

**ORDINARY COUNCIL MEETING**

**WEDNESDAY, 26 AUGUST 2020**

**ATTACHMENT BOOKLET 6**

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Attachment No. 11	Affixing of Council's Seal to Documents Policy 1.017
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# COMMUNITY DONATIONS/CONTRIBUTIONS

## Summary:

The purpose of this policy is to provide clear direction on the provision of Tenterfield Shire Council donations and contributions to the community.

<b>Policy Number</b>	1.031
<b>File Number</b>	N/A
<b>Document version</b>	V7.0
<b>Adoption Date</b>	<del>28 February 2018</del> 26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Executive Management Team
<b>Minute Number</b>	<del>17/18</del>
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	<del>February 2021 – 3 years</del> August 2023
<b>Department</b>	<del>Corporate Office</del> Office of Chief Executive
<b>Policy Custodian</b>	<del>Chief Corporate Officer</del> Chief Executive
<b>Superseded Documents</b>	Policy 1.031 – Version 6.0
<b>Related Legislation</b>	Section 36 Local Government Act 1993
<b>Delegations of Authority</b>	<del>Chief Corporate Officer</del> Chief Executive

## 1. Overview

Section 356 of the Local Government Act 1993 allows Council to grant financial assistance for the purpose of exercising its functions.

The purpose of this policy is to allow Tenterfield Shire Council to:

- consider requests for Donations and Contributions from Community Bodies in preparing following adoption of the Operational Plan, and
- to allocate funds to organisations, on merit, within the funds available.

## 2. Policy Principles

The role of a Local Government authority as a philanthropic corporate citizen is to identify a suitable budget for the support of community based activities that would not otherwise be funded. The principle of this policy is to set a framework for the provision of community donations and contributions when such funds are available for Council to disperse.

### 3. Policy Objectives

The Community Donations/Contributions policy objective is to provide a level of community support through funding community donations and contributions for activities that would not otherwise be funded.

### 4. Policy Statement

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year. Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the *Local Government (General) Regulation 2005* states that "all such approvals and votes lapse at the end of a Council's financial year".

Individual applications will be for a maximum amount of \$4,000.00.

### 5. Scope

The following assessment guidelines are to be used to assist in assessing each application for community donations and contributions. Applications must meet all of the following eligibility and exclusion essential guidelines.

To be eligible for funding through the Community Donations/Contributions program, applicants must:

1. Apply via the appropriate online or hard copy application form.
2. Demonstrate how funds will be used for the purpose of exercising Council's functions.
3. Financial analysis of the proposal supported by estimates/quotes.
4. Is there a safety or health aspect?
5. Is it a proven attraction or community benefit?
6. It is voluntary and is there a matching contribution (it can be in-kind) equivalent to 50% (minimum)? **\*\* Please note Definition in Section 7\*\***
7. Is the project for the well-being of the Shire Community?
8. Will it have continuing support from the majority of the Shire Community?

9. Current financial status of organisation applying for funding (latest statements).

Applications **will not** be accepted from the following recipients:

- Commercial or profit-making enterprises or projects (with the exception of commercial events via the Community Strategic Plan/Operational Plan;
- Individuals;
- Political parties;
- Government Departments.

Applications **will not** be accepted for the following purposes:

- General fundraising activities;
- General shortfalls in funding by Government Departments;
- Completed or retrospective activities/projects; or
- Duplication of existing services.

Any financial assistance granted to offset or subsidise Council fees or charges must be consistent with the requirements of s610E and s610F of the *Local Government Act 1993*. (See Appendix A)

**Essential:**

~~1. Financial analysis of the proposal supported by estimates/quotes.~~

~~2. Not a business or commercial venture.~~

~~3. Not an individual.~~

~~4. Is there a safety or health aspect?~~

~~5. Is it a proven attraction or community benefit?~~

~~6. Is it voluntary and is there a matching contribution (it can be in kind) equivalent to 50% (minimum)?~~

~~7. Is the project for the well-being of the Shire Community?~~

~~8. Will it have continuing support from the majority of the Shire Community?~~

~~9. Current financial status of organisation applying for funding (latest statements).~~

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Council will nominate an Assessment Panel comprising:

- the Mayor;
- three (3) Councillors, and

- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

## 7. Definitions

### ***In-Kind Support***

Applications for some contributions/donations may seek to access, at no cost to the grantee, Council plant and equipment, or staff time and other resources. This "in-kind" support may not involve a direct cash component but still has financial consequences and budgetary implications.

In-Kind support may include (but is not limited to): preparation of traffic control plans, site plans, survey, design, review of environmental factors, or formwork; provision of traffic control, road closures or special clean-up for events, including waste collection; staff support for community event planning and set up; provision of temporary fencing; physical construction, earthworks or maintenance works at a project site involving Council plant and/or labour.

- For the purposes of assessing these applications, Council will first establish the in-kind cost and then decide the application;
- For approved applications, the value of the in-kind support will be recognised as a contribution under the community contributions/donations budget, to offset the budget allocation from which the works were provided.

## 8. Related Documents, Standards & Guidelines

Nil.

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/04/00	Council	Adoption of Original Policy (Res No. 334/00)
V2.0	24/10/03	Council	Revised Policy Adopted (Res No. 582/03)
V3.0	26/09/12	Council	Revised Policy Adopted (Res No. 383/12)
V4.0	24/06/15	Council	Revised Policy Adopted (Res No. 190/15)
V5.0	23/08/17	Council	Revised Policy Adopted (Res No. 168/17)
V6.0	28/02/18	Council	Revised Policy Adopted (Res No. 17/18)
V7.0		Council	

## **APPENDIX A**

### **LOCAL GOVERNMENT ACT 1993 No 30**

#### **Chapter 15, Part 10, Division 3**

##### **610E Council may waive or reduce fees**

- (1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F(2) or (3).

