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**CCL 23/08/2022 – ADOPTION OF COUNCIL POLICIES**

**ITEM 62**

Page 2 **Attachment A:** Effective Communication between Councillors and Staff Policy

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**CCL 23/08/2022 – ADOPTION OF COUNCIL POLICIES**

- ITEM-62**                      **Attachment A:** Effective Communication between Councillors and Staff Policy
- Page 3   Attachment A.1: Summary of the Policy and proposed changes
- Page 4   Attachment A.2: Effective Communication between Councillors and Staff Policy (tracked changes)
- Page 16 Attachment A.3: Effective Communication between Councillors and Staff Policy (clean version)

## **Attachment A.1**

**POLICY TITLE:** Effective Communication between Councillors and Staff Policy  
**POLICY OWNERS:** Director Governance and Chief Financial Officer / Manager Legal

### **SUMMARY OF POLICY**

1. The Effective Communication between Councillors and Staff Policy (the Policy) was adopted in December 2018. The purpose of the Policy is to facilitate a positive working relationship between Councillors and staff and ensure Councillors have access to the information they need to perform their civic functions.
2. On 7 April 2022, the Office of Local Government (OLG) released the Model Councillor and Staff Interaction Policy (the Model Policy). The Model Policy is largely aligned with CN's current equivalent Policy.
3. A tracked changes copy of the revised Policy is provided at **Attachment A.2** and a clean copy of the revised Policy is provided at **Attachment A.3**.

### **SUMMARY OF PROPOSED CHANGES TO POLICY**

4. CN's Effective Communication between Councillors and Staff Policy has had minor updates to reflect current practice. As our Policy was one of a number considered by the OLG in preparing their Model Policy, the CN Policy is largely consistent, and variations are more applicable to smaller NSW councils.
5. The key differences between the revised Policy and CN's current Policy are as follows:
  - i. Updated provisions relating to timeframes for Councillor Service Requests (CSR) to reflect current practice (cl. 5.7).
  - ii. New provision to ensure Councillors declare any pecuniary or non-pecuniary significant or non-significant conflicts of interest when lodging a CSR (cl. 5.8) to remind Councillors of their obligations under the Code of Conduct in relation to conflicts of interest.
  - iii. New provision relating to Councillor participation on Advisory Committees (cl. 8.1) to ensure Councillors are aware of the other mechanisms by which Councillors may engage with CN staff.
  - iv. New provision to ensure Councillors inform the CEO and relevant Director or Service Unit Manager prior to attending a meeting organised by CN between CN Staff and members of the public (cl. 9.1).

### **CONSULTATION**

6. The Policy has undergone internal consultation to ensure it is consistent with CN's existing operations and resources. This Policy has an internal focus with minimal impact on members of the public.
7. The Policy does not require public exhibition as it is consistent with the Office of Local Government's Model Council Staff Interaction Policy.

# Effective Communication between Councillors and Staff Policy

August 2022

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## INTRODUCTION

### 1 Purpose

1.1 This Policy provides:

- a) a framework for City of Newcastle (CN) Staff to assist and support Councillors, as elected members of the community, in exercising their civic duties honestly and with care and diligence in accordance with the Act.
- b) guidance on appropriate, effective and timely processes for Councillors to obtain information and ensures an appropriate level of interaction between Councillors and CN Staff.

### 2 Scope

2.1 This Policy:

- a) applies to Councillors and CN Staff.
- b) applies to all interactions between Councillors and CN Staff including in-person, by telephone, internet, email, social media, writing or any other form of communication, [that relate to them undertaking their duties as a Councillor](#).
- c) should be read in conjunction with CN's Code of Conduct.

### 3 Principles

3.1 CN commits itself to the following:

- a) **Cooperation and collaboration** between CN Staff and Councillors.
- b) **Accountability and transparency** in the provision of information and advice.
- c) **Effective decision making** through appropriate, timely, evidence-based information.
- d) **Timeliness** in ensuring Councillors receive accurate and timely advice to help them carry out their civic responsibilities.

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## REQUESTING INFORMATION

### 4 What type of information may Councillors request?

- 4.1 Councillors may request access to information to enable them to carry out their civic role.
- 4.2 In limited circumstances, information may not be provided to Councillors (for example, Personal Information on an employee's personnel file or other information deemed confidential).
- 4.3 Where the CEO or Public Officer determines not to provide access to information requested by a Councillor, they will:
  - a) act reasonably in reaching this decision; and
  - b) provide reasons why the information sought is not considered to be required for the Councillor to perform their civic duty.

### 5 How may Councillors request information?

#### Administrative and minor operational requests

- 5.1 If a Councillor has a request of an administrative nature (including clarification of a Council report, request for information about a Council meeting or process, or IT issue or payroll issue), they may contact a Director, Service Unit Manager or any CN Staff listed in the table at Annexure B by phone, email or in person (by appointment).
- 5.2 If a Councillor has a request of a minor operational nature (including minor or straightforward or non-complex updates about a current CN project or initiative – but excluding requests about major or complex initiatives), they may contact a Director, Service Unit Manager or any CN Staff listed in the table at Annexure B by phone, email or in person (by appointment).
- 5.3 Directors are to ensure that Service Unit Managers or any CN Staff listed in the table at Annexure B provide timely responses to Councillor requests of an administrative and minor operational nature.
- 5.4 Where multiple Councillor requests for the same or similar administrative or minor operational matter are received, or where a Director determines that the matter is not of an administrative or minor operational matter, Directors are to request that Councillors submit the request as a Councillor Service Request (see below).
- 5.5 If a constituent raises a customer request with a Councillor, Councillors must ensure the constituent's matter has firstly been raised via:
  - a) Phone with CN's Customer Service team; or online via CN's Customer Request form; and
  - a)b) that a CN issued reference number is included in the Councillor's request.

