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## INTRODUCTION

Council is committed to recognising and rewarding members of the community and community groups who have made significant contribution to the community.

## OBJECTIVE

To ensure that:

- community groups and individual volunteers are recognised and thanked for their work in the community annually; and
- Council's recognition programs are promoted throughout the Shire and promote the continued commitment of Council to support volunteers and community groups.

## POLICY STATEMENT

Council will host a minimum of one community recognition event annually. The event will recognise volunteer community members and groups from across all localities within the Shire of Capel and be inclusive of community members of all ages and from a range of volunteering roles and organisations. Council will commit a budget allocation annually to host recognition events and reward outstanding volunteers at these event/s.

## POLICY APPLICATION

Individual volunteers and community groups within the Shire of Capel.

<b>Procedure:</b> Community Recognition Procedure	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute SC0122, 19.01.99	<b>Other References:</b>
<b>Amended:</b> Minute OC1120, 20.11.13	
<b>Review Date</b> December 2019	

### INTRODUCTION

The Local Studies Collection has been set up to collect, preserve and make available, documents and artefacts relating to the history of the Shire of Capel.

The Collection has been established and is developing under the auspices of the Council.

### OBJECTIVE

1. To collect, preserve and make available, documents and ephemera relating to the history of the Shire of Capel.
2. To provide for the manner in which items for the collection shall be acquired, housed and recorded.
3. To provide for the manner in which items for the collection shall be accessed.

### POLICY STATEMENT

The acquisition of items commits the Shire, via the Local Studies Collection, to continuing expense and preservation. All potential items for acquisition are inspected by the Librarian to ascertain their relevance to the Collection. Acquisition guidelines are set out as part of this policy.

#### Items

1. Items relating to regions, people or activities within the Shire boundaries are collectable, regardless of their physical format. Formats may include, but are not limited to written records, images, tapes, videos, film, electronic media etc.
2. Items collected may be of either historical or contemporary interest;
3. Ephemera and memorabilia are of interest when they are unique to the Shire however, limited storage space allows for small items only. Items will be assessed as to their particular relevance to the Shire.

#### Records

1. Shire administrative records of an archival nature. The Collection will not include records required for short retention periods only;
2. Reference documents and items from the Shire of Capel Libraries, which already belong to the Shire of Capel, are relevant to the Shire and are not collected widely elsewhere;
3. Oral histories of the area.

### Conditions of Acquisition

1. The Shire reserves the right to pass any items onto the Battye Library for very special protection, where it decides such action is necessary. Donors are notified of this action if possible.
2. All material acquired for the Local Studies Collection must have ownership transferred to the Shire. No items will be acquired as loans from a donor.
3. Acquisitions will be the responsibility of the Librarian.
4. The Librarian reserves the right to view all materials in the process of disposal from the Shire Records Department, for ongoing evidential purposes and possible inclusion into the Local Studies Collection.

### Conditions of Access

1. Items from the Collection will not be available for loan. They must be used, under supervision, in the Ron Maidment Archives Room. Some items may be copied, by arrangement with the Librarian or designated Archives Library Officer. Fees and Charges may apply.
2. Some items contain special conditions of use, and these conditions must be adhered to when using the Collection.
3. Residents and employees of the Shire of Capel will have access to the collection, without charge. Access will be by appointment.
4. Other persons may use the collection, by appointment. Distant enquiries which involve Shire employees may incur a cost.
5. Some Council records may be accessed under the *Freedom of Information Act 1992*. Some items may contain special conditions of use; fees and charges may apply.

<b>Procedure:</b>	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Manager Library Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute SC0122, 19.01.99	<b>Other References:</b>
<b>Amended:</b> Minute OC1120, 20.11.13 Minute OC1216, 16.12.15 Minute OC1017, 25.10.17	
<b>Review Date:</b> December 2019	
<b>Amendment</b> 25.10.17 'Manager Library Services' replaced with 'Librarian'	

### INTRODUCTION

Council will consider requests for grants from local sporting clubs and other not for profit community organisations for the purpose of supporting projects, activities, events, purchases of durable equipment, and/or improving facilities or services which benefit the community. Council will consider a second round of funding should the annual budget allocation not be expended.

### OBJECTIVE

1. The community has access to a fair and equitable grants scheme for both infrastructure and programme development.
2. To ensure the community grants assessment process is clear, understandable, fair and equitable.

### POLICY STATEMENT

Council will endeavour to support community groups by providing annual funding opportunities, with an annual budget allocation.

Each financial year, Council will make available Community Development employees' time and funds for the Minor Community Grants Scheme which includes grants for projects up to \$2000, and also grants for projects from \$2000 to \$10,000.

### FUNDING GUIDELINES

To be eligible, applicants must satisfy the majority of the eligibility criteria.

#### *Eligibility*

1. The applicant must be an incorporated not-for profit organisation.
2. Applications may be made (auspiced) by an incorporated organisation on behalf of another not-for-profit group.
3. The applicant organisation must be based within the Shire of Capel.
4. 50% of members of the applicant organisation must be residents within the Shire of Capel.
5. The project, activity or equipment must be located within the Shire of Capel, and directly benefit residents of the Shire of Capel;
6. The project/activity must be accessible to the general public and people with disability.
7. The applicant may only submit one application per annum.