##### **610F Public notice of fees**

- (1) A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submission duly made to it during the period of public notice.
- (2) Public notice of the amount of a proposed fee must be given (in accordance with section 405) in the draft operational plan for the year in which the fee is to be made.
- (3) However, if, after the date on which the operational plan commences –
  - (a) A new service is provided, or the nature or extent of an existing service is changed, or
  - (b) The regulations in accordance with which the fee is determined are amended,

The council must give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service or the fee determined in accordance with the amended regulations.

- (4) This section does not apply to a fee determined by a council for an application made in a filming proposal, if that fee is consistent with a scale of structure of fees set out in an applicable filming protocol.

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## AFFIXING OF COUNCIL'S SEAL TO DOCUMENTS

### Summary:

The purpose of this policy is to provide clear direction for the use of Council's Seal.

<b>Policy Number</b>	1.017
<b>File Number</b>	
<b>Document version</b>	V3.0
<b>Adoption Date</b>	26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	August 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Chief Executive
<b>Superseded Documents</b>	Affixing of Council's Seal to Documents Policy dated 23 August 2017 (V2.0)
<b>Related Legislation</b>	Local Government Act 1993 – Section 377 Local Government (General) Regulation 2005 – Clause 400
<b>Delegations of Authority</b>	Chief Executive

### 1. Overview

#### **Local Government Act 1993 ("The Act")**

Section 377 of the Act allows Council to delegate any of its functions (except those enumerated in the section) to the General Manager or any other person or body.

#### **Local Government (General) Regulation 2005 ("The Regulation")**

Requirements in relation to Council's Seal are further detailed in Clause 400 of the Regulation, and in Council's Code of Meeting Practice (clause 73) which states that:

- (1) *The seal of a Council must be kept by the Mayor or the General Manager, as the Council determines.*
- (2) *the seal of a Council may be affixed to a document only in the presence of:*



- (a) *the Mayor and the General Manager, or*
  - (b) *at least one Councillor (other than the Mayor) and the General Manager, or*
  - (c) *the Mayor and at least one (1) other Councillor, or*
  - (d) *at least two (2) Councillors other than the Mayor.*
- (3) *The affixing of a Council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.*
- (4) *The seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*
- (5) *For the purpose of subclause (4), a document in the nature of a reference or certificate of service for an employee of the Council does not relate to the business of the Council. R400(1)-(5)*

## **2. Policy Principles**

The Council Seal is akin to the formal signature of Council. Affixation of the Seal denotes the approval of Council of the document.

A decision to affix Council's Seal to a document can only be made by a resolution of Council. It is not a matter that can be delegated.

Council's Seal will be held by the Chief Executive ~~General Manager~~ or their delegate.

Following a decision by Council that a document will be issued under Seal, the Chief Executive ~~General Manager~~ will ensure that the requirements of clause 400 (2) and (3) of the Regulation are met whenever the Council Seal is to be affixed to a document.

Council's Seal will be used only for documents that relate to the business of Council, and without limiting the use of the Seal, will normally only include specifically:

- The exercise by Council of its functions in relation to the purchase, exchange, leasing, disposal of, and otherwise dealing with, real property;
- Completing agreements or contracts from State or Federal Government Departments where they have requested the agreements or contracts be under Seal, and
- Entering into planning agreements under section 93(F) of the *Environmental Planning and Assessment Act 1979*.

Council's Seal will not be used for documents such as references or certificates of service for Council employees.

### **3. Policy Objectives**

Ensure correct usage and application of the Council Seal.

### **4. Policy Statement**

If a document is to have the Seal affixed, the Council resolution that authorises the sealing must refer to the specific document.

Resolutions to use Council's Seal must be in the following form:

*"That Council authorises that the [insert specific description of document(s)] be signed under the Seal of Council by the Mayor and the Chief Executive General Manager."*

In the case of emergency (as determined by the Mayor or Chief Executive General Manager), the words 'Mayor' and or 'Chief Executive General Manager' may be replaced as required by the Mayor or Chief Executive General Manager, in compliance with sub-clauses 400 (2) and (3) of the Regulation. In that event, the Minutes are to record a description of the emergency, the reasons for the replacement, and who authorised the replacement.

The Officer/Staff Member responsible for the document to be signed and sealed must provide that document to the Executive Assistant with a copy of the associated Council Resolution for arrangement of the Chief Executive General Manager and the Mayor to execute the sealing of the document.

### **5. Scope**

As outlined in Clause 400 of the Local Government General (Regulation) 2005 above.

### **6. Accountability, Roles & Responsibility**

#### **General Manager, Executive and Management Teams**

- Ensure safe storage of the Council Seal.
- Ensure affixing of the Council Seal as required by the terms of this Policy.

### **7. Definitions**

- The Council Seal is akin to the formal signature of Council. Affixation of the Seal denotes the approval of Council of the document.

### **8. Related Documents, Standards & Guidelines**

- Local Government Act 1993 – Section 377
- Local Government (General) Regulation 2005 – Clause 400

### **9. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	20/05/15	Council	Adoption of Original Policy (Res No. 135/15)
V2.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V3.0			

**POLICY STATEMENT**

**HEADING:**

**Oversight and Liaison with General Manager**

**MEETING ADOPTED  
AND RESOLUTION NO.:**

**23 August 2017  
168/17**

**HISTORY OF DOCUMENT  
PREVIOUSLY ADOPTED:**

**22 February 2012      83/12  
25 February 2015      19/15**

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**Introduction:**

This policy details the framework for the day to day oversight and liaison with the General Manager in accordance with the Guidelines issued by the Division of Local Government for the Appointment and Oversight of General Managers.

**Policy:**

**1. Eligibility**

This policy applies to the General Manager of Tenterfield Shire Council.

