

2023-2024 Information Statement

July 2023



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Information Statement Requirement

At intervals of not more than 12 months, each agency is required to ensure that an up-to-date Information Statement about the agency is published (s.96 - *Freedom of Information Act 1992* (the FOI Act)).

An agency's Information Statement should inform the public of the structure and functions of the agency, outline the types of documents held by the agency, and explain how the agency's documents can be accessed by the public (s. 94 of the FOI Act).

A good Information Statement can be a very useful resource for both agencies and members of the public.

As part of their annual review of Information Statements, agencies should periodically review what information they routinely make available to the public outside the FOI process.

Agencies have the option of publishing their Information Statements as stand-alone documents or incorporated in their Annual Reports.

Where an Information Statement is produced as a stand-alone document, reference to its existence and details of how it can be inspected or purchased should be contained in the agency's Annual Report.

An agency must also provide a copy of its statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (s.97 of the FOI Act). If the Information Statement is not changed between editions, the agency need only notify the Information Commissioner that the statement has been reviewed and is still current. Where minor amendments are made to an existing statement, copies of the amended pages may be forwarded in lieu of the entire document, if feasible.

Introduction

This document has been prepared in accordance with Part 5, Section 96(1) of the FOI Act which requires each government agency to prepare and publish an Information Statement, annually.

The FOI Act has, as its objectives, to:

- enable the public to participate more effectively in governing the state; and
- make the persons and bodies that are responsible for the State and Local Government more accountable to the public.

The FOI Act aims to ensure that Government records concerning the personal affairs of members of the public are not incomplete, incorrect, out of date or misleading.

Under s.94 of the FOI Act, all Government agencies are required to publish an annual Information Statement which describes:

- The agency's structure and functions;
- How the agency's functions affect the public;
- How the public may participate in agency policy development;

- The kinds of documents the agency holds; and
- How members of the public may access and amend agency documents.

This Information Statement is current as at 31 July 2023. It includes considerable information about the Shire of Murray (the Shire), as well as references to other additional sources of information.

Frequently, the information you are seeking could already be available under existing administrative arrangements.

Further information can be provided by contacting the Freedom of Information Coordinator via:

Shire of Murray
1915 Pinjarra Road
Pinjarra WA 6208

Telephone: (08) 9531 7777

Email: mailbag@murray.wa.gov.au

1. Vision, Purpose and Values

Our Vision

“An outstanding place for community, lifestyle and opportunity”.

Our Purpose

“The Shire of Murray exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity”.

Values – Shire of Murray

Respect

- Adopt and maintain a customer focus
- Serve the community with pride and passion
- Ensure decisions taken help businesses to thrive, protect our environment and improve quality of life

Excellence

- Be outcomes-focused and innovate
- Ensure continual learning and growth
- Building strong relationships
- Adopt a can-do attitude
- Be proactive, participatory and inclusive
- Listen to understand and empower
- Close the loop

Accountable

- Care about our work and take pride in what you do
- Own your mistakes and let our learnings guide us to achieve better results and grow
- Be open and transparent

Leadership

- Be a steward of our community and the organisation
- Create a positive working environment
- Take initiative and encourage continual improvement
- Be agile and adaptive

2. Structure and Functions of the Shire of Murray

2.1 Shire Functions

As the closest government to communities, local government continues to play an important role in people's lives. Achieving favourable outcomes for our district requires strong and positive partnerships with so many – state and federal government representatives and departments, other local governments, industry and local businesses and importantly our community.

As a local government we are faced with endless challenges, but we are resilient and are staying the course to develop strong and healthy towns.

Delivering so much more than the traditional functions of 'roads, rates and rubbish', applies growing financial pressure on our bottom line, but we are securing our future with a clear long-term strategic plan and financial strategies.

Information about local government responsibilities is defined on the WALGA (Western Australian Local Government Association) website at the following link: <https://walga.asn.au/About-Local-Government>

There are more than 250 pieces of legislation that affect local government.

The Local Government structure is by way of a Council that is elected by the community in accordance with the *Local Government Act 1995* (the Act) and its subsidiary legislation.

The link to the Department of Local Government, Sport and Cultural Industries website containing Information about the types of local government elections is as follows: <https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/conduct-of-localgovernment-elections>

The role of a Council is in accordance with Section 2.7 of the Act. The role of a Councillor is in accordance with Section 2.10 of the Act.

The local government is to ensure that there is an appropriate structure for administering the local government in accordance with Section 5.2 of the Act. This is done by way of employing and appointing a Chief Executive Officer.

The CEO's functions are in accordance with Section 5.41 of the Act.

The operational, day-to-day running of the Shire of Murray, is the responsibility of the CEO who along with an Executive Leadership Team and staff, act on Council's decisions by developing and putting into practice the Council policies and resolutions.

Local Government revenue comes from three main sources:

- property rates;
- fees and charges for provision of goods and/or services; and
- grants from Federal and State Governments.

The Shire of Murray has a plan for the future which is made in accordance with section 5.56 of the Act which states that:

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

The plan is called a Strategic Community Plan (Murray 2031) and this is available on the Shire's website under "Plans, Strategies and Financials" at the following link: <https://www.murray.wa.gov.au/shire-and-council>

2.2 Functions of the Chief Executive Officer (CEO)

The CEO's functions are to advise council in relation to the functions of Shire of Murray under the Act and other written laws and to ensure information is available so that informed decisions are made. The CEO is also responsible for all staff matters. The CEO is to liaise with the Shire President on local government affairs and the performance of the Shire of Murray as well as ensure records and documents are properly kept.

