

## 10.2. Corporate Policy Manual Review - Direction 4

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**ENDORSED BY:** Rebecca Aukim, Director Community and Library Services  
Margaret Palmer, Director Corporate Services

### ATTACHMENTS:

1. Artists' Studio Policy 2022 [**10.2.1** - 3 pages]
2. Artwork Acquisition Policy 2022 [**10.2.2** - 3 pages]
3. Artwork Cultural Historical Collections Deaccession Policy 2022 [**10.2.3** - 4 pages]
4. Busking Policy 2022 [**10.2.4** - 4 pages]
5. Child Safe Policy 2022 [**10.2.5** - 12 pages]
6. Community Cultural Recreational Facilities Policy 2022 [**10.2.6** - 5 pages]
7. Community Grants Subsidies Policy 2022 [**10.2.7** - 4 pages]
8. Community Information Policy 2022 [**10.2.8** - 4 pages]
9. Disability Discrimination Policy 2022 [**10.2.9** - 6 pages]
10. Historical Services Collection Management Policy 2022 [**10.2.10** - 10 pages]
11. Library Collection Development Policy 2022 [**10.2.11** - 7 pages]
12. Public Events Policy 2022 [**10.2.12** - 4 pages]
13. Tutoring in the Library Policy 2022 [**10.2.13** - 2 pages]
14. Vacation Care Policy 2022 [**10.2.14** - 5 pages]
15. Writers at Stanton Policy 2022 [**10.2.15** - 3 pages]

### PURPOSE:

This report presents the corporate policies under Direction 4. Our Social Vitality for readoption.

### EXECUTIVE SUMMARY:

As previously advised, Council's corporate Policy Manual is being progressively presented to the Council for readoption between August and November 2022, with Directions 1 to 3 reported to Council on 22 August and 26 September 2022. This long-standing practice occurs in line with Council's commitment to open government and ensures each term of Council is aware of the policies in operation.

Corporate policies are grouped by the five Strategic Directions of the *North Sydney Community Strategic Plan*, demonstrating alignment between Council services and programs and the community vision.

The Direction 4 policies have been reviewed, with the majority requiring only correction of administrative or typographical errors and/or updating of legislative changes/Act references.

Exceptions are:

- the *Child Protection Policy* (categorised as statutory) has been amended in line with the mandatory introduction of Child Safes requirements and is to be renamed the *Child Safe Policy*. The amendments are considered significant and therefore it is recommended that (minimum 42 days) public exhibition occur prior to the policy being re-adopted;
- the *Disability Discrimination Policy* (categorised as strategic) required minor amendments to document how the organisation is child safe. The amendments are not considered significant and therefore it is recommended that the amended policy be adopted, and that public exhibition is not required;
- the *Library Collections Policy* (categorised as strategic) required updating to align with current collection management practice. Additions include reference to digital collections, audio books, online access to films and special collections. These services have been in place for several years and/or have budget allocated in the adopted Delivery Program. The amendments are not considered significant and therefore it is recommended that the policy be re-adopted as attached, and that public exhibition is not required.
- the *Public Events Policy* (categorised as operational) required amendments, with the most significant being amendment (as outlined in the attached) to the Statement of Intent to demonstrate how the organisation is child safe. In accordance with Council's corporate policy framework, the amendment was approved by the A/General Manager on 26 September 2022. It is recommended that the policy be re-adopted by the Council and that public exhibition is not required.
- the *Tutoring in the Library Policy* (categorised as operational) required amendments, with the most significant being amendment (as outlined in the attached) to the Statement of Intent to demonstrate how the organisation is child safe. In accordance with Council's corporate policy framework, the amendment was approved by the A/General Manager on 26 September 2022. It is recommended that the policy be re-adopted by the Council and that public exhibition is not required.
- amendments to the *Public Art Policy* are reported to Council under separate cover, in context of the draft Public Art Masterplan.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications arising from the review of Direction 4 corporate policies.

#### **RECOMMENDATION:**

**1. THAT** Council readopt the Direction 4 corporate policies as attached to this report being the following:

- a) Artists' Studio Policy
- b) Artworks Acquisition Policy
- c) Artwork, Cultural and Historical Collections Deaccession Policy
- d) Busking Policy
- e) Community, Cultural and Recreational Facilities Policy
- f) Community Grants and Subsidies Policy
- g) Community Information Policy
- h) Disability Discrimination Policy
- i) Historical Services Collections Management Policy
- j) Library Collection Development Policy
- k) Public Events Policy
- l) Tutoring in the Library Policy
- m) Vacation Care Policy
- n) Writers at Stanton Policy

**2. THAT** Council endorse the amended Child Safe Policy (formerly Child Protection Policy) for public exhibition for a minimum of 42 days during which submissions may be made, and that the final policy be reported back to Council for adoption, together with a submission of any submissions received.

## LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

### 5. Our Civic Leadership

#### 5.1 Lead North Sydney's strategic direction

#### 5.2 Strong civic leadership and customer focussed services

## BACKGROUND

Council's corporate Policy Manual will be presented to the Council for re-adoption between August and November 2022, with Directions 1 to 3 progressively reported to Council on 22 August and 26 September 2022. This long-standing practice occurs in line with Council's commitment to open government and ensures each term of Council is aware of the policies in operation.

The Corporate Policy Framework (categorisation system), as reported to Council in May 2022, indicates whether a policy requires Council endorsement or not.

Category	Approval Authority
<b>Statutory Policy</b> - is a policy that Council is required to have due to law, or regulation.	<ul style="list-style-type: none"><li>• Unless provided otherwise under the relevant legislation, these policies are required to be approved by Council</li><li>• Any significant amendments to these policies must be approved by Council.</li><li>• These policies must be placed on public exhibition when created or significantly amended, either for a period of 42 days or as required by the relevant legislation.</li></ul>
<b>Strategic Policy</b> - is a policy that sets a strategic direction and identifies long-term or overall aims and interests for Council. It guides decision making.	<ul style="list-style-type: none"><li>• These policies are required to be approved by Council.</li><li>• Any significant amendments to these policies must be approved by Council.</li><li>• These policies must be placed on public exhibition when created or significantly amended, for a minimum of 42 days.</li></ul>
<b>Operational Policy</b> - a policy that relates predominately to Council's operations; or a policy that Council is not mandated to have in place but represents best practice.	<ul style="list-style-type: none"><li>• These policies may be approved by the General Manager. In some instances, the General Manager may determine to report the policy to Council.</li><li>• Any amendments to these policies may be approved by the General Manager. In some instances, the General Manager may determine to report the amendment to the policy to Council.</li><li>• These policies may or may not be required to be placed on public exhibition when created or amended - the Policy Owner will be responsible for making that recommendation to the General Manager.</li></ul>

## CONSULTATION REQUIREMENTS

Community engagement will be undertaken in accordance with Council's Community Engagement Protocol.

### DETAIL

Corporate policies are grouped by the five Strategic Directions of the North Sydney Community Strategic Plan, demonstrating alignment between Council services and programs and the community vision.

#### Existing Direction 4 Policies

The following table lists the existing Direction 4 (Our Social Vitality) policies:

Policy	Category	Last Reviewed
Artists' Studio Policy	Operational	25 Jun 2018
Artworks Acquisition Policy	Strategic	25 Jun 2018
Artwork, Cultural and Historical Collections Deaccession Policy	Operational	25 Jun 2018
Busking Policy	Operational	25 Jun 2018
Child Safe Policy (formerly Child Protection Policy)	Statutory	22 Jun 2020
Community, Cultural and Recreational Facilities Policy	Operational	25 Jun 2018
Community Grants and Subsidies Policy	Strategic	25 Jun 2018
Community Information Policy	Operational	25 Jun 2018
Disability Discrimination Policy	Strategic	25 Jun 2018
Historical Services Collections Management Policy	Strategic	25 Jun 2018
Library Collection Development Policy	Strategic	25 Jun 2018
Public Art Policy	Strategic	25 Jun 2018
Public Events Policy	Operational	25 Jun 2018
Tutoring in the Library Policy	Operational	25 Jun 2018
Vacation Care Policy	Operational	25 Jun 2018
Writers at Stanton Policy	Operational	25 Jun 2018

The Direction 4 policies have been reviewed, with the majority requiring only correction of administrative or typographical errors and/or updating of legislative changes/Act references. Exceptions are:

- *Child Protection Policy* (to be renamed Child Safe Policy) amended in line with the mandatory introduction of Child Safes requirements;
- *Disability Discrimination Policy* required minor amendments;
- *Library Collections Policy* required minor amendments;
- *Public Events Policy* required minor amendments;
- *Public Art Policy* has been amended as is reported to Council under separate cover, in context of the draft Public Art Masterplan; and
- *Tutoring in the Library Policy* required minor amendments.

## **Child Safe Policy (formerly Child Protection Policy)**

Amendment to the former *Child Protection Policy* (renamed *Child Safe Policy*) is required. In line with Council's commitment as a Child Safe Organisation (articulated in the adopted *Code of Conduct - Councillors & Staff*), child safety must be embedded within organisational leadership, governance, and culture; and Council's policies and procedures updated to document how the organisation is child safe. Amendment to this policy, is one of several corporate and staff/internal policies be amended to meet the new requirements. This amendment aligns to the related addition within the recently readopted Code of Conduct.

The amendments are shown in the attached with strikethrough indicating deletion and red font/italics indicating addition. A key change is the nominated 'Designated Disclosure Officer'. This is now Council's Youth Services and Partnership Coordinator, and the Manager Community Development in their absence. Consultation with the incumbent staff has occurred.

This policy is categorised 'statutory'; the amendments are considered significant and therefore it is recommended that (minimum 42 days) public exhibition occur prior to the policy being re-adopted.

It is recommended that the Council endorse the amended Child Safe Policy (as attached) for public exhibition during which submissions may be made, and that the policy be reported back to Council for adoption, together with a submission of any submissions received. The public exhibition period will provide opportunity to demonstrate allows demonstration of Council's commitment as a Child Safe Organisation

## **Disability Discrimination Policy**

The *Disability Discrimination Policy* is another one of the corporate policies requiring amendment to document how the organisation is child safe.

The following amendment, shown in the attached in red font/italics, is recommended for inclusion within the Guiding Principles (section 4.2) to embed child safes within our organisational culture:

*Child Safe - in actively anticipating diverse circumstances and responding effectively to those with additional vulnerabilities, Council will ensure equity for all children, including children with disability, is upheld, and diverse needs are taken in to account.*

This policy is categorised 'strategic'; the amendment is not considered significant and therefore it is recommended that the amended policy be adopted, and that public exhibition is not required. Further, this amendment aligns to the related addition within the recently readopted *Code of Conduct - Councillors & Staff*.

## **Library Collection Development Policy**

This policy required updating to align with current collection management practice. The amendments are shown in the attached, in red font/italics indicating additions and strikethrough indicating deletion. Additions include reference to digital collections, audio books, online access to films and special collections. These services have been in place for several years and/or have budget allocated in the adopted Delivery Program.

This policy is categorised 'strategic'. Overall, the amendments are not considered significant and therefore it is recommended that the policy be re-adopted as attached, and that public exhibition is not required.

## **Public Events Policy**

Most of amendments made to this policy are minor administrative or typographical errors, updating of legislative changes/Act references and/or the updating of internal document references. The following amendment, shown in the attached in red font/italics, is the most significant and has been introduced (to the Statement of Intent) in line with the related amendments to other corporate policies o demonstrate how the organisation is child safe:

*Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.*

This policy is categorised 'operational'. In accordance with Council's corporate policy framework, the amendment was approved by the A/General Manager on 26 September 2022. It is recommended that the *Public Events Policy* be re-adopted by the Council and that public exhibition is not required.

## **Tutoring in the Library Policy**

Most of amendments made to this policy are minor administrative or typographical errors, updating of legislative changes/Act references and/or the updating of internal document references. The following amendment, shown in the attached in red font/italics, is the most significant and has been introduced (to the Statement of Intent) in line with the related amendments to other corporate policies to demonstrate how the organisation is child safe:

*North Sydney Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.*

This policy is categorised 'operational'. In accordance with Council's corporate policy framework, the amendment was approved by the A/General Manager on 28 September 2022. It is recommended that the *Public Events Policy* be re-adopted by the Council and that public exhibition is not required.

## **Post Adoption Administration**

Following re adoption, the attached policies will be finalised inclusive of renumbering alphabetically, the version control and footers updated, and the final versions registered in Council's records system and replaced on the Council website.

Should policies require amendment during the Council term, the review will occur in accordance with the Corporate Policy Framework. Significant amendments to Statutory and Strategic policies must be approved by Council, where this occurs the proposed amendments will be reported to Council seeking endorsement to publicly exhibit. Policies categorised as Operational may be approved by the General Manager, who will determine whether to report the amendments to Council, including whether public exhibition (depending on their significance) is recommended.





## ARTISTS' STUDIO POLICY

D4-01

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**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 North Sydney Council aims to encourage artists to explore and develop their art practice by providing a Low Cost Artists' Studio Program.
- 1.2 Council aims to attract and support a diverse range of artists to take part in the Program; in particular Council will target local emerging artists and low income artists.
- 1.3 Council is a strong supporter of the reconciliation process and aims to support NSW Indigenous artists whose art practice reflects the lives of Urban Aboriginals. Council aims to attract Urban Aboriginal artists to this Program.

### 2. ELIGIBILITY

- 2.1 Local artists - should live, work or study in the North Sydney local government area.
- 2.2 Emerging artists - should not be recognised by large arts institutions including Art Gallery of NSW, National Art Gallery or Museum of Contemporary Art.
- 2.3 Low-income artist - must provide evidence of a yearly income under \$50,000.

### 3. DEFINITIONS

- 3.1 Artists - can work in any medium e.g. painting, drawing, printmaking, sculpture, craft, and others.

### 4. PROVISIONS

- 4.1 Council will ensure it encourages and supports low income artists to take up residencies by keeping Primrose Park Artists' Studios fees to a nominal fee and prioritising their applications.
- 4.2 Council will ensure it attracts a diverse range of practising artists to take up the Program by always using a variety of advertising avenues.

