

## City of Kalgoorlie-Boulder

# INFORMATION STATEMENT

This information statement is published by the  
City of Kalgoorlie-Boulder in accordance with  
the requirements of the  
Freedom of Information Act WA 1992

## Contact Us

### City of Kalgoorlie-Boulder

577 Hannan Street, Kalgoorlie WA 6430  
PO Box 2042 Boulder, WA 6432

T: (08) 9021 9600

E: [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au)

[www.ckb.wa.gov.au](http://www.ckb.wa.gov.au)

*This information is available in alternative formats upon request, please contact us for assistance.*



## Information Locations

This information is available in alternative formats on request. Please contact The City of Kalgoorlie-Boulder for further details or visit one of our information locations:

### William Grundt Memorial Library

13 Roberts Street  
KALGOORLIE WA 6430

T: (08) 9021 7112

*The City provides access to the Internet at this location.*

### History & Heritage (Including War Museum)

Boulder Town Hall  
116 Burt Street  
BOULDER WA 6432

T: (08) 9021 9817

## City of Kalgoorlie-Boulder Website

This Information Statement often refers to information that is available on the City of Kalgoorlie-Boulder website, [www.ckb.wa.gov.au](http://www.ckb.wa.gov.au). The website also contains up to date information about the City of Kalgoorlie-Boulder and its operations.

Document Control			
Document Set ID	3147877	Version	11
Original Date	Unknown	Last Review Date	December 2021
Current Review	July 2022	Next Review Date	July 2023
Prepared by	Coordinator Information Management – Yolanda Greyling		

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## Profile of the City of Kalgoorlie-Boulder

### History

In December 1986, a pro-amalgamation group called One Kalgoorlie movement suggested the unification of the “twin towns”. In February 1987, the Kalgoorlie Chamber of Commerce undertook a survey of residents to gauge reaction to the issue of amalgamation.

On the night of 14 November 1988, both the Town of Kalgoorlie and Shire of Boulder held Council meetings and simultaneously in both meetings, unification motions were moved and carried. A petition requesting the unification of the two councils was jointly signed and forwarded to the Governor on 16 November 1988.

The City of Kalgoorlie-Boulder was subsequently established by the City of Kalgoorlie-Boulder (Unification) Order 1989 as published in the Western Australian Government Gazette of 27 January 1989. This Unification Order prescribed the amalgamation of the municipalities and districts of Town of Kalgoorlie and the Shire of Boulder and came into operation on 1 February 1989.

The first council of the City of Kalgoorlie-Boulder consisted of the existing five wards of the former district of the Shire of Boulder and one ward of the former district of the Town of Kalgoorlie and the respective members of those wards. The first meeting of the council of the City of Kalgoorlie- Boulder was held on 1 February 1989.



## Local Information

Location	Council Administration Office 577 Hannan Street Kalgoorlie WA 6430
Number of F/T Employees	289 (full time and part time)
Population	28,709 (ABS Census 2021 Stats)
Area	95,498.05 square kilometers
Number of Electors	19,651 (2021)
Number of Dwellings	14,400 includes subdivisions
Suburbs:	
<ul style="list-style-type: none"> <li>• Kalgoorlie</li> <li>• Boulder</li> <li>• Binduli</li> <li>• Broadwood</li> <li>• Brownhill</li> <li>• Hannans</li> <li>• Karlkula</li> <li>• Lamington</li> </ul>	<ul style="list-style-type: none"> <li>• Mullingar</li> <li>• Parkeston</li> <li>• Piccadilly</li> <li>• Somerville</li> <li>• South Boulder</li> <li>• South Kalgoorlie</li> <li>• Trafalgar</li> <li>• Victory Heights</li> </ul>
Post Codes	6430, 6432, 6433, 6431, 6434
Total Rates Levied	\$26,167,000.00
Length of Sealed Roads	400.4km
Length of Unsealed Roads	1000.6km
Libraries	William Grundt Memorial Library
Primary Schools	10
Middle Schools	1
Secondary Schools	3
School of the Air	1





## Vision, Mission and Conduct

The City of Kalgoorlie-Boulders Strategic statement is –

***To guide the growth and enhancement of an integrated and broad economy for the City of Kalgoorlie-Boulder and the wider region by providing outstanding civic leadership, creating a better environment for people to live, work and invest, and by ensuring our own organisation is always financially strong, smart, operationally effective, internally and externally focused and dedicated to delivering measurable results that show we are really making a difference.***