**2. Definitions**

Guidelines refer to the Division of Local Government, Department of Premier and Cabinet – Guidelines for the Appointment and Oversight of the General Managers – July 2011.

Council is referred to in the Guidelines as the governing body of Tenterfield Shire Council.

**3. Provisions**

The Council has delegated to the Mayor, the responsibility of the day-to-day oversight of and liaison with the General Manager.

The Mayor will liaise with the General Manager on a daily basis in accordance with the requirements of the Local Government Act (1993) and in keeping with the provisions of the Councillor Access to Information and Interaction with Staff Policy, Delegations of Authority and the Code of Conduct for Councillors and Staff.

The Mayor is responsible for:

**• Approving the General Manager's application for leave**

The General Manager is entitled to leave in accordance with the conditions set out in Clause 9 – **Leave** of the General Manager's Contract of

Employment. Applications for any paid or unpaid leave will be submitted to the Mayor for approval.

• **Approving Expenses Incurred by the General Manager**

The General Manager is required to comply with the conditions contained in Clause 12- **Expenses and credit cards** of the General Manager's Contract of Employment.

The General Manager will also comply with the provisions of Council Staff Polices relating to the allocation of credit cards, fuel cards, travel vouchers and other purchasing cards, petty cash and business related travel.

The General Manager will present expense statements to the Mayor for approval as required.

Attendance at conferences is to be approved in advance by the Mayor.

• **Managing Complaints about the General Manager**

The Mayor will be responsible for managing complaints received about the General Manager, in accordance with the Code of Conduct for Councillors and Staff, the Complaints Policy and the Public Interests Disclosures Policy.

**4. Responsibility/Accountability**

The General Manager is responsible for complying with the provisions of this policy and providing appropriate documentation in support of applications and expense claims.

The Mayor is responsible for approving applications from the General Manager under this policy, in accordance with the framework established in other related polices and guidelines.

**5. Related Policies/Documents/Legislation**

The Policy should be read in conjunction with

- Contract of Employment – General Manager
- Division of Local Government, Department of Premier and Cabinet Guidelines for the Appointment and Oversight of General Managers – July 2011
- Code of Conduct
- Delegations of Authority Register
- Complaints and Unreasonable Conduct Policy
- Internal Reporting Policy
- Credit Card Policy
- Conferences/Seminars/Training Expenses Policy

**HEADING:**

**National Framework for Women in Local Government**

**MEETING ADOPTED AND RESOLUTION NO.:**

**23 August 2017  
168/17**

**HISTORY OF DOCUMENT PREVIOUSLY ADOPTED:**

<b>26 April 2002</b>	<b>246/02</b>
<b>22 August 2012</b>	<b>293/12</b>
<b>20 May 2015</b>	<b>134/15</b>

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**Introduction:**

This policy statement is prepared following Council's decision to endorse the National Framework for Women in Local Government.

**Policy:**

Council resolved to endorse the National Framework for Women in Local Government in accordance with the sections: "Statement of Commitment", "Goals" and "Objectives" as listed below.

Statement of Commitment

1. We acknowledge that in Local Government women are under represented both as elected members and as senior members of administrations and that their increased participation in both of these arenas should be encouraged.
2. We agree to review our own policies and practices to ensure that no discrimination or impediment exists, and will take action to ensure that barriers to women's full participation in Local Government are removed.
3. We will work to create and support an environment in Local Government which is harassment-free and that encourages the expression of, and respect for a wide range of views.

Goals

1. To increase the number of and participation of women in Local Government so that Councils more clearly represent and/or reflect the communities they serve, by
  - a) increasing the number of women as elected members and Mayors, and
  - b) increasing the number of women as CEO/General Managers, second and third level managers.

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**Policy Statement No. 1.140**  
**Date of Effect:** 23 August 2017  
**Name of Policy:** National Framework for Women in Local Government

**Review Date:**  
August 2020

**Responsible Officer:**  
Chief Executive

## Objectives

1. To create Councils and communities where women feel able to fully participate and share their skills, knowledge and experience.
2. To work towards harassment-free, participative Councils where opinions and differences are respected.
3. To develop a climate of understanding among Councillors, CEOs/General Managers and senior staff of the need for the initiatives in this Framework and to enlist their support.
4. Where women choose women-only training and networking, to gain acceptance and support of their participation in these activities.



## WORKPLACE REHABILITATION AND RETURN TO WORK

### Summary:

The purpose of this policy is to provide clear direction in helping injured workers with their recovery and getting back to work. Legislation in this area provides for the safe and durable return to work of an injured worker as early as possible allowing for their injury.

<b>Policy Number</b>	4.183
<b>File Number</b>	
<b>Document version</b>	V5.0
<b>Adoption Date</b>	26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	July 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager HR, Workforce Development & Safety
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	Workers Compensation Act Workplace Injury Management and Workers Compensation Act Workers Compensation Regulation Information Privacy Act
<b>Delegations of Authority</b>	Manager HR, Workforce Development & Safety

### 1. Overview

Tenterfield Shire Council is committed to the rehabilitation of employees who are injured at work and to ensuring that such employees remain at work, or return to work as soon as possible, after they have sustained an injury. An "injury" means a personal injury arising out of, or in the course of, employment, including disease, physiological, psychological and or the aggravation, acceleration, exacerbation or deterioration of any disease where the Council was a contributing factor.

Tenterfield Shire Council has instituted the following procedure in consultation with staff. The procedure describes how rehabilitation and return to work is to be implemented in the workplace and documents the roles and responsibilities of all employees - including management.



Employees can call ~~WorkCover~~ **SafeWork** on 13 10 50 for further information on the rights and obligations of the employer and employee.

