
CCL 26/04/2022 – ADOPTION OF COUNCIL POLICIES

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CCL 26/04/2022 – ADOPTION OF COUNCIL POLICIES

ITEM-32 Attachment A: Asset Management Policy



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Policy

Asset Management Policy

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Part A Preliminary

1 Purpose

- 1.1 The purpose of the Asset Management Policy (Policy) is to outline how City of Newcastle (CN) will manage its assets throughout the asset lifecycle.
- 1.2 CN's Asset Management Framework comprises the following documents:
 - 1.2.1 Asset Management Strategy (AMS),
 - 1.2.2 Asset Management Policy (this document), and
 - 1.2.3 Service Asset Plans (SAPs).

2 Scope

- 2.1 The Policy applies to all capitalised assets and related land under the control and jurisdiction of CN.

3 Principles

- 3.1 CN commits to the following:
 - 3.1.1 **Accountability and transparency** - A framework for transparency and a system of accountability in asset planning and enabling informed input from all stakeholders.
 - 3.1.2 **Sustainability** - To sustainably meet community needs and expectations for all assets and asset infrastructure services.
 - 3.1.3 **Continuous Improvement** - Supporting the implementation of continuous improvement practices in asset management.
 - 3.1.4 **Levels of Service** – Providing a selection of appropriate levels of service to meet community demand.
 - 3.1.5 **Risk Management** - The appropriate management of risk to people, service and property.
 - 3.1.6 **Legislative Compliance** - Compliance with state and federal legislation pertaining to asset management (including Integrated Planning and Reporting)
 - 3.1.7 **Alignment with Council strategies** – The policy aligns with Open and Collaborative Leadership priorities outlined in the Newcastle 2030 Community Strategic Plan.

Part B Roles and Responsibilities

4 Roles, responsibilities and resources

- 4.1 CN Service Unit Managers (SUM) with asset management responsibility are responsible for implementing this Policy as well as understanding and implementing the AMS and suite of SAPs.
- 4.2 CN Manager, Assets and Projects is responsible for developing and reviewing the AMS.
- 4.3 CN SUMs are responsible for implementing, reviewing and undertaking maturity assessments related directly to SAP's within their service unit.
- 4.4 This Policy is required to be reviewed in line with the review of the Operational Plan and every four years following an ordinary Council Election or following substantial legislative/organisational change.

5 Organisational Commitment

- 5.1 This Policy aligns with CN's Resourcing Strategy, which consists of the:
 - 5.1.1 Long Term Financial Plan - delivering the Community's expectations as outlined in the Newcastle 2030 Community Strategic Plan and Delivery Program within the context of finite economic and financial resources.
 - 5.1.2 Work Force Management Plan - outlining strategies and initiatives to ensure CN has the people and skills needed to achieve the Delivery Program.
 - 5.1.3 Asset Management Strategy – outlining CN's high-level long-term approach to asset management, including action plans and objectives for managing the assets.
- 5.2 The ownership, control, accountability and reporting requirements for assets are to be established, documented, clearly communicated and implemented through CN's AMS and SAPs.
- 5.3 CN will revise the AMS and SAPs as community needs, demographics, economic environment, resource availability and climate and technology change over time.

Part C – Operational

6 Levels of Service

- 6.1 Levels of service are measurable and capture what can sustainably be delivered by CN. Levels of service are incorporated into individual SAPs and require ELT approval.

7 Operations, Maintenance and Renewal

- 7.1 CN SUMs, in conjunction with Asset Custodians, are responsible for ensuring:
 - 7.1.1 That a routine inspection program of assets under their control takes place
 - 7.1.2 All works and services are procured in accordance with CN's Procurement Policy.
 - 7.1.3 Lifecycle costs, maintenance and renewal plans are generated from utilising available condition data, predictive modelling (as appropriate), usage rates, available funding and needs of the community.
- 7.2 CN's Asset Managers are responsible for implementing the Asset Management Strategy and providing support to CN's Asset Custodians through:
 - 7.2.1 Asset management advice, including condition reporting and data maintenance, and
 - 7.2.2 Provision where appropriate of maintenance to facilitate the service.

8 Risk Assessment and Management

- 8.1 Risk is identified for assets and the services they provide within each SAP. Each SAP has a risk action plan.

9 Data Management

- 9.1 CN maintains a corporate Asset Management software system that is accessible to designated CN officers.
- 9.2 The updating and maintenance of all asset inventory and lifecycle data within the corporate Asset Management system is undertaken in a timely manner.

10 Financial Authorisations

- 10.1 All CN SUM's are responsible for the monetary commitment that will result from the implementation of this Policy and ensuring they align with CN's Register of Financial Authorisations.

Annexure A - Definitions

Asset means a physical component of a facility, which has value, enables services to be provided, has potential value to an organisation such as land, plant, machinery, buildings etc. and has an economic life of greater than 12 months.

Asset Custodian means the CN staff member with responsibility for the stewardship of the asset and is responsible for defining the level of service required for the asset.

Asset Infrastructure Services means any service provided in the identification, management and construction of CN assets.

Asset Lifecycle means the series of stages involved in the management of an asset. It starts with the planning stages when the need for an asset is identified and continues all the way through an asset's useful life and eventual disposal.

Asset Management means the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Asset Management Strategy (AMS) means the high-level long-term approach to asset management, including action plans and objectives for managing the assets.

Asset Manager means the CN staff member with responsibility for providing ongoing advice, maintenance, renewal and support services to facilitate the service provided by the Asset Custodian.

City of Newcastle (CN) means Newcastle City Council.

Level of Service means the outputs or objectives an organisation or activity intends to deliver to customers.

Lifecycle Cost means the total cost of an asset throughout its life, including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

Maturity Assessment means the process used to understand the effectiveness of an organisation's asset management system and levels of service, as well as help comply/align with standards and regulatory requirements.

Predictive Modelling means the method of projecting the costs associated with maintenance, renewal, acquisition and disposal of assets to achieve an acceptable condition, or service level. Predictive modelling can be used to predict a required budget, or to view the distribution of a specified budget.

Service Asset Plans (SAPs) detail the requirements necessary to effectively manage the assets which exist to support service delivery. SAPs establish a framework to ensure sustainable community service expectations are met. This involves achieving a balance between delivering services to meet community needs and our ability to manage and resource the asset portfolio accordingly.

Useful Life means the period over which an asset is expected to be available for use by an entity (in the context of its service to the entity and not to the asset's actual physical life).