The City of Kalgoorlie-Boulders Mission statement is –

***The City of Kalgoorlie-Boulder will be a dynamic regional centre with a proud history and a high quality of life. We are dedicated to working with the community to achieve the best possible services***

The City of Kalgoorlie-Boulder has as its vision –

***The City of Kalgoorlie-Boulder has a vision to be a sustainable regional city of the future. In pursuit of that vision, we aim to:***

- Be a clean and green city.
- Be a place people will call home.
- Have adequate facilities and services for everyone.
- Encourage and support economic development and diversification.
- Be a quality employer.
- Project a positive image at all times, demonstrating a 'can do' attitude.

***The City's values require members and staff to operate in an environment characterised by:***

- Trust
- Integrity
- Loyalty
- Passion

***This ethos will be further supported by the values of:***

- Customer Focus
- Staff Welfare
- Progressive Leadership
- Responsible Management

## Decision Making

### Council Structure

The City of Kalgoorlie-Boulder is a local government authority under the Local Government Act (WA) 1995 (Local Government Act). This Act, and associated Regulations, set out many of the rules that govern the decision-making process and structures of Council.

The Council of the City of Kalgoorlie-Boulder is an elected body. The full Council comprises twelve sitting members.

Local government elections are held every two years, and Councillors are elected for a four-year term. This requirement ensures that half the previous Council always remains between elections. The Mayor is popularly elected every 4 years.

### Management Structure

The management structure of the City of Kalgoorlie-Boulder reflects its status as a local authority.

The Local Government Act grants Council the authority to make determinations on a wide range of local affairs. Council may delegate its decision-making functions to constituted Committees or the Chief Executive Officer.

The Council of the City of Kalgoorlie-Boulder is charged with the collective responsibility for the good governance of the City of Kalgoorlie-Boulder. Having been elected by the local community, the Council and individual Councillors are responsible to the electorate for these decisions. Furthermore, the Council is bound by the various requirements of the Local Government Act and Regulations.

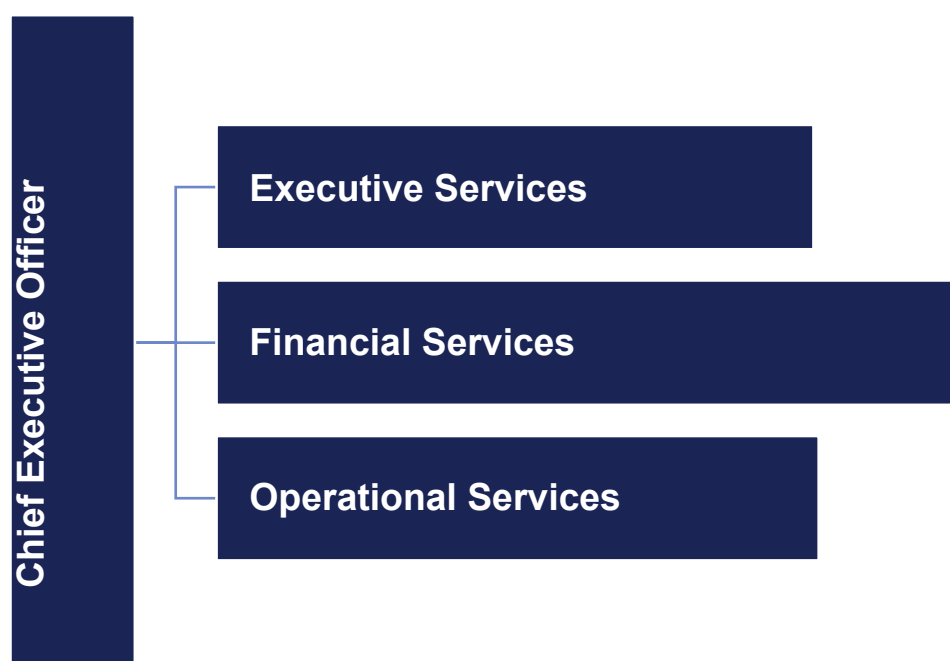
The Chief Executive Officer is charged with responsibility for the administration of the City of Kalgoorlie-Boulder. This involves implementing the decisions of Council in a timely and efficient manner. The Chief Executive Officer and staff report to Council with recommendations that Council can accept, reject or substitute with an amended resolution. Council delegate's authority to the Chief Executive Officer in some instances, and the Chief Executive Officer may delegate decision-making functions to officers within the City of Kalgoorlie-Boulder administration.