#### All other requests

- 5.45.6 All other Councillor requests for information should be submitted as a Councillor Service Request (CSR). CSRs enable requests to be processed for matters which are not administrative or minor operational in nature as defined in section 5.1 and 5.2 and ensure that responses are communicated to all Councillors.
- 5.7 CSRs will be acknowledged and where possible a response provided on the fifth business day as quickly as possible given the potential complexity of the issue. Where it is not possible to respond to the request as required, the Councillor will be provided with an estimated timeframe for response.
- 5-55.8 Councillors are required to declare any pecuniary or non-pecuniary significant or non-significant conflicts of interest in accordance with CN's the Codes of Conduct when lodging a CSR.
- 5-65.9 If a CSR is urgent, the Councillor may contact the relevant Director or Service Unit Manager and advise of the urgent nature of the matter in addition to submitting the CSR.

~~The reason for the urgency should also be noted in the CSR at the time of lodging. The Service Unit Manager and Director will keep the CEO informed of the progress of urgent requests to ensure a coordinated response.~~

~~5.75.10~~ Information provided in response to a CSR will be made available (by memo or on request, depending on the nature of the request) to all Councillors, except where there is a legislative or policy requirement to keep the information confidential.

#### Who to contact

~~5.85.11~~ The CEO will from time to time approve a list of communication channels for Councillors and CN Staff, as set in the table at Annexure B.

#### Councillor Memos and Workshops

~~5.95.12~~ Where the CEO and Directors are aware that an administrative or operational matter is of a more significant nature and needs to be brought to the attention of all Councillors, a Councillor Memo will be proactively issued to all Councillors.

~~5.105.13~~ Where the CEO and Directors are aware that a significant matter needs to be discussed with Councillors, the CEO will arrange for a Workshop to be scheduled to provide Councillors with the opportunity to receive a briefing from relevant CN Staff.

## **6 Enquiries as a private citizen/ratepayer**

- 6.1 Where Councillors are required to interact with CN in their capacity as a private citizen/ratepayer they will access CN services in the same manner as a private citizen/ratepayer, clearly identifying that they are acting in their personal capacity.
- 6.2 CN Staff and Councillors should ensure such interactions are appropriate and avoid any perception of preferential treatment.

## **7 Requesting information under the GIPA Act**

- 7.1 Councillors may request information under the GIPA Act. GIPA applications submitted by Councillors will be managed in accordance with the GIPA Act and treated in the same manner as a private citizen/ratepayer making the request.



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## ATTENDANCE AT COMMITTEES AND OTHER PUBLIC MEETINGS

### 8 Advisory Committees

7-28.1 Where Councillors are members of, or have an enquiry on a matter overseen by an Advisory Committee, they may contact the relevant committee facilitator or secretary, as set out in the table at Annexure B.

### 9 Public meetings arranged by CN

9.1 Councillors must inform the CEO and relevant Director or Service Unit Manager prior to attending a meeting organised by CN between CN Staff and members of the public.

## USING INFORMATION

### 810 Councillor use of information

8-110.1 In requesting and using CN information, Councillors must:

- a) only access CN information needed to perform their civic duties;
- b) not use CN information for private purposes;
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information obtained in their capacity as a Councillor;
- d) only disclose CN information in accordance with established CN policies and procedures and in compliance with relevant legislation; and
- e) not disclose confidential information to the public. Confidential information includes:
  - i. Personal Information about individuals (including CN Staff, ratepayers and constituents) unless the individual gives consent to release of the information;
  - ii. information that is marked confidential by the CEO in accordance with the Act or acting reasonably. If a Councillor disputes that information marked confidential is in fact confidential, then the Councillor should discuss this with the CEO;
  - iii. information of a commercial or sensitive nature where release of commercial or sensitive information can be detrimental to the business of CN;
  - iv. material within workshops specifically noted as confidential, should be treated as confidential~~information that is provided or issued in a closed Councillor Workshop (which are closed to the public);~~ or
  - v. discussions or business that takes place in a meeting that is closed to the public in accordance with section 10A of the Act.

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## APPROPRIATE CONDUCT

Councillors and CN Staff must always act in accordance with CN's Code of Conduct. Appropriate conduct and interaction between Councillors and CN Staff as outlined in this Policy is necessary to ensure Councillors receive accurate and timely advice to help them carry out their civic responsibilities.

### 9.11 Examples of appropriate interactions

9.111.1 Councillors contact a Director or Service Unit Manager to request information of an administrative or minor operational nature.

9.211.2 Councillors contact staff in the Lord Mayor's office, CEO's office or Legal and Governance Service Unit who will assist or direct enquiries to the most appropriate area.

9.311.3 The relevant Service Unit Manager requests a CN Staff to contact Councillors directly to request further information in relation to a CSR or inform the Councillor of the expected timeframe of the provision of a response.

9.411.4 Councillors contact the IT Helpdesk and IT staff provide technical assistance to Councillors in the use of CN issued ICT equipment.

9.511.5 Councillors contact Payroll Service staff to discuss specifics of their Councillor payments.

9.611.6 Councillors contact the Legal and Governance Service Unit to discuss enquiries regarding Council meetings.

9.711.7 Councillors contact an Advisory Committee Facilitator to discuss matters on that agenda.

### 10.12 Reporting inappropriate interactions

10.12.1 Councillors and CN Staff must report any inappropriate interactions between Councillors and CN Staff to the CEO.

10.212.2 Interactions made by Councillors deemed inappropriate may be considered misconduct under CN's Code of Conduct ~~and penalties may include suspension or disqualification from civic office.~~

10.312.3 Interactions made by CN Staff deemed inappropriate may result in disciplinary action ~~including termination of employment.~~

10.412.4 In the event of contradiction between this Policy and CN's Code of Conduct, CN's Code of Conduct will prevail.

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## ANNEXURE A - DEFINITIONS

**Act** means the *Local Government Act 1993* (NSW).

**CEO** means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

**City of Newcastle (CN)** means Newcastle City Council.

**CN Staff** means full time, part time, temporary and casual staff employed by CN, and volunteers.

**Codes of Conduct** means CN's Code of Conduct [for Staff, Code of Conduct for Councillors and Code of Conduct for Committee Members, Delegates of Council and Council Advisors](#), and the associated Procedures for the Administration of the Code of Conduct as prescribed by the Regulation.