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

Annexure B - Policy Authorisations

Function	Position Number / Title
Nil	

Document Control

Policy title	Asset Management Policy
Policy owner	Director Infrastructure and Property
Policy expert/writer	Asset Services Manager
Associated Procedure Title (if applicable)	N/A
Procedure owner (if applicable)	Manager Assets and Projects
Prepared by	Asset Services
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM# 6525846
Commencement Date	To be completed by Legal
Next revision date (date policy will be revised)	To be completed by Legal
Termination date	To be completed by Legal
Version	5
Category	Council
Keywords	Asset, asset management, infrastructure services, asset lifecycle
Details of previous versions	Version 1 April 2010 (ECM Reference 2935100) Version 2 August 2012 (ECM Reference 3438058) Version 3 June 2016 (ECM Reference 4873789)
Legislative amendments	N/A
Relevant strategic direction	Open and Collaborative Leadership
Relevant strategy	Asset Management Strategy 2018 - 2027
Relevant legislation/codes (reference specific sections)	Local Government Act 1993 (8B) Local Government (General) Regulation 2021 Local Government Amendment (Planning and Reporting) Act 2009 Integrated Planning and Reporting Guidelines for Local Government in NSW (Division of Local Government) Integrated Planning and Reporting Manual for local government in NSW (Division of Local Government (s3.4) International Infrastructure Management Manual Edition 5 (2015)

	Australian Infrastructure Financial Management Guidelines Edition 2 2015 (ISO 55000).
Other related policies/ documents/ strategies	N/A
Related forms	N/A
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B

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CCL 26/04/2022 – ADOPTION OF COUNCIL POLICIES

ITEM-32 Attachment B: Community Grants Policy

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Community Grants Policy

City of Newcastle

April 2021

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Part A Preliminary

1 Purpose

- 1.1 This Policy provides a framework for the management of City of Newcastle's (CN) **Community Grant Programs** (CGP) in accordance with section 356 and section 377 of the *Local Government Act 1993* (NSW).
- 1.2 This Policy supports the delivery of community driven outcomes and benefits aligned with the **Community Strategic Plan** (CSP); including the seeding, supporting, and growing of Activities with outcomes for both the participants and the wider community.
- 1.3 This Policy is to be read in conjunction with the supporting Guidelines for each of CN's CGPs.
- 1.4 This Policy and associated Guidelines determine the types of organisations or industries that CN considers appropriate to partner with through Grant Funding.
- 1.5 This Policy and associated Guidelines ensure that decision-making regarding the provision of CGPs comply with relevant legislation and enable an equitable, open, and transparent process.

2 Scope

- 2.1 This Policy applies to all outgoing CGPs to enhance community, social, cultural, sporting, recreational, heritage, economic and environmental outcomes. This Policy applies to all aspects of CN's CGPs including application processes, decision making, Funding Agreements and Activity Acquittals.
- 2.2 This Policy also applies to all ad-hoc Grant funding not connected to a specific CGP.
- 2.3 This Policy covers all elected members of Council, CN employees, any person, or organisation contracted to or acting on behalf of CN, any person or organisation employed to work on CN premises or facilities, and all activities of CN.
- 2.4 This Policy does not apply to:
 - 2.4.1 CN Sponsorship Program(s)
 - 2.4.2 Grants received by CN
 - 2.4.3 Donations provided by CN
 - 2.4.4 CN Special Business Rate Funding.

3 Principles

- 3.1 CN commits itself to the following:
 - 3.1.1 **Alignment with the CSP** - This Policy and associated Guidelines supports delivery of the CSP and Four-Year Delivery Program.
 - 3.1.2 **Value with public money and outcomes orientation** - This Policy supports applications whose outcomes meet community needs and offer a mix of funding sources to help maximise the impact of funding from CN. Value for money and acceptable financial risk for CN, using public funds, is considered as part of CN's Assessment Criteria.
 - 3.1.3 **Accountability and transparency** - This Policy provides a robust governance framework for the transparent and merit-based provision of support with clearly defined roles and responsibilities for both CN and Grant recipients.

- 3.1.4 **Inclusiveness** - CN invites and values applications from organisations representing people of diverse abilities, genders, ethnicity, cultures, and ages.
- 3.1.5 **Collaboration** - CN values the relationships Grant recipients develop with CN, other Grant recipients and the community. Collaboration enhances positive community outcomes through the delivery of initiatives funded by CN.
- 3.1.6 **Values** - CN is committed to the United Nations Sustainable Development Goals (SDG); embedding local action as part of global recognition of community needs, social justice, reduced inequalities, and ecological sustainability.

Part B Roles and Responsibilities

4 Director

- 4.1 The Director, at their discretion, will determine the amount of CGP monies to be made available for expenditure each year in accordance with this Policy and CN's annual adopted budget.
- 4.2 The Director will review and publish annually the supporting Guidelines for each CGP. Guidelines, Application and Acquittal processes will be commensurate with the scale, complexity, and risk levels of the Activity.
- 4.3 This Policy authorises the Director to approve grants on behalf of the elected Council (under section 377 of the *Local Government Act 1993* (NSW)).
- 4.4 The Director may determine to allocate a portion of the total funding available each financial year (along with any unexpended or returned funds) for ad hoc applications outside the competitive round(s) detailed in the CGP Guidelines. If such funding is allocated, it will be advised on CN's website annually.

5 Service Unit Manager

- 5.1 The Service Unit Manager is responsible for determining and approving weightings for the Assessment Criteria of CGPs.
- 5.2 The Service Unit Manager is responsible for approving the following:
 - 5.2.1 Funding Period Variations: changes to the Funding Period due to a delayed start date, a delay during the grant, a change to the end date, and/or changes to the project team.
 - 5.2.2 Activity Variations: changes to the Activity scope including budget allocations, redirection of funds and outputs.
 - 5.2.3 Funding Value Variations: an increase in funding of up to 20% may be approved in exceptional circumstances by the Service Unit Manager.
 - 5.2.4 Acquittals in line with the Funding Agreement.

6 Assessment Panel

- 6.1 Assess applications and determine funding allocation.
- 6.2 Funding Value Variations: an increase in funding of up to 20% may be approved in exceptional circumstances by the Assessment Panel.

7 Grant Recipients

- 7.1 Grant Recipients are required to comply with this Policy and associated CGP Guidelines, as well as any conditions of a Funding Agreement.
- 7.2 Successful recipients are required to submit an Acquittal for all Grant funding received.
- 7.3 CN will provide Grants as cash and/or value-in-kind. Any CN goods or services provided should be costed by the Recipient at the appropriate Not-For-Profit Organisation or commercial rate as per the published fees and charges and included in the recipient's Activity budget.
- 7.4 A monetary figure will be allocated to all value-in-kind awarded in accordance with its real cost to CN and included in the total amount of funding allocated to any successful recipient.
- 7.5 The Recipient is required to publicly acknowledge CN for all Activities funded by CN as per conditions of a Funding Agreement.

