



Information Statement 2026



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Acting Chief Executive Officer



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Structure and Function of Council

Council

The Shire of Capel Council is a decision-making body comprised of nine elected members. Council decisions are guided by a Strategic Community Plan based on input provided by ratepayers and residents.

Ordinary meetings of Council are held monthly, commencing at 6.00pm. Members of the public are welcome to attend in person, or view the meeting via live stream www.capel.wa.gov.au

Meeting dates 2026

Q1	Q2	Q3	Q4
January 28	April 29	July 29	October 28
February 25	May 27	August 26	November 25
March 25	June 24	September 30	

Elected Members

1. Cr John Fergusson (President)	Term expires 2027
2. Cr Rosina Mogg (Vice President)	Term expires 2027
3. Cr Brian Hastie	Term Expires 2029
4. Cr Peter McCleery	Term expires 2025
5. Cr Emily Montgomery	Term expires 2029
6. Cr Kieran Noonan	Term expires 2027
7. Ctr Sebastian Schiano	Term expires 2027
8. Cr Terri Sharp	Term expires 2027
9. Cr Martin Voyez	Term expires 2029

Agendas and Minutes

Council meeting agendas and minutes may be viewed at the Shire Office in Capel, the Capel, Boyanup and Dalyellup libraires, and the Shire's website.

Council Committees

Council members participate in internal committees that support the operation of the council.

- Audit, Risk and Improvement Committee
- Climate Change Adaption and Sustainability Committee
- Bush Fire Advisory Committee
- Economic Development Advisory Committee
- Chief Executive Officer Performance and Remuneration Panel
- Chief Executive Officer Selection Panel

External Committees

Several community advisory committees and working groups dealing with various issues have Council representatives as members. Currently, these are:

- Boyanup Memorial Park and Sports Council
- Boyanup Foundation
- Boyanup Hall Committee
- Boyanup Progress Association
- Boyanup & Districts Farmers Market Committee
- Capel Land Conservation District Committee
- Development Assessment Panel (DAP)
- Disability Access & Inclusion Reference Group
- Geographe Catchment Council (Geocatch)
- Gelorup Community Centre Management Committee
- Local Emergency Management Committee
- Peppermint Grove Beach Community Association
- Peron Naturalist Partnership
- State Administrative Tribunal (SAT)
- SW Regional Road Group
- SW Zone, WA Local Government Association
- Trails Working Group
- Capel Road Safety Action Group

Delegations and Policies

Council makes decisions which direct and/or determine its activities and functions in keeping with legislative requirements. Such decisions include the approval of works and services to be undertaken, and the allocation of resources toward works and services.

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on specific administrative and policy matters. The authority behind these delegations is detailed in the Delegations Manual, which is reviewed annually by Council and is available on the website.

Decisions are also made to determine if approvals are to be granted for applications from residents for various forms of development. The Council's Policies enable such matters to be dealt with on a consistent basis. The Policies are available for viewing on the Shire's website.

Community services

Council makes decisions on issues relating to services that are provided for members of the public. These services currently include:

- Animal control
- Building control
- Bus shelters
- Cemeteries
- Child Health Centres
- Citizenship ceremonies
- Parking controls
- Parks and reserves
- Pest control
- Playground equipment
- Public seating & public toilets
- Recreational/sporting facilities

- Coastal & beach management
- Community development
- Community halls and centres
- Library & Information Service
- Dual use paths
- Environmental health matters
- Extractive industries
- Fire prevention
- Parking bays/road closures
- Refuse sites & waste management
- Roads/footpaths/kerbing
- Seniors
- Street lighting
- Stormwater drainage
- Street sweeping
- Street tree planting
- Traffic control devices
- Youth

Community Consultation

Council meetings

Members of the public can put forward their views on issues before Council through:

- Deputations – with the permission of the President, members of the public can address Council personally or on behalf of a group of residents.
- Petitions – written petitions can be addressed to Council on any issue within Council's jurisdiction.
- Presentations – with the permission of the Chief Executive Officer, members of the public can address Council on any matter on the Council Meeting Agenda.
- Written Requests – a member of the public can write to Council on any Council policy, activity, or service.
- Elected Members – members of the public can contact Elected Members to discuss any issue relevant to Council.

Community consultation

- Development Applications - residents are notified and may make submissions regarding some Development Applications needing Council approval.
- Annual Meeting of Electors
- Advertising in a local newspaper as required
- Social media platforms and internet
- A Community Perceptions Survey (every 2 years, most recently conducted in 2024)

Council adopted the Shire of Capel Community Engagement Framework 2022 to 2026 to guide consultation with the community and stakeholders. Integrated Growth Framework and Plan (IGFP) community consultation undertaken in Q4 2025, provides input for the 2026 finalisation of:

- ✓ Draft Integrated Vision
- ✓ Draft Masterplan Concepts (Capel, Boyanup, Dalyellup, Peppermint Grove Beach & Gelorup)
- ✓ Draft Place Design Guide

Documents available for inspection

Some documents held by the Shire of Capel (the Shire), are available for public inspection at the Shire Office, many of these documents are also accessible via the Shires web site. Please note that there may be limits to inspection rights for certain documents under *s5.95 of the local Government Act 1995*. The Shire supports the proactive release of information where possible, and when permissible, within the parameters of legislation and Privacy Policy criteria.

