

ORDINARY COUNCIL MEETING

WEDNESDAY, 23 SEPTEMBER 2020

ATTACHMENT BOOKLET 4

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| Attachment No. 8 | Updated Media Policy - 1.130 |
| Attachment No. 9 | Updated Councillor Expenses & Facilities - Policy 1.160 |
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MEDIA POLICY

Summary:

The purpose of this policy is to provide clear direction for release of Council information and interaction between Council and media.

Policy Number	1.130
File Number	N/A
Document version	V6.0
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Endorsed By	Council
Minute Number	(Insert)
Consultation Period	N/A
Review Due Date	September 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Chief Executive
Superseded Documents	V5.0
Related Legislation	N/A
Delegations of Authority	Chief Executive

1. Overview

This Media Policy serves to establish central points of contact, protocols and a consistent method for managing communication between the **Council and print, broadcast and social media**, to ensure coordinated, accurate and reliable presentation.

2. Policy Principles

Tenterfield Shire Council is accountable to the community for its performance and recognises the key role the media plays in effective communication between the Council and the community. Council encourages open communication with the media with an emphasis on promoting a positive, progressive and professional image of Council and staff.

3. Policy Objectives

The objectives of this Policy are to:

- Provide clear guidelines for Councillors and staff when dealing with the media;
- Encourage a positive relationship between Council and the various media outlets;
- Ensure a responsible and consistent approach to all media relations; and
- Protect the integrity of Council, its officers, and its image.

4. Policy Statement

All information provided to the print, broadcast and web based media by Tenterfield Shire Council is to be sourced from one (1) central point within Council. The **Chief Executive** is that central point.

All information is to be cleared by the **Chief Executive**. The **Chief Executive** is the point of contact between Council and the media for media releases, statements, announcements and advertising and will clear all releases and advertising copy.

Announcements concerning new policies or major decisions taken by Council go out under the signature of the Mayor e.g. "The Mayor announced today".

Staff approached by the media to provide an article or segment in relation to their position at Council must advise the **Chief Executive** that they have been approached and will be participating in an interview.

Urgent or immediate announcements occurring out of hours are to be issued by the **Chief Executive but if unavailable, can be issued by the Chief Corporate Officer or Director Infrastructure**. The Mayor is to be advised of any issue or announcement.

All technical/procedural releases go out under the signature of the **Chief Executive**. A copy of all proposed technical procedural releases and advertisements should be approved and signed by the **Chief Executive**.

Media Releases and News Items

Provision to the local media of all media releases and news items prepared by the Mayor will be used to advise the community of factual issues including procedural matters, new laws or regulations, reminders and local government items of specific interest not normally covered by reporters attending Council meetings. Where appropriate the assistance of a professional journalist may be called upon to prepare the news item.

Generally all media releases and news items will appear in Council's fortnightly *Your Local News* in addition to provision to print, broadcast and web based media.

Public Comment

Public comment can include public speaking engagements (including comments on radio and television) expressing views in letters to the press, **via social media**, or in books or notices where it is reasonably foreseeable that publication or circulation will enter the public domain.

Staff

While it is recognised that Council employees, as members of the community, have the right to have an opinion – staff cannot make public comment or enter into public debate on political and social issues related to council business in the media or at public forums. The **Chief Executive** and other senior management staff need to be sensitive to the fact that because of their responsibility and status, there could tend to be the implication that the public comment is in some way an official comment of the Council. Reference is made to Council's Code of Conduct **2018** (**Part 3 – General Conduct Obligations - 3.1, 3.2, 3.3**) below.

Councillors

Councillors are not permitted to comment to the print or electronic media on Council's behalf unless authorised to do so by the Mayor. Council acknowledges that as elected representatives, the media will, from time to time, call on Councillors for personal comment. In this instance, a Councillor wishing to make statements to the media must inform the journalist:

- (1) That comments are made as an individual;
- (2) That comments made do not necessarily represent the views or beliefs of Council or other Councillors; and
- (3) That the matter has or has not been determined by Council.

Reference is made to Council's Code of Conduct **2018** (**Part 3 – General Conduct Obligations - 3.1, 3.2, 3.3**) below.

Tenterfield Shire Council - Code of Conduct 2018

Part 3 General Conduct Obligations

General Conduct

3.1 *You must not conduct yourself in a manner that:*

- a) *is likely to bring the council or other council officials into disrepute*
- b) *is contrary to statutory requirements or the council's administrative requirements or policies*
- c) *is improper or unethical*
- d) *is an abuse of power*
- e) *causes, comprises or involves intimidation or verbal abuse*
- f) *involves the misuse of your position to obtain a private benefit*
- g) *constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.*

3.2 *You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act.*

Fairness and Equity

3.3 *You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.*

5. Scope

The Mayor is designated as the official spokesperson for matters determined by the full Council, external matters affecting the Council, or issues which may have a significant impact on one or more communities across the Shire.

The Chief Executive is the designated spokesperson for administrative matters.

6. Accountability, Roles & Responsibility

Elected Council

- As per the Code of Conduct 2018 (Part 3 – General Conduct Obligations - 3.1, 3.2, 3.3) as above.

Chief Executive, Executive and Management Teams

- As per the Code of Conduct 2018 (Part 3 – General Conduct Obligations - 3.1, 3.2, 3.3) as above.
- In the event of an urgent media release in the absence of the Chief Executive, the Chief Corporate Office or Director Infrastructure have the authority to issue such releases.

Management Oversight Group

- No delegation.

Individual Managers

- No delegation.

7. Definitions

- For the purpose of this policy, media releases are defined to include the following:
 - A written statement with or without a direct quote from an elected member or Chief Executive forwarded to a media outlet or published in *Your Local News* or on the website, with the intent of promotion to the general community.
 - Letters or emails forwarded to a media outlet or published on the website, with the intent of publication (verbal or print) to the general community.
 - An interview with a media representative where that interview has been instigated by the Mayor or Chief Executive.

8. Related Documents, Standards & Guidelines

- Code of Conduct 2018
- Community Engagement Policy 1.036

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	23/10/13	Council	Adoption of Original Policy (Res No. 386/13)
V2.0	19/12/12	Council	Review/Amended (Res No. 528/12)
V3.0	26/11/08	Council	Review/Amended (Res No. 672/08)
V4.0	23/03/16	Council	Review/Amended (Res No. 51/16)
V5.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V6.0	23/09/20	Council	



COUNCILLOR EXPENSES AND FACILITIES

Summary:

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities and equipment to enable them to carry out their civic duties. It also ensures that they are provided in a consistent, transparent and accountable manner.