Council, in keeping with legislative requirements, is responsible for:

- Determining policies to be applied by Council in exercising its discretionary powers;
- Determining the type, range and scope of projects to be undertaken by Council;
- Developing comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the City of Kalgoorlie-Boulder.

The Chief Executive Officer is assisted in executive decision-making functions by an Executive Management team. This team, which consists of the Chief Executive Officer (CEO), Directors, Executive Managers and Executive Services, operate to advise the CEO on executive decisions and to provide a combined approach to the management of the City of Kalgoorlie-Boulder operations.

*Figure 1 City of Kalgoorlie-Boulder Management Structure*



To find out more about the City of Kalgoorlie-Boulder's key operational areas visit:  
[Our Structure » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](http://ckb.wa.gov.au)



## Committees of Council

Learn about the City of Kalgoorlie-Boulder's Council committees and working groups, which oversee several of the City of Kalgoorlie-Boulder's major activities and provide policy guidance and governance.

Follow this link to website page for more details:

[Committees » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](https://ckb.wa.gov.au/committees)



## Public Participation

### Council Meetings

The public is invited to participate in the majority of Council meetings. This participation is generally by way of public question time at the start of each meeting where the public may ask questions on any matter of interest to them. Alternatively, a member of the public may make a submission regarding an item listed for discussion on the agenda. The public question time and submissions are held at the start of each meeting. In most instances the public may remain in attendance for the duration of the meeting.

On occasion it may be necessary for a meeting, or part of a meeting, to remain closed to the public. The minutes of the meeting will contain the reason for closing and some reports may not be made available if the meeting is closed to the public.

To find out about when Ordinary Council Meetings, Public Question Time and other committee meetings are held, and to download the minutes and agendas visit:  
[Council Landing Page » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#)

### Electors' Meetings

Pursuant to Section 5.27 of the Local Government Act, a general meeting of the electors of a district is to be held once every financial year. The City of Kalgoorlie-Boulder usually holds its annual Electors' Meeting in the latter part of the calendar year, and is advertised via public notice.

Pursuant to Section 5.28 of the Local Government Act, a special meeting of the electors is to be held on the request of not less than

1. 100 electors or 5% of the number of electors – whichever is the lesser number; or
2. 1/3 of the number of Council Members

The request must specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with the regulations, and is to be sent to the Mayor.

### Community Consultation

In some instances, the City of Kalgoorlie-Boulder is required to either give public notice of its intention to take a certain course of action or provide a period of public consultation prior to taking that course of action. The process for consultation will be set out in the legislation requiring the City of Kalgoorlie-Boulder to advertise or consult.

The public may be consulted through the use of surveys, workshops, community forums and other processes. The City of Kalgoorlie-Boulder administration consults the community in this manner as directed by Council. Community consultation is used to ascertain the needs and wishes of the community as they relate to a certain project or development. The information from community consultation is collated and reported to Council.

## Notice and Advertising

In many instances the City of Kalgoorlie-Boulder is required by the Local Government Act to provide notice of its intention to take a particular course of action or decision. In other instances the City of Kalgoorlie-Boulder will advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to comment or object.

Current notices are maintained at the City of Kalgoorlie-Boulder website, and are also placed in the local newspaper. Should you have regular dealings with Council it is strongly recommended that you monitor these notices by visiting [News & Publications Landing Page » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#)

Please note that for the City of Kalgoorlie-Boulder:

- Local public notice is given by advertising the notice in the Kalgoorlie Miner or Goldfields Express newspapers, as well as displaying the notice on the display boards outside the Council Administration Building at 577 Hannan Street and at the William Grundt Memorial Library located at 13 Roberts Street.
- State-wide public notice is given by advertising the notice in the West Australian newspaper as well as displaying the notice on the display boards outside the Council Administration Building at 577 Hannan Street and at the William Grundt Memorial Library located at 13 Roberts Street.

Learn about public consultation for planning and major projects in the City of Kalgoorlie-Boulder. Follow this link to website page for more details [News & Publications Landing Page » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#)

## Administration

Acts & Regulations administered by the City of Kalgoorlie-Boulder is available on the website [Policies » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#). Though it may not be an exhaustive list it is a good guideline of what is used.

