Shire of Dardanup

FREEDOM OF INFORMATION

INFORMATION STATEMENT AND FOI APPLICATION FORM

AS REQUIRED UNDER THE FREEDOM OF INFORMATION ACT, 1992

(Updated 27 February 2012)

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1. INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:-

- The Agency's Mission Statement
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions
- Documents held by the agency.
- The operation of FOI in the agency.

This document has been prepared for the Shire of Dardanup to satisfy Part 5 of the Act, and is correct as at 27th February 2012. Copies of this document may be obtained from:-

The Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232

Or on the Shire of Dardanup website at www.dardanup.wa.gov.au

Enquiries may be made to that office or by telephoning (08) 9724 0000 Monday to Friday from 8.30 a.m. to 4.30 p.m. or by e-mail records@dardanup.wa.gov.au.

2. ENABLING LEGISLATION

The Shire of Dardanup is constituted as a Local Authority under the Local Government Act, 1995. The general function of a Local Government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a Local Government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The Local Government's executive powers involve administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provisions of services and facilities.

3. VISIONS AND MISSION

Our Vision

Our vision is to enhance the quality of life and prosperity of our communities.

- Providing strong leadership to facilitate the future development of the Shire.
- Being known as a leader in customer service, governance, management and business excellence.
- Developing a range of quality services and managing our infrastructure to leave a legacy for future generations.

Our Mission

Provide effective leadership in encouraging balanced growth and development of the shire while recognizing the diverse needs of our communities..

Our Commitment

Customer Focus

- To be a customer focused organisation that promotes effective communication and encourages community participation.

Community Enrichment

- To foster a sense of community and a prosperous business environment.

Environmental Management

- To maintain and enhance the Shire's unique natural and built environment.

Infrastructure

- To effectively manage, maintain and enhance the Shire's infrastructure assets.

Organisational Effectiveness

- To be a professional, effective and efficient organisation.

Financial Viability

- To provide responsible and sustainable management of the Shire's financial resources.

4. STRUCTURE OF THE SHIRE OF DARDANUP

The Council of the Shire of Dardanup is the overall decision-making body. The Council employs a Chief Executive Officer who is charged with the responsibility of putting into effect the decisions of the Council. The organisation is structured into seven operational areas being Corporate & Community Services, Financial Services, Health Services, Building Services, Planning Services, Technical Services and Recreational Services. The Managers from these seven areas, together with the Chief Executive Officer, comprise the Executive Management Team.

This structure brings together the operational areas with common functional goals.

5 ROLE AND KEY FUNCTIONS

The following information outlines the role and key functions of the Chief Executive Officer and each operating area. Where applicable, services to the community have been included under the relevant area.

Chief Executive Officer

To provide overall strategic direction and leadership and to co-ordinate the performance of the organisation.

- Policy formulation
- Strategic planning
- Performance review
- Leadership
- Management of change
- Economic development
- Marketing
- Member liaison
- Human Resources
- Electoral Services
- Equal Opportunity
- Freedom of Information
- Cemeteries Management

Corporate Services

- Customer Services
- Records Management
- Information Technology
- Administration Services
- Economic and Development
- Harmony Events
- HACC
- Libraries
- Recreational Management
- Financial Services
    - Rates
    - Debtors/Creditors
    - Payroll
    - Insurance
    - Reporting
    - Financial Management

Development Services

- Town Planning Services
- Heritage
- Building Services
- Community Development
- Volunteers Week
- Australia Day Celebrations
- Community Groups
- Youth Services
- Arts Awareness
- Law & Order
- Ranger Services
- Animal Control
- Fire Services
- Littering
- Off-Road Vehicles
- Parking
- Health Services
    - Food Premises Assessment
    - Meat Inspection
    - Disease Control
    - Mosquito Control

Engineering Services

- Environmental Management
- Parks and Gardens
- Road Construction
- Road Maintenance
- Plant Management
- Street Lighting
- Playgrounds
- Street Cleaning
- Drainage
- Occupational Health and Safety
- Waste Management
    - Waste Disposal
    - Recycling

6. THE COUNCIL AND ELECTED MEMBERS

The Council comprises of 10 elected members. The Shire President is elected from the body of Elected Members by those members. The Elected Members are chosen democratically by the community and act in a voluntary capacity to represent the whole district of the Shire of Dardanup. The Elected Members form a corporate body working for the community and do not have the authority to act or make decisions as individuals. Decisions are made as a consensus of the Council in accordance with the Local Government Act, 1995.