Part C Eligibility and Public Information

8 Eligibility criteria

- 8.1 Eligibility of certain entities may differ across programs. Please note that there is no guarantee of funding even if all eligibility criteria are met. CN may accept Grant applications from the following entities:
- 8.1.1 Company Limited by Guarantee, Cooperative, Incorporated Association, Indigenous Corporation, Not-for-profit organisation, Partnership, Social Enterprise, Proprietary Limited Company and Individuals.
 - 8.1.2 Applications from individuals may be required to be Auspiced by, or partnered with, a registered organisation or CN may specify that individuals can apply for a specific program. Applications from registered charities and incorporated associations will be reviewed with regard to governance and accountability status under relevant legislation.
- 8.2 Applicants seeking CGP funding must comply with the following essential Eligibility Criteria, in addition to any program specific criteria as detailed in the Guidelines:
- 8.2.1 Applicants must operate within the Newcastle Local Government Area and/or be able to demonstrate that the Activity will directly benefit residents of Newcastle;
 - 8.2.2 Applications must be received on or before the advertised due date and completed with the required level of detail and supporting documentation as specified in the Guidelines;
 - 8.2.3 An Applicant's Activity must begin after the Grant funding commencement date. Funding for retrospective, recurrent or ongoing funding will not be considered;
 - 8.2.4 The Activity must be consistent with the CSP and SDGs;
 - 8.2.5 Applicants must have the appropriate level of insurance for the activities that are the subject of the funding request;
 - 8.2.6 Applicants must be capable of obtaining all regulatory approvals for the Activity.
 - 8.2.7 Where an Activity will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks. The applicant must provide CN with a letter advising of the successful completion and clearance of these checks prior to commencement of Activity. The letter must be signed by an office bearer of the organisation receiving the Grant.
- 8.3 Activities that are not eligible for Grant funding:
- 8.3.1 Activities that duplicate existing services or have a current Funding Agreement for the same Activity. This applies to all funding from CN including Grants, Sponsorships and Special Business Rate funding;
 - 8.3.2 Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose, or religious activities that could be perceived as divisive in the community;
 - 8.3.3 Profit making Activities where profits are allocated to shareholders, owners and/or members;
 - 8.3.4 Activities that vilify or discriminate a person or persons in respect of race, religion or sexual orientation or use live animals as part of a performance;
 - 8.3.5 Applications seeking funds for prize money, gifts or awards or general fundraising appeals including those seeking funding for representative sport or cultural activities;

- 8.3.6 Fees and charges associated with compliance or development applications payable to CN.
- 8.4 CN will consider applications from reputable organisations whose public image, products and services are consistent with the values, goals, and policies of CN.
- 8.5 The following companies, partnerships, sole traders, organisations or individuals are not considered by CN as suitable for Funding Agreements:
 - 8.5.1 Involved in any Socially Harmful Activity and/or manufacture, distribution and wholesaling of an Addictive Drug;
 - 8.5.2 Found guilty of illegal or improper conduct by the Independent Commission Against Corruption (ICAC) or any similar authority;
 - 8.5.3 Subject of a criminal conviction imposed by a Court of New South Wales or other jurisdiction in Australia, including for any offence under the Crimes Act 1900, Crimes Act 1914 and the Criminal Code Act 1995;
 - 8.5.4 Involved in political fields or affiliations, e.g. political parties;
 - 8.5.5 Other local, state or federal government departments and agencies;
 - 8.5.6 Involved in a competitive tender or purchasing process for the same Activity, at, or around the time of applying for a Grant or other funding agreement;
 - 8.5.7 Record of unsatisfactory acquittal of prior grant or sponsorship with CN; and
 - 8.5.8 Record of outstanding debt with CN.
- 8.6 CN employees or Councillors are not eligible to directly apply for funding. If a CN employee or Councillor is a party to an application submission, this must be declared, and the employee or Councillor is unable to take part in the assessment of the CGP.

9 Assessment of Grant applications

- 9.1 Activities that satisfy the Eligibility Criteria set out in Section 7 and the associated CGP Guidelines will be evaluated against Assessment Criteria published by CN in Guidelines each year. Assessment Criteria will include consideration of:
 - 9.1.1 Alignment of the proposed Activity to the CSP;
 - 9.1.2 Capacity and experience of an applicant to complete the Activity;
 - 9.1.3 Extent to which the budget is comprehensive, realistic and provides value for money.
- 9.2 An Assessment Panel will be established for each CGP. Membership of assessment panels will be appropriate to the objectives and scale of the CGP, and can consist of CN employees, Councillors, and external appointments with expertise in a related field.
- 9.3 CN employees and members of the Assessment Panel involved in the assessment and approval of applications under this Section, must comply with CN's Codes of Conduct and declare any potential Pecuniary or Non-Pecuniary conflicts of interest.
- 9.4 Assessment panels will, at a minimum, comprise the following:
 - 9.4.1 One (1) CN Employee with subject matter expertise;
 - 9.4.2 One (1) CN Service Unit Manager (or delegate);
 - 9.4.3 One (1) CN Director (or delegate);
 - 9.4.4 Lord Mayor (or delegate).
- 9.5 Applications for ad hoc funding or emergency funding not connected to a specific CGP will be assessed as per the Eligibility and Assessment Criteria in this Policy, the associated Guidelines, assessed by the Assessment Panel from the most relevant program, and be approved by the Director.

10 Public Information

- 10.1 CN will provide information to potential applicants on the CN website. This will include associated Guidelines.
- 10.2 CN may host public information session(s) to provide information to prospective applicants about the program.
- 10.3 CN will publish each Activity funded via CGPs on its website.
- 10.4 Under section 365 of the *Local Government Act 1993*, CN will list grant programs in its annual Operational Plan or provide 28 days public notice of a new grant program.

Part D Funding Agreements

11 Funding Agreements

- 11.1 All successful applicants will be required to enter into a Funding Agreement before funds are released and the Activity commences. The Funding Agreement will include:
- 11.1.1 All terms related to the Funding Agreement and the provision of the Grant;
 - 11.1.2 All terms related to the payment schedule;
 - 11.1.3 All terms related to the Activity and financial Acquittal.
- 11.2 Single year and multi-year commitments may be approved under this Policy. Multi-year funding agreements may be approved for a maximum of three consecutive years. In order for CN to continue to support, develop and create a dynamic a range of opportunities in the community into the future.
- 11.3 Funding Agreements will be available for between one (1) and three (3) consecutive financial years, subject to the requirements of the specific CGP, annual deliverables and an acquittal and approval process tied to the annual payments. This is also subject to CN's annual budget processes.