For current legislation please refer to the State Law Publisher for authorised versions or access Western Australian legislation and regulations at [WALW - Home \(legislation.wa.gov.au\)](#)

## Local Laws

Read the City of Kalgoorlie-Boulder's local laws regarding topics such as dogs, health, fencing, parking, standing orders for meetings, thoroughfares, trading in public places and urban environments.

For more details visit:  
[Local Laws » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#)



## Publications

Where the City of Kalgoorlie-Boulder is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format at the City of Kalgoorlie-Boulder website

[Local Laws » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](http://ckb.wa.gov.au)

## Documents that are available under S5.94 of the Local Government Act

The City of Kalgoorlie-Boulder will ensure that as much of this information as possible is made available through the City of Kalgoorlie-Boulder website; alternatively these documents can be made available by attending the City of Kalgoorlie-Boulder Administration Office in person or telephoning 9021 9600.

These documents can be made available to the public in the form or medium in which it may for the time being be held by the local government.



Document Description	Inspection Only	Website
Access and Inclusion Plan 2021 - 2026		✓
Annual Budget (Current Financial Year)		✓
Annual Reports Documents		✓
Any written law having a provision in respect of which the local government has a power or duty to enforce.	✓	
Code of Conduct for Council Members, Committee Members and Candidates		✓
Confirmed minutes of Council or Committee meetings excluding confidential items		✓
Corporate Business plan prepared under S3.59 of the Local Government Act 2021 - 2024	✓	✓
CEO Delegated Authority Register	✓	
Tourism Strategy 2020 - 2024		✓
Gift Register		✓
Information Statement		✓
Kalgoorlie-Boulder Growth Plan		✓
Local Laws		✓
Long Term Financial Plan 2020 - 2030		✓
Minutes of electors' council meetings		✓
News and Events (Media Releases, City Edition, Road Conditions)		✓
Notice papers and agenda relating to any Council or Committee meeting and reports and other documents that have been a) Tabled at a council or committee meeting; or b) Produced by the local government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting.		✓
Policies		✓
Rates Record (in respect of property ownership)	✓	
Rates Record (Historical records – microfiche)	✓	
Reconciliation Action Plan (RAP)		✓
Register of Financial Interests	✓	
Register of owners and occupiers and electoral rolls	✓	
Report of a review of a local law	✓	
Schedule of Fees and Charges (Current Financial Year)		✓
Staff Delegated Authority Register		✓
Strategic Community Plan 2020 - 2030		✓
Tenders – Upcoming tender information		✓
Tenders (awarded) Register		✓
Town Planning Scheme		✓
Youth Strategic Action Plan		✓
Waste Utility Services Plan		✓
Water Utility Services Plan		✓

## Documents held by the City of Kalgoorlie-Boulder

The City of Kalgoorlie-Boulder maintains comprehensive records of its dealings. These records generally pertain to various properties and locations within the City of Kalgoorlie-Boulder.

Each department in the City of Kalgoorlie-Boulder has processes for ensuring that documentation regarding a given dealing is collated and submitted for record keeping. These documents may include correspondence, memoranda, file notes, reports, plans, sketches, maps, diagrams and documents pertaining to the keeping of records, applications, approvals and notices.

Access to information that is not otherwise listed as available in this statement is accessed by the way of an application under the Freedom of Information Act.





# Freedom of Information

## Introduction

Should you be seeking access to information or documents that are not previously listed in the Administration section of this Information Statement, then it will be necessary to lodge a Freedom of Information application with the City of Kalgoorlie-Boulder. This application should clearly specify the document and/or information that you are seeking access to.

Please be aware that the City of Kalgoorlie-Boulder has limited resources it can devote to the processing of Freedom of Information claims. Accordingly, your application should be precise and set out the following details where they are applicable to your claim.

- The type of document sought;
- The date or approximate date of the document;
- The information contained within the document;
- The property address;
- Any other information that will assist the FOI Coordinator to locate the required document.

In processing applications, the City of Kalgoorlie-Boulder is wary of the amount of time it will take to assess a Freedom of Information claim and has the right under S20 of the Freedom of Information Act to refuse to deal with an application that will divert an unreasonable amount of resources from the City of Kalgoorlie-Boulder other operations. This right to refuse will only be used as a last resort. Should the Information Management Coordinator be of the opinion that an application would divert an unreasonable portion of the City of Kalgoorlie-Boulder resources away from other operations; the applicant will then be contacted with a request to reduce the scope of the original application.

