



Shire of Moora

Freedom of Information Statement

September 2024

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Shire of Moora Strategic Community Plan

Our Vision

Shire of Moora – a vibrant, affordable Regional Centre with a growing, caring community.

Mission For Council

To provide leadership, services and infrastructure that will meet the needs of the community and surrounds.

Key Values

- **Leadership** – by example and through a passion for what we do
- **Accountability** – for our actions, guided by principles of honesty and integrity
- **Respect** – for others, through understanding, tolerance and inclusiveness
- **Professionalism** – by thinking strategically and working with a local and regional perspective
- **Consultative** – regularly engaging, consulting and communicating with our community.

Organisational Structure

The Shire of Moora was established in 1908, originally part of the Victoria Plains Road Board. In July 1961 Road Boards became Shires, and the Shire of Moora was established as its own entity including the towns of Miling, Watheroo, Coomberdale and Bindi Bindi.

Council

The policy-making or legislative powers of the Shire of Moora rest with the elected members of the Council.

Ordinary local government elections are held on the third Saturday in October of odd numbered years. Terms are for 4 years.

An extraordinary election may be necessary from time to time in accordance with processes prescribed by the *Local Government Act 1995*. Terms at an extraordinary election are for the balance of the vacancy being filled.

The Council consists of seven (7) elected members –

- Shire President – elected every two (2) years in October by other councillors.
- Six Councillors – with half elected every 2 years on every odd year (e.g. 2023, 2025, 2027 etc).

A current list of the elected members of Council for the Shire is available on our [website](#).

The Council generally meets on the third Wednesday each month except January, in order to: -

- determine matters of policy;
- exercise its discretion in determining matters that cannot be determined by staff;
- receive information.

Decisions that are binding on the Shire of Moora can only be made by the Council when it meets collectively. Individually, the elected members have no decision-making power.

Council may delegate decision making powers to staff or a committee of the Council. However, the types of powers that may be delegated are limited by the *Local Government Act 1995* and other legislation.

Management

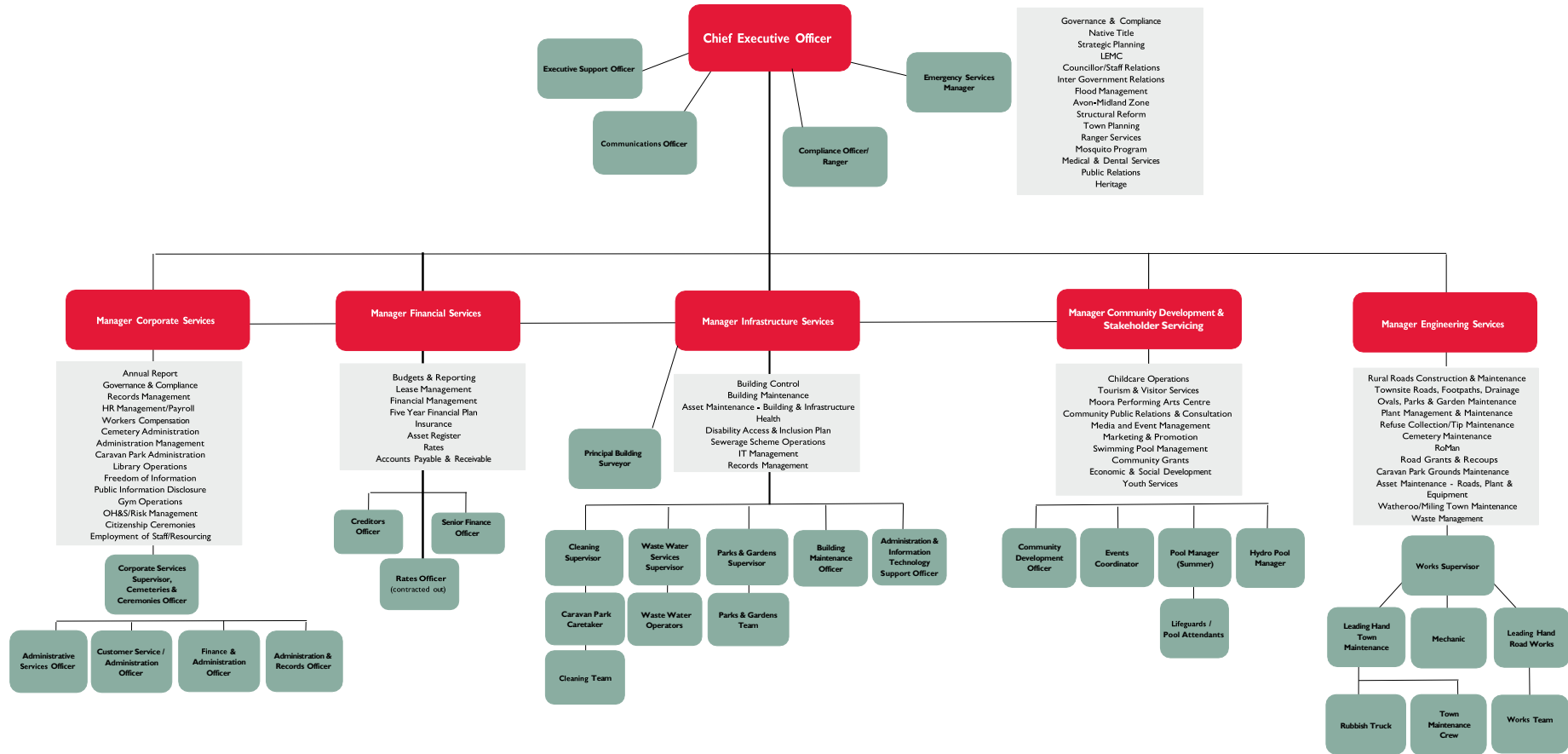
The operations of the Shire of Moora are managed by the Chief Executive Officer (CEO), who is supported by a Management Team.