Role of the Council

The roles of the Council and Elected Members are as follows:-

The Council:-

(i) directs and controls the Local Government's affairs;

(ii) is responsible for the performance of the Local Government's functions;

(iii) is to oversee the allocation of the Local Government's finances and resources;

(iv) is to determine the Local Government's policies.

Role of the Shire President

The Shire President:-

(i) presides at meetings in accordance with this Act;

(ii) provides leadership and guidance to the community in the district;

(iv) speaks on behalf of the Local Government;

(v) Liaises with the Chief Executive Officer on the Local Government's affairs and the performance of its functions.

Role of Councillors

A Councillor:-

(i) represents the interests of electors, ratepayers and residents of the district;

(ii) provides leadership and guidance to the community in the district;

(iii) facilitates communication between the community and the Council.

(iv) participates in the Local Government's decision-making processes at Council and Committee Meetings.

7. COUNCIL MEETINGS AND DECISION-MAKING STRUCTURE

The Council has established a register of delegations of authority to the Chief Executive Officer, who in turn has delegated certain functions to the Senior Managers.

The Council meets on the second and fourth Thursdays of the month.

The Council has established three major Committees, the details of which are listed as follows:-

A number of other Statutory Committees have been established and are also detailed hereunder:-

Corporate Services Committee

Role:

To make recommendations to the Council on issues relating to:-

(a) All financial issues including surveillance over Council's finances and accountability of revenue and expenditure under the Council Budget and reviewing Council's fees and charges.

(b) Scrutiny of Council's accounts.

(c) Rating issues.

(d) Assessing grant applications referred to it.

(e) Property transactions – purchase and disposal.

(f) Information dissemination to ratepayers and the community.

(g) Preparation and arrangements of civic functions.

(h) Honours and Awards consideration.

(i) Overview matters relating to public relations.

(k) Election and Boundary issues.

(l) Overviewing budget processes.

(m) Local Laws falling within the scope of the purpose of this Committee.

(n) Chief Executive Officer Reviews.

This Committee meets on an as needed basis.

Development Services Committee

***Role*:**

To make recommendations to the Council on issues relating to:-

Health

(a) Matters pertaining to the health and wellbeing of the community pursuant to provisions of the Health Act, associated regulations and relevant Local Laws.

(b) Surveillance over sanitary provisions for the collection and disposal of sewerage, refuse and liquid wastes.

(c) Control over nuisance, offensive trades, insects and pests, distribution and sale of foods and drugs to the public.

(d) Providing protection of health and life of the community including immunisations, welfare and health education.

(e) Overseeing the development and review of local laws and Council Policies in the health area.

Building

(a) Control of building operations, supervision of construction in respect to all buildings subject to provisions of the Building Code of Australia, other relevant building legislation and Council Policy in relation to building.

(b) Control of erection, location and upkeep of signs, hoardings, bill postings and fencing pursuant to relevant Local Laws.

(c) Construction and maintenance of Local Government buildings.

(d) Overseeing the development and review of Local Laws and Council Policies in the building area.

Town Planning

(a) Matters relating to the regulation and use of land pursuant to the provisions of the town Planning and Development Act, Council's District Planning Scheme, Planning Strategies and relevant Local Laws.

(b) Overviewing the subdivision, zoning and development of land within the Shire.

(c) Overseeing the preparation and reviewing of the District Planning Schemes, Council Local Laws and Policies in relation to the Town Planning function.

Engineering Services Committee

***Role*:**

To make recommendations to the Council on issues relating to:-

Parks and Gardens

(a) Maintenance of all parks and gardens under Council's care and control.

(b) Reticulation, pumps and bore maintenance.

(c) Street trees and pruning, verge and street maintenance.

Road Construction

(a) Design and construction of all roads within the municipality.

Road Maintenance

(a) Maintenance of all roads, bridges and culverts.

Street Lighting

(a) Provision of street lighting within townsites.

Playgrounds

(a) Maintenance of all playground equipment.