2.3 Delegated Authority

In addition to the legislated functions of the CEO, and in order to ensure the efficient management of Council activities, authority has been delegated to the CEO, and other officers, to make decisions of an operational nature according to Council policies and specific matters by resolution of Council. Delegated Authorities are listed in the Delegated Authority Manual and are reviewed at least annually by Council.

2.4 General Functions

Section 3.1 of the Act. The general function of a local government is to provide for the good government of people living and working within its district.

2.5 Legislative Functions

Section 3.5 of the Act. A local government may make local laws that are necessary or convenient for it to perform any of its functions.

2.6 Executive Functions

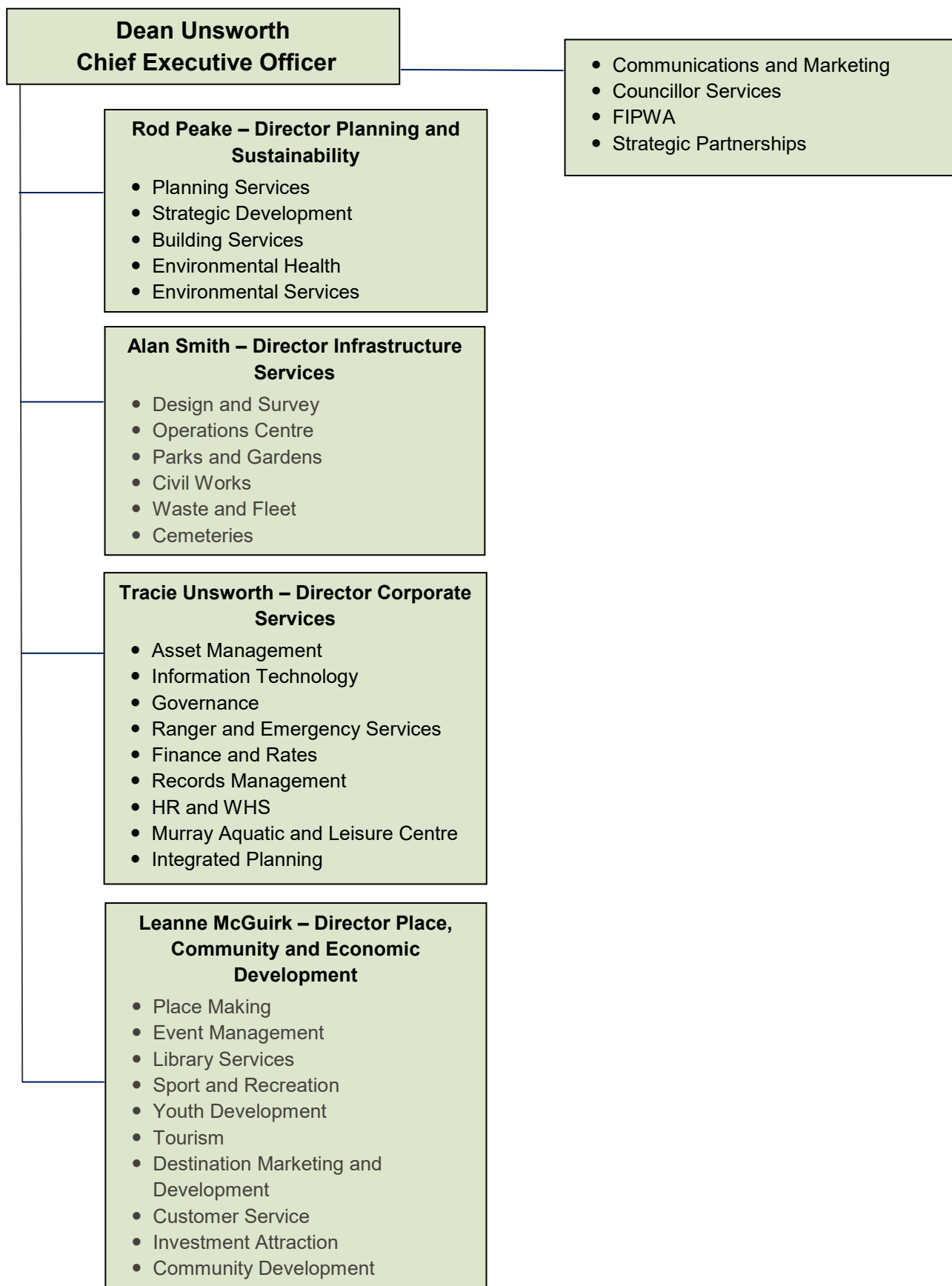
Section 3.18 of the Act. A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions.

2.7 Council Structure

The Council of the Shire is the overall decision-making body. The Council employs a Chief Executive Officer who is delegated the responsibility of putting into the effect the decisions of Council. The organisation is structured into five directorates which are depicted in the organisational chart below:

The Shire of Murray is served by nine Council Members, with one elected as Shire President and one Deputy Shire President. Council Members are elected for four-year terms.