The role of CEO is to act as a conduit between Council and the administration of the Shire, and to carry ultimate responsibility for the efficient and effective utilisation of the resources available to the Shire. The CEO and staff report to Council at monthly meetings with recommendations that Council can accept, reject or substitute with an amended resolution.

The Management Team consists of Managers who assist the CEO in managing the Shire's five Divisions. A visual overview of the management structure is as follows –

Shire of Moora Organisational Structure

16 September 2024



Decision Making Process

The Council of the Shire of Moora is responsible for overseeing the development and progression of the local community.

Matters requiring a decision that are brought before Council have an associated recommendation which has been prepared by the responsible staff member who is employed by the Shire of Moora. The recommendations are generally based on:

- legislation;
- legal responsibilities;
- adopted documents outlining strategic direction, policy etc;
- professional opinions.

Council may modify, reject or adopt new resolutions after it considers the recommendations of the particular officer.

A range of policies have been developed by the Shire that guide and direct its actions now and into the future.

Operational day to day matters have been delegated to the CEO by the Council. These delegations are reviewed and approved by Council on a regular basis. These delegations may be further delegated by the CEO to Shire Officers in accordance with the Local Government Act 1995.

In performing their roles as decision makers, councillors, the CEO and Shire Officers are required to make decisions that have an impact on the daily lives of the community. These decisions might be about things like the provision of footpaths, control of animals, refuse collection, cultural events, planning matters, recreation facilities and control of environmental health issues. The Shire strives to achieve a balanced and fair approach to decision making to protect and develop the amenities of the Shire, preserve heritage, encourage economic growth, and provide clarity to residents and businesses in the area.

Public Participation

The Shire recognizes that the community is an important resource when informing decision making, and that community input is essential to assist the Shire of Moora in choosing a path that caters for the current and future needs and expectations of the community.

Public Notices and Advertising

The Local Government Act and other Legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire is required to advertise certain proposed courses of action or requests for submissions. These advertisements / notices generally appear within the West Australian or other local newspapers/bulletins within the district. Notices are also placed on the Shire of Moora website and social media platforms.

To facilitate public participation and awareness of Council meetings, the Shire advertises the dates, time and places that are open to the public on the Council's website and local papers if applicable.

Council Meetings

The participation of the public in Council meetings is achieved through three avenues:

a) Meetings Open to the Public

The Local Government Act 1995 provides that all Council Meetings are to be open to the public. The only exception to this rule is when the Council decides that certain parts of the meeting should be closed to the public (e.g. where the meeting is dealing with the personal affairs of any person). The grounds on which a meeting can be closed to the public are limited by law and are specifically set out in the Act.

b) Public Question Time

Local Government Act 1995 and the associated Local Government (Administration) Regulations 1996 provide for a minimum period of fifteen minutes to be set aside at the commencement of any Council meeting to allow the public the opportunity of asking questions and receiving responses. Specific details on meeting procedures can be found within the Regulations, the Meeting Procedures, Local Law and Council Policy.

c) Deputations and Presentations

Public participation in Council meetings can be achieved in a more formal process involving the Shire receiving petitions and/or deputisations.