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Re-adopted by Council [insert date]

**ARTISTS' STUDIO POLICY**

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- 4.3 Council will endeavour to attract local artists to the Program by displaying advertising in all Community Centres, Stanton Library, Community Noticeboards and by sending regular press releases to local newspapers and/or advertisements.
  - 4.4 The Program will endeavour to provide a supportive environment for artists by ensuring their working space is suitably equipped for their particular arts practice.
  - 4.5 Council will offer artists support in the development of the Public Program and/or studio exhibition in the form of providing design, printing and publicity from Council's Community Development Department (Arts and Culture Section) where appropriate.
  - 4.6 Council's Community Development Department (Arts and Culture Section) will work with Council's Aboriginal Heritage Officer and organizations such as Boomalli Aboriginal Arts and Metropolitan Local Aboriginal Land Council in attracting Indigenous Artists to take part in the Program.
  - 4.7 Council will support artists in applying for Arts Grants which the artist has identified as relevant to their residency and practice.
  - 4.8 Council will ensure the Artists' Studio meets work health and safety requirements by establishing health and safety agreements specific to the artist's practice.
  - 4.9 The selection of artists for the Program will be endorsed by Council's Community Services Reference Group.
  - 4.10 Council will select artists who most successfully illustrate:
    - a) how the residency will provide a significant contribution to the development of the artist's own practice; and
    - b) how an aspect or outcome of the residency will significantly contribute to the cultural life of North Sydney.

**5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 Council's Community Development Department (Arts and Culture Section) is responsible for implementing this Policy.
- 5.2 Council's Aboriginal Heritage Officer will be consulted on residencies involving Indigenous artists.

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## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Arts and Cultural Development Strategic Plan
- Artwork Acquisition Policy
- Public Art Policy

Version	Date Approved	Approved by	Resolution No.	Review Date
1	24 September 2007	Council	662	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## ARTWORK ACQUISITION POLICY

D4-02

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**Policy Owner:** Director Community and Library Services

**Category:** Strategic

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 This Policy co-ordinates the development of a collection of artworks and other materials which have cultural significance to the North Sydney local government area.
- 1.2 Council aims to support a collection of artwork and other materials that reflect the values of the North Sydney community, the community's narratives - people, character, landscape and spirit. Similarly, Council aims to support a collection of artwork that promotes ideas, cultural exchange and learning in the community.
- 1.3 Council will encourage and support prominent and emerging artists with an emphasis on local artists, or artists who have made a significant contribution to the North Sydney community.
- 1.4 Council is a strong supporter of the reconciliation process and aims to acquire works of art created by NSW Indigenous artists that reflect the lives of Urban Aboriginals. Council aims to particularly support local Indigenous Artists.

### 2. ELIGIBILITY

- 2.1 This Policy is applicable to all artwork and other materials collected by Council. It complements but does not supplant the acquisition of artworks for Council's Library and Historical collections i.e. such acquisitions.

### 3. DEFINITIONS

- 3.1 Artworks - can include written work, painting, drawing, printmaking, photography, digital media, sculpture, craft, film, video and music.
- 3.2 Other materials - can include cultural objects and artefacts related to the existing collection.

Re-adopted by Council [insert date]

#### 4. PROVISIONS

- 4.1 The steps involved in acquiring works for Council's collection include:
- a) identification of gaps in the current collection;
  - b) provision of appropriate storage facilities and display strategies;
  - c) priority for local artists and artwork based on the North Sydney local government area/representative of the North Sydney community;
  - d) identification of artwork that the community responds;
  - e) ability to purchase through a local gallery or exhibition; and
  - f) guidance from local community.
- 4.2 Council's Community Development Department (Arts and Culture Section) will work with the Aboriginal Heritage Office and organisations such as Boomalli Aboriginal Arts and Metropolitan Local Aboriginal Land Council to acquire works of art by Indigenous artists that are representative of urban Aboriginal life.
- 4.3 A substantial portion of the collection should be challenging and inspire people to take an alternative look at the world they live in. Council should aim to regularly exhibit these works, encouraging and promoting awareness of cultural diversity and learning.
- 4.4 Council will identify emerging artists through recognising their continued prominence in the North Sydney Art Prize and representing their work in the collection.

#### 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Acquisition of any artwork exceeding \$10,000 should be endorsed by the Council, in consultation with Council's Community Development Department (Arts and Culture Section).
- 5.2 Acquisition of any Indigenous artworks should be endorsed by the Aboriginal Heritage Office, in consultation with Council's Arts and Culture Section.

#### 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Arts and Cultural Strategic Plan
- Artists' Studio Policy
- Development Control Plan
- Library Collection Development Policy

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Re-adopted by Council [insert date]

**ARTWORK ACQUISITION POLICY**

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<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Resolution No.</b>	<b>Review Date</b>
1	24 September 2007	Council	662	2008/09
2	16 February 2009	Council	61	2013/14
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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 Re-adopted by Council [insert date]



## ARTWORK AND CULTURAL AND HISTORICAL COLLECTIONS DEACCESSION POLICY

D4-03

Page 1 of 4

**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 To maintain a relevant collection that reflects the values of North Sydney Council's *Artworks Acquisition Policy*, *Public Art Policy* and *Historical Services Collection Management Policy*.
- 1.2 To provide adequate storage space for collection items within allocated budget.
- 1.3 To frequently review and consolidate Council collections.

### 2. ELIGIBILITY

An artwork or object in the collections may be considered for deaccession if it meets one or more of the following eligibility criteria:

- 2.1 Irrelevance to Collection - if an item does not meet the criteria specified in Council's *Artworks Acquisition Policy*, *Public Art Policy* and *Historical Services Collection Management Policy*. This includes cases where the *Historical Services Collection Management Policy* has been refined or altered and an item is subsequently considered to be irrelevant to the collection.
- 2.2 Provenance - if there is no clear documentation indicating the ownership or use of an item, the research and display potential of that item may be negligible rendering the object irrelevant to the collection.
- 2.3 Contested Ownership - in instances where there is no documentation transferring ownership to Council, the original owner may hold legal title and reclaim the object.
- 2.4 Maintenance and Conservation - if an item requires maintenance that is costly comparative to the monetary, aesthetic, or historic value it provides. This may include the poor and/or deteriorating condition of an item, or the inability of Council to store an item appropriately to ensure its future preservation.

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Re-adopted by Council [insert date]

**ARTWORK AND CULTURAL AND HISTORICAL COLLECTIONS DEACCESSION POLICY** Page 2 of 4

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- 2.5 Health and Safety - if an item presents a physical threat to the public's health and safety.
- 2.6 Duplication - if an artwork duplicates another work or is considered to have inferior production, display or research values to a similar work in the collection.
- 2.7 Rightful Owners - if the item should be returned to the group from which it came from, inclusive of Aboriginal, Torres Strait or other Community Groups.

**3. DEFINITIONS**

- 3.1 Deaccession - the formal process of removal of a current item from the collection register, catalogue or database.
- 3.2 Disposal - the physical removal of an item from the organisation after it has been deaccessioned.

**4. PROVISIONS**

**4.1 Deaccession Process**

- a) identify item/s for deaccession - a significance assessment of the item is completed, to report on the cultural and historic significance, and the condition and conservation requirements, of the item. The *Deaccession Form* is filled out.
- b) identify conditions of original acquisition - method of original acquisition should be verified for each item. If an item was bequeathed or donated, its legal restrictions should be observed. If there are no legal restrictions, then all effort should be made to contact the donor or representative/s to notify of deaccession proposal. If the donor is unknown, the intention of Council to deaccession the item should be made public, to allow the donor or donor's relatives to come forward. This is at minimal by public notice on Council's website and where applicable, a relevant national-reach publication.
- c) deaccession form approved - the *Deaccession Form* is presented to Historical Services Team, Arts and Culture Team and the Council for approval.
- d) cooling off period - the approval must be noted in a Council Report and presented at the immediately following Council Meeting.
- e) disposal - item is disposed after four weeks of the Council Meeting date, at which deaccession was presented, provided that no further information has come to light during the cooling off period which may affect the decision, particularly regarding legal title or historical significance.

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Re-adopted by Council [insert date]



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**ARTWORK AND CULTURAL AND HISTORICAL COLLECTIONS DEACCESSION POLICY** Page 3 of 4
 

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- f) update collections database and enter item onto the *Deaccession Register* to be performed by Historical Services Team.

#### 4.2 Methods of Disposal

- 4.2.1 **Return to Donor** - if the original acquisition agreement requests item be returned to donor or representative, this must be followed.

- 4.2.2 **Transfer** - permitted only to a non-profit organisation.

- 4.2.3 **Exchange** - with an organisation, registered collector or tax registered artist. Organisations include museums, galleries, or other local and state bodies. Exchange details must be noted on the *Deaccession Form*.

- 4.2.4 **Outright Sale** - permitted in the form of public auction. Auction details must be noted in the *Deaccession Form*. Council staff and volunteers are not permitted to participate in the auction of deaccessioned items. All funds are subsequently transferred into the acquisition or conservation budget for Council collections.

- 4.2.5 **Destruction** - if the item presents health or safety threat, the item may be destroyed through approved disposal and waste professionals.

#### 4.3 Special Conditions

- 4.3.1 Items which have conditions attached must be returned to rightful owner or remain in Council's collection for the agreed minimum period.

- 4.3.2 Items that require special heritage conservation or are affected by legislation must not be removed from collection, unless requested by legislative body.

### 5. RESPONSIBILITY/ACCOUNTABILITY

Deaccession must be approved by a minimum of three representatives from the following sections and/or an external representative as relevant.

- 5.3 Arts and Culture Team - responsible for review and consolidation of artwork collection in line with Council's Artwork Acquisition Policy. Signatories include the Team Leader Arts and Culture, Arts and Culture Coordinator and/or Arts and Culture Officer. Once approved by Arts and Culture Team, the Deaccession Form is presented to the Historical Services Team for approval.

- 5.4 Historical Services Team - responsible for review and consolidation of historical collection items in line with Council's Local Studies Collection Development

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Re-adopted by Council [insert date]

**ARTWORK AND CULTURAL AND HISTORICAL COLLECTIONS DEACCESSION POLICY** Page 4 of 4

Policy. Signatories include Council's Historian, Historical Services Curator and/or Historical Services Librarian. Once approved by Historical Services Team, the *Deaccession Form* is presented to the Director Community and Library Services for approval.

- 5.5 Director Community and Library Services - approval by unit Director prior to report to Council.
- 5.6 Aboriginal Heritage Office (where relevant) - items of indigenous cultural heritage are referred to the Aboriginal Heritage Office for recommended method of disposal.

**6. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Artworks Acquisition Policy
- Deaccession Register
- Historical Services Collection Management Policy
- Public Art Policy

Version	Date Approved	Approved by	Resolution No.	Review Date
1	15 February 2016	Council	20	2018/19
2	25 June 2018	Council	214	2020/21
3	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## BUSKING POLICY

D4-04

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**Policy Owner:** Director Corporate Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

1.1 The aims of this Policy are to:

- a) manage busking within the North Sydney local government area; and
- b) encourage performers and events which contribute to the cultural life of North Sydney.

### 2. ELIGIBILITY

2.1 This Policy applies to any person or group performing in a public space in the North Sydney local government area.

2.2 Busking areas are in the CBD, outside railway stations, village centres such as Crows Nest, Neutral Bay, Kirribilli and Cammeray (including Council plazas such as Ernest Place, Cremorne Plaza, Mount Street Plaza, Raleigh Place and the currently named Barry Street Plaza), but not including privately owned plazas such as Greenwood Plaza.

### 3. DEFINITIONS

3.1 Busker - a person performing an act/performance to be seen by the general public. Buskers accept volunteered monetary appreciations.

3.2 Frequent hirer (busker) - a performer who hires the Council designated busking area more than six times in a 12-month period.

3.3 Casual hirer (busker) - a performer who hires the Council designated busking area less than six times in 12 months.

3.4 Non-profit performer - a person performing an act/performance to be seen by the general public but who or which does not accept volunteered monetary appreciations.

3.5 Soliciting funds - the act of asking, begging, seeking or requesting money or goods from members of the public.

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Re-adopted by Council [insert date]

**BUSKING POLICY**

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- 3.6 Non-professional performer - a person still acquiring performance and artistic skills, or act being performed as practice.
  - 3.7 Dangerous materials and implements - are those that pose risk or uncertain outcomes for people, including materials that give off any kind of heat or toxicity.
  - 3.8 Council does not define fortune, tarot, palm readers, masseurs or masseuses, vendors and artists selling portraits as a busking performance. These acts will not be eligible to apply for a permit.

**4. PROVISIONS**

- 4.1 Applications for permit/s allowing busking in the Council designated areas must be sought through Council. Allow up to two (2) working days for permit applications to be processed. Buskers must hold their authorised permit on their person, to be shown at the request of Council Rangers/Officers.
- 4.2 Applications for permit/s will be allowed to the following hirer/s after payment - refer to Fees and Charges outlined in the *Busking in North Sydney Local Government Area Application Form*.
  - 4.2.1 Casual hirer (busker)
  - 4.2.2 Frequent hirer (busker)
- 4.3 Non-profit performers do not have to pay a permit fee but must still apply for a permit - refer to the Fees and Charges outlined in the *Busking in North Sydney Local Government Area Application Form*.
- 4.4 Children under 18 years of age do not have to pay a fee but must still apply for a permit - refer to the Fees and Charges outlined in the *Busking in North Sydney Local Government Area Application Form*.
- 4.5 Buskers must remain in their hired/permitted area.
- 4.6 Buskers must not solicit funds. Buskers can accept volunteered monetary appreciations.
- 4.7 Permits are not transferable or refundable.
- 4.8 Buskers must carry out directions issued by NSW Police Force, Ambulance, Fire and any other emergency services or Council's Rangers/Officers.

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Re-adopted by Council [insert date]

**BUSKING POLICY**

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- 4.9 Council Rangers and Officers may at any time request buskers to immediately terminate their performance if the Ranger/Officer deems the act as too loud, offensive, dangerous or as causing harm to private or public property.
- 4.10 Non-professional performers may not perform in or near areas that have stationary audiences, including cafés and restaurants. Non-professional performers must play where there is a continuous flow of pedestrian traffic.
- 4.11 Buskers must not unreasonably restrict or cause obstruction to pedestrian flow or entrances to shops or buildings.
- 4.12 Buskers must make sure their site does not pose a threat to public safety.
- 4.13 Buskers must keep their designated site clean while they are performing.
- 4.14 Buskers must not use dangerous implements or materials as part of their performance.
- 4.15 Buskers must not perform longer than three hours at any one hired area.
- 4.16 Buskers must not sell or make offers for sale of any commodity.
- 4.17 Buskers must not advertise or be seen to be endorsing any product of any kind in conjunction with their performance.
- 4.18 Display structures are not permitted, including A frames.
- 4.19 Buskers must not use mains voltage amplification. Buskers may use battery-operated amplification.
- 4.20 By signing the *Busking in North Sydney Local Government Area Application Form*, applicants must agree to comply with the conditions laid out in this Policy.
- 4.21 Insurance
- 4.23.1 Frequent hirers (buskers) must provide Council with evidence of current:
- a) Workers Compensation Insurance, where required by law.