## **2. Policy Principles**

- To comply with Council's obligations under the Work Health and Safety Act 2011 to ensure a safe and healthy working environment and provide for our employees' welfare.
- Understand the requirements regarding identification, assessment, elimination or control of workplace risks to prevent injury and illness.
- To investigate workplace incidents in a spirit of 'no blame' as it is an important factor in the development of prevention programs with a focus on identifying safety management system deficiencies.
- Formal consultation procedures between Council and our workers which plays an important role in helping to provide a safe and healthy working environment. Council will consult with workers on issues concerning their health, safety and welfare at work.

## **3. Policy Objectives**

The objectives of the Workplace Rehabilitation and Return to Work Policy is to demonstrate, Tenterfield Shire Council's commitment to providing an effective workplace-based rehabilitation system for our people.

## **4. Policy Statement**

Council recognises the benefits and is committed to assisting injured workers to safely recover at work or make an early return to work that will facilitate rehabilitation. Council supports workers with a work-related injury by having a workplace injury management and return to work system in place. This includes immediate injury management support and the provision of suitable duties, in accordance with the provisions of the Injury Management and Return to Work Procedure which supports this policy and forms part of Council's Work Health and Safety Management System (WHSMS). All workers have a responsibility to comply with the requirements of this policy, supporting procedures the WHSMS and legislation. Council will provide meaningful suitable duties as soon as possible for all injured workers with the capacity to work, in accordance with medical advice.

## **5. Scope**

Council is required by legislation to provide a safe and healthy working environment to prevent injury and illness to all employees, contractors and visitors while they are on Council premises or engaged in approved work for Council. The Workplace Return to Work Program applies to all Council employees including permanent, temporary and casual employees.

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Nil.

### **Chief Executive, Executive, and Management Teams and Employees**

## **Elected Council**

Have a duty to help provide the environment that ensures their Council complies with its own duties and obligations under the Act, including Council's primary duty to ensure, so far as reasonably practicable, the health and safety of workers and other persons.

## **Roles and responsibilities**

Specific duties and responsibilities have been assigned to:

1. Rehabilitation and Return to Work Coordinator;
2. ~~General Manager~~ Chief Executive, Chief/Director, Managers and Supervisors;
3. Injured employees;
4. Other employees.

### **1 Rehabilitation and Return to Work Coordinator**

The rehabilitation and return to work coordinator plays a pivotal position in the successful return to work of injured employees. Tenterfield Shire Council has appointed an employee to this role. The rehabilitation and return to work coordinator will coordinate and monitor rehabilitation in the work place, working with injured employees, managers and/or supervisors, treating medical practitioners, medical experts and contracted vocational rehabilitation service providers.

**Your coordinator is ~~Wes Hoffman~~ Janet Vassallo and can be contacted on 02-6736-6122 0429 123 665**

1.1 The responsibilities of the rehabilitation and return to work coordinator are to:

- Assist injured employees to remain at work, or return to work as soon as possible, after they have sustained an injury;
- To assist the Council in the preparation and implementation of a rehabilitation and return to work plan for injured employees;
- Liaise with any persons involved in the rehabilitation, or the provision, of medical services to injured employees;
- Monitor the progress of an injured employee's capacity to return to work;
- Take steps to prevent the occurrence of secondary disabilities when workers return to work.

1.2 Initial action

Tenterfield Shire Council believes that rehabilitation commences immediately after the injury is sustained.

The supervisor (*manager*) and the rehabilitation and return to work coordinator should be notified (in person, by telephone, fax or email) of all incidents or accidents as soon as possible - *preferably within 24 hours*.

On being notified of an incident or accident, the supervisor (*manager*) and rehabilitation and return to work coordinator will:

- Ensure that the employee's immediate needs are met (e.g., transport for treatment is organised, family members are notified etc.);
- Obtain as much relevant information regarding the injury as possible;
- In conjunction with the injured worker, complete an incident report as soon as possible - *preferably within 12 hours*;
- Inspect site of injury and remove any danger to other persons.

### 1.3 Follow-up action

The supervisor (*manager*) and/or rehabilitation and return to work coordinator will make considered contact with the injured employee within *12 hours* of the incident or accident occurring.

The rehabilitation and return to work coordinator will ensure that the injured employee:

1. Has their rights and responsibilities explained to them;
2. Is given a contact telephone number, a workers compensation *Claim form* and a medical authority to sign, allowing the treating doctor to release information;
3. Is given a copy of the ~~WorkCover~~ SIRA (State Insurance Regulatory Authority) publication 'Injured at Work';
4. A copy of this procedure.

The rehabilitation and return to work coordinator will:

- Arrange a meeting with the injured employee, within an appropriate timeframe, to initiate discussion about the employee's rehabilitation and return to work;
- Maintain regular contact with the injured employee;
- Subject to the injured employee signing a medical authority, contact the treating medical practitioner to obtain medical guidelines for a return to work;
- Meet with the injured employee after the initial contact to:
  1. Clarify the employee's need for assistance to minimise the impact of the injury;
  2. Clarify medical guidelines/restrictions;

3. Establish if any other treating specialists or rehabilitation specialists are involved;
  4. Provide duties within the guidelines/restrictions;
  5. Establish a suitable employment schedule that documents the internal return to work plan.
- Assist in the preparation and implementation of a rehabilitation and return to work plan if the case manager requests that a contracted vocational rehabilitation service provider develops a rehabilitation and return to work plan.

## **2 Chief Executive, Chief Officer/Director, Managers and Supervisors**

2.1 The responsibility of Manager's, Directors and Supervisors is to:

- Assist the rehabilitation and return to work coordinator and the contracted vocational rehabilitation service provider (if appointed) to identify alternative duties that are within the medical guidelines for an injured worker;
- Ensure the rehabilitation procedure is followed;
- Support and reassure the injured employee during their return to work;
- Ensure the injured employee adheres to the suitable employment schedule (or rehabilitation and return to work plan) and complies with medical restrictions;
- Manage co-workers' responses and ensure that the workplace is a supportive environment for the injured worker;
- Report any issues to the rehabilitation and return to work coordinator.

