



**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](mailto:info@denmark.wa.gov.au). For more information, visit [www.denmark.wa.gov.au/privacy](http://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)

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**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](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).