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**BUSKING POLICY**

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**5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 Council's Customer Service and Records Department is responsible for issuing permits and providing the Community Development Department with annual busking data.
- 5.2 Council's Ranger and Parking Services Department is responsible for enforcing the provisions of this Policy.

**6. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Compliance and Enforcement Policy
- Customer Service Policy

Version	Date Approved	Approved by	Resolution No.	Review Due
1	29 November 2004	Council	1264	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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 Re-adopted by Council [insert date]



## CHILD PROTECTION SAFE POLICY

D4-05

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**Policy Owner:** Director Community and Library Services

**Category:** Statutory

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

1.1 This Policy and the accompanying procedures have been designed to ensure that North Sydney Council complies with the requirements of the legislative framework covering the protection of children, specifically:

- *Ombudsman Act 1974 (Part 3)*
- *Ombudsman Amendment (Child Protection and Community Services) Act 1998*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Children's Guardian Act 2019*
- *Children's Guardian Amendment (Child Safe Scheme) Act 2021 No 30*
- *Child Protection (Working with Children) Act 2012*
- *Crimes Act 1900*
- *Privacy and Personal Information Protection Act 1998*

All suspected cases of child abuse and neglect which come to the notice of Council, either observed by employees in the course of their duties, or reported to staff, will be reported in accordance within legislative requirements.

1.2 Under the legislation, Council has the following key responsibilities:

- a) as a public authority, it has a requirement to report any case of suspected child abuse or neglect of children presenting at Council services, facilities or activities;
- b) as an agency responsible for the care and welfare of children, it has a charter to protect the young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature;
- c) as an employer of staff responsible for the supervision of children, it has a responsibility to ensure that "prohibited persons", where the nature of their work brings them into unsupervised contact with children, are not employed or do not continue to be employed when discovered;
- d) as an employer of staff responsible for the supervision of children, it has a responsibility to provide training for staff in the identification of

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- suspected child abuse, notification procedures and implementation of relevant programs;
- e) as an employer of staff responsible for the supervision of children, it has a responsibility to notify any allegation of child abuse against an employee to the Office of the Children’s Guardian; and the head of the relevant entity will be required to give a written notice to the children’s guardian within seven business days of becoming aware of the reportable allegation or reportable conviction; and
  - f) as a part of the range of services provided by Council, it has a responsibility to work with other agencies, within agreed guidelines, to plan and provide services for child protection and family support.

## 2. ELIGIBILITY

- 2.1 This Policy and relevant procedures applies to all Councillors, permanent, temporary and casual employees of Council, and includes volunteers, work experience persons and contractors.

## 3. DEFINITIONS

- 3.1 Children and Young Persons - the *Children and Young Persons (Care and Protection) Act 1998* (s.3) defines a child, for the purposes of the Act, to mean a person who is under 16 years of age, and a Young Person as a person aged 16 or 17 years of age. The *Children’s Guardian Act 2019* defines a child as a person under the age of 18 years.
- 3.2 Reportable Conduct - the *Children’s Guardian Act 2019* defines ‘reportable conduct’ as:
- a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material); or
  - b) any assault, ill-treatment or neglect of a child; or
  - c) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child; or
  - d) any offence under section 43(b) or 316(a) of the *Crimes Act 1900*.

Reportable conduct does not extend to:

- a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of

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- the investigation recorded under workplace employment procedures, or
  - c) conduct of a class or kind exempted from being reportable conduct by the *Children's Guardian Act 2019*.
- 3.3 Allegation of Reportable Conduct - an assertion or declaration that a child has been, or is in danger of being abused. An allegation should have the following elements:
- a) the persons subject to the allegation are clearly identifiable; and
  - b) the allegation details specific conduct or a pattern of behaviour that indicates abuse.

An allegation can also include an allegation of misconduct that may involve child abuse and would cover allegations such as the possession of child pornography.

- 3.4 Child Abuse Conviction - the *Children's Guardian Act 2019* defines child abuse conviction as any conviction of a person, in this State or elsewhere, of an offence involving child abuse, and includes a finding by the courts that a charge of such an offence is proven even though the court does not proceed to a conviction.
- 3.5 Child or Young Person at Risk of Harm - In accordance with the *Children and Young Persons (Care and Protection) Act 1998*, a child or young person is at risk of harm if there are current concerns for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:
- a) the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met,
  - b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
  - c) in the case of a child or young person who is required to attend school in accordance with the *Education Act 1990*, the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
  - d) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
  - e) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,

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- f) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,
  - g) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.
- 3.6 Child-related Employment - employment that primarily involves direct, unsupervised contact with children and includes:
- a) contractors;
  - b) volunteers;
  - c) trainees undertaking training as part of an educational or vocational course;
  - d) work experience; and
  - e) Family Day Care Educators
- 3.7 Designated Disclosure Officer - Council's ~~Manager Community Development~~ *Youth Services & Partnership Coordinator*.
- In the event of the ~~Manager Community Development's~~ *Youth Services & Partnership Coordinator* absence, the ~~Director Community and Library Services~~ *Manager Community Development* shall be the Designated Disclosure Officer.
- 3.8 Disclosure - refers to informing/revealing known or suspected acts of child abuse or neglect.
- 3.9 Prohibited person - someone who has been found guilty of committing a serious sexual offence. It is an offence for Council to employ a prohibited person, or to allow a prohibited person to continue to work, in child-related employment.

#### 4. PROVISIONS

- 4.1 Children's Services procedures are in place to ensure that:
- a) child-related employment in Council is identified and positions are designated and managed in accordance with child protection legislation (see Council's *Child Protection Employment Screening Policy*);
  - b) mandatory reporting requirements are met;
  - c) Council staff can identify and respond to risk of harm concerns in children and young people;
  - d) employment screening is undertaken for prospective appointments to all positions designated as child-related employment;

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- e) disclosures are sought from existing and prospective employees in designated positions regarding reportable allegations and reportable convictions against an employee in accordance with of the *Children's Guardian Act 2019*; and
  - f) allegations of child abuse are handled professionally and sensitively in order to meet legislative requirements and guarantee the safety and privacy of individuals.
- 4.2 An employee who has reasonable grounds to suspect an incidence of a child or children at risk of harm must make a report to Council's Designated Disclosure Officer. Employees and those who hold a management position which includes direct responsibility for, or direct supervision of, the provision of health, welfare, education, children's services, residential services or law enforcement have a duty of mandatory reporting of children at risk.

Provisions are incorporated into the *Ombudsman Amendment Act 1998*, the *Children and Young Persons (Care and Protection) Act 1998*, the *Commission for Children and Young People Amendment Act 2005*, and the *Children's Guardian Act 2019* for the protection of persons from defamation or other civil liability when reporting child abuse or undertaking employment screening in good faith and with reasonable care.

Employees who make a report in good faith will not be prejudiced in their employment in any way. Provisions are incorporated into Council's procedures for dealing with allegations of child abuse and neglect to protect the identity or the person who made the report, or information from which the identity of that person could be deduced.

Protection is not available for disclosures which are frivolous, malicious or vexatious or are made to avoid dismissal or disciplinary action. Employees who wilfully make a false or misleading statement when making a disclosure will be disciplined in accordance with Council's *Disciplinary and Misconduct Policy*.

#### 4.3 Investigating Allegations

According to the *Interagency Guidelines for Child Protection Intervention*, the Department of Communities and Justice (DCJ) is the agency with lead responsibility in child protection and has the legal mandate to ensure a child's safety, care and welfare. Accordingly, DCJ has, among other duties, the role of:

- a) receiving allegations of child abuse and neglect;
- b) responding to allegations;
- c) referring to the NSW Police any suspected criminal offences; and
- d) including, as appropriate, the notifying agency in any response they are undertaking in relation to the allegation.

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However, as part of the co-ordinating role of DCJ they may request that Council participate in the response in accordance with the *Interagency Guidelines for Child Protection Intervention*.

The following bodies will also be notified of any reportable conduct matters:

- a) Office of the Children’s Guardian

#### 4.4 Investigation of an Allegation Against an Employee

Under the *Ombudsman Amendment (Child Protection and Community Services) Act 1998*, Council is not precluded from carrying out an investigation into an allegation of child abuse against an employee. The Designated Disclosure Officer will recommend to the relevant Director, General Manager and Manager Workforce Planning the action to occur regarding any internal investigation of the allegation that may follow.

Any internal investigation will be carried out according to Council’s *Disciplinary and Misconduct Policy*.

In particular circumstances, the Designated Disclosure Officer, in conjunction with the Manager *People and Culture* may judge it necessary to inform DCJ.

Council is obliged by law to notify the Office of the Children’s Guardian of any allegation of child abuse or neglect against an employee. The Designated Disclosure Officer is responsible for making this notification within seven (7) business days of receiving the allegation.

#### 4.5 Children in Stanton Library, *Planet X Youth Centre and youth programs*, and North Sydney Olympic Pool

##### 4.5.1 General Principles

~~Stanton Library and North Sydney Olympic Pool~~ *These facilities* welcome children into their premises to use the resources and facilities *and* attend organised programs. ~~and to borrow library items.~~

While they are known to be safe places, where children can seek help if they feel other members of the public are harassing them, ~~the Library, Youth Centre and the Pool~~ *these facilities* are still public places and staff cannot guarantee that ‘strangers’ will not approach children.

##### 4.5.2 Responsibility for Children

Council (~~Stanton Library and North Sydney Olympic Pool~~) cannot take responsibility for children in ~~the Library, Youth Centre or the Pool~~ *these*

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*facilities, as they* ~~These facilities~~ are not licensed child-care facilities, and therefore cannot provide supervision of children. Council Officers do not take over parental responsibilities for children when they come into ~~the Library, Youth Centre and the Pool~~ *these facilities*.

4.5.2.1. Minimum entry age for North Sydney Olympic Pool - children under 10 years of age are not permitted to enter the facility unless under the supervision of a person 16 years or older, in accordance with Guideline SU1.11 Parental Supervision of the *Pool Safety Guidelines 1996*.

4.5.2.2. Minimum *entry* age for ~~supervisors (not Library staff)~~ of children in Stanton Library - children 5 years old and under must be supervised by a ~~reasonable~~ person who is 16 years or older. Supervision requires that the person be within sight of the child at all times. Children between the ages of 6 and 11 years old must have a parent, carer or sibling (12 years and older) on the premises and providing active supervision.

4.5.2.3. Stanton Library does not control what children borrow, unless it is material classified by a level of government (MA rated videos/DVDs) and it is the parent/guardians' responsibility to monitor the child's use of resources accessed through Stanton Library, be this websites, online databases, printed or audio-visual materials or other library materials. ~~Having said this, the Stanton Library does provide a level of protection to children against the display of X or R Rated material on the public computer screens through Council's Exclusions - Disruptive or Abusive Customers Policy where such behaviour is prohibited.~~

*4.5.2.4. The primary age range for young people attending Planet X Youth Centre is 12-18 years with a secondary range of up to 21 years in approved circumstances where specialised assistance is required. Attendance by young people is on a voluntary basis.*

#### ~~4.5.3~~ Unattended children in ~~the Library or North Sydney Olympic~~

~~Council (Stanton Library and North Sydney Olympic Pool)~~ cannot take responsibility for children left unattended in these facilities. Children left unattended could become lost, distressed or sick; get bored and wander off; disrupt other users; cause damage to ~~library or pool~~ property; leave the premises themselves and/or be at risk of approach from strangers.

If a child is found unattended in ~~the Library, Youth Centre or Pool~~ *facilities these facilities* at any time the staff in charge will attempt to

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contact the parents. In instances such as when ~~the Library or North Sydney Olympic Pool~~ *these facilities* are closing or the child is distressed the Police will be called.

#### 4.5.4 Disruptive Behaviour

The behaviour of children on Council (~~Stanton Library and North Sydney Olympic Pool~~) premises is the responsibility of the children themselves, their parents/guardians, any responsible person accompanying them or, if in a school group, their teachers, supervisors and the school they attend.

~~If the child is behaving in an inappropriate manner Council's Exclusions - Disruptive or Abusive Customers Policy may be applied.~~

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Employee Responsibilities - Council has produced comprehensive procedures addressing employees' responsibilities under the legislation. This includes procedures for employees recognising and notifying child abuse and neglect in the course of their duties, and the procedures to be followed in response to allegations against a member of staff (as outlined in Section 4). All staff should be aware of their contents and implications and recognise that they will be held accountable for actions delegated to them in these documents.

The *Children and Young People (Care and Protection) Act 1998* places a duty of mandatory reporting on any person who, during his or her professional work or other paid employment delivers services, wholly or partly, to children, and any person who holds a management position which includes direct responsibility for or direction of the delivery of services wholly or partly to children.

Employees are required to report any allegation or suspected case of child abuse or neglect to the Designated Disclosure Officer, or in the event of the Designated Disclosure Officer's absence, to the ~~Director Community and Library Services~~ *Manager Community Development*, and to maintain privacy and confidentiality in all instances.

- 5.2 The Designated Disclosure Officer is responsible for collecting the necessary information and notifying the appropriate departments, and in the case of an allegation against an employee, for informing that person an allegation has been made against them and of the procedures to be undertaken.
- 5.3 Council's ~~Manager Community Development/Manager Workforce Planning~~ *People and Culture* is responsible for:

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- a) Advising relevant staff of this Policy; and
- b) Distributing a copy to all employees whose positions are listed on the Council's *Child Related Positions List*.