**Council** means the elected Council.

**Councillor** means a person elected or appointed to civic office and includes the Lord Mayor.

**Councillor Service Request (CSR)** means the process by which a Councillor submits a request to CN in relation to a matter on which a Councillor would like to receive further information. CSRs should be sent to [crservicerequest@ncc.nsw.gov.au](mailto:crservicerequest@ncc.nsw.gov.au)

**GIPA Act** means the *Government Information (Public Access) Act 2009* (NSW).

**Personal Information** means information or an opinion about a person whose identity is apparent or can be ascertained from the information or opinion.

**Public Officer** means the CN Staff appointed under section 343 of the Act.

**Regulation** means the *Local Government (General) Regulation 2021*.

**Workshop** has the same meaning as in [CN's Code of Meeting Practice](#).

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

**ANNEXURE B - WHO CAN I CONTACT?**

Subject Matter	City of Newcastle Staff					
	CEO	Director (including <a href="#">relevant Director's EA on behalf of the Director</a> )	Relevant Service Unit Manager/ Service Element Manager	Committee Facilitator/ Secretary	IT helpdesk	Councillor Services Team, <a href="#">CEO Office and Lord Mayor's Office</a>
All matters	✓	✓	✓ Manager Legal and Governance			✓
Plans, Strategies or Policies	✓	✓	✓			
Operational issues, service delivery	✓	✓	✓			
Media and Communications	✓	✓	✓ <a href="#">Manager, Major Events and Corporate Affairs</a>			
IT Support	✓	✓	✓ <a href="#">Chief Information Officer</a>		✓	
Payroll / <a href="#">WHS</a> enquiries (including Corporate fitness)	✓	✓	✓ Manager People and Culture			
Planning matters	✓	✓	✓ Manager Regulatory, Planning and Assessment			
Regulatory (enforcement) Matters	✓	✓	✓ Manager Regulatory, Planning and Assessment			
Code of Conduct	✓		✓ Manager Legal and Governance			
Committee matters	✓	✓	✓	✓ Advisory Committee s		
CSRs	✓	✓	✓			
Requests in accordance with the Councillor			✓ Manager Legal and Governance			

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Expenses and Facilities Policy						
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**ANNEXURE C - POLICY AUTHORISATIONS**

Title of authorisation	Description of authorisation	Position Number & Title
Nil.		

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**DOCUMENT CONTROL**

Policy title	Effective Communication between Councillors and Staff Policy
Policy owner	Manager Legal and Governance
Policy expert/writer	Governance Coordinator
Associated Guideline or Procedure Title	Nil.
Guideline or Procedure owner	N/A
Prepared by	Legal and Governance
Approved by	Council
Date approved	To be completed by Legal and Governance
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal and Governance
Next review date	To be completed by Legal and Governance
Termination date	To be completed by Legal and Governance (one year post revision date)
Version #	5
Category	Governance
Details of previous versions	Version #4 – ECM: 5804159
Keywords	Interaction, Councillors, staff, access, information, communication
Relevant strategy	Nil.
Relevant legislation/codes (reference specific sections)	This Policy supports CN's compliance with the following legislation: <i>Local Government Act 1993 (NSW) section 355</i> <i>Government Information (Public Access) Act 2009 (NSW)</i>
Other related documents	CN's Codes of Conduct
Related forms	Nil.
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure C

# Effective Communication between Councillors and Staff Policy

August 2022

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  - a) act reasonably in reaching this decision; and
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#### Administrative and minor operational requests

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- 6.1 Where Councillors are required to interact with CN in their capacity as a private citizen/ratepayer they will access CN services in the same manner as a private citizen/ratepayer, clearly identifying that they are acting in their personal capacity.
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### 9 Public meetings arranged by CN

- 9.1 Councillors must inform the CEO and relevant Director or Service Unit Manager prior to attending a meeting organised by CN between CN Staff and members of the public.

## USING INFORMATION

### 10 Councillor use of information

- 10.1 In requesting and using CN information, Councillors must:
- a) only access CN information needed to perform their civic duties;
  - b) not use CN information for private purposes;
  - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information obtained in their capacity as a Councillor;
  - d) only disclose CN information in accordance with established CN policies and procedures and in compliance with relevant legislation; and
  - e) not disclose confidential information to the public. Confidential information includes:
    - i. Personal Information about individuals (including CN Staff, ratepayers and constituents) unless the individual gives consent to release of the information;
    - ii. information that is marked confidential by the CEO in accordance with the Act or acting reasonably. If a Councillor disputes that information marked confidential is in fact confidential, then the Councillor should discuss this with the CEO;
    - iii. information of a commercial or sensitive nature where release of commercial or sensitive information can be detrimental to the business of CN;
    - iv. material within workshops specifically noted as confidential, should be treated as confidential; or
    - v. discussions or business that takes place in a meeting that is closed to the public in accordance with section 10A of the Act.

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## **APPROPRIATE CONDUCT**

Councillors and CN Staff must always act in accordance with CN's Code of Conduct. Appropriate conduct and interaction between Councillors and CN Staff as outlined in this Policy is necessary to ensure Councillors receive accurate and timely advice to help them carry out their civic responsibilities.

### **11 Examples of appropriate interactions**

- 11.1 Councillors contact a Director or Service Unit Manager to request information of an administrative or minor operational nature.
- 11.2 Councillors contact staff in the Lord Mayor's office, CEO's office or Legal and Governance Service Unit who will assist or direct enquiries to the most appropriate area.
- 11.3 The relevant Service Unit Manager requests a CN Staff to contact Councillors directly to request further information in relation to a CSR or inform the Councillor of the expected timeframe of the provision of a response.
- 11.4 Councillors contact the IT Helpdesk and IT staff provide technical assistance to Councillors in the use of CN issued ICT equipment.
- 11.5 Councillors contact Payroll Service staff to discuss specifics of their Councillor payments.
- 11.6 Councillors contact the Legal and Governance Service Unit to discuss enquiries regarding Council meetings.
- 11.7 Councillors contact an Advisory Committee Facilitator to discuss matters on that agenda.