2.8 Organisational Structure



3. Ways in which the functions (including, in particular, the decision-making functions) of the Shire of Murray that may affect members of the public

Meetings are held by the Shire of Murray as a means for Council to make decisions that will affect the community as a whole, or individual members of the community dependent upon the type of decision being made.

The nature of Council's interest in making a decision will be one of the following:

- **Advocacy:** meaning when Council advocates on its own behalf or on behalf of its community to another level of government body/agency;
- **Executive:** meaning the substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets;
- **Legislative:** meaning adopting local laws, local planning schemes and policies;
- **Review:** meaning Council reviews decisions made by officers; or
- **Quasi-Judicial:** meaning when Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

3.1 Council Meetings

Ordinary Council meetings are held on the fourth Thursday of each month, commencing at 5.30pm. The Annual Electors Meeting is held annually. The Audit Committee Meeting and Bushfire Advisory Committee Meeting are held on an annual basis, or as required. The Local Emergency Management Committee meet every 3 months. Special Council Meetings are conducted as required. All scheduled meetings are published on the Shire's website in December for the following year.

3.2 Council Meeting Attendance

The public are encouraged to attend Council Meetings on the proviso that there is no expression of dissent or approval, conversation or interruption to Council proceedings.

In the event of such disruption, the Shire President may use their discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the Council Chamber.

3.3 Meeting Procedures Local Law 2015

The *Shire of Murray Meeting Procedures Local Law 2015* (MPLL) provides for the safe custody and use of the common seal and for the orderly conduct of Council and Committee meetings (and debating) procedures, as well as prescribing ways in which members of the public can contribute to the meeting.

3.4 Council Meeting Agenda

In accordance with MPLL, clause 2.1(1), no business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the person presiding or a decision of the Council.

3.5 Council Agendas and Minutes

Agendas for Council and Committee Meetings are available for inspection on the Shire website or in person at the Shire Administration Office approximately one week prior to the meeting date. Unconfirmed Minutes are available for inspection within 14 days after a Council or 7 days after a Committee Meeting. Confirmed Minutes are available for inspection after the next scheduled Council or Committee Meeting.

3.6 Building, Planning and Health

Detailed information of planning, health building and development within the Shire is available on the Shire of Murray website at the following link: <http://www.murray.wa.gov.au>.

3.7 Notifications and Advertising

Residents may be notified of issues by advertising through a Public Notice section of the Shire of Murray website, or in the Community Newsletter, the local newspaper, written notification or through a community meeting and also through an on-site sign. Residents then have the opportunity to write to the Shire of Murray expressing their views.

3.8 Fire Break Notices

To assist in restricting the outbreak and impacts of fire, the Shire of Murray stipulates minimum property preparedness standards under to provisions of the *Bush Fires Act 1954*.

Known as the Fire Break Notice, land owners and occupiers are required by law to carry out fire prevention activities on their properties. It is important that these requirements are understood, carried out prior to, and maintained from, 1 October to 15 May of the following year. Dates may be extended due to the current weather conditions.

The Shire conducts inspections each year to assess compliance. Penalties for non-compliance include, infringement, prosecution or recovery of costs by the Shire of Murray.

A copy of the annual Fire Break Notice is provided to rate payers with their Rate notice. It is available on the Shire of Murray website and it is also published as a local public notice in a newspaper circulating the district.

4. Committees and Consultative Working Groups

There are a number of formal Committees with appointed Council Member representation. There are also a number of consultative (working) groups where officers and Council Members and others participate.

These consist of the following:

Committees of Council
Audit and Risk Committee
Chief Executive Officer Performance Review Committee
Bush Fire Advisory Committee
Local Emergency Management Committee

External Organisations
Western Australian Local Government Association (WALGA) – Peel Zone
Rivers Regional Council
Peel Mosquito Management Group (CLAG)
Coolup Land Conservation District Committee
District Emergency Management Committee (DEMC)
South West Regional Road Group
Dwellingup Community Village Inc. Management Committee
Peron Naturaliste Partnership Inc. (PNP)
ALCOA Community Consultation Network (CCN)
Peel Harvey Catchment Council
Outer Metropolitan – Joint Development Assessment Panel (JDAP)
Working Groups
Edenvale Homestead Working Group
Murray Aged Access and Inclusion Group (MAAIG)
Crime Prevention and Community Safety Reference Group
Peel Mobile Health Service Reference Group
Keysbrook Community Consultation Group
Annual Volunteer Awards Selection Panel
Selection Panel for the Australia Day, WA Community Citizenship Awards
Local Recovery Management Committee (LRMC)
Coastal Hazard Risk Management and Adaption Plan Project Steering Group (CHRMAP)
Peel Harvey Biosecurity Group
Local Planning Strategy Reference Group

5. Opportunities for Public Participation/Feedback

Community Newsletter, Works Requests and Feedback Forms

The link: <http://www.murray.wa.gov.au> gives members of the public the opportunity to:

- subscribe to our mailing list to receive the monthly Murray News Community Newsletter;
- lodge a works request or service or report issue; or
- submit feedback to the Shire of Murray.

Community Consultation

It is Council's practice to consult with the community as much as possible. At times the whole community may be asked to comment on a particular issue, while in other instances only the people directly affected by some issue will be consulted. Comments from the community are welcome at any time on any issue under Council's direction.