## **3 Injured employees**

3.1 The responsibility of an injured employee is:

- To report a workplace incident, near miss or injury to the employer (including the rehabilitation and return to work coordinator) within 24 hours of the occurrence;
- To undertake appropriate treatment from a doctor of their choice;
- To actively participate in the rehabilitation process;
- To perform suitable duties and/or undertake suitable employment;
- To abide by agreed medical restrictions;
- To communicate any changes in medical restrictions to the employer;
- To provide an updated medical certificate to their employer.

3.2 Management recognises that each employee has the right to:

- Have a treating doctor/specialist of their choice and obtain a second opinion from a specialist;
- Be actively involved in all decisions and actions relating to their rehabilitation;
- Have a representative (a family member, union official, medical officer, or WHS representative) attend any meeting at which the employee's rehabilitation and return to work is being discussed;
- Seek independent advice before signing any documentation;
- Have personal and medical information kept confidential;
- The provision of a copy of the suitable employment schedule or a rehabilitation and return to work plan that takes proper account of the employee's individual needs;
- Have an interpreter at meetings and appointments if required.

#### **4 Employers' rights and responsibilities**

4.1 Tenterfield Shire Council has the responsibility to:

- Provide a safe working environment;
- Provide suitable employment in accordance with Section 58B of the Workers Rehabilitation and Compensation Act 1986 and be actively involved in an injured worker's rehabilitation;
- Comply with the requirements of an injured employee's rehabilitation and return to work plan;
- Keep in touch with an injured employee's case manager;
- Not dismiss a worker as a result of a work related injury within six months of becoming unfit for employment.

4.2 Tenterfield Shire Council has the right to:

- Actively participate in an injured worker's rehabilitation and return to work;
- Request that the injured worker's case manager reviews a claim if we believe that weekly payments should be stopped or reduced;
- Request that an injured worker attends an examination by a recognised medical expert;
- Be provided with copies of medical reports when requested in writing and ask for reports on an injured worker's medical progress and incapacity for work.

#### **5 Other employees**

Tenterfield Shire Council is committed to ensuring that all employees receive adequate training to ensure awareness and understanding of the Council's workplace rehabilitation procedures.

#### 5.1 New staff training

New staff members will receive a copy of Council's workplace rehabilitation procedures and be introduced to the rehabilitation and return to work coordinator during their induction

#### 5.2 Ongoing staff training

All employees will receive ongoing education in new workplace rehabilitation developments, be made aware of Council's procedures and will have the opportunity to provide feedback when procedures are reviewed.

Tenterfield Shire Council expects all employees to actively support the rehabilitation of an injured colleague during that colleague's rehabilitation process.

#### **Management Oversight Group**

Nil.

#### **Individual Managers**

Nil.

### **7. Definitions**

Suitable Duties – Are work duties for which the worker is suited having regard to the following matters:

- the nature of the worker's incapacity and pre-injury employment;
- relevant medical information;
- the rehabilitation and return to work plan for the worker;
- the provisions of the employer's workplace rehabilitation policy and procedures;
- the worker's age, education, skills and work experience;
- if duties are available at an alternate location;
- any other relevant matters.

### **8. Related Documents, Standards & Guidelines**

Workers Compensation Act

Workplace Injury Management and Workers Compensation Act

Workers Compensation Regulation

Information Privacy Act

### **9. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	26/3/08	Council	Adoption of Original Policy (Res No. 158/08)
V2.0	19/12/12	Council	Review/Amended (Res No. 540/12)

V3.0	27/8/14	Council	Review/Amended (Res No. 295/14)
V4.0	23/8/17	Council	Review/Amended (Res No. 168/17)

**Dispute resolution**

All disagreements arising from the workplace rehabilitation of injured workers will be managed in accordance with the protocols outlined in the Council’s Grievance and Dispute-Procedure and Equal Employment Opportunity Management Plan.

If a disagreement cannot be resolved, authorities such as WorkCover or the WorkCover Ombudsman can provide assistance in settling the issue and progressing return to work.

Approved by: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF UNDERSTANDING**

I have read, understand and acknowledge the need to comply with this Policy.

\_\_\_\_\_

Name (Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_

Signature





## ASBESTOS POLICY

### Summary:

The purpose of this policy is to provide information to Council workers, the local community and wider public on Asbestos.

<b>Policy Number</b>	4.011
<b>File Number</b>	
<b>Document version</b>	V3.0
<b>Adoption Date</b>	26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Executive Management Team
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	August 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager HR Workforce Development & Safety
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	<a href="#">WHS Act</a> <a href="#">WHS Regulation</a> <a href="#">Model Asbestos Policy for NSW Councils</a>
<b>Delegations of Authority</b>	<a href="#">Manager HR, Workforce Development &amp; Safety</a>

### 1. Overview

Local Government plays a critical role in reducing the risks posed by asbestos. Councils work together with the State Government and wider public to address the unfortunate legacy of asbestos in building materials and land contaminated with asbestos, as well as addressing naturally occurring asbestos.

### 2. Policy Principles

Tenterfield Shire Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes,

buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in ~~Appendix A and website links to additional information are provided in Appendix B~~ **Council's Asbestos Procedure**.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA);
- workers (employees and other persons) in council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer;
- contaminated land management;
- council land, building and asset management;
- emergency response;
- land use planning (including development approvals and demolition);
- management of naturally occurring asbestos;
- regulation of activities (non-work sites);
- waste management and regulation.

### **3. Policy Objectives**

Manage the risks associated with asbestos by:

- identifying asbestos and asbestos containing material at the workplace and recording this in an asbestos register;
- assessing the risk of exposure to airborne asbestos;
- eliminating or minimising the risks associated with asbestos by implementing control measures;
- Reviewing control measures to make sure they are effective.