### **12 Reporting inappropriate interactions**

- 12.1 Councillors and CN Staff must report any inappropriate interactions between Councillors and CN Staff to the CEO.
- 12.2 Interactions made by Councillors deemed inappropriate may be considered misconduct under CN's Code of Conduct.
- 12.3 Interactions made by CN Staff deemed inappropriate may result in disciplinary action.
- 12.4 In the event of contradiction between this Policy and CN's Code of Conduct, CN's Code of Conduct will prevail.

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## ANNEXURE A - DEFINITIONS

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**Workshop** has the same meaning as in CN's Code of Meeting Practice.

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

**ANNEXURE B - WHO CAN I CONTACT?**

Subject Matter	City of Newcastle Staff					
	CEO	Director (including relevant Director's EA on behalf of the Director)	Relevant Service Unit Manager	Committee Facilitator/ Secretary	IT helpdesk	Councillor Services Team, CEO Office and Lord Mayor's Office
All matters	✓	✓	✓ Manager Legal and Governance			✓
Plans, Strategies or Policies	✓	✓	✓			
Operational issues, service delivery	✓	✓	✓			
Media and Communications	✓	✓	✓ Manager, Major Events and Corporate Affairs			
IT Support	✓	✓	✓ Chief Information Officer		✓	
Payroll / WHS enquiries (including Corporate fitness)	✓	✓	✓ Manager People and Culture			
Planning matters	✓	✓	✓ Manager Regulatory, Planning and Assessment			
Regulatory (enforcement) Matters	✓	✓	✓ Manager Regulatory, Planning and Assessment			
Code of Conduct	✓		✓ Manager Legal and Governance			
Committee matters	✓	✓	✓	✓ Advisory Committee s		
CSRs	✓	✓	✓			
Requests in accordance with the Councillor Expenses and Facilities Policy			✓ Manager Legal and Governance			



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**ANNEXURE C - POLICY AUTHORISATIONS**

Title of authorisation	Description of authorisation	Position Number & Title
Nil.		

DRAFT

## DOCUMENT CONTROL

Policy title	Effective Communication between Councillors and Staff Policy
Policy owner	Manager Legal and Governance
Policy expert/writer	Governance Coordinator
Associated Guideline or Procedure Title	Nil.
Guideline or Procedure owner	N/A
Prepared by	Legal and Governance
Approved by	Council
Date approved	To be completed by Legal and Governance
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal and Governance
Next review date	To be completed by Legal and Governance
Termination date	To be completed by Legal and Governance (one year post revision date)
Version #	5
Category	Governance
Details of previous versions	Version #4 – ECM: 5804159
Keywords	Interaction, Councillors, staff, access, information, communication
Relevant strategy	Nil.
Relevant legislation/codes (reference specific sections)	This Policy supports CN's compliance with the following legislation: <i>Local Government Act 1993 (NSW) section 355</i> <i>Government Information (Public Access) Act 2009 (NSW)</i>
Other related documents	CN's Codes of Conduct
Related forms	Nil.
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure C

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**CCL 23/08/2022 – ADOPTION OF COUNCIL POLICIES**

- ITEM-62**                      **Attachment B:** Art Gallery Acquisitions and De-accessioning Policy
- Page 28   Attachment B.1: Summary of the Policy and proposed changes
- Page 30   Attachment B.2: Art Gallery Acquisitions and De-accessioning Policy (tracked changes)
- Page 39   Attachment B.3: Art Gallery Acquisitions and De-accessioning Policy (clean version)

**Attachment B.1**

**POLICY TITLE:** Art Gallery Acquisitions and De-accessioning Policy

**POLICY OWNERS:** Director City Wide Services / Art Gallery Director

**SUMMARY OF POLICY**

1. The Art Gallery Acquisitions and De-accessioning Policy was adopted in August 2018. The purpose of the Policy is to provide a framework for the acquisition and de-accession of Works of Art in the Collection.
2. A tracked changes copy of the revised Policy is provided at **Attachment B.2** and a clean copy of the revised Policy is provided at **Attachment B.3**.

**SUMMARY OF PROPOSED CHANGES TO POLICY**

3. The key differences between the revised Policy and CN's current Policy are as follows:
  - i. New provisions (sections 4-7) that clarify the roles and responsibilities of CN staff under this Policy.

**CONSULTATION**

4. The Policy does not require public exhibition as it incorporates specialist art-specific business knowledge.

# Art Gallery Acquisitions and De- accessioning Policy

August 2022

[newcastle.nsw.gov.au](http://newcastle.nsw.gov.au)



City of

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## INTRODUCTION

### 1. Purpose

1.1. The purpose of this Policy is to provide a framework for the acquisition and de-accession of Works of Art in the Collection.

### 2. Scope

2.1. This Policy applies to all acquisitions and de-accessioning of Works of Art into and out of the Gallery Collection.

2.2. This Policy does not apply to Public Art.

2.3. This Policy applies to Council and all City of Newcastle (CN) OfficerStaffs involved in the acquisition and de-accessioning of Works of Art.

### 3. Principles

3.1. ~~City of Newcastle (CN)~~ CN commits itself to the following principles:

- a) **Accountability and transparency** – This Policy provides a framework for the transparent and relevant acquisition and de-accessioning of Works of Art to and from the Gallery Collection.
- b) Reflecting the artistic, cultural and social development of the City of Newcastle.
- c) Providing the community with opportunities to engage with Works of Art in a highly accessible public space.
- d) Recognising artists from Newcastle and the Hunter Region.
- e) Enhancing the community's awareness, understanding and appreciation of art.

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## **ROLES AND RESPONSIBILITIES**

### **4. Art Gallery Director**

- 4.1. Carry out all responsibilities as per the [Acquisitions and De-accessioning Committee Charter](#).
- 4.2. Make recommendations to the Committee for Works of Art to be considered for acquisition or de-accessioning from the Collection.
- 4.3. If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with [CN's adopted budget and staff financial authorisations](#).

### **5. Committee**

- 5.1. Carry out all responsibilities as per the [Acquisitions and De-accessioning Committee Charter](#).
- 5.2. Make recommendations as per the Committee's responsibilities from the [Acquisitions and De-accessioning Committee Charter](#).