Documents that are frequently requested and accessed include:

Annual Budget (also available at the Capel, Boyanup and Dalyellup libraries)

Annual Report (also available at the Capel, Boyanup and Dalyellup libraries)

Code of Conduct

Complaints Register

Council, Committee and Special Electors Agendas and Minutes * (excluding sections closed to the public)

Council Local Laws and proposed Local Laws

Delegations Register

Freedom of Information Statement

Laws enforced by the Shire of Capel

Owners and Occupiers Roll

Strategic Community Plan

Policy Manual

Pound Register

Gift register

Register of Financial Interests

Schedule of Fees and Charges

State Records Office

The State Records Office is regarded as being a part of the Department of Local Government, Industry Regulation and Safety (LGIRS) for the purposes of the FOI Act. All applications requesting access to documents held by the State Records Office and the Commission are processed by LGIRS. The Department is also responsible for making decisions about the release of documents.

The public can access a variety of documents outside the FOI Act on the State Records Office website. [State Records Office \(www.wa.gov.au\)](http://www.wa.gov.au)

Requests for Information - Freedom of Information Act 1992

Requests for other information not listed on the previous page may be considered under the *Freedom of Information Act 1992* (FOI Act).

This Act gives you the right to access documents held by State and local government agencies, subject to some limitations. Sometimes, an FOI application **may not** be your best option when seeking information because:

- Access rights under the FOI Act do not apply to documents that are already publicly available.
- You will not be able to obtain personal information about other people.
- Certain business documents or documents covered by legal professional privilege may not be made available.

An application for access to documents under the FOI Act does not automatically ensure you will obtain the documents you request. Access may be refused, or you may only receive heavily redacted copies of documents based on exemptions under the FOI Act.

The Act is written to facilitate access to documents held by government bodies, and to ensure that your personal information in those documents is correct. It is not designed as a tool to assist in neighbourhood disputes or civil legal action.

The type of government documents or records that can be requested extends to all manner of information, however recorded, in the possession or under the control of an agency. Documents include (but are not limited to), maps, plans, diagrams, graphs, drawings, photographs, videos, audiotapes, CCTV footage and all electronic records including emails.

Amendment of Council records

You may gain access to Council documents to seek amendments concerning your personal affairs by making a request under the FOI Act. A member of the public may request a correction to any information about themselves that is incomplete, misleading, or out of date.

Applications for access to documents

Under the FOI legislation, an application must be made in writing with:

- sufficient information to enable the identification of the relevant documents,
- an Australian address to which notices can be sent, and
- the payment for the application fee where applicable. (Application fees only apply when non personal information is requested.)

You can access an FOI application form through the website. [FOI_application_form_003.pdf](#)

FOI applications to the Shire of Capel can be submitted via email: info@capel.wa.gov.au, in person at the Shire of Capel Offices, Forrest Rd, Capel, or by post to - The Freedom of Information Coordinator, Shire of Capel, PO Box 369, Capel WA 6271.

Fees and charges

A scale of fees and charges is set under the FOI Regulations.

Apart from the application fee of \$30 for non-personal information, all charges are discretionary.

1. Fees

• Personal information about the applicant	No fee
• Application fee (for non-personal information)	\$30.00

2. Charges

• Charge for time dealing with the application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopied A4 page	20c
• Transcribing from tape, film or computer per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	At cost
• Delivery, postage and packaging	At cost

3. Deposits

• Advance deposit may be required of the estimated charges	25%
• Further advance deposit may be required to meet the charges for dealing	75%

with the application

Fees for financially disadvantaged applicants or those issued with prescribed pensioner concession cards, (apart from the Application Fee) may be reduced by 25%.

Applicants will receive a response as soon as possible, and always within the statutory 45 days of Council receiving a valid application, together with the appropriate fee.

Access Arrangements

Access to documents can be granted by way of visual inspection or supply of hard copies, email attachment copies (digital files), or placed on a USB.

Decision makers

Council's Governance Officer is the Freedom of Information Coordinator and is authorised to perform the required functions of the Act.

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 on 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; and
- information on the right to review and the procedures to be followed to exercise those rights.

Access refusal

Applicants who are refused access or are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency.

Review

Application for a review should be made in writing within 30 days of receiving the notice of decision. Internal review will be undertaken by a senior officer from the Shire of Capel.

Review applications should be addressed to: The Chief Executive Officer, PO Box 369, Capel WA 6271, info@capel.wa.gov.au

You will be notified of the outcome of the review within 15 days.

If the result of the internal review is not to the applicant's satisfaction, an external review may be requested by contacting the Office of the Information Commissioner.

info@foi.wa.gov.au (08) 6551 7889