This consultation will take many forms. Some of the more commonly used methods are:

- Public meetings
- Workshops
- Expressions of Interest
- Advertisements in the local paper
- Leaflet drops
- Surveys
- Consultative Committees
- Displays
- Website

Public Comment

Members of the public have a number of opportunities to participate in the formulation of the Shire of Murray's plans, policies and strategies as well as comment on the performance of the Shire of Murray's functions.

Public comment periods are a common consultation method employed by the Shire of Murray on a range of Council proposals and functions. A public comment period ensures that those effected by a Council decision have a genuine opportunity to be informed of and provide input into, the decision-making process.

Why make a submission?

Making a written submission will ensure that your comments of support or concern for a certain issue or proposal are considered when Council is making a decision.

Council would like to encourage active participation in consultation to promote ownership and empowerment within the Shire of Murray.

How to make a submission?

Items out for public comment are advertised in the Mandurah Mail. Notices are also displayed on the notice board in the Murray Library, Administration Centre and the Shire of Murray's website at <http://www.murray.wa.gov.au>

Formal display areas have been established in the reception area, and externally on the front of the Administration building, at the Shire of Murray for the display, or advice on how to access, plans and other information for public inspection. Further information may also be available on the Shire of Murray's website. Council will stipulate a closing date for submissions in the advert. You should ensure your comments are received by the advertised closing date, so that your comments can be considered. Once you have lodged your submission with the Shire of Murray you will receive a letter of acknowledgement.

Consideration of Submissions

All submissions received will be summarised in a schedule of submissions for consideration by Council. This consideration may result in the proposal being modified to address the issues; approved without modification; or refused.

Please note that submissions received may be included in the Council's Agenda and that these are available to the general public. Public access to the submissions will also be permitted under the *Local Government Act 1995* or the *Freedom of Information Act 1992*.

Once a decision has been made on the relevant matter the responsible officer will write to all submitters advising of the outcome.

An effective Public Comment

To be effective, a Public Comment should:

- Clearly state your option and reasons for or against the proposal or sections thereof;
- State how your concerns could be addressed or outline any suggestions for resolving a problem or issue (if possible);
- List any references or provide evidence, relevant material, or specific examples to help demonstrate your views or suggestions.
- Include the section, recommendation and page number of the proposal to which your comments refer (if relevant);
- To ensure accurate interpretation of your comments into the Schedule of Submissions, please keep your comments concise and number all issues you wish to address.

Submissions should be addressed to the Chief Executive Officer and lodged by:

Mail: P O Box 21, Pinjarra WA 6208

Email: mailbag@murray.wa.gov.au

In Person: 1915 Pinjarra Road, Pinjarra WA 6208.

Public Attendance at Council and Committee Meetings

The public are encouraged to attend Council Meetings or Committee Meetings on the proviso that there is no expression of dissent or approval, conversation, or interruption to proceedings. In the event of such a disruption, the Shire President or Chairperson may use their discretion and without a vote of the Council or Committee, require those interrupting to withdraw.

The person or persons concerned shall immediately withdraw from the Council Chambers or alternate meeting location.

Members of the public are able to provide feedback and put forward their views on particular issues in a variety of manners within the following framework:

Public Question Time

In accordance with s.5.24 of the Act, the *Local Government (Administration) Regulations 1996* regs 5, 6 & 7 (Regulations) and *Shire of Murray Meeting Procedures Local Law 2015* (MPLL), the following applies:

- Question time for the public in certain meetings is dealt within the Regulations.
- Public question time will be limited to a total of fifteen minutes duration, except by consent of the presiding member.
- A member of the public who raises a question during question time is to state his or her name and address and be limited to three minutes duration to speak except with the consent of the presiding member.

- A question may be taken on notice by the Council or committee for later response.
- When a question is taken on notice under sub-clause (3) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.

Deputations

Deputations on matters relating to the Shire of Murray may be submitted in accordance with the clause 3.4 of the MPLL.

If a member of the public has a particular interest in an item to be discussed at a Council meeting, they can seek a formal deputation -

- Up to five people can attend a meeting to present a deputation, however only two representatives may address the Council during the presentation. The other representatives may respond to specific questions from Councillors or the Executive
- A deputation is allowed up to 10 minutes, including question time and discussion.
- A written application is required for a deputation and this must be received at least 2 business days before the respective Council meeting. Refer to [Deputations | Shire of Murray](#).
- If you want to make a deputation on more than one item listed for consideration at any meeting, separate forms need to be completed and approval gained from the meeting before you present your first deputation. In this circumstance, it is advisable for you to contact the CEO Executive Support Officer for advice by telephoning 9531 7703
- If you wish to distribute printed material in support of your deputation, please provide fourteen (14) copies with you to the meeting

Applications submitted need to clearly state if a PowerPoint presentation is proposed. Prior consent of the Chief Executive Officer, is required.

Petitions

Petitions on matters relating to the Shire of Murray may be submitted in accordance with the clause 3.6 of the MPLL.

Written Requests

The community may write to the Shire on any matter relating to the Shire of Murray.

Council Members

The community may contact Council Members on any matter.

6. Shire of Murray - Council

The Shire of Murray is constituted as a Local Authority under section 2.5 of the *Local Government Act 1995* (the Act). Its general function is to provide for the good government of people living and working within its district and it is responsible for the provision of key services and functions as required under legislation determined by the Parliament of the State of Western Australia.

