



Freedom of Information Council Information Statement

Reviewed October 2023

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries. An updated Information Statement will be published at least every 12 months.

Contents

Structure and functions of Council.....	3
Council	3
Shire of Peppermint Grove Organisation Chart	4
Sub-Committees and Consultative Groups	5
Delegated Authority	5
How Council’s functions and decisions affect the Public	6
Public Participation	7
Community Consultation	7
Documents held by the Shire of Peppermint Grove.....	8
Records Department	8
The Grove library.....	8
Access to Council documents	8
Documents Available for Inspection.....	8
Other information requests	8
Forms of Access.....	9
Lodgement of Applications	9
Notice of Decision	10
Refusal of Access.....	10
Amendment of Shire records	10
Fees and Charges	10

Structure and functions of Council

The Shire of Peppermint Grove operates in a changing external environment. The community and government's expectations and requirements and environmental and economic factors impact its activities and overall performance. The Shire is committed to improving the quality of life of the residents of Peppermint Grove through services based on the principles of quality, equity, value, and responsiveness.

Its objectives are:

- To provide excellent services to residents in the community at a reasonable cost: and
- To strengthen the financial viability of the Shire by improving efficiency and effectiveness.

In delivering services to the community, the Shire of Peppermint Grove commits to:

- provide consistent information on the activities of the Shire.
- To involve residents in everyday decision making.
- To increase awareness of the Shire's plans, objectives, and policies.
- To help the community understand the need to reconcile conflicting factors in the provision of services and planning.

By these means, the Community will retain its confidence in the Shire offices as an efficient provider of services and an effective resource manager.

Council

The Shire of Peppermint Grove's Council consists of seven Councillors, including the Shire President. Councillors are elected for a four-year term and retire on a biennial basis. Elections occur in October of each year.

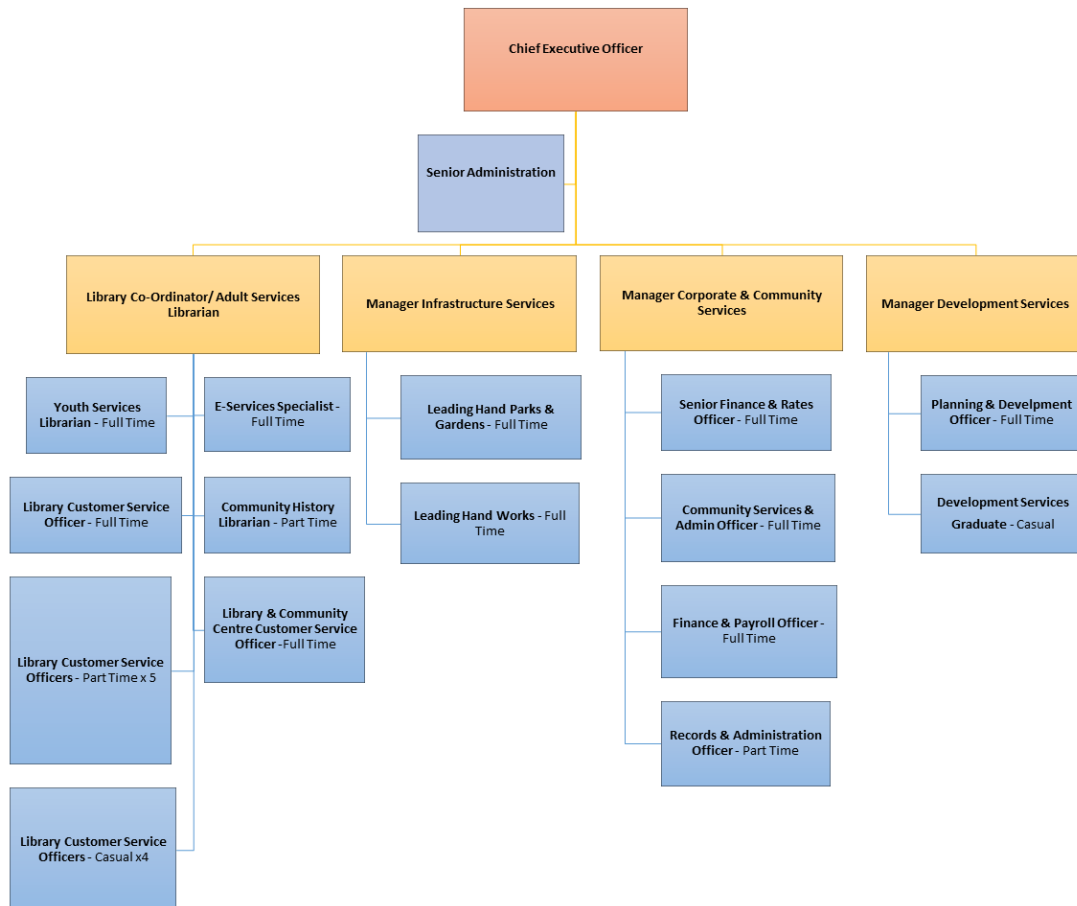
The Councillors elect the President of the Council at the first meeting following the biennial elections. Extraordinary elections are held to fill any vacancies which occur during the year.