## 6. RELATED DOCUMENTS/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Child Protection Employment Screening **Procedure** (staff policy)
- Complaints Handling Policy
- Disciplinary **and Misconduct** Policy (staff policy)
- ~~Exclusions – Disruptive or Abusive Customers Policy~~
- North Sydney Olympic Pool Safety Guidelines
- **Reportable Conduct Procedure** (staff guidelines)

The Policy should be read in conjunction with the following documents/legislation:

- Children and Young Persons (Care and Protection) Act 1998
- Children's Guardian Act 2019
- ***Children's Guardian Amendment (Child Safe Scheme) Act 2021 No 30***
- Child Protection (Working with Children) Act **2022**
- Crimes Act 1900
- NSW Interagency Guidelines for Child Protection Intervention
- Ombudsman Act 1974
- Ombudsman Amendment (Child Protection and Community Services) Act 1998
- Pool Safety Guidelines 1996
- Privacy and Personal Information Protection Act 1998
- ***Stronger Communities Legislation Amendment (Children) Act 2021***

Version	Date Approved	Approved by	Resolution No.	Review Date
1	2 August 2004	Council	794	2004/05
2	12 March 2007	Council	126	2008/09
3	16 March 2009	Council	150	2012/13
4	18 February 2013	Council	61	2016/17
5	25 June 2018	Council	214	2020/21
6	22 June 2020	Council	58	2021/22
7	[insert date]	Council	[insert min. no.]	2024/25

Re-adopted by Council [insert date]

**APPENDIX 1: CHILD SAFE STANDARDS (PRINCIPLES BASED APPROACH)**

The Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse provide a road map for making organisations safer for children. The standards provide tangible guidance for Council to build its capability to ensure best practice child protection processes and strategies are at the front of Council's risk management plans.

Each Standard is principle-based and focused on the outcome that the organisation is seeking to achieve by implementing child safe strategies, allowing flexibility in how the standards are applied in different organisational contexts. The Standards work together to emphasise the importance of adopting multiple strategies to address child safety and avoiding an over-reliance on any one strategy.

The Standards encompass existing child safety requirements for individuals and organisations such as the Working With Children Check, the Reportable Conduct Scheme and requirements to report information to police and to the NSW Department of Family and Community Services.

Standard	Core Components
1. Child safety is embedded in organisational leadership, governance and culture	<ul style="list-style-type: none"> <li>a. The organisation publicly commits to child safety and leaders champion a child safe culture.</li> <li>b. Child safety is a shared responsibility at all levels of the organisation.</li> <li>c. Risk management strategies focus on preventing, identifying and mitigating risks to children.</li> <li>d. Staff and volunteers comply with a code of conduct that sets clear behavioural standards towards children.</li> <li>e. Staff and volunteers understand their obligations on information sharing and record keeping.</li> </ul>
2. Children participate in decisions affecting them and are taken seriously	<ul style="list-style-type: none"> <li>a. Children are able to express their views and are provided opportunities to participate in decisions that affect their lives.</li> <li>b. The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated.</li> <li>c. Children can access abuse prevention programs and information.</li> <li>d. Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to communicate and raise their concerns.</li> </ul>
3. Families and communities are informed and involved	<ul style="list-style-type: none"> <li>a. Families have the primary responsibility for the upbringing and development of their child and participate in decisions affecting their child.</li> </ul>

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Standard	Core Components
	<ul style="list-style-type: none"> <li>b. The organisation engages in open, two-way communication with families and communities about its child safety approach and relevant information is accessible.</li> <li>c. Families and communities have a say in the organisation's policies and practices.</li> <li>d. Families and communities are informed about the organisation's operations and governance.</li> </ul>
4. Equity is upheld, and diverse needs are taken in to account	<ul style="list-style-type: none"> <li>a. The organisation actively anticipates children's diverse circumstances and responds effectively to those with additional vulnerabilities.</li> <li>b. All children have access to information, support and complaints processes.</li> <li>c. The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.</li> </ul>
5. People working with children are suitable and supported	<ul style="list-style-type: none"> <li>a. Recruitment, including advertising and screening, emphasises child safety.</li> <li>b. Relevant staff and volunteers have Working With Children Checks.</li> <li>c. All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, including reporting obligations.</li> <li>d. Supervision and people management have a child safety focus.</li> </ul>
6. Processes to respond to complaints of child abuse are child focused	<ul style="list-style-type: none"> <li>a. The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families.</li> <li>b. The organisation has an effective complaint-handling policy and procedure which clearly outline roles and responsibilities, approaches to dealing with different types of complaints and obligations to act and report.</li> <li>c. Complaints are taken seriously, responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met.</li> </ul>
7. Staff are equipped with the knowledge, skills and awareness to keep children safe	<ul style="list-style-type: none"> <li>a. Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse.</li> </ul>

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Standard	Core Components
through continual education and training	<ul style="list-style-type: none"> <li>b. Staff and volunteers receive training on the organisation's child safe practices and child protection.</li> <li>c. Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures.</li> </ul>
8. Physical and online environments minimise the opportunity for abuse to occur	<ul style="list-style-type: none"> <li>a. Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development.</li> <li>b. The online environment is used in accordance with the organisation's code of conduct and relevant policies.</li> </ul>
9. Implementation of the Child Safe Standards is continuously reviewed and improved	<ul style="list-style-type: none"> <li>a. The organisation regularly reviews and improves child safe practices.</li> <li>b. The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement.</li> </ul>
10. Policies and procedures document how the organisation is child safe	<ul style="list-style-type: none"> <li>a. Policies and procedures address all Child Safe Standards.</li> <li>b. Policies and procedures are accessible and easy to understand.</li> <li>c. Best practice models and stakeholder consultation inform the development of policies and procedures.</li> <li>d. Leaders champion and model compliance with policies and procedures.</li> <li>e. Staff understand and implement the policies and procedures.</li> </ul>

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## COMMUNITY, CULTURAL AND RECREATIONAL FACILITIES POLICY

D4-06

Page 1 of 5

**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

1.1 Community Centres in North Sydney local government area (LGA) vary widely in ownership, management, purpose and funding levels and they deliver a mix of community services. It is North Sydney Council's intention to preserve this mix, and where possible enhance it. Community Centres are essentially non-profit or break-even ventures managed or facilitated by Council in the interests of the whole community.

1.2 The objectives of this Policy are to:

- a) provide a network of community spaces/programs throughout the North Sydney LGA, fostering among residents, students, the local workforce and Council, a sense of belonging to the North Sydney community;
- b) provide or facilitate provision of high quality and appropriate services;
- c) strive towards making centre based, and outreach, programs and activities for residents affordable and accessible;
- d) overcome social isolation and encourage social connection;
- e) provide community facilities, which would not otherwise be available to the North Sydney community;
- f) maximise the community's use of Council facilities;
- g) facilitate community involvement in management of centres;
- h) support a mix of management models, each appropriate to the centre concerned, so as to tap the skills and enthusiasm of the widest cross section of the community;
- i) provide for centres which, in total, give an adequate level of support to the following key areas: child care (including vacation care); youth services; aged and disability services; family services; arts and culture; activities and services for culturally and linguistically diverse communities; community health (including mental health); adult education; information dissemination; recreation; library services; and historical services;
- j) develop and maintain strategic alliances with other councils, the State and Federal government departments, and the non-

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- government community services sector, to enrich the range and depth of services available to the North Sydney community;
- k) facilitate grant applications, relevant to centre programs;
  - l) maintain the centre buildings and grounds to agreed standards;
  - m) upgrade and enhance community centres where appropriate, based on consultation with the centres' users and providers;
  - n) promote the centres as a council/community good;
  - o) monitor, and assist where appropriate, the centres' financial and management performance through a range of strategies;. and
  - p) facilitate and initiate new uses/services;
  - q) ensure that services provided through the centres are accessible to all members of the public of the North Sydney LGA; and
  - r) ensure that sub-leasing or room hire of centres is prioritised to groups serving the same needs as those identified in i) above.

## 2. ELIGIBILITY

- 2.1 Community Centres covered by this Policy are listed in the Register of Council Owned/Leased Properties as reported to Council.

## 3. DEFINITIONS

- 3.1 Community centres - are publicly accessible premises owned by Council, or over which Council has care, control and management, whose principal function is the delivery of community services, which support and enhance the quality of life for those living, working and studying in the area, in response to identified need.

## 4. PROVISIONS

- 4.1 Council funding of community centres includes but is not restricted to:
- a) construction of new centres and upgrades funded through the capital works program (including developer contributions through Section 7.11. levies);
  - b) maintenance of the centres funded through the Engineering and Property Services Division's operating budget annual allocation;
  - c) subsidised property rents (rent payable by centres is nominal);
  - d) supporting markets in public open space run by centres for their own sakes and to subsidise the centre activities, conditional upon the centre adhering to a markets management plan drafted by Council;
  - e) co-ordinating and funding cleaning of multi-use centres;
  - f) supporting community development activities funded through the Community and Library Services Division's annual operating budget

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- annual allocation;
    - g) discretionary funding for specific activities and services through the Grants and Subsidies Program (refer to Council's *Community Grants and Subsidies Policy*).
  - 42 Sole-use centres meet their own cleaning costs.
  - 43 Centres wholly managed by Boards independent of Council can offer room hire and are entitled to retain the income.
  - 44 In many cases the programs within centres/facilities are designed to attract 'other levels of government' funding to the North Sydney LGA e.g. to support aged, multicultural or disability services, or alternatively, to attract fully developed and significantly funded services which fulfil an identified local need.
  - 45 In other cases, the programs within the centres/facilities are complementary to existing commercial operations. In these circumstances, Council's complementary role is designed to:
    - a) Contribute to social equity by providing some measure of affordability in the service e.g. child care; and
    - b) Provide a 'whole of community' environment for quality-of-life pursuits e.g. education, arts and crafts, where the pursuit, while already provided to some degree by either commercial interests or 'other levels of government' is insufficiently accessible and deserves further support.
  - 46 Council provides direct service (e.g. Youth Centre, Olympic Pool, Library Services and Museum Services) which may benefit from 'other level of government' grants or regular but minor subsidies, but which are essentially a council/community initiative, funded by the local community, with a history of this support, annually renewed, through the budget process.
  - 47 Where community centres are sited on community land, a plan of management will be developed, as required under the *Local Government Act 1993*.

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 The elected Council is responsible for the allocation of resources with respect to this Policy, through the annual budget process.

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Re-adopted by Council [insert date]

**COMMUNITY, CULTURAL AND RECREATIONAL FACILITIES POLICY**

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- 5.2 Council will nominate annually representatives to the Boards/Trusts of community organisations only where the Constitution of the Board in question specifically provides for that. Where no such provision is made, Councillors wishing to serve on these boards would be required to nominate themselves as Board members at the Annual General Meeting of the body concerned.
- 5.3 Council's Community and Library Services Division is responsible for:
- a) management of Stanton Library, Don Bank and Sextons Cottage Museums, Greenwood Child Care Centre, the Vacation Care Program and Planet X Youth;
  - b) policy and program development for community halls not wholly managed by Boards independent of Council;
  - c) evaluation of applications under the *Community Grants and Subsidies Policy* and recommendations to Council;
  - d) information dissemination through community centres;
  - e) development of new centres or new programs;
  - f) specification and special conditions of leases;
  - g) Joint Strategic Plans with centres eligible for grants towards operating expenses; and
  - h) policy on maintenance and upgrading of centres.
- 5.4 Council's Director Community and Library Services is responsible for reporting about proposed activities, including fees and charges for the year ahead; and requiring an annual financial statement and review of the year's activities from each of the centres.
- 5.5 Council's Engineering and Property Services Division is responsible for:
- a) leasing agreements - preparation and signing;
  - b) building and grounds maintenance, including where appropriate, cleaning;
  - c) Centre upgrade feasibility studies - recommendations to the Community and Library Services Division and implementations of approved projects; and
  - d) developing 10-year Asset Management Plans for each of the centres on community land.
- 5.6 Council's Open Space and Environmental Services Division is responsible for the management of North Sydney Olympic Pool and the North Sydney Oval complex.
- 5.7 Council's Customer Service and Records Department is responsible for booking the and hiring of Council managed centres.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Asset Management Plans (various)
- Community Grants and Subsidies Policy
- Fees and Charges Schedule
- Joint Strategic Plans (various)
- Register of Council Owned/Leased Properties

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993

Version	Date Approved	Approved by	Resolution No.	Review Date
1	2 August 2004	Council	794	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## COMMUNITY GRANTS AND SUBSIDIES POLICY

D4-07  
Page 1 of 4

**Policy Owner:** Director Community and Library Services

**Category:** Strategic

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 To provide clarity and direction to North Sydney Council and the community, on the equitable investment of resources and funds to strengthen the capacity of the community, to address identified social needs.
- 1.2 Council supports the provision of community services through financial assistance by way of small grants and subsidies to not for profit community organisations. Dollar allocations are determined according to a project review, the project's capacity to address areas of high priority social need and the organisation's financial capabilities.
- 1.3 Grants and subsidies will be seen as a contribution rather than a commitment to fund the entire service.
- 1.4 A key objective of Council's small grants and subsidies program is to support the provision of projects or services that are principally for the benefit of residents of the North Sydney local government area.

### 2. ELIGIBILITY

- 2.1 Grants will only be awarded to:
  - a) incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or
  - b) community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation.
- 2.2 The organisation must undertake the project for which the grant has been awarded within the specified time frame.
- 2.3 Previous grant funding gained through this program must have been acquitted.
- 2.4 One-Off Funding - one-off funds may be provided to service organisations experiencing financial difficulties or to assist funding of particular projects.

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Re-adopted by Council [insert date]



**COMMUNITY GRANTS AND SUBSIDIES POLICY**

Page 2 of 4

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- 2.5 Bulk Mail Requests - the General Manager, on delegated authority, will reply in the negative to bulk mail donation requests.
  - 2.6 Activities which promote or advance a specific religious or political belief system will not be considered for funding under this program.

**3. DEFINITIONS**

- 3.1 Grants - generally are cash grants from Council, though they may include services on which a dollar valuation is placed.
- 3.2 Small Grants Program - new and innovative projects which target defined needs aligned to the *North Sydney Community Strategic Plan*.
- 3.3 Subsidies - ongoing support to community services/organisations operating in the North Sydney local government area.