### **6. CN OfficersStaff**

- 6.1. Carry out all responsibilities as per the Charter.
- 6.2. Ensure accurate record keeping of all recommendations and decisions made regarding acquisitions and de-accessions.

### **7. Council**

- 7.1. [Council may consider and approve the purchase of Works of Art with CN funding to the value of \\$1 million or more through the resolution of the Council.](#)



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## ACQUISITIONS

### **4.8. Primary areas of collecting**

**4.1.8.1.** The Gallery aims to collect:

- a) Australian art of all regions with emphasis on:
  - i. Works of Art pertaining to Newcastle and the Hunter Region.
  - ii. Works of Art by outstanding artists associated with Newcastle and the Hunter Region.
  - iii. Representation of the full range of styles and movements in all major visual arts media.
  - iv. Contemporary art to ensure low cost and high value masterpieces for the future.
- b) Australian ceramics (20<sup>th</sup> Century - present day) to fully represent the development of this art medium.
- c) Japanese ceramics (20<sup>th</sup> Century - present day) to fully represent the development of this art medium.
- d) International Works of Art where they have relevance to, and inform, the existing Works of Art in the Gallery's Collection.

### **5.9. Criteria for acquisition**

**5.1.9.1.** The Gallery will only acquire a Work of Art for the Collection if the Work of Art is:

- a) relevant to, and inform, the Collection including one of the Primary areas of collecting.
- b) unencumbered to allow unconditional right to retain custody and control in perpetuity.
- c) unencumbered to allow the legal and equitable title to transfer to CN.
- d) able to be cared for and stored appropriately by the Gallery.
- e) of Gallery / Museum quality and in a good state of preservation.
- f) not a duplicate of a Work of Art already in the Collection.
- g) being acquired primarily for public display.

### **6.10. Recommendation and approval of acquisitions**

**6.1.10.1.** If the Art Gallery Director considers that a Work of Art is appropriate for acquisition by purchase, donation or bequest, the Art Gallery Director will report to the Committee recommending that the Work of Art be considered.

**6.2.10.2.** The Committee will:

**6.2.1.10.2.1.** review the report of the Art Gallery Director against the primary areas of collecting provided in clause **84** and criteria for acquisition provided in clause **95**.

**6.2.2.10.2.2.** make a recommendation on the acquisition of the Work of Art.

**6.3.10.3.** If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with staff financial authorisations. [Council may consider](#) the purchase of Works of Art with CN funding to the value of \$1 million or more ~~will be approved by~~ [through](#) the resolution of the Council. Approval for budget increases to the acquisitions budget will be sought through the adopted quarterly review process and reported to Council.

**6.4.10.4.** If the Committee does not recommend the acquisition of the Work of Art, CN must not acquire the Work of Art.

## DE-ACCESSIONING

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### **7.11. Criteria for de-accessioning**

~~7.1.11.1.~~ The Gallery may only de-accession Works of Art if it is established that the Work of Art:

- h) is inconsistent with this Policy or was erroneously included in the Collection.
- i) has no clear legal and equitable title.
- j) has been lost or stolen.
- k) has its authenticity proven to be in question.
- l) is damaged or suffered serious deterioration in condition.
- m) is an obvious duplication or repetition of the Work of Art already in the Collection.

### **8.12. Recommendation and approval for de-accessioning**

~~8.1.12.1.~~ If the Art Gallery Director considered that a Work of Art is no longer appropriate to the Collection, the Art Gallery Director will report to the Committee recommending that the Work of Art be de-accessioned.

~~8.2.12.2.~~ The Committee will:

~~8.2.1.12.2.1.~~ review the report of the Art Gallery Director against the Primary areas of collecting provided in clause 48 and criteria for acquisition provided in clause 95.

~~8.2.2.12.2.2.~~ make a recommendation on the de-accessioning of the Work of Art.

~~8.3.12.3.~~ If the Committee recommends the de-accessioning of a Work of Art, CN may de-accession the Work of Art.

~~8.4.12.4.~~ If the Committee does not recommend that the Work of Art be de-accessioned, CN must not de-accession the Work of Art.

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## ANNEXURE A – DEFINITIONS

~~Unless the context determines otherwise:~~

CEO means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993 (NSW)*.

**Charter** means the governing guidelines for the **Committee**.

**City of Newcastle (CN)** means Newcastle City Council.

**CN Staff Officer** means full time, part time, temporary and casual staff employed by CN, and volunteers

**Collection** means all **Works of Art** contained in the Art Gallery or to be acquired for the Art Gallery's Collection.

**Committee** means the Acquisitions and De-accessioning Committee.

**Council** means the elected Council.

**Donation** means either a gift of a **Work of Art** directly to the Art Gallery or as a Cultural Gift Program Donation (CGP) through the Australian Government's Cultural Gifts Program.

**Gallery** means Newcastle Art Gallery.

**Public Art** means **Works of Art** to be staged in a public domain.

**Work/s of Art** means artwork, art piece, art object or an aesthetic item or artistic creation.

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

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**ANNEXURE B - POLICY AUTHORISATIONS**

Title of authorisation	Description of authorisation	Position Number & Title
<u>Nil.</u>		

DRAFT

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**DOCUMENT CONTROL**

Policy title	Art Gallery Acquisitions and De-accessioning
Policy owner	Art Gallery Director
Policy expert/writer	Curator Newcastle Art Gallery
Associated Guideline or Procedure Title	Nil
Guideline or Procedure owner	N/A
Prepared by	Art Gallery
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal
Next review date	To be completed by Legal
Termination date	To be completed by Legal (one year post revision date)
Version #	Version number (versions mean adopted versions only)
Category	Administration
Details of previous versions	Version 1 - ECM# 5663713 Version 2 - ECM# 3065452 Version 3 - ECM# 5676623
Keywords	Acquisitions, art, art gallery, de-accessioning, Works of Art
Relevant Newcastle 2040 Strategic Theme/s	Liveable Newcastle Creative Newcastle
Relevant legislation/codes (reference specific sections)	Nil
Other related documents	Code of Conduct Acquisitions and De-accessioning Committee Charter
Related forms	Transfer of title and ownership Certificate of Donation - Cultural Gifts Program
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B

# Art Gallery Acquisitions and De- accessioning Policy

August 2022

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City of  
Newcastle

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## INTRODUCTION

### 1. Purpose

- 1.1. The purpose of this Policy is to provide a framework for the acquisition and de-accession of Works of Art in the Collection.