Annexure A Definitions

Addictive Drug means any substance listed in the Therapeutic Goods Administration Poisons Standard or listed as a prohibited drug at Schedule 1 of the Drug Misuse and Trafficking Act 1985.

Acquittal is a report submitted as per a Funding Agreement at the conclusion of a project detailing how the recipient administered the Grant funds and met the Activity outcomes in the Funding Agreement.

Activity is a one-off or time-limited task/undertaking or series of linked tasks/undertakings with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. An Activity can also be referred to as a **Project**.

Assessment Criteria means the method used to evaluate an application.

Assessment Panel means the panel assessing applications and determining Grant Funding.

Auspice is an incorporated organisation that receives, administers, and acquits Grants on behalf of an applicant.

City of Newcastle (CN) means Newcastle City Council.

CN employees means persons employed by the City of Newcastle accountable to CN's policies and procedures.

Community Strategic Plan (CSP) is the highest level of strategic planning undertaken by CN. It identifies the main priorities and aspirations of the community and provides a clear set of strategic directions to achieve the community's vision.

Company is defined by the Corporations Act 2001 (Cth) and registered with the Australian Securities and Investment Commission (ASIC). Companies must be registered in Australia to be eligible to apply.

Company Limited by Guarantee is a company with liability limited to the guarantees of its members. This is a common structure used by the not-for-profit sector.

Cooperative is an organisation owned, controlled by, and used for the purpose of benefitting its members.

A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit).

A distributing cooperative may distribute any surplus funds to its members.

Council means the elected Council.

Eligibility is the state of being eligible to apply for funding through satisfaction of appropriate criteria.

Funding Agreement is the agreement entered into between CN and a successful applicant for an Activity. It will articulate any financial or in-kind support provided by CN for the Activity. A Funding Agreement will detail Acquittal responsibilities and any specific conditions.

Grant is the financial support provided to applicants for a Activity. A Grant seeks a nominal return on investment from the benefits provided the community. Benefits may include improvement in the quality of life for the community from Activities meeting identified needs.

Guidelines means the specific CGPs conditions and Criteria for each separate Grant to be read in conjunction with this Policy.

Incorporated Association is an association that has been incorporated in accordance with the requirements of the Associations Incorporation Act 2009.

Indigenous Corporation is established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

Not-for-Profit Organisation is an organisation that does not directly operate for the profit or gain of a owner(s), member(s), or shareholder(s), either directly or indirectly. The organisation must be registered with the Australian Securities & Investment Commission (ASIC) or The Australian Charities and Not for Profit Commission (ACNC).

Partnership is a contractual relationship between parties carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on the Register of Limited Partnerships and Incorporated Limited Partnerships, administered by NSW Fair Trading).

Payment Schedule is the agreed timing of payments from CN to recipients.

Policy is a statement of intent and a deliberate system of principles to guide decisions and achieve rational outcomes.

Project see Activity.

Proprietary Limited Company (abbreviated as 'Pty Ltd') is a business structure with at least one shareholder and no more than 50 non-employee shareholders, with shareholder liability limited to the value of shares.

Registered Charity means a Charity registered with the Australian Charities and Not-for-profits Commission.

Social Enterprise is a business with a clear and stated social, environmental, or cultural mission articulated in an adopted constitution. Social Enterprises are usually driven by a public or community cause, derive income from trade (not donations or Sponsorships) and use profits to work towards the social mission defined by a constitution.

Socially Harmful Activity includes any activity involving the abuse of human rights or labour rights, bribery, corruption, production or supply of armaments, manufacture, distribution and wholesaling of alcohol, tobacco or nicotine related products, gambling products or services, pornography, the trade of fur or other illegal wildlife trade, abuse of animal welfare, live animal entertainment and any other activity which CN reasonably considers may pose a socially harmful activity.

Special Business Rate are funds collected from declared city precinct businesses within Newcastle LGA for the promotion, beautification, and development of the precincts, and awarded through a competitive application process.

Sponsorships are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a sponsorship agreement.

Value-in-kind refers to goods or services provided by supporters of a project that has a real value for the project and/or supporter and/or community.

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

Annexure B Policy Authorisations

Function	Position Number / Title
Determine and approve weightings for Assessment Criteria	Service Unit Manager (or delegate)
Approve Activity variations	Service Unit Manager (or delegate)
Execute Funding Agreements to approved Grants consistent with the Assessment Panel's recommendation and in accordance with this Policy	Service Unit Manager (or delegate)
Acquittals in line with Funding Agreements	Service Unit Manager (or delegate)
Review and approval of Grant Guidelines (annually)	Director (or delegate)
Approve grants on behalf of the elected Council (under s377 of the <i>Local Government Act 1993</i> (NSW)).	Director (or delegate)
Assess and approve ad-hoc applications <u>Rounds</u>	Director (or delegate)
Assess applications and determine funding allocation	Assessment Panel
Approve Funding Value variations	Assessment Panel

Document Control

Policy title	Community Grants Policy
Policy owner	Manager Community, Strategy & Innovation
Policy expert/writer	Grants and Sponsorship Officer
Associated Procedure Title (if applicable)	Nil
Procedure owner (if applicable)	N/A
Prepared by	Community Strategy and Innovation
Approved by	Council
Date approved	27/04/2021
Policy approval form reference	ECM# 6665440
Commencement Date	27/04/2021
Next revision date (date Policy will be revised)	27/04/2025
Termination date	27/04/2026
Version	Version number 1
Category	Administration
Keywords	Grants, financial assistance, facilities, sport, recreation, community, arts, cultural, placemaking, youth
Details of previous versions	Recreation Facilities Grant Program Policy – ECM: 5630916 Youth Week Grant Policy – ECM: 6204502 Community Place Making Grant Policy – ECM: 6297665 Council Support for Arts and Cultural Organisations in Newcastle – ECM: 6016939
Legislative amendments	Nil
Relevant strategic direction	Vibrant and Activated Public Places
Relevant strategy	Community Strategic Plan
Relevant legislation/codes (reference specific sections)	Local Government Act 1993 (NSW) (s356, s377)

Other related policies/ documents/ strategies	Community Grant Programs (CGP) - Guidelines
Related forms	Nil
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B

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ITEM-32 Attachment C: Sponsorship Policy

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Sponsorship Policy (Outwards)

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Part A Preliminary

1 Purpose

- 1.1 This Policy provides a framework for the management of City of Newcastle's (CN) **Sponsorship Programs (SP)** in a manner that is in accordance with section 356 and section 377 of the *Local Government Act 1993* (NSW).
- 1.2 This Policy supports the delivery of tangible value of benefits aligned with the **Community Strategic Plan (CSP)**. This includes, but is not limited to, demonstrated visitation, economic stimulus and activity, promotion, marketing and speaking opportunities.
- 1.3 The Policy is to be read in conjunction with the supporting Guidelines for each of CN's SPs.
- 1.4 This Policy and associated Guidelines determine the types of organisations, industries and/or individuals that CN considers appropriate to partner with, through Sponsorship agreements.
- 1.5 This Policy and associated Guidelines ensure that decision-making regarding the provision of SPs comply with relevant legislation and enable an equitable, open, and transparent process.

