire Administration Office; copies of documents will incur charges as per the Shire of Denmark's Schedule of Fees and Charges. Many of the documents are also available on the Shire's website at www.denmark.wa.gov.au:

- Annual Financial Statements and Budgets
- Business Plans (Prepared under Section 3.59 of the *Local Government Act 1995*)
- Annual Reports
- Town Planning Scheme, Local Planning Strategy and Planning Policies
- Codes of Conduct
- Documents released for Public Comment
- Freedom of Information - Information Statement
- Public Interest Disclosure Procedures
- Local Laws
- Media Releases, Public Notices and Advertisements
- Minutes of Committee and Council Meetings
 - *Limitation*: access does not extend to the inspection where a meeting of Council or Committee (or a part of such a meeting to which the information refers) was closed to members of the public.
- Council Policies
- Rates Records (only available upon application and if approved)
- Registers; including:
 - Primary and Annual Financial Returns
 - Expired Primary and Annual Financial Returns
 - Declarations of Interest
 - Expired Declarations of Interest
 - Gate Permit Register
 - Gift and Travel Contributions
 - Electoral Gifts Register
 - Management Orders (for reserves)
 - Easements
 - Shire Owned Property Titles
 - Bushfire Brigades Register
 - Roadside Memorials, memorial furniture and plaques Register
 - Tenders Register
 - Attendance at Events Register (Elected Members)
 - Continuing Professional Development Register (Elected Members)
 - Complaints Register (Elected Members)
 - Fees, Expenses and Allowances paid to Elected Members Register

- Delegations Register
- Authorisations and Appointments Register
- Owners and Occupiers Roll (only available upon application and if approved)
- Schedule of Fees and Charges
- Statutory Notices
- Council Plan (incorporating the Strategic Community Plan and Corporate Business Plan)
- Disability Access and Inclusion Plan (DAIP)
- Record Keeping Plan (RKP)
- Local Emergency Management Arrangements
- Burials and Interments Register (Denmark Cemetery)
- Reservation and Memorial Applications Register (Denmark Cemetery)

LIBRARY FACILITIES

Access to some Shire records is also available from the Denmark Library, 34 Strickland Street, Denmark.

RETENTION AND DISPOSAL OF COUNCIL RECORDS

Retention and Disposal of the Shire of Denmark records is in accordance with the *State Records Act 2000* and the *Shire of Denmark Record Keeping Plan*.

DOCUMENTS AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

Access to documents other than those listed as accessible outside the *Freedom of Information Act 1992 (WA)* must be via a Freedom of Information application (See Appendices to this document).

8. FREEDOM OF INFORMATION - PROCEDURES AND ACCESS ARRANGEMENTS

It is the aim of the Shire of Denmark to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information (FOI) process.

If information is not routinely available, the *Freedom of Information Act 1992 (WA)* provides the right to apply for documents held by the Shire of Denmark and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

FREEDOM OF INFORMATION APPLICATIONS

Access applications must:

- Be in writing;
- Give enough information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and
- Be lodged at the agency with any application fee.

Applications can be received via post, over the counter, or emailed, however an application is not valid unless the criteria above have been satisfied.

Applications can be directed to:

The Freedom of Information Coordinator
Shire of Denmark
PO Box 183
DENMARK WA 6333
Phone: (08) 9848 0300
Email: info@denmark.wa.gov.au

Applications will be acknowledged in writing.

FREEDOM OF INFORMATION CHARGES

A scale of fees and charges are set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary.

The fees and charges are as follows:

1. Personal information about the applicant	No fee and no charges
2. Application fee (for non-personal information)	\$30.00
3. Charge for time dealing with the application (per hour)	\$30.00
4. Access time supervised by staff (per hour)	\$30.00
5. Photocopying staff time (per hour)	\$30.00
6. Per photocopy	20 cents
7. Transcribing from tape, film or computer (per hour)	\$30.00
8. Duplicating a tape, film or computer information	Actual cost
9. Delivery, packaging and postage	Actual cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

DEPOSITS

- Advance deposit may be required of the estimated charges 25%
- Further percentage of estimated charge may be required 75%

ACCESS ARRANGEMENTS

Access to documents can be granted by ways of inspection, a copy of a document, a copy of a document in an edited form, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

NOTICE OF DECISION

As soon as possible, but in any case, within 45 calendar days applicants will be provided with a Notice of Decision which will include details such as:

