Freedom of Information Application Form

Shire of Donnybrook Balingup *September 2026*

Application for Access to Documents pursuant to the *Freedom of Information Act 1992*.

APPLICANT DETAILS		
Surname:	Given Name(s):	
Address:		
	Suburb:	Postcode:
Phone:	Mobile:	
Email:		

If application is on behalf of an Organisation:

Name of Organisation/Business:	
Agent/Representative Name:	

If you are applying on behalf of another person or are a company representing a business or individual to whom the information you seek relates, please note a signed authority to release from that individual or business is required.

DETAILS OF REQUEST

☐ Request for documents containing personal information only
(This is information about an identifiable individual. Proof of identity may be required)

☐ Non personal documents that contain information relating to third parties
(Incurs $30 application fee)

If applicable, please indicate a date range of the requested document(s)

Start Date:		End Date:	

Access to the following documents is requested (please be as specific as possible)**:**

(08) 9780 4200 www.donnybrook-balingup.wa.gov.au shire@donnybrook.wa.gov.au 1 Bentley Street, Donnybrook, 6239

Please provide a reason for this request as it may assist in the accurate identification of documents. *(Optional)*

PERSONAL INFORMATION OF THIRD PARTIES

Consenting to the removal of third party personal information will enable the application to be processed more quickly.

Please tick to indicate your consent:

I consent to all personal information of third parties being deleted from the requested documents *(This includes names, contact details, signatures and identifying information of third parties who are not WA state or local government officers)*	☐
I consent to all prescribed details of Shire officers being deleted from the requested documents *(This includes names, position titles, contact details and signatures of WA state and local government officers, including Shire of Donnybrook Balingup employees)*	☐
I consent to all prescribed details of Shire Contractors and Service Providers being deleted from the requested documents *(This includes names, position titles, contact details and qualifications of Contractors and Service Providers to the Shire of Donnybrook Balingup)*	☐
I consent to all commercial information of third parties being deleted from the requested documents *(This includes financial information, terms and conditions, relevant calculations, quotes, or estimates provided by third party organisations to the Shire)*	☐
I consent to third parties being given my name as the applicant requesting this 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 may be more willing to consent to the release of their information if the applicant is known)*	☐

Please note some of the above information may still be removed from the documents provided to you even if you do not consent to its removal as it may be deemed exempt information. If this occurs the reasoning will be outlined in the notice of decision for your application.

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FORM OF ACCESS

Please indicate how you would like to access the documents:

Electronic copy *(This is the Shire's preferred form of access)*	☐
Physical hard copies *(Charges may apply)*	☐
Inspection of documents	☐

Please note copyrighted documents will be available for inspection only.

FEES AND CHARGES

A breakdown of the relevant fees and charges can be found on our website and in our information statement.

Fees and charges do not apply to personal applications or internal reviews.

ADDITIONAL INFORMATION

Further information can be obtained from the Shire's FOI Coordinator on 9780 4200 or via shire@donnybrook.wa.gov.au

Further information on Freedom of Information can be found on the Office of the Information Commissioner's website at www.oic.wa.gov.au

AUTHORISATION

By signing below, you declare that you have read, understood and acknowledged the following:

- Before you obtain access to the requested documents, you may be required to pay processing charges in request to this application, and that you will be supplied an estimate of charges if additional charges apply to your application.
- This application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received, subject to confirmation that you wish to proceed with the estimated charges.
- You may be required to prove your identity for personal applications.

Signature: _____ Date: _____

Privacy Collection Notice

The Shire of Donnybrook Balingup collects personal information to provide services and carry out its functions. Information about how your personal information is collected, used, disclosed and managed, including the Collection Notice applicable to this service or activity, is available on the Shire's PRIS webpage and in the Shire's Privacy Policy. If you do not provide the requested information, the Shire may be unable to provide the requested service or process your request. For privacy enquiries, please contact the Shire's Privacy Officer.

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