2 Scope

- 2.1 This Policy applies to all outgoing SPs and applies to all aspects of CN SPs including application processes, decision making, Sponsorship Agreements and Activity Acquittal.
- 2.2 The Policy applies to eligible organisations and individuals seeking sponsorship from CN in alignment with the strategic objectives as stated in CSP.
- 2.3 ~~The principals of this Policy also apply to CN's Major Event Development program. This is a closed program aimed at identifying and attracting events of economic and strategic benefit to the city. This Policy also applies to the Major Event Development Program. This is a closed program and only organisations that are invited to apply can seek funds. In identifying potential applicants for this program CN considers economic benefit and CSP priorities.~~
- 2.4 This Policy covers all elected members of Council, all employees of CN, any person or organisation contracted to or acting on behalf of CN, any person or organisation employed to work on CN premises or facilities and all activities of CN.
- 2.5 This Policy does not apply to:
 - 2.5.1 CN Community Grants Program;
 - 2.5.2 Sponsorships received by CN;
 - 2.5.3 Donations provided by CN;
 - 2.5.4 CN Special Business Rate Funding.

3 Principles

- 3.1 CN commits itself to the following:
 - 3.1.1 **Alignment with the CSP** - This Policy and associated Guidelines supports delivery of the CSP and the Four-Year Delivery Program.
 - 3.1.2 **Value with public money and outcomes orientation** - This Policy supports applications where outcomes meet community needs and offer a mix of Sponsorship sources to help maximise the impact of Sponsorship from CN. Value for money and acceptable financial risk for CN, using public funds, is considered as part of CN's Assessment Criteria.

- 3.1.3 **Accountability and transparency** - The Policy provides a robust governance framework for the transparent and merit-based provision of support with clearly defined roles and responsibilities for both CN and Sponsorship recipients.
- 3.1.4 **Inclusiveness** - CN invites and values applications from organisations representing people of diverse abilities, genders, ethnicity, cultures, and ages.
- 3.1.5 **Collaboration** - CN values the relationships Sponsorship recipients develop with CN, other Sponsorship recipients and the community. Collaboration enhances positive community outcomes through the delivery of initiatives funded by CN.
- 3.1.6 **Values** - CN is committed to the United Nations Sustainable Development Goals (SDG); embedding local action as part of global recognition of community needs, social justice, reduced inequalities, and ecological sustainability.

Part B Roles and Responsibilities

4 Director

- 4.1 The Director, at their discretion, will determine the amount of SP monies to be made available for expenditure each year in accordance with this Policy and CN's annual adopted budget.
- 4.2 The Director will review and publish annually the supporting Guidelines for each SP. Guidelines, Application and Acquittal processes will be commensurate with the scale, complexity, and risk levels of the Activity.
- 4.3 This Policy authorises the Director to approve sponsorships on behalf of the elected Council (under section 377 of the *Local Government Act 1993 (NSW)*).
- 4.4 The Director may determine to allocate a portion of the total funding available each financial year (along with any unexpended or returned funds) for ad hoc applications outside the competitive round(s) detailed in the SP Guidelines. If such funding is allocated it will be advised on CN's website annually.

5 Service Unit Manager

- 5.1 The Service Unit Manager is responsible for determining and approving weightings for the Assessment Criteria of SPs.
- 5.2 The Service Unit Manager is responsible for approving the following:
 - 5.2.1 Funding Period Variations: changes to the Funding Period due to a delayed start date, a delay during the sponsorship period, a change to the end date, and/or changes to the project team.
 - 5.2.2 Activity Variations: changes to the Activity scope including budget allocations, redirection of funds and outputs.
 - 5.2.3 Acquittals in line with the Funding Agreement.

6 Assessment Panel

- 6.1 Assess applications and determine funding allocation.
- 6.2 Funding Value Variations: an increase in funding of up to 20% may be approved in exceptional circumstances by the Assessment Panel.

7 Sponsorship Recipients

- 7.1 Sponsorship Recipients are required to comply with this Policy and the relevant SP Guidelines, as well any conditions of a Sponsorship Agreement.
- 7.2 Successful recipients will be required to submit an Acquittal for all Sponsorship received.
- 7.3 ~~CN will provide Sponsorships as cash only. Value in kind will not be provided. Any~~ CN goods or services should be costed by the Sponsorship Recipient at the appropriate Not-For-Profit Organisation or commercial rate as per the published fees and charges and included in the application's Activity budget.
- 7.4 The Sponsorship Recipient is required to publicly acknowledge CN for all Activities funded by CN as per conditions of their Sponsorship Agreement.
- 7.5 The Sponsorship Recipient is required to meet all licencing requirements within allocated timeframes. This includes licencing approval for events on community land.

Part C Eligibility and Public Information

8 Eligibility criteria

- 8.1 Eligibility of certain entities may differ across programs. Please note that there is no guarantee of funding even if all eligibility criteria are met. CN may accept Sponsorship applications from the following entities:
- 8.1.1 Company Limited by Guarantee, Cooperative, Incorporated Association, Indigenous Corporation, Not-for-profit organisation, Partnership, Social Enterprise, Proprietary Limited Company and Individuals.
- 8.2 Applicants seeking Sponsorship must comply with the essential Eligibility Criteria listed below in addition to the program specific criteria as detailed in the SP Guidelines:
- 8.2.1 Applicants must demonstrate that the Activity will directly benefit CN and/or residents/businesses of Newcastle;
 - 8.2.2 Applications must be received on or before the advertised due date and completed with the required level of detail and supporting documentation as specified in the Guidelines;
 - 8.2.3 An Applicant's Activity must begin after the Sponsorship commencement date. Support for retrospective Sponsorship will not be considered;
 - 8.2.4 The Activity must be consistent with the CSP and SDGs.
- 8.3 Activities that are not eligible for Sponsorship:
- 8.3.1 Activities that duplicate existing services or have a current Sponsorship Agreement for the same Activity. This applies to all support from CN including Grants, Sponsorships and Special Business Rate Funding;
 - 8.3.2 Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose; or religious activities that could be perceived as divisive in the community;
 - 8.3.3 General fundraising appeals and charitable donations, including support for individual representative sporting endeavours;
 - 8.3.4 Academic research, coursework or fees, or projects seeking financial support for research, studio work or activities that will be submitted for academic assessment;
 - 8.3.5 Ongoing operational costs, including rent or lease costs, general administrative costs or staffing or salary costs;
 - 8.3.6 Activities that vilify or discriminate a person or persons in respect of race, religion or sexual orientation or use live animals as part of a performance.
- 8.4 CN will consider applications from reputable organisations whose public image, products and services are consistent with the values, goals, and policies of CN.
- 8.5 The following companies, partnerships, sole traders, organisations or individuals are not considered by CN as suitable for Sponsorship Agreements:
- 8.5.1 Involved in any Socially Harmful Activity and/or manufacture, distribution and wholesaling of an Addictive Drug;
 - 8.5.2 Found guilty of illegal or improper conduct by the Independent Commission Against Corruption (ICAC) or any similar authority;
 - 8.5.3 Subject of a criminal conviction imposed by a Court of New South Wales or other jurisdiction in Australia, including for any offence under the Crimes Act 1900, Crimes Act 1914 and the Criminal Code Act 1995;
 - 8.5.4 Involved in political fields or affiliations, eg political parties;