**4. PROVISIONS**

- 4.1 Determinations will be made annually (usually May) for the following financial year, as part of Council's budget process.
- 4.2 In accordance with Council's financial year (1 July to 30 June), applicant organisations will be asked to forward submissions by the first week in March each year.
- 4.3 Applications, using the specified Application Form, must be submitted to Council by the closing date to be eligible for consideration.
- 4.4 Applications will be assessed in accordance with the following assessment criteria:
  - a) the project/or service contributes to the goals within the *North Sydney Community Strategic Plan*;
  - b) the project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations;
  - c) the project fosters innovative, creative ideas and solutions to community need(s);
  - d) the project stimulates community or cultural development in North Sydney;
  - e) the project contributes to community connectedness, reduces social isolation or engages previously disengaged members of the community;
  - f) the project promotes social equity or justice;
  - g) the project enhances the quality of service delivery;
  - h) organisational capacity:

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 Re-adopted by Council [insert date]

- the applicant has the experience and expertise to deliver the activity effectively; and
  - a history of appropriate financial management.
- i) project budget - the proposed budget includes income and expenditure targets.
- 4.5 Council will determine the level of funding according to:
- a) The applicant's financial status:
- income and expenditure details for the preceding financial year;
  - previous, current and projected budget details;
  - monies in reserve;
  - services planned; and
  - impacts of previous funding.
- b) Service needs, as regards:
- maintenance of service viability;
  - alternative funding sources; and
  - financial difficulties for the service provider.
- c) Organisational management:
- soundness of structure;
  - legal status (incorporated, non-profit organisations);
  - provision of a statement of funds in the event of an organisation ceasing to function;
  - provision of award conditions for staff;
  - provision of equal employment opportunities, anti-discrimination and affirmative action policies in staffing matters; and
  - encouragement of (service) user participation.
- 4.6 An annual *Joint Strategic Plan* review applies to Community Centre subsidy allocation.

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Requests will be referred to Council's Manager Community Development in the first instance, and in some cases may be referred to Council.
- 5.2 Recipient organisations will participate in community forums or interagencies, assist in service planning and continuously evaluate their service.
- 5.3 Recipient organisations will be able to nominate an identifiable outcome in the project/service program and organisations will be asked to provide expenditure information at the end of the project year.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community, Cultural and Recreational Facilities Policy
- Community Strategic Plan
- Joint Strategic Plans (various)
- Long Term Financial Plan

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993 (Section 356 Financial Assistance)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	16 February 2009	Council	61	2012/13
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21
4	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## COMMUNITY INFORMATION POLICY

D4-06  
Page 1 of 4

**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 To provide a community information service to support residents, workers, organisations and visitors to North Sydney local government area.
- 1.2 To raise awareness of local services, programs, events, activities and facilities, and enable access by all members of the community.
- 1.3 To support the objectives of North Sydney Council's community plans, particularly regarding targeted population groups and respond to community need as expressed in consultation with the community.
- 1.4 To make use of pre-existing infrastructure and gathering points (bus stops) to strengthen the dissemination of community information.

### 2. ELIGIBILITY

- 2.1 All individuals and community groups have equal access to information without discrimination
- 2.2 The Community Noticeboard Program is provided for non-commercial services operating in the North Sydney local government area and Council gives priority to Council and Community Centre events and information, local community events, community services and non-profit groups.
- 2.3 Posters, flyers and notices advertising commercial products, goods and services, private businesses, personal for sale items, wanted items, notices of an overtly religious or political nature and private messages are generally not accepted. Exceptions are made for information deemed to be of value to target groups, as identified in Council social and strategic plans and associated policies.

### 3. DEFINITIONS

- 3.1 Website - Council's website [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

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Re-adopted by Council [insert date]

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- 3.2 LINC'S Community Information Database - is a commercial online database product.
  - 3.3 Community Centres - for the purposes of this Policy are Crows Nest Centre, Kirribilli Neighbourhood Centre, North Sydney Community Centre.

#### 4. PROVISIONS

##### 4.1 Community Noticeboard Program

Council has a longstanding commitment to ensuring broad coverage of publicity for community events and activities via the Community Noticeboard Program.

##### 4.1.1 General Display

Council maintains information display facilities at the Customer Service Centre, in Ted Mack Civic Park, and Stanton Library.

Information must be passed to the Community Information Officer or the Community Information Librarian for evaluation prior to display. Information which meets the criteria for display may be prioritised according to identified community need and demand for services. Council regrets it is unable to guarantee space to any organisation

##### 4.1.2 Bus Shelter and Free-Standing Noticeboards

Council maintains a network of up to 60 bus shelter and free-standing community noticeboards in the local government area for the purpose of advertising Council and Community Centre events and information, local community events and activities, community services, non-profit organisations, facilities and groups.

Notices are changed at six-weekly intervals (approximately) throughout the year. Strict deadlines apply to the submission of notices for consideration. Applicants must adhere to the deadlines and are advised to apply as early as possible to the Community Information Officer.

Information is evaluated by the Community Information Officer, with priority given to Council events and notices, local community events, and non-profit groups and services. Information which meets the criteria for display may be prioritised according to demonstrated community need and demand for services. Space is limited and Council regrets that it cannot always guarantee space.

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#### 4.2 Council's Website

Council maintains comprehensive information about council and community services, programs, events and facilities on its website. The site is managed by Council's Communications and Events Department, in collaboration with other Departments. The Community Information Officer is responsible for the maintenance of the online Local Information Network for Community Services (LINCS) database, and the production, collation and annual review of Community Development Department information.

#### 4.3 Community Information Database

Council participates in the LINCS database of community information in partnership with over 50 other Sydney metropolitan councils, state government departments and non-government organisations. The database is designed to fulfil the needs of residents, visitors, Council and local employees, by supplying information appropriate to a range of different requirements.

This information is made available in a number of different ways including through internet access through via Council's website, free public online access at Stanton Library and the Customer Service Centre the publication of online target directories, leaflets and mailing lists for Council requirements, and in response to enquiries by telephone, letter or in-person. Entries are categorised according to the LINCS indexing system to ensure a standard that is compatible with other community information services. Organisations wishing to be included in the database should forward information to the Community Information Officer for evaluation and classification. Non-profit organisations are given priority, with some exceptions made for private organisations where there is a particular demonstrated community need.

#### 4.4 Publications

Council's Community Development Department produces a suite of brochures, updated on an annual basis (at least) via the LINCS database where services are contacted to update information ensuring accuracy and currency. Publications are made available free of charge to members of the North Sydney community. The demand for community directories and other targeted printed material is regularly reviewed to ensure information is targeted to sections of the community with identified need.

#### 4.5 Referral Service

Council's Community Development Department (and to some extent Stanton Library and the Community Centres) provide an information and referral

service. The service is available to residents and visitors to North Sydney face-to-face referral, telephone contact, through the community information database, and in response to correspondence. An assessment is made in response to each enquiry. Simple requests are dealt with immediately, while more detailed requests may be re-contacted or mailed printed information. Complex requests are referred to the relevant Officer within the Department for assistance. Requests for community information are aimed to be responded to within five working days.

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's community information service is provided by the Community Development Department, in collaboration with the Library Services Department (Stanton Library), the Communications and Events Department and the Customer Service and Records Department as well as the Community Centres.
- 5.2 Council's Community Information Officer is responsible for to collecting, assessing, maintaining and distributing community information to the local community which is accurate and up to date.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community, Cultural and Recreational Facilities Policy
- Access to Information Policy
- Web Access and Email Policy (staff policy)

The Policy should be read in conjunction with the following documents/legislation:

- Community Information in Local Government Group (CILGG) 1999

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1	2 August 2004	Council	794	2008/09
2	16 February 2009	Council	61	2012/13
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4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

Re-adopted by Council [insert date]



## DISABILITY DISCRIMINATION POLICY

D4-09  
Page 1 of 6

**Policy Owner:** Director Community and Library Services

**Category:** Strategic

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 North Sydney Council is committed to maximising access to services for people with disability and to integrate and include people with disability within all aspects of Council's business.
- 1.2 Specifically, this Policy aims to:
- a) ensure that all people, regardless of their disability, have equitable access to all aspects of Council's business;
  - b) ensure that all people, regardless of their disability, are aware of their rights and responsibilities in regard to Council, as members of the local community;
  - c) encourage participation by all people, regardless of disability, in Council's activities;
  - d) promote positive and inclusive images of people with disability within Council and the community;
  - e) enhance the relationship between Council and people with disability in the area; and
  - f) complement existing policies and instruments within Council which relate to discrimination i.e. Council's *Equal Employment Opportunity Policy*, the Access and Mobility section of the *Development Control Plan*, the *Disability Discrimination Act 1992* and Council's *Charter for Universal Access*.
- 1.3 Council has a legal obligation under the *Disability Discrimination Act 1992* (the Act) to comply with access standards as prescribed in this legislation.

### 2. ELIGIBILITY

- 2.1 This Policy applies to all Councillors and employees of Council and to all services and facilities provided by Council.

### 3. DEFINITIONS

- 3.1 North Sydney Community - this comprises all people who are residents, workers, students, property owners or visitors within the North Sydney local government area, regardless of their disability.

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Re-adopted by Council [insert date]



**DISABILITY DISCRIMINATION POLICY**

Page 2 of 6

- 3.2 Disability - the *Disability Discrimination Act 1992* defines 'disability' in relation to a person, as:
- a) total or partial loss of the person's bodily or mental functions; or
  - b) total or partial loss of a part of the body; or
  - c) the presence in the body of organisms causing disease or illness; or
  - d) the presence in the body of organisms capable of causing disease or illness; or
  - e) the malfunction, malformation or disfigurement of a part of a person's body; or
  - f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
  - g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

The Act includes disabilities that are physical, intellectual, sensory, neurological, a learning disability, a physical disfigurement, the presence in the body of a disease carrying organism.

The definition also includes a disability that presently exists, previously existed but no longer exists, may exist in the future, or is imputed to a person e.g. assumes a person has a disease.

This is a wide definition and includes all obvious categories of disability, such as physical disability and intellectual disability, and extends to other conditions such as people who are HIV positive or have AIDS-related conditions and people with attention deficit disorder.

- 3.3 Impairment - a handicap results from a disability which limits a person's ability to perform tasks of daily living. The limitation must be in relation to one or more of the tasks of self-care, mobility, verbal communication, schooling or employment.
- 3.4 Services and Facilities - this includes all services provided by Council, including those that are part funded but delivered by other organisations. Facilities refer to all physical facilities provided or managed by Council, including open space areas.
- 3.5 Consultation - is the act of seeking information, suggestions or advice from people who are members of the North Sydney community. Public consultation may also involve the provision of information to, or conferring with, members of the North Sydney community.

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Re-adopted by Council [insert date]

- 3.6 Participation - refers to all forms of participation in Council activities/programs that are open to the North Sydney community. This may include, but is not limited to, written comment, community consultation, focus groups and membership of committees.

#### 4. PROVISIONS

- 4.1 This Policy is underpinned by Council's quality customer service focus and core values:

- a) provision of services to the community through co-operation and understanding;
- b) responsive government based on open government and community participation;
- c) honesty and integrity in all that Council does;
- d) fairness and equity;
- e) innovation and excellence; and
- f) responsive and responsible regulation.

- 4.2 Guiding Principles

4.2.1 Disability Inclusion Action Plan (DIAP) - the Action Plan is designed to ensure effective achievement of the Policy goals. All roles will be assumed by existing staff.

4.2.2 Information - in providing information to the North Sydney community, Council will ensure that all public information provided by Council is, accessible by all residents, available in alternate formats and demonstrates that people with disability actively contribute to our community.

4.2.3 Participation - in planning and/or conducting any participatory forum, Council will make every effort to ensure that people with disability can participate, including representation on Council and Council advisory committees.

*4.2.4 Child Safe - in actively anticipating diverse circumstances and responding effectively to those with additional vulnerabilities, Council will ensure equity for all children, including children with disability, is upheld, and diverse needs are taken in to account.*

4.2.5 Community Relations and Image - images and themes used in promoting Council will at all times reflect and affirm the positive role of people with disability in the North Sydney community.

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Re-adopted by Council [insert date]

**DISABILITY DISCRIMINATION POLICY**

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- 4.2.6 Staff Training - staff involved in client contact or customer service will receive appropriate training in disability awareness, access issues and appropriate communication skills for a wide range of disabilities.
  - 4.2.7 Inclusiveness - Council's objectives will apply to other key policy areas that are "access action" objectives will be integrated and reflected in all Council plans and strategies such as the Area Character Study, Visitor Impact Study etc.
  - 4.2.8 Effectiveness - the Policy's objectives will be achieved with a focus on maximising the effectiveness of existing resources and achieving an equitable distribution of resources within Council's existing budget.
  - 4.3 Council will consider access issues as outlined in the Access and Mobility section of the *North Sydney Development Control Plan*, in the design and provision of all services and facilities.
  - 4.4 The DIAP will be funded through Council's annual operating budget and capital works program as required.
  - 4.5 The Policy and DIAP will be evaluated and reviewed as part of Council's planning and management review cycle. Policy objectives and performance indicators will be incorporated into Council's *Delivery Program*. This will involve the annual development of a list of priority access works.

**5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 The Elected Council is responsible for:
  - a) ensuring that all Council decisions reflect the policy principles and priorities;
  - b) ensuring that there is an equitable allocation of resources; and
  - c) ensuring that people with disability in North Sydney are able to participate in the community.
- 5.2 The General Manager and Directors are responsible for:
  - a) ensuring that the policy and plan is implemented across all Council's activities and functions and that goals are achieved;
  - b) coordinating policy and plan implementation within their areas of responsibilities;
  - c) informing staff about the policy and plan and ensuring its provisions are reflected in the Division's general work;
  - d) nominating and releasing relevant staff, particularly client contact and service;

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 Re-adopted by Council [insert date]

**DISABILITY DISCRIMINATION POLICY**

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- e) providers, to attend disability awareness and communication skills training programs;
  - f) ensuring that all policies reflect policy principles;
  - g) ensuring that people with disability are consulted effectively;
  - h) ensuring that any reviews of customer service or assessment of needs takes the requirements of people with disability into account; and
  - i) ensuring that budgets are allocated equitably on a needs-based planning basis.