The format for this policy has been provided by the New South Wales Office of Local Government and has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

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Policy Custodian	Chief Executive
Superseded Documents	1.160 – Councillor Expenses & Facilities Policy (V15)
Related Legislation	Councillor Expenses and Facilities Policy – Better Practice Template 27 June 2017. Office of Local Government Circular 17-17. ICAC publication – No excuse for misuse, preventing the misuse of Council resources. TSC Code of Conduct.
Delegations of Authority	Chief Executive, Chief Corporate Officer, Director Infrastructure,

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Tenterfield Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
 - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
 - ensure facilities and expenses provided to Councillors meet community expectations.
 - support a diversity of representation.
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors.

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit, and
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

- 6.2. Each Councillor may be reimbursed, and the Mayor may be reimbursed, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
- public transport fares;
 - use of a private vehicle or hire car;
 - parking costs for Council and other meetings;
 - tolls;
 - Cab charge card or equivalent, and
 - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Councillors may be reimbursed for return trips from their usual place of residence within Tenterfield Shire, up to a maximum of \$500 per annum, to Council's Administration Office in Tenterfield Township, for the purpose of collecting hard copies of Council business papers, publications and/or other documents relevant to Council business, when advised by Council's Executive Assistant & Media that these are available for collection.
- 6.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.6. Given Council's location near an interstate border, travel to South East Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.7. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel, and

- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made through the Chief Executive's office.
- 6.14 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Tenterfield local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Council's Conference/Seminar/Training Expenses Policy.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive, being mindful of Clause 4 and Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive.
- 6.22 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive must be mindful of Clause 4 and Clause 6.18.

Professional development

- 6.23 Council will facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26 Approval for professional development activities is subject to a prior written request to the Chief Executive outlining the:
- details of the proposed professional development;
 - relevance to council priorities and business, and
 - relevance to the exercise of the Councillor's civic duties.
- 6.27 In assessing a Councillor request for a professional development activity, the Chief Executive must consider the factors set out in Clause 6.26, as well as the cost of the professional development.

Conferences and seminars

- 6.28 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive. In assessing a Councillor request, the Chief Executive must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties, and
 - cost of the conference or seminar.
- 6.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 and 6.20.

Information and communications technology (ICT) expenses

- 6.31 Council will provide Councillors with appropriate IT hardware such as an electronic iPad or Notebook equivalent, to meet the ICT needs associated with his or her civic duties.
- 6.32 Council will provide Councillors with appropriate IT data services up to a limit of \$600 per annum (\$50 per month) for each Councillor and \$1200

per annum (\$100 per month) for the Mayor. This may include mobile phone and home internet data costs.

- 6.33 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
 - relevant phone calls and correspondence, and
 - diary and appointment management.
- 6.34 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.35 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.36 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.37 In addition to the provisions above, the Chief Executive may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.38 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.39 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.40 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9 General Facilities for all Councillors

Facilities

- 9.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- access to shared car parking spaces while attending Council offices on official business;
 - personal protective equipment for use during site visits, and
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive as appropriate for the purpose.

Administrative support

- 9.4 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of council's administrative staff as arranged by the Chief Executive or their delegate.
- 9.5 As per Clause 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Part D – Processes

10. Approval, Payment and Reimbursement Arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- carer costs
- 10.4 Final approval for payments made under this policy will be granted by the Chief Executive or their delegate.

Direct payment

- 10.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Assistant and Media for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 10.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Assistant and Media.

Notification

- 10.7 If a claim is approved, Council will make payment directly or reimburse the Councillor via direct deposit to their nominated bank account in the next available payment run.
- 10.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Timeframe for reimbursement

- 10.9 Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive.
- 11.2 If the Councillor and the Chief Executive cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

12 Return or retention of facilities

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive to purchase any such equipment. The Chief Executive will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

13 Publication

- 13.1 This policy will be published on Council's website.

14 Reporting

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

15 Auditing

- 15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

16 Breaches

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive.
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

17. Accountability, Roles & Responsibility

Policy Custodian

The Chief Executive is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

Jurisdiction

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

18. Definitions

- 18.1 **The Act:** The NSW Local Government Act 1993.
- 18.2 **The Regulation:** The Local Government (General) Regulation 2005.
- 18.3 **The Guidelines:** The Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, as released by the Division of Local Government in October 2009 under the provisions of section 23A of the Act.
- 18.4 **Expenses:** Payments made by Council to reimburse councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expense to be reimbursed must be outlined in this Policy and may be either reimbursed to a councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to the Councillors and Mayor in accordance with the Act.
- 18.5 **Facilities:** Equipment and services provided by Council to councillors to enable them to discharge their civic functions to a standard and appropriate to their role.

- 18.6 **Meeting:** Meetings for which councillors expenses will be reimbursed for attending include Ordinary and Extra-ordinary meetings of Council within the meaning of the Act, and Standing Committee meetings to which the Councillor is a delegate by resolution of Council.
- 18.7 **Council event:** A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, or where appropriate the authorisation of the Mayor and Chief Executive. These are in addition to Council's ordinary and extra-ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution.
- 18.8 **Local travel:** Travel within the Tenterfield Shire Council Local Government Area.
- 18.9 **Limits and standards:** The Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

No other specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings.

19. Related Legislation, Standards & Guidelines

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulation 2005;
- Office of Local Government publications:
 - Guidelines for the payment of Councillors Expenses and Facilities 2009; and
 - Circular 11/27
- ICAC publication:
 - No Excuse for Misuse, preventing the misuse of Council resources.

Council must also undertake 28 days' public exhibition of the revised policy and invite submissions on it during that period. (LGA s253).

20. Attachments

Appendix A – Expense Claim Form

Appendix B - Cost/Criteria for Expenses Reimbursements

21. Version Control & Change History

Version	Date	Modified by	Details
V1.0	23/03/00	Council	Adoption of Policy – (Res No. 200/00)
V2.0	15/07/04	Council	Review/Amended (Res No. 335/04)
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V4.0	25/07/07	Council	Review/Amended (Res No. 434/07)
V4.1	26/09/07	Council	Review/Amended (Res No. 579/07)
V5.0	27/02/08	Council	Review/Amended (Res No. 49/08)
V5.1	27/02/08	Council	Review/Amended (Res No. 128/08)
V5.2	23/08/08	Council	Review/Amended (Res No. 189/08)
V5.3	26/11/08	Council	Review/Amended (Res No. 632/08)
V6.0	23/09/09	Council	Review/Amended (Res No. 1227/09)
V7.0	24/02/10	Council	Review/Amended (Res No. 92/10)
V7.1	24/11/10	Council	Review/Amended (Res No. 814/10)
V8.0	26/10/11	Council	Review/Amended (Res No. 534/11)
V9.0	28/11/12	Council	Review/Amended (Res No. 474/12)
V10.0	27/11/13	Council	Review/Amended (Res No. 430/13)
V11.0	26/11/14	Council	Review/Amended (Res No. 416/14)
V11.1	17/12/14	Council	Review/Amended (Res No. 459/14)
V12.0	23/09/15	Council	Review/Amended (Res No. 303/15)
V13.0	28/09/16	GM	Reconstruction of Policy (Res No. 249/16)
V14.0	22/08/18	Council	Review/Amended (Res No. 187/18)
V15.0	28/08/19	Council	Review/Amended (Res No. 163/19)
V16.0			