- 8.5.5 Other local, state or federal government departments and agencies;
 - 8.5.6 Involved in a competitive tender or purchasing process for the same Activity, at, or around the time of negotiating a Grant or other Sponsorship agreement;
 - 8.5.7 Record of unsatisfactory acquittal of prior grant or sponsorship with CN; and
 - 8.5.8 Record of outstanding debt with CN.
- 8.6 CN employees or Councillors are not eligible to directly apply for Sponsorship. If a CN employee or Councillor is a party to an application submission this must be declared, and the employee or Councillor is unable to take part in the assessment of the SP.

9 Assessment of Sponsorship applications

- 9.1 Activities that satisfy the Eligibility Criteria set out in Section 7 and the associated Sponsorship Guidelines will be evaluated against Assessment Criteria published by CN in Guidelines each year. Assessment Criteria will include consideration of:
- 9.1.1 Alignment of the proposed Activity to the CSP;
 - 9.1.2 Capacity and experience of an applicant to complete the Activity;
 - 9.1.3 Extent to which the budget is comprehensive, realistic and provides value for money.
- 9.2 An assessment panel will be established for each SP. Membership of assessment panels will be appropriate to the objectives and scale of the SP and can consist of CN employees, Councillors and external appointments with expertise in a related field.
- 9.3 CN employees and members of the Assessment Panel involved in the assessment and approval of applications under this Section must comply with CN's Codes of Conduct and declare any potential Pecuniary or Non-Pecuniary conflict of interest.
- 9.4 Assessment panels will, at a minimum, comprise three members and must include the following:
- 9.4.1 One (1) CN Service Unit Manager (or delegate)
 - 9.4.2 One (1) CN Director (or delegate).
- 9.5 Applications for ad hoc funding not connected to a specific SP will be assessed as per the Eligibility and Assessment Criteria in this Policy and the associated Guidelines SP Guidelines and be approved by the Director.

10 Public Information

- 10.1 CN will provide information to potential applicants on the CN website. This will include associated Guidelines.
- 10.2 CN may host public information session(s) to provide information to prospective applicants about the program.
- 10.3 CN will publish each Activity funded via SPs on its website.

Part D Sponsorship Agreements

11 Sponsorship Agreements

- 11.1 All successful applicants will be required to enter into a Sponsorship Agreement before funds are released and the Activity commences. The Sponsorship Agreement will include:
 - 11.1.1 All terms related to the Sponsorship Agreement and the provision of the funds;
 - 11.1.2 All terms related to the payment schedule;
 - 11.1.3 All terms related to the Activity and financial Acquittal.
- 11.2 Single year and multi-year commitments may be approved under this Policy.
- 11.3 Sponsorship Agreements will be available for between one (1) and three (3) consecutive financial years, subject to the requirements of the specific SP, annual deliverables and an acquittal and approval process tied to the annual payments. This is also subject to CN's budget processes.

Annexure A Definitions

Addictive Drug means any substance listed in the Therapeutic Goods Administration Poisons Standard or listed as a prohibited drug at Schedule 1 of the Drug Misuse and Trafficking Act 1985.

Acquittal is a report submitted as per a Funding Agreement at the conclusion of a project detailing how the recipient administered the Grant funds and met the Activity outcomes in the Funding Agreement.

Activity is a one-off or time-limited task/undertaking or series of linked tasks/undertakings with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. An Activity can also be referred to as a **Project**.

Assessment Criteria means the method used to evaluate an application.

Assessment Panel means the panel assessing applications and determining Grant Funding.

Auspice is an incorporated organisation that receives, administers, and acquits Grants on behalf of an applicant.

City of Newcastle (CN) means Newcastle City Council.

CN employees – means persons employed by the City of Newcastle accountable to CN's policies and procedures.

Community Strategic Plan (CSP) is the highest level of strategic planning undertaken by CN. It identifies the main priorities and aspirations of the community and provides a clear set of strategic directions to achieve the community's vision.

Company is defined by the Corporations Act 2001 (Cth) and registered with the Australian Securities and Investment Commission (ASIC). Companies must be registered in Australia to be eligible to apply.

Company Limited by Guarantee is a company with liability limited to the guarantees of its members. This is a common structure used by the not-for-profit sector.

Cooperative is an organisation owned, controlled by, and used for the purpose of benefitting its members.

A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit).

A distributing cooperative may distribute any surplus funds to its members.

Council means the elected Council.

Four-Year Delivery Program sets out CN's objectives for a four-year period at the commencement of a newly elected Council. The Delivery Program is CN's response to the CSP and a commitment to the community on what CN will do to meet the CSP.

Grant is the financial support provided to applicants for an Activity. A Grant seeks a nominal return on investment from the benefits provided the community. Benefits may include improvement in the quality of life for the community from Activities meeting identified needs.

Guidelines means the specific CGPs conditions and Criteria for each separate Grant to be read in conjunction with this Policy.

Incorporated Association is an association that has been incorporated in accordance with the requirements of the Associations Incorporation Act 2009.

Indigenous Corporation is established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

Not-for-Profit Organisation is an organisation that does not directly operate for the profit or gain of a owner(s), member(s), or shareholder(s), either directly or indirectly. The

organisation must be registered with the Australian Securities & Investment Commission (ASIC) or The Australian Charities and Not for Profit Commission (ACNC).

Partnership is a contractual relationship between parties carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on the Register of Limited Partnerships and Incorporated Limited Partnerships, administered by NSW Fair Trading).