### 2. Scope

- 2.1. This Policy applies to all acquisitions and de-accessioning of Works of Art into and out of the Gallery Collection.
- 2.2. This Policy does not apply to Public Art.
- 2.3. This Policy applies to Council and all City of Newcastle (**CN**) Staff involved in the acquisition and de-accessioning of Works of Art.

### 3. Principles

- 3.1. CN commits itself to the following principles:
  - a) **Accountability and transparency** – This Policy provides a framework for the transparent and relevant acquisition and de-accessioning of Works of Art to and from the Gallery Collection.
  - b) Reflecting the artistic, cultural and social development of the City of Newcastle.
  - c) Providing the community with opportunities to engage with Works of Art in a highly accessible public space.
  - d) Recognising artists from Newcastle and the Hunter Region.
  - e) Enhancing the community's awareness, understanding and appreciation of art.



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## ROLES AND RESPONSIBILITIES

### 4. Art Gallery Director

- 4.1. Carry out all responsibilities as per the Acquisitions and De-accessioning Committee Charter.
- 4.2. Make recommendations to the Committee for Works of Art to be considered for acquisition or de-accessioning from the Collection.
- 4.3. If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with CN's adopted budget and staff financial authorisations.

### 5. Committee

- 5.1. Carry out all responsibilities as per the Acquisitions and De-accessioning Committee Charter.
- 5.2. Make recommendations as per the Committee's responsibilities from the Acquisitions and De-accessioning Committee Charter.

### 6. CN Staff

- 6.1. Carry out all responsibilities as per the Charter.
- 6.2. Ensure accurate record keeping of all recommendations and decisions made regarding acquisitions and de-accessions.

### 7. Council

- 7.1. Council may consider and approve the purchase of Works of Art with CN funding to the value of \$1 million or more through the resolution of the Council.

---

## ACQUISITIONS

### 8. Primary areas of collecting

- 8.1. The Gallery aims to collect:
- a) Australian art of all regions with emphasis on:
    - i. Works of Art pertaining to Newcastle and the Hunter Region.
    - ii. Works of Art by outstanding artists associated with Newcastle and the Hunter Region.
    - iii. Representation of the full range of styles and movements in all major visual arts media.
    - iv. Contemporary art to ensure low cost and high value masterpieces for the future.
  - b) Australian ceramics (20<sup>th</sup> Century - present day) to fully represent the development of this art medium.
  - c) Japanese ceramics (20<sup>th</sup> Century - present day) to fully represent the development of this art medium.
  - d) International Works of Art where they have relevance to, and inform, the existing Works of Art in the Gallery's Collection.

### 9. Criteria for acquisition

- 9.1. The Gallery will only acquire a Work of Art for the Collection if the Work of Art is:
- a) relevant to, and inform, the Collection including one of the Primary areas of collecting.
  - b) unencumbered to allow unconditional right to retain custody and control in perpetuity.
  - c) unencumbered to allow the legal and equitable title to transfer to CN.
  - d) able to be cared for and stored appropriately by the Gallery.
  - e) of Gallery / Museum quality and in a good state of preservation.
  - f) not a duplicate of a Work of Art already in the Collection.
  - g) being acquired primarily for public display.

### 10. Recommendation and approval of acquisitions

- 10.1. If the Art Gallery Director considers that a Work of Art is appropriate for acquisition by purchase, donation or bequest, the Art Gallery Director will report to the Committee recommending that the Work of Art be considered.
- 10.2. The Committee will:
- 10.2.1. review the report of the Art Gallery Director against the primary areas of collecting provided in clause 8 and criteria for acquisition provided in clause 9.
  - 10.2.2. make a recommendation on the acquisition of the Work of Art.
- 10.3. If the Committee recommends the acquisition of a Work of Art, the Art Gallery Director may acquire the Work of Art in accordance with CN's Acquisitions and De-accessioning Procedure and in accordance with staff financial authorisations. Council may consider the purchase of Works of Art with CN funding to the value of \$1 million or more through the resolution of the Council. Approval for budget increases to the acquisitions budget will be sought through the adopted quarterly review process and reported to Council.
- 10.4. If the Committee does not recommend the acquisition of the Work of Art, CN must not acquire the Work of Art.

## DE-ACCESSIONING

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**11. Criteria for de-accessioning**

- 11.1. The Gallery may only de-accession Works of Art if it is established that the Work of Art:
- a) is inconsistent with this Policy or was erroneously included in the Collection.
  - b) has no clear legal and equitable title.
  - c) has been lost or stolen.
  - d) has its authenticity proven to be in question.
  - e) is damaged or suffered serious deterioration in condition.
  - f) is an obvious duplication or repetition of the Work of Art already in the Collection.

**12. Recommendation and approval for de-accessioning**

- 12.1. If the Art Gallery Director considered that a Work of Art is no longer appropriate to the Collection, the Art Gallery Director will report to the Committee recommending that the Work of Art be de-accessioned.
- 12.2. The Committee will:
- 12.2.1. review the report of the Art Gallery Director against the Primary areas of collecting provided in clause 8 and criteria for acquisition provided in clause 9.
  - 12.2.2. make a recommendation on the de-accessioning of the Work of Art.
- 12.3. If the Committee recommends the de-accessioning of a Work of Art, CN may de-accession the Work of Art.
- 12.4. If the Committee does not recommend that the Work of Art be de-accessioned, CN must not de-accession the Work of Art.

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**Annexure A – Definitions**  
**CEO** means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

**Charter** means the governing guidelines for the **Committee**.

**City of Newcastle (CN)** means Newcastle City Council.

**CN Staff** means full time, part time, temporary and casual staff employed by CN, and volunteers

**Collection** means all **Works of Art** contained in the Art Gallery or to be acquired for the Art Gallery's Collection.

**Committee** means the Acquisitions and De-accessioning Committee.

**Council** means the elected Council.

**Donation** means either a gift of a **Work of Art** directly to the Art Gallery or as a Cultural Gift Program Donation (CGP) through the Australian Government's Cultural Gifts Program.