Appendix A – Expense Claim Form

Available from Executive Assistant & Media

Appendix B – Cost/Criteria for Expenses Reimbursements

Expense or facility	Cost/Criteria	Frequency
General travel expenses.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per trip
Approved travel using own vehicle.	Under 2.5 litres – 0.68 cents p/km 2.5 litres and over – 0.78 cents p/km	Per trip
Interstate, overseas and long distance intrastate travel expenses.	Assessed and approved by Council prior to travel being undertaken.	Per trip
Meals.	No greater than \$60 per meal, with a daily limit of \$125.	Per full day
Accommodation.	Up to \$350 in Capital City locations. Up to \$200 in other locations.	Per night
Professional development.	Council provided workshops and professional development sessions.	Per year
Conferences and seminars.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate. Resolution 117/19 – Approves the attendance of the Mayor, Deputy Mayor and Chief Executive at the Local Government NSW Annual Conference each year.	Per event
Carer expenses.	\$6.00 per hour to a maximum of \$1500.	Per year
Furnished office.	Provided to the Mayor.	Not relevant
Staff support for Mayor and Councillors.	Provided to the Mayor and Councillors.	Not relevant



FILMING

Summary:

The purpose of this policy is to provide clear direction **and support for companies wishing to engage in large-scale commercial filming activity within the Tenterfield Shire Council.**

Policy Number	1.062
File Number	N/A
Document version	V4.0
Adoption Date	23 September 2020
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	September 2023
Department	Office of Chief Executive
Policy Custodian	Manager Economic Development & Community Engagement
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Manager Economic Development & Community Engagement

1. Overview

Welcome to Tenterfield Shire the perfect Gateway to Big Sky Country - New England & North West New South Wales. Located a comfortable three hours drive from Brisbane and the Gold Coast, Tenterfield Shire presents four definite seasons against a backdrop of rugged mountain beauty and in contrast to the serenity of rural landscapes, the surrounding bushlands of the area becomes a colourful carpet of wildflowers in spring. Warm summer days are followed by cool evenings then transformed into a blaze of rich colours as tree lined streets change through the autumn hues. Brisk winter nights give way to the welcome warmth of winter sunshine. Tenterfield is truly a town for all seasons.

2. Policy Principles

Tenterfield Shire is a film-friendly Local Government council committed to supporting film and television production in the district.

3. Policy Objectives

The Tenterfield Shire Council Filming Policy has been developed to encourage filmmaking and to facilitate the use of the Shire as a film location.

4. Policy Statement

Tenterfield Shire Council links organisations in the Shire and is a contact point for filming, providing support and referrals to assist you with your filming requirements and make your production a smooth and rewarding experience.

This policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the State. We recommend you read the Local Government Filming Protocols before submitting your filming application.

A copy of the protocols is available at www.dlg.nsw.gov.au

Council Requirements:

- Application form
- Fees/charges
- Insurance Coverage
- Filming – Permissible times
- Risk Management
- Parking, Traffic and Road Closures
- Environmental factors – Noise
- Stunts, firearms, explosions; and
- Cleaning & Damages.

Application Form:

- Application form (Attachment 1) and Community Notification Letter (Attachment 2) is attached – Both have to be submitted at least 30 days prior to filming.

Fees & Charges:

- Refer to Councils Fee's & Charges

Insurance Coverage:

- Public Liability insurance cover to a minimum level of \$10m and a copy of the certificate of currency at the time of making your application.

Filming:

- Permissible time;
- Residential areas – filming activities may take place routinely between 8 am and 7 pm from Monday to Saturday;
- Permission can be sought for filming outside the hours excluding Sunday and Public Holidays; and
- Non-Residential areas – by negotiation with Council.

Risk Management:

- Council may require the applicant to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential

hazards and activities and how it is intended that the production company will mitigate these risks.

Parking Traffic and Road Closures:

- A traffic management plan has to be lodged with the application at least 30 days prior to filming. This will allow Council to notify the Councils Traffic Committee.

Environmental Factors and Noise:

- There will be minimal disruption to the normal working of the community;
- The applicant will ensure that the site complies with the Film Industry "Safety Code" requirements and that all conditions required in the applicants' insurance policy are met.
- You must provide a list of all dangerous substances of articles (Safety Data Sheets) to be taken on the location.

Stunts/ Firearms/ Explosives

- Application to carry or use firearms on site will not be considered except when accompanied by written proof of police approval and full information regarding their use, including e.g. Types of weapons and safety procedures.
- Where filming requires the use of stunts on the lighting of fires or the like, full information must be provided with the application and will require the written permission of Council.

Cleaning & Damages

- The production company will be responsible for the control and removal of all litter at its expense. The site will be left in the condition it engaged prior to filming taking place to the satisfaction of Council. Any repair for damages to Council property or infrastructure will be arranged by Council and borne by the production company/producer.

5. Scope

This policy applies to large-scale commercial filming activities within the Tenterfield Shire Council.

6. Accountability, Roles & Responsibility

Elected Council

- Tenterfield Shire Councillors

General Manager, Executive and Management Teams

- Chief Executive Officer
- Manager Economic Development & Community Engagement

Management Oversight Group

Nil.

Individual Managers

- Manager Economic Development & Community Engagement
- Tourism & Marketing Manager

7. Definitions

Not Applicable.

8. Related Documents, Standards & Guidelines

- Local Government Filming Protocols
- Filming Application Form
- Film Industry "Safety Code"

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/05/08	Council	Adoption of Original Policy (Res No. 292/08)
V2.0	26/06/13	Council	Review/Amended (Res No. 201/13)
V3.0	22/08/17	Council	Review/Amended (Res No. 168/17)
V4.0			



PUBLIC ART

Summary:

The purpose of this policy is to provide a clear framework of principles which expresses a commitment to the enhancement of the cultural environment of Tenterfield Shire.

Policy Number	1.166
File Number	N/A
Document version	V4.0
Adoption Date	23 September 2020
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	August 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Economic Development & Community Engagement
Superseded Documents	Public Art Policy – 23 August 2013 Adopted. Resolution Number 168/17
Related Legislation	N/A
Delegations of Authority	Community Development Officer.

1. Overview

Tenterfield Shire Council recognizes the significance of Public Art to the enhancement of the cultural environment of the Shire, and has resolved accordingly that the following action be undertaken:

10 Year Strategic Plan 2011-2021**Direction 5.4:**

Cultural activities will foster an involved community and a creative environment.

Operational Plan 2012-2013**Direction 5.4a**

Develop a cultural plan and public art policy to assist Council in planning future development for the preservation and expression of Tenterfield’s artistic culture.