### **4. Policy Statement**

This policy aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers

- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces
- sources of further information.

## 5. Scope

This policy applies to all of the Tenterfield Shire Council, Local Government Area (LGA) within council's jurisdiction.

The policy provides information for council workers, the local community and wider public. ~~Part 1 of the policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with council including employees, contractors, consultants, and volunteers (as defined by the NSW Work Health and Safety Regulation 20119). Definitions for key terms used in the policy are provided in Appendix C and acronyms are listed in Appendix D.~~

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA **and** ~~The policy outlines council's commitment and responsibilities in relation to safely managing asbestos. and contains general advice.~~ For specific advice, individuals are encouraged to contact council or the appropriate organisation ~~(contact details are listed in Appendix E).~~

The policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by **SafeWork Australia**.
- *Code of practice on how to safely remove asbestos* published by **Safework Australia** (catalogue no. WC03561) published by **Safework Australia**.
- ~~Additional guidance material listed in Appendix B.~~

~~Detailed~~ **For** information on Council's **Asbestos Procedure** and plans may be found in other documents, which are referenced in part 2 under section 18.1 **contact Manager HR, Workforce Development & Safety on (02) 6736 6000.**

## 6. Accountability, Roles & Responsibility

### Elected Council

Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asbestos management plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's asbestos plans, registers and priorities.

### **Chief Executive, Executive and Management Teams**

The **Chief Executive** has overall responsibility for developing an asbestos management plan, register and procedures and reporting on the status and effectiveness of asbestos management within Council.

**Chief/Director and Department Managers** are responsible for the day to day operational planning and implementation of this policy and associated plans and registers in the workplace under their control

### **Management Oversight Group**

Nil.

### **Individual Managers**

The **Work Health & Safety Officer** is responsible for the maintenance of this policy, asbestos management plan and register to ensure compliance with legislation and Council operational requirements and implementation procedures.

## **7. Definitions**

**Asbestos means:**

The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- actinolite asbestos
- grunerite (or amosite) asbestos (brown)
- anthophyllite asbestos
- chrysotile asbestos (white)
- crocidolite asbestos (blue)
- tremolite asbestos

**Friable asbestos means material that:**

- a. Is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry;
- b. Contains asbestos.

**Non-friable asbestos means:**

Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

## **8. Related Documents, Standards & Guidelines**

To ensure **currency** and **compliance** with legislation and Council operational requirements and implementation procedures, Council approves the Chief Executive to maintain this policy, asbestos management plan and register without formal reporting to Council meetings, however, the Chief Executive is to advise Council of changes/updates in legislation through normal correspondence with Councillors.

### **Council disclaimer**

This policy was formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy and related procedure is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances and liability will not be accepted for losses incurred as a result of reliance on this policy.

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	24/03/14	Council	Adoption of Original Policy (Res No. 93/14)
V2.0	23/08/17	Council	Review/Amended (Res No. 168/17)



## WORK, HEALTH & SAFETY

### Summary:

The purpose of this policy is to provide clear direction as to the principles underpinning Tenterfield Shire Council's commitment to ensuring a safe and healthy workplace for all employees, contractors, service providers/service partners, volunteers and visitors.

<b>Policy Number</b>	4.157
<b>File Number</b>	
<b>Document version</b>	V5.0
<b>Adoption Date</b>	26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	August 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager HR, Workforce Development & Safety
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	WHS Act WHS Regulation Workers Compensation Act Workers Compensation Regulation
<b>Delegations of Authority</b>	Manager HR, Workforce Development & Safety

### 1. Overview

Tenterfield Shire Council has a legal obligation to ensure the health, safety and welfare of all employees/volunteers whilst at work, including visitors and contractors. Council's obligation includes protecting people from the risk of injury to health or safety arising out of the activities of persons at work, by ensuring that appropriate frameworks are implemented that will provide for safe systems of work, risk assessment, hazard identification, elimination and control, dissemination of relevant and up to date information, instruction, training and responsible supervision. Council's Management will develop, implement and keep

under review and evaluation, in consultation and participation with Tenterfield Shire Council employees, the Health and Safety Program.

## **2. Policy Principles**

The health and safety of all persons employed/volunteering at the Tenterfield Shire Council and those visiting Tenterfield Shire works sites and premises is considered to be of the utmost importance. Compliance with the Work Health and Safety Act, Regulations, Australian Standards, approved Codes of Practice and Policy is the responsibility of all staff. The promotion and maintenance of Health and Safety is primarily the responsibility of the PCBU (Persons Conducting Business or Undertaking) and senior management (officers).

In meeting our commitment Tenterfield Shire Council will also:

- Undertake to help our people achieve full recovery through prompt treatment and active rehabilitation programs following workplace illness and injury; and
- Allocate resources to meet the commitments of the policy.

## **3. Policy Objectives**

The objectives of Tenterfield Shire Council's (TSC) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of work place health and safety.
- Ensure as far as reasonably practicable that the workplace is safe and hazard free.
- Ensure early reporting of accidents, incidents, near misses and hazards.
- Act proactively in relation to investigating, managing and controlling risks.
- Enable access for all workers to relevant workplace health and safety training/education.
- Encourage reporting of behaviours which breach TSC's Workplace Health and Safety Policy.
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety.

## **4. Policy Statement**

Tenterfield Shire Council is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. TSC will do all that is reasonably practicable to ensure safe and healthy work practices.

## **5. Scope**

TSC considers that workplace health and safety is a joint responsibility between TSC, its employees and all other people deemed as workers as indicated in section 7 of the Work Health and Safety Act 2011.