8. Projects/activities must not be considered the responsibility of other government departments, individuals and private for-profit groups.
9. Projects/activities must be complementary to the services and functions that are provided by local government.

*Assessment Criteria for Applicants that are Eligible but Require Assessment against a Pool of Applicants*

1. Projects/activities support the key directions outlined in the Shire's Strategic Community Plan and other corporate planning documents where applicable.
2. The project/activity is an innovative and creative approach to the identified need and/or issue.
3. The project/activity encourages community participation and capacity building.
4. The project/activity involves working in partnership with community or business organisations.
5. The applicant has also sourced funding from other avenues.

#### POLICY APPLICATION

Community groups within the Shire of Capel who are eligible and submit funding applications.

<b>Procedure:</b> Community Grants Scheme Procedure	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute OC1218, 15.12.99	<b>Other References:</b>
<b>Amended:</b> Minute OC1120, 20.11.13 Minute OC1216, 16.12.15 Minute OC1017, 25.10.17	
<b>Review Date</b> December 2019	
<b>Amendment</b> 25.10.17 Sentence referring to potential second round of funding added to 'Introduction' section.	

### DEFINITIONS

**Public Art:** Artworks created by professional artists located in public spaces and buildings, other galleries or museums.

**Community Art:** A community based arts practice or process that involves the collaboration of artist(s) and community to create art. Community art projects aim to express a community's identity and artistic outcomes. The finished project should reflect 50-80% of the community's involvement and expression and only 20%-50% should be the artist(s) own work. The artist's role is to facilitate and coordinate the community's creative expression, design the artwork and assist the community to learn and execute the chosen technique(s). Community art can take any medium from either the visual or performing arts.

**Visual Arts:** Involve the use or manipulation of materials to create an image or an object. It includes painting, drawing, mosaic, sculpture, printmaking, photo-media, ceramics, glass and fibre arts etc,

**Performing Arts:** Creative activity performed to an audience, in the form of acting, singing, and / or dancing. The performance is usually live entertainment, which can be rehearsed or improvised.

### OBJECTIVE

1. Council will work with the community to provide residents with opportunities to express their culture and identity through:
  - participation in the arts;
  - conserving and interpreting history and heritage; and
  - encouraging and supporting community events.
  
2. Council will have a quality art collection which reflects the cultural heritage, lifestyle and environment of the Shire of Capel and Western Australia. Council will ensure the art collection is:
  - Reflective of the community;
  - Maintained in good condition and stored safely;
  - Insured to its value;
  - Of high quality;
  - Diverse in medium and subject;
  - Supportive of local artists; and
  - Enjoyed and appreciated by the community.

## POLICY STATEMENT

The Shire of Capel shall seek to foster the Arts, Culture & Heritage by undertaking the following actions.

### 1. Arts and Culture

- Ensuring community participation in projects and events from inception to evaluation;
- Develop the local economy by using local expertise whenever possible;
- Interpreting our history by including stories, places, people and objects; and
- Ensuring the heritage collection is maintained.

### 2. Heritage

Interpret our history including stories, places, people and objects in a planned and strategic manner.

## POLICY APPLICATION

Whole of Shire.

<b>Procedure:</b>	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute OC0234, 28.02.07	<b>Other References:</b>
<b>Amended:</b> Minute OC1120, 20.11.13 Minute OC1216, 16.12.15 Minute OC1017, 25.10.17	
<b>Review Date:</b> December 2019	
<b>Amendment</b> 25.10.17 New definition provided for 'Performing Arts', introductory text removed. Commitment made to support as well as encourage community events in Objective 1.	



## INTRODUCTION

To determine community needs and plan for the provision of an adequate level of facilities and services, Council seeks to engage in open and honest two-way communication that is inclusive for all residents.

This policy seeks to provide a guide to how we can work with the community when developing community facilities, projects or services.

Consultation and communication with the community and other stakeholders does not replace the decision making capacity of Council, it aims to enhance and inform it.

*This policy does not cover planning and development applications or proposals.*

## OBJECTIVE

To ensure residents and stakeholders in the Shire of Capel have opportunity to provide input into decision making regarding services, strategy and facility developments.

## POLICY STATEMENT

Council will commit to undertaking community consultation using a variety of methods.

## POLICY APPLICATION

- Whole of Shire
- This policy does not apply to statutory consultation requirements.

<b>Procedure:</b> Community Consultation Procedure	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute OC0234, 28.02.07	<b>Other References:</b>
<b>Amended:</b> Minute OC1120, 20.11.13	
<b>Review Date</b> December 2019	

### INTRODUCTION

This policy is a tool that can assist Council to plan for access and inclusion.

### OBJECTIVE

The Shire of Capel is committed to providing services that are accessible and inclusive for all members of the community, regardless of ability, ethnicity, gender, age or any other perceived difference.