Committees

Public participation in Council affairs is obtained by the creation of Committees that may (or may not) meet regularly. These Committees generally make recommendations to the Council via a responsible officer's report.

Committee members, delegates, the President and the Deputy President are elected at the first meeting following the Local Government Elections.

Current Shire Committees

Local Governments may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council, staff from the local government and can also include members of the public.

Committees of Council:

- Audit Committee
- General Purpose Committee

External Committees:

- Avon-Midland Country Zone WALGA
- Joint Development Assessment Panel
- Local Emergency Management Committee
- Community Resource Centre Management Committee
- Wheatbelt North Regional Road Group
- Moora Sub Regional Road Group
- Rural Water Council
- Bush Fire Advisory Committee

Annual and Special Electors' Meetings

The *Local Government Act 1995* also obligates the Shire to hold an annual meeting of electors within 56 days of the Shire of Moora's acceptance of the annual report for the previous financial year.

The Annual Electors' meeting provides electors with an opportunity to discuss the contents of the annual report and then any other general business. The *Local Government 1995* obligates the Shire to hold an annual meeting of electors within 56 days of the Shire of Moora's acceptance of the annual report for the previous financial year.

In accordance with Section 5.28 of the *Local Government Act 1995*, a special meeting of electors may be held following a request made to the Shire President for such a meeting by either –

- not less than one hundred electors or 5% of the number of electors, whichever is the lesser;
- one third of the number of council members.

Any request of this nature is to specify the matters to be discussed at the Meeting and the form or content of the request is to be in accordance with the requirements of the *Local Government (Administration) Regulations 1996*.

Notice of impending Annual and Special Electors' meetings is advertised in the local circulated newspaper and the Shire's website, social media and noticeboard.

Other Avenues for Public Participation

There are a number of other ways to contribute, including –

a) **Community consultation**

The community may be asked to comment and have their say on particular issues. Some of these are statutory consultation requirements such as local laws review, strategic community plan consultation, development approvals and so on. But there are also many occasions where community consultation is not required, but sought in order to obtain a wide consensus of opinion and could include matters such as recreation facilities, future planning etc.

b) **Petitions**

A petition is where there is a formal written request, signed by members of the community, appealing to the Council in respect to a particular issue. The subject of the petition must be something that the Council has the authority to deal with, or on which the Council has a decision-making role.

c) **Written requests**

A member of the public can write to the Shire on any policy, activity or service of the Shire. A response will be provided in accordance with the Shire Customer Service Charter.

Legislative Framework

The Local Government Act 1995, various Local Government Regulations and any other legislations provide the powers and responsibilities that govern the operations of all local governments in Western Australia.

Principal legislation that the Shire operates under includes :

- *Local Government Act 1995;*
- *Public Health Act 2016;*
- *Health Act 1911;*
- *Planning and Development Act 2005;*
- *Bush Fires Act 1954;*
- *Cat Act 2011;*
- *Dog Act 1976;*
- *Cemeteries Act 1986;*
- *Privacy Act 1998 (amendments 2000, 2005);*
- *Freedom of Information Act 1992;*
- *State Records Act 2000;*
- *Work Health and Safety Act 2020; and*
- *Waste Avoidance and Resource Recovery Act 2007.*

There is a wide range of other legislation that provides powers and authorities, that imposes duties and obligations upon the Shire.

Each Act of Parliament generally has one or more related Regulations which also impact on the Shire. Confirmation of current Acts and Regulations by referring to Department of Justice Parliamentary Councils Office at the website <https://www.legislation.wa.gov.au/>

Local Laws

Many of the enabling and principle legislation for the Shire and its Council is the Local Government Act 1995 (the Act).

As at September 2024, the Shire's Local Laws are:

- Activities in Thoroughfares etc Local Law 2016;
- Dogs Local Law 2016;
- Fencing Local Law 2016;
- General Amendment Local Law 2018;
- Health Local Law 2016;
- Local Government – Council Meeting Local Law 2016;
- Waste Local Law 2016;

These current Local Laws of the Shire of Moors can be accessed and downloaded free of charge via our website [here](#).

Documents Held by the Shire of Moora

Documents available to the Public Outside the Freedom of Information Act

There are two types of documents held by the Shire of Moora. These can be categorized as:

- Those available for inspection or purchase; and
- Those which must be held confidentially due to their content, with access considered only through the provision of the Freedom of Information Act.