Committees of Council

- Audit Committee
- Community Safety Committee
- Disability Advisory Committee
- Local Emergency Management Committee
- Occupational Safety & Health Committee
- Waste Management
- Strategic Planning Committee
- Joint Planning Scheme No 1 Committee
- Bush Fire Advisory Committee
- Dardanup Townscape Committee
- Eaton Townscape Committee

- Burekup Townscape Committee
- Dardanup Roadwise Committee
- Burekup Sports Committee
- Dardanup Sports Committee
- Eaton Sports Committee
- Eaton Precinct Working Group
- FLORA Committee
- Dardanup Community Centre Committee
- Ferguson Hall Committee
- Shire Youth Advisory Committee
- Roadwise Committee
- Sports Council Advisory Committee
- Burekup Country Club Committee
- Dardanup School Bus Committee
- Capel-Dardanup HACC Committee
- Regional Road Group
- Contiguous Local Authority Group for Mosquito Control
- Leschenault Catchment Council
- Dardanup Recreation Ground Co-ordinating Committee
- Bunbury Wellington Economic Alliance
- Land Conservation District Committee
- Australind Train / SW Highway Improvement
- SW Zone of WA Local Government Association

8. PUBLIC PARTICIPATION

Members of the public have a number of opportunities to put forward their views on particular issues before the Council.

These are:

- **Deputations**

Requests for deputations must be made to the Chief Executive Officer at least 7 days prior to a Council/Committee meeting to enable notice to be given in the appropriate meeting agenda. Further particulars relating to deputations are available by viewing Councils Standing Orders Local Law.

- **Public Question Time**

Members of the public are able to ask questions (preferably in writing) on any matter listed on the Council agenda. The Shire meetings provide for public questions both early and late in the meeting. Meetings of the Council are open to the public. Committee meetings are only open to the public if the Council has delegated decision making powers to the Committee.

- **Petitions**

Written petitions to be presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Standing Orders Local Law.

- **Written Requests**

A member of the public can write to the Council on any policy, activity or service of the Council, correspondence is to be addressed to the Chief Executive Officer.

- **Elected Members**

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Council.

- **Community Consultation**

The Council consults with its residents on particular issues that affect their neighbourhood by way of advertising in the local papers, calling public meetings, and seeking responses to various proposals.

9. DOCUMENTS HELD BY THE SHIRE OF DARDANUP

The following documents are available for inspection by electors, residents and creditors of the Shire of Dardanup, at the Council's Administration Centre:

- Annual financial statement – available at least seven days prior to the Annual General Meeting of electors;
- Annual budget

The following documents are held at the Shire of Dardanup. Most are available for inspection by any member of the public at Council's Administration Centre [Some documents will require a FOI application to be considered for viewing]:

- FOI Information Statement;
- Register of Delegated Authority
- Shire of Dardanup Town Planning Scheme
- Policy Manual
- Tender Register (Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No. 17);
- Code of Conduct;
- Register of Financial Interests;
- Annual Report;
- Annual budget;
- Schedule of fees and charges;
- Proposed local law of which the local government has given State-wide public notice under Section 3.12 (3) of the Local Government Act 1995;
- Local laws made by the local government in accordance with Section 3.12 of the Local Government Act 1995;
  - Cemeteries – Dardanup and Ferguson
  - Dogs
  - Extractive Industries
  - Parking and Parking Facilities
  - Pest Plants

- Health
- Bushfire Brigades
- Property
- Standing Orders
- Repeal Local Law 2007
- Amendment Local Law 2008
- Activities in Thoroughfares and Public Places and Trading

- Regulations made by the Governor under Section 9.6 of the Local Government Act 1995 that operates as if they were local laws of the local government;
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Confirmed Minutes of Council or Committee meetings [Except Confidential items];
- Minutes of Electors' meetings;
- Notice papers and Agenda relating to any Council or Committee meeting and reports and other documents that have been:
  - Tabled at a Council or Committee meeting; or
  - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;
- Report of a review of a local law prepared under Section 3.16 (3) of the Local Government Act 1995;
- Business plans prepared under Section 3.59 of the Local Government Act 1995;
- Register of owners and occupiers under Section 4.32 (6) of the Local Government Act 1995 and electoral rolls;
- Contracts under Section 5.39 of the Local Government Act 1995 and variation of such contracts;
- Such other information relating to the Local Government:
  - Required by a provision of this Act to be available for public inspection; or
  - As may be prescribed;

  In the form or medium in which it may for the time being be held by the Local Government.