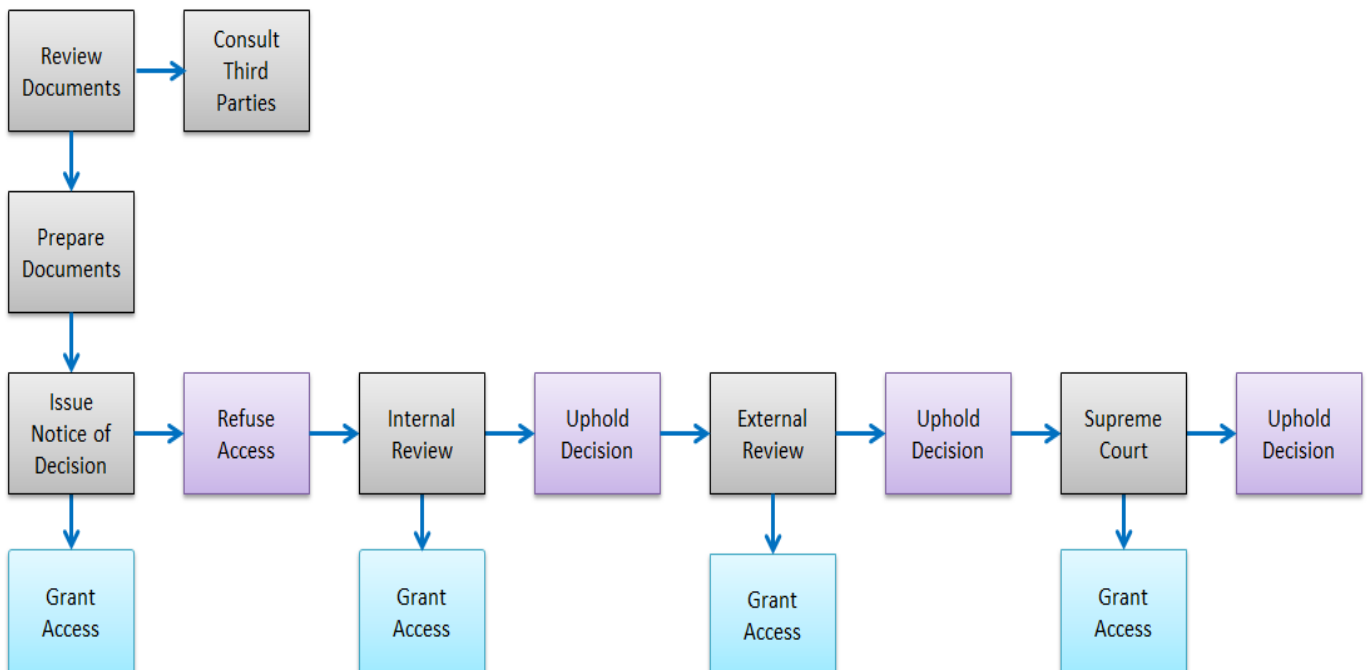
- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- If access is refused, the reasons for claiming the document is exempt (or the fact that access is given to an edited document); and
- Information on the rights of review and the procedures to be followed to exercise the review rights.

REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the Shire of Denmark are entitled to ask for an **internal review** by the agency. Applications should be made in writing within 30 calendar days of receiving the Notice of Decision. Applicants will be notified of the outcome of the review within 15 calendar days.

If the applicant disagrees with the result of an internal review, they can apply to the Information Commissioner for an **external review**. An application for external review should be made within 60 calendar days of receiving notice of the internal review decision. (Note: if requesting an external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.)

THE FREEDOM OF INFORMATION PROCESS FLOW CHART



9. AMENDING PERSONAL INFORMATION

Individuals who are concerned that the Shire of Denmark holds information about them that is inaccurate, incomplete, out of date, or misleading are encouraged to contact the Shire first to discuss whether the information can be corrected without the need for a formal application under the *Freedom of Information Act 1992 (WA)*.

If dissatisfied with the Shire of Denmark's response, an application can be made to the Freedom of Information Coordinator to correct or amend any documents containing an individual's personal information.

The application must be in writing and provide information or evidence to establish that the personal information sought to have amended is inaccurate, incomplete, out of date or misleading.

Furthermore, applicants must indicate whether they wish the amendment of the information to be made by altering, striking out or deleting the information or inserting information or a note in relation to the information.