The completed Public Art Policy will integrate with Council's proposed Cultural Plan.

2. Policy Principles

The following principles underlie this Public Art Policy and its plan for implementation:

The Principles	Principle Rationale
Tenterfield Shire Council strongly supports the concept of Public Art	It is recognised that public art provides opportunities for creativity and diversity, learning, cultural tourism and economic development, and the expression of Tenterfield Local Government Area's culture and heritage.
Public art should be accessible, i.e. the public having the opportunity to engage with art.	Access to public art, and its benefits, is the right of all in the community. All people have the capacity to respond to and be enlivened by the creative production of others in their midst.
Public art and related planning and design should aim to reflect and/ or complement the characteristics and features that are valued in the local government area.	Tenterfield community consultation indicates that the community values and public art should be sensitive to these values.
Tenterfield Shire Council adheres to the following definition in relation to 'art that exemplifies artistic excellence and integrity'. A standard exhibited by creative work or artistic product or practice that is characterized by such qualities as vitality, originality, relevance, creativity, innovation, experimentation, and technical and professional expertise. Council recognises that notions of artistic merit and excellence evolve and that decisions based on aesthetic values will vary from one peer to the next. The main criteria for assessing standard should be that artwork adheres to the design brief and fulfils any specific contractual agreements.	It is recognised that the assessment of 'artistic excellence and integrity' can be subjective, particularly given the individuality of art, and the need to encourage and support creativity and self-expression.
The integration of public art within urban design will be encouraged.	Public art has the potential to transform an urban setting and create a distinctive character and sense of identity.

The Principles	Principle Rationale
	For example, art can be integrated at the design stage through signage, lighting, park furniture, streetscapes, pathways and art in playgrounds at minimal cost, as the basic structure may need to be provided anyway.
Whilst local artists will be encouraged to submit for public arts work and will be informed of opportunities, being a local artist will not be a requirement of public art expressions of interest. The commissioning program under this Policy and Plan is intended to create and nurture a variety of employment opportunities for professional artists, craftspeople, and designers, as well as artists working in collaboration with communities.	A range of criteria will be used to assess applications for public art as outlined in this Policy. The main emphasis will be on achieving 'excellence' and it may be appropriate to commission an artist other than from within the local government area.
There will be adequate and appropriate consultation and involvement with the community and other relevant bodies regarding the establishment of public art	The community will be consulted regarding public art, with the level of consultation dependent on the significance or potential impact of the art. There may need to be consultation with government bodies, e.g. regarding major road reserves on main transport routes, or the commercial sector linked to retail areas.
Where there are significant maintenance or safety issues, or artwork is inappropriate for its environment, existing public art may be removed, relocated or modified. Where possible, removed artwork will be replaced by other public art in consultation with the community and the artist who created the original work.	There may be existing artwork that requires significant upgrade or has safety issues, or its replacement may benefit the community or the environment. Removing or modifying artwork should only occur following proper assessment and consultation.
Partnerships between Council, community groups, the commercial sector and other levels of government will be encouraged in the establishment and integration of public art.	In the interests of increasing and sustaining public art and the creative industries in the local government area Council will investigate other sources of funding for public art projects and related infrastructure. Funding may be sought and managed through Federal and State government authorities such

The Principles	Principle Rationale
	as the Australia Council, Arts NSW, sponsorship, % of new developments or redevelopments in the local council area.
The artists' rates of remuneration shall be consistent with that of design professionals in other disciplines.	The commissioning program under this Policy and Plan is intended to create and nurture a variety of Creative Industries and related employment opportunities for professional artists, craftspeople, and designers, as well as artists working in collaboration with communities.

Sense of Place Included In This Policy and Plan

Public art plays a critical role in place making. It helps to tell the story of a place or articulate it for the first time. Some starting points to consider are ideas such as:

- Acknowledgement of Aboriginal culture and Country;
- Sense of history in place;
- Different sectors of the community – diversity and unity;
- Surrounding villages and how they are represented or if the work is dedicated to one particular area, what that area represents;
- An all of local government area sense of place and where it sits in the world;
- Contemporary culture;
- Art and Design and its place in the community;
- The future; and,
- The environment, the landscape, the buildings, the people;
- Other ideas will be provided through the Public Art Steering Committee/Advisory Committee, Community Consultation and previous research and findings.

3. Policy Objectives

This Policy's aims are to:

- Establish a clear and effective process for managing Public Art activities;
- Increase community enjoyment and appreciation of, and participation in, public art;
- Involve interested community groups from indigenous, western and other cultures in the commissioning of projects;
- Recognize that both local and visiting artists may contribute to the planning and installation of projects;

- Increase private and commercial support for public art, including Grant funding;
- Allow for and coordinate the provision of public art in street scaping, master planning and town design projects;
- Ensure evidence of funding and satisfactory budget including provision for ongoing maintenance;
- Ensure that the requirements of public and workplace safety are adhered to in the creation, installation, access to and maintenance of public art works.

For the purpose of achieving the objectives of this Policy, the following actions should be undertaken:

- Council will form a Public Art Advisory Panel that is responsible to Council's General Manager ~~(or Section 355 Committee)~~. The Panel ~~could~~ may comprise of:
 - Mayor or delegate and one (1) Councillor;
 - One (1) or two (2) professional artist/ designer with relevant qualifications and experience
 - One (1) indigenous representative
 - One (1) Borderline Arts representative
 - Two (2) Community representatives
 - Staff member representing Cultural Services

Community consultation may also inform artwork selection. However, it should be noted that Council is not obligated to accept the Public Art Advisory Panel's recommendation.

Selection of Art Works

Recommendations by the Committee for purchases or donations of Public Art will observe the Guiding Principles described in Item 7 and be based on the following criteria:

- Excellence - quality of design and proposed execution
- Relevance – degree of connection to the community and environments
- Diversity – the overall public art program to encompass a range of styles, media, artists and locations to cater to a diversity of audiences
- Public safety – no unacceptable risk associated with any public art proposal
- Location – the proposed location is both appropriate for the work and suitable in terms of community access
- Feasibility – the proposed work will be achievable and affordable
- Maintenance – ongoing maintenance costs and/or requirements for removal of the artwork will be considered.

In addition,

- Council, as part of the annual preparation of its Operational Plan, will consider a budgetary allocation for the provision and maintenance of public art.
- Existing and future public art work will be recorded in a public register.
- Council will ensure that all public artworks are adequately insured.
- All public artworks will be regularly inspected and maintenance carried out as required.