The following documents are available for inspection by members of the public, at the Council's Libraries located at Dardanup and Eaton:

- Annual report
- Annual budget
- Council Minutes

Available via Freedom of Information Act

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

The Council is to administer the Act in a way that:

- Assists the public to obtain access to documents;
- Allows access to documents to be obtained promptly and at the lowest reasonable costs; and
- Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right if access to documents it also recognises that some documents requires protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Dardanup records (Personal or Non Personal), can be made by application to the Freedom of information Co-ordinator stationed at the Council's Administration Centre (Refer Section 11 – Operation of Freedom of Information Processes).

Retention and Disposal of Council Records

All of the Council's records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.

10. CODE OF CONDUCT – ELECTED MEMBERS AND STAFF

Section 5.103 of the Local Government Act 1995 provides that every Local Government is to prepare a code of conduct which is to be observed by members of the Council and Staff.

In relation to information Elected Members and employees have a responsibility to ensure that:

- As an Elected Member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council.
- Information of a confidential nature ought not to be communicated until it is no longer treated as confidential.
- Information relating to decisions of the Council must only be communicated in an official capacity by a designated officer of the Shire of Dardanup.
- Information concerning adopted policies, procedures and decisions of the Shire of Dardanup is conveyed accurately.

11. OPERATION OF FREEDOM OF INFORMATION PROCESSES

What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered. (At no cost).
- It obliges the Shire of Dardanup to make available certain information about the way it operates.

What are considered to be Records?

The Act defines records as:

- Any paper based records, e.g. memos, correspondence, maps, plans, photos, etc.
- Any sound based records, e.g. sound cassettes, Dictaphone tapes.
- Any image based records, e.g. roll films, micrographics, video tapes, optical disks, etc.
- Any digital based records, e.g. computer tapes, floppy discs, etc.

What are the costs involved?

The costs may vary from one application to another dependent upon the information required. An initial application fee of $30 (for non personal requests, personal requests are gratis) is payable on lodgement of the approved application form or written application. Charges also apply at the rate of $30 per hour for processing, supervision, transcribing and photocopying time. Photocopying charges of 20 cents apply for each copy. Additional charges may apply in respect of the provision and delivery of information.

The Council may require an advance deposit on charges payable. (Full details of charges are detailed at the end of this section).

Who can I contact to make enquiries?

You may ring the Shire of Dardanup Freedom of Information Co-ordinator on (08) 9724 0006 between the hours of 9.00am to 4.00pm Monday to Friday if you have any queries. Alternatively you can send an e-mail to records@dardanup.wa.gov.au.

How do I lodge an application?

All applications must be lodged in writing, it is suggested that you use the "Application for Access to Documents" form, to assist you in this process:

By Post, addressed to:

FOI Co-ordinator
Shire of Dardanup
PO Box 7016
EATON WA 6232

In person, at:

Shire of Dardanup
Administration Centre
1 Council Drive
EATON WA 6232

See attachment for a copy of an FOI Application for Access to Documents form.

What can I do if I'm denied access to something?

The Freedom of Information Act provides for a review and appeal process. You may seek an Internal Review or if you are still not satisfied a review by the Information Commissioner and still further you can appeal to the Supreme Court.

- **The Internal Review** – If you are dissatisfied by a decision that we make concerning your application then you can apply for the Council for an internal review of it's decision. To apply for an internal review you must put your request in writing and lodge it with the Council within thirty (30) days of being notified of the original decision. There is no charge for an internal review.

- **External Review by the Information Commissioner** – If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. This request must be made in writing to the Information Commissioner giving details of the decision to which your complaint relates.

- **Appeals to the Supreme Court** – Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.

- Proof of your identity may be required, e.g. current drivers' licence.

- If you are seeking access to document(s) on behalf of another person, the Shire of Dardanup will require authorisation, usually in writing.

- Your application will be dealt with as soon as practicable (within 45 days) after it is received.

- Further information can be obtained from the Shire of Dardanup Freedom of Information Co-ordinator (Telephone (08) 9724 0066).

The Freedom of Information Act 1992 is available for purchase from the State Law Publisher, 10 William Street Perth (Telephone (08) 9321 7688).

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, or computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in case of a document where words can be reproduced in written form.