The City of Kalgoorlie-Boulder is keen to ensure that the intent of the Freedom of Information Act is maintained and information requested by members of the public is made available where appropriate. Accordingly, the City of Kalgoorlie-Boulder is happy to work with applicants to reduce the scope of a claim and identify those documents that are essential to the claim.

The type of application that will generally lead to a request to reduce the scope of a claim is known as a “fishing expedition.” This application will generally include an all-encompassing phrase such as “all documents relating to” or “all information pertaining to”. Please be careful in considering which documents are likely to contain the information that is being sought.

Prior to making an application for access to information please consider the information that is available at the City of Kalgoorlie-Boulder website at [Home » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](http://Home » City of Kalgoorlie-Boulder (ckb.wa.gov.au))

## Freedom of Information Requests

The following represents information useful to know when submitting a request for information under the Freedom of Information Act (the Act).

### Documents Containing Personal Information

Documents containing personal information are afforded special recognition by the Act. Personal information is defined as information or an opinion, whether true or not, about an individual, whether living or dead:

- whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- who can be identified by reference to an identification number or other identifying particulars such as a finger print, a retina print or body sample.
- Where an applicant seeks access to a document containing personal information, a local government must take reasonable steps to:
  - satisfy itself as to the identity of the applicant; and
  - ensure that only the applicant or the applicant's agent, nominated in writing, receives the document.

There is no fee applicable to applications for access to personal information.

### Third Party Personal Information

There may be instances where access to personal information is requested about a third party (ie. not the applicant). If the document sought would reveal personal information about the third party, then it is one that contains exempt matter pursuant to Clause 3 of the first Schedule to the Act.

Where such an application is made, local government will be bound to consult with the third party concerned and seek his or her views as to whether the document contains exempt matter. If, after that process of consultation, a local government decides to give access to the document, the third party must be notified and given time to exercise the appeal rights provided under the Act before access can physically be given to the applicant.

### The Right of Access to Documents

Section 10 of the Act provides that a person has a right to be given access to the documents of the City of Kalgoorlie-Boulder. That right is unaffected by:

- any reasons the person gives for wishing to obtain access; or
- the City of Kalgoorlie-Boulder's belief as to the person's reasons for wishing to obtain access.

Accordingly, an individual could apply for access to information in order to gather information for legal proceedings against a local authority. Unless the document at issue was exempted under the Act, access would have to be granted in these circumstances.

## Procedures

### Application

It is Council's aim to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information process.

If information is not readily available, the Act provides the right to apply for documents held by Council and to enable the public to ensure that information in documents is accurate, complete, up to date and not misleading. The following describes the way of making such an application.

### Freedom of Information Applications

If you are seeking access to a document(s) on behalf of another person, Council will require authorisation, usually in writing.

All requests for access to these documents must be made by:

- lodging an application in writing;
- giving enough information so that the requested documents may be identified;
- give an Australian address to which notices may be sent; and
- be lodged at the Council with any application fee payable.

There is no fee applicable for personal information about the applicant.

Applicants will be notified in writing and are notified of the decision concerning access within 45 calendar days as specified in the Act.

If Council is unable to meet the requirements of the applicant within the 45-day time constraint, Council will contact the applicant to negotiate and reach agreement on an alternative date, outside the permitted period. If an agreement cannot be reached between the parties, the Council can then apply to the Information Commissioner for an extension of time. The application must be in writing explaining the attempts made to comply and the reasons why it is impracticable to deal with the application within the "permitted period" of 45 days.

If the Council does not give the applicant written notice of decision within the "permitted period", the applicant has a right to apply to the Council for an internal review of the "deemed refusal". The procedures set out in the FOI Act enable a person who is aggrieved by a decision made by an agency in relation to an access application, to apply to the agency (within 30 days) for an internal review of that decision (the "deemed refusal"). Section 13(3) of the FOI Act provides that the "permitted period" within which an agency is required to deal with an access application and make a decision on access is 45 days or such other period as may be agreed between the applicant and the agency or as allowed by the A/Commissioner under ss.13 (4) or (5) of the FOI Act.

Council may request proof of identity prior to giving access to the documents.

## Internal Reviews

If an applicant is unhappy with the decision made by Council in respect to his/her Freedom of Information application, or the fees charged for the application, he/she has the right to an Internal Review by Council.