5.3 Council's Access and Inclusion Coordinator is responsible for:

- a) managing the implementation of the policy and plan;
- b) ensuring awareness of this Policy by Council staff and key stakeholders;
- c) liaising with Directors to monitor progress in regard to implementation of this Policy and achievement of outcomes;
- d) facilitating the provision of information about the Policy to and between Councillors and Directors;
- e) coordinating the implementation of 'across Council' Policy strategies;
- f) coordinating the implementation and annual revision of the policy action plan, including notifying each division about the data required to evaluate the plan;
- g) conducting open forums annually to advise and inform external stakeholders about DIAP developments, and obtain their input;
- h) providing updates on progress to Council as required;
- i) providing an annual update on strategies and a forward strategic plan for each financial year, specifying priorities, outcomes to be achieved, strategies, time-frame and person responsible; and
- j) providing a three yearly report on the achievement of goals and the effectiveness of strategies.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Child Safe Policy
- Community Engagement Policy
- Community Engagement Protocol
- Development Control Plan
- Delivery Program
- Disability Inclusion Action Plan
- Equal Employment Opportunity Policy
- Procurement Manual
- Workplace Adjustment Policy

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**DISABILITY DISCRIMINATION POLICY**

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The Policy should be read in conjunction with the following documents/legislation:

- Australia's Disability Strategy 2021-2031
- Disability Discrimination Act 1992
- Disability (access to Premises - buildings) Standards 2010
- National Disability Insurance Scheme
- NSW Ageing & Disability Commissioner Act 2019
- NSW Anti-Discrimination Act 1977
- NSW Disability Inclusion Act 2014
- NSW Disability Services Act 1993
- UN Convention on the Rights of Persons with Disability

<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Resolution No.</b>	<b>Review Date</b>
1	2 August 2004	Council	794	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	20 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## HISTORICAL SERVICES COLLECTIONS MANAGEMENT POLICY

D4-10

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**Policy Owner:** Director Community and Library Services

**Category:** Strategic

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 Stanton Library Historical Services aims to collect, document, preserve and provide access to cultural, historical and educational resources, in a range of formats, which are relevant to past and present people, places and activities of the North Sydney Local Government Authority area.
- 1.2 All collection management will be conducted in accordance with the ICOM Code of Ethics for Museums, within the framework of the NSW Heritage Office Movable Heritage Principles and in accordance with State and Federal law and international agreements between Australia and other countries.

### 2. ELIGIBILITY

- 2.1 This policy applies to the following collections managed by Historical Services:
  - 2.1.1 **David Earle Local Studies Collection** - Collection of reference and research resources, begun in 1974. David Earle was an active member of the heritage conservation movement of the 1970s and the North Shore Historical Society. He documented much of North Sydney's built landscape and took a keen interest in the establishment of Don Bank Museum.
  - 2.1.2 **Merle Coppel Oral History Collection** - Collection of interviews recorded with members of the North Sydney community. Merle Coppel was a dedicated local oral historian whose body of work from the 1980s forms the basis of this collection.
  - 2.1.3 **North Sydney Council Archives** - Stanton Library is the repository for a large number of primary records and inactive record series of North Sydney Council. In 1979, Council transferred some early records to the Library including rate and valuation books, minute books, engineering plans, and subject files. A significant body of Council records, covering the period 1903-1971, was discovered at the Central Depot in 1989 and

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Re-adopted by Council [insert date]

accessioned in 1991. These are collectively referred to as the 'historic archives'.

2.1.4 **North Sydney Community Archives** - Largely unpublished material forming part of the documentary heritage of North Sydney, collected since the 1980s. It is comprised of papers, photographs and some objects (realia) relating to defunct community organisations, individuals and families.

2.1.5 **Don Bank Museum Collection** - Don Bank was acquired by Council in 1979 and opened as a local history museum in 1981. Objects and textiles collected by the North Shore Historical Society from 1970 onwards, and transferred to Don Bank Museum Trust in 1981, form the core of this collection. This collection passed into the ownership of Council with the dissolution of the Trust in the 1980s.

2.1.6 **Sexton's Cottage Museum Collection** - Sexton's Cottage was acquired by Council in 1967, as part of St Thomas' Cemetery (now Rest Park) and opened as a local history museum in 1986. The collection includes research resources on the history of the Cemetery, remnants of monuments, and artefacts relating to the Cemetery and the history of Australian funereal practice.

2.1.7 **Large Picture Collection** - Collection of historical and contemporary artwork and photographs acquired from various sources including Council activities, North Shore Historical Society donations and more recent donations and purchases. The North Sydney Art Prize has been a rich source of acquisition. These are acquired in consultation with the Arts and Culture team.

2.1.8 **North Sydney Heritage Centre Collection** - Collection of historical and cultural artefacts acquired since 1999, stored at North Sydney Heritage Centre and the storage facilities at Council's Ernest Street Depot.

2.2 Material will be considered for accession if it meets one or more of the following primary criteria (as specified in Collections Council of Australia Significance 2.0: a guide to assessing the significance of collections):

2.2.1 **Historic significance** - associated with an important North Sydney person, group, event, place, period, activity, industry or theme.

2.2.2 **Artistic or aesthetic significance** - depicts an important North Sydney place, person, period, activity, story, idea or event; or represents the work of an important North Sydney artist, writer, designer or creator.

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- 2.2.3 **Scientific or research significance** - supports research on an aspect of the natural, social or cultural history of North Sydney.
  - 2.2.4 **Social or spiritual significance** - embodies beliefs, ideas, customs, traditions, associations, practices, places or stories that are important for a particular group within the North Sydney community.
  - 2.3 The significance of the material will be assessed according to the following comparative criteria (in comparison to material already accessioned into the collection):
    - 2.3.1 **Provenance** - reliable information regarding the place of origin, and organisation/s or individual/s that created, collected, owned or used the material.
    - 2.3.2 **Rarity or representativeness** - unusual/unique material, or a good example of its type.
    - 2.3.3 **Condition or completeness** - original condition is generally preferable to material which shows repairs/alterations, unless this provides evidence of provenance.
    - 2.3.4 **Interpretive capacity** - relevance to Historical Services programs in terms of the material's historical, geographic, artistic or environmental context.
  - 2.4 Any decision to acquire material which meets the above criteria will also be based on the following practical considerations:
    - 2.4.1 Resources of Stanton Library Local Studies Assets budget (for material to be purchased)
    - 2.4.2 Ability of Historical Services to store the material in suitable conditions to ensure both preservation and public access

### 3. DEFINITIONS

- 3.1 **Accessioning** is the formal addition of material to the Historical Services collections, which includes assigning an accession number, and recording details including the source, description and provenance of material in a register/database.
- 3.2 **Significance** refers to the historic, artistic, scientific and social or spiritual values and meanings that items and collections have for past, present and future generations of the North Sydney community.



- 3.3 **Transfer of title** describes the formal process of a change of ownership of material from an individual or organisation to North Sydney Council.

## 4. PROVISIONS

### 4.1 Methods of Acquisition

#### 4.1.1 Purchase

- a) Eligible purchases will only be considered if the vendor confirms that they have undisputed title to the material with full power to transfer such title to North Sydney Council, together with any rights of copyright or reproduction.

#### 4.1.2 Donation/bequest

- a) Eligible donations will only be considered if the owner/owner's authorised agent confirms that they have undisputed title to the material with full power to transfer such title to North Sydney Council, together with any rights of copyright or reproduction.
- b) Historical Services may reproduce donated material, without prior notification or consultation, in any medium, for the purposes of education, research/study, criticism/review, exhibition, and/or online publication. This permission does not extend to commercial use of material, nor does it authorise three-dimensional reproductions of non-pictorial artwork.
- c) There is a presumption against any donation with attached conditions, unless the material is particularly significant according to above selection criteria.
- d) Historical Services reserves the right to decline any material offered for donation. In such cases, the owner and/or depositor will be notified and the material must be collected within 3 months, unless otherwise agreed. In the event of material not being collected within the agreed period, Historical Services reserves the right to dispose of the material as it deems fit.
- e) In some cases, a donation may be eligible for tax deduction under the Cultural Gifts Program, which encourages private gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts under the *Income Tax Assessment Act 1997*. Council is eligible for such donations. This is covered under the Council's *Donations Policy*.
- f) In the case of bequests, Council will obtain a legal copy of the relevant section of the will.

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- 4.1.3 **North Sydney Council deposit** - Signed bound copies of all North Sydney Council minutes shall be deposited with Historical Services for archival purposes.
  - 4.1.4 **Transfer** - Deaccessioned material from another recognised cultural heritage institution will be considered for acquisition in accordance with the above selection criteria.
  - 4.1.5 **Field collection** - Material will only be acquired from heritage sites/buildings where removal would not diminish the significance of the site, unless the material is at risk of loss or destruction.
- 4.2 **Accession Process**
- 4.2.1 Evaluate potential acquisition according to the selection criteria.
  - 4.2.2 Complete and sign object entry form, including signed transfer of title agreement in the case of donation/purchase/transfer.
  - 4.2.3 Assign unique number to object or collection.
  - 4.2.4 Record information on relevant database. Minimum information to include: accession number, brief description, condition, date of accession, method of acquisition, source and date of acquisition.
  - 4.2.5 Mark or label object or collection with unique number.
  - 4.2.6 Photograph object or collection, if practical and possible without infringing copyright.
  - 4.2.7 Store or display object in appropriate environmental and security conditions to ensure both preservation and public access.
  - 4.2.8 Record location of object or collection.
  - 4.2.9 Retain any associated documentation/information in object history files, arranged in accession order.
  - 4.2.10 Acknowledge donations in writing within one month of receipt.
  - 4.2.11 Print and bind database records annually to form accession register, stored in fireproof safe.
- 4.3 **Collection Formats and Content** - Historical Services will collect material in the following formats:

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- 4.3.1 **Books** (fiction and non-fiction)/monographs/reports/unpublished original material, relating to any aspect of the North Sydney LGA, past or present, and/or written by a North Sydney author(s).
- 4.3.2 **Newspapers and periodicals**, past and present, published in the North Sydney LGA and/or featuring local area content, either in hard copy or microform.
- 4.3.3 **Ephemera** relating to an individual, organisation, place, event or activity within the North Sydney LGA, including but not limited to pamphlets, posters, catalogues, event programmes, brochures, invitations, tickets, advertisements, business cards, and calendars.
- 4.3.4 **Maps and plans** relating to the history and development of the North Sydney LGA, including but not limited to parish, tourist, survey, electoral, topographical, hydrographic, ward, street, subdivision and architectural plans.
- 4.3.5 **Photographs** relating to any aspect of the North Sydney LGA, past or present, in print or digital format, including postcards and transparencies.
- 4.3.6 **Artworks** relating to any aspect of the North Sydney LGA, past or present, and/or created by a North Sydney artist(s), including but not limited to paintings, drawings, lithographs, etchings and models. Historical Services shall endeavour to purchase at least one suitable work from the North Sydney Art Prize that conforms to the above criteria.
- 4.3.7 **Oral history** interviews with people who have lived and/or worked in the North Sydney LGA, recorded either in analogue or digital format, with public access copies provided on CD.
- 4.3.8 **Audio-visual** material relating to any aspect of the North Sydney LGA, past or present, either in CD, CD-ROM, VHS or DVD format.
- 4.3.9 **Databases** relating to the North Sydney LGA or for genealogical research, to complement the main Library reference collection, either in digital format (available online) or on microform.
- 4.3.10 **Community archives**: unpublished material relating to any aspect of the North Sydney LGA, past or present, and produced or collected by local individual(s) or organisation(s).
- 4.3.11 **North Sydney Council archives**: The Council Historian, Historical Services Curator and/or Historical Services Librarian shall consult with

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Re-adopted by Council [insert date]

the Manager Customer Services and Records on the transfer of records. Archival records include but are not limited to: Council and Committee minute books, rate and valuation records, correspondence and legal documents, Committee and Officer reports, building and development registers/applications, subdivision applications, and any record that Council is required to keep permanently under the provisions of the *State Records Act 1998*.

- 4.3.12 **Artefacts** relating to any aspect of the North Sydney LGA, past or present, including but not limited to domestic equipment and furniture, costume and textiles, agricultural equipment, occupational/commercial equipment, toys and games, transport equipment and school equipment. Historical Services will consider the acquisition of Aboriginal cultural material of local significance provided the material is well provenanced and in consultation with the relevant Aboriginal community.

#### 4.4 Collections Management

##### 4.4.1 Conservation

- a) Material will be stored and/or displayed in suitable environmental and security conditions to prevent or delay deterioration and damage.
- b) The condition of material in storage and on display will be regularly monitored and managed.
- c) If active conservation is required, advice will be sought from an accredited conservator, and all treatment will be documented in the object history file. Conservation treatment should be reversible where possible.

##### 4.4.2 Access

- a) Public access will be provided to all collections, except where sensitivity or special conditions determine restriction, or where access may threaten the preservation of material. In such cases, copies, including digital versions, will be provided for research where possible and practical.
- b) Public access will be facilitated via the Heritage Centre enquiry desk, appointment with Historical Service staff outside of scheduled desk hours, online databases, Heritage Centre exhibitions and museum displays, and public programs.

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#### 4.4.3 Inward loans

- a) Historical Services aims to primarily use material from across all its collections for exhibition content. Objects will be considered for inward loan from an external organisation/individual when gaps exist in the interpretive potential of Historical Services' own collections.
- b) The same care and precautions will be taken for the safe custody of inward loans as for items within the permanent Historical Services collections. Objects will be insured by North Sydney Council under the Industrial Special Risks policy.
- c) Inward loans will only be made for a fixed period and specific purpose. This period will be up to twelve months, or as determined by the Council Historian in agreement with the lender. Extensions of the loan period may be accepted if mutually agreed with lender. Material will not be accepted on indefinite or permanent loan.
- d) An Inward Loan Agreement will be signed by both parties, one copy held by the lender and another by Historical Services. This agreement will indicate the purpose and proposed term of the loan, description of material, responsibilities for transport, conservation and security, and the insurance value for replacement/repair in the event of loss/damage. Condition of the material will be recorded and evidence of damage at the time of receipt reported immediately to the lender.
- e) Unless otherwise notified in writing, material will be returned only to the lender. If Historical Services' efforts to contact the lender within a reasonable period following the expiration of the loan are unsuccessful, and no special arrangements have been made for the return of the loan, then material will be placed in storage at the lender's risk and expense.