The Act enables local government to make local laws and bestows the responsibility for the administration and enforcement of legislative acts onto the municipal. Subsidiary legislation enacted by the Shire of Murray is available to view on the Shire's website www.murray.wa.gov.au. Delegated legislative frameworks that the Shire of Murray operates within are also available to view at the Shire of Murray Office.

7. Shire of Murray - Profile

At the centre of the Peel region and within an hour south of Perth, the Shire of Murray boasts thousands of square kilometres of natural beauty.

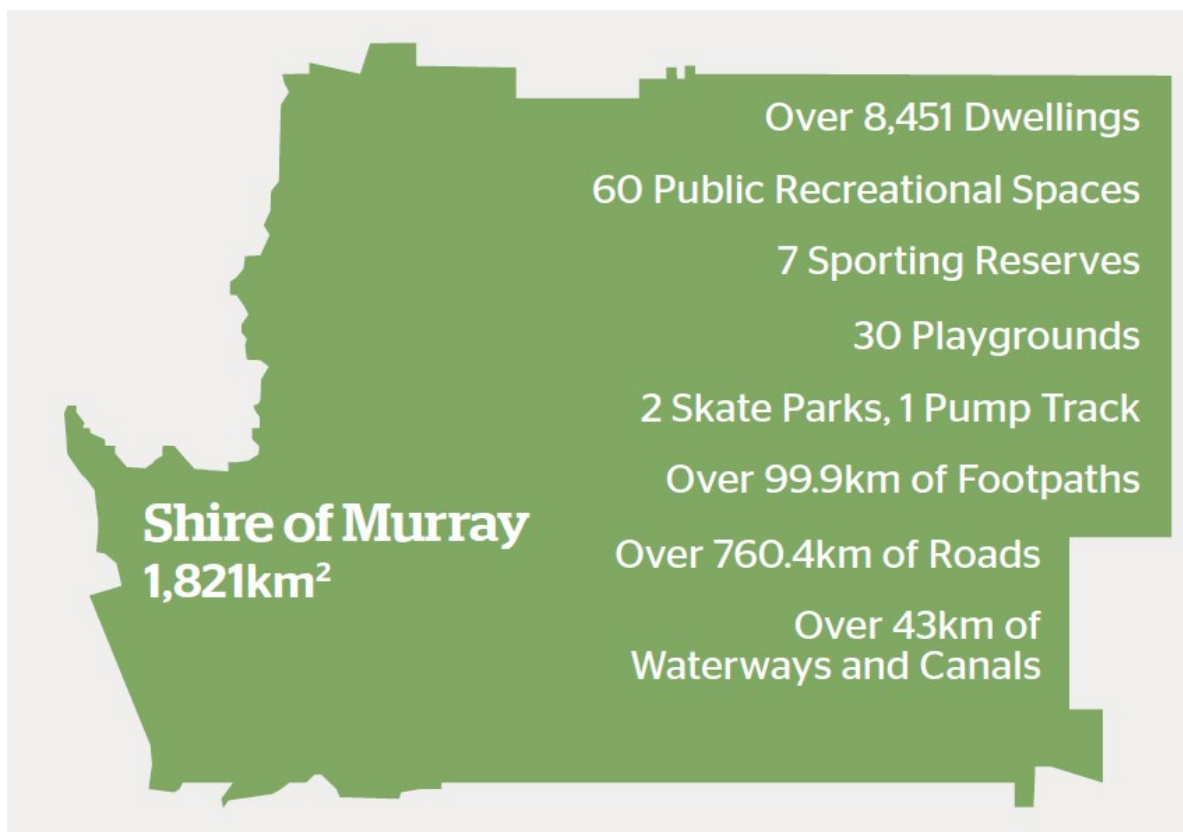
Bounded by the idyllic shores of Herron Point in the west, the adventure town of Dwellingup in the east and the equestrian playgrounds of North Dandalup and Coolup to the north and south respectively, the district offers an abundance of leisure opportunities as well as a diverse range of land use options.

The Shire of Murray is home to enticing residential estates ranging from urban hubs and canal living to rural residential, offering a relaxed country lifestyle with convenient transport links to the freeway and several large urban centres.

The population forecast for the district in 2023 is 19,292, with the longer-term forecast being 71,820 by 2051 (*source Forecast ID*).

As a rapidly evolving shire servicing the diverse social and economic needs of a growing community, the Shire of Murray is grounded by its history and rural charm which guides its development.

Smart planning and a focus on broadening our shire's economic base are opening up significant opportunities for tourism, commercial investment, employment and education.



8. Details of Decision - Making Functions, but not limited to.

Function	Brief Description
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.
Community Services	The function of providing, operating or contracting services to assist local residents and the community.
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire of Murray's operation.
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire of Murray.
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.
Development and Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas such as remnant bush lands and threatened species.
Financial Management	The function of managing the Shire of Murray's financial resources.
Governance	The function of managing the election of Council representatives, the boundaries of the Shire, and the terms and conditions for Council Members.
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.
Grants and Subsidies	The function of managing financial payments to Shire of Murray from the State and Federal Governments and other agencies for specific purposes.
Human Resources	The function of managing the conditions of employment and administration of personnel at the Shire including consultants and volunteers.
Information Management	The function of managing the Shire of Murray's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.
Library Services	The function of providing and managing public access library facilities and services.