### POLICY STATEMENT

The Disability Access and Inclusion Plan (DAIP) provides a framework for the identification of areas where access and inclusion can be improved and for the development of strategies to best improve access and inclusion. These strategies work towards a number of outcomes which are defined in the Act as the minimum standard for DAIP's.

The following seven outcomes represent the various areas of accessibility and inclusiveness that are relevant to Council functions and activities:

**Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Capel.

- Council will endeavour to be adaptable in responding to the barriers experienced by people with various disabilities, including people with physical, sensory, cognitive and psychiatric disabilities.
- Council will ensure that all Policies and practices that govern the operation of Council facilities, functions and services are consistent with Council's Policy on access.

**Outcome 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Capel

- Council will endeavour to incorporate the priorities regarding access for people with disability, identified during the consultations, into its submission for its capital works improvement program. Modifications will commence as funds are made available.
- Council will endeavour to liaise with developers to increase their awareness of the access requirements of people with disability.

**Outcome 3:** People with disability receive information from the Shire of Capel in a format that will enable them to access the information as readily as other people are able to access it.

- Council will endeavour to produce all of its information on Council facilities, functions and services using clear and concise language.

**Outcome 4:** People with disability receive the same level and quality of service from the staff of the Shire of Capel as other people receive from the staff at the Shire.

- Council will endeavour to ensure that Staff are aware of the key access needs of residents with disability and people with disability who visit the local government area in relation to the provision of all services.
- Where required, Council will seek expert advice from people working in the disability field and people with disability, on how to meet the access needs of people with disability.

**Outcome 5:** People with disability have the same opportunities as other people to make complaints to the Shire of Capel

- Council will endeavour to ensure that information is available in clear and concise language on how residents can participate in decision making processes, public consultations and grievance mechanisms.

**Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Capel

- Council will endeavour to support people with disability to attend meetings of Council.

**Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment at the Shire of Capel.

- Council will endeavour to foster an organisational culture that is responsive to the needs of people with disability.

## POLICY APPLICATION

Infrastructure, service delivery, education, information, media and events.

<b>Procedure:</b>	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute OC0914, 19.09.12	<b>Other References:</b>
<b>Amended:</b> Minute OC0713, 22.07.15 Minute OC1216, 16.12.15	
<b>Review Date</b> December 2019	

### INTRODUCTION

Council welcomes gifts and donations from its staff, community members, governments and agencies, the business community and other organisations that support its Vision. Donations may be used to support any endeavour including strategic planning objectives, the acquisition of equipment and the financing of capital works. A donation is defined as the voluntary transfer or conveyance of property, including cash, which is made without consideration or compensation.

### OBJECTIVES

1. Staff, community members, governments and agencies, the business community and other organisations are given the opportunity to support Council's Vision
2. Council deals with donations in an ethical and professional manner.

### POLICY STATEMENT

Council accepts with sincere appreciation donations in the form of cash, bequests and other valuable property, including real estate and securities, which support Council's Vision.

1. Conditions of Acquisition
  - a. The donor must consult with the Shire prior to the project development.
  - b. The Shire reserves the right to decline a donation at its discretion without giving a reason. In particular, the Shire may decline a gift where:
    - the cost of acceptance would be greater than the value of the gift;
    - acceptance of the donation would lead directly to a net decline in the asset base of Council;
    - the offer of the donation is dependent upon the fulfilment of a certain condition by Council where that condition is:
      - i. contrary to the taxation status of the Council;
      - ii. in itself contrary to Council's Vision and values;
      - iii. in itself contrary to Council's current priorities; and
      - iv. requires Council first spending its own money or resources;
    - The source of the donation is illegal; or
    - The donor would derive personal material benefit as a result of the donation.

- c. In accordance with accepted practice, any costs incurred by Council associated with the receipt and administration of the donation will be deducted from the funds received.

2. Conflict of Interest

Council will be conscious of situations where the offer of a donation appears to be designed to influence a decision of the Council, or acceptance of favours for personal gain.

3. Recognition of Donors

Council will ensure that donors receive appropriate acknowledgement and recognition of their gift via any of the following means:

- a discrete plaque;
- the naming of a room or facility in honour of the benefactor; or
- acknowledgement via appropriate media, publications and reports.

POLICY APPLICATION

1. Whole of Shire.

2. This policy does not apply to sponsorship partnerships and funding agreements whereby Council and/or the sponsor partner provides recognition, acknowledgement and/or promotional considerations in return for funds and/or services to a specified project, event or activity.

<b>Procedure:</b>	
<b>Originating Section:</b> Community Services	<b>Relevant Legislation:</b>
<b>Reviewer:</b> Executive Manager Community Services	<b>Delegated Authority:</b>
<b>Adopted:</b> Minute OC1216, 16.12.15	<b>Other References:</b>
<b>Amended:</b> Minute OC1017, 25.10.17	
<b>Review Date:</b> December 2019	
<b>Amended</b> 25.10.17 Requirement for consultation added to Policy Statement 1.	