Ordinary Meetings of Council are held on the fourth Tuesday of every month, commencing at 5.30 pm (except the month of January when Council is in recess).

Council is the deciding body for all policy matters. The main business of the Council is to consider and make resolutions on the recommendations for all issues presented.

The Chief Executive Officer reports to Council.

Shire of Peppermint Grove Organisation Chart



Sub-Committees and Consultative Groups

Sub-committees of Council are formed on an as-needs basis to investigate and report to Council on specific matters. They may include elected members, Shire staff, the public, advisory groups, and consultative groups. Currently, these sub-committees include:

- WA Local Government Association Central Metropolitan Zone
- The Library Committee (includes representation on behalf of Cottesloe, Peppermint Grove and Mosman Park)
- Western Metropolitan Regional Council (WMRC)
- Swan River Trust
- Western Suburbs Regional Organisation of Councils (WESROC)
- Cottesloe Activity Centre Group with the Town of Cottesloe

Delegated Authority

The Chief Executive Officer has delegated authority from Council to make decisions on specified administrative and policy matters. A list of the delegations is recorded in the Council's Delegation Register.

In keeping with legislative requirements, Council:

- Determines policies to be applied by Council in exercising its discretionary powers.
- Determines the type, range, and scope of projects to be undertaken by Council.
- Considers comprehensive management plans, budgets, financial controls, performance objectives, and performance indicators for the operations of the Shire.

The Council makes decisions that direct and determine its activities and functions. Its resolutions include the approval of works and services and the allocation of resources. Council also determines residential or commercial development applications.

How Council's functions and decisions affect the Public

The functions and decisions of the Council impact the everyday lives of its residents in a variety of ways. The Council controls planning matters in the Shire and is responsible for protecting its natural environment and heritage. Council also makes decisions on the provision of roads and paths, drainage, parks, recreation and leisure facilities, libraries, welfare services, refuse collection and disposal facilities, cultural services, and environmental health controls. Listed below are a range of functions and services currently provided by the Shire of Peppermint Grove:

- Aged care
- Building controls
- Bus Shelters
- Citizenship ceremonies
- Collection of domestic recyclables
- Collection of domestic waste
- Community arts
- Community information service
- Community learning centre and events
- Cycle paths
- Dog licensing/ control
- Environmental health matters
- Litter bins
- Parking bays/ street closures
- Parking controls
- Parks & reserves
- Pest control
- Planning controls
- Playground equipment
- Public library
- Public seating on reserves
- Public toilets
- Recreational/ sporting facilities
- Roads/ footpath/ kerbing
- Stormwater drainage
- Street lighting
- Street tree planting
- Sustainability events
- Tip passes
- Traffic control devices

Public Participation

Members of the public are encouraged to attend the Council's Agenda Briefing Forum, held every second Tuesday of the month, and the Ordinary Meeting of Council held on the fourth Tuesday of the month. Further opportunities for members of the public to put forward their views on issues before the Council include:

- Deputations - With the permission of the Shire President, a member of the public may address Council personally or on behalf of a group of residents for a period of time determined by Council on any issue relevant to Council.
- Public Question Time – Time is set aside during Ordinary Council Meetings to provide the public with an opportunity to speak and ask Council questions with or without prior notice.
- Petitions - Written petitions may be addressed to the Council on any issue within the Council's jurisdiction.
- Written Requests - Members of the public may write to the Council on any Council policy, activity, or service.
- Elected Members - Members of the public may contact their Elected Members of Council to discuss any issue relevant to Council.
- Submissions on various matters are occasionally advertised, inviting public input and comment.

Community Consultation

The Shire consults with residents on issues that affect the community in the following ways:

- Residents are notified of some Development Applications requiring the approval of the Council. Some applications are exempted from public notifications by the Planning Act. When an application is publicly notified, residents can write to the Shire expressing their view of the application and subsequently personally address the Council before a decision is made.
- Invited Electors may attend the Annual General Meeting of Electors to discuss specific issues.
- The Shire writes to residents on matters of general interest, importance, and concern, seeks input from residents on significant issues, and provides consultation outcomes to residents.
- Community information letters and the Shire's quarterly newsletter 'Peptalk' are circulated to residents to facilitate community awareness.
- The Shire uses its website to provide information on a statutory or community basis.
- The Shire also uses its website to seek comments on issues affecting the community as well as planning and other statutory matters. Eg Community Strategic Plan

Documents held by the Shire of Peppermint Grove

Records Department

The Records Department of the Shire manages current and inactive documents and records generated by the Shire and its correspondents. The collection is a hybrid of electronic and physical records and includes an extensive library of bound Council minutes.