Function	Brief Description
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the Council.
Land-Use and Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.
Law and Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.
Parks and Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by Council.
Plant, Equipment and Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the Shire of Murray's stores. Does not include the acquisition of information technology and telecommunications.
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the <i>Public Health Act 2016</i> , health codes, standards and regulations.
Rates and Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Recreation and Cultural Services	The function of the Shire of Murray arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.
Risk Management	The function of managing and reducing the risk of loss of Shire of Murray properties and equipment and risks to personnel.
Roads	The provision of road construction and maintenance of roads and associated street services to property owners within the Shire of Murray area.
Sewerage and Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, storm water and flood mitigation works.
Traffic and Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.
Waste Management	The function of providing services for Shire of Murray ratepayers for the removal of solid waste and recyclable materials, encourage waste reduction and usage through education.
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the Shire of Murray or by service providers.

9. Access to Council Documents

Access to Council documents is subject to provisions established in legislation such as the *Local Government Act 1995* and the *Freedom of Information Act 1992*, and may be free, or subject to fees and charges.

Information is made available through a range of mediums including public statements, news releases, the Shire's website, local newspapers, information sheets and other publications, as public and statutory documents and reports.

Forms held within Council, but not limited to:

No.	Department	Use
1	Building	Owner Builders Statutory Declaration Form. To be forwarded to the Builders Registration Board (BRB)
2	Building	Application for demolition permit
3	Building	Building Information Handouts
4	Building	Application for Building Licence
5	Building	Request form for refund of Street Security deposit
6	Building	Application for acknowledgement of unauthorised structure
7	Building	BCITF form for building application
8	Building	Application for Park Home and Annexe
9	Customer Services	Community Services Directory
10	Health	Application for Septic tank
11	Health	Health enquires and search
12	Health	Offensive trade licence
13	Health	Itinerant food vendor licence
14	Health	Caravan Park and camping grounds registration
15	Health	Lodging house registration
16	Health	Hawkers licence
17	Health	Stallholders licence
18	Health	Traders licence
19	Health	Transfer of licence
20	Health	Food premises record of inspection
21	Health	Health (Public Buildings) Reg.1992 certificate of electrical compliance
22	Health	Complaint form
23	Health	Notifiable infectious disease investigation form
24	Health	Noise assessment sheet
25	Health	Food complaint form
26	Health	Food hygiene requirements
27	Health	Food premise notification form
28	Health	Registration of a cattery
29	Human Resources	Application for employment
30	Library	Membership
31	Library	Requests

No.	Department	Use
32	Library	Overdue notice
33	Library	Library account
34	Rangers	Fire permits
35	Rangers	Dog release forms (poundage)
36	Rangers	Notice of impounded dogs
37	Rangers	Witness summons
38	Rangers	Kennel application forms
39	Rangers	Bona Fide working dog form
40	Rangers	Authorisation to dispose of a dog
41	Rangers	Dog registration change of details
42	Rangers	<i>Evidence Act 1906</i> , statutory declaration form
43	Rangers	Request for vehicle details
44	Rangers	Customer request complaint
45	Rangers	Marine related complaints
46	Rates	Pensioner rebate form
47	Rates	Change of postal address
48	Infrastructure Services	Crossover rebate form
49	Infrastructure Services	Schedule of fees for Pinjarra Cemetery
50	Infrastructure Services	Order of Burial for ground niches – Pinjarra Cemetery
51	Infrastructure Services	Grant of right of burial (normal burial)
52	Infrastructure Services	Grant of right of burial (Niche wall)
53	Infrastructure Services	Approval to erect monument
54	Infrastructure Services	Bin request form for new dwelling
55	Infrastructure Services	Bin request form for existing dwelling
56	Infrastructure Services	Crossover specifications
57	Planning	Application for planning consent
58	Planning	Advertising signs
59	Planning	Development Impact Assessment
60	Planning	Subdivision appeals
61	Planning	Guide to subdivision applications

10. Documents Available outside the *Freedom of Information Act 1992*

The following documents are available for public inspection at the Council Administration offices, and in some instances at the Murray Library, Pinjarra Road, Pinjarra, or on the Shire's website www.murray.wa.gov

Documents available outside the <i>Freedom of Information Act 1992</i>	WEBSITE	INSPECTION	LIMIT ON ACCESS	S.5.96 APPLIES
Local Public Notice and Statewide Public Notice	●			
Dispositions of Property excluded from the Act, s.3.58	●			
Candidate Profiles	●			
Policy for CEO Recruitment, Performance and Termination	●			
Policy - Relation to Employees (Employment with the Shire of Murray is finishing)	●			
Events Policy	●			
Code of Conduct for Local Government Employees	●	●		●
Code of Conduct for Council Members	●	●		●
Complaints Register	●	●		●
Financial Interests Register	●	●		●
Gifts Register – Employees		●		●
Gifts Register – Council Members and Chief Executive Officer	●	●	●	●
Gifts Register – Electoral	●	●	●	●
Annual Report	●	●	●	●
Annual Budget	●	●	●	●