## 6. Accountability, Roles & Responsibility

- The Chief Executive has overall organisational responsibility for meeting Council's Health and Safety obligations and responsibilities, and is to support Chief Officer/Director and hold them accountable for their specific responsibilities.
- CHIEF OFFICER/DIRECTOR – (Officer) Each Chief Officer/Director is responsible for taking all practical measures to ensure that this policy and the WHS Management Plan is developed and effectively implemented in their areas of control, and is to support supervisors and hold them accountable for their specific responsibilities.
- SUPERVISORS – (Officer depending on level of responsibility) Each Manager, Superintendent, Ganger and Leading Hand is responsible for taking all practical measures to ensure:
  - A) That in the area of their control the WHS Management System is complied with and employees are supervised and trained to meet their requirements under this Program;
  - B) That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management; and
  - C) Hold employees accountable for their specific responsibilities.

### Elected Council

Have a duty to help provide the environment that ensures their Council complies with its own duties and obligations under the Act, including Council's primary duty to ensure, so far as reasonably practicable, the health and safety of workers and other persons.

### Management Oversight Group

- CONTRACTORS AND SUB-CONTRACTORS – (Worker or could be PCBU) All Contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the health and safety policies, procedures and WHS Management Plan of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract.

### Individual Managers

- EMPLOYEES / VOLUNTEER – (Worker) All employees are required to co-operate with the WHS Policy and WHS Management System to ensure their own health and safety and the health and safety of others in the workplace.

## 7. Definitions



TSC	Tenterfield Shire Council
WHS	Work Health & Safety
PCBU	Person conducting Business or undertaking
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – definitions)
WHS Management System	WHS management system is a guide that assists MCC to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with the TSC's operations.

## 8. Related Documents, Standards & Guidelines

- WHS Act 2011
- WHS Regulation 2019
- Safe Work NSW Codes of Practice
- Workers Compensation Act 1987

## 9. Work Health and Safety Management System:

In order to implement the general provisions of this policy, a WHS Management System and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of health and safety including;

- WHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of WHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses;
- Provision of information to employees, contractors and sub-contractors;
- Hazard identification and Risk Assessment; and
- Risk **elimination**/minimisation.

This signed statement policy confirms our personal commitment to making Tenterfield Shire Council workplaces safe and healthy for all its workers.

This Policy Statement is to be displayed at all work locations and on the Tenterfield Shire Council Website.

Terry Dodds  
**Chief Executive**

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### **ACKNOWLEDGEMENT OF UNDERSTANDING**

I have read, understand and acknowledge the need to comply with this Policy.

\_\_\_\_\_  
Name (Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### **10. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	27/9/02	Council	Adoption of Original Policy (Res No. 683/02)
V2.0	22/8/12	Council	Review/Amended (Res No. 326/12)
V3.0	26/8/15	Council	Review/Amended (Res No. 268/15)
V4.0	23/8/17	Council	Review/Amended (Res No. 168/17)



**CONFERENCE/SEMINAR/TRAINING EXPENSES**

**Summary:**  
 The purpose of this policy is to provide clear direction on the payment for, or reimbursement of, conference, seminar and training expenses.

<b>Policy Number</b>	4.031	
<b>File Number</b>	N/A	
<b>Document version</b>	V3.0	
<b>Adoption Date</b>	26 August 2020	
<b>Approved By</b>	Council	
<b>Endorsed By</b>	Executive Management Team	
<b>Minute Number</b>		
<b>Consultation Period</b>	N/A	
<b>Review Due Date</b>	August 2020 – 2 years	
<b>Department</b>	<del>Human Resources &amp; Workforce Development</del> Office of Chief Executive	
<b>Policy Custodian</b>	Manager <del>Human Resources &amp; Workforce Development</del> HR, Workforce Development & Safety	
<b>Superseded Documents</b>	19 December 2012	536/12
	24 June 2015	197/15
<b>Related Legislation</b>	Local Government (State) Award Councillor Expenses & Facilities Policy	
<b>Delegations of Authority</b>	Manager <del>Human Resources &amp; Workforce Development</del> HR, Workforce Development & Safety	

**1. Overview**  
 Council encourages staff to participate in training and courses to improve their skills and knowledge that will assist them in effectively carrying out their roles. This includes attendance at relevant seminars and conferences, as approved by relevant Managers/Chief Officer/Director or the Chief Executive (General Manager).

**2. Policy Statement**

This Policy outlines those costs which Council will reimburse to employees when they are required to attend conferences, training, seminars and other work related functions outside the Tenterfield area. This Policy applies to all employees and expenses must be within the approved budget each year.

Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime or time in lieu for travelling to and from training. The same applies for time after training when over-night accommodation is provided.

### **3. Scope**

#### **Approvals:**

Approval to attend conferences, seminars and training will be granted within the adopted budget and according to the training plan. Miscellaneous relevant training may also be approved provided funds are available. Approval will be conducted by recording the details on the appropriate form and have it signed by the relevant supervisor.

#### **Staff Training – Payment of expenses**

##### **Registration Fees**

Council will meet the cost of registration fees for staff that have been granted approval to attend conferences, seminars and training, including any conference dinner / entertainment that forms part of the registration, and other functions that are in line with training plans and/or Council's organisational goals.

##### **Accommodation**

Accommodation costs will be limited to a maximum of \$350.00 per night in Capital City locations and \$180.00 per night in other locations. Where accommodation is not available in a Capital City or other location for these threshold amounts, approval for accommodation to be paid for at a higher rate per night may be sought from the relevant Manager/Chief Officer/Director, the Chief Executive or the Mayor.

Council will book accommodation prior to attendance unless not possible. All bookings should consider best price value for Council, location to training/seminar/conference venue and access to transport.

##### **Travel**

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

Travel by motor vehicle should be undertaken by council vehicle and only by prior approval by the Chief Executive for the use of private vehicle. If approval is granted, reimbursement will be on the basis of the current kilometre rate as set out in the ~~2017~~ Local Government (State) Award.

