



Shire of Coolgardie

Po Box 138, Kambalda, WA 6442

Ph: (08) 9080 2111 F: (08) 9027 3125

E: mail@coolgardie.wa.gov.au

www.coolgardie.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS

(Under the Freedom of Information Act 1992, s.12)

DETAILS OF APPLICANT:

Applicant	
Name of Organisation	
On Behalf of Name of Organisation or Individual	
Address (For receipt of notices under s.12(1)(c) of the FOI Act 1992 give an address in Australia [not email address])	
Telephone	
Email	
Reference	

DETAILS OF FOI APPLICATION:

Subject matter to which your application relates. (Eg. Property details street, lot numbers suburb, certificate of title etc)	
Details of specific document/s requested Subject to s.12(1)(b) of the FOI Act (Eg. Type of document, name of sender / recipient of document)	

Date/s or range of dates of document/s requested	
Other information to facilitate your application (Eg. Such as documents that you already have and can be excluded from the scope of your request)	
INSTRUCTIONS: <ul style="list-style-type: none"> • Clearly describe the documents to which you seek access so that your request can be dealt with promptly. • If your application concerns a large number of documents, please clarify the particular document/s that you seek. • You are welcome to attach additional information to this form so that we can promptly deal with your application. • If not sure of the documents you require, please clarify with officers of the department that best relates to your request. • For more information, please contact the Shire of Coolgardie on 9080 2111 or email mail@coolgardie.wa.gov.au 	

Please delete any "Personal Information" relating to third parties from the requested documents	YES / NO Strike out whichever is not applicable
Please delete any "Prescribed Details" relating to agency officers from the requested documents	YES / NO Strike out whichever is not applicable
<p>Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that the Shire of Coolgardie does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges</p>	

NOTES FOR APPLICANTS:

- If your application is for access or amendment to your personal information, please provide a certified copy of on of the following documents:
 - Driver's Licence
 - Aged Pensioner Concession Card
 - Passport
 - Birth Certificate (and Marriage Certificate if name has changed)
 - Proof of Age Card (issued by the Department of Transport)

DOCUMENTS MUST BE CERTIFIED BY A PERSON AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER SCHEDULE 2 TO THE OATHS, AFFADAVITS AND STATUTORY DECLARATIONS ACT 2005.

If proof of identity in the manner described above is not provided, The Shire of Coolgardie will not provide access to, or amend the requested information until satisfied of your identity (s.29(a) of the FOI Act.)

- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority, authorising you to act on their behalf.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received. However, where necessary, extensions may be required.

Further information can be obtained from the Shire of Coolgardie's FOI Officer on (08) 9080 2111. *The Freedom of Information Act (WA) 1992* may be purchased from the State Law Publisher on (08) 9321 7688 or can be viewed online at the FOI Commissioner's website: www.foi.wa.gov.au

FEES AND CHARGES

- Applications seeking personal information or amendment of personal information are free of any fee or charge.
- **The application fee for any non personal application is \$30.00**
- The Shire of Coolgardie will accept payment via cash in person, cheque, eftpos or direct bank transfer. Our bank details are as follows:
 - Account Name: Shire of Coolgardie
 - BSB 016-719
 - Account Number 201587602
 - Reference FOI_Your Name
- Please make Cheques payable to the Shire of Coolgardie and address to PO BOX 138, Kambalda WA 6442, on the back, write the reference, FOI_Your Name
- If necessary the Shire of Coolgardie may impose a charge for processing the application. If charges apply the Shire will send you a statement of payable charges. Currently, where processing charges apply, the current breakdown will be as follows:
 - \$25.00 per hour of staff time processing charge (if number of pages is greater than 50)
 - \$25.00 per hour of staff photocopying time (if number of pages is greater than 50)
 - \$0.25 per photocopied sheet of A4 paper

DECLARATION

I understand that before I have access to documents I **must** pay the application fee of \$30.00 for my application to be valid, and I **may** have to pay processing charges, and that in this case I will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

Signature

Date

Applications may be lodged together with application fee to:

By Mail:

FOI Coordinator
Shire of Coolgardie
PO Box 138
Kambalda WA 6442

In Person:

FOI Coordinator
Shire of Coolgardie
Irish Mulga Drive,
Kambalda WA 6442
Coolgardie Rec Centre,
Coolgardie WA 6429

By Fax or Email:

FOI Coordinator
Shire of Coolgardie
F: (08) 9027 3125
E: mail@coolgardie.wa.gov.au