Documents required under Legislation for Public Access	WEBSITE	INSPECTION	LIMIT ON ACCESS	S.5.96 APPLIES
Schedule of Fees and Charges Imposed under s.6.16 of the Act	●	●	●	●
Plan for The Future	●	●	●	●
Local Laws	●	●	●	●
Subsidiary Legislation made or adopted by the Shire of Murray		●	●	●
Written Law having a Provision that the Shire of Murray has a Power to Duty or Enforce		●	●	●
Rate Record - Prohibited on Website		●	●	●
Unconfirmed Minutes	●			
Confirmed Minutes	●	●	●	●
Minutes of Electors' Meetings	●	●	●	●
Schedule of Meetings	●			
Notice Papers and Agenda	●	●	●	●
Any Report of a Review of a Local Law prepared under s.3.16(3) of the Act		●	●	●
Business Plan prepared under s.3.59 of the Act	●	●	●	●
Register of Owners and Occupiers and Electoral Rolls – Prohibited on Website		●	●	●
Supplementary Audit Report prepared Under s.7.12ah(1) of the Act		●	●	●
Delegation Register	●	●		●
Regional Price Preference Policy	●	●		●
Tender Register	●	●		●
Adverse Recommendation made by an Authorised Person under s.8.13(2) of the Act	●			●
Adverse Finding, Recommendation or Proposition made by an Oversight Entity	●			●

Documents Required under Legislation for Public Access	WEBSITE	INSPECTION	LIMIT ON ACCESS	S.5.96 APPLIES
Shire of Murray Policies	●	●		●
Council Member Primary Return or Annual Return Information	●			●
Employee Primary Return or Annual Return Information	●			●
Fees, Expenses or Allowances paid to each Council Member	●			●
Map of the District	●			●
Report on Training completed by Council Members	●			
Continuing Professional Development of Council Members Policy	●			
Rate Setting Statement	●	●		
Exercise Power of Sale of Land	●			
Other Legislation for Public Access				
Notice of Damage by Trespassing Cattle, Rates for (<i>Local Government (Misc. Provisions) Act 1960</i>)	●			
Internal Procedures (<i>Public Interest Disclosure Act 2003</i>)	●	●		
Information Statement (<i>Freedom of Information Act 1992</i>)		●		
Internal Manuals (<i>Freedom of Information Act 1992</i>)		●		
Access and Inclusion Plans (<i>Disability Services Act 1993</i>)	●	●		
Inspection / Copies of Building Permits, Approval Certificates and Other in Register (<i>Building Act 2011</i>)		●		
Copies Drainage & Sewerage Plans & Specifications (<i>Health (Misc. Provisions) Act 1911</i>)		●		
Publicising Approved Schemes (<i>Planning and Development Act 2005</i>) This List Is <u>Not</u> Exhaustive.	●	●		

11. Administrative Information

Address:	1915 Pinjarra Road Pinjarra, WA 6208
Postal Address:	P O Box 21 Pinjarra, WA 6208
Telephone:	(08) 9531 7777
Facsimile:	(08) 9531 1981
Website:	www.murray.wa.gov.au
Email:	mailbag@murray.wa.gov.au
Shire President:	Cr. David Bolt
Deputy Shire President:	Cr. Douglas McLarty
Council Members:	Cr. Geoff Black Cr. Stewart Carter Cr. Stuart Kirkham Cr. Steve Lee Cr. David Pike Cr. Ange Rogers
Chief Executive Officer:	Mr. Dean Unsworth

12. Freedom of Information (FOI) Management Structure

Principal Officer:	Chief Executive Officer
Decision Maker:	Director Corporate Services
FOI Coordinator:	Records Coordinator

13. Freedom of Information Procedures and Access Arrangements

13.1 Operations

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 publicly or routinely available, the *Freedom of Information Act 1992* provides for public access to documents and, ensures that personal information in documents are accurate, complete, up to date and not misleading and for related purposes.

An agency can refuse access to documents, or certain information in them, if the information is exempt under the Act. There are a number of exemptions in the FOI Act. These include but are not limited to; personal information about individuals other than you, certain business information, deliberative processes of government, confidential communications and, documents that are covered by legal professional privilege.

13.2 Applications

Section 12 of the FOI Act sets out the requirements of a valid application, the access application must:

- Be in writing (refer to the appended proforma). (This application is also available on the Shire of Murray website, as a fillable pdf).

- Give enough information so that the documents requested can be identified.
- Give an Australian address to which notices can be sent. If possible, include your contact details such as a telephone number or email address. This will help the agency to contact you if necessary and will assist in your application being dealt with efficiently.
- Be lodged at the Shire of Murray with any application fee payable.

Applications may be lodged to the Shire:

Via post, addressed to:	Via email, addressed to:	In person, at:
Freedom of Information Coordinator Shire of Murray PO Box 21 Pinjarra WA 6208	Freedom of Information Coordinator mailbag@murray.wa.gov.au	Administration Office Shire of Murray 1915 Pinjarra Road Pinjarra WA 6208

Applications will be acknowledged in writing, the applicant will be notified of the decision as soon as practicable and, in no more than 45 days.

13.3 Charges

A scale of fees and charges is set under the FOI Regulations. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

Personal application – this includes searches	Free
Non-personal application – this includes searches	\$30.00
Charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour)	\$30.00
Charge for access time supervised by staff (per hour, or pro rata for a part of an hour) plus the actual additional cost to the agency of any special arrangements (e.g. hire of facilities or equipment).	\$30.00
Photocopying charges – per hour, or pro rata for a part of an hour of staff time	\$30.00
Photocopying charges – per copy	\$0.20
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata of an hour)	\$30.00
Charge for duplicating a tape, film or computer information	Actual Cost
Charge for delivery, packaging and postage	Actual Cost

Deposits

- Advance deposit may be required of the estimated charges of 25%.
- Further advance deposit may be required to meet charges for dealing with the application of 75%.