~~Council acknowledges with appreciation "Making It Your Own: a Public Art Policy and Planning Template" and "Accompanying Notes and Guide", by Dr Jane Kreis, Executive Officer and Regional Arts Development Officer, Arts North West. These documents were utilized as the basis of this Policy.~~

4. Policy Statement

The purpose of this Public Art Policy for Tenterfield Local Government area is to:

- a) state the principles and objectives of Tenterfield Shire Council's Public Art Policy;
- b) provide a framework for Council planning and decision making in relation to the commissioning or acquisition of public art and its ongoing care and maintenance;
- c) explain clearly the rationale underlying that plan; provide Council staff with the structure necessary for a coordinated approach to public art and ensure that the community clearly understand Council's role in providing this art; and
- d) **Allow** Council to lead by example in the area of public art, particularly in relation to what is expected from developers and the establishment of criteria against which refurbishments or major new developments are judged with regard to the integration of public art. The importance of leading by example should not be underestimated in creating a positive context where local communities value the benefits of cultural expression and public art.
- e) **Support the principles endorsed by Local Government NSW in regard to Arts and Culture.**
- f) ~~Support the principles endorsed by the New South Wales State Government, Local Government and Shires Associations' Cultural Accord 4, 30/11/2010.~~

5. Scope

This Public Art Policy relates to the whole of the Tenterfield Local Government Area.

Public Art Projects may be categorized as High, Medium or Low Priority.

High priority projects are key locations such as entry statements which address social and community issues and have high usage by locals and visitors and have the capacity to generate community partnerships;

Medium priority projects are located in prominent positions with clear visibility to locals and visitors and have the capacity to generate community partnerships and have medium-level usage by locals and visitors; and,

Low priority projects are located in more obscure positions.

Duration of The Public Art Policy & Implementation Plan

This Policy precedes Council's Cultural Plan and is designed to feed into that plan to assist in identifying future opportunities for cultural activity through streetscape and landscape beautification to initiate and maintain a highly professional and well-managed process for the inception, coordination, installation, maintenance, and ongoing management of public art.

Given that the expression of art is an ever-evolving medium, regular review of the Public Art Policy will be essential to ensure it remains a relevant document that enhances the valued characteristics of Tenterfield Local Government Area over time.

The Public Art Policy will be reviewed every 4 years in conjunction with Council's proposed Cultural Plan and is considered part of Council's long term Integrated Plan.

Intent

Tenterfield Shire Council recognises the benefit of public art to enhance public spaces, reflect and explore issues of Aboriginal or other culture and local heritage and to identify and engage with members of the community. Public artworks have a capacity to excite, motivate, amuse and sometimes challenge the beholder.

Public Art is a mechanism to incorporate community culture and social aspects into public space. This creates a sense of ownership of the public environment and a sense of pride within the community. Public art enriches your community. It creates a sense of place, a sense of history and promotes the ideals that your community holds dear. It draws people into your community with dining and shopping dollars. It makes your community a better place, a better experience. Public Art is both inclusive and comprehensive, celebrating the diversity of the locality.

6. Accountability, Roles & Responsibility

Elected Council

- Tenterfield Shire Councillors

General Manager, Executive and Management Teams

- Chief Executive Officer
- Manager Economic Development & Community Engagement

Management Oversight Group

- Public Art Committee

Individual Managers

- Manager Economic Development & Community Engagement
- Community Development Officer

7. Definitions

Public Art is not an art form. It's a principle, a principle of improving the changing environment through the arts and is a term given to the practice of involving artists in the conception, development and transformation of a public space. Public artworks can either be permanent or temporary, that can vary in regards to size, scope, medium, functionality and location.

The term "public art" usually refers to contemporary art practice that occurs outside the traditional gallery or museum system. Public artwork can be found in parks and sporting venues, streetscapes, community centres, shopping centres, local government offices or any publicly accessible space. It aims to integrate artists' and **craftspeople's** skills, vision and creative abilities into the whole process of creating new spaces and regenerating old ones, in order to imbue the development with an unique quality and to enliven and animate the space by creating a visually stimulating environment.

Public art can manifest in a wide range of activities and permanent or **ephemeral temporary** formats such as; performance, installation, site specific work, sculptures, community art, painting or conceptual art. Public art can include, but is not restricted to, sculpture, environment and land art, murals, water features, sound art, aerosol art, gateway signage, computer generated and visually projected artworks, events and festivals.

In the built environment, public art can also involve a highly diverse range of art and design integrated in building and public spaces. Examples range from seating and wall treatment to landscape and building design.

8. Related Documents, Standards & Guidelines

This Public Art Policy and Plan will integrate with Council's strategic directions, policies, planning controls, corporate documents and vice versa. This holistic approach to local planning requires that the Public Art Policy and Plan reference those policies and equally that those documents and policies are amended to reference it.

These documents include:

- Our Community Strategic Plan 2011-2021
- Tenterfield Shire Operational Plan
- Local Environmental Plan
- State of the Environment Comprehensive Report

- Tenterfield Shire Council Heritage Strategy 2008-2012
- Workplace Health and Safety Policy
- Streetscape Planning
- Cultural Plan

Other relevant Policies and Plans may be added.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/02/13	Council	Adoption of Original Policy (Res No. 22/13)
V2.0	24/02/16	Council	Review/Amended Policy (Res No. 23/16)
V3.0	23/08/17	Council	Review/Amended Policy (Res No. 168/17)
V4.0	23/09/20	Council	



SCHOOL OF ARTS COLLECTIONS ACQUISITION AND DEACCESSION

Summary:

The purpose of this policy is to provide guidelines for use by staff of the School of Arts in the management of artefacts currently on display and in the acquisition/de-acquisition of material. It is also designed to reflect the joint perspective of those organisations which have or will in the future contribute material to the museum.

Policy Number	1.193
File Number	N/A
Document version	V4.0
Adoption Date	26 August 2020
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Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	August 2025 – 5 years
Department	Office of Chief Executive
Policy Custodian	Manager Economic Development & Community Engagement
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Manager Economic Development & Community Engagement

1. Overview

The Tenterfield School of Arts was restored in 2001 to celebrate the centenary of Federation. The building and the bulk of the collection are owned by the National Trust of Australia (NSW) and leased to Tenterfield Shire Council. Council manages the Museum, through a Board of Management on which the National Trust is represented.

The purpose of this document is to provide guidelines for use by staff of the School of Arts in the management of artefacts currently on display and in the acquisition/de-acquisition of material. It is also designed to reflect the joint perspective of those organisations which have or will in the future contribute material to the museum.

Each organisation has a responsibility to maintain accurate records of material on display and from time to time may seek to remove items for their own needs, for example, for travelling exhibitions.

2. Policy Principles

The museum is effectively managed, sustainable and publicly accountable.

The museum's collection represents the significant stories and interests of Sir Henry Parkes and the federation movement.

3. Policy Objectives

Collection development at the museum is determined by two over-riding principles; the degree to which material relates to the five themes explored at the museum and the ability of the material to be used in the exhibitions exploring these themes. The criteria for assessing potential acquisitions is contained in the Policy Statement.