#### 4.4.4 Outward Loans

- a) Historical Services will consider lending material from any of its permanent collections to recognised cultural heritage institutions for exhibition or research purposes, on receipt of a written loan request. Material on loan to Council will not be lent to a third party.
- b) Historical Services will decide whether the material is suitable for loan according to the following criteria: availability over requested time period, condition, cost of conservation work if required, risk assessment (to object as well as borrower), ethical considerations (e.g. cultural sensitivity), proposed purpose of loan, and suitability of the borrower. Historical Services will advise the prospective borrower of the decision in writing.
- c) Borrowers will confirm their intention and ability to provide an acceptable level of care, security and safekeeping for material,

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Re-adopted by Council [insert date]

whether on display or in storage, and to conform to the specified conditions of the loan. Borrowers will not undertake any conservation treatment or invasive analysis of loaned material without prior consultation with Historical Services.

- d) Borrowers will undertake to acknowledge North Sydney Heritage Centre/Stanton Library as the source of material in any publications, and not to reproduce the material in any form without prior written approval from the Council Historian.
- e) Loans will only be made for a fixed period and specific purpose. Loans will be offered for a period of up to twelve months, or as determined by both parties. Extensions of the loan period may be made if mutually agreed. Material will not be offered on indefinite or permanent loan.
- f) An Object Exit Form will be signed by both parties, one copy held by the borrower and another by Historical Services. This form will indicate the purpose and proposed term of the loan, description of material, responsibilities for transport, conservation and security, and the insurance value for replacement/repair in the event of loss/damage. Condition of the material will be recorded at the time of loan.
- g) An Inward Loan Agreement initiated by the borrower may also be used, provided all necessary terms are adequately covered.

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 The Council Historian, or the Library Manager in the Historian's absence, has the authority to make any and all determination with regard to acquisition, retention, access and loans of material in the Historical Services collections.
- 5.2 The Council Historian, Historical Services Curator and/or Historical Services Librarian are responsible for all collections management activity outlined in the Policy.
- 5.3 The Director Community and Library Services or appointed delegate is responsible for the administration and review of the Policy.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Artwork Acquisition Policy
- Deaccession Policy Artwork and Cultural and Historical Collections
- Donations Policy
- Library Collection Development Policy

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Re-adopted by Council [insert date]

**HISTORICAL SERVICES COLLECTIONS MANAGEMENT POLICY**

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- Public Art Policy

The Policy should be read in conjunction with the following documents/legislation:

- Income Tax Assessment Act 1997
- International Council of Museums, Code of Ethics for Museums, 2004
- NSW Heritage Office and NSW Ministry for the Arts, Movable Heritage Principles, 2000
- Russell, Roslyn and Winkworth, Kylie, Significance 2.0: a guide to assessing the significance of collections, Collections Council of Australia, 2009
- State Records Act 1998

Version	Date Approved	Approved by	Resolution No.	Review Date
1	24 July 2017	Council	292	2017/18
2	25 June 2018	Council	214	2020/21
3	[insert date]	Council	[insert min. no.]	2024/25

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Re-adopted by Council [insert date]



## LIBRARY COLLECTION DEVELOPMENT POLICY

D4-11

Page 1 of 7

**Policy Owner:** Director Community and Library Services

**Category:** Strategic

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 Stanton Library aims to provide relevant, diverse, culturally respectful collections in a broad range of media, including print, audio-visual and digital.
- 1.2 This Policy reflects the Library Council of New South Wales' principles within the *Access to Information in NSW Public Libraries Guideline* which states that local government libraries accept responsibility for providing free access to library materials and information.

### 2. ELIGIBILITY

- 2.1 This Policy applies to the collection of any and all library materials by Stanton Library.

### 3. DEFINITIONS

- 3.1 Library materials - are as those defined in the *Library Act 1939*, the *Library Amendment Act 2011* and *Library Regulation 2010*.
- 3.2 Collections are those held in the care and control of Stanton Library or collectively by Shorelink Library Network.
- 3.3 Shorelink Library Network is a consortium of three public libraries on the lower North Shore, including Stanton Library, who share infrastructure and collections for the benefit of their members, e.g., inter-library loan.

### 4. PROVISIONS

- 4.1 General

Stanton Library will maintain a general public library collection while recognising diversity of users' expectations and responding to these needs to the degree that funding allows:

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Re-Adopted by Council [insert date]



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- a) A variety of age groups and special needs categories will be provided for.
  - b) Multiple copies of books are only purchased to satisfy reservations, to a maximum of four copies or at the discretion of the Director Community and Library Services.
  - c) The collection will give emphasis to Australian material where available.
  - d) Representative English language titles in all fields will be acquired.
  - e) Consideration ~~may~~ *will* be given to collections in community languages where there is sufficient user demand. Otherwise, they will be acquired through inter library loan.
  - f) ~~Controversial material may be included to provide a balanced collection within the bounds of accepted social norms.~~ *Items which provide disinformation will not be collected. Materials are evaluated on criteria including, but not limited to, accuracy, quality and reputation of the content, author and/or publisher.*
  - g) Free access to the Internet is provided for the public, under the state-wide policy issued by the Library Council of NSW and endorsed by Council. Users are required to access only those sites suitable for public viewing. Parents and carers are responsible for use of the Internet by children in their care.
  - h) Donations of current materials in excellent condition are accepted under the same collection criteria as is used for purchasing. Material accepted but not added to the collection may be offered for sale and the proceeds directed towards purchase of new materials.
  - i) Materials will be *withdrawn* ~~culled, as necessary,~~ if they are in poor condition, out of date, or not used *or no longer fall within the bounds of acceptable social norms.*
  - j) Public input into the composition of Stanton Library's collection will be actively sought.
  - k) Council will consider applications for support from free local community libraries which can demonstrate no unreasonable duplication of the services offered by Stanton Library.
  - l) *Self-published materials are generally not collected.*

#### 4.2 Adult Fiction

Stanton Library will maintain a broad collection of English language fiction. This collection will include:

- a) English language large print;
- b) A wide range of translated (into English) classics and selected contemporary fiction from around the world.
- c) English language adult fiction paperback (general contemporary) collection.
- d) Genre paperback collections such as romance and crime.
- e) A Fast Reads collection of popular titles.

- f) Adult fiction in eBook format.

#### 4.3 Young Adult Fiction

Stanton Library will maintain an English language fiction collection for young adults in categories covering classics, notable and popular titles with preference given to Australian authors. The collection will include award winning and notable books.

Stanton Library will also provide:

- a) A paperback collection which includes light reading in a variety of genres.
- b) A graphic novels collection.
- c) Young adult fiction in eBook format.

#### 4.4 Junior Fiction

Stanton Library will maintain *an* English language children's fiction collection *in* categories covering classics, notable and popular titles with preference given to Australian authors. Issues oriented books, award winners and copies of titles used in the 'Storytelling' programme will be collected.

Stanton Library will also provide:

- ~~a)~~ A paperback collection ~~— junior paperbacks will be collected to support the development of children's reading skills. — which includes light reading in a variety of genres.~~
- b) A graded reader's collection to support the development of children's reading and comprehension skills.
- c) A graphic novels collection.
- d) An easies collection containing a broad range of picture books for young children.
- e) Junior fiction in eBook format.

#### 4.5 Non-Fiction

Stanton Library will maintain an up to date, relevant, diverse and culturally respectful non-fiction collection to meet a wide range of needs and interests.

The junior non-fiction collection will be selected on the same basis for 2-14 year olds.

Acquisitions will reflect the importance the community places on issues as they arise. *Items which provide disinformation are not added to our collection.*

Australian material in all subject areas will be sought as well as appropriate English language titles from elsewhere.

#### 4.6 Reference and databases

Stanton Library will maintain a current and relevant reference and research collection, with preference for electronic format. The collection may include monographs, encyclopaedias, and periodicals.

The junior reference service will be delivered through online encyclopedias, managed internet links and databases available in-library and at home.

~~The HSC reference collection will include criticisms of texts and study guides on specific subjects on the syllabus.~~

#### 4.7 Loan Magazines and Newspapers

Stanton Library maintains a diverse, educational and recreational collection of magazines including a small collection of junior/young adult magazines of general interest. *Magazines in digital format are also provided.*

Loan magazines will be provided in those community languages which are identified in Council's strategic plans and user surveys.

A selection of relevant Australian newspapers including appropriate community languages will be collected. Articles from major international newspapers can be accessed through the Library's database subscriptions.

#### 4.8 ~~Audio Visual~~

~~Stanton Library will maintain an adult audio visual collection in a variety of formats which will change over time to reflect new publishing trends. The aim is to build a contemporary, broad and dynamic multi-media collection:~~

- ~~a) — incorporating educational, instructional, recreational and multicultural resources; and~~
- ~~b) — embracing the ideas of lifetime learning and leisure enhancement.~~

~~Only items with licensing permission for loan to library members will be collected.~~

#### 4.9 Music Sound Recordings (CD)

The Library will collect a wide variety of musical styles to appeal to a broad range of borrowers.

There is currently a strength in classical music, opera and operetta which will be maintained according to usage.

~~There will be representation of a wide variety of works of particular composers, with an emphasis on the classic recordings.~~

~~As a general guide, Stanton Library will collect a wide selection of traditional, folk and world music, contemporary, popular, rock, heavy metal, musicals, soundtracks, jazz and blues, country and western, relaxation and ambient music.~~

*Formats may change due to publishing trends and new technology. Stanton Library will explore Online access to digital collections will be explored.*

#### 4.10 Audiobooks

A broad range of professional recordings will be collected to appeal to a wide variety of tastes and interests, including classics and contemporary works.

Audiobooks will be available in a variety of formats including ~~online audiobooks~~ *eAudiobooks* and those suitable for Home Library Service clients and people with disabilities. *Formats may change due to publishing trends and new technology.*

#### 4.11 DVDs

Stanton Library will collect productions up to and including "R" classification. The collection will include:

- a) Quality documentaries, informational and instructional work e.g. health, fitness, cookery etc.
- b) Films of dramatic or artistic merit, including classics, those with a cult value, winners of prestigious awards, ~~fine~~ films from independent production houses and those that support school curricula.
- c) Films and television adaptations of books with a particular emphasis on curriculum support.
- d) A comprehensive collection of Australian.
- e) Quality and award-winning foreign language films.
- f) Live performances of opera, ballet and performances by popular artists and bands.
- g) A variety of recent *films* and ~~classic productions~~ and popular television programs from respected broadcasters.

Budget constraints preclude the purchase of highly priced training, business and instructional DVDs.

Generally, PAL format and Region 4 or 0 DVDs will be collected. Titles available in NTSC or Regions 1-3, may be collected.

*Online access to films and television series is also provided. Formats and digital services may change over time due to publishing trends and new technology.*

#### 4.12 Language Instruction Kits

Resources for learning a wide variety of languages, with an emphasis on popular *and community languages*, will be collected. ~~Community language will be purchased on request.~~ Language *learning* material will be selected in a variety of formats including online resources where appropriate.

#### 4.13 English as a Second Language Collection ~~(all formats)~~

A broad collection of resources to assist adult learners of English in a variety of formats, including online formats, will be collected.

Preference will be given to material designed for self-study rather than classroom texts and workbooks.

There will be a collection of graded readers and read-along kits.

A variety of support material for students preparing for ~~IELTS (International English Language Testing System) and TOEFL (Test of English as a Second Language)~~ *English language testing* will be collected.

~~Resources to support literacy and numeracy will be collected.~~

#### 4.14 Junior *Audiovisual* Collections

Junior items (1-12 years) will be selected on the same general basis but with greater emphasis on learning and entertainment.

Junior DVDs will be collected up to and including the classification "PG".

#### 4.15 *Special Collections*

*Special Collections may include non-traditional items available for loan to the community, such as the current Discovery Collection of Science, Technology, Engineering, Arts and Mathematics (S.T.E.A.M) and technology items.*

*Items will be selected to fulfil community needs and interests. Consideration will be given to the diversity, equity, and inclusion goals of the library; social, educational and library collection trends.*

*Items will be collected with an emphasis on learning and entertainment, and for all ages and abilities.*

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Director Community and Library Services is responsible for submitting estimates to Council on an annual basis and allocating sufficient resources to support the Policy.
- 5.2 Council's Director Community and Library Services or Delegate is responsible for administration of the Policy.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Artwork Acquisition Policy
- Child Safe Policy

The Policy should be read in conjunction with the following documents/legislation:

- Library Act 1939
- Library Amendment Act 2011
- Library Regulation 2010
- Library Council of New South Wales' Freedom of Collection and Access for Local Government Libraries

Version	Date Approved	Approved by	Resolution No.	Review Date
1	24 June 2002	Council	688	2004/05
2	2 August 2004	Council	794	2008/09
3	16 February 2009	Council	61	2012/13
4	18 February 2013	Council	61	2016/17
5	25 June 2018	Council	214	2020/21
6	[insert date]	Council	[insert min. no.]	2024/25

Re-Adopted by Council [insert date]



## PUBLIC EVENTS POLICY

D4-13

Page 1 of 4

**Policy Owner:** Director Corporate Services

**Policy Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 North Sydney Council conducts, partners, supports or issues permits for a variety of events throughout the year. Events are important for a variety of reasons including community building, activation of public spaces etc.
- 1.2 This policy outlines how the principles of Council's *Events Strategy* are applied to the event approval process.
- 1.3 This policy applies to all public events held within the North Sydney local government area that:
- a) require Council approval;
  - b) are produced by Council;
  - c) are produced, presented or promoted in partnership with Council; or
  - d) attract Council funding and/or sponsorship.
- 1.4 *Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.*
- 1.5 Private events on private land, private events on public land and public events on private land are excluded from this policy.

### 2. ELIGIBILITY

- 2.1 This policy applies to any event organiser, including Council and their contractors wishing to stage a public event in parks, open spaces or streets under the ownership and/or control of the North Sydney Council.

### 3. DEFINITIONS

- 3.1 Public Event - are events that may be attended by any member of the community i.e. open to the public.
- 3.2 Event organiser - is the legal entity responsible for the event, i.e. the entity

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Re-adopted by Council [insert date]

who has taken out public liability insurance for the event.

3.3 Event categories - there are three (3) categories/types of events:

- a) Simple - do not require road closures, infrastructure, and amplification and do not involve approval from other agencies and assessment of noise impacts.
- b) Detailed - may include road closures, infrastructure, noise impacts (including amplification and acoustical concerns) or multiple food outlets/stalls.
- c) Complex - may include multiple sites, substantial infrastructure, noise impacts (including amplification and acoustical concerns), run for several days duration, involve significant road closures, or multiple food outlets/stalls.