Freedom of Information Scale of Fees and Charges

1. Type of Fee

Application fee under Section 12 (1)(e) of the FOI Act (for non personal information)	**$30.00**

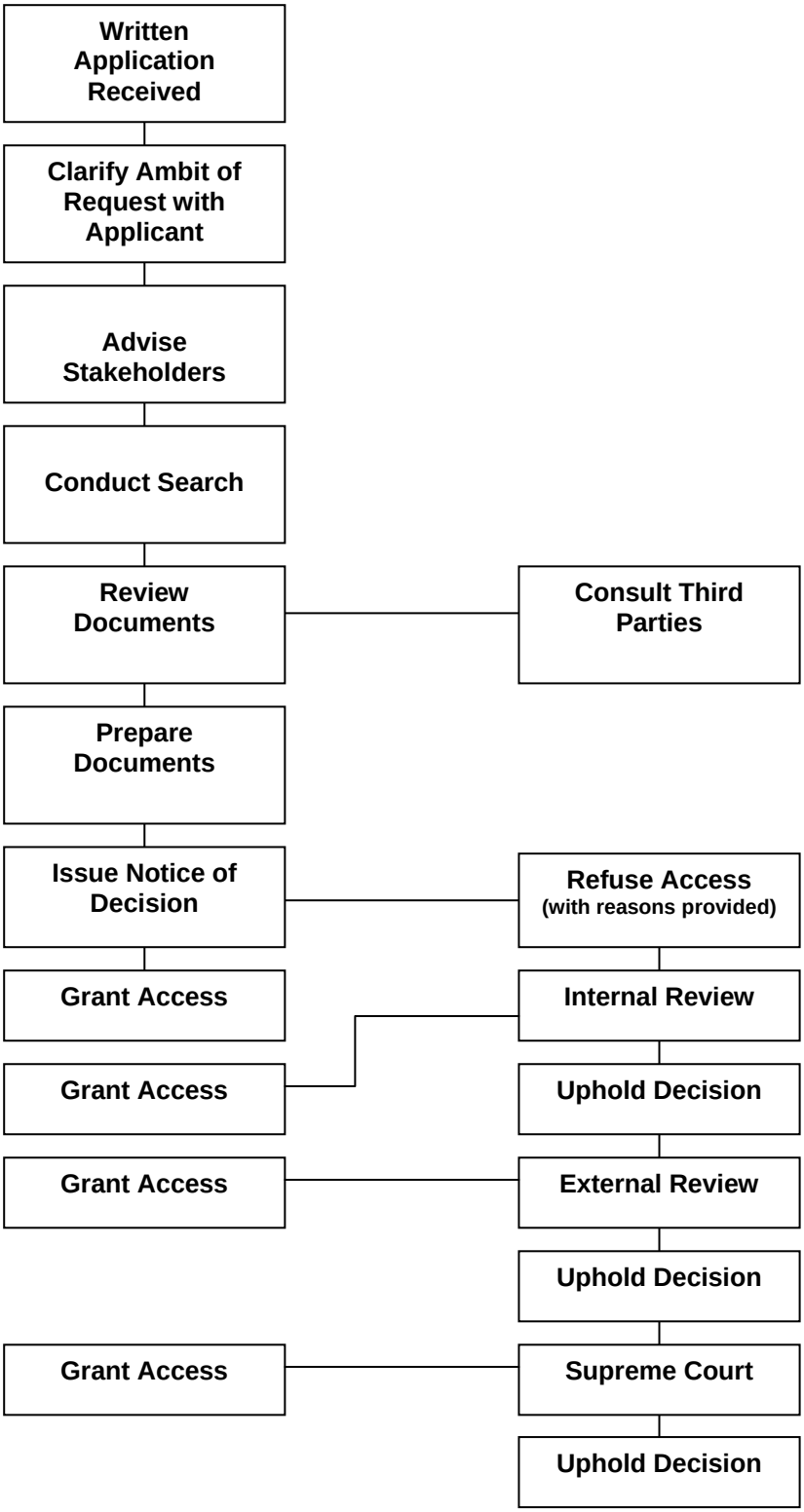
2. Type of Charge

a)	(Charge for time taken by Staff dealing with the application (per hours, 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 a part of an hour, plus the actual additional costs to the agency of any special arrangements (e.g. hire of facilities or equipment).	**$30.00**
c)	Charges for photocopying:	
	(i) per hour, or pro rata for a part of an hour of Staff time	**$30.00**
	(ii) per A4 copy	**0.30**
d)	Charge for time taken by Staff transcribing information from a tape or other device (per hours, or pro rata for a part of an hour).	**$30.00**
e)	Charge for duplicating a tape, film or computer information.	**Actual Cost**
f)	Charge to delivery, packaging and postage.	**Actual Cost**