Payment Schedule is the agreed timing of payments from CN to recipients.

Project see Activity.

Proprietary Limited Company (abbreviated as 'Pty Ltd') is a business structure with at least one shareholder and no more than 50 non-employee shareholders, with shareholder liability limited to the value of shares.

Registered Charity registered with the Australian Charities and Not-for-profits Commission.

Social Enterprise is a business with a clear and stated social, environmental, or cultural mission articulated in a adopted constitution. Social Enterprises are usually driven by a public or community cause, derive income from trade (not donations or Sponsorships) and use profits to work towards the social mission defined by a constitution.

Socially Harmful Activity includes any activity involving the abuse of human rights or labour rights, bribery, corruption, production or supply of armaments, manufacture, distribution and wholesaling of alcohol, tobacco or nicotine related products, gambling products or services, pornography, the trade of fur or other illegal wildlife trade, abuse of animal welfare, live animal entertainment and any other activity which CN reasonably considers may pose a socially harmful activity.

Special Business Rate are funds collected from declared city precinct businesses within Newcastle LGA for the promotion, beautification, and development of the precincts, and awarded through a competitive application process.

Sponsorships are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a sponsorship agreement.

Sponsorship Agreement is the agreement entered into between CN and a successful applicant for an Activity. It will articulate any financial support provided by CN for the Activity. A Sponsorship Agreement will detail Acquittal responsibilities and any specific conditions.

Value-in-kind refers to goods or services provided by supporters of a project that has a real value for the project and/or supporter and/or community.

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

Annexure B Policy Authorisations

Function	Position Number / Title
Determine and approve weightings for Assessment Criteria	Service Unit Manager (or delegate)
Execute Sponsorship Agreements to allocated applicants consistent with the Assessment Panel's recommendation and in accordance with this Policy	Service Unit Manager (or delegate)
Acquittals in line with Funding Agreements	Service Unit Manager (or delegate)
Approve Activity variations	Service Unit Manager (or delegate)
Review and approval of Sponsorship Guidelines (annually)	Director (or delegate)
Approve sponsorships on behalf of the elected Council (under s377 of the <i>Local Government Act 1993</i> (NSW)).	Director (or delegate)
Assess and approve ad hoc Roundsapplication	Director (or delegate)
Assess applications and determine funding allocation	Assessment Panel
Approve Funding Value variations.	Assessment Panel

Document Control

Policy title	Sponsorship Policy
Policy owner	Manager Community, Strategy & Innovation
Policy expert/writer	Grants and Sponsorship Officer
Associated Procedure Title (if applicable)	Sponsorship Programs (SP) - Guidelines
Procedure owner (if applicable)	Manager Community, Strategy & Innovation
Prepared by	Community Strategy and Innovation
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM#
Commencement Date	To be completed by Legal
Next revision date (date Policy will be revised)	To be completed by Legal
Termination date	To be completed by Legal (one-year post revision date)
Version	Version number 42
Category	Administration
Keywords	Sponsorship, financial assistance, event, tourism, development, community, economic development, business development, creative industries
Details of previous versions	Sponsorship Policy Version 1 - 6718999 Event Sponsorship Policy – ECM: 6297663 Economic Development Sponsorship Policy – ECM: 6297664
Legislative amendments	Nil
Relevant strategic direction	Smart and Innovative City
Relevant strategy	List any related CN strategy
Relevant legislation/codes (reference specific sections)	Local Government Act 1993 (NSW) (s356, s377, s610)

Other related policies/ documents/ strategies	Sponsorship Programs (SP) - Guidelines
Related forms	Nil
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B

CCL 26/04/2022 – ADOPTION OF COUNCIL POLICIES

ITEM-32 Attachment D: Media Policy

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Policy

Media Policy

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Part A Preliminary

1 Purpose

- 1.1 The purpose of this Policy is to:
 - 1.1.1 Ensure City of Newcastle (CN) provides consistent, accurate and timely communications through the media;
 - 1.1.2 Establish appropriate protocols for distributing CN information to print, online and broadcast media;
 - 1.1.3 Identify CN's authorised spokespersons, and define roles and responsibilities within CN for working with the media;
 - 1.1.4 Ensure there is appropriate authorisation and responsibility for information provided; and
 - 1.1.5 Establish protocols for responding to enquiries from the media.

2 Scope

- 2.1 This Policy applies to ~~CN Officer~~ **CN Officials** including all employees, those on work experience, trainees and volunteers, Contractors, Councillors, committee members and external consultants/agencies where they are:
 - 2.1.1 communicating with media about CN affairs and related matters;
 - 2.1.2 writing editorial including opinion pieces and letters to the editor;
 - 2.1.3 attending public speaking engagements
 - 2.1.4 making comments on CN affairs where it is reasonably foreseeable the comments will be published in the media.
- 2.2 Applications for information under the GIPA Act are processed separately to this Policy.

3 Principles

- 3.1 CN is committed to open communication with the community through the media.
- 3.2 CN recognises the independence of the media and the key role it plays in ensuring Council is accountable to its community.
- 3.3 CN will make all reasonable attempts to deal with media enquiries promptly and accurately. CN will also try at all times to have a relevant ~~CN Officer~~ **CN Official** available to respond to the media in a timely manner.
- 3.4 CN has an important relationship with the media, as it provides an opportunity to:
- 3.5 Share information about CN services, activities and decisions.
- 3.6 Involve the community in dialogue about the provision of services and planning for the future.
- 3.7 Promote and celebrate the achievements of CN and the local community.
- 3.8 Limit the publication of inaccurate information.

Part B – Regulations, Responsibilities and Authorisations

4 Official spokespersons

- 4.1 Consistent with the ~~NSW Local Government Act 1993 (NSW) s 226 (c) .2 Sect 226 c,~~ as the elected leader of the City, the Lord Mayor is CN's official spokesperson.
- ~~4.2 In the absence of the Lord Mayor, the Lord Mayor can nominate another Councillor to be CN's spokesperson. Usually this will be the Deputy Lord Mayor.~~
- 4.2 The CEO can also act as CN's official spokesperson.
- 4.3 ~~The Lord Mayor or CEO may delegate their official spokesperson role on a case-by-case basis.~~