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

13.4 Access Arrangements

Access to documents can be requested in the following ways:

- By inspection only, a copy of a document(s), computer disk, transcript of a recorded document, words recorded in shorthand, encoded form, or a written document in the case of a document from which words can be reproduced in written form.

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

13.5 Notice of Decision

As soon as practicable, and in no more than 45 days, applicants will be provided with a notice of decision which will include details such as:

- The date of the decision.
- The name and the designation of the Decision Maker.
- Reasons for deleting exempt matter and the findings on any material questions of fact underlying those reasons, referring to the material on which those findings were based (if applicable).
- Reasons for deferring access and, if applicable, the period for which access is likely to be deferred (if applicable).
- Refusal of access (including on the basis that the document cannot be found or does not exist).
- The amount and basis for calculation of any charge (if applicable).
- Information on the right to review and the procedures to be followed to exercise those rights.

13.6 Review rights

Applicants who are dissatisfied with a decision are entitled to ask for an internal review by the Shire. An application should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the internal review within 15 days (or any longer period that you agree to).

If applicants disagree with the internal review notice of decision, an external review can be lodged with the Information Commissioner within 60 days. The external review right is advised to the applicant/s when the internal review notice of decision is issued.

14. Amendments of Personal Information to Council Records

A member of the public may request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date. The application must meet the requirements of a valid application, this is listed in the applications section of this document.

14.1 Principal Officer

The Principal Officer is responsible for the Internal Review process. If the Principal Officer makes the initial decision to refuse access to documents there is no right of internal review, therefore the applicant must make an external review to the Information Commissioner.

The Principal Officer shall appoint Decision Makers by formal direction, either by minutes or instrument.

14.2 Decision Maker

Decision Makers need to be identified by name and designation in the Notice of Decision, providing reasons and, are accountable for these decisions. Officers cannot review their own decisions, or decisions to which they have been a party.

14.3 FOI Coordinator

The FOI Coordinator manages all FOI activities, liaises with the Decision Makers and Principal Officer. The FOI Coordinator is responsible for:

- Determining if the information can be provided publicly, through another Act or routinely outside of the formal FOI process
- Liaising with the access applicant
- Negotiating the scope of the application
- Conducting research and, collaborating with staff to locate records
- Recording all work flow and time management details
- Calculating projected costs, final cost and times spent processing applications
- Providing access to an edited copy
- Providing access to a suitable qualified person.

15. Applicable Legislation

Including, but not limited to:

- *Freedom of Information Act 1992;*
- *Local Government Act 1995* and subsidiary legislation; and the
- *State Records Act 2000.*

16. Endorsement

This statement is endorsed.



Dean Unsworth
Chief Executive Officer

Application for access to documents



Freedom of Information Act 1992, Section 12

Instructions: Please print clearly in the spaces provided.
Email the completed form to mailbag@murray.wa.gov.au

Applicant Details

First Name

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Surname

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Organisation (if applicable)

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Address

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

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Details of Request

Please indicate whether the documents you are requesting access to are:

- Non-Personal (incurs \$30 application fee, and additional charges may apply)
- Personal documents (incurs no fee and will contain information pertinent to applicant *only*)

Note: Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Please provide as much information as possible to help us identify the documents you are requesting, i.e. location / address, subject matter, date(s). Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents.

Please indicate a date range for the documents, if possible.

Start date (DDMMYYYY)

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End date (DDMMYYYY)

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Form of Access

Please indicate form of access required.

- Electronic (the Shire's preferred form of access, where applicable)
- Inspection (in person at the Shire of Murray Administration Office)
- Hardcopy (additional fees may be applicable)

Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable.

- I consent to all "Personal Information" and / or "Commercial Information" of third parties and Shire of Murray staff being edited from the requested document/s

Please note: Choosing without consent may result in increased processing fees and time frames. Upon consultation with third parties, this information may be edited under the relevant exemptions.

- I consent to external third parties being provided my name as the applicant requesting the information

Payment Details

Please indicate your preferred payment method:

- Cash (payable at the Customer Service Centre, 1915 Pinjarra Road, Pinjarra)
- Cheque (made payable to the Shire of Murray)
- Money Order (made payable to the Shire of Murray)
- Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the Shire of Murray cannot accept written credit card details. Contact the Shire on (08) 9531 7777 during business hours for alternative payment options.

Customer Authorisation

- By ticking this box, I confirm I understand that this form authorises the Shire of Murray to reproduce any documents associated with this application for internal purposes only.
- By ticking this box, I confirm 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 an estimate of charges, if appropriate.
- By ticking this box, I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*).

Response Time: Initial response within 7 days of receipt of application.

Signature _____

Date (DDMMYY YY)

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(for hardcopy submission only)

Further Information

For advice and further information regarding FOI and the types of documents held by the Shire, refer to the Shires website www.murray.wa.gov.au and Information Statement. For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888, at www.oic.wa.gov.au

1915 Pinjarra Road,
Pinjarra WA 6208
PO Box 21 Pinjarra WA 6208

T: 08 9531 7777
F: 08 9531 1981
mailbag@murray.wa.gov.au
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 /ShireofMurray
 @ShireofMurray