3. Advance Deposits

a)	Advance deposit which may be required by an agency under Section 18 (1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.	**25%**
b)	Further advance deposit which may be require by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.	**75%**

The FOI Process



12. DETAILS OF LEGISLATION ADMINISTERED BY THE SHIRE OF DARDANUP

The Shire of Dardanup is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Dardanup is wholly or partly responsible for administrating is:

Agriculture and Related Resources protection Act 1976

Building Act 2011

Building Services Registration Regulations 2011

Bush Fires Act 1954

Bush Fire Regulations

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping grounds Regulations

Shire of Dardanup Town Planning Scheme

Shire of Harvey and Shire of Dardanup Joint Town Planning Scheme No.1

Cemeteries Act 1986

Disability Discrimination Act 1992

Dog Act 1976

Equal Employment Opportunity Act 1984

Environmental Protection Act 1986

Environmental Protection (Noise) Regulations 1997

Freedom of Information Act 1992

Health Act 1911

Industrial Awards

Library Board of Western Australia Act 1951

Litter Act 1979

Liquor Licensing Act 1988

Local Government Act 1995

Local Government (Miscellaneous Provisions) Act 1960

Occupational Safety and Health Act 1984

Planning & Development Act 2005

Racial Discrimination Act 1976

Sex Discrimination Act 1984

State Records Act 2000

Western Australia Disability Services Act 1993

Workers Compensation and Assistance Act 1981

Application For Access To Documents

(Under Freedom of Information Act, 1992, S.12) FOI 1

FREEDOM OF INFORMATION – APPLICATION FORM

DETAILS OF APPLICANT:

SURNAME	
GIVEN NAMES	
AUSTRALIAN POSTAL ADDRESS	
TELEPHONE	
EMAIL	
NAME OF ORGANISATION/ BUSINESS	

DETAILS OF REQUEST ☐ Personal Documents ☐ Non-personal Documents

I am applying for access to document(s) concerning (if insufficient space please attach details):

FORM OF ACCESS:

I wish to inspect the document(s) ☐ Yes ☐ No

I require a copy of the document(s) ☐ Yes ☐ No

I require access in another form ☐ Yes ☐ No

If Yes, please specify:

FEES AND CHARGES

Attached is a cheque/cash to the amount of $30.00 to cover the application fee. I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges if appropriate.

In certain cases, a reduction in fees and charges may apply – See notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria in the notes and support your application fee for a reduction.

I am requesting a reduction in fees and charges ☐ Yes ☐ No

SIGNATURE: _____ DATE: _____

Application For Access To Documents

(Under Freedom of Information Act, 1992, S.12)

FOI 1

OFFICE USE ONLY

FOI Reference Number	
Received On:	
Deadline for Response:	
Acknowledgement Sent On:	
Proof Identity [If Applicable]	
TYPE:	
Sighted:	
TYPE:	
Sighted:	

Application For Access To Documents

(Under Freedom of Information Act, 1992, S.12) FOI 1

NOTES

FOR APPLICATION:

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identity. (Any TWO of: Passport, Birth Extract, Driver's Licence, Credit Card or similar).
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorization in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner, 12th Floor - St Martins Tower, 44 St Georges Terrace, Perth. Telephone 9220 7888. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth. Telephone 9222 8216.

FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document, or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a difference form.

FEES AND CHARGES

Application Fee	$30.00
Charge dealing with application	$30.00 per hour
Charge supervision access	$30.00 per hour
Photocopying	$30.00 per hour and 30 cents per copy
Charge for transcribing information	$30.00 per hour
Charge for duplicating a tape, film or computer info.	Actual cost
Delivery, package & postage	Actual cost
Advance deposit (Section 18(1))	25% of estimated charges
Advance deposit (Section 18(4))	75% of estimated charges

LODGEMENT OF APPLICATION

Applications may be lodged:

- By post, addressed to: FOI Coordinator
Shire of Dardanup
PO Box 7016
EATON WA 6232

OR:

- In person, at: Shire of Dardanup
1 Council Drive
EATON WA 6232