4. Policy Statement

Collections:

The museum has a small but eclectic collection of material mostly relating to Sir Henry Parkes. It includes items of considerable significance with high interpretative potential as well as more ephemeral material. The highlights are the full-length portrait of Parkes by Julian Ashton, a portrait bust by Theo Cowan, and memorabilia such as a ceremonial wheelbarrow used to turn the first sod of the North Shore railway, walking sticks, a birthday book signed by Parkes' contemporaries including Lord Tennyson and Arthur Streeton and the collar of Parkes' dog, a mastiff named Maori.

The collection also contains material provenanced to the School of Arts including books from the original Literary Institute library, artefacts from the original School of Arts Museum and furniture.

The School of Arts Museum exhibits material belonging to two separate collections, the National Trust of Australia (NSW) and the Tenterfield Historical Society. In addition there are a few items on loan from private individuals or outside institutions, for example, the Powerhouse Museum.

The Tenterfield Shire Council is an active collecting body although no council material is currently exhibited in the museum. Similarly the Tenterfield School of Arts Friends committee has a small collection of material which it is gradually documenting.

Themes explored by the Museum:

The themes explored by the Museum are:

1. The history and use of the School of Arts Complex
2. Sir Henry Parkes' Tenterfield Oration
3. The life of Sir Henry Parkes

4. The Federation Movement
5. The town of Tenterfield in the lead up to Federation
6. The consequences of Federation on Tenterfield

Exhibition Strategy:

The Museum comprises six (6) exhibition spaces. These are configured to explore different aspects of the themes listed above. The School of Arts buildings are the primary artefact of the museum. Therefore the choice of particular spaces to explore particular themes has, to a large extent, been determined by the historical use of the rooms. Thus, for example, the Original Hall is used to explore the Tenterfield Oration as it was in this room that Sir Henry Parkes' made his famous speech; the Games Room explores the theme of the School of Arts as a venue for recreational activities and the original Reading Room contains material relating to the early use of the complex for education.

The various exhibition spaces and the themes they explore are listed below:

Large Hall Foyer:	The history of the School of Arts as a cultural centre for Tenterfield. Displays in this area focus on the use of the School of Arts for theatrical performances, exhibitions and pageants.
	The Large Hall Foyer will also operate as an entry point and orientation space, requiring the introduction of a bookshop, ticketing facility and multi-media element.
Parkes' Gallery:	The life and career of Sir Henry Parkes
Original Hall:	The Tenterfield Oration and issues relating to Federation
Original Reading Room 1:	The history of the School of Arts Literary Institute
Original Reading Room 2:	The town of Tenterfield and the early School of Arts museum
Games Room:	The history of the School of Arts as a recreational venue

Temporary Exhibitions and/or Displays:

It is further envisaged that the opportunity will become available for the installation of temporary exhibitions and/or displays in yet-to-be nominated sections of the buildings. This development would allow for closer community engagement with the institution as well as encourage repeat visitation. Themes can be drawn from such publications as *Writing Tenterfield*, edited by J.S. Ryan (Armidale, University of New England, 2002) while the Tenterfield Historical Society Museum, University of New England Library and State Library of New South Wales are possible sources for loan works. Other historic and contemporary political themes of national importance that underpin the Federation theme include the following; Evolution of

the Constitution, New State Movement, 1967 Referendum, Republican Debate and Immigration.

Exhibition proposals, showcases and lighting will be developed in association with Trust staff.

Acquisition Policy:

Collection development at the museum will be determined by two over-riding principles; the degree to which material relates to the five themes explored at the museum and the ability of the material to be used in the exhibitions exploring these themes. The criteria for assessing potential acquisitions are set out below.

The Broad Tests:

Material should only be acquired by the partner organisation for use in the museum if it relates to one of the five themes. To be considered for acquisition items must meet at least one of the following criteria:

1. They must have a known association with the visit of Sir Henry Parkes to Tenterfield and his federation speech.
2. They must have a known association with Sir Henry Parkes and his immediate family.
3. They must have a known association with the Tenterfield School of Arts.
4. They must relate to the Federation movement.
5. They must relate to the history of the town of Tenterfield in the lead up to Federation.
6. They must relate to the history of the town of Tenterfield as a consequence of Federation.

Criteria 1 to 3 are provenance-based. Criteria 4 and 6 provide less stringent tests than criteria 1 to 3. In assessing material offered to the collection under criteria 4 and 6 particular consideration must be given as to how the artefacts will assist the development of the thematic exhibitions in the museum.

Additional Qualitative Tests:

The Broad Tests listed above provide an initial benchmark to be used to determine whether material should be considered for the permanent collection. Material which is eligible under the Broad Tests then needs to be subjected to a more rigorous process of assessment. Factors to be considered include:

1. Rarity
2. Ability to represent a theme explored at the museum
3. Condition
4. Display potential
5. Capacity to fill a gap in the collection
6. Capacity to strengthen an existing collecting area
7. Ability of the museum to maintain the item

8. Storage requirements

The Tommaso Sani bust of Parkes' second wife, Eleanor, currently held in a private collection, provides an example of how these tests would be applied. (See Appendix A.)

Relationship between the National Trust Collection and the Tenterfield Shire Local Studies Collection:

The Tenterfield Shire Council through the Tenterfield Shire Library Local Studies project collects material (photographs, publications, ephemera) associated with the history of the Shire. Collection Guidelines are attached (See Appendix B.).

Under normal circumstances, the Tenterfield Shire Council, through the Local Studies Collection program will not acquire major items directly associated with Sir Henry Parkes given the interest of the National Trust of Australia (NSW) in this area, with the exception of the following circumstances;

- A donor wishes material to be given to the Tenterfield Shire Council
- The National Trust lacks the funds but there exists local support

Ownership of new Accessions to the Museum Collection:

Museum staff, when approached by donors, should indicate that they can choose to donate to either the National Trust of Australia (NSW) or the Tenterfield Shire Council. Depending on the outcome, material will be processed according to the procedures of either organisation.

Co-operative Collecting:

- (a) The museum will adopt a co-operative approach to collecting. Material which is outside the collecting focus of the museum but within the scope of the Acquisition Policy of the Tenterfield Shire Library Local Studies Collection will be referred to the Senior Economic Development Officer, National Trust Representative and the Museum Advisor;
- (b) Prospective donors offering material which is outside both the acquisition policies of the Museum and the Tenterfield Shire Library's Local Studies Collection, or is not accepted into either collection, should be referred to the Tenterfield Historical Society (a copy of the Tenterfield Historical Society's Acquisition Policy is attached at Appendix C) or the Tenterfield Railway Museum (a copy of the Tenterfield Railway Museum's Acquisition Policy is attached at Appendix D) or the National Trust of Australia (NSW) for the item to be considered for the Trust's other collections (a copy of the National Trust's Acquisition Policy is attached at Appendix E).

General Standards:

Policy for the Acceptance of Objects

On a permanent and temporary basis, the Museum will only collect those objects, which are relevant and consistent with the purposes and objectives of the Museum as set out above.