5 Media comments and enquiries

- 5.1 All media enquiries regarding or relating to CN made to CN employees and contractors should be directed to the Major Events and Corporate Affairs Unit. This Unit is responsible for coordinating CN's media liaison.
- 5.2 Formal statements to the media on behalf of CN must be issued through the Major Events and Corporate Affairs Unit.
- 5.3 Directors are authorised to provide information to the media on operational matters with approval of the CEO, in consultation with the Lord Mayor.
- 5.4 ~~CN Officer~~CN Officials may represent CN to the media on matters of factual information only if approved by the Manager Major Events and Corporate Affairs Unit. ~~CN Officer~~CN Officials must not express personal views regarding CN matters and in general should only provide information in respect of their area of responsibility.
- 5.5 From time to time, the CEO may also authorise individuals other than ~~CN Officer~~CN Officials to represent CN to the media, for example the Chairperson of the Audit and Risk Committee.
- 5.6 Before making comment to the media, ~~CN Official~~City Officers must ensure the comment is approved in accordance with this Policy.
- 5.7 Volunteers may be contacted by the media for information or comment concerning a particular issue. Individuals are free to make personal comments to the media however they should not be identified as representing CN or expressing views on behalf of CN.
- 5.8 Where a media release is prepared by another organisation, external consultant or agency, which relates to a CN project or in which CN is involved, it must be forwarded to CN's Major Events and Corporate Affairs Unit for approval of the content before it is released.
- 5.9 Media releases and responses to media enquiries should be managed according to CN's Record Management Policy.
- 5.10 ~~City Officers~~CN Officials and Contractors are encouraged to advise the Major Events and Corporate Affairs Unit of forthcoming events or any occurrence that may be of interest to the media to enable a forward media program to be developed. This should be done with reasonable notice to the Unit.

6 Councillors in the media

- 6.1 Councillors may debate the merits of proposed or adopted decisions of Council in the media. In doing so they must:
- 6.1.1 **M**ake it clear that comments are being made as an individual and are not necessarily the view of CN;
 - 6.1.2 **W**hen speaking on an issue that has not gone before the Council for a decision, make it clear that the issue is yet to be determined by Council;
 - 6.1.3 **E**nsure comments are respectful and courteous to CN and ~~CN Officer~~ **CN Officials**;
 - 6.1.4 **M**ake reasonable efforts to ensure that their comments are factual and do not unnecessarily bring the reputation of ~~CN Officer~~ **CN Officials** or Contractors into disrepute;
 - 6.1.5 **C**ontact the CEO or relevant Director to confirm details of any issue specific to the operation of CN in which they are yet to be formally briefed; and
 - 6.1.6 **N**ot discuss information provided to Councillors confidentially. This includes confidential Council reports.

7 Roles

Who	Role
Lord Mayor	City of Newcastle's official spokesperson.
Deputy Lord Mayor	Act as the Lord Mayor's delegated spokesperson if requested by the Lord Mayor.
Councillors	Provide the media with comment, identifying that this is provided as their own opinion and not representing the official position of the elected Council, unless requested by the Lord Mayor.
CEO	City of Newcastle's official spokesperson on operational and administrative matters.
Directors	Review and endorse media releases or official briefs for approval prior to progression to the CEO and/or Lord Mayor. Provide information to the media on operational matters with approval of the CEO.
Service Unit Managers, CN Officers, Contractors	Provide information to the Major Events and Corporate Affairs Unit within their area of expertise when requested. Advise the Major Events and Corporate Affairs Unit of forthcoming events to enable a forward media program to be developed. Advise the Major Events and Corporate Affairs Unit of any occurrence that may be of interest to the media.

CN Officials, Contractors	<p>Staff as private citizens are permitted to provide media comment or enter public debate so long as they do not give the impression they are speaking on behalf of City of Newcastle and do not breach the Code of Conduct.</p> <p>Provide information to the Major Events and Corporate Affairs Unit within their area of expertise when requested.</p> <p>Advise the Major Events and Corporate Affairs Unit of forthcoming events to enable a forward media program to be developed</p> <p>Advise the Major Events and Corporate Affairs Unit of any occurrence that may be of interest to the media.</p>
Manager Major Events and Corporate Affairs Unit	<p>Approve the release of information to the media.</p> <p>Approve media interviews with CN Officer CN Officials other than delegated spokespeople.</p>
Major Events and Corporate Affairs Unit	<p>Prepare and distribute all written content to media organisations.</p> <p>Coordinate all media responses on behalf of CN.</p>
Volunteers and committee members	<p>Volunteers and committee members must indicate they are not speaking 'on behalf of' CN or any CN committee or facility.</p>
External consultants/ agencies	<p>Seek approval from the Manager Major Events and Corporate Affairs Unit prior to providing information to the media.</p>

Part C Confidentiality

8 Confidential Information

- 8.1 All confidential information must remain confidential and not be provided to the media, or any other member of the public. This includes information provided during closed Council meetings or other official meetings.
- 8.2 Under no circumstances can ~~CN Officer~~ CN Officials, Contractors or volunteers discuss, confidential legal advice or commercial-in-confidence matters with the media.
- 8.3 Improper release of personal and/or confidential information is a breach of the CN's Code of Conduct.

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 or City) means Newcastle City Council.

~~CN Officer~~**CN Official** means anyone employed by CN and CN volunteers.

Contractor means individuals engaged by CN under a contract to provide services to or on behalf of CN. This includes those working on CN matters via agencies.

Council means the elected Council

Councillor means a member of the elected Council

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

Media means all print, broadcast, published, social and digital news sources, external to CN.

Online content means any content or piece of information found on digital spaces, including social media and podcasts, where people may, but not limited to, comment, contribute, create, forward, post, upload, and share.

Policy means the Media Policy.

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

Annexure B - Policy Authorisations

Function	Position Number / Title
Authority to release information to the media	P20377 Manager Major Events and Corporate Affairs

Document Control

Policy title	Media Policy
Policy owner	Chief Executive Officer
Policy expert/writer	Manager Major Events and Corporate Affairs
Associated Procedure Title (if applicable)	N/A
Procedure owner (if applicable)	N/A
Prepared by	Major Events and Corporate Affairs
Approved by	Council
Date approved	To be completed by Legal
Policy approval form reference	ECM 8169190
Commencement Date	To be completed by Legal
Next revision date (date policy will be revised)	To be completed by Legal
Termination date	To be completed by Legal (one year post revision date)
Version	Version number 5
Category	Council
Keywords	Media, social media, online, journalists, spokesperson, liaison, newspapers, communication, reporting
Details of previous versions	Version 1 - ECM 1985646 Version 2 - ECM 4014241 Version 3 - ECM 4659404 Version 4 - ECM 6531039

Legislative amendments	Nil.
Relevant strategic direction	Open and Collaborative Leadership
Relevant strategy	Nil
Relevant legislation/codes (reference specific sections)	Local Government Act 1993 (NSW) s.8, 377 & 378
Other related policies/ documents/ strategies	Codes of Conduct Social Media Policy (<i>in development</i>)
Related forms	Nil
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B