Any person can attend the office of the Shire of Moora during office hours and free of charge inspect, subject to section 5.95 of the *Local Government Act 1995*, any of the following in relation to the Shire of Moora, whether or not current at the time of inspection, and in the form or medium in which it may at the time be held by the Shire:

- a) Code of Conduct;
- b) Register of Financial Interests;
- c) Annual Report
- d) Annual budget
- e) Schedule of Fees and Charges;
- f) Plan of Principal Activities (Strategic Community Plan/Corporate Business Plan);
- g) Proposed Local Law of which the Shire has given Statewide Public Notice under Sec. 3.12 of the *Local Government Act 1995*;
- h) Local Laws made by the Shire in accordance with Sec. 3.12 of the *Local Government Act 1995*;
- i) Regulations made by the Governor under Sec. 9.60 of the *Local Government Act 1995* that operates as if they were Local Laws of the Shire;
- j) Text that:
 - Is adopted (whether directly or indirectly) by a Local Law of the Shire or by a regulation that is to operate as if it were a Local Law of the Shire; or
 - Would be adopted by a proposed Local Law of which the Shire has given Statewide public notice under Sec. 3.12(3);
- k) Subsidy legislation made or adopted by the Shire under any written law other than the *Local Government Act 1995*;
- l) Any written law having a provision in respect of which the Shire has a power or duty to enforce;
- m) Rate record;
- n) Confirmed minutes of Council or Committee Meetings;
- o) Minutes of Electors Meetings;
- p) 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 Shire of Moora or a Committee for presentation at a Council or Committee Meeting and which have been presented at a meeting;
- q) Report of a review of a Local Law prepared under Sec. 3.16(3) of the *Local Government Act 1995*;
- r) Business plan prepared under Sec. 3.59 of the *Local Government Act 1995*;
- s) Register of Owners and Occupiers under Sec. 4.32(6) of the *Local Government Act 1995* and Electoral Roll;

- t) Contract under Sec. 5.39 of the *Local Government Act 1995* and variation of such contract;
- u) Such other information relating to the Shire:
 - required by a provision of the *Local Government Act 1995* to be available for public inspection; or
 - as may be prescribed.

However, it should be noted that the *Local Government Act 1995* specifies a number of limitations on the rights of those wanting to inspect the Shire's information. Despite these limitations, nothing in the *Local Government Act 1995* affects the operation of the *Freedom of Information Act 1992* (FOI Act).

Specific finance, accounting, rating and valuation records are kept for varying lengths of time in accordance with the *General Retention and Disposal Schedule for Local Government* as prepared by the Records Management Office of State Archives of Western Australia.

Other documents are also available for inspection free of charge at the administration office of the Council during office hours, including:

- Policy Manual;
- Delegations Register;
- Management Plans for public facilities and reserves;
- Community Strategic Plan;
- Corporate Business Plan;
- Burial Register;
- Cemetery Plan;
- Local Planning Scheme, maps and amendments.

Photocopies of the above documents are available at a set fee by Council in the annual fees and charges.

Documents which may be available under FOI provisions

Documents Held

The *Freedom of Information Act 1992* (FOI Act) gives the general public a right to access documents held by the Shire of Moora subject to limitations listed below.

The access provisions of the FOI Act do not apply to documents that:

- are available for purchase by the public or free distribution to the public;
- are available of inspection under Part 5 of the FOI Act (i.e. information statements and internal manuals) or under another enactment.
- can be inspected in the State archives.
- are publicly available library material held by agencies for reference purposes.
- are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes.

When a FOI Act application is made for documents that relate to another government agency, the FOI application may be transferred to that agency.

Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

The Shire holds its general documents in both hard and electronic formats. However, nearly all current accounting records, excluding creditor invoices, are held on computer and are backed up on server on a daily basis.

Personal Information

If you apply for amendment of personal information about yourself, you must provide details to show how or why the agency's records are inaccurate, incomplete, out of date or misleading.

No fees or charges apply for personal information or amendment of personal information about yourself.

Reasons for Refusal of Access

The most frequent reasons for refusal to provide access to information are –

a) **Personal Information**

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the *Freedom of Information Act 1992*.