Prior to items being acquired for the museum that are valued above \$2000, or items likely to create long-term management issues due to their size or condition, by either the National Trust of Australia (NSW) or the Tenterfield Shire Council, ratification of the acquisition should be obtained from the Board of Management.

Ownership of accessioned material will be transferred to either the National Trust of Australia (NSW) or the Tenterfield Shire Council using a Deed of Gift, signed by the donor (see appendix F).

Collections Management:

Loans to the Museum

General

1. All objects entering or leaving the collection on a temporary basis (e.g. a loan) will be accompanied by appropriate documentation stating the responsibilities of both the lender and borrower concerning the use, care, maintenance and insurance of the objects (see Appendix G). Loan agreements will be prepared by Tenterfield Shire Council. The outward loan of material owned by the National Trust of Australia (NSW) must be approved by the Trust's Director of Museums and Properties.
2. When a condition report is prepared, any special requirements regarding environmental controls or travel should be stated.
3. A time limit for the period of the loan must always be nominated
4. The Trust and Tenterfield Shire Council will respect the conditions of loan agreements

Short-Term Loans

1. In general these loans will be associated with exhibitions or specific research projects. In an exceptional case a short-term loan may be accepted for other purposes.
2. Objects entering the collection on short-term loan will be listed in the Short-Term Loans Register (a report of the collection database) and a loan agreement will be prepared.

Long-Term Loans

1. In general, these will be objects to be displayed in permanent room settings or thematic exhibitions.

2. Long -term loans will only be accepted for a fixed term, which can be renegotiated on termination.
3. Objects entering the collection on long-term loan will be listed in the long-term loan register and photographed and fully catalogued in the same manner as items in the permanent collection

Permanent and Indefinite Loans

1. Permanent and indefinite loans are not permitted by this policy

Loans to Accredited Bodies and Institutions

1. The Trust will lend to accredited bodies and organisations on a stipulated short-term or long-term basis, provided that adequate care and conservation, insurance at current valuation and security are guaranteed and where it furthers the aims of the Trust and/or gains publicity for the Trust. Loan fees may be charged.
2. Objects lent by the Trust to other bodies and organisations are to be inspected regularly by the National Trust staff at regular intervals.
3. All loans from the Trust are to be recorded in the Outward Loans Register and Loan Agreements prepared.
4. A Condition Report, and photograph, will be prepared before any object leaves the Trust collection.
5. National Trust loan agreement forms are to be signed by the party borrowing the item

Standards for Acquisitions:

1. Objects will be acquired through gift, bequest, exchange, purchase, field collection or loan.
2. Gifts and bequests from individuals are to be encouraged. These will be considered as an outright gift unless otherwise stipulated.
3. The Trust will only acquire objects if it can provide adequate resources and procedures for their care.
4. The Trust will intend that the objects other than those on loan shall have permanency in the collection as long as they retain their physical integrity, their identity, their authenticity and their documentation and/or so long as they remain useful for the purposes of the Trust. The Trust cannot guarantee to exhibit any object, either now or in the future, which enters the permanent collection.
5. All objects entering the permanent collection will be accompanied by a legal document transferring full title of ownership to the Trust, without restriction as to use or future disposition.

6. If a sufficiently important case exists for some restrictions to be attached to an accession, a reasonable date will be set for their termination, and conditions under which their force may terminate will be set forth at the time of the acquisition. The Trust will strictly adhere to the provisions of any restrictions unless a court of competent jurisdiction authorises a change.
7. All objects entering the permanent collection will be listed in an Accession Register and the Register of the property, at which they are to be located. The Trust will document and retain records of accession for all objects acquired for the collection.
8. The Trust will encourage maximum utilisation of its collection provided that the preservation of the objects is not compromised and their use is consistent with the overall goals and ethics of the Trust. It is realised that the deterioration and destruction of some objects may occur within the course of normal museum use. In this regard, the Trust will endeavour to obtain supplemental materials, such as models or replicas, to protect important and valuable items in the collection.
9. The Trust will cooperate with other museums, historic preservation organisations, libraries and agencies with similar overlapping interests and collecting policies in order to avoid duplication to achieve an integrated plan for preservation and interpretation.

Ethics:

1. The Trust will acquire collections in accordance with State and Federal law and international agreements between Australia and other countries.
2. The Trust will only acquire objects having a legal and ethical provenance.
3. The private collection of objects by members of staff of the Trust will always be conducted in accordance with the standards of the Code of Ethics of the Museums Association of Australia.
4. The Trust will actively promote the education of the general public regarding the ethical and legal responsibilities of natural and cultural heritage preservation.
5. The Trust will not provide appraisals for tax deductions or other external purposes, but will assist donors to obtain valuations for tax deduction purposes.
6. Identification and authentication will be given only for professional and educational purposes under the ethical and legal guidelines laid down by the Codes of Ethics of the Museums Association of Australia.

Deaccession Policy:

1. The Trust will adopt a conservative policy in this regard and will only deaccession objects if they meet at least one of the following criteria:
 - 1.1 The object is outside the Trust's Statement of purpose and its Acquisition Policy.
 - 1.2 The object lacks physical integrity.
 - 1.3 The object has failed to retain its identity or authenticity.
 - 1.4 The object is a duplicate.
 - 1.5 The Trust is unable to provide adequate care and conservation for the object
 - 1.6 The object has deteriorated beyond usefulness
2. The Trust Board will determine that disposal of the object is in the Trust's best interests.
3. The disposal of deaccessioned objects should firstly be by sale, donation or exchange with a recognised body or institution, or secondly by sale at public auction.

Implementation:

1. The Trust relies on the competence of its staff and the advice of its professional committees and outside experts to implement this policy.
2. Standard procedures will be followed for the implementation of the policy at each property, in accordance with guidelines laid down by the Museums and Collections Committee.
3. All acquisitions will be governed by the Acquisitions Policy in its general and particular form. Offers of donation are to be referred to the Director of Museums and Collections, Curatorial Officer or the appropriate committee and must be accompanied by the relevant documentation (e.g., photograph, temporary receipt, Accession Assessment Form).
4. This policy should be subject to review after five years.

5. Scope

The School of Arts Museum exhibits material belonging to two separate collections, the National Trust of Australia (NSW) and the Tenterfield Historical Society. In addition there are a few items on loan from individuals or outside institutions

6. Accountability, Roles & Responsibility

Manager Economic Development and Community engagement

Elected Council

- Tenterfield Shire council Mayor
- Tenterfield Shire council Deputy Mayor

Chief Executive, Executive and Management Teams

- Chief Executive Officer
- Manager Economic Development & Community Engagement

Management Oversight Group

The Sir Henry Parkes Memorial School of Arts Joint Management committee Representatives:

- Tenterfield Shire council 2 representatives
- National Trust 2 representatives
- Friends of the School of Arts 2 representatives

Individual Managers

Cultural Development Officer – Facility

7. Definitions

Nil.