Costs of vehicle hire, parking station fees and or taxi fares which are reasonable incurred while attending conferences will be reimbursed by Council upon receipt.

##### **Meals and beverages**

***Part-day:*** Meals will not be reimbursed for part-day training.

**One (1) full day:**

A limit of \$60.00 will apply for any one meal, or where more than one meal is involved, a daily limit of \$125.00 will apply.

**More than one (1) day:**

Wherever possible, the cost of meals is to be incorporated within the training and accommodation otherwise reimbursement of actual cost will be paid upon the production of receipts subject to a daily limit of \$125.00.

Council will not pay for Mini bar expenses.

**Miscellaneous expenses for senior management**

Miscellaneous expenses responsibly incurred by senior management may be paid for by Council. These may relate to expenses to facilitate travel/meals/beverages for meetings with Government Officials, consultants or contractors. Any such expenses must be approved by the Chief Executive and on production of receipts.

**Reporting**

Staff are required to provide a brief report to their respective Manager/Chief Officer/Director or the Chief Executive outlining the nature of the training, conference, and seminar attended. The Chief Executive will report to Council on Conferences attended that may be of interest to the Council.

**Recording**

All training and attendance at seminars/conferences shall be recorded and filed on the staff member's personnel file.

**4. Accountability, Roles & Responsibility**

Approval will be required by the relevant supervisor as follows:

- General staff by Section/Service Managers or Chief Officer/Director;
- Managers (where more than one (1) day is involved) by Chief Officers;
- Chief Officers (where more than two (2) days are involved) by the Chief Executive, and
- The Chief Executive (where more than two (2) days are involved) by the Mayor.

**5. Related Documents, Standards & Guidelines**

Local Government (State) Award  
Councillor Expenses & Facilities Policy

**6. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	19/12/2012	Council	Adoption of Original Policy
V2.0	24/06/2015	Council	Adoption of changes to Policy
V3.0	28/11/2018	Council	Amendment to Policy (Res No. 269/18)



## SPECIAL EXHIBITIONS ART COLLECTION

### Summary:

The purpose of this policy is to provide clear direction on the management of the Tenterfield Shire Council's Art Collection.

<b>Policy Number</b>	1.192
<b>File Number</b>	
<b>Document version</b>	V6.0
<b>Adoption Date</b>	26 August 2020
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	July 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager Library Services
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	
<b>Delegations of Authority</b>	Manager Library Services

### 1. Overview

This policy aims to define the general conditions relating to the acquisition and deaccessioning of artworks, artefacts and print and non-print resources in the Tenterfield Shire Council's Art Collection by Tenterfield Public Library. The items in this collection fall outside the criteria which govern the Sir Henry Parkes' Memorial School of Arts Collection.

### 2. Policy Principles

Tenterfield Shire Council's Art Collection contains items that are of interest to the local community and visitors. These items are displayed on a temporary or permanent basis when and where it is deemed appropriate or possible by Council.

### 3. Policy Objectives

The objectives of this policy are:

- To define the conditions relating to the acquisition and deaccessioning of artworks, artefacts and print and non-print resources in the Tenterfield Shire Council's Art Collection.
- To act as a management tool for staff.

#### **4. Policy Statement**

##### General Policy

Council recognises that public interest can be stimulated by special temporary or permanent exhibitions which do not necessarily relate to Federation or Sir Henry Parkes, e.g., Library or Theatrical exhibitions. The exhibits will be collected and stored under conditions determined by Council and implemented by the Manager Library Services and Manager Economic Development & Community. An audit of the Collection will be carried out every two years.

##### Acquisition of Exhibits

###### 1. Donations and Loans

As storage space is strictly limited, temporary loans will generally be preferred to donations. A panel consisting of the Chief Corporate Officer, Manager Library Services, Manager Economic Development & Community and Cultural Officer will review potential donations for inclusion. A loan agreement will be prepared for all items loaned for temporary exhibition. Outright donations accepted for the Collection will be recorded in a Deed of Gift.

###### 2 Purchase

The Panel shall make determinations upon the proposed purchase of items on the basis of their desirability as exhibition resources. Acquisitions may be funded by external sponsorship, if available, or from relevant Council allocations.

##### Catalogue

All items entering the Collection, whether on a permanent or temporary basis, will be catalogued in accordance with the standards of the Library Collections database.

##### Deaccession

The Panel shall determine if items are to be deaccessioned on the basis of at least one of the following:

- The object lacks physical integrity.
- Council is unable to provide adequate care and conservation for the object.
- The object is no longer deemed useful for exhibition purposes.

## Disposal

Deaccessioned objects will be sold if possible, or, donated to interested organisations.

## **5. Scope**

This policy is concerned with the acquisition, display and deaccessioning of items contained in the Tenterfield Shire Council's Art Collection. It is separate from the criteria which govern the Sir Henry Parkes' Memorial School of Arts Collection.

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Not applicable.

### **Chief Executive, Executive and Management Teams**

Not applicable.

### **Management Oversight Group**

- A panel consisting of the Chief Corporate Officer, Manager Library Services, Manager Economic Development & Community Engagement and Cultural Officer.

### **Individual Managers**

- Manager Library Services
- Manager Economic Development & Community Engagement.

## **7. Definitions**

**Acquisition:** An asset or object bought or obtained, typically by a library or museum.

**Deaccession:** The process by which a work of art or other object is permanently removed from a collection.

## **8. Related Documents, Standards & Guidelines**

Library Services Policy

## **9. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	28/11/03	Council	Adoption of Original Policy (Res No. 657/03)
V2.0	18/11/04	Council	Review/Amended (Res No. 590/04)
V3.0	24/04/13	Council	Review/Amended (Res No. 115/13)
V4.0	18/05/16	Council	Review/Amended (Res No. 120/16)
V5.0	23/08/17	Council	Review/Amended (Res No. 168/17)