The Grove library

The Grove library is a community facility located at 1 Leake Street, Peppermint Grove. Funding for the service is through a collaborative agreement with the Town of Cottesloe, the Town of Mosman Park, and the Shire of Peppermint Grove. The library is a member of the Western Suburbs Regional Library Network.

Opening hours are 9 am to 6 pm Monday to Thursday 9am to 5pm on Friday, 9 am to 4 pm Saturday, and 12 pm to 4 pm Sunday. The library provides the community with access to an extensive range of information and publications, including a Community History collection that includes information about local people, places, and events.

Access to Council documents

Documents Available for Inspection

Council meeting agendas are available at the Shire Administration Office, the Grove library, and through the Shire's website no less than 72 hours before the meetings.

Council meeting minutes are placed on display following the provisions of the Local Government Act 1995 and are also available on the Shire's website at www.peppermintgrove.wa.gov.au.

The following list of documents are also available for public inspection at the Shire Administration Office, free of charge, and many are available to download from the Shire's website.

The Shire can provide a printed copy of some of these documents on request; however, a charge for the supply, following the principles of Section 5.96 of the Local Government Act 1995, and the fees prescribed in the annual budget may apply.

Other information requests

The Shire will consider requests for non-personal information in compliance with the **Freedom of Information (WA) Act 1992** (the Act). As established under the Act, where non-personal information is requested, an application fee of \$30.00 is payable. Applications must be submitted in writing. A **Freedom of Information (FOI) Request Form** is available from the Shire or downloaded from the Shire website.

There are no fees or charges associated with FOI applications for personal information about the applicant.

The Shire will respond to an application within the statutory 45 days of the Shire receiving a correctly completed FOI Request Form and the applicable fee. Additional fees may be applied; please refer to the fees and charges schedule on page 12 of this document for further information.

When submitting your FOI request, please note that:

- Applications must be in writing.
- Applicants must provide sufficient information to enable the requested documents to be identified.
- Applications must include an Australian postal address where notices can be sent.
- The Shire of Peppermint Grove may request proof of identity.

Applicants can seek further information about making a Freedom of Information Application from the Information Commissioner's Office. A free copy of the Freedom of Information Act is available from the Office of the Information Commissioner website at www.foi.wa.gov.au.

Forms of Access

Access to documents may be provided by:

- an in-person inspection,
- a copy of a document,
- a copy of an audio or videotape, a computer disk,
- a transcript of a recorded document or words recorded in shorthand or encoded form,
- or a written document.

Please note that where access to documents by way of inspection is requested, it is a condition of the Shire of Peppermint Grove that access is provided under supervision. A fee for this service will be applied as provided in the schedule on page 12 of this document. Where the Shire of Peppermint Grove cannot grant access in the form requested, access may be given in a different form.

Lodgement of Applications

By Email, or post, addressed to:

FOI Coordinator
Shire of Peppermint Grove
PO Box 221
COTTESLOE WA 6911

In person at:

Shire of Peppermint Grove
Administration Office
1 Leake Street
PEPPERMINT GROVE WA 6011

Email: admin@peppermintgrove.wa.gov.au

Notice of Decision

The Shire will provide an outcome to Applicants in response to a request within 45 days of the date of submission. The Notice of Decision will include:

- The date the decision was made.
- The name and designation of the officer who made the decision.
- If access is refused, the reason for claiming the document is exempt.
- Information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with the application outcome are entitled to request an internal review by the Council. Review applications must be submitted in writing within 30 days of receiving the Notice of Decision. Notification of the outcome of the review will be provided within 15 days.

Applicants can request an external review of the decision from the Information Commissioner if they are unsatisfied with the outcome of the Council's review. Applications for external assessment should be made within 60 days of receiving notice of the Council's internal review decision.

Amendment of Shire records

Members of the public may gain access to Shire documents to seek amendments concerning their personal information by making a request under Freedom of Information (WA) Act 1992. A Freedom of Information Request Form detailing the records to be inspected is required.

A request to correct information about themselves that is incomplete, incorrect, misleading or out of date will be considered. However, where changes or corrections are required, the applicant must submit a written request.

Fees and Charges

There are no fees or charges for personal information about yourself or amendment of your personal information. The fees and charges applied to other applications comply with the Freedom of Information Act.

Applications for other documents attract a \$30.00 application fee payable on lodgment of the application. In addition, the Shire may also apply the following additional charges:

Staff time spent dealing with an application per hour or pro rata for part of an hour	\$30.00
Staff time spent supervising access per hour or pro rata for part of an hour	\$60.00
Staff time spent photocopying per hour or pro rata for part of an hour	\$30.00
Staff time spent preparing a transcript per hour or pro rata for part of an hour	\$30.00
Photocopying per copy	20 cents
Delivery, packaging and postage	Actual cost