The Shire of Denmark will inform the applicant of its decision, and reasons for arriving at that decision, within 30 days of receiving a valid application together with rights of review should the applicant be dissatisfied with the decision.

There are no fees or charges associated with an application for amendment of personal information under the *Freedom of Information Act 1992 (WA)*.

Enquiries and/or applications to amend personal information can be directed to:

The Freedom of Information Coordinator
Shire of Denmark
PO Box 183
DENMARK WA 6333

Phone: (08) 9848 0300
Email: info@denmark.wa.gov.au



Privacy Collection Notice: The Shire of Denmark collects your personal information to deliver services and meet our legal obligations under relevant laws. We handle your information in accordance with the *Privacy and Responsible Information Sharing Act 2024* and other applicable legislation. Your information is stored securely and kept only as long as required. It may be shared internally at the Shire of Denmark to aid our customer service delivery and may be shared with other government agencies if required by law. Your request for documents will be transferred to another agency if the documents requested are held by them. You must provide an Australian postal address for your request to be valid. If you do not provide other contact details in this application form, this may slow the processing of your request.

You can request access to or correction of your personal information by contacting the Shire of Denmark Privacy Officer at info@denmark.wa.gov.au. For more information, visit www.denmark.wa.gov.au/privacy

Application for Access to Documents under Freedom of Information Act 1992, s12

DETAILS OF APPLICANT

Surname: _____ Given Name: _____

Organisation/Business (if applicable): _____

Australian Postal Address: _____

Telephone Number: _____ Email address: _____

DETAILS OF REQUEST

Please select **one** of the options below:

Request for documents containing your personal information only

(Personal information is information about you, your name, identifying details, material in personal records, etc. Proof of identity is required.)

Request for non-personal documents that contain information relating to third parties

(incurs \$30 application fee and additional charges may apply)

Document Description

Please provide as much information to help us identify the document/s are seeking access to, such as:

- Subject matter: what the document/s relate to (e.g. names, location, address, incident)
- The date range in which the document/s may have been created
- The type of document/s you seek (e.g. an email, a report, CCTV footage)

FORM OF ACCESS: Please indicate form of access required.

- Electronic (copies of documents will be emailed)
- Inspection (in person at Council Administration Offices)
- Hard copy via post (additional fees may apply)
- Other (please specify): _____

FEES AND CHARGES: Fees and charges are set under the *Freedom of Information Regulations 1993*. Apart from the \$30.00 application fee for non-personal information (information that is not personal information about the applicant), all charges are discretionary. Additional application processing fees may apply (e.g. photocopying, postage, transcription). An estimate of charges will be provided if the cost is expected to exceed \$25.00. In certain cases, the Shire of Denmark may reduce charges by 25%.

PAYMENT METHOD: Applications for non-personal information must be accompanied by the \$30.00 application fee. Payment can be made by: cash (in person at the Shire of Denmark Council Administration Office), cheque or money order (made payable to Shire of Denmark), or credit card (in person or via telephone.)

AUTHORISATION AND CONSENT

- By ticking this box, I acknowledge that before I obtain access to document/s 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 am requesting a reduction in fees and charges with my application and have attached supporting documents.
- I consent to all 'personal information' of third parties being edited from the requested document/s. This includes: names, contact details, signatures and identifying information of third parties that are not state and local government officers.
- I consent to all 'personal information' and 'prescribed details' of WA state and local government officers being edited from the requested document/s. This includes: names, position titles, contact details and signatures of WA state and local government officers, including the Shire of Denmark.
- I consent to my name being disclosed to a third party consulted by the Shire of Denmark as the applicant requesting the information. Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly, as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known.

Applicant's Signature: _____ **Date:** _____

FURTHER INFORMATION

- Once valid, your application will be dealt with as soon as practicable (or at the latest, within 45 days) after it is received.
- A valid application must:
 - be in writing,
 - provide an Australian postal address,
 - contain enough information to identify the documents sought, and
 - be accompanied by any applicable fee.
- For advice and further information regarding the types of documents held by the Shire of Denmark, please refer to our website www.denmark.wa.gov.au and [Information Statement](#).
- For general information and advice regarding Freedom of Information, the Office of the Information Commissioner can be contacted on (08) 6551 7888 or at www.oic.wa.gov.au.