#### 4. PROVISIONS

- 4.1 Council recognises the contribution that public events make to social and economic vibrancy and welcomes public events organised by external organisations.
- 4.2 While public events that are ticketed will be considered, preference will be given to events that are free.
- 4.3 Council applies a quadruple bottom line to planning and decision making. Event applications will be assessed with consideration of social, economic, environmental and governance factors.
- 4.4 In the assessment of public events, Council will consider the impact on residential and business amenity and may refuse or restrict an event if the impact on amenity is severe or if the number of events in an area adversely affect amenity.
- 4.5 Council will consider partnering with external organisations to deliver events that support the directions in our Community Strategic Plan.
- 4.6 Event proposals will be assessed against the detailed criteria outlined in the *Public Events Guidelines*.
- 4.7 Council reserves the right to refuse events if:
  - the location is deemed unsuitable.
  - the event organiser does not demonstrate sufficient capacity and capability to host the event.
  - the event organiser does not provide essential documents such as

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Re-adopted by Council [insert date]



insurance certificates, risk management plans and traffic management plans.

- the event is not compatible with other planned events in concept, timing or location.
- the application is made with insufficient time for internal and external approvals or to undertake community consultation.
- Council does not have adequate human and financial resources to support the event.

4.8 Event organisers must obtain all statutory and regulatory permits required to stage an event in the North Sydney local government area.

4.9 Event organisers must also comply with the requirements and provisions of related Council policies as applicable.

## 5. RESPONSIBILITY/ACCOUNTABILITY

5.1 All Councillors, staff and contractors are responsible for familiarising themselves with this Policy, as well as related guidelines/procedures.

5.2 Council's Communications and Events Department is responsible for providing guidance to event organisers in the implementation of this policy.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Banner Hire Policy
- Child Safe Policy
- Corporate Sponsorship Policy
- Development Control Plan
- Fees and Charges Schedule
- Local Environmental Plan
- Mobile Food Vending Vehicles and Temporary Food Stalls Policy
- Organisational Sustainability Policy
- Plans of Management (various)
- Public Event Guidelines
- Statement of Business Ethics
- Sustainable Public Events Policy

The Policy should be read in conjunction with the following documents/legislation:

- Protection of the Environment Operations Act 1997
- Roads and Maritime Services, Guide to Traffic and Transport Management for

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Re-adopted by Council [insert date]

**PUBLIC EVENTS POLICY**

Page 4 of 4

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- Special Events, Version 3.4, 2006
  - Work Health and Safety Act 2011
  - Work Health and Safety Regulation 2020

Version	Date Approved	Approved by	Resolution No.	Review Date
1	19 November 2015	Council	426	2015/16
2	24 October 2016	Council	274	2020/21
3	25 June 2018	Council	214	2020/21
4	26 September 2022	A/General Manager	-	2024/25

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 Re-adopted by Council [insert date]



## TUTORING IN THE LIBRARY POLICY

D4-14

Page 1 of 2

**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

1.1 Paid and volunteer tutors regularly use the Stanton Library as a workplace. This Policy is to ensure that tutors are aware of their rights and obligations in relation to their use of Stanton Library.

1.2 *North Sydney Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.*

### 2. ELIGIBILITY

2.1 This Policy applies to both paid and unpaid tutors.

### 3. DEFINITIONS

3.1 Tutoring - can include Council programs and/or private tuition.

### 4. PROVISIONS

4.1 There are two bookable rooms in Stanton Library available on level 2. Tutors wishing to use these facilities must pay the booking fee as determined in the *Fees and Charges Schedule*.

4.2 Tutoring is not allowed in quiet study areas. This applies even if no other users are present in the quiet study area as it would deter users looking for a quiet study space from entering the area.

4.3 Tutoring is allowed in the open study and reading areas only if this does not disturb Library users or staff.

4.4 Tutors are to ensure their activities are in compliance with Council's *Child Protection Policy* in relation to children in the Library. When a tutor assumes the role of carer for a child it is their responsibility to ensure the child is appropriately supervised.

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Re-adopted by Council [insert date]

**TUTORING IN THE LIBRARY POLICY**

Page 2 of 2

- 4.5 Library staff will not assume the role of supervisor or messenger when tutors are unable to meet their students in the Library.
- 4.6 Tutors may not advertise the Library as their place of business or otherwise imply Library sponsorship of their activity.
- 4.7 The Library does not sponsor, recommend, or assume liability of responsibility for the work and/or activities of tutors who use Library space.

**5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 Council's Director Community and Library Services is responsible for implementation of this Policy.
- 5.2 Council's Director Community and Library Services will periodically review use of the Library as a tutoring venue and can limit the availability of the facility or exclude and/or their clients if they abuse the use of the facilities or cause undue disruption to users of the Library.

**6. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Child Safe Policy
- Fees and Charges Schedule

Version	Date Approved	Approved by	Resolution No.	Review Date
1	19 March 2007	Council	126	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	28 September 2022	A/General Manager	-	2024/25
6	[insert date]	Council	[insert min. no.]	2024/25

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 Re-adopted by Council [insert date]



## VACATION CARE POLICY

D4-15

Page 1 of 5

**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 North Sydney Council's Vacation Care program aims to provide all children with stimulating, positive experiences and interactions in a safe, pleasant environment.
- 1.2 Council's Vacation Care program aims to provide a safe workplace for staff.
- 1.3 Council will actively seek to work with experienced not-for-profit contractors able to bring experience and support services to Vacation Care services.

### 2. ELIGIBILITY

- 2.1 This Policy applies to all children attending or applying to attend Council's Vacation Care programs and the parents and/or guardians of children attending Vacation Care programs.
- 2.2 This Policy applies equally to Council and the not-for-profit contractor for Vacation Care services, should Council choose this means of service delivery.

### 3. POLICY FRAMEWORK

- 3.1 Council's Vacation Care program participates in the Commonwealth Outside School Hours Care Quality Assurance program. This is a Federal initiative linked Child Care Benefit funding approval for Outside School Hours Care services.

As a participant in the Quality Assurance process, North Sydney Council follows the *Quality Practices Guide (2003)* that outlines eight quality areas and thirty principles of quality care.

Quality Area 7 Protective Care and Safety (page 61) states "the safety of children is paramount at all times. With this in mind, management and staff are required to exercise a duty of care. This means they have a legal and moral obligation to ensure the safety and well-being of all children.

"In exercising a duty of care both management and staff must take reasonable care to protect children from foreseeable risk of harm or injury."

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### 3.2 Policies and Procedures Guidelines and Implementation by Contractor

Council has published *Vacation Care Policies and Procedures Guidelines (2006)*, to guide daily practice in its services.

These guidelines state:

- a) "We will not discriminate against any families needing care. However, priority of access will be determined by Federal Government guidelines as the *Family Assistance Act 1999*."
- b) "No-one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income."
- c) "We aim to provide an equally accessible service to accommodate and include children with additional needs, which ensures the safety of all children in care."
- d) "Consideration of the service's ability to cater for the specific needs of the child will be necessary before the child can be accepted into the program."
- e) "Places will be available for children with additional needs who have been identified through specialised funding or medical assessment."

Where Council delivers Vacation Care through a Contractor, the Contractor's own policies and procedures will be reviewed by Council's Manager Community Development. Where compliant with Council's own policies, or operating at a higher level, they will be adopted as Council's own policies for the life of the contract.

## 4. PROVISIONS

### 4.1 Prohibited behaviours

Program staff and management will deal firmly and respectfully with all children who engage in prohibited behaviours.

Prohibited behaviour includes:

- a) behaviour that endangers the safety of the child concerned or of other children;
- b) activity that interferes with the rights of others;
- c) physical abuse of other children, staff or other members of the public;
- d) abusive, threatening language and misuse or damage of physical surroundings.

The behaviours listed are all unacceptable in the program whether exhibited by children or parents/carers visiting the centres.

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#### 4.2 Exclusion

This clause should be read on the understanding that management options for children with known behavioural issues will have been considered prior to the program commencement, in consultation with the parents/carers and relevant support services. Where Council delivers Vacation Care through a Contractor, the Contractor's own policies and procedures with respect to "guiding children's behaviours" will have been reviewed by the Manager Community Development, and where compliant with Council's own policies, or operating at a higher level, they will be adopted as Council's own policies for the life of the contract.

If prohibited behaviours are exhibited by a parent/carer, the parent/carer will be immediately excluded from the property. The continuance of the child of the parent/carer in question will depend on whether an alternative person can be nominated to collect the child concerned. If the matter is judged to be sufficiently serious it will be referred to the Police. The exclusion will be for a minimum of 12 months from the date of the incident. The parent/carer will be informed in writing.

If prohibited behaviours are exhibited by a child and after approved "guiding children's behaviours" procedures have been followed, however the Vacation Care Co-ordinator considers that the behaviour cannot be further managed without compromising the safety other persons in the program, consideration will be given to exclusion, and the following steps will be followed:

- a) the Co-ordinator (and/or a senior representative of the Contractor, where a contract is in place) will firstly liaise with the Manager Community Development and any appropriate support services, then communicate with the parents/guardian of the child; a face to face meeting is preferred.
- b) the exclusion and period of exclusion, if implemented, will be on the advice of the Vacation Care Co-ordinator, and will be determined by the Manager Community Development.
- c) the parents will be informed in writing by Council (or the Contractor, where a contract is in place).

#### 4.3 Appeal Process

Excluded parents/guardians or parents/guardians of an excluded child may appeal to Council's Director Community and Library Services, if they consider the period of exclusion is excessive.

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## 5. RE-ADMITTANCE

- 5.1 Once a parent has been requested to remove a child from the program then re-admittance of the child is contingent upon the implementation of a plan of action. The Vacation Care Coordinator, Service Director, primary contact staff, parents and child, in consultation with appropriate support services will develop an action/ management plan which will outline the expectations on all parties.

The action/management plan should outline the time frame, the resources required to assist the child, the expected behaviours, the unacceptable behaviours, and the possible consequences. Staff will also develop a work plan that will assist them to work with and manage the child within the context of the group setting.

## 6. RESPONSIBILITY/ACCOUNTABILITY

- 6.1 Council's Vacation Care Coordinator (or the Contractor where a contract is in place) is responsible for administration of this Policy.
- 6.2 Council's Manager Community Development (or a senior representative of the Contractor where a contract is in place) is responsible for monitoring exclusions and convening meetings to discuss the matter between staff and parents
- 6.3 Council's Manager Community Development is responsible for adjudicating exclusions and the periods of exclusion as advised by the Vacation Care Coordinator (or the Contractor where a contract is in place).
- 6.4 Council's Director Community and Library Services is responsible for oversight of the contract where a contract is in place, and to adjudicate appeals against the terms of an exclusion.

## 7. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Child Safe Policy
- Vacation Care Policies and Procedures Guidelines

The Policy should be read in conjunction with the following documents/legislation:

- Anti-Discrimination Act 1977

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**VACATION CARE POLICY**

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- Commonwealth Government Child Care Benefit Priority of Access guidelines
- Disability Discrimination Act 1992
- Family Assistance Act 1999
- National Childcare Accreditation Council Outside School Hours Care Quality Assurance
- National Standard of OOSH Section 4.6 (Access)
- Quality Practice Guide 2003

Version	Date Approved	Approved by	Resolution No.	Review Date
1	4 June 2007	Council	348	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

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## WRITERS AT STANTON POLICY

D4-16

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**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

### 1. STATEMENT OF INTENT

- 1.1 “Writers at Stanton” is a program of author talks coordinated by and held at Stanton Library. This is a high-profile community event and this Policy provides the framework for the operation of this program.

### 2. ELIGIBILITY

- 2.1 This Policy applies to all author talks arranged by or held at Stanton Library.

### 3. PROVISIONS

- 3.1 Most author talks are arranged in partnership with Constant Reader Bookshop, Crows Nest. However, Council reserves the right to arrange author events with individuals or other bookshops.
- 3.2 Priority will be given to authors with new books that are currently being promoted by the publisher. Independent author events are considered for community events.
- 3.3 Stanton Library will only launch books when the book relates to the Library’s collections (for example architecture or local history) or when the book relates to Council activities including the social plan (for example an Aboriginal author). Launches are generally open to the public, unless the Library Conference Room is booked by an external party for the event and paid for as per Council’s *Fees and Charges Schedule*.
- 3.4 Seating is limited at Writers at Stanton events and bookings may be required. Standing room will be actively controlled by Library staff under the appropriate *Work Method Statement*. High profile events will be held in external venues when appropriate. Admission to writers’ events at external venues will be limited as per the relevant Library’s *Risk Management Plan*.
- 3.5 “Writers at Stanton” talks may include controversial items when an established commercial publisher publishes the book. Details of the controversial issue will be included on promotional material so that people attending the sessions are

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**WRITERS AT STANTON POLICY**

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prepared for the topic. For example, the book *Lost: illegal abortion stories* will have the subtitle included in all advertising.

- 3.6 Stanton Library will attempt to include a balanced range of viewpoints, for examples biographies of politicians regardless of their political affiliation. However, the “Writers at Stanton” program concentrates on new publications, so it is not always possible to offer such e.g. where there is a greater number of political biographies published from a governing party than an opposition.
- 3.7 No advertising material will be displayed or distributed without the consent of Council’s Director Community and Library Services. Where consent is given this will generally be for passive distribution, which is leaving promotional material in a central location so that patrons who are interested in the material can collect it.
- 3.8 Stanton Library will not contact participating authors on behalf of Library patrons including passing on messages to authors.
- 3.9 Recording, filming or live streaming of events may occur where publisher and presenter approval has been provided. Where available, recordings will be accessible through the Council website and appropriate media streaming services.
- 3.10 Entry to “Writers at Stanton” events is free.
- 3.11 The bookshop and/or publisher may sell books at Writers at Stanton events and/or book launches. Purchase of a book at the event is not a prerequisite of attendance, however the author may elect to only sign books purchased at the event.
- 3.12 Depending on the author’s role in the community, consideration will be given to the Mayor or General Manager introducing the author on the day.

**4. RESPONSIBILITY/ACCOUNTABILITY**

- 4.1 Council’s Director Community and Library Services is responsible for administration of this Policy.

**5. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Fees and Charges Schedule
- Work Method Statements

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**WRITERS AT STANTON POLICY**

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<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Resolution No.</b>	<b>Review Date</b>
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