Applications for Internal Review should:

- be made in writing;
- give details of the decision that the applicant wishes to have reviewed;
- provide an Australian address to which notices can be sent; and
- be lodged within 30 calendar days of receiving written notice from Council of its decision.

Internal Reviews will be handled by the Chief Executive Officer. There is no cost associated with an Internal Review.

For further information contact City of Kalgoorlie-Boulder's Coordinator Information Management on (08) 9021 9600 or via email on [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) or by writing to:

Chief Executive Officer  
City of Kalgoorlie-Boulder  
PO Box 2042  
BOULDER WA 6432

## External Reviews

If an applicant is not satisfied with the decision of the Internal Review, he/she has the right to lodge a complaint with the Information Commissioner seeking an External Review of that decision.

The complaint must be lodged with the Information Commissioner within 30 days of receiving the notice of decision of the Internal Review.

The complaint to the Information Commissioner must:

- be in writing;
- have attached to it a copy of the decision; and
- provide an Australian address to which notices can be sent.

There is no charge for lodging a complaint with the Information Commissioner.

For further information concerning External Reviews contact the Office of the Information Commissioner:

Office of the Information Commissioner  
Albert Facey House 469 Wellington Street  
PERTH WA 6000  
Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)  
Phone (08) 6551 7888 or  
Free call (WA country landline callers only) 1800 621 244

Fees and Charges for FOI Applications		Fees & Charges
<b>1. <u>Type of Fee</u></b>		
Application fee under Section 12(1)(e) of the Act Note – there is no fee applicable for Personal Information about the applicant		\$30.00
<b>2. <u>Type of Charge</u></b>		
(a) Charge for time taken by staff dealing with application (per hour, or pro rata for a part of an hour)		\$30.00
(b) Charge for access time supervised by staff (per hour, or pro rata for part of an hour) - plus the actual additional cost to the Council for any special arrangement e.g. hire of facilities/equipment		\$30.00
(c) Charge for photocopying		
(i) per hour, or pro rata for a part of an hour of staff time		\$30.00
(ii) per copy		\$0.20
(d) Charge for time taken by staff transcribing information from a tape or other device per hour or pro rata for part of an hour		\$30.00
(e) Charge for duplicating a tape, film or computer information		Actual cost
(f) Charge for delivery, packaging and postage		Actual cost

NB: For an applicant who is –

- Impecunious in the opinion of Council; or
- the holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates & Deferments) Act 1992, the charge payable under Regulation 5 of the Act is reduced by 25%.

Should you wish to discuss any matter contained within this information statement please do not hesitate to contact the Information Management Coordinator by phoning (08) 9021 9600 emailing [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) or by contacting us through: [Contact Us » City of Kalgoorlie-Boulder \(ckb.wa.gov.au\)](#)

To download application form, please visit:  
[application-foi-request-form \(ckb.wa.gov.au\)](#)

## Amendment of personal information

If you are concerned that an agency holds information about you that is inaccurate, incomplete, out of date or misleading, you should first contact the agency to discuss whether it will correct that information without the need for you to make a formal application under the FOI Act.

If you are not satisfied with the agency's response, **section 45** of the FOI Act provides that you can apply to the agency for amendment of personal information about yourself that is contained in a document of the agency if the information is inaccurate, incomplete, out of date or misleading.

Under **section 46**, an application for amendment of personal information must:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which you believe the information is inaccurate, incomplete, out of date or misleading;
- give your reasons for holding that belief;
- give details of the amendment you wish to have made (specifying whether you wish the amendment to be made by altering, striking out or deleting the information or inserting a note in relation to information);
- give an Australian address to which notices can be sent; and
- be lodged at the office of the agency that holds the documents.

Your application for amendment should include some information or evidence to establish that the personal information you seek to have amended is inaccurate, incomplete, out of date or misleading as you claim.

There are no fees or charges associated with an application for amendment of personal information under the FOI Act.

The agency must give you a written notice of decision on your application for amendment within 30 days of receiving a valid application or within such time as agreed between you and the agency.

To download application form, please visit:

<https://www.ckb.wa.gov.au/documents/350/foi-amendment-to-personal-information>





**City of Kalgoorlie-Boulder**

577 Hannan Street, Kalgoorlie WA 6430  
PO Box 2042 Boulder, WA 6432

T: (08) 9021 9600

E: [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au)

[www.ckb.wa.gov.au](http://www.ckb.wa.gov.au)

*This information is available in alternative formats  
upon request, please contact us for assistance.*