**Gallery** means Newcastle Art Gallery.

**Public Art** means **Works of Art** to be staged in a public domain.

**Work/s of Art** means artwork, art piece, art object or an aesthetic item or artistic creation.

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

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**ANNEXURE B - POLICY AUTHORISATIONS**

Title of authorisation	Description of authorisation	Position Number & Title
Nil.		

DRAFT

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**DOCUMENT CONTROL**

Policy title	Art Gallery Acquisitions and De-accessioning
Policy owner	Art Gallery Director
Policy expert/writer	Curator Newcastle Art Gallery
Associated Guideline or Procedure Title	Nil
Guideline or Procedure owner	N/A
Prepared by	Art Gallery
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal
Next review date	To be completed by Legal
Termination date	To be completed by Legal (one year post revision date)
Version #	Version number (versions mean adopted versions only)
Category	Administration
Details of previous versions	Version 1 - ECM# 5663713 Version 2 - ECM# 3065452 Version 3 - ECM# 5676623
Keywords	Acquisitions, art, art gallery, de-accessioning, Works of Art
Relevant Newcastle 2040 Strategic Theme/s	Liveable Newcastle Creative Newcastle
Relevant legislation/codes (reference specific sections)	Nil
Other related documents	Code of Conduct Acquisitions and De-accessioning Committee Charter
Related forms	Transfer of title and ownership Certificate of Donation - Cultural Gifts Program
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B

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**CCL 23/08/2022 – ADOPTION OF COUNCIL POLICIES**

**ITEM-62**

**Attachment C:** Social Media Policy

Page 49 Attachment C.1: Summary of the Policy and proposed changes

Page 50 Attachment C.2 Social Media Policy (clean version)

**Attachment C.1**

**POLICY TITLE:** Social Media Policy

**POLICY OWNERS:** Director Strategy and Engagement / Manager Major Events & Corporate Affairs

**SUMMARY OF POLICY**

1. The Social Media Policy is a new policy. The purpose of the Policy is to:
  - i. Identify the parameters for managing City of Newcastle (CN)'s use of social media.
  - ii. Guides Councillors, CN Staff and CN Officials on personal and professional use of social media sites.
  - iii. Support CN's use of social media as an essential communications channel and effective platform for engagement with the Newcastle community and more broadly.
2. CN has no current Social Media Policy to direct how Councillors, CN Staff and CN Officials should engage on social media, including official CN accounts.
3. The proposed Policy is set out at **Attachment C.2**.

**SUMMARY OF PROPOSED CHANGES TO POLICY**

4. This Policy is a new Policy.

**CONSULTATION**

5. The Policy has undergone internal consultation to ensure it is consistent with CN's robust and open community engagement practices and to ensure it is consistent with CN's existing operations and resources.
6. The Policy does not require public exhibition as it has been drafted in relation to the Office of Local Government's Model Social Media Policy.



# Social Media Policy

August 2022

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## INTRODUCTION

### 1 Purpose

- 1.1 The purpose of this Policy is to:
- a) Identify the parameters for managing City of Newcastle (CN)'s use of social media.
  - b) Guide Councillors, CN Staff and CN Officials on personal and professional use of social media sites.
  - c) Support CN's use of social media as an essential communications channel and effective platform for engagement with the Newcastle community and more broadly.

### 2 Scope

- 2.1 This Policy applies to:
- a) Councillors, CN Staff and CN Officials in the use of online social media communications that they undertake in both a CN official and personal capacity.
  - b) Any CN social media accounts, including corporate accounts and facility-based accounts.
  - c) The use of social media during work time or outside of work, on CN devices or personal devices.
- 2.2 This Policy does not apply to personal use of social media when no reference or inference is made to issues related to CN and or users do not identify themselves as a Councillor, CN Staff or CN Official.

### 3 Principles

- 3.1 CN is committed to the following principles:
- a) **Zero tolerance** – CN is committed to a zero tolerance approach towards bullying and harassment of Councillors, CN staff, CN Officials and users. Posts that contain abusive, demeaning, or inappropriate language or statements, including those that are discriminatory in nature, will be removed.
  - b) **Accountability and transparency** – This Policy guides CN's use of social media as a means of promoting inclusiveness and transparency.
  - c) **Openness** – Our social media platforms are places where anyone can share and discuss respectfully issues that are relevant to CN and the community we represent and serve.
  - d) **Respect** – Our social media platforms are safe places. We will uphold and promote the behavioural standards contained in this Policy and our Code of Conduct when using our social media platforms and any other social media platform.
  - e) **Alignment with CN Policies** – This Policy is consistent with CN's Media Policy in terms of official spokespeople and consistency of information and CN's Codes of Conduct which states that Councillors, CN Staff and CN Officials must not conduct themselves in a manner that is likely to bring CN into disrepute.

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## **POLICY**

### **4 CN's Social Media Channels**

- 4.1 CN's corporate social media channels are including but not limited to:
- CN Facebook
  - Visit Newcastle Facebook
  - CN Instagram
  - CN LinkedIn
  - CN Twitter
- 4.2 CN also has several facility based or project related channels where designated owners manage the publishing of content and the response to public commentary and queries on these pages including but not limited to:
- Newcastle Art Gallery Facebook
  - Newcastle Museum Facebook
  - Newcastle Libraries Facebook
  - Civic Theatre Newcastle Facebook
  - Blackbutt Reserve Facebook
  - Newcastle Art Gallery Instagram
  - Newcastle Museum Instagram
  - Civic Theatre Newcastle Instagram
  - New Annual Instagram

## **ROLES AND RESPONSIBILITIES**

### **5 Major Events and Corporate Affairs**

- 5.1 Ensure a strategic and coordinated approach to CN's multiple social media channels and accounts by:
- a) Being a primary administrator for social media across CN, with facilities and areas responsible for content delivery.
  - b) Leading the development and implementation of CN's social media strategy, including establishing tone, style and content pillars for the organisation at both a corporate and facility level.
  - c) Leading and approve all advertising expenditure across all channels.
  - d) Approving the opening, closing or modification of any CN account.
  - e) Moderate comments on CN's Corporate Accounts, applying and enforcing CN's Social Media Community Guidelines as required.