8. Related Documents, Standards & Guidelines

- Sir Henry Parkes School of Arts -loan agreement
- Sir Henry Parkes Memorial School of Arts - short Term loan agreement
- Office of State Revenue – Lease agreement , NSW Real Property ACT 1900
- Lawson’s collection valuation – (9183585P)
- National Trust – Object collection list.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/02/03	Council	Adoption of Original Policy (Res No. 87/03)
V2.0	25/03/15	Council	Review/Amended (Res No. 61/15)
V3.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V4.0	23/09/20	Council	



SCHOOL OF ARTS THEATRE/CINEMA FRONT OF HOUSE

Summary:

The purpose of this policy is to provide clear direction for the Theatre/Cinema staff and volunteers for the management of audiences and to inform the public of Council's front of house code of conduct.

Policy Number	1.194
File Number	N/A
Document version	V5.0
Adoption Date	23 September 2020
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	August 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Economic Development & Community Engagement
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Manager Economic Development & Community Engagement

1. Overview

The purpose of this policy is to provide a code of conduct for Theatre/Cinema staff and volunteers for the management of audiences and to inform the public of Council's front of house code of conduct.

2. Policy Principles

Be proactive in providing patrons and venue visitors with information and assistance. Ensure the provision of excellent customer service to all patrons of the facility.

3. Policy Objectives

Welcome patrons into the building. Ensure a high quality of customer service at all times. Sell food, drink and merchandise (candy bar). Guide audience members in

the right direction. Manage incoming ticket sales over the phone and in person (box office)

4. Policy Statement

Entry

1.1 Admission

All patrons must ~~purchase a ticket~~ be in possession of a ticket before entering the Cinema. Management reserves the right to refuse entry to patrons once the capacity of the venue has been reached.

Management also reserves the right to refuse admission to any person whose condition, conduct, dress or manner is likely to give offence to any person in the School of Arts.

1.2 Reservations

Seat reservations ~~can~~ may be made for live performances. Cinema seating is on a first in, first served basis. Doors are open thirty minutes before the advertised starting time.

1.3 Accessibility

The building is equipped with wheel chair access and with audio loop for hearing impaired people. For patron's convenience, management may be advised of special needs by telephoning the School of Arts prior to attending a performance.

1.4 Late seating

Patrons who arrive late for live performances will not be permitted to enter the auditorium until an appropriate "break" in the performance (determined by staff). This policy is to minimize distraction of the artists.

Cinema patrons arriving late will be directed to seats by ushers.

2. Personal Effects

2.1 Animals

Except for trained assistance dogs for people with disabilities, patrons will not be permitted to bring animals into the School of Arts museum, theatre and/or cinema space.

2.2 Food and drink

Food and drink may be taken into the Theatre if purchased on the premises. Patrons caught throwing food will be cautioned and may be asked to leave the building.

2.3 Mobile phones

Mobile phones must be turned off prior to entering the Theatre/Cinema.

2.4 Cameras and recording devices

The use of recording devices of any kind in the Theatre/Cinema requires the prior authorisation of the management.

3. Patron Conduct

3.1 Smoking

Smoking is not permitted anywhere inside the School of Arts buildings, or within 4 metres of a pedestrian entry or exit in line with the NSW *Smoke Free Environment Act 2000*.

3.2 Objectionable Behaviour

Management reserves the right to caution in the first instance persons whose behaviour interferes with the enjoyment of other patrons. Persons who persist in disruptive or objectionable behaviour will be required to leave the premises.

3.3 Children and Infants

Council advocates the benefits of exposing young persons to the performing arts at an early age and recommends that parents explain basic audience etiquette to their children before visiting the Theatre/Cinema.

In relation to behaviour that is distracting to other patrons or performers, such as talking, moving around or otherwise behaving in a manner which interferes with the enjoyment of other patrons, staff will, in the first instance, caution children (or their accompanying adult). If disruptive behaviour persists, these patrons will be asked to leave the building.

3.4 Dancing

Dancing will be permitted in the auditorium only by prior arrangement with management.

5. Scope

To provide a safe and enjoyable facility for patrons to enjoy theatre and cinema activity.

6. Accountability, Roles & Responsibility

Elected Council

Nil.

Chief Executive, Executive and Management Teams

- Manager Economic Development & Community Engagement

Management Oversight Group

Nil.

Individual Managers

- Cultural Officer

7. Definitions

Nil.

8. Related Documents, Standards & Guidelines

Nil.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	17/03/05	Council	Adoption of Original Policy (Res No. 120/05)
V2.0	26/09/12	Council	Review/Amended (Res No. 394/12)
V3.0	23/09/15	Council	Review/Amended (Res No. 303/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	23/09/20	Council	



SCHOOL OF ARTS – USE FOR WEDDINGS AND OTHER ACTIVITIES

Summary:

The purpose of this policy is to provide clear direction for the conduct of weddings in the Sir Henry Parkes Memorial School of Arts complex.

Policy Number	1.195
File Number	N/A
Document version	V5.0
Adoption Date	23 September 2020
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	August 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Economic Development & Community Engagement
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Manager Economic Development & Community Engagement

1. Overview

The Sir Henry Parkes Memorial School of Arts is a multi-purpose facility providing access to a museum dedicated to the life of Sir Henry Parkes, a theatre for live performance and cinema plus community events i.e. weddings.

From time to time Council has found it necessary to consider, what is appropriate use for the Sir Henry Parkes Memorial School of Arts complex.

2. Policy Principles

That the Sir Henry Parkes Memorial School of Arts facility be available to the public as an entertainment and multi-use facility for local residents and visitors to our community.

3. Policy Objectives

That the School of Arts complex be available for use as a wedding venue under the terms and condition of the Sir Henry Parkes School of Arts Fees and charges schedule

4. Policy Statement

In respect of the use of the Sir Henry Parkes Memorial School of Arts:-

- Council allow weddings in the main theatre of the Sir Henry Parkes Memorial School of Arts, at the discretion of the School of Arts management staff; and
- The banquet hall be used in conjunction with such functions where appropriate.

5. Scope

This policy applies to all the Sir Henry Parkes Memorial School of Arts and its staff.

6. Accountability, Roles & Responsibility

Elected Council

- Adopt the policy

General Manager, Executive and Management Teams

- Ensure the implementation of the policy

Management Oversight Group

- Manager Economic Development and Community Engagement

Individual Managers

- Cultural Development Officer

7. Definitions

N/A

8. Related Documents, Standards & Guidelines

N/A

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/05/10	Council	Adoption of Original Policy (Res No. 311/10)
V2.0	15/05/13	Council	Review/Amendment (Res No. 155/13)
V3.0	18/05/16	Council	Review/Amendment (Res No. 120/16)
V4.0	23/08/17	Council	Review/Amendment (Res No. 168/17)
V5.0	23/09/20	Council	