The Glossary, Schedule 2 of the FOI Act states that:

personal information means information or an opinion, whether true or not, and whether recorded on a material form 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 particular such as a fingerprint, retina print or body sample.

b) **Commercial Information**

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (e.g. debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the *Freedom of Information Act 1992*.

c) **Deliberative Process**

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the *Freedom of Information Act 1992*.

d) **Legal Professional Privilege**

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the *Freedom of Information Act 1992*.

FOI Process

Application, Assessment, Notice of Decision and Appeal

It is the aim of the Shire to make information available promptly and at the least possible cost and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire of Moora and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give sufficient information so that the required documents can be easily identified;
- provide an Australian address to which any notices can be sent; and
- be lodged at the Shire of Moora's Administration Centre with the appropriate application fee.

Application and enquiries should be addressed to Freedom of Information (FOI) Officer by using the following:

By telephone	on (08) 9651 0000,
Post to	the FOI Officer PO Box 211, Moora WA 6510; or
In person	at 34 Padbury Street, Moora WA 6510.
Email	shire@moora.wa.gov.au

Access Arrangements

Access to documents can be granted 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, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details such as:

- the date which the decision was made;
- the name and the designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

Fees and Charges

Applications for documents, which are non-personal in nature require a \$30 application fee to be paid when the application is lodged. There may be other charges imposed to cover the administration costs associated with locating documents within the scope of your request.

You can ask the Shire for an estimate of charges when lodging an application. If the charges are likely to exceed the application fee, we must give you an estimate of charges and ask whether you want to proceed with the application. You must notify the Shire (within 30 days) of your intention to proceed. In some instances, the Shire may request an advance deposit. The fees, charges, deposits, and possible reductions are set by the FOI Act and Regulations as follows

	Information Requesting	Cost
n/a	Personal Information about the applicant	No fee or charge
1	Application fee (for non-personal information)	\$30.00
2(a)	Charge for time dealing with the application (per hour or pro rata)	\$30.00
2(b)	Access time supervised by staff (per hour or pro rata)	\$30.00
2(c)	Photocopying staff time (per hour or pro rata)	\$30.00
2(c)	Per photocopy	\$0.20c
2(d)	Transcribing from tape, film or computer (per hour or pro rata)	\$30.00
2(e)	Duplicating a tape, film or computer information	Actual cost
2(f)	Delivery, packaging and postage	Actual cost
3(a)	Advance deposit that may be required in respect of estimated charges	25%
3(b)	Further advance deposit may be required to meet the charges for dealing with the application	75%

As per Regulations, Schedule 1

Financial Hardship

The Regulations of the FOI Act provide that the applicable charge will be reduced by 25%, for an applicant who is:

- impecunious [financially disadvantaged], in the opinion of the Shire there is financial hardship; 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 and Deferrals Act*) 1992.

3(a)	For impecunious (financial hardship)	25% reduction
3(b)	For those with prescribed pensioner concession cards	25% reduction

As per Regulation 3, and Schedule 1

Advance deposits

Under section 18 of the FOI Act, an advance deposit may be required by the Shire. If a deposit is required, then it will be set at 25% of the estimated charges which will be payable in excess of the application fee.

Further advance deposits, up to 75% of the total charges payable in excess of the application fee, may also be sought by the Shire.

Costs estimates

If an agency estimates that the cost of dealing with an access application may exceed \$25, section 17 of the FOI Act requires agencies to issue the applicant with a cost estimate, outlining the basis on which the estimate has been made. This must be done before the agency finishes dealing with the application.

Right of Review

Applicants who are dissatisfied with a decision of the Shire FOI Officer are entitled to ask for an internal review by the Shire of Moora. Application should be made in writing within 30 days of receiving the notice of decision. You should be notified of the outcome of the review within 15 days.

Internal Review Rights

If you are not satisfied with this decision, you have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- in writing;
- provide particulars of the decision to be reviewed; and
- give an address in Australia.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request.

External Review Rights

If you are not satisfied with a decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving notice.

A complaint to the Information Commissioner must:

- be in writing;
- have attached a copy of this decision; and
- give an address in Australia

There is no charge for lodging a complaint with the Information Commissioner's office. The address of the Information Commissioner is:

Office of the Information Commissioner Albert Facey House
469 Wellington Street
PERTH WA 6000

Email: info@foi.wa.gov.au

Country Callers 1800 621 244

Website: <https://www.oic.wa.gov.au/en-au/>

Should you have any further queries or require further information about your review rights at this stage, you may contact the Office of the Information Commissioner on (08) 6551 7888

Forms

Application forms can be found on the Shire of Moora website www.moora.wa.gov.au