### **6 Customer Experience**

- 6.1 Manage customer enquiries to CN's corporate accounts (Facebook) to meet CX objectives.

### **7 People and Culture**

- 7.1 Manage recruitment content and inquiries on CN accounts (LinkedIn) to meet goals around talent acquisition and employer of choice advertising.

### **8 Facility Directors, Service Unit Managers, CN Staff**

- 8.1 Manage CN facility channels to support this Policy and CN's corporate communications objectives.
- 8.2 Moderate comments on Facility or Program accounts, applying and enforcing CN's Social Media Community Guidelines as required.

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## **9 Responsibilities of Councillors and Employees**

- 9.1 Community expectations around social media channel moderation and interaction greatly differ between commercial and government entities in terms of the right to express criticism. The role of freedom of speech and thought is an important principle in administering and engaging social media as an employee and representative of CN, and likewise an integral component of CN's reputation.
- 9.2 All users should be aware that social media activities and interactions (either public or personal) are public, permanently available, traceable and able to be reproduced elsewhere.
- 9.3 They should therefore behave in a way that upholds the values of CN when posting or publishing content online in public social media communications that are consistent with the Code of Conduct and other established CN policies.
- 9.4 All users, including Councillors and employees, must adhere to CN's Social Media Community Guidelines and can be blocked or deleted from CN's social media channels for breaching these rules.
- 9.5 All users including Councillors and employees should not post content that constitutes contempt of court or breaches a court suppression order; or breaches CN confidentiality as outlined in the Code of Conduct.
- 9.6 Councillors are encouraged to establish social media accounts with their Councillor profile to engage with the community on CN related matters.

## **10 Moderating and Interacting with Audiences on Public Social Media Channels**

- 10.1 In responding to audience comments or queries, whether on public communications or on users' personal communications, Councillors, CN Staff or CN Officials must only ever respond to users in exchanges directly related to CN if they are delegated representatives of CN social media channels and are using an official profile to respond, unless they are a delegated spokesperson under the CN Media Policy.
- 10.2 Councillors responding to users in contexts or exchanges directly related to CN must ensure their position as Councillor is clearly stated or known in the context of the communication, and that views and opinions expressed which are not in line with the positions and values of CN are not misconstrued by audiences as official positions and values of CN.
- 10.3 Customer complaints made on social media must be submitted and processed according to the CN Customer Complaints Handling Policy and associated procedures.

## **11 Conduct on Personal Social Media Communications**

- 11.1 Councillors, CN Staff or CN Officials are not precluded from participating in community debate about an issue that affects them. However, it must be clearly stated and known that they are commenting in a private capacity, not as an official representative of CN. Employees should not make any comments or responses regarding CN where the information could only be acquired through employment with CN.

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## ANNEXURE A - DEFINITIONS

**CEO** means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993* (NSW).

**City of Newcastle (CN)** means Newcastle City Council.

**Council** means the elected Council.

**CN Staff** means employees of CN (including full-time, part-time, fixed-term and casual) or Specific Talent Contractor engaged who is engaged under a CN position description.

**CN Official** means Advisory Committee member, other delegate of Council or consultants engaged by CN.

**Councillor** means a person elected to civic office as a member of the governing body including the Lord Mayor.

**Social media** refers to any website, application or platform that enables users to create and share content or to participate in social networking and interaction. They may include, but are not limited to, the following:

- Social network platforms, including but not limited to: Facebook, LinkedIn, Instagram, Twitter, YouTube.
- Comment boards on digital media sites, including but not limited to online iterations of newspapers. Digital interaction tools on intranet systems, including but not limited to comment boards, forums, etc.
- Phone, tablet, or software applications which facilitate public user commentary, reviews, or exchanges of information.

**Public social media communications** is any communications published by an individual in a setting engaged by multiple users, whether via personally attained social networks such as publishing content on a user's personal Facebook page (be it their own or a network member's page), or on public social media pages such as CN's Facebook page or a media outlet's page

**Social media platforms** mean an application or website through which users are able to create and share content and find and connect with other users.

**Social media channels** mean any and/or all forms of social media forum, to include, but not limited to Twitter, Facebook, Instagram, LinkedIn and YouTube used in connection with the social media.

Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of this Policy.

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**ANNEXURE B - POLICY AUTHORISATIONS**

Title of authorisation	Description of authorisation	Position Number & Title
Opening and closing CN social media accounts	Authority to open or close CN social media accounts in accordance with CN's marketing goals.	P20377   Manager Major Events and Corporate Affairs
Deleting comments and banning social media users	Responsible for deleting comments and banning users that breach CN's Social Media Community Guidelines	P20856   Digital Lead
Social Media Coordinator	Authority to act as CN's Social Media Coordinator	P20856   Digital Lead

## DOCUMENT CONTROL

Policy title	Social Media Policy
Policy owner	Manager Major Events and Corporate Affairs
Policy expert/writer	Digital Lead
Associated Guideline or Procedure Title	Nil
Guideline or Procedure owner	N/A
Prepared by	Major Events and Corporate Affairs
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal
Next review date	To be completed by Legal
Termination date	To be completed by Legal (one year post revision date)
Version #	Version number 1
Category	Administration
Details of previous versions	Nil.
Keywords	Social media, Facebook, twitter, communications, channels
Relevant Newcastle 2040 Theme/s	Liveable Newcastle Sustainable Newcastle Creative Newcastle Achieving Together
Relevant legislation/codes (reference specific sections)	This Policy supports CN's compliance with the following legislation: <ul style="list-style-type: none"> <li>- <i>State Records Act 1998</i> (NSW)</li> <li>- <i>Privacy and Personal Information Protection Act 1998</i> (NSW)</li> <li>- <i>Defamation Act 2005</i> (NSW)</li> </ul>
Other related documents	Code of Conduct Social Media Community Guidelines Marketing & Engagement Strategy 2017 CN's Privacy Management Plan CN's Cyber Security Policy
Related forms	Nil
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B