



## 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%. Please refer to the [Shire of Denmark Information Statement](#) for details of further information.

## 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 confirm I understand 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](http://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](http://www.oic.wa.gov.au).

### Office Use only

FOI Reference: \_\_\_\_\_ Date Application Valid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Acknowledgement: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proof of Identity (if applicable): \_\_\_\_\_ Sighted by: \_\_\_\_\_